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# HEALTH AND SAFETY PROGRAM

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January 2024

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## ADMINISTRATIVE TABLE

<b>Document Title:</b>	<u>Health and Safety Program Manual</u>
<b>Brief Description:</b>	A program containing all policies and procedures related to occupational health and safety at Janick Electric Ltd.
<b>Effective:</b>	January 1, 2024
<b>Approved By:</b>	Janet Wicks
<b>Policy Contact:</b>	Brenda McDonald/Scott Wicks
<b>Supersedes:</b>	January 1, 2023
<b>Date of Last Review:</b>	January 1, 2024
<b>Next Review:</b>	January 1, 2025

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## Force of Policies

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The following statements establish the importance and contractual force of Janick Electric Ltd. policies, including those contained within this Occupational Health and Safety policy manual:

All Janick Electric Ltd. employees must review and abide by all the terms in this policy manual. While we have made every possible effort to make this manual comprehensive, it cannot address every potential application or exception. As such, Janick Electric Ltd. reserves the right to exercise its discretion in interpreting and enforcing its policies and revising or adding to its policies from time to time as Janick Electric Ltd. deems necessary.

If you have any questions about any of our policies or how to interpret them, please speak to your supervisor or manager.

To manage Janick Electric Ltd. effectively, we need to maintain flexibility. As a result, there will be times when we need to enforce our policies differently for different situations. However, by no means does this diminish the importance of our policies or the need for all employees to abide by them.

Please treat this policy manual as confidential. Employees are prohibited from publishing or disclosing any part of this manual except to provide its content to fellow employees of Janick Electric Ltd. or to fulfil a part of your job.

Employees who fail to abide by any of the policies in this manual may be subject to disciplinary action, including termination. If you feel an exception is warranted, you must obtain approval from your supervisor or manager.

### Scope of Manual

This manual's policies and procedures have an organization-wide application to provide a basis for consistent and appropriate decision-making and guidance for staff on many issues. This policy manual will help staff accomplish our mission, maintain accountability, and clarify how we conduct business.

The policies and procedures in this manual apply to all employees of the organization, including volunteers, contract employees, and students, unless otherwise indicated.

All staff members are responsible for familiarizing themselves with the content of the policies and procedures and conducting themselves accordingly. All supervisors have the responsibility to communicate with staff under their direction about applying policies and procedures, ensure compliance, and take corrective action when necessary.

All policies contained in this manual will be:

- Presented in a standard format;
- Formally approved by management;
- Distributed to all relevant parties in a timely manner;
- Located centrally and accessible to all parties; and
- Reviewed annually by senior management.

Janick Electric Ltd. reserves the right to revise or add to its policies from time to time as deemed necessary. Accordingly, employees will receive periodic updates to these policies as our business grows and are expected to familiarize themselves with these changes. The provisions of this policy manual are subject to any federal, provincial, or territorial laws that may prohibit or restrict their applicability.

## SECTION 1: Policy Statements

## Health and Safety Policy Statement

---

At JANICK ELECTRIC LTD., we place health and safety and the general well-being of our employees and all associates at the core of our business operations. We acknowledge the right of every employee to work in a safe and healthy environment. As such, we have developed a company-wide Health and Safety program manual to demonstrate our commitment to occupational health and safety and ongoing maintenance of the program by providing guidelines, safe work procedures, our expectations, and contingency plans.

Management is committed to providing a safe and healthy work environment by eliminating and minimizing hazards in the workplace. One way we do this is through our exceptional training program, which is driven and reinforced through our dedication to safety.

Like all other companies in Ontario, we recognize the mandatory requirement to comply with our obligations under the Occupational Health and Safety Act. To provide the absolute best in industry standards, Janick Electric Ltd. also acknowledges the standards developed by the Canadian Standards Association and abides by the safety recommendations established by the Infrastructure Health and Safety Association (IHSA), among other provincial and national occupational health and safety resources. These resources are employed to ensure that Janick Electric Ltd. and our representatives are actively committed to health and safety as reassurance to our employees, their families, stakeholders, and our communities.

Each employee and associate of Janick Electric Ltd. is encouraged to participate in the Health and Safety Program as a requirement of the Occupational Health and Safety Act and our Internal Responsibility System policy. The success of our program is a shared objective and is contingent on the direct cooperation of our employees and associates. Always refer to the program or ask your immediate supervisor for clarification if you are unsure of the safety protocols. Never do work if you are uncertain of the procedures. If an employee does not feel capable of fulfilling a Health and Safety program requirement, they may request more training. Open lines of communication, objective discussions, and cooperation between workers, forepersons, supervisors, superintendents, management, health and safety representatives, human resources, and other associates are critical pathways to securing a workplace free of hazards, injury, and illness.

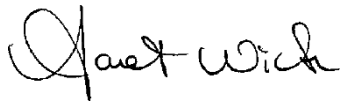
The professionalism and reputation of repeatedly exceeding client expectations are what makes Janick Electric Ltd. so successful. Our ability to consistently deliver services and achieve elite results safely and promptly is through diligently providing highly trained workers reinforced by our health and safety practices and procedures. For this reason, all contractors, sub-contractors, and visitors are also subject to the Janick Electric Ltd. Health and Safety program. By working together and giving the most careful attention to health and safety, we can meet our shared objectives for a safe and healthy work environment and the continued growth and expansion of all stakeholders involved.

Leadership is committed to providing a safe and healthy work environment that promotes all workers' occupational health and safety on an ongoing basis. Therefore, senior management and key

stakeholders will review the Janick Electric Ltd. Health and Safety Program manual annually, and management will keep records for future reference.

As president of Janick Electric Ltd., I am fully committed to the success of this health and safety program. Providing a safe working environment for all employees is dynamic and ongoing. Each decision can either support or contradict our health and safety program. I ask that every employee be aware of the sensitiveness that each decision could have and ask: "*Will this help or hinder our health and safety initiative?*" With this in mind, we will always be moving towards a safer and healthier workplace.

JANET WICKS, PRESIDENT

A handwritten signature in black ink that reads "Janet Wicks". The signature is written in a cursive style with a large initial "J" and "W".

JANICK ELECTRIC LTD.

## Environmental Policy Statement

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JANICK ELECTRIC LTD. recognizes the global threat of climate change and environmental degradation to present and future generations. We are proud to say that our ecologically-mindful business strategy does not exploit or neglect the environment. We intend to serve Canadians through our core values of sustainability and integrity towards a greener future by providing leadership in electrical designs and construction work based on LEED (Leadership in Energy and Environmental Design) standards. Each project is an opportunity to make environmental improvements for the sake of present and future generations.

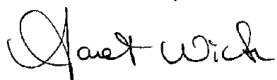
In addition to our proactive approach, Janick Electric Ltd. will continue to serve as a leader in the construction industry by continually improving our environmental performance through due diligence, technological innovations, process optimization, and the utilization of global best practices. Our commitment to this program will be promoted through the company's vision and values and communicated through our policies and procedures. Janick Electric Ltd. will always comply with all applicable environmental laws, health and safety laws and regulations, and other applicable provincial and federal requirements.

Janick Electric Ltd. also promises to:

- Encourage and ensure each employee and subcontractor to be ecologically responsible and to practice work habits indicative of Janick Electric Ltd. and government policies;
- Continually and consistently, educate employees so they may understand and share in the responsibility for monitoring, auditing and protecting the environment;
- Design, construct, and operate our projects in a manner that minimizes our impact on the global footprint and public health and safety; and
- Promote and encourage energy efficiency in our designs, resource conservation, and waste reduction by reducing, reusing, and recycling materials whenever viable.

The Janick Electric Ltd. environmental management program and all relevant policies will be reviewed annually by senior management to uphold our dedication to this program and maintain our leadership position in LEED construction, design and services.

JANET WICKS, PRESIDENT



JANICK ELECTRIC LTD.

## **Workplace Violence, Harassment, and Sexual Harassment Statement**

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JANICK ELECTRIC LTD. is committed to building and preserving a safe working environment for its employees. In pursuit of this goal, Janick Electric Ltd. will work to prevent acts of violence, harassment, and sexual harassment on Janick Electric Ltd. premises and associated worksites, in compliance with the *Occupational Health and Safety Act*.

As such, Janick Electric Ltd. has adopted policies prohibiting physical or verbal threats, intimidation, inappropriate comments relating to sex, sexual orientation, gender identity, or gender expression, and violence in the workplace to minimize the risk of injury or harm resulting from violence to Janick Electric Ltd. employees. As such, Janick Electric Ltd. has established two policies:

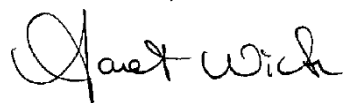
The **Workplace Violence, Harassment, and Sexual Harassment** Policy outlines measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance, and a process for workers to report incidents or raise concerns. It also defines harassment and other related terms and how to conduct a risk assessment; and

The **Workplace Violence Prevention and Task Force Policy** is intended to use in conjunction with the Workplace Violence, Harassment, and Sexual Harassment Policy to reinforce a culture of safety and awareness and work together to prevent and identify workplace violence. The policy also provides essential information about the use of weapons while on work property, security measures, risk factors and policy enforcement.

Janick Electric Ltd. will conduct an annual violence risk assessment and communicate all findings to our staff. In addition, Janick Electric Ltd. will provide appropriate training on violence, harassment, and sexual harassment in the workplace to all staff. Janick Electric Ltd. will thoroughly investigate all incidents or complaints of violence, harassment, or sexual harassment in the workplace and will communicate the results of all investigations to the involved employees. All complaints will be handled with confidentiality, in compliance with the Act. Janick Electric Ltd. does not condone domestic violence and will assist and protect any staff members subject to domestic violence.

It is also a violation of the Workplace Violence, Harassment, and Sexual Harassment Policy of Janick Electric Ltd. for anyone to knowingly make a false complaint of harassment or violence or provide false information about a complaint. Individuals who violate the Workplace Anti-violence, Harassment, and Sexual Harassment Policy are subject to disciplinary and corrective action, up to and including termination of employment.

JANET WICKS, PRESIDENT

A handwritten signature in black ink, appearing to read "Janet Wicks", written in a cursive style.

JANICK ELECTRIC LTD.

## AODA – Statement of Commitment to Accessibility

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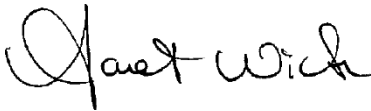
JANICK ELECTRIC LTD. is committed to providing a barrier-free environment for all stakeholders, including our clients, employees, job applicants, suppliers, and visitors who may enter our premises, access our information, or use our services. As an organization, we respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations.

Janick Electric Ltd. understands that we are responsible for ensuring a safe, dignified, and welcoming environment for everyone. We are committed to providing our organization's compliance by incorporating accessibility legislation into our policies, procedures, equipment requirements, training, and best practices. We will review these policies and practices annually, as organizational changes occur, or in anticipation of compliance deadlines. In addition, we will strive to meet the needs of individuals with disabilities in a timely and effective manner.

Providing an accessible and barrier-free environment is a shared effort, and we are committed as an organization to working with the necessary parties to make accessibility for all a reality. Please contact human resources for more detailed information on our accessibility policies, plans, and training programs.

Sincerely,

JANET WICKS, PRESIDENT

A handwritten signature in black ink, appearing to read "Janet Wicks". The signature is fluid and cursive, with the first name "Janet" and last name "Wicks" clearly distinguishable.

JANICK ELECTRIC LTD.



## Return to Work Policy Statement

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JANICK ELECTRIC LTD. is committed to preventing injuries and illnesses in the workplace by maintaining a healthy and safe work environment. An essential part of this commitment is to assist any employee who has been injured or who becomes ill due to a workplace incident by returning them to work safely. Therefore, an effective return to work plan must maintain the dignity and productivity of a worker. An effective return to work plan is when all workplace parties cooperate in the work reintegration process. Janick Electric Ltd. requires that all workers cooperate and comply with these procedures. These obligations to cooperate include Initiating early contact, maintaining appropriate communication throughout the worker's recovery, identifying and securing work reintegration opportunities for the worker, providing all relevant forms and information to WSIB concerning the worker's work reintegration and notifying WSIB of any dispute or disagreement concerning the worker's work reintegration.

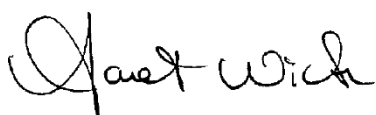
Janick Electric Ltd. has the duty of modifying the work or the workplace, in our responsibility to accommodate the worker's needs to the extent of undue hardship as set out under the WSIA, Ontario Human Rights Code and Canadian Human Rights Act. Janick Electric Ltd. will ensure we cooperate in all re-employment obligations and provide the skills and training required to meet the duty to collaborate and re-employ. In a workplace injury, the Return to Work Program procedures will be employed by human resources to ensure that an employee has the best opportunity available to return to suitable and safe work. These procedures commence at the time the injury is reported to management. Each step taken is towards the injured worker's return to full employment. Employees can locate the Janick Electric Ltd. Return To Work program in Section 7 of this Health and Safety manual.

The worker's responsibility is to report any work-related injury or illness to their supervisor as soon as possible, no matter how insignificant the injury or illness may seem. This allows Janick Electric Ltd. To document all incidents, conduct hazard investigations when necessary, prevent future occurrences of the event and provide accurate reports to 3rd parties if the injury or illness worsens over time. In addition, if medical attention is required at the time of the injury, Janick Electric Ltd. will ensure the worker receives first aid and is taken to an appropriate health care facility when needed.

Employees who are off due to illness or injury not related to work must also abide by the policies and follow the guidelines to return to work safely, thereby providing medical notes, updates and work restrictions.

Janick Electric Ltd.'s Return to Work policy and procedures will be provided in training and communicated to all workers during their initial workplace orientation. All supervisors will be provided with this policy and the supporting documentation. Workers who are injured will be reminded of this policy and procedure at the time of injury and will receive a written offer of suitable and available work.

JANET WICKS, PRESIDENT



JANICK ELECTRIC LTD.

## Health and Safety Continuous Improvement Plan

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### Intent

Janick Electric Ltd. is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a primary continuing objective. Janick Electric Ltd. will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing pursuit of reducing the risk of injury. Janick Electric Ltd. is ultimately responsible for worker health and safety and will take every reasonable precaution to protect our employees.

### Guidelines

Janick Electric Ltd. will act in compliance with all applicable workplace health and safety legislation and shall:

- Maintain the Continuous Improvement Plan.
- Assign responsibilities for each component of the Continuous Improvement Plan.
- Review the company Health and Safety Program.
- Review Industry Health and Safety trends and make amendments as necessary.
- Make Health and Safety a priority throughout the whole organization.
- Establish and maintain a Communication Program.
- Conduct regular workplace inspections.
- Support the Joint Health and Safety Committee (or Health and Safety Rep) and their efforts.
- Encourage a "safety culture" inside and out of the organization.

### Training

Janick Electric Ltd. will ensure that all health and safety training is maintained and up-to-date. Additionally, all training offered shall be relevant and necessary for employees to gain the knowledge and skills required to perform their duties safely.

Employees shall receive training on the following components of health and safety (for an extensive list of training and training procedures, refer to the **Training Policy**):

- Orientation and job-specific orientation.
- Health and safety responsibilities required by legislation.
- OHSAT/MOL Health & Safety Training in 4 or 5 steps for workers or Supervisors
- AODA Training.
- Personal protective equipment.
- Right to refuse work.
- Right to participate (JHSC and health and safety representative).
- Right to know about workplace hazards.
- Company Health and Safety Policy.
- Early and safe return to work obligations.
- Aerial Lift Training.
- Working from Heights Training.
- Company Workplace Violence and Harassment Policy.
- WHMIS (generic and workplace-specific).
- Confined Space Training.
- Lockout/Tagout Training.
- Designated substances.

- Covid-19 and Infectious Disease Policies and Response Plans.
- Safe material handling techniques (both manual and mechanical).
- Specialized training for all workers on site.
- Site-specific training.

Training will be reviewed on an annual basis and will include a review of the following:

- Legislation updates
- Each occupation
- Any changed procedures and modified equipment
- Employee training records

### **Training – Action Plan**

The Action Plan below will:

- Establish training objectives;
- Determine training methods;
- Time table for completion and refresher frequency; and
- Evaluation of the training.

Janick Electric Ltd.'s action plans must be Specific, Measurable, Attainable, Realistic, and Time-based to be effective:

Janick Electric tracks training using a tracking sheet and stores all training records in HR Downloads, Site Docs and on the Company Server for ease of access. All training records must be valid. Expired training will prevent the employee from attending worksites without pay.

### **Early and Safe Return to Work (RTW)**

Janick Electric Ltd. will ensure a consistent approach to the Workplace Early and Safe Return to Work Program that provides privacy and confidentiality. Refer to *Section 7* for the full policy and procedures regarding the Janick Electric Ltd. Return to Work (RTW) Program. Please note, this policy is for worker's who are off work due to a work related injury or illness or an injury or illness not related to work.

The program shall define the roles and responsibilities of the following:

- Early and Safe Return to Work Program Coordinator.
- The injured worker.
- Senior Management.
- Supervisors.
- Co-workers.
- Health Care Provider(s).
- WSIB/WCB.

In accordance with legislative and company requirements, all employees must participate in the RTW program. It is also mandatory that all employees who sustain a work-related injury report the incident following Janick Electric Ltd. protocol.

In any employee absence that shall exceed ten (10) working days and is related to an injury sustained under the employ of Janick Electric Ltd., the employee shall be required to advise Janick Electric Ltd. as soon as possible to begin the process of implementing the RTW Policy.

To properly implement the RTW Policy, employees must provide Janick Electric Ltd. with detailed information about their inability to perform their employment duties with medical documentation so that work alternatives may be sought out.

Employee Responsibilities:

- Employees shall establish and maintain contact with their supervisor regarding their injury rehabilitation progress. Contact should be made at least once a week.
- Employees shall obtain and follow all medical advice and work towards full recovery.
- Employees shall produce documentation from their health care provider to corroborate that they cannot return to work for an extended period and whether a RTW or accommodation plan could expedite their safe return to work.
- Employees shall make a reasonable effort to return to work safely, as early as possible.
- Employees shall provide their Janick Electric Ltd. contact with all pertinent information that could aid in the establishment of RTW options.

Supervisor Responsibilities:

- Shall maintain and document all contact conducted through the duration of the employee's absence.
- Identify employment opportunities based on the returning employees' abilities and limitations.
- Establish a timeline for returning the absent employee and any changes in their ability to work.
- Shall take an active part in the planning and implementing return to work arrangements for the employee.

Human Resources/Management Responsibilities:

- Shall establish and maintain communications with employees whose absence relating to a workplace injury exceeds ten (10) days.
- Shall request that the employee produce documentation from their physician to establish their physical and mental abilities and any information on limitations resulting from the injury.
- Will coordinate and implement the RTW process.

- Provide the absent employee with information regarding the RTW process and ensure they understand the procedures and responsibilities.
- Shall communicate with the employee, union or association, supervisor, and attending physician to ensure a complete understanding of the absent employee's abilities, possible job restrictions, the physical job demands required, and a timetable to return to work.
- Shall attempt to find an appropriate job if an injured employee cannot return to their pre-injury position.

### Early and Safe Return to Work Plan – SMART Action Plan

The Action Plan will:

- Establish Early and Safe Return to Work Program objectives;
- Determine methods used the process;
- Time table for completion and refresher frequency; and
- Evaluation of the Program.

Action Item <i>Detailed and specific</i>	Action Steps <i>What steps will be taken to achieve goal?</i>	Measure <i>How will progress be measured?</i>	Follow-Up Dates <i>Refresher Frequency</i>	Completion Date	Progress Notes <i>Evaluation of the Training</i>

### Incident Investigations

Janick Electric Ltd. shall ensure that every incident in the workplace is investigated to determine the cause(s) and subsequently enforce corrective action to prevent a repeat occurrence.

The following incidents require a complete and thorough investigation:

- Fatalities;
- Critical injuries;
- Lost time;
- Medical Aid;
- Occupational illness;
- Property damage;
- Fire;
- Environmental release; and
- Workplace violence and harassment.

Additionally, near-miss incidents and incidents requiring first-aid will be reviewed quarterly to determine the frequency of and requirement of investigation.

### Incident Investigations – SMART Action Plan

The following Action Plan shall define the roles of the following:

- Management

- The Joint Health and Safety Committee
- Health and Safety Representative
- Health Care Provider(s) and other parties involved in the investigation process

Action Plans must define the timelines for investigations and reviews, as follows:

<b>Action Item</b> <i>Detailed and specific</i>	<b>Action Steps</b> <i>What steps will be taken to achieve the goal?</i>	<b>Measure</b> <i>How will progress be measured?</i>	<b>Follow-Up Dates</b> <i>Refresher Frequency</i>	<b>Completion Date</b>	<b>Progress Notes</b> <i>Evaluation of the Training</i>

### **Preventive Maintenance Program**

Janick Electric Ltd. shall employ a consistent preventative maintenance program to foster a safe workplace for all employees. All equipment shall be maintained in accordance with the recommendations and instructions of the manufacturer.

The following items are examples of the type of equipment and tools that qualify under Janick Electric Ltd.'s Preventative Maintenance Program:

- Forklifts, power tools, scaffolding, ladders, welding equipment, fall protection equipment; heavy machinery, etc.; and
- Any other employer or constructor identified equipment.

#### Preventative Maintenance Program

The following Action Plan shall identify the following:

- Types of Equipment and Tools;
- Maintenance Schedule; and
- Persons responsible for the maintenance, repair and replacement of said equipment.
- All daily inspections are logged in Site Docs and records are stored.

### **Health and Safety Inspections**

Janick Electric Ltd. shall comply with applicable legislation and ensure that workplace inspections identify hazards and make recommendations for corrective action.

Workplace inspections shall be planned and occur at a frequency specified by legislation.

#### Workplace Hazards

When conducting a workplace inspection, the inspector may encounter some or all of the following hazards:

- Safety Hazards (i.e., inadequate machine guards, unsafe workplace conditions, unsafe work practices)
- Biological Hazards (i.e., viruses, bacteria, fungi, parasites)
- Chemical Hazards (i.e., liquid, vapours, fumes, dust, gas)
- Ergonomic Hazards (i.e., repetitive and forceful movements, temperature extremes, improperly designed work stations)
- Physical Hazards (i.e., noise, vibration, energy, water, electricity, radiation, pressure)

### Inspection Team

Workplace inspection teams shall be created with the following criteria in mind:

- Knowledge of regulations and procedures;
- Understanding of potential hazards;
- Experience with work procedures involved; and
- Health and safety training and certification.

In addition to the health and safety representative, engineers, maintenance personnel, occupational hygienists and management may also be part of the workplace inspection team or be called upon to help explain certain aspects of the inspection.

### Health and Safety Inspections – Action Plan

The following Action Plan will outline the following:

- Roles and Responsibilities;
- Inspection Schedule; and
- Follow-up actions.
- Inspection Reports

### **First Aid Requirements**

Janick Electric Ltd. will ensure that appropriate first aid supplies are maintained and accessible at all times. A trained and competent individual will also be on-site at all times following applicable legislation.

### First Aid Requirements – SMART Action Plan

The following Action Plan shall outline the following:

- Roles and Responsibilities regarding first aid.
- First aid kit requirements.
- First aid treatment record requirements.
- Certification requirements.
- Inspection requirements.





## Health and Safety Policy - Ontario

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### Intent

JANICK ELECTRIC LTD. acknowledges it has a statutory duty to take all reasonable precautions to protect employees, contractors, volunteers, visitors, and other on-site individuals. Protecting employees from injury or occupational disease from accidents or incidents is a continuing objective. We will make every effort to provide a safe and healthy work environment for all staff. We believe all accidents are preventable and active participation at all levels will help ensure accidents are avoided. Supervisors and workers must refrain from any actions or activities that could jeopardize the health and safety of others and must work to reduce the risk of injury.

We are committed to promoting a safe and healthy workplace for all employees, contractors, volunteers, and visitors. We will develop, implement, and enforce policies and procedures that encourage and provide a healthier, safer work environment pursuing our commitment. We understand the importance of safety to the well-being and productivity of our employees and strive to safeguard the workplace from injury and malfeasance through negligence.

This policy outlines the responsibilities of all parties in maintaining a safe and healthy work environment. Janick Electric Ltd. will comply with all applicable workplace health and safety legislation.

### Guidelines

#### Communication

Janick Electric Ltd. encourages open communication on health and safety issues. Open communication is essential to providing an accident-free and productive work environment.

- Employees who voice or identify a health and safety concern will not be subject to reprisal or retaliation.
- Human resources will review health and safety comments. Then, the Health and Safety team will investigate each reported or potential hazard.
- Employees should inform their supervisor or human resources of any matter they perceive as an actual or potential workplace hazard.

- Communication can be written or verbal and may be anonymous if desired.

### Responsibilities

#### Employers:

- Supply an effective strategy to manage the company's occupational health and safety concerns.

- Allocate and govern resources properly to achieve employees' health and safety requirements, and that policies comply with the company's legal obligations.
- Foster a workplace culture of safety with appropriate leadership.
- Review policies annually for compliance and efficiency, and revise where necessary.
- Provide all relevant parties with a copy of all orders or reports issued to the employer by a Ministry of Labour inspector and inform the committee of any work-related incidents involving injury, death, or occupational illness.

#### Managers and Supervisors:

- Help develop, implement, and enforce company policies and procedures.
- Continually promote health and safety awareness with instruction, information, training, and supervision to ensure the safe performance of employees.
- Use the process of hazard identification, risk management, and incident investigation.
- Perform occupational health and safety inspections of the workplace to identify and control all hazards to employees.
- Be accountable for the health and safety of employees under their supervision.
- Ensure that machinery and equipment are safe and that employees comply with established safe work practices and procedures.
- Ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
- Conduct health and safety meetings.

#### Human Resources:

- Liaise with government agencies to ensure workplace health and safety compliance.
- Advise management on safety and health policy issues.
- Coordinate health and safety inspections and follow up to ensure the completion of necessary corrective actions.
- Develop best practices that support a robust health and safety program.
- Design and develop accident and incident reports and investigation procedures.
- Maintain up-to-date knowledge of applicable health and safety regulations mandated locally, provincially, or federally.
- Design and develop company policies and procedures related to workplace safety and health issues.
- Review injury and illness trends, and identify problem areas and solutions.

#### Employees:

- Comply with occupational health and safety policies and procedures.
- Notify managers of any health and safety concerns so that they may be dealt with promptly.
- Protect their health and safety by complying with the law, safe work practices, and procedures established by the company.
- Use appropriate personal protective equipment as required.
- Report unsafe or potentially hazardous conditions to their manager or human resources without fear of reprisal.

#### All staff and Associates:

- Complete required occupational health and safety training.
- Perform duties conducive to a safe workplace, following all safety practices and procedures.
- Report any incident, injury, or hazard as outlined in company procedures.
- Report any acts of violence or harassment in the workplace.
- Promote a hazard-free workplace.
- Learn the posted emergency plan detailing the facility's fire, weather, or medical emergency procedures.

#### Joint Health and Safety Committee members and H&S Team:

- Commit to improving health and safety conditions in the workplace.
- Stimulate and raise awareness of health and safety issues in the workplace.
- Recognize and identify workplace risks and hazards.
- Develop recommendations to address risks and hazards.
- Conduct regular workplace inspections and make written recommendations.
- Develop and implement accident prevention and health and safety programs.
- Listen to employee complaints, concerns, and suggestions.
- Participate in health and safety inquiries and investigations.
- Advise on health and safety matters, such as personal protective equipment.
- Maintain accurate and detailed records of near misses, accidents, and injuries.
- Promote and monitor compliance with health and safety regulations.
- Monitor the effectiveness of existing health and safety programs and policies and assist with implementing improvements.
- Attend regular committee meetings.

#### **Reporting Structures**

Any concerns or near misses should be reported to the health and safety committee or representative and the appropriate supervisor. Employees who voice or identify a health and safety concern will not be subject to reprisal or retaliation. All reporting policies and procedures can be found in Section 7 of this Health and Safety manual.

If an emergency occurs, employees must immediately report the incident to the appropriate authorities, depending on the situation. Appropriate responses will be dictated by the event's severity and its effect on the health and safety of employees, visitors, and property.

An emergency is any number of unsafe conditions that threaten people or property. Emergencies can include (but are not limited to) fire or smoke, natural disaster or severe weather, chemical, biological, or radiological incidents, and structural failures.

## SECTION 2: Responsibilities and Accountabilities

## Responsibilities, Accountabilities and Legislation

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### Intent

The purpose of this policy is to provide all employers, supervisors, workers, constructors, contractors, and owners with their roles, responsibilities, and accountabilities and to ensure that everyone understands and complies with the specific legislated requirements in accordance with the Occupational Health and Safety Act, Regulations for Construction Projects, and the Workplace Safety and Insurance Act.

### Definitions

The Ontario Ministry of Labour provides the following definitions:

**Constructor** - A person who undertakes a construction project for an owner and includes an owner who undertakes all or part of a project by himself or herself. The constructor has complete control of the work (owner-controlled, or a contractor controlling on behalf of the construction project owner) and shall have responsibility for regulatory compliance and safe work procedures on the job site. The constructor is the party with the most significant degree of control over health and safety and is ultimately responsible for the health and safety of all workers.

**Contractor and sub-contractor** - A person or business entity providing contractual services to a principal. The business relationship between a principal and a contractor includes a contractor (the principal in this relationship) and a sub-contractor (the contractor in this relationship). Therefore, the term “contractor” includes sub-contractor in this policy.

**Competent persons** - A competent person is someone qualified because of their knowledge, training and experience to organize the work and its performance is familiar with the OHSA and the regulations that apply to their work and has knowledge of any potential or actual danger to health or safety in the workplace.

**Owner** - Includes a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as work place, and a person who acts for or on behalf of an owner as his agent or delegate. There are instances where an Owner of a construction project can also be considered “an Employer” with obligations to ensure safety on the project, even in circumstances where it does not employ or exercise control over workers performing the construction work on the project (Ontario [Labour] v. Sudbury [City], 2021 ONCA 252).

**Senior Management** – President, vice-president, and Designated Officials.

**Employer** - A person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

**Project Administrator** – The company employee who arranges, approves and supervises work being performed.

**Supervisor** - A competent person appointed by the employer who has charge of a workplace or authority over a worker. This includes anyone with the title “lead,” “charge,” “acting,” or “lead hand” assuming the legal responsibilities of a supervisor under the Act.

**Construction** - Includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavation, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or plant, and any work or undertaking in connection with a project but does not include any work or undertaking underground in a mine. (Note: read together with the definition of the project to determine "construction project")

**Project** - Means a construction project, whether public or private, including:

1. The construction of a building, bridge, structure, industrial, establishment, mining plant, shaft, tunnel, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer water main, service connection, telegraph, telephone or electrical cable, pipe line, duct or well, or any combination thereof.
2. The moving of a building or structure.
3. Any work or undertaking, or any lands or appurtenances used in connection with construction.

## **Responsibilities**

All roles and responsibilities are assigned under the Occupational Health and Safety Act, Regulations for Construction Projects, and the Workplace Safety and Insurance Act.

### Employers:

Janick Electric Ltd. shall:

- Ensure all work being done meets all requirements, codes, regulations, acts, and practices.
- Meet the requirements in Sections 25 and 26 under the OHSA.
- Take every precaution reasonable in the circumstances for the protection of the worker.
- Hire lawfully aged and competent employees.
- Ensure all employees and supervisors who install, extend, modify, adjust, test, or repair electrical equipment are qualified Trade Certified 309A Construction, and Maintenance Electricians or Trade Certified 442A Industrial Electricians.

- Ensure that all apprentices are registered, members of the College's Apprentices Class, and working under the supervision of a qualified electrician within the scope of practice for the Certificate of Qualification.
- Provide a healthy and safe workplace by providing and abiding by the Health and Safety program
- Develop a workplace safety plan that implements preventative measures and annual reviews.
- Maintain accurate records.
- Instruct and train employees in safe work practices and activities.
- Establish and maintain a Joint Health and Safety Committee or provide a certified Health and Safety Representative as required by OHSA.
- Provide medical and first aid facilities at the workplace.
- Post and comply with the applicable Health & Safety legislation in the workplace.
- Evaluate all employees' performance regarding Health and Safety compliance.
- Develop and implement an Occupational Health and Safety policy.
- Enforce compliance by suppliers, employees/workers, subcontractors, service providers, and independent subcontractors.
- Perform workplace inspections and correct sub-standard acts or conditions.
- Ensure that all equipment, materials and protective devices are provided and maintained in good condition and used in accordance with the manufacturer's instructions.
- The measures and procedures prescribed are carried out in the workplace or worksite.
- A building and all structures within can support any loads that may be applied to it and are designed to handle the scope of work or changes being done.
- Provide written notice to the MLTSD within four days of being advised that a worker has an occupational illness under the OHSA.
- Report to the WSIB within 72 hours of receiving notification of occupational illness under the WSIA.

Supervisor/Foreman:

- Shall meet their requirements listed in Section 27 in the OHSA.
- Ensures that workers/employees comply with the Health and Safety Policy.
- Ensure employees/workers use all safety equipment devices and clothing as directed.
- Advise workers of all hazards in the workplace.
- Participates in the investigation of all work refusals.
- Reviews and complies with all legal duties of supervisors under the Occupational Health and Safety Act and implement and adhere to all applicable regulations.
- Ensures compliance with the Health and Safety Policy by all employees/workers, subcontractors, suppliers, service providers and independent contractors.
- Takes every precaution reasonable for the health and safety of employees and workers at/and in the workplace, mainly confined spaces and electrical work.
- Reports all workplace accidents, injuries, and occurrences to the employer.
- Complies with the Health and Safety policy as an ongoing term and condition of employment.

- Conducts safety talks, particularly daily 'toolbox' meetings that are led by site supervisors which are completed, signed and sent to management for review and archiving
- Performs workplace inspections.
- Addresses sub-standard acts or conditions.
- Commends exemplary employee health and safety performance and compliance.

#### Workers:

Workers play a crucial role in health and safety at the workplace. Workers have various duties under the OHSA. Workers must:

- Work in compliance with their responsibilities under Section 28 of the OHSA, all regulations, and the policies and procedures of the Company.
- Take reasonable care for their health and safety and for the health and safety of those who may be affected by their acts or omissions.
- Cooperate with anything the employer does to comply with occupational health and safety requirements.
- Use and wear any equipment, protective devices or clothing required by the employer.
- Report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the worker or another worker.
- Report any hazard or contravention of the Act or regulations to the employer or supervisor.
- Co-operate with managers/supervisors and employers in the compliance and implementation of the Health and Safety policy.
- Refrain from making any safety equipment, device or clothing ineffective or inoperative.
- Refrain from using any equipment the employee is unfamiliar with and is unauthorized to use.
- Exercise the right to refuse to do work that the employee or worker believes is unsafe in accordance with the procedures set out in the applicable provincial health and safety legislation.
- Report any unsafe and unhealthy conditions in the workplace to the supervisor/manager immediately.
- Comply with the health and safety policy as an ongoing term and condition of employment.
- Ensure all professional licenses, training certifications, and memberships are current, up-to-date and valid as a condition of employment.
- All workers must abide by the rules of conduct as a term of employment. No worker shall engage in any prank, feat of strength, unnecessary running or rough and boisterous behaviour while on the job.



## Joint Health and Safety Committee

The Joint Health and Safety Committee shall:

- Work in compliance with their responsibilities under Section 9 of the OHSA, all regulations, and the policies and procedures of the Company.
- Represent the health and safety concerns of the entire workplace (worksites and office).
- Act as an advisory body to help create awareness of safety issues and culture.
- Discuss worksite hazards and risks, make recommendations to deal with risks, and follow up on all recommendations by employees.
- Conduct all accident investigations, review near misses, incidents, and first-aid reports.
- Communicate with senior management about health and safety issues.
- Uphold confidentiality and professionalism.
- Review weekly meeting reports.
- Ensure copies of the meetings are in site docs.
- Promote health and safety at the office and job sites by encouraging weekly Tool Box talks and posting information on bulletin boards.
- Help establish and maintain good safety practices and safe job procedures.
- Coordinate training sessions for employees with Senior Management.
- Provide Health and Safety orientation to new employees.
- Maintain MSDS-all current, copied, and distributed – site specific H&S Teams to provide.
- Conduct monthly workplace inspections

## Owners:

The owner of a workplace that is not a project shall ensure that:

- The owner follows all responsibilities listed in Sections 29 and 30 of the OHSA.
- Workplace facilities are provided and maintained as prescribed.
- The workplace complies with the regulations.
- The physical workspace is constructed, developed, reconstructed, altered or added to only in compliance with the OHSA and regulations.
- Where prescribed, provide a Director of the MLTSD with drawings, plans or specifications as specified.
- Determine if there are any designated substances at the project site, prepare a list of the designated substances, and communicate this list with all contractors and employees on site.
- An owner and constructor who fails to comply with their duties under OHSA are liable for every contractor, subcontractor, and anyone else who suffers any loss or damages as the result of the subsequent discovery on the project of a designated substance that the owner ought reasonably to have known of, but that was not communicated on the list of designated substances.

### Constructors:

The following are the duties of a Constructor according to Construction Regulations:

- The constructor shall follow their duties listed in Section 23 (and Section 30, if applicable) of the OHSA.
- On a project undertaken by the constructor, the constructor shall ensure that the measures and procedures prescribed by OHSA and the regulations are carried out on the project.
- Every employer and worker performing work on the project comply with OHSA and the regulations.
- That the health and safety of workers on the project are always protected.
- Provide site-specific training and safe job procedures to all contractor and subcontractor employees.
- If a project lasts more than three (3) months and has 20 or more workers, they must ensure a Joint Health and Safety Committee is in place.
- If a Joint Health and Safety Committee is not required and there are more than five (5) workers, the workers must select a Health and Safety Representative.
- Notification of the project must be sent to the Ministry of Labour (MOL).
- Complete a Ministry of Labour, Training and Development (MLTSD) registration form for projects where the total cost of labour and materials is expected to exceed \$50,000.00 or the other conditions listed under Section 6 of the Regulations for Construction Projects.
- When required, ensure that each employer completes and submits a completed approved registration form to the constructor and keeps copies of all employer-approved registration forms on-site while employers are on the project.
- Appoint a supervisor if five (5) or more workers are on the project simultaneously. The supervisor shall supervise the work, either personally or by having a competent assistant.
- Develop written emergency procedures, ensure all employees know what they are, and post them on site.
- Ensure that there is ready access to a telephone, two-way radios, or other systems in an emergency.
- Report to the MOL a fatality, critical injury, or other prescribed incident such as a structural failure or equipment contact with energized power sources at 750 volts or higher.
- Ensure all workers on site are at least 16 years of age.

- Ensure that facilities (toilet, urinal, and clean-up facilities) are provided for workers before work starts. They have reasonable access to these facilities and are maintained as per section 29 of the Regulations for Construction Projects.
- The constructor for a project shall ensure that each prospective contractor and subcontractor has received a copy of the list referred to in subsection (1) before the prospective contractor or subcontractor enters into a binding contract for the supply of work on the project.
- Determine if there are any designated substances at the project site, prepare a list of the designated substances, and communicate this list with all contractors and employees on site.

An owner or constructor who fails to comply with their duties as an owner or constructor under the OHSA is liable for anyone onsite who suffers any loss or damages as the result of the subsequent discovery on the project of a designated substance that the owner ought reasonably to have known of, but that was not communicated on the list of designated substances.

#### Suppliers:

Every person who supplies workplace equipment of any kind under a rental, leasing or similar arrangement must ensure that:

- Compliance with Section 31 of the OHSA.
- The equipment complies with the OHSA and regulations and is in good condition. There may be circumstances where they are obligated to maintain in good condition.

#### Contraventions By Architects And Engineers:

Architects and engineers are in contravention of the Act if they negligently or incompetently give advice or certification required under the Act and, as a result, a worker is endangered.

#### Guidelines

#### **Health And Safety Legislation**

Janick Electric Ltd. recognizes and abides by all applicable laws and ensures that all relevant acts and regulations are considered when planning and executing work. All copies of the current Health and Safety Legislation and Posting Requirements will be readily available at each workplace as required. All Electrical work is to be done by certified and authorized personnel only, as per the Canadian Electrical Code, the Occupational Health and Safety Act, all regulations under the Act, and CSA standard Z462:21. No Janick Electric employee shall install, extend, modify, adjust, test, or repair electrical equipment unless the employee is a qualified 309A Construction and Maintenance Electrician or 442A Industrial Electrician or an apprentice working under the supervision of a qualified electrician within the scope of practice for the Certificate of Qualification.

## **Standards and Regulations**

The following standards and regulations support this policy:

- Occupational Health and Safety Act
- Occupational Health and Safety Regulation 851 - Industrial Establishments

## **Contractor Work**

Everyone involved with a construction project should be clear on who is undertaking the project: who the constructor is, and the responsibilities of all of the parties associated with the project. Once roles have been established, the corresponding obligations will apply.

Any Janick Electric Ltd. employees engaged in contracted services shall be identified as project administrators for this policy and responsible for the administration of all contract parameters and conditions regarding contractors and service personnel.

Project administrators will be required to ensure that contractors perform their work safely and effectively, meeting all applicable OHSA and construction regulations.

Project administrators must maintain an appropriate competency and familiarity regarding laws and regulations as they apply to the project and ensure that they are followed appropriately.

All contractors and constructors hired must provide appropriate documentation before starting any work indicating that they carry proper insurance and WSIB coverage (provide a COI and Clearance certificate), hold appropriate qualifications to complete the required work successfully, maintain proper health and safety policies, and employs qualified and competent supervisors.

The following are classifications of contractor work performed at Janick Electric Ltd.:

1. Where Janick Electric Ltd. hires a Contractor to act as a Constructor and maintain control of the project:

Janick Electric Ltd. shall not maintain responsibility for this type of construction project, where the constructor is provided with authority to control all required work completely and where Janick Electric Ltd. workers are not employed in the project, and Janick Electric Ltd. has no control over the project daily activities in any way. In this case, Janick Electric Ltd. shall maintain the owner obligations as specified in sections 29 and 30 of the OHSA.

2. Where Janick Electric Ltd. controls the project either in part or in whole and acts as a "Constructor":

Janick Electric Ltd. shall exercise due diligence and ensure that all contractors hired have received appropriate training, maintain proper levels of qualifications to safely and competently perform the required work, and meet all obligations under section 23 of OHSA and applicable regulations.

3. Non-Construction work where Janick Electric Ltd. acts as the "Employer":

Janick Electric Ltd. shall ensure that contractors are provided with appropriate training in safe work practices and policies and provided with supervision in the performance of duties, acting in compliance with all applicable provisions of the OHSA, specifically sections 25 and 26 of the OHSA.

### **Janick Electric Ltd. as the Contractor**

Janick Electric Ltd. shall provide as the Contractor, as a minimum:

- Provide only orderly, trained, competent and skilful people to do the work. All employees shall be fully covered under the Workplace Safety and Insurance Act;
- Shall provide an up-to-date Clearance Certificate from the Workplace Safety and Insurance Board;
- Shall ensure that all employees abide by all Health and Safety rules and regulations and will follow additional precautions deemed necessary for safeguarding employees and equipment;
- Shall ensure employees become familiar with the safety rules and procedures where work is to be completed;
- Will obtain and maintain in good standing all permits and licences required by any authorities having jurisdiction over the business of the Contractor or the construction project;
- Shall comply with all federal, provincial and municipal governmental laws and regulations applicable to its business, particularly those affecting health and safety, workers' compensation and environmental matters.

### **Role of Ministry of Labour, Training and Skills Development (MLTSD)**

- Conduct workplace inspections to proactively monitor compliance with the OHSA and its regulations.
- Investigate notices of occupational illness notifications under s. 52(2) of the OHSA to determine if the employer complies with the Act and that appropriate measures have been taken to prevent further illnesses.
- Investigate unsafe work practices, critical injuries, fatalities, work refusals, and occupational illnesses related to worker health and safety.
- Issue orders under the OHSA and its regulations and take other enforcement measures as appropriate.
- Operate the MLTSD Health and Safety Contact Centre (1-877-202-0008).
- Administer the Employment Standards Act, 2000 and the Employment Standards Information Centre (1-800-531-5551).

### **Supporting Documents**

- The Subcontractor Management Policy

## Internal Responsibility System

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### Intent

The Occupational Health and Safety Act (OHSA) outlines specific duties required by employers, supervisors, workers, constructors and workplace owners. In addition to these roles and responsibilities, the Internal Responsibility System (IRS) is when each internal stakeholder (employees, employers, supervisors, etc.) takes a personal commitment to safety. This system creates a structure of interdependence to ensure that all health and safety requirements are being met and reflect how we conduct work at Janick Electric Ltd.

### Definition

**Internal Responsibility System (IRS)** - The Internal Responsibility System puts an employee-employer partnership that ensures a safe and healthy workplace. A health and safety representative and Joint Health and Safety Committee is a joint forum for employers and employees working together to improve workplace health and safety.

**Workers** - Anyone employed by or associated with a company who is not in a supervisory role.

### Guidelines

The IRS helps support a safe and healthy workplace. In addition to the workplace parties' compliance with their legal duties, the IRS is further supported by the well-defined health and safety policies and programs implemented by Janick Electric Ltd., along with those implemented by our business partners, constructors, contractors, etc. No matter their title, every employee is expected to follow the responsibilities required by the OHSA, take initiative in health and safety issues, and work together to solve problems and make continuous improvements in the workplace. Safety is not an "add-on." It is an intrinsic feature of the way we do our work.

### The Internal Responsibility System:

The IRS is a self-correcting system based on the dynamic of the people within a workplace. This is achieved by:

- Establishes shared responsibility in work systems
- Takes proactive steps in preventing incidents
- Promotes best practices, safe work practices, and safe job procedures
- Helps develop self-reliance
- Ensures compliance from all parties

- Removes burden of enforcement from the Ministry of Labour
- Creates a mutually beneficial culture of health and safety
- Reinforces respect for the people in the workplace

## **Procedures**

### **Roles and Responsibilities**

#### Employer:

The employer and senior management have the most significant responsibilities concerning health and safety in the workplace. First, they must comply with their legal duties under Section 25 and 26 under the Occupational Health and Safety Act. They have the responsibility of taking every precaution reasonable in every circumstance for the protection of a worker and compliance with their legal duties. They must ensure the IRS is established, promoted and that it functions successfully. This can be achieved through policies and procedures. The employer must ensure all occupational health and safety issues and OHSa contraventions are addressed in accordance with the Act.

#### Management:

Management and supervisors/foreman must also address health and safety problems brought to their attention and any OHSa contraventions whenever they arise. They must be compliant with their legal duties as managers, supervisors, foreman, and in the temporary position of acting manager, acting foreman, or acting supervisor under the Occupational Health and Safety Act Section 27. They are responsible for making workers fully aware of the hazards that may be encountered on the job or in the workplace; Ensuring that all work is conducted safely, and responding to employees whenever there is a direct or indirect report of an event or condition that does not support the Health and Safety program at Janick Electric Ltd. or any worksite as a contractor.

#### Workers:

Workers are responsible for complying with their legal duties under the OHSa. Workers must report hazards and potential hazards in the workplace as soon as they become aware of them. They must take an active role in protecting and promoting their safety by following safe work practices and procedures. This means using the required personal protective equipment (PPE) for the job when needed. Employees should refrain from activities that may jeopardize the health and safety of themselves and others in the workplace. Workers also have a role in participating in health and safety programs established for Janick Electric Ltd. and by each job site. All workers must complete all training as required and maintain qualifications and certifications as a condition of employment.

#### Health and Safety Representatives/Joint Health and Safety Committees:

All health and safety representatives and members of the Joint Health and Safety Committee (JHSC) actively contribute to the IRS by their involvement in health and safety issues and by assessing the

effectiveness of the IRS. Their roles within the IRS and how they contribute to the Health and Safety program at Janick Electric Ltd. can be found in Section 5 of this manual.

#### External parties:

Parties and organizations external to Janick Electric Ltd. also contribute to workplace health and safety. These include the Ministry of Labour, Training and Skills Development (MLTSD), the Workplace Safety and Insurance Board (WSIB), and the health and safety system partner and stakeholders. The MLTSD 's primary role is to set, communicate, and enforce workplace occupational health and safety standards while encouraging greater workplace self-reliance.

### **“Keys to a Successful IRS”**

The following is from the Ministry of Labour (2009) and was included in the Health and Safety Manual to help better understand and implement the Internal Responsibility System at Janick Electric Ltd. For a truly effective IRS in the workplace, everyone must:

- Want to prevent accidents and illnesses;
- Accept that workplace accidents and illnesses can be eliminated or reduced;
- Accept that workplace risks can be continually reduced;
- Understand that health and safety practices and procedures are essential and take priority in doing their work (Health and Safety is not “extra”);
- Know what they are responsible for; what they can do to change matters; and when things must be done;
- Be able to explain what they have done to ensure health and safety on the job;
- Know their skill, ability, and limitations, and should attend to their work only if they can carry out their responsibilities;
- Always avoid conflict in the workplace to reduce risk;
- Understand the IRS process, believe in it, and take steps to make it effective at all levels in the organization;
- Cooperate with others, take the initiative, and go beyond the minimal requirements to improve work processes to reduce risk;
- Never be fearful of reprisals when utilizing IRS processes.

### **The Three Rights Of Workers**

The OHSA gives workers three critical rights. The following outlines those rights and how Janick Electric Ltd. will support them:

1. The right to know about hazards in their work and in the area and to get information, supervision and instruction in response to the hazards to protect their health and safety.

Janick Electric Ltd. will:

- Give information about the hazards in the work employees are doing
- Provide comprehensive training to ensure workers are safe



- Provide supervision by a competent person
- 2. The right to participate in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.

Janick Electric Ltd. will:

- Provide workers with the opportunity to voice their concerns, report their observations, and participate in the ongoing health and safety program.
- 3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

Janick Electric Ltd. will:

- Support the worker in their decision (see the Work Stoppage policy and Work Refusal Chart) and conduct an immediate investigation after the work refusal and will work to find an effective, safe, and mutually agreeable resolution to the issue.

Supporting Documents:

- The Janick Electric Ltd. Health and Safety Program Manual
- Work Stoppage Policy
- Safety Concerns Form

“Keys to a Successful IRS”

Steering Committee. (2000, October 23). *The Internal Responsibility System (IRS)* . The Ministry of Labour . Retrieved November 2021, 16AD, from [https://www.labour.gov.on.ca/english/hs/pubs/mining/syn\\_minirs\\_2.php](https://www.labour.gov.on.ca/english/hs/pubs/mining/syn_minirs_2.php).

## Health And Safety Non-Compliance Policy

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### Intent

The purpose of this policy is to ensure compliance with all regulatory and program requirements concerning the health and safety of workers in the workplace and health and safety rules. Janick Electric Ltd. is committed to maintaining a safe and healthy workplace. Behaviour incompatible with that goal will be dealt with in a firm, fair and effective manner. Health and safety violations may require steps in the disciplinary actions to be skipped and more severe consequences to be taken. This policy encompasses all locations and property. Breach of the Health and Safety Program will not be accepted, tolerated or condoned.

### Definitions

**Progressive discipline** - The process of using increasingly severe steps and measures when an employee fails to correct a problem after being given a reasonable opportunity to do so.

### Guidelines

Janick Electric Ltd. will implement a progressive discipline process when dealing with employee conduct and policy violation issues. However, health and safety issues are, by their nature, serious. Therefore, as the situation dictates, based on the past performances of the employee and the gravity of the violation, Janick Electric Ltd. reserves the right to skip steps in the disciplinary process. When determining the severity of the corrective action chosen for an employee who has committed a health and safety violation, Janick Electric Ltd. will take into consideration the following:

- The number of violations on record for that employee
- The length of employment for the employee
- Any training completed by the employee
- The severity of the violation
- The employee's level of responsibility
- The intent of the action (if malicious intent was present)
- The employee's level of involvement
- The outcomes of similar violations

### Procedure

It is policy to be patient, fair and tolerant in the management of employees and encourage employees to exercise self-discipline at all times in their conduct and performance. However, repeated, willful or inexcusable breaches of policies, standard operating procedures or ordinary business ethics are not acceptable. Therefore, they shall be dealt with in accordance with the provisions of this non-compliance policy.

### Corrective Steps

Depending on the severity of the concern and the number of past occurrences, disciplinary actions may call for four (4) corrective steps: Verbal Warning, Written Warning, Suspension—with or without pay, or Termination of Employment. With exception to termination of employment, any

measures of the disciplinary procedure may be repeated, if necessary, at the discretion of management. Management, including supervisors, will be held to a higher level of accountability.

A progressive disciplinary action system has been implemented for violations depending on the severity. However, management can bypass the corrective action steps and proceed directly to termination.

*Note: Willful disregard of safety will not be tolerated and shall result in immediate and severe corrective action(s).*

### **Verbal Warning**

- This formal step usually occurs when informal counselling has not produced the required results, or a situation has become progressively worse concerning the same concern or another unrelated but similar case.
- Human Resources is required to keep a record of all issued verbal warnings. Verbal warnings shall be documented.

### **Written Warning**

- Written warnings are considered severe disciplinary action and are usually issued after verbal warnings have failed to correct a concern or when the situation warrants more severe discipline than informal counselling or a verbal warning.  
A written warning must contain a complete description of the facts giving rise to the notice and include the incident's date, time, and place (s). A corrective action plan that outlines the improvement(s) required and the timeframe within which the improvement(s) are to be achieved shall be developed upon issuing a written warning. The corrective action plan should be mutually acceptable and signed by both parties whenever possible. A copy of the written corrective action plan shall be provided to the employee. A follow-up meeting should be scheduled no later than thirty (30) days following the date on which the written warning and corrective action plan are issued.  
In management's opinion, suppose that a written warning fails to correct the concern. In that case, more severe disciplinary action may be required, including progression to the involvement of the Senior Management Team. It may also include advising the employee that failure to correct shortcomings could place continued Employment at risk.

### **Disciplinary Suspension**

- Suspension from duty may occur after the written warning discipline step has failed to correct the situation, and that a suspension may occur if shortcomings are not corrected.
- Disciplinary suspensions may also occur without prior warning if the suspension is administered because of unacceptable behaviour. Discharge may occur after the proper disciplinary steps have been exhausted or the employee's action warrants such action. The decision to discharge must be documented appropriately.

*Note: If violation results in termination, the non-compliance report must accompany a separate, formal termination letter, including final pay, benefits, and any directions involving returning company property.*

### **Investigation and Documentation**

All alleged violations will be appropriately investigated and documented by a manager or human

resources. In addition, all formal measures taken within the progressive discipline process will be documented and kept in the employee's personnel file.

### **Suspension**

During the final written warning, an employee may be suspended or put on review. Employees put on the suspension will be excluded, with pay, from the workplace for one to three days, depending on the violation. Typically suspension will be for three days unless the employee is required to complete projects or perform required duties. The purpose of the suspension will be to provide the employees time to reflect on their actions and their continued employment with Janick Electric Ltd.

### **Termination of Employment**

The final stage of progressive discipline is the termination of employment. Termination of employment with Janick Electric Ltd. may occur following an employee committing multiple violations of company policy after the logical steps for progressive disciplinary action have been taken or immediately following a severe violation. An example of severe violation is any workplace violence and harassment incidents as it is a zero tolerance policy.

### **Appeals**

If employees feel that they have been wrongfully accused or disciplined, they may file a written appeal with human resources. Written appeals must contain:

- Details of the discipline;
- Events surrounding the discipline; and
- Why the employee feels the discipline is unwarranted or inappropriate.

Human resources shall review and respond to all written appeals within ten (10) business days.

### **Suspension Pending Investigation**

If an employee of Janick Electric Ltd. is placed on suspension pending the results of an investigation, the employee will be notified of the decision, a stated timeline for the investigation, and the actions that predicated the decision. This form of suspension is not disciplinary but is intended to allow Janick Electric Ltd. to examine the issues thoroughly and determine appropriate action. If the investigation is not completed during the stated timeline, Janick Electric Ltd. reserves the right to extend the suspension as necessary.

During the investigation, Janick Electric Ltd. will provide the suspended employee with the details of the allegations and allow them to respond. The suspended employee must ensure that they are available for interviews during this period. If the suspended employee fails to make themselves available, Janick Electric Ltd. will proceed with the investigation and determine based on the available information. The suspended employee will have the right to legal representation, union representation, or a Janick Electric Ltd. representative present at any such interview and will be given a minimum of 24 hours' notice before any interview. As the suspended employee will be suspended with full pay, they are expected to be available for interviews and requests from Janick Electric Ltd. during the employee's regular working hours. If the employee wishes to take time off or leave work during the paid suspension, the employee must follow standard procedure.

Any Janick Electric Ltd. employee placed on suspension with pay must temporarily turn over their office keys, access passes, company identification, and company credit cards. All company property, business information, and confidential information are to remain at the worksite. If any employee

placed on suspension with pay maintains any files or equipment at their residence which are the property of Janick Electric Ltd., they must turn these items over to a company representative until the investigation is completed. Janick Electric Ltd. employees placed on suspension with pay should not have contact with anyone from the office other than their designated point of contact.

### **Health and Safety Violations and Suggested Responses**

The following table outlines required progressive discipline for common workplace issues.

<b>Key: Formal Disciplinary Actions</b>			
<b>V:</b> Verbal warning	<b>W:</b> Written warning	<b>S:</b> Final written warning and suspension	<b>T:</b> Termination of employment

*Before issuing any progressive discipline, consideration will be given to the nature of incidents, factual details, the frequency of offences, and the employee's overall work record.* The following is a guideline for disciplinary actions for health and safety violations. This is to be used solely as a guide. Please note that not all situations are covered in the chart.

Description	Violation #			
	1st	2nd	3rd	4th
<b>Health and Safety Violations</b>				
Failure to follow organizational policies, practices and procedures that relate to the health and safety of the organization and its employees *could be progressed depending on the severity	V	W	S	T
Failure to wear the required personal protective equipment	V	W	S	T
Failure to follow management direction in a safety-sensitive situation	V	W	S	T
Failure to report any workplace hazards or unsafe conditions	W	S	T	
Failure to immediately report an accident on company premises or of company responsibility	W	S	T	
Using company machinery or equipment without proper training or certification	W	S	T	
Behaviour that could compromise the safety of yourself or others	S	T		

### **Summary**

This chart is meant to provide you with an example of unacceptable offences and the resulting violation. Depending on the severity of your action, management reserves the right to advance the progressive discipline to a higher level that fits the violation.

A progressive discipline warning will remain on file for eighteen (18) months. If no further violations happen during that period, the discipline will become inactive.

### **Supporting Documentation**

- Non-Compliance Report
- Company Rules

## Health and Safety Non-Compliance Form

Employee	Date
Position/Department	Project

You are hereby notified that if you repeat the offence described below or permit the condition described to continue to be repeated, your employment relationship with Janick Electric Ltd. may be terminated.

Violation			
OHSA & Regulation			
Site Rule			
Corrective Action Taken			
Completion Date			
<b>MANAGEMENT ACTION</b>	<input type="checkbox"/> Verbal Warning	<input type="checkbox"/> Suspension	Start Date:
		<input type="checkbox"/> 1 day	
	<input type="checkbox"/> Written Warning	<input type="checkbox"/> 2 days	End Date:
		<input type="checkbox"/> 3 days	
	<input type="checkbox"/> Termination	<input type="checkbox"/> 4 days	
Was the worker solely responsible for the violation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>If the worker was NOT solely responsible, answer the following questions:</b>			
1. Identify the root cause of the violation:			
2. What short/long-term preventative measures have been identified and implemented where possible?			
3. What has been identified as long/short term actions?			
4. How have you verified the preventative measures for effectiveness?			

Employee (print)	Supervisor (print)	Manager (print)
Date	Date	Date
Signature	Signature	Signature

## Disciplinary Action Form

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Employee Name:

Employee Job Title:

Supervisor Name:

Today's Date:

### Incident Information (Attach documentation, if any)

Date/Time of Incident:	Location:
Description of Incident:	
Witnesses, if any:	
Policy/Policies Violated:	

### Disciplinary Action (Attach documentation, if any)

Disciplinary action to be taken:
Consequence(s) if employee repeats this offence:

If the employee has offered an explanation of their conduct, detail explanation here:

I have read the above, and I understand the consequences if I repeat my offense.

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Signature of Employee

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Date

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Signature of Supervisor

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Date



## **Visitor Policy**

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### **Intent**

Janick Electric Ltd. has adopted this policy to ensure visitors' ongoing health and safety and to protect company assets and information.

### **Guidelines**

All visitors and contractors must sign in at the Janick Electric Ltd. reception area. Upon signing in, Janick Electric Ltd. will provide the visitor with copies of our visitor policy and health and safety policy and inform them of any restrictions regarding where they are permitted to be during their visit. Visitors will be expected to conform to the requirements of the Company's visitor and health and safety policies for the duration of their visit.

- It is Janick Electric Ltd. policy that all visitors be accompanied by a Janick Electric Ltd. employee at all times while visiting our offices.
- Visitors must sign out before leaving the premises.

### **Visitor Rules of Conduct**

Visitors will be required to follow Janick Electric Ltd. visitor rules of conduct for the duration of their visit:

- Follow all verbal instructions and signs.
- Don't touch or attempt to operate any machine, device or equipment unless otherwise directed to do so.
- Don't talk to or distract workers.
- Keep out of restricted areas.
- Report all injuries or problems immediately.

## Training and Certification Policy

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### Intent

To establish, implement, and maintain a procedure to ensure that all workers are trained appropriately to the requirements of the Occupational Health & Safety Act and the Construction Regulations made under the Act, including O. Reg. 297/13, Occupational Health And Safety Awareness And Training. All employees and supervisors must be adequately trained to perform their duties and responsibilities safely and effectively. We are committed to providing adequate time and resources to train employees to perform job duties in an efficient and safe manner. This procedure applies to all permanent, contract, and casual employees & personnel working for or on behalf of Janick Electric Ltd.

### Definitions

**Training** – Includes all forms of training such as on-job experience and background education, programmed training, or EHS training.

**Synchronous** – Training runs in real-time, with students and instructors attending together from different locations.

**Asynchronous** – Training that offers learners the flexibility to study in a self-paced manner.

### Guidelines

Janick Electric Ltd. mandates that every worker be trained and competent to perform their duties. Janick Electric Ltd. recognizes the Occupational Health & Safety requirements, the Construction Regulations made under that Act, and all training certification recommendations made by the Infrastructure Health & Safety Association. For this reason, Janick Electric Ltd. offers employees various organizational training and education programs along with quality health and safety training and education programs.

### Training

The onboarding process at Janick Electric Ltd. involves a comprehensive Training and Competency Procedure developed to meet and exceed all provincial training requirements to reinforce our values and culture of workplace health and safety. Refer to the Health and Safety Continuous Improvement Plan for the Training Action Plan.

Janick Electric Ltd. will take every precaution reasonable in the circumstances for the protection of a worker:

- Identifying the electrical hazards in the workplace and developing standard operating procedures to manage those risks;
- Ensuring only competent employees do any electrical work;
- Ensuring employees that perform electrical work are adequately protected from shock and burn;

- Ensuring the electricians remain licensed – Skilled Trades Ontario Certificate of Qualification;
- Ensure the electricians have the following training modules completed as outlined in OHSA.

#### Mandatory Training:

All Janick Electric Ltd. employees and supervisors must be trained in the following before the start of work. Refresher trainings must be completed by the deadline issued by the Health and Safety department.

- WHMIS certification
- WHMIS 2015 Refresher Training (annual)
- Workers Health and Safety Awareness in 4 Steps (for Employees) or 5 Steps for Supervisors
- Accessibility for Ontarians with Disabilities Act (AODA) training
- Understanding Human Rights Training (AODA Edition)
- AODA Customer Service Standards - Refresher Training
- Workplace Violence and Harassment Prevention Training for Employees (every two years)
- Infection Prevention and Control Training
- IT Risk and Cyber Security Training for Employees
- Confined Space Training (every 3 years)
- Lockout/Tagout Training (every 3 years)
- Aerial Lift Training (every 3 years)
- Working at Heights Training (every 3 years)
- First Aid – Foreman (every 3 years)

#### Specialized Training:

In addition to the mandatory training, all supervisors, certified electricians, and apprentices are required to have training in the following before the start of work (if applicable):

<ul style="list-style-type: none"> <li>• Forklift</li> <li>• Propane Handling</li> <li>• International Hand Signals</li> <li>• Fire Watch</li> <li>• Hoisting and Rigging Use and Inspections</li> <li>• Respirator Fit Test</li> <li>• Asbestos Awareness</li> <li>• Asbestos Work Practices</li> <li>• Transportation of Dangerous Goods</li> <li>• Overhead Crane</li> <li>• Electrical Safety Awareness</li> <li>• Forklift Training (3 years)</li> </ul>	<ul style="list-style-type: none"> <li>• Hilti Operator/Backhoe (three years)</li> <li>• Propane in Construction (three years)</li> <li>• Fire Extinguisher Use Awareness</li> <li>• Traffic Hazard Awareness and Control</li> <li>• Hot Work</li> <li>• Arc Flash/Electric Shock Awareness (every three years)</li> <li>• All Safe Work Practices and Safe Job Procedures</li> <li>• Site-Specific Safety Orientation</li> <li>• Emergency Response Plan—unique to each job site.</li> <li>• PPE Use and Maintenance</li> </ul>
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## **Supervisor Training Program**

In addition to the New Worker Orientation Program, the Supervisor Training Program includes these components but is not limited to:

- Supervisor competency and awareness, standard first aid and CPR training, Company policies and procedures, incident reporting and investigation, workplace inspections and communication.

## **Training Delivery**

Janick Electric Ltd. will uphold a high standard of service and ensure safe work is being conducted by providing additional training opportunities and will offer in-house training where possible. Any training provided by Janick Electric will be conducted:

- Asynchronously and individual via in-house online training modules
- Asynchronously and individual via third-party online training modules
- Synchronously in-house; lead by a certified and competent individual
- Synchronously off-site through an external training facility

## **Record Keeping**

All completed training will be recorded and maintained electronically and manually by the Health and Safety department. This allows Janick Electric Ltd. to:

- Maintain accurate training records;
- Identify any training gaps;
- Take a proactive and efficient approach in meeting training requirements;
- Notify employees of any upcoming training renewal and certifications deadlines;
- Maintain a fully-trained and competent workforce at all times; and
- Have all updated records readily available for constructors, inspectors, etc.

## **Review**

The Training Policy will be reviewed annually and updated as recommended to ensure all training requirements remain effective as part of the Health and Safety Continuous Improvement Plan.

Supporting Documents:

- Health and Safety Continuous Improvement Plan

## Company Rules

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### Intent

The purpose of this document is to ensure compliance with all regulatory and policy requirements concerning the health and safety of workers in the workplace and health and safety rules. These company rules apply to all employees and subcontractors. Failure to follow company rules may result in disciplinary actions that could lead to termination of employment or contract. Please refer to the non-compliance policy for progressive discipline procedures. There are general health and safety rules; please refer to the appropriate safe work procedures for specific job task safety requirements. This notice will be posted in the workplace.

1. Employees are representatives of JANICK ELECTRIC LTD. As such, you are required to conduct yourself accordingly.
2. Employees are expected to arrive at work on time and ready to work. If you may be late or absent, notify your supervisor as soon as possible.
3. Any requests for time off work must be completed in advance and approved by your supervisor.
4. Report all personal information changes immediately to your supervisor to ensure the accuracy of all individual files.
5. Personal work or activities may not be conducted during working hours.
6. Hours of Operation rules must be abided to at all work sites and locations. After hours and weekend work to be authorized by Field Operations Manager (Nick Babic and Janet Wicks).
7. Workers may not deliberately tamper/modify any company work equipment, vehicles, or tools. Workers must immediately report any defects in equipment, tools, and vehicles to a supervisor.
8. Do NOT operate ANY motorized vehicle while on the phone: Driving a vehicle—Pull over to take a call, or use a hands-free device. Operating a Forklift/EWP etc.—Stop equipment entirely before answering the phone.
9. All Employees shall follow the Occupational Health and Safety Act, applicable regulations, and any safe work procedures at all times.
10. All employees shall conduct themselves professionally and respectfully towards other employees, supervisors, management and customers.
11. Acts of workplace violence, harassment or threats are not acceptable in the workplace.
12. No employees shall consume or distribute alcohol and narcotics in the workplace.
13. Criminal activities (theft, vandalism, public indecency, etc.) are strictly prohibited, resulting in immediate dismissal.
14. Smoking is NOT permitted in the workplace as per the Smoke-Free Ontario Act.
15. All employees shall immediately report an unsafe act or hazardous situation to a supervisor.
16. All injuries must be reported immediately to your supervisor.
17. All employees/workers will be made aware of and must co-operate with the Return to Work Program.

## Health and Safety Orientation Guideline

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### Intent

Health and safety orientation, education and training for employees are a vital part of our Health and Safety Program. Supervisory staff will have the knowledge and skills to instruct workers in safe practices and procedures and meet ongoing requirements for safety instruction. Instruction will be provided to all workers. All workers must comply with safe work practices, policies and procedures.

### Procedure

This procedure applies to new workers, employees returning from an extended leave, contract employees, students, apprentices, and supply of labour employees.

The New Worker Orientation Program Includes these components but is not limited to:

- Health and Safety Policy Statement
- Employee responsibilities and accountabilities
- Policies and procedures for reporting injury/illness, reporting hazards, Emergency Plans (site-specific and routine,) Return to Work Programs
- JHSC/Worker Representative
- The Occupational Health and Safety Act and applicable regulations
- Non-Compliance
- Personal Protective Equipment

All new employees must take the worker orientation program before starting any work. This includes a review of the Health and Safety policy and procedures and site-specific Emergency information.

Supporting Documents:

- Orientation Checklist – OFFICE
- Orientation Checklist – FIELD STAFF
- Training Policy

## Orientation Checklist – Field Staff

<b>EMPLOYEE:</b>	<b>DEPARTMENT/POSITION:</b>	<b>DATE:</b>
<b>SITE/LOCATION:</b>	<b>SUPERVISOR:</b>	<b>START TIME:</b>

TOPIC:	INITIAL UPON REVIEW	TOPIC:	INITIAL UPON REVIEW
1. Health and Safety Policy		13. Workplace Violence and Harassment	
2. Occupational Health and Safety Act and Regulations		14. Emergency Preparedness and response - Evacuations, Fires, Spills, etc.	
3. Worker Responsibilities and Accountabilities		15. Equipment Inspections - Mobile Equipment, Scaffolds, Ladders, Fall Arrest Tools, etc.	
4. Non-Compliance Policy		16. Safe Work Areas - Requirements for Signage, Barricades, Caution and Danger Tape	
5. Mobile Communication Devices Policy		17. Hazard Reporting	
6. Smoking and Tobacco in the Workplace		18. Lock-Out/Tag-Out	
7. Substance Abuse Policy		19. Housekeeping	
8. WHMIS - Right to know Training		20. Ministry of Labour	
9. Personal Protective Equipment - Requirements		21. Safety Talks	
10. Fall Protection Equipment - Requirements		22. Joint Health and Safety Committee - Form and Function, Members, Meetings	
11. Accident and Incident Reporting		23. Hygiene Facilities	
12. First Aid and Medical Treatment Return to Work		24. Site Specific Safety Orientation:	

**THIS SECTION TO BE COMPLETED BY SUPERVISOR OR HEALTH AND SAFETY ONLY  
VERIFIED TRAINING RECORDS - CHECK DATE(S) AND DOCUMENT WHERE PROVIDED**

The following requirements are mandatory prior to starting work:

Awareness:	WHMIS:	Working at Heights:
The following training tickets have been verified for validation:		
E.W.P:	Forklift:	Propane Handling:
Confined Space:	First Aid/CPR:	Lock-Out/Tag-Out:
All Terrain Forklift:	Fire Watch:	Hoisting and Rigging:
Crane:	Supervisor Training:	

I have been advised of the requirements listed above and fully understand my responsibilities and accountabilities:

**EMPLOYEE:** \_\_\_\_\_  
(Please Print Name) (Signature)

**SUPERVISOR OR HEALTH & SAFETY:** \_\_\_\_\_  
(Please Print Name) (Signature)

## Orientation Checklist – Office

EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_

POSITION/DEPARTMENT: \_\_\_\_\_

START TIME: \_\_\_\_\_

TOPIC	INITIAL UPON REVIEW	TOPIC	INITIAL UPON REVIEW
1. Health and Safety Policy Statement		8. Housekeeping	
2. Workplace Violence and Harassment		9. Hazard Reporting and Procedure	
3. Responsibilities and Accountabilities		10. Workplace Inspections	
4. Mobile Communication Devices		11. Office Ergonomics	
5. Smoking and Tobacco in the Workplace		12. Incident Reporting and Investigation	
6. Substance Abuse Policy		13. Return to Work Program	
7. Employee Procedures		14. Enforcement Policy	

**TRAINING REQUIREMENTS - WITHIN ONE (1) WEEK OF START DATE**  
**PLEASE SCHEDULE REQUIRED TRAINING ASAP WITH HUMAN RESOURCES**

PLEASE ENSURE VERIFICATION OF THE FOLLOWING WHERE APPLICABLE:

WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM (WHMIS)	<input type="checkbox"/>	STANDARD FIRST AID/CPR	<input type="checkbox"/>
WORKER AWARENESS	<input type="checkbox"/>	OTHER:	<input type="checkbox"/>
OR			
SUPERVISOR AWARENESS	<input type="checkbox"/>	OTHER:	<input type="checkbox"/>

I have been advised of the requirements listed above and fully understand my responsibilities and accountabilities:

EMPLOYEE: \_\_\_\_\_  
(Please print clearly) (Signature)

INSTRUCTOR: \_\_\_\_\_  
(Please print clearly) (Signature)

TIME COMPLETED:



## New Worker Orientation Checklist

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New Worker: \_\_\_\_\_

Date: \_\_\_\_\_

Foreman: \_\_\_\_\_

Job site: \_\_\_\_\_

### **Required Training:**

*(Check all that apply, ensure the worker has all required cards present)*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Working at Heights                               | <input type="checkbox"/> WHMIS             | <input type="checkbox"/> Worker Awareness |
| <input type="checkbox"/> Elevated Work Platform/Lift Training Certificate |  | <input type="checkbox"/> Lock-Out/Tag-Out |
| <input type="checkbox"/> Confined Space Awareness                         | <input type="checkbox"/> Electrical Safety | <input type="checkbox"/> First Aid        |

### **Explanation of project and worker duties:**

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### **Required PPE:**

*(Check all that apply, ensure the worker has all mandatory PPE present)*

- |  |  |  |                                 |
|--|--|--|---------------------------------|
| <input type="checkbox"/> Hard Hat        | <input type="checkbox"/> Safety Glasses      | <input type="checkbox"/> Steel Toe Boots     | <input type="checkbox"/> Gloves |
| <input type="checkbox"/> Reflective Vest | <input type="checkbox"/> Fall Arrest Harness | <input type="checkbox"/> Lanyard/Retractable |                                 |

### **Project Locations:**

*(Provide worker with locations of the following)*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Muster Point            | <input type="checkbox"/> First Aid          | <input type="checkbox"/> Eye Wash Station      |
| <input type="checkbox"/> Washrooms               | <input type="checkbox"/> Fire Extinguishers | <input type="checkbox"/> Emergency Information |
| <input type="checkbox"/> Parking                 | <input type="checkbox"/> Lunch Area         | <input type="checkbox"/> MSDs Sheets           |
| <input type="checkbox"/> Tool & Material Storage |   |  |

### **Project Locations:**

*(Provide worker with information on any current hazard areas)*

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Foreman Name (print)	Worker Name (print)
Signature	Signature

By signing, the foreman and the worker confirm that the required information above has been conveyed to each party before starting any work on site.

## **Subcontractor Management Policy**

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### **Intent**

This policy has been created to address the procedures and guidelines to be followed in employing subcontractors by Janick Electric Ltd.

### **Guidelines**

A contractual commitment with subcontractors and other vendors, suppliers or service firms engaged at the worksite requires their active participation in our site safety program and adherence to the rules and procedures set out in our health and safety program. Janick Electric Ltd. will employ subcontractors as necessary to fulfill the organization's operational requirements. To unify the requirements of subcontractors contracted for services with Janick Electric Ltd., the organization requires that all subcontractors be subject to the same pre-employment, employment, and post-employment conditions and procedures.

The Health and Safety Team will ensure through the use of this Subcontractor Management Policy and its corresponding procedures that the subcontractor selection process and subsequent employment procedures will be strictly adhered to to ensure absolute fairness and unity.

### **Pre-Employment**

All potential subcontractors will be subject to Janick Electric Ltd.'s Subcontractor Agreement requirements. The agreement requires that:

1. Before any work is performed, subcontractors must provide a valid Clearance Certificate issued by the WSIB.
2. Janick Electric Ltd. will also verify a subcontractor's current WSIB rate sheet to ensure the subcontractor's overall adequacy and safety performance.

All potential subcontractors are required to meet the stipulated pre-employment conditions of the organization. Janick Electric Ltd. will review and verify all information to ensure safe working conditions for all employees.

### **Employment**

Janick Electric Ltd. endeavours to provide safe working conditions for all employees and subcontracted employees. All subcontractors will be provided with the following to uphold the safety standards of the organization:

1. A copy of the organization's Health and Safety Manual will be provided to all subcontractors no later than the individual's initial site orientation. Subcontractors who have previously worked for the organization will be contacted to ensure they possess an up-to-date version of the manual, with a copy being provided should they no longer have the manual or have in their possession an outdated version.

2. A site orientation conducted by a competent person will be provided to all subcontractors upon successful attainment of the contract before any work is performed.
3. All subcontractors will be provided with pertinent organizational information and policies, including Janick Electric Ltd.'s Drug and Alcohol Policy. Subcontractors will be required to review the information and sign off on all policies provided before commencing any work. A copy of all signed policies will be kept on the individual's file.
4. All subcontractors will be included in any pre-job meetings and hazard assessments to ensure the individual is fully aware of all necessary and relevant information pertaining to the job and the work site.

Janick Electric Ltd. will report all worksite incidents involving the subcontractor to the "Owner Client" and conduct and participate in any required incident investigations. Results of these investigations will be communicated to the Owner Client.

#### Post-Employment

After completing a job, a post-performance review will be conducted for all sub-contractors. Post-performance reviews will be kept on the individual's file and reviewed with the subcontractor upon request. Post-performance reviews will be utilized in combination with the pre-employment conditions, considering the subcontractor's continued employment with the organization. The **Subcontractor Health and Safety Performance Evaluation** is a method used by Janick Electric Ltd. to conduct subcontractor safety performance evaluations.

#### **Responsibilities**

##### Subcontractor Responsibilities:

The subcontractor shall actively promote safe work practices and procedures among their employees. All subcontractors must ensure their crew supervisory personnel have received appropriate training in health and safety practices and legislation and can perform all required work safely and legally. Subcontractor supervisors must abide by our specified supervisory responsibilities listed in our safety policy. All subcontractors shall ensure that our corporate safety policy and guidelines are communicated and understood by their supervisors, workers, subcontractors, suppliers and that they are enforced.

##### Training And On-Site Meetings:

In addition to subcontractors providing competent supervisors of their crews, workers should be oriented to the constructor's work site safety rules and program requirements by the supervisors on our sites, whether working directly or under contract with us are expected to perform their duties and responsibilities in a manner that ensures that workers under their authority have the knowledge, training or experience to perform their job tasks in the safest way possible. All supervisors must ensure their workers are familiar with the actual and potential hazards of the job and understand the safety standards and regulations that apply to their work.

## Procedures

### Subcontractor's Provision Of Documentation

The subcontractor shall provide any or all of the following:

- A copy of their updated health and safety policy and procedures.
- Any engineered stamp and signed design drawings and specifications for equipment, structures, shoring, etc.
- Written safe work procedures as required (e.g. fall protection compliance plan)
- Traffic control protection plans for both inside and outside the project.
- Any records of training required by the safety regulations and our policy such as Working At Heights, WHMIS, Worker Health & Safety Awareness, First Aid & CPR, Supervisor Competency and Supervisor Health & Safety Awareness
- Any licenses or permits, logbooks and operator manuals of equipment.
- All documents required by OHSA and its regulations.
- Copies of hazardous material safety data sheets and records of WHMIS training for all subcontractor workers on our projects.
- Registration of constructors and employers engaged in construction (Form 1000)
- WSIB clearance certificate with WSIB workplace injury summary report (WISR)

The subcontractor shall maintain copies of all documentation on the worksite in accordance with applicable legislation before the commencement of work and the arrival of material/equipment arriving on site.

### Notification Of Near Misses, Incidents Or Accidents

Subcontractors, their employers, supervisors, or workers must report all incidents, accidents, or near misses to the Janick Electric Ltd. site supervisor as soon as possible.

All reporting requirements are outlined in the Occupational Health and Safety Act or the Workers' Compensation Act. All accidents, incidents, and injuries must be reported following the provisions of the Act and shall be submitted to the governing authorities and Janick Electric Ltd. for review.

In cases of accidents resulting in critical injuries, the subcontractor shall ensure the accident scene is not disturbed except for:

- Saving life or relieving human suffering;
- Maintaining an essential public utility service or public transportation system; or
- Preventing unnecessary damage to equipment or other property.

All notices and reports for occupational illnesses, critical injuries, fatalities and other incidents must be completed in compliance with Ontario Regulation 420/21 under the Occupational Health and Safety Act. Refer to the Reporting Workplace Injuries Policy in this Health and Safety manual for more information.

## Investigating And Reporting Procedures

All subcontractors must thoroughly investigate any accident or incident causing personal injury or property loss. Near-miss incidents should also be thoroughly investigated. The inquiry should identify the events leading to the accident, incident or near-miss along with the root causes, witness statements, related information and measures to be taken to prevent a recurrence.

Subcontractors are to ensure the proper authorities are notified, and the appropriate reporting forms are submitted within the prescribed time restraints as set out in legislation. Janick Electric Ltd. must be reported within twenty-four hours of any claim made by anyone against the contractor or a subcontractor of any accident, incident, or material or property damage.

All notices and reports for occupational illnesses, critical injuries, fatalities and other incidents must be completed in compliance with Ontario Regulation 420/21 under the Occupational Health and Safety Act. Refer to the Incident/Accident Investigation Policy in this Health and Safety manual.

## Ensuring Compliance On Our Work Sites

Subcontractors will be held accountable to their obligations to ensure compliance to all provisions under the Occupational Health and Safety Act and applicable regulations and the Health and Safety Program implemented by Janick Electric Ltd.

Subcontractors are also required to ensure safe work practices and work site conditions prevail on our projects. Under the Janick Electric Ltd. Subcontractor Health and Safety Agreement, the subcontractor will be held liable for intentional and unintentional noncompliance. In addition, Janick Electric Ltd. requires that all workers on a project comply with Janick Electric Ltd. Health and Safety Program and the Occupational Health and Safety Act and all of its regulations as a condition of employment. Failure to adhere to these rules at all times may result in disciplinary action, including dismissal from the project.

Any remedial action having to be taken by Janick Electric Ltd. for any reason, to correct subcontractor work site conditions or neglect, and other reasons as per the agreement, such costs incurred by Janick Electric Ltd. shall be charged to the subcontractor.

Supporting Document(s):

- Subcontractor Safety Agreement
- Subcontractor Health and Safety Performance Evaluation
- Subcontractor Compliance Checklist
- Incident/Accident Investigation Policy
- Reporting Workplace Injuries Policy
- Responsibilities, Accountabilities and Legislation
- On-Site Contractor Safety Review

## Subcontractor Compliance Checklist

This checklist is to verify all subcontractor qualifications and establish that all policies have been reviewed and provided.

Name of Prime Contractor	Name of Sub Contractor
Date	Project

Please check each box after verification has been completed.

<b>Insurance</b>			
Has shown proof of up-to-date liability insurance? Yes <input type="checkbox"/> No <input type="checkbox"/>	Has proof of workers' compensation insurance in the form of one of the following:	<input type="checkbox"/> Clearance certificate <input type="checkbox"/> Valid WSIB account <input type="checkbox"/> Proof of incorporation	<b>Or</b> are performing the work as: <input type="checkbox"/> An employer in that industry <input type="checkbox"/> A worker of another employer <input type="checkbox"/> A director of a corporation <input type="checkbox"/> A proprietor with personal coverage <input type="checkbox"/> A partner in a partnership with personal coverage

<b>Licensed Professional</b>	
Has proof of qualification been received? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Qualification:	Professional title:
Regulatory sign off has been designated to:	
All building permits and regulatory sign-off will be the responsibility of:	
If applicable, surety bonds have been received and verified? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assurance of the accurate number of journeymen to apprentices? Yes <input type="checkbox"/> No <input type="checkbox"/>	

<b>Policies</b>
The subcontractor has reviewed and agreed to follow all pertinent company policies, including policies regarding health and safety. Yes <input type="checkbox"/> No <input type="checkbox"/>
The subcontractor understands and has communicated to their employees the rights of the workers under the OHSA, including, but not limited to, the right to refuse unsafe work. Yes <input type="checkbox"/> No <input type="checkbox"/>

The subcontractor will ensure that all workers are provided with all required protective equipment and safety devices, that all workers are properly trained, and that equipment and devices are in good working order.

Yes ☐ No ☐

The subcontractor will be responsible for all controlled products brought onto the site:

- ☐ Provide a list to the prime contractor of all controlled substances brought onsite.
- ☐ Correct labelling of materials.
- ☐ Providing MSDS information.
- ☐ Educating and training their employees on the proper usage of the products, specifically WHMIS training and education.
- ☐ Informing all employees of handling and emergency procedures.
- ☐ Ensuring proper storage of products and safe removal of products when work is completed.
- ☐ Product inventory will be documented and given to the prime contractor.

**The sub-contractor has completed safety training that may include but is not limited to:**

- ☐ Attending an on-site meeting with the prime contractor for safety coordination.
- ☐ Attending the prime contractor's site health and safety orientation.
- ☐ Submitting copies of safety meeting records to the prime contractor.
- ☐ Notifications by the prime contractor of any known site hazards.
- ☐ Being advised by the prime contractor to notify them if they know of any undertaking likely to create a hazard for themselves or another contractor.
- ☐ Being instructed by the prime contractor of the emergency response plan.
- ☐ Being instructed by the prime contractor to report all incidents promptly, including near misses.

## Subcontractor Health and Safety Performance Evaluation

Evaluation Criteria	Subcontractor H&S Performance Score		
	Unacceptable 0 - 5	Satisfactory 6 – 7	Exceptional 8 – 10
1. Job completed by the agreed Subcontractor Completion Date			
2. If the completion target date was not met, the reason was: <b>Reason:</b>	<input type="checkbox"/> Avoidable <input type="checkbox"/> Unavoidable		
3. Adherence to Janick Electric LTD's Health and Safety program requirements			
4. Compliance with OHSA requirements			
5. Compliance with all applicable regulatory requirements			
6. Safety issues addressed according to procedure			
7. All daily and weekly forms completed and submitted according to procedure			
8. All incidents and accidents reported according to procedure			
9. All training completed according to training procedures			
10. Overall health and safety communication score			
11. Overall compliance with work agreement contract			
<b>TOTAL COLUMNS</b>			
<b>Add column totals for Overall Health and Safety performance</b>	<b>TOTAL SCORE</b> /100		
<b>DESCRIPTION</b>	<b>NUMBER OF OCCURRENCES</b>		
Total number of workplace incidents			
Total number of critical injuries reported to the Ministry of Labour			
Property damage incidents			
Number of Ministry of Labour order			

<b>Performance Evaluation Completed by:</b>	
Name:	Date:
Position:	Signature:



## Sub-Trade Safety Orientation

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Janick Electric Ltd. requires that all sub-trade foreperson and their workers who work at or visit company job sites receive the Janick Electric Ltd. safety orientation. The purpose of this orientation is to ensure that every worker understands their safety responsibilities. This must be completed and kept in the Janick Electric Ltd. site safety file and made available upon request as proof of training to the Ministry of Labour Inspectors.

*Note: janick electric will orientate all sub-trade forepersons, who, in turn, will orientate their workers and provide janick electric with a list of the orientated workers.*

PROJECT: \_\_\_\_\_ Company: \_\_\_\_\_

PROJECT #: \_\_\_\_\_ Foreman/Worker Name: \_\_\_\_\_

### INTRODUCTION

- ☐ OHSA (Reg. For Const.)
- ☐ Health & Safety Policy Manual
- ☐ Client's Safety Plan

### RESPONSIBILITY FOR SAFETY

- ☐ Company/Constructor
- ☐ Supervisor
- ☐ Worker
- ☐ Safety Coordinator

### GENERAL RULES

- ☐ Alcohol, Drug, All misconduct
- ☐ Smoking
- ☐ Parking
- ☐ Sexual Harassment

### PERSONAL PROTECTIVE EQUIPMENT

- ☐ Protective Headwear (Class B)
- ☐ Footwear (Green Patch Boots)
- ☐ Safety Glasses
- ☐ Fall Protection (100% Tie-Off)
- ☐ Respirators & Dust Masks
- ☐ Hearing Protection
- ☐ Clothing (proper)
- ☐ Vest (Demolition & Traffic)

### GENERAL WORK SAFETY

- ☐ Housekeeping
- ☐ Caution/Danger Tape
- ☐ Scaffolding (competent worker)
- ☐ Guard Rails (use, repair, removal, replacement)
- ☐ Floor/Roof Openings
- ☐ Ladder (Step, Extension)
- ☐ Equipment Tools (GFIs)
- ☐ Maintenance of Equipment (inspection and repairs)
- ☐ Manual Lifting
- ☐ Overhead Work (signs, tape)
- ☐ Excavation (barriers, shoring)
- ☐ Confined Space Entry Requirements
- ☐ Right to Refuse

### OTHER:

### EMERGENCY PROCEDURES

- ☐ Fire (as per Site Procedure)
- ☐ Fire extinguisher location
- ☐ Site emergency numbers
- ☐ Closest emergency treatment
- ☐ Accident/Incident Reporting

### SAFETY TRAINING

- ☐ First Aid
- ☐ WHMIS
- ☐ Scissor Lift
- ☐ Fall Arrest
- ☐ Fire Extinguisher
- ☐ Traffic Control
- ☐ Propane
- ☐ Other (specify): \_\_\_\_\_

### MEETINGS/COMMITTEES

- ☐ Safety Committee
- ☐ Designated Safety Representative
- ☐ Tool Box Talks

Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Contractor Health and Safety Responsibility Agreement

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THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Between: \_\_\_\_\_ (the "Contractor"),

Having an office at \_\_\_\_\_,

And JANICK ELECTRIC LTD., having a facility at 1170 SHEPPARD AVE. W, NORTH YORK, ONTARIO.

IN CONSIDERATION of the sum of (\$\_\_\_\_\_) dollars paid by each of the parties to the other (the receipt of which is acknowledged by each party), the parties covenant and agree as follows:

1. The Contractor shall employ only orderly, trained, competent and skilful people to do the work and the Contractor's employees shall be fully covered under the Workplace Safety and Insurance Act by the Contractor and shall provide an up-to-date Clearance Certificate from the Workplace Safety and Insurance Board. All subcontractors must be approved in writing by Janick Electric Ltd. before commencing any work. The Contractor is responsible for ensuring that their employees comply with the terms of this Agreement.
2. The Contractor acknowledges and accepts all risk arising or pertaining to its equipment's ownership, possession, use, or operation in completing its services.
3. The Contractor shall indemnify and save harmless Janick Electric Ltd. from any claims, demands, actions, losses, or property damage arising directly or indirectly from the ownership, possession, use or operation of any equipment in completing its services, whether caused in whole or in part, directly or indirectly, by an act or omission or negligence of the Contractor, or for those whom it is in law responsible. In addition, the contractor shall protect and hold Janick Electric Ltd. harmless and shall pay all costs, expenses and reasonable legal fees incurred or paid by Janick Electric Ltd. in connection with any litigation arising therefrom. The indemnities contained in this Agreement shall not be prejudiced by and shall survive the termination of this Agreement.
4. Contractor shall, during any time in which it is providing services to Janick Electric Ltd., take out and keep in full force and effect property damage and public liability insurance in which the limits of public liability and property liability shall not be less than two million (\$ 2, 000, 000) dollars per occurrence, at the Contractor's sole expense. All policies shall be written with insurance companies qualified to do business in the Province of Ontario and shall name Janick Electric Ltd. as an additional insured. A certificate acknowledging the same must be provided to Janick Electric Ltd.
5. The Contractor shall abide by and shall ensure that each of the Contractor's employees and subcontractor's employees (if applicable) abide by Janick Electric Ltd.'s Health and Safety rules and regulations. The Contractor shall also be able and willing at such times as directed by Janick Electric Ltd. to provide additional precautions as deemed necessary by Janick Electric Ltd. for safeguarding employees and equipment. In addition, the Contractor's responsibility is to ensure each of its employees becomes familiar with Janick Electric Ltd.'s safety rules and procedures where work is to be completed. The Contractor further acknowledges and agrees that any violation of Safety rules or regulations is justification for the immediate termination of its Contract with Janick Electric Ltd., without any further obligation on the part of Janick Electric Ltd.

6. The Contractor shall, at its own expense, obtain and maintain in good standing all permits and licences required by any authorities having jurisdiction over the business of the Contractor or the construction project. The Contractor shall also comply with all federal, provincial and municipal governmental laws and regulations applicable to its business, particularly those affecting health and safety, workers' compensation and environmental matters.

7. This agreement shall be constructed and enforced by the laws of the Province of Ontario, whose courts have exclusive jurisdiction concerning any disputes, which may arise hereunder.

8. This Agreement embodies the parties' entire agreement with regard to the matter herein and may only be amended by a written instrument executed by both parties. No representation, statement or agreement, other than as set out herein shall be binding on the parties unless expressed in writing, signed by each and purporting to be expressed in modification of this agreement.

9. The Contractor shall not assign this Agreement or any part of it and may not employ or retain anyone as a subcontractor or otherwise to perform any part of its obligations under this Agreement without the prior written consent of Janick Electric Ltd.

10. No Contracted work offers will be granted by Janick Electric Ltd. unless this Agreement is entirely accepted and agreed to by the parties to the satisfaction of Janick Electric Ltd.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

<b>CONTRACTOR:</b> [legal name]	<b>JANICK ELECTRIC LTD.</b>
By:  (authorized signing officer)	By:  (authorized signing officer)
Print Name	Print Name
Print Title	Print Title

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

## Contractor Safety Agreement Form

### CONTRACTOR:

The term “contractor” includes all contractors, subcontractors, independent operators and any other person or firm, including their workers, which Janick Electric Ltd. contracts to provide services. All contractors working on site are expected to meet or exceed all health and safety requirements. All contractors must provide qualified workers and adequate supervision for the work performed and ensure the protection of all workers' health and safety. The principal contractor is responsible for ensuring that all workers are aware of and in compliance with the following requirements:

- Janick Electric Ltd. health and safety policies and procedures;
- The Occupational Health and Safety Act and all applicable governing legislation, regulation and industry standards;
- Ministry of Labour, Training and Skill Development (MLTSD) and the Workplace Safety and Insurance Board (WSIB) reporting requirements; and
- Training required to conduct work safely and timely and hazards associated with all works.

Any violation of the above requirements will result in disciplinary action by Janick Electric Ltd. against the contractor. Contractors responsible for violations will compensate Janick Electric Ltd. for any losses.

Before any work begins, contractors must review Janick Electric Ltd.'s safety program and sign the Contractor Safety Agreement.

### DESCRIPTION OF PROJECT:

#### A CLEARANCE CERTIFICATE ISSUED BY THE WSIB MUST BE ATTACHED TO THE DOCUMENT

WSIB Firm #	WSIB Rate Group
Number of Workers	Duration of Work
Janick Electric Signature	Contractor Signature
Date	Date
THIS AGREEMENT WILL BE KEPT ON FILE AND IS VALID FOR THE DURATION OF WORK.	

## On-Site Contractor Safety Review

Information RE: Hazardous Materials on Project	Check if Complete
Owner to provide Janick Electric Ltd. with information on hazardous materials that employees can potentially come into contact with within the performance of the contract	<input type="checkbox"/>
Contractors to provide Janick Electric Ltd. with MSDS sheets for all materials brought on site which require labelling	<input type="checkbox"/>
Inform affected Janick Electric Ltd. personnel of noxious or hazardous materials to be brought on-site by the contractor	<input type="checkbox"/>

General Janick Electric Ltd. Safety Rules	
Constructor/owner provided Janick Electric Ltd. with facility map and general safety policy/health and safety manual/Safe Work Procedures/Safe Job Practices	<input type="checkbox"/>
Review foot protection, closed leather shoes, preferably safety shoes or boots	<input type="checkbox"/>
Review vehicle use, 15 km/h, vehicles only permitted for transportation of tools and materials with parking of construction and contractor vehicles, as directed	<input type="checkbox"/>
Review good housekeeping practices, disposal of construction materials, cardboard, and general refuse	<input type="checkbox"/>
Report of all near misses and incidents to Constructor employee in charge of the project	<input type="checkbox"/>
Review drug and alcohol policy, reporting to work under the influence, drugs and alcohol are prohibited	<input type="checkbox"/>
Review rules and types of misconduct that will not be tolerated on site	<input type="checkbox"/>
Review head protection requirements. Hard hats are required at all times	<input type="checkbox"/>

Work Permits	
<b>A. Hot Work Permit Review</b>	
Sporadic review of hot work procedures for welding, burning and grinding	<input type="checkbox"/>
<b>B. Total Energy Lockout and Tag Out (LOTO) Review</b>	

Is LOTO required? (If yes, complete this review)	<input type="checkbox"/>
Review LOTO safety Policy	<input type="checkbox"/>
Review process of locking out a device	<input type="checkbox"/>
Review process of tagging out a device	<input type="checkbox"/>
<b>C. Fall Protection</b>	
Is work from ladders, elevated working surfaces or lifts required?	<input type="checkbox"/>
Review legal requirements for fall protection while working from elevated work surfaces	<input type="checkbox"/>
Review legal requirements for fall protection while working from elevated lifts.	<input type="checkbox"/>

Emergency Procedures	
<b>A. Site Alarm System Review</b>	
Review alarm and when it should be used (site evacuation, fire, spill, release)	<input type="checkbox"/>
Review emergency exit routes	<input type="checkbox"/>
<b>B. Site Emergency Response Review</b>	
Review how to contact ambulance, fire, and police	<input type="checkbox"/>
Constructor provided Janick Electric Ltd. supervisors with primary project contact (Project Manager, Construction rep., OHS Manager)	<input type="checkbox"/>
Review how to respond to a medical emergency (Project Manager, Construction rep., OHS Manager)	<input type="checkbox"/>
Review rescue plans in place (i.e. fall rescue plan)	<input type="checkbox"/>

Training	
Review specific training required	<input type="checkbox"/>
Received verification of training	<input type="checkbox"/>

## Substance Abuse Policy (Drug and Alcohol)

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### Intent

Janick Electric Ltd. is committed to the health and safety of its employees and has adopted this policy to communicate its expectations and guidelines surrounding substance use, misuse, and abuse.

### Definitions

**Drug** - Any substance that can change or adversely affect how a person thinks or feels, whether obtained legally or illegally. This could include recreational cannabis (in any form), cocaine, opiates, and amphetamines.

**Drug paraphernalia** - Material or equipment used or intended for injecting, ingesting, inhaling, or otherwise introducing a drug, illegal or controlled, into the human body.

**Medication** - Includes a drug obtained legally, either over the counter or through a prescription issued by an authorized medical practitioner. For this policy, medications of concern inhibit a worker's ability to perform their job safely and productively.

**Alcohol** - Any beverage containing any quantity of alcohol, including beer, wine, and distilled spirits.

### Guidelines

Employees under the influence of drugs or alcohol on the job can pose severe health and safety risks to themselves and their fellow employees. To help ensure a safe and healthy workplace, Janick Electric Ltd. reserves the right to prohibit certain items and substances from being brought on to or present on company premises.

### Expectations

The following expectations apply to employees and management alike while conducting work on behalf of the company, whether on or off company property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard;
- Employees must remain fit for duty for the duration of their shift;
- Use, possession, distribution, or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited;
- Employees are prohibited from reporting to work while under the influence of recreational cannabis (whether ingested or used topically) and any other non-prescribed substances;
- Use and possession of medically prescribed drugs is permitted during working hours, subject to the terms and conditions of the company's policies and all applicable legislation;

- Employees on medically approved medication must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment; and
- Employees are expected to abide by all governing legislation pertaining to the possession and use of cannabis.

## **Roles and Responsibilities**

### Janick Electric Ltd.:

- Communicate expectations surrounding alcohol and drug use, misuse, and abuse;
- Maintain a program of employee health and awareness;
- Provide a safe work environment; and
- Review and update this policy regularly.

### Management:

- Identify any situations that may cause concern regarding an employee's ability to perform their job functions safely;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and
- Maintain confidentiality and employee privacy.

### Employees must:

- Abide by the provisions of this policy and be aware of their responsibilities under it;
- Arrive at work fit for duty, and remain so for the duration of their shift;
- Perform work safely in accordance with established safe work practices;
- Avoid the consumption, possession, sale, or distribution of drugs or alcohol on company property and during working hours (even if off company property);
- When off duty, refuse a request to come into work if unfit for duty;
- Report limitations and required modifications as a result of prescription medication;
- Report unfit co-workers to management;
- Seek advice and appropriate treatment, where required;
- Communicate dependency or emerging dependency to management or human resources;
- Follow the after-care program, where established.

## **Suspicion of Impairment**

The following procedure may be enacted if there is a reasonable belief that an employee is impaired at work:

1. If possible, the employee's manager or supervisor will first seek another manager's or supervisor's opinion to confirm the suspicion of impairment.



2. Next, the manager or supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. Suspicions of an employee's ability to function safely may be based on specific personal observations. If the employee exhibits unusual behaviour including but not limited to slurred speech, difficulty with balance, watery or red eyes, or dilated pupils, or if there is an odour of alcohol, the employee should not be permitted to return to their assigned duties to ensure their safety and the safety of other employees or visitors to the workplace.
3. If an employee is considered impaired and deemed "unfit for work," this decision is made based on the best judgement of two members of management and DOES NOT require a breathalyzer or blood test. The employee may be advised that Janick Electric Ltd. has arranged a taxi or shuttle service to safely transport them to their home address or a medical facility, depending on the determination of the observed impairment. The employee may be accompanied by a manager, supervisor, or another employee if necessary.
4. An impaired employee will not be allowed to drive. The employee should be advised if they choose to refuse employer-organized transportation and decide to go their vehicle, the company is obligated to and will contact the police to make them aware of the situation.
5. A meeting may be scheduled for the following workday to review the incident and determine a course of action, including a monitored referral program as part of a treatment plan.

### **Possession at Work**

Possession of alcohol, drugs, and drug paraphernalia on company property is prohibited. Company property encompasses all company-owned or leased property used by employees, including, without limitation, parking lots, vehicles, lockers, desks, and closets.

Possession of alcohol, drugs, and drug paraphernalia is also prohibited while employees act on behalf of the organization off company premises. This includes attending events as a company representative.

### **Substance Dependency**

Janick Electric Ltd. understands that some individuals may develop a chemical dependency on specific substances, which may be defined as a disease or disability. Employees are not excused from their duties as a result of their dependencies. Janick Electric Ltd. promotes early diagnosis. Any employee who suspects that they might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly.

The company will work with the individual who requests an accommodation to ensure that the measures taken are both practical and mutually agreeable, up to the point of undue hardship.

Employees are encouraged to communicate any need for accommodation to their immediate supervisor and work with them to address the concern.

### **Voluntary Identification**

Employees are encouraged to communicate that they have a dependency or have had a dependency so that their rights are protected and are accommodated appropriately. Employees will not be disciplined for requesting help due to current or past rehabilitation efforts.

All medical and private information will be kept confidential by Janick Electric Ltd. unless otherwise authorized by law.

### **Medical Cannabis**

Where an employee uses medical cannabis, Janick Electric Ltd. expects that they provide a copy of their medical documentation and abide by the company's accommodation policy. Janick Electric Ltd. will accommodate until the point of undue hardship.

### **Agreement for the Continuation of Employment**

Janick Electric Ltd. reserves the right to invoke an agreement to continue employment in accordance with an employee's commitment to become and remain alcohol- and drug-free. The agreement will outline the conditions governing the employee's return to the job and the consequences for failing to meet the conditions.

An agreement for the continuation of employment may include a requirement for drug or alcohol testing.

### **Disciplinary Action**

Employees may be subject to disciplinary action up to and including termination of employment for failure to adhere to the provisions of this policy, including but not limited to:

- Failure to meet prescribed safety standards due to impairment from alcohol or drugs.
- Engaging in illegal activities (for example, selling drugs or alcohol while on company premises).

### **Supporting Documents**

- Human Rights Policy
- Accommodation Policy
- Reasonable Accommodation Agreement

## Forman Absence Policy

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### Intent

The purpose of the Foreman Absence Policy is to ensure all parties involved on a worksite are informed of the proper procedures that need to take place in the absence of a Foreman.

### Definition

**Competent Person** – A person who is qualified because of knowledge, training and experience to organize the work and its performance; is familiar with the Occupational Health and Safety Act and the regulations that apply to the work; and knows any potential or actual danger to health or safety in the workplace. The qualities of a “Competent Person” will also apply whenever the words “competent” and “competence” are used in this Health and Safety manual.

**Acting Supervisor/Forman** – A competent person based on training and experience who has been appointed by a Foreman for the temporary relief position of Acting Foreman. The temporary relief position provides an increased scope of job duties and a temporary change of title for the duration of the necessary relief period.

**Supervisor** – Anyone who has been given "charge of a workplace or authority over a worker" is a person who has met the definition of a supervisor within the meaning of the OHSA. This means anyone with the title “lead,” “charge,” or “lead hand” assumes the legal responsibilities of a supervisor under the Act.

### Procedure

The procedures listed below cover the requirements for the listed parties under different circumstances. These policies are in place to ensure that competent control is maintained over the worksite and Janick Electric Ltd. employees at all times.

### Scheduled Foreman Absence:

A) If a Foreman must be absent from their site for any reason, and the foreman is aware of their upcoming absence:

- The Foreman must appoint a competent person in the capacity of Acting Foreman as a temporary relief position.
- It is the responsibility of the Foreman to ensure that the chosen Worker being placed in the acting role is a competent person for the role.
- The Foreman and the appointed Acting Forman must complete a Foreman Absence Form outlining the intended start and end date along with all required safety forms and information to be completed in the Foreman’s absence. This includes, but is not limited to:
  - Job Hazard Analysis
  - Daily PPE Inspections
  - Daily Equipment Checklists
  - Weekly Toolbox Talks
  - Site Orientations
  - Incident Reports

- Project Manager contact information
- Emergency contacts

Upon return of the Foreman, the Acting Foreman and the Foreman shall review the job progress in the Foreman's absence.

B) If the Foreman believes that no employee onsite meets the criteria needed for the relief position, the Foreman must contact the Project Manager associated with the job and make arrangements for a competent person to be available.

### **Unexpected Foreman Absence**

A) If a Foreman is absent without prior notice to the site workers, it is the responsibility of the workers to make contact with the Project Manager of that job so that the following steps can be taken.

- Workers must ensure that contact is made to either the Foreman or the Project Manager BEFORE commencing any work on site.
- If workers cannot contact the foreman or the project manager, then contact must be made with Nick Babic, Peter Brouillette, Janet Wicks, or a member of Janick Electric Ltd.'s Health and Safety Team.

Upon making contact with one of the aforementioned parties, whoever it is that is contacted must verbally review and fill out the required forms and information with the Worker to ensure they and the other Workers present are aware of all roles and responsibilities as well as all hazards and site safety requirements.

B) If the Foreman must be absent from site abruptly during a workday and is unable to complete a Foreman Absence Form, one of the workers from the area must make contact with either the Project Manager or Nick Babic to ensure that all required measures are taken to close out the site at the end of the day. This may include items such as:

- Securing tools and material for the night
- Ensuring any required client sign-out or key returns are done
- Ensuring all lock-out/tag-out procedures are complete
- All staff are accounted for and leave the site safely

## **Personal Use of Company Property/Equipment Policy**

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### **Intent**

Janick Electric Ltd. understands and supports the necessity of employees requiring the use of Janick Electric Ltd. property and equipment in the course of their regular job duties. To meet this need, necessary items will be made available for our employees to ensure their ability to complete all assigned work safely. Employees are permitted to use the equipment solely to complete their job duties in the service of Janick Electric Ltd.

### **Guidelines**

Janick Electric Ltd. provides the equipment necessary for the satisfactory completion of job duties by its employees. In return, the Company expects that employees will use the equipment provided appropriately and safely. Accordingly, all such provided equipment remains the property of Janick Electric Ltd., and employees may be requested to either produce the equipment for inspection or return the equipment, at any time, without notice.

### **Personal Use**

Janick Electric Ltd. provided equipment/property are intended for their assigned business purposes only and are also intended exclusively for use in Janick Electric Ltd. business performance.

Janick Electric Ltd. strictly prohibits the use of Janick Electric Ltd. provided equipment for conducting unapproved business for any alternate sources of employment, compensated or otherwise, or for any home-based business at any time.

Janick Electric Ltd. also prohibits using any company equipment or property for personal use. Employees are not permitted to use any fleet vehicles or tools for themselves, the care of their personal property, or that of their families.

### **Exceptions**

Please Note: Employees are permitted to use Company property (e.g. transporting another party to the hospital) in an emergency. However, employees must inform their immediate supervisor/manager of the personal use of the equipment and the reason(s) behind the use as soon as possible after the incident. Failure to inform the immediate supervisor/manager will result in corrective action.

Where an employee requires the use of Company property or equipment for non-work-related reasons, on a case by case basis, and subject to specific terms and conditions, they may request supervisory approval for personal use.

Employees are not permitted to use the equipment and then request approval; approval must be obtained before using the equipment.

### **Acceptable Use**

- Janick Electric Ltd. materials and property are intended only for their approved and necessary use.
- If any Janick Electric Ltd.-owned materials or property are lost or stolen, employees are required to report the loss/incident to the supervisor as soon as possible and will be required to participate in any investigations that are deemed necessary.

### **Maintenance/Care**

- It is the employee's responsibility in possession of Janick Electric Ltd. property to ensure that Janick Electric Ltd. owned property/material(s) are adequately maintained.
- Employees are expected to adhere to all operating instructions and guidelines, safety standards and general care instructions.
- If damage to the material(s) occurs, it should be reported to (Name of Manager, Department) as soon as possible, with a description of the extent of the damage and whether or not it is still a viable piece of equipment.
- Damaged equipment/material (s) should be returned to (Name of Manager, Department) for assessment and repair or warranty service.
- Employees are required to minimize any possible damage to equipment that is not in use by safely storing the equipment/machinery.
- Employees are not permitted to use any equipment that has been tagged as being out of service, for any reason, without the consent of their immediate supervisor/manager.

### **Disciplinary Action**

The following actions may result in corrective action, up to and including termination:

- Abuse of Janick Electric Ltd. materials and property will not be tolerated and may be subject to disciplinary action up to and including termination of employment.
- The employee may be subject to corrective discipline when using the property or equipment unsafe, careless, negligent or destructive.
- If Janick Electric Ltd. equipment/material (s) are damaged, lost or stolen and the damage, loss or theft is found to have been caused by negligence or misuse, the employee who was loaned the equipment/material (s) may be responsible for the payment of repairs or replacement of the equipment/material (s).
- All other inappropriate use of company property will result in corrective disciplinary action. Janick Electric Ltd. reserves the right to accelerate the disciplinary process where the misuse caused a direct health and safety risk to the employee, other employees, or the public.

## **Cold and Inclement Weather Policy**

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### **Intent**

The purpose of this policy is to outline Janick Electric Ltd. procedures during cold or inclement weather situations.

### **Guidelines**

In the event of either extreme cold weather conditions, extreme inclement weather conditions, or a combination of both, Janick Electric Ltd. may choose to close operations for the day and re-open when it is safe to do so.

In the event of a closure due to weather conditions, Janick Electric Ltd. will contact employees as soon as possible to inform them of the decision to close. In addition, Janick Electric Ltd. will contact employees at the phone numbers that the human resources department has on file.

Unless notified otherwise or pending a police-ordered road closure, employees of Janick Electric Ltd. are expected to arrive the following day for regularly scheduled work.

Suppose road conditions or weather conditions create a situation where the employee deems it unsafe to report to work for their regularly scheduled shift. In that case, the employee should use their discretion. However, in this event, the employee should contact their immediate supervisor or human resources to inform them of their absence due to weather conditions.

## Workplace Smoking Policy

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### Intent

This policy is designed to outline the parameters of the Smoke-Free Ontario Act and how it applies to all employees. This procedure meets the minimum requirement for the workplace as defined below, and site-specific designated smoking areas must be adhered to on all worksites. Janick Electric Ltd. maintains a commitment to the health and safety of all its employees. Smoking has been scientifically proven to be harmful to the health of both smokers and non-smokers that come into contact with second-hand smoke. Therefore, to promote a safe and healthy work environment, Janick Electric Ltd. has adopted this smoke-free workplace policy.

This policy also covers the use of cannabis and cannabis-related products and applies to all employees, guests, contractors, and customers. In addition, this policy includes company vehicles and any hotel rooms or rental cars booked for company business purposes.

### Definitions

**Electronic cigarette** – A vaporizer or inhalant-type device containing a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled directly through the mouth by the device's user, whether or not vapour contains nicotine.

**Enclosed Workplace** –The inside of any place, building, structure, or vehicle or conveyance or a part of any of them that is covered by a roof, that employees work in or frequent during their employment whether or not they are acting in the course of their employment at the time, that is not primarily a private dwelling or a prescribed place.

**Indoor workplace** – An enclosed place in which employees perform their employment duties and include an adjacent corridor, lobby, stairwell, elevator, escalator, eating area, washroom, restroom, or other enclosed area frequented by employees during their employment.

**Second-Hand Smoke** - Smoke that is exhaled by the smoker. Even indirect smoke such as this has been proven to create a health risk to anyone exposed to it.

**Smoking** - Includes smoking, holding, or otherwise having control over an ignited tobacco product or cannabis product; inhaling or exhaling vapour from an electronic cigarette or water pipe; and holding or otherwise having control over an activated electronic cigarette or activated water pipe.

### Guidelines

Smoking shall be prohibited on all company premises. This includes smoking or holding lit tobacco or cannabis, an electronic cigarette or vapour product, or consuming a prescribed substance.

This policy applies to all employees, guests, contractors, and customers and includes company vehicles, hotel rooms, or rental cars booked for company business purposes.



Medical marijuana will be treated the same as all other medically approved medications. Where an employee requires the use of medical marijuana, it is expected they adhere to Janick Electric Ltd.'s Accommodation Policy. Employees who need medical marijuana must notify management immediately before consumption. To the point of undue hardship, they will be provided with an individualized accommodation plan to meet the health and safety requirements and to honour the Human Rights Code. All employees are expected to arrive at work fit for duty and remain fit for duty throughout their shift.

### **Where Smoking is Permitted**

A list of designated outdoor smoking areas with any associated restrictions will be maintained and posted at each job site. Smoking tobacco products offsite is permitted.

### **When Smoking is Permitted**

Janick Electric Ltd. employees can smoke in designated smoking areas on regularly scheduled breaks. Employees who take unscheduled breaks for smoking may be subject to disciplinary action.

### **Additional Guidelines**

- Janick Electric Ltd. will ensure that, as required by legislation, signs indicating areas where smoking is permitted or prohibited are posted.
- No person other than a manager or a person acting under their instructions shall remove, alter, deface, conceal, or destroy a sign posted or displayed to communicate where smoking is allowed or prohibited on Janick Electric Ltd. premises.
- Ashtrays or similar receptacles are not permitted in any place or area where smoking is prohibited.
- Janick Electric Ltd. shall take reasonable precautions to ensure that employees' exposure to smoke in a place where smoking is permitted is minimized.
- Janick Electric Ltd. has no intention to influence employee smoking habits or employees' actions outside of the workplace and will not pursue disciplinary action for those who smoke off of Janick Electric Ltd. premises.
- Janick Electric Ltd. will not discharge employees or refuse to hire applicants because they are smokers.

### **Violations**

In the event of a violation of this policy, Janick Electric Ltd. may pursue disciplinary action up to and including termination of employment. Employees who witness violations must report the infraction to their supervisor or the Human Resources.

## Cell Phones at Work Policy

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### Intent

Janick Electric Ltd. has adopted this policy to govern personal cell phones in the workplace. This policy is intended to cover cellular telephones and other wireless communication devices. All such devices shall be referred to as “cell phones” for this policy.

### Guidelines

- Workers can bring their cell phones to the workplace if permitted by the supervisor. However, the employee must exit the immediate work area for phone calls.
- Employees assigned a company-issued cell phone are excluded from this policy. If you are using a company-issued cell phone, you must be aware of your surroundings and only utilize it when it is safe.
- Please remember that cell phones are banned from use in vehicles across Ontario. If you need to make or receive a call, pull over to the side of the road when safe to do so and proceed with the call; otherwise, a headset or Bluetooth may be used.
- Texting or emailing while driving is strictly prohibited. If you need to read or respond to a text or email, pull over to the side of the road when it is safe to do so and proceed with using your mobile device.
- Cell phones must not be used while operating machinery or equipment or performing any task.
- In an emergency or anticipated emergency that requires immediate attention, the cell phone may be carried to the meeting on silent mode.
- Employees shall avoid making or receiving personal calls during work time and use personal cell phones only during scheduled breaks or lunch periods in non-working areas.
- Janick Electric Ltd. is not liable for the loss of personal cell phones brought into the workplace.
- For health and safety reasons, the company strictly prohibits cell phones or similar devices while on a worksite where the operation of such devices would be a distraction to the user or could create an unsafe work environment. In addition, such worksites must be secured or the device used only by an employee out of harm's way in such work environments.
- Janick Electric Ltd. employees are strictly prohibited from using cell phones for any other available purpose (e.g., Internet access, gaming, texting, music) during business hours. However, during scheduled breaks or lunch periods, these functions may be used in non-working areas.
- Company employees are prohibited from using any cell phone or similar device as an unauthorized media storage device for Janick Electric Ltd. business information storage or transportation.
- For privacy reasons, employees are prohibited from taking photographs of company facilities or personnel using any camera functions on their cell phones without first obtaining express written permission from the company.

### **Use of Mobile Phones While Operating a Motor Vehicle**

- Janick Electric Ltd. strictly prohibits cell phones while operating company-owned and -operated vehicles or while operating a personal vehicle while on company business.
- The use of hands-free cell phones should be kept to a minimum while driving.
- To make or receive calls:
  - Pull over and stop;
  - Allow a passenger to operate the cell phone;
  - Use voicemail and respond to the call at a safer time; or
  - Let someone else drive, freeing you up to make or receive calls.

Employees are solely responsible for any fines or charges laid by the authorities for illegal use of a cell phone while operating a vehicle in the course of their employment. Employees who choose to violate this policy will face disciplinary measures or face legal responsibility if, in the course and scope of their duties, they are involved in a car accident, and there is evidence that they were using their cell phone while driving, and the employer is sued.

## **Environmental Protection Program Waste Storage and Disposal Policy**

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### **Intent**

Janick Electric Ltd. recognizes environmental protection as one of our guiding principles and a key component of sound business performance. We all must work to the same safety standards and help each other achieve and maintain these standards by planning safety considerations into all of our work activities. We will operate in compliance with all relevant federal, provincial and municipal environmental legislation, and we will strive to use pollution prevention and environmental best practices in all we do.

### **Guidelines**

Janick Electric Ltd. will:

- Identify, assess and responsibly manage its environmental health & safety risks through a comprehensive risk management plan;
- Integrate the consideration of environmental concerns and impacts in all of our decision making and activities;
- Promote environmental awareness among our employees and encourage everyone to work in an environmentally responsible manner as the monitoring, auditing, and protection of the environment is our shared responsibility;
- Train, educate, and inform our employees about environmental issues that may affect their work;
- Where required by legislation or significant health, safety, or environmental hazards exist, develop and maintain appropriate emergency and spill response programs;
- Strive to continually improve its environmental performance by periodically reviewing its environmental policy in light of current and planned work; and
- Design, construct and operate our projects in a manner that minimizes the impact of our operations on the environment and public health and safety through contingency planning and emergency preparedness

Our responsibility to the environment takes on many forms, including:

- Appropriate storage of hazardous waste
- Appropriate disposal of hazardous waste
- Keeping contaminants, debris, and silt out of our waterways and sewer systems

- Preventing mud, dirt, and rocks from being taken off of job sites and deposited onto roadways
- Minimizing dust and debris from being blown off of job sites
- Release or Spill of Contaminants
- Take all precautions to prevent pollutants from being released into the environment
- Report any incident of a release or spill of toxic or potentially harmful materials

#### **Development of A Site-Specific Environmental Management Plan:**

Where required, a site-specific environmental plan shall be developed, which may include (but is not limited to) provisions on the following:

- Erosion & sediment control
- Water quality
- Air quality
- Noise
- Hazardous materials and substances
- Contaminated soil
- Waste management

#### **Policy**

Janick Electric Ltd. is working towards continuous improvement by developing programs designed to address the environmental cost and impact of our activities, products and services. We will:

- Comply with applicable regulations and standards in the industry;
- Support pollution prevention and minimization programs in the workplace;
- Use materials and energy efficiently to conserve natural resources;
- Minimize the emissions that contribute to climate change;
- Cooperate and develop relationships with our community, suppliers, contractors, government agencies, and other organizations engaged in improving the environment;
- Review environmental objectives and monitor performance, so that we can properly assess our strengths and weakness, and address them accordingly.

#### **Environmental Audit**

- Janick Electric Ltd. will periodically audit and evaluate all manufacturing practices and processes as part of our commitment to constantly decrease our environmental impact.

- Audits will include air and water quality reports, waste management, spill prevention and control, HAZMAT management, and employee awareness.

### **Waste Management Planning**

Regardless of the scope and size of a project, there will always be some degree of waste produced. Janick Electric Ltd.'s responsibility is to ensure this waste is managed correctly so that the receiving environment is protected.

General waste management activities will include reduction and substitution; waste collection, handling, separation, storage; recycling and reuse; waste transfer and transport; and waste disposal.

Janick Electric Ltd. expects to minimize and, where technically and economically feasible, prevent pollution from entering the receiving environment. To this end, Janick Electric Ltd. will use source reduction as the most preferred method, followed by reuse, recycle/recovery, treatment, and the least preferred method being disposal.

### **Source Reduction**

Source reduction is the elimination or decrease, to the extent practical, of the volume/mass or toxicity of waste generated by using alternative materials or processes. This may be the most effective, proactive and potentially cost-reducing method of waste management as it reduces the amount of waste that has to be managed. This can be accomplished by, but not limited to:

- Material elimination;
- Inventory control and management;
- Material substitution;
- Process modification; and,
- Improved housekeeping, maintenance, and training.

### **Reuse and Recycle/Recovery**

Reuse is the use of a product more than once for the same or different purposes, either on-site or off-site. Before reusing any waste, it should be verified that the reuse of the waste is appropriate and will not harm the environment.

Recycle/recovery is when materials otherwise destined for treatment or disposal are collected, processed, and remanufactured into the same or different product, either on-site or off-site.

### **Spill Prevention**

Janick Electric Ltd. will implement proper planning and preventative measures to minimize the likelihood of spills and to quickly and successfully clean up a spill should one occur.

### **Roles and Responsibilities**

### Spill Coordinator:

In the event of a spill, the Spill Coordinator shall ensure that Janick Electric Ltd. is notified immediately and may assist in response action as dictated by the Company. For all hazardous spills, the following shall apply:

- The Spill Coordinator shall immediately report all spills to the Janick Electric Ltd. Representative.
- The Spill Coordinator shall report spills to the Ministry of the Environment and Climate Change's Spills Action Centre and the municipality as soon as possible.
- The Spill Coordinator shall mobilize on-site personnel, equipment, and materials for containment and cleanup commensurate with the extent of the spill.
- The Spill Coordinator shall assist the Emergency Response Contractor and monitor containment procedures to ensure that the actions are consistent with the requirements of this Spill Plan.
- In consultation with appropriate agencies, the Spill Coordinator shall determine when it is necessary to evacuate spill sites to safeguard human health.
- The Spill Coordinator shall coordinate with the appropriate agencies to contact additional parties or agencies.
- The Spill Coordinator is responsible for completing a Spill Report Form within 24-hours of the occurrence of a spill, regardless of the size of the spill.

### Employees:

Janick Electric Ltd. employees shall immediately notify their immediate supervisor/manager or the Spill Coordinator of any hazardous liquid spill, regardless of volume.

### **Training**

Janick Electric Ltd. shall train all employees who handle fuels and other regulated substances to prevent spills and quickly and effectively contain and clean up spills that may occur according to applicable regulations.

### **Equipment**

Janick Electric Ltd. shall ensure that adequate materials are on hand to enable the rapid cleanup of any spill that may occur.

- Janick Electric Ltd. shall maintain spill kits containing sufficient absorbent and barrier materials to contain and recover foreseeable spills adequately. These kits may include but are not limited to absorbent pads, straw bales, absorbent clay, sawdust, floor-drying agents, spill containment barriers, plastic sheeting, skimmer pumps, and holding tanks.

- Suitable plastic lining materials shall be available below and on top of temporarily-stored contaminated soils and materials.
- The Spill Coordinator shall make known to Janick Electric Ltd. employees the spill control equipment and materials locations and have them readily accessible.

### **Supervision and Inspection**

- Janick Electric Ltd. shall regularly perform inspections and tests of all equipment to ensure that it is in good repair.
- Any equipment leaking or needing repair will be immediately removed from service and repaired before resuming work.

### **Storage and Handling of Hazardous Materials**

Janick Electric Ltd. shall follow proper hazardous materials storage practices, including, but not limited to the following:

- Proper signage at and adjacent to storage areas.
- A minimum of two 30-pound or four 20-pound fire extinguishers must be located and readily available at all fuel storage locations. The extinguishers shall be located not less than 25 feet and not more than 75 feet from these locations.
- Tools and materials to stop the flow of leaking tanks and pipes shall be kept on-site.
- Such equipment may include, but not be limited to, plugs of various sizes, 3M tank patches, a hammer, assorted sizes of metal screws with rubber washers, a screwdriver, and plastic tape. Spill kits must be located at fuel storage areas.
- Fuels, lubricants, waste oil, and other regulated substances shall be stored in aboveground tanks.
- Storage tanks and containers must conform to all applicable industry codes (NFPA, UFC, etc.).
- Vehicle maintenance wastes, including used oils and other fluids, shall be handled, managed, stored, and disposed of by trained personnel.

### **Immediate Response**

Immediately upon learning of any fuel, oil, hazardous material or another regulated substance spill, or upon learning of conditions that will lead to an imminent spill, the person discovering the situation shall:

- Initiate actions to contain the fluid that has spilled or is about to spill, and initiate action to eliminate the source of the spill to the maximum extent that is safely possible.
- Notify their immediate supervisor/manager and the Spill Coordinator and provide them with the following information:



- Location and cause of the spill.
- The type of material that has spilled.
- Whether the spill has reached or is likely to reach any surface water.

Upon learning of a spill or a potential spill, the Spill Coordinator shall:

- Assess the situation and determine the need for further action.
- Direct subsequent activities and further assign responsibilities to other personnel.
- Notify Janick Electric Ltd. and the appropriate agencies.

### **Mobilization**

- The Spill Coordinator shall mobilize on-site personnel, equipment, and materials for containment and cleanup commensurate with the extent of the spill.
- If the Spill Coordinator determines that a spill is beyond the scope of on-site equipment and personnel, the Spill Coordinator shall immediately notify the General Manager that an Emergency Response Contractor is needed to contain and clean up the spill.
- The Spill Coordinator shall assist the Emergency Response Contractor and monitor containment procedures to ensure that the actions are consistent with the requirements of this Spill Prevention Policy.

### **Spill Notification Responsibilities**

The Spill Coordinator shall complete a Spill Report Form for each release of a regulated substance, regardless of volume. The Spill Report Form must be submitted to Janick Electric Ltd. within 24 hours of the occurrence of a spill. To complete the Spill Report Form, the Spill Coordinator shall compile the following information:

- The time, date and location of the spill, and the time and date the spill was discovered.
- The type and estimated volume of spilled material, and the manufacturer's name.
- The media in which the spill exists (e.g., soil, water, etc.).
- The topography and surface conditions of the spill site.
- Proximity of surface waters.
- Weather conditions.
- Name, address, and telephone number of the Manager/Supervisor, Spill Coordinator, and the person who reported the spill.
- The cause of the spill.
- Immediate containment and cleanup actions taken.
- Current status of cleanup actions.

**Agency Notification**

- Janick Electric Ltd. report spills to the Ministry of the Environment, Climate Change's Spills Action Centre, and the municipality
- Janick Electric Ltd. and the appropriate federal, provincial/territorial, and local agencies must notify other parties or agencies appropriately. Additionally, Janick Electric Ltd. shall ensure that all cleanup activities required by a jurisdictional agency are satisfactorily met and provide documentation demonstrating this compliance.

**Disciplinary Action**

In the event that an employee knowingly or willingly neglects their environmental duties while under the employ of Janick Electric Ltd., they may be subject to disciplinary action up to and including termination of employment.

**Supporting Documents:**

- Spill Prevention and Response Policy

## Fit for Duty Policy

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### Intent

The Janick Electric Ltd. Fit for Duty Policy intends to support our mission of creating and maintaining an influential safety culture, remaining in compliance with all government and regulatory requirements, and ensuring all employees' health, safety, and wellness.

### Definitions

**Competent** – Having the necessary ability, knowledge and skills to do something successfully (Oxford University Press).

**Fit for Duty** - Also referred to as "Fit to Work", is defined by the Canadian Centre for Occupational Health and Safety as a "medical assessment done when an employer wishes to be sure an employee can safely do a specific job or task" (Canadian Centre for Occupational Health and Safety).

**Fatigue** - Fatigue is defined as a state of being tired. It can be caused by long hours of work, long hours of physical or mental activity, inadequate rest, excessive stress, and combinations of these factors. The signs, symptoms, and effects of fatigue on workers vary from one person to the next; however, fatigue may affect the individual worker's ability to perform mental and physical tasks.

### Guidelines

In pursuit of our commitment to promoting a safe and healthy workplace for all employees, contractors, customers and visitors, Janick Electric Ltd. will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment.

Janick Electric Ltd. understands the importance of safety to the well-being and productivity of its people and strives to safeguard the workplace from injury and accidents through the attentiveness of employee capabilities and fit for duty status.

Janick Electric Ltd. managers and supervisors shall monitor all employees' abilities and behaviours to ensure they perform and conduct themselves in a safe and healthy manner.

If a manager or supervisor is notified of a change in an employee's health, Janick Electric Ltd. will take the necessary measures to accommodate the individual's needs.

If an employee conducts themselves in an unsafe manner, Janick Electric Ltd. will remove the employee from the situation to prevent further dangers associated with the unsafe actions/behaviours.

### Physical Demands Analysis

All Janick Electric Ltd. employees must be physically capable of performing their assigned job and tasks. Janick Electric Ltd. will conduct a Physical Demands Analysis (PDA) for each job duty and assign job duties in alignment with workers' physical capabilities.

### **Competent**

Janick Electric Ltd. will ensure that all employees possess the necessary education, skills and abilities to perform their assigned job and related tasks.

### **Over-the-Counter, Prescription and Authorized Medication**

Janick Electric Ltd. requires all employees to report, to their supervisor, if they are taking prescription, authorized or over-the-counter drugs. Some examples of medications or over-the-counter drugs, which may prevent the safe operation of machinery and vehicles include, but are not limited to, allergy and cold and flu medications.

### **Alcohol and Illicit Drugs**

Janick Electric Ltd. employees are strictly prohibited from being under the influence, or in possession, of alcohol or illicit drugs while:

- On Janick Electric Ltd. property;
- Operating Janick Electric Ltd. heavy machinery or vehicles;
- Representing Janick Electric Ltd. at client locations.

### **Fatigue**

Janick Electric Ltd. recognizes that fatigue may present as a factor that adversely affects a worker's ability to perform mental and physical tasks. All personnel must identify and respond to the signs and symptoms that might impair the worker's performance due to fatigue. Training will be provided to recognize and react to fatigue issues in the field.

#### Signs, Symptoms, Factors and Performance Impairments

Some of the possible physical signs and symptoms are as follows:

- |                |                                       |
|----------------|---------------------------------------|
| • Tiredness    | • Giddiness                           |
| • Sleepiness   | • Loss of appetite                    |
| • Irritability | • Digestive problems                  |
| • Depression   | • Increased susceptibility to illness |

#### Potential Impairments to Performance

- Slowed reactions - physical reaction speed and speed of thought
- Failure to respond - to stimuli, changes in the surroundings, the information provided
- Incorrect actions - either physical or mental

- Flawed logic and judgment and an increase in memory errors, including forgetfulness
- Decreased vigilance
- Reduced motivation
- Increased tendency for risk-taking

### **Factors Which May Have an Influence on Fatigue**

- |   |  |
|---|--|
| • Time of day                                     | • Long periods of driving to and from remote worksites |
| • Temperature                                     | • Days off   |
| • Working alone                                   | • Type of work   |
| • Repetitive functions                            | • Job stress   |
| • Physical inactivity                             | • Home stress  |
| • Length and frequency of breaks                  | • Non-effective use of personal time                   |
| • Availability of food and water                  |  |
| • Duration of the extended hours/consecutive days |  |

The effect of fatigue can be compounded by the abuse of alcohol, poor diet, lack of exercise, personal problems, depression, lack of sleep or sickness.

### **Fit for Duty**

The purpose of a Fit to Work medical assessment is to ascertain if an employee is medically fit to perform the job or tasks required by the organization and based on the standard working conditions. In accordance with the Canadian Centre for Occupational Health and Safety, a Fit for Duty request shall be made by an employer in any or all of the following situations:

- A significant change in working conditions has occurred;
- The job has been modified, and the returning worker is still receiving physiotherapy or rehabilitation, or both;
- There has been a change in the employee's health (i.e. returning to work after recovering from a severe illness or injury);
- A medical condition may limit, reduce or prevent the employee from performing a new or current job or task effectively (i.e. musculoskeletal disorders which may limit mobility);
- A medical condition is likely to make it unsafe to complete the job (i.e. a person may unpredictably become unconscious in a hazardous situation);
- A medical condition may make it dangerous for themselves, co-workers, or the public (i.e. where driving is essential to a job but the person is subject to unpredictable and sudden unconsciousness);
- A medical condition may be made worse by the position (i.e. excessive physical exertion by a person with a heart condition).

## **Fit for Duty Assessment Procedure**

1. Employer requests a medical assessment/examination for an employee.
2. Employee takes the request to a qualified medical practitioner.
3. The medical practitioner will perform a medical assessment, including some or all of the following:
  - a. Eyes and ears;
  - b. Respiratory system;
  - c. Heart and other organs;
  - d. Blood pressure and pulse;
  - e. Musculoskeletal system;
  - f. Neurological system.
4. Upon completion, the medical practitioner will report one of three conditions to the employer:
  - a. Fit;
  - b. Unfit;
  - c. Fit subject to work modifications.
5. Where an employee has been reported "Fit subject to work modifications," Janick Electric Ltd. will take the necessary measures to accommodate and modify their job, job duties and responsibilities (i.e. transferring the worker to another role; providing a leave of absence to assist in recovery; providing Employee Assistance Program information).

## **Property Damage Reporting Policy – Ontario**

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### **Intent**

Accidents resulting in personal injury, impairment of health, property damage or disruption to operations are costly to the Company and affect the wellbeing of its employees. Therefore, the Company's policy is to provide and maintain safe and healthy working conditions; to prevent injury, illness or other impairments to the health of employees, contractors, customers or the public; and prevent damage to the company's property or others.

Janick Electric Ltd. has adopted this policy to ensure that appropriate reporting procedures are enacted for any potential damage caused to Janick Electric Ltd. property or property owned by any third party.

### **Guidelines**

1. All damage to or loss of company-owned property must be immediately reported to the Health and Safety supervisor to determine if the loss is insured, self-insured, or qualifies for a third-party claim.
2. If any Janick Electric Ltd. employee either causes or witnesses damage to property owned by the public or Janick Electric Ltd., whether the damage was caused by accident, neglect or willful abuse, the employee must report the incident as soon as possible to their immediate supervisor, and shall complete an Equipment Damage, Loss or Theft Report. If an injury is associated with the damage, the employee shall follow the appropriate measures for reporting a workplace injury.
3. In the event that any Janick Electric Ltd. employee witnesses any damage caused to property owned by the public or Janick Electric Ltd. by any third party (including the public at large or a contractor), the employee is required to report the incident as soon as possible to their immediate supervisor, and file a report of the incident with an account of the incident including date, time, location and detailed notes of the incident.
4. If a Janick Electric Ltd. employed contractor causes damage to any property owned by either Janick Electric Ltd. or the public at large, they are required to report any such damages using an Equipment Damage, Loss or Theft Report. Janick Electric Ltd. shall require all contractors to maintain separate insurance, which shall be used in any claims made due to damages.
5. In the event that any damage caused to the property of either Janick Electric Ltd. or the public at large results in an injury, Janick Electric Ltd. employees are required to comply with the WSIB Accident Reporting Policy and follow any required first-aid measures, as outlined in the Janick Electric Ltd. First Aid Policy.
6. In the event that any damage caused to the property of either Janick Electric Ltd. or the public at large creates a safety hazard for Janick Electric Ltd. employees or the public at large, this must be

reported immediately to ensure that appropriate safeguards are put in place. Any such safety hazards shall be reported to an immediate supervisor.

7. Janick Electric Ltd. supervisors may be required to contact the police to report damages that have occurred to property owned by Janick Electric Ltd. or the public at large.

## **Compliance**

- All Janick Electric Ltd. employees and contractors are required to comply with this policy.
- Failure to comply may result in disciplinary action up to, and including termination of employment and may result in legal action.
- Janick Electric Ltd. shall maintain insurance coverage for all employees, property owned and completed work.
- Where damage, theft or loss occurs to Janick Electric Ltd. property, or property owned by the public at large, Janick Electric Ltd. shall investigate to determine any root causes of the incident, merits of any insurance claim, and determine any potential safeguards that will eliminate the potential of any recurring damage, or future incidents.
- In the event that an incident/accident investigation concludes that a Janick Electric Ltd. employee was responsible for any damage, theft or loss of property, Janick Electric Ltd. may enact disciplinary action up to and including termination of employment.



## SECTION 3: Hazard Identification and Control

## Workplace Hazard Identification Policy

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### Intent

Janick Electric Ltd. has adopted this policy to ensure that all workplace hazards are identified and controlled appropriately. These measures have been taken to ensure our staff's ongoing health and safety.

### Definition

**Hazard** – An occupational hazard is a thing or situation that can harm a worker. Occupational hazards can be divided into two categories:

1. Safety hazards that cause accidents that physically injure workers;
2. Health hazards that result in the development of disease.

It is important to note that a "hazard" only represents a potential to cause harm. Whether it does cause harm will depend on circumstances, such as the toxicity of the health hazard, exposure amount, and duration.

Hazards can also be rated according to the severity of the harm they cause - a significant hazard being one with the potential to cause a serious injury or death.

**Hazardous Condition** – The presence of energy or a substance, which is likely to cause death or injury by reason of physical force, shock, radiation, explosion, flames, poison, corrosion, oxidation, irritation, or other debilitation. Biological and chemical hazards can have debilitating effects through disease or interference with physiological functions.

### Guidelines

To reduce the potential for injuries at Janick Electric Ltd., we will conduct a hazard assessment of all work areas and work processes. During the workplace hazard assessment, Janick Electric Ltd. will identify potential hazards in work areas, processes, and procedures.

- Janick Electric Ltd. employees are required to report any workplace hazards to their supervisor/manager.
- Where a hazard is identified, Janick Electric Ltd. shall work to determine the possibility of any injuries caused by the hazard and the level of risk associated with the hazard.
- Where a hazard creates dangerous working conditions, the work shall be halted until it may be controlled effectively.
- Janick Electric Ltd. shall address and resolve workplace hazards using appropriate controls either at the source of the hazard, between the source and the worker or at the worker.
- Where possible, Janick Electric Ltd. shall strive to control hazards at the source. Janick Electric Ltd. shall determine appropriate safe work procedures and practices and provide training and education in safe work practices, policies and procedures.

### Occupational Hazard

An occupational hazard is a thing or situation that can cause harm to an employee. Occupational Hazards can be divided into two categories:

1. Safety hazards that cause accidents that physically injure an employee
2. Health hazards that result in the development of disease.

Ontario's Ministry of Labour publishes Hazards Alerts, outlining precautions against hazards known to have injured workers in Ontario.

### Dealing with Workplace Hazards

The three-step process for dealing with workplace hazards are as follows:

1. *Identify the hazard(s)* - Report any workplace hazards to your immediate supervisor.

Recognition involves identifying a hazard and determining if there is a possibility of workers being affected by it. If there is such a possibility, it must be assessed, and if it is found to be significant, the hazard must be controlled. Employees must report any workplace hazards to their immediate supervisor immediately to reduce the dangers to all other employees.

2. *Assess the hazard(s)* - Determine the level of risk associated with the hazard. Always discontinue work if a workplace hazard creates excessive and dangerous work conditions.
3. *Control the hazard(s)* – Janick Electric Ltd. will use all elements available to address and resolve dangerous workplace hazards. Control can be applied at the source of the hazard, along the path between the source and the worker, or at the worker. Control at the source is preferred.

Workplace hazards can be grouped into four categories and include, but are not limited to, the following:

Hazard Group	Example
Physical	Lifting and handling loads; Repetitive motions; Slipping and tripping hazards; Working alone.
Chemical	Dust; Gases; Mists and vapours.
Biological	Viruses, fungi, bacteria; Blood and body fluids; Moulds.
Psychosocial	Stress and fatigue; Shift work; Working conditions.

### Hazard vs. Risk

- A hazard is posed by an item (material) or situation and can cause harm. Risk is the probability of chance that it will cause harm to an employee.

It is important to note that a "hazard" only represents a potential to cause harm. Whether it does cause harm will depend on circumstances, such as the toxicity of the health hazard, exposure amount and duration.

Hazards can also be rated according to the severity of the harm they cause -- a significant hazard being one with the potential to cause a serious injury or death.

### **Job Hazard Assessment**

- A Job Hazard Assessment must be completed for every Janick Electric Ltd work site.
- Job Hazard Assessment Forms must be filled out before any work can be conducted on a work site. Forms cannot be filled out after the completion of work.

The following information must be filled out completely and accurately:

- Date and time;
- Site location;
- Hazard identification information (existing or potential), including relevant descriptions;
- Outline of controls that are in place;
- Action plan for any controls that are not in place;
- Outline of any follow-up actions that are required; and
- The appraiser's name and signature.

Janick Electric Ltd. Appraisers are the only individuals permitted to complete Job Hazard Assessment Forms.

### **Dealing with Workplace Hazards**

There is a three-step process for dealing with workplace hazards:

1. **Identify** – Report any workplace hazards to your immediate supervisor. Recognition involves identifying a hazard and determining if there is a possibility of workers being affected by it. If there is such a possibility, it must be assessed, and if it is found to be significant, the hazard must be controlled. Employees must immediately report any workplace hazards to their immediate supervisor to reduce the dangers to all other employees.
2. **Assess** – Determine the level of risk associated with the hazard. Discontinue work if a workplace hazard creates excessive and dangerous work conditions.
3. **Control** – Janick Electric Ltd. will use all elements available to address and resolve dangerous workplace hazards. Control can be applied at the source of the hazard, along the path between the source and the worker, or the worker. Control at the source is preferred.

### **Hazard Control**

Where a workplace hazard is identified, Janick Electric Ltd. shall utilize the following process to ensure workplace safety:

**Step 1: Engineering Controls** – Where possible, hazards shall be eliminated or mitigated through engineering controls, including either the substitution of hazardous materials, work processes or equipment used with less hazardous options, the isolation of hazardous work to physically remove the worker from the hazard, or through ventilation of the area.

**Step 2: Design of Safe Work and Hygiene Practices** – Janick Electric Ltd. shall design safe work practices that provide guidelines for working safely with workplace hazards and limit exposure to hazards.

**Step 3: Administrative Controls** – Janick Electric Ltd. shall employ administrative controls, including job rotation schedules, work-rest cycles and timing of maintenance procedures, to limit the amount of time that workers are exposed to hazards.

**Step 4: Personal Protective Equipment** – Where appropriate, PPE designed to reduce or eliminate a hazard shall be provided.

**Step 5: Education and Training** – Janick Electric Ltd. will provide staff with the appropriate training and education in safe work practices and working with or near identified workplace hazards.

### **Personal Protective Equipment**

Janick Electric Ltd. will take every reasonable precaution in the circumstances to protect workers; this may include requiring them to wear personal protective equipment through the course of their job duties.

- All PPE used by this company and its employees will be maintained in accordance with the manufacturer's instructions and requirements.
- Company-issued PPE will be inspected at the time of issue and before each use by the employee.
- All damaged PPE or in need of service or repair will be removed from service immediately.
- All PPE removed from service will be tagged "OUT OF SERVICE." Any PPE tagged "OUT OF SERVICE" will not be returned to service until repaired and inspected by a qualified person.
- Failure to wear the required safety equipment may result in disciplinary action.

### **Procedures**

#### Employee Actions:

- All employees and subcontractors must report hazards to their supervisor or employer immediately.
- Employees must report hazards verbally and then follow up with a written report to ensure the issue is rectified.
- Written reports will be made and given to the supervisor or employer.
- For serious hazards requiring immediate attention, stop all work in the area and report to the supervisor.

- If employees are able to resolve hazards without the supervisor's intervention, it is important for employees to inform their supervisor about the hazard and the actions taken (especially if the hazard exists in an area where the supervisor has direct responsibility).
- All employees are required to fill out a Hazard Reporting Form.
- If an employee believes that working conditions are unsafe but do not pose an immediate threat, they are recommended to fill out an Employee Report of Alleged Unsafe Working Conditions form and submit it to their supervisor and a member of the Health and Safety team as soon as possible.

#### Supervisor Actions:

Supervisors or the employer shall respond to employees' concerns as soon as possible in the circumstances. If the supervisor cannot respond, an alternate must be appointed by the supervisor. This could be a member of the safety committee or a certified Safety Representative. The response could be any of the following:

- The resolution of the safety issue
- A timetable for the correction of the issue
- The supervisor could resolve the issue by themselves or direct the employee on how to correct the issue themselves
- Inform the employee that steps have already been taken towards the resolution of the issue (e.g. Maintenance has been called)

Scheduling a time to discuss all concerns (and alleged unsafe working condition concerns) with employees in more detail (tool box or safety briefing). The timeframe established by the employer or supervisor for the resolution of the safety issue will depend upon the significance of the hazard. Significant hazards will require immediate action, whereas others may allow more time.

#### Joint Health and Safety Committee Actions:

If employees are not satisfied with the way the supervisor have corrected or resolved a safety issue, they should discuss it with their safety representative or through the JHSC. At this time, employees shall document their concerns on a report form. The JHSC or safety representative will investigate and make recommendations to the supervisor to address the safety issue. Copies of these recommendations shall be sent to the head office, the Health and Safety department and the JHSC.

- The employer, supervisors, safety representatives and the JHSC are responsible for ensuring that employees are informed of the progress or resolution of all safety issues or concerns.
- This procedure does not preclude workers from exercising their right to refuse unsafe work as defined by the Occupational Health and Safety Act. s. 43. Also, reprisals to workers exercising their rights under the Occupational Health and Safety Act are prohibited.

#### Supporting Documents

- Hazard Reporting Form
- Employee Report of Alleged Unsafe Working Conditions For

## Hazard Reporting Form

PART 1: TO BE COMPLETED BY THE EMPLOYEE	
Name of worker:	Date of report:
Job site:	Supervisor reported to:
Description of hazard(s):	
Suggested corrective action (if any):	

PART 2: TO BE COMPLETED BY THE SUPERVISOR. The supervisor should discuss the issue with the whole team on-site and provide a copy to the employee who reported the safety issue. Forward a copy of the completed form to the Project Manager, the JHSC, any safety officer(s), and human resources.	
Name of supervisor:	Date of response:
Supervisor response:	

PART 3: Follow-up by Safety Department or JHSC (if required)	
Name of H&S rep:	Date of response:
Controls implemented:	
Signature: _____ Date: _____	

## Employee Report of Alleged Unsafe Working Conditions Form

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This form is provided for the assistance of any complainant and is intended to constitute the exclusive means by which a complaint may be registered for a Health and Safety issue related to unsafe working conditions or environment.

Use this form to report an unsafe working condition requiring immediate action. This form should not be used to report immediate and dangerous working conditions (see the Workplace Hazard Identification Policy for instructions for such situations). This form should be completed fully and legibly, with as much detail as possible. If additional space is needed, print information on a separate paper and attach it. The employee is required to provide a copy of this form to their immediate supervisor unless the circumstances of the issue do not allow them to, at which point this form should be given to the HR department or a Health and Safety member.

Employee's name:	
Employee's number:	
Immediate Supervisor's name:	
Department:	
Date:	

1) The undersigned (check one) believes that a job safety or health hazard exists at the following place of employment: <input type="checkbox"/> Employee <input type="checkbox"/> Representative of employees <input type="checkbox"/> Other (Specify)
2) Does this hazard(s) immediately threaten serious physical harm? <input type="checkbox"/> Yes <input type="checkbox"/> No
3) If "yes" is checked, immediately contact your supervisor or safety representative, or if necessary, contact 9-1-1.
4) Describe briefly the hazard which exists, including the appropriate number of employees exposed to or threatened by such hazard:
5) List by number and name the particular occupational safety and health standard(s) which may have been violated if known:
6) To your knowledge, has this hazard been the subject of any previous grievances or have you ( <i>or anyone you know</i> ) otherwise called attention to it or discussed it with the employer or any representative thereof? <input type="checkbox"/> Yes <input type="checkbox"/> No



7) If 'Yes,' please give the results thereof, including any efforts by the management to eliminate or reduce the severity of the hazard.
8) Please indicate your desire: <input type="checkbox"/> My name may be revealed to the official in charge. <input type="checkbox"/> I do not want my name revealed to the official in charge.
9) Location of unsafe condition:
10) Cause of unsafe condition:
11) What should be done to correct the situation?

The supervisor shall have five (5) working days to respond or correct the matter.

<b>Supervisor's response</b>	
<b>Date Received</b>	<b>Date of Response</b>

## Daily Job Hazard Analysis and Preventative Measures Form

<b>Project:</b>	<b>Date</b>
<b>Description of Tasks:</b>	

Identify all Preventative Measures to be taken for each source of the hazard before the beginning of a task.

<input type="checkbox"/> <b>Foreign Body</b>	Safety Glasses w/ Side Shields	Shield Adjacent Workers	Face Shield	<b>Other:</b>	
<input type="checkbox"/> <b>Noise</b>	Ear Plugs	Muffs	Plugs and Muffs	<b>Other:</b>	
<input type="checkbox"/> <b>Ergonomics</b>	Proper Work Elevation	Body Positioning	Task Rotation	PPE	Other:
<input type="checkbox"/> <b>Working at Heights</b>	Workers Trained in Fall Protection Full Body Harness	Horizontal Lifeline Shock Absorbing Lanyard	Anchor Points Identified Self-Retracting Lanyard	Work Platform w/ Guardrails Horizontal Lifeline	<b>Other:</b> Rescue Plan
<input type="checkbox"/> <b>Falling Material</b>	Area Below Secured w/ Barriers and Signs Means of Hoisting Material	Temp. Protection on Railings Pail Bag for Tool/Material	Housekeeping Overhead Protection	Material Cart w/ Side Rails No Material Stacked w/i 6ft of Open Edge	<b>Other:</b>
<input type="checkbox"/> <b>Overexertion</b>	Mechanical Assistance	Buddy Lift	Proper Lifting Technique	One Person Lift Not to Exceed 40lbs	<b>Other:</b>
<input type="checkbox"/> <b>Live Equipment</b>	Employees Trained in Lock-Out Procedures Isolation Points Identified	Zero Energy Confirmed Permit Completed and Signed	Supervisor Locks Applied Lock-Out Sheet Completed	Individual Locks/Tags Applied <b>Other:</b>	
<input type="checkbox"/> <b>Fires/Explosions</b>	Hot Work Permit Issued	Cylinders Secured Upright	Combustible Material Removed from Area	Trained Fire Watch Assigned	Portable Fire Extinguisher at Work Area
<input type="checkbox"/> <b>Inclement/Extreme Weather</b>	Lightning 30/30 Rule	Heat Stress Procedure	Cold Stress Procedure	Hoisting and EWP Use to Cease if Winds Exceed 45km/h	
<input type="checkbox"/> <b>Use of Mobile Equipment</b>	Operation Trained on Specific Equipment in Use	Pre-Use Inspections Complete	Competent Signal Person/Spotter Assigned	Traffic Plans Established	<b>Other:</b>
<input type="checkbox"/> <b>Confined Space</b>	Workers Trained on Procedures/Responsibilities	Permit Complete	Rescue Plan in Place	All Necessary Equipment Available	Means of Communication Available
<input type="checkbox"/> <b>Equipment Pre-Use Inspection</b>	Powered/Hand Tools	Elevating Work Platform	Rigging Hardware	Trucks	Forklift/Telehandler
<input type="checkbox"/> <b>Ladder Use</b>	3 Point Contact	Tied Off Over 8ft	Platform Ladder		

**I agree to work safely using the Preventative Measures indicated above by signing this document.**

Supervisor Name
Signature
Office Rep. Name
Office Rep. Signature

Worker Names	Signatures
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)

**PRE-TASK SAFETY CHECK**

- Were there any unplanned or unsatisfactory conditions or incidents that need to be discussed?
- Does everyone understand the work to be done and the hazards associated with the task?
- Is there a new worker starting on site today?
- Are any work permits required to perform the task?

**POST-TASK SAFETY REVIEW**

- Are there any hazards remaining?
- Has every precaution necessary been taken to protect it?
- Have all permits been closed out and signed off?
- Are there any injuries or incidents that need to be addressed?

## **Risk and Hazard Assessment Policy**

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### **Intent**

Janick Electric Ltd. has adopted this policy to ensure that all workplace hazards and risks are identified and controlled appropriately. These measures have been taken to ensure our staff's ongoing health and safety.

### **Guidelines**

1. To reduce the potential for injuries at Janick Electric Ltd., we will conduct a hazard assessment of all work areas and work processes.
2. During the workplace hazard assessment, Janick Electric Ltd. will identify potential hazards in work areas, processes, and procedures.
3. Janick Electric Ltd. employees must report any workplace hazards to their supervisor or manager.
4. Any employee, manager, or another person who identifies a workplace hazard or risk should complete the Risk Identification and Assessment form and submit it to the human resources department manager.
5. Where a hazard is identified, Janick Electric Ltd. shall assess the hazard and determine the possibility of any injuries caused by the hazard and the level of risk associated with the hazard.
6. Where a hazard creates dangerous working conditions, the work shall be halted until it may be controlled effectively.
7. Janick Electric Ltd. shall address and resolve workplace hazards using appropriate controls either at the source of the hazard, between the source and the worker or at the worker.
8. Where possible, Janick Electric Ltd. shall strive to control hazards at the source.
9. Janick Electric Ltd. shall determine appropriate safe work procedures and practices and provide training and education in safe work practices, policies and procedures.
10. Janick Electric Ltd. shall provide appropriate personal protective equipment (PPE) as necessary.
11. Employees who are required to wear PPE must do so whenever required, and they must wear and use the PPE as directed, correctly and accurately.

### **Risk Assessment**

#### Step 1 – Documentation Review

The first step in the risk assessment process will be a review of all of the organization's policies, procedures, worker training records and past incident reports. Reviewing this information will allow

Janick Electric Ltd. to uncover potential risks and valuable insight when developing or adjusting the current policies and training.

#### Step 2 – Workplace Audit

##### ➤ **Determine the Risks Associated Similar Workplaces**

Part of the risk assessment will consist of a review of similar workplaces. This will help determine potential hazards by understanding the hazards other workplaces have found. A review of the controls they have put in place should also be completed. When determining similar workplaces, consider companies that provide similar duties, products, services, suppliers, environments and customers.

##### ➤ **Determine the Risks Associated at Janick Electric Ltd. Workplace**

A review of potential hazards and risks should be completed to create an exhaustive list of all potential risks associated with the Janick Electric Ltd. workplace. A review of this list with the one created based on similar workplaces will show any potential hazards were missed. Critical incidences should also be reviewed; even though these are rare, safety precautions should still be implemented.

##### ➤ **Determine any other Prescribed Elements that could be Risk Factors**

Other elements that could arise, such as special and annual events, special assignments and cross-training, will also be considered part of the review, as these special events have their unique risks.

#### Step 3 – Employee Survey and Interviews

Information from employees will also be gathered to help identify potential risks and hazards. Employees are a valuable source of specific information since they will have first-hand experiences and incidents to draw from. This information will be used when determining a hazard's rank, probability, and the consequences of the risks.

#### Step 4 – Determine Risk

##### ➤ **Rank the Exposure**

- 1 = Unlikely: A person is exposed to the hazard one time per job or project
- 2 = Occasionally: A person is exposed to the hazard two times per job or project
- 3 = Often: A person is exposed to the hazard more than three to five times per job or project
- 4 = Frequently: A person is exposed to the hazard five or more times per job or project
- 5 = Continual: A person is exposed to the hazard continually

##### ➤ **Determine the Probability of Occurrence**

- |                       |                 |
|-----------------------|-----------------|
| 1 = Unlikely to occur | 3 = Could occur |
| 2 = Some chance       | 4 = Good chance |

5 = Will occur if left unattended

➤ **Determine Potential Consequences**

- 1 = Insignificant: a person receives a minor injury, no damage to property
- 2 = First aid or minor property damage: a person administers first aid to self
- 3 = Injury results in lost time, seeking medical help or significant property damage
- 4 = Injury results in permanent disability, serious health effects or property damage
- 5 = Injury results in a fatality, or there is major property damage

➤ **Add the Numbers to Determine a Total Risk Rating**

**Serious (11 – 15)** means the hazard must be attended to immediately before the commencement of the job. Controls **must** be put into place. A safe job procedure **must** be in place prior to the commencement of the job.

**Moderate (6 – 10)** means the hazard requires attention. Controls **should** be put into place. A safe work procedure **should** be in place prior to the commencement of the job but could be attended to once the job has commenced. Employees **must** be aware of the hazard. The safe work procedure **must** be in place prior to completing the job.

**Low (3 – 5)** means the hazard requires monitoring. Controls are recommended. A safe work procedure is recommended.

## **Hazard Control**

Where a workplace hazard or risk is identified and depending on the risk ranking, Janick Electric Ltd. shall utilize the following process to ensure workplace safety:

**Step 1: Engineering Controls** – Where possible, hazards shall be eliminated or mitigated through engineering controls, including either the substitution of hazardous materials, work processes or equipment used with less hazardous options, the isolation of hazardous work to physically remove the worker from the hazard, or through ventilation of the area.

**Step 2: Design of Safe Work and Hygiene Practices** – Janick Electric Ltd. shall design safe work practices that provide guidelines for working safely with workplace hazards and limit exposure to hazards.

**Step 3: Administrative Controls** – Janick Electric Ltd. shall employ administrative controls, including job rotation schedules, work-rest cycles and timing of maintenance procedures, to limit the amount of time that workers are exposed to hazards.

**Step 4: Personal Protective Equipment** – Where appropriate, PPE designed to reduce or eliminate a hazard shall be provided.

Step 5: **Education and Training** – Janick Electric Ltd. will provide staff with the appropriate training and education in safe work practices and working with or near identified workplace hazards.

Janick Electric Ltd. is vitally interested in the health and safety of its staff, clients, and visitors. To ensure the risk of all hazards is minimized, the risks and areas of concern will be identified on an ongoing basis. The appropriate control measures will be implemented to mitigate or eliminate the risk.

## **Health and Safety Pre-Planning Policy**

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### **Intent**

Janick Electric Ltd. has adopted this policy to ensure that all workplace hazards and risks are identified and controlled appropriately before starting any job. Janick Electric Ltd. will attempt to mitigate potential health and safety issues by pre-planning jobs. These measures have been taken to ensure the ongoing health and safety of our staff.

### **Guidelines**

#### **General Guidelines**

- Pre-planning must be performed before starting new jobs or procedures; the level of detail and complexity should be relative to the risk associated with the job.
- Foreman on each project must review all hazard assessments performed and determine if the controls which have been established are adequate.
- For certain projects, permits and SDSs should be included in the consolidated work package with the information produced from the pre-planning.
- In the event that a standard operating procedure exists, job pre-planning may not be required.
- In some instances, the developed safe work permits may be sufficient if all hazards and mitigation requirements are identified and addressed.
- If any emergency activities such as repairs occur, a new hazard assessment may need to be implemented and the subsequent pre-job briefing performed.

#### **Defining Work to be Performed**

- Before performing a job, the specifics of the work must be clearly defined.
- The scope of the job must be identified.
- The steps taken to perform the job must be detailed in sequence.
- All equipment and materials required should be identified.
- The methods for performing work must be defined.
- Number of employees and if they are required to work alone, in confined spaces etc., should be determined.
- If applicable, the timeline of work, specifically the amount of time in hazardous areas, should be documented and taken into account during the hazard assessment.

#### **Hazard Identification and Control**

- A hazard assessment must be performed looking at all defined aspects of the job.



- During the workplace hazard assessment, Janick Electric Ltd. will identify potential hazards in the processes, procedures and work areas.
- Where hazards are identified, Janick Electric Ltd. shall assess the hazard, determine the possibility of any injuries caused by the hazard, and the level of risk associated with the hazard.
- Janick Electric Ltd. shall address and resolve workplace hazards using appropriate controls as outlined below.
- If possible, Janick Electric Ltd. shall strive to control hazards at the source and use personal protective equipment (PPE) only if no other type of control is possible.
- Janick Electric Ltd. shall determine appropriate safe work procedures and practices specific to the job and provide training and education in safe work practices, policies and procedures where gaps exist before starting work in addition to the information provided during the Pre-Job Briefing.

### **Hazard Control**

Where a workplace hazard or risk is identified, Janick Electric Ltd. shall utilize the following process to ensure workplace safety:

- Engineering Controls – Where possible, hazards shall be eliminated or mitigated through engineering controls, including substituting hazardous materials, work processes or equipment used with less hazardous options.
- Design of Safe Work and Hygiene Practices – Janick Electric Ltd. shall design safe work practices that provide guidelines for working safely with workplace hazards and limit exposure to hazards.
- Administrative Controls – Janick Electric Ltd. shall employ administrative controls, including job rotation schedules, work-rest cycles and timing of maintenance procedures, to limit the amount of time that workers are exposed to hazards.
- Personal Protective Equipment – Where appropriate, PPE designed to reduce or eliminate a hazard shall be provided.
- Education and Training – Janick Electric Ltd. will provide staff with the appropriate training and education in safe work practices and working with or near identified workplace hazards.

### **Pre-Job Briefing**

Before work is performed, those who will participate in the project shall attend a pre-job briefing so that everyone is aware of how the job will proceed. The pre-job briefing shall include the following:

- The crucial steps and materials shall be summarized.
- Any specific areas or steps in which errors are more likely to occur, or have occurred, should be identified and additional instruction should be given where needed.

- All hazards that have been identified, as well as the controls established, should be reviewed. In addition, the potential consequence to an employee's health and safety should be discussed.
- All equipment used, including all PPE's, should be briefly reviewed (full training should be provided prior to the pre-job briefing).
- Employees must be allowed to ask any questions or clarify any of the points introduced in the pre-work briefing.

### **During and After Work Has Been Performed**

- The pre-job plan and the results of the hazard analysis must be posted or readily available to the employees performing the work and those who may be exposed to any hazards on site.
- All work must be performed according to the hazard assessment.
- If, for any reason, the scope of work changes or new hazards are identified, the work must be stopped until it is determined if more controls are necessary.
- Once a job is completed, the information gathered during the job should be identified to improve any following pre-planning.
- A copy of information collected during the job pre-planning should be kept and a copy made available to the companies (Insert: Safety Officer or appropriate authority).
- The information should be kept on file as long as work performed is of a type that is still relevant to the company.
- The information should be made available upon request in order to assist with future job pre-planning.

### **Responsibilities**

#### Janick Electric Ltd.:

- Janick Electric Ltd. shall ensure that all resources are available in order for employees to perform all necessary pre-planning thoroughly.
- Provide all additional controls as needed.
- Support supervisors in enforcing all safety requirements.

#### Supervisor/Foreman:

- Ensure that pre-planning is being conducted for their operations.
- Seek advice where needed from additional safety professionals.
- Review hazard assessments completed by employees under their direction.
- Conduct a walk around in areas they may not be fully familiar with.
- Ensure that all training has been attended by employees prior to the start of work.

- Ensure work is being performed according to the hazard analysis and all other pre-planning documents.

Employees:

- Employees must ensure they follow all instructions and plans as set out in the pre-planning documents and reviewed during the pre-job briefing.
- Attend and heed the pre-job briefing.
- Report any unsafe conditions.

## Preventive Maintenance Policy

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### Intent

Janick Electric Ltd. has adopted this Preventive Maintenance Policy to ensure the ongoing health and safety of our clients and employees and to maximize the useful lifespan of our existing equipment. Janick Electric Ltd. will follow all manufacturers' recommended maintenance schedules to ensure equipment's ongoing efficiency and effectiveness.

Effective equipment maintenance will ensure that our equipment works consistently and as intended and ensures that the process is under control and that biological, chemical and physical hazards are efficiently controlled. An equipment maintenance program will save time and money by reducing unscheduled downtime. Regular maintenance is essential to minimize the potential for unexpected major repairs.

### Definitions

**Preventive Maintenance** - Planned actions undertaken to retain an item at a specified level of performance by providing repetitive scheduled tasks that prolong system operation and useful life: inspection, cleaning, lubrication, and part replacement.

**Predictive Maintenance** - Maintenance performed as a result of testing, such as oil or vibration analysis. Partially replaces preventative maintenance of some equipment.

### Guidelines

- Reasonable efforts must be made to ensure that all equipment has appropriate safety features and that such features are properly utilized.
- A preventative maintenance program, including function and safety checks, should be developed and monitored as appropriate for all equipment.
- The choice of location for an item of equipment should also consider its environmental implications (noise, fume/vapour generation etc.).
- Equipment, which can be left unattended, should be monitored by occasional inspection to determine any significant malfunctions.
- Consider safety, cleaning and maintenance requirements prior to purchase.
- Review and follow manufacturers' instructions to ensure proper set-up.
- Establish and maintain preventive maintenance schedules as per manufacturers' recommendations.
- Keep complete and detailed service records for each piece of equipment.
- Decontaminate all equipment appropriately prior to servicing.

Maintenance programs shall ensure that equipment performs consistently, functions as intended, meets process requirements.

Equipment suppliers will be required to provide technical support, service and training for equipment maintenance.

Equipment maintenance should be coordinated between designated employees in the maintenance and processing areas to avoid interference with scheduled production.

The equipment maintenance program shall cover:

- Routine maintenance, including cleaning, inspection, servicing and lubrication
- Scheduled and planned preventive maintenance
- Repairs and unscheduled maintenance resulting from equipment breakdown during regular operations

It is important that after completion of the maintenance activity, all tools, parts and other materials are gathered and put back in place. Maintenance tools should be stored in designated areas.

### **Preventive Maintenance**

A preventive maintenance program will be based on the equipment manufacturer's guidelines or the conditions and period of operations.

The Preventive Maintenance Program will ensure that all equipment is in top condition and can produce safe products.

The Preventive Maintenance program shall include:

- Inspection
- Testing
- Lubrication
- Cleaning
- Adjustment and replacement of equipment parts
- Written preventive maintenance program listing equipment requiring regular maintenance, frequency and maintenance procedure

### **Maintenance Records**

Records of all maintenance should be retained to demonstrate the application of the maintenance program.

Records for retention shall include:

- Work order numbers
- Reason for the maintenance
- Equipment identification
- Maintenance activity (ex: equipment inspection, adjustment and part replacement)
- Dates
- Person in charge

### **Supporting Documents**

- Health and Safety Continuous Improvement Plan

## Machinery and Equipment Maintenance Checklist

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This checklist is designed for use in conjunction with an established Preventive Maintenance Policy and outlines the general areas of maintenance for equipment and machinery. Specific preventive maintenance checklists may be required for specialized equipment.

Machinery and equipment are major sources of hazards and workplace injuries. You must ensure all machinery and equipment in your workplace is safe, used properly, and maintained in good repair. This checklist will help you address some common safety issues involving machinery and equipment. You should involve your workers in filling out this checklist.

Answer the checklist questions with an (X) on the appropriate box, and respond with the action required when appropriate.

<b>Date checklist completed</b>	<b>Date checklist to be reviewed</b>
<b>Name of the person who completed checklist</b>	<b>Company/workplace</b>
<b>Position title</b>	<b>Initials</b>

<b>Proper Operation/Adjustments</b>			
Description	Yes	No	Action Required
Are all machine components operating correctly?			
Is the machine as a whole operating correctly?			
Are all interlocks operating properly in all modes?			
Are any adjustments necessary			

<b>Wear And Proper Form</b>			
Description	Yes	No	Action Required
Are any of the parts showing wear? (e.g., belts)			
Are there any replacement parts necessary?			
Are any adjustments necessary			

Proper Fit			
Description	Yes	No	Action Required
Does everything fit correctly?			
Does everything fit correctly?			
Are any adjustments necessary?			

Lubricate			
Description	Yes	No	Action Required
Are all components and parts well lubricated?			
Are appropriate lubricating materials being used?			
Are any adjustments necessary?			

Potential Hazards			
Description	Yes	No	Action Required
Is the Equipment/Machinery free of sharp edges, traps or dangerous rotating parts?			
Is the use of the Equipment/Machinery free from obvious hazards?			
Are all parts of dangerous machinery guarded?			
Are all guards sound and in good working order?			
Does the Machinery permit an adequate view of the operation when necessary?			
Are controls being used to ensure that precautions are maintained?			

Oil, Lime and Grease			
Description	Yes	No	Action Required
Is the oil in good condition?			
Are the oil and grease to appropriate levels?			

Are all guards sound and in good working order?			
Is the Equipment/Machinery free from any leaks?			
Is the Equipment/Machinery free from lime residue?			

Safety devices			
Description	Yes	No	Action Required
Are machine guards in place on all operating equipment?			
Are belts, pulleys and other rotating parts adequately guarded?			
Are emergency stop buttons marked and operational?			

Work areas			
Description	Yes	No	Action Required
Is there sufficient clearance space around all plant?			
Are machinery and equipment areas kept clean and free from obstructions?			
Are machinery and equipment areas kept clean and free from obstructions?			
Is the ventilation adequate?			
Are steps taken to reduce machinery noise (e.g. isolating the plant, mufflers, and baffles)?			
Are tools and portable equipment stored safely?			

Safe operation			
Description	Yes	No	Action Required
Are workers trained to operate machinery safely?			
Do they hold any necessary certificates of competency (e.g. forklift)?			
Is your higher hazardous plant registered (e.g. boilers, vehicles hoists)?			



Are workers supervised to ensure correct procedures are followed?			
Is machinery and equipment regularly inspected for damage or wear?			
Is machinery and equipment maintained according to the manufacturers' instructions?			

<b>Personal protective equipment (PPE)</b>			
Description	Yes	No	Action Required
Do you provide adequate PPE (e.g. safety footwear, eye protection, hearing protection) as required?			
Do you and your workers maintain PPE in accordance with the manufacturers' instructions?			
Are any purchases necessary?			

## Cold Weather Work Policy

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### Intent

Janick Electric Ltd. is committed to our employees' ongoing health and safety and will take all reasonable steps to ensure a safe working environment. Janick Electric Ltd. has adopted this policy to ensure that necessary work conducted in cold weather may be performed safely. In the event that work must be performed in cold weather, affected employees will be required to wear the appropriate protective gear and take the prescribed warm-up breaks to ensure their ability to perform the work safely. This policy is intended to guide the development of job-specific safe work procedures to prevent cold-stress-related injuries and assist supervisors and health and safety staff in addressing health and safety concerns related to cold stress.

### Guidelines

#### Health and Safety Hazards Associated with Cold Weather Work

Cold weather work may present several forms of health and safety hazards, including:

- Slips and Falls
- Decreased Dexterity
- Increased Fatigue
- Hypothermia
- Frostbite

A combination of these factors may cause Cold-stress related injuries:

- Low temperature
- Cool high winds
- Dampness
- Cold water
- Contact with cold objects, such as metal

Hypothermia and frostbite represent the two most significant health hazards of cold exposure.

### Definitions

**Hypothermia**– The lowering of body temperature due to excessive loss of body heat. Hypothermia can be fatal unless the victim is moved to a warm shelter and receives timely medical attention. Hypothermia victims are unable to recognize the signs and symptoms of hypothermia. Their survival depends on co-workers' ability to do so. As a precaution, you should not work alone in cold extremes. Use the "buddy system" to detect signs of cold injury in co-workers.

**Frostbite** – The freezing of extremities such as fingers, nose tip, toes, ears and cheeks, which become numb and stiff. Because of poor blood supply, these extremities may become frostbitten even if the rest of the body remains warm or even overheated. Frostbitten parts should be placed against warm body surfaces and re-warmed.

**Core Temperature** – The internal body temperature (approximately +37°C [+98.6°F] required to maintain the basic functioning of the major organs. The metabolism is the mechanism responsible for generating body heat. The three threats to core temperature are low external temperature, wetness, and wind. Thermal balance is achieved when the body can reduce heat loss and increase heat production. The imbalance of the core temperature can be fatal.

**Wind Chill Temperature** – A measurement of air temperature in relation to the wind speed. Faster wind speeds reduce skin surface temperature (causing frost bite) and core temperature (that could be fatal) at a faster rate. Wind chill temperature offers a more accurate risk measurement compared to outside temperature alone and can be used to help protect against frostbite and hypothermia.

## **General Procedures**

The following suggestions will promote personal safety in extreme cold:

**Footwear** - In addition to any required personal protective equipment, winter footwear must protect against the cold and wet and provide traction to help prevent slips and falls.

**Wear Appropriate Clothing** - The purpose of cold weather clothing is to maintain layers of warm air around the body. Clothing should be worn in many layers so that one or more clothing items can be discarded when doing heavy work. The outer layer should be wind-proof. Gloves should also be worn in layers. Mitts are the warmest. Protection of the head is essential as this is where most heat loss occurs.

**Keep Dry** - Wet clothing will conduct heat away from the body. Wear clothing in layers that will allow you to remove outer coverings to avoid overheating and excessive sweating.

**Stay Safe** - Limit the length of time you spend in extreme conditions and use buddy systems.

**Avoid Fatigue** - Rest periodically in a sheltered area, and take scheduled warm-up breaks as appropriate. Avoiding fatigue by taking warm-up breaks will ensure that manual dexterity is maintained and decreases the risk of unnecessary injuries and potential overexposure to cold. Warm-up break periods will be determined in the scheduling and break period section below.

**Avoid Tobacco** - Avoid tobacco in any form, as nicotine decreases blood flow and increases the possibility of cold injury.

**Injuries/Over - Exposure to Cold** - Seek medical attention as soon as possible in the event of a workplace injury/over-exposure to cold weather. Report injuries/medical emergencies to the appropriate authority following the procedures outlined in the Janick Electric Ltd. Accident Reporting Policy.

## **Cold Stress Management Practices and Procedures**

Various types of control measures in different combinations can be used to prevent or minimize cold-stress related injuries and may include:

### **Engineering Controls**

Engineering controls change the conditions so that cold stress is reduced. As a result, they are the most effective, but sometimes the most difficult to achieve in the outdoor environment, and may include:

- Redesign and mechanization of the task to reduce the work time in cold environments and employee exposure to cold;
- Shield work areas from drafty or windy conditions;
- Where practical, provide a heated shelter for employees that may experience prolonged exposure to low wind-chill temperatures; and
- Install thermal insulating material on equipment. When in direct contact with skin, metal handles conduct heat away from the body and should be insulated, where practicable, when temperatures drop below -1°C. This reduces the risk of frostbite.

### **Administrative Controls**

Administrative controls attempt to minimize the risks through work practices. They are relatively easy to implement. Administrative controls include the following:

- Limit exposure time that a worker is required to work in a cold environment in the following manners:
- Perform partial components of a task indoors/sheltered, where feasible;
- Increase task variation and rotation;
- Assign additional relief workers;
- Routine maintenance and repair work in cold exposed environments may be scheduled for warmer days/seasons of the year, where practicable; and
- Activities that minimize blood circulation such as static, cramped positions should be reduced and eliminated, where feasible.

### **Provide Recovery Time**

It is essential to provide adequate recovery time from cold stress exposures. Appropriate rest breaks should be determined based on environmental conditions. Breaks should be taken in a warm environment/location.

## **Buddy System**

Since individuals are less likely to notice their symptoms, a buddy system approach allows for earlier recognition of the risk of signs and symptoms, such as frostbite to the ears, cheeks and nose.

## **Acclimatization**

Some degree of acclimatization may be possible in cold environments. With enough exposure to cold, the body does undergo some changes that increase comfort and reduce the risk of cold-stress-related injuries. However, people who are physically unfit, older, obese, or taking medications may not acclimatize as readily.

## **Personal Protection**

- Workers should keep a change of clothing available in case work garments become wet;
- If a worker becomes immersed in water, the worker should immediately change to dry clothing;
- Workers should avoid wearing down-filled garments in wet environments;
- Workers should be aware that dirty and greasy clothing have poor insulating properties;
- Workers should pay special attention to protecting feet, hands, face and especially head;
- For employees required to wear a hard hat, provide a liner for protection from the cold;
- Face protection that does not restrict vision should be worn;
- Workers should not wear scarves when the work performed may result in the scarves getting caught in moving parts of machinery; and
- Footgear should be insulated and water-resistant to protect against cold and dampness.

## **Self-Monitoring**

Individual workers should interrupt cold stress exposure once extreme discomfort or the initial symptoms of a cold-stress-related injury are detected. Individuals are required to report to their supervisor any cold stress-related symptoms exhibited by themselves or their co-workers.

## **Education and Training**

Education and training are fundamental health and safety practices for those exposed to a hazard such as cold stress. Janick Electric Ltd. employees will be trained and educated in the following:

- Knowledge of the hazards and potential health effects of cold stress;
- Recognition of predisposing factors, danger signs and symptoms;

- Awareness of first-aid procedures for cold-stress related injuries;
- Employee responsibilities in minimizing cold stress;
- Safe work practices; and
- Use of protective clothing and equipment.

### **Acceptable Working Conditions and Warm-Up Breaks**

Janick Electric Ltd. employees may be required to conduct work in cold weather conditions. Therefore, these employees will be trained and educated on safe working practices and prepared (through education, equipment use, and appropriate personal protective gear/temperature appropriate clothing) for the required work.

Schedule applies to any 4-hour work period with moderate to heavy work activity, with warm-up periods of 10 minutes in a warm location and with an extended break (e.g., lunch) at the end of the 4-hour work period in a warm location.

The following guidelines for scheduled work and warm-up breaks shall consider wind-chill:

- Work conducted in cold weather between -1°C and -20°C will be performed with adherence to regularly scheduled breaks as specified in the employees' regularly scheduled work. Warm-up breaks may be taken where necessary;
- Work conducted in cold weather between -21°C and -35°C will be subject to the requirement of warm-up breaks occurring once per hour, or as necessary;
- Work conducted between -35°C and -45°C, warm-up breaks shall occur every 30 minutes, or as necessary;
- Where the temperature drops below -45°C, non-emergency work shall be halted; and
- For employees that work in cold weather conditions and perform light-to-moderate work (limited physical movement), a worker should have a maximum work period of 40 minutes with four breaks in a 4-hour period.

### **Working in Icy Conditions**

When working in cold weather conditions where ice presents a health and safety hazard due to potential slips, trips and falls, Janick Electric Ltd. will ensure that the manager on duty maintains responsibility for ensuring that corrective actions are taken to minimize the dangers present. This will be accomplished by:

- Maintaining supplies including salt and sand for use;
- Ensuring that warning signs are posted on Janick Electric Ltd. property and worksites at the start of each winter season, or project as appropriate;

- Maintaining the availability of emergency footwear (e.g. clip-on ice cleats) that can be used if the need arises;
- Ensuring that staff wear appropriate footwear;
- Ensuring that pedestrian walkways are regularly cleared of snow and ice and maintained using salt and sand;
- Ensuring that ploughing and shovelling activities are carried out in a safe and timely manner; and
- De-icing, shovelling, salting or sanding all critical work areas before outdoor work activities.

## **Responsibilities**

### Senior Management:

- Shall identify jobs with a potential risk of cold stress develop and maintain written job-specific safe work procedures which address this hazard;
- Inform workers and their supervisors where their work involves potential risk of cold stress;
- Develop a process to ensure supervisors and workers are advised of:
  - Factors which can predispose them to cold stress;
  - Warning signs and symptoms of cold stress conditions (frostbite and hypothermia);
  - Measures to be taken to protect against this hazard (e.g. wearing appropriate clothing; and
  - Job-specific safe work procedures.
- Post information on cold stress in the workplaces of employees potentially exposed to this hazard; and
- If the divisions provide uniforms or clothing, ensure that clothing specifications reduce the risk of cold stress (while providing appropriate protection from other hazards, where necessary).

### Supervisors:

- Be familiar with all jobs under their supervision which have been identified to have a potential risk of cold stress and their associated safe work procedures ensure training/information sessions are provided to employees whose workplaces them at risk of cold stress;

- Monitor environmental conditions (i.e. temperature and wind velocity and wind chill), as appropriate, on cold days and on days where brisk wind and cold air temperature combine to reach levels deemed as hazardous as outlined in the provided guidelines;
- Implement safe work procedures established to prevent cold-stress related injuries; and
- Supervisors shall advise workers to:
  - Wear multiple layers of light, loose-fitting clothing;
  - Pay special attention to protecting feet, hands, face & head;
  - Report to their supervisor cold stress-related symptoms in themselves or their co-workers;
  - Adhere to the recommended work-warm-up schedule, established to prevent frostbite or hypothermia; and
  - Reinforce personal protection strategies to workers verbally and continually.

#### Employees

- Be familiar with cold stress hazards, predisposing factors and preventative measures;
- Wear appropriate cold-weather clothing;
- Follow safe work procedures established to prevent cold-stress related injuries;
- Report to their supervisor cold stress-related symptoms in themselves or their co-workers;
- Follow the recommended schedule of rest breaks, as advised by supervisors, to prevent frostbite or hypothermia; and
- Use the "buddy system" when working in cold weather conditions.

#### Occupational Health and Safety Staff, in Conjunction with Supervisory Staff

- Assist in the development of safe work procedures;
- Provide assistance in the provision of information sessions;
- Prepare information related to cold stress; and
- Address cold stress concerns of employees.

#### Joint Health and Safety Committees

Make recommendations during the development of or about improving existing safe work procedures, as needed.



## Heat Stress Prevention and Hot Weather Policy

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### Intent

Janick Electric Ltd. has adopted this policy to ensure the ongoing health and safety of staff members exposed to high levels of heat and other climatic conditions that may cause adverse effects to health and safety in the performance of their regular job duties Janick Electric Ltd. This policy is intended to include both indoor and outdoor work where the temperature is a concern.

### Definition

**Acclimatization** – A gradual process of the body adapting to a new thermal environment and is linked to an individual's personal heat tolerance. Acclimatization is dependent on several factors; a person's daily physical condition, known and unknown health conditions, use of certain medications, and time away from the thermal environment.

### Guidelines

#### Authority

Janick Electric Ltd. will ensure that all work complies with health and safety regulations and that the threshold values for heat stress and heat strain recommended by the Ontario Ministry of Labour are observed, and actions are taken appropriately in response to any concerns where an un-acclimatized worker's core temperature is in danger of exceeding 38°C.

### Responsibilities

#### Managers/Supervisors:

Janick Electric Ltd. management and supervisory employees will be responsible for staff members' overall health and safety under their direction, including appropriate management of heat stress prevention policy and procedures.

Management and supervisory staff members will be required to ensure that hazard identification and risk assessments are performed and safe work. Where temperature is a concern, management and supervisory staff will be required to evaluate the work that will be performed, ensure that appropriate safeguards (first-aid plans and materials) are in place, ensure that relief measures (water, rest periods scheduled) are available and implemented, and that staff are appropriately acclimatized to heat when performing work in areas where hot weather exists. In addition, management and supervisory staff will communicate information regarding the signs and symptoms of heat stress/disorders.

As necessary, management and supervisory staff will adjust and adapt work schedules to effectively reduce the risk of injury and illness due to heat stress.

#### Employees:

Employees of Janick Electric Ltd. are required to participate in health and safety training, and adhere to all health and safety policies and safe work procedures.

### Disorder Guideline

The following disorders are commonly associated with exposure to excessive heat. In the event that any of the following are observed or experienced, the symptoms should be immediately communicated to management or the immediate supervisor, and appropriate first aid measures will be taken. Please note that this is not intended to substitute for professional medical advice, diagnosis or treatment. Always seek the advice of your physician or other qualified health care provider with any questions you may have regarding a medical condition or treatment.

Heat Rash	
<b>Root Cause</b>	Clogged sweat glands; overdressing; restrictive clothing; restrictive fabrics
<b>Signs and Symptoms</b>	Red blotches, extreme itchiness in areas persistently damp with sweat, and a prickling sensation on the skin where sweating occurs.
<b>Treatment</b>	Rinse body with cool water; Use a gentle soap to remove blockage on the skin surface; Apply calamine lotion or cool compresses to calm itchy, irritated skin; Avoid treating the area with oil-based ointments, as they tend to block pore and trap heat

Heat Syncope	
<b>Root Cause</b>	Loss of Lack of heat acclimatization and exposure to high environmental temperature; loss of fluids from sweating;
<b>Signs and Symptoms</b>	Dizziness and fainting; Temporarily insufficient blood flow to the brain while a person is standing; Temporary lowered blood pressure.
<b>Treatment</b>	Rest in a cool area and rehydration.

Heat Cramps	
<b>Cause</b>	Dehydration due to excessive sweating; imbalance of internal pH due to the loss of salt and other electrolytes through excessive sweating.
<b>Signs and Symptoms</b>	Cramping and painful spasms; excessive sweating.
<b>Treatment</b>	Drink water to replenish lost fluids; rest, and where possible, relocate to a cooler area or under shade; massage cramps.

Heat Exhaustion	
<b>Cause</b>	Dehydration due to excessive sweating; shock due to a failure to properly acclimatize to conditions.
<b>Signs and Symptoms</b>	Excessive sweating; increased level of thirst; increased heart rate/rapid pulse; dizziness/fatigue/weakness; loss of consciousness (fainting/collapse).
<b>Treatment</b>	Drink water to replenish lost fluids; rest lying down with legs elevated, and where possible, move to a cooler, shaded area

Heat Stroke	
<b>Cause</b>	Over-exposure to excessive heat.
<b>Signs and Symptoms</b>	Failure of ability to internally regulate temperature; the temperature of worker continues to rise, even with the addition of water, and removal from the area with heat; excessive body temperature (above 98.6°C); sweating has stopped; skin appears red, and is very hot and dry; heart rate is increased, and pulse is rapid; breathing is laboured; the worker is dizzy and disoriented; worker experiences fatigue and weakness; loss of consciousness.
<b>Treatment</b>	<b>HEATSTROKE IS A MEDICAL EMERGENCY.</b> Immediately call for help and contact emergency services (ambulance). Where possible, immerse the worker in water and ice to cool them down.

## Controls of Heat Stress

The following guidelines should be followed to prevent heat-related disorders:

**Engineering Controls:** Where possible, venting and air-conditioning shall be applied. Alternate methods will include the use of fans and the opening of windows. For outdoor work, Janick Electric Ltd. shall ensure that a shaded area is available.

**Acclimatization:** To avoid shock associated with exposure to heat, Janick Electric Ltd. workers will be required to use appropriate acclimatization procedures to adapt them to new temperatures. This shall be accomplished by scheduling the worker to incrementally more prolonged periods of exposure to heat over 5-10 days.

**Work Conditions:** Janick Electric Ltd. management and supervisory staff will regularly check the weather conditions that will affect work and adapt the schedule(s) and tasks as appropriate.

**Work/Rest Cycles:** Where possible, work requiring strenuous physical activity shall be scheduled for cool periods in the day (early morning or evening), and non-essential tasks will be re-scheduled until such time as the risk of injury or illness due to heat stress falls into an acceptable range. Scheduling tasks will ensure that workers are rotated in a manner that allows for sufficient break periods in a cool and shaded area.

**Personal Protective Equipment:** Janick Electric Ltd. staff members required to perform work duties in hot environments will be directed to utilize appropriate light-weight/breathable garments that provide maximum protection against the sun and potential health and safety hazards involved in both the work and heat stress. Where work is performed outdoors, sunblock will be recommended.

**Fluid Intake:** To minimize the danger of dehydration and other health risks associated with heat stress, Janick Electric Ltd. will ensure that workers are provided with access to water. Staff members who work in areas with excessive heat are advised that the recommended fluid intake is 250ml (one cup) per 20 minutes.

**Criteria for Manageing Heat Stress-Induced by Hot Weather**

- Humidex reaching or exceeding 35°C
- Environment Canada Humidex advisory (air temperature exceeding 30°C and Humidex exceeding 40°C)
- Environment Canada weather reports
- Heatwave (three or more days of temperatures of 32°C or more)

Hot weather plans should be in place between May 1 and September 30 of each year.

## Sun Safety Policy

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### Intent

To ensure the health and safety of all employees, Janick Electric Ltd. has developed the Sun Safety Policy to outline good health behaviours to prevent illness and injury due to working outdoors.

### Guidelines

JANICK ELECTRIC LTD. is committed to providing a safe working environment for all of its employees, and this includes taking all reasonable steps to reduce the health risks of occupational exposure to the sun and ultraviolet (UV) radiation. Using appropriate sun safety tips also reduces the chance of employees suffering from heat stress.

Employees who work outside all or part of the day are at increased risk of developing skin cancer, sunburn, eye damage or other injuries/illnesses related to exposure to the sun and UV radiation. Hazards related to exposure to the sun will not just occur on hot and sunny days but may also occur on cloudy and cool days. Therefore, employees should monitor the daily UV rating to determine the appropriate dress and protection required.

Janick Electric Ltd. will use a combination of engineering and administrative controls to reduce the risks associated with working outdoors as well as ensuring that personal protective equipment is provided and used.

Whenever possible, employees should refrain from working in direct sunlight and should conduct their work in naturally shaded areas or erect temporary shade structures (i.e. umbrella, canopy, tent, awning etc.). When required to work in direct sunlight, this should be done before 11 am and after 4 pm whenever possible.

Janick Electric Ltd. recommends that any employee working outdoors take all of their breaks in shaded or indoor areas to reduce their time in direct sunlight. On extremely hot, sunny days and days with high UV ratings, the Company may reassign employees, provide them with additional breaks and cancel work as appropriate.

All employees working outdoors between May - October for longer than 1 hour will be required to wear appropriate personal protective equipment, which includes:

- A wide-brimmed hat, helmet with brim attachment or legionnaire-style hat with neck flap. The hat should shade the face, head, ears and neck and have a brim that is a minimum of 8 cm/3 inches.
- Clothing that is loose fitting, tightly woven, lightweight and covers arms and legs.
- Protective eye wear that wraps around and provides 100% UVA and UVB protection.
- Waterproof sunscreen with a minimum SPF rating of 30.
- Lip balm with an SPF of 30 or higher.

It is recommended that employees apply their sunscreen 20-30 minutes before sun exposure and reapply it every two (2) hours after that. Employees who wish to cease work for approximately 15 minutes every two hours to apply sunscreen will be allowed to do so without reprisal or loss of pay.

Janick Electric Ltd. will provide all employees who work outdoors with SPF 30+ sunscreen upon request. Employees who wish to receive sunscreen should request it with their manager/supervisor. Employees may expense their sunscreen on their timesheet after clearance from their supervisor whenever working outdoors.

It is also crucial for employees to remain well hydrated by drinking plenty of water to prevent injury and illness. Janick Electric Ltd. will ensure that any employee working outdoor has access to clean drinking water at all times.

## **Responsibilities**

### Supervisor/Manager Responsibilities:

Janick Electric Ltd. supervisors/managers are responsible for:

- Ensuring employees wear required personal protective equipment, including appropriate hats, clothing, and sunscreen.
- Monitoring weather conditions and assigned work in shaded areas and rotating work, so employees are not continually exposed to direct sunlight whenever possible.
- Providing indoor or shaded areas whenever possible for employees to take their breaks in.
- Providing employees with opportunities to reapply sunscreen every two (2) hours.
- Ensuring that company injury reporting procedures are followed when an incident of sunburn or excessive exposure to solar UV rays occurs in the workplace.
- Wearing all required personal protective equipment and complying with company policy and government health and safety legislation.

### Employees:

All Janick Electric Ltd. employees who work outdoors are responsible for:

- Cooperating with all measures introduced by the company to minimize the risks associated with exposure to the sun and UV rays.
- Wearing all required personal protective equipment appropriately, including hats, clothing, protective eyewear, and sunscreen according to this policy.
- Complying with federal and provincial occupational health and safety legislation, including taking all reasonable measure to protect their own health and safety.

- Reporting any incidents of sunburn or excessive exposure to solar UV rays that occurred in the workplace to their immediate supervisor.
- Reporting any medication they are taking to their supervisor may make them extra sensitive to the sun and UV rays.

Employees who fail to take appropriate precautions to mitigate the risks of working outdoors and sun exposure may be subject to disciplinary action, up to and including termination of employment.

### **Training**

Janick Electric Ltd. will provide training to any employee required to work outdoors to enable them to work in the sun safely and sun protection methods.

Training will also cover personal protective equipment related to exposure to the sun and the proper use of this equipment.

Training will include information on how to effectively examine their skin for signs of skin cancer or other illnesses/injuries related to exposure to the sun. The training will also cover the importance of employees checking their own skin for signs of skin cancers and how often they should conduct an examination.

Sun safety training will also cover risk factors for developing skin cancer.

## **Personal Protective Equipment (PPE) Policy**

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### **Intent**

Janick Electric Ltd. is committed to the health and safety of its employees and, as such, has created this policy regarding personal protective equipment (PPE). Janick Electric Ltd. will ensure that compliance with all applicable legislation and regulations is maintained and that the company meets its duty as an employer to protect its employees from workplace hazards at all times. This policy must be observed when working in or visiting areas requiring PPE.

Note: For specific tasks (i.e. fall prevention, confined space, welding, etc.), all required PPE will be listed in the corresponding Safe Work Practices and Procedures policy.

### **Guidelines**

PPE is equipment worn by a worker to minimize exposure to specific hazards. All employees, guests, and visitors of Janick Electric Ltd. must wear appropriate CSA-approved PPE while onsite. This includes safety glasses, steel-toed boots, long trousers, long-sleeved shirts, hard hats, and any other specialty PPE. All of the PPE used and provided by the company will comply with the requirements under Section 25 of the Occupational Health and Safety Act and Regulations for Construction Projects. Personal Protective Equipment is legislatively required to protect workers against hazards when other controls are not feasible (O. Reg. 213/91), in emergencies, or to supplement other controls.

PPE used by Janick Electric Ltd. employees should be stored and maintained in accordance with the manufacturer's instructions and requirements. Any PPE that is damaged, broken, or in need of service or repair must be removed from service immediately and provided to the supervisor. All PPE removed from use will be tagged "out of service" and should not be used again unless repaired and inspected by a qualified person.

The company will maintain inspection and service logs for all specialty personal protective equipment. No PPE should be modified or changed contrary to its manufacturer's instructions, specifications, or occupational health and safety legislation.

### **Responsibilities**

#### Management Responsibilities:

- Management will review legislation, MSDS and job safety analysis to determine the adequate selection of personal protective equipment.
- Management will provide workers with the PPE prescribed by law (OHSA, s. 25(1)).
- Management will ensure that employees use the appropriate PPE for their job duties and location
- Managers will train and inform all employees on the use and inspection of PPE they may be required to use to perform their job duties safely.



- Management will not allow any employee to perform their duties without appropriate PPE or with damaged PPE.
- Managers will remove any damaged or broken PPE from the workplace and submit it for repair or replacement.
- When the regulations do not require PPE for a specific job or task, management may mandate additional health and safety requirements, such as the use of additional PPE, as they see fit (OHSA, s. 28).

#### Employee Responsibilities:

- Employees must follow all guidelines as outlined above and wear or use all required PPE when in designated areas (OHSA, s. 28. (1)(b))
- Workers must inspect PPE at the time of issue and before each use.
- Any PPE that does not pass an inspection must be reported to the supervisor immediately.
- Employees may not continue regular duties until the correct PPE has been re-issued.
- Employees must report any unsafe behaviours or potential hazards they see in the workplace to a supervisor.
- Employees may never under any circumstances modify or change an article of PPE. Uncomfortable PPE may be due to lack of fit, and additional fit testing may be required.
- Remember that PPE only provides protection. PPE reduces the risk of getting injured but does not eliminate the hazard.

#### **Standards**

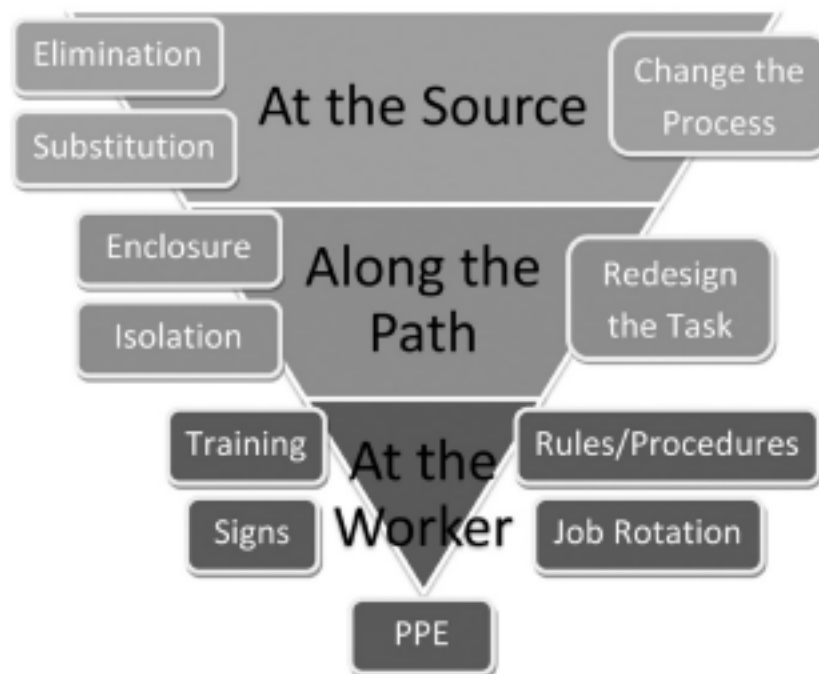
PPE must be kept in good working order and replaced if damaged or expired. It must also meet the various Canadian standards, such as the following:

- CSA Standard Z94.4-02 - Selection, Care and Use of Respirators
- CSA Standard Z94.3-07 - Eye and Face Protectors
- CSA Standard Z94.1 - Protective Headwear
- CSA Standard Z195-09 - Protective Footwear
- CSA Standard Z94.2.02 - Hearing Protection Devices (Performance Selection, Care and Use)

#### **Procedures**

- Subcontractors must provide the necessary PPE to all employees to ensure that duties can be performed effectively and safely.
- All employees who are instructed to use PPE will not for any reason modify any equipment, tool or safety item to be used at any job site or property.

- Required PPE for specific tasks being performed will be outlined in the job safety analysis (JSA), which will be reviewed with all workers performing the work.
- PPE fitting, care, maintenance, use and handling will be reviewed with all employees during orientation and job safety analysis reviews.
- Specialized personal protective equipment will be provided to all employees when required.
- Specialized training for PPE will be performed when required.
- All PPE will be inspected per the manufacturer and legislative requirements before each use.
- Personal Protective Equipment should be the “last resort” of defence. Better alternatives lie in engineering controls that eliminate as much risk as possible. Engineering Controls fall into five categories:
  1. Substitution
  2. Alternative work method
  3. Isolation
  4. Enclosure
  5. Ventilation



“Engineering Controls” sourced from the *Infrastructure Health and Safety Association*

## Requirements

### Job Sites:

- CSA-approved Green patch safety boots and CSA-approved head protection are the minimum requirements at all times while on the project (O. Reg. 213/91, s. 23)

- Foreman and Supervisor shall ensure that any other personal protective equipment required to perform assigned duties safely shall be used.
- CSA-approved hearing protection must be used where indicated by signage and as indicated by the manufacturer's instructions.
- Workers must wear CSA-approved eyewear during any drilling, overhead drilling and cutting operations or where there is the risk of an eye injury.
- High visibility garment in compliance with OHSA, O.Reg. 213/91.
- Gloves of the appropriate type and adequate for the work must be worn when required.

**Other Locations And Property:**

- For all other locations and properties shall ensure as a minimum that CSA Green patch safety boots and CSA-approved hard hats are worn in areas where they are required.
- CSA-approved hearing protection must be worn where indicated by signage and manufacturer's instructions.
- Gloves of the appropriate type and adequate for the work are worn when required.
- High visibility garments must be worn where required.
- Workers must wear CSA-approved eyewear during any drilling, overhead drilling and cutting operations or where there is a risk of an eye injury.

**Supporting Documents:**

- Daily Job Hazard Analysis Form
- Noise Management Policy
- Hand Safety Policy
- Safety Vests and HVSA
- Respirator Policy
- Footwear Policy
- Fall Protection Policy

## Hand Safety Policy

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### Intent

The objective of this policy is to educate the employees of Janick Electric Ltd. regarding hand protection safety procedures to promote safety and awareness. This policy will also reduce the potential for hand injuries, ensure compliance with the Occupational Health and Safety Act and Regulations, and adhere to codes and standards regarding hand protection.

This policy shall guide employees and managers in deciding, based on the risk of a task, the selection of protective equipment to be worn. These procedures are in effect for all staff, volunteers, and visitors who may be at risk from any procedure performed in Janick Electric Ltd. controlled property.

### Definitions

**Competent person** – A person who is qualified because of knowledge, training and experience to organize work and its performance, is familiar with this Act and the regulations that apply to the work and has knowledge of any potential or actual danger to health or safety in the workplace.

### Guidelines

Employees shall take reasonable precautions against task-specific hazards to prevent hand injuries. The selection of gloves for protection against chemicals with high toxicity and high dermal absorption properties shall be approved by the workplace manager and an additional competent person. Employees and Managers should reference the "Guide to the Selection of Hand Protection" in this policy to determine the appropriate hand equipment to use according to the task at hand.

#### Duties of Senior Managers

- Provide direction and resources necessary to support the hand protection program,
- Ensure that the employees are aware of and abide by this policy under their direction.

#### Duties of Managers

- Perform Job Hazard Analysis assessments to determine the appropriate hand protection required by individuals working in or accessing areas under their supervision.
- Ensure that proper protective equipment is being worn, i.e. gloves, while hazardous tasks requiring hand protection are performed
- In cooperation with the JHSC, prepare Standard Operating Procedures as required for non-routine hand hazards
- Review and approve SOP's as required to prevent skin contact or contamination.
- Use the attached "Guide to the Selection of Hand Protection" as a tool to determine the protective equipment necessary.

#### Duties of Employees

- Wear appropriate protective hand equipment as prescribed by their manager.
- Maintain their protective hand equipment and report damages or breakage to their manager for replacement.
- Not wear hand protection in public areas outside the work areas.
- Use the attached "Guide to the Selection of Hand Protection" as a tool to determine the protective equipment necessary.

#### Duties of JHSC/Health and Safety Team

- Review the effectiveness of the hand protection program in posted areas and within the assigned workgroups as part of the workplace inspection process.
- Review the hand protection program on a scheduled basis.

#### **Selecting Hand Protective Equipment**

<b>Guide to the Selection of Hand Protection</b>		
<b>Hazard</b>	<b>Degree of Hazard</b>	<b>Protective Material</b>
<i>Abrasion</i>	Severe	Reinforced heavy rubber, staple reinforced heavy leather.
	Less Severe	Rubber, plastic, leather, polyester, nylon, cotton.
<i>Sharp edges</i>	Severe	Metal-mesh, staple-reinforced heavy leather, Kevlar-steel mesh.
	Less Severe	Leather, terry cloth (Aramid fibre).
	Mild, with delicate work	Lightweight leather, polyester, nylon, cotton.
<i>Chemicals and Fluids</i>	Refer to appropriate reference	Depending upon the chemical, a jobrated rubber or synthetic of such materials as natural rubber, neoprene, nitrile butyl rubber, Viton, polyvinyl chloride, polyvinyl alcohol and others.
<i>Cold</i>	Leather, insulated plastic or rubber, wool, cotton.	
<i>Heat</i>	High temperature (over 350 C)	Neoprene-coated asbestos, Kevlar.
	Medium high (up to 350 C)	Nomex, Kevlar, neoprene-coated asbestos, heat-resistant leather with linings.
	Warm (up to 200 C)	Nomex, Kevlar, heat-resistant leather, terry cloth (Aramid fibre).
	Less warm (up to 100 C)	Chrome-tanned leather, terry cloth.
<i>Electricity</i>	Rubber-insulating gloves tested to appropriate voltage with leather outer glove.	
<i>General Duty</i>	Cotton, barrier creams, terry cloth, leather.	

<i>Radiation</i>	Lead-lined rubber, plastic or leather.	
<i>Product Contamination</i>	Thin-film plastic, lightweight leather, cotton, polyester, nylon.	

*\*Table sourced from the CCOHS website.*

#### Supporting Documents:

- Personal Protective Equipment policy

## **Safety Vests and High-Visibility Safety Apparel (HVSA)**

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High-visibility safety apparel (HVSA) is clothing employees must wear to improve how well others see them when visibility is minimal. Due to the nature of work, Janick Electric Ltd. employees, guests or visitors may be required to wear Class 1 High-Visibility Safety Apparel in accordance with CSA Standard Z96-15. Janick Electric Ltd. will ensure that all HVSA provided to employees are CSA-approved and meet the following criteria:

### ***Class 1 HVSA***

Class 1 HVSA, in accordance with the CSA-approved safety apparel, consists of a basic harness or stripes/bands over the shoulders and circling the employee's waist.

#### *Design*

- Stripes/bands will be in a distinctive, standardized pattern: Symmetric "X" on the back of the vest extending from shoulders to the waist of the employee
- Two vertical stripes on the front from shoulders down to the waist
- A waist-level horizontal stripe extends around the vest's entire back connecting to the front two stripes.
- The stripes/bands will have a 360° visibility around the body while on the employees
- The total width of the stripes will be 50 mm (1.96") throughout the entire vest
- The stripes/bands will be combined-performance or Retroreflective material.

#### *Fit*

- HVSA will be fitted to the person wearing the garments.
- The apparel must feel comfortable for the employee to wear (should not be too snug or too loose) – any parts of the apparel that comes into contact with the employee will not be rough or have any sharp edges.
- Apparel will be worn so that no other clothing or equipment will cover the high-visibility garments.

#### *Care and Maintenance*

- Employees are required to keep all HVSA clean and well maintained. If any HVSA is contaminated or worn down, employees are required to notify management immediately and remove the HVSA from use until it is up to operating standards.
- Janick Electric Ltd. will replace any garment that begins to show signs of wear and tear, excessive soiling, or contamination.

## Respirator Policy – Ontario

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### Intent

This policy intends to outline clear guidelines for respirator use in the workplace and comply with the *Occupational Health and Safety Act* and applicable regulations. Janick Electric Ltd. will take every reasonable precaution to ensure the protection of workers from exposure to airborne substances.

### Definitions

**Airline respirator** - A respirator and air supply hose with a hood or helmet, a tight-fitting facepiece, or a loose-fitting facepiece or visor that is supplied with compressed breathing air from a compressed breathing air system.

**Air-purifying respirator** - A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

**Assigned protection factor** - The anticipated level of respiratory protection that would be provided by a properly functioning respirator or class of respirators to adequately fitted and trained users.

**IDLH atmosphere** - An atmosphere that poses an immediate threat to life or will cause irreversible adverse health effects or impair a worker's ability to escape from the environment.

**Maximum use concentration** - The maximum concentration of an airborne designated substance that a respirator can be expected to protect a worker using the respirator from.

**Powered air-purifying respirator** - An air-purifying respirator that by means of a powered blower worn by the user passes ambient air through an air-purifying element and then supplies purified air to a helmet, hood, facepiece, or visor worn by the user.

**Qualitative fit test (QLFT)** - A qualitative fit test method set out in Annex B of CSA Standard CAN/CSA-Z94.4-18, *Selection, Use and Care of Respirators* (September 2018).

**Quantitative fit test (QNFT)** - A quantitative fit test method set out in Annex C of CSA Standard CAN/CSA-Z94.4-18, *Selection, Use and Care of Respirators* (September 2018).

### Guidelines

#### Respiratory Protection

Janick Electric Ltd. will take all reasonable measures to limit employees' exposure to airborne hazardous substances while working. The company will do this by substituting the hazardous agent, using engineering and administrative controls, including work practices, hygiene facilities, and practices, and providing personal protective equipment. A respirator will be provided where the company cannot limit or eliminate employee exposure. The company will ensure:



- Employees who may be exposed to airborne designated substances or hazardous biological or chemical agents are provided with a respirator;
- The respirator used is appropriate in the circumstances for the form and concentration of airborne designated substances or hazardous biological or chemical agents;
- The requirements for respirators are met;
- Employees know where to find respirators during an emergency;
- The respirator is used appropriately by employees;
- Written measures and procedures are established for the selection, care, and use of respirators;
- Employees are trained and instructed on how to care for and use respirators before use; and
- The details of the respirator type selected and the anticipated working conditions are provided to a health care professional conducting a medical assessment of an employee who was exposed to a designated substance or a hazardous biological or chemical agent while using a respirator.

### **Respirator Training**

The company will provide all employees who may be expected to use a respirator with training and instruction before use. The training and instructions will cover:

- The proper selection, care, and use of respirators;
- Limitations of the respirator;
- Inspection and maintenance of the respirator, including, in the case of an air-purifying respirator, end-of-service-life indicators or change-out schedules for the cartridge, canister, or filter;
- Proper fitting of the respirator; and
- Cleaning and disinfecting the respirator.

### **Respirator Requirements**

Respirators must be CSA- or NIOSH-approved, and they must meet or exceed the applicable assigned protection factor for respirators set out in applicable legislation.

Respirators will be selected based on the following criteria:

- The airborne concentration of the designated substance or hazardous biological or chemical agent that the employee is exposed to and the maximum use concentration of the respirator. Always refer to the MSDS when applicable;

- The manufacturer's information on the intended use, scope, and limitations of the respirator;
- The potential for an atmosphere with an oxygen concentration of less than 19.5 percent, an IDLH atmosphere, or oil in the atmosphere;
- If used to protect an employee from asbestos, having a HEPA filter or an N-100, R-100, or P-100 particulate filter;
- If an airline respirator is used in an IDLH atmosphere, it must be fitted with an auxiliary supply of breathing air that allows the employee to escape unassisted from the atmosphere;
- Dust/mist/fume filters should be changed when there is noticeable build-up on the outside of the device or as prescribed by the manufacturer; and
- All personnel using respiratory protection must have their fittest credentials with them.
- Respirators must only be used in accordance with the manufacturer's instructions. Employees will not be assigned to an operation that requires the use of a respirator unless they can physically perform the operation while using the respirator and have received the appropriate training.
- A respirator that is designed to be tight fitting must be tested by the employee for fit using either a qualitative or quantitative fit test. Employees must conduct a positive and negative pressure user seal check before each use of a tight-fitting elastomeric respirator. Tight-fitting respirators must not be provided to or used by an employee with facial hair that interferes with the functioning of the respirator.
- An employee may request Janick Electric Ltd. to provide a respirator if they are concerned about possible exposure to an airborne designated substance or a hazardous biological or chemical agent. Janick Electric Ltd. will keep a record of the type of respirator employees use.

## Footwear Policy

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### Intent

Janick Electric Ltd. is committed to ensuring the ongoing health, safety and wellbeing of all workers. Everyone on site must wear protective clothing and use PPE to protect against hazards in the workplace. We have adopted the following procedures to minimize the risks associated with wearing improper footwear and with ensuring all safety footwear requirements, standards, and best practices reflected in Regulation (213/91) and CSA Standard Z195-14 [R2019]) are being met.

### Guidelines

Wearing appropriate footwear is mandatory on a worksite to protect the worker against workplace hazards avoid slips, trips and falls. Proper footwear also protects workers from dropped loads or machinery such as forklifts. Proper footwear will also provide the worker with the support they require throughout the workday, which helps reduce pain and strain on joints and muscles. Section 23 of the Construction Projects regulation (213/91) requires that all workers must wear protective footwear at all times when on a project. Protective footwear has the following features:

- A box toe that is adequate to protect the wearer's toes against injury due to impact and can resist at least 125 joules impact.
- A sole or insole that is adequate to protect the wearer's feet against injury due to puncture and is capable of resisting a penetration load of 1.2 kilonewtons.
- The CSA Grade 1 workboot offers the highest protection and is the only grade allowed on construction sites.
  - Grade 1 boots have a steel toe to protect against falling objects and a steel insole to prevent punctures to the bottom of the foot.

*Note: A CSA-certified Grade 1 workboot meets the requirements of the regulation only when worn correctly.*

### Recognizing Grade 1 Workboots

The following markings can identify grade 1 boots:

- A green triangular patch with the CSA logo on the outside of the boot
- A green label indicating "Grade 1 protection" on the inside of the boot
- A green triangle indicates sole puncture protection with a Grade 1 protective toecap.





## Selection and Fit

- Grade 1 boots are available in various styles and sole materials. The worker should choose the sole and material based on the type of jobs they will be doing on the job site.
- Boots should provide ample "toe room" (toes about 1/2 inch back from the front of steel box toecap when standing with boots laced).
- Wear heavy work socks when fitting for boots.
- Boots should fit snugly around the heel and ankle when laced.
- If the worker has special arch supports or inserts, they should be inserted into the new boots during the fitting process.
- To avoid ankle injuries, choose high-cut (260 mm or 9 in) or medium-cut (150 mm or 6 in) CSA Grade 1 workboots to support and protect the ankles.

## Other Considerations

When choosing workboots, evaluate the following risks in your job position:

- Uneven walking surfaces or rough terrain (increased risk of an ankle injury)
- Exposure to extreme hot or cold
- Oily or slippery walking surfaces (increased risk of slips and falls)
- Exposure to water or other liquids that may penetrate the footwear causing damage to the foot and the footwear
- Exposure to rotating or abrasive machinery (e.g., chainsaws or grinders).

## Care and Use

- Use a protective spray to make footwear water-resistant.
- Inspect footwear regularly for damage (e.g., cracked insoles, breaks in leather, or exposed toe caps).
- Replace or repair worn or defective footwear.
- Wet conditions and wear significantly reduce the electric shock resistance of footwear.
- Keep feet warm in winter by wearing a pair of light socks covered by wool socks.
- Always check feet periodically for frostbite in cold conditions.
- Clean workboots regularly to improve the sole's effectiveness and reduce slipping hazards.

### **Tying Laces**

- To reduce shin splints and stress fractures of the lower limbs, always tie boots in a kneeling-down position so that the leg's shin is at the front of the boot you are lacing. This effectively ensures the foot is correctly positioned within the boot and that the laces are added too much pressure.
- Re-lacing the boots to a military-style lacing will allow boots to be removed faster in case of emergency.

### **Requirements for Worksite Workers**

- Employees must wear CSA-approved steel toe boots at all times when in the worksite.
- Boots must be in good condition with no holes or tears.
- Shoelaces must be tied at all times.
- Shoelaces must be tight enough to prevent the boot from being removed from the foot.
- Boots that are not in good condition will not be permitted.

### **Violations**

- Employees who violate this policy may face disciplinary action.
- Employees who are not wearing proper footwear may be sent home without pay or be re-assigned for the day.

### **Supporting Documents:**

- Safety Boots Reimbursement Policy (CSA)

## **Safety Boots Reimbursement Policy (CSA)**

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### **Intent**

Janick Electric Ltd. is aware that some employees must wear CSA-approved safety boots during the purview of their regular job duties/responsibilities. In light of this understanding, and in order to enable employees to perform their work in a safe manner, Janick Electric Ltd. has established this policy to reimburse eligible employees for the purchase of CSA-approved safety boots.

### **Guidelines**

Employees of Janick Electric Ltd. who are required to wear CSA-approved safety boots while completing the duties/responsibilities will be eligible for a Mark's Work Wearhouse voucher of up to two hundred dollars (\$200.00) annually. To receive the voucher, employees must:

- Be required by law to wear CSA-approved safety boots while completing their duties
- Be employed with Janick Electric Limited for more than one year
- The request is once per year only;
- Request the safety boots voucher on your timesheet.

### **Exceptions**

The boot reimbursement payment will be suspended until the employee returns to work during an extended leave such as maternity or parental leave or extended sick leave.

Employees must be employed for more than one (1) year for this benefit.

### **Responsibilities**

Employees are responsible for maintaining their safety boots in good repair and serviceable condition.

## **Dress Code Safety Policy (Jewellery, Loose Clothing, and Long Hair)**

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### **Intent**

JANICK ELECTRIC LTD. is vitally interested in our employees' ongoing health and safety and has adopted this policy to avoid unnecessary injuries and accidents caused by loose clothing, jewelry, and long hair.

### **Jewellery**

Janick Electric Ltd. employees who work with machinery or power tools or may reasonably be expected to come into contact with machinery or power tools in the performance of their regular job duties are prohibited from wearing jewelry in the workplace.

“Jewellery” includes:

- Watches
- Wedding rings
- Bracelets
- Necklaces
- Body piercings and
- Facial jewelry

### **Potential Consequences of Wearing Jewellery at Work:**

- Torn earlobes
- Injured fingers, hands, wrists, neck
- Amputated fingers or limbs
- Electric shock
- Lost time from work
- The need for medical care
- Potential for loss of life;
- Disciplinary/Corrective action taken for failure to comply with Janick Electric Ltd. policy.

Janick Electric Ltd. employees affected by this policy are directed to remove all jewellery, store it, or avoid bringing it to work.

### **Long Hair**

Janick Electric Ltd. employees are required to ensure that all long hair (including facial hair) is adequately secured (maintained safely or tied in such a manner that will ensure the hair does not present a health and safety hazard) while working around machinery and power tools. Long hair that is not correctly secured may become caught in machinery and power tools, causing potential injury and loss of life.

### **Potential Consequences of Failing to Secure Long Hair at Work:**

- Severe injury caused as a result of being pulled into machinery

- Lost-time from work
- The need for medical care
- Potential for loss of life;
- Disciplinary/Corrective action taken for failure to comply with Janick Electric Ltd. policy.

Janick Electric Ltd. employees affected by this policy are directed to secure their long hair safely using a hairnet or by tying their hair in an appropriate fashion that will ensure it does not present a health and safety hazard.

### **Loose Clothing**

Janick Electric Ltd. employees are directed to avoid wearing loose-fitting clothing while working around machinery and power tools, as the loose clothing may become caught, causing potentially serious injury.

#### Potential Consequences of Wearing Loose Fitting Clothing:

- Severe injury caused as a result of being pulled into machinery
- Lost-time from work
- The need for medical care
- Potential for loss of life
- Disciplinary/Corrective action taken for failure to comply with Janick Electric Ltd. policy

Janick Electric Ltd. employees affected by this policy are directed to avoid wearing loose-fitting clothing while working with or around machinery and power tools.



## Fall Prevention Policy – Ontario

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### Intent

The Industrial Establishment Regulation and Construction Projects Regulation under the *Occupational Health and Safety Act* specify fall protection requirements where employees are exposed to a significant risk of injury due to falling. The use of alternative work procedures, temporary or permanent barriers, safety nets, or travel restraint systems may be used to eliminate the requirement for fall arrest. Where possible, it is preferable to implement a system whereby fall arrest equipment is not required to ensure the worker's safety. This policy establishes guidelines to protect workers from falling dangers and ensure that Janick Electric Ltd. meets its legislated requirements.

In instances where suspended access equipment or ladders are used, additional guidelines may apply. Janick Electric Ltd. will ensure that the applicable legislated health and safety guidelines are adhered to in all situations.

### Definitions

**Anchor point** – A secure point of attachment for lifelines, lanyards, or deceleration devices, which is independent of the means of supporting or suspending the employee.

**Anchor system** – Consists of a combination of an anchor point and an anchorage connector(s).

**Anchorage connector** – The means by which the fall protection equipment is secured to the anchor point. Examples may include load-rated eyebolts or nylon web slings.

**Temporary anchor point** – A location on an existing support member to which a connecting device, which does not require welding or drilling holes for bolting, is attached for a short period. Such devices include beam and column clamps, web slings, wire rope, strap connectors, and hook anchors. When the specific need is over, the connecting device is removed.

**Barriers** – Guardrails, parapets, and warning flags can be used as barriers. These may be temporarily or permanently affixed to the work area. These barriers must be at least 900 mm (3 feet) in height. This definition is recognized by the CSAO.

**Fall arrest system (FAS)** – An assembly of components joined together so that when the assembly is connected to a fixed support, it is capable of arresting a worker's fall, consists of a full-body harness with a back-mounted D-ring, a shock-absorbing lanyard, a lifeline, connecting hardware, and an anchorage point.

**Travel restricting system (TRS)** – An assembly of components capable of restricting worker's movement on a work surface and preventing the worker from reaching a location from which they could fall, equipment designed to keep a person away from the location of the fall hazard, a mechanism which restricts the movement of a worker on a work surface, consists of a full-body harness, a lifeline or retractable lanyard, and an anchorage point. The TRS keeps the user away

from a fall hazard. The TRS includes the anchor system, connecting sub-system, and a body holding device.

**Risk of falling** – Where a worker must encroach within 2 metres (6 feet 6 inches) of an unprotected edge, as defined below, the risk of falling is hereby recognized.

**Unprotected edge** – A roof or other work location where the risk of falling (as defined above) more than 3 metres (10 feet) or into hazardous substances, operating machinery, or water exists, and which is not protected by means of guardrail, parapet, or similar structure of a height of 900 mm (3 feet), will be considered an unprotected edge. This may include but is not limited to the perimeter of a roof, opening in a floor, elevated work platform (catwalk), etc.

**Guardrail system** – An assembly of components joined together to provide a barrier to prevent a worker from falling from the edge of a surface.

**Protective Covering** – A method used to prevent a worker from falling through an opening on a work surface.

**Full body harness** – A device that can arrest an accidental vertical or near-vertical fall of a worker and which can guide and distribute the impact forces of the fall by means of leg and shoulder strap supports and an upper dorsal suspension assembly which, after the arrest, will not by itself permit the release or further lowering of the worker

**Connecting Subsystem** – Any device that connects the body holding device to the anchor system. Examples may include a lanyard, self--retracting lifeline, or rope grab.

**Body Holding Device** – The full-body harness is the only body holding device approved for use by the Canadian Standards Association.

## **Guidelines**

### **When Fall Protection Is Required**

All supervisors and workers must familiarize themselves with Section 26 of the Construction Projects Regulation, which outlines the circumstances requiring fall protection. In addition, all supervisors must abide by the regulation and any other applicable legislation at all times.

Fall protection must be used where a worker is exposed to any of the following hazards:

- Falling more than 3 metres;
- Falling more than 1.2 metres, if the work area is used as a path for a wheelbarrow or similar equipment;
- Falling into operating machinery;
- Falling into water or another liquid;
- Falling into or onto a hazardous substance or object; or
- Falling through an opening on a work surface.

In certain circumstances, employees must be protected from falls of less than 3 metres. Section 26.3 of the Construction Projects Regulation states that:

- 26.3(1) Despite paragraph 1 of section 26, a guardrail system that meets the requirements of this section shall be used if a worker has access to the perimeter or an open side of any of the following work surfaces and may be exposed to a fall of 2.4 metres or more:
  1. A floor, including the floor of a mezzanine or balcony.
  2. The surface of a bridge.
  3. A roof while formwork is in place.
  4. A scaffold platform or other work platform, runway, or ramp.

When an employee is at risk of falling through an opening in a work surface, Janick Electric Ltd. will ensure that one of the following two precautions are in place:

- A guardrail system that meets the requirements of O.Reg. 213/91; OR
- A protective covering that:
  - Completely covers the opening.
  - Securely fastened.
  - Adequately identified as a covering over an opening.
  - Made from material adequate to support all loads to which the coverage may be subjected
  - Is capable of supporting a live load of at least 2.4 kilonewtons per square metre without exceeding the allowable unit stresses for the material used
- A Janick Electric Ltd. will ensure that all legislative requirements are met if any of the above conditions exist and that employees are appropriately protected from the danger of falling.

### **Type of Fall Protection Required**

All workers shall be protected by an adequate guardrail system where possible. If it is not possible, a worker shall be adequately protected by at least one of the following methods of fall protection that meet the requirements outlined in Section 26.1 (1) and (2) of the Construction Projects Regulation:

- 26.1 (1) A worker shall be adequately protected by a guardrail system that meets the requirements of subsections 26.3 (2) to (8).
- (2) Despite subsection (1), if it is not reasonably possible to install a guardrail system as that subsection requires, a worker shall be adequately protected by at least one of the following methods of fall protection:
  - A travel restraint system that meets the requirements of section 26.4.
  - A fall restricting system that meets the requirements of section 26.5.
  - A fall arrest system, other than a fall restricting system designed for use in wood pole climbing that meets the requirements of section 26.6.
  - A safety net that meets the requirements of section 26.8.

Janick Electric Ltd. will ensure that any safety equipment as listed above meets legislated requirements for design and use.

Always remember that if you are not certain of what type of fall protection is required for a particular situation, ask your supervisor for direction.

## **Procedures**

The following procedures are designed to reduce to the greatest extent possible the risks of employees suffering injuries due to falls.

- Where possible, attempts will be made to remove the risk of falling by using barriers, guardrails, safety nets, or altering the work procedure to eliminate the need to encroach an unprotected edge as defined above.
- Where it is not possible to eliminate the risks outlined above, travel restraint options will be investigated and used where appropriate.
- Where travel restraint options are not appropriate or feasible, fall arrest systems will be employed.
- Before any worker uses a fall arrest system or a safety net, Janick Electric Ltd. shall develop written procedures for rescuing the worker after their fall has been arrested.

## **Fall Prevention Systems**

Guardrails are the best method of protecting workers around openings in floors and roofs, but sometimes they are not possible to install. For working around holes or openings in floors, it may be better to securely fasten a cover made of planks, plywood, or steel plate over the opening. Covers must be strong enough to support any weight to be reasonably expected. A guardrail system that meets the requirements of O.Reg 213/91 and shall be used if a worker has access to the perimeter or an open side of any of the following work surfaces and is exposed to a fall of 2.4 metres or more:

- A floor, including the base of a mezzanine or balcony
- The surface of a bridge
- A roof while formwork is in place
- A scaffold platform or other work platform, runway or ramp

## **Temporary Removal**

The guardrail system or protective covering may be removed temporarily to perform work in or around the opening if the worker is adequately protected with a fall protection system and signs are posted in the working area

## **Guardrail System**

A guardrail system must be established that has:

- A top rail, an intermediate rail and a toe board
- The top of the guardrail system is located at least 0.9 metres but not more than 1.1 metres above the surface on which the system is installed
- The toe board extend from the surface to which the guardrail system is attached to a height of at least 89 millimetres

- The guardrail system is located at the perimeter of the work surface. the distance between the edge of the surface and the guardrail system shall not be greater than 300 millimetres

### **Guardrail Loads**

All guardrail systems shall be capable of resisting, anywhere along its length, the following loads when applied separately, without exceeding the allowable unit stress for each material used:

- A point load of 675 newtons applied in a lateral direction to the top rail
- A point load of 450 newtons applied in a vertically downward direction to the top rail
- A point load of 450 newtons applied in a lateral or vertical downward direction to the intermediate rail or midway between the top rail and the toe board
- A point load of 225 newtons applied in a lateral direction to the toe board

### **Guardrail Posts**

The distance between any two adjacent posts of the guardrail system must not be greater than 2.4 metres, and the system shall be capable of resisting the loads specified in section (Guardrail Loads).

### **Guardrail Wood**

The following additional requirements apply to a guardrail system that is made of wood:

- The wood shall be spruce, pine or fir (S-P-F) timber of construction grade or better.
- The wood shall be free of sharp objects such as splinters and protruding nails.
- The system shall have posts at least 38 millimetres by 89 millimetres, are securely fastened to the surface, and are spaced at intervals of not more than 2.4 meters.

### **Personal Fall Protection Systems**

Where it is not practical to build or erect a guardrail system or to place a cover over a hole, the worker shall be protected with a fall protection system. A fall arrest system is a system of physical components attached to a worker that stops a worker during a fall. Double lanyards must be used when required for the job task.

All fall protection systems must be inspected before each use to ensure no defects or damage to the equipment.

### **Travel Restraint Systems (TRS)**

If a protective covering of a guardrail cannot be installed, the next step would be to see if a travel restraint system can be installed. This system allows workers to travel just far enough to reach the edge but not far enough to fall over. The basic TRS consists of:

- CSA-approved full-body harness
- Lanyard
- Lifeline
- Rope grabs to attach harness or lanyard to lifeline

- Adequate anchorage (capable of supporting a static load of 2 kilonewtons—450 pounds—with a recommended safety factor of at least two (2) that means 4 kilonewtons or 900 pounds)

### **Fall Arrest System (FAS)**

Where workers cannot be protected from falls by guardrails or travel restraint, they must be protected by at least one of the following methods: fall restricting system, safety net, and fall arrest system.

- In the event of a fall, the above systems must keep a worker from hitting the ground, the next level below, or any other objects below.
- A fall restricting system is designed to limit a worker's free fall distance to 0.6 meters (2 feet).
- A professional engineer must design a safety net system. The system is installed below a work surface where a fall hazard exists.

### **Lifelines**

There are three (3) basic types of lifelines: vertical, horizontal, and retractable. All lifelines must be inspected daily to ensure that they are free of cuts, burns, frayed strands, abrasions and other defects or signs of damage and free of discolouration and brittleness indicating heat or chemical exposure.

#### Vertical Lifelines:

Must comply with the current edition of the applicable CSA standard and the following minimum requirements:

- Only one person at a time may use a vertical lifeline
- A vertical lifeline must have a positive stop to prevent the rope grab from running off the end of the lifeline
- Vertical lifelines are typically 16 millimetres (5/8 inch) synthetic rope (polypropylene blends)

#### Horizontal Lifelines:

A professional engineer must design horizontal lifelines engineered explicitly for the site or a standard design. In addition, a horizontal lifeline must:

- Indicate how the system is to be arranged, including how and where it is anchored.
- List and specify all required components.
- Clearly state the number of workers that can safely be attached to the lifeline at a time.
- Spell out instructions for installation, inspection and maintenance.
- Specify all of the design loads used to design the system.
- The system must be installed, inspected and maintained per the professional engineer's design.

- Before each use, the system must be inspected by a professional engineer or competent worker designated by a Supervisor. In addition, a complete and current copy of the design must be kept on-site as long as the system is used.

#### Retractable Lifelines:

It consists of a lifeline spooled on a retracting device attached to adequate anchorage. Retractable lifelines must comply with CAN/CSA Z259.2.2-9B. In general, retractable lifelines:

- Are designed to be anchored above the worker (\*Not to be used to anchor to a lift or a horizontal lifeline.)
- Employ a locking mechanism that lets the line unwind off the drum under the slight tension caused by a user's normal movements.
- Automatically retract when tension is removed, thereby preventing slack in the line.
- Lock up when a quick movement, such as that caused by a fall, is applied.
- They are designed to minimize fall distance and the forces exerted on the worker's body by fall arrest.

#### **Equipment**

Sections 26.4, 26.5, and 26.6 of the Construction Projects Regulation establish the requirements for travel restraint systems, fall restricting systems, and fall arrest systems. These sections require that:

- Janick Electric Ltd. ensures that appropriate equipment is available to workers and used and maintained according to legislated requirements.
- Workers must check that all travel restraint and fall arrest equipment are CSA-approved, inspected by the worker before use for signs of damage, and found to be in good working order.
- Janick Electric Ltd. ensures that all travel restraint and fall arrest equipment is appropriately inspected before each use and that records are kept of inspection reports.
- Every fall arrest system must be inspected and maintained after each use to ensure no cuts or frayed areas in the equipment.
- If a fall occurs, all fall arrest system components must be removed from service and inspected.

#### **Training**

Janick Electric Ltd. will meet all requirements relating to training as laid out in the Industrial Establishments Regulation, the Construction Projects Regulation, and any other applicable legislation (Regulation (O. Reg. 297/13). To achieve this, Janick Electric Ltd. will ensure that:

- All employees attend training on regulatory requirements and the proper use of full body harnesses, lanyards, and anchor points.

- Employees who may use a fall protection systems will receive “Working at Heights” training delivered by a certified training provider (i.e. the Chief Prevention Officer) as well as adequate training and adequate oral and written instructions, delivered by a competent person, on the proper use of the specific fall protection system to be used.
  - Working at Heights training is valid for three (3) years from the date of successful completion of the training program.
- Any employee who may use a fall protection system is trained on its use and is given adequate oral and written instructions by a competent person.
- Appropriate written records of all fall protection training given to employees are maintained.
- Training records will be maintained and made available to an inspector or constructor upon request.

## **Rescue Procedures**

Employees must be aware of and knowledgeable about different emergencies that can happen from a fall and their associated rescue procedures. Rescue procedures and rescue equipment must be prepared and ready for emergencies before any work at heights is performed. The rescue plan ensures that hazards identified during the hazard assessment have associated rescue measures unique to that situation.

### Rescue Plan

Employers and constructors are responsible for ensuring a prompt rescue response for the safe retrieval of any worker where fall arrest measures have been initiated. This must be done promptly in order to minimize exposure to other hazards (i.e. suspension trauma) that may cause secondary injuries and death. To allow for the most efficient use of time, a rescue plan will be complete before the work is conducted. All employees involved will be trained in their roles and responsibilities outlined in the plan prior to work. This teamwork will ensure a timely and organized rescue response and reduce the effects of injury and suspension trauma.

### Brief Rescue Procedure Outline:

- If a worker has lost consciousness, emergency services must be notified immediately.
- Immediately after a fall occurs, employees must tag the equipment involved and remove it from use.
- When fall arrest equipment stops a fall, any component of it may be compromised; therefore, employees should remove it from use.
- All equipment involved must be decommissioned and sent for analysis to an authorized official, the manufacturer, or an engineer to ensure safety.
- The company will ensure that employees designated to provide rescue services are adequately trained.



- The company's training program will include simulated rescue exercises and regular retraining appropriate to the type of rescue being performed.
- Employees performing a rescue must wear personal protective clothing and equipment appropriate to the hazards likely to be encountered.

Supporting Documents:

- Fall Prevention Rescue Plan
- Personal Fall Protection Equipment Inspection Checklist
- Training Policy

## Fall Rescue Plan

Janick Electric Ltd.: Fall Rescue Plan			
Site or Project Name			
Assessment Completed By	Name	Phone No.	
Assessment Reviewed By	Name	Phone No.	
Duration of Work			
Site Supervisor Name (Constructor)		First Aid Attendant On-site:	
Supervisor Name (if not the Constructor)		First Aid Attendant On-site:	
Police Non-Emergency No.	Fire Non-Emergency No.	Address of Nearest Hospital	
Describe the scope of work being performed while working at heights and the associated hazards:			
Records of approved Working at Heights (WAH) training up-to-date and available?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any other training or certifications required as part of the jobs/tasks to be performed? If yes, describe:			<input type="checkbox"/> Yes <input type="checkbox"/> No
Other:			

Indicate specific tasks where workers would be at risk of a fall and the controls that will be needed.

Tasks Being Performed at Heights and Associated Fall Hazard <u>OR</u> other possible hazards	Controls (PPE (harness, lanyard, other equipment), Guardrails, Training, etc.)	Approved (initials)

Rescue Team Members			
Name		Contact No.	
Name		Contact No.	
Name		Contact No.	
Name		Contact No.	
Name		Contact No.	
Name		Contact No.	
Name		Contact No.	
Are all rescue team members trained in these rescue procedures?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> See Below

Will all rescue team members be available at all times during the WAH activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> See Below
Comments:	
<b>Communication Methods to be used to Mobilize the Rescue Team</b>	
<input type="checkbox"/> Direct Vocal Communication	<input type="checkbox"/> Cell Phone/Landline
<input type="checkbox"/> Whistle	<input type="checkbox"/> Two-way Radio
<input type="checkbox"/> Other (specify):	
Who will Contact the Rescue Team Members	
<b>RESCUE PLAN</b>	
These rescue procedures must be specific to the tasks being performed on the job site. This rescue plan intends to have a primary rescue method for each task and a secondary method of rescue if the first method cannot be followed.	
<b>Rescue Method(s) to be Used (5-minute rescue time preferred)</b>	
<input type="checkbox"/> Ladder	<input type="checkbox"/> Elevated Work Platform
<input type="checkbox"/> Elevator	<input type="checkbox"/> Pull in through window/balcony
<input type="checkbox"/> Pull up through floor	<input type="checkbox"/> Climb/repel down building/structure
<input type="checkbox"/> Suspended access equipment	<input type="checkbox"/> Crane basket
<input type="checkbox"/> Other (specify):	
<b>Additional Rescue Equipment Required</b>	
<input type="checkbox"/> First-aid Kit	<input type="checkbox"/> Stretcher
<input type="checkbox"/> AED	<input type="checkbox"/> Blanket
<input type="checkbox"/> Other (specify):	

Accident Scene Control and Reporting	
<input type="checkbox"/> Barriers to be Setup (tape, rope, etc.)	<input type="checkbox"/> Traffic/Pedestrians to be Controlled/Re-Directed
<input checked="" type="checkbox"/> Other (specify):	
Specifically, How Will the Above Controls will be Implemented	
Who will Contact 911	
Who will notify the Ministry of Labour, Training and Skills Development	
Who will Notify the Employer	
Who will Notify the Site Supervisor	
Who will Accompany the Injured Worker Should an Ambulance be Required	
Who will Investigate the Accident	

WORKER SIGN-OFF		
I acknowledge that I have read, or have had read to me, the above fall protection and rescue plan. I also acknowledge that I understand my responsibilities and agree to follow them to the best of my abilities and report where the plan's deficiencies may be identified.		
Name (Print)	Signature	Date

APPROVAL OF THIS FALL PROTECTION AND RESCUE PLAN and ACKNOWLEDGEMENT OF RESPONSIBILITIES			
Supervisor Name (Print)		Date of Approval	
Supervisor Signature			
Supervisor E-Mail Address			
Phone Number			

## Working Alone Policy

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### Intent

Janick Electric Ltd. is committed to the health, safety, and wellbeing of our employees. We strive to ensure that all appropriate safeguards are enacted to protect our employees who work alone or in isolation. This policy has been adopted to provide a consistent approach to this work.

### Definitions

**Working alone** - To work at a worksite where assistance is not readily available in the event of an injury, illness, or emergency.

### Guidelines

#### Working Alone Safely

Whenever a worker must work alone, Janick Electric Ltd. will:

- Conduct a hazard assessment to identify existing or potential hazards arising from the conditions and circumstances of the work;
- Establish an effective means of communication between the worker and persons capable of responding to their needs; and
- Visiting the worker as appropriate if effective communication is not practicable or available at the worksite.

To ensure the ongoing safety of our employees, the company will:

- Take all reasonable steps to eliminate any hazards identified;
- Create a specific daily work plan with the employee to define all procedures, roles and responsibilities, communication methods, and other pertinent information required to ensure safety is maintained;
- Take all reasonable steps to control any hazards that cannot reasonably be eliminated;
- Communicate the findings of the hazard assessment in writing to all affected employees;
- Provide employee training and education to limit the dangers of working alone;
- Investigate all accidents or incidents, and take all reasonable steps to prevent a re-occurrence;
- Report all situations, incidents, or near-misses where being alone increases the level of the inherent danger to the situation, and make appropriate reasonable changes.
- Avoid scheduling alone work whenever possible, especially where a distinct level of risk is recognized; and
- Schedule higher-risk work during regular business hours or when another employee capable of helping in an emergency is present.

## **Workplace Hazard Assessment**

Janick Electric Ltd. will perform a thorough workplace hazard assessment for any locations or situations where employees may be required to work alone. The health and safety team will conduct the workplace hazard assessment in conjunction with management and investigate the following issues.

### Length Of Time The Employee Must Work Alone

- Determine the length of time the employee must work alone, and establish reasonable limitations for the duration of this type of work;
- Determine whether or not it is reasonable or safe for the employee to work alone, given the situation or location required;
- Examine the length of time the employee requires to perform the necessary task;
- Determine the legalities of the type of work performed alone (for example, restrictions on working in a confined space or performing lock-out operations); and
- Identify the time of day the employee must work alone.

### Communication

- Determine the available methods of communication;
- Determine the most appropriate form of communication; and
- Ensure that all emergency communication systems are in proper working order.

### Location of Work

- Establish whether or not the workplace or job site is remote or isolated;
- Establish any physical or elemental hazards associated with the location;
- Examine the security features of the workplace (for example, security cameras and alarms) to ensure the safety and well-being of the employee;
- Where possible, ensure the employee is in a position of high visibility;
- Ensure that all windows are clear to provide maximum visibility;
- Determine the accessibility of the workplace to emergency services;
- Determine any necessary transportation requirements to ensure the employee safely arrives at the workplace or job site (where appropriate); and

- Examine the vehicle (as appropriate) to ensure that it is in good working condition (up-to-date maintenance and adequate levels of fuel), has proper levels of insurance, is equipped with emergency supplies (such as spare tire with tools and first aid kit), has a method of communication (such as a cellular phone), and available roadside assistance.

#### Type Of Work

- Establish the necessary levels of training and education to perform the work safely;
- Determine the appropriate forms of personal protective equipment (PPE) required, and ensure that they are readily available and in good working order and that the employee has been adequately trained in their use;
- Determine any machinery, tools, or equipment necessary to perform the work;
- Determine the level of risk associated and whether it is safe to allow an employee to perform the work alone;
- Establish any potential factors of fatigue that may affect the safety of the employee and their quality of work; and
- Determine whether the employee must work with money or other valuables and any safeguards required.

#### Identify The Abilities Of The Employee Performing Work Alone

- Ensure that the employee has received the appropriate levels of training and education required to perform the work alone; and
- Establish the employee's level of personal health to minimize potential health hazards associated with working alone (such as a pre-existing medical condition that may increase their risk of becoming ill or injured while alone).

#### **Hazard Control**

Ongoing inspections of the workplace and worksite will be monitored and completed when necessary according to the Health and Safety Plan of the worksite. Any concerns regarding health and safety hazards noticed between inspections should be reported immediately to your supervisor.

#### **Check-In Procedure**

To ensure the safety of employees who must work alone, Janick Electric Ltd. uses the following check-in procedure:

- Management employees are responsible for the preparation of a daily work plan to establish the location of the employee working alone, and when they must work alone;
- Management employees will ensure that a communication device for the employee to check in with is readily available and in a convenient location;
- An employee working alone must check-in according to the established daily work plan;

- All employees must adhere to the schedule of visual or communication-based check-in with a written log for documentation purposes;
- A primary point of contact for the employee working alone, as well as a backup contact, will be established in the daily work plan;
- If the employee working alone does not check in on schedule, the defined emergency action plan will be followed.

### **Travel Alone**

Janick Electric Ltd. will provide safety mechanisms for employees who must travel alone in the following manner:

- Employees who must travel alone shall use the check-in procedures to ensure their ongoing communication with Janick Electric Ltd.;
- Use of communication devices (such as a cellular telephone or two-way radio) and back up communication methods, if required, to ensure that the employee can check in at appropriate intervals;
- A travel plan will be created for each instance of employee travel that provides details about the proposed destination, estimated time of arrival, return time or date, contact information, mode of travel, and alternate plans in case of bad weather, traffic problems, and so on;
- Training and education to ensure that employees travelling alone can evaluate and avoid potential risks or hazards; and
- Examine the vehicle (as appropriate) to ensure that it is in good working condition (up-to-date maintenance and adequate levels of fuel), has proper levels of insurance, is equipped with emergency supplies (such as a spare tire with tools and first aid kit), has a method of communication (such as a cellular phone), and available roadside assistance.

### **Hazardous Work**

- Wherever reasonably practicable, the company will avoid requiring employees to perform hazardous work alone and schedule this type of work to be completed during regular work hours in the presence of other employees.
- Where it is necessary to perform hazardous work alone, employees must use the check-in procedure and communication devices to check in at appropriate intervals.
- Training and education will be provided to ensure that the employee is knowledgeable in the proper safe work practices, use of PPE, use of all required machinery and tools, and hazard identification and avoidance.
- Personal protective equipment, necessary tools and machinery, and first aid supplies will be supplied.



## Workplace Inspection Policy

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### Intent

This policy is intended to ensure Janick Electric Ltd. complies with the Occupational Health and Safety Act, wherein employers inspect the workplace to identify and record hazards for corrective action. Workplace inspections shall be planned and occur at least once per month.

### Definitions

**Hazard** – Any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work(Canadian Centre for Occupational Health and Safety, 2011).

**Risk** – Chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. It may also apply to property or equipment loss (Canadian Centre for Occupational Health and Safety, 2011).

**Inspector** - Refers to Management, supervisors, and workers, operators of equipment or machinery and safety representative who inspect the physical condition of the workplace or piece of equipment/ machinery.

**Inspection** - Visual and documented inspection of the workplace or equipment/machinery to determine hazards, problem areas, suitable operation, safety and effectiveness.

### Guidelines

Before conducting a Workplace Health and Safety Inspection, the following materials shall be gathered:

- Diagram of the area(s) to be inspected
- Equipment inventory
- Manufacturer's safety manuals
- Technical safety data sheet
- Chemical inventory
- SDS
- WHMIS requirements
- Workplace Inspection Checklist
- Previous Inspection Reports
- Ensure recommendations were implemented

### Workplace Hazards

When conducting a workplace inspection, the inspector may encounter some or all of the following hazards:

- Safety Hazards (i.e., inadequate machine guards, unsafe workplace conditions, unsafe work practices)

- Biological Hazards (i.e., viruses, bacteria, fungi, parasites)
- Chemical Hazards (i.e., liquid, vapours, fumes, dust, gas)
- Ergonomic Hazards (i.e., repetitive and forceful movements, temperature extremes, improperly designed work stations)
- Physical Hazards (i.e., noise, vibration, energy, water, electricity, radiation, pressure)

### **Inspection Team**

Workplace inspection teams shall be created with the following criteria in mind:

- Knowledge of regulations and procedures
- Knowledge of potential hazards
- Experience with work procedures involved
- Occupational Health and Safety training and certification

In addition to the Health and Safety representative, engineers, maintenance personnel, occupational hygienists and management may also be part of the workplace inspection team or be called upon to help explain certain aspects of the inspection.

### Senior Management:

Senior Management must participate in the inspection process by reviewing inspection reports, prioritizing actions to correct any identified deficiencies, and providing resources as needed. In addition, they must establish an annual documented schedule for workplace inspections. Any hazards or unsafe conditions observed while conducting the inspection are corrected immediately, if possible. This includes notifying the manager of the area where the hazard was identified and recording the notification on the inspection worksheet. Those conducting the inspection must sign the completed inspection worksheet.

### Supervisors:

A supervisor or competent person appointed by the supervisor shall conduct weekly documented inspections of all work areas under their authority. Weekly inspections can include machinery and equipment, fire extinguishing equipment, electrical installations, communication systems, sanitation and medical facilities, buildings and other structures, temporary supports and means of access and egress at the project.

### Operator/Employee:

- Conduct and record daily pre-shift inspections for all applicable equipment or machinery used (Such as elevated work platforms, lifting devices and tools). All documentation shall be forwarded to the immediate supervisor at the end of their shift
- All employees must inspect their fall protection equipment and applicable PPE prior to use
- All employees must conduct a visual inspection of their workspace to identify any immediate hazards or safety concerns before the start of their shift. All safety concerns shall be brought to their supervisor's attention immediately. This is to be documented on their daily JSA.

### Joint Health And Safety Committee:

The following outlines the requirements for inspections by the JHSC:

- Unless otherwise required by the regulations or by order by a MOL inspector, a health and safety representative shall inspect the physical condition of the workplace at least once a month.
- The constructor, employer and workers shall provide a health and safety representative with such information and assistance as the member may require for inspecting the workplace.

### **Workplace Inspection Principles**

The Canadian Centre for Occupational Health and Safety states that when a workplace inspection is being conducted, the following principles shall be adhered to (Canadian Centre for Occupational Health and Safety, 2011):

- Draw attention to the presence of any immediate danger -- other items can await the final report.
- Shut down and "lockout" any hazardous items that cannot be brought to a safe operating standard until repaired.
- Do not operate the equipment. Ask the operator for a demonstration. If the operator of any piece of equipment does not know what dangers may be present, this is cause for concern. Never ignore any item because you do not have the knowledge to make an accurate judgement of safety. Seek the knowledge necessary to ensure safety.
- Look up, down, around and inside. Be methodical and thorough. Do not spoil the inspection with a "once-over-lightly" approach.
- Clearly describe each hazard and its exact location in your rough notes. Allow "on-the-spot" recording of all findings before they are forgotten. Record what you have or have not examined in case the inspection is interrupted.
- Ask questions, but do not unnecessarily disrupt work activities. This may interfere with the efficient assessment of the job function and may also create a potentially hazardous situation.
- Consider the static (stop position) and dynamic (in motion) conditions of the item you are inspecting. If a machine is shut down, consider postponing the inspection until it is functioning again.
- Discuss as a group, "Can any problem, hazard or accident generate from this situation when looking at the equipment, the process or the environment?" Determine what corrections or controls are appropriate.
- Do not try to detect all hazards simply by relying on your senses or by looking at them during the inspection. You may have to monitor equipment to measure the levels of exposure to chemicals, noise, radiation or biological agents.
- Take a photograph if you are unable to clearly describe or sketch a particular situation.

### **Inspectors**

Inspectors Will Use The Following Tools To Conduct Appropriate Inspections:

- Inspection worksheet
- Previous Inspection report(s)
- Incident/Injury reports to review if needed corrective action that has been taken.

#### **Additional Required Site Inspections**

- Fire extinguishers must be inspected monthly by a competent person
- First aid kits are to be inspected quarterly by a competent person
- Equipment is to be inspected as per the manufacturer's requirements
- All company trucks and automobiles are to be inspected on a daily basis prior to the start of work and documented

#### **After The Inspection**

- Inspectors will forward original, completed workplace inspections to their immediate supervisor within one (1) day of the inspection.
- Management/Supervisor will assign corrective actions to each identified hazard(s); the corrective actions shall include a time frame for completion.
- If a new hazard is created, recommendations for corrective actions(s) are developed, including assigned time frames, documentation (who, what, when).
- Inspection and findings must be communicated to all employees via posting and safety meetings/talks.

#### **Final Inspection Report**

If there are any unfinished items on the previous report, record them onto the next report to ensure they are first on the list to be inspected.

A Workplace Inspection Report will contain the following information:

Inspection Location:				Inspection Date:		
Department/ Area Inspected:				Inspection Time:		
Observations for Future Follow-Up:						
Item & Location	Hazard(s) Observed	Repeat Item	Recommended Action	Responsible Person	Action Taken	Date
		Yes/No				

#### **Records**

All documented inspection reports must be kept on file and made readily available.

Supporting Documents:

- Fire Extinguisher Inspection Log

## Workplace Inspection Form

Inspectors:		Date	
		Legend	
		✓	Satisfactory
		☒	Action Required
	Location	Condition	Comments
<b>Bulletin Boards &amp; Signs</b>			
Clean and readable?			
Did material change frequently?			
Material current?			
<b>Floors</b>			
Loose material, debris, or worn carpet?			
Slippery or wet?			
<b>Elevator, Stairways &amp; Aisles</b>			
Clear and unblocked?			
Well lit?			
Handrails, handholds in place?			
Marked and visible?			
In good working order?			
<b>Equipment</b>			
Furniture safe and in good working condition?			
Sharp edges on desks/cabinets?			
Chair adjustments (ergonomics)?			
Keyboard elevation (ergonomics)?			
Crowding (enough room to work)?			
Ladders safe and well-maintained?			
<b>Emergency Equipment</b>			
Fire control equipment test regularly?			
Fire equipment appropriate for fire type?			
Emergency lighting in place and regularly tested?			
Emergency exits are clearly marked?			
Fire control equipment on each floor?			
<b>Building</b>			
Occupancy, building services and plumbing conform to building standards?			
Doors are in good working order?			
Windows open and are in good working order?			
Ladders, stairways and ramps are in good condition and working order?			

Are guardrails in good working order and condition?			
Are building materials stored safely?			
Secondary or "indoor" shoes used indoors to prevent dirt/snow/debris from creating hazards inside			
<b>Dangerous Substances</b>			
Are there any WHMIS controlled substances?			
If so, are they adequately labelled?			
If so, are there MSDS for each product?			
If so, are employees trained in the safe use of the products?			
<b>Sanitation</b>			
Are washrooms and food preparation areas clean?			
Are the following provided and clean?			
• Toilets			
• Showers/Bath tubs			
• Sinks			
• Linens			
• Field accommodations			
• Lunchrooms			
• Trash receptacles			
Are measures in place to prevent the spread of disease?			
<b>Security</b>			
Do entrances and exits provide workers and guests personal security after dusk?			
Are emergency procedures in place? (evacuation, fire, bomb, hostile individuals)			
<b>Lighting</b>			
Are lamp reflectors clean?			
Are bulbs missing?			
Are any areas dark?			
Do the light bulbs meet manufacturer-safe operating requirements?			
<b>Material Storage</b>			
Are materials safely and neatly stocked?			
Are step ladders or ladders available to safely retrieve materials on higher shelves?			
Are storage shelves overloaded?			
Are large and heavy objects stored on lower shelves?			

Are passageways and work areas clear of obstructions?			
<b>General</b>			
Are extension cords used excessively?			
Are electrical or telephone cords exposed where people walk?			
Is electrical wiring properly concealed?			
Does any equipment have sharp metal projections?			
Wall and ceiling fixtures are safely fastened?			
Paper and waste are properly disposed of?			
Desk and file drawers are closed when not in use?			
Office accessories are in a secure place?			
Are materials stacked on desks or cabinets?			
File cabinets are not overloaded?			
File cabinets are loaded with the heaviest materials in the bottom drawer?			
Wastebaskets are not placed where they could be a trip hazard?			
<b>Parking Lot</b>			
Are there enough accessible parking spaces?			
Is there anything blocking Fire/Emergency Parking areas?			
Is the parking lot well lit			
Are there any hazards between the parking lot and the building			
Snow removal and treatment to prevent slips on ice and slippery surfaces?			
<b>Seasonal</b>			
Use of seasonal mats in the building and at every entrance			
Floors are free from ice, snow, mud, rain, and other debris from shoes, umbrellas, other items			
<b>Additional Items</b>			

## **Workplace Violence Prevention and Task Force Policy**

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### **Intent**

Janick Electric Ltd. has adopted this policy to ensure the timely creation of an effective workplace prevention task force that will identify, assess and work to eliminate any potential hazards of violence in the workplace. This policy is intended for use with the Janick Electric Ltd. Workplace Violence Prevention Policy.

### **Guidelines**

Workplace violence is any act in which a person is abused, threatened, intimidated or assaulted in their employment.

### **Workplace Violence Includes:**

- Threatening behaviour - such as shaking fists, destroying property or throwing objects.
- Verbal or written threats - any expression of intent to inflict harm.
- Harassment - any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities.
- Verbal abuse - swearing, insults or condescending language.
- Physical attacks - hitting, shoving, pushing or kicking.
- Rumors, swearing, verbal abuse, pranks, arguments, property damage, vandalism, sabotage, pushing, theft, physical assaults, psychological trauma, anger-related incidents, rape, arson and murder are all examples of workplace violence.

Workplace violence is not limited to incidents that occur within the workplace. Work-related violence can occur at off-site business-related functions (conferences, trade shows), at social events related to work, in clients' homes or away from work but resulting from work (a threatening telephone call from a client).

### **Known Factors**

Certain work factors, processes, and interactions may put employees at an increased risk of workplace violence.

Examples include:

- Working with the public.
- Handling money, valuables or prescription drugs (e.g. cashiers, pharmacists).



- Carrying out inspection or enforcement duties.
- Providing service, care, advice or education.
- Working with unstable or volatile persons.
- Working in premises where alcohol is served.
- Working alone, in small numbers, or in isolated or low-traffic areas.
- Working in community-based settings.
- Having a mobile workplace.
- Working during periods of intense organizational change.

The risk of violence may be greater at certain times of the day, night or year; For example,

- Late hours of the night or early hours of the morning,
- Tax return season,
- Overdue utility bill cut-off dates,
- Christmas,
- Paydays,
- Performance appraisals.

The risk of violence may increase depending on the geographic location of the workplace; for example:

- Near buildings or businesses at risk of violent crime (e.g. bars, banks).
- In areas isolated from other buildings or structures.

### **Procedure for the Identification of Workplace Violence Risk Factors**

In the process of identifying potential risk factors for violence in the workplace, the Janick Electric Ltd. Violence Prevention Task Force may perform the following functions:

- Review any history of violence in the workplace.
- Conduct employee interviews to gauge the levels of concern regarding workplace violence and gain insight into past experiences.
- Review any incidents of violence by consulting existing incident reports, first aid records, and health and safety committee records.
- Determine risk factors associated with violence that may be present in the workplace.
- Conduct a visual inspection of the workplace and the work being carried out. The visual inspection will focus on design and layout and administrative and work practices.
- Evaluate the history of violence in similar places of employment.
- Obtain information from partnered/associated organizations.
- Seek advice from local police security experts.
- Review relevant publications.

### **Preventive Measures**

Preventive measures generally fall into three categories, workplace design, administrative practices and work practices.

Workplace design considers workplace lay-out, use of signs, locks or physical barriers, lighting, and electronic surveillance. Building security is one instance where workplace design issues are very important. The Workplace Violence Prevention Task Force shall be responsible for reviewing and addressing:

- Positioning in the reception area/sales or service counter to ensure high levels of visibility to fellow employees or members of the public passing by.
- Installation of physical barriers to workplace violence.
- The number of entrances to the workplace.
- Security protocols for entrance and exit of the premises.
- Exterior lighting levels around the workplace and near entrances.
- Preparation of daily work plans.
- Identification of designated contacts at the office as well as a back-up.
- Credentials of clients.
- Implementing the "buddy system."
- Employees must be aware of their off-site workplace policies

### **Security Measures**

Janick Electric Ltd. has instituted these security measures to minimize the risk of violence on our premises. The Janick Electric Ltd. Violence Prevention Task Force shall be responsible for the implementation and enforcement of the following:

- Company property shall be accessed only by employees, customers and visitors conducting legitimate business activity.
- Employees shall display proper company identification while on company premises through employee uniforms.
- Visitors must display proper identification while on company premises.
- Human Resources shall conduct background investigations to review candidates to reduce the risk of hiring individuals with a history of violent behaviour.
- Janick Electric Ltd. shall be allowed to conduct searches and inspections of any company property without prior notice given.
- Surveillance of Janick Electric Ltd. property.

### **Weapons**

- Janick Electric Ltd. maintains a complete and total ban on the possession of weapons on Janick Electric Ltd. premises. This includes weapons either kept or transported in any vehicle on Janick Electric Ltd. premises.
- Weapons shall be prohibited while conducting Janick Electric Ltd. business off-site.
- Weapons shall be defined as, but not limited to: Any gun, knife or other item held with the intent to cause bodily harm to any employee.

### **Violence Reporting Procedures**

- In the event that an employee is either directly affected by or witness to any violence in the workplace, it is imperative for the safety of all Janick Electric Ltd. employees that the incident be reported promptly.
- Report any violence or potentially violent situations **immediately** to management or the Human Resources department.
- All reports shall be kept confidential.
- All reports shall be investigated and dealt with appropriately.

### **Enforcement**

- Any Janick Electric Ltd. employee who threatens, harasses or abuses another employee, or any other individual at or from the workplace shall be subject to disciplinary action, up to and including termination of employment, and the pursuit of legal action.
- Violent action, threats and harassment are serious criminal offences and shall be dealt with appropriately.

### **Supporting Documents**

- Health and Safety Continuous Improvement Plan
- Workplace Violence, Harassment, and Sexual Harassment Policy

## Workplace Violence and Harassment Risk Assessment Form

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The fundamental principle of a Health and Safety Program is to reduce the danger of injury, disease and violence to employees. In an effort to reduce the incidents of violence and harassment in the workplace, new legislation is being introduced across Canada. To conduct a thorough Risk Assessment, you should complete this Risk Assessment Form in the most comprehensive manner. Hazard identification is crucial in the workplace.

Once the Risk Assessment has been completed, the committee or a health and safety representative must be advised of the assessment results and provide a copy of the assessment in writing. Then the risks must be mitigated by developing policies and programs and facilitating worker and management training.

### Conducting Risk Assessment:

#### Step 1 – Documentation review

The first step in your Risk Assessment process will be a review of your organization's policies, procedures, worker training records and past incident reports. Reviewing this information will allow you to uncover potential risks and valuable insight to be used when developing or adjusting your current policies and training.

#### Step 2 – Workplace audit

##### Determine the Risks Associated Similar Workplaces

- It is imperative that when conducting your Risk Assessment, you consider similar workplaces. When thinking of similar workplaces, you must consider similar duties, products, services, suppliers, environments and customers.
- Determine the Risks Associated your Specific Workplace
- Once you have gathered an exhaustive list of potential risks associated with similar workplaces, you can determine the specific risks to your workplace. Remember to consider incidents that have almost escalated to violence, even if they are far between.

##### Determine any other prescribed elements that could be Risk factors

- Take into consideration any other details that could arise, such as special and annual events, special assignments and cross-training.

#### Step 3 – Employee survey and interviews

One decisive step in completing a thorough risk assessment is gathering information from your employees. They will be an excellent source of specific information since they will have firsthand experiences and incidents to draw from. When completing the ranking, probability, and consequences of the risks assessed, use this information:

- Rank the Exposure

1 = Unlikely: A person is exposed to the hazard 1x per job or project

2 = Occasionally: A person is exposed to the hazard 2 x per job or project

3 = Often: A person is exposed to the hazard more than 3x to 5x per job or project

4 = Frequently: A person is exposed to the hazard five (5) or more times per job or project

5 = Continuous: A person is exposed to the hazard continually

- Determine the Probability of Occurrence

- 1 = Unlikely to occur
- 2 = Some chance
- 3 = Could occur
- 4 = Good chance
- 5 = Will occur if left unattended

- Determine Potential Consequences

- 1 = Insignificant: a person receives a minor injury, no damage to property
- 2 = First aid or minor property damage: a person administers first aid to self
- 3 = Injury results in lost time, seeking medical help or significant property damage
- 4 = Injury results in permanent disability, serious health effects or property damage
- 5 = Injury results in a fatality, or there is significant property damage

- Add the Numbers to Determine a Total Risk Rating

**Serious (11 – 15)** means the hazard must be attended to immediately before the commencement of the job. Controls must be put into place. A safe job procedure must be in place before the start of the job.

**Moderate (6 – 10)** means the hazard requires attention. Controls should be put into place. A safe work procedure should be in place prior to the commencement of the job but could be attended to once the job has commenced. Employees must be aware of the hazard. The safe work procedure must be in place prior to completing the job.

**Low (3 – 5)** means the hazard requires monitoring. Controls are recommended. A safe work procedure is recommended.

### Hazard Controls

Depending on the risk rating, if the hazard cannot be eliminated, then controls must be implemented to reduce the risk.

There are three types of controls: Engineering, Administrative and Personal Protective Equipment (PPE). Some examples of the controls include:

**Engineering Controls:** Design of a workplace, isolation/enclosure of hazard, implementation of security measures including surveillance and access cards

**Administrative Controls:** Policies and procedures, training, organizing and planning work, rotation of workers, safety plan/procedure

**Personal Protective Equipment (PPE)** Access to alarms, communication devices

## Violence Assessment Form

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This form must be completed in accordance with the established guidelines for hazard identification and assessment.

Description of work area:	Assessment performed by:	Date:
	Name: _____	
	Signature: _____	

Description of Hazard (Condition/ Circumstance)	Exposure (1 –5)	Probability (1 – 5)	Consequences (1 – 5)	Total	Rating	Controls (EC/AC/PPE)

## Occupational Health

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### Intent

As a commitment to providing a safe and healthy workplace, these procedures have been developed to recognize occupational health risks and provide controls to mitigate occupational health hazards.

### Definition

**Occupational Health Hazards** - Encounter materials, equipment or work processes that may result in physical injury, illnesses, disease or infection.

### Responsibilities

#### Senior Management:

- Provide the direction and resources to ensure the protection of every worker
- Ensure all employees and subcontractors are aware of occupational health requirements

#### Supervisors:

- Required to complete a job safety analysis prior to the start of work to identify any occupation health hazards
- All identified occupational health hazards must be controlled to prevent injury to workers
- Maintain a current list of chemicals and material safety data sheets on site
- Ensure equipment is inspected regularly by a competent person
- Keep a record of all inspections and maintenance
- Review any deficiencies or recommendations
- Assign a competent person for corrective measures
- Follow-up on any concerns and corrective actions

#### Workers:

- Work in compliance with the OHS, applicable regulations and safe work procedures
- Conduct pre-use inspection on equipment as required
- Work safely to ensure no undue damage is caused to themselves or others
- Report any damage, concerns or hazards immediately to a supervisor

#### Subcontractors:

- Work in compliance with the OHS applicable regulations and safe work procedures
- Ensure their equipment, tools, and machinery are in safe operating condition and provide records when requested

## **Procedure**

The following are general guidelines for chemical, physical and biological agents that may pose risks to workers. By default, always refer to the appropriate Material Safety Data Sheet (MSDS) for specific safe work practices.

**Designated Substances/Chemicals (WHMIS):** Refer to WHMIS policy.

**Noise Hazards:** Refer to Personal Protection Policy.

## **Carbon Monoxide**

Carbon monoxide is a clear, colourless gas you can't smell or taste. It can be very dangerous, even fatal. A major source of carbon monoxide is engine exhaust or welding fumes

### **Carbon Monoxide Controls:**

- Proper ventilation is essential to prevent carbon monoxide positioning. Use fans if needed to bring fresh air to the work area.
- Limit engine idling
- Monitor carbon monoxide levels regularly
- If controls are inadequate, respiratory protection will be required (a supplied-air respirator, attached to an independent supply of clean air)

## **Solvents**

Solvents such as paints, lacquers, varnishes, adhesives, thinners, degreasers, cleaners, glues and mastics can all have occupational health hazards. Overexposure can occur through absorption, inhalation, ingestion and injection. Overexposure can result in a variety of occupational health illnesses

### **Solvent Controls:**

- Always refer to the specific Material Safety Data Sheets (MSDS) for the appropriate handling and storage of any material you use
- Wear the required Personal Protective Equipment as stated in the MSDS
- Many solvents are flammable. Eliminate ignition sources in the work area, which includes no smoking
- Ensure there is adequate ventilation
- Wash thoroughly after working with any type of solvents

## **Silica**

Silica dust particles are hazardous when inhaled and can cause Silicosis. Silicosis is a deadly lung disease. Silica dust is generated from cutting and drilling concrete, sandblasting concrete, cutting and drilling masonry, grinding concrete and masonry and sanding drywall

### **Silica Controls:**



- Use water to control dust – wet-cutting and other wet methods reduce dust levels
- Use a dust collector when water isn't practical
- Wear a particulate respirator where no other control methods are available (refer to Personal Protective Equipment Procedures)
- Wear eye protection (refer to Personal Protective Equipment Procedures)

## **Lead**

Lead poisoning (overexposure) is a risk when lead dust, fume, or vapour is in the air. Lead hazards include working with lead and metals containing lead (solder), applying or removing lead paints, hot cutting on materials containing lead, or renovating or demolishing materials containing lead

### **Lead Controls:**

- It is a legal requirement that workers are informed about lead on site
- Ensure there is local exhaust ventilation when welding, cutting, burning or heating products containing lead and a dust-collection system on power tools
- Wear respirators and protective clothing (refer to Personal Protective Equipment Procedures)
- Wash thoroughly after any exposure to lead
- Do not eat, drink, smoke or chew gum in places that may have lead contamination

## **Asbestos**

Asbestos was a fibre used in many building materials until the 1970s. Although limited, some products installed today may still contain asbestos. Breathing asbestos fibres can cause asbestosis, lung cancer and mesothelioma. There are three types of asbestos operations in Ontario: Type 1, Type 2, Type 3 (Low, Medium, High Risk)

### **Asbestos Controls:**

- Before any work begins, the type of asbestos must be confirmed, and an appropriate asbestos program and procedure must be implemented. Please refer to the site-specific procedures when working with or around asbestos

## **Cement**

Cement can be hazardous to your skin, eyes and if inhaled; it can cause skin inflammation, eye irritation, burning, even blindness, and irritated nose, throat or cause breathing difficulty

### **Cement Controls:**

- Always refer to the Material Safety Data Sheet (MSDS) and follow safe handling procedures
- Wear a CSA-approved respiratory mask when pouring or mixing dry cement
- Wear proper protective equipment: eye protection, gloves, and protective clothing
- Wash thoroughly after working with any cement product
- See Silica Exposure Policy

## **Concrete**

Mixing concrete can irritate skin, eyes and is dangerous if inhaled. Wet concrete can cause burns if in contact with your skin

### **Concrete Controls:**

- Always refer to the Material Safety Data Sheet (MSDS) and follow safe handling procedures
- Wear a CSA-approved respiratory mask when pouring or mixing concrete
- Wear proper protective equipment: eye protection, gloves, and protective clothing
- Wear waterproof boots high enough to keep concrete from flowing inside boots
- Wash thoroughly after working with concrete products

## **Spray Polyurethane Foam Insulation**

Freshly applied polyurethane foam insulation can have health hazards such as allergic reactions, including irritation to the skin, eyes, nose, throat, and lungs. This may include coughing, chest pains, fluid in the lungs and difficulty breathing

### **Spray Foam Controls:**

- Always read the Material Safety Data Sheet (MSDS) and follow proper handling procedures
- Enclose the spray area and allow only those workers with the proper protection to enter
- Allow 30 minutes for the foam to cure before any other work commences
- Ensure there is adequate ventilation
- Wear CSA-approved full facepiece supplied-air respirators with breathing air taken from a clean area
- Avoid skin contact. wear appropriate protective equipment (clothing/gloves)
- Wash thoroughly after working with insulation
- Secure and cover containers of liquid to prevent evaporation

## **Mould**

Mould thrives in dark, moist places. Some forms of mould are toxic and can cause health hazards when touched or inhaled

### **Mould Controls:**

- Report any signs of mould immediately to a supervisor
- Mould may need to be tested to see if it is toxic
- A third party must professionally remove toxic materials specialized in mould removal

## **Sewage**

Sewage contains microorganisms that can be harmful to your health when you are exposed to contaminated material or equipment

### **Sewage Controls:**

- Wear personal protective equipment and clothing when working in areas where you can be exposed to sewage. This can include gloves, goggles, face shields and N95 respirators
- Wash and clean thoroughly, and shower after heavy contamination
- Always wash your hands well before touching your face, eating, drinking or smoking
- Ensure you are up to date with vaccinations

## **Bird And Bat Droppings**

Bird and bat droppings can be contaminated with a fungus which can cause serious infections. Disturbing the contaminated areas can release particles in the air, which may be inhaled

### **Bird and Bat Dropping Controls:**

- Wear the following personal protective equipment when removing large amounts of droppings: rubber boots, disposable gloves under work gloves, disposable coveralls, respiratory protection
- Avoid disturbing material that could be contaminated
- Never dry-sweep or dry-shovel contaminated material, always wet material to keep dust levels down

## **Needle Stick And Sharp Object Injuries**

Workers may encounter needles, syringes or razors on the job. These sharp objects can lead to serious health hazards, which may include Hepatitis and HIV

### **Needle Stick and Sharp Object Controls:**

- Immediately report to your supervisor if you discover a needle or sharp object. do not leave a needle or syringe unattended
- Always assume the object is contaminated
- Never use your hands to pick up the object; always use pliers, tongs or tweezers and dispose of the object in a substantial container, and close the lid securely
- Do not dispose of needles in the garbage; find the local needle disposal site in the municipality

### **In Case Of Needle Prick:**

- Let the wound bleed
- Flush the area with water, and wash with soap
- Apply topical antiseptic solution
- Bandage wound

- Seek immediate medical attention at the hospital emergency department

### **Musculoskeletal Disorders**

Musculoskeletal Disorders are injuries to the muscles, nerves, joints, tendons, ligaments, cartilage and spinal discs. These injuries usually occur gradually due to forceful exertion and repetitive movements, awkward positions, contact pressure and vibration

#### **Musculoskeletal Disorder Controls:**

- Engineering controls include modifying the work layout and selecting tools that best reduce MSD risks
- Administrative controls include planning work practices and procedures (breaks, job rotation, and training) to reduce MSD risks
- Refer to manual Material Handling procedures
- Refer to Office Ergonomics Procedures and the Musculoskeletal Injury Prevention Policy

### **Vibration White Finger**

Vibration White Finger is a disease that makes your fingers turn white from overexposure to vibration and is one of the causes of Raynaud phenomenon. It damages blood vessels, nerves and muscles. High-vibration equipment that poses risks include road drills, chipping hammers, compactors and chainsaws

#### **Vibration Controls:**

- Use tools with anti-vibration features
- Wear anti-vibration gloves
- Limit time spent using vibrating tools

### **Heat And Cold Stresses**

Excessive temperature, both hot and cold, can expose workers to a variety of health hazards

#### **Heat and Cold Controls:**

- Refer to Cold Stress Policy & Procedures
- Refer to Heat Stress Policy & Procedures

## Noise Management Policy

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### Intent

As it is understood that the nature of the work performed by Janick Electric Ltd. will expose employees to potentially harmful levels of noise, this policy summarizes workplace noise regulations and outlines Janick Electric Ltd.'s hearing conservation program initiatives and noise reduction and control strategies. Janick Electric Ltd. will take all measures reasonably necessary in the circumstances to protect workers from exposure to hazardous sound levels as per *Ontario Regulation 381/15*.

### Definitions

**Attenuation** – a reduction in sound pressure level incident upon the ear.

**dBA** – a measure of sound level in decibels using a reference sound pressure of 20 micropascals when measured on the A-weighting network of a sound level meter.

**Decibel** – a unit of measurement of sound pressure level that is equal to 20 times the logarithm to the base 10 of the ratio of the pressure of a sound, divided by the reference pressure of 20 micropascals.

*Ontario Regulation 381/15*.

### Guidelines

#### Duty to Protect Workers

Janick Electric Ltd. will ensure that compliance with all applicable legislation and regulations is maintained and that the company meets its duty as an employer to protect its employees from workplace hazards at all times. Furthermore, Janick Electric Ltd. will take all measures reasonably necessary in the circumstances to protect workers from exposure to hazardous sound levels.

#### Measures to Control Hazards

- As applicable, engineering controls, work practices, and hearing protection devices will be used as protective measures.
- The measurement of sound levels to determine what protective measures are appropriate will be completed without considering hearing protection devices.
- Janick Electric Ltd. will ensure that no worker is exposed to a sound level more significant than an equivalent sound exposure level of 85 dBA.
- Workers will be protected from exposure to equivalent sound exposure levels of 85 dBA, without the requirement to use and wear hearing protection devices, unless engineering controls are:
  - Not in existence or are not obtainable;

- Are not reasonable or practical to adopt, install, or provide;
  - Are rendered ineffective because of a temporary breakdown of such controls; or
  - Are ineffective in preventing, controlling, or limiting exposure because of an emergency.
- Where practicable, a visible warning sign will be posted at every approach to an area in the workplace where the measured sound level regularly exceeds 85 dBa.
  - Hearing protection devices will be selected to be appropriate in the circumstances, considering:
    - The sound levels to which the worker will be exposed;
    - The attenuation provided by the device; and
    - The manufacturer's information about the use and limitations of the device.

### **Hearing Protection**

Janick Electric Ltd. recognizes (CSA) Standard Z107.56-06 in measuring and controlling occupational noise exposure. When selecting hearing protection, attenuation characteristics (fit, comfort, and sound reduction) and the following factors should be considered:

- Noise exposure levels and standards
- Comfort
- Communication requirements
- A work environment or work procedures
- Overprotection

### **Noise Exposure Levels And Standards**

Identify the noise level(s) that an individual may be exposed to throughout a working day (8 hours or more), determine the class of hearing protection needed.

- Evaluation is based on an eight (8) hour noise exposure, not a spot or area measurement
- CSA Standards for hearing protectors identifies classes of hearing protectors as A, B and C (Class A protectors have the highest ability to attenuate, followed by B and C)
- When noise levels exceed the 100dB rate, you are required to use both of the following in combination to protect from exposure:
  - Class A Plug
  - Class A or B Earmuff

Earplugs: should conform to the latest issue of CSA standard:

- For maximum attenuation, the method of insertion illustrated below should be used. Because the ear canal is slightly S-shaped, the ear must be pulled back to straighten the canal for the plug to fit correctly.

\*\* Reach one hand around the back of the head, pull the ear upwards to straighten the S-shaped ear canal, then insert the plug with the other hand according to the manufacturer's instructions.

- Earplugs must fit snugly in the ear canal. This will cause some discomfort initially; however, in time, the discomfort vanishes. If the discomfort persists for more than two (2) weeks, please consult professional advice. In most cases, it will be a matter of re-sizing the plug however, not all people can wear plugs and seek custom protection.

### **Training and Instruction**

- Janick Electric Ltd. will ensure that all workers who are provided with a hearing protection device receive adequate training and instruction on the care and use of the device, including its limitations, proper fitting, inspection and maintenance, and the cleaning and disinfection of the device.
- This training will be ongoing to ensure that Janick Electric Ltd. workers understand the dangers and the importance of hearing conservation.
- Janick Electric Ltd. will ensure that all employees are educated about the dangers of excessive noise and the long-term effects of hearing loss.
- In addition, Janick Electric Ltd. will ensure that employees are educated in the various control measures to preserve their hearing.

If any employees have concerns about the level of noise present at Janick Electric Ltd. worksites, they are directed to speak to their supervisor or a member of the health and safety team regarding any concerns.

### **Supporting Documents:**

- Personal Protective Equipment policy

## Slips, Trips and Falls Policy

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### Intent

Janick Electric Ltd. has adopted this policy to ensure our employees' ongoing health and safety and provide a safe and healthy working environment. This policy is intended to provide information to prevent injuries caused by slips, trips, and falls. Janick Electric Ltd. will take all reasonable precautions to prevent workplace hazards that may cause slips, trips and falls.

### Guidelines

Avoid slip, trip, and fall hazards using the following workplace practices:

#### Housekeeping and Maintenance Practices

- Keep floors, passageways and stairways free of debris, boxes, clutter, waste and other trip hazards.
- Do not leave cupboards, doors, drawers, file cabinets etc., open.
- Avoid the accumulation of clutter and waste.
- Properly store material and equipment.
- Maintain floors in clean and dry condition. Clean up spills as soon as possible and use "Caution – Wet Floor" signs until dry.
- Avoid placing extension cords, conduits, cables, and hoses across walking surfaces. Instead, use a cord runner when such placement cannot be avoided.
- Cover cables that intersect walkways.
- Secure loose and unsecured floor mats, carpets, and coverings.
- Report damaged or missing flooring materials to management.
- Always use handrails in stairways.
- Report stairs and ramps with loose or missing handrails to maintenance.
- Keep working areas and walkways well-lit.
- Report areas with inadequate lighting to maintenance.
- Replace used light bulbs and faulty switches.
- Repair leaking machinery and equipment to prevent slick areas on floors.
- Inspect ladders before using; only use those ladders that are in good condition and are adequately rated for the task.
- Only use ladders for their intended purpose and never use another item (e.g. chair) as a ladder.

#### Walking and Working Surface Conditions

- Report slippery, wet or icy walking surfaces to an immediate supervisor or maintenance.



- Report any unsafe or uneven walking surfaces to maintenance.
- Report stairs and ramps with loose or missing handrails.
- Be aware of surface changes such as carpet to tile or level to sloped.
- Be aware of surface protrusions or depressions such as thresholds, cover plates, and gratings.

#### Personal Behaviour

- Ask for assistance when you need it.
- Wear appropriate footwear for the task and ensure they are correctly fitted and tightly laced
- Carry items in a manner that maintains clear sightlines.
- Take stairs at a safe pace and one at a time. Remember always to use the handrail.
- Avoid cutting through areas not designated or intended as walkways.
- Avoid poorly-lit travel paths.
- Avoid rushing to complete work.
- Avoid horseplay and running in the workplace.
- Do not lean or tilt back on chairs.
- Be cautious when in unfamiliar territory.
- Pay attention to your surroundings at all times.

### **Prevention and Responsibilities**

#### Management/Supervisors:

- Be aware of slip, trip, and fall hazards and communicate them to all employees.
- Conduct detailed inspections of work areas regularly to make all reasonable improvements to reduce or eliminate slip, trip and fall hazards.
- Investigate all slip, trip, and fall hazard reports and follow proper reporting procedures.
- Investigate all incident reports involving slips, trips and falls.
- Provide training to employees to help minimize the risk associated with slips, trips and falls in compliance with any applicable health and safety legislation.

#### Workers:

- Be aware of slip, trip, and fall hazards.
- Report slip, trip, and fall hazards to their supervisor.
- Report all slips, trips and falls to their supervisor/manager, even if no injury occurs.
- Avoid work practices and personal behaviours that may cause slips, trips, falls or other hazards.
- Attend and participate in training and apply learned principles.

Supporting Documents:

- General Housekeeping Policy
- Spill Prevention and Response Policy

## List of Safety Concerns

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For review at the next Safety/Toolbox Talk meeting to be held:

	<b>Date identified</b>	<b>Problem/ Concern/ Suggestion</b>	<b>What did you do to correct the problem?</b>	<b>Date completed</b>	<b>Date signed off by Construction Manager</b>
1.					
2.					
3.					
4.					
5.					
6.					

Sign Off: \_\_\_\_\_ Date: \_\_\_\_\_

## **Musculoskeletal Injury Prevention Policy**

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### **Intent**

Janick Electric Ltd. has implemented the following Musculoskeletal Injury (MSI) Prevention Program to pursue our commitment to our staff's ongoing health and safety. Janick Electric Ltd. will work to identify and eliminate or control workplace hazards that may cause MSI's and ensure that our staff receive appropriate education and training to prevent MSI's and awareness of hazards in the workplace.

### **Guidelines**

#### **MSI Prevention Program**

The Janick Electric Ltd. MSI Prevention Program shall ensure that Janick Electric Ltd. employs the following process:

#### **Stage 1 – Consult Employees**

Janick Electric Ltd. shall consult our staff in our MSI prevention program to obtain feedback regarding the identification, assessment and control of MSIs.

Janick Electric Ltd. recognizes that our staff will have valuable insight into the existence of MSI hazards and potential controls.

Janick Electric Ltd. will communicate the availability of feedback mechanisms in the workplace for reporting MSIs, MSI hazards and suggestions. Staff may provide feedback in the following manners:

- Report to their immediate supervisor/manager
- Report to the Health and Safety Officer
- Submit a suggestion form online or in-person to the Human Resources Department

In the risk assessment process, Janick Electric Ltd. will consult with staff members who exhibit signs and symptoms of MSIs and a representative sample of staff members who regularly perform the tasks or functions being assessed.

- Janick Electric Ltd. will obtain feedback from staff regarding trials and selection of new equipment and will engage in direct discussions with staff while performing tasks or jobs where a concern for MSIs exists.
- Janick Electric Ltd. encourages staff to provide input and recommendations during staff meetings or standard feedback mechanisms.
- Janick Electric Ltd. may elect to utilize surveys and questionnaires to obtain feedback regarding MSI's.
- Janick Electric Ltd. will consider all information gathered during the consultation and address concerns, and implement appropriate safeguards.

## **Stage 2 – Consult the Joint Health and Safety Committee (JHSC)**

- Janick Electric Ltd. shall consult the JHSC regarding the identification, assessment, and control of MSI risks, the content and provision of safety and prevention education and training, and the evaluation of control measures that will be implemented.
- Janick Electric Ltd. will respond to the JHSC within 21 days of receiving any requests or recommendations.
- Janick Electric Ltd. will consider all information gathered during the consultation and address concerns, and implement appropriate safeguards.

## **Stage 3 – Risk Identification**

Janick Electric Ltd. shall identify all MSI risks in the workplace, including force, repetition, work posture, and local contact stress.

Janick Electric Ltd. will consider the following factors in the identification and risk assessment of MSI's:

- a) Physical demands involved in the performance of work duties, including levels of force required, repetition of the actions required, duration of the action, work postures, and any local contact stresses;
- b) Elements involved in the layout and condition of the workplace or workstation, including distances required for the employee to reach or bend, seating concerns, and uneven floor surfaces;
- c) The requirements for handling objects, including the physical characteristics of the objects (e.g. size and shape), tools required to move the objects, load conditions and weight distribution, and any handles associated with the objects;
- d) Environmental conditions that will affect the performance of job duties and exist in the workplace/workstation, including excessive hot or cold temperatures, excessive noise levels, vibration, illumination, etc.;
- e) Work-recovery cycles, task variability, and work rate.

Janick Electric Ltd. will create a prioritized list of jobs and tasks involving MSI risk and assess these risks to determine appropriate controls.

The list shall be developed through the review and analysis of:

- Injury statistics resulting from MSI claims;
- Accident/incident investigation reports and first-aid reports;
- Feedback generated from staff that have reported risks or exhibited signs or symptoms of MSI's.

## **Stage 4 – Risk Assessment**

Upon identifying potential MSI risks, Janick Electric Ltd. will conduct a thorough risk assessment to examine the specific aspects that may expose staff to MSIs. In addition, the risk assessment will

determine if the current controls are adequate or if additional/alternate controls should be implemented.

The MSI risk assessment shall evaluate the levels of exposure to hazards and the level of risk involved. This process will determine the magnitude, duration and frequency of exposure.

The Janick Electric Ltd. MSI risk assessment shall include all significant risk factors that pose a serious threat of injury. Janick Electric Ltd. will not assess tasks or functions where the risk factor is low.

If a risk assessment is conducted as part of an accident/incident investigation, Janick Electric Ltd. shall record all significant findings of the assessment in the investigation.

Janick Electric Ltd. will ensure that a competent and qualified individual carries out all risk assessments. Where necessary, Janick Electric Ltd. may contract the services of a professional to conduct the assessment (e.g. occupational physiotherapist, qualified consultant, etc.).

### **Stage 5 – Implement Controls**

Where a risk has been identified and assessed, Janick Electric Ltd. shall determine appropriate measures to control the risks. Janick Electric Ltd. will use appropriate engineering controls where possible as the first plan of approach (e.g. physical changes to the work environment, the addition of equipment, changes to the workstation, etc.). If engineering controls are unreasonable or not possible, Janick Electric Ltd. will utilize administrative controls to minimize exposure to the risk and may use job rotation or other means.

If both engineering and administrative controls are not possible or are unreasonable, Janick Electric Ltd. shall determine and provide appropriate forms of Personal Protective Equipment (PPE) to eliminate, mitigate or otherwise control the exposure levels to the hazard and lower the risk of injury.

### **Stage 6 – Education and Training**

Janick Electric Ltd. will ensure that all staff members that are exposed to risks associated with MSI's and staff members that may reasonably be expected to come into contact with risks related to MSI's are provided with appropriate training and education in the awareness and identification of hazards, as well as safe work practices for the prevention of MSI's. In addition, Janick Electric Ltd. MIS Education and Training will ensure that workers can:

- Recognize MSI risk factors and change their work area or their work habits to avoid injury;
- Recognize and report signs and symptoms of MSI's;
- Be aware of the potential health effects associated with MSI's;
- Learn safe work practices that will help them prevent MSI's;
- Learn proper usage techniques for PPE and other control measures that have been implemented.

## Project Site Safety Inspection Checklist

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### Personal Protective Equipment

- ☐ CSA-approved hardhats are being worn at all times.
- ☐ CSA Class 1 safety-toed shoes are being worn at all times.
- ☐ CSA-approved safety glasses are worn when performing work, resulting in an eye injury.
- ☐ A safety face shield is being worn over safety glasses when performing work involving cutting and grinding.
- ☐ Approved safety gloves are worn when working with chemicals that are hazardous to the skin.
- ☐ Approved chemical goggles are worn when working with chemicals that are hazardous to the eyes.
- ☐ Workers using respirator protection have been trained in using that equipment, and the respirator being used is appropriate for the work hazards.
- ☐ Respirators and other respiratory personal protection equipment are stored in a sanitary manner.

### Documentation

- ☐ All workers performing work involving electricity are authorized to carry out the work under the Trades Qualification and Apprenticeship act and are in possession of a valid Certificate of Qualification or registration as an apprentice.

A construction and maintenance electrician (branch 1) is a person who:

- Lays out, assembles, installs, repairs, maintains, connects or tests electrical systems;
- Plans installations from blueprints, sketches and specifications, and installs all electrical and electronic devices;
- Systematically diagnoses faults in electrical and electronic components, as required;
- Measures, cuts, threads, bends, assembles and installs conduits and other electrical conductor enclosures;
- Splices and terminates electrical conductors;
- Tests electrical and electronic equipment to ensure that they are functioning properly.

- ☐ Any apprentice or employee registered as an employee with the sub-contracted company
- ☐ All trade-ratio conditions, i.e., apprentice to journeyperson ratios, are being met respective of the Ministry of Labour guidelines
- ☐ At least one worker in a crew of five or less has a valid "Emergency First Aid" certificate
- ☐ At least one worker in a crew of five or more has a valid "Standard First Aid" certificate

### Housekeeping

- ☐ Floors surfaces are clear, clean, well-drained and in good condition.

- ☐ Exits and entrances are clear, unobstructed, well-marked, and free of snow, ice, and water.
- ☐ Materials are stored securely and stably.
- ☐ All chemicals and controlled products have appropriate WHMIS labels and are stored safely.
- ☐ Flammable materials and liquids are stored in a secure area, well away from combustible materials, and the storage area is marked with "No Smoking" signage.
- ☐ Compressed gas cylinders are stored in a protective cage or are otherwise secured to prevent tipping over or falling, and the area is marked with "No Smoking" signage.
- ☐ Stairs are in good conditions, clear and free of obstructions, and have non-slip treads.
- ☐ Bins for waste disposal are emptied regularly and are in sufficient numbers.
- ☐ Oily rags containing solvents or other flammable liquids, flammable scraps, and waste materials are disposed of in separate containers approved for flammable waste.
- ☐ Floor or roof openings are covered or protected by fixed guardrails.
- ☐ Extension cords are for outdoor use with a rating of 300 volts and have an insulated grounding conductor. Extension cords and plugs are in good condition.
- ☐ Electric power tools are in good condition and are double-insulated or have a grounded casing and a polarized plug connection.
- ☐ Portable generators used as a stand-alone power supply for portable electric devices are labelled "neutral bonded to frame."

### **Ladders**

- ☐ Ladders and step stools are in good condition (rungs, side rails, and feet) and free of oil and grease. Wooden ladders are free of splinters, sharp edges, cracks and are not painted.
- ☐ The base of a ladder is blocked or secured when there is a risk of slippage. The base is placed on a firm level footing such as compacted soil or a mudsill when used outdoors.
- ☐ When in use, the slope of the ladder is between 4:1 and 3:1.
- ☐ Ladders extend 3 feet above a landing, and workers using ladders maintain 3-point contact when climbing up or down the ladder.
- ☐ Ladders used for electrical work are made of a non-conductive material approved for electrical work applications.

### **Fall Arrest**

- ☐ A fall arrest system consisting of a full-body harness, shock-absorbing lanyard, and an anchor point capable of supporting 3000 pounds is used when a worker is exposed to a fall from a height of 3 meters or more.



- ☐ Workers wearing a fall arrest system are trained in the fall arrest equipment's use, care, and inspection.
- ☐ Horizontal lifeline systems are designed and approved by a professional engineer and are inspected by a professional engineer or competent person before use.
- ☐ Guard railings or an engineered travel restraint system are used in place of a fall arrest system.

### **Elevating Work Platforms**

- ☐ The platform operator has received training on its use and safe operating procedures.
- ☐ The platform is equipped with signs indicating it is rated working load, limiting operating conditions, the specific firm surface operating conditions required, the direction of movement for each operating control (except boom type platforms) and the name and address of the owner.
- ☐ A maintenance and inspection record tag has been provided and is attached to the platform near the operator's station.
- ☐ The platform is being used on a firm-level surface.
- ☐ The platform's rated load capacity is being exceeded.
- ☐ The platform is not being used to affect its stability or endanger a worker.
- ☐ The operator's manual for the platform is kept while it is on the project.
- ☐ Workers are attached to the platform with a safety harness whenever the platform is moved.
- ☐ When working at elevated levels, workers stay within the confines of the platform unless they are using a fall arrest system tied off to an anchor point capable of supporting 3000 pounds.

### **Fire Safety**

- ☐ Fire extinguishing equipment is provided at readily accessible and adequately marked locations at the project.
- ☐ At least one fire extinguisher is provided at locations where flammable liquids or combustible materials are stored.
- ☐ At least one fire extinguisher is provided where welding or open-flame operations or work are being conducted.
- ☐ All combustible materials have been removed from work areas where open flame work is being performed.
- ☐ Workers who may be required to use fire-extinguishing equipment have been trained in its use.
- ☐ Fire extinguishers are inspected monthly, and the inspections are recorded on a tag attached to the extinguisher.

## **Workplace Power Outage Policy**

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### **Intent**

In a sustained power outage, Janick Electric Ltd. will take all appropriate and reasonable steps to protect our staff, clients, and visitors' ongoing health and safety and safeguard company facilities.

### **Guidelines**

The following procedures shall be implemented to protect all persons, company-owned and operated equipment, the facilities etc., in the event of an internally or externally caused power outage.

Circumstances surrounding the power outage such as outside temperature, time of day, in-house causes of power outage such as a transformer failure, versus external causes for power outage such as downed powerlines on or about the premises may dictate deviation from policy.

Janick Electric Ltd. is committed to promoting a safe and secure workplace for all employees, contractors, customers, and visitors and will comply with all Local, Federal, and State/Provincial workplace health and safety legislation.

### **Emergency Lighting**

The emergency lighting system is designed to function for approximately three hours. Additional lighting equipment, such as flashlights, lanterns, etc., will be made available through designated health and safety team members in each department for use during power outages.

Whenever possible, health and safety team members should instruct personnel to move towards naturally lit portions of the facility using emergency lighting and or flashlights.

### **Security Management**

Designated health and safety team members will conduct the movement of personnel within the building or execute the evacuation plan accordingly.

Security or health and safety team members will check equipment, elevators, etc., since the telephones and other forms of communication (i.e. inside of an elevator) may not function in the event of a power outage. The fire department must be contacted if persons are trapped in the elevators and cannot be aided by security or health and safety team members.

Any need for outside help, such as the police, will be relayed through security personnel or supervisor, including a health emergency during the power outage.

### **Information Services**

All computers, workstations, monitors, and printer switches should be moved to the off position to prevent damage to computer systems. They should only be turned back on once power has returned and remains stable for 15 minutes.

The Information Technology team will ensure that all servers are shut down and recovered once stable power resumes. In the event of server damage due to the power outage, the IT team members will prepare a report and recover all systems.

### **Phone Use**

The backup power for the phone system is designed to operate for approximately 2 to 3 hours. Therefore, it is advised that phone use be kept to a minimum to preserve battery life for emergencies.

### **Health Emergency Procedures**

If a health emergency occurs during the power outage, the Emergency Response Policy will be followed. However, the ability to call 911 should not be impaired unless external conditions have rendered it impossible to do so. In that case, cellular phones should be used.

### **Evacuation Procedures**

Since most power outages are short-lived, it is advised that managers should wait 45 minutes to an hour before discharging staff unless conditions such as outside weather, temperature or compounding conditions are present.

If it is determined that an evacuation must occur, the Fire Evacuation Policy will be followed. In addition, Janick Electric Ltd. will comply with all Municipal, Provincial and Federal workplace health and safety legislation regarding the evacuation and rescue requirements for the workplace.

Personnel not able to descend the stairs should move to naturally lit areas near the stairs. The fire department should be called to ensure their safe exit from the building during evacuation procedures. Security or designated health and safety team members will remain with these persons until safely evacuated from the premises.

Effective communications must be maintained between the workers engaged in rescue or evacuation and support persons.

For short-term evacuations, health and safety team members will facilitate the movement of personnel to a predetermined rally point. When reasonable, personnel must remain at this location until it is either determined that it is safe to reenter the facility or that the power outage is sustained. Then, they may be dismissed, except in such circumstances that it is deemed unsafe for them to do so due to the time of day, outside temperature or security. In that case, they must be dismissed once all personnel have been accounted for.

## **Communicable Disease Prevention Policy**

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### **Intent**

Janick Electric Ltd. has instituted this policy to create guidelines for infectious disease prevention. This policy must be used with all other applicable health and safety legislation and government guidelines.

### **Guidelines**

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from one person to another. Examples of infectious diseases that may circulate in a workplace include COVID-19 and seasonal influenza.

All employees will be provided with general education on infection prevention and control practices. This education will include:

- The risks associated with infectious diseases;
- The importance of appropriate immunizations;
- Hand hygiene; and
- Appropriate cleaning and disinfection of items.

Employees will also be notified of any relevant health notices and their responsibilities in the face of health notices or bulletins. Employees must always follow all health and safety policies and wear necessary personal protective equipment (PPE).

This policy will be amended annually but may be amended more often as contagious infections come in season (communicable disease outbreak, influenza, or cough or cold season).

### **Employees Who May Be Contagious**

Employees who may have contracted an infectious disease and are in the early stages of infection should not report to work, as they may infect others. Instead, employees must exercise their judgement and call in if they are contagious using Janick Electric Ltd.'s call-in procedure. An ill employee may request to work from home rather than in the workplace when able to.

Managers at Janick Electric Ltd. will keep records of absences and note any alarming trends or repeated outbreaks of infection. In many cases where a pattern is noted, senior management will be notified to put additional infection control procedures into place where necessary.

Employees should only return to the workplace when they are no longer symptomatic or when a medical professional has certified that they are no longer contagious.

### **Transmission of Microorganisms**

Employees and clients of Janick Electric Ltd. may be exposed to pathogenic microorganisms, bacteria, and other microbes that can cause infection and disease.

Transmission of microorganisms can be caused by contact transmission from hands (direct) or objects (indirect), droplet transmission from coughing or sneezing, or airborne transmission from the inhalation of organisms surviving in the air for long periods.

Other routes of entry for infection include:

- Injection;
- Inhalation;
- Ingestion; and
- Contact with the skin, eyes, or nose.

While it may not be possible for Janick Electric Ltd. to eliminate all routes of entry for infections, employees share a responsibility to follow safe work procedures and practices to mitigate the risk of infection.

### **Routine Practices**

Following routine practices helps protect both the employees and clients of Janick Electric Ltd. from pathogens. Consistent practices must be used with all persons, as someone could be infected but be asymptomatic.

### **Hand Hygiene**

Hand hygiene is one of the most critical measures in preventing infectious diseases. Washing hands with soap and water is the best way to get rid of germs in most situations. However, if soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Janick Electric Ltd. will implement a hand hygiene program that incorporates the following elements:

- Provides employees with the ability to wash their hands with soap and water or alcohol-based hand sanitizer when working with a client;
- Provides education to employees about how and when to wash their hands;
- Provides employees with hand moisturizer which is compatible with hand hygiene products to help maintain the skin's integrity; and
- Ensures that client hand hygiene is also supported.

### **Personal Protective Equipment (PPE)**

PPE creates a physical barrier that protects an employee's tissue from exposure to infectious materials and transmission resulting from contact. The type of PPE used is dependent on the nature of the interactions within the workplace. Employees of Janick Electric Ltd. are to wear appropriate PPE when interacting with others in the workplace. Standard PPE includes gloves and face protection.

#### **Gloves**

- Gloves may break, so proper hand hygiene must be performed before wearing gloves.

- Gloves should be put on immediately before performing the activity they are being used.
- Gloves must be removed and discarded immediately after use; hand hygiene must also be performed.
- Non-latex gloves must be used if a latex allergy is detected in an employee.
- Employees who have any open wounds on their hands must wear a bandage over the wound and then gloves over the bandage.
- The use of gloves is not mandated at Janick Electric Ltd.

### **Face Protection**

- A mask should be used when Health Canada recommends it for airborne infectious diseases.
- A mask should be put on immediately before the activity for which it is indicated, and hand hygiene should be performed after removing the mask.

### **Administrative and Environmental Controls**

Administrative and environmental controls include respiratory hygiene, employee immunizations, and environmental cleaning and sanitizing.

#### Respiratory Hygiene

- Janick Electric Ltd. expects that all employees practise respiratory etiquette and personal practices that help prevent communicable diseases. Cover mouth and nose when coughing or sneezing (either against a sleeve or shoulder or with a tissue);
- Turn the head away from others when coughing or sneezing;
- Use the nearest waste receptacle to dispose of the tissue after use;
- Perform hand hygiene after having contact with respiratory secretions and contaminated objects or materials; and
- Those with symptoms stay two metres away from others and wear a mask.

#### Environmental Cleaning and Sanitizing

Cleaning is the removal of foreign material (dust, soil, or microorganisms). Cleaning removes rather than kills the microorganism, and thorough cleaning is required for any equipment or surface to be disinfected, as the organic matter may inactivate a disinfectant.

Disinfection is the process used on inanimate objects and surfaces to kill microorganisms. Cleaning and disinfecting agents may be combined into a single product to save a step in the cleaning and disinfecting process.

Maintaining a clean and healthy environment is integral to the safety of employees and clients. Therefore, it is a top priority at Janick Electric Ltd. Environmental cleaning and disinfection is performed routinely and consistently to provide a safe and sanitary environment. In addition, Janick Electric Ltd. will follow and distribute a cleaning schedule specific to the workplace to ensure a clean and healthy environment.

## SECTION 4: Safe Work Practices and Procedures

## General Housekeeping Policy

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### Intent

Janick Electric Ltd. is committed to providing a welcoming, safe, and secure professional environment for its employees, customers and visitors. This policy will identify employee responsibilities regarding maintaining break and lunchrooms, washrooms and individual workspaces. By maintaining the cleanliness of these areas, we can decrease the number of illnesses associated with poor hygiene and mitigate the risks associated with slips, trips and falls due to poor housekeeping.

The general state of the workplace and worksites concerning cleanliness and housekeeping reflects the pride we take in our organization and our concern for the safety of ourselves and fellow employees and visitors to our premises.

### Definitions

**Minor Spill** - Refers to a spill involving a small quantity of a liquid or solid that otherwise would not pose a threat to humans (e.g. food and drinks) and can easily be contained and cleaned up using basic supplies.

**Major Spill** - Refers to a spill involving quantities that cannot be contained safely with the spill kit materials on-site, and it threatens the building or the environment (e.g. discharge into the sewer).

### Guidelines

#### Break and Lunch Rooms

Janick Electric Ltd. employees will be required to ensure that all break rooms and lunch rooms are maintained clean and orderly. In using these rooms, employees are directed to clean and tidy up after themselves and sanitize used surfaces. Employees are to clean any dishes used, place any refuse into appropriate waste/recycle bins, and place furniture and other items in the place where they were initially found. Personal coffee mugs, containers and utensils must not be left dirty in the sink.

Janick Electric Ltd. will provide appropriate cleaning supplies for each break room and lunchroom. These supplies will include the following:

- • Disinfectant spray
  - • Disinfectant wipes
  - • Paper towel
  - • Dish soap
  - • Refuse bin
- 
- Cleaning supplies will be monitored by Scott and Mario and restocked as necessary.



- Employees are mandated to disinfect all surfaces used or touched in any common area with disinfectant spray and paper towel. All used paper towels and napkins are to be placed in the garbage.
- Each employee will be responsible for cleaning their dishes and tidying after themselves.
- Lunchroom and personal garbage must be removed daily and disposed of in sealed containers or bags.
- Water bottles and receptacles generally used for or associated with drinking water and other beverages are prohibited from storing other types of liquids. In addition, all chemicals, including cleaning solutions, must be labelled, contained and stored following WHMIS protocols.

### **Fridge Cleanliness**

- All employees using the refrigerator will be expected to label their containers with their names and the date.
- Employees are expected to throw away or take home any food containers at the end of each workday.
- Any containers in the refrigerator that are found to be over two (2) days old will be thrown away or recycled.
- Employees are mandated to disinfect the fridge door handle after use.

These procedures apply to all Janick Electric Ltd. employees who use the refrigerator.

### **Microwave Cleanliness**

- All employees using the microwave will be expected to cover their food appropriately while heating to minimize unnecessary spills and messes inside the microwave.
- Where spills or splatters occur that create a dirty microwave, the employee will be required to clean the microwave using the cleaning supplies available in the break/lunchroom.
- Employees are mandated to disinfect the microwave door handle and all buttons after use.

These procedures apply to all Janick Electric Ltd. employees who use the microwave.

### **Washrooms**

Janick Electric Ltd. washrooms are equipped with clean, modern washroom facilities. Employees are expected to help maintain the cleanliness of these facilities by placing used paper towels and refuse in the appropriate bins, flushing toilets and urinals after use, and avoiding the creation of any unnecessary spills and messes.

- Employees are directed to hang all personal protective equipment on the hooks provided to minimize the possibility of the contamination of work clothes.

- Employees must follow the Hand Washing procedures provided in this Health and Safety Manual before returning to their work area after contamination.
- Unsafe conditions (e.g. wet floors) and malfunctioning equipment must be reported to Scott or email [brenda.mcdonald@janickelectric.com](mailto:brenda.mcdonald@janickelectric.com).
- Employees are expected to disinfect all surfaces touched with disinfectant spray and paper towel or a disinfectant wipe after use.
- Do not remove the disinfectant spray bottle from the washroom. A disinfectant spray for areas outside the washroom and break room can be found at the desk adjacent to reception.

### **Individual Workspaces**

Employees working in a shared environment must keep their workstations tidy as cleanliness shows respect for yourself and the other staff members. Employees should:

- Ensure that their workspace is free from all health and safety hazards.
- If you discover a health and safety hazard, report it to management immediately.
- Keep clutter to a minimum; this means ensuring all papers, documents and other files are not left lying around in stacks either on the floor or on the desk/work area;
- Ensure garbage is not left lying on the desk or in your work area. Utilize the appropriate garbage and recycling receptacles for any refuse;
- Ensure that personal items, such as shoes, coats, purses, umbrellas, etc., are not placed in such a way as to create a tripping hazard. Personal items should be stored in an organized manner in appropriate areas.
- While it is permissible for an employee to have their mug for coffee or tea or an extra sweater, etc., an excess amount of personal items should be avoided.
- Disinfectant spray can be found at the desk adjacent to reception for employees to clean their desks and other surfaces. This spray must be returned promptly after use.

### **End of Shift**

At the end of each shift and before leaving the workspace, each employee shall:

- Clean their work area and restore any tools/materials that have been used to their assigned storage space;
- Dispose of accumulated waste and remove unused materials from the workstation;
- Ensure that any dishes used have been cleaned or put in the dishwasher;
- Empty the shredder basket;
- Report any necessary preventive maintenance that should be completed for tools and equipment; and
- Report changes in inventory and supplies, if applicable.

### **Worksite Location**

A well-organized and maintained project is a safe project for all. Good housekeeping on a project is the responsibility of every employee. All workplaces shall be free of debris and have a straightforward means of access and egress. Everyone benefits from proper housekeeping, as the housekeeping failures of someone else, can become a hazard for anyone who uses the area.

- Every employee is expected to follow the policies and procedures established by Janick Electric Ltd. when on the job. When at the worksite location, the policies and procedures of the Host Contractor take precedence.
- Material and equipment must be stored and moved in a manner that does not endanger the worker. If the material or equipment is to be piled or stacked, then it must be done in a way that prevents the material from tipping, collapsing, or rolling. If material is stored or piled in a corridor, it must be placed uniformly on one side to allow access to the area by emergency services.
- Clean up spills and leaks immediately (see Minor Spill Procedure below).
- Sweep up pieces and scraps after activities that produce such debris.
- Ensure mats and rugs lie flat and remove obstacles from pathways, aisles, access and egress.
- Waste material and debris shall be removed to a disposal area, and reusable material shall be removed to a storage area as often as is necessary to prevent a hazardous condition arising and, in any event. This shall be conducted at least once daily.
- Waste material and debris shall be removed to a disposal area, and reusable material shall be removed to a storage area as often as is necessary to prevent a hazardous condition arising and, in any event, at least once daily.
- Employees are directed to hang all personal protective equipment on the hooks provided to minimize the possibility of the contamination of work clothes.

## **Lighting and Illumination**

Adequate electrical lighting will be provided to support safe working conditions. However, insufficient light must be addressed and corrected to allow for the correct distribution of light required for the job.

- Additional lighting will be supplied in consideration of:
  - Type of task being done (such as demands for speed and accuracy);
  - Type of surfaces (does it reflect or absorb light);
  - General work area.
  - The individual's requirement.

- Contact maintenance for light bulb replacements.

### Minor Spill Procedure

1. Isolate the area, place *CAUTION - Wet Floor* sign as a visual alert to prevent others from walking near or through the minor spill
2. Alert people in the immediate area of the spill
3. Ask someone to bring paper towels if none are readily available
4. Absorb liquid with paper towels and dispose of until the area is clean and dry
5. Clean sticky patches with a small amount of soap and ensure all soap residue is wiped clean
6. Cover Minor solid spills with a slightly damp paper towel if the material is dusty or powdery
7. Sweep solid spills into a dustpan and dispose of them in the garbage bin

NOTE: Major spills must be dealt with under the procedures listed in the **Spill Prevention and Response Policy**.

Failure to abide by the guidelines outlined in this policy will result in disciplinary action up to and including termination of employment.

### Supporting Documents

- Spill Prevention and Response Policy
- Slips, Trips and Falls Policy

## **Spill Prevention and Response Policy - Ontario**

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### **Intent**

This policy intends to create guidelines for spill prevention and spill response. Chemical spills have the potential to cause adverse health and environmental effects. As such, Janick Electric Ltd. is committed to preventing chemical spills in all of its operations. Furthermore, if a spill occurs, Janick Electric Ltd. will ensure that the proper response is taken to mitigate any associated risks and follow all legislative requirements.

### **Guidelines**

#### **Prevention**

#### **Responsibilities**

##### Janick Electric Ltd.:

- Assess the workplace for any possible hazards associated with spills;
- Prepare a written hazard assessment which will be reviewed periodically and modified as required;
- Take all precautions to eliminate or control all identified hazards;
- Identify a Spill Coordinator when a spill hazard is identified;
- Involve workers in the hazard assessment and control process;
- Educate all workers on the hazards and the methods of elimination or control.

##### Spill Coordinator:

In the event of a spill, the Spill Coordinator shall ensure that Janick Electric Ltd. is notified immediately and may assist in response action as dictated by the Company. For all hazardous spills, the Spill Coordinator shall:

- Report all spills to the Janick Electric Ltd. Representative immediately.
- Report spills to the Ministry of the Environment and Climate Change's Spills Action Centre and the municipality as soon as possible.
- Mobilize on-site personnel, equipment, and materials for containment and cleanup commensurate with the extent of the spill.
- Assist the Emergency Response Contractor and monitor containment procedures to ensure that the actions are consistent with the requirements of this Spill Plan.

- In consultation with appropriate agencies, shall determine when necessary to evacuate spill sites to safeguard human health.
- Coordinate with appropriate agencies the need to contact other parties or agencies.
- Be responsible for completing a Spill Report Form within 24-hours of the occurrence of a spill, regardless of the size of the spill.

#### Workers:

Janick Electric Ltd. employees shall notify their immediate supervisor/manager or the Spill Coordinator immediately of any spill of a hazardous liquid, regardless of volume and:

- Take all necessary precautions to protect the health and safety of themselves and other workers.
- Participate in all training.

#### **Storage and Handling**

- Janick Electric Ltd. will ensure that all substances are stored in safe locations in compliance with all legislation and manufacturer's specifications
- Janick Electric Ltd. will ensure that all substances are handled appropriately according to health and safety guidelines and safe work practices

#### **Kits and Personal Protective Equipment**

- Spill response materials or spill kits will be readily available for any anticipated spills
- A proper spill kit will contain the appropriate supplies, including personal protective equipment for materials that may be spilled
- Supplies will be easily accessible when required and will take into account both the type and quantity of materials
- The contents of spill response kits shall be periodically inspected (Insert how the inspection schedule) to ensure the adequacy of spill response supplies

#### **Training**

- Employees are provided with training on spill prevention and response procedures
- Employees will be instructed on the proper response procedures for spilled materials
- The training will include materials available for use, proper waste disposal, and communication procedures

## **Safety Data Sheets (SDS)**

- Location of SDS will be found in the site plan provided by the constructor
- SDSs will have specific information on "Preventive Measures," which will outline the specific procedures to be followed if the product is spilled
- Employees will be trained on how to read and where to find SDSs
- Employees must be trained to read supplier labels on containers of hazardous materials
- Additional training will also be provided when any new product is introduced into the workplace

Assessments shall be required once a spill has occurred to assist in the determination of the following:

- What components make up the spill?
- How dangerous is the spill?
- How far has the spill travelled?
- What damage has been or may be caused by the spill?
- What corrective action is required to alleviate the damage caused by the spill?
- Is there any environmental damage?

## **Reporting**

Janick Electric Ltd. will immediately report to the Ministry of the Environment and Climate Change's Spills Action Centre and the municipality any spills caused by the company or caused when the company had control of the substance immediately before the spill occurring and if the spill could:

- Cause harm or material discomfort to a person
- Damage property or cause injury to animal life
- Impair the quality of the natural environment (air, water or land)
- Cause adverse health effects
- Create a safety risk
- Render the environment unfit for use
- Create a loss of enjoyment of the regular use of the property
- Disrupt with the normal conduct of business

Reports to the Ministry of the Environment and Climate Change's Spills Action Centre can be made by calling:

- 1-800-268-6060  
(toll-free, province-wide, 24/7)
- 416-325-3000 (Toronto area)
- 1-855-889-5775 (TTY)

### **Information Required when Reporting**

When reporting a spill to the Ministry of the Environment and Climate Change's Spills Action Centre, Janick Electric Ltd. will ensure the following information is provided in compliance with Ontario Regulation 675/98:

- Company phone number (416)-635-8989
- The time and specific location of the spill
- The type and quantity of the spilled material
- The cause of the spill
- All adverse effects that are or could be happening
- Any conditions that may aggravate or mitigate the effects, such as weather conditions and proximity to water sources
- What actions are currently being taken to control the spill and the general status of the spill

### **Non-Compliance**

Janick Electric Ltd. understands that if we are responsible for a spill and cannot clean up the spill properly, the Minister has the authority to order those responsible for cleaning it up under the Environmental Protection Act. As well, failing to do so could result in the ministry undertaking the cleanup and recovering from the company the costs.

### **Transportation of Dangerous Goods**

In the event of a spill or leak during the transportation of dangerous goods (as outlined by Transport Canada), the following guidelines must be met:

- Move your vehicle to a safe location
- Evacuate to a safe distance, get upwind and call 911 or the local fire and police departments
- Keep people away and upwind and isolate the area



- Do not attempt to clean up or stop a spill unless you are trained to safely do so and have the appropriate personal protective equipment (or PPE)
- If you have a reportable quantity, contact the required authorities
- Follow the Emergency Response Assistance Plan, if one applies
- For dangerous goods emergencies, call CANUTEC at 613-996-6666 or \*666 on a cellular phone

## Emergency Preparedness Policy

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### Intent

Janick Electric Ltd. is committed to supporting the welfare of its employees and visitors to the premises. The purpose of this emergency response plan is to ensure human safety, minimize property damage, and assure rapid and responsive communication to all parties involved. This plan has been created to address all types of emergencies affecting Janick Electric Ltd in a coordinated and systematic manner.

This plan also establishes processes and procedures for appropriate responses to major emergencies and assigns roles and responsibilities for the implementation and execution of the plan in the event of an emergency or catastrophe. The guidelines shown in this plan are intended to keep Janick Electric Ltd. employees prepared if premises or facilities become unsafe due to calamity. In all cases, the responsibility for initiating an evacuation in the case of an emergency is the responsibility of the person in charge where the emergency is occurring. As this is a general guideline, site-specific emergency plans must still be developed for workers in the field. Employees will be made aware of all emergency and security measures at all work sites. All employees must adhere to the emergency and security procedures at our head office, on-site, or defined by the client. Any questions regarding emergency and security should be directed to your supervisor.

Please note that while working on any construction site, you must follow the Health & Safety Policies, Procedures and Practices provided by the General Contractor on-site, which includes their Emergency Response Plan.

### Definitions

**Emergency** - For this plan, an instance or combination of unsafe conditions that pose a threat to people or property, including instances of fire or smoke; natural disaster or severe weather; chemical, biological or radiological incidents; and structural failures.

**Fire or smoke** - Any blaze (fire) of combustible materials causing danger of burns from fire or suffocation or choking from smoke inhalation. This can also include fires nearby where there is a clear danger of the fire spreading to or causing the air to become un-breathable due to smoke.

**Natural disaster or severe weather** - Any emergency caused by inclement weather conditions or tectonic activity. Natural disasters include tornadoes, floods, earthquakes, mudslides, hurricanes, lightning strikes, avalanches, blizzards, ice storms, severe thunderstorms, and so on. In some cases, a natural disaster may also include excessive periods of intensely cold weather or excessive periods of intensely hot or humid weather.

**Chemical, biological, or radiological incident** - This may include releasing toxic chemicals or other dangerous agents within the vicinity, including natural gas leaks, harmful bacteria, viruses, or other biological dangers; release of or exposure to ionizing radiation.

**Structural failures** - Any damage to property or premises that causes unsafe conditions due to structural failure. Failures or pending failures include but are not limited to bomb threats, collapsed walls, ceilings, or foundations; burst water mains; electrical power outages; and so on.

**Authority in charge** - e.g. Police, Fire Department, the Ministry of Labour, Gas Company, Utility Company, Property Owner, Agent, etc.

**Critical Injury** – (Reg. 420/21) An injury of a serious nature that:

- Places life in jeopardy;
- Produces unconsciousness;
- Results in substantial loss of blood;
- Involves the fracture of a leg\* or arm\* but not a finger or toe\*\*;
- Involves the amputation of a leg\*, arm\*, hand or foot but not a finger or toe\*\*;
- Consists of burns to a major portion of the body; and or
- Causes the loss of sight in an eye.
- *\*The ministry considers the leg to include an ankle or foot and the arm to include a wrist or hand.*
- *\*\*Although the regulation specifies that the fracture or amputation of a single finger or toe is not a critical injury, a fracture or amputation of **more than one** finger or toe is considered a critical injury.*

## Guidelines

In general, employees must report an emergency event immediately to a member of management or other appropriate authority.

Once the emergency has been ascertained, response or assessment teams will be the first to respond to the incident. They will assess the severity of the emergency and communicate immediately with assigned groups as appropriate. Response or assessment teams are composed of at least one person per department to coordinate and instruct co-workers. In addition, these teams will coordinate emergency or evacuation efforts within their areas of responsibility.

Not all emergencies will require the same level of response. Appropriate responses will be dictated by the event's severity and its effect on the health and safety of employees, visitors, and property. Only authority officials or their designates have the authority to declare a state of emergency.

## Responsibilities

*\*Responsibilities in an emergency will be delegated among various response or assessment team members.*

### Managers and Supervisors:

- Develop, revise, and update the Emergency Response Plan policy as required;
- Know the evacuation procedures for the areas under their supervision;
- Provide training to all employees and conduct routine evacuation drills;
- Know the general whereabouts of their employees at all times;

- Ensure exit paths and fire doors are kept clear and unobstructed at all times;
- The Superintendent, Safety Officer, and Lead Hand must become experts on the facilities at every new project start-up and know the location of:
  - The water shut-off valves and standpipe;
  - The fire hose cabinets shut-off valves;
  - The electrical main breaker locations; and
  - All entrances and major access routes to the site.
- At project start-up, the project manager or a competent replacement shall establish a written emergency procedure for each specific safety plan which shall contain the contact phone numbers to the local Police department, the local Fire Department, the local Hospital, and the nearest Ministry of Labour office.
- The project supervisor will develop an emergency evacuation plan specific to the site.
- The project manager will communicate the emergency evacuation plan to all subcontractors, visitors and personnel on-site and the location of:
  - Emergency telephones and contacts;
  - Evacuation meeting zone;
  - First Aid Stations;
  - Location of washroom facilities;
  - Location of other fire protection equipment. (e.g. fire extinguishers); and
  - Location of overhead powerlines.
- Provide first-aid training to first-aid attendants on an ongoing basis to maintain optimal response capabilities.

#### All Workers, Subcontractors, and Visitors:

- Follow the instructions of the supervisor or designate when there is a need to evacuate the work area;
- Know the two safest and most direct evacuation routes for their work area(s);
- Attend the safety and evacuation training provided by Janick Electric Ltd.;
- Know the designated Emergency Assembly Area;
- Advise the immediate supervisor/manager immediately when an incident occurs;
- Cooperate and provide all necessary information to management and supervisors regarding incidents when required;
- Assess the emergency and take personal safety measures.

## **Procedures**

### **Worksite Emergency Evacuation Procedure**

During the on-site mobilization process, the project supervisor will develop an emergency evacuation plan specific to the site as soon as practical. The site drawing or plan shall contain the following minimum information and be posted in the site trailer and at each First Aid Station. This emergency evacuation plan shall be communicated to all subcontractors, visitors and personnel on site:

- Location of entrances and major access routes to the site;

- Location of site office;
- Location of emergency telephones;
- Location of evacuation meeting zone;
- Location of First Aid Stations;
- Location of washroom facilities;
- Location of fire and other protection equipment. (e.g. Fire Extinguishers);
- Location of overhead powerlines

### **Worksite Emergency Communications**

The project manager or a competent replacement, together with management, shall establish a written emergency procedure for each specific safety plan which shall contain the following details, and shall be posted at each First Aid Station and contain:

- Telephone No. of local Police
- Telephone No. of local Fire Department
- Telephone No. of local Hospital
- Telephone No. of nearest Ministry of Labour office

### **Emergency Response Planning**

This plan intends to outline measures to prepare and respond to emergencies that may arise on our projects. Site supervisors in collaboration with project management will ensure that all contractors and personnel make adequate preparation for an emergency

### **Fire Or Smoke Procedure**

Extinguish the fire if it is small. Obtain the nearest fire extinguisher and pull out the safety pin. Aim the fire extinguisher nozzle low at the base of the fire, depress the trigger, and move the nozzle slowly upward with a sweeping motion. Do not aim the nozzle at the middle or the top of the flames.

#### **If fire cannot be extinguished:**

- Rescue anyone in immediate danger IF IT IS SAFE FOR YOU TO DO SO.
- Activate the nearest fire alarm and alert employees of the fire and the location. Contact the local fire department and follow their instructions. Assign someone to guide the response personnel to the fire.
- Contain the fire if it is safe to do so.
- Close all doors, fire doors, and windows near the fire.
- Shut off all fans, ventilators, and air conditioners.
- Evacuate the building immediately using the nearest and safest exit. Keep low to the floor to avoid inhaling smoke. Close all doors behind you as you leave.

- Report to the designated emergency evacuation area. Immediately report any employees, customers, visitors, contractors, or individuals who have remained in the building or refused to leave.
- Do not return until the fire department has declared safe to do so.
- Hoses connected to building systems are not used for trained firefighters only.

*If you cannot leave your work station or have returned to it due to fire or heavy smoke:*

- Close all doors to prevent the entry of smoke and fire;
- Dial 911 to notify the authorities and inform them of who and where you are;
- Signal to the firefighters by any means possible to draw attention to yourself;
- If possible, seal all cracks where smoke can get in;
- Crouch low to the floor if smoke begins to enter your area;
- Move to the nearest protected location in the room or area;
- Wait to be rescued and remain calm;
- Do not leave the area;
- Do not panic or jump; and
- Listen for instructions or information given by authorized personnel.

## **Use Of Fire Extinguishers**

Fire extinguishers are part of a safe workplace and will be readily available near all open-flame operations, including welding operations, fuel-fired equipment. Where combustible or flammable liquids are stored, they are handled or used. See **Fire Extinguisher Safe Work Practice** and **Fire Suppression How to use a Fire Extinguisher** policies in this manual.

- Fire extinguishers are to be routinely inspected by a competent person every month and tagged as such, indicating the date of inspection and who completed the inspection
- Sites will be equipped with 4A408C class fire extinguishers
- Not all fire extinguishers work for all types of fire. All workers must know the difference between the classes of dry chemical fire extinguishers and be trained on the proper handling and use of them

<b>CLASSIFICATION OF DRY CHEMICAL FIRE EXTINGUISHERS</b>	
<b>CLASS A - ORDINARY FLAMMABLE</b>	Trash, Cloth, Wood, Rubber, Paper, Plastics
<b>CLASS B - FLAMMABLE LIQUIDS AND GASES</b>	Oils, Gasoline, Oil-Based Paints, Propane Acetylene, Gases, Solvents
<b>CLASS C - ELECTRICAL</b>	Motors, Switch Gears, Electrical Panels, Electrical Wiring

## **Office Fire Procedure**

All office employees should familiarize themselves with the manual fire alarm pull stations and the building's exits. All fire extinguishers/fire hoses shall be marked throughout the building

- To report an emergency (fire, first aid, ambulance, spill, etc.) requiring any help, you are required to call a supervisor immediately afterwards
- If you see a fire and cannot put it out with a portable fire extinguisher, activate the "pull station," call 911, then contact your supervisor
- Exit the building and go to the designated meeting place
- The supervisor shall take a headcount to confirm that everyone in the department has safely evacuated the building
- Do not return to the building until the fire department has given the all-clear

## **Natural Disaster Or Severe Weather Procedure**

- Account for all employees and visitors, ensuring that everyone is inside the facility.
- Close all windows, curtains, and blinds and instruct all employees and visitors to move away from windows.
- If necessary, gather employees and visitors into the basement or, if no basement is available, into bathrooms or another enclosed area.
- Listen to all weather reports for updates. Do not leave the basement or enclosed area until the weather warning has been lifted.
- Stay calm. Encourage others to stay calm also.
- Have portable radios available, along with extra batteries.
- Be prepared for isolation at the premises. Ensure that emergency equipment and supplies are available or readily obtained.
- Please do not attempt to leave the premises until it is safe.

## **Chemical, Biological, or Radiological Event (On-site, related to Janick Electric Ltd.)**

**If a spill is beyond the scope of a Spill Response Procedure (refer to the Spill Prevention and Response Policy):**

- Notify managers and human resources immediately.
- Report the situation to the appropriate authorities and follow any instructions given.

## **Chemical, Biological, or Radiological Event (Off-site, unrelated to Janick Electric Ltd.)**

- Stay calm and get to a safe location. Do not attempt to leave the premises. Instead, contact your immediate supervisor for instruction.
- If you've come in contact with the hazard or believe you might have been exposed to the hazard, notify your supervisor and call 911 immediately. Alert the operator of your situation and exposure.

- If you are unsure, always seek proper medical advice through Telehealth Ontario at 1-866-797-0000.
- Janick Electric Ltd. prioritizes employee and public safety and will strictly adhere to the recommendations set out by the municipal, provincial, and federal government.
- Any changes made due to the emergency will be communicated to employees as soon as possible.

### **Structural Failure Procedure**

The purpose of this procedure is to inform employees or visitors of precautions to be taken in the event of a structural failure. In the event of a power outage:

- Gather flashlights and other needed supplies;
  - Check on all employees and visitors to ensure their safety;
  - Ensure all backup or emergency lighting is fully operational; and
  - If the power outage is prolonged, consult with managers to dismiss employees for the remainder of the day.
- In the case of water, heat, or other utility disruptions:
    - All attempts will be made to determine the cause of the disruption and the probable length of shutdown;
    - Where required, the local utility provider will be contacted to assess and resolve the situation; and
    - If the shutdown is prolonged, consult with management to consider dismissing employees for the day.
  - If ceilings, walls, or the foundation collapse:
    - Exit the building immediately following your evacuation procedures;
  - If exits are sealed:
    - Find a sturdy piece of furniture such as a desk or sofa and get under it, or directly beside with your body lower than the height of the object;
    - If you cannot fit, lean up against an interior wall;
    - Cover your head and mouth to prevent dust inhalation; and
    - Avoid exterior walls and reduce movement around the room; and
  - If trapped:
    - Remain calm, orient yourself, and signal for help;
    - Depending on the situation, signalling will include tapping on walls or pipes to carry sound, calling out, or dialling for help using a cellular phone; and
    - If possible, move extremities slowly for circulation until help can find you.



### **Bomb Threat Procedure**

In the unlikely event of a bomb threat, it is impossible to distinguish valid threats from hoaxes. Therefore, all threats will be treated as real to protect lives and property. As a result, the premises will be evacuated immediately, or the company will follow guidelines given by the authority in charge.

### **Missing Employee or Visitor Procedure**

- The response or assessment team member will direct employees to systematically search the premises inside and outside (if safe to do so), including rooms, bathrooms, offices, and other areas.
- If a search of the premises proves unsuccessful, the response or assessment team member shall notify local law enforcement by calling 911. Describe the missing person or a photograph (if available). The authorities will assume control of the search from this point.
- The family or responsible party of the missing person shall also be notified. Explain what is being done to find the missing person and that the local law enforcement has also been notified.
- All previously contacted persons and law enforcement shall be notified if the missing person turns up due to search or of their own accord.

### **Employee and Visitor Evacuation Procedure**

If an evacuation of the premises is necessary for response to an emergency, employees and visitors must follow the steps below:

- Stop working and shut down any equipment in use;
- Proceed to the posted emergency exit, following posted evacuation routes;
- Use stairwells instead of elevators;
- Touch doorknobs and door handles carefully to check for heat; and
- Proceed to the designated meeting area (unless otherwise instructed).

### **Emergency Response Plan**

This plan intends to outline measures to prepare and respond to emergencies that may arise on our projects. In collaboration with project management, site supervisors will ensure that all contractors and personnel make adequate preparation for an emergency.

### **Primary Considerations In Case Of Emergency At Worksite**

- Stabilize the situation to the extent possible
- Ensure that there is no immediate danger to workers
- Ensure medical assistance is provided

- Preserve the accident scene
- Ensure no further damage occurs by:
  - Cutting off the power, gas, water lines, etc.;
  - Shore, brace, secure or stabilize area from further damage;
  - Isolate the area where it is not practical or safe to stabilize;
  - Ensure the public and workers are protected
- Restore access and services as soon as possible when permitted by the authority in charge.
- Always comply immediately with any instruction or order given by the authority in charge.

### **Evacuation Contingency Plan**

In a critical emergency (e.g. uncontrollable fire), the evacuation plan will be as follows:

- Evacuate the site and office areas through the nearest exits;
- Have all personnel meet in a designated gathering zone as far from the fires, spills, or other hazards as necessary so a headcount can be taken;
- Evacuation route kept clear for emergency vehicles, e.g. Fire, police, EMS;
- Notify the Vice President, the Project Executive, the Project Manager, the Project Administrator, the Safety Officer(s), and the field Ops Manager immediately of the fire, spill or other hazards.

### **Emergency Response Warning System And Equipment**

When an emergency arises, start the emergency response process. This may be an individual on the project or someone in authority. It may be necessary to have a siren, horn or whistle signal to alert individuals that an emergency exists, so that appropriate action is taken.

- During orientation, workers will be informed as to site procedures for emergency warning actions.
- All emergency response equipment shall be regularly inspected and maintained according to the manufacturer's requirements.

### **Medical Emergencies**

All medical emergencies must be dealt with *immediately*. Contact the supervisor, allow first-aid attendants to attend to the person in need, and contact 9-1-1.

DO NOT crowd the first-aid attendants and person(s) experiencing the medical emergency.

### **ALWAYS CALL AN AMBULANCE FOR:**

- **Suspected Health Issues:**
  - Such as Heart Attacks, Stroke, Seizures, Major Allergic Reactions, etc.; and
- **Traumatic And Critical Injuries:**
  - When somebody is unconscious and unresponsive;
  - When somebody has suffered trauma;
  - Anytime there is uncontrolled bleeding and a substantial loss of blood;
  - Possible bone fractures or breaks;
  - Possible spinal /neck injury;
  - Severe burns;
  - The possible loss of sight in one or both eyes;
  - There's an inability to breathe or catch one's breath; and
  - The injured person requests an ambulance;

### **Transportation To Medical Facility:**

When an injured person requires transportation to a medical facility, an ambulance should always be considered. When an ambulance is deemed unnecessary, transportation to a medical facility must always be taken with caution TO AVOID FURTHER INJURY. A designated first-aid attendant must accompany the injured person *in addition to the designated driver*. The injured worker must not operate a vehicle alone to access a medical facility.

### **When calling emergency services for help, you will need to provide the following information:**

- Your name
- What is the emergency
- What assistance is required
- Your exact location
- Nearest exit door

If an evacuation is not necessary, have an employee wait outside to flag the emergency vehicle(s) to the nearest entrance and lead them to the situation, if possible.

### **Supporting Documents:**

- Critical Injury Response Policy
- Fire Extinguisher Safe Work Practice
- Workplace Violence, Harassment, and Sexual Harassment Policy

## Vehicle Fleet Safety Policy

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### Intent

Janick Electric Ltd. had adopted this policy to provide our employees with a set of guidelines to ensure the safe operation of company vehicles while under the employ of Janick Electric Ltd., and to provide a set of procedures for acceptable use when operating Janick Electric Ltd. owned and operated vehicles, or while travelling on Janick Electric Ltd. Business locations. Driving and the use of company vehicles are privileges that must be taken seriously. It is essential to understand your responsibility as a Company Vehicle driver. These privileges are conditionally granted to maintain a safe working environment and safety while on the roads. All federal, provincial, and municipal laws are to be adhered to.

This policy refers to all of our employees eligible to use a Company Vehicle and those who drive a Company Vehicle as part of their daily job duties. Company Vehicles are to be used for company purpose only. These vehicles are not to be used for personal use.

### Definitions

**Criminal Traffic Violations** - Careless or dangerous driving, Criminal negligence, Driving impaired (blood alcohol level over 0.08 in Ontario), Driving while under suspension, Failing to obey police, Failing to remain at an accident scene, Motor manslaughter, Operating a motor vehicle without insurance, Racing, Speeding 50 km over posted speed limit (or set limit in your province), Refusing a breathalyzer test, Stunting/drag racing. Violation of license conditions (alcohol-related).

**Major Traffic Violations** - Distracted driving (most often texting or holding a mobile phone and driving), False statement of insurance, Failure to follow restrictions in a school zone or improper passing zone, Failing to report an accident, failure to report damage to highway property, Failure to stop for an emergency vehicle, Failing to stop or improper passing at a school bus, Producing false evidence of license or insurance, Speeding in a construction zone, Violation of license conditions (non-alcohol).

**Minor Traffic Infractions** - Crowding vehicle with more people than seatbelts, Defective brakes, Driver's license violations, Driving with an insecure load, Driving with open alcohol in vehicle, Driving without an up-to-date inspection sticker, Failing to share the road, Failing to signal, failure to use seatbelts, Failing to yield to another vehicle or pedestrian, Failure to surrender your license to authority, Failure to produce evidence of insurance to authority, Failure to carry an insurance card, Following too closely, Headlight offences, Improper driving in a bus lane, Improper opening of door, Improper passing, lane change or turn, Improper railway crossing, Improper towing, Improper use of divided highway, Obstruction of license plate, Obstructing the view of other drivers, Obstructing traffic, Overloading, Seatbelt infraction, Speeding, Stop sign or traffic light infraction, Unnecessary noise, Unnecessary slow driving, Unsafe move, Unsafe or prohibited turn, Unsafe vehicle, Use of radar warning device, Wrong way on one way.

**Collision** - The Ministry of Transportation of Ontario (MTO) defines a collision as "contact resulting from the motion of a motor vehicle or streetcar or its load that produces property damage, injury, or death."

**Accident** - Under the no-fault benefits legislation, an "accident" is defined as "an incident in which the use or operation of an automobile directly causes an impairment" (Statutory Accident Benefits Schedule, O. Reg. 34/10, s. 3(1) under *Insurance Act*, R.S.O. 1990, c. I.8).

**Incident** - The occurrence in a sequence of events that produces unintended injury, death or any form of property damage. Incident refers to the event, not the result of the event. Occurs whenever "traffic accident" or "collision" is indeterminate.

## Guidelines

Any Janick Electric Ltd. employee that operates a Janick Electric Ltd. owned and operated vehicle or a personal vehicle while conducting Janick Electric Ltd. business is required to:

- Comply with this policy and its associated procedures;
- Know and abide by all Federal and Provincial driving laws in all areas where they operate vehicles while conducting company business;
- Hold a valid driver's license in good standing and valid for the type of motor vehicle being used;
- Carry their license at all times;
- Legal driving age;
- Carry current vehicle registration and insurance at all times;
- Provide Motor Vehicle Records periodically or whenever asked by the Management to reassess employees' driving records to grant continued company vehicle privileges;
- Notify managers of any health and safety concerns (unsafe or potentially hazardous) so that they may be dealt with promptly;
- Use appropriate safety equipment as required;
- Report any incident, injury or hazard;
- Conduct a walk-around inspection before operating a vehicle;
- Wear a seatbelt all times, including all stages of pregnancy, and ensure that passengers do the same;
- Headlights are required to be turned on between one-half hour before sunset and one-half hour after sunrise, and any other time of poor light conditions, such as fog, snow or rain, which keeps you from clearly seeing people or vehicles less than 150 metres away;
- Secure cargo inside, or on, Janick Electric Ltd.'s vehicles;
- Keep the vehicle (interior and exterior) clean and tidy at all times to reflect the professional standards of Janick Electric Ltd.;
- Adjust headrests, so the top of the rest is level with the top of the drivers and passengers heads; and
- Drive safely and courteously at all times.

Drivers are responsible for the security of Company vehicles assigned to them. Whenever the vehicle is left unattended:

- Ensure the vehicle engine is shut off;
- Ignition keys removed; and
- Vehicle doors are locked.
- If the vehicle is left with a parking attendant, only the ignition key is left.

### Company Driver Responsibilities

By accepting the role as a Driver, you agree to adhere to this policy and follow the rules of Federal and Provincial law while operating a Company Vehicle.

- The driver's responsibility is to alert the Management if their license has been revoked or suspended or when they cannot drive for any reason under our policy.
- All personnel who cannot meet the requirements of this policy shall immediately notify management and discontinue the operation of the company vehicle.
- Failure to meet the requirements of this policy may result in disciplinary action, including dismissal.
- All accidents must be reported to the police and management regardless of severity.
- Failing to stop after an accident and failure to report an accident may result in disciplinary action, including dismissal.
- Drivers must immediately report all summonses received for moving violations during the operation of a company vehicle to management

### Drivers

Only authorized employees of Janick Electric Ltd. are allowed to operate Janick Electric Ltd. owned and operated vehicles while conducting Janick Electric Ltd. business. If unauthorized personnel are caught driving a Company vehicle, the authorized employee whose vehicle it is will be subject to disciplinary action, up to and including termination of employment.

- Spouses and other family members are not authorized to drive the company vehicle.
- Exceptions to this are in emergencies and repair testing completed by a mechanic.

### **Safe Defensive Driving Techniques**

Drivers are expected to employ safe driving techniques at all times while operating Janick Electric Ltd. owned and operated vehicles. Examples of safe driving techniques include, but are not limited to:

- Maintaining a safe following distance between them and the vehicle in front of them, using the 3-6 second rule, depending on vehicle length;

- Drivers of heavy trucks should keep a minimum of a three-second interval when not carrying cargo and at least four seconds when fully loaded. Following distance should also be increased when adverse conditions exist;
- Checking blind spots and signalling in advance before changing lanes. Avoid driving in blind spots;
- Drivers must yield the right of way at all traffic control signals and signs requiring them to do so, including pedestrians and cyclists;
- Driving within the posted speed limit at all times;
- Operating the vehicle at speeds that are safe for the conditions, recognizing that, in some circumstances (e.g. rain or fog), this may be below the posted speed limit;
- Avoiding risk-taking when driving;
- Whenever passing or changing lanes, wait until the entire vehicle is visible in your rear-view mirror before signalling and pulling back into that lane;
- When waiting to make left turns, keep your wheels facing straight ahead. If rear-ended, you will not be pushed into the lane of oncoming traffic;
- When stopping behind another vehicle, leave enough space to see the car's rear wheels in front. This allows room to go around the vehicle if necessary and may prevent you from being pushed into the car in front of you if you are rear-ended;
- Avoid backing where possible, but when necessary, keep the distance travelled to a minimum and be particularly careful;
- Be alert of all other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on an amber "caution" light; Whenever a traffic light turns green, look both ways for oncoming traffic before proceeding.

## **Passengers**

While using (personal/company) vehicles for business purposes, Janick Electric Ltd. employees are (prohibited from carrying /allowed to carry) passengers, including clients. In addition, unauthorized personnel (e.g. Hitchhikers) are prohibited from riding in company vehicles.

## **Possible Road Safety Hazards**

### Use of Mobile Phones

Janick Electric Ltd. strictly prohibits handheld mobile devices while operating Janick Electric Ltd. owned and operated vehicles or while operating a vehicle on Janick Electric Ltd. business. This includes using the device to talk, text, type, dial or e-mail at any point when driving, including at stop signs or lights.

Drivers are permitted to use hands-free communication devices such as a cell phone with an earpiece, headset or Bluetooth using voice dialling or plugging into a vehicle's sound system. Voice-activated devices are the safest form of hands-free communication; however, if it must be turned on manually, drivers are only permitted to push a button to activate or deactivate the device's function. In addition, button-activated devices must be securely mounted in an easily accessible place that does not require the driver to adjust their position to reach.)

If an employee is driving and must make a manual phone call, they must first pull over or stop in a safe area that is not impeding traffic or is unlawfully parked. Employees are discouraged from stopping on the shoulder of busy highways unless in an emergency.

The only exemption from this policy is if the driver must call 9-1-1 due to an emergency and cannot stop to make the emergency call.

### Display Screens

Janick Electric Ltd. strictly prohibits employees from viewing display screens unrelated to driving (e.g. laptop or DVD screens). Drivers are never permitted to have their laptops open and in use while driving. Laptops should be shut off and safely stored.

If a passenger is using a laptop, they are not permitted to ask the driver to look at the laptop while they are operating the vehicle – this includes when at stop signs and lights. If the driver states that the passenger's use of a laptop is distracting, the passenger must turn off the laptop, close it, and stow it in a safe location.

If a laptop must be used, the driver must stop in a safe location that does not impede traffic or is an unlawful parking area.

### Global Positioning System (GPS)

Global Positioning Systems may be used only if the device is adequately secured to the dashboard or windshield and is programmed at the beginning of the trip before the driver leaves the parking area. In addition, the device should not be touched again while driving.

If the GPS must be used during the trip, the driver must stop or pull over in a safe location that does not impede traffic and is lawful for parking.

### Music

Radio and CD players may be used when in the vehicle but should be touched as little as possible and turned off if they are a distraction to the driver.

Employees are permitted to use their MP3 devices, provided that they have been set up before travelling and can be operated through the vehicle's entertainment system controls. However, employees are strictly prohibited from touching their MP3 devices directly during the trip.

### Fatigue

Janick Electric Ltd. expects all employees to arrive well-rested and ready to work. Fatigued workers may be adversely affected as fatigue reduces a worker's ability to perform mental and physical tasks, including driving a vehicle safely. Someone suffering from fatigue is more likely to:



- Have slower reaction times;
- Be unable to respond to changing conditions; and
- Take risks.

Employees experiencing fatigue are not permitted to drive. Instead, they must notify their manager to determine an appropriate course of action (e.g. arrange to have someone else operate the vehicle or, where possible, stop and rest until recuperated). Employees who refuse to operate a vehicle until they have rested and are no longer suffering from fatigue will not be reprimanded, provided that the refusal is based on the belief that operating the vehicle is unsafe to work.

Employees who are required to drive for long periods should utilize the buddy system whenever possible to share the driving responsibility and allow each individual a rest period.

### Alcohol, Drugs and Driving

Employees are not permitted to drive if unfit to do so (e.g., under the influence of alcohol, marijuana, narcotics, medications, or other drugs that are likely to affect your alertness or driving performance). Driving under the influence is against the law. It will not be tolerated by Janick Electric Ltd. All employees are expected to be fit for work and capable of performing all essential job duties. Employees must contact local authorities if they are unsure about their fitness to drive.

### Inclement Weather

During periods of inclement weather (e.g., snow, fog, rain, ice, hail, high winds), drivers should reduce their speed and allow for increased stopping distances. In addition, employees should be aware of hazards such as decreased visibility and traction and change their driving to suit these challenges.

If the inclement weather makes driving unsafe or the roads are impassable, Janick Electric Ltd. employees are directed to stop their vehicle in a safe position and wait until it is safe to proceed. If they have not yet left for their destination, drivers are directed to inform their immediate supervisor and manager as soon as possible to alert them to the situation and their inability to travel safely.

### Driving at Night

Drivers should exercise increased levels of caution while driving at night and take care to avoid "over-driving their headlights." Note: If the distance needed to reach a complete stop exceeds the distance you can see, you are overdriving at your headlights.

As with inclement weather, drivers should reduce their speed and drive safely.

### **First Aid Kits/Road Safety Kits**

All Janick Electric Ltd. owned and operated vehicles contain a first aid kit and road safety kit for use in case of emergencies.

Employees may operate their personal vehicles for Janick Electric Ltd. business purposes, and they are highly encouraged to carry a first aid kit and road safety kit.

### **In The Event Of An Accident Or Incident**

In the event of a motor vehicle accident or incident, Janick Electric Ltd. employees operating a Company-owned vehicle must, if possible:

- Move the vehicle to a safe spot, out of traffic, if possible;
- Assess the situation and call the appropriate authorities where necessary (Ambulance, Fire Department, Police);
- Obtain the appropriate contact information from the other parties involved in the accident, including their insurance information, names and phone numbers;
- Share their appropriate insurance information and contact information with the other parties involved in the accident;
- Record name(s) and address(es) of driver(s), witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene;
- Record pertinent information as soon as possible of the driver, witnesses, and occupants of the other vehicles:
  1. Date and time of incident/accident;
  2. Names of people involved (the driver, witnesses, and occupants of the other vehicles);
  3. Addresses and phone numbers (the driver, witnesses, and occupants of the other vehicles);
  4. The license plate numbers of other drivers involved;
  5. Insurance company names and the policy numbers;
  6. Vehicle information: make, year, model, colour (of all vehicles involved);
  7. Street names, city/town, intersection, etc.;
  8. Traffic lights, signs, signals, whatever you can remember;
  9. Any road and weather conditions; and
  10. Photographic evidence, if possible, of the scene, damage to property, injuries; or
  11. A hand-drawn illustration of the scene
- Provide the other party with your name, address, phone number, drivers license number, and insurance information;
- Immediately report the accident to management. Provide a copy of the accident report and your written description of the accident to management;
- Use the first aid/road safety kit, where required;
- Do not discuss anything with anyone and DON'T argue with anyone;

In an accident or incident, the driver is specifically directed **not to reference or assume any responsibility for the accident**. This direction is provided to permit the individuals investigating to

determine based on all the evidence and factors influencing the incident that may not be available to the driver.

- If injured, seek medical attention IMMEDIATELY.

### **Withdrawal of Company Vehicle Privileges**

Janick Electric Ltd. has the right to determine Company Vehicle operation eligibility based on personal driving records. This decision reinforces our internal safety system and ensures the public's safety. Failing to consider personal driving records holds the Company accountable in an accident or incident. Therefore, the privilege of driving a company vehicle may be withdrawn for any of the following reasons:

- Abuse or misuse of the vehicle;
- Failure to comply with Janick Electric Ltd.'s policies and procedures;
- A driver's abstract which becomes unsatisfactory while operating a company vehicle; and
- Conviction or a guilty plea to driving a company vehicle under the influence of alcohol or an illegal controlled substance.
- As soon as a license has been revoked or suspended
- Any Criminal Traffic Violation and Major Traffic Violation, recent or within the past three (3) years;
- Three (3) or more Accidents or Traffic Incidents (regardless of fault) in the last three (3) years;
- Three (3) or more Minor Traffic Infractions in the last three (3) years;
- Any combination of Accidents, Incidents and Minor Traffic Infractions which equal four (4) or more in the last three (3) years;
- Any event involving the driver where Janick Electric Ltd. deems that person unsuitable for the task for reasons related to safety and for reasons that may compromise the image of Janick Electric Ltd.

### **Vehicle Maintenance**

Employees required to operate a Janick Electric Ltd.-owned and operated vehicle must complete a pre-trip safety check to ensure that the vehicle is up to date with maintenance and is in safe operating condition. If a maintenance issue exists, employees are directed to fill out a vehicle maintenance form. Janick Electric Ltd. owned and operated vehicles will be subject to regular vehicle maintenance.

- Proper vehicle maintenance is a fundamental element of any fleet safety program to ensure a safe, roadworthy vehicle and avoid costly repair expenses and unexpected breakdowns.
- Registration and Inspection are the responsibility of the assigned driver.
- Drivers of the Ministry of Transportation regulated vehicles must inspect their vehicle before usage, documenting and notifying the company mechanic of deficiencies.

- In addition to inspections required by law for passenger vehicles, routine inspections of critical items, such as brakes, lights, tires, wipers, etc., must also be completed by drivers of passenger vehicles.
- The vehicle is expected to be kept clean, professional, and presentable (interior and exterior).
- The vehicle manufacturer's maintenance schedule should be referenced and closely followed regarding recommended maintenance intervals.

Supporting Documents:

- Vehicle Inspection Checklist
- Driver Abstract Policy
- Vehicular Accident Reporting Form

## Vehicle Inspection Checklist

DATE: _____		DRIVERS NAME: _____	
VEHICLE MAKE/MODEL: _____		YEAR: _____ PLATE # _____	
WHAT SHOULD I CHECK BEFORE OPERATING THE VEHICLE	YES	NO	
Oil level			
Brake fluid level			
Coolant level (check when cold)			
Windshield washer fluid level			
Adjust seat and controls			
Seat belts - check for operation			
Parking brake - hold against slight acceleration			
Foot brake - holds, stops vehicle smoothly			
Clutch and gearshift - shifts smoothly without jumping or jerking			
Engine Start-up (runs smoothly, warning lights)			
Doors and door locks operate correctly			
Steering - moves smoothly			
Lights -clearance, headlights, tail, license plate, brake, indicator turn signals, hazard, reverse			
Dash control panel - all lights and gauges are operational			
Mirrors cleaned and adjusted			
Vehicle reverse alarm (if fitted)			
Hydraulic systems - no evidence of leaks and system operate smoothly			
Check spare tire			
Check for car jack and tools (in working order)			
Horn - operational			
Emergency equipment			
First aid kit			
Blankets			
Check fuel gauge - Circle level at time of inspection 1/4 1/2 3/4 (full)			
Check vehicle documents (ownership, valid insurance, vehicle plate)			
VEHICLE FAULTS TO BE REPORTED IMMEDIATELY:			
<p>REMEMBER-WHAT SHOULD I DO BEFORE VEHICLE OPERATION:</p> <p>Initially read, understand and follow the manufacturer's operating manual. This will provide a wide range of information relative to the vehicle.</p> <p>Know how to operate the vehicle and use any related equipment or attachments safely.</p> <p>Be familiar with the location and function of all the controls.</p> <p>Develop a routine method of inspecting the vehicle.</p> <p>Before moving off, adjust the seat and mirrors and fasten seat belts.</p>			
DRIVERS SIGNATURE: _____		DATE: _____	
SENIOR MANAGEMENT REVIEW: _____		DATE: _____	

## Driver Abstract Policy – Ontario

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### Intent

Janick Electric Ltd. employees who operate a motor vehicle as part of their regular job duties will be required to provide the company with a driver abstract. This measure has been adopted to ensure the health and safety of our employees and the public at large and to protect the property and best interests of the organization.

### Definitions

**Driver Abstract** - A 3-year record of a driver - includes information such as a driver's name, licence number, class, expiry date, conditions/restrictions, and status information.

### Guidelines

Janick Electric Ltd. requires all employees who, for their position, are required to operate a motor vehicle to obtain a Driver Abstract through Service Ontario. Driver Abstracts are valid for three (3) years, upon which employees of Janick Electric Ltd. will be required to obtain a new one. Eligibility to drive a company vehicle is dependent on the adequate results of the Driver Abstract obtained by the employee.

Janick Electric Ltd. has the right to ensure the safety of its employees and the public at large; if an employee receives an inadequate driver abstract, Janick Electric Ltd. has the right to revoke the employee's use of any company vehicles.

If an employee's position is dependent on driving a motor vehicle, and the Driver Abstract obtained is severely inadequate, Janick Electric Ltd. has the right to revoke the employee's employment. Management will review all cases on a situational basis to determine the employment outcome for the employee with Janick Electric Ltd.

To order a Driver Abstract, you will need:

- Your Ontario Driver's License number or Registrant Identification Number (RIN), or your name and address;
- A valid credit card (Visa, MasterCard, American Express); and
- A printer to print your receipt and requested abstract(s).

All content in online abstracts is electronically transmitted as a PDF file by the Ministry of Transportation. Copies of the abstract will not be mailed.

An abstract does not contain personal address information.

## **Traffic Control Policy**

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### **Intent**

Janick Electric Ltd. has adopted this policy to ensure the ongoing health and safety of our employees, clients, visitors, contractors, subcontractors and the public at large. During construction operations, project worksites may present site-specific hazards that must be avoided by motor vehicles, workers on foot and pedestrians. Janick Electric Ltd. shall work to ensure that all hazards are identified and mitigated, controlled or eliminated using appropriate control measures, including creating appropriate traffic control plans and routes.

### **Guidelines**

#### **Traffic Control Plans**

Janick Electric Ltd. shall ensure that all construction projects and worksites are managed appropriately and that a Traffic Control Plan will be created for each project and site.

Janick Electric Ltd. Traffic Control Plans shall provide a comprehensive plan for the placement of materials, protective barriers, signage, flaggers, traffic control devices, and appropriate routes for motor vehicles and footpaths for pedestrians and workers on foot.

All Janick Electric Ltd. staff, contractors and subcontractors will be provided with a copy of the Traffic Control Plan before the commencement of the project. At all times, the Traffic Control Plan must be adhered to. If any hazard exists, the hazard should be reported to management immediately.

#### **General Requirements**

Janick Electric Ltd. shall ensure:

- Roadways and walkways are kept clear at all times;
- Barriers are utilized to ensure that access is controlled and limited; and
- Speed limits are posted and communicated appropriately.
- Generally, construction worksites shall have a maximum speed limit of 25 km/h.

Signage Janick Electric Ltd. shall ensure that appropriate signage is used to indicate speed limits, direct traffic, identify potential hazards, and provide PPE requirement information. To maximize its efficacy, Janick Electric Ltd. will ensure that all signage is clean, easily understood, and located in high-visibility locations.

## **Traffic Control Devices**

Janick Electric Ltd. may utilize various forms of Traffic Control Devices as appropriate, including, but not limited to:

- Roadblocks;
- Traffic pylons/cones; and
- Traffic barrels.

## **Work Zone Protection**

Janick Electric Ltd. may utilize various forms of Work Zone Protection as appropriate, including, but not limited to:

- Wooden road-block barriers;
- Concrete barriers; and
- Sandbag barriers;
- Various forms of fencing.

## **Definition**

**Traffic Control Person (TCP)** - A traffic control person, also known as a “flagger” or “signaller,” may also be known as a flag person (flag woman/flagman) or signaller. The primary role is to:

- Stop, slow, and safely direct traffic through work or construction sites.
- Protect workers in the construction zone by regulating traffic flow.
- Give traffic control directions and signals clearly and precisely so that motorists understand their meaning.
- Keep the flow of traffic moving with as few delays as possible.

## **Responsibilities**

### Senior Management:

- Traffic control work is performed in compliance with the provisions of: The Regulations for Construction Projects (sections 67-69, 104-106 and 186-187); the Ontario Traffic Manual for Temporary Conditions (Book 7 and Field Edition); and the Handbook for Construction Traffic Control Persons
- Ensure work can be carried out under legislative requirements, and corporate policy
- Appropriate machinery, equipment and protective devices needed to carry out work under legislative requirements and written safe working procedures are provided and maintained
- General and specific training is provided to all workers involved in work that requires traffic control procedures to be used
- A regular review of traffic control procedures is performed as the scope of the job progress

### Supervisors:



- Be familiar with the OHSA, applicable regulations and standards, and the Handbook for Construction Traffic Control Persons
- Identify hazards related to the specific road work conditions and implement effective traffic control measures for the protection of workers and pedestrians
- Evaluate and document work operations to determine where traffic control procedures, devices, and training is required, in consultation with joint health and safety committee and safety staff as necessary
- Ensure that all workers use or wear required personal protective equipment and devices when performing traffic control duties
- Provide appropriate machinery, equipment, and devices needed to carry out work and ensure good working condition
- Ensure that operators of vehicles, machines, and equipment are trained and hold a valid license or permit
- Ensure an approved Traffic Control Protection Plan is completed for all necessary work; that a copy of the plan remains on the project, and that all workers are familiar with the requirements of the plan

#### Employees:

- Work under the legislation, company policy, and specific traffic control plans
- Use or wear all equipment required to perform workplace-specific activities safely
- Report any violations, hazards or deficiencies in equipment to immediate supervisor without delay
- Assist supervisory staff in developing a traffic control plan for the specific work assignment
- Follow established procedures in the event of an injury, accident or emergency

#### Flaggers, Traffic Control Persons, Signallers:

Where public motor vehicle traffic is expected to be disrupted due to the project, Janick Electric Ltd. may utilize Flaggers or a Traffic Control Person (TCP) to assist in the direction of traffic. Janick Electric Ltd. shall ensure that drivers are warned that they will be entering a construction area where a flagger is present by placing appropriate signage ahead of the area. Flaggers will:

- Be required to wear high-visibility clothing and appropriate PPE. The high-visibility clothing must make the flagger visible from a minimum of 1,000 feet;
- Traffic Control Person shall be a competent worker;
- Ensure that the Stop/Slow sign is clean and undamaged;
- Use appropriate signage to direct traffic, using recognized symbols for "Stop" and "Slow"; and
- Be provided with appropriate forms of communication to assist them in the direction of traffic.
- Shall not perform any other work while directing vehicular and foot traffic;
- Arrange with supervisor for a meal, coffee, and toilet breaks. TCP's must not leave their post without supervisor's knowledge;
- Always have an escape route in case an oncoming vehicle cannot or will not stop;

- Maintain proper communication with other traffic control persons. If radios are used for communication, check batteries at the beginning of the shift. Carry spare batteries if necessary;
- Never direct vehicular traffic for more than one lane in the same direction;
- Always be alert to emergency services. Ambulance, police, and fire vehicles have priority over all other traffic;
- Report unsafe situations to the supervisor immediately. Never restrain a motorist forcibly or take out your anger on any vehicle;
- Always have paper and pen on the TCP if a license plate must be written down;

#### Signaler Responsibilities When Directing Construction Vehicles/Equipment:

- Work under the legislation, company policy, and specific traffic control plans
- Wear protective clothing and equipment as per legislation. company policy requirements (safety headwear and footwear, tear-away high visibility garment)
- Stand where they can be seen and where they can see the vehicle operator
- Remain in full view of the equipment operator
- Know the equipment's blind spots
- Make eye contact with the operator before signalling or moving to a new location
- Know and use the standard hand signals for traffic control
- Alert workers to keep clear of equipment's blind spots
- Use an alternate signalling device such as a whistle or air-horn in congested or noisy areas
- Stay out of the intended path of equipment
- Do not perform any other work while directing vehicles and equipment
- Ensure public, and worker safety comes first
- Never direct the public at all or in an unsafe zone

#### Operator Responsibilities:

- Maintain eye contact with the signaler
- Obey the signaler's directions
- In areas with other equipment operating, where possible, remain in the vehicle
- Know your vehicles blind spots
- Ensure all mirrors are in good condition and adjusted properly
- Sound horn twice before backing up
- STOP the vehicle immediately if the signaler or anyone else disappears from your view
- DO NOT back up without the help of a signaler if the view is obstructed
- DO NOT respond to unclear or multiple signals. Stop the vehicle until it is determined which signal to obey
- Worker and public safety take precedence over the work task. Ensure the path is clear and before proceeding

## **Fire Extinguisher Safe Work Practice**

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### **Intent**

Portable fire extinguishers must be installed, inspected, and regularly maintained to ensure proper operation in an emergency.

### **Protective Measures**

- Basic PPE (hard hat, safety boots & high visibility safety vest)
- Specialized PPE (respirator & gloves)
- Safe Work Practice, OHSA/ Regulations, Manufacturer's specifications and PPE

### **Selection & Use**

As per task requirement, particularly where any hot work is taking place

### **Supervisors' Responsibility**

- Ensure Workers are competent and trained in fire extinguisher use
- Ensure the proper fire extinguishers are selected and placed according to department requirements.
- Ensure Workers are competent with OHSA/Regulations.
- Install extinguishers according to the Fire Code.
- Locate extinguishers to visible, labelled and readily accessible for immediate use.
- Ensure that the operating instructions always face outward.
- Maintain extinguishers in a fully charged and operable condition.
- Keep extinguishers in good working condition in their designated places at all times.
- Visually inspect portable fire extinguishers monthly.
- Use a tag on each extinguisher that shows the dates of inspection, recharging or servicing, the name of the servicing agency, and the person who did the service.
- Service portable fire extinguishers at least once a year and whenever necessary.
- Keep written records showing maintenance items such as serial number and type of extinguishers, location, inspection date, description of tests, date of next inspection, date of annual servicing, comments and inspector's signature.
- Only allow service by trained persons with suitable testing equipment and facilities.

### **Workers' Responsibility**

- Ensure that you are trained in the selection and use of fire extinguishers
- Ensure that you have a fire extinguisher present during all hot work
- Check the cylinder to ensure that it hasn't been compromised, that the pin is in place and that the meter shows that it is full

- Check hose and nozzle for obstructions
- Check date of manufacture (if over five years since manufacture date, have it inspected by a service technician)
- Do not use a fire extinguisher that appears to have been compromised. Tag it out and replace it with one that is not compromised

## **Inspections**

Portable fire extinguishers should be inspected at least monthly. Visually check for the following items:

1. Are the fire extinguishers well supported and hangers are fastened solidly?
2. Are the fire extinguishers accessible?
  - a. Can be easily reached
  - b. There are no obstructions
  - c. Location signs are clear
  - d. Class markings are clear
  - e. Operating instructions are clear
3. Are the extinguishers in good working condition?
  - a. Discharge opening is clear
  - b. It is fully charged
  - c. It has not been damaged or tampered with
  - d. Hydrostatic testing has been done
4. Is the ring pin in place?
5. Is the seal intact?

## **When to remove extinguishers from service**

Extinguishers with the following conditions must be removed from service:

- When the cylinder or shell threads are damaged
- Where there is corrosion that has caused pitting, including corrosion under removable name plate assemblies
- When the extinguisher has been burned in a fire

Always check with the supplier or manufacturer if you are not sure about the serviceability of the fire extinguisher.

## **WHMIS Labels**

Depending upon what type of extinguisher it is, a fire extinguisher may be classified as a hazardous product under WHMIS 2015. Many extinguishers will meet the compressed gas criteria and require a WHMIS label. Other extinguishers may also be classified in other WHMIS classes due to the physical or health effects of the extinguishing media.

## Fire Suppression Safe Job Procedure

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Scope: Fire suppression – using a fire extinguisher

Protective Measures:

- Basic PPE (hard hat, safety boots & high visibility safety vest)
- Specialized PPE (safety glasses, hearing protection & respirator) - as required
- How to use fire extinguishers, water, fire suppression materials
- How to secure work zone (danger tape, signs, etc.)
- *Note: This Fire Suppression procedure is limited to small manageable fires only.*

Selection & Use:

- Follow the Manufacture's and Legislative Requirements
- Any defective/damage/inoperable tools must be reported to the Supervisor and taken out of service.

Supervisors' Responsibility:

- Develop and review the How To Use A Fire Extinguisher SJP with Workers prior to use; Ensure workers are adequately trained on equipment prior to use
- Have available safety tape and signs to secure the work area
- Review equipment inspections records as required and ensure damaged equipment is removed from service and repaired (monthly inspection)

Workers' Responsibility:

- Review and sign off on How To Use A Fire Extinguisher - SJP before use; Inspect equipment prior to use, inspect fire extinguisher monthly; Use as required specialized PPE as defined in the SJP
- Secure the work area/or inform workers in the work area of fire hazards;
- Report any damaged equipment to the Supervisor and tag out as required

Training Requirements:

How To Use A Fire Extinguisher, Workers Awareness training, WHMIS (current to 1 year), Working at Heights (current to 3 years) & Emergency Response Procedure – Site Specific

## **Procedure**

### **Step 1 - Perform equipment inspection on all tools & equipment**

(Refer to the FIRE EXTINGUISHER INSPECTION Form for monthly job site inspection. A 3rd party must complete annual inspections).

### **Step 2 - The “P-A-S-S” method:**

P - Pull safety pin from the handle

A - Aim (nozzle, cone, horn) at the base of the fire

S - Squeeze the trigger handle

S - Sweep from side-to-side

### **Step 3 - Extinguisher inspection:**

Fire extinguishers are to be inspected monthly and used by a competent Worker.

**Step 3b** - View the gauge meter, the arrow within the “green zone.” Step 3c - Ensure there is no obstruction of the nozzle end.

**Step 3d** - Ensure the pin, tag and other components are not damaged.

**Step 3e** - When a fire extinguisher is acceptable during the inspection process, a hole punch is recorded on the inspection tag.

### **Hazards:**

Fire hazards, unsecured work zones, missing fire extinguisher, explosions & improper discharge

### **Rescue Procedure:**

Follow the Emergency Response Plan. Safety is the priority. All fires must be reported immediately to the Supervisor. No worker shall jeopardize themselves or others when attempting to extinguish small fires.

## Lifting and Material Handling Policy

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### Intent

Janick Electric Ltd. has adopted the following procedures for lifting and handling materials to ensure our employees' ongoing health and safety and minimize the incidence of musculoskeletal injuries (MSI) in the workplace.

### Definitions

**Ergonomics** - The study of workers and their work environments. Ergonomics seeks to adapt work and work areas to the worker to eliminate or reduce injuries. Adapting work processes and manual material handling to the individual will reduce physical injuries from overexertion or overuse of certain muscles.

**Musculoskeletal Injury** - An injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels, or related soft tissue, including a sprain, strain and inflammation, that may be caused or aggravated by work.

### Guidelines

#### Examination of Materials

Before the manual lifting, pushing, pulling, handling, carrying or transportation of any materials that may cause strain or injury, the employee must examine the material and determine the:

- Approximate weight of the load;
- Size and shape of the load;
- The distance that the load must be physically moved, either manually or with the assistance of a device; and
- Best possible solution for moving the load.

If a load is determined to be either too heavy or awkward to move manually, or where a device that could reasonably move the load is either unavailable or non-existent, the employee must consider alternate methods for moving the load. This may be done using the following techniques:

Where possible, remove elements of the load to divide the weight and move it in parts to reduce the potential of injury.

- Obtain assistance from other employees in moving the material(s); and
- Identify and review the methods for performing the necessary tasks, and revise where possible.

- Avoid lifting and carrying heavy objects whenever possible. Mechanical assistance such as hoists, carts and forklifts should be used when practical.
- Wear PPE when frequent lifting or when items are moved on a cart. Safety footwear and headwear are required at all times while on the project. Eye protection and gloves should normally be used. Safety shoes will protect your feet if something is dropped or from accidental contact with cartwheels. Gloves will improve your grip. Hard hats and eye protection offer protection from unstable objects.

## **Lifting**

Employees should adhere to the following guidelines when lifting:

- Maintain the natural curvature of your lower back.
- Note that when you are standing straight, your lower back has a natural curve, creating a slight hollow at the small of the back. When lifting, lowering or moving a load, try to maintain the curve as your spine and back are their most stable in this position.
- Use your core strength.
- Place feet shoulder-width apart with one foot further forward than the other and the load between them.
- Bend your knees and hips, keeping the upper body erect.
- By contracting your core abdominal muscles when lifting, lowering or moving materials, your body will naturally be more rigid and stable, reducing the incidence of injury.
- Get a firm, full palm grip on the load.
- Keep your arms and elbows close to your side.
- Avoid twisting.
- By twisting your back, stability is decreased, as you cannot use the major muscles of your spine and core, increasing the probability of injury.
- Hold the load close to your body.
- Lift smoothly and lower the load slowly and smoothly.
- When lowering a load onto a deep shelf, put it on the edge of the shelf and push it into place.
- By holding materials/loads close to your body, you can avoid awkwardly bending over and using the major muscles in your body. Where appropriate, utilize protective clothing or PPE to avoid injuries that may occur due to holding sharp, dirty, hot, or cold objects close to the body.

## **Pushing and Pulling**

Employees should adhere to the following guidelines when pushing or pulling:

- Whenever possible, loads should be pushed rather than pulled.
- Pushing a load is easier as the human body can generate greater force when pushing as opposed to pulling, and you can lean your entire body weight into the load where necessary.
- Where a load is pulled, you increase the risk of injury due to running over the feet/ankles or being struck by carts or trolleys;



- Strain injuries caused by pulling a load while facing the direction of travel, placing the shoulder and back in an awkward posture;
- Potential injuries caused due to an inability to see where you are going while pulling and walking backwards.
- Where possible, use an appropriate transportation device (trolley, cart, wheelbarrow, etc.) to push a load.
- Carts used for hazardous materials or unstable items should have sides adequate to restrain moving items. Carts used to move hazardous liquids should have a tray that is capable of containing at least the contents of the two largest containers being moved in the event of a break or container leakage.

### **Safe Practices**

- Always wear the appropriate PPE. If in doubt, ask your supervisor. Confine long hair to prevent entanglement in any rotating machinery parts. Do not wear loose clothing, jewellery or watches near rotating/moving machinery parts.
- Proper lifting and handling methods protect against injury and make the job easier. Look for splinters, nails, sharp ends, etc., on materials or packages to be handled. If possible, remove them. Wear gloves when handling materials. When equipment is available, and conditions make this practical, use mechanical devices for lifting and carrying. Cranes, hoists, elevators, conveyors, lift trucks and similar units are made for this purpose.

### **Lifting And Carrying Key Points**

- Plan your move and communicate if necessary.
- Practice safe lifting techniques.
- Lower the load slowly and smoothly.
- Carry the load safely.

### **Plan Your Move**

Size up the load and remove any obstacles to make sure your path is clear. Do not attempt to lift the load alone if it is too heavy or awkward. Get help! Use your thigh and leg muscles, not your back, as you lift in one smooth movement. Start and finish lift between the knuckle and shoulder height.

### **Carry Loads Safely**

- Push or pull rather than carry a load.
- Keep a good grip on the load.
- Keep the load close to your body.
- Keep loads at a reasonable height so you can see where you are going.
- Pivot with your feet - don't twist your back when carrying loads.

### **Two-Person Lift**

- Both persons should be about the same height.
- One person takes charge of the lift to work together and not against each other.
- Lift, step, and lower the load together.

#### **Garbage Bins**

- Check casters to ensure free movement.
- Ensure no structural damage.
- Garbage bins not exceeding 1200 lbs.

#### **Ratchet Strapping**

- Ensure strapping is not cut/damaged in any way.
- Ensure the rating of stopping is not exceeded.

#### **½ Inch Chain Fall**

- Hoist chains, including end connections, for excessive wear, twisted, distorted links interfering with proper function or stretched beyond the manufacturer's recommendations.
- Visually inspect hoists daily.

## Safe Lifting Training Checklist

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To reduce the risks associated with improper lifting techniques, JANICK ELECTRIC LTD. has adopted the following checklist to ensure that employees receive consistent and accurate training for safe lifting.

- ☐ Determine the employee's current level of knowledge regarding lifting.
- ☐ Reinforce the importance of safe lifting in the workplace and outline the hazards of improper lifting techniques.
- ☐ Familiarize employees with the location of all necessary equipment to perform safe lifting (e.g. ladder, dolly, manual equipment etc.).

### Pre-Lift

- ☐ Explain how to size up the load (e.g. determining the approximate weight, size, shape and contents).
- ☐ Outline pre-lift considerations:
  - How far does the load have to travel?
  - What is the best solution for moving the load (e.g. manually, with assistance or via mechanical support)? *Explain when assistance should be used versus must be used.*
  - Is the pathway safe, clean, and free of obstructions (e.g., doors be closed, wet floors, etc.)?
  - If the material is going on a shelf, is the shelf supported and is everything ready for you to access the shelf (e.g. ladder)?
- ☐ Explain and ensure that the employee understands their safe lift zone.
- ☐ Emphasize the need to push rather than pull material continually.
- ☐ Overview procedure if the material is deemed to be too heavy or awkward to move manually:
  - Locate a manual device to move the load if available.
  - If not, where possible, remove elements of the load to divide the weight and move it in parts.
  - Obtain assistance from a coworker.

### Lift, Carry & Lower

- ☐ Demonstrate and explain each step required to lift a load manually properly:
  - Put feet close to the object, shoulder-width apart and get a firm footing.
  - Bend knees and lower body as required.
  - Get a firm grip on the load and keep your arms and elbows close to your side.
  - Draw load close to your body with your fingers and hands extended around the object.
  - Pull the load in, between your knees and as close to your body as possible.

- Keep the load close to your body and use your thigh and leg muscles to lift. *Emphasize the importance of not using your back for this step.*
  - Smoothly lift straight up. *Emphasize the importance of keeping your head up while lifting, having your shoulders in line with your feet, and avoiding twisting your body while lifting.*
- ☐ Demonstrate and explain each step required to properly carry the load:
- Keep the load close to the body and maintain a good grip.
  - Maintain load at a reasonable height to avoid obstruction of vision.
  - Pivot with feet to move. *Emphasize the importance of pivoting versus twisting to employees.*
- ☐ Demonstrate and explain each step required to adequately lower the load:
- Simply reverse the safe lifting procedures.
- ☐ Have the employee demonstrate and explain each step without a load and provide feedback to encourage or discourage behaviours.
- ☐ If needed, demonstrate steps again.
- ☐ Have the employee demonstrate and explain each step with a load.
- ☐ Continue repeating demonstration and application until the employee is comfortable and able to conduct the lifting safely.

### **Two-Person Lift**

- ☐ Explain the procedure for a two-person lift:
- It is important to find someone of similar height and designate one individual to "lead" the lift – this person must guide the lifting and moving maneuvers.
  - The same procedures utilized in a one-person must be used. However, when two people must lift together, walk in step and lower the load together.
- ☐ Demonstrate the steps of a two-person lift with a trained coworker, explaining each step.
- ☐ Practice a two-person lift with the trainee and have them explain the steps of the process.

## **Forklift Safe Operation Procedures**

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### **Intent**

Janick Electric Ltd. has adopted the following procedures for operating a forklift to ensure the ongoing health and safety of our staff and minimize the incidence of injuries in the workplace.

### **Guidelines**

The practice of safe forklift operation is required for particular work procedures at Janick Electric Ltd. Therefore, we have adopted the following Safe Operating Procedures to reduce the risk associated with forklift operation. These procedures are based on best practices in compliance with legislation and are meant to be guidelines rather than specific procedures. Consult the legislation of your province or territory to ensure complete compliance with regulatory requirements.

### **Procedures**

#### **General Procedures:**

- Janick Electric Ltd. will ensure that all forklift operators have the appropriate training and certification to operate the forklift safely.
- Before starting the forklift, operators should open the doors to reduce exposure to carbon monoxide.
- Operators must use the seat belt/restraining device during operation.
- Operational controls on equipment must be adequately identified to indicate the nature and function of the controls.
- The operator should never allow their body to extend beyond the sides of the forklift while it is in operation.
- There should be no passengers allowed in the forklift unless equipped with an appropriate passenger seat.
- Forklifts are not to be used to transport/support/raise/lower people unless otherwise authorized. In which case, proper fork-mounted platforms/cages and harnesses must be used in compliance with the appropriate Occupational Health and Safety Regulations.
- Air quality must be maintained where internal combustion-powered forklifts are used.

- If a forklift operator believes that the load being moved is unsafe, the operator must exercise work refusal protocols outlined in legislation.

#### **Pre- Use Inspection Procedure:**

- Complete the pre-operation checklist at the beginning of every shift

#### **Preparation for Loading/Unloading**

- When loading/unloading, the forklift must be immobilized and secured against accidental movement.
- To avoid hazards associated with poor weather conditions, forklift operators should use anti-slip materials.
- Before beginning to load/unload, ensure a safe/clear path to do so.

#### **Loading**

Most forklift accidents surrounding loads are due to poorly stacked/piled/unstable loads; loads stacked on poorly maintained skids; loads that are too heavy; or loads that block the operator's view. Follow these Safe Operating Procedures for loading to minimize the likelihood of injury due to poor loading practices.

- Where possible, ensure a clear line of sight for the driver when loading the forklift.
- If the operator cannot safely navigate the load, a trained traffic signaler must be used.
- The load should NEVER exceed maximum load capacity.
- DO NOT add extra weight to counterbalance an overload.
- Keep the load close to the front wheels to stabilize the forklift.
- Ensure that loads are correctly stacked and stable, placing them in the recommended load centre.
- Check that there is enough overhead clearance before raising loads.
- If the load is in a raised position, the operator MUST attend to the controls.

#### **Load Handling**

- Always handle the load according to the forklift's height and weight restrictions.

- Inspect the skids/floors to ensure that they are in good condition to support the combined weight of the load and the forklift.
- Loads should be carried as close to the ground or floor as is safely permitted.
- Loads that could tip/fall/endanger a worker MUST be secured. This can be accomplished either through shrink wrap or other appropriate banding techniques.
- Suspended loads with a potential to shift require a clear zone immediately below. Workers shall create a barricade to prevent exposure to falling objects.
- Never pass the load over another worker.
- When driving the forklift, ensure to travel at a safe speed and use extreme caution near blind corners, doorways, and narrow aisles. In addition, the driver MUST sound the forklift horn at intersections.

### **Unloading**

- Materials must be stacked to ensure that they are stable and cannot fall into pedestrian pathways if bumped.
- When finished using the forklift, ensure that you adhere to all shut-off procedures, including appropriate parking procedures. It is imperative to ensure that the forks are flat on the ground to avoid potential injury to pedestrians.

### **Refuelling**

- To prevent the accumulation of flammable vapours, employees should refuel in an area with adequate ventilation.
- Employees must ensure no open flames in the refuelling area.
- Confirm a fire extinguisher of the appropriate class and size is nearby (NOTE: Employees must be trained in the proper usage).
- Properly park the forklift, turn it off and get out of the machine before refuelling.
- Only trained personnel can refuel the forklift.

### **Pedestrian Traffic**

- Where possible, restrict employees from entering areas where the forklift is operating.

- Barriers, warning signs, designated walkways and/or other safeguards must be provided for employees that have to enter areas where the forklift operates in order to reduce the risk of exposure to falling materials.
- If employees enter into an area where forklifts are operated, they should notify the driver (e.g. make eye contact) and should not proceed until the driver has given a signal.
- Pedestrians should wear high-visibility clothing and keep a safe distance from the forklift at all times.
- Keep clear of the "fall zone" that has been cleared for forklifts raising loads.
- Extreme caution must be exercised near blind corners, doorways and narrow aisles. Pedestrians should always listen for the forklift horn when walking in the area.



## Forklift Daily Inspection Checklist

This checklist shall act as confirmation that the Operator has thoroughly conducted a vehicle walk-around and inspection of the Lift Vehicle (i.e., Scissor Lift, Forklift) to ensure its safe operation. If a Lift Vehicle fails any part of this inspection, immediately remove the key and report the problem to your supervisor.

A checkmark ☒ Indicates good working condition;

An 'X' ☐ indicates the checklist item requires attention or is in need of repair.

Forklift serial number: \_\_\_\_\_ Date: From: \_\_\_\_\_ To: \_\_\_\_\_

Vehicle Walk-Around Inspection	M	T	W	T	F	S	S
Oil level (level ok, no leaks)							
Hydraulic oil level (level ok, no leaks)							
Fuel level (level ok, no leaks)							
Coolant level (level ok, no leaks)							
Lift and the surrounding area checked for leaks							
Coolant level							
Tire pressure							
Wheel and tire condition							
Battery and charger (charged, connections tight)							
Ground control switches							
Fire extinguisher charged and functional							
Capacity plate (clean and legible)							
Seatbelt (functioning properly)							
Forks checked for damage							
All mirrors are clean and free of damage							
Windows are clean and free of damage							
Vehicle Operations	M	T	W	T	F	S	S
Listen for unusual noises							
Speed restrictors, if any, functioning properly							

Horn							
Gauges (displaying proper readings)							
Service Brakes functioning properly							
Parking Break functioning properly, not loose							
Lights							
Steering							
Attachments and accessories							
Reverse alarm/warning buzzer							
Warning lights							
Wipers (if any) functioning properly							
<b>Platform deck and toe boards</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>
Lift and travel controls and switches							
Placards, decals and control ID labels							
Handrails							
Load Backrest							
Mast							
Guardrails							
Safety chains							
Platform deck and toe boards							
Steering							
Attachments and accessories							
Reverse alarm/warning buzzer							
Warning lights							
Lift operation and control checked							
Tilt operation and control checked							

Additional information, comments or concerns:

	Date	Operator Name	Operator Signature
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

## Fall Prevention Rescue Plan Guidelines

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### Intent

The purpose of this policy is to ensure a prompt rescue response for the safe retrieval of a worker where fall arrest measures have been initiated and to minimize exposure to other hazards (i.e. suspension trauma) that may cause secondary injuries and death. The most important element to this rescue plan is speed. To allow for the most efficient use of time, It is critical to begin the rescue plan BEFORE a rescue is required (see 4.9. This requires careful planning and communication between the supervisors and workers (competent persons) who are most directly involved in the work during all stages of the job until the job is complete.

A suspended worker should be rescued as quickly as possible because:

1. The worker may have been injured during the fall and may need medical attention.
2. The worker may panic if they are left hanging for a long time.
3. The event that led to the fall may have created additional dangers that need to be dealt with right away.
4. The worker may develop suspension trauma if they are hanging in a safety harness for too long. Suspension trauma causes the blood to pool in the lower body, depriving the brain of oxygen.

It is policy that if the worker has lost consciousness, Emergency Medical Services must be notified immediately. This applies to all worksites and locations.

NOTE: Site-specific plan must be completed on each job when exposed to a fall hazard. This policy serves as a *guideline only*.

### Definitions

**Fixed support** - A permanent or temporary structure or a component of such a structure that can withstand all loads and forces the structure or component is intended to support or resist and is sufficient to protect a worker's health and safety and includes equipment or devices that are securely fastened to the structure or component

**Anchor point** - A structure or structural member intended to withstand forces exerted by fall protection equipment (beams, girders or columns)

**Elevating work platforms (EWP)** - Hydraulically, electrically or mechanically controlled devices used to elevate workers or materials. In the live performance industry, these include scissor lifts, articulated boom lifts, individual personnel lifts, self-propelled lifts, manual "push-around" lifts, elevating rolling work platforms, self-propelled elevating work platforms, boom-type elevating work

platforms, vehicle-mounted aerial devices and aerial work platforms.

**Competent person** - A person who is qualified because of knowledge, training and experience to organize the work and its performance, is familiar with this Act and the regulations that apply to the work and knows any potential or actual danger to health or safety in the workplace (section 1(1) of the OHSA).

**Fall Protection** - A method of minimizing the possibility of falling.

**Full body harness** - One component of a fall arrest or travel restraint system composed of leg and shoulder strap supports and an upper dorsal suspension assembly that can guide and distribute the impact forces of a fall.

**Lanyard** - Flexible line of rope, wire rope, or strap, which generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline, or anchorage.

**Lifting device** - A device that is used to raise or lower any material or object and includes its rails and other supports but does not include a device to which Ontario Regulation 209/01 (Elevating Devices), made under the Technical Standards and Safety Act, 2000, applies.

**Travel restraint system** - An assembly of components capable of restricting a worker's movement on a work surface and preventing the worker from reaching a location from which they could fall (Working at Heights Guideline and section 1(1) of O. Reg. 213/91).

**Suspension trauma** - Also known as orthostatic intolerance, can occur when one is suspended by one's harness in an upright position for a period of time. Being suspended can cause blood to pool in your legs, depriving your brain of oxygen. This can lead to loss of consciousness, serious injury, or even death. The best protection from suspension trauma is an effective rescue plan and timely rescue.

**Work positioning systems** - Aerial or elevating work platforms, ladders and boatswain's chairs (Working at Heights Guideline).

## **Procedure**

### Create and Refer to Job-Specific Rescue Plan

A rescue plan should be in place whenever personnel are working at height. Some considerations before tailoring a Rescue Plan include the site location, primary and secondary environmental hazards, shift (day, afternoon, overnight), number of competent workers on-site, equipment used and equipment available, first-aid and emergency services available, and possible barriers that could compromise the rescue. This plan should be posted in a conspicuous place and communicated to all workers before work begins.

A rescue plan includes:

1. The designated trained person(s) in charge of the rescue.
2. Qualified on-site first aid personnel (with contact numbers) and equipment (as per the Regulation for First Aid Requirements (Reg. 1101) under the Workplace Safety and Insurance Act, 1997).
3. Names and contact phone numbers of Emergency Medical Services (EMS) or fire services resources in the jurisdiction.
4. Emergency access to the worksite.
5. A backup system of communications.
6. All rescue or emergency control procedures for any mechanical hoisting systems or elevating devices being used in the workplace.
7. Annual review and rehearsal of rescue procedures.
8. Procedures to lockout and secure activated safety devices and unsafe work areas.

Where an employee is working in a position where they have the potential to fall from a height greater than 3 meters, the employee must be tied off to approved fixed support:

- All employees will wear a full-body harness (properly fit), with a shock-absorbing or retractable lifeline lanyard that is properly attached (tied off) to a fixed support or an anchor point. All fall protection equipment will be inspected, and a record kept before using the fall protection equipment.
- Employing suspension trauma relief straps or tying a loop for a foothold in the lifeline can help reduce the risk of suspension trauma by allowing a conscious worker to relieve the pressure and increase blood circulation.
- All secondary hazards must be identified and neutralized first before a rescue can be made, such as; electrical energy, airline rupture, etc., to ensure rescue personnel are not put at risk.
- When it is safe to do so, an attempt to retrieve the worker should be performed as soon as possible after the fall.
- The competent person or designate who identifies that an emergency has occurred will contact emergency services; this may be site-specific and give emergency details such as location and situation.
- The competent person reporting the emergency will then inform the supervisor of the need to attend the emergency location immediately.
- A worker whose fall has been arrested should be taken to a hospital and examined by a medical professional.

If an elevating work platform (EWP) is available onsite:

1. Take it to the location of the suspended worker.
2. Make sure that rescue workers using the EWP are protected against falling.
3. Be sure the EWP has the load capacity for both the rescuer(s) and the victim.
4. Use the EWP to reach the suspended worker.
5. Position the EWP platform below the worker.

6. Disconnect the suspended worker from their lanyard or lifeline when it is safe to do so. If the worker is unconscious or can't help with the rescue, two rescuers may be needed to handle the worker safely.
7. Treat the worker for suspension trauma and any other injuries.
8. Arrange to take the worker to the nearest hospital.

If an elevating work platform is not available:

1. Where possible, use a ladder (or ladders) to reach the suspended worker.
2. If the suspended worker is not in an area that rescuers can reach by ladders, move the worker by their lifeline to an area that can be safely reached by ladder (if possible).
3. Rig a separate lifeline for each rescuer to use while carrying out the rescue.
4. Position the ladder(s) so that the rescuers can get beneath the suspended worker.
5. Securely attach a separate lowering line to the suspended worker's harness.
6. Rescuers on the ground will lower the worker, while rescuers on the ladders will guide the worker. If the suspended worker is unconscious or can't help with their own rescue, two rescuers may be needed to handle the worker.
7. Once the worker has been taken to a safe location, administer first aid for suspension trauma and any other injuries.
8. Arrange to take the worker to the nearest hospital.

If the injured person is suspended near the work area and can be reached safely from the floor below or from the place from which the worker fell:

1. Make sure that all rescuers are protected against falling (such as by travel restraint or fall arrest).
2. If possible, attach a second line securely to the worker's harness to help pull them to a safe place. At least two strong workers will probably be needed to pull someone up.
3. Eliminate slack in the retrieving line to avoid slippage.
4. Once the worker has been taken to a safe place, administer first aid for suspension trauma and any other injuries.
5. Arrange to take the worker to the nearest hospital.

If a person has fallen and is suspended in an inaccessible place (e.g., on a tower, against a building, or in a structure that has no openings):

1. You may need trained personnel and specialized rescue techniques to rescue the worker. For example, the rescuer may have to lower down to the suspended worker or use a lifeline to retrieve them.
2. Because of the inherent risk in this type of rescue, only people with specialized training should do it.

**Rescue: Typically Less Than 20 Feet**

- If the Supervisor or designate has assessed that a ladder can easily access the fallen worker, position the equipment directly under or within reach of the injured worker. Ensure that the ladder is properly supported, and care must be taken to avoid and neutralize any tools, bolts, supports, etc. from falling on the rescue personnel
- If the worker is conscious and able, they can self-rescue by standing on the ladder and detaching their lanyard (when safe to do so) and climbing down the ladder
- Once the fallen worker is on the ground, the supervisor (or a qualified first aid attendant) will provide care as required for the injured worker(s) while waiting for emergency services to arrive
- All safety harnesses that have been deployed must be removed from service immediately

**Rescue: Typically Greater Than 20 Feet**

- Supervisor or Designate shall ensure that an EWP is within proximity to the work being performed involving fall arrest systems
- The supervisor or designate can operate an EWP by raising the basket up to the fallen worker. The person operating the EWP will get the fallen worker into the EWP by raising the platform from underneath the fallen worker
- Proceed, using the EWP platform and lowering the fallen worker to the ground
- Once the fallen worker is on the ground, the Supervisor or qualified first-aider will provide care as required for the injured worker while awaiting emergency services to arrive
- All safety harnesses that have been deployed must be removed from service immediately

**Alternate Rescue (Emergency Medical Services To Be Informed):**

- Area conditions prevent a safe removal of the worker
- The area conditions are not safe for the rescue team and other personnel
- The retrieval time will be longer than fifteen minutes
- The worker is unconscious

**High Angle Rescue Team:**

- Requires a third-Party Rescue Team
- Only Competent Personnel are permitted to carry out Rescue
- The High Angle Rescue Team shall retrieve the worker and then transfer them to the Emergency Medical Services
- In any instance where work is performed alone, or a high angle rescue team would be required, relief stirrups shall be employed



## Personal Fall Protection Equipment Inspection Checklist

This checklist is designed to assist with the inspection of personal fall protection equipment and the attachments for wear, defects or damage. Inspection of fall protection equipment is a regulated requirement to be done before **each use as well as once a year**. Failure of the inspection process or *loss of faith* in any component indicates the entire unit must be removed from service. "Loss of faith" can be for a multitude of reasons, such as a fall, contact with a bad substance, or other obvious damage (i.e. dropped off a roof, run over by a truck, stains) to age. If there are reasons not listed on the inspection form, loss of faith would be selected. The completed inspection checklist must be maintained, so it is readily available for review.

Equipment type: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Equipment Manufacturer: \_\_\_\_\_ Manufacture Date: \_\_\_\_\_

Unique Identification #: \_\_\_\_\_ Purchase Date: \_\_\_\_\_

WEBBING	YES	NO	N/A	LOSS of FAITH	PASS	FAIL	INITIAL	DETAILS / COMMENTS
UV damage (discoloration), mildew, rotting								
Cuts / frays / abrasion								
Contact with chemicals / solvents								
Contact with grease / oil / paint/ marker								
Soiling								
Evidence of heat damage (friction, welding splatter, sparks, burn holes)								

D-RINGS (includes hardware, keepers and back pads)	YES	NO	N/A	LOSS of FAITH	PASS	FAIL	INITIAL	DETAILS / COMMENTS
Damage								
Distortion, grooved, bent								
Sharp edges, cracks								
Burrs								
Corrosion								
Evidence of heat damage (friction, welding splatter, sparks, burn holes)								

BUCKLES & ADJUSTERS	YES	NO	N/A	LOSS of FAITH	PASS	FAIL	INITIAL	DETAILS / COMMENTS
Damage								
Distortion								
Sharp edges, cracks								
Sticky springs								
Bent tongues								
Corrosion								

SNAP HOOKS	YES	NO	N/A	LOSS of FAITH	PASS	FAIL	INITIAL	DETAILS / COMMENTS
Excessive wear								
Excessive dirt								
Sharp edges, cracks								
2 Action open								
Locking action								
Corrosion								

STITCHING	YES	NO	N/A	LOSS of FAITH	PASS	FAIL	INITIAL	DETAILS / COMMENTS
Fully stitched								
Backstitch present								
Pulled or cut stitches								

LANYARDS & LIFELINES	YES	NO	N/A	LOSS of FAITH	PASS	FAIL	INITIAL	DETAILS / COMMENTS
Appropriate OHSA / CSA markings or labels								
Cuts, burns, tears or frays								
Abrasion								
Knots								
Excessive soiling								
Contact with chemicals / solvents								
Contact with grease / oil / paint/ marker								
UV damage (discoloration), mildew, rotting								
Evidence of heat damage (friction, welding splatter, sparks, burn holes)								
Distortion of housing								
Spring tension allows for retraction and for retention								
Indicator for activation / deployed								
Broken wires								

LABELS & MARKINGS	YES	NO	N/A	LOSS of FAITH	PASS	FAIL	INITIAL	DETAILS / COMMENTS
Appropriate OHSA / CSA markings or labels								
Legible								
Securely held in place								
Manufacturer's in-service date								

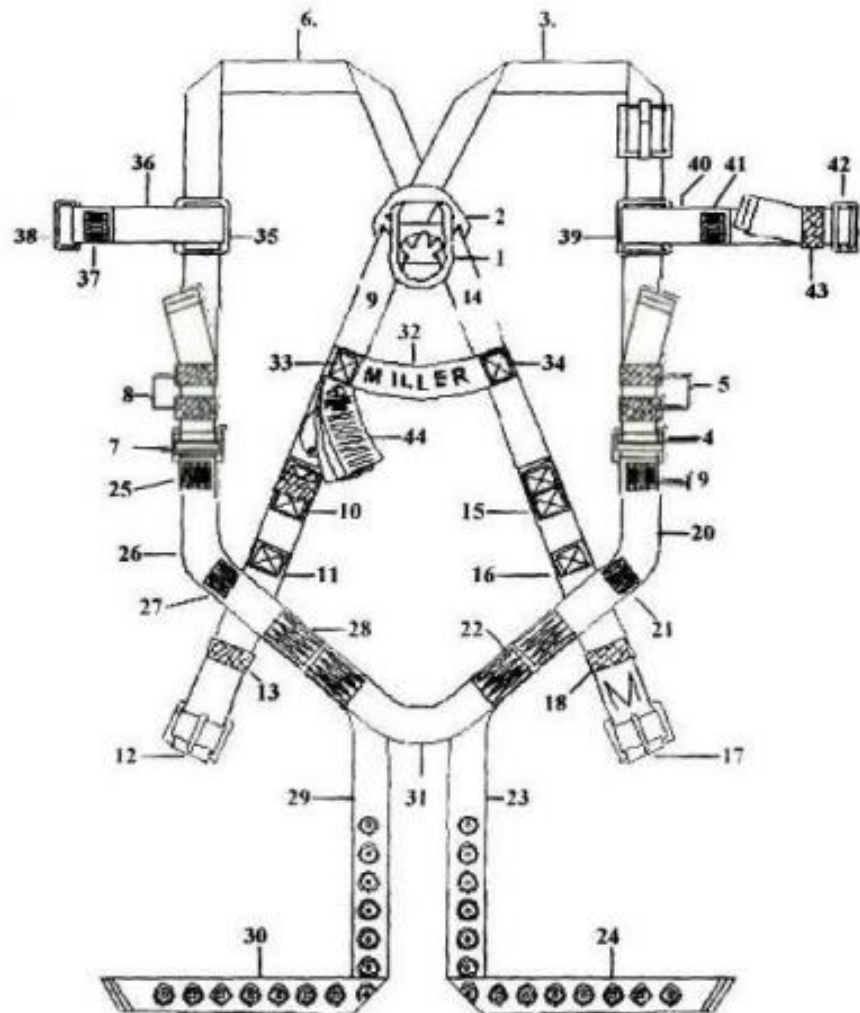
Overall Disposition	<input type="checkbox"/> Accepted	Inspected By: _____
	<input type="checkbox"/> Rejected	Date Inspected: _____

## HARNESS Components Inspection

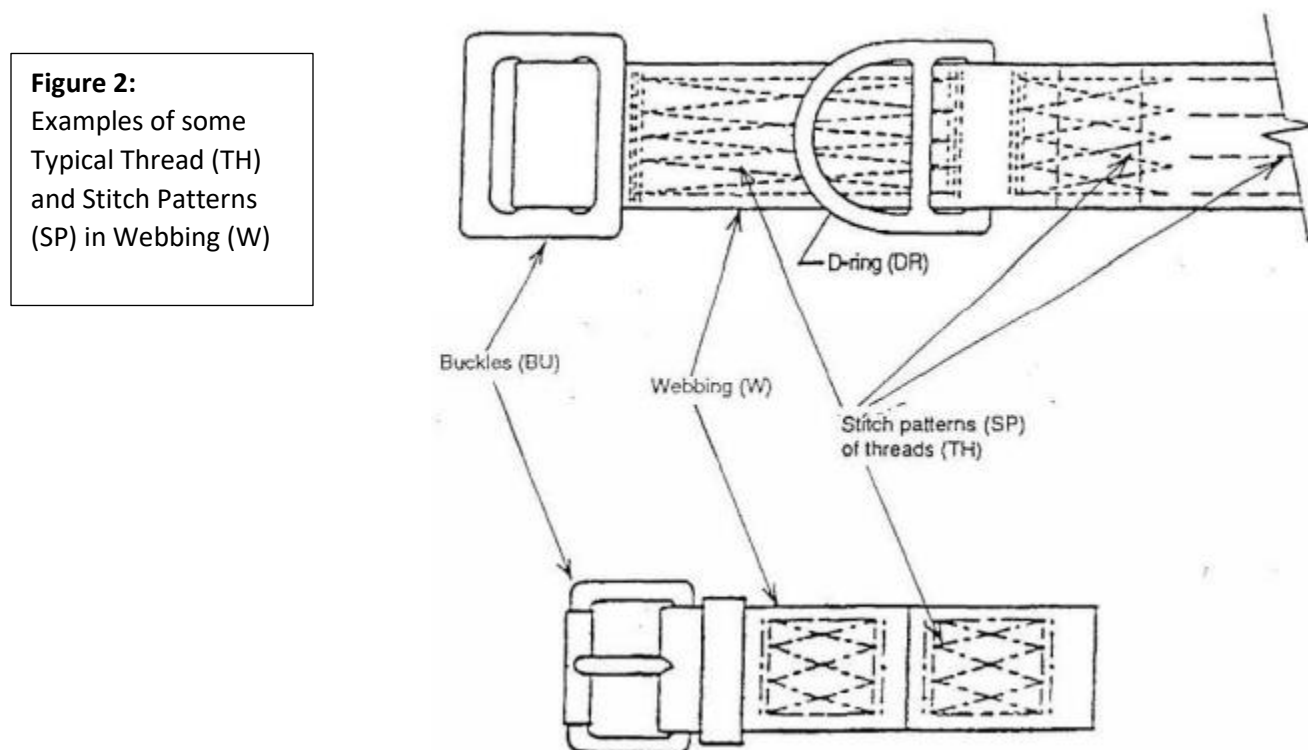
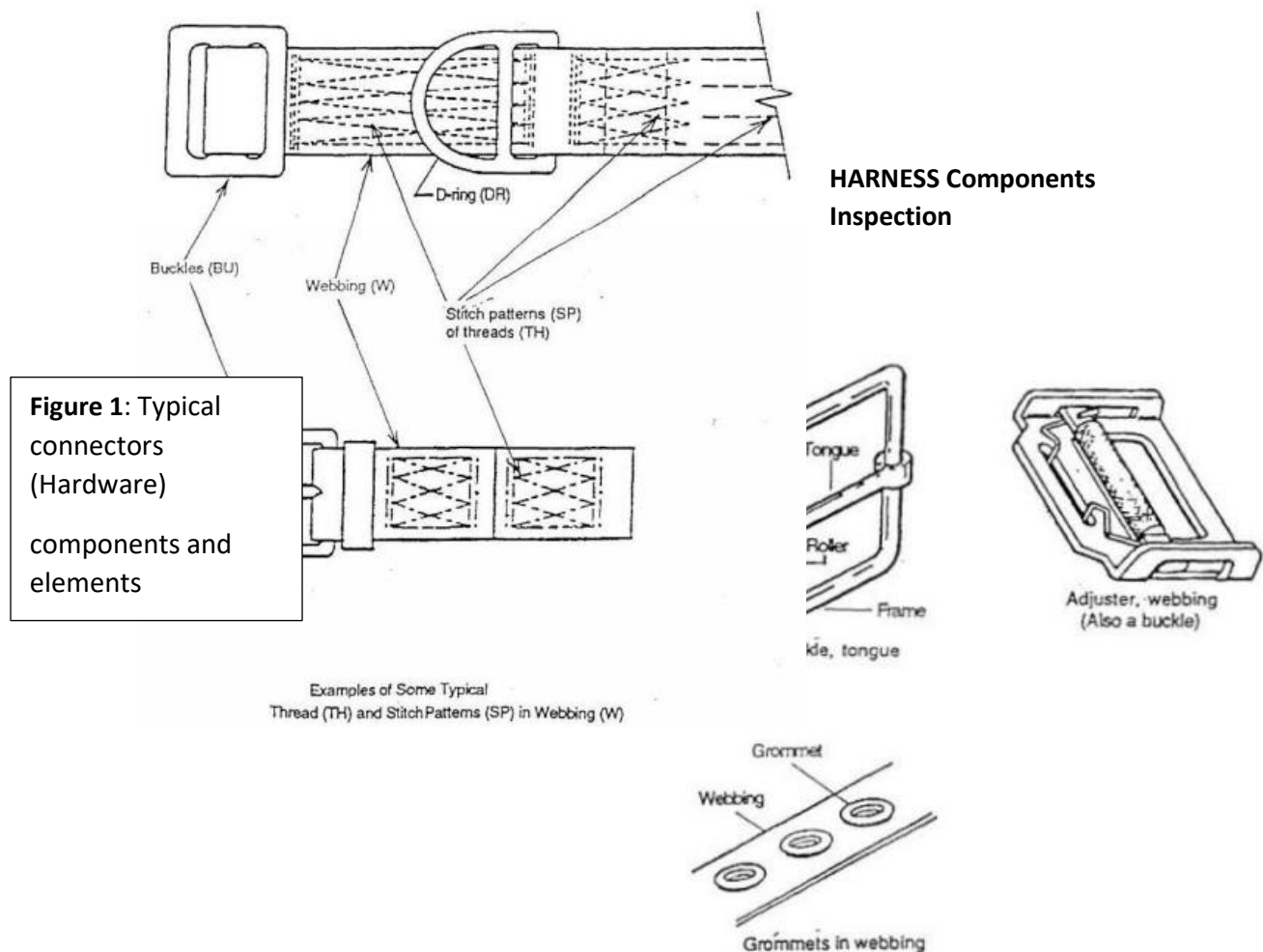
### ITEM DESCRIPTION

- |     |   |   |                                |
|-----|---|---|--------------------------------|
| 1.  | X | ✓ | Dee Ring                       |
| 2.  | X | ✓ | Dee Pad                        |
| 3.  | X | ✓ | Nylon Webbing                  |
| 4.  | X | ✓ | Spring Loaded Friction Buckles |
| 5.  | X | ✓ | Elastic Keepers (2)            |
| 6.  | X | ✓ | Nylon Webbing                  |
| 7.  | X | ✓ | Spring Loaded Friction Buckles |
| 8.  | X | ✓ | Elastic Keepers (2)            |
| 9.  | X | ✓ | Nylon Webbing                  |
| 10. | X | ✓ | Stitching                      |
| 11. | X | ✓ | Stitching                      |
| 12. | X | ✓ | Tongue Buckle                  |
| 13. | X | ✓ | Elastic Keeper (1)             |
| 14. | X | ✓ | Nylon Webbing                  |
| 15. | X | ✓ | Stitching                      |
| 16. | X | ✓ | Stitching                      |
| 17. | X | ✓ | Tongue Buckle                  |
| 18. | X | ✓ | Elastic Keeper (1)             |
| 19. | X | ✓ | Stitching                      |
| 20. | X | ✓ | Nylon Webbing                  |
| 21. | X | ✓ | Stitching                      |
| 22. | X | ✓ | Stitching                      |
| 23. | X | ✓ | Nylon Webbing                  |
| 24. | X | ✓ | Grommets                       |
| 25. | X | ✓ | Stitching                      |
| 26. | X | ✓ | Nylon Webbing                  |
| 27. | X | ✓ | Stitching                      |
| 28. | X | ✓ | Stitching                      |
| 29. | X | ✓ | Nylon Webbing                  |
| 30. | X | ✓ | Grommets                       |
| 31. | X | ✓ | Sub-Pelvic Strap               |
| 32. | X | ✓ | Back Strap                     |
| 33. | X | ✓ | Stitching - Back Strap         |
| 34. | X | ✓ | Stitching - Back Strap         |
| 35. | X | ✓ | Chest Strap Pad                |
| 36. | X | ✓ | Nylon Webbing                  |
| 37. | X | ✓ | Stitching                      |
| 38. | X | ✓ | Mating Link                    |
| 39. | X | ✓ | Chest Strap Pad                |
| 40. | X | ✓ | Nylon Webbing                  |
| 41. | X | ✓ | Stitching                      |
| 42. | X | ✓ | 3 Bar Mating Buckle            |
| 43. | X | ✓ | Elastic Keeper (1)             |
| 44. | X | ✓ | Tagging/Label System           |

CRITERIA X = FAIL  
✓ = PASS



SERIAL # _____	DATE OF MANUF _____
INSPECTOR _____	DATE OF INSPECTION _____
INSPECTOR SIGNATURE _____	
<b>✗ FAIL:</b> <input type="checkbox"/> Initial _____ <b>REMOVE FROM SERVICE</b>	<b>✓ PASS:</b> <input type="checkbox"/> Initial _____ <b>RETURN TO SERVICE</b>



## Lanyard Inspection: Shock Absorbing Lanyard (Manyard Style) Inspection

### Webbing

Grasp the webbing with your hands and bend the webbing, checking both sides. This creates surface tension making damaged fibers or cuts easier to see. Webbing damage may not show up through a sight (visual) inspection only – manual (touch) the lanyard is equally important. **Pay attention to the wrinkled portion of the lanyard.**

#### Visual and Touch Inspection

✓ Pass

✗ Fail Criteria

✗ Cuts, nicks or tears

✗ Broken fibers/cracks

✗ Overall deterioration

✗ Modifications by user

✗ Fraying/Abrasions

✗ ✓ Discoloration of material

Dependant on cause of discoloration

✗ Hard or shiny spots

Indicates heat damage

✗ Change in core size

Indicates possible fall

✓ Mildew

Clean lanyard

✗ Missing or popped flag

Indicates possible fall

✗ Undue Stretching

Indicates possible fall

✗ Burnt, charred or melted fibers

Indicates heat damage

✗ ✓ Material marked w/permanent marker

Check w/manufacturer

✗ Excessive hardness or brittleness

Indicates heat or uv damage

✗ Knots in lanyard

### Stitching

#### Visual and Touch Inspection

✗ Pulled stitches

✗ Stitching that is missing

✗ Hard or shiny spots

Indicates heat damage

✗ Cut stitches

✗ ✓ Discoloration of stitching

Dependant on cause of discoloration

## Fall Protection Checklist: Supervisor

Project		Project Location		Fall Protection Locations	
Supervisor		Date		Time	
<input checked="" type="checkbox"/>	Step	Action	Description		
<input type="checkbox"/>	1.	<b>Choose appropriate fall protection system</b>	<b>Consider the work to be performed, the training needed for each system, the project conditions and the availability.</b>		
		<input type="checkbox"/> Guardrail, Scaffolding, etc.	Removes fall potential by providing a physical barrier, must meet minimum horizontal and vertical forces, must have top rail, mid-rail and toe board, scaffolding must be built accordingly.		
		<input type="checkbox"/> Powered Elevating Work Platform	Perform system checks, ensure level ground, operate according to manufacturers' recommendations, tie off to PEWP or to an adequate anchor point above at all times.		
		<input type="checkbox"/> Horizontal Lifeline	Install and use according to engineer's design drawings, use min. ½" steel wire, <30 ft. between vertical posts, <15" sag in a 30 ft. span, three clips tying wire at beam end, engineer's design drawings available, workers using a double lanyard, and workers tied off at all times.		
		<input type="checkbox"/> Vertical Lifeline	Column adequately secured with ½" steel wire or 5/8" polypropylene rope, vertical lifeline attached, vertical lifeline with rope grab extends from the top of the column to base, one worker using lifeline at a time.		
		<input type="checkbox"/> Self-Retracting Lifeline (SRL)	Anchor to approved roof anchor, one worker, using SRL at a time, must be moved periodically, lifeline locks up in quick movement, automatically retracts when tension removed, minimizing fall distance.		
<input type="checkbox"/>	2.	<b>Frequent inspections of fall protection components</b>	<b>All components of fall protection systems are to be inspected prior to each use by each worker. If a deficiency is found, remove equipment from service.</b>		
		<input type="checkbox"/> Harness	Burns, cuts, loose stitching, frayed webbing, D-rings, grommets and buckles not worn or damaged, CSA stamp.		
		<input type="checkbox"/> Lifelines	Burns, cuts, frayed material, no discolouration or other damage.		
		<input type="checkbox"/> Lanyards	Burns, cuts, loose stitching, frayed webbing, CSA stamp, shock absorber in good condition, locking snap hook.		
		<input type="checkbox"/> Anchor Points	Able to support 3600 lbs., verified by a competent worker.		
		<input type="checkbox"/> PEWP	Maintenance log, manufacturer's recommended inspections.		
		<input type="checkbox"/> Rope Grab	Damage, cracking, dents, bends, connecting rings centred, rust, moving parts working smoothly, other wear.		
<input type="checkbox"/>	3.	Rescue procedure chosen	Refer to Construction Regulations, Sec. 26 for employer's Fall Rescue requirements.		
<input type="checkbox"/>	4.	Engineer's design drawings and manufacturer's specifications available	Engineer's design drawings for: <input type="checkbox"/> Horizontal lifeline <input type="checkbox"/> Scaffold system <input type="checkbox"/> Anchor systems  Manufacturer's specifications for: <input type="checkbox"/> Anchor systems <input type="checkbox"/> PEWP <input type="checkbox"/> SRLs <input type="checkbox"/> Harnesses <input type="checkbox"/> Rope grab		

## **Scaffolding Practices and Procedures**

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### **Intent**

At Janick Electric Ltd., the health and safety of our employees are of the utmost importance. For that reason, Janick Electric Ltd. has created the Temporary Work Platform Policy. The intent of the policy is to outline the safe use of temporary work platforms. This policy has been written in consultation with the Occupational Health and Safety Regulations and must be used in conjunction with all other applicable policies.

### **Guidelines**

#### **Work Platforms**

The following is intended for work that cannot be performed from the ground or a permanent structure without causing a hazard to the worker.

Janick Electric Ltd. will ensure that every scaffold is designed and constructed to support or resist:

- Twice the maximum load or force it is likely to be subjected to without exceeding the allowable amount of stresses for the materials it is made of.
- Four times the maximum load or force which it is likely to be subjected to without overturning.

In the event that the structural component's capacity can only be determined by testing, Janick Electric Ltd. will ensure:

- That it is designed and constructed to support or resist three times the maximum load or force to which it is likely to be subjected without causing the failure of any component.
- That no scaffold is loaded in excess of the amount it was designed and constructed to bear.
- That testing is performed in a manner that simulates the actual loading conditions for which each component has been fabricated.
- That a professional engineer will verify and certify the results of a test and the corresponding rated load of the scaffold.
- That a copy of the certified results is kept available for inspectors.

Janick Electric Ltd. will ensure that scaffolds:

- The assembly and disassembling of all scaffolding will be supervised by a competent person as a requirement under the OHSA.
- Have uprights braced diagonally in the horizontal and vertical planes to prevent lateral movement.

- Have horizontal members that are secured in place to prevent lateral movement and which do not have splices between the points of support.
- Have footing, sills or supports that are rigid, sound and capable of supporting at least two times the maximum load to which the scaffold could be subjected without settlement or deformation, which could affect the stability of the scaffold.
- Are installed with all fittings and gear, including base plates or wheels, in accordance with the manufacturer's instructions.
- Have connecting devices between frames that provide positive engagement in tension and compression.
- Have safety catches on all hooks.
- In order to prevent lateral movement, the scaffold will be adequately secured at vertical intervals not exceeding three times the least lateral dimension of the scaffold, measured at the base.
- Janick Electric Ltd. will ensure that each scaffold is constructed of a suitable structural material.
- In the event that lumber is used, Janick Electric Ltd. will ensure that it is Number 1 Grade spruce.
- Janick Electric Ltd. will ensure that a scaffold mounted on pneumatic tires will never be supported by the pneumatic tires while the scaffold is being erected, used or dismantled
- In the event that tubular metal frames are needed to support masonry units on a scaffold platform, each individual frame leg will have a minimum working load of twenty-two kilonewtons for standard frames and 16.7 kilonewtons for walk-through frames.

### **Scaffolds Mounted on Castors or Wheels**

Janick Electric Ltd. will ensure that if a scaffold is mounted on castors or wheels, it will be equipped with guy wires or outriggers to prevent its overturning if the height of the scaffold platform exceeds three times the least lateral dimension of the scaffold measured at the base of the scaffold, or if outriggers are used, measured between the outriggers.

In the event that the scaffold platform that is more than 2.4 metres above the base and is mounted on castors or wheels, it will not be moved when a worker is on it with the exception of:

- If the worker is wearing a full-body harness as part of a fall arrest system attached to a fixed support, and the scaffold is being moved on a firm level surface.

### **Use of a Professional Engineer**



- Janick Electric Ltd. will hire a professional engineer to design the scaffold and erect it in accordance with the design, in the event that the scaffold exceeds fifteen metres in height above its base support, or if the scaffold is constructed of a tube and clamp system and is ten metres in height above its base support.
- When design drawings for scaffolds are used, instructions for erection and the rated load must be specified.
- During the erection of the scaffolding, a professional engineer, or a competent worker designated by the supervisor, and meeting the definition of a competent worker as set out in the Act, will inspect the scaffold before it is used to ensure that it is erected in accordance with the design drawings.
- Once the inspection is completed, the person who has carried it out will state in writing whether the scaffold has been erected in accordance with the design drawings.
- While the scaffold is being erected, Janick Electric Ltd. will ensure that the project design drawings and the written statement are kept at the project.
- Janick Electric Ltd. will ensure that only a competent worker, as outlined in the Act, will be responsible for the supervision of the erection, alteration and dismantling of a scaffold.

### **Reinforcing Steel**

- Janick Electric Ltd. will provide a scaffold in the event that a worker is installing reinforcing steel on a vertical surface consisting of horizontal reinforcing steel bars and is more than 3.7 metres above the ground or floor.
- In the event that a scaffold cannot be erected, Janick Electric Ltd. will provide the worker with a work belt which they will be required to wear.
- Climbing the vertical surface carrying reinforcing steel bars is strictly prohibited.

### **Scaffold Requirements**

- Janick Electric Ltd. will ensure that every scaffold platform and other work platform is designed, constructed and maintained to support or resist, without exceeding the allowable unit stresses for the materials it was made of, as well as all loads and forces to which it is likely to be subjected and at least 2.4 kilonewtons per square metre.
- When designing and erecting a scaffold platform or other work platform, each component will be capable of supporting a load of at least 2.2 kilonewtons without exceeding the allowable unit stress for each material used.
- Janick Electric Ltd. will ensure that no scaffold platform or other type of work platform will be loaded in excess of the load that it is designed and constructed to bear.

Janick Electric Ltd. will ensure that all scaffolds or other types of work platforms:

- Are at least 460 millimetres wide

- Where it is 2.4 metres or more above a floor, roof or another surface, the platform will consist of planks laid side by side tightly for the full width of the scaffold
- Have the proper guardrails as outlined in section 26.3 of the Regulation
- Have a means of access that meet the requirements in section 70 of the Regulation
- Have no unguarded openings, and
- Have the components required to prevent slipping from its supports.

When constructing a scaffold platform or other work platforms that are constructed of sawn lumber planks, Janick Electric Ltd. will ensure the lumber planks:

- Are number 1 grade spruce that do not have any defect affecting their load-carrying capacity.
- Have legible grade identification stamps or are permanently identified as such
- Are at least 48 millimetres thick by 248 millimetres wide
- Are arranged to ensure their span does not exceed 2.1 metres
- Have supports overhand by at least 150 millimetres but less than 300 millimetres
- Are cleated or secured against slipping.

#### **Masonry Units (when applicable)**

- When cubes of masonry units are used on a scaffold platform, they will be placed directly over the scaffold frame.
- In the event that they cannot be placed directly over the scaffold frame, they will be placed on the scaffold in a manner that conforms with the load capability provisions of the scaffold platform.
- Janick Electric Ltd. will ensure that the surface of an outrigger bracket platform used by a masonry worker will not be more than one metre below the associated material storage platform.
- In the event that masonry units are installed in a building or structure, they will be distributed along with the scaffold platform before being used.

#### **Scaffold Hazards**

There are several hazards associated with the use of scaffolds in the workplace. The main **hazards** when working with scaffolds are:

- Erecting and dismantling scaffolds is a hazard
- Climbing up and down scaffolds and general use
- Planks sliding off or breaking
- Improper loading or overloading
- Platforms not fully planked or “decked.”
- Platforms without guardrails
- Falling objects from scaffolds to workers below
- Improper use of fall protection
- Failure to install all required components such as base plates, connections, and braces
- Moving rolling scaffolds near overhead electrical wires
- Contact with other forms of electricity

- Moving rolling scaffolds with workers on the platform.

To help prevent these hazards, all workplace parties must follow company safety policies and procedures. Each worker is responsible for following and practicing safe work procedures while on the job.

### **Tagging Requirements**

All unsafe equipment or conditions are required to be tagged out by a competent person. If a defect is found that would compromise the safety of the scaffold, it is policy to tagout the equipment to all scaffold users until the issues have been addressed by an engineer. Mandatory tags are required to identify unsafe equipment.

Janick Electric Ltd. may also use the following colour coded tags, ensuring they are placed at each point of entry indicating the status and condition of the scaffold:

- **Green Tag** – containing wording such as *"Safe For Use"* on the tag;
- **Yellow Tag** – containing wording such as *"Caution: Potential or Unusual Hazard"* on the tag
- **Red Tag** – containing wording such as *"Unsafe for Use"* on the tag.

The tags located on the scaffold must include the following information:

- The duty rating of the scaffold;
- The date the scaffold was last inspected;
- The name of the competent worker who conducted the last inspection(s);
- Any precautions to be taken while work is being conducted upon the scaffold; and
- The expiry date of the tag.

No worker shall use a scaffold that has been tagged out of order. *This does not apply to a competent worker who is involved in the erection, inspection or dismantling of a scaffold.* All scaffold users must comply with tagging requirements.

### **Modifications**

Non-qualified scaffold users are prohibited from modifying scaffolding systems. All modifications must be made by qualified and competent personnel only.

### **Responsibilities**

#### Senior Management:

- Provide all basic safety information and training to workers prior to use of scaffolding and when conditions change.
- Ensure that resources are available to accomplish the task safely.
- Ensure that the work is performed according to the company's health and safety program.

#### Supervisors:

- Determine the weight of workers, tools, and equipment.
- Evaluate site conditions.
- Determine the scaffold required for the type and duration of work.
- Check for sufficient clearance from overhead powerlines and other overhead hazards.
- Determine tie-in requirements.
- Obtain drawings of all scaffold parts.
- Ensure that a competent worker supervises scaffold erection and dismantling.
- Ensure the following:
  - Proper footings
  - Inspection before use
  - Workers trained in erection and dismantling
  - Workers are aware of hazards
- Determine the experience level of the crew in erecting and using the type of scaffold required.
- Supervise the installation and inspect the scaffold when installation has been completed.
- Make sure that workers:
  1. Are equipped with fall arrest equipment
  2. Are trained in its use, including inspection
  3. Wear and secure it properly
  4. Tie off while erecting and dismantling the scaffold
  5. Install all scaffold components, including guardrails

Employees:

- Get assembly instructions and comply with them.
- Inspect scaffold parts for damage. Do not use any damaged or defective parts. Report them to the supervisor immediately.
- Before erecting the scaffold, review the following:
  - Tie-in to structure
  - Fall protection procedures
  - Platform loading capacity as provided by supervisor or employer
  - Assembly instructions
  - Overhead hazards, including powerlines.
- Wear fall arrest equipment and tie off where there is any risk of falling.
- Do not overload the scaffold.
- Make sure that the working level has guardrails in place, is fully planked, and is clear of tripping hazards.

## Scaffolding Checklist

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Scaffolding gives workers safe access to elevated areas when it is installed, inspected, maintained, and repaired in accordance with the manufacturer's official instructions, current standards, regulations. If this criterion is not met, scaffolding can become a serious threat to workers and the worksite. It is critical that all scaffolding is inspected *before* workers use it every time to prevent accidents and maintain safety as our top priority. The type of scaffold being used on the worksite must be selected to meet the requirements of the workers. If the scaffold is unsuitable for the task or if the necessary components are not available, workers will improvise to get the job done. This can create a hazardous situation for everyone on the job site.

Company: \_\_\_\_\_ Inspector: \_\_\_\_\_

Scaffold Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

*Check the following before using scaffolding and inspect daily:*

- ☐ The base is sound, level and adjusted
- ☐ Mud Sills properly placed and adequately sized (when required)
- ☐ Legs are plumb, and all braces are in place
- ☐ Screw jacks being used to level and plumb scaffold (when required)
- ☐ Base plates and screw jacks in firm contact with mudsills and frame
- ☐ Clamps are secured in place
- ☐ Locking devices and ties are secured
- ☐ Brackets, tube and clamp, and accessories properly placed with wedges tightened
- ☐ Cross members are level
- ☐ Planks are of the proper grade(s) of lumber and have no weak areas, deterioration, or cracks
- ☐ Planks, decks and guardrails are installed and secure on all open sides and ends
- ☐ Toe boards properly installed (when required)
- ☐ Proper access to get on and off the scaffold
- ☐ Ladder secured in place
- ☐ Scaffold control tag has been signed and approved for use
- ☐ Area around the scaffold has been secured/roped off
- ☐ Inspector deems scaffold as SAFE or UNSAFE
- ☐ If the scaffold is unsafe to use, a "Do Not Use" tag has been placed at all access points
- ☐ Detailed log of inspections and related items or repairs updated

Notes:	
Name	Signature

## **REMEMBER WHEN USING SCAFFOLD:**

- Always select the right scaffolding system for the job
- Be aware of the specific type of scaffolding being used on-site
- Make sure all platforms above 2.4 metres (8 feet) are fully decked
- Use an access ladder, not the scaffold frame, unless it is specially designed to be climbed. Build a staircase if the scaffold will be used for a length of time.
- Build a rest platform for every 10 m (30 ft) in height beside the ladder.
- Remove snow and ice from scaffold platforms, ladders and access areas.
- Ensure that scaffold is securely attached to the building structure. Check requirements in the legislation applicable to your jurisdiction.
- Provide adequate ventilation for the work done inside the scaffold if the scaffold is completely hoarded. Note also that effects from winds increase when scaffolds are covered (hoarded).
- Make sure scaffold planks are in good condition and are cleated properly.
- Make sure the planks have an appropriate amount of overhang – too much and the planks may tip, and too little and the planks may slip off.
- Use all of the components required, including base plates, connections, braces, and securing devices (e.g., “banana” clips, “pig tails,” tie-ins, etc.)
- Protect all planked or working levels with proper guardrails, mid-rails and toe boards along all open sides and at the ends of scaffold platforms.
- Replace any guardrails that were removed while hoisting materials. Wear fall protection until guardrails are reinstalled

## **WHEN YOU SHOULD NOT USE SCAFFOLD:**

- × Do not use a scaffold without guardrails.
- × Do not load in excess of its rated working load.
- × Do not jump on planks or platforms.
- × Do not force braces to fit. Level the scaffold until a proper fit can be made easily.
- × Do not climb or stand on cross braces or guardrails.
- × Do not work on scaffolds during storms or high winds.
- × Do not use ladders or makeshift devices on top of scaffolds to increase height.
- × Do not overload scaffold frames or platforms.
- × Do not load in a way that affects its stability.
- × Do not rest materials or equipment on guardrails.
- × Do not try to repair bent or kinked frames. Throw them out.
- × Do not work below a scaffold without head protection.
- × Do not roll a scaffold while workers are on the platform.
- × Do not use scaffolds near electrical wires.

Reference: Canadian Centre for Occupational Health & Safety, 2017

## Multi-Point Suspended Scaffolds Policy – Ontario

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### Intent

Janick Electric Ltd. has adopted this policy to provide procedures that meet and exceed the requirements of the Occupational Health & Safety Act in ensuring the consistent protection of all Janick Electric Ltd. employees during the construction of a Multi-Point Suspension Scaffold System.

### Definitions

*The following definitions have been adapted from section 1(1) of the Occupational Health and Safety Act, 1990 and Section 1(1) of the Regulations for Construction Projects and are provided for reference in Guidelines for Multi-Point Suspended Scaffolds (MPSS):*

**Multi-Point Suspended Scaffold (MPSS)** – a suspended scaffold or suspended work platform or a system of suspended scaffolds or suspended work platforms, each scaffold or platform being more than 750 millimetres in width, that is supported from an overhead support system by at least three primary load-carrying means of suspension to maintain the system's stability.

**Competent Person** – means a person who,

- a) is qualified because of knowledge, training and experience to organize the work and its performance,
- b) is familiar with the Act and the regulations that apply to the work, and
- c) has knowledge of any potential or actual danger to health or safety in the workplace.

**Competent worker** – in relation to specific work, means a worker who,

- a) is qualified because of knowledge, training and experience to perform the work,
- b) is familiar with the Occupational Health and Safety Act and with the provisions of the regulations that apply to the work,
- c) has knowledge of all potential or actual danger to health or safety in the work.

**Constructor** – means a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer.

**Employer** – means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

**Professional Engineer** – means a person who is a professional engineer within the meaning of the Professional Engineers Act.

**Traverse** – when used in relation to a multi-point suspended scaffold, means to move the scaffold horizontally, in a controlled manner along the building or structure to which it is attached.

**Worker** - Any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:

1. A person who performs work or supplies services for monetary compensation.
2. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
4. A person who receives training from an employer, but who, under the Employment Standards Act, 2000, is not an employee for the purposes of that Act because the conditions set out in subsection 1 (2) of that Act have been met.
5. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

## **Guidelines**

The following information has been taken from the Guidelines for Multi-Point Suspended Scaffolds (MPSS) and is compliant with Ontario OHS regulations.

It is required that only a professional engineer designs the MPSS. The professional engineer must be licensed in Ontario and must also demonstrate the necessary understanding and experience to design MPSSs and their components. They must comply with the Design Requirements designated by the Ministry of Labour.

It is required that the constructor make the professional engineer responsible for the structural integrity of the permanent building or structure from which the scaffold is suspended. They must also provide a written report on how suitable the supporting structure is for supporting the design loads imposed by the MPSS.

The MPSS design engineer is obligated to provide the loading information to the engineer responsible for the permanent building or structure. The information must contain but is not limited to the following:

- The loading caused by the MPSS, including wind loads on the MPSS, localized loading caused by a failure in a suspension point, etc.;
- The fall arrest forces for workers on the platform;
- In the case of bridges, traffic movement, the possibility of lane closures that may cause imbalanced loading; and
- Any other loading that, in the opinion of the professional engineer, may potentially affect the supporting structure.



### Professional Engineer's Duties:

In addition to designing the MPSS in accordance with the Regulation, the professional engineer shall also prepare, sign and seal design drawings of the MPSS.

### Constructor's Duties:

In addition to the general duties and responsibilities set out in the Occupational Health and Safety Act, the constructor has additional duties related to MPSS:

- That the MPSS is designed by a Professional Engineer;
- The design drawings are signed and sealed by the Professional Engineer;
- The drawings include written procedures for the erection, dismantling and traversing the MPSS;
- Any deviations from the drawings are approved by a Professional Engineer in writing;
- The Professional Engineer responsible for the structural integrity of the permanent structure from which an MPSS is suspended provides a written report approving the design loads on the permanent structure by the MPSS;
- To notify the Ministry of Labour that the MPSS is to be erected or dismantled;
- Ensure that a Professional Engineer inspects the MPSS after it is erected and before it is first used (including inspection when MPSS is moved to Canada and before it is first used on a project in Ontario), and after it has been moved to a new anchorage;
- That the Professional Engineer provides a written report that the MPSS complies with the drawings subject to any deviations and states whether or not all components are in adequate condition;
- Before erecting or dismantling a multi-point suspended scaffold, the constructor shall give notice, in person, by telephone, by fax or by electronic means, to the Ministry office located nearest the project;
- Keep all written reports and drawings regarding the MPSS at the project;
- Keep, at the project, a written record of all inspections, tests, repairs, modifications and maintenance performed on the MPSS while the MPSS is at the project;
- It is recommended that the MPSS is equipped with a wind speed measuring device and that work is stopped if the wind speed specified in the Professional Engineer's drawing is reached; and
- A copy of the written records of inspection under section 142.8 is maintained with the MPSS when it is moved off-site.

### Employer's Duties:

In addition to the general duties and responsibilities as per the Occupational Health and Safety Act, the employer has additional duties related to MPSS:

- That the MPSS is designed by a Professional Engineer;
- The design drawings are signed and sealed by the Professional Engineer;
- The drawings include written procedures for the erection, dismantling and traversing the MPSS;
- Any deviations from the drawings are approved by a Professional Engineer in writing;
- Ensure that a Professional Engineer inspects the MPSS after it is erected and before it is first used (including inspection when the MPSS is moved to Canada and before it is first used on a project in Ontario), and after it has been moved to a new anchorage position;
- Ensure the Professional Engineer provides a written report that the MPSS complies with the drawings and that all components are in adequate condition;
- Ensure that the MPSS is equipped with a wind speed-measuring device and that work is stopped if the wind speed specified in the Professional Engineer's drawing is reached;
- Appoint a competent worker to inspect the MPSS prior to each day's use and ensure that the inspection is done;
- Ensure that the MPSS is erected, dismantled and traversed by a competent worker under the supervision of a competent person in accordance with all design drawings;
- Provide adequate oral and written instruction to the workers working on the MPSS on the use and limitations of the scaffold;
- Provide adequate oral and written instruction for the workers engaged in the erection, dismantling and traversing of the MPSS;
- Provide the constructor with the drawings, reports and approvals for the MPSS;
- Ensure the MPSS is not overloaded;
- Post signs on the MPSS indicating the loading of the platform;
- During erection, dismantling, traversing or otherwise moving, a worker shall use personal fall protection equipment at all times;
- Provide written instruction to workers on operation procedures when MPSS is jammed or skewed; and

- It is recommended that the competent worker inspects the MPSS based on a check-list prepared by the design engineer or by the manufacturer.

#### Worker's Duties:

In addition to the general duties and responsibilities as per the Occupational Health and Safety Act, the worker has additional duties related to MPSS:

- The competent worker shall inspect the MPSS daily, prior to its use;
- Work in accordance with the manufacturer's or Professional Engineer's instruction for the MPSS; and
- Use appropriate fall arrest equipment while the MPSS is being erected, dismantled or traversed. The workers shall use double lanyards or equivalent to ensure 100% protection where needed.

#### Supervisor's Duties:

In addition to the general duties and responsibilities as per section 27 of the Occupational Health and Safety Act, R.R.O. 1990, c. O.1, the supervisor has additional duties related to MPSS Section 142.5 under their supervision; only a competent worker or workers shall erect, dismantle, or otherwise move an MPSS.

#### **Fall Arrest System**

Workers are required on an MPSS to use a fall arrest system when the MPSS is being erected, dismantled, traversed or otherwise moved. The fall arrest system is independent of the MPSS and must be designed in accordance with subsections 26.1, 26.6, 26.7 and 26.9 of the Regulation such that the worker is protected at all times. The design and layout of the fall arrest system must take into consideration the design of the MPSS. It is recommended that the design engineer of the MPSS evaluate the loads induced by the fall arrest system on the permanent structure.

## Elevated Work Platforms (EWP) Policy

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### Intent

At Janick Electric Ltd., the health and safety of our employees is of the utmost importance. For that reason, Janick Electric Ltd. has created the Elevated Work Platform Policy. The intent of the policy is to outline the safe use of temporary elevated work platforms. This policy has been written to reflect the health and safety considerations and best practices outlined by the Ministry of Labour, the Occupational Health and Safety Act and Regulations, and the Construction Projects Regulation in order to provide a safe work environment for everyone.

### Guidelines

There are strict obligations under OHSA and the Construction Project Regulation that must be followed at all times. Any operator must be trained with active credentials.

- The elevating work platform must comply with the applicable National Standard of Canada as set out in O. Reg. 213/91. A professional engineer must have certified in writing that the elevating work platform is in compliance with the applicable National Standard. The certificate provided by the professional engineer must include the details of testing carried out on the elevating work platform and outlined in the standard (O. Reg. 213/91, section 144).
- The operating manual must be kept with the elevating work platform (O. Reg. 213/91, section 149).
- The elevating work platform must be used in accordance with the operating manual (O. Reg. 213/91, section 148).
- The elevating work platform must be inspected daily by a trained worker (O. Reg. 213/91, clause 144(3)(b)).
- The elevating work platform:
  - Must not be loaded in excess of its rated working load;
  - Must be situated on a firm and level surface;
  - Must be operated only in accordance with the written instructions of the manufacturer;
  - Shall not be loaded and used in such a manner as to affect its stability or endanger a worker; and
  - Shall not be moved unless all workers on it are protected against falling by a safety belt attached to the platform (O. Reg. 213/91, s. 148).
- The elevating work platform must be inspected daily by a trained worker (O. Reg. 213/91, clause 144(3)(b)).
- A daily log must be kept by the operator(s).
- The owner must have a permanent record of all inspections, tests, repairs, modifications and maintenance performed on the elevating work platform. This record must include the

name and signature of the persons who carried out the maintenance, tests or repairs.  
(O.Reg. 213/91, s.145.)

## Selection Criteria

EWP must only be operated by a competent person in possession of training documentation. The right EWP for the job scope must be selected. A common list of causes associated with EWP incidents are:

- Using an on-slab machine on rough terrain
- Using an undersized unit with respect to height, reach and lifting capacity
- Lifting large materials that overhang the platform
- Using a scissor lift where the reach of a boom-type is needed
- Extending the platform with planks, ladders or other devices because the machine can't reach the required height

## Factors To Consider When Selecting An EWP

- **Capacity:** Does the machine have the lifting capacity, reach and height to complete the task?
- **Surface Conditions:** Are the surface conditions hard or soft, sloped or level? Will the ground have an effect on the type of machine selected?
- **Platform Size and Configuration:** Do you need a regular or extendable platform? Is rotation required? Are there space restrictions to consider?
- **Mobility:** Is a boom-type better suited than a scissor lift to the task at hand?
- **Material to be Lifted:** Will the machine be able to lift the size and weight of the material required for the job?
- **Access:** Will the machine be able to travel around the workplace safely? Are there obstructions or depressions that will restrict the use of certain machines?
- **Operator Skill and Training:** Are the people on-site competent to operate the machine? If a propane-powered engine is used, has the operator received propane training?
- **Work Environment:** If the work is to be done indoors or in a poorly ventilated area, will an electronically powered machine be required?

## Basic Hazards

- **Machine Tipping or Overturning:** Many factors cause instability, sudden stops, drop-offs, overreaching, overloading, etc.
- **Over-riding Safety Features:** Disarming the dead man switch can prevent operators from knowing when they are in a dangerous situation
- **Overhead Powerline Contact:** Can cause electrocution
- **Makeshift Extensions:** When the machine cannot reach the working height desired, do not compensate by using scaffolding planks, ladders, blocks of wood, or other makeshift arrangements

- **Overloading the Platform:** EWP's overloaded or loaded unevenly can become unstable and fail. Boom types are especially sensitive to overloading
- **Failure to Cordon Off:** EWP's can be struck by other construction equipment or oncoming traffic when the work area is not properly marked or cordoned off
- Workers can be injured if they inadvertently enter an un-marked area and are struck by falling materials, tools, or debris
- Swinging booms and getting pinched by scissor mechanisms
- **Improper Access:** Do not enter or leave the platform by climbing the scissors or the boom. Do not use extension ladders to gain access; for safest access, lower the platform to the ground
- **Moving with the Platform Raised:** Lower the platform before moving the machine unless:
  - The machine is designed to move with the platform raised
  - The supporting surface is smooth and level
- **Pinch Points:** As platforms are raised, machines may sway. Workers can be pinched between guard rails and the structure. Position the platform so that the work takes place above the guard rail height.

### Guidelines For Safe Operation Around Powerlines

Always check for overhead powerlines before moving the machine or operating the platform. Minimum permitted distances from overhead powerlines must be observed:

Voltage Rating Of Powerlines → Minimum Distance			
750	to	150,000 Volts	→ Minimum 3 Metres (10 Feet) distance
150,001	to	250,000 Volts	→ <b>Minimum 4.5 Metres (15 Feet) distance</b>
Over		250,000 Volts	→ <b>Minimum 6 Metres (20 Feet) distance</b>

### General Guidelines For Safe Operation

- All workers must wear a full-body harness with a shock absorber lanyard (non-retractable) and tie off to a designated tie-off point at all times.
- Do not leave the machine unattended without locking it or otherwise preventing unauthorized use.
- Make sure all the controls are clearly labelled with action and direction.
- Keep guardrails in good condition and ensure that the gate is securely closed before moving the platform.
- Do not remove guardrails while the platform is raised.
- Position the boom in the direction of travel where possible.

- Keep ground personnel away from the machine and out from under the platform.
- Do not access the platform by walking on the boom.
- Do not use the machine as a ground for welding.
- Do not operate the equipment in windy conditions.
- Secure loads and tools on the platform so that machine movement will not dislodge them.
- Use proper three-point climbing techniques when mounting or dismounting from the machine.
- Do not operate any elevated work platform in high wind conditions.
- Always refer to the manufacturer's guidelines in the operator's manual.
- Never operate equipment on which you have not been trained or which you are not comfortable operating. The safety of the worksite is dependent on the competent operation of all equipment and upholding the Internal Responsibility System.

### **Inspection**

- All components which bear directly on the safe operation of the EWP and can change from day to day must be inspected on a daily basis.
- Users must also check the operator's manual for pre-operator checks specific to that machine.
- Any EWP not meeting the safe operating requirements must be tagged "DO NOT USE" and taken out of service until repairs/alterations can be made.
- Daily equipment checklist to be completed daily and sent into the office weekly to the head foreman.

### **Modifications**

- All aerial lifts and elevated work platforms must only be used as intended by the manufacturer.
- Alterations or field modifications to aerial lifts and elevated work platforms shall not be performed unless explicit written consent has been attained by the equipment manufacturer.

## Office Ergonomics

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### Intent

It is policy to improve the comfort and wellbeing of employees by identifying and correcting ergonomic risk factors in the workplace. This procedure will effectively identify and prevent work-related musculoskeletal disorders (MSD) and repetitive strain injuries through engineering, equipment, proper work practices, and administrative controls.

### Definitions

**Ergonomics** - The scientific discipline concerned with the understanding of the interactions among humans and other elements of a system, and the profession that applies theory, principles, data, and methods to design in order to optimize human wellbeing and overall system performance

**Musculoskeletal Disorders** - Disorders of the muscles, nerves, tendons, ligaments, joints, cartilage and spinal discs. MSD's do not include disorders caused by slips, trips, falls, motor vehicle accidents, or other similar accidents. Examples of MSD's include: Carpal tunnel syndrome, Rotator cuff syndrome, De Quervain's disease, Trigger finger, Tarsal tunnel syndrome, Sciatica, Epicondylitis, Tendinitis, Raynaud's phenomenon, Carpet layers knee, Herniated spinal disc, and Low back pain.

**Repetitive Strain Injury** - Damage to tendons, nerves, and other soft tissues caused by the repeated performance of a limited number of physical movements and characterized by numbness, pain, and the wasting and weakening of muscle.

**Engineering Controls** - Changes made to the workstations, tools, or machinery that alter the physical composition of the area or process. Engineering controls are the preferred control method as their goal is to reduce the presence of hazards

**Administrative Controls** - Changes made to regulate exposure without making physical changes to the area or process, for example, taking frequent breaks and job rotations.

### Responsibilities

#### Supervisor Responsibilities:

- Review ergonomic requirements and, in the case of a medical request for workplace accommodation, consult with the Return to Work Coordinator
- Implement ergonomic changes necessary to prevent, eliminate, or mitigate risk(s)
- Ensure that employees receive training and education in the ergonomically correct use of furniture, equipment and tools
- Evaluate and monitor the ergonomic program, including assessing the nature and extent of ergonomic hazards and recommending ways of minimizing or controlling these hazards



### Employee Responsibilities:

- Follow established safe work practices and participate in ergonomic training and education
- Report to the supervisor all MSD occurrences, actual or suspected
- Report to the supervisor any concerns relating to the ergonomic fit of the workstation, equipment or tools required for the job
- Provide medical documentation to the supervisor when requesting medically prescribed ergonomic accommodations

## **Procedures**

### **Lighting and Illumination:**

Adequate electrical lighting will be provided to support safe working conditions. Insufficient light must be addressed and corrected to allow for the correct distribution of light required for the job.

- Additional lighting will be supplied in consideration of:
  - Type of task being done (such as demands for speed and accuracy);
  - Type of surfaces (does it reflect or absorb light);
  - General work area.
  - The individual's personal requirement.

### **Work Surface Height:**

Adjust the height of the work surface or the height of the chair so that the work surface allows the elbows to be bent at 90 degrees, forearms parallel with the floor, wrist straight, and shoulders relaxed.

### **Chair:**

Chairs must be suitable for the desk and modified to support the user.

- Adjust the seat tilt close to horizontal
- Knees should be bent at a comfortable angle and greater than 90 degrees flexion
- Adjust the backrest so that it supports the lower back when sitting upright

### **Keyboard Placement:**

Place the keyboard in a position that allows the forearms to be close to horizontal and the wrists to be straight. That is, with the hand in line with the forearm. If this causes the elbows to be held far out from the side of the body, then re-check the work surface height. Be careful not to have the wrist extended or bent in an up position.

### **Length Of Time On The Keyboard:**

- The maintenance of a fixed posture for long periods is tiring and increases the likelihood of muscular aches and pains. In addition, long periods of repetitive movement and sustained visual attention can also give rise to fatigue-related complaints.
- Avoid spending more than five hours a day on keyboard duties and no longer than 50 minutes per hour without a postural/stretching break.
- Jobs should be designed and organized so that either computer-related tasks can be interspersed with non-computer-related or computer-based tasks can be rotated amongst staff.

#### **Screen Placement:**

- Set the eye to screen distance at the distance that permits for optimal focus on the screen. Usually, this will be within one arm's length.
- Set the height of the monitor so that the top of the screen is below eye level, and the bottom of the screen can be read without a marked inclination of the head. Usually, this means that the centre of the screen will need to be near shoulder height with the eyes level with the toolbar.

#### **Posture And Environment:**

- Change posture at frequent intervals to minimize fatigue. Avoid awkward postures at the extremes of the joint range, especially the wrists.
- Take frequent short rest breaks rather than infrequent longer ones.
- Avoid sharp increases in work rate. Changes should be gradual enough to ensure that the workload does not result in excessive fatigue.

#### **Training**

- Ergonomic training will be provided to employees as part of the New Employee Orientation Program.
- The training program will include but not be limited to the definition of ergonomics, ergonomic stressors, types of MSDs, symptoms of MSD, reporting, and work strategy controls.
- Job-specific ergonomic training programs will be presented upon request.

#### **Supporting Document:**

- Workplace Ergonomics Checklist

## Workplace Ergonomics Checklist

This checklist is used to review current working conditions at permanent and temporary stationary workstations. Where the situation does not meet ergonomic requirements and is a regular condition of work, attention is required to rectify the situation.

Review the situations and working conditions and indicate Yes by checking "Y" or "N" for No.

Strike out both boxes ☐Y ☐N to indicate "Not Applicable."

Physical Demands	
The amount of workspace provided is adequate.	<input type="checkbox"/> Y <input type="checkbox"/> N
The position of equipment, controls and workbench allows for satisfactory posture and correct controls by hand and foot.	<input type="checkbox"/> Y <input type="checkbox"/> N
The worker must stand either all or most of the time or must remain seated for the majority of the time.	<input type="checkbox"/> Y <input type="checkbox"/> N
The provision for workers to sit is adequate in relation to the task.	<input type="checkbox"/> Y <input type="checkbox"/> N
The height of the worktable is satisfactory in relation to posture and viewing distance. Posture is unsatisfactory due to the construction of the machine, workbench, controls, or portable instruments.	<input type="checkbox"/> Y <input type="checkbox"/> N
The surface of the workbench is satisfactory in regard to hardness, smoothness, colour, and slope.	<input type="checkbox"/> Y <input type="checkbox"/> N
Required foot controls are accessible and within reach of the workstation.	<input type="checkbox"/> Y <input type="checkbox"/> N
Pedals are satisfactory in respect of position and size, and special allowance is made where there are more than two for sitting postures or any used for a significant time for standing postures.	<input type="checkbox"/> Y <input type="checkbox"/> N
Footrests and supports for arms, hands, back are available if required; and do not restrict the safe and effective operation of the task.	<input type="checkbox"/> Y <input type="checkbox"/> N
Characteristics of the hand controls are compatible with the forces required to operate them (shape, size, surface) and required forces are acceptable.	<input type="checkbox"/> Y <input type="checkbox"/> N
Where hand tools are used, they are the correct ones for the task; they are adequately maintained, and they are accessible to the operator in the most effective way.	<input type="checkbox"/> Y <input type="checkbox"/> N
Where containers are used, their position, size and weight are satisfactory.	<input type="checkbox"/> Y <input type="checkbox"/> N
The speed of the machine can be adjusted according to the skill and preference of the operator.	<input type="checkbox"/> Y <input type="checkbox"/> N
The design and layout of the equipment is satisfactory for repair and maintenance	<input type="checkbox"/> Y <input type="checkbox"/> N
There are no considerations or conditions that are unsatisfactory so as to bring liability under health and safety regulations; all recommendations as to operator comfort and stress are clearly distinguished.	<input type="checkbox"/> Y <input type="checkbox"/> N
Vision and Lighting	
The task does not impose high visual demands	<input type="checkbox"/> Y <input type="checkbox"/> N
The illumination level is adequate for the visual demands required	<input type="checkbox"/> Y <input type="checkbox"/> N
Lighting is met by general and local lighting	<input type="checkbox"/> Y <input type="checkbox"/> N
The visual contrast between the workplace and surroundings is as it should be	<input type="checkbox"/> Y <input type="checkbox"/> N
There is no glare that may cause discomfort or a disability in the performance of the work	<input type="checkbox"/> Y <input type="checkbox"/> N
Where colour discrimination is required, operators are screened for visual acuity, and allowances are made for ageing employees	<input type="checkbox"/> Y <input type="checkbox"/> N
Controls, instruments, and equipment etc. are in comfortable visual range and adequately lit	<input type="checkbox"/> Y <input type="checkbox"/> N
Warning lights are correctly designed and located	<input type="checkbox"/> Y <input type="checkbox"/> N

<b>Hearing</b>	
Where auditory signals are used, their characteristics are appropriate to the message conveyed and are clearly audible	<input type="checkbox"/> Y <input type="checkbox"/> N
Noise levels are low enough to permit adequate verbal communication (if required in the task)	<input type="checkbox"/> Y <input type="checkbox"/> N
Confusion is not possible because of auditory signals required for other tasks	<input type="checkbox"/> Y <input type="checkbox"/> N
<b>Other Senses</b>	
Does the task require accurate tactical discrimination	<input type="checkbox"/> Y <input type="checkbox"/> N
All controls and tools are easily recognized by touch and are positioned correctly	<input type="checkbox"/> Y <input type="checkbox"/> N
Where the task requires a good sense of balance (e.g. with ladders), these workers are regularly screened, especially senior employees	<input type="checkbox"/> Y <input type="checkbox"/> N
Where the task requires accurate position movements or exact application of muscular force, these workers are screened to ensure their capabilities	<input type="checkbox"/> Y <input type="checkbox"/> N
Where the task requires a good sense of smell or taste, workers are screened to ensure capabilities	<input type="checkbox"/> Y <input type="checkbox"/> N
Effects of vibration, infrasound or ultrasound have been taken into consideration in terms of health and safety and performance decrement	<input type="checkbox"/> Y <input type="checkbox"/> N
<b>Legibility</b>	
Required data be obtained from display quickly with the required accuracy	<input type="checkbox"/> Y <input type="checkbox"/> N
Scales are correctly graduated and are as simple as possible; not giving needless or spurious accuracy	<input type="checkbox"/> Y <input type="checkbox"/> N
Letters, numbers, graphics and markings conform to the relevant standards in relation to the required reading distance; the required reading distance is not different from the normal reading distance	<input type="checkbox"/> Y <input type="checkbox"/> N
Pointers and other indicators are simple and clear and allow numbers to be read without obstruction	<input type="checkbox"/> Y <input type="checkbox"/> N
Pointers are mounted so that the visual parallax is minimized	<input type="checkbox"/> Y <input type="checkbox"/> N
Great differences in brightness between displays, dials and surroundings have been avoided	<input type="checkbox"/> Y <input type="checkbox"/> N
The legibility of the display is not impaired by the reflection of light sources	<input type="checkbox"/> Y <input type="checkbox"/> N
Legibility of dials is not impaired by bright lights visible within the same area of vision	<input type="checkbox"/> Y <input type="checkbox"/> N
Shadowing by pointers, edges, or controls have been avoided	<input type="checkbox"/> Y <input type="checkbox"/> N
The chosen numerical progression minimizes reading errors	<input type="checkbox"/> Y <input type="checkbox"/> N
<b>Grouping</b>	
It is possible to group the different categories of dials and displays in different planes or surrounds of mounting	<input type="checkbox"/> Y <input type="checkbox"/> N
Groups of displays of a specific category can be divided by area or colour patterning; layouts of displays are created to highlight when normal conditions change to abnormal	<input type="checkbox"/> Y <input type="checkbox"/> N
Displays are located in close proximity to their corresponding controls	<input type="checkbox"/> Y <input type="checkbox"/> N
The most important and the most frequently used instruments are optimally positioned within the normal visual field	<input type="checkbox"/> Y <input type="checkbox"/> N
The most frequently used instruments are grouped together and in the same area of the visual field	<input type="checkbox"/> Y <input type="checkbox"/> N
<b>Positioning</b>	
The positioning of controls on similar machines or displays is correctly standardized	<input type="checkbox"/> Y <input type="checkbox"/> N
Reading of instruments does not require undue movement of head and body	<input type="checkbox"/> Y <input type="checkbox"/> N
The location and size of the display is correct in regard to sitting posture, arms reach and viewing direction	<input type="checkbox"/> Y <input type="checkbox"/> N

Accuracy and speed	
The accuracy of the instrument is compatible with the required reading accuracy	<input type="checkbox"/> Y <input type="checkbox"/> N
Reading errors are minimized by the design of the instrument	<input type="checkbox"/> Y <input type="checkbox"/> N
Time lag between changes in the system and indication of it in the display is minimized as much as possible	<input type="checkbox"/> Y <input type="checkbox"/> N
Digital displays are used for accurate reading and for adjusting to a predetermined value	<input type="checkbox"/> Y <input type="checkbox"/> N
Moving pointer displays are used for estimation of the degree of deviation and for adjusting deviation	<input type="checkbox"/> Y <input type="checkbox"/> N
Dials are as simple as possible regarding the desired information; coloured zones (e.g. red, amber, green) can be used instead of numbers and markings when only information checks are required	<input type="checkbox"/> Y <input type="checkbox"/> N
Satisfactory signals are used to indicate the breakdown of a measuring instrument, and the knock-on effect whereby several alarms may occur simultaneously is avoided in favour of the most important	<input type="checkbox"/> Y <input type="checkbox"/> N
Conformity	
The grouping and arrangements of displays conform to the required reading sequence	<input type="checkbox"/> Y <input type="checkbox"/> N
Pointers and other graphics point in the same direction when equipment is working correctly	<input type="checkbox"/> Y <input type="checkbox"/> N
The direction of the movement displays have a similar meaning in different displays	<input type="checkbox"/> Y <input type="checkbox"/> N
The positioning of displays in different colours is the same where these panels serve a similar purpose	<input type="checkbox"/> Y <input type="checkbox"/> N
Controls	
It is possible to immediately see which situation is indicated by the position of the control	<input type="checkbox"/> Y <input type="checkbox"/> N
The controlling hand does not impede the reading of the dial	<input type="checkbox"/> Y <input type="checkbox"/> N
It is possible to indicate the zero position by a stop	<input type="checkbox"/> Y <input type="checkbox"/> N
It is possible to recognize controls or visual graphics by means of differences in shape, colour or size	<input type="checkbox"/> Y <input type="checkbox"/> N

## Lighting Ergonomics

<b>Lighting Checklist - General</b>	
Enough light for the task	<input type="checkbox"/>
No troublesome reflections	<input type="checkbox"/>
No glare along or near-normal line of sight	<input type="checkbox"/>
No frequent transitions between extremes of light and dark or near and far	<input type="checkbox"/>
Lamps covered to diffuse light evenly	<input type="checkbox"/>
Adequate lighting of upper walls and ceilings	<input type="checkbox"/>
Shadows eliminated	<input type="checkbox"/>
Bright shiny objects out of view	<input type="checkbox"/>
Lights provide steady illumination (e.g., lights do not flicker)	<input type="checkbox"/>
Workers do not complain of visual strains and headaches ("yes" if there are no complaints)	<input type="checkbox"/>
<b>Office</b>	
Clear and readable images on the computer monitor	<input type="checkbox"/>
Well-placed local lighting	<input type="checkbox"/>
Computer monitors are positioned to reduce glare from various sources (e.g., windows, overhead lighting, etc.)	<input type="checkbox"/>
Matte finishes on furniture and equipment	<input type="checkbox"/>
Blinds or curtains on windows	<input type="checkbox"/>
Brightness and contrast controls are properly adjusted on the computer monitor	<input type="checkbox"/>
Appropriate size print and good contrast is available for reading materials	<input type="checkbox"/>
<b>Industry</b>	
Very small objects are magnified in addition to good lighting	<input type="checkbox"/>
Moving machinery parts have painted a colour that contrasts with the background	<input type="checkbox"/>
Adequate lighting is available in storage rooms, stairways and hallways	<input type="checkbox"/>
A simple background is located behind tasks	<input type="checkbox"/>
<b>Maintenance</b>	
Regular replacement of bulbs	<input type="checkbox"/>
Regular cleaning of light fixture	<input type="checkbox"/>
Regular cleaning of upper walls, ceilings, and task stations	<input type="checkbox"/>

## Confined Space Management

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### Intent

Janick Electric Ltd. is committed to protecting the health and safety of all employees, contractors, and constructors by complying with all applicable legislative and regulatory requirements regarding confined spaces. The purpose of this procedure is to ensure that the hazards of performing work within a confined space are communicated and trained to all employees to effectively control hazards. This procedure provides the necessary information to effectively implement the Confined Space Management Program and applies to all confined spaces located on company job sites or facilities. Authorized personnel will identify workplace health and safety hazards, implement controls for those hazards, and develop safe operating procedures where required.

### Definitions

**Atmospheric hazards** - The accumulation of atmospheric contaminants, including gases, vapours, fumes, dust, or mists, that could result in acute health effects that pose an immediate threat to life or interfere with a person's ability to escape unaided from a confined space. The accumulation of flammable, combustible, or explosive agents; An oxygen content in the atmosphere that is less than 19.5 percent or more than 23 percent by volume. Sources of atmospheric hazards may include:

- Previous contents of the space. An example would be a tank with a residual amount of organic solvent in it, such as perchloroethylene.
- Atmospheric hazards generated from chemical reactions of materials present in the space. An example would be the decomposition of organic materials that would cause the formation of methane, a flammable gas, and hydrogen sulphide, a toxic atmospheric contaminant. Another example would be rusting, or oxidation, within a confined space that would consume oxygen and cause an oxygen deficiency.
- Activities performed in or about the space. Examples include welding, which generates welding fumes, and solvent cleaning, which generates solvent vapours.
- Hazardous contaminants that may inadvertently enter the space from adjacent processes or locations. An example would be carbon monoxide from vehicle exhaust entering street manholes or a trench.

**Attendant** - A worker trained in the hazards of confined spaces whose primary responsibility is to monitor and assist the workers in the confined space.

**Competent person** - A person who is qualified because of knowledge, training, and experience to organize the work and its performance, familiar with the OHSA and the regulations that apply to the work and has knowledge of any potential or actual danger to health or safety in the workplace.

**Confined space** - A fully or partially enclosed space that is not both designed and constructed for continuous human occupancy; and in which atmospheric hazards might occur because of its construction, location, or contents, or because of work that is done in it.

**Continuous human occupancy** - A space that has been designed and constructed in accordance with recognized codes and standards that contain provisions to make the space suitable for humans to occupy, such as provisions for structural adequacy, entry and exit, ventilation, and lighting, such that a human could continuously occupy that space. i.e. Office spaces; Mechanical rooms, elevator rooms, or other service rooms; Walk-in coolers, freezers, and refrigerators; Laboratories; and rooms that store and dispense flammable liquids that are equipped with approved fire suppression systems.

**Hot work** - Work that is capable of producing a source of ignition.

**Cold work** - Work that is not capable of producing a source of ignition.

**Lead employer** - An employer who contracts for the services of one or more other employers or independent contractors in relation to one or more confined spaces that are located in the lead employer's own workplace or in another employer's workplace.

**Purging** - Method employed for displacing contaminants from a confined space.

**Sample** - An individual reading of the composition of the atmosphere in the confined space.

**Test** - A collection of samples.

**Ventilation** - The continuous provision of fresh air into the confined space by mechanical means to maintain acceptable atmospheric levels. It must be continued while work is being carried out within the space to maintain an acceptable oxygen concentration, provide protection in case of accidental release of chemicals, remove contaminants generated by the work performed, and to cool the enclosure.

**Lower Explosive Limit (LEL)** - Lowest concentration (percentage) of a gas or vapour in air capable of producing a flash of fire in presence of an ignition source (arc, flame, heat). Concentrations lower than LEL are "too lean" to burn. Also called "lower flammable limit" (LFL).

## **Guidelines**

Janick Electric Ltd. will ensure that all workers within a confined space are protected against hazardous substances or energy that could cause harm. No worker will be permitted to enter a confined space without the appropriate precautions being put in place to protect the worker.

Any exception or amendment to this policy must comply with the OHSA and appropriate regulations.

## **Confined Space Program**



All employees at Janick Electric Ltd. should use the following questions to determine whether a fully or partially enclosed space meets the definition of a confined space:

1. **Is the space designed and constructed for continuous human occupancy?** YES/NO
2. **Might an atmospheric hazard occur in the space?** YES/NO
3. **Is it a confined space?** YES/NO

Is the space designed and constructed for continuous human occupancy?	Might an atmospheric hazard occur in the space?	Confined Space
Yes	No	No
Yes	Yes	No
No	No	No
No	Yes	Yes

Where a confined space exists that employees may enter to perform work, Janick Electric Ltd. will ensure that a written program for the confined space is developed and maintained in accordance with the appropriate regulations before any employee enters the confined space.

The confined space program for Janick Electric Ltd. will adequately provide:

- A method for recognizing each confined space to which the program applies;
- A method for assessing the hazards to which workers may be exposed;
- A method for the development of one or more plans (as necessary);
- A method for the training of workers; and
- An entry permit system that sets out the measures and procedures to be followed when work is to be performed in a confined space to which the program applies.

In the case of a workplace that is not a project, the confined space program will be:

- Developed and maintained in consultation with the joint health and safety committee or health and safety representative (as applicable); and
- Provided to the joint health and safety committee or the health and safety representative (as applicable).

In the case of a workplace that is a project, Janick Electric Ltd. must provide a copy of the confined space program to the constructor, who will provide a copy of it to the project's joint health and safety committee or the health and safety representative (as applicable).

Janick Electric Ltd. or the relevant constructor will ensure that a copy of the confined space program is available to:

- Any other employer of workers who perform work to which the program relates; and
- Every worker who performs work to which the program relates, if the workplace has no joint health and safety committee or health and safety representative.

## **Assessment**

As part of the confined space program, Janick Electric Ltd. must assess the hazards related to the confined space before any worker can enter the space. Janick Electric Ltd. will appoint a person with adequate knowledge, training, and experience to conduct the assessment and will maintain a record containing the details of the person's knowledge, training, and experience.

The assessment must be recorded in writing and take into consideration the following conditions of each confined space:

- The hazards that can occur because of the design, construction, location, use, or contents of the confined space; and
- The hazards that can develop while work is done inside the confined space.

The assessment must be signed and dated and include the name of the assessor before it is provided to Janick Electric Ltd. If there are two or more confined spaces that present the same hazards and are of similar construction, their assessments can be recorded in a single document, but each confined space must be clearly identified.

Janick Electric Ltd. will ensure that the assessment is reviewed as often as necessary to ensure that the relevant plan remains adequate and incorporates the record of the assessment into a confined space entry permit.

Janick Electric Ltd. will provide copies of the assessment and record of the assessor's knowledge, training, and experience upon request to:

- The joint health and safety committee, the project's joint health and safety committee, the health and safety representative; or
- Every worker who performs work that is related to the assessment if the workplace does not have a joint health and safety committee or health and safety representative.
- Even if a space is not defined as a "confined space" under regulations, supervision must take every precaution reasonable in the circumstances to protect workers entering the space.

## **Confined Spaces Plan**

As part of the confined space program, Janick Electric Ltd. must ensure that a written plan, including procedures for the control of hazards identified in the assessment, is developed and implemented before any worker can enter a confined space. One plan may deal with two or more confined spaces that are of similar construction and present the same hazards as identified by the

assessment. Confined space plans can be incorporated into a confined space entry permit. Each plan must contain provisions for:

- The duties of workers and attendants;
- Co-ordination in accordance with regulations for confined spaces with multi-employment involvement (if applicable);
- On-site rescue procedures;
- Rescue equipment and methods of communication;
- Personal protective equipment, clothing, and devices;
- Isolation of energy and control of materials movement;
- Adequate means for entering and exiting;
- Atmospheric testing;
- Adequate procedures for working in the presence of explosive or flammable substances; and
- Ventilation and purging.

If there is a possibility of unauthorized entry into a confined space, Janick Electric Ltd. or, in the case of a project, the constructor must ensure that each entrance to the confined space:

- Is adequately secured against unauthorized entry; or
- Has been provided with adequate barricades and adequate warning signs regarding unauthorized entry.

Janick Electric Ltd. will ensure that the plan is reviewed as often as is necessary to ensure that it remains adequate.

### **Duties Of Entrants**

- Do not enter or re-enter (if the confined space has been left unoccupied and unattended) the confined space unless testing has been performed;
- Know the hazards that may be faced upon entry. Know the route of exposure, signs and symptoms and long-term effects of exposure;
- Know how to use the equipment properly (tools and PPE);
- Maintain communication with the attendant so that the attendant can monitor your safety and be able to alert workers to evacuate the confined space;
- Alert the Attendant whenever:
  - You recognize any warning sign or symptom of exposure
  - You see a dangerous condition
  - An alarm is activated

Get out of the Permit space immediately whenever:

- A warning system indicating a ventilation failure is activated
- The attendant gives an evacuation order
- A worker recognizes any signs or symptoms of exposure
- A person inside detects a dangerous condition
- An evacuation alarm is activated

## **Attendant**

An attendant must be present whenever a worker enters a confined space. The attendant is not allowed to enter the confined space unless they is replaced by another attendant in accordance with the plan. The attendant must:

- Remain alert outside and near the entrance
- Be in constant communication with all workers in the confined space.
- Radio checks shall be performed hourly as a minimum requirement.
- Responsible for the air monitoring equipment at all times.
- Perform atmospheric testing. The attendant must be trained and familiar and all atmospheric testing equipment, including calibration, maintenance and operation of the equipment.
- If the confined space is left unattended and unoccupied, the tests must be performed again before re-entry.
- Upon completion of the Confined Space work task, the monitor must be returned to the supervisor for "bump testing" and calibration
- Record all results of every sample on the entry permit. If continuous monitoring is required, test results must be recorded at regular intervals (every hour).
- Monitor the safety of workers inside the confined space
- Be provided with a device for summoning help in case of an emergency
- Initiate an adequate rescue procedure in case of an emergency

## **Protective Clothing And Personal Protective Equipment**

- A Competent person should assess the personal protective equipment and clothing required to perform the work (i.e. gloves, boots, chemical suits, fire-resistant coveralls, hearing, eye and face and respiratory protection).
- Each worker must ensure their personal protective equipment meets site standards and report any irregularities immediately.
- All workers shall be trained in the selection, care, and use of all necessary PPE

## **Training**

### Hazard Recognition and General Training

Janick Electric Ltd. will appoint a person with adequate knowledge, training, and experience to provide training on safe work practices related to working in confined spaces, including training in recognition of hazards associated with confined spaces, to every worker who enters a confined space or performs related work.

Janick Electric Ltd. will ensure:

- Training is developed in consultation with the joint health and safety committee or health and safety representative.
- Training is reviewed in consultation with the joint health and safety committee or health and safety representative whenever there is a change in circumstances that can affect the safety of a worker who enters a confined space in the workplace and in any case at least once annually.

#### Plan-Specific Training

Janick Electric Ltd. will ensure that every worker who enters a confined space or who performs related work:

- Receives adequate training, in accordance with the relevant plan, to work safely and properly; and
- Follows the plan.

#### Training for Workplaces Designated as Projects

Janick Electric Ltd. will ensure that every worker who enters a confined space or who performs related work receives adequate training to perform the work safely, in accordance with the relevant plan. Training will include training in:

- The recognition of hazards associated with confined spaces; and
- Safe work practices for working in confined spaces and for performing related work.

#### **Records**

Janick Electric Ltd. will ensure written records showing who provided and received training, the nature of the training and the date it was provided is up to date and maintained appropriately. For workplaces designated as projects, Janick Electric Ltd. will provide the training records to the project's joint health and safety committee or health and safety representative (as applicable) on request. Records of training can be incorporated into a confined space entry permit.

#### **Entry Permits**

Janick Electric Ltd. will ensure that a separate entry permit is issued each time work is to be performed in a confined space before any worker enters the confined space. Before each shift, a competent person must verify that the entry permit complies with the relevant plan for the confined space. Entry permits must include at least the following:

- The location of the confined space;
- A description of the work to be performed;

- A description of the hazards and the corresponding control measures;
- The time period that the entry permit applies to;
- The name of the attendant;
- A record of each worker's entries and exits;
- A list of the equipment required for entry and rescue, and verification that the equipment is in good working order;
- Results obtained in atmospheric testing; and
- Adequate provisions for the hot work and corresponding control measures if the work performed in the confined space includes hot work.

Janick Electric Ltd. will ensure that the entry permit, during the time for which it applies, is readily available to every person who enters the confined space and to every person who performs related work concerning the confined space.

### **Unauthorized Entry**

The Constructor must ensure that each entrance to the confined space is secured against unauthorized entry and has adequate barricades or signs warning against unauthorized entry.

### **Atmospheric Hazards Testing**

Janick Electric Ltd. will appoint a person with adequate knowledge, training, and experience to perform tests as often as necessary before and while a worker is in a confined space to ensure that acceptable atmospheric levels are maintained in the confined space following the relevant plan. The person performing the tests will use calibrated instruments that are in good working order and are appropriate for the hazards identified in the relevant assessment.

If the confined space has been both unoccupied and unattended, tests must be performed before a worker enters or re-enters.

Janick Electric Ltd. will ensure that the results of every sample of a test are recorded. If the tests are performed using continuous monitoring, the test results must be recorded at adequate intervals. Testing must not endanger the health or safety of the person conducting tests.

### **Explosive and Flammable Substances**

Janick Electric Ltd. will continuously monitor the workplace to ensure that no worker enters or remains in a confined space that contains or is likely to contain airborne combustible dust or mist whose atmospheric concentration can create an explosion hazard or explosive or flammable gas or vapour unless one of the following applies:

- The worker is performing only inspection work that does not produce a source of ignition. In the case of explosive or flammable gas or vapour, the atmospheric concentration is less than 25 percent of its lower explosive limit, as determined by a combustible gas instrument.

- The worker is performing only cold work. In the case of explosive or flammable gas or vapour, the atmospheric concentration is less than 10 percent of its lower explosive limit, as determined by a combustible gas instrument.

If the worker is performing hot work, all of the following conditions must be satisfied:

- In the case of explosive or flammable gas or vapour, the atmospheric concentration is less than five percent of its lower explosive limit, as determined by a combustible gas instrument;
- The atmosphere in the confined space does not contain, and is not likely to contain while a worker is inside, an oxygen content greater than 23 percent by volume;
- The atmosphere in the confined space is monitored continuously;
- The entry permit includes adequate provisions for hot work and corresponding control measures; and
- An adequate warning system and exit procedure are provided to ensure that workers have adequate warning and can exit the confined space safely in the case of explosive or flammable gas or vapour, the atmospheric concentration exceeds five percent of its lower explosive limit, and the oxygen content of the atmosphere exceeds 23 percent by volume.

The above provisions do not apply if:

- The atmosphere in the confined space has been rendered inert by adding an inert gas and is monitored continuously to ensure that it remains inert;
- A worker entering the confined space uses adequate respiratory protective equipment, adequate equipment to allow persons outside the confined space to locate and rescue the worker if necessary, and such other equipment if necessary to ensure the worker's safety; and
- Equipment is inspected by a person with adequate knowledge, training, and experience and is in good working order before the worker enters the confined space.

Janick Electric Ltd. will ensure that this section is complied with by ventilation, purging, rendering the atmosphere inert, or other adequate means, in accordance with the relevant plan.

## **Ventilation and Purging**

If atmospheric hazards exist or are likely to exist in a confined space, the confined space must be purged, ventilated, or both before any worker enters it so that acceptable atmospheric levels are maintained in the confined space while any worker is inside.

If mechanical ventilation is required to maintain acceptable atmospheric levels, an adequate warning system and exit procedure must also be provided so that workers have adequate warning of ventilation failure and can exit the confined space safely.

If purging and ventilating the confined space is impractical in the circumstances for technical reasons, and mechanical ventilation is not required, a worker entering the confined space must use:

- Adequate respiratory protective equipment;
- Adequate equipment to allow persons outside the confined space to locate and rescue the worker if necessary; and
- Such other equipment as necessary to ensure the worker's safety.

The equipment must have been inspected by a person with adequate knowledge, training, and experience and must be in good working order before the worker enters the confined space.

## **Rescue Procedures**

Janick Electric Ltd. will ensure that no worker enters or remains in a confined space unless, following the relevant plan, adequate written on-site rescue procedures that apply to the confined space have been developed and are ready for immediate implementation.

Janick Electric Ltd. will ensure that an adequate number of persons trained in the on-site rescue procedures, first aid and cardio-pulmonary resuscitation, and the use of the rescue equipment required following the relevant plan are available for immediate implementation of on-site rescue procedures before a worker enters a confined space. No worker shall enter or remain in a confined space unless, in accordance with the relevant plan, adequate written on-site rescue procedures that apply to the confined space have been developed and are ready for immediate implementation.

## **Rescue Equipment and Methods of Communication**

Janick Electric Ltd. will ensure that rescue equipment identified in the relevant plan is:

- Readily available to perform a rescue in the confined space;
- Appropriate for entry into the confined space; and
- Inspected as often as is necessary to ensure it is in good working order by a person with adequate knowledge, training, and experience, recorded in writing, and the record of inspection incorporated into the entry permit.

Janick Electric Ltd. will establish methods of communication that are appropriate for the hazards identified in the relevant assessment and will make them readily available for workers to communicate with the attendant.

## **Rescue Training**

An adequate number of workers must be available to carry out the rescue procedures as quickly as possible. Before any worker enters the confined space, adequate personnel trained in the matters listed below are available for immediate implementation of the on-site rescue procedures. The personnel shall be trained in:

- The on-site Confined Space Rescue procedures
- First Aid and CPR; and



- How to use the rescue equipment necessary to carry out the rescue

### Rescue Equipment

- The rescue equipment will be readily available and appropriate for the site-specific confined space.
- The rescue equipment must be regularly inspected by a competent worker and in good working order.
- The competent worker must keep a written record of the inspection(s)
- The size of the confined space opening must be considered when choosing the rescue equipment (do not plan for an SCBA when it will not fit through the opening of the confined space)
- The rescue equipment to be used will be dependent upon the hazards in the confined space and the plan. Examples of safety equipment include:
  - Harnesses and lifelines
  - Hoist/retrieval systems
  - Self-Contained Breathing Apparatus (SCBA)
  - Airline respirators and other equipment as necessary.
- It is very important to take into account the size of the confined space access/egress points when selecting the type of rescue equipment to be used

All supervisors shall ensure that the rescue equipment identified in the relevant plan is:

- Readily available to affect a rescue in the confined space
- Appropriate for entry into the confined space
- Inspected as often as necessary to ensure it is in good working order, by a competent person and is appointed by the Supervisor
- The inspection shall be recorded in writing by the competent person, and the record of the inspection may be incorporated into the entry permit

Note: Dialling "911" does not meet the Confined Space Regulations in an emergency and therefore cannot be used as a primary rescue plan

- Regular (hourly) 'checks' must be conducted when using radios devices and other methods of communication to monitor the effectiveness of the device required to complete the task in the Confined Space. New batteries, a charging station, and backup equipment should be kept with the attendant and with the workers in the confined space.

## **Attendant**

Janick Electric Ltd. will ensure that an attendant is assigned, and:

- Stationed outside and near the entrance to the confined space where the attendant can best perform their duties;
- In constant communication with all workers inside the confined space, using the means of communication described in the relevant plan; and
- Provided with a device for summoning an adequate rescue response.

Whenever a worker enters a confined space, the attendant must not enter the confined space at any time and will do the following, according to the relevant plan:

- Monitor the safety of the worker inside;
- Assist the worker; and
- Summon an adequate rescue response if required.

## **Confined Spaces with Multi-employer Involvement**

If the workers of more than one employer perform work in the same confined space or related work concerning the same confined space, the following provisions apply:

- Always refer to the site-specific Confined Space Plan provided by the site Constructor.
- Before any worker enters the confined space or begins related work concerning the confined space, the lead employer or, in the case of a project, the constructor will prepare a co-ordination document to ensure that the duties imposed on employers are performed in a way that protects the health and safety of all workers who perform work in the confined space or related work concerning the confined space;
- In the case of a workplace that is not a project, the co-ordination document may provide for the performance of duties by an employer on behalf of other employers with respect to the workers;
- A copy of the co-ordination document will be provided to each employer of workers who perform work or related work in the same confined space;
- If a workplace is not a project, the co-ordination document must be provided to the joint health and safety committee or health and safety representative for each employer whose workers perform work or related work in the same confined space; and
- If a workplace is a project, the coordination document must be provided to the joint health and safety committee or health and safety representative for the project.

## **Management Responsibilities:**

Janick Electric Ltd. will ensure that each worker who enters a confined space is provided with adequate personal protective equipment, clothing, and devices, following the relevant plan, and each worker is protected against:

- The release of hazardous substances into the confined space by blanking or disconnecting piping;
- Contact with electrical energy inside the confined space that could endanger the worker by disconnecting, de-energizing, locking out, and tagging the source of electrical energy;
- Contact with moving parts of equipment inside the confined space that could endanger the worker by disconnecting the equipment from its power source, de-energizing equipment, and locking out and tagging it;
- Drowning, engulfment, entrapment, suffocation, and other hazards from free-flowing material by adequate means; or
- If there are no practical circumstances for technical reasons, by immobilizing equipment, blocking, or other adequate means.

### Records

In the case of a workplace that is not a project, every assessment, plan, co-ordination document, a record of training, entry permit, a record of inspection, and record of a test, including records of each sample, will be retained by Janick Electric Ltd. for the longer of the following periods:

- One year after the document is created; or
- The period that is necessary to ensure that at least the two most recent records of each kind that relate to a particular confined space are retained.

In the case of a workplace that is a project, Janick Electric Ltd., or the constructor must:

- Keep every assessment, plan, co-ordination document, a record of training, entry permit, a record of an inspection, and record of a test, including records of each sample, at the project, and have available for inspection; and
- Must retain the documents for one year after the project is finished.

If the workers of more than one employer perform work in the same confined space or related work concerning the same confined space, the documents described in this section will be retained by:

- The employer is responsible for creating them if the workplace is not a project; and
- The constructor or employer, as the case may be, responsible for creating them if the workplace is a project.

### Supporting Documents:

- Confined Space - Air Quality Reading
- Confined Space - Entry Log
- Confined Space - Entry Permit
- Confined Space - On-Site Rescue Plan
- Confined Space - Hazard Assessment

AUDITOR: \_\_\_\_\_ POSITION: \_\_\_\_\_

**Carbon Monoxide up to 25PPM**  
**Lower Explosion Level up to 10%**

AUDITOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Confined Space Entry Log

---

LOCATION OF ENTRY: _____		DATE: _____
CONFINED SPACE MONITOR EQUIPMENT USED: _____		
CONFINED SPACE ENTRY ATTENDANT(S)		
PRINT: _____	SIGNATURE: _____	
PRINT: _____	SIGNATURE: _____	
PRINT: _____	SIGNATURE: _____	
CONFINED SPACE CERTIFIED ENTRANTS:		

NAME	SIGNATURE	VERIFY	TIME IN	TIME OUT

ALL ENTRANTS MUST BE CERTIFIED TO ENTER THE CONFINED SPACE. ATTENDANTS VERIFY CERTIFICATION OF ENTRANT UPON ENTERING THE CONFINED SPACE.

## Confined Space Entry Permit

STATE OF PERMIT:	END OF PERMIT:
PERMIT NUMBER #	DATE:
NATURE & SCOPE OF WORK FOR ENTRY:	
LOCATION:	SUB-CONTRACTOR:
FOREMAN:	CONTACT NUMBER:
CONFINED SPACE HAZARD PERMIT PREPARED BY:	
CRAFT/DEPARTMENT:	DATE:
CONFINED SPACE SUPERVISOR:	PHONE:

### PREPARATION FOR ENTRY

TESTING	ACCEPTABLE CONDITIONS TIME	RESULTS HRS	RESULTS HRS	RESULTS HRS	RESULTS HRS	RESULTS HRS	RESULTS HRS	RESULTS HRS
Oxygen								
Flammables/Combustibles (For all Hot work Permit must be completed and attached)								
Hot work < 5% LEL								
Cold Work <10% LEL								
Inspection < 20% LEL								
Cold Work <10% LEL								
H <sub>2</sub> S								
Temp								
Other								
Entry Prep	As stated above							
Equip. Check	As stated above							

AUTHORIZATION FOR ENTRY: I CERTIFY THAT ALL REQUIRED PRECAUTIONS HAVE BEEN TAKEN AND ALL NECESSARY EQUIPMENT IS PROVIDED FOR SAFE ENTRY AND WORK IN CONFINED SPACE. CONFINED SPACE COORDINATION/SUPERVISOR (PRINT & SIGN BELOW)

DATE:

REVIEWED BY HEALTH & SAFETY.	RESCUE TEAM	
	PRINT	
	SIGNATURE	
	DATE:	/ /

## Confined Space On-Site Rescue Plan

CONFINED SPACE - ON SITE RESCUE PLAN		
CONFINED SPACE NAME/LOCATION:	IDENTIFICATION #:	DATE:
ATTENDANT:	EMPLOYER:	
ON-SITE RESCUE PERSONNEL/DESIGNATION:	1)	
	2)	
	3)	
	4)	
METHODS OF COMMUNICATION: Attendant to Rescue Personnel: <input type="checkbox"/> Phone <input type="checkbox"/> Audible Signal <input type="checkbox"/> Radio <input type="checkbox"/> Intercom		
Attendant to Workers: <input type="checkbox"/> Phone <input type="checkbox"/> Audible Signal <input type="checkbox"/> Radio <input type="checkbox"/> Intercom <input type="checkbox"/> Hand Signal <input type="checkbox"/> Rope Signal		
METHODS OF RESCUE: <input type="checkbox"/> External (Retrieval) <input type="checkbox"/> Internal: <input type="checkbox"/> Congested:		
<input type="checkbox"/> Hauling System Required: <input type="checkbox"/> Patient Lowering System Required:		
<input type="checkbox"/> Anchor Overhead:		
Anchorage: <input type="checkbox"/> Beam <input type="checkbox"/> Stairwell <input type="checkbox"/> Support Strut <input type="checkbox"/> Support Column <input type="checkbox"/> Other		
RESCUE EQUIPMENT REQUIREMENTS: (Check where applicable below and indicate quantity needed):		
<input type="checkbox"/> Hauling Systems:	<input type="checkbox"/> Carabiners:	<input type="checkbox"/> Ascenders:
<input type="checkbox"/> Anchor Straps:	<input type="checkbox"/> Webbing:	<input type="checkbox"/> Main Lines:
<input type="checkbox"/> Rigging Plates:	<input type="checkbox"/> Safety Lines:	<input type="checkbox"/> Shock Absorbers/Lanyards
<input type="checkbox"/> Fire Extinguishers:	<input type="checkbox"/> Pulleys:	<input type="checkbox"/> Body Harnesses:
RESCUE EQUIPMENT INSPECTIONS:		
Identified rescue equipment inspected by competent worker:		Employer:
Record of Inspection(s) attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		
MEDICAL EQUIPMENT REQUIREMENTS: (Check where applicable below and indicate quantity needed):		
<input type="checkbox"/> First Aid Kit: <input type="checkbox"/> Other Equipment/Supplies:		
ADDITIONAL PPE REQUIREMENTS : (Indicate what is needed):		
<input type="checkbox"/> High Visibility Vests:	<input type="checkbox"/> Hard Hats	<input type="checkbox"/> Face Shield
<input type="checkbox"/> Hearing Protectors:	<input type="checkbox"/> Safety Glasses/Goggles	<input type="checkbox"/> Other:
<input type="checkbox"/> Safety Boots	<input type="checkbox"/> Gloves	
DESCRIPTION OF THE SPACE (INCLUDE LOCATION OF ATTENDANT):		
DIAGRAM OF THE SPACE (USE ANOTHER PAGE IF NEEDED):		
COMPLETED BY: _____ POSITION: _____ DATE: _____		

## Confined Space Hazard Assessment

LOCATION:		
EQUIPMENT:		
SUPERVISOR:		DATE:
ASSESSMENT BY:		
<b>SECTION 1 - CONFINED SPACE IDENTIFICATION</b>		
IS THE SPACE IN QUESTION:		
1. Fully or partially enclosed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Designed and constructed for continuous human occupancy?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. Can atmospheric hazards occur because of its construction, location or contents or because of work that is done in it?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p>If you answer "yes" to question 1 and 3 and "no" to question 2 the work area is considered to be a confined space and requires an entry permit and rescue plan. All entrants and attendants and rescue personnel must be adequately trained.</p> <p>Any other combination of the above DOES NOT make the work area a CONFINED SPACE and should be considered as RESTRICTED ENTRY. Atmospheric Testing Procedures as well as other preventative measures may still be required to ensure worker safety.</p>		
<b>SECTION 2 - HAZARDS OF CONFINED SPACE</b>		
<b>1. OXYGEN DEFICIENCY/ENRICHMENT</b>		
Could there be Oxygen deficiency due to consumption by workers, rust formation, standing/running water, etc?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Could Oxygen be displaced by other gases?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Could Oxygen be consumed by hot work operations?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>2. OXYGEN ENRICHMENT</b>		
Is there an outside source of oxygen lines entering the space?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>3. FIRE AND EXPLOSION</b>		
Are flammable gases/vapours present?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does work include welding or use of a torch?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will grinding of metal take place?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Any sparks or electrical components?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is a fire extinguisher required?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is a HOT WORK PERMIT required?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>4. CHEMICAL EXPOSURE</b>		
Are toxic substances present?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>5. MATERIAL COLLAPSE AND FAILING OBJECTS</b>		
Are there any objects above the work area that could fall?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Protection required?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>6. ELECTRICAL SHOCK</b>		
Has the space been checked for defective cords or other electrical equipment that could cause electric shock?	<input type="checkbox"/> YES	<input type="checkbox"/> NO



SECTION 2 - HAZARDS OF CONFINED SPACE (CONT'D)		
<b>7. RIGGING</b>		
Is rigging required?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>8. HOLE OR OPENING PROTECTION</b>		
Are protective barricades, guard rails or hole covers required on, in or near the confined space?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>9. VISIBILITY</b>		
Is additional lighting required?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is lighting equipment explosion proof?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will visibility be affected by sandblasting, steam cleaning spray painting or welding?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>10. TEMPERATURE EXTREMES</b>		
Workers exposed to high temperatures?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Workers exposed to low temperatures?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>11. NOISE</b>		
Will work inside the space produce high noise levels?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will work outside the space produce high noise levels?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SECTION 3 VENTILATION OF CONFINED SPACE		
Will natural/mechanical ventilation be sufficient?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If flammable or combustible substances are used, pneumatic air movers or explosion proof fans will be needed, and continuous air monitoring <b>MUST</b> be done.		
Pneumatic air movers required?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Explosion proof fans required?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Non-explosion proof fans required?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will exhaust air be vented to the outside atmosphere?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

## SECTION 4 - ISOLATION OF CONFINED SPACE

[illegible]

### SECTION 5 - ATMOSPHERIC TESTING

How often is atmospheric testing required?

☐ Hourly      ☐ Continuous      ☐ Every Two Hours      ☐ Prior to each entry      ☐ Every Four Hours

Atmospheric tests must be done by qualified and experienced  
people, using maintained, bump tested and calibrated instruments

TEST RESULTS (please record initial findings)		
SHORT DESCRIPTION	RANGE	ACTUAL
Lower Explosive Limit (LEL)	0%	%
Oxygen (O <sub>2</sub> )	19.50%	%
Hydrogen Sulphide (H <sub>2</sub> S)	Low N/A High 10PPM	PPM
Carbon Monoxide (CO)	Low N/A High 25PPM	PPM
Other:	Low      High	
Other:	Low      High	

Comments or Considerations:

### SECTION 6 - PERSONAL PROTECTIVE EQUIPMENT

PROTECTIVE EQUIPMENT REQUIRED:

Hard Hat	<input type="checkbox"/> YES <input type="checkbox"/> NO	High Visibility Clothing	<input type="checkbox"/> YES <input type="checkbox"/> NO
Safety Glasses	<input type="checkbox"/> YES <input type="checkbox"/> NO	Chemical Cartridge Respirator	<input type="checkbox"/> YES <input type="checkbox"/> NO
Work Boots	<input type="checkbox"/> YES <input type="checkbox"/> NO	Self Contained Breathing Air	<input type="checkbox"/> YES <input type="checkbox"/> NO
Hearing Protection	<input type="checkbox"/> YES <input type="checkbox"/> NO	Supplied Breathing Air	<input type="checkbox"/> YES <input type="checkbox"/> NO
Rubber Gloves	<input type="checkbox"/> YES <input type="checkbox"/> NO	Face Shield	<input type="checkbox"/> YES <input type="checkbox"/> NO
Rubber Boots	<input type="checkbox"/> YES <input type="checkbox"/> NO	Air Monitor	<input type="checkbox"/> YES <input type="checkbox"/> NO
Protective Suit	<input type="checkbox"/> YES <input type="checkbox"/> NO	Fall Arrest Equipment	<input type="checkbox"/> YES <input type="checkbox"/> NO
Other (Specify):		Other (Specify):	

PERSONAL FIT TESTING REQUIRED FOR:

☐ Respirators      ☐ SCBA

\* Note All employees who require the use of respirators or SCBA's require Fit testing prior to use.

**SECTION 7 - CONFINED SPACE ATTENDANT (SAFETY WATCH)**

If tests of the atmosphere inside the space indicate that it is hazardous or a hazardous atmosphere can develop inside the space during work then a Safety Watch is required.

Is the attendant trained in First Aid and CPR?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the Attendant have direct access to a phone in case of an emergency?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Safety Watch knows where the nearest access door for emergency response team is?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are visual/verbal contacts adequate?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is radio contact required?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Communication code required?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is a Rescue Plan developed and immediately available?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**SECTION 8 - RESCUE PLAN**

Have you Identified the required rescue equipment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ensured that rescue personnel are immediately available?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are rescue personnel trained in this rescue plan and the required equipment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is at least one rescuer trained in first aid and CPR?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

List each step in the rescue plan including what equipment is required:

**SECTION 9 - SIGN OFF AND DISTRIBUTION**

Completed by:  
(Print name) \_\_\_\_\_ Signature: \_\_\_\_\_

Distribution: ☐ Client ☐ Health & Safety ☐ Site Office ☐ Other: \_\_\_\_\_

## Lockout/Tag Out Policy

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### Intent

Janick Electric Ltd. is committed to the health and safety of all of its employees. Janick Electric Ltd. has adopted this policy to prevent accidents that might otherwise occur during servicing, repair or maintenance of equipment or machinery. This policy has been written in accordance with Ontario's Ministry of Labour and the Occupational Health and Safety Guidelines.

Lockout Tagout procedures have also been outlined for the use of energy isolating devices and devices used to disable machines or equipment to prevent unexpected start-up or release of stored energy that may cause injuries and equipment damage. These procedures apply to all authorized employees working on potentially energized machines or equipment.

Working on live equipment or electrical panels and systems is prohibited at all times. Failure to perform lock-out/tag-out and tampering with equipment will result in disciplinary action up to and including termination of employment.

### Definitions

**Energy Isolating Device** – a device used to ensure that power or energy cannot flow through to a piece of machinery or equipment. Some examples of these devices are a disconnect switch, circuit breaker, manually operated valve, or blind flange.

**Authorized Employee** – An employee who is qualified because of knowledge, training, and experience and has been assigned to perform lock-out/ tag-out. They have received Applicable Lock-out/Tag-out Training Program, including comprehension of all lock-out/ tag-out policies and procedures

**Energy Isolating Device** – A mechanical device (a disconnect switch, line valve, block, blank off plate) that physically prevents the transmission or release of an energy source to machinery or equipment

**Energy Source** – Any source of electrical, mechanical. Hydraulic, pneumatic, chemical, thermal, gravitational. stored or other energy

**Group/Complex Lockout/Tagout Procedure** – The procedure used when there are several workers involved and several sources of energy to be locked-out/ tagged-out This is usually accomplished through the use of a lockbox under the direction of the lead electrical Supervisor or a lock-out/tag-out captain

**Individual Lockout/Tagout Procedure** – The basic procedure used where there is only one worker who is required to lock-out/tag-out one source of energy

**Lockbox** – A secure box, usually attached to the machinery or equipment that contains locks, tags, and keys for use in a group lock-out/tag-out situation. It is usually under the control of the lead electrical supervisor

**Lockout** – To physically neutralize all energy sources in machinery or equipment (usually by applying locks) before beginning any maintenance or repair work. The primary purpose of lock-out is to prevent all energy isolation devices (switch, circuit breaker or valve) from accidentally being operated while workers are working

**Lockout/Tagout Coordinator** – A designated leader of a lock-out/tag-out event, group lock-out/tag-out, or complex lock-out/tag-out who has been trained in all lock-out/tag-out policies and procedures. Their lock will remain on the isolated sources until the project is complete

**Lockout Device** – A device that uses a positive means (such as a lock) to hold an energy isolation device in a safe position and prevent the energizing of a machine or a piece of equipment. Each lock-out device must always be accompanied by a tag-out device. All lock-out devices must be identifiable with the company name, phone number and control identification number

**Multi-Lock Hasp or Scissor Device** – A device that allows several personal locks to be attached to a single lock-out point. It cannot be opened until all of the personal locks have been removed. If more than six locks are required for the lock-out, then the last hole is left empty so that another multi-lock hasp can be added

**Personal Lock** – A personal lock is assigned to a particular worker involved in the operation. Each worker must apply and remove their own personal lock and carry their own key. Combination locks or locks with master or duplicate keys must not be used. Each personal lock shall be identified by an attached tag with the worker's name, date and contact number

**Tagout Device** – A tag or sign that must be attached to the lock-out device that is used to communicate vital information about the lock-out. Including the identity of the authorized employee, the date and time. It also warns workers not to operate that equipment. The tag must be substantial enough to withstand the environment, be made of non-conducting material, be secured to prevent inadvertent or accidental removal, and it remains legible for the duration of the job

**Tagout** – To attach tags or signs to the locks with written information about the nature of the lock-out

**Self-contained breathing apparatus (SCBA)** – Used to protect users against oxygen deficiency, dust, gases and vapours at plants, aboard vessels, or where air quality is compromised.

## **Guidelines**

There are many types of potentially hazardous energy including, electrical, thermal, chemical, pneumatic, hydraulic, mechanical and gravitational energy. This Policy is designed to ensure all employees of Janick Electric Ltd. are aware of the preventative measures in place to avert the accidental release of this type of energy. All such forms of this energy must be locked out, blocked

or released to ensure that machinery or equipment does not turn on or move during the installation, servicing, repair or maintenance.

## **Responsibilities**

Janick Electric Ltd. employees who perform maintenance activities on equipment must be provided with training on the company's lockout/Tagout program. Employees who work in areas in which lockout/Tagout procedures may be required shall be provided with awareness training.

Janick Electric Ltd. will determine which energy isolating devices apply to the equipment/machinery being locked out. Janick Electric Ltd. will ensure that employees know which energy sources need to be controlled.

When equipment/machinery are to be locked out, Janick Electric Ltd., supervisors and employees are to follow the following lockout principles:

- Pre-plan for the lockout by identifying all energy sources and switches.
- Procedures must be written and followed for equipment access, lockout/Tagout, clearance, release and start-up.
- Notification of lockout must be given to affected works.
- Equipment/machinery should be shut down by normal means (i.e. turning switches to the off position, closing valves, etc.).
- Equipment/machinery will be isolated from the energy source by disconnecting or blocking the energy source.
- Janick Electric Ltd. will lock and tag the energy isolating device over which the worker has control; a tag indicating that the equipment/machinery has been shut down will be placed upon it.
- Workers will ensure that all energy sources have been isolated prior to working on the equipment and machinery.
- When the work is complete, the worker must release the equipment/machinery from lockout.
- The worker must test the equipment/machinery to ensure it is running correctly prior to the equipment/machinery being used normally.

Janick Electric Ltd. workers are prohibited from undertaking any work on equipment unless the equipment is fully secured against accidental start-up, movement or release of electrical, mechanical, hydraulic, pneumatic, chemical or thermal energy.

## **Training Requirements**

- Workers Awareness training
- WHMIS (current to 1 year)
- Working at Heights (current to 3 years)
- Ontario College of Trades – Electrical Hazard Awareness
- Review Lockout Tag Out procedures

## Lockout Procedures

The following procedures are to be followed by all Janick Electric Ltd. employees when using the lockout process on machinery or equipment:

### Preparation

Notify all affected workers of the required lockout and the reasoning for the lockout:

- Identify the types and magnitude
- Identify all hazards (including stored energy)
- Identify the methods or means of controlling the energy
- Identify the location of switches, energy sources, controls, interlocks or other such devices necessary to isolate the system
- Assess the consequences of the shutdown
- Notify all affected persons that the equipment will be shut down and locked-out/tagged-out
- Develop a written JSA, lock-out/tag-out log, lock-out/ tag-out plan, where necessary

### Machine/Equipment Shutdown and Isolation

- Shut down the equipment/machinery if in operation by the normal stopping procedures; only workers who are trained to use the equipment/machinery should perform the regular shutdown.
- Implement the energy-isolating device, ensuring that all energy sources are disconnected or isolated.
- Stored energy must be released or disconnected by whichever method is the most reasonable (for example, grounding, repositioning, blocking, etc.).
- Do not pull fuses instead of locking out the equipment/machinery. This does not guarantee that the circuit is dead.
- Computer shutdown alone does not constitute a proper isolation Procedure

### Application of Lockout/Tagout

- Lockout and tag the energy-isolating device with an assigned lock.
- If multiple workers are working on the same piece of equipment/machinery, each worker must lockout and tag the energy-isolating device using a personal lock and tag on the group lockout device. Locks and tags must clearly show the name of the person who applied it.
- Locks and tags must be durable to withstand various environments ensuring the information on them remains legible.
- Locks and tags will be standardized in colour, shape, and size. They should be recognizable and state all the appropriate information about the lockout.
- The individual lock and tag should be removed when the worker is finished working on the machine/equipment.
- Tags must be attached to each lock-out device, whether it is a personal lock or a control lock



- A multi-lock hasp, scissor device or lockbox may be used to allow the application of more than one lock to a single energy isolating device
- Tags must be attached to each lock-out device, whether it is a personal lock or a control lock. The tag shall state the name, telephone number of the person who applied the device, the reason for locking out, the date and time
- In the case of a group lockout/tag-out, the electrical Supervisor or lock captain will coordinate all control lock-out/tag-out devices

#### Verification of Isolation

- Once all workers are in an area where they cannot be injured, verify that the energy sources have been disconnected and there is no possibility of the equipment/machinery turning on.
- If there is any possibility of re-accumulation of stored energy, isolation of the equipment/machinery must be verified periodically until the work is complete.
- Operating controls are to be returned to their neutral position after the test. A check of system activation should be completed to ensure isolation.
- Verify the test equipment before and after the test on a known source of energy.
- Potential test indicators should not be used beyond the voltage limits for which they are rated.
- Return all of the controls to the off or neutral position after trying to start.
- For work involving several points of isolation, the Authorized Employee must keep a record of the devices opened, locked off or otherwise rendered inoperable so that all of these devices can be reactivated once work is complete.
- Each person who has placed a personal lock on the equipment should be assured of their right to verify individually that the potentially hazardous energy has been isolated and de-energized before the repair or maintenance work begins.

#### Release of Stored Energy (De-Energizing)

- Once all necessary lock-out/tag-out devices have been applied, all potentially hazardous stored or residual energy must be relieved, blocked, bled, restrained, grounded or rendered safe by Authorized Employees.
- Additional measures may be necessary to prevent the re-accumulation of energy (i.e. slow leak in an airline may require direct mechanical disconnect).

#### Lockout/Tagout Interruption

Should there be a need to test or reposition equipment/machinery that is locked and tagged, the following steps are to be followed:

- Clear the equipment/machinery from tools and materials.
- Ensure all workers are removed from potential hazards.
- Remove locks/tags according to the procedures set forth in this policy.
- Test/reposition the equipment/machinery.
- De-energize and relock/retag the controls prior to continuing to work.

Should work need to be passed over to another worker to complete, the first worker must remove his/her lock and tag following the proper removal procedures and the worker taking over the work must place his/her lock and tag upon the energy isolating device following the proper procedures set forth in this policy.

#### Release from Lockout/Tagout

Prior to restoring energy to the equipment, an Authorized Employee will perform an assessment of the work area to determine that:

- The machine or equipment is operationally intact.
- All necessary guards have been re-installed.
- All tools and materials used during the repair or maintenance activities have been removed.
- All temporary de-energizing measures and devices have been removed by those who placed them.
- All other workers and affected individuals have been informed that the energy is about to be restored.
- All other workers and affected individuals are clear of the equipment (perform a headcount if necessary).
- The last lock to be removed should be that of the person supervising the lock-out. This responsibility shall not be delegated to another person. Follow the required steps to re-energize the system.
- Inspect the work area to ensure that all items have been removed and that the machine/equipment components are operational prior to removing the locks and tags.
- Ensure other workers are at a safe distance from any potential hazard which may occur.
- Each worker who has affixed a lock to an energy control point must remove their own lock.
- Notify affected workers that the locks and tags have been removed.
- The equipment/machine is now ready for regular use.

#### Lock Removal

In the event that a worker has left the worksite and had forgotten to remove the lock and tag, their direct supervisor must contact them to ensure it is ok to remove the lock. If the worker cannot be contacted, a thorough investigation of the machinery or equipment must be conducted by their direct supervisor or the supervisor in charge. This must include a visual inspection of all areas affected by the lockout. Only once it has been deemed safe to do so can the lock be removed.

#### **Group Lockout/Tagout Lockbox Procedures** (Lockout Tagout Coordinator Required)

Where there are several lockout/Tagout points to be secured and several authorized employees involved on the job, a group lock-out/tag-out procedure is followed:

- The Lock-out/Tag-out Coordinator obtains a lockbox and secures it to the machine or equipment.
- The keys are collected, verified and placed inside the lockbox.

- The lockbox is then closed and a multi-lock hasp is affixed to it. This will allow additional locks to be added.
- The last available hole should never be used for a lock but should remain open to adding another multiple lockout device if needed to create more spaces. In this way, as many locks as needed can be added to the equipment.
- Each worker on the job applies their personal lock to the multi-lock hasp such that the box cannot be opened until each personal lock is removed. Each worker's personal lock remains in place as long as they are actively working on the lock-out equipment.

In all cases, the last lock to be removed shall be that of the person supervising the lock-out/tag-out. **This responsibility shall not be delegated to another person.**

Supporting Documents:

- Employee Issue Record Lock & Tag Removal
- Lockout Box
- Electrical Safety Program

## Employee Lock Issue Record

[illegible]

## Lock & Tag Removal Questionnaire

All questionnaires must be completed by the supervisor and returned to Health & Safety Office anytime a safety lock has to be cut off. Please return the lock with this form.

PROJECT:		DATE:	
SUPERVISOR:		TIME:	
NAME OF LOCK OWNER:			
LOCK & TAG LOCATION:			
1)	Are there any other options? I.e. use of alternative equipment? Explain:		<input type="checkbox"/> YES <input type="checkbox"/> NO
2)	How Critical is this request?		<input type="checkbox"/> EMERGENCY <input type="checkbox"/> URGENT <input type="checkbox"/> REPORT ONLY
3)	Has contact with Lock & Tag Owner been made? By whom? How? Explain:		<input type="checkbox"/> YES <input type="checkbox"/> NO
Ask to see identification of person to verify that he/she is owner of lock. Refer to Flow Chart (Form).			
4)	Has it been confirmed that the Lock and Tag Owner has left the property? By whom?		<input type="checkbox"/> YES <input type="checkbox"/> NO
5)	How long have you waited for a confirmation reply?		Time:
6)	Has contact been made with Owner/Client/Management? If yes, by whom: Explain:		<input type="checkbox"/> YES <input type="checkbox"/> NO Time:
7)	Has a thorough search been conducted to ensure the owner of the Lock and Tag is clear of any hazard? Explain:		<input type="checkbox"/> YES <input type="checkbox"/> NO
8)	Are you confident about removing this Lock & Tag? Explain:		<input type="checkbox"/> YES <input type="checkbox"/> NO
9)	Removal of Lock & Tag authorized by: _____ Print Clearly Date		
10)	Check equipment. Re-lock or turn over to the Owner/Client		
PLEASE REMEMBER TO RETURN THE LOCK & TAG WITH THIS REPORT TO HEALTH & SAFETY OFFICE			
Please Print		Signature	Date
CC	<input type="checkbox"/> LOCK OWNER		
	<input type="checkbox"/> HEALTH & SAFETY OFFICE		

## Lockout Box Log

DATE:				
SHIFT:				
JOB#:				
LOCKOUT POINT	ENERGY TYPE?	LOCATION	TEST	LOCK # OR I.D.
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
<b>**PERSONAL LOCKS TO BE REMOVED AT THE END OF EACH SHIFT**</b>				
NAME (PRINT)	PHONE NUMBER	INITIAL ON	INITIAL OFF	VERIFIED
LOCKOUT COORDINATOR:				
SUPERVISOR:				
FOREMAN:				
WORKERS (PRINT BELOW)				
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
11)				
12)				
13)				
14)				
15)				
<b>**ENERGY TYPES**</b>				
P - PNEUMATIC   S - STEAM   G - GRAVITY   A - AIR   H - HYDRAULIC   C - CHEMICAL   T - THERMAL				

## Overhead Crane Loading and Unloading Policy

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### Intent

Janick Electric Ltd. has adopted the following procedures for operating an overhead crane and loading and unloading materials from a trailer to ensure the ongoing health and safety of our staff and to minimize the incidence of injuries in the workplace. This document has been written based on information provided by the Canadian Centre for Occupational Health and Safety. Please be advised that while working on any construction site, you must follow the Health & Safety Policies, Procedures and Practices provided by the General Contractor on site.

### Definitions

**Minimum Distance from Powerlines** - Limits of approach are the safe distances HORIZONTALLY that people or equipment must maintain from exposed energized powerlines or equipment, which vary depending on system voltage and the training and experience of the individual. Specific training and procedures are required for workers who work on or near energized powerlines.

### Guidelines

The practice of safe overhead crane operation is required for particular work procedures at Janick Electric Ltd. To reduce the risk associated with overhead crane operation, Janick Electric Ltd. has adopted the following procedures. These procedures are based on best practices in compliance with legislation and are meant to be guidelines rather than exhaustive procedures.

### General Safety Guidelines for Overhead Cranes and Hoists

- Ensure that the crane has been inspected before use.
- Only trained employees shall be allowed to operate an overhead crane.
- All applicable personal protective equipment must be used at all times.
- Maintenance and inspection logs must be filled out, kept and accessible to employees.
- No employee may ride on a load or hooks.
- Never leave slings dangling from the load hook.
- Only raise loads as high as is necessary to clear objects. Avoid over raising loads.
- To avoid swinging loads, centre the crane directly over the load before hoisting.
- Never lift loads that rate beyond the load capacity.
- Ensure that at least two full wraps of cable remain on the drum when lowering.
- With the exception of avoiding an accident, do not reverse a motor until it has come to a complete stop.
- Ensure the crane path is unobstructed before engaging the crane.
- Never pass a load over a worker.
- Never walk under a load.

- Never walk on the runway of a crane.
- Never leave suspended loads unattended.
- All subcontractors that have deliveries must advise their drivers that they must report to the JANICK ELECTRIC LTD. office before entering the site.
- All third-party drivers must remain inside the cab at all times while it is being unloaded unless the driver is unloading.
- Ensure the trailer is located in an area where it is safe to unload all material.
- Ensure that forklift and crane are inspected for any defects as per legislation.
- Check load capacities for the forklift or crane and ensure that material is within load specifications.
- Rigging equipment must always be certified before use.

### **Powerline Safety**

Before assembly or disassembly of a crane, the employer must determine if it could come within 20 feet of a powerline (up to 350 kV). If so, the employer must take one of the following actions:

- Confirm with the power company that the line is de-energized and visibly grounded at the worksite.
- Make sure no part gets within 20 feet of the powerline.
- Review minimum clearance distance based on voltage.
- Cranes cannot be assembled or disassembled below energized powerlines.
- Powerlines must be assumed to be energized until they are confirmed to be de-energized and visibly grounded.
- Warnings about electrocution hazards must be posted conspicuously in the crane cab and outside the cab in view of the operator (except for overhead gantry and tower cranes).
- The work zones must be demarcated 360 degrees around the equipment to prevent encroachments within 20 feet of a powerline.
- If the line is not de-energized, a meeting must also be held with the crew before operations begin to review the location of the lines and procedures to prevent encroachment.
- Measures similar to those required during assembly/disassembly must be taken to prevent encroachment, but in this case, an insulating link between the load line and the load is also an option.
- Refer to the Safe Limit of Approach guideline in this manual.

### **Before Use**

- Before moving a load, the worker must ensure that all loose parts, material etc., have been removed from the load.
- Before lifting the load, ensure that all slack has been removed from the sling and hoisting ropes.
- Ensure that the lifting devices sit in the saddle of the hook.
- Ensure that a full inspection has been completed and the log filled out.



## Load Moving Safety

- When moving, the crane controls do so smoothly, free from any abrupt movements.
- With the exception of stop signals, follow only signals from one designated slinger in charge of the lift.
- Sound a warning device and ensure that there are no persons near the load before hoisting.
- Start hoisting slowly, being extremely cautious of the environment.
- Prevent anything from catching or linking on the load while it is moving or travelling.
- Ensure that the movement of the load is unobstructed.
- Ensure that the load is under control during lowering.

Note: the load may be lowered by reversing the hoist controller to the first or second point if the braking system stops working.

## Before the material is unloaded

- Use a flagman for traffic control
- Ensure all PPE is worn by all workers involved
- Make sure adequate space is provided for landing or storage of material on the job site
- Check that the trailer is secured (wheels chocked) before unloading
- The operator must never leave the controls when the load is raised. Forklift forks must never be raised with or without load while the forklift is unattended
- At no time shall a worker be on the flatbed of a truck while the load is being raised. Workers shall keep clear of the loading area
- Upon completion, ensure that material is not stored in such a manner to endanger any other worker (21 3/91 sec.37)
- Check all overhead obstructions, including distance from all powerlines.
- The Minimum Distance from Powerline outlined in the Regulation 213/91 Construction Projects, Regulation 851 Industrial Establishments, Electrical Safety Rules.

## After Use

- Take off the hanging load from the crane hooks.
- Ensure all hoods are at the mid position.
- Spot the crane at a designated place.
- Ensure all controls are at the off position.
- Open the main switch to the off position.

## **Slinging on Overhead Crane Hooks**

- Make and use clear standard signals.
- Ensure that the load being lifted is permissible with the specific type of overhead crane.
- Refer to the manufacturer's specification when selecting the correct sling for each job.
- Inspect the lifted item before and after it is lifted.
- Protect the sling from potential damage by sharp edges with corner saddles, padding etc.

- Sound a warning device and ensure that there are no persons near the load before starting the lift.
- Step away from the load before the lift begins.
- Ensure your hand and fingers are away as they could be trapped or crushed as slack is being removed.
- Ensure load is high enough to clear all objects before signalling for the crane to move.
- A trained employee must walk ahead of a load in movement and warn others to keep clear.
- Guide ropes should be utilized to prevent excessive motion.
- Ensure unused sling legs are secured.

### **Additional Safety Guidelines for Slings**

- Do not shorten slings using any methods other than those specified by the manufacturer.
- Never splice broken slings together.
- Never drag slings.
- Never set loads down directly on a sling always use blocking.
- Do not leave unused slings on the floor.
- Never carry a load by inserting the point of the hook into a link in the chain.
- Never put a sling into place using a hammer.
- Ensure damaged or defective slings are tagged as damaged.

### **A safe rigging operation requires the rigger to know:**

- The weight of the load and rigging hardware
- The capacity of the hoisting device
- The working load limit of the hoisting rope, slings, and hardware

### **Loading And Unloading Material From A Trailer**

#### **Selection Criteria**

The following is a list to help with the selection of the appropriate lift truck or crane:

- |                      |   |
|----------------------|---|
| • Lifting capacity   | • Type of terrain the load will be carried over |
| • Reach capabilities | • Design of the workplace                       |
| • Types of load(s)   |   |

### **Communication**

Communication between a crane operator and a designated signaller should always be established prior to work. Loads must be moved according to the established code of signals.

**Operator:**

- Only a qualified and competent person may give crane signals to the operator.
- There must be one designated signaller at a time.
- If signalers are changing between each other, the one in charge should wear a clearly visible badge of authority.
- The crane operator must only move loads according to the signals from the designated signaller.
- The crane operator must obey STOP signals no matter who gives them.

**Signaller:**

- **The signaller must** be in clear view of the crane operator.
- Must have a clear view of the load and the equipment.
- Must keep persons and vehicles outside the crane's operating area.
- Must never direct a load over a person.

**Supporting Documents:**

- The Electrical Safety Program
- Safe Limits of Approach

## Overhead Crane Safety Training Checklist

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### Intent

This checklist may be utilized to ensure that Overhead Crane operators are competent and have received the appropriate forms and levels of training. Operators must have a working knowledge of and the ability to perform the following:

### Minimum Requirements

Overhead crane operators must be physically and mentally capable of performing the work in a competent and safe manner. Operators are required to provide appropriate supporting documentation that indicates their qualifications and experience. Where appropriate supporting documentation is unavailable, the Operator must pass a written or oral examination and successfully complete a practical examination of their ability to safely and competently operate an overhead crane.

### Applicable Knowledge

All overhead crane operators must maintain a working knowledge and understanding of:

- ☐ All applicable regulations set forth in the provincial occupational health and safety act
- ☐ Workplace hazards specific to their worksite
- ☐ Workplace hazards associated with the use of overhead cranes
- ☐ The correct operating procedures, operating principles and features of the overhead crane
- ☐ Maximum weights that may be lifted, and manufacturers' specifications
- ☐ Safe load handling practices and procedures
- ☐ Company health and safety policies and procedures
- ☐ Employee safety obligations
- ☐ A worker's right to refuse unsafe work
- ☐ Employer safety obligations
- ☐ Requirements for overhead cranes, materials and load handling, and worksite traffic/pedestrian safety
- ☐ PPE requirements
- ☐ Emergency procedures, location of first aid kits and fire extinguishers, evacuation procedures, and health and safety policies

☐ Policies regarding training, pedestrian safety, loading/unloading, maintenance, and any other such policies that will govern the use of overhead cranes.

### **Overhead Crane Features**

Overhead crane operators must have a working knowledge of the basic operations and principles of the overhead crane and any features.

- ☐ Classification and designation of various types of overhead cranes and the ability to identify them visually
- ☐ Terminology related to overhead cranes
- ☐ Lifting capacity of various overhead lifting devices

### **Pre-Operational**

All overhead crane operators must have the ability to safely and competently perform the following procedures:

- ☐ Pre-operational safety checks
- ☐ Start-up and shut-down procedures
- ☐ Perform a circle check to visually ensure that there are no hazards or issues and that it appears to be in good working order
- ☐ Check the logbook to determine any pre-existing issues/concerns
- ☐ Identify and locate the crane's disconnect switch/isolator and ensure that it is functioning appropriately

### **Operational Requirements**

Overhead crane operators must be able to:

- ☐ Quickly and accurately identify the requirements of the task(s) at hand
- ☐ Determine whether or not a formal lift plan will be required, and have the ability to complete a formal lift plan as appropriate
- ☐ Assess all hazards that may affect the operation of the crane
- ☐ Determine the safest way to effectively and efficiently lift loads and deliver them to their intended destinations
- ☐ An understanding of load centers, balancing loads, and the center of gravity
- ☐ Maximum weights that may be lifted, and manufacturers specifications
- ☐ Safe load handling practices and procedures
- ☐ Determine appropriate weight distribution for the load, and any applicable limitations

- ☐ Select appropriate rigging equipment and ensure that the load does not exceed the weight limits of the crane, the rigging equipment used, or any structure where the load will be placed
- ☐ Ensure that the load is secure
- ☐ Determine the safest possible location for the operation of the overhead crane
- ☐ Understand and recognize universal and site-specific crane signals
- ☐ Have a working knowledge of and the ability to react and respond to potential emergencies using appropriate emergency response procedures.
- ☐ Perform start up and shut down procedures appropriately
- ☐ Ensure that all lockout/tag-out procedures are performed appropriately
- ☐ Maintain a logbook, recording all actions
- ☐ Create logbook entries for completed work, stating any noted defects and deficiencies, as well as any applicable service and maintenance history

### **Rigging**

- ☐ Determine responsibility and authority regarding rigging
- ☐ Identify and appropriately utilize various forms of rigging
- ☐ Maintain a working knowledge, or be able to determine the load capacity rating of various forms of rigging
- ☐ Maintain a working knowledge and ability to utilize non-standard forms of rigging as appropriate
- ☐ Accurately determine inspection and rejection criteria as specified by the manufacturer
- ☐ Demonstrate appropriate rigging procedures through the correct selection of rigging equipment, interpretation of loads using calculations and rigging charts, conducting a visual inspection for hazards, damage and wear and tear issues
- ☐ Maintain a working knowledge of, and the ability to avoid shock loading

## Overhead Crane Daily Safety Inspection - Checklist

This checklist shall act as confirmation that the Operator has thoroughly conducted an Overhead Crane Safety Inspection to ensure its safe operation. **If an Overhead Crane fails any part of this inspection, immediately remove the key and report the problem to your supervisor. Remember, if you are uncertain about any safety issue, ask your supervisor prior to operation.** #61692 Indicates good working condition times Indicates the checklist item requires attention or is in need of repair

Overhead Crane serial number: \_\_\_\_\_

Date: From: \_\_\_\_\_ To: \_\_\_\_\_

### Section One: to be completed before touching the controls

Area Check	M	T	W	T	F	S	S
No warning signs on or near the push button pendant.							
There are no people working on or near the crane.							
The areas where the load will be set are large enough and clear.							
The crane has the proper sling and other below-the-hook devices.							
The load plus all below-the-hook devices are less than or equal to the rated capacity of the crane.							
Preliminary Equipment Checkout	M	T	W	T	F	S	S
No loose, broken or damaged parts of the hoist.							
No loose, broken or damaged parts of the bridge.							
No loose, broken or damaged parts of the runway.							
No loose, broken or damaged parts of the electrification systems.							
The wire rope is reeved properly and is seated in the drum grooves.							
No two lengths of wire rope are touching and the bottom block is straight and untwisted.							
Enclosures are properly closed with no items in contact or close to any open power source.							
No wires are pulled from strain reliefs or bushings.							

The pushbutton controls are free from any damage.							
The controls have the required warning tag.							

### Section Two: checkout to be completed with crane powered

Equipment Checkout	M	T	W	T	F	S	S
Check for proper operation and button feel (no sticking, easy release etc.) with pushbutton off.							
Check the crane warning device is operating properly if applicable.							
If the "Up" button is up the hoist hook raises.							
The upper limit switch is functioning as intended.							

### Section Three: additional equipment checks

Hooks	M	T	W	T	F	S	S
No wear of more than 10% anywhere on the hook.							
No bends or twists.							
No cracks are visible.							
All safety latches are in place and fully functional.							
Visible hook nut is tight and locked to the hook.							
Hooks rotate freely with no grinding feeling or sound.							
Bottom Block Assembly	M	T	W	T	F	S	S
Bottom block assembly has been checked for any structural damage.							
No cracks in any of the components.							
All capacity markings are present.							
All sheaves rotate freely with no grinding feeling or sound.							
Sheaves are smooth with no deepened grooves.							
All sheave guards are intact and unbroken and no part of the guard is in contact with the rope or sheave.							
Load Chain*	M	T	W	T	F	S	S



All links are free of cracks, nicks, gouges, corrosion, weld spladder or distortion.							
No wear detected at any contact points (Note: if wear is suspected a qualified person is required to further inspect).							
Smooth operation through chain sprocket (Note: if jumping or roughness is observed, a qualified person is required to further inspect).							
<b>Wire Rope**</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>
Diameter remains the same size with no reduction.							
All wires are unbroken.							
No visible cutting, kinking, crushing, unstranding or thermal damage.							
<b>Miscellaneous Items</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>
Motor Brakes operate properly for bridge and trolley.							
When releasing "Up" or "Down" controls there is little or no hook drift.							
Bridge and trolley are tracked properly.							
No excessive oil leaks.							
No loose items that could potentially fall.							
A fire extinguisher is readily available and in good condition. (For cab operated cranes)							
Emergency means of egress is available and in good condition. (For cab operated cranes)							
Hydraulic or air lines are in good condition.							
Weight limits have been reviewed and calculated.							

\* Check by walking around the lowered hook block (360 degrees) and examining chain

\*\*Check by walking around the hook block (360 degrees) and examining chain

	Date	Operator Name	Operator Signature
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Additional information, comments or concerns:

## Powered Mobile Equipment Policy

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### Intent

Janick Electric Ltd. has adopted the following guidelines for operating powered mobile equipment to ensure the ongoing health and safety of our staff and to minimize the incidence of injuries in the workplace. This policy is to be used in conjunction with all applicable health and safety regulations and associated policies. Please be advised that while working on any construction site, you must follow the Health & Safety Policies, Procedures and Practices provided by the General Contractor on site.

### Definitions

**Competent person** – A person who is qualified because of knowledge, training and experience to organize the work and its performance, is familiar with Ontario's Occupational Health and Safety Act and the regulations that apply to the work and knows any potential or actual dangers to health or safety in the workplace.

**Powered Mobile Equipment (PME)** – Any self-propelled machine that assists in the movement or transport of an employer's materials and equipment or provides a work platform for workers. PME includes a variety of equipment, including but not limited to: forklifts, pallet jacks, dozers, loaders, packers, industrial tractors, aerial lift platforms, backhoes, trenchers, graders, and skid steers. A vehicle for transporting people, such as a truck or car, is not considered PME.

**Heavy Machinery Operators** – Competent persons skilled and trade certified in the operation of heavy equipment such as backhoes, bulldozers, loaders and graders to excavate, move, load and grade earth, rock, gravel or other materials during construction and related activities.

### Guidelines

Janick Electric Ltd. will act in accordance with Ontario's Occupational Health and Safety Act and any related regulations at all times. The following procedures are to be followed by all employees who operate powered mobile equipment while conducting duties for Janick Electric Ltd.

- Only competent persons, as defined above, are permitted to use any powered mobile equipment.
- All employees who operate equipment shall be trained on the equipment before operation. Employees being trained on the safe operation of mobile equipment have to be under the supervision of a competent person.
- Employees who operate equipment must also ensure they maintain their driving certifications.

- Janick Electric Ltd. will ensure that all powered mobile equipment is maintained in safe working condition and will not permit its use in the event of a defect, poor weather conditions, or any other hazardous condition.
- Employees must use mobile equipment following standards outlined in the Occupational Health and Safety Act and associated Regulations.
- All equipment must be used in accordance with any operational manuals and provided training.
- For any equipment that is rated greater than ten horsepower, Janick Electric Ltd. will ensure that the manufacturer's manual is kept readily available and it is inspected by a competent employee, meeting the guidelines outlined in section 94 of the Regulation.
- Janick Electric Ltd. will ensure that all equipment is inspected regularly and whenever a repair or modification has been made.
- Janick Electric Ltd. will ensure that all equipment is maintained using a preventative maintenance schedule.
- All repairs and modifications will be compliant with the Regulation, done by a qualified, competent employee and will in no way negatively affect the safety factor of the equipment.
- All safety equipment such as seatbelts, restraining devices, guardrails, etc., must be used while the equipment is in motion.
- Janick Electric Ltd. will ensure that all powered mobile equipment is equipped with seatbelts and that seatbelts are used on all powered mobile equipment fitted with rollover protection.
- The Company will ensure that all seat requirements are followed as outlined in the regulation.
- All stations in the equipment will be accessed safely, and, where required, the Company will provide skid-resistant walking, climbing and work surfaces.
- Powered mobile equipment may not be left unattended when in use.
- When not in use, all powered mobile equipment must be secured against unintentional movement.

Employees shall drive defensively at all times by continually watching for hazardous conditions and taking action in time to avoid problems. Employees shall ensure to keep their eyes and attention focused on their surroundings to ensure awareness of pedestrians and other obstacles. Speed and driving techniques must be adjusted when a change in weather conditions occurs. All employees who operate powered mobile equipment on public roads as a part of their duties must:

- Possess a valid driver's licence

- Possess and maintain all pertinent vehicle certifications
- Possess an acceptable driving record
- Maintain minimum insurance requirements
- Refrain from using a cell phone or other audio equipment while operating a vehicle

In addition to the above requirements, it is imperative that employees are operating mobile equipment while conducting company business refrain from using drugs or alcohol. Failure to comply may result in the loss of driving privileges, change of assignment or corrective action.

## **Procedures**

Employees Are Required to:

- Keep travel speed slow, never exceeding the maximum speed outlined by the Health and Safety practices and procedures at the worksite (Employees of Janick Electric Limited must adhere to the Health and Safety Policies, Procedures and Practices provided by the General Contractor on-site at all times.)
- When turning, adjust for the extra length of the equipment accordingly
- If using loading equipment, when raising the loader arm in a specific area, ensure it is clear of overhead obstacles, such as overhead powerlines
- When driving equipment on unstable grounds, ensure that extra precautions are taken to avoid loss of control or roll-overs
- If possible, drive equipment uphill rather than downhill, and stay off steep slopes to prevent bouncing and loss of control
- Always watch for falling rocks and cave-ins when undercutting
- Stay away from the outer edge of banks and slopes
- Never tow a vehicle by attaching a tow chain or cable to the equipment unless the mobile equipment is designed to do so
- Operate controls of equipment only when seated in the vehicle
- Ensure to stabilize equipment, turn off the engine/electric power, and then dismount when exiting equipment
- Be sure the vehicle has backup alarms in case the driver's view to the rear is blocked

- Never permit additional riders in powered mobile equipment while it is in use

### **Pre- Use Inspection**

- A pre-use inspection of all powered mobile equipment must be done before operating the vehicle
- The pre-use inspection should include checking the tire pressure, fuel levels, brakes, the loader, etc.

### **Refuelling**

- To prevent the accumulation of flammable vapours, employees should refuel in an area with adequate ventilation, if done indoors
- Employees must ensure that there are no open flames in the refuelling area
- Employees should confirm that there is a fire extinguisher of the appropriate class and size in close proximity (NOTE: Employees must be trained in its proper usage)
- Employees are required to properly park the powered mobile equipment, turn it off and remove themselves from the equipment before refuelling
- Only trained personnel can refuel powered mobile equipment

### **Pedestrian Traffic**

- Where possible, employees will be restricted from entering into areas where powered mobile equipment is in operation
- Barriers, warning signs, designated walkways and other safeguards must be provided for employees that have to enter areas where powered equipment is being used to reduce the risk of incident or injury
- If employees enter into an area where powered mobile equipment is being operated, they should notify the driver (e.g. make eye contact) and should not proceed until the driver has given a signal
- Employee pedestrians should wear high-visibility clothing and keep a safe distance from the equipment at all times
- Extreme caution must be exercised near blind corners and areas where visibility is limited. Employee pedestrians should always listen for the operating equipment and warnings such as equipment horns or alarms when walking in the area

To ensure the safety of all employees, members and visitors, employees are required to comply with this safety policy.

## Power and Pneumatic Tool Policy

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### Intent

It is Janick Electric Ltd.'s priority to ensure the health and safety of our workforce at all times. Power tools have the possibility of being safety hazards in the workplace. For this reason, the intent of this policy is to outline the safety procedures that must be undertaken by Janick Electric Ltd. staff when utilizing power tools. This policy was written to reflect the guidelines recommended by the Canadian Centre for Occupational Health & Safety.

### Definition

**Pneumatic tools** – Hand tools powered by compressed air. i.e. buffers, nailing and stapling guns, grinders, drills, jackhammers, chipping hammers, riveting guns, sanders and wrenches.

### Guidelines

- Only competent workers may use power and pneumatic tools.
- Prior to operating the power tool, read all manufacturer's warnings and instructions.
- Only use the power tool which you have been trained to use.
- Stop use and report any damage when it occurs or when it is first noticed.
- Never tamper with any safety features of the power tool.
- Always shut off the power tool before refuelling, when necessary.
- Never smoke near the gas-powered power tool.
- Never leave the power tool unattended during operation.
- When using accessories, check that they have been recommended by the manufacturer.
- Always use power tools only for the purpose for which they were intended.
- Hold power tools as designed to ensure ergonomic use.
- Always practice safe lifting and safe material handling procedures.

### Pre-Use

- A pre-use inspection of all powered tools must be done before work.
- Check for damaged parts, and do not use the power tool until any identified parts have been replaced.
- Wear all appropriate personal protective equipment such as safety glasses, hearing protection, and steel-toe boots.
- Never wear loose clothing or hanging jewellery that can catch on the power tool during use.
- If cords are being used, ensure they are not covering a walkway, or if this is not possible, ensure they are taped down or marked.
- Only plug power tools into the appropriate outlet.
- If using tools that may cause sparks, use away from any ignition source.
- Do not carry or disconnect power tools by their cord.

## **Maintenance**

- When cleaning the power tool, ensure that it is unplugged.
- Follow maintenance procedures listed in the manufacturer's instructions.
- Check air hoses for cuts, bulges, and abrasions.
- Tag and replace any tools that are or appear to be damaged.

## **Storage**

- All power tools must be stored according to the manufacturer's specifications.

## **Pneumatic Tool Guideline**

- Always review the manufacturer's instructions before use.
- Always wear the appropriate personal protective equipment required for the safe use and handling of the tool (i.e. safety glasses, goggles, face shield, shoes, boots, hearing protection). This will depend on the tool, task, and job site, and the information will be provided in the training and safe work procedures.
- Warning signs where pneumatic tools are used must be posted and observed. Safety screens or shields in areas where workers may be exposed to flying fragments, chips, dust, and excessive noise will be installed where necessary.
- Compressed air supplied to the tool must always be clean and dry. Dust, moisture, and corrosive fumes can damage the tool.
- Tools must be kept clean and lubricated. Always follow the maintenance procedures listed in the manufacturers' instructions.
- Only use the attachments recommended by the manufacturer.
- Use the proper hose and fittings of the correct diameter.
- Use hoses specifically designed to resist abrasion, cutting, crushing and failure from continuous flexing.
- Choose air-supply hoses that have a minimum working pressure rating of 1035 kPa (150 psig) or 150% of the maximum pressure produced in the system, whichever is higher.
- Always practice self-awareness while working with pneumatic tools to prevent injury to yourself and others: Be aware of your hands, feet, body, your surroundings, and the tool in case the machine slips or the tool breaks.
- Take regular breaks.
- Support heavy tools with a counter-balance wherever possible to prevent physical fatigue.
- Always practice safe lifting and safe material handling procedures.
- Never clean areas or surfaces with compressed air.
- Never use compressed air to blow debris or clean clothes.
- Do not carry a pneumatic tool by its hose.
- Never operate the tool if the pressure is above the manufacturer's rating.



## Hot Work Policy

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### Intent

Janick Electric Ltd. has adopted this policy to ensure the safety of the facility and employees around areas that are involved in hot work, as well as for the ongoing health and safety of all employees while dealing with hot work. This policy is intended to provide guidelines for employees whose job duties include working with hot chemical substances, exposure to excessive toxic heat/fumes, and working with processes that could cause ignition or burns due to heat source, splatter, or spark. It is also intended to meet the requirements of O. Reg. 851 (Section 78) of Industrial Establishments and O. Reg. 213/07, The Ontario Fire Code.

### Definitions

**Hot work** - Work that could produce a source of ignition, such as a spark or open flame. Examples of hot work include welding, cutting, grinding and the use of non-explosion-proof electrical equipment.

**Hot work permit** – The supervisor's written authorization to perform trades operations capable of providing a source of ignition.

**Chemical Substance** - Material with a specific chemical composition.

**Spotters** – Or 'fire watcher' is an employee whose role is to be attentive to the possibility of any health and safety dangers as a result of hot work.

### Responsibilities

#### Health and Safety Managers:

Health and Safety Managers are institutionally responsible for overseeing the Hot Work Policy to provide regulatory compliance. This includes assisting in evaluating specific work to determine if potential hot work exists, inspecting and approving the job site for hot work, and prescribing any additional personal protective equipment (PPE) beyond the minimum required PPE while maintaining copies of hot work permits for one year. Ensure the hot work-workplace form is posted and up to date in the working space.

#### Supervisors:

Supervisors have the primary responsibility for the implementation of the Hot Work Policy in their work area and attaining a hot work permit to ensure a fire is not started by welding or cutting in areas where there are flammable or combustible materials. The supervisor has ultimate responsibility for the safety of the employees. This includes evaluation of the work to be performed, providing appropriate protective equipment and training, ensuring workers are familiar with the

signs and symptoms of injuries and disorders associated with the chemicals used and implementing work breaks respecting the recommended maximum exposure time of the chemicals in use. Ensure the employees, health and safety managers, and the work board are each equipped with hot work tags. Hot work permit procedures may be used at the supervisor's discretion. Supervisors shall require hot work permits when hot work takes place in confined spaces or near activities involving volatile materials.

#### Contractors:

Hot work permit procedures shall be mandatory for contractors.

#### Employees:

Employees have the primary responsibility for working in accordance with the provisions of this policy. Ensure while working they carry with them their hot work tag; failure to do so may result in disciplinary measures.

### **Precautions**

Before the issuance of any work permit, supervisors must ensure that the following precautions have been met:

- Ensure that all equipment is in good operating order before work starts.
- Inspect the work area thoroughly before starting. Look for combustible materials in structures (partitions, walls, ceilings).
- Hot work is prohibited on a foam-insulated metal wall, roof and ceiling panels.
- Sweep clean any combustible materials on floors around the work zone. Combustible floors must be kept wet with water or covered with fire-resistant blankets or damp sand.
- Use water only if electrical circuits have been de-energized to prevent electrical shock.
- Move all combustible and flammable materials away from the work area at least 11 m from the work area.
- If combustibles cannot be moved, cover them with fire-resistant blankets or shields. Protect gas lines and equipment from falling sparks, hot materials and objects.
- Block off cracks between floorboards, along baseboards and walls, and under door openings, with a fire-resistant material—close doors and windows.
- Cover wall or ceiling surfaces with a fire-resistant and heat insulating material to prevent ignition and accumulation of heat.
- Inspect the area following work to ensure that wall surfaces, studs, wires or dirt have not heated up.
- Vacuum away combustible debris from inside ventilation or other service duct openings to prevent ignition. Prevent sparks from entering into the ductwork. Cover duct openings with a fire-resistant barrier and inspect the ducts after work has concluded.
- Post a trained Fire Watcher within the work area during welding and for at least 30 minutes after work has stopped.

- The workplace shall be monitored for four hours after the job is completed, including areas adjacent, above, and below.
- All drum, tank, pipeline, or other containers shall be repaired or altered in accordance with Section 78 of O. Reg. 851.

### **Protective Equipment**

- Protect your face from UV radiation by wearing a tight-fitting, opaque welder's helmet, resistant to impact, heat and electricity.
- Outer cover plate made of polycarbonate plastic which protects from UV radiation, impact and scratches.
- Filter lens made of glass containing a filler which reduces the amount of light passing through to the eyes. Filters are available in different shade numbers ranging from 2 to 14. The higher the number, the darker the filter (meaning less light passes through the lens).
- A clear retainer lens made of plastic prevents any broken pieces of the filter lens from reaching the eye.
- Gasket made of heat insulating material between the cover lens and the filter lens protects the lens from sudden heat changes, which could cause it to break. In some models, the heat insulation is provided by the frame mount instead of a separate gasket.
- Make sure that all fabric garments are resistant to spark, heat and flame. Keep the fabrics clean and free of combustible materials that could be ignited by a spark.
- Wear clothing made from heavyweight, tightly woven, 100% wool or cotton to protect from UV radiation, hot metal, sparks and open flames. Flame retardant treatments become less effective with repeated laundering.
- Keep clothing clean and free of oils, greases and combustible contaminants.
- Wear long-sleeved shirts with buttoned cuffs and a collar to protect the neck. Dark colours prevent light reflection.
- Tape shirt pockets closed to avoid collecting sparks or hot metal or keep them covered with flaps.
- Pant legs must not have cuffs and must cover the tops of the boots. Cuffs can collect sparks.
- Repair all frayed edges, tears or holes in clothing.

- Wear high-top boots fully laced to prevent sparks from entering into the boots.
- Use fire-resistant boot protectors or spats strapped around the pant legs and boot tops to prevent sparks from bouncing in the top of the boots.
- Remove all ignition sources such as matches and butane lighters from pockets. Hot welding sparks may light the matches or ignite leaking lighter fuel.
- Wear gauntlet-type cuff leather gloves or protective sleeves of similar material to protect wrists and forearms. Leather is a good electrical insulator if kept dry.
- Direct any spark spray away from your clothing.
- Wear leather aprons to protect your chest and lap from sparks when standing or sitting.
- Wear layers of clothing. To prevent sweating, avoid overdressing in cold weather. Sweaty clothes cause rapid heat loss. Leather welding jackets are not very breathable and can make you sweat if you are overdressed.
- Wear a fire-resistant skull cap or balaclava hood under your helmet to protect your head from burns and UV radiation.
- Wear a welder's face shield to protect your face from UV radiation and flying particles.
- Protect the back of your head by using a hood.

### **Controls of Hot Work**

The following guidelines should be followed to prevent hot work-related disorders:

#### Engineering Controls:

Control measures ensure the space must be purged and continuously ventilated to maintain an atmosphere of less than 5% of the LEL and maintain an oxygen concentration of less than 23%. As a precautionary measure, Janick Electric Ltd. requires the presence of fire prevention equipment (e.g. fire extinguisher or bucket of water) near the performance of hot work duties. Suitable portable extinguishers will be provided where welding or cutting operations take place as per O.Reg 213/07.

#### Spotters:

Janick Electric Ltd. requires that all employees engaged in the performance of hot work duties work with a spotter to ensure their ongoing safety. The spotter will be responsible for quickly responding to any emergent situations that may potentially threaten the health and safety of the employee performing hot work duties.

Acclimatization:

Employees need to adapt to new temperatures and exposure to chemicals. A flexible schedule can be arranged on an "as needed" basis.

Work Conditions:

An alarm system and exit procedure are in place to provide adequate warning and allow safe escape if the levels in a) or b) above are exceeded. It is good practice to incorporate a safety factor that provides for adequate warning should the levels be approached.

Personal Protective Equipment:

During work in hot environments and with hot chemicals, workers should use protective garments for adequate protection. This may include CSA-approved safety glasses, CSA Grade 1 safety boots, long trousers, long-sleeve shirts, CSA-approved hard hats, and any other specialty PPE required for the job site.

## Hot Work Tag

		Date:	
Area of Hot Work:		Work to be Completed:	
Employee Name:		Employee Number:	
Qualifications:		Accreditations:	
WHMIS and Health and Safety Training Completed on:		Hot Work Permit issued on:	
Hot Work policy/procedures have been read		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Work area and equipment have been cleaned in accordance with the policy		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Smoke alarms have been covered		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Fire watch is being provided		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
All other hot work stipulations have been completed as per the Hot Work Permit		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Approval</b>			
<i>Conditions for Hot Work have been approved by:</i>			
Name:	Signature:	Date:	Time

<b>Hot Work Permit</b>		Date:	
<b>PART I: IDENTIFICATION– the location identified below has been examined</b>			
Building:		Location:	Nature of Job:
<b>PART II: PRECAUTIONS – the supervisor must inspect the proposed work area to ensure proper precautions have been implemented to prevent fire</b>			
General Precautions	<input type="checkbox"/> Sprinklers and a fire hose is in service <input type="checkbox"/> All cutting and welding equipment is in good repair <input type="checkbox"/> Area supervisors have been notified of the hot work being performed <input type="checkbox"/> All smoke alarms have been covered		

Precautions within 50 Feet of Work	<input type="checkbox"/> Floors have been swept clean of any combustible material <input type="checkbox"/> Combustible floors have been wet down, covered with damp sand or metal or fireproof sheets <input type="checkbox"/> All combustible materials or liquids have been removed <input type="checkbox"/> Combustible/flammable materials or liquids have been protected with fire-proof tarps/shields <input type="checkbox"/> All wall and floor openings have been covered <input type="checkbox"/> Fire-proof tarps have been properly suspended beneath the work area to collect any sparks		
Work on Walls or Ceilings	<input type="checkbox"/> All walls/ceilings have been constructed of non-combustible materials <input type="checkbox"/> All walls/ceilings are without combustible coverings or insulation <input type="checkbox"/> All combustible materials or liquids have been moved away from the opposite side of the wall		
Work on Enclosed Equipment	<input type="checkbox"/> All equipment has been cleaned of all combustible materials <input type="checkbox"/> All containers have been purged of flammable vapours <input type="checkbox"/> Adequate airflow to be provided through enclosed equipment during cutting and welding		
Fire Watch	<input type="checkbox"/> Will be provided during and for a minimum of 60 minutes following hot work operations <input type="checkbox"/> Area supplied with extinguishers or a small hose <input type="checkbox"/> Firewatcher has been trained in the use of the equipment and in sounding the fire alarm		
Special Precautions Taken:			
<b>PART III: AUTHORIZATION – Permission is granted for this work</b>			
I have examined the above work area and certify that the checked-off precautions have been taken.			
Supervisor Name:		Supervisor Signature:	
Permit Expires:	Date	Time	Supervisor Signature:
Time Started:		Time Finished:	
<b>PART IV: FINAL CHECK</b>			
The work area and all adjacent areas which may encounter sparks and heat were inspected for at least 60 minutes following the completion of the hot work and were found to be fire safe.			
Supervisor Signature:			Date:

## **Welding Protection Procedure**

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### **Intent**

The purpose of this procedure is to ensure that all known or potential hazards associated with welding processes, including physical, chemical and biological, are communicated to all relevant employees. This procedure applies to all employees where the scope of work involves performing welding duties. The procedure communicates the hazards associated with welding activities and is not a procedure for performing welding duties. Supervisors will identify work environment health and safety hazards, implement control for those hazards and, where required, develop safe operating procedures.

Janick Electric Ltd. has adopted this policy to provide welding guidelines that create a safe working environment and decrease possible air pollution as a result of welding processes.

### **Definitions**

**SMAW** - Shielded Metal Arc Welding

**GMAW** - Gas Metal Arc Welding

**MIG** - Metal Inert Gas Welding

**FCAW** - Flux Cored Arc Welding

**GTAW** - Gas Tungsten Arc Welding

**TIG** - Tungsten Inert Gas Welding

**Arc Eye** – Arc eye is a type of burn to the cornea caused by direct or unintentional exposure to Ultraviolet [UV] radiation. The arc during welding can cause arc eye, but it can also be caused by any direct penetration of Ultraviolet [UV] radiation reflected off water, snow, ice, glass, metal, or white clothing. There is typically a delayed onset of symptoms of anywhere between 2-12 hours. The condition may last 1-5 days but is usually treatable with no lasting effects. Repeated exposure may result in scar tissue that can impair vision and cause cataracts. Lack of suitable eye protection (PPE) is the cause of this condition. Also known as "welder's flash," "snow blindness," and Photokeratitis.

**Flash Blindness** – A visual impairment during and following exposure to a light flash of extremely high intensity which overwhelms the retina. Light-sensitive pigments in the retina are bleached (oversaturated) by light more intense than that to which the retina is physiologically adapted at that moment. This intense light causes temporary blindness. Vision is completely recovered as the pigment is slowly regenerated over a few minutes.



**Gases** – Meaning hazardous gases such as carbon monoxide, carbon dioxide, oxides of nitrogen, and ozone. Other gases and vapours may be produced as by-products from the breakdown of solvents or coatings on the metal.

**Fumes** – When hot metal vapours cool and condense into very small particles that stay suspended in the vapour or the gas. The particles may be metal or metal compounds and may or may not be visible. Welding “smoke” is an example of a visible fume. But even if the fume can’t be seen, its particles are still present.

## **Guidelines**

### **Roles and Responsibilities**

#### Janick Electric Ltd.:

Janick Electric Ltd. will ensure that proper training is provided to all employees who will be performing welding duties. Janick Electric Ltd. will be responsible for coordinating training and ensuring compliance with health and safety standards and regulations.

#### Supervisors:

Supervisors of Janick Electric Ltd. are responsible for ensuring the safe handling and utilization of welding equipment and ventilation systems by employees. Supervisors are also responsible for ensuring that all welding equipment and ventilation systems are in good working condition, and reporting to Janick Electric Ltd. if damage or default is found and ensuring it is fixed prior to use.

#### Employees:

Employees of Janick Electric Ltd. who perform welding operations are responsible for ensuring that this procedure and all other Janick Electric Ltd. health and safety policies and the General Contractor's health and safety policies, practices, and procedures for the worksite are followed at all times. Employees are also responsible for ensuring that welding equipment and ventilation systems are in good working condition. If a hazard becomes apparent, employees have the responsibility of immediately notifying their supervisor in order to mitigate the risk of injury.

## **Procedures**

Welders or workers in close proximity to welders are exposed to a wide range of hazards such as inhalation of toxic fumes and gases, serious burns from hot metal, and electric shocks from welding cable(s). These hazards can be broken down into three (3) groups; Physical, Chemical, and Biological.

### **Physical Welding Hazards**

Both ionizing and non-ionizing radiation may be encountered by welders, assistants, and workers in the immediate vicinity. Ionizing radiation is more hazardous because it can contribute directly to cellular mutation, which is linked to many types of cancers.

- **Ionizing:** A common source is the emission of x-rays and gamma rays from equipment used to gauge the density and thickness of pipes and to check welds.
- **Non-Ionizing:** A major source is ultraviolet (UV), infrared, and visible light radiation from sunlight or welding.
  - Exposure to ultraviolet (UV) radiation can result directly from the arc or from a reflection of UV radiation off of bright or reflective objects such as shiny metal or white clothing.
  - Unprotected UV exposure can cause burns to the eyes and skin, causing “arc eye” and skin damage.
  - The visible light produced by welding is high intensity. Exposure to intense light can have short-term effects on vision and cause flash blindness. Repeated exposure to high-intensity visible light can produce chronic conjunctivitis, characterized by red, tearful eyes, and other ocular diseases.
- **Electrical Energy:** Electrical shock may occur as a result of improper grounding and contact with a current through damp clothing, wet floors, or other humid conditions.
- **Stray Current:** Stray welding current may cause extensive damage to equipment, buildings and electrical circuits under certain conditions.

### **Chemical Welding Hazards**

Chlorinated solvents for degreasing, zinc-chromate-based paint for anticorrosion coatings, cadmium or chromium dust from grinding and welding fumes are all classified as chemical hazards. Welders and workers within the same area as welders face exposure to these hazards.

- Arc welders are at particular risk since the high temperatures generated by the arc can release heavy concentrations of airborne contaminants.
- Read the manufacturer's material safety data sheet (MSDS) for information on protective measures for any chemical you encounter in the workplace.
- The most common chemical hazards from welding are airborne contaminants that can be subdivided into the following groups;
  - Fumes
  - Gases/Vapours
  - Dust

**Fumes:** Some of the metal melted at high temperatures during welding vaporizes. The metal vapour then oxidizes to form a metal oxide. When this vapour cools, suspended solid particles called fume

particles are produced. Welding fumes consist primarily of suspended metal particles invisible to the naked eye. Metal fumes are the most common and the most serious health hazard to welders. Fume particles may enter the lungs and cause damage to lung tissue. These particles can also enter the bloodstream via the lungs and travel throughout the body.

Vapours/Gases: A gas is a low-density chemical compound that normally fills the space in which it is released. Vapour is a gas that is produced by evaporation. Several hazardous gases and vapours may be produced by welding. Overexposure may produce one or more of the following respiratory effects:

- Inflammation of the lungs
- Pulmonary edema (fluid accumulation in the lungs)
- Emphysema (loss of elasticity of the lung tissue)
- Chronic bronchitis
- Asphyxiation

The following is a list of gases/vapours that are common in welding activities; please refer to the MSDS for more information on the effects;

- Hydrogen Fluoride (HF)
- Nitrogen Oxide (NO<sub>x</sub>) gas
- Ozone Gas 3.2.6.4 Phosgene gas
- Phosphine or Hydrogen Phosphide
- Asphyxiants

Dust are fine particles of a solid which can remain suspended in air and are less than 10 micrometres in size. This means they can enter the lungs. Dust may be produced by fluxes and rod coatings which release phosphates.

- Silicates and silica: The most hazardous of these is silica which can produce silicosis, a disease of the lung which causes shortness of breath.

- Fires/Explosions: There is an invariable threat of fire with welding. Fires may result from chemicals reacting with one another to form explosive or flammable mixtures. Many chemicals by themselves have low ignition points and are subject to burning or exploding if exposed to heat, sparks, slag or flame common in welding. Even sparks from cutting and grinding may be hot enough to cause a fire.

- In welding, oxygen and acetylene present the most common hazards of fire and explosion
- Pure oxygen will not burn or explode but supports the combustion of other materials, causing them to burn much more rapidly than they would in the air
- Never use oxygen to blow the dust off your clothing. Oxygen will form an explosive mixture with acetylene, hydrogen, and other combustible gases
- Acetylene cylinders are filled with a porous material impregnated with acetone, the solvent for acetylene at cylinder pressure. Large quantities can be stored in comparatively small cylinders at relatively low pressures

## Fire Prevention

Sparks and slag from cutting, grinding, and welding can travel great distances and disappear through cracks in walls and floors or into ducts. They may contact flammable materials or electrical equipment. Fires have started in smouldering materials that went undetected for several hours after work was done.

Take the following steps to prevent fires and explosions:

- Keep welding area free of flammable and explosive material
- Use a flammable gas and oxygen detector to determine whether a hazardous atmosphere exists
- Provide fire barriers such as metal sheets or fire blankets and fill cracks or crevices in floors to prevent sparks and slag from passing through
- Provide fire extinguishers suitable for potential types of fire. Know where the extinguishers are and how to use them
- Provide a Firewatch when necessary - a worker to watch for fires as the welder works and for at least thirty (30) minutes afterward. The person must be fully trained in the location of fire alarms and the use of fire fighting equipment. Some situations may require more than one Firewatch, such as both sides of a wall or on more than one floor

Hoses and Hose Connections for oxygen and acetylene shall be different colours:

- RED is generally used to identify the fuel gas
- GREEN is for oxygen
- The acetylene union nut has a groove cut around the center to indicate left-hand thread
- Protect hoses from traffic, flying sparks, slag, and other damage. Avoid kinks and tangles
- Repair leaks properly and immediately. Test for leaks by immersing in water
- Use backflow check valves and flame arrestors according to the manufacturer's instructions
- Do not use a hose that has been subject to flashback or which shows evidence of wear or damage without proper and thorough testing
- Backfires occur when the flame burns back into the torch tip, usually accompanied by a loud popping sound. Backfires usually are caused by touching the tip against the work or by using pressures that are too low
- Flashback is much more serious. The flame burns back inside the torch itself with a squealing or hissing sound
  - If this happens, follow the torch manufacturer's instructions to extinguish the torch in proper sequence

## **Personal Protective Equipment**

In addition to the protective equipment required for all construction workers (see Personal Protective Equipment Policy), welders shall wear flameproof gauntlet gloves, aprons, leggings, shoulder and arm covers, skull caps, hearing protectors, and face and eye protection. PPE for welding protects welders and workers within the area from the various hazards associated with welding (physical and chemical).

### Eye and Face Protection

Welding helmets provide radiation, thermal, electrical and impact protection for the face, neck, forehead, ears and eyes. In order to work safely, all PPE must be worn at ALL TIMES. The CSA standard defines various types of eye protection. Eye and face protectors should have distinctive markings to identify the manufacturer and their class. Classifications of common protectors for welding operations are:

- Class 2C – direct/non-ventilated goggles with non-ionizing radiation protection
- Classes 3 and 4 – welding helmets and hand shields
- Class 6B – face shields for non-ionizing radiation protection
- Class 7B – respirator facepiece for non-ionizing radiation protection

#### When Using Eye Protection:

- Choose a tight-fitting helmet to help reduce light reflection into the helmet through the space between the shell and the head.
- Wear the helmet correctly. Do not use it as a hand shield.
- Protect the shade lens from impact and sudden temperature changes that could cause it to crack.
- Use a cover lens to protect the filter shade lens. Replace the cover lens if it gets scratched or hazy.
- Make sure to replace the gasket periodically if your helmet uses one.
- Replace the clear retaining lens to protect your eyes from broken pieces.
- Clean lenses periodically.
- Discard pitted, cracked or damaged lenses.

The following operations require full-face protection by using either a welding helmet or a hand shield:

- Arc welding;
- Plasma arc cutting, gouging or welding; and
- Air carbon arc cutting.

### **Non-Welders in the Area**

- Protective screens or barriers shall be erected to protect people from arc flash, radiation or spatter.

- Barriers should be non-reflective and allow air circulation at the floor and ceiling levels.
- Where barriers are not feasible or effective, workers near the welding area should wear proper eye protection and any other equipment required.
- Signs shall be posted to warn others of welding operations and hazards.
- An area where electric welding is carried on shall be kept free of electrode stubs and metal scraps. Receptacles for electrode stubs shall be provided and utilized.

## **Hazard Assessments**

### Preventive Measures

Employees of Janick Electric Ltd. must ensure that all preventive measures are in place to avoid any potential for air pollution associated with performing welding activities as determined from the hazard assessment.

### **Ventilation**

Janick Electric Ltd. will ensure that adequate ventilation is in place where welding procedures are being conducted. A combination of mechanical dilution and local exhaust ventilation will be used.

#### **Mechanical Dilution Ventilation:**

Janick Electric Ltd. will utilize a mechanical dilution ventilation system (or industrial ventilation) that uses fans, such as roof exhaust fans and wall fans, to flush out large amounts of air from an entire area and dilute contaminants to concentrations below regulated limits.

#### **Local Exhaust Ventilation:**

In conjunction with dilution ventilation systems, Janick Electric Ltd. will use local exhaust ventilation that will remove welding fumes and gases from the welder's breathing zone. Some welding equipment may already be equipped with local exhaust ventilations attached. When welding equipment is not equipped with local exhaust ventilation, downdraft benches, movable hoods, portable welding fume extractors, and fume extraction welding guns will be used.

#### **Air Cleaners and Filters:**

To decrease air pollution and conserve energy, the local exhaust will be re-circulated through an air cleaner. Janick Electric Ltd. will ensure that the air cleaning system removes all contaminants that may be produced during the welding process prior to re-circulating.

Janick Electric Ltd. will ensure that filters are cleaned and serviced regularly and that the filter type is correct for the materials being worked on according to the manufacturer's specifications and applicable legislation.

### **Safe Work Practices**

In order to decrease the amount of gases and fumes in the air caused by welding, the following are safe work practices that must be followed by all employees of Janick Electric Ltd. when conducting welding activities:

- Taking reasonable care to protect the health and safety of themselves and other workers present;
- Following any special precautions when welding or cutting (i.e., welding in a confined space);
- Following the safe housekeeping policies of Janick Electric Ltd.;
- Ensuring that proper ventilation techniques are being used prior to conducting any welding or cutting;
- Ensuring to follow manufacturer's instructions for proper equipment use;
- Reading and understanding the MSDS or SDS for all items being welded; and
- Conducting regular airflow checks with a measuring instrument.

### **Personal Protection Equipment (PPE)**

Janick Electric Ltd. will ensure that all employees who are required to perform welding procedures are trained and using appropriate PPE as set forth in the Canadian Centre for Occupational Health and Safety. Areas of the body that must be covered when conducting welding activities include:

- Eye and Face: Welding helmet, hand shield, or goggles to protect from radiation, hot sparks, intense light, irritation, and chemical burns. Fire-resistant head coverings are to be worn under the employee's helmet.
- Lungs (Breathing): Respirators to protect against fumes and oxides.
- Exposed Skin: Fire/flame resistant clothing and aprons to protect against heat, fire, and burns; pants will not have cuffs, shirts will have flaps over pockets or pockets will be taped closed.
- Ears: Earmuffs or earplugs to protect against noises associated with welding; use fire-resistant earplugs where sparks or spladder may enter the ear.
- Feet and Hands: Boots, gloves to protect against electric shock, heat, burns and fires.

All PPE used in the welding process will be approved in accordance with the Canadian Centre for Occupational Health and Safety. Prior to each use, all PPE will be inspected by a competent employee to ensure that PPE is in proper working order.

## Trenching and Excavation Policy

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### Intent

The intent of the Excavation Policy is to ensure the health and safety of Janick Electric Ltd. employees, management team and clients. Janick Electric Ltd. has created these guidelines to be used in association with the regulations as outlined in the Ontario Occupational Health and Safety Act and Ontario Regulation 213/91 Construction Projects.

### Definition

**Excavation** - A hole that is left in the ground, as a result of removing material.

**Excavation Depth** - The vertical dimension from the highest point of the excavation wall to a point level with the lowest point of the excavation

**Excavation Width** - The least horizontal dimension between the two opposite walls of the excavation

**Trench** - An excavation where the excavation depth exceeds the excavation width

**Engineered Support System** - An excavation or trench shoring system, designed for a specific project or location, assembled in place and which cannot be moved as a unit

**Hydraulic Support System** - A system capable of being moved as a unit. designed to resist the earth pressure from the walls of an excavation by applying a hydraulic counter pressure through the struts

**Prefabricated Support System** - A trench box, trench shield or similar structure, composed of members connected to each other and capable of being moved as a unit. and designed to resist the pressure from the walls of an excavation but does not include a hydraulic support system

**Signaller** - A competent person who assists the operators of vehicles, machines and equipment if the operator's view is obstructed or when a person could be endangered (i.e. nearby overhead powerlines)

**Shoring** - Shoring is a support system used in an excavation that involves props and supports walls to prevent soil movement. It also helps to support underground utilities, roadways, and foundations. The two types of shoring used most commonly are timber and hydraulic. Both consist of posts, wales, struts, and sheathing.



<b>Soil Types</b>	
<b>Type 1 Soil</b>  <b>"GOOD" SOIL</b>	<ul style="list-style-type: none"> <li>• Hard, very dense, penetrated with difficulty by a small sharp object</li> <li>• Low natural moisture content and a high degree of internal strength</li> <li>• No signs of water seepage</li> <li>• Can be excavated only by mechanical equipment</li> </ul>
<b>Type 2 Soil</b>  <b>"GOOD" SOIL</b>	<ul style="list-style-type: none"> <li>• Very stiff, dense and penetrated with moderate difficulty by a small sharp object</li> <li>• Low to medium natural moisture content and a medium degree of internal strength</li> <li>• Has a damp appearance after it is excavated</li> </ul>
<b>Type 3 Soil</b>  <b>"FAIRLY GOOD" SOIL</b>	<ul style="list-style-type: none"> <li>• Stiff to firm and compact to loose consistency or is previously excavated soil</li> <li>• Exhibits signs of surface cracking</li> <li>• Exhibits signs of water seepage</li> <li>• If it is dry, may run easily into a well-defined conical pile</li> <li>• Has a low degree of internal strength</li> </ul>
<b>Type 4 Soil</b>  <b>"BAD" SOIL</b>	<ul style="list-style-type: none"> <li>• Soft to very soft and very loose in consistency</li> <li>• Very sensitive and upon disturbance is significantly reduced in natural strength</li> <li>• Runs easily or flows, unless it is completely supported before excavating procedures</li> <li>• Has almost no internal strength</li> <li>• Is wet or muddy</li> <li>• Exerts substantial fluid pressure on its supporting system</li> </ul>

## Guidelines

- All overhead powerlines on site must be located. All work must be planned so that neither people nor equipment is within at least three (3) meters of the powerlines.
- Before any excavation work, a cable locate will be conducted by the local utility for any utility-owned underground infrastructure in the area and a private location for any privately owned underground powerlines. Janick Electric Ltd. will only conduct work after valid locates are complete.
- All digging sites must have a signaller to support drivers of dump trucks and other high-reach vehicles.

- All debris and soil which has been excavated near the excavation site must be removed.
- A plan will be created at each excavation site for the removal of water.
- All underground services and overhead powerlines will be identified and located.
- The type of soil will be determined prior to any excavation process, as well as what sloping, shoring, or shielding is required.
- Safeguards will be put in place to protect workers from falling into an excavation.
- An emergency plan will be created for each site. This plan will be communicated to workers.
- Janick Electric Ltd. will ensure all worksite and workers are compliant with the Occupational Health and Safety Code, specifically sections 222 to 242 of the Construction Regulation.
- Janick Electric Ltd. will determine how workers will exit and enter an excavation.
- All digging equipment and tools which are needed for the job will be known and obtained before digging takes place.
- All atmospheric hazards that may cause issues will be taken into consideration prior to excavation.
- When performing any type of excavating or digging, employees should remain aware of any nearby vehicles and mobile equipment.
- Managers will take note of any environmental conditions and adjust work as required.

### **Marking and Locating Services and Structures**

- Janick Electric Ltd. will ensure that all gas, electrical and other services in or near the area are located and marked.
- If it has been determined that service may pose a hazard, the service must be shut off or disconnected before any excavation occurs.
- In the event that the potentially hazardous service cannot be disconnected or shut off, the owner of the service must be asked to supervise the uncovering of the service during the excavation process.
- In order to protect adjacent structures, Janick Electric Ltd. shall retain a professional engineer who shall specify in writing the precautions to be taken.

## **Trench and Excavating Stability and Safety**

- Janick Electric Ltd. shall ensure that the soil is evaluated to determine the strength and stability of the excavation walls.
- Construction Regulation, s. 226 will be consulted to determine the type of soil.
- The trench and excavation will be inspected following rain, melting snow, thawing earth, and in the event of an overflow from nearby streams, storm drains or sewers.
- The walls of a trench or excavation will be stripped of any loose rock or any other type of materials that may slide, roll or fall on a worker.
- All heavy equipment excavated material will be kept away from the edges of the trench or excavation.
- Janick Electric Ltd. will ensure that at least one metre of each wall's upper edge is kept clear of equipment, construction materials and excavated soil and rocks.
- All machinery and vehicles will be operated and positioned in a manner that will in no way affect the wall's stability.
- The workspace will be kept free of any formwork, masonry or similar wall for a distance of at least 450 millimetres (between the wall itself and the workspace).
- A barrier of at least 1.1 metres high at the top will be enacted if an excavation does not meet regulatory slope requirements and is more than 2.4 metres deep.
- A trench will never be entered if it is deeper than 1.2 metres unless it is properly sloped, shored or protected by a trench box (with the exception being when the trench walls are sound and made of solid rock).
- No employees will be allowed to work alone in a trench.

## **Protective Systems**

The walls of an excavation shall be supported by a support system that complies with sections 235, 236, 237, 238, 239 and 241 of O. Reg. 213/91. You risk injury or death if you enter a trench deeper than 4 feet (1.2 metres) that has not been sloped, shored, or protected by a trench box. Proper use of support systems protects workers from cave-ins.

- Trenches and excavations will be inspected by a competent person, as defined by the Occupational Health and Safety Act, for any potential hazards on a daily basis as well as before they are entered by any worker.

- When there is an unsupported excavation, a professional engineer will be required to provide a written opinion that workers will not be endangered and to inspect the excavation or appoint a competent person to inspect the excavation as frequently as the opinion specifies.

### **Cave-In Hazards**

There are several hazards related to trenching. The most common hazard is the risk of cave-ins. Trench stability is affected by a number of factors identified by the IHSA:

- |  |  |
|--|--|
| • Soil type and moisture content                                 | • Depth of the excavation                          |
| • Improper use or installation of support system or trench boxes | • Length of time the excavation is left open       |
| • The weather  | • Surcharge (excessive weight near the excavation) |
| • Vibration  | • Adjacent buildings and structures                |
| • Previous excavations or soil disturbances                      | • Existing foundations                             |

There are three basic methods of protecting workers against excavation cave-ins. Janick Electric Ltd. will use the three basic methods of sloping, shoring and prefabricated support systems (i.e. trench boxes) to help protect workers against trench or excavation hazards, including cave-ins:

#### Shoring

Shoring is a system that supports walls to prevent soil movement. It also helps to support underground utilities, roadways, and foundations. The two types of shoring used most commonly are timber and hydraulic. Both consist of posts, wales, struts, and sheathing. One major advantage of hydraulic shoring is that you don't have to enter the trench to install the system. Installation can be done from the top of the trench. Whenever possible, shoring should be installed as excavation proceeds. If there's any delay between digging and shoring, no one should enter the unprotected trench. Every prefabricated, hydraulic or engineered support system shall be designed by a professional engineer and shall be constructed, installed, used and maintained in accordance with its design drawings and specifications

#### Trench Boxes

Trench boxes aren't meant to shore up or support trench walls. They're only meant to protect workers in case of a cave-in. The space between the box and the trench wall should be backfilled. Otherwise, a cave-in or collapse may cause the trench box to tilt or turn over. It's also easier to enter the box if soil comes right up next to it. Trench boxes are commonly used in open areas away from utilities, roadways, and foundations. Always stay inside the box when you're in the trench.

- Vibration can affect the stability of trench walls. Vibrations can come from sources such as vehicle/pedestrian traffic, equipment and other nearby operations. All parties involved must be aware of the dangers associated with vibration and take all appropriate precautions to ensure vibration does not affect the walls of the trenches

- All equipment, machinery, workers, materials, and excavated soil must be placed back as far as possible from the opening of the trench, so it does not pose a hazard to the workers and the stability of the walls (minimum of 1 metre from the edge of the walls).

### **Sloping**

The type of soil in which an excavation is made shall be determined by visual and physical examination of the soil by a competent worker. If an excavation contains more than one type of soil, the soil shall be classified as the type with the highest number as described among the types present.

**Type 1 and Type 2 Soil** - Cut trench walls back at an angle of 1-to-1 or 45 degrees. That's one metre back for each metre up. Walls should be sloped starting at 1.2 metres or 4 feet up the wall.

**Type 3 Soil** - Cut walls back at an angle of 1-to-1 but from the bottom of the trench.

**Type 4 Soil** - Slope the walls at 1-to-3. That's 3 metres back for every 1 metre up from the trench bottom.

### **Entry and Exits**

- Janick Electric Ltd. shall ensure that there is safe access and egress for all employees using ladders, steps, ramps and other safe means.
- All trenches will be provided with ladders.
- The area ladders are placed will be within the area protected by the support system and be accessible in the event of a collapse.

### **General Conditions**

Copies of "Guidelines for Excavation in the Vicinity of Utility Lines" prepared by The Electrical Safety Authority and Technical Standards & Safety Authority shall be kept onsite for review.

### **All Work Shall Be Carried Out In Accordance With:**

- The Occupational Health and Safety Act (OHSA) and Regulations which apply under this Act including Regulations for Construction Projects; and as appropriate, the Technical Standards and Safety Act, 2000 and Ontario Regulation 210/01 Oil and Gas Pipeline System and other regulations which apply under this Act and the Electricity Act, 1998 and the Ontario Regulation 22/04 Electrical Distribution Safety Regulation and other regulations which apply under this Act
- The guidelines, procedures and requirements described herein are prepared in the interest of safety to the general public, the workers carrying out the excavation, and the prevention of damage to utility lines and property

- The Excavator shall assume that all utility lines are live unless otherwise expressly identified by the utility on the locate. Contact all applicable local utilities and ensure they locate and mark all existing and old underground utilities
- A professional engineer must determine the soil type (must be received in writing)

### **Precautions Concerning Services**

Services such as gas, electrical, telephone, and water lines must be located by the utility before excavation begins. The employer excavating the work must contact the owners of any underground utilities that may be in that location or phone Ontario One Call (. Request locates for all the underground utilities in the area where excavation will be taking place. Copies of those locates shall be kept with the operator.

- If a service may pose a hazard, the service shall be shut off and disconnected by the utility. If that service cannot be shut off or disconnected, the owner of the service shall be requested to supervise the uncovering of the service during the excavation.
- Pipes, conduits and cables for gas, electrical and other services in an excavation shall be supported to prevent their failure or breakage.

<b>COLOUR</b>	<b>TYPE OF FACILITY/INDICATOR</b>
Red	Electric powerlines, cables, conduits and lighting cables
White	Proposed excavation
Yellow	Gas, oil, steam, petroleum or gaseous materials
Orange	Communication, alarm or signal lines, cables or conduit
Blue	Potable water
Green	Sewers and drain lines
Pink	Temporary survey markings
Purple	Reclaimed water, irrigation and slurry lines

### **Ladders**

Whether the trench is sloped, shored, or protected by a trench box, you need a way to climb in and out safely. Trenches must have ladders in the areas protected by shoring or trench boxes. The ladder must be securely tied off at the top, extended above the shoring or box by at least 1 metre (3 feet), and be inspected regularly for damage. A ladder should be placed as close as possible to where you're working - and never more than 7.5 metres (25 feet) away.

### **Barriers**

If a person could fall into an excavation that is more than 2.4 metres deep, a barrier at least 1.1 metres high shall be provided at the top of every wall of the excavation that is not sloped as described in clauses 234 (2) (e), (f) and (g). O. Reg. 213/91, s. 233 (4).

## **Overhead Wires**

Special precautions must be taken when working in and around overhead powerlines to avoid contact and encroachment on the minimum allowable distance outlined in 213/91 Regulation S.186. No object shall be brought closer to an energized overhead electrical conductor with a nominal phase-to-phase voltage rating set out below this subsection than the distance specified:

### **Voltage Rating And Minimum Required Working Distance**

**Nominal phase-to-phase voltage rating and the** minimum distance required:

**750 or more volts, but no more than 150,000 volts:** 3 metres or more required

**More than 150,000 volts, but no more than 250,000 volts:** 4.5 metres or more required

**More than 250,000 volts:** 4.5 metres or more required

## **Communication**

The signaller and the operator of excavators, backhoes, and other types of heavy equipment must decide how to communicate with each other. The best way to communicate is to use clear, standard hand signals. The Infrastructure Health and Safety Association (IHSA) has created a pocket-sized Excavator Hand Signals Card (V015) for workers working with excavators. This card will be located in the attached document.

Supporting Documents:

- The IHSA Excavator Hand Signals Card (V015)
- Confined Spaces Policy
- Ladder Safety Policy
- The Janick Electric Ltd. Electrical Safety Program

## Safe Handling of Compressed Gas and Cylinders Policy

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### Intent

Compressed gasses present a unique set of hazards versus other toxic materials because of the types of containers they are stored in and the pressures they are stored at. Special precautions must be taken when working with compressed gasses. This policy provides guidelines for the safe handling of cylinders, the applicable regulations for propane cylinder storage and use, and the Canadian Centre for Occupational Health and Safety's safe handling procedures. Following these guidelines is essential to maintaining the safety of all Janick Electric Ltd. employees. The failure of an employee to adhere to these guidelines constitutes a serious threat to the health and safety of both the employee and others and will be dealt with appropriately in accordance with Janick Electric Ltd.'s Progressive Discipline Policy.

### Definitions

**Compresses Gas** - Any contained mixture or material with either an absolute pressure exceeding 40psi at 21°C (70°F) (~2.7 atmospheres) or an absolute pressure exceeding 104 psi at 54°C (130°F), or both, or any liquid having an absolute vapour pressure exceeding 40 psi at 37.8°C (100°F) (O.Reg.213/07).

There are three major types of compressed gasses: liquefied (e.g., ammonia, carbon dioxide, propane), non-liquefied (e.g., oxygen, nitrogen, hydrogen sulphide), and dissolved gasses (e.g. acetylene).

**Flammable Substances** - Flammable substances are those gases, liquids and solids that will ignite and continue to burn in the air if exposed to a source of ignition.

**Oxidizing Substances** - Oxidizing materials are liquids or solids that readily give off oxygen or other oxidizing substances (such as bromine, chlorine, or fluorine). They also include materials that react chemically to oxidized combustible (burnable) materials; this means that oxygen combines chemically with the other material in a way that increases the chance of a fire or explosion. This reaction may be spontaneous at either room temperature or may occur under slight heating. Oxidizing liquids and solids can be severe fire and explosion hazards.

**Oxygen** - A colourless, odourless, tasteless gas. It is denser than air and only slightly soluble in water. A poor conductor of heat and electricity, oxygen supports combustion but does not burn. When cooled below its boiling point, oxygen becomes a pale blue liquid: when cooled still further, the liquid solidifies, retaining its colour. Oxygen is extremely active chemically, forming compounds with almost all of the elements except the inert gases. Oxygen unites directly with several elements to form oxides. It is a constituent of many acids. The common reaction in which it unites with another substance is called oxidation (see oxidation and reduction). The burning of substances in air is rapid oxidization or combustion.



**Gas Cylinders** - A gas cylinder or tank is a pressure vessel used to store gases at high pressure. Gases stored this way are called bottled gases.

### **Safe Handling Guidelines**

- Only certified employees may handle cylinders.
- Always adhere to WHMIS standards when handling workplace chemicals and compressed gasses.
- Employees must use all appropriate personal protective equipment (PPE) under the PERSONAL PROTECTIVE EQUIPMENT policy in Section 3.
- Never tamper with any safety mechanism on a cylinder.
- Never smoke near any cylinders.
- Employees are to maintain compliance with all occupational health and safety policies and procedures.
- Employees are to report unsafe or potentially hazardous conditions, without fear of reprisal, to their foreman or Human Resources.
- Health and safety violations are, by their nature, serious. As the situation dictates, based on the past performances of the employee and the gravity of the violation, Janick Electric Ltd. reserves the right to skip steps in the disciplinary process.

### **Labels**

All compressed gas bottles must be clearly labelled as required under Occupational Health & Safety Act and Ontario Regulations 860 WHMIS.

### **Material Safety Data Sheets (MSDS)**

- All Material Safety Data Sheets must be readily available.
- Follow directions listed on the corresponding Material Safety Data Sheets for specific gas use (i.e. storage, transport, etc.)

### **Oxygen:**

- Never store oxygen with flammable gases or near flammable liquids such as gasoline or diesel.
- Never grease oxygen regulators or oil oxygen lines. This will result in a fire or explosion.
- Separation must be a minimum of 8 metres from class 2.1 gases or class 3 liquids.
- It is safe to store oxygen with class 2.2 gases, which are inert and non-reactive.

### **Acetylene:**

Acetylene is chemically unstable, which makes it very sensitive to conditions such as excess pressure, excess temperature, static electricity, or mechanical shock. Exposure to any of these conditions can cause it to undergo a violent, explosive decomposition reaction. If this reaction or ignition occurs within the torch base or supply hose, it can propagate back into the storage cylinder, causing it to explode violently. Do not work with acetylene before receiving the necessary training.

### Acetylene And Static Discharge:

- Acetylene is very easy to ignite and therefore must be handled with extreme caution.
- The energy from a static spark capable of igniting acetylene is lower than for any other fuel gas except Hydrogen.
- The static charge developed by walking across a carpeted floor on a dry day can be 1,700 times greater than that needed to ignite acetylene gas.
- When unburned acetylene gas is discharged from a torch, static electricity can be generated at the torch tip. If the tip comes in contact with a ground path, a static spark capable of igniting the gas can occur.
- Acetylene burns at a very fast rate which can accelerate the rate at which pressure is generated in an explosion beyond what would occur for other fuels. This makes acetylene explosions more violent than those of other fuels.

### Acetylene And Reactive Metal Compounds:

- Acetylene forms explosive compounds with copper, brass, copper salts, mercury/mercury salts, silver/silver salts and nitric acid. Under no circumstances should acetylene gas come in contact with unalloyed copper, except in a torch.
- Any contact of acetylene with high-alloyed copper piping will generate copper acetylide, which is very reactive and may result in an explosion.
- If the gas comes into contact with silver-bearing materials, such as those used in silver-brazed pipeline joints, it will rapidly create an explosion hazard.

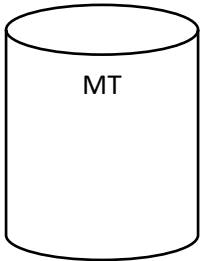
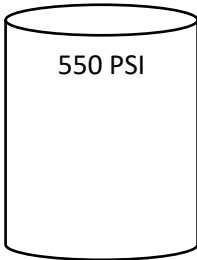
### Marking Of Partial Cylinders:

When cylinders are empty or **emptied**, the cylinder is to be marked, in *grease pencil*:

- The letters "**MT**" on the shoulder of the cylinder.

For **partial pressure bottles**, any bottle that is not empty, mark, in grease pencil:

- The tank pressure is to be marked with the word "psi" on the shoulder of the cylinder.

<b>Empty cylinder:</b> Mark "MT" with grease pencil on the shoulder of the tank	<b>Partial pressure cylinder:</b> Mark tank pressure + PSI with grease pencil on shoulder
	

## Safe Handling of Cylinders

- All compressed gases must be stored up-right, secured when not in use, with the safety cap on. Gases in use such as those used on welding carts must be chained or secured to prevent accidental falling and the gas service valves closed when not in use.
- Cylinders must be used, transported, and stored according to the SDS and must be kept away from sources of ignition at all times.
- Cylinders must not be used, stored, or transported where they could be exposed to temperatures greater than 52°C (125°F).
- All cylinder outlets must be properly plugged or capped before being transported.
- Do not, under any circumstances, transport or use cylinders that are damaged, show signs of corrosion, have been exposed to fire, or appear to be leaking.
- Employees shall ensure that valves, regulators, gauges, piping, tubing, hose, and other equipment are protected against damage at all times. If damage is detected, the employee shall report the damage immediately to the foreman on site.
- Protect cylinders from falling. Use a chain or adequate support system. Each cylinder may be secured separately to prevent other cylinders from falling when items are removed from storage.

## Storage

- Store cylinders in a clearly identified, dry, well-ventilated storage area that is not exposed to heat or the direct rays of the sun and away from doorways, aisles, elevators, and stairs.
- Store cylinders, both empty and full, in the upright position and secure with an insulated chain or non-conductive belt.
- Store empty cylinders away from full cylinders.
- Cylinders are not to be stored close to any readily ignitable materials, including weeds and long, dry grass. A perimeter of no less than 10 ft. (3 m) around the cylinders is to be maintained clear of such material at all times.
- Cylinders shall not be stored or installed under any fire escape, stairway, or ramp used as a means of egress from a building.
- Employees shall ensure that a cylinder, either empty or filled, that requires a cylinder valve protective collar or cap shall have such a protective collar or cap in place while in storage. Cylinder valves are to be closed while cylinders are in storage.
- Store oxygen cylinders and fuel gas cylinders separately. Indoors, separate oxygen from fuel gas cylinders by at least 6.1 m (20 ft) or by a wall at least 1.5 m (5 ft) high with a minimum half-hour fire resistance (From CSA W117.2-12 (R-2017)).
- For outside storage, place cylinder(s) on a fireproof surface and enclose them in a tamper-proof enclosure. Protect cylinders from contact with ground, ice, snow, water, salt, corrosion, and high temperatures.

## Filling and Transferring Cylinders

- “Single-trip” or “non-refillable” cylinders shall not be refilled.

- While gas is being transferred between cylinders, the employee shall remain at the cylinder being filled.
- The employee filling any cylinder shall be responsible for ensuring that the maximum permitted filling density is not exceeded.
- New propane cylinders, as well as cylinders from which the propane atmosphere has been removed shall be purged.

A cylinder shall not be filled or gauged:

- Inside a building, other than a building designed for these purposes;
- In a location that is not well ventilated;
- Within 10 ft. (3 m) measured horizontally from the air intake of any appliance or air-moving equipment; or
- Within 10 ft. (3 m) measured horizontally from any source of ignition.

Cylinders and motor fuel containers shall not be purged within 10 ft. (3 m), measured horizontally, of:

- A building, except for a building approved for the purposes;
- A property line;
- A source of ignition; or
- The air intake of any appliance or air-moving equipment.

Any cylinder that is damaged, leaking, or corroded, or is due for a prescribed re-examination, shall not be filled but shall be removed from service immediately. Employees should tag the cylinder as "Out of Service" and notify the Foreman immediately.

#### **Moving Cylinders Onsite:**

- Where cylinders are to be moved around a worksite, the cylinder must be strapped to a cylinder cart.
- If a forklift is moving the cylinder(s), the cylinder(s) must be upright and securely fastened to the mast with chains or strapping.
- If hoisting cylinders, the proper cages designed for crane lifts must be used. Cylinders should never be hoisted by the collar of the cylinder or by any other part.

#### **Safety Precautions**

- Do not use a cylinder as an electrical ground connection.
- Do not fasten cylinders to a worktable or to structures where they could become part of an electrical circuit.
- Do not strike an arc on a cylinder.
- Do not use a flame or boiling water to thaw a frozen valve. Valves or cylinders may contain fusible plugs, which can melt at temperatures below the boiling point of water. Warm water is acceptable.

- Do not use pry bars under valves or valve protection devices to pry cylinders loose when frozen to the ground. Use warm water.
- Do not place or store cylinders in unventilated enclosures such as lockers or cupboards.
- Do not use full or empty cylinders as rollers or supports.
- Do not tamper with or alter safety devices.
- Do not use a cylinder for any purpose other than to contain the gas for which the cylinder was designed.
- Do not place acetylene cylinders in a horizontal position.
- Do not accept compressed gas cylinders from the supplier unless they are properly labelled and have protective valve caps in place.

### **Emergency Action Plan**

If an employee is operating a propane-fueled vehicle and is involved in a collision or other accident, the employee shall:

- Shut down the vehicle and ensure that the gas supply is shut off at the cylinder if it is safe to do so;
- Alert all other employees in the immediate area of the issue if it has the potential to present a threat to their safety;
- Notify their supervisor or Foreman immediately; and
- Observe all applicable safety procedures.

## Overhead Powerline Protection Planning Checklist

The Minimum Distance from Powerline outlined in the Regulation 213/91 Construction Projects, Regulation 851 Industrial Establishments, Electrical Safety Rules.

Project Name and Location		Date
Supervisor		
Utility name		Phone number
Voltage	Minimum distances <div> <input type="checkbox"/> 3 metres – 750 volts to 150,000 volts         </div> <div> <input type="checkbox"/> 4.5 metres – 150,000 volts to 250,000 volts         </div> <div> <input type="checkbox"/> 6 metres – more than 250,000 volts         </div>	

**Drawing**

*Show location of overhead powerlines and work to be done*

<b>Written procedures</b>	<input type="checkbox"/> Written measures and procedures established and implemented. <input type="checkbox"/> Copies made available to every employer on project.
<b>Signs</b>	<input type="checkbox"/> Danger signs erected at job site approach. <input type="checkbox"/> Electrical warning sign Posted at operator station(s).
<b>Warning devices</b>	<input type="checkbox"/> Positioned warning devices near the hazard, visible to operator(s).
<b>Signaller</b>	<input type="checkbox"/> A competent worker designated as a signaller.
<b>Notification</b>	<input type="checkbox"/> Operator(s) provided with written notice of the electrical hazard.
<b>Communication</b>	<input type="checkbox"/> Written procedures explained to every worker involved. <input type="checkbox"/> Powerline contact safety talks conducted.

## Ladder Safe Work Policy

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### Intent

Janick Electric Ltd. has adopted this policy to provide procedures that meet and exceed the requirements of occupational health and safety legislation in ensuring the consistent protection of all Janick Electric Ltd. employees when using ladders.

### Definitions

**Portable Ladders** - All portable ladders must have non-slip feet or be set up so that the feet will not slip. Only heavy-duty grade 1 or 1 A ladders are permitted on construction projects.

**Step, Trestle And Platform Ladders** - Apart from the standards of sound construction and reliable service that should apply to all ladders used on site, the primary consideration with these ladders is that they have strong spreader arms which lock securely in the open position.

**Fixed Ladders** - Steel ladders permanently fixed to structures such as stacks and silos are designed for service after construction is complete but are often used by work crews during construction. If the ladders are vertical and there is a risk of falling more than three (3) metres (10 feet), a body harness and lifeline, or body harness, and channel lock device shall be used by workers climbing up and down or working from the ladders.

**3-Point Contact** - A rule for climbing up or down a ladder safely; When two hands and one foot or two feet and one hand are on the ladder at all times. This rule requires users to move slower and consciously. This is especially important when you get on or off a ladder at heights. Quick-moving ascending and descending results in the user only making 2-point contact with the ladder, which breaks the rule for safe ladder usage.

**The 4 To 1 Rule** - A ladder safety rule that suggests the base of the ladder should be placed so that it is one foot away from the building for every four feet of height to where the ladder rests against the building. Whenever you climb 4 feet up a ladder, you should move the ladder 1 foot away from the wall or vertical surface on which it's placed. Example: If you climb 8 feet up a ladder, you should move it 2 feet away from the wall or vertical surface.

### Guidelines

Ladders are used for access and inspections where 3-point contact can be maintained at all times. Ladder accidents are attributed to the unsafe use of ladders as well as using unsafe ladders. The purpose of this procedure is to provide guidelines for the selection, use, and maintenance of ladders. Supervisors will identify work environment health and safety hazards, implement controls for those hazards, and develop safe operating procedures where required. To avoid accidents with portable ladders:

- Only fibreglass ladders are to be used due to the nature of our industry;

- Select the right ladder for the job situation;
- Inspect the ladder for defects at the start of the shift, after it has been used in another location by other workers, or after it has been left in one location for a lengthy period of time;
- Inspect the Job site for overhead wires, obstructions, and solid surfaces
- Areas surrounding the base and top of the ladder should be clear of trash, materials, and other obstructions;
- The base of the ladder should be secured against accidental movement on a firm surface. Use a ladder equipped with non-slip feet appropriate for the situation;
- If the ground is soft, un-compacted, or rough soil, a mudsill must be used;
- Tie-off the ladder at the point of contact; The top of the ladder should be secured to prevent any movement;
- If a ladder is used for access from one work level to another, the side rails should extend a minimum of three feet (3 ft or 91 cm) above the landing;
- All straight or extension ladders should be erected at an angle such that the horizontal distance between the top support and the base is not less than one-quarter or greater than one-third of the vertical distance between these points;
- Employ the **4-to-1 Rule** when setting the ladder up and securing the base;
- Ensure that the rails of the ladder extend one (1) meter (or 3 ft) above the landing or point of contact;
- Clean the soles of your footwear before climbing the ladder;
- Face the ladder when ascending or descending and always maintain **3-point contact**;
- Keep your centre of gravity between the side rails;
- When erecting long, awkward, or heavy ladders, two or more persons should share the task to avoid injury;
- Hoist tools and materials to the job site;
- Use fall protection as appropriate (e.g. tie-off to the structure when above 3 meters, use climbing devices on fixed vertical ladders, etc.).

## Procedures

1. Supervisors shall provide safety training and education about fall protection for employees required to use ladders and fixed access structures.
2. Employees shall evaluate their requirements for safe access to work assignments and shall consult supervisory personnel as necessary.
3. Ladders and fixed access structures shall be inspected for safety before use.
4. Fixed access structures shall comply with Ontario Ministry of Labour data sheet 2-04.
5. All portable ladders shall be CSA-approved and rated "industrial heavy-duty" or "industrial extra-heavy-duty."
6. Employees climbing and working from ladders shall maintain 3-point contact with the ladder.



7. Straight ladders used for access shall be secured at the base and the point of contact.
8. Fall arrest systems shall be installed and used on all fixed vertical ladders exceeding 3 meters.
9. Defective ladders shall be taken out of service, tagged for repair, or scrapped.
10. Ladders and fixed access structures shall be repaired only by qualified personnel.
11. Special purpose ladders and work platforms shall be used following the manufacturer's directions and only for the applications intended.

### **Maintenance and Inspection**

- Any ladder found to be defective shall be taken out of service immediately and either tagged for repair OR scrapped.
- Once tagged, the ladder must not be used until it is repaired. The tag shall read "DO NOT USE."

### **Personal Protective Equipment (PPE)**

All Janick Electric Ltd. employees that are required to work using ladders will be required to wear appropriate PPE, as outlined in our Fall Protection Policy.

Janick Electric Ltd. employees working below or around laddering will also be required to wear PPE, as outlined in our Fall Protection Policy. In any case, the Host Contractor may require the use of additional PPE by some or all employees, depending on the job and the Job site. This information will be provided to employees through training and Host Contractor policies before the project start date.

### **Safe Ladder Use**

- Ladders should never be placed against flexible or moveable surfaces.
- Avoid climbing up or down a ladder while carrying anything in your hands.
- Never straddle the space between a ladder and another object.
- Never erect ladders on boxes, carts, tables or other unstable surfaces.
- Never rest a ladder on its rungs; ladders must rest on their side rails only.
- DO NOT use damaged parts that affect the strength of the ladder.
- DO NOT work on ladders when feeling weak, sick, or dizzy.

- DO NOT work while leaning away from the ladder.
- DO NOT alter the ladder.
- DO NOT move a ladder horizontally while workers are on it unless it is a mobile ladder and the proper procedures are followed.
- DO NOT work on ladders covered with snow, ice, or other slippery materials.
- DO NOT erect, use, alter, or move ladders within 12 feet (3.6 meters) of overhead powerlines.
- DO NOT work on ladders in bad weather or high winds unless a competent person decides that doing so is safe.
- DO NOT use ladders, boxes, barrels, or other makeshift materials to raise your work height.
- DO NOT put more weight on a ladder than it is designed to hold.
- Wooden ladders are not permitted on site.

## Ladder Safety Checklist

All ladders must be inspected before use for any damages, defects, suitability, and quality. If you answered “yes” to any of the following, the ladder should be tagged and taken out of service immediately.

Date	Type/Grade of Ladder	
Inspected By	Length	
Location	Ladder ID	
Material: <input type="checkbox"/> Wood <input type="checkbox"/> Fiberglass <input type="checkbox"/> Aluminum <input type="checkbox"/> Other:		
<b>INSPECTED ITEM</b>	<b>Yes</b>	<b>No</b>
Metal Parts: broken, loose, dented, rusty, missing	<input type="checkbox"/>	<input type="checkbox"/>
Side Rails: Metal Parts: broken, loose, dented, rusty, signs of deterioration	<input type="checkbox"/>	<input type="checkbox"/>
Rungs: broken, loose, dented, rusty, signs of deterioration	<input type="checkbox"/>	<input type="checkbox"/>
Braces, Upright or Steps: broken, cracked, splintered, chipped, defective, missing, signs of deterioration	<input type="checkbox"/>	<input type="checkbox"/>
Anti-Slip Feet: broken, cracked, defective, poor condition, missing, dirty/oily, deteriorating	<input type="checkbox"/>	<input type="checkbox"/>
Extension ladder lock, pulley or other fittings: worn, out of place, damaged, missing, deteriorating	<input type="checkbox"/>	<input type="checkbox"/>
Steps: greasy, slippery, cracks, splitting	<input type="checkbox"/>	<input type="checkbox"/>
Spreader Arms and Stops: broken, bent, loose, damaged, defective, rusty, unworkable, missing	<input type="checkbox"/>	<input type="checkbox"/>
Rope: damaged, worn, broken, frayed, knotted, missing	<input type="checkbox"/>	<input type="checkbox"/>
Pail Tray: damaged, worn, broken, bent, rusty, tight, unworkable, missing	<input type="checkbox"/>	<input type="checkbox"/>
Ladder: makeshift repairs, signs of deterioration, bent, warped, twisted, bowed	<input type="checkbox"/>	<input type="checkbox"/>
Storage: Improperly stored	<input type="checkbox"/>	<input type="checkbox"/>
Identification Marks (CSA): not visible	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Continue Use <input type="checkbox"/> Repair <input type="checkbox"/> Destroy		
Signature	Date	

## Flammable or Combustible Substances Policy

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### Intent

The intent of this Policy is to demonstrate Janick Electric Ltd.'s commitment and genuine concern for the health and safety of its employees regarding the storage, handling and use of flammable and combustible substances.

### Definitions

**Autoignition Temperature** - The ignition temperature at which a substance self-ignites without any obvious sources of ignition. Most common flammable and combustible substances have autoignition temperatures ranging from 300-550 degrees Celsius and are intended as guidelines only (Canadian Centre for Occupational Health & Safety, 2008).

**Flammable and Combustible Substances** - Liquids that can burn and are grouped according to their flashpoint. Flammable liquids will catch on fire and burn easily at normal working temperatures, whereas combustible liquids have the ability to burn at temperatures that are usually above working temperatures (Canadian Centre for Occupational Health & Safety, 2008).

**Flashpoint** - The lowest temperature at which a flammable and combustible liquid gives off enough vapour to start burning at the surface of the liquid and is to be used as a guideline only (Canadian Centre for Occupational Health & Safety, 2008).

### Guidelines

Janick Electric Ltd. shall ensure that:

- Any prescribed equipment, materials and protective devices are provided to an employee by the Company;
- The prescribed equipment, materials and protective devices provided by the Company are maintained in good condition;
- Prescribed measures and procedures are carried out in the workplace;
- Equipment, materials and protective devices are used by the employee as prescribed (R.S.O. 1990 O.1 s. 25 (1) (a) (b) (c) (d));
- An employee exposed or likely to be exposed to a hazardous material or to a hazardous physical agent receives, and that the employee participates in, instruction and training as may be prescribed (R.S.O. O.1 s. 42 (1)).

Janick Electric Ltd. employees are required to wear any and all prescribed personal protective equipment when using, handling or storing flammable and combustible substances, without exception. Failure to use the provided and prescribed protective equipment may result in disciplinary action, up to and including termination.

### Flashpoint

An appropriate mixture of vapours and air is required to burn flammable and combustible liquids as they do not burn without the combination. For example, gasoline, which is a flammable liquid, has a flashpoint of -40 degrees Celsius, whereby it gives off enough vapour to form a burnable mixture in the air. Phenol, which is a combustible liquid, has a flashpoint of 79 degrees Celsius, whereby the liquid must be heated above the temperature before it will be ignited in the air(Canadian Centre for Occupational Health & Safety, 2008).

### **Airborne Concentration**

If it is not practicable to maintain the airborne concentration of a flammable or combustible substance below the applicable exposure limit, the Company shall ensure that:

- Only the minimum number of employees required for the work may be exposed;
- Every employee exposed will be adequately trained and equipped to safely perform the required duties;
- The concentration of the flammable gas or vapour will not exceed 20% of the lower explosive limit (LEL).

In a life-threatening emergency only, exposure of emergency response workers is permitted above 20% of the LEL, provided that only qualified, properly trained, and equipped workers necessary to correct the unsafe condition are exposed to the hazard, and every possible effort is made to control the hazard.

### **Ignition Sources**

When a flammable and combustible gas or liquid is handled, used or stored, all sources of ignition must be eliminated or adequately controlled.

Sources of ignition include:

- Open flame
- Spark-producing mechanical equipment
- Welding and cutting processes
- Smoking
- Static discharge
- Any electrical equipment or installation that is not approved for hazardous locations.

Where practicable, Janick Electric Ltd. shall ensure that sources of ignition are eliminated.

In cases where sources of ignition cannot be eliminated, the Company shall ensure the source is safely and adequately controlled in any work area where a flammable and combustible gas or liquid is stored, handled or used.

### **Storage**

Except for the quantity required for immediate use, the quantity of combustible and flammable liquids stored outside an approved storage cabinet, room or area in any fire compartment of a building must not exceed:

- In closed containers, 600 litres of liquids having a flashpoint below 93.3°C of which not more than 100 litres may be liquids having a flashpoint below 22.8°C and a boiling point below 37.8°C; and
- In storage tanks or portable tanks, 5,000 litres of liquids having a flashpoint below 93.3°C and a boiling point at or above 37.8°C.

Except for packaging used to contain flammable or combustible liquids, combustible shelves, racks and other materials are not permitted inside a flammable or combustible liquids storage room or cabinet unless required as part of a fire separation.

If a flammable liquids storage cabinet is used, it must be vented with a steel pipe that is at least 5 cm in diameter and is directly connected and vented outdoors.

### **Dispensing**

If a flammable and combustible liquid is dispensed or transferred within a liquids storage room:

- The storage room must be mechanically ventilated at a rate of at least 18 m<sup>3</sup>/hr per square metre of floor area, but not less than 250 m<sup>3</sup>/hr;
- Exhaust air must be discharged outdoors and fresh air provided,
- Any air duct passing through a fire separation must be equipped with an approved fire damper; and
- Doors must be self-closing.

### **Transferring**

When transferring flammable and combustible liquids, metallic or conductive containers used to transfer the fluid must be electrically bonded to each other or electrically grounded.

If glass, plastic or another non-conductive container with a capacity of 23 litres or more is used to transfer a flammable or combustible liquid, the accumulation of electrostatic charge near the surface of the liquid must be eliminated or controlled by:

- Limiting the flow velocity of the liquid to less than 1 metre per second;
- Using a grounded lance or nozzle extending to the bottom of the container;
- Limiting free fall;
- Using anti-static additives; or
- Other effective means.

## **Machine and Equipment Guarding Policy**

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### **Intent**

Janick Electric Ltd. is committed to creating a safe work environment for all its employees. The intent of this policy is to create general guidelines for machine guarding. This policy should be used in conjunction with specific provincial legislation.

### **Guidelines**

- Janick Electric Ltd. will ensure that all machinery is equipped with guarding in accordance with the manufacturer's specifications and all legislative requirements.
- No employee may operate any machinery or ask others to operate machinery without the proper machine guarding in place.
- If an employee encounters any equipment that has damaged or missing guarding, they must use the appropriate tag-out procedures and immediately inform a supervisor.
- In the event that repairs are required where the guards are removed, the machine will be removed from service and not used until the guards are reattached using proper procedure.
- Occasionally additional safety measures will be utilized, such as specialized hand-feeding tools. These tools do not negate the need for guarding and are only used as supplemental safety measures.

### **Areas Requiring Safeguarding**

Each machine will require individual safeguarding; however, the following are some common areas that require safeguarding:

- Any area with moving parts, including areas such as; the point of operation, which is the area where the work is being performed, and area of movement, such as feed mechanisms, which are moving while the equipment is in use.
- All rotating equipment, including abrasive wheels and abrasive wheel machinery.
- Exposed blades such as those on fans must be guarded.
- Anchoring of fixed machinery is a type of safeguard that prevents any dangerous movement.
- Any components which transmit energy within the machine while performing mechanical work require safeguarding.

### **Hazardous Motions and Actions**

There are many mechanical motions and actions that can be inherently hazardous. Some examples are:

- Rotating motions that can grip material, skin or body parts. Rotating motions have the possibility of creating projectiles if they are dropped on the rotation parts;
- Cutting actions creates the hazard of bodily injury from the cutting mechanism as well as creating projectiles from the material being cut;
- Punching action occurs when power is applied and may be done by hand with the worker manually inserting the material;
- Shearing and Bending actions also have the potential for grievous harm to a worker if safeguards are not properly installed and maintained.

### **Abrasive Wheel Machinery and Rotating Equipment**

Grinding wheels can pose many health and safety hazards. Grinding wheels are designed to operate at very high speeds and include the following health and safety hazards:

- Breathing in dust can cause respiratory problems
- Contact with lubricating oils and metallic dust can irritate the skin
- If compressed air (used with air-powered grinders) enters the bloodstream, it can be deadly
- Vibration can cause vibration-induced white finger
- Noise can damage hearing and be stressful
- Electric shock that can be fatal
- A wheel that shatters can seriously injure the operator and those working nearby
- Shooting fragments of a wheel can injure the eyes and face
- Contact with a wheel can cause cuts and scrapes
- If a portable grinder is dropped, it can injure the legs and feet
- Sparks can cause burns

As per the Industrial Establishments Regulation, S. 24-28: Machine guarding, all rotating machines and grinding wheels at Janick Electric Ltd. will be shielded or guarded to reduce the risk of endangering the workers.

### **Safeguard Requirements**

Each piece of equipment requires specific safeguards, and each province also has specific requirements which need to be implemented. Janick Electric Ltd. shall ensure that in addition to these regulations, the following general requirements are met for all safeguards:

- All Abrasive wheels and abrasive wheel machinery onsite must have safety guards;



- Safeguards shall prevent any part of the body from coming into direct contact with any part of a machine or equipment which should be considered hazardous such as moving parts;
- Safeguards shall be securely affixed and of durable material to prevent any removal or tampering of the safeguard and to minimize wear from normal use;
- When needed, safeguards shall prevent materials from falling into the machine;
- The safeguard will not create a new hazard due to poor design or installation;
- Safeguards will not interfere with the normal efficient performance of work; and
- If possible, safeguards will be installed to prevent it from needing to be removed during lubrication and maintenance of the machine.

### **Training**

Training will be conducted for all employees at Janick Electric Ltd. who use or supervise the use of any machinery. Training will cover information including, but not limited to:

- Hazard identification associated with each specific piece of machinery such as hazardous mechanical motions and actions;
- Safe use of each machine;
- Safeguards for each piece of machinery; including, what they should look like when properly installed and in use, and what to do if they are damaged missing etc.; and
- Lockout procedures.

### **Installation or Repair of Safeguards**

- In some provinces, pre-start reviews must be conducted after the alteration of a machine. Check governing legislation before making any changes to safeguards.
- Repair and installation of safeguards must always be done by specifically trained individuals.
- When safeguards are removed or altered for repair, the machine must be tagged out and not used by any employee.

### **Responsibilities**

#### Janick Electric Ltd.:

- Janick Electric Ltd. shall ensure that all machines purchased and used shall be equipped with the proper safeguards

- Provide training to all employees on machine guarding and machine-safe use
- Provide all additional safety equipment

Supervisors:

- Ensure that employees are working on machines that have the correct safeguards
- Provide additional training and supervision to an employee who requires additional assistance
- Ensure that machines and safeguards are inspected and maintained

Employee:

- Comply with all health and safety policies
- Attend all required training
- Ask for additional training or information when needed
- Do not use any equipment if it has been tagged out or if you believe it to be unsafe
- Report any damaged or missing safeguards
- Never remove or tamper with any safeguards
- Report any employees that are working on machines without safeguards or who are removing or tampering with safeguards.

**Disciplinary Action**

Employees who remove, break or tamper any machine guarding and any employee who continues to use a machine knowing that it is unsafe will face disciplinary action up to and including termination of employment.

Any supervisor who asks an employee or allows an employee to use machinery that is known to be unsafe or whose guarding is damaged or removed will face disciplinary action up to and including termination of employment.

Supporting Documents:

- Preventative Maintenance Policy

## **Working in Lightning Safety Policy**

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### **Intent**

The intent of this Working in Lightning Safety Policy is to remain legally compliant and ensure the health, safety and wellness of employees working in harsh weather conditions with lightning.

### **Guidelines**

#### **Lightning Detection**

Lightning can be detected in the following ways (Note: if it is visible, seek shelter immediately):

- Radio Frequency (RF) detectors
- Optical Monitors
- When you see lightning, count the time until you hear thunder. If the time delay is less than 30 seconds, seek shelter immediately.
- If you cannot see the lightning but hear thunder, it is highly possible that you will be within striking range and should seek shelter immediately.

#### **Lightning Safety**

The following safety guidelines are to be adhered to by all Janick Electric Ltd. employees to ensure their health and safety in the completion of their work duties and responsibilities.

- Regularly monitor weather conditions.
- Become familiar with your surroundings when working in new locations in an effort to predetermine safe shelter locations.
- If you see lightning or hear thunder, cease any work or activity and seek safe shelter.
- Safe shelter includes:
  - Fully enclosed vehicle with the windows up.
  - Substantial buildings, preferably a closet or small office near the ground level, if possible.
  - Low ground.
- Unsafe shelter includes:
  - Water
  - Treed areas

- Open fields
- High ground, caves, mines, etc.
- If you are outside in the presence of lightning and cannot reach a safe place for shelter, remove anything containing metal, such as jewellery, necklaces, keys, belts, baseball caps, etc. and position yourself in a crouching position low to the ground.
- Workers are not permitted to resume their duties until 30 minutes after the last lightning strike.

### **Emergency Procedure**

If an individual has been struck by lightning, the Canadian Center for Occupational Health and Safety suggests the following action:

- Call for help immediately.
- If the person has stopped breathing, safely perform mouth-to-mouth resuscitation.
- If the person has stopped breathing and does not have a pulse, ensure a trained rescuer performs Cardio Pulmonary Resuscitation (CPR).

\*Note: It is safe to touch individuals who have been struck by lightning.

## **Silica Exposure Policy**

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### **Intent**

Janick Electric Ltd. is vitally interested in the health and safety of its employees and will take measures to educate our employees about the hazards they face in the workplace. Exposure to airborne silica dust is a common hazard that employees of Janick Electric Ltd. may be exposed to, and Janick Electric Ltd. is dedicated to ensuring that such exposure is minimized or eliminated where possible. Janick Electric Ltd. will ensure that our policies and procedures meet the requirements of Ontario Regulation 490/09 Designated Substances. We will make every effort to provide a safe, healthy work environment.

### **Definitions**

Silica – Crystalline silica in a respirable form. (Source: O. Reg. 490/09)

### **Guidelines**

#### **Effects of Exposure to Silica**

Silica commonly enters the body through the inhalation of small airborne particles. Exposure to airborne silica is known to cause silicosis, a respiratory disease that is characterized by shortness of breath and impaired lung function. Silicosis may be chronic, accelerated, or acute and may develop almost immediately or have a long latency period. Silica is also a known carcinogen.

Source: Guideline: Silica on Construction Projects

#### **Sources of Silica in the Workplace**

Crystalline silica is a basic component of sand, concrete, brick, asphalt, granite, and wall spackling materials. Silica may become airborne when employees perform activities including but not limited to:

- Jack hammering;
- Mixing concrete or grout;
- Concrete drilling;
- Cutting concrete, concrete blocks, or bricks;
- Moving or dumping piles of concrete;
- Shovelling, sweeping, or vacuuming materials that contain silica; and
- Removing coatings that contain silica.

### **Employer Responsibilities**

Janick Electric Ltd. will ensure that:

- Every reasonable precaution under the circumstances is taken to protect any third-party worker who is not an employee of Janick Electric Ltd. but who is working in Janick Electric

Ltd.'s workplace and who is exposed to silica and whose health is likely to be affected by that exposure.

- All necessary measures and procedures are taken to ensure that every worker's exposure to silica is reduced to the lowest practical level and does not exceed the time-weighted average limit, short-term exposure limit, or ceiling limit as provided in the regulation.
- Workers are provided with respiratory equipment if it is not possible to adequately protect them from exposure to silica.
- Respiratory equipment is provided to any employee who is exposed to airborne silica and who requests the use of such equipment.
- All respiratory equipment provided to workers will:
  - Be appropriate in the circumstances considering the form and concentration of silica present;
  - Meet or exceed all applicable codes for respiratory equipment; and
  - Be used in accordance with the requirements of the applicable code for respiratory equipment and all guidelines provided by the manufacturer of the equipment.
- Workers who use respiratory equipment will be provided with proper instruction and training in the use and care of such equipment.
- All requirements under the Occupational Health and Safety Act, WHMIS Regulation, O. Reg. 490/09, O. Reg. 213/91, and all other applicable legislation are met.

### **Employee Responsibilities**

All employees are required to observe the work and hygiene practices provided in this policy and the control program.

### **Training**

Janick Electric Ltd. will ensure that employees are provided with training on:

- The Workplace Hazardous Materials Information System (WHMIS);
- The hazards of silica;
- Health effects and symptom recognition for silica-related diseases;
- Personal hygiene;
- PPE care and use; and
- Safe work measures and procedures.

All training will be provided by a competent person.

### **Safe Work Procedures**

- Employees should be aware of materials that may contain silica and evaluate each job before beginning work to determine whether there is a risk of exposure to silica. If an employee is unsure of whether silica is or may be present, the employee should notify their supervisor.
- If there is the potential risk of exposure to silica, employees must consider the implications of this exposure and use the appropriate procedures and equipment to protect their health and the health of others. These measures include but are not limited to:
  - Restricting access to work areas;
  - Controlling the creation of dust by using alternate cutting or grinding methods;
  - Reducing the spread of dust through measures such as vacuuming or the application of water; and
  - Ensuring proper ventilation is in place.
- Where possible, exposure to silica should be avoided by substituting materials that do not contain silica or finding an alternate method to complete the work that will reduce or eliminate the exposure.
- Personal protective equipment (PPE) should be used as a last resort to protect against silica exposure where other preventive measures are not feasible.
- PPE must be used in accordance with Janick Electric Ltd.'s *Personal Protective Equipment Policy*.
- PPE for silica exposure includes:
  - Leather gloves;
  - Safety glasses;
  - Face shield;
  - Respiratory protection; and
  - Boot covers and other protective clothing to reduce or prevent silica from being spread from the worksite.

### **Assessment and Control Program**

- Janick Electric Ltd. will carry out an assessment of the likelihood of exposure of employees to silica in accordance with *O. Reg. 490/09* and will record the outcome of the assessment in writing. The assessment will be carried out in consultation with the joint health and safety committee.

- If there is any change that could result in a significant difference in the exposure of a worker to silica, Janick Electric Ltd. will carry out a further assessment to determine the exposure or likelihood of exposure for the employee.
- Janick Electric Ltd. will provide a written copy of the assessment to all members of the joint health and safety committee.
- Janick Electric Ltd. will develop, establish, and implement measures and procedures to control workers' exposure to silica in order to implement a control program that meets the requirements of *O. Reg. 490/09*.

#### **Airborne Silica Monitoring, Sampling, and Posting**

- Janick Electric Ltd. will ensure that procedures for monitoring, sampling, and determining airborne concentrations of silica and worker exposure to the same are developed in accordance with standard methods for workplace air sampling and analysis.
- Janick Electric Ltd. will promptly post the results of all monitoring, sampling, and testing conducted in relation to exposure to silica in the workplace and will provide a copy to the joint health and safety committee. Records of testing will be kept for five (5) years.

#### **Medical Examination and Documentation**

- Janick Electric Ltd. will provide any personal exposure records for an employee to a physician who examines the employee or supervises clinical tests on an employee.
- Janick Electric Ltd. will act in accordance with the advice provided by a physician in relation to an employee's ability to perform their job if it is determined that exposure to silica has had an effect on their continued employment.

#### **Medical Surveillance**

Janick Electric Ltd. will use medical surveillance as a preventive and remedial measure in order to protect the health of employees. Employees who are at risk of being exposed to silica will be provided with regular medical examinations and clinical testing at the expense of the company. If an employee exhibits an adverse health condition related to silica exposure, Janick Electric Ltd. will work with the employee, the physician, and the joint health and safety committee to determine the course of action that best protects the health of the employee.



## Chemical and Biological Hazards Policy

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### Intent

Janick Electric Ltd. is committed to taking all reasonably necessary steps to protect workers from exposure to hazardous biological or chemical agents in the workplace. This policy outlines the measures that the company has implemented to ensure the safe storage, handling, processing, or use of harmful substances in the workplace.

### Definitions

**Airline respirator** - A respirator and air supply hose with a hood or helmet, a tight-fitting facepiece, or a loose-fitting facepiece or visor, that is supplied with compressed breathing air from a compressed breathing air system.

**Air-purifying respirator** - A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

**Assigned protection factor** - The anticipated level of respiratory protection that would be provided by a properly functioning respirator or class of respirators to properly fitted and trained users.

**IDLH atmosphere** - An atmosphere that poses an immediate threat to life or that will cause irreversible adverse health effects or impair a worker's ability to escape from the environment.

**Maximum use concentration** - The maximum concentration of an airborne designated substance that a respirator can be expected to protect a worker using the respirator from.

**Powered air-purifying respirator** - An air-purifying respirator that, by means of a powered blower worn by the user, passes ambient air through an air-purifying element and then supplies purified air to a helmet, hood, facepiece or visor worn by the user.

**Qualitative fit test** - A test method set out in Annex B of CSA Standard CAN/CSA-Z94.4-18, Selection, Use and Care of Respirators (September 2018).

**Quantitative fit test** - A test method set out in Annex C of CSA Standard CAN/CSA-Z94.4-18, Selection, Use and Care of Respirators (September 2018).

### Guidelines

Janick Electric Ltd. will take all reasonable measures to limit employees' exposure to chemical and biological hazards while working. The company will do this by substitution of the hazardous biological or chemical agent, using engineering and administrative controls including work practices, hygiene facilities and practices, and providing personal protective equipment. Where the company is unable to limit or eliminate employee exposure, a respirator will be provided. The company will:

- Inform employees of hazards;
- Train employees on workplace hazards;

- Provide employees with the appropriate protective clothing and equipment for the task;
- Provide an adequate decontamination area for employees;
- Allow employees time to wash up before each break from work;
- Develop and implement an exposure control plan; and
- Monitor, sample, and determine exposure of airborne concentrations.

### **Potential Worker Exposure**

Janick Electric Ltd. will monitor and sample the airborne concentrations in the workplace when necessary and determine the concentration levels of any biological or chemical agents that a worker may be exposed to. These will be performed by a qualified individual and regularly analysed in compliance with the regulations.

All employees will receive training in the safe handling of and exposure to harmful substances and are required to follow all safety precautions and procedures.

If an employee determines that they cannot safely conduct work that involves harmful substances, the employee must report this to their supervisor immediately.

### **Respirator Requirements**

Company-provided respirators will be CSA or NIOSH approved and meet or exceed the applicable assigned protection factor for respirators set out in legislation.

Respirators will be selected based on the following criteria:

- The airborne concentration of the biological or chemical agent that the employee is exposed to and the maximum use concentration of the respirator;
- The manufacturer's information on the intended use, scope, and limitations of the respirator;
- The potential for an atmosphere with an oxygen concentration of less than 19.5 percent, an IDLH atmosphere, or oil in the atmosphere;
- If used to protect an employee from asbestos, it must have a HEPA filter or a N-100, R-100, or P-100 particular filter; and
- If an airline respirator is used in an IDLH atmosphere, it must be fitted with an auxiliary supply of breathing air that allows the employee to escape unassisted from the atmosphere.

Respirators must only be used in accordance with the manufacturer's instructions. Employees will not be assigned to an operation that requires the use of a respirator unless they can physically perform the operation while using the respirator and have received the appropriate training.

A respirator that is designed to be tight-fitting must be tested by the employee for fit using either a qualitative or quantitative fit test. Employees must conduct a positive and negative pressure user seal check before each use of a tight-fitting elastomeric respirator. Tight-fitting respirators must not

be provided to, or used by, an employee with facial hair that interferes with the functioning of the respirator.

An employee may request Janick Electric Ltd. to provide a respirator if they are concerned about possible exposure to an airborne biological or chemical agent. The company will keep record of the type of respirator used by employees.

### **Training**

The company will provide specific training and instruction on the chemical or biological hazards and harmful substances that the employee will, or may, come into contact with while working.

Additionally, the company will provide all employees who are, or may be, expected to use a respirator with training and instruction before use. The training and instructions will cover:

- The proper selection, care, and use of respirators;
- Limitations of the respirator;
- Inspection and maintenance of the respirator, including, in the case of an air-purifying respirator, end of service life indicators or change out schedules for the cartridge, canister, or filter;
- Proper fitting of the respirator; and
- Cleaning and disinfecting the respirator.

## Safe Fuel Handling and Storage Policy

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### Intent

Janick Electric Ltd. is dedicated to the health and safety of its employees and as such, has created the Safe Fuel Handling and Storage Policy. The intent of this policy is to outline safe fuel handling and storage procedures for employees of Janick Electric Ltd., as well as to ensure that Janick Electric Ltd. is adhering to its commitment to environmental responsibility.

### General Guidelines

- Ensure all directions are read and followed.
- Only store fuel in containers designated for that specific type of fuel.
- Ensure all containers are labelled properly following WHMIS standards and that all employees are trained on safe handling use.
- When transporting fuel use only containers certified by agencies such as the Canadian Standards Association.
- If there is the need to transport gas, store the container in the trunk of the car with the trunk open at least 10 cm for adequate ventilation.
- Never fill containers to the top as the gas expands in warm temperatures.
- Keep gas away from direct sunlight.
- Keep fuel from any ignition source keeping in mind that gasoline vapours are highly flammable, heavier than air and can travel long distances to an ignition source.
- Keep fuel in a well-ventilated area.
- Avoid fuel contact with skin. If contact occurs, wash skin thoroughly with soap and water.
- If fuel is spilled on clothing, remove and allow fuel to evaporate completely in a well-ventilated area (outside is best) before washing.
- Never store more than a few gallons of fuel at a time unless additional safety procedures are taken.
- Ensure that you do not overfill the tank when transferring fuel to equipment, as a few ounces of spilled fuel can have a severely detrimental environmental effect.
- Never fill a gas tank when the tank is running or still hot.
- Never smoke while handling or near fuel.
- Never start a siphon using your mouth.
- Never use fuel for activities outside its intended use.
- Dispose of old fuel properly.

### Storage Guidelines

*Information for this section adopted from the Fire Protection and Prevention Act*

- Janick Electric Ltd. will ensure that all fuels are kept in accordance with the standards established for that specific substance.
- All areas and tanks will be periodically inspected.

- Smoking is strictly forbidden in any area near fuel storage. Janick Electric Ltd. will ensure that all no smoking postings are present and meet or exceed legislative standards.
- No employees may enter any area containing fuel storage unless trained on its use, and it is part of their assigned duties.
- Janick Electric Ltd. will provide training to its employees on fuel handling specific to its type as well as WHMIS training.

#### **Indoor Fuel Storage Guidelines**

- Ensure all containers have an MSDS sheet and that it is consulted to determine the class and for specific storage information.
- Ensure that the appropriate amount of fuel is being kept and never exceeds provincial guidelines.
- Fuel must never be stored in or adjacent to exits or principal routes that provide access to exits.
- Ensure fuel is not stored near or with other dangerous goods.
- All containers and portable tanks must be designated as appropriate for use and built-in conformance with applicable governance such as CSA-B376, "Portable Containers for Gasoline and Other Petroleum Fuels."
- Ensure that any area containing fuel meets requirements associated with its class and quantity.

#### **Storage Tanks for Flammable or Combustible Liquids**

- A storage tank and its filling and emptying connections shall be identified in conformance with CPPI, "Using the CPPI Colour-Symbol System to Mark Equipment and Vehicles for Product Identification" or to CAN/CGSB-24.3, "Identification of Piping Systems."
- Janick Electric Ltd. shall prevent storage tanks from overfilling by providing continuous supervision of the filling operations by personnel qualified to supervise these operations or an overfill protection device conforming to ULC/ORD-C58.15, "Overfill Protection Devices for Flammable Liquid Storage Tanks."
- Janick Electric Ltd. will not reuse a tank that has been taken out of service unless it meets the standards set out in section 4.3.1.10(1) of the Fire Protection and Prevention Act.
- Janick Electric Ltd. will adhere to the following chart and all other applicable legislation when determining the location of an aboveground storage tank.

### Location of Aboveground Storage Tanks

Maximum Tank Capacity, L	Minimum Distance to a Property Line or to a Building on the Same Property, in metres
250000	3
500000	4.5
2500000	9
5000000	12
over 5000000	15

- The minimum distance between storage tanks containing stable liquids will be 0.25 times the sum of their diameters, but not less than one (1) metre. If the liquid is unstable, there will be a separation of at least six (6) metres.
- Secondary containments for flammable liquid or combustible liquid storage tanks will not contain any liquefied petroleum gas cylinder or tank, and the centre line of the secondary containment wall must not be less than three (3) metres away from a liquefied petroleum gas cylinder, and seven (7) metres away from a liquefied petroleum gas storage tank.
- All spacing must be designed to allow access for firefighting purposes which allows for the approach of fire department vehicles to within 60 metres of any storage tank.
- The location of the tank will be chosen, taking into account foundations, supports and venting as well as fire and flood protection.

### Spills

- If there is a spill of a petroleum product in excess of 25 litres, it must be reported immediately to the Director of the Fuels Safety Program at the Spills Action Centre of the Ministry of the Environment at 1-800-268-6060.
- If the spill is of a lesser quantity, it must still be reported if it could:
  - Create a hazard to public health or safety;
  - Contaminate any freshwater source of waterway;
  - Allow entry of the product into a sewer system or underground drainage system or stream;
  - Interfere with the rights of any person.

In the event of a leak, the Director of the Fuels Safety Program at the Spills Action Centre of the Ministry of the Environment must be contacted.

### Supporting Documents:

- Spill Prevention and Response Policy

## Extension Cord Policy

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### Intent

Extension cords are often needed in the workplace, yet they have the potential to create hazardous situations. Janick Electric Ltd. is committed to providing a safe workplace for all employees and clients and, as such, has created this policy to outline the safe use of extension cords at Janick Electric Ltd.

### Guidelines

- Extension cords should be used only as a temporary measure.
- Check the extension cord for a UL mark or symbol.
- Before it is used, ensure that the extension cord is adequate to handle the anticipated load. If a device draws more than seven amps, use a heavy-duty cord with No. 16 or No. 14 wire. **Note:** dividing the wattage by 120 will determine how many amps a device will draw.
- When using heavy-duty tools, a grounded three-pronged cord should always be used.
- Never force a three-pronged plug into a two-pronged outlet and always match the wide blade of the plug to the corresponding slot in the outlet.
- Extension cords must be checked regularly for wear and damage. Specifically for worn insulation, loose or exposed parts on the plug, and splices on the cord.
- Damaged cords must be unplugged, replaced, and discarded.
- If a plug or cord becomes hot when plugged in, unplug it immediately and try a heavier cord. If it still heats up, unplug the cord, mark/block the outlet and consult an electrician.
- Never force-extension cords into small spaces such as behind furniture. When bundling multiple cords together (i.e. to organize them), avoid putting too many cords together. Cords need space, or they may overheat and cause a fire.
- Never connect more than one extension cord together. If needed, select a cord that has a length sufficient to reach from the appliance to the outlet without stretching.
- Extension cords should only be used in dry locations. If water is introduced, turn off the appliance or equipment and unplug the cord.
- Ensure that interior extension cords are stored indoors and that they are never exposed to a temperature below zero. Extension cords must not be used outdoors unless they are clearly marked by the manufacturer for outdoor use.
- Ensure that the cord length is appropriate; a long cord may become tangled, which could lead to the cord overheating or becoming a trip hazard.

- Never run extension cords across areas where people walk.
- Never run an extension cord under a doorway as the opening/closing of the door over the cord may lead to insulation damage.
- Never run extension cords under carpet or rugs as the weight and friction of people walking over them may lead to damage as well as increase the risk of electric shock or fire.
- When securing extension cords, never use a staple or nail gun.
- Extension cords should never be plugged into a power bar.
- Always unplug extension cords when they are not in use.
- When unplugging any extension cord, pull from the plug. Never unplug by pulling the cord itself.

#### Duties of the Employee

- All employees must adhere to the guidelines set out in the Extension Cord Policy.
- If an employee comes across a damaged cord, it must be immediately reported.
- If an employee witnesses the unsafe use of extension cords, they must notify a supervisor.

#### Duties of the Employer

- Janick Electric Ltd. will provide the proper extension cords needed.
- The employer will allow time for the periodic inspection of extension cords.
- Janick Electric Ltd. will replace any damaged cords in a timely manner and will never ask an employee to work with appliances that have a damaged cord.



## The IHSA Excavator Hand Signals Card (V015)

Whenever a person could be endangered by equipment or by its load, a signaller must be assigned to help the operator. The best way for the signaller and the operator to communicate is to use clear, standard hand signals. Here are some standard hand signals provided by the Infrastructure Health and Safety Association (IHSA) for people working with excavators.

<b>Load Up</b>  1	<b>Load Down</b>  2	<b>Swing Left</b>  3	<b>Swing Right</b>  4
<b>Turn Left</b>  5	<b>Turn Right</b>  6	<b>Travel</b>  7	<b>This Far To Go</b>  8
<b>Everything Slow</b>  9	<b>Stop Engine</b>  10	<b>Stop</b>  11	<b>Emergency Stop</b>  12
<b>Boom Up</b>  13	<b>Boom Down</b>  14	<b>Telescope in</b>  15	<b>Telescope Out</b>  16
<b>Dipper In</b>  17	<b>Dipper Out</b>  18	<b>Counter Rotate</b>  19	<b>Counter Rotate</b>  20
<b>Open Bucket</b>  21	<b>Close Bucket</b>  22	<b>Dog Everything</b>  23	<b>NO RESPONSE SHOULD BE MADE TO UNCLEAR SIGNALS</b>

## SECTION 5: Joint Health and Safety Committee

## Joint Health and Safety Committee Policy

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### Intent

The government of Ontario has established health and safety legislation under the Occupational Health and Safety Act, providing precise requirements in respect of the establishment of a joint health and safety committee or health and safety representative. Based on these requirements and Janick Electric Ltd.'s commitment to maintaining the health and well-being of its employees, the company has established a joint health and safety committee, and this policy outlines the duties of this committee.

### Definitions

**Joint Health and Safety Committee (JHSC)** - A mandated group of worker and employer representatives mutually committed to improving health and safety conditions in the workplace. It is a forum for bringing the internal responsibility system into practice. The advantage of a JHSC is that the in-depth practical knowledge of specific tasks of the labour force is brought together with a more extensive overview of company policies and management procedures (CCOHS).

**Certified Member** - The employee and management member decide who will become the certified member(s). Anyone who wishes to act as a Certified Member on a JHSC must take and complete the JHSC Certification Training offered by the Ministry of Labour.

**Chairperson** - Committees must be co-chaired by two members. One of the co-chairs will be selected from members representing workers, and the other will be chosen by management (s. 9(11)). The meeting chair is responsible for preparing a meeting agenda and running that meeting. Co-chairs should alternate the meeting chair responsibilities.

**Secretary or Clerk** - A member of the JHSC shall be designated as the clerk or secretary. This member takes meeting notes which include concerns, recommendations, and suggested actions. The clerk or secretary may also fulfill administrative duties such as ensuring meeting minutes are posted on the health and safety board or writing up recommendations to submit to the employer. Taking accurate minutes is an essential function, as the Ministry of Labour may request to see them during any inspection.

### Guidelines

#### Responsibilities

Janick Electric Ltd.:

Under the Occupational Health and Safety Act, Janick Electric Ltd. is committed to supporting the joint health and safety committee in respect of their functions and duties at the workplace and will:

- Ensure that the committee members and health and safety representatives receive training in health and safety and are informed of their responsibilities.
- Post the names and work locations of the committee members in an obvious place and make sure it is updated.
- Assist and cooperate with the joint health and safety committee or health and safety representatives when carrying out their duties, including workplace inspections.
- Provide the joint health and safety committee and health and safety representatives with information or reports regarding health and safety, work practices, and standards in similar industries to the best of their knowledge.
- Consult and collaborate with the joint health and safety committee and health and safety representatives to develop and update workplace health and safety policies and programs.
- Respond to written recommendations from the joint health and safety committee and health and safety representatives submit within 21 days. The response will state which recommendations were not accepted and explain why. It will also provide a timeline for implementing the recommendations that were accepted.
- Inform the joint health and safety committee and health and safety representatives of any workplace hazards, illnesses, injuries, or deaths.
- Provide the joint health and safety committee and health and safety representatives with the results of any violence risk assessments completed.
- Provide the joint health and safety committee and health and safety representatives with copies of all orders and reports from the Ministry of Labour, Training and Skills Development inspector.
- Allow a committee member or health and safety representative to accompany an inspector from the Ministry of Labour, Training and Skills Development during a workplace inspection.
- Meet with the health and safety representative as necessary to address health and safety matters.

Joint Health and Safety Committee and Health and Safety Representative:

The committee has four (4) principal functions:

1. Identify potential hazards;
2. Evaluate the potential hazards;
3. Recommend corrective action(s); and
4. Follow up on implemented recommendations.

Therefore, under the Occupational Health and Safety Act, the joint health and safety committee and any health and safety representatives are given specific duties in respect of our workplace and will:

- Identify and evaluate potential hazards in the workplace, recommend corrective action, and follow up on the implementation of these recommendations.
- Submit a formal JHSC Recommendation form in writing to the Executive Management Team.
- Receive, consider and attempt to resolve complaints relating to the health and safety of company employees.
- Meet with the company as necessary to address health and safety matters.
- Participate in investigating and assessing the exposure of employees to workplace hazards.
- Ensure that regular inspections are completed, and the entire workplace is inspected at least quarterly or more frequently, as necessary.
- The minutes of the meeting will be recorded and posted.
- Be consulted on and present for any health and safety-related testing in the workplace.
- Conduct an investigation when an employee is injured or killed in the workplace. This includes reporting the findings and making recommendations to the company to reduce the risk of recurrence.
- Be present for and participate in the investigation of a work refusal.
- Certified members may be asked to review concerns and rule if the concern is a "dangerous circumstance" and will follow the procedure under section 44(1) of the Occupational Health and Safety Act.
- Certified members may be asked to accompany Ministry of Labour Inspectors during investigations or inspections on site.

### **Workplace Inspections**

The joint health and safety committee and health and safety representative(s) will conduct workplace inspections to identify workplace hazards and make recommendations to the company to correct these hazards. The workplace will be inspected once a month. If it is not practical to inspect the entire workplace at once, at least part of the workplace must be inspected monthly, resulting in the entire workplace being inspected once a year. This will be done following a schedule agreed upon by the committee or representative and the company.

### **JHSC Composition**

Due to the size of Janick Electric Ltd. and the requirements in legislation, the joint health and safety committee will be made up of several members.

Workplaces with more than 20 employees must have a Joint Health and Safety Committee (JHSC) consisting of at least one (1) worker member and one (1) management member. When the total number of employees exceeds 50, the JHSC is required to have at least two (2) worker-members, and two (2) management members and at least one worker and one management member must be certified. At any time, at least half of the committee members must be employees who are not members of management. These members will be selected by the workers they represent. Individuals can volunteer or be nominated. An election will be held to select the appropriate number of worker members. The worker members will be comprised of workers regularly employed at the home office as well as in the field. The remaining committee members will be members of management selected by the company and chosen based on their knowledge of operations and health and safety. Only current employees are eligible to be members of the committee.

The committee will have two co-chairs, one representing employees and one representing management. The co-chair representing employees will be selected by employee committee members, and the management co-chair will be selected by management committee members.

### **Secretary**

A Secretary will be assigned by management to attend meetings and produce minutes. When recording, the Secretary must identify Committee members by their title and not by name in any report. The names of members' should be used only for attendance purposes.

If there is difficulty selecting JHSC members, management will:

- Make additional efforts to promote the benefits of becoming a Joint Health and Safety Committee member.
- Educate and train employees on Health and Safety.
- Provide information to employees on the roles and responsibilities of the Joint Health and Safety Committee.

### **Certification of Committee Members**

Janick Electric Ltd. will ensure that at least two members of the committee, one representing workers and one representing management, is certified. Certified members are members who have completed specialized training approved by the Ministry of Labour, Training and Skills Development. If there are multiple certified members, one certified employee member and one certified management member will be selected by their applicable groups to solely exercise the rights of and perform the duties required. If a certified member resigns, the company will ensure that a newly certified member is trained or appointed within a reasonable time.

### **Replacement Process of Certified Members**

The same process as above will be used to replace the certified member.

### **Length of Term**

The length of term for JHSC service is typically no more than two (2) years from the date of the first attended meeting. However, management members and worker members can remain on the committee provided the selection process has been adhered to. Any committee member can be voted in for another term.

### **Committee Meetings and Meeting Minutes**

The committee will meet at least once every three months during regular working hours and as needed on urgent matters. The committee co-chairs will take turns leading the meetings. Minutes of meetings must be recorded by the Secretary and made available by posting them in a public space and for review upon request. They should contain details of all matters discussed, as well as a description of issues raised, any action recommended by the committee members and the company's response to previous recommendations. Committee members should be identified by title and not by name, as members' names should be used only for attendance purposes. The meeting minutes will be signed by both co-chairs and posted in the workplace within one week of the meeting.

### **Time from Work and Entitlement to Pay**

Members of the joint health and safety committee are entitled to time from their regular job duties to prepare for meetings, attend meetings, and carry out other duties and responsibilities. This is deemed to be work time, and therefore committee members will be paid by the company at their regular rate of pay or premium rate when applicable. This includes time spent by committee members participating in certification training.

### **Submission of Notice Of Recommendation Form**

Any JHSC member can submit a formal Notice of Recommendation form, in writing, to the Executive Management Team as soon to rectify a situation that may be a source of danger or hazard to the employee.

### **Responsibility of All Workers**

Every worker must remember that under the Occupational Health and Safety Act and to adhere to the policies and practices of Janick Electric Ltd., it is their responsibility to report any active, suspected, or potential hazards and unsafe work conditions immediately to their *supervisor* as soon as they become aware of the issue. This immediate hazard reporting process allows employees to report hazardous conditions or practices as they notice them. This procedure allows for prompt reporting and subsequent corrective action without waiting for the next round of regular inspections.

When a supervisor is informed of a safety concern, they shall promptly and courteously investigate and address the issue with the worker. If the supervisor cannot correct or resolve the issue at the time of reporting, he shall notify the worker of an approximate time frame for the concern to be resolved. If the concern is satisfactorily resolved, the worker may take the concerns to a member of the JHSC and request that it be addressed by the committee at the earliest opportunity and no later than the next meeting. When the committee has addressed the concern and made a recommendation for the resolution of the issue, the worker shall be notified; and shall be informed when the concern is resolved. If the concern appears to pose an immediate danger, and the extent of the hazard has been explained to the supervisor and remains uncorrected, the worker is entitled to exercise their right of refusal under Section 43 of the Occupational Health and Safety Act. Any worker can practice this right where the circumstances are likely to endanger himself/herself or another worker.

Workers may also approach any JHSC member with any potential concerns regarding Health and Safety issues in the workplace, and the JHSC member will make every effort to have the worker report to his supervisor, including going with the worker to speak to the supervisor, if necessary.

#### Supporting Documentation

- Health And Safety Representative
- Work Stoppage
- Work Refusal Process Chart
- JHSC Inspection Form
- JHSC Management Response To Recommendations
- JHSC Meeting Minutes
- JHSC Members
- JHSC Recommendations To Management



## Joint Health and Safety Committee Members List

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The following is a list of the members of Janick Electric Ltd.'s Joint Health and Safety Committee. Please feel free to contact any of these members with any health and safety issues you are having. We have also included a list of First Aid Trained staff members who are available to help in the event of an emergency.

### Joint Health and Safety Committee Members

Name	Location	Contact Information	First Aid Trained?
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N

### First Aid Trained Staff Members

Name	Location	Contact Information

## **Joint Health & Safety Committee Duties Checklist**

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Employers are responsible for establishing a Joint Health and Safety Committee (JHSC). Health and safety legislation has established clear requirements in organizing the committee, the structure, meeting frequency, and roles and responsibilities of committee members. In smaller organizations, a Health and Safety representative is generally required.

The Committee may not have more management representatives than worker representatives. They are required to meet on a regular basis to discuss and correct any health and safety-related issues in the workplace. The advantage of a JHSC is that the in-depth practical knowledge of specific tasks (labour) is brought together with the larger overview of company policies and procedures (management). Another significant benefit is the enhancement of cooperation among all parts of the workforce toward resolving health and safety problems. Consult health and safety legislation applicable to your workplace for details.

The duties of the Health and Safety Committee are defined in the OH&S legislation. Specific tasks may vary with the type and size of the organization, industry, number of safety specialist staff in the organization, the firm's accident experience, and the number of committees.

### **Joint Health and Safety Committee Duties:**

The duties of Joint Health & Safety Committee members include:

- ☐ Participate in the development and implementation of programs to protect the safety and health of employees
- ☐ Deal with employee complaints and suggestions concerning safety and health
- ☐ Ensure the maintenance and monitoring of injury and work hazard records
- ☐ Monitor and follow-up hazard reports and recommends action
- ☐ Set up and promote programs to improve employee training and education
- ☐ Participate in all safety and health inquiries and investigations
- ☐ Consult with professional and technical experts
- ☐ Participate in resolving workplace refusals and work stoppages
- ☐ Make recommendations to management for accident prevention and safety program activities, and monitor the effectiveness of safety programs and procedures
- ☐ Attend all committee meetings
- ☐ Promote the health and safety policy and program
- ☐ Assist the employer in resolving worker health and safety complaints
- ☐ Provide feedback on workers' suggestions
- ☐ Promote and monitor compliance with health and safety regulations
- ☐ Attempt to raise health and safety standards above legal requirements
- ☐ Participate in the resolution of work refusals
- ☐ Assist in the training of new workers
- ☐ Participate in the identification and control of workplace hazards
- ☐ Participate in assessments and the development of control programs for hazardous substances
- ☐ Participate in accident investigations
- ☐ Study safety programs of other companies to enhance own program

- ☐ Conduct health and safety education programs
- ☐ Make health and safety recommendations
- ☐ Carry out workplace inspections
- ☐ Advise on personal protective equipment
- ☐ Maintain records of accidents and injuries
- ☐ Monitor effectiveness of health and safety program
- ☐ Assist in the development of organizational health and safety rules
- ☐ Assist in the development of safe work procedures
- ☐ Initiate other activities as indicated by accident experience

#### JHSC Member Responsibilities:

The Health and Safety Committee shall assign a chairperson and a co-chairperson to effectively manage the functions of the committee.

#### Responsibilities for All Members:

- ☐ Attend all committee meetings
- ☐ Promote the company's health and safety policy and programs
- ☐ Assist the employer in resolving worker health and safety complaints
- ☐ Provide feedback on workers' suggestions
- ☐ Promote and monitor compliance with the Occupational Health and Safety Act
- ☐ Attempt to raise health and safety standards above legal requirements
- ☐ Participate in the resolution of work refusals
- ☐ Assist in the training of new workers
- ☐ Participate in the identification and control of workplace hazards
- ☐ Participate in assessments and the development of control programs for hazardous substances
- ☐ Participate in accident investigations
- ☐ Study safety programs of other companies to enhance your own company's program
- ☐ Conduct health and safety education programs
- ☐ Make health and safety recommendations
- ☐ Carry out workplace inspections
- ☐ Advise on personal protective equipment
- ☐ Maintain records of accidents and injuries
- ☐ Monitor effectiveness of health and safety program
- ☐ Assist in the development of organizational health and safety rules
- ☐ Assist in the development of safe work procedures
- ☐ Initiate other activities as indicated by accident experience

#### Chairperson & Co-Chairperson Responsibilities:

- ☐ Schedule regular meetings and notify JHSC members
- ☐ Prepare meeting agendas
- ☐ Invite specialists and resource persons, as required
- ☐ Preside over meetings
- ☐ Guide meetings, as per the agenda
- ☐ Ensure all discussion items end with a favourable decision

- ☐ Review and approve meeting minutes
- ☐ Assign projects to JHSC members
- ☐ Ensure that the committee carries out its function in an effective and efficient manner

**Co-Chair Responsibilities:**

- ☐ Maintain accurate JHSC records
- ☐ Report on the status of recommendations
- ☐ Prepare meeting minutes for approval
- ☐ Distribute meeting minutes, after approval, to all employees
- ☐ Disseminate safety information to members
- ☐ Assist the chairperson as required

<b>JANICK ELECTIC LIMITED</b> <b>JHSC – WORK INSPECTION FORM</b>			
<b>Building:</b>		<b>Inspected</b>	
<b>Area</b>		<b>Tel:</b>	
<b>Date:</b>		<b>Email:</b>	

Area	Hazard Identified	Recommended Corrective Action	Corrective Action Taken <u>Or</u> Planned	Initials

## Joint Health and Safety Committee Recommendation Form

The JHSC, in its efforts to help management improve health and safety practices, forwards the following recommendation for consideration. To address this issue promptly, we request a response within 21 days. *Thank you for your attention to this matter.*

**To be completed in full. Only one recommendation per form.**

<b>To:</b>	<b>Date:</b>
<b>From:</b>	<i>The Joint Health &amp; Safety Committee of Janick Electric Ltd.</i>
<b>Co-Chair Signature – Employer Representative:</b>	<b>Co-Chair Signature – Worker Representative:</b>
<b>Please respond by:</b>	(Within 21 calendar days.)

**Recommendation is a result of the following OH&S Issue:** (Give a short, clear and complete description of the issue. Describe what, why, who, where and when.)

**Committee Recommendation to address the issue:** *(attach a separate sheet if necessary) Include reasons for the recommendation. For complex issues, list options, steps involved and suggested time frame for implementation/completion.*

**Cc:** Appropriate Manager, Safety Coordinator, CEO, Human Resources, etc.

**Company Response:** (attach a separate sheet if necessary)

(Note to employer: In your response, if you accept this recommendation please include a time frame for completion. If you reject the recommendation please include your reasons.)



## Joint Health and Safety Committee Recommendation Form

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The JHSC, in its efforts to help management improve health and safety practices, forwards the following recommendation for consideration. To address this issue promptly, we request a response within 21 days. Thank you for your attention to this matter.

<b>To:</b>	<b>Date:</b>
<b>From:</b> The JHSC of JANICK ELECTRIC LTD.	<b>Members:</b>
<b>Employer Rep. Co-chair:</b>	<b>Employee Rep. Co-chair:</b>
<b>Please Respond by:</b>	

**Health, Safety or Environmental Concern:**

(Detail concern including background information and any related legislation or industry standard currently in place to address this issue)

**Committee Recommendation**

(Detail possible options/solutions to address concern, including reasons why JHSC believes the options/solutions will adequately address concern – attach a separate sheet if necessary)



**Copies to:**

**Employer Response**

Accept Recommendation ☐

Alternate Recommendation ☐

Reject Recommendation ☐

Reasons:

**Signature:**

**Date:**

**Additional JHSC Comments:**

## Management Receipt of the JHSC Recommendation Form

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<b>TITLE</b>	<b>Date Received</b>
<b>SITE</b>	<b>Review/Revision Date</b>

Senior Management of JANICK ELECTRIC LTD. must provide a written response to the Joint Health and Safety Committee (JHSC) within 21 days of receiving a recommendation.

The management's written response will be completed using the "Management Response to JHSC Recommendations" form. The original will be sent to the Worker Co-chair. Copies will be sent to the Management Co-chair and the Health and Safety Coordinator and attached to the next management minutes.

If management accepts the recommendation(s), a timetable for action must be outlined and provided to the JHSC. The response must include actions taken and actions to be taken.

If management decides against acting on the JHSC's recommendation, reasons must be given in writing on the "Management response to JHSC recommendations" form.

### **Documentation**

The original forms received and sent to the JHSC will be kept with the Worker Co-chair. Copies will be sent to the Management Co-chair and Health & Safety Co-ordinator and attached to the next scheduled management minutes.

### **Records**

*The original copies will be kept in accordance with the Records Management policy.*

<b>Distribution to:</b>		
<b>Approved by:</b>	<b>Approver Signature:</b>	
<b>Document to be posted?</b> NO / YES	<b>If YES, Posting Location:</b>	

## Management Response to JHSC Recommendations Form

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SITE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

RE: \_\_\_\_\_

### JHSC COMMITTEE RECOMMENDATION:

JHSC recommendation received by management  
on: \_\_\_\_/\_\_\_\_/\_\_\_\_  
dd/mm/yyyy

MGNT response deadline (21-days from date  
received): \_\_\_\_/\_\_\_\_/\_\_\_\_  
dd/mm/yyyy

**Does management agrees with the recommendation: (YES / NO)**

NOTE: *If management agrees with the recommendation(s), complete the next section of this form, however, if there is a disagreement with or alternative to the recommendation(s), please provide reasons or explanation.*

### Implementation and timetable of recommendation:

### Disagreement with, or alternative to, recommendation:

Date recommendation returned to the JHSC:  
\_\_\_\_/\_\_\_\_/\_\_\_\_  
dd/mm/yyyy

**Responding management signature:**

Response received by the JHSC on: \_\_\_\_/\_\_\_\_/\_\_\_\_

dd/mm/yyyy

**JHSC Management Co-chair signature:**

**JHSC Worker Co-Chair signature:**

## JHSC Meeting Minutes

JHSC MEETING MINUTES				
Meeting #:			Date:	
Location:			Time:	
Secretary/ Clerk			Initials:	
<b>Name</b> (Worker [W]/Management [M])	<b>Company</b>	<b>Committee Title</b>		
<b>ABSENT</b>				
<b>Old Business Items</b>	<b>Date Outstanding</b>	<b>Action By</b>	<b>Date Resolved</b>	
<b>Recent MOL Orders &amp; Accidents/Incidents</b>		<b>Status</b>	<b>Date Resolved</b>	
<b>New Business Items</b>		<b>Action By</b>	<b>Date Resolved</b>	
<input type="checkbox"/> Post Copy of Minutes		Posting Location:		
<b>NEXT MEETING DATE:</b>				

## **Health and Safety Representative Policy**

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### **Intent**

The government has established health and safety legislation under the OHSA, providing clear requirements regarding the establishment, structure, meeting frequency, and roles and responsibilities of the safety representative(s). This policy has been created to provide information pertaining to the duties and responsibilities of the Janick Electric Ltd. safety representative(s) if a Joint Health and Safety Committee is no longer required or in circumstances when the General Contractor on-site requires a Health and Safety Representative. This policy ensures that safety will always be the priority through proper planning and continuous improvement of our Health and Safety program.

### **Definitions**

Critically Injured - A person who has an injury of a serious nature that places life in jeopardy, produces unconsciousness, results in substantial loss of blood, involves the fracture of a leg or arm but not a finger or toe, involves the amputation of a leg, arm, hand or foot but not a finger or toe, consists of burns to a major portion of the body, or causes the loss of sight in an eye (Regulation 834).

### **Guidelines**

Under the Occupational Health and Safety Act of Ontario, a committee is only required for those worksites where 20 or more employees are regularly employed or as required by an order, and a workplace health and safety representative at worksites where 19 or fewer employees are regularly employed. Janick Electric Ltd. is committed to maintaining the health and well-being of its employees.

### **Committee Meetings**

Note: Unless there is a committee, regular meetings are not required for a health and safety representative. They should meet with the employer as needed to discuss and resolve health and safety issues.

To carry out its functions, the workplace health and safety committee will hold a meeting at least nine times per year at regular intervals during working hours and as needed on urgent matters.

Minutes of each meeting must be recorded and available for review by the MOL upon request. Minutes should contain details of all matters discussed, as well as a full description of issues raised, any action recommended by the committee members, and the company's response to the recommendations. Minutes should only identify members' names for attendance purposes.

## Workplace Inspections

The health and safety representative(s) will ensure that the workplace is inspected every month. The inspections should be documented, and any concerns or hazards reported to upper management to be addressed. The company must give the representative(s) any information and assistance needed to carry out these inspections.

In some cases, the representative(s) must also participate in developing assessment **reports and control-program reports required under the designated substance regulations.**

## General Responsibilities

Generally speaking, the Health and Safety representative(s) should be available to receive employee concerns, complaints, and recommendations, to discuss problems and recommend solutions, and to provide input into existing and proposed health and safety programs.

The Health and Safety representative(s) must have time off from work for authorized activities related to their health and safety responsibilities under the MOL. Any time away from their regular duties to carry out their health and safety functions will be paid at their regular wage rate.

In accordance with the OHSA, the Health and Safety representative(s) will be given specific duties in respect of our workplace, which includes:

- Will receive, consider, and attempt to resolve complaints relating to the health and safety of company employees.
- Will meet with the employer as necessary to address health and safety matters.
- Will participate in the implementation and monitoring of the prescribed hazard prevention program developed in consultation with the policy committee.
- Where the program does not cover specific hazards unique to the workplace, the Health and Safety representative(s) will participate in the development, implementation, and monitoring of a program for the prevention of those hazards that also provides for the education of employees in health and safety matters related to those hazards.
- When there is no policy committee, they will participate in the development, implementation, and monitoring of a program to prevent hazards in the workplace that also provides for the education of employees in health and safety matters related to those hazards.
- Will participate in all of the inquiries, investigations, studies, and inspections pertaining to the health and safety of employees, including any consultations that may be necessary with persons who are professionally or technically qualified to advise on those matters. However, the Health and Safety representative(s) will not participate in an investigation relating to a complaint of harassment and violence in the workplace.

- May participate in the implementation and monitoring of a program for the provision of personal protective equipment, clothing, devices, or materials.
- May participate in the development, implementation, and monitoring of a program for the provision of personal protective equipment, clothing, devices, or materials.
- Will cooperate with the Ministry of Labour and OHSA and provide any information, records, or other data requested.
- May participate in the implementation of changes that might affect occupational health and safety, including work processes and procedures.
- May participate in the planning and implementation of changes that might affect occupational health and safety, including work processes and procedures.
- Will assist the employer in investigating and assessing the exposure of employees to hazardous substances.
- Will inspect each month all or part of the workplace so that every part of the workplace is inspected at least once each year.
- May participate in the development of health and safety policies and programs.
- Should ensure that adequate records are maintained pertaining to work accidents, injuries, health hazards, and the disposition of complaints related to the health and safety of employees and regularly monitor data relating to those accidents, injuries, hazards, and complaints.

The Health and Safety representative(s) may from time to time come across confidential information and must not:

- Disclose any information about any workplace test or inquiries conducted under the Act or regulations;
- Reveal the name of any person from whom information is received;
- Disclose any secret or trade information, etc.; or
- Disclose the results of any medical examinations or tests of employees in a way that identifies the individuals.

The Health and Safety representative(s) will not be held personally liable for anything done or omitted in good faith.

## **Selection of Health and Safety Representative**

The health and safety representative will be selected by employees who do not have managerial functions. The representative will be chosen as a vacancy occurs through a nomination and voting process.

## **Employer and Management Responsibilities**

In accordance with OHSA and the MOL, Janick Electric Ltd. is committed to supporting The Health and Safety representative(s) in respect of their functions and duties at the workplace and will:

- Provide representative(s) with employer reports (including hazard reports), studies, and tests relating to the health and safety of employees or to the parts of these reports that apply to health and safety, excluding any medical information without consent.
- Cooperate with the Health and Safety representative(s) in the execution of their duties and provide any requested information within 30 days.
- Meet with the health and safety representative as necessary to address health and safety matters.
- Ensure that the Health and Safety representative(s) receive the prescribed training in health and safety and are informed of their responsibilities.
- Consult the Health and Safety representative(s) in the implementation of changes that might affect occupational health and safety, including work processes and procedures.
- Ensure any premises, equipment, and personnel necessary for the operation of the Health and Safety representative(s) be available.
- Respond in writing to recommendations made by the Health and Safety representative(s) within 30 days after receiving them, indicating what action, if any, will be taken and when.

## **The Health and Safety Representative Work Refusal Process:**

The Health and Safety Representative must be present during the employer/supervisor's investigation of a work refusal. If the issue is not resolved, the employer, the worker, and the representative must notify the Ministry of Labour of the work refusal immediately. The Ministry of Labour is required to investigate the work refusal and come to a decision.

## **In the event of a Critical Injury or Death:**

The Health and Safety Representative can inspect the area where the incident occurred, as well as relevant machinery, device(s), or equipment and shall report the findings in writing to the Ministry of Labour. The Health and Safety Representative may make formal recommendations in writing to the employer in respect to the hazards that led to the injury/death.



**Sources of Information:**

Where a person is killed or critically injured from any cause at a workplace, the employer must immediately notify the Ministry of Labour and the health and safety representative. The employer may also be required to provide other specific information to the health and safety representative where prescribed. The Workplace Safety and Insurance Board, at the request of the health and safety representative, is required to send an annual summary of data relating to the number of fatalities, lost workday cases, workdays lost, non-fatal cases requiring medical care (but not involving lost workdays) and incidence of occupational illnesses.

## Health and Safety Representative Meeting Report

Health & Safety Representative Meeting Report	
Company Name:	Date:
Location:	Time:
Supervisor:	Safety Rep:

Attendance:

Name	Company	Name	Company
Absent:			

*(If more workers are present, continue sign-in on back of sheet)*

Minutes:

Item #	Description	Action By
1.	Recent Accidents/Incidents:	
2.	Current Site Specific Safety Issues:	

3.	Upcoming/Future Site Specific Safety Issues	
4.	Other Safety Comments or Concerns	
Safety Rep's Signature:		Date:

## Work Stoppage Policy

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### Intent

This policy is intended to promote the Right to Refused Unsafe Work in Section 43 of Ontario's Occupational Health and Safety Act and to assist the Joint Health and Safety Committee in the event of a work stoppage. Janick Electric Ltd. recognizes the authority of certified members of a Joint Health and Safety Committee (JHSC) to stop work if they believe a dangerous circumstance exists. Although the Right to Refuse Unsafe Work applies to all Janick Electric Ltd., its employees, vendors, visitors and clients who are on the Company's premises or acting on behalf of the Company at all times and without exception. However, this policy specifically applies to certified members of the Joint Health and Safety Committee and all Supervisors, Managers and designates.

### Definitions

**Dangerous Circumstance** - A situation where the following three conditions are met [44(1)] - *all must apply*:

1. A section of the Act or regulation is violated, or there is a failure to comply with the Act;
2. It poses a danger or a hazard to the worker; and
3. Any delay in controlling the danger or hazard may seriously endanger a worker.

*Note: The work stoppage provisions of the OHSA do not apply where the dangerous circumstance is characteristic of the work, or the work stoppage would directly endanger the life, health or safety of another person.*

**Hazardous Circumstances** - A situation that does not fit the definition of a dangerous circumstance but may still pose a danger to the health or safety of the workers.

**Certified Member (CM)** - A member of the JHSC, either an employee or supervisor, who has completed all training required by the Ministry of Labour (MOL) to become a certified member and has been designated as per section 9 (15) of the OHSA. A certified member must also maintain their certification by completing a refresher training within three years of being certified, and every three years thereafter.

**Unilateral Work Stoppage** - Where an employee certified member or a management certified member of the Joint Health and Safety Committee (JHSC) practices their authority to cease the work of a position or operation considered unsafe outlined in Section 43 of the OHSA. Any form of Work Refusal can also be categorized as a unilateral work stoppage.

**Work Refusal** - Under the Occupational Health and Safety Act (OHSA), all employees, employers, a JHSC safety member, and trade union representative can refuse work that they believes is unsafe to himself/ herself or another worker and any worker who believes that they is endangered by workplace violence:

- Machinery, equipment or tools required in the performance of job duties present a safety hazard, and their use may cause an injury to the worker or those nearby.
- The working conditions are unsafe and may cause an injury to the worker or those nearby.
- The workplace conditions or machinery, equipment or tools represent a violation of the Ontario Occupational Health and Safety Act regulations and represent a physical danger to the health and safety of the worker or those nearby.
- The worker has a reasonable expectation that the work would place them in danger of physical harm.
- Work Refusal is the first stage in a set of specific procedures outlined in Section 43 of the OHS Act that must be undertaken by the employer, supervisor, JHSC and constructor on site.

**Bilateral Work Stoppage** - Can only be initiated by a certified member of a joint health and safety committee where a Dangerous Circumstance is believed to exist in the workplace. The process for a bilateral work stoppage is similar to that of a standard work refusal, except the process is initiated by a certified member and a supervisor is requested to investigate.

## Guidelines

Any Janick Electric Ltd. employee can refuse to work if they have a reasonable belief that performing the work or continuing to perform work is unsafe.

A certified member may exercise the right to stop work where they have investigated and determined that dangerous circumstances exist.

### Work Refusal and Unilateral Work Stoppage Procedures

In the event of work being refused or stopped, the following actions are required of employers and employees, as per the guidelines stated by the Ontario Ministry of Labour:

#### Employees

1. Inform your supervisor or manager of the work refusal immediately, and provide an explanation detailing the rationale behind the refusal.
2. Stay nearby in a safe place until an investigation has been completed.
3. In the event that you are unsatisfied with the results of the investigation, you may continue to refuse the work provided where you have reasonable grounds to base the continued refusal on.

#### Management/Supervisors

1. Janick Electric Ltd. management or supervisors shall conduct an investigation into the situation immediately after learning of the refusal and shall work to find an effective, safe and mutually agreeable resolution to the issue in the presence of the worker and one of the following:

- Joint committee member that represents the workers

- Health and safety representative

- Another worker that has been chosen by his peers (or union) to represent the workers

2. In the event that an employee is unsatisfied with the resolution and continues to refuse the work, Janick Electric Ltd. management or supervisors must contact a Ministry of Labour (MOL) inspector and notify them of the situation and request that they provide assistance.

3. While awaiting the arrival and findings of the MOL inspector, Janick Electric Ltd. management or supervisors may assign other reasonable work during regular work hours for the employee that has refused work.

4. The MOL inspector will conduct an investigation to determine if the work is either safe or unsafe and presents a danger to the health and safety of the employee. The findings of the investigation must be provided in writing to both the Janick Electric Ltd. employee, Janick Electric Ltd. management or supervisor, and the health and safety representative. In the event that the work is determined to be safe, the employee shall be expected to return to work.

### **Continuing Work That Has Been Refused**

1. If work has been refused, Janick Electric Ltd. management or a supervisor has investigated the situation, provided a resolution to the issue, and the worker continues to refuse the work, then the Janick Electric Ltd. management or supervisors may ask another worker to perform the refused work while waiting for the inspector to investigate and give a decision on the continued refusal.

2. Where a second worker is asked to perform work that has been refused, the second worker must be informed of the initial work refusal and the reasons for the refusal. This information must be provided in the presence of a union representative (where applicable) or a health and safety representative.

3. The second worker also has the right to refuse the work.

### **Bilateral Work Stoppage**

In addition to the Work Refusal provisions, Bilateral Work Stoppage procedures take effect in the event of any Dangerous Circumstances exist in the workplace.

The process for a bilateral work stoppage is similar to the Work Refusal Procedure, except the process is initiated by a certified member of the joint health and safety committee. The process provides:

#### **Bilateral Work Stoppage Procedure**

- 1) A certified member may initiate a Bilateral Work Stoppage procedure if they have reason to believe dangerous circumstances exist;
- 2) The certified member who has reasons to believe that dangerous circumstances exist may request that a supervisor investigate promptly and to be present for the investigation;
- 3) The manager or supervisor will immediately investigate in the presence of the certified member and take corrective measures, as appropriate.
- 4) If the certified member may request a second certified member representing the other workplace party to investigate if the original certified member has reason to believe the dangerous circumstances persist and the second certified member shall promptly investigate in the presence of the first certified member;
- 5) If both certified members find that dangerous circumstances exist, then they may direct the employer to stop the work or the use of any part of a workplace or any equipment, machine, device, article or thing, and the employer must immediately comply;
  - After taking steps to remedy the situation, the employer may request cancellation of the direction, and the certified members may do so jointly.
- 6) If both certified members do not agree about whether dangerous circumstances exist, either may request an investigation by an inspector. This inspector must assess the situation and provide the certified members with a written decision.
  - The employer may request that the inspector cancel any further action after corrective measures have been taken.
- 7) Following the investigation and corrective measures, if any of the parties continue to have reason to believe that dangerous circumstances exist, a Ministry of Labour inspector will be notified;
  - A Ministry of Labour inspector will give a written decision to all workplace parties;

### **Payment for Refused Work**

- The Ontario Labour Relations Board (OLRB) has provided a ruling such that a refusal to work allows the worker entitlement to payment at their appropriate rate.
- A person acting as a worker representative during a work refusal is paid at either the regular or the premium rate, whichever is applicable.
- Janick Electric Ltd. is not required to continue payment if the refused work has been inspected and ruled safe by a Ministry of Labour inspector.

### **Discipline for Refusal to Work**

Janick Electric Ltd. employees will not be disciplined for refusing to work if they have a reasonable belief that the work is unsafe or could endanger themselves or others.

Janick Electric Ltd. employees are required to work following the regulations set forth by the Ontario Health and Safety Act and have the right to seek their enforcement.

Janick Electric Ltd. shall not penalize, dismiss, discipline, suspend or threaten to do any of these things to a worker who has obeyed the law and regulations of the OHSA.

If a work refusal was made in bad faith, or if the worker continues to refuse the work after the Ministry of Labour inspector finds that the work is unlikely to endanger the worker, Janick Electric Ltd. may elect to utilize disciplinary action(s) up to and including termination of employment with cause.

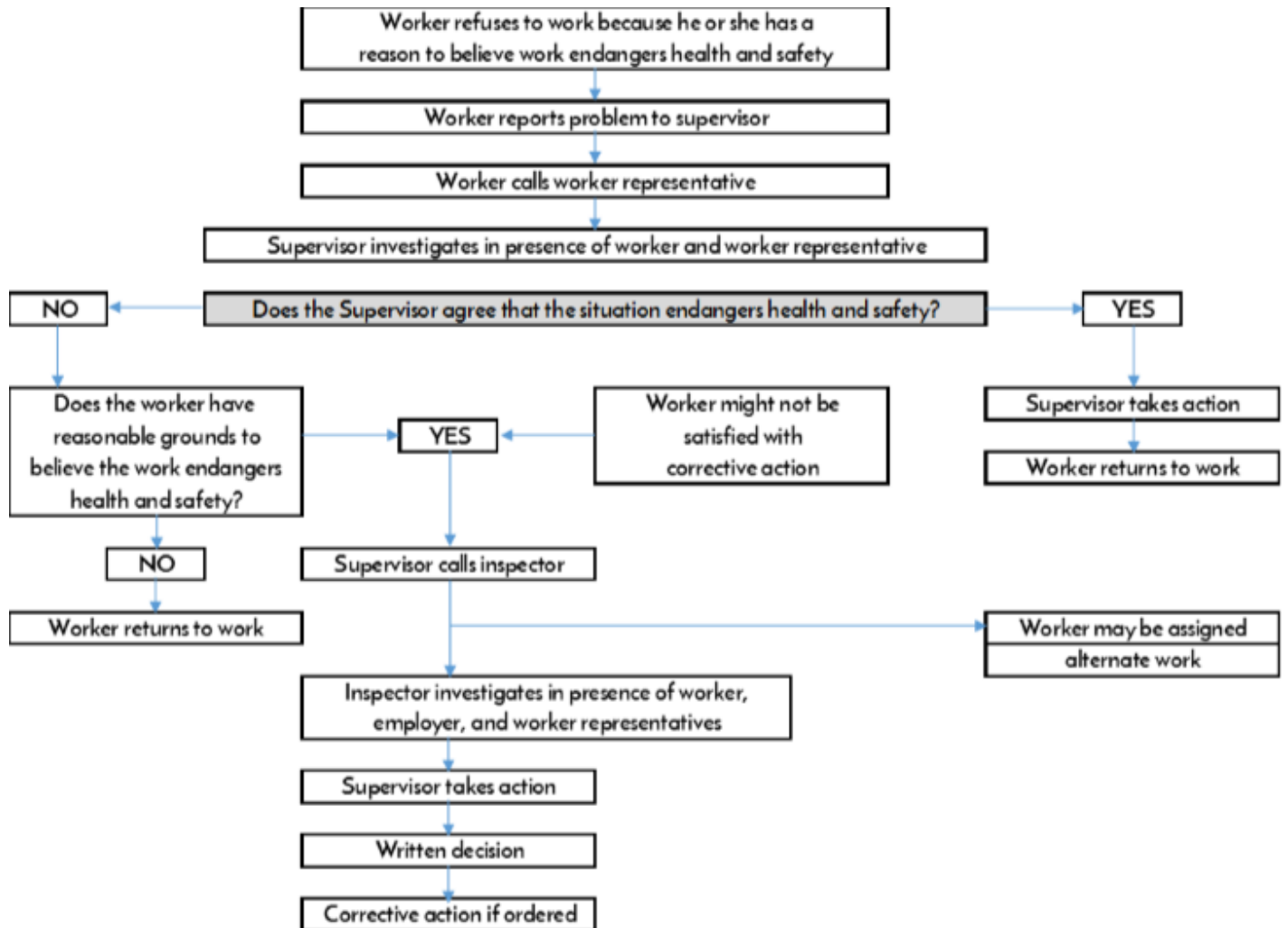
Supporting Documents:

- The Internal Responsibility System Policy
- Work Stoppage Policy
- Bilateral Work Stoppage Chart
- Work Refusal Form



## Work Refusal Chart

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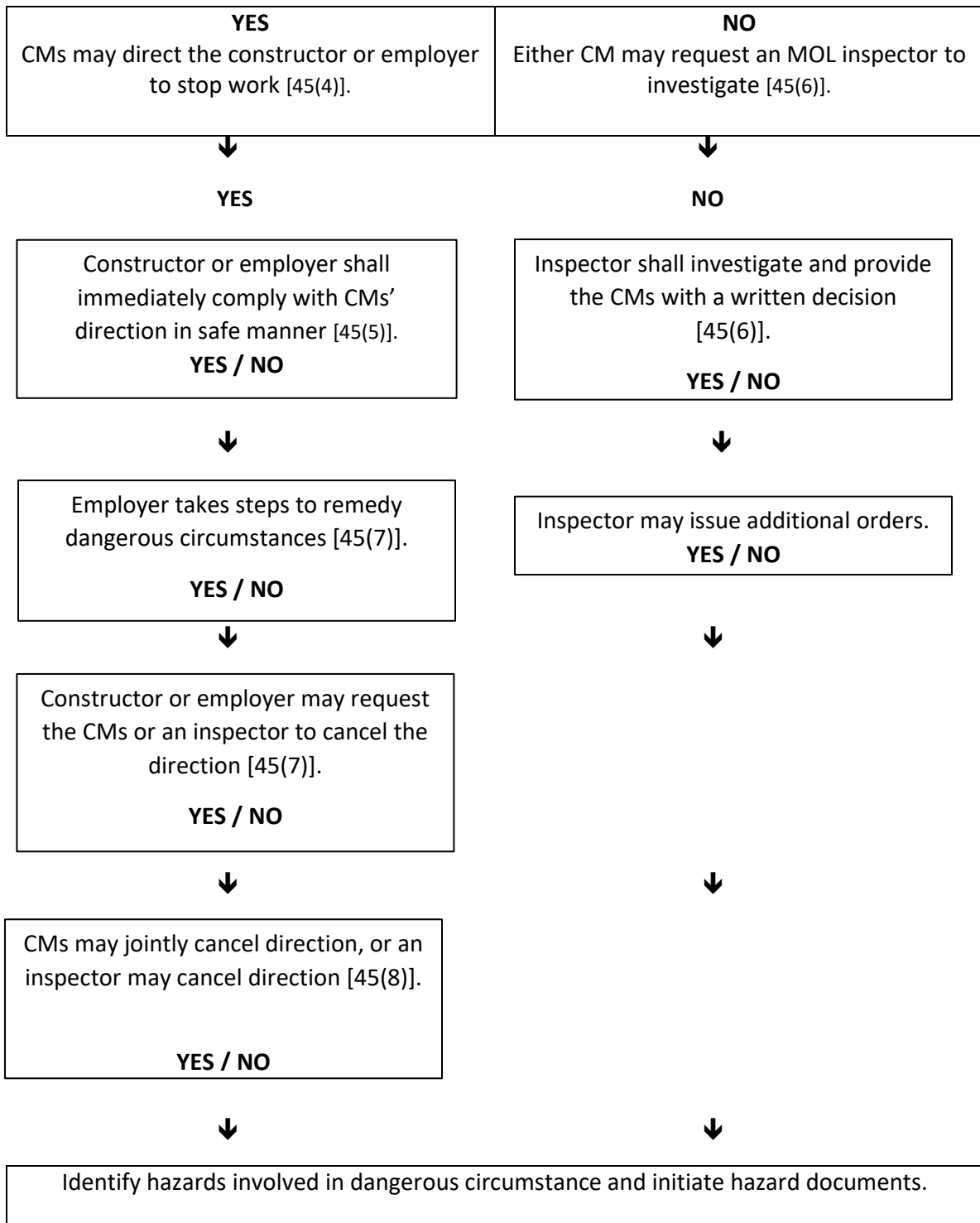


## Bilateral Work Stoppage Chart

A Janick Electric Ltd. certified JHSC member may use this form to track and record the bilateral work stoppage process in an event where a dangerous circumstance exists.

Date	Worker representative(s)
Time	Name of worker(s)
Location	Name of supervisor(s)

<p>A dangerous circumstance exists [44(1)] – <b>all three (3) must apply:</b></p> <p><input type="checkbox"/> A section of the Act or regulations are violated,</p> <p><input type="checkbox"/> Violation poses a danger or hazard to a worker, and</p> <p><input type="checkbox"/> Any delay in controlling hazard or danger may seriously endanger a worker</p>	
↓ ↓	
<p>Certified Member (CM) has reason to believe dangerous circumstances exist [45(1)]:</p> <p style="text-align: center;"><b>YES / NO</b></p>	
↓ ↓	
<p>The CM advises the supervisor and may request an investigation [45(1)].</p> <p style="text-align: center;"><b>YES / NO</b></p>	
↓ ↓	
<p>Supervisor investigates promptly in the presence of the CM [45(1)].</p> <p style="text-align: center;"><b>YES / NO</b></p>	
↓ ↓	
<p>The supervisor may perform remedial actions [45(2)].</p> <p style="text-align: center;"><b>YES / NO</b></p>	
↓ ↓	
<p>DOES THE CM HAVE REASON TO BELIEVE DANGEROUS CIRCUMSTANCES STILL EXIST?</p>	
<b>YES</b>	<b>NO</b>
<p>CM may request a second CM from the other workplace party to investigate [45(2)].</p>	<p>No work stoppage.</p>
↓	↓
<p>The second CM shall promptly investigate the matter in the presence of the first CM [45(3)].</p>	
↓ ↓	
<p>Do both CMs agree that dangerous circumstances exist?</p>	



SUPERVISOR'S RESPONSE TO INVESTIGATION

DIRECTION FROM CERTIFIED MEMBERS	
Date	Time
Details	

MINISTRY OF LABOUR INSPECTION		
Name of inspector	Time	
Written decision appended?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Additional orders given?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Additional orders appended?  <input type="checkbox"/> Yes <input type="checkbox"/> No
Details:		

SUPERVISOR'S STEPS TO REMEDY SITUATION
Supervisor's signature:

Stop Work Order Cancellation		
Date of request:	Requested by:	Date of cancellation:
Time of request:	Approved by:	Time of cancellation:

## Work Refusal Form

Complete the form below in full. For details about your right to refuse unsafe work, please refer to the Work Stoppage Policy.

<b>Section A: Employee Information</b>	
Employee name:	Position:
Supervisor:	Department:
Date and time:	Location:
Please identify the assigned task and provide details of the refusal:	
Is this the first time the problem has been identified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If not, please explain:	
Has the supervisor been previously made aware of this issue? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain:	
Employee signature:	Date:
<b>Section B: Investigation</b>	
Date and time of investigation:	
Supervisor	
Observations:	
Was unsafe work identified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Recommendations:	
Supervisor signature:	Date:
Health and safety committee/representative	

Observations:	
Was unsafe work identified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Recommendations:	
Signatures:	Date:
<b>Section C: Resolution</b>	
Has this complaint been resolved? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, proceed to section D. If no, please explain below and then contact the Ministry of Labour	
Ministry of Labour contacted:	
Date and time the Ministry of Labour was contacted:	Inspector's name:
Was an order written? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reference number of orders:
Summary of resolution (please attach supporting documents):	
<b>Section D: Signatures</b>	
Employee signature:	Date:
Supervisor signature:	Date:
Joint Health and Safety Committee/Health and Safety Representative signature:	Date:

## SECTION 6: Health and Safety Communication

## Health and Safety Awareness and Training Policy - Ontario

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### Intent

Ontario is committed to improving health and safety in all workplaces, and Janick Electric Ltd. is dedicated to meeting this commitment. Education and training are important parts of meeting this commitment. Under the Occupational Health and Safety Act (OHSA), Ontario has laid out specific regulations for Health and Safety Awareness and Training in the workplace. This policy is intended to provide a brief overview of the awareness and training requirements for Janick Electric Ltd.

Please note that this policy does not replace any training requirements. Workers and supervisors must receive or may be required to take training and instruction in addition to what is stated in this policy (refer to the Training Policy for more information.)

### Guidelines

The OHSA and its regulations assign duties and responsibilities to different persons in a workplace, depending on their levels of responsibility. Each person has a unique role, and this ensures that every individual is working towards the same purpose; that a healthy and safe working environment. Janick Electric Ltd., supervisors and workers all have various roles to ensure health and safety, and these are set out in the Occupational Health and Safety Act.

A health and safety culture requires that all workplace parties (that is, Janick Electric Ltd., supervisors, and workers) work together and pay constant, appropriate attention to workplace health and safety. All workplace parties at Janick Electric Ltd. must work collaboratively on health and safety issues and solve problems and make improvements on an ongoing basis to health and safety matters. The goal is to develop a sustainable health and safety culture in the workplace where everyone is committed to the prevention of injuries and illness and the reduction of risk.

### Definitions

**Supervisor** - Any person who has charge of a workplace or authority over a worker. Managers, Team Leaders, and Group Leaders may all fall under the definition of supervisor, depending on their assigned duties. Anyone placed in a temporary position of “acting manager,” “acting foreman,” “acting supervisor,” etc., meets this definition—anyone with authority over a worker. If a person has the authority to take or recommend disciplinary action, they are considered to be a supervisor.

### Training Content Requirements

The following are the content requirements of training that will be provided to Janick Electric Ltd. workers and supervisors, as per the OHSA:

#### Supervisors:

The following are the minimum content requirements for supervisor training:



- The duties and rights of workers under the Occupational Health and Safety Act (OHSA).
- The duties of employers and supervisors under the OHSA.
- The roles of health and safety representatives and joint health and safety committees under the OHSA.
- The roles of the Ministry of Labour, the Workplace Safety and Insurance Board (WSIB) and health and safety system partners (entities designed under section 22.5 of the OHSA).
- How to recognize, assess and control workplace hazards, and evaluate those hazards.
- Sources of information on occupational health and safety.

### Workers:

The following are the minimum content requirements for worker training:

- The duties and rights of workers under the Occupational Health and Safety Act (OHSA).
- The duties of the employer and supervisors under the OHSA.
- The roles of health and safety representatives and joint health and safety committees under the OHSA.
- The roles of the Ministry of Labour, the Workplace Safety and Insurance Board (WSIB) and health and safety system partners (entities designated under section 22.5 of the OHSA).
- Common workplace hazards.
- The requirements set out in Regulation 860 (Workplace Hazardous Materials Information System (WHMIS) concerning information and instruction on controlled products.
- Occupational illness, including latency.

### **Responsibilities**

The following are the responsibilities of all individuals within Janick Electric Ltd. to ensure a safe and healthy workplace. As per the OHSA, Janick Electric Ltd. shall take every precaution reasonable in the circumstances for your protection. Janick Electric Ltd. shall do everything possible to prevent workers from being injured or becoming sick while working. Janick Electric Ltd. shall:

- Ensure that all individuals in the workplace know about hazards and how to perform their work in a safe way

- Ensure that supervisors know about their duties in regards to health and safety
- Develop health and safety policies and procedures
- Ensure that everyone is aware of the policies and procedures and follows them
- Ensure that workers are wearing and using the proper personal protective equipment

#### Supervisors:

Supervisors at Janick Electric Ltd. also have the responsibility of doing everything reasonably possible to prevent workers from injury or illness while at work. Janick Electric Ltd. supervisors shall:

- Inform workers about any hazards that they may come across while on the job and instruct them on how to do their job safely.
- Ensure that workers are following the policies and procedures of the workplace and the law.
- Ensure that workers are wearing and using the proper personal protective equipment.

#### Workers

The OHSA requires that all workplaces comply with the law and follow the policies and procedures as applicable to that workplace. All Janick Electric Ltd. workers shall:

- Follow all health and safety policies and procedures as set forth by Janick Electric Ltd.
- Perform all work and act in a manner that will not cause harm to oneself or another.
- Inform their supervisors immediately about any hazard that they find.
- Be aware of their health and safety rights (see below),

#### Basic Rights

All workers have the following rights under the Occupational Health and Safety Act:

**1. The right to know** – Janick Electric Ltd. shall inform all workers of any hazards that may be present at work. Janick Electric Ltd. shall also provide training and information on what can be done to avoid these hazards and be safe. All workers shall be told about any hazards before starting work. If a worker has any questions or is unsure about a job that they are asked to perform, the worker must ask questions and receive instructions on how to be safe

**2. The right to participate** – all workers have the right to take part in health and safety-related activities. Workers may become involved in the process of identifying and resolving dangerous

situations or hazards, ask questions about safety, volunteer to be members of the joint health and safety committee, and work safely at all times and watch for situations that might lead to an accident.

**3. The right to refuse unsafe work** – all workers have the right to refuse unsafe work. This means that if a worker feels that performing a task or using certain equipment will put themselves or anyone else in danger, then they can refuse without fear of reprisal.

### Timelines

Janick Electric Ltd. shall adhere to the following timelines from Ontario's Ministry of Labour:

- Workers Health and Safety Awareness in 4 Steps (for Employees) training shall be given during the onboarding process for all employees.
- Once a person takes on a supervisory role, they must complete the Workers Health and Safety Awareness in 5 Steps (for Supervisors) training within one (1) week of performing their new role.
- Employers must maintain training records or have proof of training provided.

The information for this policy has been sourced directly from the Ontario Ministry of Labour.

### Supporting Documents:

- Training Policy
- Internal Responsibility System
- Responsibilities, Accountabilities, and Legislature

## **Workplace Hazardous Material Information System (WHMIS) Compliance Policy**

### **Intent**

Janick Electric Ltd. values the safety and wellbeing of our workers and will work with them to provide every reasonable safety measure possible. In pursuit of our high safety standards and in compliance with federal and provincial compliance regulations, Janick Electric Ltd. will provide WHMIS 2015 training for workers. WHMIS 2015 incorporates elements of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

### **Definitions**

**GHS** - Globally Harmonized System of Classification and Labelling of Chemicals.

**SDS** - Safety Data Sheet.

**WHMIS** - Workplace Hazardous Materials Information System

**Controlled Product** - A product material or substance determined in accordance with Part IV of the Controlled Products Regulations (Canada) to be included in a class listed in Schedule ii of the Hazardous Products Act (Canada).

**Hazard Information** - Information on the proper and safe use, storage and handling of a controlled product and includes information relating to the toxicological properties of the controlled product.

**Supplier Label** - A label provided by a supplier disclosing the information and displaying the hazard symbols referred to in paragraph 13(b) of the Hazardous Products Act (Canada).

**Workplace Label** - A label that discloses a product identifier identical to that found on the material safety data sheet for the controlled product, information for the safe handling of the controlled product and that a material safety data sheet, if supplied or produced, is available.

### **Guidelines**

WHMIS 2015 includes the new harmonized criteria for hazard classification and establishes the requirements for labels and safety data sheets (SDSs).

Janick Electric Ltd. will ensure that:

- The company is up to date on all WHMIS 2015 changes and any applicable transitional timelines;
- All legislative standards are met;

- Workers and managers receive information and training on hazardous materials and the safe use of hazardous products in the workplace (see the section below on the training and education program);
- All containers holding hazardous materials have appropriate labels;
- SDSs are up to date, accessible, and contain additional hazard and precautionary information;
- All workplace hazardous materials include supplier labels;
- Suppliers provide the appropriate supplier labels and SDSs; and
- Control measures are in place to protect the health and safety of workers.

### **Training and Education Program**

Janick Electric Ltd. shall provide appropriate WHMIS 2015 training and education for all workers and managers who are exposed or likely to be exposed to hazardous materials in the performance of their regular job duties.

Janick Electric Ltd. shall consult the joint health and safety committee to ensure the appropriateness of the training and education materials and programs.

The worker training and education program shall include information on the following:

- Supplier labels;
- Hazard symbols and pictograms;
- Safety data sheets (SDSs);
- Hazard groups;
- Hazard classes;
- Hazard categories;
- Hazard statements;
- Signal words; and
- Procedures for the safe use, storage, handling, and disposal of hazardous materials in the workplace; handling leaks and spills; an emergency event involving hazardous products; and work site-specific training on working safely with hazardous products.

Janick Electric Ltd. will review its training and education program and content annually and revise as necessary. In the event of any changes, workers will be retrained and educated.

Janick Electric Ltd. workers will be compensated for time spent at training sessions, considered normal work time, and paid at their regular rate of pay or an overtime rate of pay as applicable.

Janick Electric Ltd. will respect the right of workers to be consulted regarding the development and implementation of the instruction and training and will open the discussion process to suggestions in a consultation period. Workers will have an opportunity to comment on:

- The content of the program;
- The amount of training;
- Who is to receive what kind of training; and
- Who will deliver the training program.

#### Worker Responsibilities:

Workers must:

- Participate in WHMIS 2015 training and education, including annual refresher training programs;
- Understanding of the labels and SDSs before use;
- Ensure the procedure for each label and SDS is being followed, including PPE use, labelling, handling, application, clean up, and storage;
- Report any violation of safe work procedures connected to WHMIS 2015 to their immediate supervisor, manager, or safety representative; and
- Inform their immediate supervisor, manager, or safety representative if they do not have the proper information on a hazardous product: for example, the SDS is missing, damaged, or illegible.

#### Supplier Responsibilities:

Suppliers must:

- Identify whether their products are hazardous; and
- Prepare labels and SDSs to provide to purchasers of hazardous products intended for use in a workplace.

#### Senior Management Responsibilities:

- Ensure that all workers have received the required WHMIS training as dictated under the Occupational Health and Safety Act. and applicable regulations.
- Ensure all hazardous materials are purchased from an approved authorized supplier.

#### Supervisor Responsibilities:

- Ensure every hazardous material is labelled with a supplier label.

- Ensure every hazardous material used at the workplace (and not in a supplier container) is labelled with a workplace label.
- Ensure labels are legible.
- If a label is not legible or missing, the material container will be removed from service until the contents are identified and appropriately labelled.
- If the hazardous materials are purchased, an SDS will be obtained at the time of purchase and be current as soon as practicable after significant new data about the product is provided by the supplier or otherwise becomes available to Janick Electric Ltd.
- Every employee who works with hazardous material is trained and instructed in the proper and safe handling, storage and use procedures and emergency measures of the hazardous materials.

## SDS INFORMATION FORM

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Product Information
*Manufacturer name:
*Product name of the manufacturer: (Separate by Commas)
Manufacturer catalogue number: (separate by commas)

Manufacturer Contact Information (if available):	
Address:	City:
Province:	Postal code:
Country:	Phone number:
Fax number:	E-mail:

Requester Contact Information:
*Full name:
*E-mail address:
*Facility:
*Address:
*City:
*Province:
*Country:
*Postal code:
*Phone number:

RETAIN A COPY FOR COMPANY RECORDS

\*Required fields



## Safety Communication and Site Requirements Checklist

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The Occupational Health and Safety Act and applicable regulations have set specific requirements that an employer must fulfill for their employees. Janick Electric Ltd. will employ various communication methods to communicate Health and Safety information and materials throughout the organization. Two-way communication will be promoted throughout the organization through notice boards, email, employee surveys, formal and informal feedback, meetings, and recommendations from the JHSC to ensure the effective communication of all essential and non-essential health and safety information to all employees. The following information consists of two parts:

<b>PART 1</b> The following must be posted in a conspicuous or prominent place, easily accessible to all workers on- and off-site	
<b>1) EMPLOYMENT STANDARDS ACT</b>	
Notice of termination of 50 or more employees	<input type="checkbox"/>
An employment standards officer may require to be posted: <ul style="list-style-type: none"><li>• Any notice related to the administration or enforcement of the act; or</li><li>• A report or part of a report made by the officer.</li></ul>	<input type="checkbox"/>
<b>2) OCCUPATIONAL HEALTH AND SAFETY ACT</b>	
Any explanatory material prepared by the ministry.	<input type="checkbox"/>
Where a JHSC is required, the names and work locations of the committee members.	<input type="checkbox"/>
A copy of the annual summary of employer data from the WSIB, if received.	<input type="checkbox"/>
A copy of the <i>Occupational Health and Safety Act</i> .	<input type="checkbox"/>
Accurate records of monitored biological, chemical, or physical agents in the workplace.	<input type="checkbox"/>
Workplace health and safety policy and workplace violence and harassment policies.	<input type="checkbox"/>
Any orders from the director pertaining to the presence of biological, chemical, or physical agents in a workplace.	<input type="checkbox"/>
The identification and warning of hazardous physical agents in the part of the workplace where these are used.	<input type="checkbox"/>

Where an inspector makes an order, they may affix it to the workplace, or to any equipment, machine, device, article, or thing.	<input type="checkbox"/>
<b>3) WORKPLACE SAFETY INSURANCE ACT</b>	
WSIB poster that outlines the steps workers and employers need to take if there is an injury at work.	<input type="checkbox"/>
<b>4) OCCUPATIONAL HEALTH AND SAFETY ACT REGULATIONS</b>	
The health and safety at work prevention poster outlining the rights and responsibilities of workers, supervisors, and employers under the act.	<input type="checkbox"/>
Completed notification form for all construction projects.	<input type="checkbox"/>
Constructor's: <ul style="list-style-type: none"> <li>• Name and company name</li> <li>• Address and telephone number of the constructor's head office; and</li> <li>• Address and telephone number of the nearest office of the ministry.</li> </ul>	<input type="checkbox"/>
Emergency procedures for the project.	<input type="checkbox"/>
Notifications of the temporary removal of a guardrail.	<input type="checkbox"/>
The location of toilet facilities.	<input type="checkbox"/>
Signs warning workers of a hazard on a project.	<input type="checkbox"/>
Warning signs where reversing vehicles are present.	<input type="checkbox"/>
Specified loads for scaffolds on the scaffold.	<input type="checkbox"/>
Warnings of potential electrical hazards.	<input type="checkbox"/>
Instructions on how to sound a fire alarm.	<input type="checkbox"/>
Signals used for a hoist.	<input type="checkbox"/>
Maximum hoist speed.	<input type="checkbox"/>
Signal code for work in compressed air.	<input type="checkbox"/>
Where required (refer to regulation), a copy of the clearance air testing result.	<input type="checkbox"/>

Results available under a control program monitoring airborne concentrations of designated substances.	<input type="checkbox"/>
On any door, corridor, or stairway: <ul style="list-style-type: none"> <li>• That is not a means of egress but could be mistaken for one; and</li> <li>• That leads to a hazardous, restricted, or unsafe area.</li> </ul>	<input type="checkbox"/>
Any work surface that is slippery when being cleaned or polished, while being cleaned or polished.	<input type="checkbox"/>
Where flammable or infectious material is being centrifuged.	<input type="checkbox"/>
Operating and emergency instructions on any autoclave or sterilizing machine.	<input type="checkbox"/>
No smoking signs where compressed gas cylinders are stored.	<input type="checkbox"/>
On any approach to an area in the workplace where the sound level regularly exceeds 85 dBA.	<input type="checkbox"/>
Fire and fire protection procedures.	<input type="checkbox"/>
Names of employees trained in fire-fighting procedures.	<input type="checkbox"/>
Warning signs where any area is under repair or there is a hazard or danger to a worker.	<input type="checkbox"/>
Maximum speed and maximum load of a vehicle transporting workers or a service vehicle.	<input type="checkbox"/>
Chart for the use of diesel-powered equipment, where the operator may view and access it.	<input type="checkbox"/>
Statement by a professional engineer setting out: <ul style="list-style-type: none"> <li>• Elevator location;</li> <li>• Maximum number of persons and material; and</li> <li>• That the elevator is manufactured and put into service in compliance with good engineering practice.</li> </ul>	<input type="checkbox"/>
Maximum load for a lifting device, on the lifting device.	<input type="checkbox"/>
Load rating for a crane, on the crane.	<input type="checkbox"/>
Sign delineating gender-specific washrooms.	<input type="checkbox"/>
Signs containing the words “Danger – Work Overhead” if practicable, to warn pedestrians.	<input type="checkbox"/>

A sketch of points on a building suitable for single-point attachment (building owners only).	<input type="checkbox"/>
Any prescribed signs prohibiting smoking.	<input type="checkbox"/>
<b>PART 2</b> Safety Communication through notice boards, meetings, training sessions, safety/toolbox talks, bulletin boards, posters, and memos and correspondence	
<b>The Janick Electric Ltd. Health and Safety Notice Board</b> - The Notice Board will have the following documents and posters posted for all employees:	
The Ontario Occupational Health and Safety Act and all applicable Regulatory requirements – i.e. <i>Construction Regulation 213/91</i>	<input type="checkbox"/>
The Occupational Health and Safety Act - All requirements	<input type="checkbox"/>
The Employment Standards Act – All requirements	<input type="checkbox"/>
The Workplace Safety Insurance Act – All requirements	<input type="checkbox"/>
The Employment Standards Act – All requirements	<input type="checkbox"/>
In Case of Injury poster - Form 82	<input type="checkbox"/>
Health and Safety at Work: Prevention starts here poster	<input type="checkbox"/>
Joint Health and Safety Committee Members and Safety Representative	<input type="checkbox"/>
Joint Health and safety committee Meeting minutes and inspections	<input type="checkbox"/>
Any Ministry of Labour visits/orders	<input type="checkbox"/>
Company Emergency communication procedure and Contact numbers	<input type="checkbox"/>
A Map to the nearest hospital with name of first aid provider and emergency numbers	<input type="checkbox"/>
Company Health and Safety Policy statement	<input type="checkbox"/>
Workplace Violence and Harassment Policy	<input type="checkbox"/>
First Aid Regulations 1101 and requirements (kit and First Aid provider)	<input type="checkbox"/>
Site Evacuation Plan	<input type="checkbox"/>

Any Memos and Upcoming Training & Events	<input type="checkbox"/>
<b>MEMOS, EMAILS, CORRESPONDENCE</b> Notifications of upcoming events	
Memos (electronic, by posting on Notice board, by posting in a communal area, or by email) will be sent to all workers notifying them of any scheduled critical tasks, such as major crane lifts or excavation or change in routine	<input type="checkbox"/>
Emails RE: Onboarding, training requirements, retraining, certifications, administration, correspondence with the Office	<input type="checkbox"/>
<b>SAFETY MATERIAL REQUIRED</b> The minimum requirement of safety program materials to be located in the site trailer	
Material Safety Data Sheets	<input type="checkbox"/>
Fire Extinguisher (trailers over 40ft require two (2) fire extinguishers)	<input type="checkbox"/>
Large First Aid Kit and usage/ inspection log	<input type="checkbox"/>
Emergency Eye Wash Station	<input type="checkbox"/>
Investigation Reports (blank)	<input type="checkbox"/>
Company Emergency communication procedure and Contact numbers	<input type="checkbox"/>
Site Traffic Control Plan	<input type="checkbox"/>
Fall Rescue Procedures	<input type="checkbox"/>

<b>SAFETY MEETINGS, TALKS, AND TRAINING</b> Safety meetings and verbal communication can be an effective way of communicating, evaluating, and training staff on all safety matters. The following meetings shall be conducted:	
Annual Senior Management Safety Meeting	<input type="checkbox"/>
Weekly Toolbox/Safety Talks	<input type="checkbox"/>
Quarterly Joint Health and Safety Committee Meetings	<input type="checkbox"/>
Quarterly Worker Trade Committee Meetings (when required)	<input type="checkbox"/>

All meeting minutes will be distributed to attendees and posted on the health and Safety board when required	<input type="checkbox"/>
Any scheduled training program	<input type="checkbox"/>

<b>GENERAL REQUIREMENTS</b>	
The employer shall ensure:	
The place of employment is kept in a clean and sanitary condition and a good state of repair so as not to affect the health and safety of an employee adversely	<input type="checkbox"/>
Materials, machines or equipment are not stored or located in a place of employment to create a hazard to an employee	<input type="checkbox"/>
Containers used for refuse are emptied at frequent intervals and constructed to withstand the intended use	<input type="checkbox"/>
DRINKING WATER: A reasonable supply of potable drinking water shall be kept readily accessible at a project/worksite for the use of workers	<input type="checkbox"/>
TOILETS: The toilet facility provided on-site must comply with standards set out as per O. Reg. 213/91 s. 29, and facilities must be serviced, as required	<input type="checkbox"/>
CLEAN-UP FACILITIES: The number of clean-up facilities on site should meet the requirements as prescribed by regulations. Facilities must be serviced, as required	<input type="checkbox"/>

## WSIB Audit Checklist (Ontario)

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- ☐ The Health and Safety policy is posted in a conspicuous place and signed by the head of the organization.
- ☐ The Health and Safety policy is updated on an annual basis.
- ☐ Health and Safety responsibilities for managers, supervisors, workers, and Health and Safety Representatives have been established and trained staff members.
- ☐ Occupational Health and Safety Act, WHMIS Regulation, SDS sheets, Designated Substance Regulation and appropriate industry regulations have been posted in a conspicuous place accessible to all workers.
- ☐ Form 82 – In Case of Injury at Work Poster is posted at first aid stations and in high traffic work areas.
- ☐ First Aid Regulation is posted at a first aid station.
- ☐ Emergency numbers are posted and include 911 (if available), local numbers for police, fire and ambulance, poison control, Ministry of Labour, Ministry of the Environment, utilities and internal contact numbers.
- ☐ Emergency Evacuation plan standards and procedures have been established.
- ☐ Review of workplace activities determining if confined spaces exist and development of standards and procedure when working in confined spaces has been completed.
- ☐ Procedure has been established on worker use of personal protective equipment (PPE) that includes information about what is required and considered acceptable, who must wear PPE, when it must be worn and who provides it.
- ☐ The Health and Safety Committee has been established, is current and the recommendation process has been defined.
- ☐ All workers including management and supervisors have received all training in required sections of the OHSa including sections 8, 25, 26, 27, 28, and the right to refuse unsafe work.
- ☐ All workers including management and supervisors have received training on the company's Health and Safety program.
- ☐ Records of worker training are maintained and documented, including dates and signatures.
- ☐ The organization complies with the First Aid Regulation, including:

- ☐ First aid kits are available.
- ☐ Kits are located within quick and easy access.
- ☐ Kits are available in mobile equipment.
- ☐ Each kit is stocked with adequate supplies.
- ☐ There is a first aid inspection record and an inspection schedule (inspections are completed quarterly).
- ☐ There is a qualified first aider on every shift.
- ☐ First Aid Certificates are posted.
- ☐ Transportation procedure to emergency medical agencies has been established, including what to do when a worker refuses provided transportation.
- ☐ Workplace inspections are conducted monthly and documented.
- ☐ Inspection reports are kept for at least two years.
- ☐ A standard inspection report is used for each inspection.
- ☐ Inspection reports are reviewed and signed by management. Responses and actions are recorded.
- ☐ Procedures surrounding pre-use inspections of equipment have been implemented. Inspections are documented and reported to management for review and or action.
- ☐ A preventative maintenance program is in place and includes the procedure, equipment inventory, scheduling of service, industry standards and legislative requirements.
- ☐ Injury/accident investigation procedure is in place.
- ☐ Early and safe return to work policy and the procedure is in place.



## **Health and Safety Management Review and Communication**

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### **Intent**

Janick Electric Ltd. is vitally interested in the ongoing health and safety of our employees and our clients, visitors, and guests. Janick Electric Ltd. has adopted this policy to ensure that the Janick Electric Ltd. management team reviews Company Health and Safety policies and procedures on an annual basis, or as appropriate, to ensure compliance with applicable regulations and address any changes to the work environment and to ensure the suitability, adequacy, and effectiveness of our Occupational Health and Safety Program.

### **Guidelines**

The Janick Electric Ltd. management team, having completed initial policy development, hazard identification and assessment processes and created safe work procedures, shall conduct reviews of these materials to verify current applicability annually or as necessary. Reviews will include an examination of hazard controls currently in place, safe work procedures in use and additional assessments as appropriate to ensure that working conditions remain safe at all times. Reviews will be conducted in accordance with the following guidelines:

1. Annual Review – Janick Electric Ltd. will conduct a yearly review of organizational health and safety policies to ensure that they remain up-to-date and appropriate. Janick Electric Ltd. will review the previous hazard assessments and reassess each year to ensure that the working conditions remain safe and that workers understand and apply the safe work procedures set out previously. By performing annual reviews, the organization gains insight into potential issues and proactively addresses workplace safety concerns.
2. Introduction of a New Task or Process– If a new task or process is introduced to the work environment, Janick Electric Ltd. will review and revise the process of hazard identification, analysis, assessment and the creation of safe work procedures to ensure that this task is completed safely at all times and does not negatively affect the safety of associated operations.
3. Tasks or Procedures are Modified – Where a change occurs, that alters the established safe work procedures (e.g. when a new piece of equipment is acquired or a change of materials used takes place), the process of review must be followed to ensure that the work is safe and that procedures are adjusted accordingly.

4. New Hazard Controls are Implemented – Where new hazard controls are implemented, Janick Electric Ltd. will ensure that the work is reviewed and assessed. This measure is intended to ensure that the form of control is working to eliminate and control the hazard as intended and has not created a new hazard.

## **Responsibilities**

### Senior Management:

- In partnership with the Joint Health & Safety Committee, is required to complete an annual review of the health and safety program and safe work practices and procedures.
- Ensure all safety recommendations submitted by the JHSC are addressed.

### Joint Health and Safety Committee:

- In partnership with senior management to conduct an annual review of the Health and Safety Program.
- Ensure all safety recommendations are submitted to senior management for review.
- Participate in the development and review of safe work practices and procedures.

## **Procedure**

### **Annual Program Review:**

- The Health and Safety Program will be reviewed at least annually by senior management, with cooperation from the Joint Health and Safety Committee and Worker Representative.
- The Health and Safety Policy Statement shall be reviewed, signed, and dated annually.
- The Workplace Violence and Harassment Policy Statement shall be reviewed, signed, and dated annually.
- The Policy statement shall be posted at head office and all work sites.
- Senior Management is responsible for allowing the time and resources to complete an annual review.

### **Record Retention:**

- A record of the review will be kept in meeting minutes.
- Updates, changes, assigned responsibilities and any action plans for improvement will be documented in meeting minutes.

## **Evaluation**

In conducting the annual review, the overall performance of the organization will be reviewed. This will include accident statistics, as well as the following elements of the health and safety program:

- Inspection Reports
- Hazard Reports and Assessments

- Incident and Statistic Reports
- Any external communications (MOL reports, legal evaluations etc.)
- Follow up actions from previous management reviews
- Any changes in circumstances, business conditions, legislative requirements etc.

### **Objectives and Action Plans**

A review of OH&S objectives shall be conducted. Actions plans are to include the following:

- Key Performance Indicators (KPIs) to determine the overall Occupational Health and Safety performance.
- Comparison from previous statistics and to identify future steps necessary to prevent reoccurrences.
- Identify opportunities for improvement and changes to the Occupational Health and Safety management system.
- Updates, changes, assigned responsibilities and any action plans for improvement will be documented.
- Action plans will be communicated to all appropriate personnel, and records will be retained for at least three (3) years.

### **Health and Safety Program Distribution**

Health and Safety Program binders (along with electronic PDF copies) will be distributed to all supervisors, project coordinators, and executive management. A copy of the program will be located at all worksites. It is the responsibility of the owner of the binder to replace documents with the current versions in uncontrolled Health and Safety Policies. The Health and Safety Program will be reviewed with all workers on an annual basis. Additionally, employees shall complete the Employee Acknowledgement Form on an annual basis. The Health and Safety Program will be readily available to all workers at all worksites. Please be advised that while working on any construction site, you must follow the Health and Safety policies, procedures, programs and practices provided by the General Contractor on site.

## Weekly Toolbox Meeting Agenda & Notes

Date of Meeting	Start:
Time of Meeting	Finish:
Location of Meeting	

Attendees (with position titles)	Attendees (with position titles)

[Meeting Title]		
[Pick the Date]	[Meeting Time]	[Meeting Location]
Meeting called by		
Type of meeting		
Facilitator		
Notetaker		
Timekeeper		
Review of Previous Meeting and Outstanding Items		
[Time allotted]	[Presenter]	
Notes:		

Action Items	Person Responsible	Deadline
[Agenda Topic #2]		
[Time allotted]	[Presenter]	
Discussion		
Conclusions		
Action Items	Person Responsible	Deadline
[Agenda Topic #3]		
[Time allotted]	[Presenter]	
Discussion		
Conclusions		
Action Items	Person Responsible	Deadline

[Agenda Topic #4]		
[Time allotted]	[Presenter]	
Discussion		
Conclusions		
Action Items	Person Responsible	Deadline

## Safety Talks Form

<b>TITLE OF SAFETY TALK:</b>	<b>DATE:</b>
<b>COMPANY:</b>	<b>PROJECT:</b>
<b>TALK GIVEN BY:</b>	

CREW ATTENDING	
RESULTS OF INSPECTION, DEMONSTRATION, OR OTHER ACTIVITY DURING TALK	
<b>SIGNED:</b>	<b>TITLE:</b>

## List of Safety Concerns

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The following safety/Tool Box meeting will be held on:

	<b>Date identified</b>	<b>Problem/ Concern/ Suggestion</b>	<b>What did you do to correct the problem?</b>	<b>Date completed</b>	<b>Date signed off by Construction Manager</b>
1.					
2.					
3.					
4.					
5.					
6.					

Sign Off: \_\_\_\_\_ Date: \_\_\_\_\_



## Safety Talks Form

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**TITLE OF SAFETY TALK:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**PROJECT:** \_\_\_\_\_

**TALK GIVEN BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CREW ATTENDING:**

1. \_\_\_\_\_

9. \_\_\_\_\_

2. \_\_\_\_\_

10. \_\_\_\_\_

3. \_\_\_\_\_

11. \_\_\_\_\_

4. \_\_\_\_\_

12. \_\_\_\_\_

5. \_\_\_\_\_

13. \_\_\_\_\_

6. \_\_\_\_\_

14. \_\_\_\_\_

7. \_\_\_\_\_

15. \_\_\_\_\_

8. \_\_\_\_\_

16. \_\_\_\_\_

RESULTS OF INSPECTION, DEMONSTRATION, OR OTHER ACTIVITY DURING TALK:

**SIGNED:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

## Work Area Safety Orientation Checklist

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This checklist is intended for use during the new employee orientation phase to ensure that employees know all safety equipment, identified hazards, and evacuation plans.

Employee: \_\_\_\_\_

Badge #: \_\_\_\_\_

- ☐ Emergency Stop Locations
- ☐ Fire Extinguisher Locations
- ☐ Overhead/Potential Suspended Load Hazards
- ☐ Crane Alarms
- ☐ Potential Pinch Points (Reaction Bars, cross member assemblies, frame rails, presses)
- ☐ Chemicals and Controlled Products used in the work area (WHMIS)
- ☐ Personal Protection Equipment Requirements
- ☐ Operating instructions for specialized equipment and tools
- ☐ Emergency Exits and Evacuation Assembly Point
- ☐ Name of area Safety Representative and alternate
- ☐ Pedestrian Hazards

<b>Additional Safety Information:</b>	
Employee's Signature	Supervisor's Signature
Date	Date

## SECTION 7: Reporting and Investigations

## **Workplace Incident/Accident Investigation Policy - Ontario**

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### **Intent**

Janick Electric Ltd. will comply with all applicable regulations, legislation and workplace compliance issues regarding health and safety, the correct reporting of any workplace injuries, and will strive to prevent any potential workplace injuries through the implementation of health and safety policies, procedures, and programs.

The Workplace Accident Investigation Policy is intended to provide the correct investigatory procedures in the event of a workplace accident/incident. The creation of complete documentation, proper reports and investigations of workplace accidents/incidents will increase our overall readiness to identify and resolve workplace safety issues, reduce workplace injuries, and increase efficiency.

### **Responsibilities**

#### Senior Management:

Shall be responsible for ensuring that the investigation is conducted, corrective actions and procedures are implemented, progress is monitored, and the procedure is regularly reviewed. Senior Management will also advise and assist in the investigation as required.

#### All Supervisors and Employees:

Shall participate, as requested, to complete the investigation. They shall not in any way disturb the accident scene unless for the purpose of saving life or relieving human suffering, maintaining an essential public utility service or a public transportation system or preventing unnecessary damage to equipment or other property.

The supervisor is to contact the Vice President, Project Executive, Project Manager, Field Ops Manager and Human Resources within one (1) business day to inform them an accident has occurred, and an investigation is underway by a trained and experienced investigator.

#### Management will initiate an investigation of all:

- Critical injuries
- Lost-time injuries
- Medical aid accidents
- Occupational illnesses
- Near misses
- Deployment of fall arrest
- All Property damage

The supervisor shall notify the Ministry of Labour in accordance with the Accident Reporting and Investigation Procedure policy in this Health and Safety manual.

### Workers:

It is policy that all workers cooperate at all times during any investigation.

### **Guidelines**

All incidents are required to be reported to the employee's supervisor immediately, and investigations are to begin on the same shift as the incident occurs or within 24 hours.

When an injury has been reported by an employee:

- Take control of the situation
- Provide first aid or comfort to the injured worker. Attain name of hospital if applicable
- Secure and isolate the incident scene. Ensure nothing is touched or disturbed within the scene. Cordon off the area immediately using red danger tape;
- Advise the Vice President, Project Executive, Project Manager, Field Ops Manager and Human Resources of the incident;
- Gather witnesses and get statements. Complete the Witness report form for all witnesses;
- Take photos of the scene of the incident.

### The Incident and Accident Report Form:

- Look at every part of the accident scene. Write down as much detail as you can;
- Take pictures and log the time and location;
- Determine the primary and secondary causes of the accident;
- Follow up with injured worker to gather information;
- Complete the Incident and Accident Report form and submit the report to the Vice President, Project Executive, Project Manager, Field Ops Manager and Human Resources;
- Begin the Return to Work program with the injured worker, if applicable.

### Written Reports and Notices:

All notices and reports for occupational illnesses, critical injuries, fatalities and other incidents must be completed in compliance with Ontario Regulation 420/21 under the Occupational Health and Safety Act. Refer to the Reporting Workplace Injuries Policy in this Health and Safety manual.

### Response to Accidents Resulting Injuries Requiring Medical Attention

1. Stop the Process Immediately.

2. Contact the Manager and Health & Safety Representative so that a joint investigation can be conducted (even if the injured worker is not available). Gather all available information such as:

- How did accident occur?
- Names of witnesses.

- Objects, equipment, parts, or substances involved in an accident.
- Maintenance records.
- Is there a safe work procedure for the work being performed?
- Was the procedure being followed?
- Did workers receive safety training for work being performed?

3. Identify root causes. See the **Incident and Accident Reporting Form**.

4. Determine and implement temporary or, if possible, long-term corrective measures to address root causes before re-starting the process.

5. Complete an accident investigation form and provide copies to the manager and the Health & Safety Representative.

6. Ensure that copies of all records reviewed (training records, maintenance records, work procedures, safety talks, equipment drawings) are attached to the accident investigation.

7. Schedule a follow-up review to analyze the effectiveness of the temporary and long-term corrective measures implemented.

#### Critical Injury Response and Investigation

If the extent of the injury is unclear, but it appears that the potential exists that the injury may fall under the critical injury definition, treat the accident as a critical injury.

1. When notified of a Critical Injury, the Supervisor shall immediately proceed to the accident scene and ensure that the area is secured and remains undisturbed until released by a Health and Safety Inspector.

2. The supervisor will contact management and the Health and Safety Representative so that a joint investigation can be conducted of the accident with that person once the injured team member is removed from the scene and it is safe to enter the accident area. Follow the steps outlined for conducting an accident investigation.

3. The Supervisor or other designated member of Management will call report the critical injury to the appropriate board (MOL: 1-877-202-0008) within 48 hours. Tell the operator that you are reporting a critical injury. You will need to provide the name of the injured worker as well as the time of the accident. An officer will call you back, so be sure that you leave a number you can easily be reached on. Keep detailed notes as to the times of all calls, the name of the officer(s) you talk to, and details of the discussions.

4. If the root causes of the accident and corrective actions are identified, review these once the officer calls you back. Have the safety committee representative present to talk with the officer to confirm what has taken place. Often the officer will release the scene if the safety committee

member confirms that the accident investigation has been completed and corrective actions have been agreed on to remove any unsafe conditions.

5. If the officer agrees with the corrective actions, they will release the accident scene and make arrangements to investigate the following day. If the officer decides to investigate immediately, the accident scene must then remain secured until the officer has completed their investigation. Continue to follow up to ensure the accident scene remains secured, and nothing is moved. Arrange to have copies of all relevant documentation, such as training records, maintenance records, work procedures, etc., available for the officer when they arrive.

6. Complete and fax to the officer's attention a Critical Injury Report notifying them of the critical injury. You may also be asked to include a copy of the completed accident investigation.

### **Supporting Documents**

- Health and Safety Continuous Improvement Plan
- Incident and Accident Report Form
- Witness Statement Form
- Reporting Workplace Injuries Policy
- Critical Injury Response Policy
- Written Report of Critical Injury Sustained in the Workplace Policy
- First Aid Policy

## Investigation Compliance Policy

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### Intent

Janick Electric Ltd. is vitally concerned with the health and wellness of the environment, our employees and the communities we operate in. As part of our commitment to our employees, Janick Electric Ltd. will ensure our ongoing compliance with all workplace investigations and findings.

### Guidelines

Investigations are geared toward the safety and wellbeing of employees and visitors through fact-finding and so must be taken seriously and treated as such. All employees must participate fully and truthfully in any Company or government-mandated investigation. Investigations that take place in the workplace and are concluded may expose or highlight certain processes that are deemed to be in need of necessary corrective action. Employees must cooperate fully in rectifying these processes and continue to support the changes resulting from the investigation.

Possible investigations include, but are not limited to:

- Health and Safety;
- Fire Regulations;
- Anti-harassment;
- Anti-violence;
- Police Investigation;
- Company Finance Investigation.

### Compliance with Investigations

- Any employee who ignores or fails to respond to an investigator will be subject to disciplinary measures, up to and including termination.
- Any employee who fails to comply with any policy or workplace changes resulting from an investigation will also be subject to disciplinary measures.
- Any disciplinary action will be determined by the Company and will be proportional to the seriousness of the behaviour/action concerned.

### Employee Responsibilities

- All Janick Electric Ltd. employees must report any violations, contraventions or failures to abide by the contents of investigations to their immediate supervisor, manager, Human Resources or safety representative.
- All Janick Electric Ltd. employees must aid in ensuring the completion of necessary corrective actions arising from investigations.



### Confidentiality

- In the case of an investigation deemed confidential, employees are not permitted to disclose any information to anyone except to the extent required by law.
- Janick Electric Ltd. will do everything it can to protect the privacy of the individuals involved in an investigation and to ensure that all employees are treated fairly and respectfully.

### Supporting Documents

- Health and Safety Continuous Improvement Plan
- Janick Electric Ltd. Confidentiality Agreement

## Investigation Code of Conduct

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### Intent

As a participant in a workplace investigation, it is imperative that you as an employee understand and uphold the Janick Electric Ltd. Code of Conduct. This Code is established to protect both the investigation participants and the company and outlines participation expectations concerning confidentiality and reprisals.

### Confidentiality

As a participant in a workplace investigation, you must ensure all details pertaining to the investigation remain confidential. The information must only be disclosed to those conducting the investigation or to the extent required by law. This means you must not:

- Discuss this allegation or investigation with anyone outside of Janick Electric Ltd.;
- Attempt to discuss any details with any staff members, or try to influence the outcome of the investigation in any way;
- Approach any individual you believe may be involved in the investigation in order to solicit or discuss information; and
- Discuss details of any portion of the investigation, including allegations, proceedings, and outcomes, at any time, regardless of whether the investigation is ongoing or complete.

Janick Electric Ltd. is committed to protecting the privacy of the individuals involved in an investigation and to ensuring that all employees are treated fairly and respectfully.

### Reprisals

Janick Electric Ltd. takes all workplace complaints submitted in good faith seriously.

As a participant in a workplace investigation, you are prohibited from engaging in any acts of reprisal against any investigation participants. A reprisal is a threat or vengeful act against someone, which includes:

- Gossip, slander, and rumours
- Isolating or failing to acknowledge an individual
- Targeting or otherwise treating an individual in a way that a reasonable person would consider to be demeaning, alienating, intimidating, unprofessional, or hurtful.

## Reporting Workplace Injuries Policy

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### Intent

Janick Electric Ltd. will comply with all required federal and provincial regulations, legislation and workplace compliance issues regarding the correct reporting of any workplace injuries and will strive to prevent any potential workplace injuries through the implementation of health and safety policies and programs. This policy outlined all reporting requirements under Section 51-53.1 of the OHS Act and in Ontario Regulation 420/21.

### Definitions

**Accident** - includes wilful and intentional act, not being the act of the worker. It could also be a chance event occasioned by a physical or natural cause and a disablement arising out of and in the course of employment.

**Incident** – An undesired event that could or does result in a loss to people, damage to property, loss to process, environmental occurrence or damage to reputation.

**Near Miss** - An incident which, under slightly different circumstances, could have resulted in harm to people, property damage, loss to process, environmental occurrence or damage to reputation.

**Chance Event** - An identifiable unintended event that causes an injury. An injury itself is not a chance event.

**Disablement** - Includes a condition that emerges gradually over time and an unexpected result of working duties.

**Injury** - An injury is an event resulting in physical harm to a worker. An injury is often described as an accident.

**Lost Time** - Lost time is a work-related injury that results in the injured worker missing scheduled time from work

**Workplace Injury** - Any injury that occurs on Janick Electric Ltd. premises or during the transaction of approved Janick Electric Ltd. business that requires either First-Aid or Health-Care.

**First Aid** - First Aid is the one-time treatment or care and any follow-up visit(s) for observation purposes only. First aid includes, but is not limited to: Cleaning minor cuts, scrapes, or scratches; Treating a minor burn; applying bandages and dressings; Applying a cold compress, cold pack, or ice bag; Applying a splint; and changing a bandage or a dressing after a follow-up observation visit.

**Medical Attention** - Treatment from a legally qualified medical practitioner (any member of the College of Physicians and Surgeons of Ontario) OR from a registered nurse who holds an extended certificate of registration under the Nursing Act, 1991. It does not include treatment from any other regulated health professions (i.e. chiropractors, physiotherapists or naturopaths).

**Health-Care** - Services requiring the professional skills of a health care practitioner (e.g., doctor, nurse, chiropractor, or physiotherapist; Services provided at hospitals and health facilities; and health care providers where dentures, glasses, or artificial appliances (e.g. prosthetic arm) were damaged in a work-related accident.

**Critical Injury** (O.Reg 420/21) - An injury of a serious nature that:

- a) Places life in jeopardy;
- b) Produces unconsciousness;
- c) Results in a substantial loss of blood;
- d) Involves the fracture of a leg\* or arm but not a finger or toe\*\*;
- e) Involves the amputation of a leg, arm, hand or foot but not a finger or toe\*\*
- f) Consists of burns to a major portion of the body; or
- g) Causes the loss of sight in an eye.

\*The ministry considers the leg to include an ankle or foot and the arm to include a wrist or hand.

\*\*Although the regulation specifies that the fracture or amputation of a single finger or toe is not a critical injury, a fracture or amputation of more than one finger or toe is considered to be a critical injury.

**Occupational Illness** - A condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected, and the health of the worker is impaired.

**Unsafe Act** - Any activity by workers which are not as per the prescribed safety standard or practice and which can cause or likely cause accidents or risk.

**Modified Work** - Any change in a regular job while a worker recovers from an injury or illness, such as being assigned different duties.

**Ministry of Labour, Training and Skills Development (MLTSD)** – Formerly but still commonly known as “the Ministry of Labour (MOL). An external responsibility system (ERS) that enforces the Occupational Health and Safety Act (OHSA) through workplace and site inspection, investigations, and resolving complaints. They administer the Employment Standards Act (ESA) and its regulations by providing compliance support, conducting proactive inspections of payroll records, and ensuring the workplace practices are compliant with the ESA.

**The Workplace Safety and Insurance Board (WSIB)** – derives its powers and duties from its governing legislation, the Workplace Safety and Insurance Act, 1997 (WSIA). The WSIB is funded by employers.

## Guidelines

Janick Electric Ltd. takes a proactive approach to occupational health and safety to prevent accidents and incidents from occurring in the workplace. One element of the Health and Safety program is planning for all possible events. This policy provides a framework for reporting and providing notice under Ontario Regulation 420/21. This allows Janick Electric Ltd. to meet the reporting requirements under the Act. This policy will also outline the reporting requirements required by the Workplace Safety and Insurance Board (WSIB). Prompt and thorough reporting to all applicable incidents and accidents in the workplace can ensure that an injured employee receives the proper care needed to recover and to begin the process to their safe return to work. It will also assist in workplace inspections to make improvements and may prevent similar accidents from happening in the future.

### Written Notice

In accordance with the OHSA and Ontario Regulation 420/ 21, if an employer is advised that a worker has an occupational illness or that a claim has been made to the WSIB by or on behalf of the worker with respect to an occupational illness, the employer must provide written notice within four (4) days to:

- A Director appointed under the OHSA of the MLTSD; and
- The Joint Health and Safety Committee (and health and safety representative).

This may include providing notice for an infection that is acquired in the workplace (i.e. Covid-19). The employer must also report any instances of an occupationally-acquired illness to WSIB within 72 hours of receiving notification of said illness.

### Immediate Notice

Immediate notice must be provided to the Ministry of Labour, Training and Skills Development and the health and safety committee in the event that someone is killed or critically injured at the workplace.

Incidents involving death or injury		
If any person, regardless of association, has been critically injured or killed at the workplace, immediate notice is required under O.Reg. 420/21 and OHSA (section 51 – 53.1).		
<b>Responsibility:</b> The employer; or The Constructor	<b>Who to notify:</b> 1) 9-1-1 immediately; 2) The Safety Contact Centre 1-877-202-0008; and	<b>When:</b> <b>Immediately</b> , no later than <b>48 hours</b> after the incident.

	3) The JHSC/H&S Rep	
Employers must submit a written notice to an appointed Director from the Ministry of Labour, Training and Skills Development.		

A person is injured and unable to do their usual work <u>or</u> requires medical attention		
Injury caused by an accident, explosion, fire or incident of workplace violence.		
<b>Responsibility:</b> Employer	<b>Who to notify:</b> 1) To the JHSC/H&S Rep.	<b>When:</b> Within <b>four (4) days</b> of the incident
Submit a written notification as per Ontario Regulation 420/21.		

A worker has an occupational illness		
Whenever a worker (current or former) either has an occupational illness <b>or</b> has filed a claim for an occupational illness with the WSIB		
<b>Responsibility:</b> Employer	<b>Who to notify:</b> 1) A MOL inspector: call the Safety Contact Centre 1-877-202-0008 <b>and</b> 2) The JHSC/H&S Rep	<b>When:</b> Within <b>four (4) days</b> of being advised of the illness
Submit a written notification as per Ontario Regulation 420/21.		

An incident at a construction site - NO injuries		
<b>Responsibility:</b> The employer; or The Constructor	<b>Who to notify:</b> 1) A MOL inspector: call the Safety Contact Centre <a href="tel:1-877-202-0008">1-877-202-0008</a> ; <b>and</b> 2) The JHSC/H&S Rep	<b>When:</b> Within <b>two (2) days</b> after the incident
Refer to <i>CIRCUMSTANCES THAT REQUIRE REPORTING AN INCIDENT</i> (O.Reg 420/21).		

### Circumstances That Require Reporting

O. Reg. 420/21 includes the circumstances that require reporting an incident that occurred to a worker in a workplace governed by O.Reg 213/91:

- Any accident, premature or unexpected explosion, fire, flood, or inrush of water, cave-in, subsidence, or rockburst.
- Any failure of equipment, machine, device, article or thing occurs that could have posed a risk to worker life, health or safety.

- Any fall of a vertical distance of three (3) metres or more.
- Any fall where the fall is arrested by a fall arrest system other than a fall restricting system
- Whenever a worker becomes unconscious for any reason.
- Any accidental contact by a worker or by a worker's tool or equipment with energized electrical equipment, installations or conductors.
- Accidental contact by a crane, similar hoisting device, backhoe, power shovel or other vehicle or equipment or its load with an energized electrical conductor rated at more than 750 volts.
- Any structural failure of all or part of falsework designed by, or required by O. Reg. 213/91 – Construction Projects, to be designed by a professional engineer.
- Any structural failure of a principal supporting member, including a column, beam, wall or truss, of a structure.
- Any failure of all or part of the structural supports of a scaffold.
- Any structural failure of all or part of an earth-or water-retaining structure, including a failure of the temporary or permanent supports for a shaft, tunnel, caisson, cofferdam or trench.
- Any failure of a wall of an excavation or of similar earthwork with respect to which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it.
- Any overturning or the structural failure of all or part of a crane or similar hoisting device.

#### **Additional Notice**

Additional notice is required by a Professional Engineer to supplement the written report submitted by the Constructor or Employer If the incident occurs at a workplace where Ontario Regulation 213/91 applies and involves a failure of all or part of:

- Temporary or permanent works
- Any structure
- A wall of an excavation or of similar earthwork that was approved for use by a professional engineer
- A crane or similar hoisting device

<b>Involving the failure of a crane, hoisting device, temporary or permanent work structure, wall of excavation or similar earthwork.</b>		
<b>Responsibility:</b> The employer; The Constructor; and Professional Engineer	1) A MOL inspector: call the Safety Contact Centre <a href="tel:1-877-202-0008">1-877-202-0008</a> . 2) The JHSC/H&S Rep	Within <b>14 days</b> after the occurrence.
Written report of the professional engineer's opinion stating the cause of the occurrence to supplement the notice required by the constructor or employer.		

#### **Reporting Workplace Injuries to the WSIB**

Janick Electric Ltd. will also report a work-related accident to the WSIB if a worker requires medical attention, is absent from regular work, earns less than regular pay for regular work (e.g., part-time hours), requires modified work at less than regular pay or requires modified work at regular pay for more than seven calendar days following the date of the accident.

When deciding whether to report an accident where a worker requires modified work at regular pay for more than seven (7) calendar days, Janick Electric Ltd. will consider that:

1. The seven (7) calendar day period is not reset for workers that initially require modified work for less than seven calendar days, return to regular work for a brief period, and then require further modified work. In these cases, the requirement to report is based on whether the worker requires modified work after the initial seven calendar days following the date of the accident.
2. If a worker initially returns to regular work, but then requires modified work, Janick Electric Ltd. will report the accident if the worker requires modified work for more than seven calendar days from the date that the modified work began.
3. The type of shifts worked by the employee: The employer shall report the accident on the first shift that follows the eighth calendar day.

Reporting Requirements: Workplace Safety and Insurance Board (WSIB)	Report Period
<p>Under the Workplace Safety and Insurance Act, employers must report a workplace injury or illness to the WSIB if the injured worker:</p> <ul style="list-style-type: none"> <li>• Requires treatment from a health professional (beyond first aid and the treatment received could only have been administered by a health care practitioner)</li> <li>• Is absent from work (e.g., if the worker has to leave work for any reason pertaining to the injury or illness)</li> <li>• Earns less than regular pay (e.g. fewer hours, less pay per hour)</li> </ul>	<p>Within three <b>(3)</b> days of learning about the injury or illness.</p>
<p>You must also report a workplace injury or illness in all instances where the injured worker:</p> <ul style="list-style-type: none"> <li>• Does not receive health care;</li> <li>• Requires modified work due to the injury or illness; and</li> <li>• Requires modified work at regular pay for more than 7 days</li> </ul>	<p>Reporting obligation begins on the eighth <b>(8<sup>th</sup>)</b> day.</p>

#### Incidents Not Requiring Notification or a Report



Janick Electric Ltd. will not require a work-related accident report if the worker:

1. Receives only first aid treatment (provided by a co-worker, manager or by a health care practitioner but did not require the professional skills of that practitioner)
2. Receives first aid and requires modified work at regular pay for seven calendar days or less, following the date of the accident.
3. Does not receive first aid but requires modified work at regular pay for seven calendar days or less, following the date of the accident.
4. Is critically injured, killed, or disabled as a result of a collision involving a motor vehicle that occurs on a highway or on a private toll highway and cannot perform their usual work or requires medical attention unless the worker was working on a project or if the worker was not travelling in the motor vehicle at the time of the collision.

### **Accident Reporting**

Janick Electric Ltd. will report accidents through the use of the Report of Injury/Disease Form 7 and the WSIB-approved electronic reporting form online.

### **OHSA Compliant Health and Safety Accident Reporting**

The Occupational Health and Safety Act (OHSA), and the regulations under OHSA require Janick Electric Ltd. to provide information to their health and safety committees. If a photocopy of Form 7 is used for this purpose, personal information (e.g., the worker's Social Insurance Number, telephone number, earnings information, and pre-existing medical conditions) **will be removed**.

### **Authorization**

To be considered valid, a completed Form 7 will be authorized by Janick Electric Ltd. or a representative of Janick Electric Ltd. Sole proprietors and independent operators with optional insurance may authorize a report of their own accident. Partners and executive officers who have obtained optional insurance may not.

### **Employee Responsibilities**

- Inform your Supervisor/Manager so that Janick Electric Ltd. can give you the necessary support and fulfill our responsibilities.
- As soon as possible after an accident, workers should file a claim for benefits.
- Workers meet their requirement to claim for benefits by signing Form 0006A - the *Workers' Report of Injury/Disease Form 6* (Form 6) or Form REO6 - *Worker's Continuity Report*
- Workers will give Janick Electric Ltd. a copy of the claim for benefits at the same time they give a copy to the WSIB.

- In the case of occupational diseases, workers will give a copy of the claim to Janick Electric Ltd. which most recently employed them in the employment to which the disease is associated.
- The WSIB only issues one benefit payment (up to two weeks of loss of earnings benefits) to workers who are entitled to benefits under the insurance plan, but who have not met the claim and consent requirements.
- No further benefits are provided unless the worker meets the requirements.

Note: Workers meet their requirement to consent to disclose functional abilities information by signing the forms provided by the WSIB:

- Form 0006A - the Workers' Report of Injury/Disease Form 6 (Form 6)
- Functional Abilities Form (FAF)
- REO6 - Worker's Continuity Report (REO6)

If an employee has a work-related injury or illness:

- Get first aid right away. If you need further treatment, see a health professional. Janick Electric Ltd. will pay for your transportation on the day you are injured.
- Tell your supervisor about the accident or incident, about any medical treatment you received, and any other pertinent information as soon as possible.
- Report to the WSIB via their website [www.wsib.ca](http://www.wsib.ca) whenever:
  - You need treatment from a health professional (beyond first aid); or
  - You aren't able to go to work; or
  - You are being paid less or receiving fewer hours of work.

You do not have to report your injury or illness to us if all three of the following apply:

1. You only needed first aid, and
2. you did not take any time off work, and
3. your pay was not affected

Note: If your dentures, glasses and artificial appliances are damaged in a workplace accident, you are eligible to claim benefits for repairing or replacing these devices even if you have no other injuries.

### Return to Work Process

A safe return to work process begins immediately:

- Always stay in contact with Janick Electric Ltd. throughout your recovery and provide ongoing information on your progress.

- Work with Janick Electric Ltd. to identify suitable work opportunities. Suitable work is work that is safe, productive, is within your functional abilities, and matches your pre-injury pay as closely as possible.
- Provide WSIB with any information they request about your return to work.
- Let WSIB know about any significant changes in your medical condition or income. Significant changes can include returning to work, starting to receive other income or government benefits and any Important updates regarding your medical condition.
- Co-operate in the return-to-work process. If you don't co-operate in the return-to-work process, we may make a finding of non-cooperation, which could affect your benefits (e.g., benefits can be reduced, suspended or discontinued).

Note: If you choose not to co-operate, it could affect your benefits. Penalties for non-co-operation can include an initial non-co-operation penalty. If you receive this penalty, you will have your wage-loss benefits reduced by 50 percent. This penalty comes into effect ten business days after the date of WSIB's written notice.

#### Reporting Deadline

Janick Electric Ltd. will ensure that the WSIB receives a complete accident report within seven business days of Janick Electric Ltd. learning of the reporting obligation. (Business days are Monday to Friday and do not include statutory holidays.) Workers will receive a copy of the accident report that is provided to the WSIB (including any additional information provided by Janick Electric Ltd.).

Employees

A claim must be filed within six months of an accident or, in the case of an occupational disease, within six months of the worker learning of the disease. If the worker does not file the claim for benefits or consent to the disclosure of functional abilities information within the six-month deadline, the WSIB does not provide benefits unless, in its opinion, it is just to do so.

In some cases, workers may ask the Workplace Safety and Insurance Appeals Tribunal (WSIAT) to determine whether they have the right to pursue legal action against a third party under the Workplace Safety and Insurance Act. If WSIAT rules that they do not have that right, the deadline for filing a claim for benefits is six months following WSIAT's decision.

#### Waiving the Requirements to Claim and Consent

Mentally/Physically Incapability: If, as a result of the accident, the worker is mentally or physically incapable (e.g., unconscious) of claiming benefits and consenting to the disclosure of functional

abilities information, the WCB/WSIB waives the requirements and issues the first and subsequent benefit payment(s) to the guardian.

#### Failure to Comply

Due to the serious nature of workplace injuries and the importance of accurate and timely reporting, Janick Electric Ltd. employees are expected to fulfill their obligations regarding the correct reporting of workplace injuries.

### **Overview of Procedures**

#### Employer

##### **1) If someone is killed or critically injured:**

Call 911 in an emergency; notify the MLTSD, health and safety committee/representative.

If someone is killed or critically injured on a construction project, you must immediately notify The Ministry of Labour, Training and Skills Development's Health and Safety Contact Centre at 1-877-202-0008 and the joint health and safety committee or health and safety representative.

You must do this even if the person is not a worker, where the fatality or critical injury occurred where a worker was working or might reasonably be expected to work, and there is a reasonable connection between the hazard that led to the death or critical injury and worker health and safety.

##### **2) Do not disturb the scene:**

It is prohibited to disturb the scene of an accident or incident except for limited purposes. You must make sure that no one interferes with, disturbs, destroys, alters or carries away anything at the scene or connected to the workplace death or critical injury, unless it is necessary to do so to save life or relieve human suffering; Maintain an essential public utility service or a public transportation system; Prevent unnecessary damage to equipment or other property; or because a Ministry of Labour, Training and Skills Development inspector permits you to do so.

##### **3) Contact the WSIB:**

You must report a workplace injury to the WSIB within three days of learning about your employee's workplace injury or illness.

#### **4) Written report:**

As the employer, you must provide a written report within 48 hours to the Ministry of Labour, Training and Skills Development about the incident. O. Reg. 420/21 sets out specific information that must be included in the written report. Employers must refer to this Regulation to provide all information required for the report and notices under the OHSA.

#### **5) If a person is injured and unable to do their usual work or requires medical attention:**

As the employer, you must submit a written notification if a person is injured and unable to do their usual work or requires medical attention because of an accident, explosion, fire or incident of workplace violence.

Submit the notification to the Joint health and safety committee or the health and safety representative. The written notification must be given within four days of the incident. You don't need to submit it to the ministry unless an inspector requires it.

#### **6) Deciding when to report a critical injury or death of a non-worker:**

Where a non-worker is killed or critically injured, as an employer, you should determine:

1. if the death or critical injury occurred where a worker was working or might reasonably be expected to work, and
2. if there is a reasonable connection between the hazard that caused the incident and a realistic risk to worker health and safety.

If the answer to both of the above is yes, you need to report.

#### **7) If an injury requires medical attention or if a worker has an occupational illness:**

You must submit a written notice if you are an employer and are advised that a worker (current or former) either:

- has an occupational illness
- has filed a claim for an occupational illness with the Workplace Safety and Insurance Board

You must submit the written notice within four days of being advised, to the Ministry of Labour, Training and Skills Development and the joint health and safety committee or health and safety representative.

### **8) If there is an incident at a construction site:**

Even if no one is injured, the employer or constructor may be required to submit written notice within two days after the incident if there has been an incident at a construction project.

### **9) Requirement for an engineer's report:**

Section 53.1 of the OHSA, allows for additional notice requirements if prescribed in the regulation, in addition to a report or notice under sections 51, 52 or 53 of the OHSA. Section 5 of O. Reg. 420/21 specifies when a constructor or employer must provide a professional engineer's written opinion stating the cause of the occurrence. This must be provided within 14 days of the occurrence if the incident occurs at a construction project and involves a failure of all or part of any of the following: Temporary or permanent works; a structure; a wall of an excavation or of similar earthwork for which a professional engineer has given written opinion that the stability of the wall is such that no worker will be endangered by it; and/ or a crane or similar hoisting device.

### **10) Retention of Copy or Written Notice:**

Section 6 of O. Reg. 420/21 provides that the employer or constructor shall retain a copy of a written notice or report required under sections 51 to 53.1 of OHSA for at least 30 days after the date of the notice or report is made and notices may be sent electronically.

### **Supporting Documents:**

- Critical Injury Response Policy
- Workplace Accident Investigation Policy
- First Aid Policy
- Written Report of Critical Injury Sustained in the Workplace Policy
- WSIB Functional Abilities Form: <https://www.wsib.ca/en/functional-abilities-form>
- WSIB Form 6 Worker's Report of Injury/Disease: [https://www.wsib.ca/sites/default/files/2020-12/0006a\\_workerreportofinjury.pdf](https://www.wsib.ca/sites/default/files/2020-12/0006a_workerreportofinjury.pdf)
- WSIB Form 7: [https://www.wsib.ca/sites/default/files/2021-04/0007a\\_0.pdf](https://www.wsib.ca/sites/default/files/2021-04/0007a_0.pdf)

## Incident Report and Investigation Form (Form A)

<b>NEAR MISS</b> <input type="checkbox"/>				<b>OCCURANCE</b> <input type="checkbox"/>				<b>INJURY</b> <input type="checkbox"/> (Complete Form B)			
Address & Exact location of Incident:											
<b>Date and Time of Accident</b>					<b>Date and Time Reported to Employer</b>						
Month	Day	Year	Time	AM PM	Month	Day	Year	Time	AM PM		
<b>Name &amp; Position of Person Reported To:</b>											
<b>Witnesses to the incident?</b> If Yes, provide Name and Contact #:											
Was there property damage?				If yes, complete <b>Form B</b> .							
Yes <input type="checkbox"/> No <input type="checkbox"/>											
Were injuries sustained due to the incident/occurrence? Yes <input type="checkbox"/> No <input type="checkbox"/>											
<b>INCIDENT TYPE</b>			<b>TYPE OF INJURY</b>			<b>PART OF BODY INJURED</b>					
<input type="checkbox"/> Overexertion <input type="checkbox"/> Trip <input type="checkbox"/> Slip <input type="checkbox"/> Fall <input type="checkbox"/> Strain <input type="checkbox"/> Repetitive <input type="checkbox"/> Fall From Height <input type="checkbox"/> Violence <input type="checkbox"/> Contact with <input type="checkbox"/> Exposure to <input type="checkbox"/> Caught In or Between <input type="checkbox"/> Pressure <input type="checkbox"/> Collision <input type="checkbox"/> Struck By or Against Object  <input type="checkbox"/> Thermal <input type="checkbox"/> Chemical <input type="checkbox"/> Noise <input type="checkbox"/> Vibration <input type="checkbox"/> Radiation <input type="checkbox"/> Light <input type="checkbox"/> Electrical <input type="checkbox"/> Biological <input type="checkbox"/> Heat <input type="checkbox"/> Cold <input type="checkbox"/> Equipment <input type="checkbox"/> Machinery <input type="checkbox"/> Human Error <b>Details:</b>			<input type="checkbox"/> Burn <input type="checkbox"/> Laceration <input type="checkbox"/> Inhalation <input type="checkbox"/> Puncture <input type="checkbox"/> Strain <input type="checkbox"/> Avulsion <input type="checkbox"/> Sprain <input type="checkbox"/> Break <input type="checkbox"/> Bruise <input type="checkbox"/> Shock <input type="checkbox"/> Crush <input type="checkbox"/> Twist <input type="checkbox"/> Illness <input type="checkbox"/> Puncture <input type="checkbox"/> Blister <input type="checkbox"/> <input type="checkbox"/> Abrasion <input type="checkbox"/> Inflammation <input type="checkbox"/> <input type="checkbox"/> Psychological  <b>Details:</b>			Left Side <input type="checkbox"/> Right Side <input type="checkbox"/> Both <input type="checkbox"/>  Head   Shoulder   Elbow Neck   Upper Arm   Hip Face   Abdomen   Thigh Eyes   Lower Arm   Knee Nose   Lower Leg   Ankle Mouth   Upper Back   Foot Ear   Middle Back   Hand Wrist   Lower Back   Chest Internal Finger: L 1 2 3 4 5   R 1 2 3 4 5 Toe:   L 1 2 3 4 5   R 1 2 3 4 5					
<b>Description of Incident</b>											
<b>Has the Ministry of Labour (MOL) been notified?</b>					MOL Contact Name:						
Yes <input type="checkbox"/> No <input type="checkbox"/>											
<b>Was anyone from Janick Electric Ltd. Involved or partially responsible?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes', please explain:											
<b>ANALYSIS OF INCIDENT</b>											
<input type="checkbox"/> Unsafe Act <input type="checkbox"/> Unsafe Condition <input type="checkbox"/> Improper Training   Other: _____ <input type="checkbox"/> No/Poor Procedure <input type="checkbox"/> Equipment Failure <input type="checkbox"/> Unauthorized Work											
<b>CORRECTIVE ACTION TAKEN</b>											
<input type="checkbox"/> Review Procedure <input type="checkbox"/> Repair Equipment <input type="checkbox"/> New Hazard Controls: <input type="checkbox"/> New Procedure <input type="checkbox"/> Retraining <input type="checkbox"/> Other: _____											
Employee Signature:					Supervisor Signature:						
Date:					Date:						

## Incident Report and Investigation (Form B)

This Incident Report and Investigation Form (Form B) must be completed when a workplace **injury** has been indicated on **Form A – The INCIDENT/ACCIDENT REPORT AND INVESTIGATION FORM** and when **property damage** has been indicated on **Form A – The INCIDENT/ACCIDENT REPORT AND INVESTIGATION FORM**.

This additional form is to ensure that all documentation is complete so that all reports and investigations of workplace incidents will be conducted with the purpose of identifying and resolving workplace safety issues, reducing workplace injuries, and increasing workplace efficiency.

Employee Information:	
Name:	
Incident Number:	Phone Number:
Incident Date:	Employee Position:
Department/Contractor:	Employee Number:

Incident Type				
Injury <input type="checkbox"/>	Property Damage <input type="checkbox"/>	Illness <input type="checkbox"/>	Exposure <input type="checkbox"/>	Spill <input type="checkbox"/>
Environmental Incident <input type="checkbox"/>	Major Potential <input type="checkbox"/>	Other, Specify:		

Incident Information		
Incident Date (dd/mm/yy):    /    /    Time of Incident (24 hour clock):		
Reported on:    /    /    Time Reported (24 hour clock):		
Supervisor:	Building/Area:	Specific Location:
Injured Person:	<input type="checkbox"/> Staff <input type="checkbox"/> Contractor <input type="checkbox"/> Public	

Injury/ Illness			
First Aid <input type="checkbox"/>	Medical Aid <input type="checkbox"/>	Modified Work <input type="checkbox"/>	Lost Time <input type="checkbox"/>



Injured Body Part:
Describe Injury:

Incident Information	
Was First Aid Given? <input type="checkbox"/> Yes <input type="checkbox"/> No	By Whom:
Was injured transported to medical aid? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Where to?	
Name of Doctor	
Injured during normal work? <input type="checkbox"/> Yes <input type="checkbox"/> No	

*\*Note: If more than one person injured, answer the above questions on a separate piece of paper and attach to form.*

Property/Equipment/Environmental Damage/Impact	
Description of Damage:	
Estimated Cost:	Critical Part? <input type="checkbox"/> Yes <input type="checkbox"/> No

Evaluation of Risk Potential		
Loss Severity Potential:		
Moderate <input type="checkbox"/>	Serious <input type="checkbox"/>	Minor <input type="checkbox"/>
Probable Recurrence	Occasional <input type="checkbox"/> Rare <input type="checkbox"/>	

*\*(NOTE: Injured persons personal information identified on this form is to be used only for purposes of incident investigation and follow-up with that injured person by Janick Electric Ltd. The information will not be shared for any other reason.)*

<b>Analysis</b>	
Description of Incident:	
<b>Causes</b>	

Immediate:	
Basic/underlying:	
<b>Recommended corrective action(s):</b>  Immediate:	
Long term:	
<b>Person(s) responsible for action(s)/Department</b>	
Actions taken:	

**Abrasion** - i.e. Scrapes, scratches, skinning; Superficial skin wound caused by contact with an abrasive surface/drag.

**Laceration** – i.e. Cuts, slices, tears. Sharp object penetrates the skin surface.

**Punctures** - i.e. Bites, stings, nail punctures, needles. Whenever pointed objects penetrate the skin directly.

**Avulsions** – i.e. Torn body part, blunt force trauma, gunshots; Severe, life-threatening trauma caused by force; Injury that exposes muscle, bone, or connective tissue. Associated with underlying fractures.

**Finger** – (1) THUMB; (2) INDEX/POINTER FINGER; (3) MIDDLE FINGER; (4) RING FINGER; (5) PINKY FINGER.

**Toe** – (1) BIG TOE; (2) 2<sup>ND</sup> TOE; (3) 3<sup>RD</sup> TOE; (4) 4<sup>TH</sup> TOE; (5) LITTLE TOE.

## Critical Injury Response Policy – Ontario

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### Intent

The purpose of this policy is to outline procedures for responding to and investigating a critical injury sustained in the workplace.

### Definitions

**Critical Injury** – (Reg. 420/21) An injury of a serious nature that:

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

*\*The ministry considers the leg to include an ankle or foot and the arm to include a wrist or hand.*

*\*\*Although the regulation specifies that the fracture or amputation of a single finger or toe is not a critical injury, a fracture or amputation of **more than one** finger or toe is considered a critical injury.*

### Guidelines

1. When notified of a Critical Injury, the Supervisor shall immediately proceed to the accident scene and ensure that the area is secured and remains undisturbed until released by a Ministry of Labour (MOL) inspector.
2. The Supervisor will contact a certified worker member of the Joint Health and Safety Committee and will conduct a joint investigation of the accident with that person once the injured team member is removed from the scene and it is safe to enter the accident area. *Follow Janick Electric Ltd.'s procedures for conducting an accident investigation.*
3. The Supervisor or other designated member of management will call report the critical injury to the appropriate board (MOL in Ontario 1-877-202-0008). Tell the operator that you are reporting a critical injury. You will need to provide the name of the injured worker and the time of the accident. An officer will call you back, so be sure that you leave a number you can easily reach. Keep detailed notes as to the times of all calls, the name of the officer(s) you talk to, and details of the discussions.
4. If the primary causes of the accident and corrective actions are identified, review these once the MOL officer calls you back. Have the safety committee member present to talk with the MOL officer to confirm what has occurred. Often the MOL officer will release the scene if the safety committee

member confirms that the accident investigation has been completed and corrective actions have been agreed on to remove any unsafe conditions.

5. If the MOL officer agrees with the corrective actions, they will release the accident scene and make arrangements to investigate the following day. If the officer decides to investigate immediately, the accident scene must remain secured until the officer has completed their investigation. Continue to follow up to ensure the accident scene remains secured, and nothing is moved. Arrange to have copies of all relevant documentation such as training, maintenance, work procedures, etc., available for the MOL officer when they arrive.

6. Complete and fax a letter (Critical Injury Report) to the MOL officer's attention, notifying them of the critical injury. You may also be asked to include a copy of the completed accident investigation.

### **Supporting Documents**

- Reporting Workplace Injuries Policy
- Workplace Accident Investigation Policy
- Written Report of Critical Injury Sustained in the Workplace Policy
- Emergency Preparedness Procedure

## Written Report of Critical Injury Sustained in the Workplace

Janick Electric Ltd. shall utilize the following report in the event of a critical injury sustained in the workplace. Completing and submitting this Document to the Ministry of Labour shall fulfill critical injury reporting requirements as defined by Section 51 of Ontario's Occupational Health and Safety Act and Regulations.

Employer Information	Constructor Information (if applicable)
Employer Name:	Constructor Name:
Company Address:	Business Address:
Company Phone Number:	Business Phone Number:

Injury Information:	
Name of Injured:	
Address of Injured:	
Location of Incident:	
Time of Incident: <input type="checkbox"/> am <input type="checkbox"/> pm	Date of Incident (dd/mm/yy):
Injury Sustained:	
Nature and Circumstances of the Occurrence:	
Description of the Machinery and Equipment Involved:	

Witness Information
Witness Names and Address (please list all witnesses to the incident):
1.
2.
3.
4.
5.

<b>Physician Information</b>
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Name and Address of Treating Physician/Surgeon/Hospital (if applicable):
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1.
----

2
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This Form Completed by:
-------------------------

Date:
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Title:
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Signature
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Copy Received By
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Date
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<i>(Worker Member of the JHSC)</i>
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Signature
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## Return to Work Policy (WSIB) – Ontario

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### Intent

Janick Electric Ltd. recognizes that our employees are our most important assets. As such, we are committed to providing a safe and healthy workplace. The Return to Work (RTW) Policy is designed for workers who have been injured on the job and aims to safely return workers to employment at the earliest possible date following an injury or illness. This policy is compliant with applicable Ontario WSIB guidelines and human rights legislation.

### Definitions

**Accommodation** - Any modification to the work or the workplace, including but not limited to reduced hours, reduced productivity requirements, or the provision of assistive devices, that results in work becoming available that is consistent with the worker's functional abilities and that respects applicable human rights legislation.

**Productive** - Whether the work produces an objective benefit to the employer's business.

**Work** - Includes the combining of tasks and duties which together may constitute temporary work, as well as a short-term training program which leads to a job with the employer.

**Suitable occupation** - Jobs suited to a worker's transferable skills that are safe, consistent with the worker's functional abilities, and that to the extent possible restore the worker's pre-injury earnings.

### Guidelines

In the event of an accident in the workplace, employees must report the incident immediately. If the injury causes the employee to require substantial time away from work or creates a disability that restricts their ability to work, the employee should return to work as soon as it is safe to do so under the guidelines of this policy.

In accordance with legislative and company requirements, all employees must participate in the Return-to-Work Program. It is also mandatory that all employees who sustain a work-related injury report the incident in accordance with protocol.

For the company to properly implement the RTW Policy, employees must provide detailed medical documentation pertaining to their inability to perform their employment duties so that alternatives may be found. This includes a Functional Abilities Form filled in by their doctor to provide guidelines for the work that an employee can perform.

## **Return to Work Guiding Principles**

Janick Electric Ltd. is committed to a return to work or work reintegration program as appropriate. It will consider the employee's dignity and support the employee in the transition period following their injury or illness.

Janick Electric Ltd. is committed to addressing any barriers to the employee's successful return to work or work reintegration and to providing any needed interventions.

## **Responsibilities**

### Employees:

- Establish and maintain contact with their supervisor regarding their injury rehabilitation progress. Contact should be made as established by the employer.
- Obtain and follow all medical advice, and work towards full recovery.
- Produce documentation from their health care provider to corroborate that they cannot return to work for an extended period of time and whether or not an RTW plan or accommodation plan could expedite their safe return to work.
- Put forth a reasonable effort to return to work safely as early as possible.
- Provide their contact with all pertinent information that could aid in the establishment of RTW options.

### Supervisors:

- Maintain and document all contact conducted throughout the employee's absence.
- Identify employment opportunities based on the returning employees' abilities and limitations.
- Establish a timeline for the return of the absent employee and any changes in their ability to work.
- Take an active part in the planning and implementation of return-to-work arrangements for the employee.

### Human Resources:

- Establish and maintain communication with employees who are absent due to a workplace injury.
- Request that the employee produces documentation from their physician to establish their physical and mental abilities and any information on limitations resulting from the injury through the completion of a functional abilities form.



- Coordinate and implement the RTW process.
- Provide the absent employee with information regarding the RTW process and ensure that they understand the procedures and their responsibilities.
- Communicate with the employee, union or association, supervisor, and attending physician to ensure a complete understanding of the absent employee's abilities, possible job restrictions, the physical job demands required, and a timetable for a return to work.
- Attempt to find an appropriate job match if an injured employee cannot return to their pre-injury position.

## **Work Reintegration**

Work reintegration is a process that begins as soon as Janick Electric Ltd. is aware of a work-related injury or illness. The work reintegration process must continue throughout the recovery period and must be adapted to each individual employee and situation.

Work reintegration is available for injured employees and employees struck by an occupational illness. In the case of an illness, the work reintegration program commences once the employee is functionally fit to report for work and includes goals and timelines for recovery. Information in the work reintegration program should be gathered from the employee, employer, doctors, and WSIB contacts. The program must be shared between these parties as needed.

Statutory requirements for the work reintegration program include the values of cooperation (among all parties) and re-employment for the employee. If a suitable return to work or work reintegration assignment cannot be found, Janick Electric Ltd. is committed to the retraining of the employee in a different but still suitable position. The company will consult with the WSIB for a suitable position and provide any needed information to the WSIB. The employee is informed of the details and has a choice in their assignment (where possible).

The work reintegration program is not limited to employees who have been absent from their workplace. It also applies to employees who have remained at work but have had accommodations created for them during their recovery period.

The work reintegration program is required until the employee returns to their pre-injury position or the employee is awarded damages for any loss of earnings if they had to switch positions (for example, a lesser wage).

In the event where the company or employee does not meet the stated requirements for the work reintegration program, the WSIB may reduce or suspend the employee's benefits or levy a monetary penalty on the employer. The company and employees may rely on the WSIB for any support required in the work reintegration period. In keeping with their Guiding Principles, the WSIB will schedule a meeting with the involved parties at a date that is not later than 12 weeks following the date of the employee's injury (if the employee has not returned to work in any capacity).

In a case where the employee and Janick Electric Ltd. have difficulty establishing an appropriate return to work program, the WSIB will provide dispute resolution to help and facilitate communication. In addition, the WSIB has services including proactive education, case management support, accommodation assistance, and disability management program counsel.

Supporting Documents:

- Health and Safety Continuous Improvement Plan
- Return to Work Program
- Investigation Compliance Policy
- Change in Function Abilities Disclosure Policy
- Reasonable Accommodation Agreement
- WSIB Functional Abilities Form (download): <https://www.wsib.ca/en/functional-abilities-form>



## Return to Work (RTW) Program

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### Intent

When a worker suffers a work-related injury or disease, everyone involved (the worker and injury employer) must work together with the WSIB to enable the worker's safe return to work. Janick Electric Ltd. is committed to preventing injuries and illnesses in the workplace by actively maintaining a healthy and safe work environment through company values, policies, procedures and practices. An essential part of this commitment is to assist any employee who has been injured or who becomes ill due to a workplace incident by safely returning them. An effective return to work plan must maintain the dignity and productivity of a worker.

### Guidelines

In the event of the onset of medical conditions, employees of Janick Electric Ltd. are obligated to provide Janick Electric Ltd. with medical documentation regarding the effect of these circumstances on their ability to perform their assigned job duties safely. Any information disclosed will be kept in strict confidence and used only to define appropriate accommodation.

Note: Employees themselves are not, under any circumstance, expected nor required to disclose any specific details of any illness, disability, or other health condition.

Janick Electric Ltd. will ensure that employees are assigned to only those duties that they can safely perform according to medical documentation. The Company shall provide reasonable accommodation (see the Reasonable Accommodation Agreement) to facilitate the performance of these duties.

### Definitions

**WSIB** - Workplace Safety and Insurance Board

**WSIB CLAIM** - A claim for remuneration arising from a work-related injury or illness that requires medical attention, time lost from work or modified work

**First Aid** - Initial limited care for an illness or injury, performed by a First Aider

**Medical Aid Injury** - An injury that requires treatment from a health care professional such as a physician, nurse, chiropractor, optometrist or dentist

**Lost Time Injury** - An injury whereby the employee loses time from work beyond the actual day of injury

**Suitable Work** - Post-injury work (including the worker's pre-injury job) that is safe, productive, and consistent with the worker's functional abilities, and to the extent possible, restores the worker's pre-injury earnings and hours

**Available Work** - Work that exists with the injury employer at the pre-injury worksite, or a comparable worksite arranged by the employer

**Return To Work/Work Reintegration** - Provisions for the injured employee to return to work within the functional abilities assigned by the attending physician or medical practitioner

**Modified Duties** – Also known as ‘Modified Work’. Modified work is changes made to the job and to the workplace to facilitate the return to work of an employee with medical restrictions. Modified duties could include the modification of regular duties, working hours, alternative work, or a combination of modified work, hours, and alternative work.

**Work Hardening** - A Return to Work program where the worker is temporarily working for limited hours or limited duties as part of a **plan** leading to full employment.

**Transitional Work** - A Return to Work program where an injured employee is temporarily performing activities other than their pre-injury activities during the recovery period of their work-related injury.

## **Responsibilities**

### All workplace parties:

Must cooperate in the work reintegration process. These obligations to cooperate include:

- Initiating early contact
- Maintaining appropriate communication throughout the worker's recovery
- Identifying and securing work reintegration opportunities for the worker
- Giving WSIB all relevant information concerning the worker's work reintegration
- Notifying WSIB of any dispute or disagreement concerning the worker's work reintegration.

### Employer:

The employer must meet WSIB re-employment obligations for the construction sector (WSIB Policy 19-05-02) and have a duty to re-employ their injured construction workers who have been unable to work due to a work-related injury/disease. A construction employer's obligation to re-employ begins when it is notified that an injured construction worker is medically able to perform:

- The essential duties of their pre-injury job
- Suitable construction work
- Suitable non-construction work

The employer's obligation to re-employ continues until the earliest of:

1. Two years from the date of injury, one year after the worker is medically able to do the essential duties of the pre-injury job the date the worker declines an offer of work; or
2. The date the worker reaches age 65.

All employers must modify the work or the workplace in their duty to accommodate the needs of the worker to the extent of undue hardship as set out under the WSIA, Ontario Human rights Code and Canadian Human Rights Act. Employers are required to ensure they cooperate in all re-employment obligations. The employer will provide the skills and training required to meet the duty to collaborate and re-employ.

#### Injured Worker:

Workers must maintain contact with their employer and co-operate in finding suitable work. A worker who is receiving WSIB benefits, or who is entitled to do so, is required to:

- Provide WSIB with any information necessary to adjudicate the claim
- Co-operate in health care measures the WSIB considers appropriate
- Undergo an examination by a health professional selected and paid for by WSIB
- Undergo an examination by a health professional selected and paid for by the employer
- Co-operate in all aspects of work reintegration, including work transition assessments
- If a worker does not fulfill these obligations, the worker's benefits may be reduced or suspended by WSIB.

#### WSIB:

In cases where education, case management, dispute resolution and a warning have failed to bring either or both workplace parties into compliance with their required work reintegration activities, the WSIB may:

- Reduce or suspend the worker's benefits; and
- Levy a penalty on the employer that is equivalent to the costs of providing benefits to the worker, or that is equivalent to the worker's net average earnings for the year preceding the injury.

### **Procedure**

#### **Workplace Injury Occurrence**

In the event of a workplace injury, the following procedures will be adhered to to ensure that an employee has the best opportunity available to return to suitable and available work:

##### **Employer**

- Ensure that the injured worker receives prompt medical attention in the event of an injury/illness occurring at the workplace.
- Report of Injury/Disease - Form 7, must be completed for all injuries where the injured worker receives health care, has earned less than a regular day's salary, has been performing modified work (at regular pay) for more than seven calendar days or loses time from work.
- An accident investigation must be conducted, if applicable, and any recommendations to prevent a reoccurrence must be documented.

- The injured worker shall be paid full wages for the entire shift that he/ she was scheduled to work on the day of the accident.
- The employer should offer the injured worker modified work in writing as soon as possible.

#### Employees

- Workers must report all work-related injuries/illnesses to their supervisor as soon as possible. If further medical attention is required, the worker must be taken to the first aid station or an appropriate health care facility.
- If the injured worker requires medical attention outside of company premises, they must take the Functional Abilities Form to the medical practitioner for completion.
- If a worker seeks medical help after leaving the workplace, as a result of a workplace injury/illness, they must inform the employer as soon as possible after seeing the physician.
- If a worker is advised by the doctor to remain off work, they must advise the employer as soon as possible. A Functional Abilities Form will be forwarded to the injured worker to be completed by the treating physician at the earliest opportunity (if not already completed).

#### Post-Injury:

- Incident or accident occurred and documented
- Treatment is sought immediately
- Accident/Injury Investigation Report is completed with their supervisor
- If no medical treatment is required, the rest of the report does not need to be complete

#### If medical treatment is sought:

- The employee must take a letter to the attending Medical Professional and the WSIB Functional Abilities Form (FAF)
- Have the attending Medical Professional complete a WSIB Form 8 or the Functional Abilities Form (FAF)
- The FAF or Form 8 must be returned to the worker's immediate supervisor and then forwarded to the Project Manager, Project Administrator and Accounting
- The worker shall return to work if capable without modified restrictions
- If there are restrictions required, (i.e. modification to duties or hours) a work plan must be completed between the worker, the immediate supervisor, Field Ops Manager, Safety Officer(s) and Human Resources, to assist the worker with their RTW plan. Work plans must look for the best Suitable and Available Work
- The Worker, Supervisor Field Ops Manager, Safety Officer(s) and Human Resources will work together to facilitate the worker while in the Return to Work Program

#### When the worker can return to full duties:

- They will need to return a completed Functional Abilities Form from their health care provider to their Immediate Supervisor. This shall be forwarded to the Project Manager, Project Administrator and Accounting
- During the RTW process, Management will be in constant contact with the Workplace Safety and Insurance Board (WSIB) to provide updates of progress
- Generally, modified work is considered to be temporary, and is intended to assist the employee in returning to regular full duties without restrictions

Where possible, the pre-injury job may be modified in some form, such as, but not limited to:

- Physical modifications Redesigning the job environment Reducing hours and volume of work
- Receiving assistance from co-members for more difficult tasks
- Reporting/correspondence requirements with regards to the WSIB will be met and include reporting in the following circumstances: wage changes, change in duties, and change in the duration of the return to work program, failure of the injured person to cooperate, and the end of the modified work program

### **Determining Suitable Accommodations**

Janick Electric Ltd. values its employees, and is committed to accommodating employees in need of modified duties whenever possible. The *Reasonable Accommodation Agreement* form is a way for employees to collaborate with Management in determining suitable accommodations. The employer, in consultation with the injured worker, shall determine what form of modified work is most appropriate to the circumstances. When a worker is physically capable of returning to some form of employment, it does not necessarily have to be modified work. If the worker's pre-injury job does not conflict with any medical restrictions given, there is no reason to find alternative work.

Completing the Reasonable Accommodation Agreement form indicates proposed modified duties and records the employee's acceptance or refusal of the proposed modified duties. The proposal accepted by both parties will become the employee's temporary Job Description.

All modified duties must not present the possibility of re-aggravation to the worker and must not allow the possibility of any risk to other workers in the workplace. The work must also be productive and have value. Some accommodations may be specific Return to Work programs (i.e. Work Hardening or Transitional Work). Janick Electric Ltd. is committed to providing the best possible Return to Work Program that will meet the needs of both the Company and the employee. For more information about accommodations, refer to the **Accommodation Policy**.

A worker can return to the workplace in any capacity (any department within the business) as long as the worker is not at risk of further injury either to themselves or anyone else. It is important to record what modified job the worker returned to and for what length of time. After two weeks of modified work, it is suggested that the worker returns to their health care provider for completion of a follow-up Functional Abilities form.

### **Work Transition Assessment**

In cases where suitable and available work with the employer is unsuccessful, a Work Transition Assessment may be implemented by the WSIB. This assessment is usually provided six to nine months following the date of injury or as soon as the worker is fit to return to suitable work.



## **Work Transition Plan**

Upon completion of an assessment, the WSIB may develop a Work Transition Plan, which outlines activities designed to optimize the worker's current skills or provide the worker with new skills to prepare the worker for employment in a suitable occupation. The employee and employer will cooperate fully with the WSIB in the development of work transition plans and any training requirements. This work transition plan will be signed by the worker, the WSIB and an authorized Manager at Janick Electric Ltd.

For qualified workers over 55 years old, WSIB provides an option that allows the worker to either participate in a work transition plan or opt to self-direct their own plan over a period of 12 months and find employment on their own.

## **Work Transition Expense**

All Work Transition expenses are paid by the WSIB, and an estimate of the plan may be sent to the participating employer for review. All ongoing expenses will be reviewed and monitored by the employer using the WSIB Accident Costs Statements.

## **Relocation Services**

If no suitable occupation is available with the injury employer or in the local labour market, WSIB may offer relocation services as part of the work reintegration program.

## **Training and Communication**

This Return to Work Program will be trained and communicated to all workers during their initial workplace orientation. All Supervisors will be provided with this policy and the

supporting documentation in their supervisor manuals. Workers who are injured will be

reminded of this policy and procedure at the time of injury and will receive a written offer of suitable and available work. This policy will be reviewed annually.

### **Supporting Documents**

- Return to Work Policy
- Investigation Compliance Policy
- Change in Function Abilities Disclosure Policy
- Reasonable Accommodation Agreement
- WSIB Functional Abilities Form: <https://www.wsib.ca/en/functional-abilities-form>
- WSIB Form 6 Worker's Report of Injury/Disease: [https://www.wsib.ca/sites/default/files/2020-12/0006a\\_workerreportofinjury.pdf](https://www.wsib.ca/sites/default/files/2020-12/0006a_workerreportofinjury.pdf)
- WSIB Form 7: [https://www.wsib.ca/sites/default/files/2021-04/0007a\\_0.pdf](https://www.wsib.ca/sites/default/files/2021-04/0007a_0.pdf)

## Return to Work (RTW) Form

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### Intent

The RTW Form is designed for use in conjunction with the Janick Electric Ltd. Return to Work Policy and following a medical evaluation (functional abilities form). This RTW Form provides an overview of the worker RTW plan.

<b>Employee Information</b>	
Name:	
Position:	Phone number:
Department:	E-mail address:
<b>Employer Information</b>	
Business name:	Supervisor name:
Supervisor e-mail address:	Supervisor phone number:
RTW program coordinator:	Position:
E-mail address:	Phone number:
<b>Insurance Details</b>	
Name of insurer:	Claim manager:
Phone number:	Claim #:
<b>Medical Details</b>	
Employee's physician or clinic:	
Address:	Phone number or fax number:

### Return-to-Work Goals

- ☐ Same job description      ☐ Modified job description      ☐ Modified work schedule
- ☐ New job description      ☐ Other rehabilitation options

Work restrictions or special needs (if any):

Start date:	Review date:
-------------	--------------

Actions to Complete to Enable the Worker to Return to Work			
Item #	Action	Person Responsible	Completion/Review Date

Return-to-Work Details				
Week	Date	Hours of Work	Duties	Restrictions

I, \_\_\_\_\_, agree to the terms of this Return-to-Work program:

Employee Signature	Date
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Employer representative	
Position	Date
Signature	

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## Return to Work Checklist

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This checklist is meant to be used after a **critical injury** has occurred requiring the employee to go on WSIB benefits. This checklist is a comprehensive list of the steps an organization should take when applying a Return to Work (RTW) program.

- ☐ Ensure that the employee has received proper medical treatment immediately following the work-related injury/illness.
- ☐ Employee has reported the injury to their managers and HR.
- ☐ Employer has reported the injury to WSIB.
- ☐ Forward injured Employee Janick Electric Ltd. Return to Work Policy for their review.
- ☐ Employer and Employee have maintained communication after the injury.
- ☐ Employee has followed the recommendations of their health care providers.
- ☐ Employee has signed waiver for the Employer to be able to attain a Functional Abilities Information (FAF) from their physician.
- ☐ Forward the Request for FAF-letter to the Employee's physician.
- ☐ Include mental faculties information where appropriate (e.g. Attention and Concentration).
- ☐ Receive Waiver from Employee's physician.
- ☐ Analyze and cross reference information from the FAF about Employee's functional abilities against those required by their former role.
- ☐ Identify suitable work that is available and consistent with the Employee's functional abilities as determined.
- ☐ Ensure suitable work is safe and within the Employee's (functional) physical capabilities.
- ☐ Determine if the Employee has the skills to do (or can acquire the skills to do) the required job.
- ☐ Ensure that Employee provides up-to-date documentation stating that all applicable professional designations, licenses, and relevant education is current and valid.
- ☐ If skills must be acquired, design a development plan to fulfil these gaps.
- ☐ Provide WSIB any information requested concerning the return to work (RTW) program.
- ☐ Attempt to restore pre-injury earnings as soon as possible.

Additional Comments:

## Witness Statement

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Statement of: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Occupation: \_\_\_\_\_

Position: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Relevant Experience with this Employer: \_\_\_\_\_

Other Relevant Experience: \_\_\_\_\_

Duties at Time of Incident /Accident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Signature:

## This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Date: \_\_\_\_\_

Signature:

## Vehicular Accident Reporting Form

### Policy Holder Information (Please Print)

Full Name/Company	Address
Town/City, Province	Postal Code
Phone Number	Email

### Driver Information (Please Print) If same, please state **N/A**

Full Name/Janick Electric Ltd.	Address
Town/City, Province	Postal Code
Phone Number	Email
Drivers Licence #	Insurance Carrier
Policy #	Relationship to Owner/Policy Holder
Was Vehicle Used with Owners Consent? <input type="checkbox"/> Yes <input type="checkbox"/> No	Purpose of Travel

### Injury Information

Was Anyone Injured as a Result of the Accident? ☐ Yes (if "yes" please specify) ☐ No

Name of injured party: Nature of injuries sustained: Relationship to accident:	Name of injured party: Nature of injuries sustained: Relationship to accident:
--	--

### Vehicle Information (Please Print)

Make	Model
Year	Colour
Licence Plate #	VIN #

### Accident Details (Please Print)

Date/Time of Accident	Location
Weather Conditions	Speed Limit in Area



Speed of Vehicle (Km/h)	Approx. Speed of Other Vehicle (Km/h)
Was Warning Given by You? (Horn) <input type="checkbox"/> Yes <input type="checkbox"/> No	Road Conditions

**Fault** - Where the accident was clearly the fault of one driver:

At fault: Rationale for the determination:
---

**Was Fault admitted by either party?** ☐ Yes (if “yes” state by whom with details below) ☐ No

Fault admitted by: When: Other pertinent details:
---

### Witnesses

Were there any witnesses to the accident? ☐ Yes (if “yes” provide details below) ☐ No

Full Name	Address
Town/City, Province	Postal Code
Phone Number	Email

Were there any conversations with the witnesses? ☐ Yes (if “yes provide details below) ☐ No

Conversation details:
-----------------------

**Description of Accident:** To be Completed by Driver (Use Space on Back if Required)

Please provide a drawing (bird’s eye view) of the accident, using as much detail as possible

↑ NORTH

↓ SOUTH

**Vehicle Damage** – Please Mark All Damaged Areas with an X

**Your Vehicle:**



**Was your vehicle drivable following the accident?** ☐ Yes ☐ No – (please provide details below)

Towing Company:
Where vehicle was towed:
Current location of vehicle:
Contact:

**Passenger(s):** Please print passenger information where applicable. Where no passenger(s) were present, please mark the fields as **N/A**

<b>Passenger #1</b> - Full Name	Address
Town/City, Province	Postal Code
Phone Number	Email
<b>Passenger #2</b> - Full Name	Address
Town/City, Province	Postal Code
Phone Number	Email
<b>Passenger #3</b> - Full Name	Address
Town/City, Province	Postal Code
Phone Number	Email
<b>Passenger #4</b> - Full Name	Address

Town/City, Province	Postal Code
Phone Number	Email

### Police

Were Police called to the scene of the accident? ☐ Yes ☐ No

If "No", was the accident reported to the Police? ☐ Yes ☐ No

If "Yes", please state which police department, date and time reported, and name of officer:

Police Department	Date Reported
Officer Name/Badge #	Time

Were Police charges made against anyone? ☐ Yes (if "Yes" please state below) ☐ No

Charges made against:
Charges made:

### Other Vehicle(s) Driver Information (Please Print)

<b>Driver #1</b> - Full Name	Address
Town/City, Province	Postal Code
Phone Number	Email
Drivers Licence #	Insurance Carrier
Policy #	Relationship to Owner/Policy Holder
Make	Model
Year	Colour
Licence Plate #	VIN #

<b>Driver #2</b> - Full Name	Address
Town/City, Province	Postal Code

Phone Number	Email
Drivers Licence #	Insurance Carrier
Policy #	Relationship to Owner/Policy Holder
Make	Model
Year	Colour
Licence Plate #	VIN #

### Policy Holder

To be completed by Policy Holder, where other than driver involved in accident:

Principal Driver of Vehicle	Driver's Relationship To You
Was Vehicle Used With Your Consent? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date

<b>All information provided in this report is accurate and true to the best of my knowledge. I have not knowingly made any false statements and reports, and understand that any falsification of this report may incur legal action.</b>	
Name of Driver (Please Print)	Name of Policy Holder (If other than Driver)
Driver Signature	Policy Holder Signature
Date	Date

### Additional information

Please provide any extra information here:

**Additional Pages**

Did you provide any extra written information on the back of a page in this document or in addition to this document? Did you attach any extra documents, photocopies, photos, etc.? ☐ Yes ☐ No

Details of Attached:

Number of additional pages attached: \_\_\_\_\_

Double-sided? ☐ Yes ☐ No

## **First Aid Policy**

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### **Intent**

Janick Electric Ltd. has adopted this policy to ensure the ongoing health and safety of our staff, customers and visitors. Janick Electric Ltd. will ensure that appropriate first aid supplies are maintained and accessible at all times and that a trained and competent individual is on-site at all times.

Janick Electric Ltd. is committed to meeting all legislative regulations regarding First aid facilities, training, records, and reporting under the Occupational Health and Safety Act (OHSA) and Regulation 1101 - First Aid Requirements, Workplace Safety and Insurance Act.

Janick Electric Ltd. shall meet all legislative requirements regarding First Aid, including:

- Janick Electric Ltd. shall ensure that at least one person with appropriate first aid training is scheduled and present on every shift.
- The designated first aider will be available to render assistance at all times during that shift.
- A copy of the WSIB First Aid Poster (Form 82) will be posted in a high-visibility location.
- Injuries that occur in the workplace will be recorded and reported.
- Janick Electric Ltd. will investigate all accidents that result in injury.

Janick Electric Ltd. will ensure that:

- Roles and Responsibilities regarding First Aid are defined. Workers, Supervisors and Safety staff will be trained and educated in their respective roles.
- The first aid kit shall be located within quick and easy access for all employees.
- Each first aid kit shall be adequately stocked with supplies.
- First aid treatment records shall be kept.
- First aid certificates of all trained First-Aiders shall be posted at First Aid stations.
- First aid kit inspections will be conducted on a regular schedule, and records of these inspections will be maintained.

### **Definitions**

**First Aid** - Emergency care is given immediately to an injured person to minimize injury and future disability. In serious cases, first aid may be necessary to sustain life.

**First Aid Treatment** - First aid is the one-time treatment or care and any follow-up visit(s) for observation purposes only. As described by the WSIB, first aid includes, but is not limited to:

- Cleaning minor cuts, scrapes, or scratches;
- Treating a minor burn;
- Applying bandages and dressings;
- Applying a cold compress, cold pack, or ice bag;
- Applying a splint;
- Changing a bandage or a dressing after a follow-up observation visit.

**First Aid Attendant/Responder** - A certified first aid attendant or responder is a person who has completed a specialized First Aid training program from a WSIB-approved training organization and holds a valid first-aid certificate of qualification. Also known as a First Aider.

**Health Care** - Services requiring the professional skills of a health care practitioner (i.e. doctor, nurse, chiropractor, physiotherapist). The worker typically receives health care at the office or facility of the health care practitioner. Prescription drugs are also considered health care.

## **Responsibilities**

### Supervisor Responsibilities:

- Will ensure that first aid is administered immediately and whenever necessary only by a qualified first aider.
- Maintain an accurate and up-to-date record of the first aid treatment and advice given to the worker.
- Determine if medical care is required after first aid treatment and provide immediate transportation to the hospital, clinic, or doctor's office.
- Ensure the injured worker has all the necessary documentation before leaving the area or worksite (i.e. WSIB Form 6, Form 8; See Employee Kit for more information).
- Ensure the First Aid treatment form is complete.
- Post and prominently display the "In Case of Injury" Poster (Form 82) for all employees at every first aid station.
- Cover any costs for first aid equipment and services.
- Transportation of an injured worker to a hospital, doctor's office, or worker's home will be provided by a supervisor.
- Inspect first aid equipment at least once every three (3) months.
- Ensure that first aid boxes and stations are in the charge of workers who hold valid first aid certificates issued by a training agency recognized by the WSIB.
- Every employer employing more than fifteen (15) and less than 200 workers in any one shift at a place of employment shall provide and maintain at least:
  - One stretcher; and



- Two blankets.
- Ensure all employees, regardless of their employment status, is given first aid treatment when they need it.

#### Worker Responsibilities:

- Cooperate with the first aid attendant and supervisors if you or another worker is injured.
- Accept first aid immediately only from qualified first aiders.
- Inform the immediate supervisor of any injuries or the possible onset of a work-related disease/condition.
- Cooperation in health care treatment, as well as any ongoing treatment if necessary.
- Cooperating in the Return to Work Program.
- Complete and submit all required documentation (i.e. WSIB forms) promptly.
- Report to Human Resources any changes in income, return to work status or medical condition.

#### **Guidelines**

All Janick Electric Ltd. supervisors and scheduling managers shall ensure that appropriate numbers of staff that have first aid and CPR training are onsite and scheduled.

Training of all designated first aiders shall be the responsibility of Human Resources and Health and Safety. Costs for additional personnel who wish to be trained in First Aid shall be the responsibility of the department.

Each Janick Electric Ltd. department shall ensure that first-aid kits:

- Are available in each building, worksite, or area of a building, and the appropriate number;
- First-aid kits are easily accessible and highly visible;
- Are available at each remote location where work is being performed;
- Are available in each Janick Electric Ltd. vehicle or rental vehicle used for Janick Electric Ltd. business.
- Janick Electric Ltd.'s Emergency procedures and Emergency phone number shall be posted at the first aid station (see the Emergency Preparedness Policy in Section 4 of this manual).
- First-aid kits shall be inspected quarterly (if necessary) and maintained by the designated first aiders who work in the vicinity of the area.
- First-aid kits shall be restocked as needed with items as prescribed by Regulation 1101 at the expense of Janick Electric Ltd.

- Once a year the Health and Safety Department will send out an inventory sheet to each department's designated first aider. The designated first aider shall complete the form indicating the status of the first aid kit.

The Office of Human Resources, Health and Safety shall maintain an electronic database indicating:

- The location of all first aid kits;
- Names of designated first aiders in each department;
- Effective date of training and expiration date.

The Health and Safety Officer will schedule regular First Aid courses and contact designated first aiders who are scheduled for renewal.

### First Aid Kit Requirements

Janick Electric Ltd. will stock all first aid kits in a manner that complies with WSIB Regulation 1101 (refer to the First Aid Checklist in Section 7 of this manual).

- Each site shall have a first aid station with a sufficient first aid kit that is fully stocked and clean that will be readily available per the WSIB First Aid Regulation 1101.
- First aid boxes and stations are in the charge of workers who hold valid first aid certificates issued by a training agency recognized by the WSIB.

### First Aid Attendants

Fully trained first-aid attendants will be on duty on the worksite at all times in accordance with the number of workers on site. The number of first aid attendants will be following WSIB First Aid Regulation 1101. The first aid certificates of qualified first aid attendant(s) on duty must be posted at the first aid station(s). All first aid attendants must have access to the First Aid kit.

### First Aid Procedures

- The first person on the scene of an injury should immediately contact the appropriate authorities and the closest qualified First Aid responder/attendant with any information about any active hazards that may interfere with administering first aid treatment.
- If the first person on the scene has First Aid/CPR training, they are directed to commence first aid response, following their level of training, using the first aid materials available but **only if it is safe for them to do so.**
- If there are any active hazards in the area that pose an immediate threat to you or others, or if you are unsure, the Supervisor(s), JHSC, and the first aid attendant must assess the risks involved to

decide if any Health and Safety procedures must be completed to remove or control the hazard before attending to the injured employee.

- No attempt should be made to move an injured person who has sustained a critical injury unless they are in immediate danger or instructed by a health care professional.
- Once it is safe to do so, the certified first aid attendant can administer first aid to the injured worker:

#### **First Aid Response:**

- Assessment of the severity of the injury and the need for outside assistance is made.
  - Assistance is called upon from fellow workers, as required.
  - A quick assessment is made of possible life-threatening conditions.
  - First Aid and CPR are administered, as appropriate.
  - The incident must be reported to the Supervisor as soon as possible.
  - The first aider will complete a First Aid Form for a treatment record of the incident.
- If outside assistance is required, the first aider or another nearby person shall contact Emergency Response Services. Another person must be sent to direct the Police, Fire, or Ambulance.
  - The employer will encourage proper medical treatment whenever necessary and provide transportation for the injured worker to receive medical treatment.
  - The Health and Safety Officer will notify the injured person's next of kin/emergency contact (where applicable) after the status of the injured persons' condition is known.
  - All applicable paperwork must be complete (see the Return to Work Policy and Program in Section 7 of this manual).

#### **Medical Treatment**

Workers should be accompanied to the medical facility by a project management member whenever possible to inform the doctor of our modified duty options and to be briefed on the worker's condition.

#### **First Aid Treatment Record:**

Whenever first aid is administered on the worksite, a record must be made. The record must indicate the name of the worker, the nature of the injury, date/time of occurrence, date/time injury was reported, date/time of treatment, nature of treatment rendered and the name of the person rendering the treatment. Treatment forms of this type are available upon request. Once the record book has been filled or the project completed, the record must be forwarded to head office for filing. By law, it must remain filed for one year.

The First Aid Treatment Record is a confidential document. All information recorded is subject to the Confidentiality and Non-Disclosure Agreement signed by all employees of Janick Electric Ltd.

#### First Aid Certification:

Each project supervisor or a competent replacement must possess first aid training and certification. Where the project supervisor or a competent replacement does not possess this certification or where the certification has expired, training shall be attained to ensure that one or more qualified first aid attendants (workers) are employed at the worksite. As per law, each subcontractor company shall provide their own first aid equipment and trained first aid attendants (workers) as per the WSIB First Aid Regulations, which require all employers to provide first aid coverage. First aid certificates must be posted at the first aid station with the first aid kits.

#### Periodic Inspection of First Aid Supplies:

All first aid supplies shall be inspected at least quarterly (every 3 months) and re-stocked as required to maintain full content.

#### Supporting Documents:

- Health and Safety Continuous Improvement Plan
- First Aid Checklist
- First Aid Incident Form
- "In Case of Injury" Poster (Form 82): [https://www.wsib.ca/sites/default/files/2020-09/0082c02181234poster\\_engv2.pdf](https://www.wsib.ca/sites/default/files/2020-09/0082c02181234poster_engv2.pdf)

## First Aid Kit Checklist (WSIB reg. 1101 Compliant)

# of Workers on Site	Responsibilities	First Aid Kit Requirements	X or ✓
1 – 5	Provide and maintain a first aid station with a first aid box.  Ensure that the first aid station is at all times in the charge of a worker who, <ul style="list-style-type: none"> <li>• Has a valid emergency first aid certificate and</li> <li>• Works in the immediate vicinity of the station.</li> </ul>	A current First Aid manual	<input type="checkbox"/>
		1 card of safety pins	<input type="checkbox"/>
		12 adhesive dressings individually wrapped	<input type="checkbox"/>
		4 sterile 3" square gauze pads	<input type="checkbox"/>
		2 rolls of 2" gauze bandage	<input type="checkbox"/>
		2 field dressings, 4" square or 2x4"	<input type="checkbox"/>
		1 triangular bandage	<input type="checkbox"/>
5 – 15	Provide and maintain a first aid station with a first aid box.  Ensure that the first aid station is at all times in the charge of a worker who, <ul style="list-style-type: none"> <li>• Has a valid emergency first aid certificate and</li> <li>• Works in the immediate vicinity of the station.</li> </ul>	A current First Aid manual	<input type="checkbox"/>
		1 card of safety pins	<input type="checkbox"/>
		24 adhesive dressings individually wrapped	<input type="checkbox"/>
		12 sterile 3" square gauze pads	<input type="checkbox"/>
		4 rolls of 2" gauze bandage	<input type="checkbox"/>
		4 rolls of 4" gauze bandage	<input type="checkbox"/>
		4 sterile surgical pads suitable for pressure dressings	<input type="checkbox"/>
		6 triangular bandages	<input type="checkbox"/>
		2 rolls of splint padding	<input type="checkbox"/>
15 - 200	Provide and maintain a first aid station with a first aid box, 1 stretcher and 2 blankets.	A current First Aid manual	<input type="checkbox"/>
		24 safety pins	<input type="checkbox"/>
		1 basin, preferably stainless steel	<input type="checkbox"/>

	<p>Ensure that the first aid station is at all times in the charge of a worker who,</p> <ul style="list-style-type: none"> <li>• Has a valid emergency first aid certificate and</li> <li>• Works in the immediate vicinity of the station.</li> </ul>	48 adhesive dressings individually wrapped	<input type="checkbox"/>
		2 rolls of 1" adhesive tape	<input type="checkbox"/>
		12 rolls of 1" gauze bandage	<input type="checkbox"/>
		48 sterile 3" square gauze pads	<input type="checkbox"/>
		8 rolls of 2" gauze bandage	<input type="checkbox"/>
		8 rolls of 4" gauze bandage	<input type="checkbox"/>
		6 sterile surgical pads suitable for pressure dressings	<input type="checkbox"/>
		12 triangular bandages	<input type="checkbox"/>
		Splints of assorted sizes	<input type="checkbox"/>
		2 rolls of splint padding	<input type="checkbox"/>

## First Aid Incident Form

*Employers must keep a detailed record of all incidents and any first aid treatment given. Please complete this form each time First Aid is administered regardless of how small the incident. This form should be used in conjunction with our First Aid Policy and all Reporting Requirements.*

Name of Individual Who Received First Aid:	Date:
Name of Individual Who Administered First Aid:	

Please use the space provided to detail the First Aid measures that were taken:

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Please list supplies used during the administration of First Aid:

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Did the Employee seek medical attention after receiving First Aid treatment? Yes: ☐ No: ☐

Does this incident require reporting to the Ministry of Labour Yes: ☐ No: ☐

If “Yes” to either, refer to the Reporting Workplace Injuries policy and procedures to begin the reporting process. Provide a copy of this document for the JHSC and immediate supervisors for the investigation.

Please list any additional actions that may be required:

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## Fire Extinguisher Inspection & Tracking Log

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### Inspection

Ensure that a monthly inspection is carried out and initial and date the form. If any action is taken, make a note in the space provided. Return the form once it has been completed.

Month/Year	Extinguisher # (Location)	Name of employee conducting the inspection	Signature
Serial # of extinguisher:			

The fire extinguisher is visible, unobstructed, and in its designated location: <input type="checkbox"/> Yes <input type="checkbox"/> No Details:
Is the fire extinguisher mounted on a wall or column with a RED BAND 2.4 to 3 metres above the extinguisher as an indicator? <input type="checkbox"/> Yes <input type="checkbox"/> No Details:
Is the inspection tag attached to the extinguisher and has it been filled out for the month? <input type="checkbox"/> Yes <input type="checkbox"/> No Details:
Is the locking pin intact and is the tamper seal unbroken? <input type="checkbox"/> Yes <input type="checkbox"/> No Details:
Is there any obvious physical damage to the extinguisher, the hose, or the nozzle? <input type="checkbox"/> Yes <input type="checkbox"/> No Details:
Is the pressure gauge in the operable (green) range? <input type="checkbox"/> Yes <input type="checkbox"/> No Details:
Is the extinguisher still full (lift to verify weight)? <input type="checkbox"/> Yes <input type="checkbox"/> No Details:



Are the instructions for use on the outside of the extinguisher legible? <input type="checkbox"/> Yes <input type="checkbox"/> No Details:
Is the extinguisher well supported? Is the hanger free of damager? <input type="checkbox"/> Yes <input type="checkbox"/> No Details:
If the extinguisher weighs more than 39 pounds, is it installed so that the top is not more than 3.6 feet above the floor? If it weighs less than 39 pounds, is it no more than 5 feet above the floor?  <input type="checkbox"/> Yes <input type="checkbox"/> No Details:

If you answered "No" to any of the above questions, please fill out the following table.

Extinguisher removed from bracket		Please note where the extinguisher was placed once removed from its designated location	Extinguisher sent for repair?		Employee Name
<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

New Extinguisher Ordered (if applicable) <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Name:	

### Record Retention

All records must be retained with Health and Safety for the period of one full year following the date of inspection.

## **Workplace Violence, Harassment, and Sexual Harassment Policy – Ontario**

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### **Intent**

Janick Electric Ltd. is committed to building and preserving a safe, productive, and healthy working environment for its employees, free from violence and harassment. The company will take all reasonable measures to ensure job candidates, employees, managers, and clients are not subject to any form of violence or harassment. This commitment applies to all areas of business, including training, performance, assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

Acts of violence or harassment against or by any employee will not be condoned or tolerated by the company. This policy outlines the Janick Electric Ltd. violence and harassment program, including how incidents of violence and harassment will be handled and investigated.

### **Definitions**

**Complainant** – A person who has made a complaint about another individual who they believe committed an act of violence or harassment against them.

**Respondent** – A person whom another individual has accused of committing an act of violence or harassment.

**Harassment** – A course of vexatious comment(s) or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; occurs as a series of incidents or as a one-time occurrence; workplace sexual harassment; acts of intimidation; any unwanted physical conduct; inappropriate jokes; discriminatory jokes.

**Sexual harassment** – A course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity, or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to the worker, and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

**Workplace violence** – The exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

**Violence** – Physical assault or the threat of an assault.

**Workplace aggression** – Behaviour by an individual(s) within or outside the company that has intended to physically or psychologically harm a worker which occurred in a work-related context.

## Guidelines

This policy has been developed in consultation with the IFSA, the PSHSA and the CCOHS, as well as the administration team at Janick Electric Ltd. It will be reviewed annually or more frequently if necessary to ensure that it accurately represents the Janick Electric Ltd. prevention program. This policy applies to all employees of, visitors to and suppliers of and to Janick Electric Ltd.

Janick Electric Ltd. will provide all employees with appropriate training and information regarding the company's violence and harassment prevention practices and procedures. Employees are responsible for adhering to this policy and should report every incident of violence or harassment immediately to management. This includes any incidents that have been witnessed, experienced by, or reported to an employee.

For the purposes of this policy, workplace harassment or violence can occur:

- At the workplace
- At employment-related social functions
- In the course of work assignments outside the workplace
- During work-related travel
- Over the telephone, if the conversation is work-related
- Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship

Reasonable day-to-day actions by a manager that help manages, guide, or direct workers or the workplace and appropriate employee performance reviews, counselling, or discipline by a manager do **not** constitute harassment.

## Responsibilities

### Senior Management:

- Ensure the appropriate training on matters related to workplace violence and harassment is conducted.
- Provide advice and assistance to managers and supervisors on creating a positive and respectful work environment, free from discrimination and harassment.
- Contact emergency services and provide immediate assistance is required to deal with a situation involving imminent or actual workplace violence.
- Conduct or participate in investigations into allegations of workplace violence, as appropriate.
- Participating as requested in the risk assessment process and when concerns are brought forward.

### Supervisors and Managers:

- Promote a positive work environment that does not tolerate violence and harassment.
- Take every precaution reasonable in the circumstance for the protection of the worker.
- Provide information to workers that they require to be protected from physical injury from persons with a history of violent behaviors when the risk of workplace violence is likely to expose a worker to physical injury.
- Contact emergency services when immediate assistance is required to deal with a situation involving imminent or actual workplace violence.
- Conduct or participate in any investigation into workplace violence or harassment.
- Implement actions and measures to address and prevent further or escalating incidents of violence and harassment.

#### Employees:

- Abide by JANICK ELECTRIC LTD.'s Health and Safety Program
- Contact a supervisor/management, and 911 if immediate assistance is required to deal with a situation involving workplace violence.
- Report any incidents of workplace violence or harassment in accordance with the policy requirements.
- Participate in any investigation into workplace violence or harassment.

#### **Violence Risk Assessment**

Janick Electric Ltd. will conduct a risk assessment of the work environment to identify potential risks that could affect the organization and the health and safety of employees and will institute measures to eliminate or control any identified risks to employee safety.

The following factors will be considered during the assessment:

- Past incidents of violence;
- Violence that is known to occur in similar workplaces;
- The circumstances in which work takes place, including the type of work and conditions of work;
- The interactions that occur in the course of performing work; and
- The physical location and layout of the workplace.

The risk assessment may include reviews of records, security reports, employee incident reports, staff perception surveys, health and safety inspection reports, first aid records, or other related records. Areas that will be considered and may contribute to the risk of violence include but are not limited to contact with the public, exchange of money, receiving doors, and working alone or at night. The company will the health and safety team with a written copy of the assessment and advise of the results.

The company will disclose information to workers who are likely to encounter a known person with a history of violence in the performance of their job duties, or if there is a potential risk of workplace violence as a result of interactions with the person with a history of violence. However, the company will only disclose personal information that is deemed reasonably necessary to protect the worker from physical harm.

## **Workplace Violence and Harassment Program**

### **Control Measures and Procedures**

The following measures have been implemented to eliminate or reduce the identified risks of workplace violence:

- Policy: The Janick Electric Workplace Violence, Harassment, and Sexual Harassment policy and statement;
- Policy: The Workplace Violence Prevention and Task Force;
- Policy: The Health and Safety Continuous Improvement Plan;
- A risk assessment to analyze the nature of tasks performed and any history of violence or harassment (using the Workplace Violence and Harassment Risk Assessment Form);
- Risk mitigation strategies to eliminate or reduce risks identified;
- Review of workplace violence and harassment during Safety Talks
- Training procedures to ensure all employees are aware of policies, procedures, and risks related to workplace, as well as specialized training in:
  - Workplace Violence and Harassment Prevention Training for Employees; and
  - Workplace Violence and Harassment Prevention Training for Supervisors;
- An emergency response plan;
- Follow-up procedures; and
- In-depth Investigation procedures (Sexual Harassment Investigation Checklist; Psychological Health and Safety Incident Investigation Form; Harassment Complaint Forms) that will be utilized to prevent and reduce future occurrences.
- Harassment Complaint Forms for employees to report aggressive behaviour

### **Reporting Incidents of Workplace Violence and Harassment**

An employee who believes they have been subject to violence or harassment should submit a complaint verbally or by submitting one of the following forms to their supervisor or a trusted health and safety representative:

1. Harassment Complaint Form and
2. Violence Incident Report Form

Anyone subjected to workplace violence or harassment may receive support from a third party or their employer's human resources to communicate their objections of the incident and to prepare a formal complaint if they so choose.

The complaint should be made as soon as possible following the incident and must include the following information:

- The date and time of the incident;
- The name of any persons involved in the incident;
- The name of any persons who witnessed the incident; and
- A thorough description of what occurred.

An employee who believes they have been subject to harassment may also choose to confront the harasser without filing a formal complaint. They can confront the harasser directly or through writing, detailing the unwelcome behaviour and requesting it to stop. A copy of the communication must be sent to HR for the employee and harasser's files.

If the alleged harasser is the employee's manager or in a position of power, the complainant is encouraged to file a complaint with the office HR administrator.

### **Immediate Assistance Procedures**

The following measures and procedures should be followed when an incident of violence has occurred or is likely to occur, and immediate assistance is required:

- Place an immediate call to emergency services by dialling 911
- Refer to the Emergency Preparedness Procedure
- Separate the victim from the aggressor
- Stop all work in the vicinity of the incident, especially if the event is active
- Inform your supervisor and others in the vicinity
- Provide location and details of the incident
- Give witness statements to the supervisor, investigators, HR, and the Police
- Utilize the Witness Statement form

### **Investigation Procedures**

Once a complaint has been received, Janick Electric Ltd. will complete a thorough investigation. The organization will ensure that, where practicable, the investigation is completed within 90 days of the complaint being filed.

The investigation will include:

- Informing the respondent of the complaint;
- Interviewing the complainant and any persons involved in the incident;
- Identifying and interviewing any witnesses; and
- Obtaining statements from all parties involved.

Several investigation aids for supervisors are available where required:

- Workplace Violence and Harassment Investigation Checklist
- Psychological Health and Safety Incident Investigation Form
- Sexual Harassment Investigation Checklist

- Harassment Complaint Form

All of the above information will be documented and used to determine whether an incident of violence or harassment occurred. If necessary, Janick Electric Ltd. may employ outside assistance or request the use of legal counsel. The health and safety will not be involved in investigations and will not be provided with any identifying information of the parties involved.

A copy of the complaint detailing the complainant's allegations will be provided to the respondent, who will be invited to reply in writing to the complainant's allegations. The reply will be made known to the complainant before the case proceeds.

The company will take all measures to prevent any disclosure of the incident and the identities of the parties involved unless the disclosure is necessary for the investigation, for taking corrective action or required by law.

### **Results of Investigation**

Upon completion of an investigation, Janick Electric Ltd. will provide both the complainant and respondent a written summary of the findings of the investigation and any corrective action that has been or will be taken as a result of the investigation. This written notification will be provided within (insert timeframe) of the investigation being completed and will not include the investigation report unless required by law. The Harassment Complaint Findings Report and the Harassment Follow-up Form should be utilized.

### **Control Measures**

Where Janick Electric Ltd. determines that violence or harassment has occurred, control measures will be implemented to eliminate or control the risk of violence or harassment to a worker as a result of the investigation. These control measures will be determined on a case-by-case basis, depending on the situation investigated. Any control measure enacted will be communicated to the complainant and respondent, as well as any other employees, the measure effects.

### **Disciplinary Measures**

Any disciplinary action will be determined by upper management and will be proportional to the seriousness of the behaviour or action involved in the incident.

If the company determines that an employee has been involved in an incident of violence or harassment towards another employee, immediate disciplinary action will be taken, up to and including immediate dismissal.

### **Domestic Violence**

If Janick Electric Ltd. becomes aware that domestic violence is likely to expose an employee to physical injury in the workplace, the company will take every precaution reasonable in the circumstances for the protection of the worker.

### **Recommendations to Victims**

The company will provide appropriate assistance to any employee who is a victim of violence or harassment. Janick Electric Ltd. recommends that a worker who has been harmed as a result of an incident of violence at the workplace consult their health care provider for treatment or referral for post-incident counselling, if appropriate.

Insert details here regarding any company-provided Employee Assistance Program.

### **The Right to Refuse Unsafe Work**

Employees have the right to refuse work if they have a reason to believe that workplace violence is likely to endanger them. Upon refusing to work, the employee must report the circumstance of the refusal to their supervisor. An investigation will follow in the presence of the health and safety team.

### **Fraudulent or Malicious Complaints**

It is a violation of this policy for anyone to knowingly make a false complaint or to provide false information about a complaint. Unfounded or frivolous allegations may cause both the respondent and the company significant damage. Any employee who knowingly makes a false allegation related to violence or harassment will be subject to immediate disciplinary action, up to and including termination of employment.

### **Recordkeeping**

Janick Electric Ltd. will ensure that appropriate records of complaints and investigations relating to incidents of violence and workplace harassment are kept, including:

- A copy of the complaint or details about the incident;
- Any records related to the investigation, including notes;
- A copy of the investigation report(s) and investigation aids (if applicable);
- A summary of the investigation results, including the reports provided to the complainant and respondent; and
- A copy of any corrective action taken to address the complaint or incident.

### **Confidentiality**

Janick Electric Ltd. will not disclose the name of a complainant or a respondent or the circumstances related to the complaint to any person except where disclosure is necessary to investigate the complaint or take corrective action with respect to the complaint or required by law. The company will only disclose the minimum amount of personal information or details necessary for these purposes.

All records of harassment, and subsequent investigations, are considered confidential and will not be disclosed to anyone except to the extent required by law. The company will do everything



reasonably possible to protect the privacy of any individuals involved and to ensure that complainants and respondents are treated fairly and respectfully.

### **Policy Review**

In accordance with the *Occupational Health and Safety Act*, this policy will be posted in a conspicuous place in the workplace and reviewed annually.

Supporting Documents:

#### Policies

- Health and Safety Continuous Improvement Plan
- Workplace Violence, Harassment, and Sexual Harassment Statement
- Workplace Violence Prevention and Task Force Policy
- Training Policy
- Work Stoppage Policy

#### Emergency

- Critical Injury Response Policy
- Emergency Preparedness Procedure

#### Report

- Witness Statement Form
- Work Refusal Form
- Harassment Complaint Form
- Written Report of Critical Injuries Sustained in the Workplace

#### Investigation

- Workplace Violence and Harassment Risk Assessment Form
- Psychological Health and Safety Incident Investigation Form
- Violence Incident Report Form
- Workplace Violence and Harassment Investigation Checklist
- Sexual Harassment Investigation Checklist

#### Follow-up

- Harassment Complaint Findings Report

## Harassment Complaint Form <sup>1/2</sup>

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The information on this form will only be disclosed to those required to know for the purposes of an investigation. In order to maintain confidentiality and ensure a fair investigation is conducted, Employees filing a complaint are asked to refrain from discussing their complaint with those not directly involved in the investigation.

### **Acknowledgement**

I hereby certify that to the best of my knowledge, and the abovementioned information is true, accurate and complete. I understand that making false or frivolous allegations is in violation of Janick Electric Ltd.'s Investigation Compliance Policy, and in doing so, I understand I may be subject to disciplinary action up to and including termination of employment.

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Signature of the complainant

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Date

## Harassment Complaint Form 2/2

Name of Complainant:			
Person suspected of harassment (respondent):			
Nature of the allegations			
Incident	Date	Time	Place
Did anyone witness the incident?		YES/NO	
If YES	Name of witness:		
Description			
Description of their respective role in the incident:			
How did you (complainant) react to the harassment?			
If applicable, describe any incident that took place previously:			
Are you concerned for your safety while working with the respondent?			
What do you feel would be the most appropriate resolution?			

## Violence Incident Report Form

This form is to be completed in the event of any incident of violence that takes place on Janick Electric Ltd. premises and may include threats of violence, bullying, and physical violence.

Name of complainant
Address
Location of Incident
Person(s) accused of perpetrating a violent incident or making threats of violence (respondent)
Nature of the allegations
Date(s), time(s) and place(s) where the incident(s) took place
Did anyone witness the incident? <input type="checkbox"/> yes <input type="checkbox"/> no
If yes: a) Name(s) of witness(es):
b) Description of the respective role(s) played by witnesses in the incident
What actions did you take in response to the incident?
If applicable, describe any incident that took place previously.

I am filing this complaint because I honestly believe that \_\_\_\_\_ has committed an act of violence.

I hereby certify that to the best of my knowledge, and the above-mentioned information is true, accurate and complete. Making false or frivolous allegations is in violation of the Janick Electric Ltd. Workplace Violence policy and is subject to disciplinary sanctions. Furthermore, I realize that an inquiry will be initiated once this report has been filed

Signature of the complainant (or legal guardian)	Date
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## Workplace Violence and Harassment Investigation Checklist

## 1. Obtain a Description of the Incident or Claim

- ☐ Listen to the employee, and ensure that they provide a full account of the incident.
- ☐ Treat the matter seriously, using a professional manner. Do not discount their difficulties in coming forward and speaking with you.
- ☐ Contact the company legal department or external legal counsel where it appears that the situation may require legal action.
- ☐ Obtain a written, signed, and dated statement from the complainant.
- ☐ Ensure that the employee is free from retaliation as a result of their coming forward.
- ☐ Ask the employee if there is a resolution that can be reached.
- ☐ Inform the employee that they may wish to file a complaint with the authorities.

## 2. Investigate the Incident or Claim

- ☐ Conduct your investigation immediately after learning of the complaint.
- ☐ Ensure that the investigation remains confidential and that all information gathered remains confidential. Information should be shared only where necessary and with appropriate parties, who must also be informed of the need to remain confidential.
- ☐ Investigate all claims seriously.
- ☐ Document all information appropriately.
- ☐ Contact the authorities where appropriate.
- ☐ Take appropriate interim measures to protect workers and witnesses while investigating the incident or complaint.
- ☐ The person who investigates should not be involved in the incident and should not be under the direct control of the alleged harasser. In certain circumstances, it may be necessary to engage an external investigator to avoid the perception of bias, particularly if the alleged harasser is a senior executive.

## 3. Interview the Complainant

- ☐ Obtain a full account of the incident and document all details provided.
- ☐ Determine any potential pattern involved or if the incident was a singular occurrence.
- ☐ Determine if the incident was influenced by any contextual factors.

- ☐ Identify any reporting relationships or hierarchical structures that may have influenced the incident.
- ☐ Determine a timeline of events associated with the incident, what the job duties of each party were at the time of the incident, and what their expected locations were.
- ☐ Examine the potential of a charge made under false pretenses and any motivating factors that may be involved. Work to rule out these potential elements.
- ☐ Inform the complainant that a thorough investigation will take place.

#### 4. Interview the Respondent

- ☐ Obtain a written, signed, and dated statement from the respondent.
- ☐ Describe the details of the accusation, and ask for clarification on any discrepancies between the two stories.
- ☐ Identify any reporting relationships or hierarchical structures that exist between the parties.
- ☐ Determine a timeline of events associated with the incident, what the job duties of each party were at the time of the incident, and what their expected locations were.
- ☐ Determine any potential for retaliation or reprisal, and inform the respondent that this would be unacceptable.
- ☐ Document all pertinent details of the interview, including observations of behaviour displayed and the respondent's account of the incident.

#### 5. Interview Witnesses

- ☐ Obtain written, dated, and signed statements from any witnesses.
- ☐ Ensure that any witnesses are free from retaliation as a result of their coming forward.

#### 6. Resolve the Complaint

- ☐ Where a transfer is either requested or required, ensure that it does not negatively affect the complainant's employment.
- ☐ Review, revise, and recommunicate company policy on workplace violence and harassment and provide counselling if appropriate.
- ☐ Place documentation of the complaint, investigation, rulings, the discipline imposed, and any actions taken into confidential files.
- ☐ Follow up with the involved parties to provide details of the actions being taken in response to the findings of the investigation.

☐ Where disciplinary action is required, determine the level of discipline based on the severity of the incident, the previous action was taken in similar circumstances, the employee's previous history, and the frequency of incidents. There are several disciplinary options available, including:

- Oral and written warning;
- Reprimand;
- Suspension;
- Probation;
- Transfer;
- Demotion; or
- Termination of employment.

☐ When imposing discipline on the accused, any forms of discipline other than termination should be accompanied by a warning that any reoccurrence of misconduct may result in immediate termination for cause. If no discipline is imposed, document the rationale.

☐ Carefully and fully document the investigation, the discipline imposed, and any remedial or preventative steps taken.

## Sexual Harassment Investigation Checklist

This checklist is designed to help investigate claims of sexual harassment in the workplace. The purpose is to assist with gathering all information available to carry out a complete and thorough investigation. This investigation will assist in determining what course of action to take next if any. All investigative procedures will adhere to legislative guidelines and company policy.

Action	Steps to take	
Obtain a description of the incident	<ul style="list-style-type: none"> <li>• Obtain a written statement from the complainant and ask them to provide as much detail as they are comfortable providing, including the names of any witnesses and the respondent (use the Witness Statement Form).</li> <li>• Listen to the employee and allow them time to provide a full account of the incident.</li> <li>• Treat the matter seriously. Maintain a professional attitude; avoid making any judgements or comments that downplay the seriousness of the accusation.</li> <li>• Provide a written acknowledgement of the complaint to the employee.</li> <li>• Ask the employee how they would like to see the problem resolved and whether there is a resolution that can be reached.</li> <li>• Ensure that the employee is free from retaliation as a result of their coming forward.</li> <li>• Inform the employee that they may file a complaint with the authorities if they choose to.</li> </ul>	<input type="checkbox"/>
Confidentiality	<ul style="list-style-type: none"> <li>• Ensure that the complaint, investigation, and all information gathered remain confidential to the extent possible for the investigation.</li> <li>• Do not promise absolute confidentiality, as some information may need to be revealed to the complainant and respondent.</li> <li>• Information should be shared only where necessary, on a need-to-know basis, with appropriate parties. Limit who has access to information and inform them of the need to keep the information confidential.</li> </ul>	<input type="checkbox"/>



	<ul style="list-style-type: none"> <li>• To avoid defamation liability, never use the situation or the results as an example to others or as a training tool.</li> </ul>	
Investigate the incident	<ul style="list-style-type: none"> <li>• Treat and investigate all claims seriously.</li> <li>• Choose an appropriate, unbiased investigator who has no personal relationship with any parties involved.</li> <li>• Conduct the investigation immediately after learning of the complaint. Ensure investigation is completed within any specific timelines required by legislation.</li> <li>• Contact the authorities or legal assistance if it appears that the situation may require legal action.</li> <li>• Remain impartial, focus on generalities, and never offer any personal opinions or say anything to compromise the investigation.</li> <li>• <i>If conducting the investigation internally or personally:</i> Prepare interview questions that elicit as much information as possible, and interview the respondent and any witnesses identified.</li> <li>• Strictly adhere to the process detailed in the company's sexual harassment policy.</li> <li>• Review any previous incidents, claims, or investigations of sexual harassment involving the complainant or respondent.</li> <li>• If more than one allegation has been made, handle each one separately.</li> <li>• Document all information appropriately.</li> </ul>	<input type="checkbox"/>
Interview the complainant	<ul style="list-style-type: none"> <li>• Obtain a full written account of the incident and timeline of events, and document all details provided.</li> <li>• Determine possible effects on the complainant, and assess the need for further support, medical care, psychological support, or accommodations while dealing with the incident.</li> <li>• Explain the seriousness of a sexual harassment accusation and that a thorough investigation will be conducted before reaching any conclusion or corrective action.</li> <li>• Assure the complainant that they will not be retaliated against for making the complaint.</li> </ul>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>• Determine whether it was an isolated incident or if a pattern of previous episodes exists.</li> <li>• Avoid making any statements about the respondent's character, job performance, or personal life.</li> </ul>	
Interview the respondent	<ul style="list-style-type: none"> <li>• Inform the respondent of the complaint and allegation against them.</li> <li>• Allow them to respond to the situation.</li> <li>• Remain neutral, professional, and do not use harsh interrogation tactics.</li> <li>• Obtain a detailed written statement from the respondent.</li> <li>• Document the areas of disagreement between the testimonies provided by both parties.</li> <li>• Identify any personal and reporting relationships or hierarchy structures between the respondent and the complainant.</li> <li>• If the respondent is in a leadership role, indicate their job title, obtain a copy of their job description, and determine their specific duties at the time of the alleged harassment.</li> </ul>	<input type="checkbox"/>
Interview witnesses	<ul style="list-style-type: none"> <li>• Obtain from any witnesses written statements that either support or deny any of the allegations made.</li> <li>• Assure all witnesses that their cooperation is important, their testimony is confidential, and they will not be retaliated against for testifying.</li> <li>• Clarify any discrepancies among the responses of witnesses, the complainant, and the respondent.</li> </ul>	<input type="checkbox"/>

Resolve the complaint	<ul style="list-style-type: none"> <li>• Review all documented accounts, interviews, and any information associated with the incident to prepare for a final resolution.</li> <li>• Ensure the decision is strictly based on facts and not personal opinion or emotion.</li> <li>• Provide a written letter communicating the results of the investigation and actions taken to both the complainant and the respondent. <i>Note that only the results and action is taken should be communicated in a summary letter. The full investigation report is confidential company property.</i></li> <li>• Ensure both parties understand the resolution. Even if they are not in agreement, they must acknowledge they are aware.</li> <li>• If the complainant requires or requests a transfer, obtain their consent and ensure that it does not negatively affect their employment.</li> <li>• Where disciplinary action is required, determine the level of discipline based on the severity of the incident, the previous action was taken in similar circumstances, the employee's previous history, and the frequency.</li> <li>• Any forms of discipline short of termination should follow company policy on discipline and be accompanied by a written warning stating that any reoccurrence of misconduct may result in immediate dismissal.</li> <li>• If no discipline is imposed, document the rationale.</li> </ul>	<input type="checkbox"/>
After the resolution	<ul style="list-style-type: none"> <li>• Review and revise any workplace sexual harassment policies as needed.</li> <li>• Communicate the company's sexual harassment policy to employees.</li> <li>• Provide counselling where appropriate.</li> <li>• Provide employees with sexual harassment training.</li> <li>• Carefully and fully document a final report that summarizes the investigation, parties involved, findings of the investigation, the discipline imposed, issues that were not resolved, and any remedial or preventive steps taken.</li> </ul>	<input type="checkbox"/>

## Psychological Health and Safety Incident Investigation Form

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This form is to be used to aid in the investigation of incidents involving the psychological health and safety of employees. The intent of this form is to provide insight into the factors that contributed to the occurrence so that measures may be taken to prevent future incidents of a similar nature.

This form should be used in conjunction with Janick Electric Ltd.'s violence and harassment policies and procedures. This form is not a substitute for the documentation of employee complaints, progressive discipline actions, or decisions impacting employment status.

Janick Electric Ltd. will take all reasonable precautions to protect any personal and confidential information disclosed by employees during the course of the investigation in keeping with the requirements of applicable human rights and privacy legislation. All information will be used strictly for the purposes for which it was collected and with the knowledge and consent of the involved parties. This form has been written in consultation with the CSA Group's guide to the *Psychological Health and Safety in the Workplace* standard.

### Investigation Information

Investigator	Date
Complaints	
Respondent(s)	Witness(es)

### Incident Information

Information should be collected from the complainant and other involved parties, such as the respondent and witnesses.

Date of Incident	<b>Nature of Harm</b> <input type="checkbox"/> Physical <input type="checkbox"/> Psychological <input type="checkbox"/> Verbal
<b>Summary of Incident</b>	

**Summary of Incident Provided by the Complainant****Summary of Incident Provided by the Respondent**

If there are any Employee Witnesses:

Have each witness fill out the Witness Statement Form located in Section 7 of this Health and Safety manual.

*\*NOTE: Any employee personal information identified on this form is to be used only for the purposes of incident investigation and follow-up by Janick Electric Ltd. The information will not be shared for any other reason.*

**Workplace Factors Affecting Psychological Health and Safety**

The National Standard of Canada has provided thirteen (13) workplace factors, as defined in the CSA-Z1003-13 , the *Psychological Health and Safety in the Workplace* standard, to significantly impact employees' psychological health and safety. Each factor has a description of conditions that may contribute to psychological health and safety incidents. These factors may be compromised by workplace conditions, situations, or the actions of individuals. For each factor that is relevant under the circumstances, provide an explanation of how it contributed to the incident and the resulting psychological harm caused.

Factor	Explanation	Psychological Harm Caused
<b>Organizational Culture</b>  <i>Lack of trust, honesty, respect, civility, and fairness.</i>		
<b>Psychological and Social Support</b>  <i>Lack of supportive social interactions available at work (e.g., trust amongst employees, help, and support.)</i>		
<b>Clear Leadership and Expectations</b>  <i>Leadership is not effective and does not provide sufficient support that helps workers know what they need to do, explains how their work contributes to the organization, etc.</i>		
<b>Civility and Respect</b>  <i>Workers are not respectful and considerate in their interactions with one another.</i>		
<b>Psychological Demands</b>  <i>Demands that are overly psychologically taxing.</i>		
<b>Growth and Development</b>  <i>Workers do not receive sufficient encouragement and support in the development of their interpersonal, emotional, and job skills.</i>		
<b>Recognition and Reward</b>  <i>Appropriate acknowledgment and appreciation of workers'</i>		

<p><i>efforts in a fair and timely manner are not provided.</i></p>		
<p><b>Involvement and Influence</b></p> <p><i>Workers are not included in discussions about how their work is done and how important decisions are made.</i></p>		
<p><b>Workload Management</b></p> <p><i>Assigned tasks and responsibilities cannot be completed successfully within the time available.</i></p>		
<p><b>Engagement</b></p> <p><i>Workers do not enjoy or feel connected to their work and are not motivated to do their job well.</i></p>		
<p><b>Balance</b></p> <p><i>Acceptance of the need for a sense of harmony between the demands of personal life, family, and work is absent.</i></p>		
<p><b>Psychological Protection</b></p> <p><i>Workers do not feel able to put themselves on the line, ask questions, and seek feedback, etc., without fearing negative consequences to themselves, their job, or their career.</i></p>		
<p><b>Protection of Physical Safety</b></p> <p><i>A worker's psychological as well as physical safety is not protected from hazards and risks related to the worker's physical environment.</i></p>		

## Psychological Health and Safety Recommendations

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Provide recommendations to address this specific incident, including any relevant disciplinary action:

Provide recommendations for changes to be implemented to address the issue and prevent further occurrences of a similar nature within the company:

Investigator	Complainant
Signature	Signature
Date	Date



## Harassment Complaint Findings Report

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This report details the findings of a workplace harassment complaint. All findings are confidential unless requested by any authorities as to the subject of an investigation. This report will not be publicized and is intended as an internal document. Janick Electric Ltd. will retain this information per statutory guidelines. This report will not contain any personal opinions or judgments of the investigative team but a summary of the facts as they were presented.

### Background

Name(s) of Investigator(s):
Name(s) of Complainant(s):
Name(s) of Respondent(s):
Name(s) of Witness(es):
Date(s) of Occurrence:
Basic Summary of Complaint:

List of Statements (from all parties) to be included in the Report:

1.
2.
3.
4.
5.
6.

**Additional Evidence Gathered:**

1.
2.
3.
4.
5.
6.

**Summary of Findings:**

--

**Authorities Contacted (if Applicable):**

Name of Authority:	Contact # of Authority:

### **Resolution of Complaint**

In this section, investigators are to detail what workplace actions (if any) were taken to resolve the issue. This may include any suspensions during the course of the investigation, any employee transfers made as a result of the complaint; and whether or not the complaint resulted in termination or resignation.

## Harassment Follow-Up Form

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Complainant name	Alleged harasser's name
Complainant position	Alleged harasser's position
Date of the incidents	Date of the formal allegation

**Accusation received by:**

☐ Tipline    ☐ HR department/Main Office    ☐ Supervisor    ☐ Joint health and safety committee (JHSC)

**Brief description of allegations:**

**Investigation completed?:** ☐ Yes ☐ No

**Was harassment found as defined in the *Workplace Violence, Harassment and Sexual Harassment Policy*?**

☐ Yes ☐ No

**Was corrective action required?** ☐ Yes ☐ No

**Were the results of the investigation communicated to both complainant and respondent?** ☐ Yes ☐ No

**Date investigation completed:** dd/mm/yyyy \_\_\_\_/\_\_\_\_/\_\_\_\_

**Findings (results) from the investigation:** *If the results exceed the limits of this page, additional pages will be attached to this form*

**Actions taken:**

**Case Closed on** (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

**Initials:** \_\_\_\_\_

## **Accommodation Policy**

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### **Intent**

Janick Electric Ltd. is committed to ensuring that employees can work comfortably and without discrimination. As such, Janick Electric Ltd. has adopted this policy to ensure that our employees are provided with meaningful employment that is ethical, fair, and compliant with all applicable employment and human rights legislation. This policy outlines the company's commitments regarding workplace accommodation and the steps involved in creating an accommodation plan for an employee.

### **Guidelines**

Janick Electric Ltd. will achieve a workplace free from barriers by providing accommodation to employees when needed, up to the point of undue hardship. The organization's approach to providing reasonable accommodation will include:

- Personalized plans designed to meet the specific needs of individuals
- Collaborative practices for creating and implementing accommodation plans through consultation with the person to be accommodated and medical professionals
- An approach that ensures confidentiality and dignity

### **Duty to Accommodate**

Janick Electric Ltd. will ensure that employees can work effectively by making adjustments or modifications to their work or work environment up to the point of undue hardship.

The company encourages employees to make any needs for accommodation known to their immediate supervisor in order to begin the accommodation process. The company will work with the individual who requests an accommodation to ensure that the measures taken are both effective and mutually agreeable.

### **Accommodation**

Accommodation will be provided for employees where the work must be modified or adjusted to address the needs of the individual. Accommodations may be temporary or permanent, based on the requirements of the individual.

Janick Electric Ltd. will provide accommodation as appropriate using a consultative approach that involves the company, the individual, and healthcare professionals where required, or other third parties to assist in the accommodation process. Both the employee requiring accommodation and the possible accommodation itself will be assessed individually.

### **Responsibility**

The process of accommodating individuals is a shared obligation between Janick Electric Ltd., and each employee has a duty to assist the company in creating a barrier-free workplace. This requires an employee seeking accommodation to cooperate with the company's efforts to make required adjustments or modifications to their work or work environment. The company cannot accommodate needs that it is not aware of. Management should be the first point of contact for employees when requesting a form of accommodation. In consultation with human resources, they will determine the most appropriate forms of accommodation to meet the employee's needs.

### **Creating the Accommodation Plan**

Once an employee has requested an accommodation, the employee's supervisor and the employee will create the accommodation plan (see the Reasonable Accommodation Agreement)

The company may request an evaluation of the employee by a health professional or applicable practitioner to help determine an appropriate accommodation. Any cost of the examination will be at the company's expense.

Janick Electric Ltd. will create an accommodation plan, and a written description of the plan will be provided to the employee. The accommodation process will generally involve the following steps:

- Identify the need for accommodation.
- Determine the objectives and potential barriers for employee performance in their current role.
- Create a plan for alternatively achieving the objectives.
- Document how and when the accommodation will be made.
- Document any accessible formats or communication supports required.
- Create and provide an individualized emergency response plan, where needed.
- Implement the accommodation plan.
- Provide training as appropriate.
- Review and revise based on employee feedback.

The plan will be reviewed and revised as needed upon request by the employee or where there is a change that results in a health or safety risk.

### **Appropriate Accommodations**

Janick Electric Ltd. will use all available resources to establish an appropriate accommodation when requested by an employee. Appropriate accommodations will be determined and depend on each individual accommodation plan, but may include:

- Workstation adjustments
- Changes to organizational policies and practices
- Job redesign or reassignment
- Changes to performance standards
- Leaves of absence
- Changes to work uniforms

In circumstances where multiple accommodation strategies may be feasible, Janick Electric Ltd. may identify these strategies in response to an employee's request for accommodation. Both the employee and the company understand that an employee's preferred accommodation strategy may not be the most reasonable accommodation strategy from the various options available. Employees understand and agree that "reasonable accommodation" does not equate to an employee's preferred accommodation.

### **Undue Hardship**

There may be situations where Janick Electric Ltd. cannot provide accommodation for an employee. The company will work to provide workplace accommodation up to the point of undue hardship. Undue hardship may occur where the accommodation would cause an unbearable financial cost or a considerable disruption to business, an interference with the rights of others, or where the accommodation would create a health and safety hazard.

In this case, the company would provide the employee with written reasons as to why the request for accommodation was denied.

### **Confidentiality**

Throughout all steps of the accommodation plan process, employee personal and health information will be kept confidential and protected at all times.

To protect this information, the company will:

- Identify and label the information as confidential;
- Include confidentiality provisions in all supporting documents; and
- Store documents in a locked cabinet and limit access to the information on a need-to-know basis.

Supporting Documents:

- Reasonable Accommodation Agreement

## **Change in Functional Abilities Disclosure Policy**

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### **Intent**

Janick Electric Ltd. is committed to accommodating employees within the working environment in the event that, for any reason, they experience circumstances that could affect their ability to perform their assigned duties in a safe and appropriate manner. This policy has been adopted to provide Janick Electric Ltd. employees with guidelines regarding their obligation to provide medical documentation defining functional abilities.

### **Guidelines**

In the event of the onset of medical conditions, employees of Janick Electric Ltd. are obligated to provide Janick Electric Ltd. with medical documentation regarding the effect of these circumstances on their ability to safely perform their assigned job duties. Any information disclosed will be kept in strict confidence and used only for the purpose of defining appropriate accommodation.

Employees are not, under any circumstances, expected to disclose specific details of any illness, disability or other health condition.

Janick Electric Ltd. will ensure that employees are assigned to only those duties that they are able to safely perform according to medical documentation. The Company shall provide reasonable accommodation to facilitate the performance of these duties.

### **Supporting Documents:**

- Investigation Compliance Policy
- Return To Work Policy
- Return to Work Program
- Reasonable Accommodation Agreement
- WSIB Functional Abilities Form (download):  
<https://www.wsib.ca/en/functional-abilities-form>



## Return to Work - Reasonable Accommodation Agreement Form

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### Intent

The Reasonable Accommodation Agreement Form is designed for use in conjunction with the Janick Electric Ltd. **Return to Work (RTW) policies and programs**, the **Accommodation Policy**, and following a medical evaluation (when the injured worker has completed a Functional Abilities Form). The RTW Reasonable Accommodation Agreement will provide an agreed-upon overview of the injured worker's RTW plan.

Janick Electric Ltd. will work to provide Reasonable Accommodation for staff members that require workplace accommodation due to a medically documented disability, workplace injury that has resulted in lost time and involved a return to work plan, or for any staff member that requests an accommodation to safely perform their job functions, up to the point of undue hardship.

The Duty to Accommodate stems from the Ontario Human Rights Code, which prohibits discrimination on the following grounds: "race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender expression, gender identity, age, marital status, family status, disability or the receipt of public assistance."

<b>Employee Information:</b>	
Name:	Receiving LOE Benefits? Yes <input type="checkbox"/> No <input type="checkbox"/>
Employee Position:	Phone Number:
Department:	Email:
<b>Employer Information:</b>	
Janick Electric Ltd.:	Supervisor Name:
Supervisor Email:	Supervisor Phone Number:
RTW Program Coordinator:	Position:
Email:	Phone Number:
<b>Insurance Details:</b>	
Name of Insurer:	Claim Manager:
Claim #:	Phone Number:
<b>Medical Details:</b>	
Worker's Treating Medical Practitioner:	
Address:	Phone Number:

### Workplace Accommodation Required/Requested

The following form(s) of accommodation has been requested by the employee or are required based on information regarding functional abilities as outlined by the employee's healthcare provider:

(Insert appropriate accommodation information)

Reasonable Accommodation Goals		
<input type="checkbox"/> Same Employer/Same Job	<input type="checkbox"/> Same Employer/New Job	<input type="checkbox"/> Same Employer/Modified Job
<input type="checkbox"/> New Employer/New Job	<input type="checkbox"/> Other (Please Specify)	

Work Restrictions/Special Needs (if any):
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### Proposed Modified Duties

Janick Electric Ltd. agrees to provide the following reasonable accommodation in an effort to provide safe working conditions:

List of Modified Duties:
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Please be advised that although the duties for this position have been modified, the title of the role will remain unchanged.

### New Job Description

New Job Description with modifications:

### Agreement by Parties at the Workplace

I, (print)\_\_\_\_\_ hereby (Circle) ACCEPT / DECLINE the proposed modifications to my job duties by Janick Electric Ltd. I have read and understood the above agreement, and I knowingly (circle one) AGREE/DISAGREE with the terms and conditions stated above. I agree to the terms of this Return to Work program and agree that the accommodations specified are reasonable and will assist me in my safe return to work.

Worker's Signature:	Date:
---------------------	-------

Name of Person Signing on Behalf of Employer:	Signature:
Position:	Date:
Copies To:	<input type="checkbox"/> Janick Electric Office Administration <input type="checkbox"/> Treating Practitioner <input type="checkbox"/> Employee

### Supporting Documents:

- Accommodation Policy
- Return to Work Program
- Return to Work Policy
- Investigation Compliance Policy
- Change in Function Abilities Disclosure Policy
- Reasonable Accommodation Agreement
- WSIB Functional Abilities Form (download):  
<https://www.wsib.ca/en/functional-abilities-form>

## Aggravation Basis Injuries Policy (WSIB Compliant)

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### Intent

Janick Electric Ltd. will comply with the WSIB when determining the aggravation basis for workplace injuries related to pre-accident impairments. In cases where an employee has a pre-accident impairment and suffers a minor work-related injury or illness to the same body part or system, the WSIB considers entitlement to benefits on an aggravation basis.

Generally, entitlement is considered for the acute episode only, and benefits continue until the worker returns to the pre-accident state.

### Definitions

**Aggravation** – The effect that a work-related injury/illness has on the pre-accident impairment requiring health care and leading to a loss of earning capacity.

**Loss of Earning Capacity** – The difference between the worker's net average earnings before the work-related injury/illness and the average net earnings the WSIB determines the worker is capable of earning after the work-related injury.

**Minor Accident** – In the absence of a pre-accident impairment, it would be expected to cause a non-disabling or minor disabling injury or illness.

**Pre-Accident Impairment** – A condition that has produced periods of impairment/illness requiring health care and has caused a disruption in employment (Although the period cannot be defined, a decision-maker may use a one to the two-year timeframe as a guide).

**Pre-Accident State** – The worker's level of impairment and work capacity before the work-related injury.

*Note: For this policy, pre-accident disability refers to a pre-accident impairment plus a loss of earning capacity. As defined in 14-05-03, Second Injury and Enhancement Fund, a pre-accident disability is a condition that has produced periods of disability (impairment/illness/wage loss) in the past requiring treatment and disrupting employment.*

### Guidelines

WSIB officials will first determine entitlement in the claim (see 15-02-02 Accident in the Course of Employment). Then this policy is used where a relatively minor accident aggravates a significant pre-accident impairment. The intent is to limit entitlement to a work-related injury. If a claim is allowed on an aggravation basis, the claim is paid for the acute episode only (temporary period), and entitlement ends when the worker's condition returns to the pre-accident state. Entitlement is

not limited to cases where there is no pre-accident impairment or the severity of the accident/exposure on its own would have resulted in additional impairment. This is the case where the impairment is temporary or permanent despite the presence of the pre-accident impairment. Entitlement in a claim is accepted on an aggravation basis when a relationship is shown between the pre-accident impairment and the degree of impairment resulting from the accident, and an increased degree of impairment occurs, which exceeds the usual, owing to the pre-accident impairment.

Decision-makers are required to evaluate the severity of the accident by the accident history. (For further information, see Second Injury and Enhancement Fund (SIEF), 14-05-03. When a minor accident aggravates a pre-accident impairment, benefits are paid until the worker's condition returns to the pre-accident state.

### Determining Pre-Accident Impairment

Before the allowance on an aggravation basis is considered, WSIB officials must determine if a pre-accident impairment exists. Evidence of this includes, but is not limited to, a worker having a previously identified and symptomatic medical condition/impairment, medical precautions/restrictions and performing modified work before the accident, receiving regular health care treatments before the accident, or lost time from work before the accident.

This information can be obtained by reviewing prior health care documentation (e.g., x-rays, hospital records, operative reports), prior claim(s) statements from the worker, the employer, or co-workers, and employment records.

### New Accident vs. Recurrence

If the pre-accident impairment is due to a work-related injury/illness, further entitlement may be allowed as a recurrence. This would occur where it is difficult to identify a specific incident or action that has increased the worker's impairment.

Otherwise, a claim that is allowed on an aggravation basis should have a clearly defined new accident (incident). Decision-makers must establish that the work-related injury/illness would have caused the additional impairment, despite the pre-accident impairment.

When determining whether a worker has suffered a new accident or a recurrence of a prior accident, the WSIB official must consider the following the nature of the subsequent occurrence, medical evidence/medical compatibility evidence of continuity between the two injuries, and the time-lapse between the two injuries.

For more information, check the WSIB website: 15-03-01, Recurrences.

### Ongoing Benefits

WSIB officials are responsible for limiting entitlement in claims allowed on an aggravation basis. The worker's clinical status is monitored to determine if the worker has reached the pre-accident state.

If a worker remains off work after reaching the pre-accident state, the decision-maker discontinues benefits and advises the worker.

### Permanent Impairment

In some cases, workers never return to the pre-accident state. If there is a permanent worsening of the pre-accident impairment, the decision-maker may determine that the work-related injury/illness has permanently aggravated the pre-accident impairment. If medical evidence confirms that the work-related injury/illness permanently increased the worker's pre-accident impairment, the worker may be entitled to a non-economic loss benefit.

*For more information, check the WSIB website: 18-05-03 Determining the Degree of Permanent Impairment.*

### Once Only Repair

In some cases, claims are allowed for once only repair (e.g., strangulated hernia or recurrent shoulder dislocation). The allowance of a claim on this basis recognizes that a work-related injury did occur but that the required treatment and period of impairment were due, at least in part, to a pre-accident impairment. For some exceptional conditions, there may be some limitations in entitlement.

### Employer Cost Relief

Since the pre-accident impairment significantly contributes to the work-related injury/illness, Schedule 1 claims allowed on an aggravation basis receive immediate SIEF cost relief.

## SECTION 8: Electrical Safety Program

## Electrical Safety Policy

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### Intent

Janick Electric Ltd. is committed to promoting a safe and healthy workplace for all employees, contractors, customers and visitors. Janick Electric Ltd. will make every effort to provide a safe, healthy work environment through the assessment and control of risks, identifying electrical hazards, eliminating exposure to these hazards, and establishing an electrically safe work condition. All management, supervisors, employees and contractors must be dedicated to achieving the continued goal of maintaining an electrically safe work condition.

### Definitions

**CSA** - Canadian Standards Association.

**Competent Person** - A competent person means a person who:

- a) is qualified because of knowledge, training and experience to organize the work and its performance,
- b) is familiar with the Occupational Health and Safety Act and the regulations that apply to the work, and
- c) has knowledge of any potential or actual danger to health or safety in the workplace.

**Electrical conduit** – A tube in which electrical wires are housed for a variety of building or structural applications. Conduit protects wires as well as any individuals who may come into close proximity to the wires.

**Ontario Electrical Safety Code (OESC):** The standard for temporary or permanent electrical installations in Ontario.

**Electrical hazard** - A dangerous condition where a worker could make electrical contact with energized equipment or a conductor, and from which the person may sustain an injury from shock; and, any possibility where a worker could receive an arc flash burn, thermal burn, or blast injury.

**Safe Limits of Approach** - A procedural barrier system for authorized workers or workers under the continuous direction of an authorized worker, intended to minimize the risk associated with working in proximity to exposed energized apparatus (Rule 129).

**Authorization for Work** - Only authorized workers or workers under the direction of an authorized worker may perform work on or in proximity to exposed energized apparatus.

### Guidelines

The law requires safe work practices. Under the Occupational Health and Safety Act and Regulations for Construction Projects, employers, supervisors, and workers have legal responsibilities to ensure that work is being carried out in a safe manner.



Janick Electric Ltd. shall ensure the ongoing health and safety of its employees. Janick Electric Ltd. shall ensure that any electrical work is to be done in conformance with applicable Ontario legislation. All policies and procedures will be in accordance with the Occupational Health and Safety Act and the most current standards and regulations. Safety Standard guidelines followed by for working on or near electrical equipment and conductors will be found in several documents:

- Construction Regulation (O. Reg. 213/91)
- Ontario Electrical Safety Code (O. Reg. 164/99)
- All operating manuals for the tools and equipment used on site.
- Workplace Electrical Safety (CAN/CSA-Z462:21)
- The Ontario Fire Code (O. Reg. 213/07)
- Control of Hazardous Energy —Lockout and Other Methods (CAN/CSA-Z460)
- Industrial Establishments (O.Reg. 851 R.R.O.1990)
- Electricity Act, S. O. 1998
- Electrical Safety Authority (O. Reg. 89/99)
- Licensing of Electrical Contractors and Master Electricians (O. Reg. 570/05)

Janick Electric Ltd. will employ the safety standards of CSA Z462:21 for the electrical workplace safety necessary for the practical safeguarding of the workers during the installation, removal, inspection, operation, maintenance, and demolition of electric conductors and electric equipment, as well as work in proximity of energized electrical equipment and when considering the design of safe workspaces around electrical power systems.

### **Electrical Safety Guidelines**

The following guidelines are in compliance with Ontario's Ministry of Labour's Electrical Safety Guideline. These guidelines shall be maintained at Janick Electric Ltd. in accordance with any and all applicable legislation in reference to electrical safety:

- 1) All electrical installations will be acceptable to the Electrical Safety Authority to be determined by a direct inspection or by other arrangements made with the Electrical Safety Authority.
- 2) All electrical equipment shall be approved.
- 3) All personnel who are required to use electrical equipment shall be competent in the duties in which they are required to perform.
- 4) Before work is to be done, a competent person shall conduct a hazard assessment and plan the work to be done in order to avoid any possible hazardous situation, electrical or otherwise.
- 5) Personnel required to draw power from a power grid to any electrical equipment must be able to determine the electrical needs of each component of that power grid back to the power distribution grid within the facility.
- 6) All workers and any other individuals on-site shall be warned to stand clear when temporary installation has a power supply connected. Janick Electric Ltd. shall use (Insert warnings to be used, for example, warning signs).

- 7) In accordance with CSA Standard Z462-12, Janick Electric Ltd. will develop an Electrical Safety Plan that will aid in keeping all electrical workers safe from electrical hazards in the workplace.
- 8) The design, construction, installation and inspection of all electrical distribution services shall meet the Canadian Electrical Code standards.
- 9) The operation and maintenance of electrical distribution services will meet the standards of Ontario's Electrical Safety Code.
- 10) Any electrical work needing to be completed must be submitted to the municipal or provincial electrical agency for review and approval.
- 11) Permits will be obtained when necessary prior to any electrical work being completed.
- 12) Only qualified electricians or an apprentice working and being supervised by a qualified electrician shall install, modify, adjust, test or repair electrical distribution services.
- 13) Prior to work being performed on electrical equipment, should it have the potential of becoming live, the equipment must be isolated, locked out, tagged and tested.
- 14) In the event that equipment cannot be locked out, a written safe standard operating procedure shall be developed and used to ensure the same level of safety when working with the equipment.
- 15) In the event that digging or drilling work must be completed, the locations of all powerlines and cables shall be determined by contacting the appropriate municipality.
- 16) Should work need to be performed in the area of live electrical equipment, powerlines, etc. Janick Electric Ltd. shall ensure that only qualified individuals perform the work, ensure proper Personal Protective Equipment is available and used by workers while completing the work and enact any other safe work measures to ensure the safety and prevent injury to any worker.
- 17) Circuit breakers and electrical disconnect switches shall be properly labelled, and access to these areas shall be maintained and kept clear of obstruction.
- 18) All electrical equipment and appliances shall be CSA or Electrical Safety Authority of Ontario approved.
- 19) Employees who regularly work around energized electrical equipment or distribution services shall be qualified in CPR and First Aid.
- 20) Janick Electric Ltd. shall ensure that a qualified electrical worker has approved training in high voltage safety.
- 21) Any work on or near energized equipment must be done only when measures are in place to provide protection from electric shock and burn.

## **Responsibilities**

Constructors, employers, supervisors, and workers have a number of duties and responsibilities under the Occupational Health and Safety Act (OHSA) and Regulation for Construction Projects. Workers are encouraged to communicate any questions or concerns they may have about electrical hazards.

### Employer

- Provide information, instruction, and supervision to workers to protect the health and safety of everyone onsite [OHSA s. 25(2)(a)].
- Take every reasonable precaution in the circumstances to protect workers [OHSA s. 25(2)(h)].

- Ensure equipment is being operated and maintained as per manufacturer's instructions [Construction Reg. s. 93].
- Ensure appointed supervisors are competent [OHSA s. 25(2)(c)].
- Ensure all required equipment, materials, and protective devices are provided to workers and maintained in good condition [OHSA s. 25(1)(a) and (b)].

#### Management:

- Taking every precaution reasonable in the circumstances for the protection of a worker;
- Identifying the electrical hazards in the workplace and developing standard operating procedures to manage those risks;
- Ensuring only competent employees do any electrical work;
- Ensuring employees that perform electrical work are adequately protected from shock and burn; and
- Ensure all employees and supervisors remain competent (certified, fully trained, etc.) while working.

#### Supervisors:

- Supervisors should be familiar with and able to identify electrical hazards to workers at a construction project.
- Ensure workers work in the manner and with the protective devices, measures and procedures required by the OHSA and its regulations [OHSA s. 27(1)(a)].
- Make sure that any equipment, protective devices or clothing required by the employer are worn/used by workers [OHSA s. 27(1)(b)].
- Advise workers of any potential or actual health or safety dangers known by the supervisor [OHSA s. 27(2)(a)].
- Provide workers with any prescribed written instructions about measures and procedures to be taken for the workers' protection [OHSA s. 27(2)(b)].
- Take every reasonable precaution in the circumstances for workers' protection [OHSA s. 27(2)(c)].
- Supervise workers' work at all times either personally or by having a competent assistant do so personally [Construction Reg. s. 14]

#### All employees:

- Report to their Supervisor any actual or potential electrical hazards in the workplace.
- Wear appropriate PPE [OHSA s. 28(1)(b)].
- Use/operate equipment in a safe manner [OHSA s. 28(2)(b)].
- Report any defects in equipment to their supervisor or employer [OHSA s. 28(1)(c)].
- Work in compliance with the OHSA and its regulations [OHSA s. 28(1)(a)].
- Report any known workplace hazards or OHSA violations to their supervisor or employer [OHSA s. 28(1)(d)].
- Know and practice their OHSA rights, including the right to refuse unsafe work [OHSA s. 43(3)(a) to (c)].

#### Electricians/Electrical workers:

- Performing all electrical work in conformance with all applicable electrical legislation and codes in Ontario;
- Reporting to their Supervisor any actual or potential electrical hazards in the workplace;
- Attending all electrical safety training required to become a competent worker; and
- Ensuring their electrician's license or trades ticket remains in good standing.

#### Constructors:

- Ensure the health and safety of all workers is protected [OHSA s. 23(1)(c)]
- Ensuring every employer and every worker performing work on the project complies with the OHSA and its regulations [OHSA s. 23(1)(b)]

#### **Training**

Specific training and procedures are required for workers who work on or near energized powerlines. This training will be provided onsite by Janick Electric Ltd. Workers will also require training in (not exhaustive):

- Arc Flash/Electric Shock Awareness (every three years)
- All Safe Work Practises and Safe Job Procedures
- Site-Specific Safety Orientation
- Emergency Response Plan—unique to each job site.
- Electrical Safety Awareness Training
- Lockout/Tagout Training (every three years)
- First Aid
- Rescue Plan and Procedures

#### **Requirements of Qualifications and Restrictions**

Only qualified, competent workers will work with electrical equipment at Janick Electric Ltd., as per the Construction Projects Regulation (O. Reg. 213/91, s. 182):

No worker shall connect, maintain or modify electrical equipment or installations unless the worker holds a certificate of qualification issued under the Ontario College of Trades and Apprenticeship Act, 2009, that is not suspended in the trade of

- i. Electrician — construction and maintenance, or
- ii. Electrician — domestic and rural (if the worker is performing work that is limited to the scope of practice for that trade).

An exception is if the worker is otherwise permitted to connect, maintain or modify electrical equipment or installations under the Ontario College of Trades and Apprenticeship Act, 2009 or the Technical Standards and Safety Act, 2000. O. Reg. 627/05, s. 4; O. Reg. 88/13, s. 2.

A worker who does not meet these requirements may insert an attachment plug cap on the cord of electrical equipment or an electrical tool into, or remove it from, a convenience receptacle.

## **Electrical Hazards**

Common electrical hazards at construction projects include:

- Working near energized overhead conductors on a scaffold ladder or other work platform.
- Moving material or tools by hand or using hoisting equipment near energized overhead powerlines or live electrical equipment.
- Improper grounding, electrical cords with broken ground pins, cord-connected power tools without double insulated casing, and non GFCI receptacles in wet conditions.
- Generators not grounded as per manufacturer's instructions
- No markings on the ground identifying the location of underground powerlines and utilities prior to excavation.
- Equipment with exposed electrical parts, including missing cover plates on switches and receptacles and missing electrical panel covers.
- Inadequate wiring and wiring with damaged insulation.
- Overloaded circuits, indicated by breakers "nuisance" tripping and being reset.
- Equipment and vehicles being operated near energized overhead powerlines.

## **Working Near Powerlines and High Voltage Electricity**

Janick Electric Ltd. shall:

- Ensure that any work being done around live electricity shall be completed in accordance with all applicable legislation.
- Ensure only qualified, and properly trained individuals are conducting work where live electricity is present.
- Conduct a risk assessment of all work locations where high voltage electricity is present. As a result of the conclusion of the risk assessment, safe work procedures shall be developed for all employees required to perform work near live electricity.
- Ensure that employees are properly trained in recognizing electrical wires, or electrical sources, in the areas they are required to work.
- Ensure that employees are aware of the distances they must stay away from any live electrical parts as set out in the Electrical Safety Rules. Janick Electric Ltd. shall ensure that no employee is required to work near a live part of the electricity or electrical equipment where there is a hazard that an intentional movement by the employee would bring any part of their body or anything which the employee is in contact with closer to that live part than the distance as set forth in the Safe Limits Approach of the *Regulations*.

- Ensure legible signage in accordance with the stipulations as set forth in the *Regulations* is posted in a conspicuous place at every approach where live high voltage electricity or electrical equipment is present.

#### Employees are responsible for:

- Working in compliance with all company policies and procedures surrounding work being completed near high voltage electricity or electrical equipment;
- Ensure electrical supplies are shut off prior to commencing any work near electricity; and
- Reporting to their supervisor any actual or potential electrical hazards in the workplace.

#### Safety Watcher

Where an employee is working near live electricity or electrical equipment, and, due to the nature of the work, condition, or location of the workplace, Janick Electric Ltd. shall ensure the safety of employees by having their work observed by a competent person not engaged in the work. Janick Electric Ltd. shall appoint a safety watcher to:

- Warn all employees in the workplace of the associated hazards; and
- Ensure that all safety precautions and procedures are complied with at all times.

The safety watcher shall be:

- Informed of their duties and all hazards involved in the work;
- Trained and instructed in the procedures to follow in the event of an emergency;
- Authorized to stop any part of the work that they may consider dangerous; and
- Be free of any other duties that might interfere with their duties as a safety watcher.

#### **Training**

Operators, spotters, and crew members must be trained on:

- On the procedures to follow in the event of powerline contact
- To presume that powerlines are energized until confirmed and visibly grounded
- To presume that powerlines are not insulated until otherwise confirmed by the owner or a qualified person
- On the limits of insulating links and other devices (e.g. proximity alarms)
- On proper grounding procedures and their limitations.

#### **Safe Work Practices When Working Near Powerlines and High Voltage Electricity**

- The minimum safe distance from overhead lines varies because different types of lines carry different amounts of electricity.
- Pre-planning: If working with conductive materials and equipment (i.e. ladders, pipes, ducts, any long dimensional conductor objects,) building material, or operating equipment that could come in contact with powerlines, you must ensure there is enough distance between the equipment and the line by following the Safe Limits Approach guide before conducting any work.

- If you experience a downed line or an object in contact with electricity that is in contact with the ground or with a piece of equipment, maintain a minimum clearance of 10 metres (33 feet) from the equipment or object.

### **Contact with a Powerlines or Electricity**

- If equipment is in contact with overhead powerlines, stay in the vehicle unless it's on fire.
  - If you must leave the vehicle (e.g., your vehicle catches on fire), exit by jumping as far as possible – at least 45 to 60 cm (1.5 to 2 feet). Never touch the vehicle or equipment and the ground at the same time. Keep your feet, legs, and arms close to your body.
  - Keep your feet together (touching), and move away by shuffling your feet. Never let your feet separate, or you may be shocked or electrocuted.
  - Shuffle at least 10 metres away from your vehicle before you take a normal step.
- Keep workers a minimum of 10m (33ft) away.
- Call 911 and contact the local utility immediately to disconnect power.
- Wait for the local utility to inform you when it is safe.
- Never attempt to rescue another person if you are not trained to do so.

### **Electrical Injuries**

Electricity can cause injuries in two ways: Electrical shock and arc flash. Explosions represent an additional risk for workers during an incident. Explosive forces may rupture eardrums, crush the lungs and throw debris, including molten metals that can severely injure the workers. Refer to the Electrical Shock and Arc Flash Policy.

### **Safe Limits Of Approach**

Limits of approach is an administrative control designed to establish safe distances that people or equipment must maintain from exposed energized powerlines or equipment, which vary depending on system voltage and the training and experience of the individual.

The safe limits of approach (i.e. the safe distance from energized powerlines) are outlined in the Regulation 213/91 Construction Projects, Regulation 851 Industrial Establishments, Electrical Safety Rules to be:

- 3 metres from 750 volts to 150,000 volts,
- 4.5 metres from 150,001 volts to 250,000 volts
- Six metres from more than 250,000 volts.

### **Authorized Workers**

- Only authorized workers or workers under the continuous direction of an authorized worker may approach, work or allow material or conductive tools to approach exposed energized electrical apparatus to limits stated.

- In planning the task to be performed, consideration must be given to the worker's position in relation to the exposed energized apparatus such that movements of the worker's body or conductive tools, material or vegetation will not result in any encroachment upon these limits.
- Authorized workers shall not ascend or descend vegetation that is or has the potential to encroach the restricted zone.

## **Rescue Operations**

Each job site will establish a unique written procedure for performing rescue operations onsite. All appropriate workers and their supervisor(s) shall be familiar with and competent in the execution of the rescue technique, including first aid.

## **Arc Rated/Flame Resistant Protective Equipment**

When workers are required to perform work on exposed energized apparatus or where exposure to an arc flash hazard exists, all practical measures shall be taken to protect workers against the effects of electric arc flash.

## **Safe Conditions for Work**

No work shall be done on electrical apparatus, mobile or fixed equipment, mechanical equipment or systems that may have electrical, dynamic or potential energy unless safe conditions for work are provided by one or more of the following methods:

- The apparatus is isolated and de-energized in accordance with the Utility Work Protection Code.
- Worker protection is provided by an approved isolation procedure as defined in the Utility Work Protection Code.
- The apparatus is physically removed from the immediate vicinity of any source of electrical, dynamic or potential energy, has no ready means of connection, and has had all stored energy discharged.
- Worker protection is provided by an approved practice, the work is performed by an authorized worker, and all limits of approach are followed as per Rule 129, "Safe Limits of Approach."

## **Cause of Incidents**

The majority of incidents occur from not following prescribed safety procedures and human error. Electrical incidents associated with working on energized electrical equipment impact all electrical workers and those who interact with electrical equipment. The Ontario Electrical Safety Code, Rule 2-304, Disconnection, stipulates that no repairs or alterations shall be carried out on energized



electrical equipment and that adequate precautions such as locks on circuit breakers and switches, warning signs, etc. shall be taken.

Rule 2-304 also addresses situations in which it is not practical to disconnect because the disconnection of electrical power will create a higher level of safety risk to workers or the public

### **Key Steps Towards Electrical Safety at Work**

- All workers, supervisors, owners, contractors, and subcontractors associated with Janick Electric Ltd. must follow the safety requirements defined by the Ontario Electrical Safety Code & the Occupational Health and Safety Act.
- Anyone working on electrical equipment must follow the safety procedures and requirements outlined by Janick Electric Ltd.
- All workers must lock and tag out all sources of energy when working on electrical equipment (see Lockout/Tagout Policy).
- Electrical equipment must be tested to confirm the absence of voltage by first testing a known source, confirming the absence of voltage on all phases and confirming the operation of the meter by once again testing the known source.
- All procedures will identify requirements (i.e. Personal Protective Equipment) and procedures for the task.
- Inspect portable cord-and-plug connected equipment, extension cords, power bars, and electrical fittings for damage or wear before each use. Repair or replace damaged equipment immediately.
- Always tape extension cords to walls or floors when necessary. Do not use nails and staples because they can damage extension cords and cause fire and shocks.
- Use extension cords or equipment that is rated for the level of amperage or wattage that you are using.
- Always use the correct size fuse. Replacing a fuse with one of a larger size can cause excessive currents in the wiring and possibly start a fire.
- Be aware that unusually warm or hot outlets or cords may be a sign that unsafe wiring conditions exist. Unplug any cords or extension cords from these outlets and do not use until a qualified electrician has checked the wiring.
- Always use ladders made with non-conductive side rails (e.g., fiberglass) when working with or near electricity or powerlines.
- Place halogen lights away from combustible materials such as cloths or curtains. Halogen lamps can become very hot and may be a fire hazard.
- The risk of electric shock is greater in areas that are wet or damp. Install Ground Fault Circuit Interrupters (GFCIs) as they will interrupt the electrical circuit before a current sufficient to cause death, or serious injury occurs.
- Use a portable in-line Ground Fault Circuit Interrupter (GFCI) if you are not certain that the receptacle you are plugging your extension cord into is GFCI protected.
- Make sure that exposed receptacle boxes are made of non-conductive materials.

- Know where the panel and circuit breakers are located in case of an emergency.
- Label all circuit breakers and fuse boxes clearly. Each switch should be positively identified as to which outlet or appliance it is for.
- Do not use outlets or cords that have exposed wiring.
- Do not use portable cord-and-plug connected power tools if the guards are removed.
- Do not block access to panels and circuit breakers, or fuse boxes.
- Do not touch a person or electrical apparatus in the event of an electrical incident. Always disconnect the power source first.

## Records

Janick Electric Ltd. will maintain records of all training, incidents, and events as required by the Occupational Health and Safety Act.

**Safe Limits of Approach** Rev 01/19 The limits specified in the following table are the minimum requirements. To obtain the safest work environment, workers must maintain maximum clearance and use equipment and procedures adequate to protect against electrical shock or burns.

<b>Limits of Approach</b> Maintain Maximum Clearances and Install Barriers Where Practical						
	Personnel Zones			Mobile Work Equipment		
Voltages	OHSA Minimum	Authorized Worker	Restricted Zone	OHSA	Non-Insulated Boom	Certified Insulated Aerial Device
750 V to 15 kV	> 3.0 m (10 ft.)	> 0.9 m (3 ft.)	0.9 m to 0.3 m (3 ft. to 1 ft.)	> 3.0 m (10 ft.)	> 0.9 m (3 ft.)	> 0.3 m (1 ft.)
> 15 kV to 35 kV			0.9 m to 0.45 m (3 ft. to 1.5 ft.)			> 0.45 m (1.5 ft.)
> 35 kV to 50 kV		> 1.2 m (4 ft.)	1.2 m to 0.6 m (4 ft. to 2 ft.)		> 1.2 m (4 ft.)	
> 50 kV to 150 kV		> 1.5 m (5 ft.)	1.5 m to 0.9 m (5 ft. to 3 ft.)		> 2.4 m (8 ft.)	> 0.9 m (3 ft.)
> 150 kV to 250 kV	> 4.5 m (15 ft.)	> 2.1 m (7 ft.)	2.1 m to 1.2 m (7 ft. to 4 ft.)	> 4.5 m (15 ft.)	> 3.0 m (10 ft.)	> 1.2 m (4 ft.)
> 250 kV to 550 kV	> 6.0 m (20 ft.)	> 3.7 m (12 ft.)	3.7 m to 2.75 m (12 ft. to 9 ft.)	> 6.0 m (20 ft.)	> 4.6 m (15 ft.)	> 2.75 m (9 ft.)
<b>SYMBOLS</b> ≤ less than or equal to > greater than < less than				cranes, power shovels back-hoes, mech. brush cutter	RDB, aerial ladder, work platform, <b>uncertified</b> aerial device	certified and tested by <b>certified laboratory</b>

## When the Line Not De-Energized

If the line is not de-energized, the employer must take the following actions:

- Conduct a meeting with the assembly/disassembly crew to review measures to prevent encroachment.
- Use only non-conductive tag lines.
- Use a dedicated spotter, a proximity alarm, a range control warning device, an automatic limit device or an elevated warning line/barrier placed in view of the crane operator.

### **Exceptions To the Safe Limits of Approach**

If work must operate closer than the limits prescribed in the Safe Limits of Approach, the following precautions must be taken at a minimum:

- The employer must prove that the work cannot be done within the limits of the Safe Limits of Approach and that it is infeasible to de-energize and ground or relocate the line.
- Safe distances must be determined by the owner/operator of the line or a registered professional engineer who is a qualified person.
- A planning meeting must be held, and procedures developed must be implemented (if procedures are inadequate, work must be stopped and new procedures established, or the line must be de-energized).
- Automatic re-energizing devices must be inoperative.
- A dedicated spotter must be assigned.
- An elevated warning line/barricade or an insulating link must be installed between the line and the load, except for work on
- Electrical transmission/distribution lines covered by Subpart V (additional provisions take effect one to three years after the effective date).
- Non-conductive rigging must be used.
- A range-of-motion limiting device must be used.
- Non-conductive tag lines must be used.
- Barricades at least 10 feet from the equipment (where feasible) must be established.
- Equipment must be properly grounded.
- Workers must be kept from touching the line above the insulating link.
- Only essential personnel are allowed in the area.
- Insulating line hose or cover-up must be installed by the owner/operator unless unavailable.
- The owner and user must meet with the equipment operator and other workers to review procedures.
- One person must be identified who will implement the plan and can stop work if necessary.
- Documentation of these procedures must be immediately available on site.
- Safety devices and aids must comply with manufacturers' specifications.
- All employees must be trained in powerline safety per 1926.1408 (g).

## Limits For Authorized Workers

Only authorized workers or workers under the continuous direction of an authorized worker may approach, work or allow material or conductive tools to approach exposed energized electrical apparatus to limits stated.

In planning the task to be performed, consideration must be given to the worker's position in relation to the exposed energized apparatus such that movements of the worker's body or conductive tools, material or vegetation will not result in any encroachment upon these limits.

Authorized workers shall not ascend or descend vegetation that is or has the potential to encroach the restricted zone.

<b>Limits of Approach</b> Maintain Maximum Clearances and Install Barriers Where Practical						
	Personnel Zones			Mobile Work Equipment		
Voltages	OHSA Minimum	Authorized Worker	Restricted Zone	OHSA	Non-Insulated Boom	Certified Insulated Aerial Device
750 V to 15 kV	> 3.0 m (10 ft.)	> 0.9 m (3 ft.)	0.9 m to 0.3 m (3 ft. to 1 ft.)	> 3.0 m (10 ft.)	> 0.9 m (3 ft.)	> 0.3 m (1 ft.)
> 15 kV to 35 kV			0.9 m to 0.45 m (3 ft. to 1.5 ft.)			> 0.45 m (1.5 ft.)
> 35 kV to 50 kV		> 1.2 m (4 ft.)	1.2 m to 0.6 m (4 ft. to 2 ft.)		> 1.2 m (4 ft.)	
> 50 kV to 150 kV		> 1.5 m (5 ft.)	1.5 m to 0.9 m (5 ft. to 3 ft.)		> 2.4 m (8 ft.)	> 0.9 m (3 ft.)
> 150 kV to 250 kV	> 4.5 m (15 ft.)	> 2.1 m (7 ft.)	2.1 m to 1.2 m (7 ft. to 4 ft.)	> 4.5 m (15 ft.)	> 3.0 m (10 ft.)	> 1.2 m (4 ft.)
> 250 kV to 550 kV	> 6.0 m (20 ft.)	> 3.7 m (12 ft.)	3.7 m to 2.75 m (12 ft. to 9 ft.)	> 6.0 m (20 ft.)	> 4.6 m (15 ft.)	> 2.75 m (9 ft.)
<b>SYMBOLS</b> ≤ less than or equal to > greater than < less than				cranes, power shovels back-hoes, mech. brush cutter	RDB, aerial ladder, work platform, <b>uncertified</b> aerial device	certified and tested by <b>certified laboratory</b>

## For Work in the Restricted Zone

The minimum clearances provided in the restricted zone for authorized workers may only be reduced when authorized workers are performing approved live line procedures or when approved cover-up (rated for the voltage being worked on) has been applied. The worker and equipment must maintain a minimum distance of 15 cm (6 inches) from the installed, approved barrier(s).

<b>Limits of Approach</b> Maintain Maximum Clearances and Install Barriers Where Practical						
	Personnel Zones			Mobile Work Equipment		
Voltages	OHSA Minimum	Authorized Worker	Restricted Zone	OHSA	Non-Insulated Boom	Certified Insulated Aerial Device
750 V to 15 kV	> 3.0 m (10 ft.)	> 0.9 m (3 ft.)	0.9 m to 0.3 m (3 ft. to 1 ft.)	> 3.0 m (10 ft.)	> 0.9 m (3 ft.)	> 0.3 m (1 ft.)
> 15 kV to 35 kV			0.9 m to 0.45 m (3 ft. to 1.5 ft.)			> 0.45 m (1.5 ft.)
> 35 kV to 50 kV		> 1.2 m (4 ft.)	1.2 m to 0.6 m (4 ft. to 2 ft.)		> 1.2 m (4 ft.)	
> 50 kV to 150 kV		> 1.5 m (5 ft.)	1.5 m to 0.9 m (5 ft. to 3 ft.)		> 2.4 m (8 ft.)	> 0.9 m (3 ft.)
> 150 kV to 250 kV	> 4.5 m (15 ft.)	> 2.1 m (7 ft.)	2.1 m to 1.2 m (7 ft. to 4 ft.)	> 4.5 m (15 ft.)	> 3.0 m (10 ft.)	> 1.2 m (4 ft.)
> 250 kV to 550 kV	> 6.0 m (20 ft.)	> 3.7 m (12 ft.)	3.7 m to 2.75 m (12 ft. to 9 ft.)	> 6.0 m (20 ft.)	> 4.6 m (15 ft.)	> 2.75 m (9 ft.)
<b>SYMBOLS</b> ≤ less than or equal to > greater than < less than				cranes, power shovels back- hoes, mech. brush cutter	RDB, aerial ladder, work platform, uncertified aerial device	certified and tested by <b>certified laboratory</b>

## Non-Insulated Booms and Non-Insulated Portion of Aerial Devices

Only authorized workers or workers under the continuous direction of an authorized worker are permitted to operate non-insulated booms or non-insulated portions of aerial devices in proximity to exposed energized apparatus.

Unless otherwise prescribed by an approved work procedure, the distances stated must be strictly followed for all parts of the equipment, including the booms, hoisting cables and any part of the load being hoisted. Additional clearance must allow for any change in boom angle, swing of the hoisting cable and load while it is being moved.

For hoisting and rigging operations in the proximity of energized electrical apparatus, a dedicated signal person must be used.

<b>Limits of Approach</b> Maintain Maximum Clearances and Install Barriers Where Practical						
Voltages	Personnel Zones			Mobile Work Equipment		
	OHSA Minimum	Authorized Worker	Restricted Zone	OHSA	Non-Insulated Boom	Certified Insulated Aerial Device
750 V to 15 kV	> 3.0 m (10 ft.)	> 0.9 m (3 ft.)	0.9 m to 0.3 m (3 ft. to 1 ft.)	> 3.0 m (10 ft.)	> 0.9 m (3 ft.)	> 0.3 m (1 ft.)
> 15 kV to 35 kV			0.9 m to 0.45 m (3 ft. to 1.5 ft.)			> 0.45 m (1.5 ft.)
> 35 kV to 50 kV		> 1.2 m (4 ft.)	1.2 m to 0.6 m (4 ft. to 2 ft.)		> 1.2 m (4 ft.)	
> 50 kV to 150 kV		> 1.5 m (5 ft.)	1.5 m to 0.9 m (5 ft. to 3 ft.)		> 2.4 m (8 ft.)	> 0.9 m (3 ft.)
> 150 kV to 250 kV	> 4.5 m (15 ft.)	> 2.1 m (7 ft.)	2.1 m to 1.2 m (7 ft. to 4 ft.)	> 4.5 m (15 ft.)	> 3.0 m (10 ft.)	> 1.2 m (4 ft.)
> 250 kV to 550 kV	> 6.0 m (20 ft.)	> 3.7 m (12 ft.)	3.7 m to 2.75 m (12 ft. to 9 ft.)	> 6.0 m (20 ft.)	> 4.6 m (15 ft.)	> 2.75 m (9 ft.)
<b>SYMBOLS</b> ≤ less than or equal to > greater than < less than				cranes, power shovels back-hoes, mech. brush cutter	RDB, aerial ladder, work platform, <b>uncertified</b> aerial device	<b>certified and tested by certified laboratory</b>

## Non-Insulated Booms and Non-Insulated Portion of Aerial Devices

Only authorized workers or workers under the continuous direction of an authorized worker are permitted to operate non-insulated booms or non-insulated portions of aerial devices in proximity to exposed energized apparatus.

Unless otherwise prescribed by an approved work procedure, the distances stated must be strictly followed for all parts of the equipment, including the booms, hoisting cables and any part of the load being hoisted. Additional clearance must allow for any change in boom angle, swing of the hoisting cable and load while it is being moved.

For hoisting and rigging operations in the proximity of energized electrical apparatus, a dedicated signal person must be used.

<b>Limits of Approach</b> Maintain Maximum Clearances and Install Barriers Where Practical						
Voltages	Personnel Zones			Mobile Work Equipment		
	OHSA Minimum	Authorized Worker	Restricted Zone	OHSA	Non-Insulated Boom	Certified Insulated Aerial Device
750 V to 15 kV	> 3.0 m (10 ft.)	> 0.9 m (3 ft.)	0.9 m to 0.3 m (3 ft. to 1 ft.)	> 3.0 m (10 ft.)	> 0.9 m (3 ft.)	> 0.3 m (1 ft.)
> 15 kV to 35 kV			0.9 m to 0.45 m (3 ft. to 1.5 ft.)			> 0.45 m (1.5 ft.)
> 35 kV to 50 kV		> 1.2 m (4 ft.)	1.2 m to 0.6 m (4 ft. to 2 ft.)		> 1.2 m (4 ft.)	
> 50 kV to 150 kV		> 1.5 m (5 ft.)	1.5 m to 0.9 m (5 ft. to 3 ft.)		> 2.4 m (8 ft.)	> 0.9 m (3 ft.)
> 150 kV to 250 kV	> 4.5 m (15 ft.)	> 2.1 m (7 ft.)	2.1 m to 1.2 m (7 ft. to 4 ft.)	> 4.5 m (15 ft.)	> 3.0 m (10 ft.)	> 1.2 m (4 ft.)
> 250 kV to 550 kV	> 6.0 m (20 ft.)	> 3.7 m (12 ft.)	3.7 m to 2.75 m (12 ft. to 9 ft.)	> 6.0 m (20 ft.)	> 4.6 m (15 ft.)	> 2.75 m (9 ft.)
<b>SYMBOLS</b> ≤ less than or equal to > greater than < less than				cranes, power shovels back-hoes, mech. brush cutter	RDB, aerial ladder, work platform, <b>uncertified</b> aerial device	certified and tested by <b>certified laboratory</b>

## Certified Insulated Aerial Devices

- Only authorized workers or workers in training under the continuous direction of an authorized worker are permitted to operate certified insulated aerial devices in proximity to exposed energized apparatus as per the distances specified.
- For voltages up to and including 50 kV, approved barriers and cover-up must be installed when the minimum clearance stated in this table cannot be maintained.
- For voltages where there are no approved barriers, the stated limits in this table must never be reduced.
- For hoisting and rigging operations in the proximity of energized electrical apparatus, a dedicated signal person must be used.

<b>Limits of Approach</b> Maintain Maximum Clearances and Install Barriers Where Practical						
Voltages	Personnel Zones			Mobile Work Equipment		
	OHSA Minimum	Authorized Worker	Restricted Zone	OHSA	Non-Insulated Boom	Certified Insulated Aerial Device
750 V to 15 kV	> 3.0 m (10 ft.)	> 0.9 m (3 ft.)	0.9 m to 0.3 m (3 ft. to 1 ft.)	> 3.0 m (10 ft.)	> 0.9 m (3 ft.)	> 0.3 m (1 ft.)
> 15 kV to 35 kV			0.9 m to 0.45 m (3 ft. to 1.5 ft.)			> 0.45 m (1.5 ft.)
> 35 kV to 50 kV		> 1.2 m (4 ft.)	1.2 m to 0.6 m (4 ft. to 2 ft.)		> 1.2 m (4 ft.)	
> 50 kV to 150 kV		> 1.5 m (5 ft.)	1.5 m to 0.9 m (5 ft. to 3 ft.)		> 2.4 m (8 ft.)	> 0.9 m (3 ft.)
> 150 kV to 250 kV	> 4.5 m (15 ft.)	> 2.1 m (7 ft.)	2.1 m to 1.2 m (7 ft. to 4 ft.)	> 4.5 m (15 ft.)	> 3.0 m (10 ft.)	> 1.2 m (4 ft.)
> 250 kV to 550 kV	> 6.0 m (20 ft.)	> 3.7 m (12 ft.)	3.7 m to 2.75 m (12 ft. to 9 ft.)	> 6.0 m (20 ft.)	> 4.6 m (15 ft.)	> 2.75 m (9 ft.)
<b>SYMBOLS</b> ≤ less than or equal to > greater than < less than				cranes, power shovels, back-hoes, mech. brush cutter	RDB, aerial ladder, work platform, <b>uncertified</b> aerial device	certified and tested by <b>certified laboratory</b>



## Electrical Safety Policy - Alberta

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### Intent

Janick Electric Ltd. is committed to promoting a safe and healthy workplace for all employees, contractors, customers and visitors. Janick Electric Ltd. will make every effort to provide a safe, healthy work environment. All management, supervisors, employees and contractors must be dedicated to achieving the continued goal of reducing the risk of injury in the workplace.

### Definitions

**CSA** - Canadian Standards Association.

**Electrical Distribution Services** - Equipment for the generation and distribution of electricity.

**Electrical Equipment** - Equipment that uses electricity.

**Electrician** - An individual who is licensed and qualified to perform electrical work safely and has the knowledge, training and experience working with electricity.

**Safety Watcher** - An individual who is authorized by Janick Electric Ltd. to stop work immediately in the event of danger and who is trained in emergency procedures.

### Guidelines

Janick Electric Ltd. shall ensure the ongoing health and safety of its employees. Janick Electric Ltd. shall ensure that any electrical work is to be done in conformance with applicable Alberta legislation. The following guidelines shall be maintained in accordance with any and all applicable legislation in reference to electrical safety.

1. Janick Electric Ltd. shall only use products, machinery and equipment that has been certified by the Standards Council of Canada as per Alberta's Electrical Code Regulation.
2. Electricians and electrical workers who may work with electricity, including testing and troubleshooting, will be provided with the tools and equipment necessary to do the job safely. This includes, but is not limited to, arc flash clothing, mats, face shields with a hard hat, insulated tools, insulated boots, etc.
3. If a worker may be exposed to a flash fire or electrical fire of some sort, Janick Electric Ltd. shall ensure that the worker wears flame-resistant outerwear and uses other protective equipment appropriate to the hazard.
4. Where there is a risk of injury to the skin of a worker from arc flash, Janick Electric Ltd. shall provide the worker with, and require the worker to use, arc flash protection that meets an approved standard.

5. The design, construction, installation and inspection of all electrical distribution services shall meet the Canadian Electrical Code standards.
6. The operation and maintenance of electrical distribution services will meet the standards of the Canadian Electrical Code.
7. Any electrical work needing to be completed must be submitted to the municipal or provincial electrical agency for review and approval.
8. Permits will be obtained when necessary prior to any electrical work being completed.
9. Only qualified electricians or an apprentice working and being supervised by a qualified electrician shall install, modify, adjust, test or repair electrical distribution services.
10. Prior to work being performed on electrical equipment, should it have the potential of becoming live, the equipment must be isolated, locked out, tagged and tested.
11. In the event that equipment cannot be locked out, a written safe standard operating procedure shall be developed and used to ensure the same level of safety when working with the equipment.
12. In the event that digging or drilling work must be completed, the locations of all powerlines and cables shall be determined by contacting the appropriate municipality.
13. Should work need to be performed in the area of live electrical equipment, powerlines, etc. Janick Electric Ltd. shall ensure that only qualified individuals perform the work, ensure proper Personal Protective Equipment is available and used by workers while completing the work and enact any other safe work measures to ensure the safety and prevent injury to any worker.
14. Supervisors must ensure to appoint safety watchers (who are qualified for this position) to ensure safety is upheld when work must be completed near live electrical wires.
15. Circuit breakers and electrical disconnect switches shall be properly labelled, and access to these areas shall be maintained and kept clear of obstruction.
16. All electrical equipment and appliances shall be CSA or WorkSafe Alberta approved.
17. Employees who work regularly around energized electrical equipment or distribution services shall be qualified in CPR and First Aid.
18. Janick Electric Ltd. shall ensure that a qualified electrical worker has approved training in high voltage safety.

## **Responsibilities**

Management is responsible for:

- Identifying the electrical hazards in the workplace and developing standard operating procedures to manage those risks;
- Ensuring only competent employees do any electrical work;
- Ensuring employees that perform electrical work are adequately protected from shock and burn;
- Ensuring the electricians remain licensed.
- Ensure the electricians have the following training modules completed as per terms outlined in OHSA:
  - Aerial Lift (every three years)
  - ADOA (when changes are made to policy)
  - Arc Flash/Electric Shock (basic training every three years)
  - Confined Space (every three years)
  - Lockout/Tagout (every three years)
  - OHSAT – Supervisor/Worker (one time)
  - MOL H&S Safety in 4 Steps – Worker; 5 Steps – Supervisor (one time)
  - WHMIS (annually)
  - Workplace Violence and Harassment (every two years)
  - Working at Heights (every three years)
  - First Aid (all Supervisors) (every three years)
  - Fork Lift Training (only required employees every three years)
  - Hilti Operator/Backhoe (only required employees every three years)
  - Propane in Construction (only required employees every three years)

Employees are responsible for:

- Reporting to their Supervisor any actual or potential electrical hazards in the workplace.

Electricians/Electrical workers are responsible for:

- Performing all electrical work in conformance with all applicable Electrical Codes in Alberta;
- Reporting to their Supervisor any actual or potential electrical hazards in the workplace;
- Attending all electrical safety training required to become a competent worker;
- Ensuring their electrician's license or trades ticket remains in good standing.

## Shock Hazard and Arc Flash Protection Policy

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### Intent

The purpose of this policy is to prevent injury due to Shock Hazard or Arc Flash. Janick Electric Ltd. is committed to promoting a safe and healthy workplace for all employees, contractors, customers and visitors. Janick Electric Ltd. will make every effort to provide the appropriate Electrical shock training to all management, supervisors, employees and contractors to reduce the risk of injury in the workplace.

### Applicable Legislation

Occupational Health and Safety Act of Ontario, R.S.O. 1990  
O.Reg. 851 R.R.O.1990 (as amended), Industrial Establishments  
O.Reg. 213/91 (as amended), Construction Projects  
Electricity Act, S. O. 1998  
O. Reg. 164/99 (as amended) Electrical Safety Code  
O. Reg. 89/99 (as amended) Electrical Safety Authority  
O. Reg. 570/05 (as amended) Licensing of Electrical Contractors and Master Electricians

### Relevant Standards

CSA Z462 Workplace Electrical Safety  
CSA Z460 Control of Hazardous Energy

### Definitions

**Compulsory Trade** - A trade in which registration as an apprentice, journeyperson candidate, or certification as a journeyperson is mandatory.

**Trades Qualification (TQ)** – A compulsory requirement of employment in Ontario

**Certified** - Certified by an authority acceptable to the Board; have the required trade qualification (TQ) for the trade.

**Electric arc** - An electric arc is a short circuit which jumps through the air from one live conductor to another conductor or to ground. The amount of energy released depends mostly on the amount of energy in the circuit: the more energy, the more powerful the arc.

**Arc flash** - Electrical arcs produce intense heat that manifests as a flash of light. Air can be heated to temperatures as high as 19,427 degrees Celsius (four times the surface temperature of the sun).

**Arc blast** - The intense heat from the arc causes the sudden expansion of air, producing a dramatic pressure wave and sound blast with results similar to a chemical explosion. The pressure wave can generate sufficient energy to cause equipment to explode, parts to be ejected and supporting structures crushed.

**Arc flash hazard** - A dangerous condition associated with the possible release of energy caused by an electric arc.

**Arc flash hazard analysis** - A study investigating a worker's potential exposure to arc flash energy, conducted for the purpose of injury prevention and the determination of safe work practices, arc flash protection boundary, and the appropriate levels of personal protective equipment.

**Arc flash suit** - A complete flame-resistant clothing and equipment system that covers the entire body except for the hands and feet. It includes pants, a jacket, and a bee-keeper-type hood fitted with a face shield.

**Authorized employee** - An competent employee who performs servicing or maintenance on machines and equipment.

**Qualified Electrical Worker** – A qualified person trained and knowledgeable of construction and operation of equipment or a specific work method and is trained to recognize and avoid the electrical hazards that might be present with respect to that equipment or work method.

- Qualified electrical workers shall be familiar with the proper use of the special precautionary techniques, personal protective equipment (PPE), including arc-flash, insulating and shielding materials, and insulated tools and test equipment. A person can be considered qualified with respect to certain equipment and methods but is unqualified for others.
- An employee who is undergoing on-the-job training and who, in the course of such training, has performed duties safely at their level of training and who is under the direct supervision of a qualified person shall be considered to be qualified.
- Only a Qualified Electrical Worker is allowed to work on energized circuits.
- Qualified electrical workers shall not be assigned to work alone, except for replacing fuses, operating switches, or other operations that do not require the employee to contact energized high voltage conductors or energized parts of equipment, clearing trouble, or emergencies involving hazard to life or property.

*Note One: Whether a person is considered to be a "qualified" person will depend upon various circumstances in the workplace. It is possible and, in fact, likely for an individual to be considered "qualified" with regard to certain equipment in the workplace but "unqualified" as to other equipment.*

*Note Two: An employee who is undergoing on-the-job training and who, in the course of such training, has demonstrated an ability to perform duties safely at their level of training and who is under the direct supervision of a qualified person is considered to be a qualified person for the performance of those duties.*

## **Guidelines**

- The design, construction, installation, and inspection of electrical equipment shall meet the requirements of the Electricity Act and its Regulations.
- The operation and maintenance of electrical equipment shall meet the standards of the Electricity Act and its Regulations.

- Plans and specifications for new electrical facilities and major alterations shall be submitted to the appropriate building owners and municipal or provincial agencies for review and approval.
- All Electrical work is to be done by certified and authorized personnel only, as per the Canadian Electrical Code, the Occupational Health and Safety Act, all regulations under the Act, and CSA standard Z462:21. No Janick Electric employee shall install, extend, modify, adjust, test, or repair electrical equipment unless the employee is a qualified 309A Construction and Maintenance Electrician or 442A Industrial Electrician or an apprentice working under the supervision of a qualified electrician within the scope of practice for the Certificate of Qualification.
- All switchgear and transformers will be labelled to warn of Shock Hazard and Arc Flash and indicate the need for appropriate PPE.
- Electrical equipment that is capable of becoming energized shall be isolated, locked out, tagged, and tested before work, other than testing and troubleshooting, is performed on the equipment.
- When equipment cannot be locked out due to infeasibility or increased risk, a written Energized Work Permit must be completed and signed off by everyone involved, including workers, managers and directors.
- When testing and troubleshooting are done in an energized state, the workers must review and follow the approved Safe Operating Procedures. Whenever possible, equipment must be de-energized to eliminate the risk of Shock Hazard or Arc Flash.
- Supervisors shall take measures to adequately protect employees from shock and burn when work must be performed near live electrical equipment.
- An Arc Flash Hazard Analysis shall be conducted to the overall warning, approach boundary information, energy levels, required level of PPE, the name of the person and company that performed the analysis and the date of analysis.
- The locations of powerlines and cables shall be determined before digging or drilling work is commenced.
- Energized parts of electrical equipment shall be guarded, covered, shielded, fenced, enclosed, or otherwise protected by means of suitable covers or casings, barriers, rails or screens, or mats or platforms to remove the liability of dangerous contact or approach by persons or objects.
- Electrical disconnect switches and circuit breakers shall be labelled with current and voltage ratings.
- Access to electrical equipment that requires adjustments, alterations, repair or maintenance shall be maintained with secure footing at least 1m in front of the electrical equipment. Such equipment includes but is not limited to panel boards, fusible disconnects, motor control centres and distribution boards.
- Electrical equipment and appliances shall be approved by an agency recognized by the Standards Council of Canada.

- Class A ground fault circuit interrupters (GFCIs) shall be installed on temporary 15A and 20A branch circuits for 5-15R and 5-20R receptacles at renovation and construction sites.
- Electrical tools and equipment used in damp or outdoor environments shall be protected by Class A ground fault circuit interrupters (GFCIs) installed at the receptacle or panel.
- Working alone is prohibited on energized lines or equipment that exceed 300 volts.
- Employees who work regularly around energized electrical equipment or distribution services shall be qualified in cardio-pulmonary resuscitation (CPR) and methods of release from electrical contact.
- All equipment must be tested each morning prior to working on-site, and the daily checklist must be completed prior to work.

## **General Safeguard Procedures**

### **Live Work Criteria**

In the event it is necessary to work on energized equipment, the following guidelines will apply:

- Face shield is not mandatory when working on the control panel, PLC cabinet or control circuits where the voltage is 120v or less as the arc flash hazard is minimal in those areas. However, shock hazards still exist, so appropriate gloves, eye protection and insulated tools are still required.

### 50 Volts to 600 Volts - Hazard/Risk Category 2 Protection required

- Appropriately rated electrical protective equipment must be worn:
  - Fire Retardant coveralls with a minimum arc rating of 8 cal/cm<sup>2</sup>
  - Arc rated face shield or arc flash suit hood
  - Arc rated jacket, parka, or rainwear (when required)
  - Voltage rated rubber gloves with leather protectors
  - Hardhat, eye protection, hearing protection and leather work boots.
- All live work will be restricted to testing only, with appropriately rated equipment.
- The MCC must be de-energized prior to insertion or removal of individual starter “bucket” from MCC. If this could not be done, Hazard/Risk Category 4 protection must be worn.
- No one is allowed within a boundary of 4 feet without wearing the appropriate electrical protective equipment.

**Note:** If there is a special circumstance where live electrical work is required, a specific safe work procedure for that work must be developed and implemented before starting any work.

### Greater than 600 Volts - Hazard/Risk Category 4 Protection required

- Appropriately rated electrical protective equipment will be worn:
  - Fire Retardant clothing with a minimum arc rating of 40 cal/cm<sup>2</sup>

- Arc rated flash suit hood
- Arc rated jacket, parka, or rainwear (when required)
- Voltage rated rubber gloves with leather protectors
- Hardhat with Fire Rated liner, eye protection, hearing protection and leather work boots.
- Live work shall only be performed by personnel that are certified and authorized to work at the rated voltage level.
- All live work will be restricted to testing only, with appropriately rated equipment.
- Two people will be required, both wearing appropriately rated electrical protective equipment. \*Standby by person does not need to be an electrician; however they need to be trained to know what to do should a problem arise.
- No one is allowed within a boundary of 10 feet without wearing the appropriate electrical protective equipment.
- Each site audits equipment in this category and develops an action plan to address it.

### **Arc Flash and Electrical Injuries**

Electricity can cause injuries in two ways: Electrical shock and arc flash. Explosions represent an additional risk for workers during an incident. Explosive forces may rupture eardrums, crush the lungs and throw debris, including molten metals that can severely injure the workers.

#### Electric shock

Electric shock is the passing of electric current through the body. Electrical contact can cause involuntary physical movements. The electrical current can:

- Prevent you from releasing your grip from a live conductor
- Throw you into contact with a higher voltage conductor
- Can be fatal
- Cause you to lose your balance and fall
- Cause severe internal and external burns

#### Arc Flash

The catastrophic failure of electrical equipment may result in an arc flash, which could result in a significant amount of energy being released. The amount of energy released during an electrical failure is referred to as “incident energy” and could burn nearby workers. The amount of incident energy released is dependent on the fault energy at the circuit location, the voltage of the system, and the performance of the overcurrent protective devices (clearing time).

An arc flash is caused by an electric arc. The flash causes an explosive expansion of air and metal, which can produce:



- A dangerous pressure wave
- A dangerous sound wave
- Shrapnel
- Extreme heat
- Extreme light

### **Explosions**

Explosions represent an additional risk for workers during an incident. Explosive forces may rupture eardrums, crush the lungs and throw debris, including molten metals that can severely injure the workers.

### **Cause of Incidents**

The majority of incidents occur from not following prescribed safety procedures and human error. Electrical incidents associated with working on energized electrical equipment impact all electrical workers and those who interact with electrical equipment. The Ontario Electrical Safety Code, Rule 2-304, Disconnection, stipulates that no repairs or alterations shall be carried out on energized electrical equipment and that adequate precautions such as locks on circuit breakers and switches, warning signs, etc. shall be taken.

Rule 2-304 also addresses situations in which it is not practical to disconnect because the disconnection of electrical power will create a higher level of safety risk to workers or the public.

### **Safe Limits Of Approach**

Limits of approach is an administrative control designed to establish safe distances that people or equipment must maintain from exposed energized powerlines or equipment, which vary depending on system voltage and the training and experience of the individual.

The safe limits of approach (i.e. the safe distance from energized powerlines) are outlined in the Regulation 213/91 Construction Projects, Regulation 851 Industrial Establishments, Electrical Safety Rules to be:

- 3 metres from 750 volts to 150,000 volts,
- 4.5 metres from 150,001 volts to 250,000 volts
- Six metres from more than 250,000 volts.

### **Rescue Operations**

- 1) Each job site will establish a unique written procedure for performing rescue operations onsite. All appropriate workers and their supervisor(s) shall be familiar with and competent in the execution of the rescue technique, including first aid.
- 2) Employees who may be required to perform a rescue shall be trained in the appropriate rescue procedure for the work being performed.
- 3) To ensure competency is maintained, the minimum requirement is to perform at least one practice session per year for each specific rescue procedure that may be required in the performance of duties.
- 4) All rescue procedure training and practice sessions shall be documented, and records kept.
- 5) A synthetic rescue rope or mechanical device approved for rescue purposes shall be conspicuously located and readily available where crews are engaged in overhead or underground work operations. The rope shall be designed for life-saving purposes and shall have a minimum breaking strength (MBS) of 2,300 kilograms (5,000 pounds).

### **Arc Rated/Flame Resistant Protective Equipment**

When workers are required to perform work on exposed energized apparatus or where exposure to an arc flash hazard exists, all practical measures shall be taken to protect workers against the effects of electric arc flash.

- When working on or in proximity to exposed energized apparatus,
  - The AR/FR clothing and approved protective equipment selected must provide an adequate level of protection to protect the worker.
  - The outer layer of clothing must be made of AR/FR material.
  - Clothing worn in conjunction with AR/FR clothing must not contribute to increased worker injury.
  - AR/FR clothing, foul-weather clothing and protective equipment must be manufactured, tested and maintained to current recognized industry standards.
  - Workers shall wear approved eye protection in all circumstances where there is a possibility of an electrical flash or arc.
- AR/FR clothing may not be required to be worn for workers working up to the limits as specified in Rule 129 “Safe Limits of Approach” for authorized workers if the following requirements are met. The worker is:
  - Authorized;
  - Appropriately trained in the work to be performed; and
  - Establishes safe conditions of work (see Rule 114).

### **Safe Conditions for Work**

No work shall be done on electrical apparatus, mobile or fixed equipment, mechanical equipment or systems that may have electrical, dynamic or potential energy unless safe conditions for work are provided by one or more of the following methods:

- The apparatus is isolated and de-energized in accordance with the Utility Work Protection Code.

- Worker protection is provided by an approved isolation procedure as defined in the Utility Work Protection Code.
- The apparatus is physically removed from the immediate vicinity of any source of electrical, dynamic or potential energy, has no ready means of connection, and has had all stored energy discharged.
- Worker protection is provided by an approved practice, the work is performed by an authorized worker, and all limits of approach are followed as per Rule 129, “Safe Limits of Approach.”

## **Powerline Safety**

Before assembly or disassembly of a crane, the employer must determine if it could come within 20 feet of a powerline (up to 350 kV). If so, the employer must take one of the following actions:

- Confirm with the power company that the line is de-energized and visibly grounded at the worksite
- Make sure no part gets within 20 feet of the powerline.
- Review minimum clearance distance based on voltage.
- Cranes cannot be assembled or disassembled below energized powerlines.
- Powerlines must be assumed to be energized until they are confirmed to be de-energized and visibly grounded.
- Warnings about electrocution hazards must be posted conspicuously in the crane cab and outside the cab in view of the operator (except for overhead gantry and tower cranes).
- The work zones must be demarcated 360 degrees around the equipment to prevent encroachments within 20 feet of a powerline.
- If the line is not de-energized, a meeting must also be held with the crew before operations begin to review the location of the lines and procedures to prevent encroachment.
- Measures similar to those required during assembly/disassembly must be taken to prevent encroachment, but in this case, an insulating link between the load line and the load is also an option.

## **Control Measures**

Engineering controls incorporated into the design and operation of an electrical system are an important means of minimizing the possibility of an arc incident.

- The use of a range of safety devices (such as current-limiting fuses, voltage indicators and portable infrared scanners.)
- Safety devices employed to reduce the potential for an arc target one or more of the three factors contributing to incident energy — available current, fault clearing time (the time interval between the fault inception and the fault clearance with a fault being a defect in a circuit, component or line) and working distance from the fault.
- A current-limiting fuse to detect the increased current associated with a short circuit.
- Voltage indicators attached to equipment are yet another mechanism used to reduce the potential of an arc.
- A handheld voltage meter.

**Training**

- Arc Flash/Electric Shock Awareness (every three years)
- All Safe Work Practises and Safe Job Procedures
- Site-Specific Safety Orientation
- Emergency Response Plan—unique to each job site.
- Electrical Safety Awareness Training
- Lockout/Tagout Training (every three years)
- First Aid
- Rescue Plan and Procedures

**Records**

Janick Electric Ltd. will maintain records of all training, incidents, and events as required by the Occupational Health and Safety Act.

## Arc Flash Incident Policy

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### Intent

The purpose of this policy is to outline the proper steps to be taken in the event of an arc flash incident. This takes into account the different roles and responsibilities of all persons involved, as well as the appropriate steps to be taken to either re-energize or fix the equipment affected.

### Guidelines

The procedures listed below are to ensure that proper safety protocols are followed in the event of an arc flash incident to ensure that all necessary parties are notified, any workers exposed to the flash receive sufficient medical attention, and any affected equipment is investigated before re-energization.

#### Arc Flash Event Involving Distribution Equipment

- Any arc flash event involving the incoming service to the building in question, main switchboard, transformers, power or lighting panels must be reported to **Nick Babic** and the Janick Health and Safety Team immediately. General contractors on the job must also be notified.
- Anyone involved in an arc flash event that receives any severity of electric shock **MUST** be taken to the hospital for immediate medical attention and check-up. Even if the Worker feels fine, the effects of electric shock are not always noticeable and need to be checked by medical staff.
- The worker affected shall be driven by ambulance or another able employee. The Worker is not to drive themselves as this may endanger others on the road.
- In the event of an arc flash event involving any of the aforementioned equipment, it must be inspected by the manufacturer and written approval submitted before any attempt to re-energize is made.

#### Arc Flash Event Involving Wiring Devices And Luminaires

- Incidents involving smaller electrical devices can be just as dangerous; thus, these steps must be followed in the event of an arc flash or shock.
- If the incident involves any level of electric shock, the individual receiving the shock **MUST** be taken to the hospital for immediate medical attention and check-up. Even if the worker feels fine, the effects of electric shock are not always noticeable and need to be checked by medical staff.
- The worker affected shall be driven by ambulance or another able employee. The Worker is not to drive themselves as this may endanger others on the road.

- After an arc flash or shock event, an incident report must be filled out, and a member of Janick's JHSC notified of the event.
- Electrical equipment affected by the incident must be investigated by the Foreman on-site before an attempt to re-energize is made.
- If a Worker has been subject to an electrical shock, an investigation by a member of Janick's JHSC must be completed within 48 hours of the event, and steps to prevent another occurrence developed.

Supporting Documents:

- Incident Report Form (in SiteDocs)
- Damaged Equipment Inspection Form (in SiteDocs)

## Overhead Powerline Protection Checklist

The Minimum Distance from Powerlines outlined in the Regulation 213/91 Construction Projects, Regulation 851 Industrial Establishments, Electrical Safety Rules

Project Name and Location	Date
Supervisor	
Utility name	Phone number

<b>Minimum distance</b>	<input type="checkbox"/> 3 metres.....750 volts to 150,000 volts
	<input type="checkbox"/> 4.5 metres....150,000 volts to 250,000 volts
	<input type="checkbox"/> 6 metres.....more than 250,000 volts

**Drawing**

*Show location of overhead powerlines and work to be done*

<b>Written procedures</b>	<input type="checkbox"/> Written measures and procedures established and implemented. <input type="checkbox"/> Copies made available to every employer on the project.
<b>Signs</b>	<input type="checkbox"/> Danger signs erected at job site approach. <input type="checkbox"/> Electrical warning sign Posted at operator station(s).
<b>Warning devices</b>	<input type="checkbox"/> Positioned warning devices near the hazard, visible to the operator(s).
<b>Signaller</b>	<input type="checkbox"/> A competent worker designated as a signaller.
<b>Notification</b>	<input type="checkbox"/> Operator(s) provided with written notice of the electrical hazard.
<b>Communication</b>	<input type="checkbox"/> Written procedures explained to every worker involved. <input type="checkbox"/> Powerline contact safety talks conducted.

## Safe Limits of Approach to Energized Conductors and Equipment Guide

Qualified Worker										
Nominal 0 to 0 voltages	Bare handwork from a rated insulated device. Energized body parts to:		Work activities are performed within the proximity of energized equipment. Includes mobile work equipment clearances.						Rubber Glove Work from a rated insulated device. Unprotected body parts to:	
	Exposed structure surfaces/ grounded parts	Exposed adjacent phases	Exposed			Covered			Exposed	Covered
			A	B	C	A	B	C		
.75 to 4.16kV	Barehand techniques are not performed at these voltages.		500mm	900mm	500mm	40mm	300mm	150mm	40mm	500mm
13.8kV			550mm	900mm	550mm	120mm	300mm	150mm	120mm	550mm
25kV			650mm	900mm	650mm	210mm	300mm	150mm	210mm	650mm
34.5kV			750mm	900mm	750mm	290mm	300mm	150mm	290mm	750mm
72.kV	610mm	1060mm	1050mm						Rubber gloves are not performed at these voltages. Rubber insulating equipment may be required to handle lines that normally operate at these voltages levels.	
144kV	920mm	1590mm	1350mm							
260kV	1410mm	3050mm	1850mm							
500kV	2710mm	6650mm	3150mm							
A = Personnel				B = Non-insulated equipment				C = Insulated aerial device		

Unqualified Workers				General Public Work Zone	
Nominal 0 to 0 voltages	Workers in Proximity of Energized Equipment			Safe Limits of Approach for persons and equipment	
	Exposed		Covered	Exposed	Covered
.75 to 4.16kV	800mm		500mm	3 meters	1 meter
13.8kV	850mm		550mm	3 meters	1 meter
25kV	950mm		650mm	3 meters	1 meter
34.5kV	1050mm		750mm	3 meters	1 meter
72.kV	1350mm			3.5 meters	
144kV	1650mm			4 meters	
260kV	2150mm			5 meters	
500kV	3450mm			7 meters	



## Radiofrequency Safety and Electromagnetic Energy Guidelines

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### Intent

Janick Electric Ltd. has adopted this policy to ensure the safety of the facility and employees around areas that are involved in radiofrequency, as well as for the ongoing health and safety of all employees while dealing with radiofrequency. This policy is intended to provide guidelines for employees whose job duties include working with radiofrequency, exposure to high frequencies.

### Definitions

**Electromagnetic Energy (EME)** - Electromagnetic waves and associated phenomena can be discussed in terms of energy, radiation, or fields. Electromagnetic "radiation" can be defined as waves of electric and magnetic energy moving together (i.e., radiating) through space. These waves are generated by the movement of electrical charges.

**Electromagnetic Fields** - The electric and magnetic environment existing at some location due to a radiating source (such as an antenna).

Electromagnetic fields are measured in Hz (hertz) or cycles per second.

1 kHz (kilohertz) =	1000 cycles/second
1MHz (megahertz) =	1 million cycles/second
1 GHz (gigahertz) =	1000 million cycles/second.

**Electromagnetic Wave** - Characterized by wavelength and frequency: The wavelength is the distance covered by one complete wave cycle. The frequency is the number of waves passing a point in a second. Electromagnetic waves travel through space at the speed of light. Since the speed of light is a constant quantity, high-frequency electromagnetic waves have short wavelengths, and low-frequency waves have long wavelengths.

**Electromagnetic Spectrum** - Includes all of the various forms of electromagnetic energy ranging from extremely low frequency (ELF) energy (with very long wavelengths) up to X-rays and gamma rays, which have very high frequencies and correspondingly short wavelengths. In between these extremes are radio waves, microwaves, infrared radiation, visible light, and ultraviolet radiation, respectively (see Figure 1).

**Radiofrequency Radiation (RF)** – Applies to electromagnetic fields with frequencies between 3 kHz and 300 MHz. Radiofrequency radiation is produced by devices like radio and TV transmitters, induction heaters, and dielectric heaters; also known as RF sealers.

**Microwave Radiation (MW)** – Applies to electromagnetic fields from 300 MHz to 300 GHz. Microwave radiation is produced by microwave ovens, parabolic (dish) antennas, radar devices, cellular phones, Wi-Fi routers, smart meters and diathermy applicators.

Note: Since RF and MW have similar characteristics, RF and MW radiation are usually treated together. The lower-frequency boundary of RF radiation is often extended to 3 kHz to include

emissions from commonly used devices such as radio and television transmitters, computer network hubs, wireless internet (Wi-Fi) routers, Bluetooth devices, cordless telephones, cellular phones and their transmitting towers, and microwave ovens.

## **Responsibilities**

### Health and Safety Managers:

Health and Safety Managers are institutionally responsible for overseeing any RF work to provide regulatory compliance. This includes assisting in evaluating specific work to determine if the exposure is within acceptable limits and to ensure the appropriate PPE is available to the employee. The Policy is also used to educate the employee on the exposure limits.

### Supervisors:

Supervisors have the primary responsibility for the implementation of any RF work. The supervisor has ultimate responsibility for the safety of the employees. This includes evaluation of the work to be performed, providing appropriate protective equipment and training, ensuring workers are familiar with the signs and symptoms of injuries and disorders associated with the maximum exposure time.

### Employees:

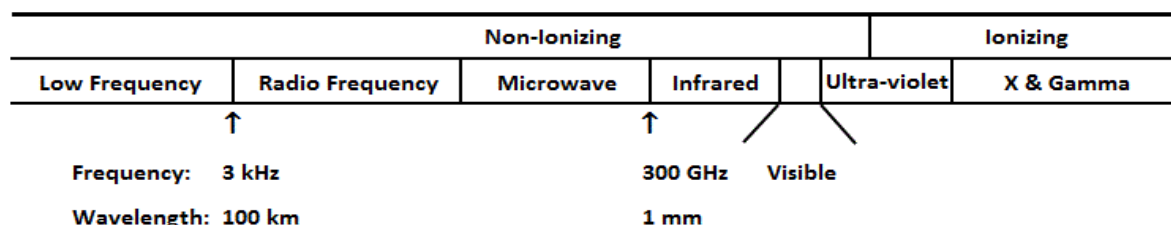
Employees have the primary responsibility for working in accordance with the provisions of this policy. Only trained employees in RF or EME are authorized to work.

## **Guidelines**

This guideline advises on preventing overexposure to RF/MW radiation in the workplace and recommends occupational exposure limits. It is the general duty of Janick Electric Ltd. to take every precaution reasonable in the circumstances for the protection of a worker. This includes the protection of workers from the hazards associated with RF/MW radiation. Janick Electric will provide information, instruction, and supervision to all workers to ensure the health and safety of the worker, in addition, to the handling, storage, use, disposal and transport of all physical agents in the workplace, including RF/MW radiation.

The Ministry of Labour published the following information to help all workplace parties understand some of their obligations under the Occupational Health and Safety Act and regulations regarding Radiofrequency Exposures.

**Figure 1: The Electromagnetic Spectrum**



**Non-ionizing regions:** Low frequency, radiofrequency, microwave, infrared and visible.

**The non-ionizing/ionizing Boundary:** Occurs approximately halfway through the ultraviolet region.

**The ionizing regions:** Extends to the right through the x and gamma-ray region.

## Health Hazards

The nature and the degree of the health effects of overexposure to RF/MW fields depend on the frequency and intensity of the fields, the duration of exposure, the part of the body exposed, the distance from the source, any shielding that may be used and other factors.

The main effect of exposure to RF/MW fields is the heating of body tissues as energy from the fields is absorbed by the body. Prolonged exposure to strong RF/MW fields may increase the body temperature, producing symptoms similar to those of physical activity. In extreme cases, or when exposed to other sources of heat at the same time, the body's cooling system may be unable to cope with the heat load, leading to heat exhaustion and heatstroke.

Localized heating, or "hot spots," may lead to heart damage and burns to the skin and internal tissues. Hot spots can be caused by non-uniform fields, by reflection and refraction of RF/MW fields inside the body or by the interaction of the fields with metallic implants, for example, cardiac pacemakers or aneurism clips. There is a higher risk of heat damage with organs that have poor temperature control, such as the lens of the eye and the testes.

For frequencies from 3 MHz to 10 MHz, worker over-exposure to time-varying electric and magnetic fields may result in short-term nerve stimulation.

Other hazards include contact shocks and RF burns. These effects can result from a person coming into contact with a conductor while it is exposed to RF fields. These effects should not be confused with shocks from static electricity. Electrical currents can also be induced in a person's body, which may flow directly to the ground. Workers with active electronic implantable medical devices (for example, pacemakers and insulin pumps) which may be susceptible to RF/MW fields should not enter controlled spaces without first consulting their doctor. Although everyone is constantly exposed to weak RF fields, no health risks have been identified from this low-level exposure.

## Exposure Limits

The recommended occupational exposure limits and measurement protocol set out in this guideline are extracted from the Health Canada guideline “Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range from 3 kHz to 300 GHz – Safety Code 6 (2015)” commonly known as *Safety Code 6*.

Exposure limits for RF/MW radiation are designed to keep the RF/MW energy absorbed by the body well below the lowest levels associated with demonstrated adverse effects and to reduce the likelihood of contact shocks and burns. Since the RF/MW energy absorbed by the body varies with the frequency of the fields and since the rate of energy absorption is difficult to measure directly, the exposure limits are expressed in terms of frequency-dependent, root-mean-square (RMS) electric and magnetic field strengths, or in power density units ( $\text{W}/\text{m}^2$ ). Power density measures the amount of radiating energy crossing a given area in a given time. Two recommended RF/MW exposure limits may apply in a workplace. Occupational exposure limits have been recommended for:

1. Uncontrolled spaces, which are areas in the workplace of unrestricted occupancy by workers.
2. Controlled spaces, which are only occupied by workers who have received RF/MW safety training. This training should include information about the RF/MW fields likely to be encountered, the potential health risks, and how these risks can be mitigated.

Protective measures such as barriers, monitoring, administrative controls and personal protective devices may need to be implemented to reduce the potential for worker exposure above the recommended limits for both controlled and uncontrolled spaces.

Important: A worker may be exposed to higher levels of RF/MW radiation when safety features are disabled during service or repairs. Always follow the procedures in the manufacturer's manual.

### Sources of RF/MW Radiation

Source	Frequency (MHz)	Potential for over-exposure?
Video Display Terminal (CRT)	0.015 - 0.3	No
Dielectric Heater	1 - 100 (typically 27.12)	Yes
Diathermy Applicator	13.56, 27.12, 915, 2450	Yes
Communications Transmitters: AM Radio	0.535 - 1.605	Yes

Communications Transmitters: FM Radio	88 - 108	Yes
Communications Transmitters: UHF VHF TV	54-72, 76-88, 174-216	Yes
Communications Transmitters: UHF Radio	470 - 890	Yes
Communications Transmitters: Dish Antenna	800 - 15000	Yes
CB Radio	27.12	Yes
Cordless Telephone	46 – 5800	No
Cellular Telephone	824 – 850, 900, 1800, 1900	No
Bluetooth Enabled Devices	2400 – 2480	No
Wi-Fi Router	2400 and 5000	No
Smart Electrical Meter	460, 902-928, 2400-2480, 1900	No
Security Scanner (mm-Wave)	24000 and 30000	No
Traffic Radar	10500 and 24000	No
Microwave Oven	915 and 2450	No

\*Microwave ovens are constructed to meet stringent microwave leakage limits and to have safety interlocks under federal legislation. When these interlocks are defeated, for example, during repair work, there is a risk of overexposure to microwave radiation.

## Controlling RF/MW Radiation

### Engineering Controls

- Sources of RF/MW radiation should be properly shielded to minimize stray radiation.
- Devices that can produce acute thermal injuries (e.g., industrial MW ovens) should have interlocked doors.
- Devices that produce high levels of stray RF radiation (e.g., induction heaters, vinyl welders and dielectric heaters) should be operated remotely whenever possible.

### Administrative controls

- Training appropriate to the potential level of RF/MW exposure should be provided to workers.
- Controlled spaces should be demarcated.
- Exposure of workers to RF/MW radiation should not exceed the recommended occupational exposure limits.

- Areas where it is suspected that worker exposure to RF/MW radiation could exceed the recommended limits should be surveyed to determine the exposure levels.
- Needless exposure to RF/MW fields should be avoided.
- Exposure times should be kept as short as reasonably possible.
- Potentially hazardous RF/MW devices should be appropriately labelled, and areas of excessive exposure around them demarcated. Notices with warnings and the necessary precautions should be posted.
- Electrically-activated explosive devices should not be placed near sources of RF/MW radiation.
- RF/MW devices should not be used in flammable or explosive atmospheres.
- Equipment sensitive to RF/MW radiation, such as telephone switchboards or control panels, should not be installed near sources of RF/MW radiation.
- Maintenance of devices used to produce RF/MW radiation should be done by qualified personnel following standard safety procedures. The equipment should be turned off whenever possible.

### **Personal Protective Equipment**

- When exposures cannot be reduced by the above methods, RF/MW protective suits, including head and eye protection, can be used.
- Suits should be tested to determine whether they reduce worker exposure to levels below the recommended occupational exposure limits for controlled spaces and that they do not pose any additional safety hazards to workers (e.g., from overheating, shocks or fire).
- RF/EME monitors must be worn onsite when known or potential exposures to RF/EME exists.

### **Controlling RF shocks and burns**

- Metallic structures producing contact shocks should be electrically grounded and insulated.
- Insulating platforms or shoes (e.g., rubber-soled shoes) can be used to reduce energy absorption and currents to the ground.
- When the above measures are ineffective or not reasonably possible, workers should wear insulating gloves.

### **First Aid**

In addition to the procedures listed in the First Aid Policy, the following guidelines are also recommended:

- Remove workers from the exposure area to a cool environment and provide cool drinking water.
- Apply cold running water to the burn site
- Get the injured employee to a health care professional immediately

- Severe microwave or radiofrequency overexposure may damage internal tissues without apparent skin injury. Always follow-up physical examination after this type of exposure.

### **Annual Review**

Janick Electric Ltd. will conduct an annual review of the effectiveness of the radiofrequency safety and electromagnetic energy program so that deficiencies can be identified and resolved.

## Lockout/Tag Out Policy

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### Intent

Janick Electric Ltd. is committed to the health and safety of all of its employees. Janick Electric Ltd. has adopted this policy to prevent accidents that might otherwise occur during servicing, repair or maintenance of equipment or machinery. This policy has been written in accordance with Ontario's Ministry of Labour and the Occupational Health and Safety Guidelines.

Lockout Tagout procedures have also been outlined for the use of energy isolating devices and devices used to disable machines or equipment to prevent unexpected start up or release of stored energy that may cause injuries and equipment damage. These procedures apply to all authorized employees working on potentially energized machines or equipment.

Working on live equipment or electrical panels and systems is prohibited at all times. Failure to perform lock-out/tag-out and tampering with equipment will result in disciplinary action up to and including termination of employment.

### Definitions

**Energy Isolating Device** – a device used to ensure that power or energy cannot flow through to a piece of machinery or equipment. Some examples of these devices are a disconnect switch, circuit breaker, manually operated valve, or blind flange.

**Authorized Employee** – An employee who is qualified because of knowledge, training, and experience and has been assigned to perform lock-out/ tag-out. They have received Applicable Lock-out/Tag-out Training Program, including comprehension of all lock-out/ tag-out policies and procedures

**Energy Isolating Device** – A mechanical device (a disconnect switch, line valve, block, blank off plate) that physically prevents the transmission or release of an energy source to machinery or equipment

**Energy Source** – Any source of electrical, mechanical. Hydraulic, pneumatic, chemical, thermal, gravitational. stored or other energy

**Group/Complex Lockout/Tagout Procedure** – The procedure used when there are several workers involved and several sources of energy to be locked-out/ tagged-out This is usually accomplished through the use of a lockbox under the direction of the lead electrical Supervisor or a lock-out/tag-out captain

**Individual Lockout/Tagout Procedure** – The basic procedure used where there is only one worker who is required to lock-out/tag-out one source of energy



**Lockbox** – A secure box, usually attached to the machinery or equipment that contains locks, tags, and keys for use in a group lockout/tag-out situation. It is usually under the control of the lead electrical supervisor

**Lockout** – To physically neutralize all energy sources in machinery or equipment (usually by applying locks) before beginning any maintenance or repair work. The primary purpose of lock-out is to prevent all energy isolation devices (switch, circuit breaker or valve) from accidentally being operated while workers are working

**Lockout/Tagout Coordinator** – A designated leader of a lock-out/tag-out event, group lock-out/tag-out, or complex lock-out/tag-out who has been trained in all lock-out/tag-out policies and procedures. Their lock will remain on the isolated sources until the project is complete

**Lockout Device** – A device that uses a positive means (such as a lock) to hold an energy isolation device in a safe position and prevent the energizing of a machine or a piece of equipment. Each lock-out device must always be accompanied by a tag-out device. All lock-out devices must be identifiable with the company name, phone number and control identification number

**Multi-Lock Hasp or Scissor Device** – A device that allows several personal locks to be attached to a single lock-out point. It cannot be opened until all of the personal locks have been removed. If more than six locks are required for the lock-out, then the last hole is left empty so that another multi-lock hasp can be added

**Personal Lock** – A personal lock is assigned to a particular worker involved in the operation. Each worker must apply and remove their own personal lock and carry their own key. Combination locks or locks with master or duplicate keys must not be used. Each personal lock shall be identified by an attached tag with the worker's name, date and contact number

**Tagout Device** – A tag or sign that must be attached to the lock-out device that is used to communicate vital information about the lock-out, including the identity of the authorized employee, the date and time. It also warns workers not to operate that equipment. The tag must be substantial enough to withstand the environment, be made of non-conducting material, be secured to prevent inadvertent or accidental removal, and it remains legible for the duration of the job

**Tagout** – To attach tags or signs to the locks with written information about the nature of the lock-out

**Self-contained breathing apparatus (SCBA)** – Used to protect users against oxygen deficiency, dust, gases and vapours at plants, aboard vessels, or where air quality is compromised.

## **Guidelines**

There are many types of potentially hazardous energy including, electrical, thermal, chemical, pneumatic, hydraulic, mechanical and gravitational energy. This Policy is designed to ensure all employees of Janick Electric Ltd. are aware of the preventative measures in place to avert the accidental release of this type of energy. All such forms of this energy must be locked out, blocked

or released to ensure that machinery or equipment does not turn on or move during the installation, servicing, repair or maintenance.

## **Responsibilities**

Janick Electric Ltd. employees who perform maintenance activities on equipment must be provided with training on the company's lockout/Tagout program. Employees who work in areas in which lockout/Tagout procedures may be required shall be provided with awareness training.

Janick Electric Ltd. will determine which energy isolating devices apply to the equipment/machinery being locked out. Janick Electric Ltd. will ensure that employees know which energy sources need to be controlled.

When equipment/machinery are to be locked out, Janick Electric Ltd., supervisors and employees are to follow the following lockout principles:

- Pre-plan for the lockout by identifying all energy sources and switches.
- Procedures must be written and followed for equipment access, lockout/Tagout, clearance, release and start-up.
- Notification of lockout must be given to affected works.
- Equipment/machinery should be shut down by normal means (i.e. turning switches to the off position, closing valves, etc.).
- Equipment/machinery will be isolated from the energy source by disconnecting or blocking the energy source.
- Janick Electric Ltd. will lock and tag the energy isolating device over which the worker has control; a tag indicating that the equipment/machinery has been shut down will be placed upon it.
- Workers will ensure that all energy sources have been isolated prior to working on the equipment and machinery.
- When the work is complete, the worker must release the equipment/machinery from lockout.
- The worker must test the equipment/machinery to ensure it is running correctly prior to the equipment/machinery being used normally.

Janick Electric Ltd. workers are prohibited from undertaking any work on equipment unless the equipment is fully secured against accidental start-up, movement or release of electrical, mechanical, hydraulic, pneumatic, chemical or thermal energy.

## **Training Requirements**

- Workers Awareness training
- WHMIS (current to 1 year)
- Working at Heights (current to 3 years)
- Ontario College of Trades – Electrical Hazard Awareness
- Review Lockout Tag Out procedures

## Lockout Procedures

The following procedures are to be followed by all Janick Electric Ltd. employees when using the lockout process on machinery or equipment:

### Preparation

Notify all affected workers of the required lockout and the reasoning for the lockout:

- Identify the types and magnitude
- Identify all hazards (including stored energy)
- Identify the methods or means of controlling the energy
- Identify the location of switches, energy sources, controls, interlocks or other such devices necessary to isolate the system
- Assess the consequences of the shutdown
- Notify all affected persons that the equipment will be shut down and locked-out/tagged-out
- Develop a written JSA, lock-out/tag-out log, lock-out/ tag-out plan, where necessary

### Machine/Equipment Shutdown and Isolation

- Shut down the equipment/machinery if in operation by the normal stopping procedures; only workers who are trained to use the equipment/machinery should perform the regular shutdown.
- Implement the energy-isolating device, ensuring that all energy sources are disconnected or isolated.
- Stored energy must be released or disconnected by whichever method is the most reasonable (for example, grounding, repositioning, blocking, etc.).
- Do not pull fuses instead of locking out the equipment/machinery. This does not guarantee that the circuit is dead.
- Computer shutdown alone does not constitute a proper isolation Procedure

### Application of Lockout/Tagout

- Lockout and tag the energy-isolating device with an assigned lock.
- If multiple workers are working on the same piece of equipment/machinery, each worker must lockout and tag the energy-isolating device using a personal lock and tag on the group lockout device. Locks and tags must clearly show the name of the person who applied it.
- Locks and tags must be durable to withstand various environments ensuring the information on them remains legible.
- Locks and tags will be standardized in colour, shape, and size. They should be recognizable and state all the appropriate information about the lockout.
- The individual lock and tag should be removed when the worker is finished working on the machine/equipment.
- Tags must be attached to each lock-out device, whether it is a personal lock or a control lock

- A multi-lock hasp, scissor device or lockbox may be used to allow the application of more than one lock to a single energy isolating device
- Tags must be attached to each lock-out device, whether it is a personal lock or a control lock. The tag shall state the name, telephone number of the person who applied the device, the reason for locking out, the date and time
- In the case of a group lockout/tag-out, the electrical Supervisor or lock captain will coordinate all control lock-out/tag-out devices

#### Verification of Isolation

- Once all workers are in an area where they cannot be injured, verify that the energy sources have been disconnected and there is no possibility of the equipment/machinery turning on.
- If there is any possibility of re-accumulation of stored energy, isolation of the equipment/machinery must be verified periodically until the work is complete.
- Operating controls are to be returned to their neutral position after the test. A check of system activation should be completed to ensure isolation.
- Verify the test equipment before and after the test on a known source of energy.
- Potential test indicators should not be used beyond the voltage limits for which they are rated.
- Return all of the controls to the off or neutral position after trying to start.
- For work involving several points of isolation, the Authorized Employee must keep a record of the devices opened. Locked off or otherwise rendered inoperable so that all of these devices can be reactivated once work is complete.
- Each person who has placed a personal lock on the equipment should be assured of their right to verify individually that the potentially hazardous energy has been isolated and de-energized before the repair or maintenance work begins.

#### Release of Stored Energy (De-Energizing)

- Once all necessary lock-out/tag-out devices have been applied, all potentially hazardous stored or residual energy must be relieved, blocked, bled, restrained, grounded or rendered safe by Authorized Employees.
- Additional measures may be necessary to prevent the re-accumulation of energy (i.e. slow leak in an airline may require direct mechanical disconnect).

#### Lockout/Tagout Interruption

Should there be a need to test or reposition equipment/machinery that is locked and tagged, the following steps are to be followed:

- Clear the equipment/machinery from tools and materials.
- Ensure all workers are removed from potential hazards.
- Remove locks/tags according to the procedures outlined in this policy.
- Test/reposition the equipment/machinery.
- De-energize and relock/retag the controls before continuing to work.

Should work need to be passed over to another worker to complete, the first worker must remove his/her lock and tag following the proper removal procedures and the worker taking over the work must place his/her lock and tag upon the energy isolating device following the proper procedures set forth in this policy.

#### Release from Lockout/Tagout

Prior to restoring energy to the equipment, an Authorized Employee will perform an assessment of the work area to determine that:

- The machine or equipment is operationally intact.
- All necessary guards have been re-installed.
- All tools and materials used during the repair or maintenance activities have been removed.
- All temporary de-energizing measures and devices have been removed by those who placed them.
- All other workers and affected individuals have been informed that the energy is about to be restored.
- All other workers and affected individuals are clear of the equipment (perform a headcount if necessary).
- The last lock to be removed should be that of the person supervising the lock-out. This responsibility shall not be delegated to another person. Follow the required steps to re-energize the system.
- Inspect the work area to ensure that all items have been removed and that the machine/equipment components are operational prior to removing the locks and tags.
- Ensure other workers are at a safe distance from any potential hazard which may occur.
- Each worker who has affixed a lock to an energy control point must remove their own lock.
- Notify affected workers that the locks and tags have been removed.
- The equipment/machine is now ready for regular use.

#### Lock Removal

In the event that a worker has left the worksite and had forgotten to remove the lock and tag, their direct supervisor must contact them to ensure it is ok to remove the lock. If the worker cannot be contacted, a thorough investigation of the machinery or equipment must be conducted by their direct supervisor or the supervisor in charge. This must include a visual inspection of all areas affected by the lockout. Only once it has been deemed safe to do so can the lock be removed.

#### **Group Lockout/Tagout Lockbox Procedures** (Lockout Tagout Coordinator Required)

Where there are several lockout/Tagout points to be secured and several authorized employees involved on the job, a group lock-out/tag-out procedure is followed:

- The Lock-out/Tag-out Coordinator obtains a lockbox and secures it to the machine or equipment.
- The keys are collected, verified and placed inside the lockbox.

- The lockbox is then closed and a multi-lock hasp is affixed to it. This will allow additional locks to be added.
- The last available hole should never be used for a lock but should remain open to adding another multiple lockout device if needed to create more spaces. In this way, as many locks as needed can be added to the equipment.
- Each worker on the job applies their personal lock to the multi-lock hasp such that the box cannot be opened until each personal lock is removed. Each worker's personal lock remains in place as long as they are actively working on the lock-out equipment.

In all cases, the last lock to be removed shall be that of the person supervising the lock-out/tag-out. **This responsibility shall not be delegated to another person.**

Supporting Documents:

- Employee Issue Record Lock & Tag Removal
- Lockout Box
- Electrical Safety Program

## Lockout Box Log

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DATE:				
SHIFT:				
JOB#:				
LOCKOUT POINT	ENERGY TYPE?	LOCATION	TEST	LOCK # OR I.D.
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
<b>**PERSONAL LOCKS TO BE REMOVED AT THE END OF EACH SHIFT**</b>				
NAME (PRINT)	PHONE NUMBER	INITIAL ON	INITIAL OFF	VERIFIED
LOCKOUT COORDINATOR:				
SUPERVISOR:				
FOREMAN:				
WORKERS (PRINT BELOW)				
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
11)				
12)				
13)				
14)				
15)				
<b>**ENERGY TYPES**</b>				
P - PNEUMATIC S - STEAM G - GRAVITY A - AIR H - HYDRAULIC C - CHEMICAL T - THERMAL				

## Lock & Tag Removal Questionnaire

All questionnaires must be completed by the supervisor and returned to Health & Safety Office anytime a safety lock has to be cut off. Please return the lock with this form.

PROJECT:		DATE:	
SUPERVISOR:		TIME:	
NAME OF LOCK OWNER:			
LOCK & TAG LOCATION:			
1)	Are there any other options? I.e. use of alternative equipment? Explain:		<input type="checkbox"/> YES <input type="checkbox"/> NO
2)	How Critical is this request?		<input type="checkbox"/> EMERGENCY <input type="checkbox"/> URGENT <input type="checkbox"/> REPORT ONLY
3)	Has contact with Lock & Tag Owner been made?		<input type="checkbox"/> YES <input type="checkbox"/> NO
	By whom? How?		
	Explain:		
	Ask to see identification of person to verify that he/she is owner of lock. Refer to Flow Chart (Form).		
4)	Has it been confirmed that the Lock and Tag Owner has left the property?		<input type="checkbox"/> YES <input type="checkbox"/> NO
	By whom?		
5)	How long have you waited for a confirmation reply?		Time:
6)	Has contact been made with Owner/Client/Management?		<input type="checkbox"/> YES <input type="checkbox"/> NO
	If yes, by whom:		Time:
	Explain:		
7)	Has a thorough search been conducted to ensure the owner of the Lock and Tag is clear of any hazard?		<input type="checkbox"/> YES <input type="checkbox"/> NO
	Explain:		
8)	Are you confident about removing this Lock & Tag?		<input type="checkbox"/> YES <input type="checkbox"/> NO
	Explain:		
9)	Removal of Lock & Tag authorized by:		
	Print Clearly		Date
10)	Check equipment. Re-lock or turn over to the Owner/Client		
PLEASE REMEMBER TO RETURN THE LOCK & TAG WITH THIS REPORT TO HEALTH & SAFETY OFFICE			
Please Print		Signature	Date
CC	<input type="checkbox"/> LOCK OWNER		
	<input type="checkbox"/> HEALTH & SAFETY OFFICE		



## Employee Lock Issue Record

[illegible]

## SECTION 9: Accessibility for Ontarians with Disabilities Act, 2005

## Human Rights Policy - Ontario

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### Intent

Janick Electric Ltd. is committed to providing equal treatment with respect to employment according to the protected grounds established under the *Ontario Human Rights Code*. Janick Electric Ltd. has adopted this policy to ensure that our employees are provided with meaningful employment that is ethical and fair and is in compliance with all applicable employment and human rights legislation.

### Definitions

**Discrimination** - Any form of unequal treatment based on a Code ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral but have the effect of disadvantaging certain groups of people. Discrimination may take obvious forms, or it may occur in very subtle ways. In any case, even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this Policy.

### Guidelines

Our Human Rights Policy is in place to ensure we provide a working environment for all employees that fosters openness and tolerance. This policy is intended to ensure that Janick Electric Ltd.'s practices and the practices of all our employees are free from direct and indirect discrimination. Under the Human Rights Code, employers have the ultimate responsibility for ensuring a healthy and inclusive work environment, including preventing and addressing discrimination and harassment.

### Prohibited Grounds of Discrimination

The following is a list of the prohibited grounds of discrimination in Ontario:

- Age
- Ancestry
- Citizenship
- Colour
- Creed
- Disability (mental or physical)
- Ethnic origin
- Family status
- Gender expression
- Gender identity
- Marital status
- Place of origin
- Race/colour
- Record of offences
- Sex
- Sexual orientation

### Accessibility in Employment

Janick Electric Ltd. is committed to providing accessibility across all stages of the employment cycle by removing barriers and creating a workplace that is accessible to all job candidates and employees. Any applicant to Janick Electric Ltd. that communicates the need for accommodation shall be considered in a manner that is non-discriminatory and respectful of our human rights

obligations.

## **Accommodation**

Janick Electric Ltd. will support the accommodation of employees and job applicants who require workplace accommodation under any of the grounds described in the Human Rights Code. We will work to achieve a workplace free of barriers by providing accommodation for the needs of those individuals covered by the Code, up to the point where it causes undue hardship for Janick Electric Ltd. Every effort will be made such that the impact of accommodation will not discriminate against another group protected by the Code.

Janick Electric Ltd. shall provide accommodation as appropriate, using a consultative approach that involves the company, the individual, and as appropriate, any applicable union representatives, healthcare professionals, and other third parties that are required to assist in the accommodation process. Janick Electric Ltd. will work with the individual that requests an accommodation in an effort to ensure that the measures taken are both effective and mutually agreeable. Janick Electric Ltd. encourages individuals to make any needs for accommodation known to their immediate supervisor and to work with them in addressing the issue.

Accommodation may be temporary or permanent, based on the requirements of the individual.

## **Accommodation Plans**

Any employee requesting accommodation must make a request to their manager or immediate supervisor. The manager is responsible for ensuring that a written description of the accommodation plan is prepared for any employee.

Janick Electric Ltd. shall create an accommodation plan and attempt to determine methods of achieving the requirements for success in the position in alternative manners.

In the creation of an accommodation plan, Janick Electric Ltd. shall:

1. Identify the need for accommodation.
2. Determine objectives for performance in the role and potential barriers.
3. Create a plan for achieving the objectives in an alternative manner.
4. Examine the options for accommodation, and select the most appropriate avenue for accommodation.
5. Implement the accommodation process.
6. Provide training as appropriate.

7. Review and revise based on feedback.

### **Investment in Materials**

Where the accommodation required necessitates an investment in materials, equipment or increased budget for the position, requests for financing must be directed to (Insert Title of Appropriate Authority).

### **Job Redesign**

In the event that the accommodation requires a substantial change in the position, involving duties or hours, the position may be redesigned.

### **Complaint**

In the event that the employee requesting accommodation feels that their needs have not been met in a reasonable manner, they may file a written complaint. The complaint must be submitted to (Insert Title of Appropriate Authority).

### **Religious Accommodation**

Janick Electric Ltd. is committed to respecting the religious beliefs and practices of all employees. Janick Electric Ltd. will strive to accommodate employees who must be absent from work for all or part of a regularly scheduled working day due to a bona fide religious obligation.

Janick Electric Ltd. employees who require religious accommodation are directed to provide as much advance notice as is possible, and we will strive to provide the required time off through the normal scheduling of work.

### **Dress Code**

Janick Electric Ltd. shall strive to allow for religious accommodation where the accommodation does not conflict with established Health and Safety Policies or where the work uniforms can be modified easily to permit the person concerned to wear the required item(s) of clothing. Clothing or gear with a health or safety rationale may constitute a reasonable occupational requirement.

### **Break Policy**

Janick Electric Ltd. recognizes that some religions require the observation of prayer periods at specific times. While this requirement may create a conflict with standard hours of operations, Janick Electric Ltd. shall work to accommodate the employee's needs, short of undue hardship. Where possible, Janick Electric Ltd. shall allow for a modified schedule for breaks.

## **Inability to Accommodate**

In the event an employee cannot be accommodated in their current position, it will be reasonable to accommodate an individual in another position. Management will attempt to place the employee in another available position. This may require the assistance of third parties with specialized expertise.

Where an employee is placed in an alternate position, Janick Electric Ltd. shall ensure that the employee:

- Has the requisite qualifications and skill-sets necessary for success in the position;
- Is capable of performing the tasks associated with the position; and
- Agrees that the alternate work is acceptable.

In the event that the employee requesting accommodation feels that their needs have not been met in a reasonable manner, they may file a written complaint to management.

## **Undue Hardship**

Janick Electric Ltd. shall work to provide workplace accommodation up to the point of undue hardship. Undue hardship may occur where all options have been considered, and it is established that no forms of appropriate accommodation exist, or where the creation of accommodation would cause excessive costs that create an undue hardship for the organization, or where the accommodation would create a health and safety hazard.

Where the provision of accommodation is found to cause undue hardship on the organization, Janick Electric Ltd. shall work to find a fair and equitable compromise that meets the needs of the employee and the organization to the greatest extent possible.

## **Reporting a Human Rights Issue**

While Janick Electric Ltd. will ensure to adhere to following the Human Rights Code in all of its practices, it is essential that employees adhere to the Code as well. In the event that any employee feels they are being discriminated against or that the company is in violation of the Code, they may make a written complaint to (Insert Title of Appropriate Authority). The written complaint must include the following information:

- The date and time of each incident you wish to report;
- The name of the person(s) involved in the incident(s);
- The name of any person or persons who witnessed the incident(s); and

- A full description of what occurred.

### **Investigation**

Once a written complaint has been received, Janick Electric Ltd. will complete a thorough investigation. If it is determined discrimination (or another violation of the Code) has occurred, appropriate disciplinary measures will be taken immediately.

### **Confidentiality**

All records of direct and indirect discrimination and harassment, reports filed, and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law.

### **False or Frivolous Complaints**

It is important to realize that unfounded/frivolous allegations of discrimination may cause both the accused person and the company significant damage. If it is determined by the company that any employee has knowingly made false statements regarding an allegation of discrimination, immediate disciplinary action will be taken. As with any case of dishonesty, disciplinary action may include immediate dismissal without further notice.

# **AODA – Integrated Accessibility Standards Regulation (IASR) Employment Policy**

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## **Intent**

This policy applies to the provision of accessible employment services for persons with disabilities, in accordance with O. Reg. 191/11 *Integrated Accessibility Standards* (IASR) under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA).

All employment services provided by Janick Electric Ltd. will follow the principles of dignity, independence, integration, and equal opportunity.

## **Definitions**

**Accessible formats** - Include but are not limited to large print, recorded audio and electronic formats, braille, and other formats usable by persons with disabilities.

**Communication Supports** - Include but are not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

## **Guidelines**

### **General Requirements**

#### Establishment of Accessibility Policies and Plans

Janick Electric Ltd. will develop, implement, and maintain policies governing how it will achieve accessibility through these requirements.

Janick Electric Ltd. will include a Statement of Commitment to meeting the accessibility needs of persons with disabilities promptly in its policies. These documents will be made publicly available in an accessible format upon request.

Janick Electric Ltd. will establish, implement, maintain, and document a multi-year accessibility plan outlining its strategy to prevent and remove barriers and meet its requirements under the IASR. Accessibility plans will be made available in an accessible format upon request and will be posted on our website.

Janick Electric Ltd. will review and update its accessibility plan once every five years and will establish, review, and update our accessibility plans in consultation with persons with disabilities or an advisory committee. Annual status reports will be prepared that will report on the progress of the steps taken to implement Janick Electric Ltd.'s accessibility plan. This status report will be posted on our website. If requested, the report will be created in an accessible format.

#### Procuring or Acquiring Goods and Services, or Facilities



Janick Electric Ltd. will incorporate accessibility criteria and features when procuring or acquiring goods, services, or facilities. The only exception is in cases where it is impracticable to do so.

### Training Requirements

Janick Electric Ltd. will provide training on the IASR accessibility requirements and Ontario's *Human Rights Code* as they pertain to individuals with disabilities. This applies to all employees and volunteers, individuals who participate in developing Janick Electric Ltd. policies, and all other persons who provide goods, services, or facilities on Janick Electric Ltd.'s behalf. Training will be provided as soon as is reasonably practicable, but no later than one week after commencement of employment. Training will be provided regularly to new employees and as changes to Janick Electric Ltd.'s accessibility policies occur.

### Records

Janick Electric Ltd. will maintain records on the training provided when it was provided and the number of employees who were trained.

### **Recruitment, Assessment, and Selection**

Janick Electric Ltd. will notify employees and the public about the availability of accommodation for job applicants who have disabilities. Applicants will be informed that these accommodations are available upon request for the interview process and other candidate selection methods. Where accommodation is requested, Janick Electric Ltd. will consult with the applicant and provide or arrange for suitable accommodation.

Successful applicants will be made aware of Janick Electric Ltd.'s policies and supports for accommodating people with disabilities.

### **Accessible Formats and Communication Supports for Employees**

Janick Electric Ltd. will ensure that employees are aware of our policies for employees with disabilities and any changes to these policies as they occur.

If an employee with a disability requests it, Janick Electric Ltd. will provide or arrange for the provision of accessible formats and communication supports for the following:

- Information needed to perform their job; and
- Information that is generally available to all employees in the workplace.

Janick Electric Ltd. will consult with the employee requesting to determine the best way to provide the accessible format or communication support.

### **Workplace Emergency Response Information**

Where required, Janick Electric Ltd. will create individual workplace emergency response information for employees with disabilities. This information will account for the unique challenges

created by the individual's disability and the physical nature of the workplace and will be created in consultation with the employee.

This information will be reviewed when:

- The employee moves to a different physical location in the organization;
- The employee's overall accommodation needs or plans are reviewed; or
- Janick Electric Ltd. reviews general emergency response policies.

### **Documented Individual Accommodation Plans**

Janick Electric Ltd. will ensure that our website and all web content published after January 1, 2012, conform to the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and will refer to the schedule set out in the IASR for specific compliance deadlines.

Janick Electric Ltd. must also develop and have in place written processes for documenting individual accommodation plans for employees with disabilities. The process for the development of these accommodation plans should include specific elements, including:

- How the employee can participate in the development of the plan;
- How the employee is assessed individually;
- How an employer can request an evaluation by an outside medical expert or other experts at the employer's expense to determine whether an accommodation can be achieved, or how it can be achieved;
- How an employee can request the participation of a representative from their bargaining agent or if the employee is not represented by a bargaining agent, another representative from the workplace in the creation of the accommodation plan;
- The steps are taken to protect the privacy of the employee's personal information;
- How and how often the individual accommodation plan should be reviewed or updated;
- How the reasons for the denial of an individual accommodation plan will be provided to the employee; and
- The means of providing the accommodation plan in an accessible format, based on the employee's accessibility needs.

The individual accommodation will also:

- Include information regarding accessible formats and communication supports upon request;
- Where needed, include individualized workplace emergency response information; and
- Outline all other accommodation provided.

### **Performance Management and Career Development and Advancement**

Janick Electric Ltd. will consider the accessibility needs of employees with disabilities when implementing performance management processes or when offering career development or advancement opportunities. Individual accommodation plans will be consulted as required.

**Return to Work**

Janick Electric Ltd. will develop and implement return-to-work processes for employees who are absent from work due to a disability and require disability-related accommodations to return to work.

The return-to-work process outlines the steps Janick Electric Ltd. will take to facilitate the employee's return to work and will use documented individual accommodation plans as outlined by the regulation.

**Redeployment**

The accessibility needs of employees with disabilities will be considered in the event of redeployment. Individual accommodation plans will be consulted as required.

**Review**

This policy will be reviewed regularly to ensure that it reflects Janick Electric Ltd.'s current practices and legislative requirements.

## **Accessibility Plan, 2021 - 2026**

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### **Intent**

This accessibility plan outlines the policies and actions that Janick Electric Ltd. will put in place between 2021 and 2026 to improve opportunities for people with disabilities in accordance with the requirements communicated under the Integrated Accessibility Standards, Ontario Regulation 191/11.

### **Statement of Commitment**

Janick Electric Ltd. believes in equal opportunity and is committed to providing a barrier-free environment that allows all people to maintain their independence and dignity. As an organization, we respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act* (2005) and its associated Regulations and strive to meet the needs of individuals with disabilities in a timely and effective manner.

### **PLAN**

Janick Electric Ltd. is committed to maintaining a workplace characterized by professionalism and respect for the dignity of all individuals. Every employee is expected to respect the diversity of other employees, clients, and third parties with whom they interact.

We are committed to meeting the accessibility needs of persons with disabilities promptly and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the AODA.

To meet and sustain compliance, Accessible Emergency Information, Janick Electric will provide employees with disabilities with individualized emergency response information when necessary. We are also committed to providing our clients with publicly available emergency information in an accessible way, as applicable and upon request.

### **Training**

Janick Electric has provided training to all employees in Ontario on Ontario's accessibility laws and how to communicate with and provide accessible service to people with disabilities to ensure that employees have the knowledge and skills they need to meet or exceed compliance requirements.

As soon as practicable, newly hired employees will be provided with the training required to comply with the AODA Customer Service Standard. Janick Electric will maintain records of all training, including the dates the training was provided and the individuals who received the training. We teamed with HR Downloads and provided video training with quizzes that provide Certificates to each employee. This, combined with our written policies provided to and signed off by our employees, concludes our AODA training. Our system has been updated to include a Health & Safety Tracker to show all training dates which are reviewed against updates to AODA.

### **Support for Persons with Disabilities**

Janick Electric recognizes the principles of independence, dignity, integration and quality of opportunity, and the importance of openly communicating and responding to disabled employees' and possible

clients' needs to provide them with excellent service. We will make every effort to provide accessibility and accommodation in ways that take into account the person's disability and accessibility needs.

For example, we will:

- Accommodate an individual's assistive devices that help them perform everyday tasks;
- Welcome service animals on our premises that are open to the public and other third parties, to the extent permitted by law; and
- Welcome support persons who accompany a person with a disability.

### **Information and Communications:**

Janick Electric Ltd. is committed to meeting the communication needs of persons with disabilities. We will consult with persons with disabilities to determine their information and communication needs.

Janick Electric Ltd. will ensure compliance with the required criteria of Web Content Accessibility Guidelines (WCAG) 2.0 Level AA by January 1, 2021. We will continue to ensure that feedback processes are accessible to persons with disabilities, including providing accessible formats and communication supports upon request.

### **Employment**

Janick Electric Ltd. is committed to maintaining a workplace characterized by professionalism and respect for the dignity of its employees, where all individuals have an equal opportunity to reach their potential, free of discrimination, including harassment and violence.

Janick Electric Ltd. has put policies and processes in place to:

- Provide training to those involved in hiring processes on AODA requirements and disability-related requirements in the recruitment process;
- Notify employees and members of the public that, when requested, Janick Electric Ltd. will accommodate persons with disabilities during the recruitment and assessment process;
- Notify successful applicants of Janick Electric Ltd.'s policies for accommodating persons with disabilities during their offer of employment, and on an ongoing basis should there be changes to Janick Electric Ltd.'s policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability;
- Determine suitable accommodation by consulting with the employee that takes into account the employee's accessibility needs due to a disability;
- Arrange for the provision of accessible formats and communication supports for employees, upon request and in consultation with the employee, for information that is needed to perform job duties and for information generally available to employees in the workplace;
- Develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability; this includes a template for individual accommodation and return-to-work plans;
- Ensure the accessibility needs of employees with disabilities are taken into account when using performance management, career development and advancement processes;
- If an employee requires time off work due to the onset of a disability, Janick Electric Ltd. will complete the Employment Insurance Applications for up to 15 weeks of sick benefits and, if required, assist in completing the LTD benefit for the employee.
- Prevent and remove other accessibility barriers as or if identified.

**Plan Review**

This plan will be reviewed and updates made as required, at least every five years. For more information on this Accessibility Plan or to request an alternate format of this document, please contact human resources.

## AODA Employment Standards Policy – Ontario

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### Intent

Janick Electric Ltd. is dedicated to providing accessible services and a work environment for all employees, prospective employees, and clients. This policy outlines the company's compliance with Parts I and III of the *Integrated Accessibility Standards Regulation* (IASR) set forth under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA).

This policy ensures Janick Electric Ltd. provides services and employment practices that follow the principles of dignity, independence, integration, and equal opportunity.

### Definitions

**Accessible format** - Includes large print, recorded audio and electronic formats, braille, and other formats usable by persons with disabilities.

**Communication Supports** - Includes captioning, alternative and augmentative communication supports, plain language, sign language, and other supports that facilitate effective communication.

**Information** - Includes data, facts, and knowledge that exists in any format, including text, audio, digital, or images, and conveys meaning.

**Career development and advancement** - Additional responsibilities within an employee's current position and the movement of an employee from one job to another in an organization or any combination of them. Both additional responsibilities and employee movement are usually based on merit, seniority, or a combination of both.

**Performance management (PM)** - Activities related to assessing and improving employee performance, productivity, and effectiveness to facilitate employee success.

**Redeployment** - The reassignment of employees to other departments or jobs within the organization as an alternative to layoff when a particular job or department has been eliminated by the organization.

**Support person** - In relation to a person with a disability, another person who accompanies a person with a disability to help with communication, mobility, personal care, medical needs, or with access to goods, services, or facilities.

### General Principles

#### Establishment of Accessibility Policies and Plans

Janick Electric Ltd. will develop, implement, and maintain policies governing how it will achieve accessibility through these requirements.

The company is committed to meeting the accessibility needs of persons with disabilities. This is reflected in policies that, upon request, will be made publicly available in an accessible format.

The company will establish, implement, maintain, and document a multi-year accessibility plan outlining its strategy to prevent and remove barriers and meet its requirements under the IASR. Accessibility plans will be made available in an accessible format upon request and will be posted on its website.

The company will review and update its accessibility plan once every five years and will establish, review, and update its accessibility plans in consultation with persons with disabilities or an advisory committee. Annual status reports will be prepared to report on the progress of the steps taken in implementing the companies' accessibility plan. This status report will be posted on our website. If requested, the report will be created in an accessible format.

### Training Requirements

Janick Electric Ltd. will provide training for its employees and volunteers regarding the IASR and the Ontario *Human Rights Code* as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing the companies' policies and all other persons who provide goods, services, or facilities on behalf of the company.

Training will be provided as soon as is reasonably practicable, but no later than five days commencing employment or 20 days upon changes to the policies. Training will be provided regularly to new employees and as changes to the companies' accessibility policies occur.

Janick Electric Ltd. will maintain records on the training provided through obtaining signed policies and training certificates logged on the Company Health & Safety Training Tracker.

### **Recruitment, Assessment and Selection**

Janick Electric Ltd. will notify employees and the public about the availability of accommodation for job applicants who have disabilities. Applicants will be informed that these accommodations are available, upon request, for the interview process and other candidate selection methods. Where an accommodation is requested, the company will consult with the applicant and provide or arrange for suitable accommodations in a manner that takes into account the applicant's accessibility needs due to disability.

Successful applicants will be made aware of the company's policies and supports for accommodating people with disabilities.

### **Accessible Formats and Communication Supports for Employees**

Janick Electric Ltd. will ensure that employees are aware of policies for employees with disabilities and any changes to these policies as they occur. The company will provide the information required to new employees as soon as practicable after they begin their employment.



If an employee with a disability requests it, the company will provide or arrange for the provision of accessible formats and communication supports for the following:

- Information needed to perform their job; and
- Information that is generally available to all employees in the workplace.

The company will consult with the employee requesting to determine the best way to provide the accessible format or communication support.

### **Workplace Emergency Response Information**

Where required, Janick Electric Ltd. will create individualized workplace emergency response plans for employees with disabilities. This information will be created in consultation with the employee and take into account the unique challenges created by the individual's disability and the physical nature of the workplace.

This information will be reviewed when:

- The employee moves to a different physical location in the organization;
- The employee's overall accommodation needs or plans are reviewed; or
- The company reviews general emergency response policies.

### **Documented Individual Accommodation Plans**

Janick Electric Ltd. will develop and have in place written processes for documenting individual accommodation plans for employees with disabilities. The development process for these plans will include:

- How the employee can participate in the development of the plan;
- How the employee is assessed individually;
- The ways that an employer can request an evaluation by an outside medical expert or other experts (at the employer's expense) to determine whether an accommodation can be achieved, or how it can be achieved;
- The ways that an employee can request the participation of a representative from their bargaining agent or another representative from the workplace (if the employee is not represented by a bargaining agent) for the creation of the accommodation plan;
- The steps are taken to protect the privacy of the employee's personal information;
- The frequency with which the individual accommodation plan should be reviewed or updated and how it should be done;
- How the reasons for the denial of an individual accommodation plan will be provided to the employee; and
- The means of providing the accommodation plan in an accessible format, based on the employee's accessibility needs.

The individual accommodation should also include information regarding accessible formats, communication supports (upon request), individualized workplace emergency response information, and any other accommodation provided.

## **Return to Work**

Janick Electric Ltd. will develop and implement return-to-work processes for employees who are absent from work due to a disability and require disability-related accommodations to return to work.

This process will outline the steps the company will take to enable a smooth return to work for the employee. All steps and individual accommodation plans will be documented and created in consultation with the employee.

## **Performance Management and Career Changes**

Janick Electric Ltd. will consider the accessibility needs, including documented individual accommodation plans, of employees with disabilities during the company's performance management process. These will also be considered in the event of redeployment or when offering career development or advancement opportunities.

## **Review**

This policy will be reviewed regularly to ensure that it reflects the current practices of Janick Electric Ltd. as well as legislative requirements.

# **AODA – Integrated Accessibility Standards Regulation (IASR)**

## **Information and Communications Policy**

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### **Intent**

This policy applies to the provision of accessible employment services for persons with disabilities, in accordance with O. Reg. 191/11 *Integrated Accessibility Standards* (IASR) under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA).

All employment services provided by Janick Electric Ltd. will follow the principles of dignity, independence, integration, and equal opportunity.

### **Definitions**

**Accessible Formats:** - Include but are not limited to large print, recorded audio and electronic formats, braille, and other formats usable by persons with disabilities. If any of these are not available, they will be made available within a reasonable period of time.

**Communication Supports** - Include but are not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

**Conversion-ready** - An electronic or digital format that facilitates conversion into an acceptable format.

### **Guidelines**

#### **General Requirements**

The following general requirements apply to the five standards: information and communications, employment, transportation, design of public spaces, and customer service.

#### **Establishment of Accessibility Policies and Plans**

Janick Electric Ltd. will develop, implement, and maintain policies governing how it will achieve accessibility through these requirements.

Janick Electric Ltd. will include a statement of its commitment to meeting the accessibility needs of persons with disabilities in its policies. These documents will be made publicly available in an accessible format upon request.

Janick Electric Ltd. will establish, implement, maintain, and document a multi-year accessibility plan outlining its strategy to prevent and remove barriers and meet its requirements under the IASR. Accessibility plans will be made available in an accessible format upon request and will be posted on our website.

Janick Electric Ltd. will review and update its accessibility plan once every five years and will establish, review, and update our accessibility plans in consultation with persons with disabilities or

an advisory committee. Annual status reports will be prepared that will report on the progress of the steps taken to implement Janick Electric Ltd.'s accessibility plan. This status report will be posted on our website. If requested, the report will be created in an accessible format.

#### Procuring or Acquiring Goods and Services, or Facilities

Janick Electric Ltd. will incorporate accessibility criteria and features when procuring or acquiring goods, services, or facilities. The only exception is in cases where it is impracticable to do so.

#### Training Requirements

Janick Electric Ltd. will provide training on the IASR accessibility requirements and Ontario's *Human Rights Code* as they pertain to individuals with disabilities. This applies to all employees and volunteers, individuals who participate in developing Janick Electric Ltd. policies, and all other persons who provide goods, services, or facilities on Janick Electric Ltd.'s behalf. Training will be provided as soon as is reasonably practicable, but no later than one week from the commencement of employment. Training will be provided regularly to new employees and as changes to Janick Electric Ltd.'s accessibility policies occur.

#### Records

Janick Electric Ltd. will maintain records on the training provided when it was provided and the number of employees who were trained.

#### **Accessible Formats and Communication Supports**

Unless deemed unconvertible, Janick Electric Ltd. will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities upon request. Accessible formats and communication supports will be provided at no additional cost to the individual.

Janick Electric Ltd. will account for the person's accessibility needs when customizing individual requests and will consult with the individual requesting to ensure suitability.

Janick Electric Ltd. will make the availability of accessible formats and communication supports publicly known.

#### **Emergency Procedures, Plans or Public Safety Information**

Janick Electric Ltd. will ensure that all publicly available safety and emergency information, such as evacuation procedures and floor plans, are provided in an accessible format or with appropriate communication supports upon request.

#### **Accessible Websites and Web Content**

Janick Electric Ltd. will ensure that our website and web content conform to the Web Content Accessibility Guidelines (WCAG) as outlined in the IASR, and will refer to the legislation for specific compliance deadlines and requirements.

## Records

Janick Electric Ltd. will maintain a record of all training provided. Training will include the dates when training was provided and the number of people who were trained.

## **Exceptions**

The Information and Communications Standards do not apply to:

- Products and product labels;
- Unconvertible information or communications; or
- Information that the organization does not control either directly or indirectly through a contractual relationship.

## Unconvertible Information or Communications

If it is determined in consultation with the requesting party that information or communications are unconvertible, Janick Electric Ltd. will ensure that the individual who made the request is provided with an explanation and a summary of the information.

Janick Electric Ltd. will classify information or communications as unconvertible where:

- It is not technically practicable to convert; or
- The technology required to make the conversion is not readily available.

## **Review**

This policy will be reviewed regularly to ensure that it reflects Janick Electric Ltd.'s current practices and legislative requirements.

## AODA – Integrated Accessibility Standards Regulation (IASR) Design of Public Spaces Policy

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### Intent

This policy is intended to meet the requirements of the Integrated Accessibility Standards, Ontario Regulation 191/11 for the Design of Public Spaces Standard set forth under the Accessibility for Ontarians with Disabilities Act, 2005. This policy applies to removing barriers in two (2) areas:

- Buildings; and
- Public spaces.

### Definitions

**Accessible Formats** – Include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

**Beach Access Routes** – Routes that are constructed for public pedestrian use that provide access to public beaches from off-street parking facilities, recreational trails, exterior paths of travel and amenities.

**Environmental Mitigation** – Activities that are intended to address any negative effects on the environment caused by the standard.

**Environmental Restoration** – Activities that will benefit the environment.

**Exterior Paths of Travel** – Refers to sidewalks and walkways designed and constructed for pedestrian travel and intended to provide a functional route from Point A to Point B rather than a recreational experience.

**Kiosk** – An interactive electronic terminal, including a point-of-sale device, for public use that allows users to access one (1) or more services or products.

**Recreational Trail** – A public pedestrian trail intended for recreational and leisure purposes.

**Redeveloped** – A planned significant alteration to a public space. It does not include maintenance activities, environmental mitigation or environmental restoration.

### General Principles

In accordance with the *Integrated Accessibility Standards, Ontario Regulation 191/11*, this policy addresses the following:

- A. General Requirements
- B. Exterior Paths of Travel
- C. Off-Street Accessible Public Parking
- D. Obtaining Service

- E. Exceptions
- F. Review

## **A. General Requirements**

General requirements that apply across all of the five (5) standards (information and communication, employment, transportation, design of public spaces, and customer service) are outlined as follows.

### **Establishment of Accessibility Policies and Plans**

Janick Electric Ltd. will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.

Janick Electric Ltd. will include a statement of its commitment to meeting the accessibility needs of persons with disabilities in its policies. These documents will be made publicly available in an accessible format upon request.

Janick Electric Ltd. will establish, implement, maintain and document a multi-year accessibility plan outlining its strategy to prevent and remove barriers and meet its requirements under the IASR. Accessibility plans will be made available in an accessible format upon request and will be posted on our website.

Janick Electric Ltd. will review and update its accessibility plan once every five (5) years and will establish, review and update our accessibility plans in consultation with persons with disabilities or an advisory committee. Annual status reports will be prepared that will report on the progress of the steps taken to implement Janick Electric Ltd.'s accessibility plan. This status report will be posted on our website. If requested, the report shall be created in an accessible format.

### **Procuring or Acquiring Goods and Services, or Facilities**

Janick Electric Ltd. will incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities. The only exception is in cases where it is impracticable to do so.

### **Training Requirements**

Janick Electric Ltd. will provide training for its employees and volunteers regarding the IASR and the Ontario Human Rights Code as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing Janick Electric Ltd.'s policies and all other persons who provide goods, services or facilities on behalf of Janick Electric Ltd.

Training will be provided as soon as is reasonably practicable, but no later than one-week commencing employment or within 20 days when there are changes to the policies. Training will be provided on an ongoing basis to new employees and as changes to Janick Electric Ltd.'s accessibility policies occur.

### **Records**

Janick Electric Ltd. will maintain records on the training provided when it was provided and the number of employees that were trained.

## **B. Exterior Paths of Travel**

To ensure the health and safety of all pedestrians, any newly constructed or redeveloped exterior paths of travel will meet, and where possible exceed, the technical requirements of the *Integrated Accessibility Standards*, section 80.23, and where applicable, sections 80.24 – 80.28.

## **C. Off-Street Accessible Public Parking**

Types of Spaces and Access Aisles:

Janick Electric Ltd. will ensure that any newly constructed or redeveloped off-street parking facilities provide the following two (2) types of parking spaces available for persons with disabilities:

- Type A – Parking space with a minimum width of 3.4 m; and
- Type B – Standard parking space with a minimum width of 2.4 mm.

Access aisles will be provided for all accessible parking spaces and will meet the requirements of the *Integrated Accessibility Standards*, section 80.35.

Minimums

Janick Electric Ltd. will ensure that any newly constructed or redeveloped off-street parking facility meets, and where possible exceeds, the required number of accessible parking spaces based on the size of the lot. The number of accessible spaces will be aligned with the requirements specified in the *Integrated Accessibility Standards*, section 80.36.

Signage

Janick Electric Ltd. will ensure that the proper signage is provided for each accessible parking space. Type A parking spaces will have signage indicating van accessibility.

## **D. Obtaining Services**

Waiting Areas

When constructing or redeveloping an existing waiting area, Janick Electric Ltd. will ensure that a minimum of 3% of the seating is made accessible. Janick Electric Ltd. will ensure that there will be at least one (1) accessible seat.

## **E. Exceptions**

There may be times where Janick Electric Ltd. can't meet all technical requirements as outlined within the legislation. In these instances, Janick Electric Ltd. will strive to meet the requirements to the fullest extent to allow for accessible use with particular constraints as addressed in legislation.

## **F. Review**



This policy will be reviewed regularly to ensure that it is reflective of Janick Electric Ltd.'s current practices as well as legislative requirements.

## AODA – Integrated Accessibility Standards Regulation (IASR) Transportation Policy

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### Intent

This policy is intended to meet the requirements of the Integrated Accessibility Standards, Ontario Regulation 191/11 for the Transportation Standard set forth under the Accessibility for Ontarians with Disabilities Act, 2005. This policy applies to the provision of accessible transportation services for people with disabilities.

All transportation provided by Janick Electric Ltd. shall follow the principles of dignity, independence, integration and equal opportunity. In this case, vehicles provided by the Company are used to transport employees and substrates or clients.

### Definitions

**Accessible Formats** – Include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

**Accessible Vehicle** – A passenger vehicle or a bus, other than a school bus, that is:

- Designed or modified to be used to transport persons with disabilities and is used for that purpose, whether or not the vehicle is also used to transport persons without disabilities; and
- Operated by, for or on behalf of any person, club, agency or organization that holds itself out as providing a transportation service to persons with disabilities (either for compensation or not).

**Mobility Aid** – Refers to devices used to facilitate the transport, in a seated posture, of people with disabilities.

**Mobility Assistive Device** – Refers to a cane, walker or similar aid.

**Specialized Transportation Service Provider** – Refers to a designated public sector transportation organization described in paragraph 5 of Schedule 1 of the *Integrated Accessibility Standards Regulation* that provides specialized transportation services that operate only in Ontario.

### General Principles

In accordance with the *Integrated Accessibility Standards, Ontario Regulation 191/11*, this policy addresses the following:

A. General Requirements

B. Availability of Information on Accessible Equipment

- C. Non-Functioning Accessibility Equipment
- D. Accessibility Training
- E. Emergency Preparedness and Response Policies
- F. Support Persons
- G. Review

## **A. General Requirements**

General requirements that apply across all of the five (5) standards (information and communication, employment, transportation, design of public spaces, and customer service) are outlined as follows.

### Establishment of Accessibility Policies and Plans

Janick Electric Ltd. will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.

Janick Electric Ltd. will include a statement of its commitment to meeting the accessibility needs of persons with disabilities in its policies. These documents will be made publicly available in an accessible format upon request.

Janick Electric Ltd. will establish, implement, maintain and document a multi-year accessibility plan outlining its strategy to prevent and remove barriers and meet its requirements under the IASR. Accessibility plans will be made available in an accessible format upon request and will be posted on our website.

Janick Electric Ltd. will review and update its accessibility plan once every five (5) years and will establish, review and update our accessibility plans in consultation with persons with disabilities or an advisory committee. Annual status reports will be prepared that will report on the progress of the steps taken to implement Janick Electric Ltd.'s accessibility plan. This status report will be posted on our website. If requested, the report shall be created in an accessible format.

### Procuring or Acquiring Goods and Services, or Facilities

Janick Electric Ltd. will incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities. The only exception is in cases where it is impracticable to do so.

### Training Requirements

Janick Electric Ltd. will provide training for its employees and volunteers regarding the IASR and the Ontario Human Rights Code as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing Janick Electric Ltd.'s policies and all other persons who provide goods, services or facilities on behalf of Janick Electric Ltd.

Training will be provided as soon as is reasonably practicable, but no later than (Insert Compliance Deadline). Training will be provided on an ongoing basis to new employees and as changes to Janick Electric Ltd.'s accessibility policies occur.

### **Records**

Janick Electric Ltd. will maintain records on the training provided, when it was provided and which employees were trained through our training tracker.

### **B. Availability of Information on Accessible Equipment**

Janick Electric Ltd. will make current information regarding accessibility equipment and features of our vehicles available to our employees and sub-trades. This information will be provided in an accessible format upon request.

### **C. Non-Functioning Accessibility Equipment**

Where the accessibility equipment on one (1) of our vehicles is not functioning, Janick Electric Ltd. will ensure that it is repaired as soon as is reasonably practicable. Until such time, Janick Electric Ltd. will take all reasonable steps to accommodate persons with disabilities.

### **D. Accessibility Training**

In addition to the general training requirements, Janick Electric Ltd. will provide all employees with accessibility training. Training will address:

- How to safely use accessibility equipment;
- The features of accessibility equipment;
- Acceptable modifications to procedures (e.g. equipment fails); and
- Emergency preparedness and response procedures.

### **Records**

Janick Electric Ltd. will maintain a record of all training provided. Training records will include the dates on which training was provided and the people that were trained.

### **E. Emergency Preparedness and Response Policies**

To ensure the safety of individuals with disabilities that use our vehicles for transport, Janick Electric Ltd. will establish, implement, maintain and document emergency preparedness and response policies. These policies will be provided in an accessible format upon request.

In addition, Janick Electric Ltd. will ensure that all publicly-available safety and emergency information (e.g. evacuation procedures, floor plans etc.) is provided in an accessible format or with appropriate communication supports upon request.

### **F. Support Persons**

Janick Electric Ltd. will not refuse a support person who is accompanying an employee, sub-trade or client with a disability. Janick Electric Ltd. reserves the right to inquire about the nature of an individual's need for a support person.

#### **G. Review**

This policy will be reviewed regularly to ensure that it is reflective of Janick Electric Ltd.'s current practices and legislative requirements.

**NOTES:** Janick Electric Ltd. does not provide transport to the public. Company vehicles are used by a small portion of employees but are maintained regularly.