

# HydroPlumb Health and Safety

## Health & Safety Policy - June 2007

The management of HydroPlumb Mechanical Ltd. is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. The Corporation will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

The Corporation, as employer, is ultimately responsible for worker health and safety. As President of HydroPlumb Mechanical Ltd., I give you my personal promise that every reasonable precaution will be taken for the protection of workers.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures.

Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the company.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the president to the workers.

HydroPlumb Mechanical Ltd.  
N. Haitas P.Eng.  
President

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### **MANAGEMENT'S RESPONSIBILITIES**

- Promote and enforce safety awareness and the Safety Policy;
- Investigate thoroughly, all accidents involving lost time injury and/or property damage in excess of \$500.00, and/or any hazardous incidents in order to prevent recurrence;
- Review and update "Safety Policy and Procedures" annually, or as needed;
- Conduct Company "Safety Meetings" at regular intervals;
- Conduct un-planned site/work place inspections including work conditions and methods together with worker interviews;
- Conduct planned site/work place inspections at regular intervals;
- Monitor injured workers' progress and offer modified duties during the rehabilitation stage.

### **SUPERVISOR'S RESPONSIBILITIES**

- Ensure that a safe and healthy working environment exists;
- Ensure compliance with HydroPlumb's Health and Safety Policy;
- Ensure that the requirements of the Occupational Health and Safety Act and Regulations for Construction, and all other applicable legislation, are met;
- Ensure all necessary documents are available on site/work place;
- Protect the health and safety of the public to the best of his/her ability;
- Must have valid First Aid Certificate;
- Investigate all incidents/accidents immediately and take any appropriate corrective measures;
- Take action immediately to correct hazardous conditions or dangerous practices discovered or reported;

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- Advise workers of any known hazards on the job;
- Conduct safety meetings prior to and during the projects on a regular basis. Minutes are to be kept; copy sent to the main office and any action taken to correct concerns should be noted;
- Facilitate election of Health and Safety Representative or committee where necessary;
- Co-operate with Health and Safety Representative in order to achieve goal of a safe and healthy work environment;
- Conduct site/work place orientation and training as required for any new worker;
- Supply and maintain or have maintained in good operating condition, all equipment/tools and personal protective (safety) equipment necessary for the job;
- Provide pre-task safety instruction and attend such training programs as required by the Company;
- If medical attention is required due to a work-related accident, the worker must be accompanied to the doctor or hospital by a responsible supervisor or management representative, and transportation provided if required.

### WORKER'S RESPONSIBILITIES

- Must report for the work with C.S.A. approved "green patch" footwear, "Class B" hard hats and work gloves in good condition. Ask your supervisor to provide any other personal protection safety equipment required for your job;
- Always comply with the Occupational Health and Safety Act. A copy is available at the site office at all times;
- Attend training programs as required by the company;
- Maintain a clean and tidy work area at all times;
- Always try to work in the safest possible manner, for your self and others;
- Report any hazardous conditions or practices or contravention of the Act to your supervisor immediately;
- Actively participates in removing hazards;
- If safety hazards cannot be removed or resolved immediately, they must be reported to a supervisor right away;
- Always remind co-workers when you see them not working safely or not wearing proper safety equipment;
- Report all accidents, injuries (however minor), damage and close calls immediately to your supervisor;
- If you require medical treatment (hospital or doctor) due to an injury at work, you must be accompanied by a responsible supervisor or manager;
- Advise supervisor of any previous accident, illnesses or limitations you have so that appropriate work may be given to you;
- Do not use or be intoxicated by alcohol or illegal drugs on the jobsite/work place; report others found doing so;
- Know that accidents will be investigated thoroughly. This is to prevent similar accidents and losses in future and to correct hazards, not to find the " guilty " party or to lay blame;
- Follow instructions, provide information and co-operation during emergencies and investigations. DO NOT speak to reporters but refer to the main office for comment.

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## REMEMBER

- Everyone is responsible for safety;
- If you see a problem, fix it right away. Action speaks louder than words;
- Don't be shy. Remind other workers about safety;
- Keep your site/work place clean and tidy; you will work safer and faster;
- Follow HydroPlumb's Health and Safety Policy. Anyone who does not follow this Policy will be subject to disciplinary action and/or dismissal;
- Never put your own or someone else's safety at unnecessary risks. It is not worth it if someone gets hurt;
- Report any concerns or hazards immediately;
- No worker will be disciplined or dismissed for working in accordance with HydroPlumb's Health and Safety Policy or the Occupational Health and Safety Act.
- If you have an idea for a safer, more efficient way to do something, suggest it to your supervisor.

## EMERGENCY PROCEDURES

### Supervisor's Duties:

(Senior worker to substitute if supervisor is not available)

1. Take command of the situation, ISOLATE THE AREA, REMOVE DANGER, and assign duties to specific people.
2. Render first aid - locate qualified person to administer first aid only.
3. Call : 911 or

Ambulance	613-237-4545
Ottawa-Carleton Regional Police	613-230-6211
Ottawa Fire Department	613-232-1551
Utilities (where necessary)	
Gas	613-745-9101
Ottawa Hydro	613-738-6413
Water	613-728-0132/613-728-5805
(have someone meet and guide emergency crews to accident scene)	
Office NICK HAITAS	613-836-5002 ext 201

### Project Managers



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SCOTT BLACK	613-447-2183
MATT BREKALO	613-447-0737
(senior management to notify next of kin and handle reporters)	
Regional Ministry of Labour	613-228-8050

4. A management representative must accompany the injured person to the hospital. The representative must ensure that the Modified Work Program Physician's Report is completed and submitted to the main office.
5. Identify witnesses - begin accident investigation.

### ACCIDENT INVESTIGATION

#### Policy

- All accidents will be thoroughly investigated by the Site Superintendent and/or Management;
- All accidents will be investigated immediately;
- The purpose of accident investigation is not to lay 'blame' on anyone, but to find out how the accident happened and how similar accidents may be prevented or avoided in the future;
- No person shall alter the scene of an accident except for the purpose of preventing further injury or damage;
- Full co-operation from all involved parties (including witnesses) is both expected and appreciated;
- No one who is legitimately injured by an accident at work will be denied assistance or compensation, provided that they obtain the appropriate medical attention and report the accident immediately.

#### Procedure

The results of the investigation are to be recorded on the "Accident Investigation" sheet. All applicable sections must be completed and signed by the supervisor. It should then be forwarded immediately to the main office's safety representative within twenty-four hours of the accident.

The Accident Investigation sheet is then to be reviewed by the Corporate Management Representative and, if necessary, a Form 7 (Worker's Compensation Board Accident Report Form) must be completed and submitted to the Workers' Compensation Board. If the report is anticipated to take more than twenty-four hours, the Workers' Compensation Board should be notified of the accident in writing. The letter should be sent by registered mail and include the following information:

- Name of person injured and social insurance number
- Date and time of accident
- Nature of accident
- Address of injured person

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- Accident location
- Name and address of doctor treating, if any
- That an investigation is underway and a full report will be provided upon completion thereof. The Workers' Compensation Board must receive notification (Form 7 or letter) within the next three days.

### WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEMS (W.H.M.I.S.)

#### Labels

All hazardous materials will be identified in accordance with the Workplace Hazardous Materials Information System (W.H.M.I.S) requirements of the Occupational Health & Safety Act.

#### Material Safety Data Sheets

Material Safety Data Sheets (M.S.D.S.) provide more in-depth information than is given on supplier's labels. M.S.D.S's are available from your foreman or project superintendent.

#### Employee Training

All employees must be trained in, and know how to, recognize hazardous materials; read and understand labels and M.S.D.S's; and know how to work with hazardous materials in a safe manner.

Workplace specific training will be provided to new employees by their foreman.

### PERSONAL PROTECTION EQUIPMENT

For your personal protection on the job, DO NOT WEAR:

- Loose clothing or cuffs
- Greasy or oily clothing, gloves or boots
- Torn or ragged clothing
- Finger rings or neck chains

Shirts and long pants shall be worn at all times.

#### Head Protection

Workers are required to wear protective headgear at all times. (Do not paint or drill holes in the safety hat; replace damaged or cracked hats immediately).

#### Foot Protection

1. At all times on the job, workers must wear CSA certified Grade 1 footwear or CSA certified footwear with heavy-duty toe and sole protection.

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2. Workers purchasing new work boots should obtain CSA certified Grade 1 footwear. Such boots bear a green triangular patch stamped with the registered trademark of the Canadian Standards Association on the outside and a rectangular green label on the inside.
3. Work boots should be laced and tied.
4. Replace badly worn or deteriorated work boots.

### Eye Protection

Workers drilling overhead or into concrete, masonry and drywall, when using powder-actuated tools, and when chipping, grinding or cutting must wear cover goggles. At certain projects, as may be required by the client, general contractor, construction managers, etc., you may be required to wear eye protection at all times while on site.

### Personal Protective Equipment

In addition to mandatory hats and safety boots, other personal equipment such as eye protection, hearing protection and fall-arrest devices must be worn when required. Any requirements for gloves, respirators or specially designed protective clothing under hazardous conditions must be met.

### Safety Harnesses and Lanyards

A worker must wear a safety harness with the lanyard tied off to either a fixed support or a lifeline whenever the worker is 3 meters (10 feet) or more above the ground, above operating machinery or above hazardous substances or objects.

All safety harnesses and lanyards must be CSA certified. Both the harness and the lanyard will carry CSA label. Safety harnesses must be snug fitting and worn with all hardware and straps intact and properly fastened. Lanyard must be 15 millimetres (5/8") diameter nylon or equivalent. The lanyard should be secured to a rigid support or lifeline, preferably higher than waist level, and be kept as short as possible to facilitate job duties. When the lanyard is wire rope or nylon webbing, a shock absorber must be used.

**NOTE:** Safety belts may be used only as a travel restraint on a level-working surface.

**IN CASE OF EMERGENCY PLEASE CONTACT NICK HAITAS AT 613-836-5002 ext 201 or the Project Managers**