

# Contractor's Safety Manual



CONSTRUCTION  
SAFETY



The information presented herein is, to the best of our knowledge, current at the time of printing and intended for general application. This publication is not a definitive guide to government regulations or to practices and procedures wholly applicable under every circumstance. The appropriate regulations and statutes should be consulted.

This safety manual is designed to be used as a guide only and cannot be expected to replace “common sense”, nor is it intended to foresee every possible circumstance arising on all jobsites and in our own warehouse.

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# 1. Health and Safety Policy

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Every company should have a health and safety policy and a program to implement that policy. Alberta's Occupational Health and Safety Act requires companies with more than five employees to:

- 1) Prepare and review at least annually a written occupational health and safety policy
- 2) Develop and maintain a program to implement that policy
- 3) Post the policy at a conspicuous location in the workplace.

## Policy

It is the policy of Cutting Edge Contract Flooring Ltd. to perform work in the safest manner possible and in accordance with the Occupational Health and Safety Act and the regulations made under the Act.

Protecting employees from workplace injury and disease is our major continuing objective.

All employees must work in compliance with health and safety legislation and with the practices and procedures spelled out by this company.


It is in the best interest of all parties to consider accident prevention in every activity. Commitment to health and safety is an integral part of this company.

Health and Safety procedures will be regularly reviewed and communicated throughout the company

It is this company's policy to do everything possible to ensure that each employee works in a safe and healthy environment.

## Company President's Statement

- We will prepare and review at least annually a written company H&S policy.
- We will assign and review the development of a program to implement the H&S policy.
- Provide the necessary resources to implement, support, and enforce the company H&S policy and program in accordance with the Occupational Health and Safety Act and the regulations made under the Act.
- Promote the exchange of H&S information with outside groups such as regional labor-management H&S committees and trade associations, such as the Alberta Floor Covering Association.
- Meet all legal requirements for investigating and reporting critical injuries, accidents, incidents, occurrences, and other events.
- Review site training plans for H&S and ensure that adequate resources are available.

Signed:   
Fred Richardson  
(President)

Date: 30<sup>th</sup> April 2020



# 2. Roles and Responsibilities

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## 2.1 Project Superintendent or Supervisor

- Implement, support, and enforce the H&S program at the project level.
- Communicate with the president, owner, or CEO on Ministry of Labour requirements such as notice of project and notices of accidents and injuries.
- Review the site H&S program with supervisors and subcontractors before they start work, identifying responsibilities and promoting cooperation.
- Oversee site planning and approve a site plan that covers access, traffic control, materials handling, storage, and sanitation.
- Prepare fire protection and emergency response plans.
- Review safe work procedures for the site.
- Direct accident investigations on site. Review and forward reports to our office.
- Ensure that site security and public way protection are provided.
- Identify special site hazards and outline appropriate safe work procedures and training.
- Establish an on-site system for maintaining and processing injury reports, WHMIS, inspection reports, and other administrative requirements.
- Coordinate H&S functions (for example, safe work procedures and accident investigations) involving owner/client, subcontractors, and direct-hire personnel.
- Perform site inspections at least weekly.

## 2.2 Supervisor (Foreperson)

- Provide orientation for new crew members.
- Implement, support, and enforce the H&S program at crew level.
- Conduct weekly H&S talks and daily toolbox meetings.
- Inspect H&S equipment weekly.
- Review H&S aspects of each task with crew.
- Assist in accident investigations.
- Report H&S problems to superintendent and correct hazards immediately where possible.

## Roles and Responsibilities

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- Inspect tools and equipment at least weekly and ensure proper maintenance.
- Ensure that housekeeping is done at least daily.
- Review MSDSs with crew before using hazardous materials.

### 2.3 Workers

- Work in accordance with the company H&S policy and program, the project H&S program, the **Occupational Health and Safety Act**, and the regulations made under the Act.
- Report hazards or unsafe conditions to their supervisor.
- Report all accidents, injuries, and near misses to their supervisor.
- Follow emergency response plans when necessary.
- Clean up their own work area at least daily.
- Inspect personal protective equipment (PPE) before use and report any defects or damage to their supervisor.

### 2.4 Subcontractors

- Before starting work, ensure compliance with the project H&S policy and program. Make it clear to employees that failure to comply can result in termination of contract.
- Provide training in the requirements of the project H&S program.
- Coordinate all activities through the site superintendent.
- Provide, inspect, and maintain personal protective equipment (PPE) as required for direct-hire employees.
- Monitor site conditions daily.
- Record—and report where required as an employer—all injuries, accidents, and near misses.
- Clean up work areas at least daily.
- Conduct regular safety talks for employees.
- Provide site-specific training as required.
- Notify site superintendent of any lost-time injuries, medical aid cases, and reportable occurrences on the project.
- Cooperate in accident investigation and reporting.

### 3. Hazard Assessment and Controls

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#### Hazard Assessment Policy

The safety manual program determines what Hazard Assessment means. It also identifies, eliminates and or controls the safety hazards of a process, procedure or a work site to protect the health and safety of the employees involved and to prevent injuries or other losses.

FORMAL HAZARD ASSESSMENTS must be done for jobs or work processes that:

- Have the potential for serious health effects
- Are new work sites
- Are changed or which have never been previously assessed
- Have had new equipment added or the existing equipment has been modified
  
- Involve inexperienced employees
- Are associated with frequent accidents
- Are critical, with the potential for serious injury
- Involve a change in an operating procedure
- Have the potential for severe property damage or environmental impact
- Have the potential for significant interruption to production
  
- Each job or work process must be considered to determine if inherent or introduced hazards exist or have the potential to develop, and the necessary control measures must be determined and applied

\* **The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.**

Signature:   
Fred Richardson  
(President)

Date: 30<sup>th</sup> April 2020

### 3.1 Hazard Assessment Guidelines

#### Identify (Tasks)

Break down the job, procedure, or process into its tasks or components and identify all hazards associated with each task or component.

#### Eliminate

Plan to eliminate as many hazards as practicable. This is the best method of dealing with hazards, if it is possible to implement. If hazards are eliminated it is impossible for them to recur.

#### Control

Control the hazards that cannot be eliminated. If hazards are controlled instead of eliminated, they can recur. Control is the most common method of dealing with hazards or hazardous situations.

#### Safe Work Plan (Toolbox talk/Specialized FORM)

Follow a code of practice or develop a safe work procedure or safe work plan to lower the risk of an incident occurring. By following the Safe Work Plan it will help reduce the hazard from occurring when a standard control or procedure may be more difficult to implement or risky to apply.

#### Minimize through Training (FORM/LOG)

If an accident does occur, be prepared to reduce the effects by having trained First aid people with appropriate First aid equipment available. Ensure all employee and supervisors are aware of the emergency plan and their role in it.

#### Protect

Protect the employees with personal protective equipment, signs, barriers or guardrails. Ensure the work will be performed by competent employees or directly supervised by a competent employee.

#### Signs

Institute methods to warn employees and other approaching or entering the work site or place of business of the hazards.

### 3.2 Hierarchy of Hazard Elimination & Controls

#### The 4 Steps of the Hazard Assessment Process

##### Step 1: Hazard Identification

- Hazard Definition
- Health and Safety Hazards
- Hazard Categories
- Sources of Hazards
- Types of Hazards

##### Step 2: Hazard Evaluation & Prioritization

- Evaluation Criteria
- Hazard Prioritization

##### Step 3: Hazard Control

- Engineering Controls
- Administrative Controls
- Personal Protective Equipment
- Hierarchy of Hazard Controls
- Selection of Hazard Controls

##### Step 4: Review and Update of Hazard Assessments

- Changes in the Work Environment

##### Types of Hazard Assessments

- Ongoing Informal Hazard Assessment
- Pre-Task or Field Level Hazard Assessment
- Job Inventory and Task Hazard Assessment
- Formal Job Hazard Assessment

### 3.3 Risk Assessment

#### What is a risk assessment?

Risk assessment is a term used to describe the overall process or method where you:

- Identify hazards and risk factors that have the potential to cause harm (hazard identification).
- Analyze and evaluate the risk associated with that hazard (risk analysis, and risk evaluation).
- Determine appropriate ways to eliminate the hazard or control the risk when the hazard cannot be eliminated (risk control).

A risk assessment is a thorough look at your workplace to identify those things, situations, processes, etc. that may cause harm. After identification is made, you analyze and evaluate how likely and severe the risk is. When this determination is made, you can next, decide what measures should be in place to effectively eliminate or control the harm from happening.

The Canadian Standards Association (CSA) Z1002 Standard "Occupational health and safety - Hazard identification and elimination and risk assessment and control" uses the following terms:

**Risk assessment** - the overall process of hazard identification, risk analysis, and risk evaluation.

**Hazard identification** - the process of finding, listing, and characterizing hazards.

**Risk analysis** - a process for comprehending the nature of hazards and determining the level of risk.

**Risk evaluation** - the process of comparing an estimated risk against given risk criteria to determine the significance of the risk.

**Risk control** - actions implementing risk evaluation decisions.

### 3.4 Risk Ranking

There are many risk assessment models used by different organizations. Regardless of the model used, all models evaluate the severity of the incident if it were to occur, and the likelihood or probability of the incident occurring. By incorporating severity and probability into the risk assessment process, an organization can effectively evaluate and prioritize the hazards present in the workplace.

### Alphanumeric Ranking

- Assess the severity and assign a rank:
  1. Imminent Danger – Causing death, permanent impairment.
  2. Serious – Severe injury or illness, property damage.
  3. Minor – non-serious injury, illness or damage.
  4. Not applicable.
  
- Assess the probability and assign a rank:
  - A. Probable – likely to occur immediately or soon
  - B. Reasonably Probable – likely to occur eventually
  - C. Remote – could occur at some point
  - D. Extremely Remote – unlikely to occur
  
- Assign the final rank. Example: 1A, 2A, 3B, 3C
- Prioritize the hazards. Example: Address a hazard ranked as a 1B prior to one ranked as a 2C

### 3.5 Critical Task

A critical task possesses a high potential for serious injury or loss. As per COR requirements, critical tasks require a safe job procedure and safe work practice be created to aid in controlling the associated hazards. Critical tasks are tasks with the highest risks based on the outcome of formal hazard assessments, or risk ranking of your overall task list.

### 3.6 Critical Task List

A critical task list is a formal compilation of the identified critical tasks. This may be in the form of highlighted tasks in a formal hazard assessment or as a document on its own. Some critical task lists prioritize the critical tasks. This indicates the order in which they are to be addressed. Keep in mind address the worst first.

### 3.7 The Hierarchy of Controls

The first duty of the employer is to eliminate hazards present in the workplace; if hazards cannot be eliminated, they must be controlled.

The Alberta Occupational Health and Safety Code, clearly states the order (hierarchy) of controls to follow. When unable to eliminate a hazard, we use the hierarchy of controls to mitigate the hazard.

**1<sup>st</sup> Choice** – Engineering controls. Example: Insulation, ventilation, guards.

**2<sup>nd</sup> Choice** – Administrative controls. Example: SWP's, SJP's, company rules, training, meetings.

**3<sup>rd</sup> Choice** – Personal protective equipment. Examples: Gloves, harnesses, eyewear, hard hats, safety boots.

**Combination** – If the hazard cannot be controlled using a single control method, a combination may be used.

#### 3.7.1 Implement the Selected Controls

Once the best control measures have been determined, it is time to establish a plan of action.

The Formal hazard assessment should indicate the items listed below:

- Who is responsible for the implementation of each control?
- A target completion date of each control
- Implementation of each control

Keep in mind, an employer may need to introduce temporary controls, as some controls may take longer to implement than others. Example: Provide workers with hearing protection until a quieter piece of equipment arrives.



### 3.7.2 Communicate the Hazards and Controls to the Employees

The Alberta Occupational Health and Safety Code states that an employer must inform affected workers of the hazards identified in hazard assessments. There are several ways Cutting Edge Contract Flooring communicate hazards and their controls to workers. Some of these includes:

- Toolbox talks,
- Safety meetings,
- Orientations,
- Company specific printed materials (i.e. safety bulletins),
- Training

### 3.7.3 Monitor the Implemented Controls

An employer must monitor and evaluate the implemented controls for their effectiveness. The list below shows several questions to answer during the monitoring stage of the formal hazard assessment.

- Are the controls in place working as intended?
- Were new hazards introduced during the implementation process?
- Are workers following the correct procedures?
- Were the overlooked factors that need to be addressed?
- Have the controls been implemented in a timely manner?

The Alberta Occupational Health and Safety Code states that an employer must involve affected workers in the hazard assessment process.

Encourage worker feedback during the monitoring stage, document their feedback during meetings and address accordingly. This will give the workers ownership of their workplace and help with the overall health and safety of the organization.

## Hazard Assessment and Controls

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All employees and subcontractors take part in on-going hazard assessment process by completing our Field Level Hazard Assessment (FLHA) forms.

### 3.8 Field Level Hazard Assessment

There are several approaches to conducting site-specific hazard assessments. The FLHA form allow us to identify the hazard, eliminate or control and then finally communicate and implement the method of control.

There are 5 steps to this process:

1. Identify the tasks to be performed on site for the day/shift.
2. Identify the hazards associated with the tasks.
3. Eliminate or control the hazards.
4. Communicate the hazards to the team and implement/follow the controls.
5. Repeat the procedure when there are any changes to the worksite.



## Field Level Hazard Assessment

PO #	
Location of Job:	
Date:	
Supervisor:	
Brief Description of Work:	

**Risk Ranking:**

Severity	Probability
1 – Imminent Danger	A – Probable
2 – Serious	B – Reasonably Probable
3 – Minor	C - Remote
4 – Not Applicable	D – Extremely Remote

Tasks	Hazard	Plan to Eliminate/Control	Risk Ranking	✓ / X
Loading in tools/materials.	Strained muscles, Joint and body stress. Other workers in path of travel, Repetitive lifting, Tripping, Dropping load or pinching appendages.	Pre- Stretch and warm up, keep pathways clear of obstructions and use proper lifting techniques. Take necessary breaks, use caution, wear steel toed boots and gloves as needed.	3B	
Working around other trades.	Jobsite congestion/ accessibility, temporary power, other trade materials/ tools, cords.	Communication. Develop a work plan with site coordinators. Flag off work area, hang cords or have power re-routed.	3C	
Scraping, Hammering, and chiseling.	Repetitive motion, joint and body stress, minor cuts. Airborne debris, pinching/crushing appendages.	Take micro breaks. Use sharp blades. Tools with adequate guards. Wear Safety glasses, face shields and gloves as needed. Wear kneepads.	2A	
Use of power saws, drills, sanders, grinders and removal machines.	Shock. Pinched, cut or amputated appendages. Airborne dust and debris. High levels of noise. Repetitive motion.	Inspect all tools and cords, make sure all tools and cords are grounded and in safe working condition. Use all power tools with manufactures guards attached. Take micro breaks. Wear ear	2B	

## Hazard Assessment and Controls

Tasks	Hazard	Plan to Eliminate/Control	Risk Ranking	✓ / X
		protection, dust masks, kneepads, gloves.		
Filling leveling and cleaning of fine dust.	Airborne dust and debris. Cuts and abrasions. Working with corrosive materials. Repetitive motion. Joint and body stress.	Vacuum all areas. Wear dust masks/respirators and gloves as needed. Use caution when cleaning tools to avoid cuts. Take micro breaks when applying materials in large areas. Wear kneepads.	2B	
Installing, cutting and placing materials.	Heavy lifting. Cuts and abrasions. Repetitive motion. Joint and body stress. Slipping, tripping and falling.	Pre-stretch and warm up. Use sharp blades and care when cutting all materials. Take micro breaks. Keep area clean and free of material refuse. Wear kneepads.	3B	
Use of chemicals (Epoxy, Cleaners, Contact Cement).	Skin irritation. Respiratory irritation. Eye irritation.	Wear gloves, safety glasses and respirator as needed. Keep area well ventilated and use fans as needed. Exercise Caution.	2C	
Using hot tools (Floor welding guns, Heat guns, Hot glue guns, Torches).	Burns. Respiratory irritation. Fire.	Wear safety glasses, gloves and respirator as needed. Get necessary hot work permits and keep fire extinguisher with you when using open flames.	2C	
Worker working Alone.	Become injured with no help readily available,	Make others aware of your arrival time and the work you will be doing. Keep all high-risk activities for normal hours when other people are present. Use a check-in procedure and follow it.	3C	
Other:				
Other:				

Were there any incidents, Injuries or Near Misses? If Yes, Please Explain:

Yes  No

Worker's Name	Signature	First Aid	Worker's Name	Signature	First Aid

Supervisors Name: \_\_\_\_\_

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

## 4. Safe Work Practices

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### Safe Work Practices Policy

Safe work practices (SWP) and safe job procedures (SJP) are based on the tasks identified on the critical task list. A safe work practice for a task includes the following three items:

- Do's and don'ts for the task
- A summary of responsibilities
- Resources (PPE and equipment) to safely complete the task

Cutting Edge Contract Flooring considers the use of safe work practices associated with specific operational tasks as an invaluable administrative tool in reducing or eliminating exposure to injuries and property damage through education and use on the job. Safe work practices are designed to provide a detailed and practical guide in relation to specific work or the use of specific equipment.

- \* **The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.**

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



Fred Richardson  
(President)

Date: 30<sup>th</sup> April 2020

## Safe Work Practices

### SAFE WORK PRACTICE

<b>TITLE</b>	Manual Lifting and Carrying
<b>GENERAL</b>	Protecting workers from injuries associated with material lifting and carrying.
<b>APPLICATION</b>	Most lifting accidents are due to improper lifting methods. All manual lifting should be planned, and safe lifting procedures followed.
<b>PROTECTIVE MECHANISMS</b>	<p>Permit system</p> <p>Safe work procedure</p> <p>Safe lifting procedures</p> <p>PPE</p> <p>ERP (Emergency Response Plan)</p>
<b>SELECTION AND USE</b>	<p>As per safe work procedure</p> <p>Safe lifting procedure</p>
<b>SUPERVISOR RESPONSIBILITY</b>	<p>Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training</p> <p>Selection of lifting equipment</p>
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"> <li>1. Ensure you have a valid Alberta operator's license.</li> <li>2. When operating your own, ACSA owned, or a rental motor vehicle on company business, employees are to notify appropriate Regional Manager of intended travel route, report all vehicle accidents, or any other circumstances.</li> <li>3. Assure compliance with Working Alone Safety legislation.</li> <li>4. Lock doors.</li> <li>5. Drive defensively.</li> <li>6. Back in when practical.</li> <li>7. Ensure vehicle has an Emergency Road Kit.</li> </ol> <ol style="list-style-type: none"> <li>1. Ensure that you know your physical limitations and the approximate weight of materials.</li> <li>2. The use of power equipment or mechanical lifting devices should be considered and employed where practical.</li> <li>3. Obtain assistance in lifting heavy objects.</li> <li>4. Ensure a good grip before lifting and employ proper lifting technique.</li> <li>5. Avoid reaching out.</li> <li>6. Pipes, conduit, reinforcing rods and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors.</li> <li>7. Be aware of hazardous and unsafe conditions.</li> </ol>
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### SAFE WORK PRACTICE

<b>TITLE</b>	Power and Hand Tool Use
<b>GENERAL</b>	Protecting workers from injuries associated with the use of power and hand tools
<b>APPLICATION</b>	Power tools and hand tools to be used and maintained in compliance with manufacturers guidelines.
<b>PROTECTIVE MECHANISMS</b>	Safe work procedures PPE Manufacturers specifications ERP (Emergency Response Plan)
<b>SELECTION AND USE</b>	As manufacturers safe job procedures
<b>SUPERVISOR RESPONSIBILITY</b>	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training  Required tools.
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"> <li>1. Electrical tools must have 3 wire (grounding) cord and plug, excluding double insulated tools.</li> <li>2. Grinder discs, buffers and stones to be used only for designed application and at rated speed.</li> <li>3. Stationary grinders must have properly adjusted tool rests and stones to be properly dressed.</li> <li>4. Angle grinders to have Original Equipment Manufacturer (O.E.M.) guard.</li> <li>5. On/off switches must be functional and positioned so Operator has access.</li> <li>6. Accessories can only be used that are designed for use with the tools specified.</li> <li>7. Saw blades must be designed for the product being cut and at the rated speed, O.E.M. guards must be in place and functional.</li> <li>8. Chisels, punches, hammer, wrenches, etc. to have all burrs ground from striking area.</li> <li>9. Chisels, punches, screwdrivers, etc. to have tips properly dressed.</li> <li>10. Cracked a/o splintered handles to be replaced.</li> <li>11. All tools must be cleaned after use and repairs made before being properly stored.</li> <li>12. Tools to be used for designed purpose only.</li> <li>13. Repairs to tools must be performed by qualified personnel, using O.E.M. parts or equivalent.</li> <li>14. Follow tool safe work procedures step by step.</li> </ol>

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## Safe Work Practices

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### SAFE WORK PRACTICE

<b>TITLE</b>	Hazard Control Signage
<b>GENERAL</b>	Protecting workers from injuries associated with improper use of warning signs
<b>APPLICATION</b>	Work sites should have appropriate and adequate signage to identify site hazards in place prior to the commencement of any work process.
<b>PROTECTIVE MECHANISMS</b>	Safe work procedures Government Legislation Local jurisdictions Worksite traffic guidelines PPE
<b>SELECTION AND USE</b>	As per safe work procedures
<b>SUPERVISOR RESPONSIBILITY</b>	To facilitate and/or provide proper instruction to their workers on protection requirements and training  Signage selection  Hazard analysis
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"> <li>1. Ensure signage is in good condition, clean, legible and suited to the purpose.</li> <li>2. Ensure traffic control signage is of accepted standards.</li> <li>3. Ensure signage is secured.</li> <li>4. Routinely inspect signage for placement, cleanliness and physical damage.</li> <li>5. Ensure road traffic control signage is covered when no activity is present.</li> <li>6. Ensure you are fully trained to erect road traffic signage.</li> </ol>
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## Safe Work Practices

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### SAFE WORK PRACTICE

<b>TITLE</b>	Restricted Work Areas
<b>GENERAL</b>	Protecting workers from injuries associated with working in restricted areas
<b>APPLICATION</b>	A Work Area will be designated as a “Restricted Area”, where there is a danger of contact with energized electrical equipment or hazardous substance.
<b>PROTECTIVE MECHANISMS</b>	<p>Safe work procedures</p> <p>ERP (Emergency Response Plan )</p> <p>PPE</p> <p>Permit system</p> <p>Hydrocarbon monitors</p> <p>Fire extinguishers</p> <p>Barricades and warning signs</p> <p>Lockout procedures</p>
<b>SELECTION AND USE</b>	As per safe work procedures
<b>SUPERVISOR RESPONSIBILITY</b>	<p>Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training</p> <p>Designate limits of restricted area</p> <p>Hazard analysis</p> <p>Worksite inspection</p>
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"> <li>1. Establish and maintain clear exits.</li> <li>2. Have safety and emergency breathing air apparatus available.</li> <li>3. Place continuous gas monitors at strategic points.</li> <li>4. Place fire extinguishers at strategic points.</li> <li>5. Isolate system to be worked on.</li> <li>6. Purge system.</li> <li>7. Check for hydrocarbon leaks.</li> <li>8. Ensure no alternate power sources.</li> <li>9. Continually monitor area for changing conditions.</li> </ol>
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## Safe Work Practices

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### SAFE WORK PRACTICE

<b>TITLE</b>	Office Safety
<b>GENERAL</b>	Protecting workers from injuries associated with office environment
<b>APPLICATION</b>	To ensure employees are aware of the potential and existing hazards in the office environment
<b>PROTECTIVE MECHANISMS</b>	Safe work procedures ERP (Emergency Response Plan) Manufacturers recommendations Alberta Fire Code Local Legislation MSDS Working Alone Policy
<b>SELECTION AND USE</b>	As per safe work procedure ERP MSDS
<b>SUPERVISOR RESPONSIBILITY</b>	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"> <li>1. Ensure you are conversant with emergency evacuation.</li> <li>2. Ensure that all electrical cords are in good condition and are not overloaded.</li> <li>3. Ensure that computer monitors are adjusted to correct height and kept clean.</li> <li>4. Ensure fans/space heaters are used to manufacturer specifications.</li> <li>5. Ensure floors and aisles are kept clear and not cluttered.</li> <li>6. Ensure that only one drawer of filing is open at one time and that drawers are closed when not in use.</li> <li>7. Ensure proper type of fire extinguisher is available.</li> <li>8. When transporting materials of a heavy nature ensure that handcarts and trolleys are used properly.</li> <li>9. Operate microwave according to manufacturers specifications.</li> <li>10. Ensure coffee makers are used according to manufacturer specifications.</li> <li>11. Ensure photocopier is maintained according to manufacturers specifications.</li> <li>12. Ensure chairs are in good repair.</li> <li>13. Ensure rugs are kept clean and in good repair – free of tripping hazard.</li> <li>14. Ensure paper cutter blade is placed in closed lock position.</li> <li>15. Ensure all loose clothing is tied back when using paper shredder.</li> </ol>
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## Safe Work Practices

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### SAFE WORK PRACTICE

<b>TITLE</b>	Cell Phone Usage
<b>GENERAL</b>	Protecting workers from injuries associated with the IMPROPER use of cell phones while operating a motor vehicle.
<b>APPLICATION</b>	Using a cell phone improperly while operating a motor vehicle may be hazardous to the worker and general public.
<b>PROTECTIVE MECHANISMS</b>	Safe work procedure Highway Traffic Act Local Regulations Manufacturers Recommendations
<b>SELECTION AND USE</b>	Safe work procedure Manufacturer's recommendations
<b>SUPERVISOR RESPONSIBILITY</b>	To facilitate and/or provide proper instruction to their workers on protection requirements and training  Enforcement  Compliance
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"> <li>1. When vehicle is in motion calls may not be answered by the driver and must be directed to voicemail or a passenger.</li> <li>2. If an employee driving a vehicle must make a phone call, the vehicle must be parked and in a safe location.</li> <li>3. If making an emergency call (911) the vehicle must be safely parked before making the call.</li> </ol>
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## Safe Work Practices

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### SAFE WORK PRACTICE

<b>TITLE</b>	Driving
<b>GENERAL</b>	Protecting workers from injuries associated with driving operations.
<b>APPLICATION</b>	Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.
<b>PROTECTIVE MECHANISMS</b>	Safe work procedure Highway Safety Act Company Rules Manufacturers Recommendations
<b>SELECTION AND USE</b>	As per safe work procedure Company Rules Manufacturers Recommendations
<b>SUPERVISOR RESPONSIBILITY</b>	To facilitate and/or provide proper instruction to their workers on protection requirements and training  Compliance  Enforcement
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"> <li>1. Ensure you have a valid operator's license.</li> <li>2. Be conversant with traffic laws and applicable regulations.</li> <li>3. Drive defensively.</li> <li>4. Back in when practical.</li> <li>5. Ensure the vehicle has an emergency road kit.</li> <li>6. Ensure you are not under the influence of alcohol or drugs.</li> <li>7. Avoid driving when fatigued.</li> <li>8. Ensure seatbelts are worn at all times when the vehicle is being operated.</li> <li>9. Be familiar with the vehicle and its' capabilities.</li> <li>10. Offering rides to strangers or hitchhikers is prohibited.</li> <li>11. Perform a "walk around" inspection prior to travelling.</li> <li>12. Use good judgement and understand of the basic recovery skills appropriate to the vehicle you are driving.</li> <li>13. Do not operate a cell phone while driving.</li> </ol>
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### SAFE WORK PRACTICE

<b>TITLE</b>	Driving (Winter)
<b>GENERAL</b>	Protecting workers from injuries associated with winter driving
<b>APPLICATION</b>	Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.
<b>PROTECTIVE MECHANISMS</b>	Safe work procedure Highway Safety Act Company Rules Manufacturers Recommendations
<b>SELECTION AND USE</b>	As per safe work procedure Company Rules Manufacturers Recommendations
<b>SUPERVISOR RESPONSIBILITY</b>	To facilitate and/or provide proper instruction to their workers on protection requirements and training Compliance Enforcement
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"> <li>1. Ensure you have a valid operator's license.</li> <li>2. Be conversant with traffic laws and applicable regulations.</li> <li>3. Drive defensively.</li> <li>4. Back in when practical.</li> <li>5. Ensure the vehicle has an emergency road kit.</li> <li>6. Clear snow from all windows, lights and mirrors, when required.</li> <li>7. Avoid using cruise control on icy roads.</li> <li>8. Accelerate and brake gently to reduce skids or spinouts.</li> <li>9. Ensure winter clothing does not restrict movement, vision or hearing.</li> <li>10. Ensure fuel tank is full when possible.</li> <li>11. Ensure you are familiar with the installation of snow chains, if applicable.</li> <li>12. Monitor weather reports, road conditions.</li> <li>13. Do not operate a cell phone while driving.</li> <li>14. Refer to <i>Working Alone</i> procedure when driving in isolated areas.</li> </ol>

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## Safe Work Practices

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### SAFE WORK PRACTICE

<b>TITLE</b>	Housekeeping
<b>GENERAL</b>	Preventing injury and hazardous situations by keeping your work area clean and tidy.
<b>APPLICATION</b>	Not tending to the cleanliness of your working area could result in an injury or equipment being damaged.
<b>PROTECTIVE MECHANISMS</b>	Permit system Safe work procedure Safe lifting procedures PPE ERP (Emergency Response Plan)
<b>SELECTION AND USE</b>	As per safe work procedures
<b>SUPERVISOR RESPONSIBILITY</b>	Review housekeeping problems and requirements as a specific agenda item in safety meetings with all workers. Arrange for work areas to be kept clean as required and for debris to be dumped in garbage containers for scheduled disposal. Conduct regular inspections as required to monitor housekeeping and to identify related hazards.
<b>WORKER RESPONSIBILITY</b>	1. Follow the cleanup and disposal procedures specified by supervisor
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## Asbestos Awareness and Work Practices

<b>TITLE</b>	Asbestos Awareness
All personnel	Refer to the regulation respecting Asbestos on Construction Projects and in Buildings and Repair Operations herein abbreviated as the “asbestos regulation.”
Owner	<p>Before arranging for work</p> <ul style="list-style-type: none"> <li>• determine if friable or non-friable material that is likely to be handled, disturbed, or removed during the work contains asbestos</li> <li>• prepare a report indicating whether asbestos is present and, if present, what type of asbestos it is and where it is located</li> <li>• give prospective bidders a copy of the complete report before requesting tenders or contracting for any work</li> </ul>
Owner	Not required to inspect or prepare a report if the work is contracted for as though asbestos of a type other than chrysotile is present.
Constructor, Employer	<p>Where friable material not identified in the owner’s report is discovered during work</p> <ul style="list-style-type: none"> <li>• report the discovery orally and in writing to an inspector in the Ministry of Labour office nearest the workplace</li> <li>• stop work until it is determined if the friable material contains asbestos OR</li> <li>• continue work as though the material contains asbestos of a type other than chrysotile.</li> </ul> <p>Ensure that any work involving asbestos is classified as Type 1, 2, or 3 according to section 9 of the asbestos regulation and that the work is conducted in compliance with the requirements for that particular type of operation.</p> <p>Before starting a Type 3 operation</p> <ul style="list-style-type: none"> <li>• notify, orally and in writing, an inspector in the Ministry of Labour office nearest the workplace</li> <li>• identify the location of the work, the nature of the work, the starting date, the expected duration, and the other information required in section 8 of the asbestos regulation.</li> </ul>
Employer	Provide workers with respirators and all the other protective equipment and clothing required by the particular type of asbestos operation being conducted.
Supervisor	Train workers in the health and safety procedures required by the particular type of asbestos operation being conducted.
Worker	Follow all the procedures specified by the employer and use all the protective clothing and equipment provided by the employer. Report any instances where there is the potential for asbestos being present.

# 5.Safe Job Procedures

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## Safe Job Procedure Policy

Safe Job Procedures will be developed and used for routine and extraordinary work tasks. Cutting Edge Contract Flooring Ltd. Will meet or exceed regulatory requirements, and shall be periodically reviewed and if necessary, revised to reflect industry changes, equipment upgrades, or new standards.

A Safe Job Procedures never supersedes a government regulation, a manufacturer's recommendation, or any other regulatory body. The most stringent policy will always be used.

A job procedure is a written step-by-step description of how to do a job from start to finish. Job procedures are sometimes referred to as "proper job procedures" of "methods". Written job procedures are used to train new workers and workers that are moved to new job.

Job procedures are also used by workers as a reference, especially for complex jobs, particularly hazardous jobs, or for jobs that are not done very often. A job procedure contains the appropriate safe work practices and highlights safety points.

Signature: 

Fred Richardson  
(President)

Date: 30<sup>th</sup> April 2020



### 5.1 Communicating the Safe Job Procedures

There is abundant evidence that undetected change in the workplace is a major source of casual factors that contribute to a high percentage of incidents. These changes can slip into the workplace unnoticed and unevaluated until problems result from them.

Beneficial changes can also occur as people discover better ways of doing things. The key is to be certain that change is detected and evaluated to determine its full positive or negative potential. An injury may occur because of a broken ladder, but the behavior patterns that resulted in failure to recognize this hazard or even to maintain the ladder itself are the true causes of the incident.

As employees, we are responsible for safety performance, therefore, we must understand the roots of behavior to manage it successfully.

#### 5.2.1 Adhesive Spreading

**Developed by:** Rudy Kubryk-Townsend

**Date:** 27/12/2017

**Approved by:** Fred Richardson

**Date:** 27/12/2019

**Equipment Required:** Glue trowel, Barricades, Caution tape

**Material Required:** Adhesive

**Personal Protective Equipment:** Knee pads

**Job Steps:**

1. Section off the area that the adhesive is going to be spread in.
2. If working around other trades inform them that they will be unable to access the specific area
3. After spreading the adhesive make sure pails are secure with lids tightly on to avoid any spillages, systematically creating a trip hazard.

### 5.2.2 Using a Knife

**Developed by:** Rudy Kubryk-Townsend

**Date:** 27/12/2017

**Approved by:** Fred Richardson

**Date:** 27/12/2019

**Equipment Required:** Olfa Knife

**Material Required:** Material being cut

**Personal Protective Equipment:** None

**Job Steps:**

1. Check that your knife is not faulty.
2. Make sure your blade is not dull. If so change it out.
3. Keep a firm grip on your material being cut so it does not move.
4. Cut away from your body with pressure.

### 5.2.3 Operating Forklift

**Developed by:** Rudy Kubryk-Townsend

**Date:** 27/12/2017

**Approved by:** Fred Richardson

**Date:** 27/12/2019

**Equipment Required:** Forklift

**Material Required:**

**Personal Protective Equipment:** Eye protection, Safety Shoes, Safety Vest

**Job Steps:**

1. Forks must be down and flat to the ground if the forklift is not carrying a load.
2. Drive smoothly, refraining from rapid acceleration movements and quick stops
3. Drive slowly and cautiously around corners
4. Ensure the load is balanced and can be safely lifted.
5. Inspect and Pallets and loads before lifting

### 5.2.4 Grinding

**Developed by:** Rudy Kubryk-Townsend

**Date:** 27/12/2017

**Approved by:** Fred Richardson

**Date:** 27/12/2019

**Equipment Required:** Grinder, Vacuum, Extension Chords

**Material Required:** None

**Personal Protective Equipment:** Knee pads, Gloves, Safety Glasses, Dust Mask

**Job Steps:**

1. Make sure grinder is not faulty and guard is on securely
2. Make sure you have all the correct PPE.
3. Make sure you have a reliable power source and not going to blow the breaker.
4. Whilst grinding keep a firm grip ensuring full control.
5. Make sure the vacuum is clean and able to collect most of the dust.
6. When you notice more dust being kicked up, empty the vacuum and the filter.

### 5.2.5 Using a Hammer

**Developed by:** Rudy Kubryk-Townsend

**Date:** 27/12/2017

**Approved by:** Fred Richardson

**Date:** 27/12/2019

**Equipment Required:** Hammer

**Material Required:** None

**Personal Protective Equipment:** Safety Glasses

**Job Steps:**

1. Ensure hammer is not faulty before use
2. Have a firm grip on the bottom of the handle
3. Hit the surface squarely with the hammer
4. Work in a natural position or keep body as neutral as possible

### 5.2.6 Housekeeping

**Developed by:** Rudy Kubryk-Townsend

**Date:** 27/12/2017

**Approved by:** Fred Richardson

**Date:** 27/12/2019

**Equipment Required:** Stand-up dolly/other form of transport, Bin, Broom

**Material Required:** What is being cleared away

**Personal Protective Equipment:** None

**Job Steps:**

1. Confirm with the site supervisor what to do with garbage/waste material.
2. Confirm access route to the bin or to your vehicle if taking the garbage yourself.
3. Gather all equipment and materials and keep in one designated area.
4. Ensure you have not left any tripping hazards
5. Sweep up your working area also removing any slip/trip hazards

### 5.2.7 Installing on Knees

**Developed by:** Rudy Kubryk-Townsend

**Date:** 27/12/2017

**Approved by:** Fred Richardson

**Date:** 27/12/2019

**Equipment Required:** None

**Material Required:** Material being installed

**Personal Protective Equipment:** Knee Pads

**Job Steps:**

1. Establish an install start line
2. Have the appropriate material near by
3. Ensure you have knee pads
4. Ensure your straps are securely tightened

### 5.3.8 Lighting

**Developed by:** Rudy Kubryk-Townsend

**Date:** 27/12/2017

**Approved by:** Fred Richardson

**Date:** 27/12/2019

**Equipment Required:** Extension Cords, form of lighting

**Material Required:** N/A

**Personal Protective Equipment:** Safety Vest

**Job Steps:**

1. Find an appropriate power outlet.
2. Locate a source of lighting.
3. Check with site supervisor the power outlet has a suitable breaker.
4. Communicate with other trades lighting is suitable regarding their work.

### 5.2.9 Manually Lifting

**Developed by:** Rudy Kubryk-Townsend

**Date:** 27/12/2017

**Approved by:** Fred Richardson

**Date:** 27/12/2019

**Equipment Required:** None

**Material Required:** None

**Personal Protective Equipment:** Safety Shoes

**Job Steps:**

1. Tip the Item you are preparing to lift to assess the weight
2. Make sure you have a sufficient grip
3. Lift from your knees in a squatting motion
4. Keep your back straight
5. Bend from the knees to lower the item
6. Be careful of your fingers if you are lifting from underneath the item
7. Keep your back straight whilst putting the item back down

### 5.2.10 Patching, Filling, Levelling

**Developed by:** Rudy Kubryk-Townsend

**Date:** 27/12/2017

**Approved by:** Fred Richardson

**Date:** 27/12/2019

**Equipment Required:** Trowel, Hand-held Power Drill, Mixing Pail, Caution Tape

**Material Required:** Bag of Patch, Water

**Personal Protective Equipment:** Knee pads

**Job Steps:**

1. Find a reliable water source on site via instruction of the General Contractor, use a safe route as the pails are heavy. Be vigilant of tripping hazards and other trades
2. Using the mixing drill, mix your patch, make sure you have set up an area to mix in and aware of any chords that may be tripping hazards.
3. Ensure the hand drill is not a faulty tool and operating correctly
4. Section off the area you are going to be working in. Inform other trades.
5. When scraping off your trowel scrape away from your body to avoid injury.

### 5.2.11 Scraping Floors

**Developed by:** Rudy Kubryk-Townsend

**Date:** 27/12/2017

**Approved by:** Fred Richardson

**Date:** 27/12/2019

**Equipment Required:** Scraper, Scraper Blades, Screwdriver, Knee Pads

**Material Required:** None

**Personal Protective Equipment:** Knee Pads

**Job Steps:**

1. Carefully remove blades from packaging and place into scraper
2. Using the screwdriver clamp the blade in the center of the scraper head
3. When scraping keep two hands on the scraper, keep back straight
4. Scrape in a circular motion in front of you moving forward gradually on knees
5. Be careful not to scrape too close to yourself, the blades are very sharp.
6. Do not scrape too close to any other workers
7. Dispose accordingly of used blades

### 5.2.12 Sectioning Off an Area

**Developed by:** Rudy Kubryk-Townsend

**Date:** 27/12/2017

**Approved by:** Fred Richardson

**Date:** 27/12/2019

**Equipment Required:** Caution Tape, Barricades

**Material Required:** None

**Personal Protective Equipment:**

**Job Steps:**

1. Confirm with the site supervisor the area you are needing to section off
2. Co-ordinate with other trades regarding the sectioned off area
3. Set up a perimeter



### 6. Company Rules

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Obligations of employers and workers.

2(1) Every employer shall ensure, as far as it is reasonably practicable for the employer to do so,

(a) the health and safety of

(i) workers engaged in the work of that employer, and

(ii) those workers not engaged in the work of that employer but present at the work site at which that work is being carried out, and

(b) that the workers engaged in the work of that employer are aware of their responsibilities and duties under this Act, the regulations and the adopted Code.

Occupational Health & Safety Act Section 2

#### 6.1 Rules and Regulations

Rules and regulations are an integral part of our safety program. When used effectively, they contribute to the overall success of Cutting Edge Contract Flooring Ltd. They are prominently posted at the main office lunchroom and in the shop.

Definitions:

The following definitions are used in this section:

- Rule: A directive that governs and controls conduct or action, and that is instituted by an organization.
- Regulation: An ordinance, a law, or a direction set by an outside organization or agency, such as government, for the control of people and their environment.

About Rules:

Rules are basic “thou shalt” or “thou shalt not” statements. They leave no room for discretion or argument. Rules should be enforced. Action should be taken every time a rule is violated, and not only when some loss occurs because of the violation of rules. Since our developing safety program already contains assignments of responsibility, safe work practices, and job procedures, and since regulations also control behavior, rules have been kept to a minimum.

## Company Rules

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### About Regulations:

Alberta Occupational Health & Safety regulations are a fact of life and make a lot of sense. There are numerous other regulations that affect the safety of employees, such as the highway traffic act, electrical codes, building codes, etc.

You must draw on your expertise and experience and that of the employees, to determine what regulations apply to the organization. Obtain copies of relevant regulations, then study them and understand them. Applicable regulations must then be provided and explained to affected employees. These regulations are for your benefit as well as for your employees' benefit.

## 6.2 MANDATORY REQUIREMENTS/GROUNDS FOR DISMISSAL

### Mandatory Requirements

- a. Wear a hard hat, safety boots and safety glasses when the task requires PPE to perform the task safely.
- b. Report to your supervisor all unsafe acts, unsafe conditions and close call incidents.
- c. Report all injury or damage immediately.
- d. Perform all work using safe work practices and job procedures in accordance with your supervisor's direction.
- e. Maintain good housekeeping in your work area.
- f. Operate all vehicles and mobile equipment in accordance with site rules and applicable highway legislation.

### Grounds for Dismissal

The following are always prohibited on all company job sites and company offices:

- g. Possession or consumption of alcohol or illegal drugs.
- h. Possession of Firearms.
- i. Possession of knives for the purpose of causing harm to a fellow individual.
- j. Fighting, horseplay, practical jokes.
- k. Theft or vandalism
- l. Damaging disabling or interfering with safety, firefighting or first aid equipment.
- m. Arriving for work or remaining at work when ability to perform the job safely is impaired.

## Company Rules

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Cutting Edge Contract Flooring Ltd. Is committed to providing clear rules and regulations that improve individual worker and contractor behavior, in terms of personnel safety and corporate compliance with legislative requirements.

The goal is to positively influence the desired workplace behavior of our employees and contractors and reinforce compliance with regulatory requirements. Additionally, the disciplinary policy will create a fair and equal work environment and have a positive effect on worker morale.

### 6.3 Company Rules and Policy

- Report all injuries, no matter how slight to Supervisor; get First aid treatment promptly.
- Call super or Safety Manager to report all minor injuries (First Aid) or incidents (medical aid).
- Know the 3 types of work-related injuries: a) Near Miss b) First Aid c) Medical Aid
- Use First Aid type injury is recorded if it is a minor injury with no medical attention required. Hand into Safety Officer
- Job Hazard Assessments must be completed with worker involvement before the job begins each day
- The Top 3 PPE are required 100% of the time when on exterior and interior of all projects or construction sites.  
The Top 3 PPE are: a) Steel-toed Boots b) Hard Hat c) Safety Glasses
- Hard hats are to be worn 100% of the time on all construction sites. In special circumstances hard hats may be removed temporarily to access confined spaces. If removed, it must be written in the Hazard Assessment Booklet.
- CSA approved footwear to be worn 100% of the time when on the exterior of a project and 100% until interior boarding is complete. They are to be worn 100% in the shop.
- Safety Glasses are to be worn 100% of the time while on all construction sites. Safety Glasses are to be worn 100% of the time while fabricating materials in the shop.
- Fall protection is required for above 3 meters as per OH&S Act (Section 139).
- Hearing protection must be worn when exposed to noise greater than 85 dba.
- Correct or report unsafe conditions or acts immediately.

## Company Rules

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- Only use, adjust or repair tools and equipment if authorized to do so.
- Always maintain good housekeeping standards in the work area
- The use of non-prescription drugs or alcohol on any Cutting Edge premises, vehicle or worksite is prohibited.
- The offending party will be escorted off the work site, immediately.
- Horseplay, fighting or harassment of other persons will not be tolerated. No firearms or other weapons are permitted on any Cutting Edge worksite or vehicle.
- No smoking in a building or company vehicle as per City of Edmonton Bylaw #14614. Smoking must be done outdoors and 5 meters from doorway or window.

### 6.4 Disciplinary Procedure/Employee Warning Report

The management of Cutting Edge Contract Flooring Ltd. is committed to achieving health and safety excellence by providing an injury and accident free workplace for its workers. All employees are required to follow applicable legislation, company rules, safe work practices and safe job procedures.


Violations will be handled in an objective but firm manner. Documentation is required at each stage of enforcement.

The steps of the enforcement progression are:

1. Verbal Warning
2. Written Warning
3. Suspension
4. Dismissal

Any measure or combination of measures deemed appropriate to the circumstance can be used.

- \* **The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.**

Signature:   
Fred Richardson  
(President)

Date: 30<sup>th</sup> April 2020

## Employee Warning Report

Employee's Name: \_\_\_\_\_

Date of Warning: \_\_\_\_\_

Project: \_\_\_\_\_

Warning Issued by (print): \_\_\_\_\_

Type of Violation:  Health and Safety  Other

### **Company Statement** (Supervisor's Report):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

### **Employee Statement** (check the appropriate statement)

I agree with the company's statement.

I disagree with the company's statement for the following reasons. (State below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have entered my statement of the above matter.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I would like to receive a copy of this statement for my records.

All infractions will be documented and a copy retained on file.

# Personal Protective Equipment

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## 7. Personal Protective Equipment (PPE)

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### Personal Protective Equipment Policy

The purpose of the policy is to minimize employee exposure to short and long-term health problems and/or injury through the proper care and use of Personal Protective Equipment (PPE) when required.

Cutting Edge Contract Flooring Ltd. require that all employees shall use proper Personal Protective Equipment (PPE) when and where required.

- All employees, guests and visitors will wear CSA approved safety glasses, CSA Grade 1 safety boots, CSA approved hard hats when required on the job site.
- Company-issued PPE will be inspected at the time of issue and before each use by the worker using the PPE.
- All PPE used shall be in good condition and maintained according to manufacturer's instructions.
- All PPE used by this company will be within the requirements of OH&S legislation and applicable standards.
- All PPE that has been removed from service will be tagged "**out of service.**" Any PPE that has been tagged out will not be returned to service until repaired and inspected by a qualified person.
- The company will maintain appropriate inspection and service logs/records for specialty PPE.
- No piece of PPE will be modified or changed contrary to its manufacturer's instructions or specifications or OH&S legislation.

\* **The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.**

Signature:   
Fred Richardson  
(President)

Date: 30<sup>th</sup> April 2020

# Personal Protective Equipment

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## 7.1 Training

Personal protection equipment is important. So important, that these conditions need to be met as stated in Alberta's Occupational Health & Safety Code, the "Personal Protection Equipment" standard.

Occupational Health and Safety Code 2009

Subsection 228(1)

If the hazard assessment required by section 7 of the OHS Code indicates that PPE is required, the employer must ensure that workers wear and use the required PPE properly. Ensuring that workers have and wear their PPE is not enough. The employer must ensure that the PPE is used properly.

The OHS Code requires employers to provide PPE in a limited number of situations where, for example, there is a breathing hazard or where noise exposure limits are exceeded. This section does not require employers to provide PPE such as hard hats, safety boots, flame resistant clothing or eye protection. Where such equipment is necessary, employers must make sure that workers use it.

Regardless of who supplies the PPE, subsection 228(1)(c) makes the employer responsible for ensuring that the PPE is in a condition to perform the function for which it was designed. Cracked eye protection, worn out safety boots and excessively dirty flame-resistant overalls are examples of conditions that employers need to be aware of and either correct or have corrected.

For PPE to be effective, workers must be trained in its correct use, care, limitations and assigned maintenance. The employer is responsible for providing this training. Workers must be aware that wearing and using PPE does not eliminate the hazard. If the PPE fails, the worker will be exposed to the hazard. Workers need to understand that PPE must not be altered or removed even though they may find it uncomfortable – sometimes equipment may be uncomfortable simply because it does not fit properly.

Our training of the use of PPE is communicated and demonstrated to all employees through our Employee Orientation.

## Personal Protective Equipment

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After completion of our Employee Orientation, employees should be able to understand:

- How Personal Protective Equipment is used in the workplace
- How to use different types of PPE
- CSA Safety standards in relation to PPE
- How to maintain their PPE

### 7.2 Personal Protective Equipment Care and Procedures

For PPE to be effective, workers must be trained in its correct use, care, limitations and assigned maintenance. Cutting Edge Contract Flooring Ltd. is responsible for providing this training. This training has written procedures for the proper fitting care and use of the specialized PPE.

Workers must be aware that wearing and using PPE does not eliminate the hazard. If the PPE fails, the worker will be exposed to the hazard. Workers need to understand that PPE must not be altered or removed even though they may find it uncomfortable – sometimes equipment may be uncomfortable simply because it does not fit properly.



### 8. Preventative Maintenance

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#### Preventative Maintenance Policy

This section has been included in our safety manual to highlight the importance of maintenance as a vital part of a safety program and to provide information on our maintenance program. There is an inventory of items to be maintained.

In addition to ensuring that workers use the tools and equipment properly, it is vital that tools and equipment be thoroughly inspected, maintained, and kept in good repair. Our maintenance program will reduce the risk of injury, damage and lost production. Cutting Edge Contract Flooring Ltd. uses professional maintenance personnel to repair or maintain any equipment, vehicles or tools.

It is the policy of this company to maintain all tools, vehicles and equipment in a condition that will maximize the safety of all personnel.

To accomplish this, our Preventative Maintenance Program shall include the following components:

- Adherence to applicable legislation, regulations, standards and manufacturer's specifications.
- Inspections and maintenance services will only be performed by competent personnel.
- Inspections and maintenance services will be completed as per the company's Maintenance Schedule.
- All maintenance work will be documented and retained on file.

#### Responsibilities

The supervisor shall be responsible for the application of the program in his/her area of responsibility.

The workers are responsible for administering their own individual PPE when required by management or supervisors.

- \* **The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.**

Signature: 

Fred Richardson  
(President)

Date: 30<sup>th</sup> April 2020

### **8.1 Maintenance Schedule and Records**

#### **8.1.1 Records**

Our maintenance program contains a recording system. This system is made up of inventories and schedules. The recording system documents what maintenance work was done, when, and by whom.

#### **8.1.2 Monitoring**

The monitoring functions in a maintenance program fall into two areas. First, the people responsible for operating and /or maintaining equipment must monitor that equipment to ensure that appropriate checks and maintenance are done. Secondly, management is responsible for monitoring the entire program to ensure that it is functioning in accordance with company policy.

#### **8.1.3 Scheduled Inspections and Maintenance**

All mobile equipment, vehicles, tools and miscellaneous equipment are to be inspected and maintained according to their schedules. Records of all inspections and maintenance should be completed and maintained for review and approval.

Vehicle maintenance will be regularly scheduled and completed by qualified personnel. The vehicle assignee is responsible for tracking usage and scheduling maintenance. Assignee must submit written records.

Safety equipment shall be inspected prior to every project. Any repair must be done before taking to the project site. Broken or damaged equipment shall be tagged and removed from service. Equipment shall be repaired by qualified personnel only.

## **Preventative Maintenance**

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### **8.2 Defective tools, equipment and/or vehicles are removed from service**

#### **8.2.1 Company Vehicles**

A company vehicle is an important tool in the day to day operations of Cutting Edge's business. The vehicle usage requirements have been developed to reduce accidents and to protect workers and the people in the communities where we work.

A maintenance program for the vehicles is designed:

Every vehicle has its own set of individual characteristics. To keep these in good condition, Cutting Edge Contract Flooring vehicles will have a list of good maintenance best practices, developed by the manufacturer and described in your Owner's Manual. Mr. Lube, as our general maintenance provider on most of the fleet vehicles. Mr. Lube can recognize each individual vehicle and provide service recommendations tied directly to the vehicle's scheduled service intervals. Warranty service intervals are then maintained to warranty approved specifications.

General Guidelines recommended by service provider:

The maintenance services listed are only the general services that apply to our vehicles. It is possible that other vehicles may need more frequent checks and replacements than has been stated. Manufacturers will sometimes recommend unique maintenance measures, such as periodic flushing and refilling of the brake hydraulic system. More involved mechanical procedures will be completed by journeyman Automobile Mechanics approved by our Warehouse Manager.

#### **8.2.2 Tool Maintenance**

Tools are removed from service and tagged whenever necessary. They are locked in the tool room until they can be properly maintained/repared or replaced. All tools shall be tagged and removed from service if broken or damaged. Tools will be repaired by qualified persons prior to being returned to service. Annual inspections will be done on tools.

### 8.2.3 Forklift Maintenance

Permit only qualified persons to service and maintain equipment. Wear proper personal protective equipment. Wear goggles when grinding. Wear face shields (with safety goggles), aprons, gloves and rubber boots when handling lead-acid batteries or working around battery-charging equipment. Wear leather gloves when changing LPG fuel tanks. Disconnect all batteries before doing any service work.

Before servicing forklifts:

- Shut off the tank fuel valve.
- Run the engine until it stops.
- Disconnect the tank from the hose.
- Block the forklift securely when removing wheels.
- Keep the work area clean and well lit.
- Clean spilled oil or hydraulic fluid immediately.
- Check all tools before using.
- Remove all tools and parts before starting the engine.
- Handle batteries with care.
- Avoid contact with battery terminals with hoisting chains, tools and metal objects.
- Cover the battery top with some insulating material.
- Attach a chain hoist to the counterweight before removing it from a forklift.
- Check the bolts holding the counterweight to the body and replace any worn or missing bolts.
- Find out why a forklift is in for repairs before starting or driving it.
- Check the operator's daily checklist before making repairs.
- Inspect by magnetic particle testing the main mast welds and forks annually or when cracks appear.
- Inspect by magnetic particle testing all hoses, couplings, fittings and connections to the cylinders in the main mast assembly and the tilt control system.

## Preventative Maintenance

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What should you not do when servicing a forklift truck?

- Do not leave parts, creepers, cans, tools or other obstacles around.
- Do not lift beyond your capacity. Use hoist or leverage tools to lift or move heavy parts or equipment.
- Do not smoke, weld or light a match around refueling and battery-charging areas.
- Do not start a forklift if it is on a lift hoist or wheel stands.
- Do not work on forklift attachments unless you are familiar with their operation.
- Do not work beneath elevated forklift trucks or forks unless they are securely supported by approved blocks.
- Do not run LPG, gas or diesel forklifts in unventilated areas

### 9. Training and Communication

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#### Training and Communication Policy

##### Purpose

The purpose of this policy is to ensure that all employees receive adequate training in workplace health, safety and operational job procedures.

##### Method

Cutting Edge Contract Flooring Ltd. (CECF) Will provide and ensure that all employees participate in the following safety training:

- Safety orientations for all new hires
- Training at outside agencies for specific tasks or roles as required
- Job specific training as required

A worker who is not competent to perform work that may put them or others at risk must not perform the work except under the direct supervision of another worker or supervisor that is skilled and competent to carry out the work.

A worker will be considered competent when adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or otherwise with a minimal degree of supervision

Before any worker is permitted to work at CECF, they are required to attend the CECF orientation.

Workers may receive training at outside agencies for different tasks and roles. This training will be paid for by CECF in addition to the worker's regular wages for the time in training.

Job-specific training will occur before a new task is performed by an inexperienced employee. A competent worker will be responsible for reviewing the task with the experienced employee on site, reviewing the Safe Work Practice, reviewing the Safe Job Procedure, reviewing the equipment manual (if applicable), reviewing the Material Safety Data Sheets (if applicable), and any other important documentation or work process. The competent worker will then demonstrate the task to the inexperienced worker and explain the steps to be taken, including any pre-task checks, set up, or safety requirements. The competent worker will then have the inexperienced worker demonstrate the task to the competent worker to verify understanding and ability to execute the practice.

## Training and Communication

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### Accountability

The competent worker or designated supervisor will observe the inexperienced worker performing the task until the inexperienced worker may be considered a competent worker. The competent worker or supervisor will be available to the inexperienced worker to answer questions and check that the task is being performed correctly and in a safe manner until the inexperienced worker is considered a competent worker.

### Goal

The goal of this policy is intended to ensure the health and safety of our workers through an effective training policy.

- \* **The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.**

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



Fred Richardson  
(President)

Date: 30<sup>th</sup> April 2020

### 9.1 New Worker Orientation

The worker may be new to the site, new to the trade, new to the company, or new to construction. Any worker coming to a project for the first time should be considered a “new worker.”

New hires will be trained and shown what is expected of them in:

- Work performance
- Safe operation of tools and equipment
- Proper use of personal protective equipment or clothing.



## Employee Orientation Checklist

Orientation by:		Date:		
<b>Employee Data</b>				
Name:		Job title:		
Home address:		Date hired:		
Home phone:		In case of emergency contact:		
<b>Workplace Orientation</b>				
With employee, reviewed <ul style="list-style-type: none"> <li>■ Health and safety policy and program</li> <li>■ Health and safety duties under the Act</li> <li>■ Job duties</li> <li>■ Fire protection equipment</li> <li>■ Site-specific hazards</li> </ul>				
<ul style="list-style-type: none"> <li>■ First-aid facilities and first-aiders' names</li> <li>■ Name of health and safety representative</li> <li>■ Names of JHSC members</li> <li>■ Reporting injuries</li> <li>■ Reporting unsafe acts and unsafe conditions</li> <li>■ Emergency evacuation</li> <li>■ Right to know, participate, and refuse unsafe work</li> </ul>				
<b>Health and Safety Procedures</b>				
With employee, reviewed <ul style="list-style-type: none"> <li>■ Personal protective equipment (PPE)</li> <li>■ Housekeeping</li> <li>■ Safe Job Procedures/ Safe Work Practices</li> <li>■ Restricted areas</li> </ul>				
<ul style="list-style-type: none"> <li>■ Material handling and storage</li> <li>■ Safe operation of equipment, including inspection</li> <li>■ Emergency response</li> <li>■ Other _____</li> </ul>				
<b>Health and Safety Training</b>				
Subject	Previously trained	Requires training	Training arranged	Training completed
WHMIS				
Asbestos				
Electrical				
Fall protection				
First aid				
Other				
Comments				
Employee signature			Supervisor signature	

Maintain copy in employee file

### 9.2 Health and Safety Representative

Section 8 of the Occupational Health and Safety Act defines the role and duties of a health and safety representative.

#### 9.2.1 General Duties

The health and safety rep:

- performs site inspections
- helps to mediate disputes over unsafe conditions
- may assist in investigating serious accidents
- confers with supervisors, workers, and Ministry of Labor inspectors when necessary.

#### 9.2.2 Requirements

- The constructor must cause the workers on a jobsite to select at least one health and safety representative where the number of workers on the site regularly exceeds five.
- The selection must be made from among workers who do not exercise managerial functions.
- The selection must be made by workers or by unions representing them.
- The employer and workers must provide the representative with any information and assistance necessary to carry out site inspections.

#### 9.2.3 Training

The Construction Safety Association of Alberta offers a training program called Construction Safety Training System. The program is available in classroom and is a self-guided exercise.

Participants learn how to be effective health and safety reps. This includes the ability to identify hazards and take action to protect workers on the job.

## Training and Communication

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Training covers:

- legislation
- safety and health hazards
- the health and safety rep's role
- jobsite inspections
- communication
- accident investigation.

### 9.3 Identifying Asbestos

Cutting Edge Contract Flooring Ltd. does not handle asbestos abatement. However, all employees and Sub-Contractors are trained in the identification of the potential for asbestos presence on a site and are instructed to notify authorities and our office when that potential exists. A full investigation is conducted before any work commences on our behalf.

# Inspections

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## 10 Inspections

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### Inspection policy

#### Purpose

The purpose of this policy is to control losses of human and material resources by identifying and correcting unsafe acts and conditions.

#### Policy

Cutting Edge Contract Flooring Ltd. will maintain a comprehensive program of safety inspections at all facilities and jobsites. Workers are responsible for participating in and contributing to the inspection program. Workers signing this policy agree to make the appropriate corrections to their operating procedure as indicated through the inspection.

#### Responsibilities

The management is responsible for the overall operation of the program.

Safety Officers are responsible for directing formal inspections in work areas that they control and for involving workers in such inspections.

Workers are responsible for participating in and contributing to the inspection program.

Cutting Edge Contract Flooring Ltd. requires employees to make regular safety inspections of their work sites. The frequency of the inspections is governed by the nature and hazard of the work. In compliance with the law, such inspections are made with the crews and will prevent the development of unsafe working conditions.

- \* **The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.**

Signature:



Fred Richardson  
(President)

Date: 30<sup>th</sup> April 2020

## 10.1 TYPES OF INSPECTIONS

### 10.1.1 INFORMAL (ONGOING)

- Before Use - usually done by employees as part of their regular duties, i.e. PPE, power tools, mobile equipment.
- Work Methods and Practices - should be continuously observed so that short cuts do not develop.
- Manufacturers' Recommendations - every day, every 40 hours, once a year, or at intervals specified.

Supervisors must be constantly watching for unsafe acts and conditions, which cannot be left until a scheduled inspection. Ongoing inspections are essential to prevent small problems from developing into major ones.

Employees must be encouraged to do their own inspections of their work areas and to take any corrective action they are capable of, or, if the situation is beyond their capabilities, they are to notify their Supervisor immediately.

### 10.1.2 FORMAL (PLANNED OR SCHEDULED)

These inspections are formal and documented. The frequency depends upon:

- An item or crew appearing on the Inspection List.
- The number of employees and size of operation.
- The number of shifts and the activity level of each shift.
- The Manufacturers' recommendations or specifications.
- The regulations of governing bodies.
- The degree of hazard involved in the equipment and the work.
- A documented Toolbox Talk.

At the minimum: Inspections are completed bi-weekly on a rotational basis. There are times when some crews will be visited repeatedly while other crews may miss the bi-weekly rotation.

### 10.1.3 Post Accident

These inspections are the result of an upset condition or accident, i.e. damage to a vehicle, building or person will require it to be inspected and/or recertified; a release of a process product to a work area will require an inspection before work resumes.

From this inspection the Safety Team Leader can determine if an investigation is warranted

### 10.2 Inspection Procedures

- Review the previous inspection reports from the area to be inspected and make a list of previously identified hazards and their locations before starting. Take a copy of the inspection report on the inspection to check if any items are still uncorrected.
- Familiarize yourself with the area and its related fire, health and safety problems before starting.
- Learn which critical jobs in the area have been associated with a high accident frequency or have a high potential for severe loss.
- Look for “off the floor” items as well as those “on the floor”.
- Be methodical and thorough.
- Correct as much as you can during the inspection.
- Clearly describe each hazard and its location in your notes. Do not try to remember details, write them down. Take Pictures and measure distances between key items. Draw your own blueprint of the scene.
- Prepare the inspection report, prioritize the hazards that were noted, and assign someone to have them corrected within a specific time.
- Distribute the report, i.e. to Management, Safety Committee, Toolbox Meeting or Action List.

# 11 Investigations

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## Investigation Policy

### Purpose

The purpose of this policy is to establish a procedure to investigate personal injuries, property damage incidents and near misses so that causes can be determined, and corrective actions can be implemented to prevent recurrence. Through the proper investigation of injuries, property damage and near miss incidents, recurrences can be prevented. Additionally, through documentation and recording of incidents, we can develop trends and patterns that need to be reassessed.

### Method

Cutting Edge Contract Flooring Ltd. shall fully investigate the following types of incidents and near misses:

- All incidents resulting in injury regardless of severity.
- Incidents that cause property damage or interrupt operation with potential loss exceeding \$1,000.
- Incidents and near misses that have the potential to result in the either of the above.
- All incidents and near misses that, by regulation, must be reported to OH&S, WCB or other regulatory agencies.

### Responsibilities

All employees are required to immediately report all injuries, property damages and near misses to their applicable supervisor. Superintendents shall determine the need for and, if necessary, direct detailed injury/incident investigations. They shall also determine causes, recommend corrective action, and report to the manager.

The manager shall review all superintendents' reports, determine corrective action to be taken, and ensure that such action is implemented. Incident investigations will be saved and retained in employee records and in job files. Depending on the outcome of the investigation, there may be disciplinary proceedings.

- \* **The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.**

Signature:



Fred Richardson  
(President)

Date: 30<sup>th</sup> April 2020

### 11.1 Incident and Near Miss Investigation

At Cutting Edge Contract Flooring as part of our hazard management program, Incident and Near Miss Investigations will be completed for all personal injuries, property damage, environmental damage, and near miss incidents.

Employees are required by law to take reasonable care to protect their own health and safety and the health and safety of any workers around them. Employees are also required by law to co-operate with the efforts of their employer to protect the health and safety of the worker and all other workers involved with the company or site (Section 2, OH&S Act).

#### 11.1.1 Purpose

Incident and Near Miss Investigations are a type of administrative control used for determining the causes of incidents and making corrective actions to improve upon our practices and limit the chance of future incidents occurring.

#### 11.1.2 Completing Incident and Near Miss Investigation Report

Incident and Near Miss Investigations will record who, what, when, where and why an incident or near miss occurred. Everyone who was witness to an incident or near miss will be responsible for completing their own report. If an individual required assistance in completing the report, a supervisor who was not a witness may assist them. Fellow witnesses may not help one another in completing their own individual reports.

Completed Incident and Near Miss Investigation Reports will be returned to CECF. The supervisor or superintendent and the project manager will be responsible for reviewing the completed Incident and Near Miss Investigation Reports and following up with them in a timely manner.



# Investigations

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<b>Incident details</b>			
Name of person involved in the incident:		Date of incident:	
Location of incident:			
<b>Incident investigation team:</b>			
<b>What task was being performed at the time of the incident?</b>			
<b>What happened? (e.g. 'employee tripped over box' or 'forklift hit wall')</b>			
<b>What factors contributed to the incident?</b>			
<b>Environment:</b>		<b>Equipment/materials:</b>	
<input type="checkbox"/> Noise	<input type="checkbox"/> Layout / design	<input type="checkbox"/> Wrong equipment for the job	<input type="checkbox"/> Equipment failure
<input type="checkbox"/> Lighting	<input type="checkbox"/> Dust / fume	<input type="checkbox"/> Inadequate maintenance	<input type="checkbox"/> Material / equipment too heavy / awkward
<input type="checkbox"/> Vibration	<input type="checkbox"/> Slip / trip hazard	<input type="checkbox"/> Inadequate guarding	<input type="checkbox"/> Inadequate training provided
<input type="checkbox"/> Damaged / unstable floor	<input type="checkbox"/> Other	<input type="checkbox"/> Other	
<b>Work systems:</b>		<b>People:</b>	
<input type="checkbox"/> Hazard not identified	<input type="checkbox"/> No / inadequate risk assessment conducted	<input type="checkbox"/> Procedure not followed / no procedure exists	<input type="checkbox"/> Drugs / alcohol
<input type="checkbox"/> No / inadequate safe work procedure	<input type="checkbox"/> No / inadequate controls implemented	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Time / production pressures
<input type="checkbox"/> Hazard not reported	<input type="checkbox"/> Inadequate training / supervision	<input type="checkbox"/> Change of routine	<input type="checkbox"/> Distraction / personal issues / stress
<input type="checkbox"/> Other		<input type="checkbox"/> Lack of communication	<input type="checkbox"/> Other
<b>Corrective actions:</b>			



<b>Contributing factor (from above list)</b>	<b>What are we going to do to fix the problem?</b>	<b>Who</b>	<b>When</b>	<b>Completion date</b>

<b>Issue fixed?</b>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>
Person involved in incident:		
Manager:		

### 11.2 Incident investigation process guide

1. Establish the facts of the incident, including:

- 11.1 What happened?
- 11.2 When and where did it happen?
- 11.3 What task was being done?
- 11.4 Who was involved?
- 11.5 Were there any witnesses?

2. Gather all necessary background information, for example:

- 11.6 maintenance records
- 11.7 safe work procedures
- 11.8 instructions manuals
- 11.9 training records.

3. Consider all the potential contributing factors:

- 11.10 Environment: Did environmental conditions (e.g. light, noise, floor surfaces) contribute to the incident?
- 11.11 Equipment /materials: Did anything about the equipment, materials, tools (e.g. equipment failures, missing guards) contribute to the incident?
- 11.12 Work systems: Was there something about the system that contributed (e.g. hazard not identified, known hazard not addressed)?
- 11.13 People: Was there something the workers, supervisors or contractors did that contributed to the incident (e.g. poor communication, being tired or rushing to finish on time)?

4. Determine the primary cause/s of the incident, that is, those which if they hadn't occurred then the incident wouldn't have occurred. Ask yourself *"Would the incident have happened if....?"*

5. Identify the root cause / system failures that underlie the primary cause/s and contributing factors.

*One simple technique for identifying the root cause is the 'Five Whys'. This technique involves asking yourself 'Why did this happen?' and continuing to ask 'Why' for each response until you reach a conclusion that does not generate another 'why' and the underlying cause becomes apparent.*

6 The final and most important step in any investigation is to take action to fix all the factors that contributed to the incident, starting with the primary cause/s and working through each of the contributing and underlying causes

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## 12 Emergency Response Planning

### Emergency Response Policy

#### Policy

It is the policy of this company to ensure that emergency response plans are in place, and that the appropriate resources are available to handle emergency situations at the workplace.

It is company policy that all emergency response plans must be tested a minimum of once annually. Identified deficiencies in the emergency response plans will be rectified immediately upon discovery.

#### Responsibilities

The manager/supervisor is responsible to implement the emergency response plan, confirm that all personnel are familiar with the plan, and test the plan to assess effectiveness.

The manager/supervisor will gather pertinent emergency information such as the location of the nearest hospital, fire station, first aid station, etc. to minimize travel time to treatment for all employees.

It is company policy that all workers are to be aware of the action required in the emergency response plans, but in the event of an emergency, they should follow the instructions of the manager/supervisor.

**\* The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.**

Signature:



Fred Richardson  
(President)

Date: 30<sup>th</sup> April 2020

### 12.1 The Emergency Preparedness Plan includes:

- a) Potential emergencies & procedures for dealing with them.
- b) Location of emergency equipment & location of emergency facilities
- c) Emergency response training & Fire Protection requirements
- d) Alarm and Emergency communication requirements/First Aid Services
- e) Procedure and Designated workers for rescue and evacuation

### EMERGENCY RESPONSE PLANS

At Cutting Edge we have a set ERP for our area. We also have set ERP's for every area in the city where we would have operational crews.

A diagram showing the location of office fire extinguishers, office first aid kit, the emergency fire alarm pull stations and the office escape routes is posted on our bulletin board in the cafeteria

Employees are to review these diagrams and are to be familiar with the location of the emergency equipment and the escape routes.

The following guidelines are for general emergency situations only and are suggestions to include in a specific emergency plan.

### 12.1 Potential Emergencies & procedures for dealing with them.

#### 12.2.1 Building Evacuation

When an evacuation of a building is necessary, everyone must leave by the nearest exit or as advised. Close but do not lock doors behind you as you leave. Employees and visitors are to gather near the designated Cutting Edge parking spaces in a safe area that is upwind from smoke or toxic gases and in an area that will not hamper emergency vehicles or services when they arrive. It is the designated Muster Point. A head count must be done to ensure that everyone is accounted for. Employees are not to re-enter the evacuated building until so advised by the fire department authority, or safety representative.

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## 12.2.2 Construction Site Evacuation

1. If you can, be certain that 911 has been called.
2. Lead Hand needs to make this call. If he cannot make this call the assistant to the lead must take control of the situation.
3. When an evacuation of a construction site is necessary and there is no obvious Muster Point in the area all members of the crews are expected to vacate the site in a swift and orderly fashion. Use the doorways first and only if these are blocked should the workers attempt to evacuate through a window or other opening. Muster a safe distance from the building (min. at least 1-2 city blocks away from building-to avoid gas explosions).
4. Once one has vacated the building the Muster Point in the field will be the street in front of the residence or building (If there is a fear of gas leaks one must muster 1-2 city blocks away from the building and notify other trades of the incident). It is here that the lead hand or supervisor will take a count and determine that all are present and accounted for.
5. At no time must one re-enter the building to retrieve an item or person. Gather the information and have it ready for the First Responders when they arrive.

## 12.2.3 Fire

1. Call for in-house assistance immediately upon discovering the fire. Do not enter a burning room or building without another qualified person to assist.
2. Alert other employees immediately.
3. Determine if the fire can be extinguished with the portable equipment in the building. If it can be used, do so. If not, call the Fire Department, activate an alarm and evacuate the building.
4. The cardinal rule in fire fighting is to preserve life, and then property.

### 12.2.4 UTILITY EMERGENCY

1. In the event of a gas leak, follow the evacuation procedure. Do not turn electrical power on or off, or activate any electrical equipment. Call the Utility Company from an adjacent building or cellular phone when outside the building. Do not re-enter until the source of the leak has been located and controlled, and the building and rooms have been tested to verify that no explosive gases remain.
2. In the event of flooding due to a water main or pipe breaking or blockage of a sewer line, avoid all contact with the flood materials and do not go near electrical panels or switches in the flooded area. Good personal hygiene must be practiced as dirt and other flood residue carries the threat of diseases such as tetanus, typhoid and hepatitis.

### 12.2.5 TORNADOES

If a tornado is sighted:

1. Alert all other employees immediately via the telephone intercom.
2. If the office building appears to be in a tornado's path, seek shelter in the interior building stairwells. Protect your head.
3. After a tornado has passed evacuate the building following the designated procedure if the building was in the path or has suffered any damage.
4. Conduct a head count and provide any First Aid that is necessary. In most instances emergency services are severely overtaxed in the aftermath of a tornado or other natural disasters, so the employees may have to fend for themselves or wait extended periods for emergency services to arrive.
5. If the building has been damaged, do not re-enter until professionals have certified the integrity of the structure and that it is safe to re-enter.

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## 12.2.6 SEVERE THUNDERSTORM

Lightning presents the greatest immediate danger during a thunderstorm.

1. Stay away from water.
2. Stay far away from the tallest object in the area.
3. Get away from equipment.
4. If you are in a vehicle, pull off to the side of the road and turn on your emergency flashers until the heavy rain subsides.

## 12.2.7 WINTER STORM

1. Be aware of weather conditions in the area.
2. Dress to fit the season, especially if you work outdoors.
3. Avoid overexertion and exposure to the cold.
4. If you must travel, select primary and secondary routes. Try not to travel alone. Carry a winter storm kit in your vehicle. If the storm exceeds, or even tests your limitations, seek available refuge immediately.

## 12.2.8 FLOODING

When a flash flood watch is issued:

1. Be prepared to move out of danger at a moment's notice.
2. If possible, turn off power and close off any gas valves. Do not touch any electrical equipment unless it is in a dry area.
3. Get out of areas subject to flooding.
4. Avoid already flooded area.
5. Be especially cautious at night as it is harder to recognize flood dangers.



### 12.2.9 MOTOR VEHICLE ACCIDENT

1. If someone is injured, follow first aid procedures.
2. Secure the area and provide flag people to direct traffic.
3. Extinguish any fire, if controllable.
4. Provide First Aid treatment to the level of your training.
5. Have someone report the accident to the local Police.

### 12.2.10 TOXIC SPILLS

Although nearly all of our adhesives and products that are used on a given site are latex-based and non-toxic, there is always the potential for a toxic chemical to be present, either in the case of special adhesives, or in the case of other materials on site being utilized by other trades.

- Anticipate chemical spills by having appropriate cleanup and safety equipment on hand.
- Paper towels and sponges may be used as absorbents, but this should be done cautiously. Appropriate gloves must be worn when cleaning up with towels. Sponges should be chemical-resistant.
- Commercial clean-up kits are available with instructions, absorbents, neutralizers, and protective equipment. Kits should be kept where spills may occur.

In the event of a spill:

- Attend to contaminated personnel.
- Alert workers in adjacent areas.
- Confine the spill and evacuate non-essential personnel.
- If spilled material is flammable, extinguish any sources of ignition.
- Secure appropriate cleanup supplies.
- During cleanup, wear appropriate personal protection.

If the spill constitutes a more serious hazard or involves the release of gas or fumes, contact emergency services and advise appropriate environmental agencies.

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## 12.2 First Aid

When planning for first aid at a work site, the first step is to review the potential and known hazards at the work site, and the types of injuries and illnesses likely to occur. Consider information such as the number of workers at the work site per shift, the type of work that is done, hazards to which workers are exposed, and distance from a health care facility as defined by OHS legislation. How close medical treatment services are to the work site will also help determine the services and supplies needed.

### 12.3.1 FIRST AIDERS

Alberta's OHS Code, Part 11 First Aid, specifies the number of first aiders, their level of first aid training and supplies and equipment required at work sites. These are based on three criteria:

1. How hazardous the work is
2. The time it takes to travel to a health care facility
3. The number of workers at the work site per shift

When assessing a work situation, you may find that the first aid supplies, equipment and services required by the OHS Code are insufficient to meet the needs of that situation. Employers are encouraged to exceed the minimum requirements in such circumstances.

The OHS Code states that designated workplace first aiders must have approved first aid training from an approved first aid training agency. Approved training agencies and courses are listed on the Occupational Health and Safety web site and these are updated on a regular basis. Before enrolling in a course, make sure it is government approved by checking the listing.

### 12.3.2 EQUIPMENT AND SUPPLIES

## Emergency Response Planning

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In addition to first aid services, the OHS Code specifies the equipment and supplies that are required at a work site. Contents of the various required first aid kits are listed in Schedule 2, Table 3, and the requirements for stocking a first aid room is listed in Schedule 2, Table 4.

Where specialized equipment is made available, the employer must ensure that first aiders are trained and competent in the use of that equipment. It is recommended that medications not be included in first aid kits. Healthcare professionals designated to administer medication should have specific written medical directives from a licensed physician and these should be reviewed on a regular basis.

Training standards for the designated workplace first aider do not include administering medications, although first aiders can assist workers in taking their own medications.

### 12.3.3 FIRST AID RECORD KEEPING - PART 1

Various written records must be developed and maintained as part of a First Aid Plan. The records to include are:

- Names of first aiders, including their current first aid certificates and training records
- First aid supplies and equipment inventories
- Injury and illness first aid records in accordance with the OHS Code
- Procedures for communication, including how to summon help
- Transportation plans for getting injured or ill workers to health care facilities for treatment.

### 12.3.4 TRANSPORTATION

Employers must arrange for the transportation of injured or ill workers to a health care facility where medical treatment is available. This is a requirement in section 180 of the OHS Code, and applies to all work sites, regardless of the types of injuries and illnesses, the number of workers at the work site, the number and level of trained first aiders and the supplies and equipment required.

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Transporting injured or ill workers in urban settings is straightforward and does not normally require any additional, specialized planning since appropriate supplies and transportation services are readily available.

There may be cases where potential work exposures require specialized treatment.

In these situations, municipal emergency services may need to be contacted ahead of time so that any specialized supplies, equipment, or specific arrangements for transportation or treatment are in place.

More planning is generally required for rural and remote locations where workers may be isolated or working alone. Once again, it is important to consider the extent of possible injuries and illnesses that may occur.

The goal for the transportation section of the First Aid Plan is to get the injured/ill worker to medical treatment as soon as possible.

Injured or ill workers can be transported by any mode of transportation that meets the requirements of the OHS Code, including a designated vehicle, a ground ambulance from a municipal ambulance service, or emergency air transportation. Prior arrangements should be made with the ambulance service that may be summoned.

If a licensed ambulance service is not available, then the means of transport being used must be suitable considering the distance to be travelled, the types of acute illnesses or injuries, must provide protection against the weather, have a means of communication with the health care facility and be large enough to accommodate a stretcher and an accompanying person. A mobile treatment centre (MTC) is sometimes used to fulfill this requirement.

Before transport in a MTC is undertaken emergency, medical dispatch is to be contacted and a rendezvous with an ambulance is to be arranged. A MTC is not meant to replace transport by a licensed ambulance when available. If an employer is operating a MTC they must ensure the appropriate permits are acquired from Alberta Transportation.

When appropriate, highly specific latitude and longitude coordinates may need to be provided. It is important to provide specific directions with highway, township or range road numbers and landmarks so that those responding can find the work site.

### 12.3.5 FIRST AID RECORD KEEPING – PART 2

Communication is one of the most important elements of the First Aid Plan. Communication involves informing workers about:

- who the designated first aiders are
- how to summon the first aiders
- what the check-in procedures are when working alone or at an isolated work site
- where first aid supplies and equipment are located
- when to summon transportation
- what type of transportation is available to get injured or ill workers to medical care
- who to call to summon transportation
- what the back-up plan is if the first type of transportation is unavailable
- when to report incidents to Workplace Health and Safety

### 12.3.6 FINALIZING THE PLAN

Once developed, the plan should be endorsed by management and communicated to all workers. It should be in writing and accessible to everyone at the work site. No matter what or where injuries or illnesses occur, everyone at the work site should know how to respond and how to get help. It is recommended that plans be tested before being finalized. Even the best plans can have gaps. It is important to have drills at least once a year, or more often if work locations, workers or other factors change. Before conducting drills, be sure to let emergency response personnel know ahead of time. An effective First Aid Plan is one that provides appropriate, immediate and temporary first aid and, when necessary, transportation to medical treatment in a timely manner so that health is preserved, safety is protected, and injury and illnesses are not made worse.

# 13 Records and Statistics

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## Records and Statistics Policy

Cutting Edge Contract Flooring Ltd. Shall maintain complete and accurate documentation of all health and safety related matters, procedural requirements and issues. These shall include:

- Incident Investigations
- WCB Costs
- Training records
- Standard job procedures
- Job site inspections
- Annual Summaries
- Orientation
- Rule infraction records
- Program costs
- FLHA completion rates and scoring

## Purpose

The purpose of these requirements is for CECF to be able to measure its performance regarding its approaches given to employee health and safety.

## Method

Health and safety summaries will be completed. The results of the summaries will be communicated to employees and management of CECF during regular crew health and safety meeting. An annual Health and Safety Summary shall be compiled by the company safety coordinator and reviewed by management at the end of the fiscal year.

## Accountability

## Records and Statistics

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It is the responsibility of the site superintendents, to complete and forward the monthly Health and Safety Summary to the attention of the project manager.

The health and safety coordinator shall compile all data from the monthly health and safety summaries and shall report his/her findings to the general manager at the bimonthly health and safety meetings.

Following a review of the summary, the project manager is to submit the record to the health and safety department for evaluation and shall communicate with the health and safety coordinator on issues of concern.

### Goal

Keeping accurate and complete records regarding the CECF Health and Safety Management System will permit us to compare our health and safety performance to similar industries, identify trends in system failures, and allow CECF to address problems while enhancing existing health and safety programs.

- \* **The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.**

Signature:



Fred Richardson  
(President)

Date: 30<sup>th</sup> April 2020

## 13.1 HOSPITALIZATION

Occurs when an employee is admitted into the hospital for an overnight stay. Emergency Room treatment is not considered hospitalization if the employee is not subsequently admitted.

### 13.2 LOST TIME INJURY

A work injury that results in death, permanent disability, or inability of the injured employee to return to work on the next scheduled work day following the injury.

### 13.3 LOST WORKDAYS

Lost workdays are those which the employee would have worked but could not because of an occupational injury or illness. The number of lost workdays does not include the day of injury, Cutting Edge considers these injuries to be Lost Time Accidents. Listed below are specific examples of counting lost workdays.

**Weekends:** If an employee who is scheduled to work Monday through Friday is injured on Friday and re-turns to work on Monday, the case does not involve any days away from work even if the employee had been scheduled to work on Saturday, even if that Saturday constituted overtime, the Saturday would be recorded as a Lost Time Accident.

**Job Completion:** If the job is finished and personnel are being laid-off, then the lost days would stop because the work no longer exists.

**Holidays, Strikes, Vacation:** None of these are considered to be Lost Workdays. Lost Workdays include only those days in which the injured or ill employee would have worked but could not.



### 13.4 MEDICAL TREATMENT

This includes treatment of injuries administered by physicians or registered professional personnel. Medical treatment does not include first aid treatment (one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care) even though provided by a physician or registered professional personnel.

#### Examples of Medical Treatment:

- Treatment of INFECTION.
- Application of ANTISEPTICS during second or subsequent visit to medical personnel.
- Treatment of SECOND OR THIRD DEGREE BURN(S) greater than 13mm (1/2 in.) diameter.
- Application of SUTURES.
- Application of BUTTERFLY ADJESIVE DRESSING(S) or STERI-STRIPS in lieu of sutures.
- Removal of FOREIGN BODIES EMBEDDED IN EYE by minor surgery.
- Removal of FOREIGN BODIES FROM WOUND; if the procedure is complicated because of depth of embedment, size, or location.
- Use of PRESCRIPTION MEDICATIONS (except a single does administered on first visit for minor injury or discomfort).
- Use of hot or cold SOAKING THERAPY during second or subsequent visit to medical personnel.
- CUTTING AWAY of DEAD SKIN (surgical debridement).
- Use of WHIRLPOOL BATH THERAPY during second or subsequent visit to medical personnel.
- POSITIVE X-RAY DIAGNOSIS (factures, broken bones, etc.)
- ADMISSION TO A HOSPITAL or equivalent medical facility FOR TREATMENT.
- DRAINAGE of blood from BRUISES

### 13.5 A WORK-RELATED INJURY THAT REQUIRES MEDICAL TREATMENT IS CLASSIFIED AS A RECORDABLE INJURY or MEDICAL AID INJURY.

#### MODIFIED WORK

This is when an employee is not able to perform their regular assigned work because of a work-related injury or illness. The number of workdays (consecutive or not) on which, because of injury or illness:

- The employee was assigned to another job on a temporary basis
- The employee worked at a permanent job less than full time
- The employee worked at a permanently assigned job but could not perform all duties normally connected with it

### 13.6 CALCULATIONS

Safety Reports can be prepared using the following formulas for calculations:

Lost Time Accident Frequency  
$$\frac{\# \text{ of Lost Time Injuries} \times 200,000 \text{ Hours}}{\text{Exposure Hours}}$$

Accident Severity  
$$\frac{\# \text{ of Compensable Days} \times 200,000}{\text{Exposure Hours}}$$

Total Recordable Injury Rate (TRIR)  
$$\frac{\# \text{ of Recordable Injuries} \times 200,000}{\text{Exposure Hour}}$$

### 14 Legislation

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#### 14.1 Do our health and safety policies reference applicable government legislation?

When introducing a policy at CECF it is important to reference government legislation which would be directly applicable. All safety policies are based on the Occupational Act, Code or regulations as they appear in the most recent edition.

#### 14.2 Are copies of relevant legislation are available?

A hard copy of the Occupational Health and Safety Handbook is located at the main office. However, an online version can be found at: <https://work.alberta.ca/occupational-health-safety/ohs-act-regulation-and-code.html>.

#### 14.3 Employees are aware of their rights and responsibilities and how to exercise them.

##### Legislated Rights and Responsibilities

All workers have the right to refuse unsafe work. If a worker is not competent (adequate training or experience) then work is considered to be unsafe. All training must be documented by the employer.

Proof of this upon request is the responsibility of the employee.

##### Managers, Supervisors and Lead Hands

As a representative of Cutting Edge all site personnel shall ensure that all work is carried out in accordance with all company policies, safe work practices, safe job procedures, and applicable legislation.

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## Site Rules

Employees shall comply with Company rules and all applicable safety legislation. They shall also report any near misses or incidents to their Safety Manager first. Once this is determined call and update your manager as to what has occurred.

## Sub-Contractor Employees & Visitors

All sub-contractor employees and visitors shall comply with Company Rules and Policies as well as any applicable legislation.

### 14.3.1 All Employees

#### Right to Refuse Unsafe Work

Employees must be informed of their right and the fact that they are not to work in any manner or situation which may endanger themselves or others. They must also be instructed on the proper procedure for refusing to do work which they deem to be unsafe.

Employees must have reasonable and probable grounds that an imminent danger to themselves or other exists.

Employees who refuse work, which they perceive to be unsafe, must immediately report the situation to their Supervisor, Safety Team Leader or Company Manager.

The situation must be documented and investigated as soon as possible by the Safety Supervisor or Safety Director with the employee on the work site. The company representative (supervisor/manager) will be invited to attend.

Employees who refuse work cannot be disciplined or dismissed for their action. Other employees may be assigned to the task if the original employee disagrees with the decision, but they must be informed of the original refusal and subsequent investigation and decision.

## Legislation

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It is very important that the procedure be followed by both parties in this situation. The employees must know that they are to report unsafe acts or conditions immediately to their Supervisor and that remedial action will be taken.

### 14.4 Applicable Legislation

#### Industry Code: 42125 Floor Coverings – Sell/Install

Employers have a responsibility of assessing all applicable occupational health and safety legislation, for the tasks they are performing.

#### Task Description

Sales and installation of new carpet, underlay, hardwood and related items.

Removal and/or repair of old carpet.

Hardwood floors are comprised of wood strips nailed perpendicular but at odd lengths to each other.

Sanding and finishing is required as well.

With seamless flooring, an epoxy or hard setting coating is applied on top of a concrete base.

To lay linoleum, glue is applied to the floor and the tiles laid and cut as necessary to fit corners and near walls.

#### Type of equipment used and workers employed

Installation may require carpet knives, kneepads, staplers, hammers, sanders, forklifts, trucks, etc.

Workers include; carpet installers, laborers, technical staff, drivers, sales/estimators, and administrative staff.

#### 14.4.1 Relevant sections of OH&S Legislation

#### Occupational Health and Safety Act

**Section 2** Obligations of employers, workers, etc.

18 Serious injuries and accidents

19 Investigation of accidents

35 Existence of imminent danger

37 Disciplinary action complaint

#### Occupational Health and Safety Regulation

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**Section 7** Availability of specifications

- 12 Equipment
- 13 General protection of workers
- 14 Duties of workers
- 15 Safety training

## Occupational Health and Safety Code

### Part 1 - Definitions and General Application

**Section 2.1** Availability of Legislation

- 2.2 Designated person to prepare plan

### Part 2 – Hazard Assessment, Elimination and Control

**Section 7** Hazard Assessment

- 8 Worker participation
- 9 Hazard elimination and Control

### Part 3 - Specifications and Certifications

**Section 12** Following Specification

- 13 Manufacturer's and Professional Engineer's specifications
- 14 Certification by a professional engineer
- 15 Approved equipment

### Part 4 – Chemical Hazards, Biological Hazards and Harmful Substances

**Section 16** Worker exposure to harmful substances

- 21 Potential worker exposure
- 22 Worker overexposure
- 24 Emergency baths, showers, eye wash equipment

### Part 7 – Emergency Preparedness and Response

# Legislation

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## **Section** 115 Emergency response plan

116 Contents of plan

## Part 11 – First Aid

### **Section** 178 Providing services, supplies, equipment

179 Location of first aid

180 Emergency transportation

181 First aid providers

182 Duty to provide injury or illness

183 Record of injury or illness

184 First aid record access

## Part 12 – General Safety Precautions

### **Section** 185 Housekeeping

186 Lighting

189 Securing equipment and materials

## Part 18 – Personal Protective Equipment

### **Section** 228 Duty to use PPE

## Part 19 – Powered Mobile Equipment

### **Section** 256 Operator responsibilities

290 Personal Vehicle for work purposes

## Part 22 Safeguards

### **Section** 310 Safeguards

311 Tampering with safeguards

312 No safeguards

## Part 24 Toilets and Washing facilities

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**Section 354** Restrictions by employer

355 Drinking fluids

356 Exception (temporary site)

357 Toilet Facilities

Part 27 Violence

**Section 389** Hazard Assessment

390 Policy and procedures

391 Instruction of workers

392 Response to incidents

Part 28 Working Alone

**Section 393** Application

394 Precautions required (communication)

Part 29 Workplace Hazardous Materials Information System (WHMIS)

**Section 397** Training

398 Label required

400 Decanted products

404 Material safety data sheet – Supplier

406 Information current (MSDS)

407 Availability of Material Safety Data Sheet





**CUTTING EDGE CONTRACT FLOORING LTD.**

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