

SCANCOR inc.

Safety Program

Michael R. Landry

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SAFETY PROGRAM

SAFETY POLICY STATEMENT	3
INTRODUCTION TO THE SAFETY PROGRAM	4
ROLES AND RESPONSIBILITIES.....	5
OWNER/OPERATORS	5
SAFETY ORIENTATIONS	5
IDENTIFYING AND CONTROLLING HAZARDS	5
REPORTING HAZARDS	6
TRAINING	6
WORKPLACE INSPECTIONS	6
ON-SITE HYGIENE AND HEALTH.....	6
TYPES OF HEALTH HAZARDS.....	7
CONTROLLING HEALTH HAZARDS.....	7
COVID-19 and Other Respiratory Pandemics	8
GARBAGE AND HOUSEKEEPING	10
EMERGENCY RESPONSE STRATEGIES.....	10
FIRE SAFETY PROCEDURES	10
FIRE	10
EQUIPMENT EMERGENCY/STRUCTURE FAILURE.....	11
INCIDENT/ACCIDENT INVESTIGATIONS AND REPORTS	11
Notice of Incident/Accident	11
HAND AND POWER TOOLS.....	11
PERSONAL PROTECTIVE EQUIPMENT (PPE)	12
EQUIPMENT AND VEHICLES.....	12
ELECTRICAL CORDS.....	12
FLOOR OPENINGS	13
LADDERS.....	14



SAFETY PROGRAM

SCAFFOLDING	14
WORKING AT HEIGHTS	15
ELEVATING WORK PLATFORMS (EWPs).....	16
CONFINED SPACE ENTRY	17
LOCK OUT / TAG OUT	18
SILICA.....	19



SAFETY PROGRAM

SAFETY POLICY STATEMENT

It is the policy of Scancor Inc. to work in a safe and healthy manner at every project.

Protection from injury and occupational disease is a continuing objective and Scancor Inc. is committed to take every reasonable precaution for the protection of all.

Every employee of Scancor Inc. must be dedicated to the continuing objective of reducing risk, injury and loss and work in accordance with the Occupational Health and Safety Act and Regulations for Construction Projects and any other governing agencies.

Each employee is responsible to ensure that all machinery and equipment that they use is safe and maintained and that they work in compliance with established safe work practices, manufacturer's instructions, guidelines and procedures.

It is in the best interest of all parties to consider health and safety in each and every activity. Commitment to health and safety is an integral component in everything we do at Scancor Inc.

May, 2021

Michael R. Landry
President
Scancor Inc.



SAFETY PROGRAM

INTRODUCTION TO THE SAFETY PROGRAM

Scancor Inc. regards workplace health and safety as a top priority. All personnel have a right to expect to work in the safest possible environment and in turn, they are key in helping us meet our high standards.

The contents of this program apply to all of our on-site workers and outline our Health and Safety Standards.

Scancor Inc. expects all employees to comply fully with this safety program and any other applicable environmental, health and safety laws and regulations. In the case of any overlap between regulatory requirements and this safety program, the stricter shall be applied.

Scancor Inc. is certain that its on-site workers will work together each day to make sure that the work environment is in full compliance with the Occupational Health and Safety Act (OHSA) and all applicable regulations in the act. This program will be reviewed annually and updated accordingly to ensure Scancor Inc. remains accident and injury free.



SAFETY PROGRAM

ROLES AND RESPONSIBILITIES

All workers must comply with the Scancor Inc. Safety Program, industry standards, regulations and applicable laws.

Additionally, we expect employees to continue to develop and maintain the positive work habits required in creating healthy and safe work conditions. This should, in large part, be done by reviewing and applying standards set out in this program.

OWNER/OPERATORS

The Owner/Operators will help create project specific safety programs on particular job sites and to ensure that they are implemented.

Other responsibilities include:

- reviewing the general and project specific health and safety program
- ensure that all corporate health and safety and legislative policies are being adhered with
- take corrective action to rectify and inadequate safety conditions or practices immediately
- lead the implementation of standards by setting a good example
- conduct inspections of machinery and equipment in accordance with the manufacturer's instruction
- tag and immediately remove from service any defective piece of machinery and/or equipment
- assist with emergency situations on the project if so requested by the project team
- participate in project safety talks and safety meetings as required
- participate in incident and accident investigations as required
- comply with the personal protective equipment requirements of the project
- maintain housekeeping standards of the work area
- report any inadequate health or safety conditions to the project supervisor

SAFETY ORIENTATIONS

Scancor Inc. will participate in any required safety orientations of their clients.

IDENTIFYING AND CONTROLLING HAZARDS

Scancor Inc. understands that identifying and controlling hazards at the jobsites is an important element in maintaining health and safety.

At the start of each project, the Owner/Operator will conduct a visual inspection of each project and address any hazards or concerns to the project superintendent.

If required, and within the realm of Scancor Inc.'s work, the Owner/Operator will work with the project team to control any noted hazards.



REPORTING HAZARDS

If a health or safety hazard is observed, it is the responsibility of the person identifying such hazard to report it.

Rectification or control of the hazard may require assistance of Scancor Inc. personnel, or may be by other subcontractors on the project, or the responsibility of the project team.

Work should not commence until hazards have been cleared.

SAFETY TRAINING

Scancor Inc. will ensure that safety training is maintained, up to date and current with legislated standards.

Training would include, but is not limited to:

- Working at Heights
- WHMIS
- Ministry of Labour Safety Awareness Training
- Power elevated work platforms
- Confined space
- Emergency procedures
- Occupational Health & Safety Act

WORKPLACE INSPECTIONS

Scancor Inc. considers Workplace Safety Inspections to be of great importance. Not only do inspections assess the site safety, health and environmental conditions, but they enable all site personnel and management to identify potential hazards and problem areas on each jobsite.

It is the ultimate goal of inspections to become aware of these problems as soon as possible, in order to give time to recommend corrective action(s) to avoid these problems turning into more serious incidents or accidents.

If required, Scancor Inc. will meet requirements of the project for conducting workplace inspections.

ON-SITE HYGIENE AND HEALTH

Scancor Inc. believes that good on-site hygiene and health are important to maintaining overall worker wellbeing and wants all workers on the project to treat such matters seriously.



SAFETY PROGRAM

Hygiene encompasses any health hazard and job-related factor or illness located in the workplace which can result in ill health, sickness, inefficiency and/or discomfort. Such hazards, factors and illnesses should be identified, monitored and eliminated as much as possible.

Health refers to the promotion and maintenance of on-site practices resulting in the best possible wellbeing for our workers.

TYPES OF HEALTH HAZARDS

The following four types of health hazards should be identified and controlled by appropriate measures:

Chemical hazards are chemical compositions which cause harm when they come into contact with the human body. These chemicals may be liquids, fumes, gases, vapours, mists or dusts.

Biological hazards are living things which cause harm when they come into contact with the human body. Examples of biological hazards include animals (i.e. snakes), plants, parasites, fungi, moulds, viruses and bacteria.

Physical hazards are physical conditions or presences which cause harm or discomfort when they come into contact with the human body. Examples of physical hazards include microwaves, radiation, vibrations, lasers, loud noises, humidity/temperature/barometric extremes and poor or excessive lighting.

Ergonomic hazards are physical disorders or stresses which cause harm or discomfort when they come into contact with the human body. Examples of ergonomic hazards include poor posture, incorrect handling of materials, inadequate seating support, fatigue, difficult work/rest cycles and monotony.

CONTROLLING HEALTH HAZARDS

Identifying a health hazard is only part of the job. Hazards must also be monitored and controlled, if not eliminated. The following are some control methods:

- Keeping the work area tidy and maintaining equipment
- Wearing required and appropriate personal protective equipment for each task
- Training/teaching employees about hygiene and health
- Training/teaching supervisors about hygiene and health
- Utilizing administrative controls to encourage good hygiene and health
- Isolating/containing the hazard or the affected employee
- Substituting less toxic materials or changing how they are handled
- Ventilating the work area (to keep exhaust and other irritants out)
- Disseminating any identified air hazard and/or diluting it with fresh, uncontaminated air
- Safety-conscious design engineering



COVID-19 and Other Respiratory Pandemics

COVID-19 is a respiratory virus spread from one person to another via respiratory droplets or aerosols in the air.

Scancor continues to follow the advice and guidelines as set out by the federal and local public health authorities and requires all its employees to follow these protocols to ensure a safe and healthy workplace and to maintain business operations.

Assessment & Screening

1. The foreman or supervisor is to ensure that he/she and his/her crew perform a self-assessment before entering the site in addition to any site-mandated screening. The worker shall not come to the job site if the answer is yes to any of the questions.
2. Stay away from the job site if you are experiencing any of the symptoms of COVID-19. Use the COVID-19 self-assessment tool (<https://covid-18.ontario.ca/self-assessment/severe-symptoms>) to help determine if you need to seek further care. Anyone who has cold/flu symptoms or contact with anyone with cold/flu symptoms should self-isolate for a period of no less than 14 days and not return to site until symptom free and/or provides a negative COVID test performed within the self-isolation period. You must notify your supervisor and/or the Scancor office.
3. The screening process at <https://covid-19.ontario.ca/screening/worker> is mandatory every working day. Email a screen shot of this to your supervisor or the Scancor office prior to starting work at the job site.
4. Employees who have traveled for business or personal reasons to anywhere outside of Canada, have had family members who have done so, and/or who have been in proximity to anyone suspected of having or confirmed with the virus in the last 14 days, are required to self-isolate at home for the next 14 days and inform the supervisor and Scancor office.

COVID Personal Prevention

1. All employees are to follow the COVID-19 mandates issued by general contractors and the site supervisor.
2. When possible, stay at least 2 metres apart from any other worker at all times. If you must be in closer proximity to other workers to perform your work, ensure the other person(s) is (are) wearing their mask properly before getting closer than 2 metres.
3. Limit the number of people in a workspace 12' (4m) in diameter to a maximum of two at one time.
4. Conduct meetings by phone or video wherever possible. No visitor is allowed to company offices or workplaces until government rules permit same.
5. Adapt a "no hand-shake policy".
6. Avoid touching your eyes, nose or mouth with unwashed hands.
7. Use proper cough and sneeze etiquette. Cover your mouth when coughing or sneezing. Cough or sneeze into a tissue whenever possible. Dispose of tissue in



SAFETY PROGRAM

garbage and sanitize hands afterwards. If a tissue is not available, ensure you cough or sneeze into your clothed elbow area.

8. Do not share PPE.
9. Ensure that PPE is regularly and properly sanitized.
10. Wear a mask as PPE at all times that you are on the job site including when moving around outside the buildings we work in. The mask must:
 - a. Securely cover the nose and mouth
 - b. Fit closely to the face without gaps
 - c. Prevent droplet transmission
11. Wear gloves at all times when using tools and handling materials on the job site unless the task does not present a danger to your hands and you need your touch senses to complete the task. When working this way, it is required that you wash your hands after each task you perform not wearing gloves before moving on to your next task.
12. Follow proper hand washing procedures. All workers must wash hands regularly and/or using alcohol-based hand sanitizer, thoroughly including between fingers, under fingernails and wrists, especially:
 - a. Before eating food or drinking
 - b. Before and after treating a cut or wound
 - c. Before and after using the toilet
 - d. After blowing nose, coughing or sneezing
 - e. After touching garbage
 - f. Before leaving site
13. Wash your hands before leaving site and (suggested) wash your clothes as soon as you get home.
14. Remove and replace your PPE assuming any exposed (touched) surface is contaminated.
15. When removing disposable gloves, dispose of them in the garbage. If gloves are not disposable, sanitize them after each use.

COVID Workplace Procedures

1. Clean and disinfect any shared tools prior to using them.
2. Ensure work surfaces and objects are kept clean and wipes with disinfectant regularly.
3. Work surfaces and equipment should be regularly cleaned and disinfected when possible.
4. For tasks using an elevated work platform:
 - a. All the surfaces are to be wiped with disinfectant including vertical and horizontal rails, engineered tie-off points and control surfaces, buttons and levers. All tools are to be wiped prior to entering the lift.
5. Use contactless curbside pickup when receiving material deliveries. That means asking delivery personnel to place boxes readily accessible with you standing near their vehicle and then withdraw, allowing you to remove the boxes from their vehicle without their assistance. Alternatively, ask the delivery personnel to leave the



materials at the public entrance to the project and retrieve the materials from that location after they have left. Be especially careful handling bills of lading as few people wear gloves when handling paperwork, make sure you are wearing your gloves.

GARBAGE AND HOUSEKEEPING

Unless otherwise specified by the project team, Scancor Inc. will remove all garbage created by them on a daily or more frequent basis.

Work areas must be kept free of debris, clutter and dirt.

EMERGENCY RESPONSE STRATEGIES

In any emergency, the main objective of Scancor Inc. is to minimize injuries and damage and provide aid to injured personnel.

Scancor Inc. will report any emergencies to the project team and assist in mitigating any damage or loss. Scancor Inc. will assist in emergency strategies as defined by the project team and cooperate in any investigations as required.

FIRE SAFETY PROCEDURES

- A 4A40BC Fire Extinguisher is to be kept within the vicinity of the work space
- Workers are to be trained in fire extinguisher use
- Any expelled fire extinguisher is to be reported, removed from the site to be inspected or recharged and replaced with a charged extinguisher immediately
- Fire extinguishers are to be inspected monthly

FIRE

There are three rules regarding fires:

The first rule is that if a fire can be stopped, it will generally be stopped in the first thirty seconds of burning. Quick reaction to a fire is essential.

The second rule is that if one's clothing catches fire, the best method of preventing burning is to **STOP (moving), **DROP** (to the ground) and **ROLL** (around to put out the flames).**

The third rule is that if one notices smoke filling a room, one should get as low to the ground as possible and try to avoid breathing in any smoke (as it may be also be toxic).

Beyond these rules, the following are a few other actions to be undertaken:



- If a fire cannot immediately be extinguished, then a supervisor should be informed of the situation as soon as possible
- The Supervisor shall assess the fire and determine whether or not it can be controlled
- If a fire is uncontrollable, then an evacuation with extra attention to the second and third rules above should be undertaken
- Lights can be left on, but doors and windows should be closed but not locked
- At no time during a fire emergency should a permanent elevator be used.

EQUIPMENT EMERGENCY/STRUCTURE FAILURE

If equipment has been involved in an accident or a structure has partially or completely collapsed, the following actions should also be undertaken:

- The closest Supervisors should be notified
- The emergency area should be cleared of non-essential personnel and secured
- First Aid personnel should be granted access if it is safe and necessary
- Utilities in the area are to be turned off immediately if it is safe to do so
- No attempt to clean up or repair damage to the equipment/structure shall be undertaken unless the Project Superintendent has determined it safe to do so and announced this decision

INCIDENT/ACCIDENT INVESTIGATIONS AND REPORTS

The purposes of incident/accident investigations and reports are to assist in understanding how the events took place and how they can be prevented in the future.

Determining how accidents/incidents occurred is to be done through observation, examination and questioning of witnesses.

Final reports will include the findings of these investigations and recommendations on how to avoid such situations.

Should Scancor Inc. be involved in an incident/accident on a project, they will cooperate fully in any investigation and reporting procedures as required by the project team.

Notice of Incident/Accident

Under Sections 51-53 of the OHSA and Construction Regulations, where a person is killed or critically injured, a Notice of Incident/Accident must be forwarded to the Ministry of Labour.

HAND AND POWER TOOLS

The following are hand and power tool rules which apply to all workers:

- Anyone using a hand or power tool must inspect the tool at the beginning of each shift to ensure the tool is in safe working condition
- If a Worker notices a tool needs repair, he/she shall report this to a Supervisor and the tool will be taken out of circulation, tagged and repaired before being used again
- Workers will only use power tools which are double-insulated or properly grounded



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- Guard and protection devices are not to be removed from any power tool or equipment
 - Hand-held propane torches must always be properly attended.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment is essential in providing a barrier between the worker and potentially hazardous substances, objects and processes.

The following rules are to be followed in regards to personal protective equipment standards:

- Per Regulation 23 of the OSHA and Regulations for Construction Projects, all workers must wear CSA-approved work boots at all times while on the project. No tennis shoes, canvas walking shoes or running shoes are acceptable
- Per Regulation 22 of the OSHA and Regulations for Construction Projects, all workers must wear CSA-approved hard hats. The hard hats are to be inspected on a regular basis and replaced if cracks, large scratches or any other defects develop
- All workers must wear 360 degree reflective high visibility traffic vest or outer wear, inside & outside at all times, meeting the minimum MTO/MOL standard when it is required
- All workers must wear CSA-approved protective eye wear when coring, or as required
- All workers must wear hearing protection if they are either working with power tools or need to raise their voice to have a conversation
- All workers must always wear full length pants and shirts with a minimum of 4 inch (approximately 10 centimetres) sleeves
 - No shorts or sleeveless shirts are permitted
- All Workers must wear respirators in situations of inadequate ventilation and must be trained how to use and maintain these respirators

EQUIPMENT AND VEHICLES

The following are rules regarding equipment and vehicles:

- Equipment and vehicles are to be inspected each day before work commences for fluid leaks
- Any fluid leak identified must be repaired as quickly as possible to minimize the negative environmental impact
- If refuelling is needed, it is to be done in the safest possible manner in order to avoid spillage
- Any spill that occurs must be cleaned up immediately, placed in an appropriate waste container, accurately labelled, stored and finally disposed of

No Scancor Inc. company vehicle or any other equipment is to be operated when the driver/operator is fatigued, has consumed alcohol, used drugs or is in any other way impaired.

All Scancor Inc. company vehicles and equipment are to be operated lawfully and safely at all times.

ELECTRICAL CORDS

Electrical cords are to be 14 gauge or more and have a grounding pin.



SAFETY PROGRAM

Electrical cords are to be allowed no more than 2 proper splices on repairs and repairs must be completed by a licensed electrician and consist of a wrap of insulating electrical tape covered with either a heat shrink wrap or plastic electrical tape.

FLOOR OPENINGS

All floor openings must be protected.



LADDERS

Like many other construction and / or safety devices, ladders must be maintained in accordance with Occupational Health and Safety Act and Regulations for Construction Projects.

The following are additional rules which are to be observed when ladders are being used:

- Workers must always face the ladder when ascending or descending
- Workers must always maintain three point contact while climbing up or down a ladder (two hands and one foot / one hand and two feet)
- Workers who are on a ladder must never straddle the space between that ladder and another object
- Workers must never stand on the pail shelf or the top of a step ladder
- The length of extension ladders must be set so that the Workers never stand on a rung higher than the fourth from the top
- Ladders must never be set up on carts, scaffolding platforms, boxes, tables, vehicles, elevating work platforms or any other potentially unstable objects
- Portable ladders are required to have non-slip bases
- Straight ladders are required to be tied off or secured to avoid slippage (a worker holding the base of the straight ladder while it is in use is acceptable)
- Straight ladders are required to be set up such an angle that the horizontal distance between the top support and the base is no less than a quarter (1/4) and no more than third (1/3) the vertical distance between these two points
- Metal ladder and ladders that have wire reinforcing must absolutely not be used near energized electrical conductors
- Wooden ladders should remain unpainted or finished only with clear, non-conductive wood preservatives
- If ladders need to be set up between levels, these ladders must be securely fastened, extend 3 feet (91 centimetres) beyond the top landing and be easily accessible from both the top and the bottom
- Any ladder with bent, broken, weakened or missing steps, bent or broken side rails, damaged, broken or missing non-slip bases or any other defects are not fit for use and must be tagged and taken off the worksite for disposal
- Ladders must absolutely not be used horizontally as replacements for runways, scaffolding planks or for any other non-climbing purpose for which their design is not intended

SCAFFOLDING

Scaffolding must be designed, built and maintained in accordance with the Occupational Health and Safety Act and Regulations for Construction Projects and any other applicable legislation.

The following rules also apply and should be read and understood by workers involved in scaffolding:

- All scaffolding construction and dismantling must be supervised by a competent worker with previous experience in and knowledge about scaffolding
- All scaffolding must be inspected and approved by a competent person before it is used for actual work
- Scaffolds must be constructed on-site with all the fittings (braces, screwjacks, pins, base plates, etc.) required by the manufacturer



SAFETY PROGRAM

- Scaffolds are required to be adequately braced both vertically and horizontally
- Most tubular scaffolding should have braces on both sides on each section in the vertical plane. Horizontal bracing is generally somewhat provided by the scaffold platform and the base plates on the scaffold legs, but if the scaffolding is either on casters or several sections high, then extra horizontal bracing is recommended
- Scaffolds higher than 8 feet (approximately 2.4 metres) are required to be fit with guardrails consisting of a toe board, mid-rail and top-rail
- Scaffold platforms higher than 8 feet (approximately 2.4 metres) in the air are required to be fully planked and their width must be at least 18 inches (approximately 46 centimetres)
- Scaffolds are required to be tied to a structure at vertical intervals no greater than three times the smallest lateral dimension, including the dimension of any outrigger stabilizing devices
- Scaffolds are required to be properly pinned together unless they are being used as rolling scaffold towers
- Scaffold planks are required to be securely fastened in order to prevent sliding
- Scaffold planks are required to be of good quality (No.1 Spruce or better when new), rough sawn, free of defects like splits, rot or loose knots and should measure 1.87 by 9.75 inches (approximately 4.8 by 24.8 centimetres) in the cross section
- Scaffold planks are required to be installed so there is an overhang of between 6 and 12 inches (approximately 15 to 30 centimetres) and they should be cleated at both ends
- Scaffolds are required to be fitted with a ladder for access and these ladders must have 6 inch (15 centimetres) stand-off brackets and, if higher than 10 feet (3 metres), should have safety cages or other fall protection devices
- Tubular and clamp scaffolds over 30 feet (9.1 metres) high and frame scaffolds over 50 feet (15.2 metres) high are required to be designed by a certified professional engineer and built in accordance with the certified design
- Casters and wheels must be fit with locking brake devices, securely pinned to the scaffold frame and put into the locked position when personnel are working on the scaffold
- Snow, ice, oil, grease and other potentially slippery material must be removed from the platform and the surface should be sanded afterwards
- Scaffolds must be maintained and should always be in good condition, even during their construction.

WORKING AT HEIGHTS

This part will discuss safety equipment like safety harnesses and life lines and which situations involving working from heights this equipment should be worn in.

The following rules are to be read and understood:

- All safety harnesses and shock absorbing lanyards must be CSA-certified and should carry CSA labels and be inspected for damages or defects prior to each use
- Safety harnesses must be snug-fitting, properly fastened and worn with all straps and hardware intact
- Shock absorbing lanyards must be 0.62 inch (16 millimetre) diameter nylon or equivalent material and be inspected for damage before every use
- Lifelines are only be used by one worker at a time and must be 0.62 inch (16 millimetre) diameter polypropylene or equivalent material



SAFETY PROGRAM

- Lifelines must be secured to a solid object and long enough to reach the ground or knotted at the end to stop the shock absorbing lanyard from coming off
- Lifelines are to be inspected for cuts, abrasions and other defects before use, taken out of circulation if found to be unsafe and kept free from objects which may chafe them while in use
- When the shock absorbing lanyard of a safety harness is attached to a lifeline, a mechanical rope grab that meets CSA Standard Z259.2 must be used. The mechanical rope grab may even have the CSA stamp on it
- When personnel are working on a swing stage, they must be wearing safety harnesses with shock absorbing lanyards tied to an independent lifeline if the swing stage has only two independent suspension lines or tied to the swing stage itself if the swing stage has four independent suspension lines (two at each end)
- When personnel are operating machinery or handling hazardous substances / objects near unprotected openings or edges, they must then wear a safety harness with shock absorbing lanyards tied to a fixed support regardless of the potential fall height
- When personnel are working more than 10 feet (3 metres) above the next level near unprotected openings or edges, they must wear safety harnesses with shock absorbing lanyards tied to a fixed support
- Post Fall Rescue of workers using Fall Arrest must be reviewed and a program of rescue established

ELEVATING WORK PLATFORMS (EWPs)

Elevating work platforms (hereafter referred to as EWPs) can pose obvious safety risks, so following these rules when an EWP is on-site is essential:

- EWPs must be inspected by a certified professional engineer before they are used to ensure they comply with Subsection 6 of the National Standards of Canada. Section 144 of the current Regulations for Construction Projects stipulates the engineer's verification must be in writing
- The Regulations for Construction Projects stipulates that a worker must receive oral and written instruction on how to use the EWP before they operate it for the first time. Only workers who have received instruction about operating the machine, inspection and maintenance requirements, appropriate working surfaces on which the machine was designed to be used, the maximum rated working load, the location of emergency controls, the meaning of alarms and special conditions / limitations of the machine are permitted to operate an EWP
- All workers using or on an EWP must wear a safety harness with a shock absorbing lanyard tied off to the location recommended by the manufacturer. Personal fall equipment must never be attached to non-recommended places like adjacent poles, structures or equipment
- EWPs must be inspected daily using the manufacturer's instructions as a guide
- Up-to-date records of all inspections, tests, modifications, repairs and maintenance work done to an EWP must be kept and these should include the name and signature of the person who did whatever was done
- A maintenance and inspection record showing the dates of the last maintenance work and inspection, name and signature of the person who performed this action must always be attached to the actual EWP platform
- An operator's manual must always be attached to the actual EWP platform
- If an EWP is malfunctioning or has incurred damage to vital components then it may not be used until it is repaired by a certified mechanic



SAFETY PROGRAM

- An EWP may only be used on surfaces recommended by the manufacturer when it is in the raised position
- An EWP must not be driven near holes, trenches, depressions or other similar hazards when it is in the raised position
- An EWP must not bear more than its rated working load and, wherever possible, the loads it is carrying should be distributed over the platform
- An EWP may only lift loads when someone has ensured that the loads are firmly secured to the platform
- Makeshift platforms like boxes and access equipment like ladders and scaffolds must never be set up on an EWP as a way to gain access to areas above
- No part of the EWP (including the platform) must move within 10 feet (3 metres) of overhead power lines unless the EWP is equipped for live electrical work and the workers on the EWP are qualified for such work
- An EWP is never to be used for pushing, pulling or dragging objects
- Only the manufacturer's platform extension devices may be used. Cantilevered planks or other platform materials must not be used in EWP platform extension
- Planks or other platform materials must not be used to bridge any gaps between an EWP and other work areas
- Workers must always maintain three point contact (two hands and one foot or one hand and two feet) when getting on or off the EWP's platform and at no time may the EWP's operator disembark from a raised EWP
- The terrain on or over which any off-slab device is placed or may travel needs to be firm enough to support that device and its rated working load
- Any EWP used on ramps, sloping or uneven surfaces must be specially designed for such use and properly fastened against unintended vertical or horizontal movement
- EWPs, particularly smaller scissor lifts and boom-type devices, must never be operated when there is extreme weather (i.e. heavy rain, thunder storms, very high or low temperatures)
- The EWPs' power systems should be turned off when the machine is not in use in order to avoid a build-up of exhaust fumes in an enclosed work area
- Any other EWP specific manufacturer recommendations should also be followed

CONFINED SPACE ENTRY

As entering confined spaces can pose hazards, particularly in regards to air quality, the following rules are to be read and understood by all workers involved in this activity:

- Before any confined space work begins in a maintenance hole, vault or other location, the air must be tested by a competent person who has been trained how to use the appropriate hazard detection equipment
- The competent person who tested the air must certify in writing whether or not the confined space could possibly be hazardous to an entering Worker (the space contains hazardous levels of fumes / gases or there is a deficiency of oxygen)
- Workers may only enter a confined space certified to be hazard-free by the competent person who tested the air
- Workers must not enter a confined space certified to be hazardous until the space has been adequately ventilated and subsequent tests prove the space to be hazard-free



SAFETY PROGRAM

- If a confined space was initially found to be hazardous, the mechanical ventilation should continue wherever possible, even if the first corrective ventilation worked and the confined space passed subsequent tests
- If a confined space was initially found to be hazardous and mechanical ventilation could not for some reason continue, then entering workers must wear rescue harnesses attached to individual lifelines, the entrance must be guarded by a worker and that guard must be equipped to rescue those inside if there is an emergency
- All respiratory and rescue equipment must be tested before use
- All confined spaces must be frequently monitored and tested to ensure the air is still safe while personnel are working inside
- The permanent written records of the confined space tests must be kept on-site for a minimum of one year.

LOCK OUT / TAG OUT

Safety lock-out rules must be observed when there are situations involving unexpected energization or inadvertent start up. These situations can create hazards and impact personnel working with machinery, equipment and the process systems for construction, start up, repair maintenance and other related activities.

Protection from these hazards is generally attained by attaching appropriate lock-out and tag-out devices to machinery, breaker boxes, valves and/or other process isolation and control devices according to specific procedures.

If a worker is using or near equipment which could endanger the worker if it became energized, then the worker is to follow these rules:

- The worker must inform the person in charge of lock-outs or the Foreman that that particular equipment would need to be locked out

Or in the case of actual energization / inadvertent start up:

- The worker must obtain the lock-out tag(s) and lock(s)
- The worker must fill out the lock-out tag with their name, the date, their trade and the reason for the lock-out
- The worker must keep the key for the lock until the end of shift or completion of work
- When work is completed, then the worker must take off the lock and lock-out tag and inform the person in charge of lock-outs or the foreman of the lock-out
- When the shift has ended but work is not yet complete, then the worker must give the key to the person in charge of lock-outs or the Foreman and explain that they have yet to complete the work
 - Before returning to work, the worker will retrieve the key and ensure the equipment is again locked-out
- If two or more people are working on the same equipment, each person needs to have their own lock and lock-out tag
- Equipment must never be left locked-out without a valid reason



SILICA

Crystalline silica is a common mineral in the earth's crust, and is found in many types of rock including sand, quartz, and granite. Silica is present in both work and non-work environments, and exposure to crystalline silica dust has long been known to cause a disease called silicosis.

When one inhales crystalline silica the lung tissue reacts by developing fibrous tissue around trapped silica particles. This condition of the lung is called *silicosis*.

Due to the extensive use of concrete and masonry products in buildings today, construction workers have a potential exposure to crystalline silica. Operations such as dumping of rock, jack hammering, abrasive blasting, sawing, drilling or demolition of concrete and masonry structures are some of the activities that could produce this exposure.

Silica sand or other substances containing more than 1% crystalline silica should never be used as abrasive blasting materials. Where silica exceeds 1% of the content, less hazardous materials should be substituted. In addition, always follow safe work practices when there is possible exposure to silica dust.

FOR APPROPRIATE PROTECTION

- Keep awareness high--which is the key to preventing silicosis. Recognize when silica dust may be generated and plan ahead to eliminate or control the dust at the source
- Use proper respiratory protection when point of operation controls cannot keep exposures below the recommended exposure limit
- Always use dust control systems when they are available and keep them well maintained
- Be aware that high silica concentrations can occur inside *and* outside enclosed areas during operations such as concrete or masonry sawing or abrasive blasting
- Do not eat, drink, or smoke in areas where sandblasting is being done, or where silica dust is being generated
- Wear disposable or washable over-garments at the work site
- Wash your hands and face before eating, drinking, or smoking and vacuum (don't blow) dust from your clothing