



Occupational Health & Safety Program & Procedures

65-95 Attmar Drive, Brampton, Ontario



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INTRODUCTION

This Health & Safety Program and Procedures is intended as a reference for all Forestside Estates Inc. c/o Royal Pine Homes employees, supervisors and sub-contractors. Its purpose is to define the rules, guidelines and basic information that you need to know in order to work here.

We welcome discussion and suggestions to improve the Health & Safety Program and Procedures. Updates and changes will be done annually at a minimum, or as required.

Every employee, when they are hired, will receive an orientation on Forestside Estates Inc. c/o Royal Pine Homes Health & Safety Program and Procedures. Every employee is also required, as a condition of employment, to sign an agreement which states:

"I,, have received, reviewed and understand this Health and Safety Policy. I further agree that I will act in full compliance with this Policy and the Company's Health and Safety program. I also agree to ensure that any other workers which I supervise or engage to perform will receive a copy of this Policy and will abide by all applicable provisions of the Occupational Health and Safety Act and its Regulations."

In addition to the policies and procedures outlined, employees are expected to work in accordance with our department-specific policies and procedures. Any employee who intentionally disregards or violates the policies and procedures in this manual will be subject to disciplinary action, up to and including dismissal.

STANDARDS

Standards contained in this Health & Safety Manual have been developed for Forestside Estates Inc. c/o Royal Pine Homes to ensure:

1. that hazards are recognized and eliminated or controlled
2. that equipment is maintained to ensure its safe operation
3. that training needs are identified
4. that changes in the workplace are identified
5. that health and safety awareness in the workplace is increased
6. that employees have the knowledge and training to perform their job tasks

All employees will follow the standards contained in this handbook. All employees have roles and responsibilities for maintaining the health and safety of all Forestside Estates Inc. c/o Royal Pine Homes personnel. The success of this program relies on the participation of all employees.

Company standards are communicated verbally through group and one-on-one training sessions.

New employees will be trained on all Forestside Estates Inc. c/o Royal Pine Homes's standards and Health & Safety requirements. The New Employee Orientation checklist will be filled in by both Forestside Estates Inc. c/o Royal Pine Homes's supervisor and the employee. Any changes to the Manual will be communicated to employees at staff training sessions/staff meetings.



PRESIDENT'S MESSAGE

To provide a letter to the workers of Forestside Estates Inc. c/o Royal Pine Homes outlining our company's position on health, safety, injury prevention and environmental compliance to the staff, clients and public.

On behalf of Forestside Estates Inc. c/o Royal Pine Homes I would like to express a sincere commitment to the health and safety of all of our workers, subcontractors, suppliers, our clients and the public. Our management is committed to the prevention of occupational injury and illnesses and the maintenance of a safe and healthy work environment. This strategy includes providing the proper tools, equipment and training for all workers to ensure the success of our commitment.

Our supervisors and workers have the responsibility to report all unsafe and unhealthy conditions. This ensures that all levels of our company are committed to health and safety. Our commitment for protection extends to the worksite, the environment, public property and private information.

It is our intention to review and revise our policies and procedures to meet or exceed legislative requirements and define progressive safety performance initiatives.

At a minimum, our health and safety policy shall be reviewed annually by senior management and records shall be retained but it is our intention to review and revise our policies and procedures to meet and exceed legislative requirements as well as define progressive safety performance initiatives.

A large, stylized handwritten signature in black ink, written over a dotted line.

PRESIDENT

March 15, 2021...

DATE



HEALTH & SAFETY POLICY STATEMENT

It is the purpose of Forestside Estates Inc. c/o Royal Pine Homes to establish and maintain a safe and healthy work environment, to comply with all Occupational Health and Safety Acts & Regulations, maintain our equipment and property in a safe condition.

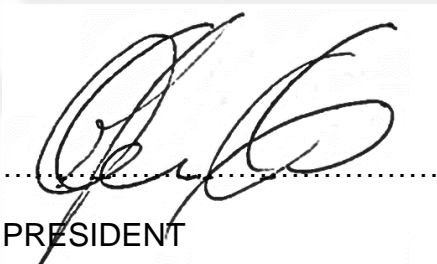
In fulfilling our objectives, Forestside Estates Inc. c/o Royal Pine Homes will comply above and beyond the Occupational Health & Safety Act & Regulations with acceptable diligence practices. In addition, we will strive to eliminate any foreseeable hazards which may potentially cause injury or harm to our workers, and commit to preventing occupational illness and injury in the workplace.

Forestside Estates Inc. c/o Royal Pine Homes management, in co-operation with workers, is responsible for the design, implementation, and monitoring of our health and safety program. All supervisors and workers will receive training about their respective health and safety responsibilities, and will be individually accountable for fulfilling those responsibilities. Supervisors will ensure that safe and healthy work conditions are maintained in his/her assigned work area.

To be effective, safety must be a shared responsibility among all levels in our company – management and employees' working together proactively at the workplace. To achieve this objective, Forestside Estates Inc. c/o Royal Pine Homes management, its supervisors and all workers have the obligation and responsibility to work in compliance with our safety policy.

Forestside Estates Inc. c/o Royal Pine Homes is committed to maintaining open lines of communication between management and its supervisors and workers. *Every worker shall follow safe work practices and procedures established by our Company's Health & Safety Manual and work in compliance with the Occupational Health & Safety Acts and Regulations.* All workers must report all unsafe or unhealthy conditions to their supervisors or management as soon as they are observed.

All contractors and their workers will be made aware of Forestside Estates Inc. c/o Royal Pine Homes health and safety rules and shall work in compliance with these requirements as well as the Occupational Health and Safety Act.



.....

PRESIDENT

..... March 15, 2021

DATE



ENVIRONMENTAL POLICY STATEMENT

Objective

To outline Forestside Estates Inc. c/o Royal Pine Homes commitment to the protection of the environment, to carry out all activities in a manner that minimizes environmental impacts, conserves natural resources and provides effective stewardship of the environment. To that end, Forestside Estates Inc. c/o Royal Pine Homes is committed to making environmental protection an integral core value and vital part of our work culture. We accept responsibility and accountability in the environmental impacts of our operations.

Scope

This policy outlines the responsibility to the environment of all workers, management and subcontractors that work with Forestside Estates Inc. c/o Royal Pine Homes within Ontario and at all site locations and at head office.

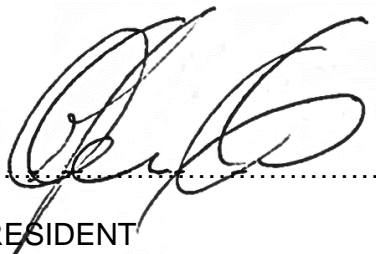
Policy

The environment and the protection of it, has become a large concern over the past few years. Our company is committed to the protection of the environment through common prevention strategies such as recycling and waste material appropriation.

Chemicals, waste material and other refuse shall be properly stored, used and disposed of by all workers in this company.

Where there is a spill or contamination issue, the worker must advise the supervisor immediately. The spill or contamination shall be contained based on SDS guidelines and with the use of the appropriate personal protective equipment.

If the spill cannot be contained, we shall notify a spill response contractor and when necessary, the Ministry of the Environment.



.....
PRESIDENT

March 15, 2021
DATE



DRUG AND ALCOHOL POLICY STATEMENT

Forestside Estates Inc. c/o Royal Pine Homes is a drug and alcohol-free workplace. The use of, or being under the influence of illegal drugs and/or alcohol is inconsistent with the behavior expected of our employees.

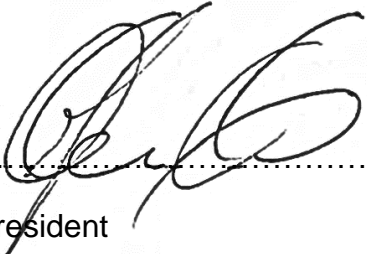
The use of illegal drugs and alcohol and misuse of prescribed and over the counter drugs subject's employees and visitors to unacceptable safety risks that undermine Forestside Estates Inc. c/o Royal Pine Homes ability to operate safely, effectively and efficiently.

The use, possession, distribution or sale of controlled substances such as drugs or alcohol, being under the influence of such controlled substances (drugs and alcohol) or testing positive for alcohol or any drug including, but not limited to, inactive components or metabolites associated with the use of such drugs is strictly prohibited while on duty, while on Forestside Estates Inc. c/o Royal Pine Homes premises or work sites or while operating any company equipment or vehicles.

Our Company participates in post-offer, random and post-accident drug and alcohol testing. If injured on the job you will be expected to participate in a drug and alcohol test immediately following the injury.

All Employees have the responsibility to report to work capable of performing their tasks productively and safely and remain Fit for Work throughout their workday or shift and when on scheduled call.

Disciplinary Action will be taken to all those found to be unfit for work due to being under the influence of drugs and/or alcohol.



.....

President

March 15, 2021
Date



ACCOMMODATION POLICY STATEMENT

Forestside Estates Inc. c/o Royal Pine Homes is committed to fostering an inclusive workplace where all employees are treated with respect and dignity.

Forestside Estates Inc. c/o Royal Pine Homes will act in a manner consistent with its obligations under the Canadian Human Rights Act “and the Employment Equity Act, provincial or human rights legislation.

Forestside Estates Inc. c/o Royal Pine Homes will provide a workplace that ensures equal opportunity free from discrimination based on race, colour, national or ethnic origin, religion, age, sex (including pregnancy or child-birth), sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability, including mental or physical disability, disfigurement and dependence on alcohol or a drug) or conviction for an offence for which a pardon has been granted or a record suspended.

Forestside Estates Inc. c/o Royal Pine Homes will provide workplace accommodation, to the point of undue hardship. The purpose of accommodation is to ensure that individuals who are otherwise able to work are not discriminated against by being excluded from doing so when working conditions can be adjusted without causing undue hardship to Forestside Estates Inc. c/o Royal Pine Homes

A handwritten signature in black ink, appearing to be "P. L.", written over a dotted line.

.....

President/Senior Management

March 15, 2021

Date



VIOLENCE & HARASSMENT POLICY STATEMENT

The management of Forestside Estates Inc. c/o Royal Pine Homes is committed to the prevention of workplace violence and harassment and to providing a work environment in which all individuals are treated with respect and dignity. We will take the necessary steps reasonable to protect our workers from workplace violence and harassment from all sources.

Violent behavior and harassment are unacceptable in the workplace and will not be tolerated. Everyone on all levels is expected to uphold this policy and will be held accountable by Senior Management.

Forestside Estates Inc. c/o Royal Pine Homes will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence and harassment in the workplace.

Managers and supervisors will adhere to this policy and the supporting program. They will be responsible for ensuring that measures and procedures are followed by workers, and that workers have the information that they need to protect themselves.

Our workplace violence program includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance, and a process for workers to report incidents or raise concerns.

Workers are also encouraged to report any incidents of workplace violence and harassment. Management will investigate and deal with all concerns, complaints, or incidents of workplace violence and harassment in a timely and fair manner while respecting workers' privacy to the extent possible.

Nothing in this policy or program prevents or discourages a worker from filing an application with the Ontario Human Rights tribunal on a matter related to the Ontario Human Rights Code within one year of the last alleged incident.

A worker also retains the right to exercise any other legal avenues available.

Sincerely,

A handwritten signature in black ink, appearing to be "P. B.", written over a dotted line.

PRESIDENT

March 15, 2021

DATE



PERSONAL PROTECTIVE EQUIPMENT POLICY STATEMENT

Forestside Estates Inc. c/o Royal Pine Homes is committed to providing a safe workplace for our employees. One aspect of this commitment is to ensure that all employees wear appropriate personal Protective Equipment (PPE) when other risk control options are not possible.

Personal Protective Equipment is equipment worn to protect persons from possible exposure to a certain risk that cannot be otherwise controlled. This includes mandatory items such as safety boots and hard hats, and other items such as safety glasses, hearing protection and fall protection and others as required.

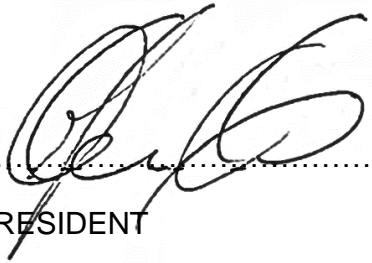
Forestside Estates Inc. c/o Royal Pine Homes is responsible for providing our employees with the appropriate PPE for their job tasks. Our supervisors are responsible for ensuring that employees under their supervision are wearing the appropriate PPE for the duties they are required to undertake before they commence work.

All employees are responsible for maintaining their PPE in good working condition, wearing and using their PPE as they have been trained, and for informing their supervisor when repair/replacement is needed.

Forestside Estates Inc. c/o Royal Pine Homes employees are also responsible for identifying occasions when additional PPE may be required and for advising their supervisor, who will make necessary arrangements before commencing work on a project.

A brief daily check of PPE is part of each pre-start inspection performed by all Forestside Estates Inc. c/o Royal Pine Homes employees.

This policy will be reviewed at a minimum annually and updated as required.



.....

PRESIDENT

March 15, 2021

DATE



HEAT STRESS POLICY STATEMENT

Forestside Estates Inc. c/o Royal Pine Homes recognizes the potential problems caused by high temperatures in the work environment. To reduce the potential for heat-related illness, Forestside Estates Inc. c/o Royal Pine Homes has developed the following heat stress policy.

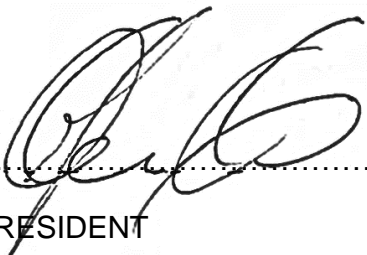
This policy requires the full cooperation of all members of Forestside Estates Inc. c/o Royal Pine Homes team: Senior management, the Joint Health and Safety Committee, supervisors, workers, and subcontractors.

Employees are asked to cooperate fully with this policy. All employees of Forestside Estates Inc. c/o Royal Pine Homes will be trained to recognize the signs and symptoms of heat stress — in themselves, as well as in other employees. Employees experiencing symptoms of heat stress must report to their supervisors and immediately obtain proper medical attention.

During days when heat stress procedures are in place, all employees will follow the contingency plans: extra water will be available and workers will be encouraged to drink it, even if workers are not thirsty. Heat disorders table will be posted in all trailers and workers will be encouraged to review it. The heat stress disorders table includes: heat cramps, heat exhaustion, and heat stroke disorders, including their causes, signs & symptoms, and treatment will be reviewed with workers on site.

A thermometer will be available at entrance areas of all site trailers for workers to check weather temperatures and take steps their companies have set and decide on what action to take.

In order to monitor the effectiveness of this policy, Forestside Estates Inc. c/o Royal Pine Homes will perform an annual review. The heat stress policy will be evaluated, improvements will be made, and acknowledgement will be given to those who make significant contributions to its success.



.....

PRESIDENT

March 15, 2021
DATE



CONTRACTOR/SUB-CONTRACTOR REQUIREMENTS

Prior to commencing any work, all subcontractors shall provide Forestside Estates Inc. c/o Royal Pine Homes site supervisor with the following documentation:

- Ministry of Labour approved registration form from trade and each sub-trade
- Proof of Training – e.g., Working at Heights, WHMIS, Forklift Certificate, Scaffold Assembly, Competent Supervisor and etc.
- WSIB Clearance Certificates

All workers are to work in a manner and with the protective devices, measures and procedures that are prescribed by the Occupational Health and Safety Act and Regulations.

All workers shall wear the equipment, protective devices and/or clothing that are required to be worn.

- a) **ALL** workers shall wear safety headwear, boots, and vests at all times, while on project.
- b) Fall protection shall be worn whenever a worker is exposed to a fall of a distance of 3 meters (10 feet) or more.
- c) Eye, respiratory, hearing, and skin protection shall be worn where there is a risk of injury or hazardous.

Clean up shall be attended to by ALL workers on site, including subcontractor workers. This is everyone's responsibility. It is suggested that clean-up be attended to on a daily basis.

Accident/incident reporting of all injuries, illnesses, & unsafe acts or conditions, cutting incidents, property and equipment damages and losses; shall be reported promptly and accurately to site supervisor to ensure timely investigation and administration.

Site emergencies – in the event of any site emergency, all persons shall notify the site supervisor.

All floor openings shall be covered entirely and secured down. Openings may also be protected by the installation of guardrails, including top rail, mid rail, and toe board. If any guardrails or railings are removed, they shall be reinstalled immediately.

All ladders (extension or step) shall be in good condition, maintained and installed properly.

All workers shall operate extension or step ladder as per manufacture's operating instruction – secure ladder at top & bottom, never stand higher than third step from the top of a step ladder and extension ladder shall be installed three rugs above level working at.

All extension cords shall be in good condition (no cuts, fraying and have a ground prong). All extension cords shall be inserted or connected to a GFCI (Ground Fault Circuit Interrupter).

All workers shall follow Forestside Estates Inc. c/o Royal Pine Homes health and safety policies and procedures.

Failure to comply with the regulations set out in the Occupational Health and Safety Act and Forestside Estates Inc. c/o Royal Pine Homes Health and Safety Policy and Procedures will result in disciplinary action, where workers will be sent home. A **"Zero Tolerance"** rule is in effect.



Compliance Agreement for Contractors & Subcontractors

This Occupational Health and Safety Policies and Procedures Manual represents the safety rules that must be observed by all Forestside Estates Inc. c/o Royal Pine Homes contractors/subcontractors and their employees to ensure a safe and healthy environment in the workplace.

Safety consciousness and awareness is inherent to performing work safely on a job site; all workers must always be safety conscious. Any action of unsafe attitude by any worker jeopardizes the safety of all our employees. It is expected that each worker takes every precaution to prevent unsafe acts and anticipate potential hazards. Always report any injury to your Foreman/supervisor as soon as possible.

To make our approach to safety more effective and uniform throughout our organization, we are providing you with a copy of our Health and Safety Manual. We expect you to read and understand the information herein and to fully comply with the requirements as stated.

It is expected that all workers will work in accordance with the Occupational Health and Safety Act, its Regulations or Safety Codes for their particular province of work including the owners/project managers/site safety rules and regulations and Forestside Estates Inc. c/o Royal Pine Homes Safety policy.

Your signature below acknowledges receipt of this safety policy and your concurrence with the stated conditions.

.....
Contractor Name

.....
Date

.....
Contractor/Contractor Representative Signature

.....
Supervisor or Site Manager
Forestside Estates Inc. c/o Royal Pine Homes

.....
Date

Failure of the Contractor/Subcontractor or their employee to follow this policy can lead to discipline up to and including discharge. Safety is everyone's responsibility, but only you can protect yourself the best.

Safety performance of contractors/subcontractors will be evaluated to ensure compliance with this agreement.

This form shall be kept on record at head office and a copy shall be made and kept on site



NEW EMPLOYEE ORIENTATION

Policy

All new workers will be given orientation upon hire. The goal of the orientation is to ensure that all workers are familiar with Forestside Estates Inc. c/o Royal Pine Homes policies and procedures. The following issues must be addressed during the first week of your work with Forestside Estates Inc. c/o Royal Pine Homes. These topics will allow you to understand our operating procedures, and assist in your success as a member of our company.

General orientation

A discussion of hours of work, breaks, restroom facilities, emergency evacuation procedures, phone numbers and exits in our main building. Absences from work, rate of pay, overtime, and other administrative issues are also discussed during this session. The New Employee Form¹ will be filled out by all new workers along with the person conducting the orientation.

Safety Policy Orientation

A discussion and review of our safety policy and safe work practices and procedures, which outlines all required performance objectives and requirements for your work.

Each employee is required to review and acknowledge receipt of our policy.² A copy of this policy may be provided to you directly but in any case, will be available on site with your supervisor.

Proof of training and records will be kept at the main office.

Equipment and Skills Orientation

A discussion of the machinery and tools used in our work and the safety precautions required for their use. We will also review what training you have had in the past and record any verification documents for this training.

No employee is allowed to operate any machine, device, tool, equipment, or thing without knowledge and/or previous training in the safe operation of the apparatus.

Workplace / Site Orientation

Once you arrive at your workplace, it is very important that every employee familiarizes themselves with their surroundings and safety hazards that exist, or that could present themselves during the course of work.

All employees, regardless of the level in the organization, must receive orientation, this applies to:

- Newly hired employees
- Student Employees
- Employees hired on a contract basis
- Employees returning from an extended absence
- Supply of labour employee

The following persons will carry out employee orientation:

- Manage/Supervisor
- Project Manager/Forman
- Qualified 3rd party

¹ New Employee Form

² Worker Acknowledgement of Safety Policy & Procedures



HEALTH & SAFETY ORIENTATION

Orientation on health and safety must be completed within the first two (2) weeks of hire.

The goal of the orientation is to ensure that all workers requiring health and safety orientation, are orientated to complete their duties safely. The success of a comprehensive health and safety program depends heavily on each worker having all the knowledge and skills necessary to do their job safely. In addition, there are certain legal requirements imposed on individuals, supervisors and the company by the Occupational Health and Safety Act (OHSA) and Regulations.

Components of training will include:

1. Review of the Forestside Estates Inc. c/o Royal Pine Homes health and safety policy.
2. Overview of applicable health and safety legislation including employee rights.
 3. Overview of our health and safety program including:
 - Health and safety responsibilities and the Internal Responsibility System
 - Worker rights
 - Safety investigations (accident reporting)
 - Modified work / workplace accommodation
 - Disciplinary action
 - Drug and alcohol policy
 - Workplace Violence and Harassment policy
- Common safety standards
4. Site specific health & safety requirements.
5. Any additional regional/divisional health and safety requirements as deemed necessary by Forestside Estates Inc. c/o Royal Pine Homes management and/or the joint health and safety committee
6. Verification/evaluation process to ensure the information has been clearly understood.

This can include a written evaluation, oral evaluation or work practice evaluation standards and procedures for:

 - Reporting injury and illness
 - Reporting hazards
 - Emergency plan
 - Early and safe return to work
 - Occupational Health and Safety Act including Rights as a worker
 - Health and Safety Representative (specifically who they are, how to contact them)
 - Specific responsibilities for their level of authority.



EMPLOYEE TRAINING

Policy

It is the policy of Forestside Estates Inc. c/o Royal Pine Homes that all management and workers receive a mandatory health and safety orientation and training for their job position, prior to the commencement of any work being done.

Orientation and training will be provided to newly hired workers and management, those that have transferred from one position to another, and also those who have been promoted from workers to management.

Forestside Estates Inc. c/o Royal Pine Homes will also provide ongoing health and safety orientation and training for workers and management as required, or as deemed necessary.

A training needs assessment will be conducted by management in consultation with the Health and Safety Representative to ensure the appropriate training is identified and delivered to workplace parties. All training content and training will be documented and maintained. All workplace parties are required to comply with this policy and procedure on orientation and training.

Purpose

This procedure outlines the training expectations and includes objectives to assist Forestside Estates Inc. c/o Royal Pine Homes to improve our health and safety program. Components of training will include, but is not limited to (see orientation checklist):

- WHMIS
- Health & Safety Awareness
- Working at Heights
- **Job specific training** which will be done prior to beginning work on assigned tasks

Training Methods

- Supervisors will deliver the generic training to their direct reports.
- Selected employees, who have completed a WHMIS train the trainer program, or a qualified competent instructor provided, will conduct the workplace specific training.
- The health and safety representative will assist in the development of the workplace specific training.

Training Records

The training records will be kept for a period specified by Forestside Estates Inc. c/o Royal Pine Homes legislation, or other regulatory bodies. Managers and supervisors will maintain updated training matrices for workers. These will outline:

- Specific training requirements
- Time frames for training completion
- Record of training and training outcomes

Workers and management that participate in health and safety training outside the organization, must submit a copy of training records and/or certification and with a summary of the training content to their supervisor. Supervisors will ensure a copy of the training is submitted to human resources for the worker's file.



COMMUNICATION PROCEDURES

Purpose

Communication is the one fundamental requirement in all aspects of work that is completed. For any task to be assigned there has to be some form of communication to get it done. As this is the backbone to all work, good communication is essential to having a successful business.

Forestside Estates Inc. c/o Royal Pine Homes believes that we cannot meet our health and safety objectives without effective communication. Proper communication will aid in all aspects of work including safety.

Scope

In all aspects of what tasks are assigned, monitored and reviewed, communication is vital. Therefore, this portion of the Health and Safety Manual applies to all sections and all work that is performed throughout Forestside Estates Inc. c/o Royal Pine Homes as well as interaction with associated parties, Owners, Clients and their Representatives as well as Sub-contractors working with Forestside Estates Inc. c/o Royal Pine Homes

Responsibilities

The responsibility for communication falls on every worker. Although the Management and Supervisory staff may have the most vital role in initiating communication, all workers have to participate equally to ensure effective communication is achieved. Workers have the obligation to initiate communication where required to inform their supervisory staff of jobsite issues. It will be all workers' responsibility to continuously be active in communication. This is one aspect of every position that is constant and always in progress

Procedures

Having a fundamental understanding of this process is essential to better understand the differences between successful and unsuccessful communication.

Language, level of education or vocabulary, level of knowledge about the subject matter, surrounding environment, and various other factors all have to be accounted for in the choice of communication means made.

Forestside Estates Inc. c/o Royal Pine Homes believes that we cannot meet our health and safety objectives without effective communication. Tool Box/Safety Talks are an essential aspect of opening the lines of communications in the workplace and communicating health and safety related information pertinent to the wellbeing of all workplace parties.

These informal discussions are an opportunity for all attendees to voice their concerns about site health and safety conditions.

These meetings are also an opportunity for the supervisor to seek co-operation in eliminating any safety concern and/or relay the cause of any injuries, Safety Opportunities or other safety issues that have occurred.

The use of Safety Moments to begin all meetings is an important step in maintain the focus of Forestside Estates Inc. c/o Royal Pine Homes Safety First Policy. Hazard Alerts are an important aspect of communicating lessons learned and are designed to ensure that this important information is shared with those can benefit from the information.



Tool Box/Safety Talks:

Tool Box/Safety Talks are an essential aspect of opening the lines of communications in the workplace and communicating health and safety related information pertinent to the wellbeing of all workplace parties.

These informal discussions are an opportunity for all attendees to voice their concerns about site health and safety conditions. Daily tool box talks are done each day prior to commencing work activities.

These talks are designed to:

- Review the task at hand
- Review any practices / procedures that are to be followed
- Review the other hazard assessments / analyses applicable to the work
- Review / discuss any ongoing or immediate issues or concerns

Weekly Safety Meetings:

Weekly Safety Meeting must be conducted, and should be held, at the beginning of the first shift of each work week in an effort to ensure that all workers are focused and establish a commitment to work safely all week.

A list of safety talks is available to employees of Forestside Estates Inc. c/o Royal Pine Homes however, if any health & safety issue unique to your project arise and it is not covered herein, please review it in your Tool Box/Safety Talk, and suggest it for inclusion in the H&S Manual.

You can also refer to the Safe Work Practices, and Safe Work Procedures of this manual for additional information and guidance.

A Weekly Safety Meeting Form / Attendance must be signed by each employee attending for each meeting. This document must also include the date the meeting was held, the topics discussed and any concerns raised by employees.

These concerns are to be shared with Management as soon as possible for resolution.

Office Workplace

Monthly Safety Talks are to be held with all Forestside Estates Inc. c/o Royal Pine Homes office personnel. Topics for Safety meetings in an office environment are included on the server for reference, however many other sources of topics exist.

Also, to be reviewed at these meetings are any updates provided by the Joint Health and Safety Committee, the findings of any incident investigations that may have occurred, any applicable Hazard Alerts issued by Forestside Estates Inc. c/o Royal Pine Homes or any other relevant information.

Hazard/Safety Alerts

Hazard alerts are a communication tool designed to create awareness about safety issues with the appropriate corrective actions. These alerts are typically developed due to a unique or repetitive event that has the potential to occur in other workplaces.

All Forestside Estates Inc. c/o Royal Pine Homes Hazard alerts will be developed and posted on the Health and Safety Board.



Safety Moments

A safety moment can occur during any meeting, function or Forestside Estates Inc. c/o Royal Pine Homes event. Prior to beginning any meeting, the chair or leader of the meeting is responsible to begin with a safety moment.

A safety moment is intended to focus the on a specific safety topic. This topic does not have to be related to specific construction / manufacturing activities but relevant to the time / place. For example, in November a safety moment discussion could be the use of winter tires on personal or Forestside Estates Inc. c/o Royal Pine Homes vehicles.

Safety moments are an important part in creating and maintaining a high level of safety culture in all that we do.

Safety Board

All notices and documentation shall be posted to the Company Health and Safety Board, where the information is readily accessible to all workers.

Evaluation

This Communication portion of the overall program shall be evaluated by the safety coordinator and success shall be acknowledged via peer awareness and rewards should be appropriate or improvements will be provided in accordance with the evaluation results. However, the self-reward of better communication will also be a portion considered in the overall reward for this section.



HEALTH & SAFETY RESPONSIBILITIES

Scope & Objectives

The objective of this section is to affirm Forestside Estates Inc. c/o Royal Pine Homes general health, safety and environmental responsibilities of our management, supervisors, employees, contractors and visitors.

Strong safety performance, like any other company objective, can only be achieved by identifying and setting specific goals, utilizing feedback and developing control methods to review and improve our health and safety standards.

Forestside Estates Inc. c/o Royal Pine Homes employees, at all levels of performance, are responsible for theirs and others health and safety, and for implementing this safety program.

The Internal Responsibility System (IRS)

The Internal Responsibility System (IRS) is a structure, within an organization, where everyone, regardless of their role within the organization, has direct responsibility for health and safety as an essential part of his or her job.

IRS is based on the principle that people in the workplace are in the best position to recognize health and safety hazards, assess them and develop controls because they have the most knowledge about the equipment, the process and the hazards involved. The basis for the success of the IRS is effective communication among workers, supervisors and the employer.

Successful application of the IRS within Forestside Estates Inc. c/o Royal Pine Homes should:

- Establish responsibility-sharing systems
- Promote a culture of safety and communication
- Promote safety best practices in the workplace
- Result in progressively longer intervals between accidents or incidents
- Assist in developing self-reliance within departments
- Ensure compliance to legislation, policies and procedures

Procedures

Forestside Estates Inc. c/o Royal Pine Homes management is committed to ensuring a safe working environment for all employees, contractors, suppliers and visitors. Forestside Estates Inc. c/o Royal Pine Homes is also dedicated to the prevention of environmental spills and pollution. The following responsibilities are an integral part of each person's job.

Employer/ Management Responsibilities

Management includes the President, Vice-Presidents, and Managers. Management is responsible for the following items:

- A. Developing procedures that define each employee's work responsibilities; establish health, safety and environmental policies and procedures, and ensure they are carried out in the workplace; and provide for the communication and control of hazards to ensure compliance with all relevant government standards and regulations.
- B. Ensuring that all personnel (including management) are provided with the appropriate training in all matters concerning health, safety and environmental issues by way of safety talks and/or meetings.



- C. Provide personal protective equipment and resources to fulfill Forestside Estates Inc. c/o Royal Pine Homes health, safety and environmental responsibilities.
- D. Ensuring all incidents which result or could result in serious injury or environmental damage are reported immediately. Ensure that all incidents are investigated and, as appropriate, followed by corrective action.
- E. Ensuring the proper administrative systems are in place to promote, monitor, document, communicate, and improve our health, safety and environmental programs.
- F. Conduct and participate in safety and environmental audits, inspections, meetings and follow-up.
- G. Ensuring that all health, safety and environmental documentation are kept on file.
- H. Providing equipment, materials, and protective devices and ensure they are maintained in good condition, and are used as indicated in order to fulfill Forestside Estates Inc. c/o Royal Pine Homes health, safety and environmental responsibilities.
- I. Performing workplace inspections.
- J. Conducting information sessions (safety talks, staff meetings)
- K. Conducting incident investigations.
- L. Conducting employee training.
- M. Commending employee and supervisor health and safety performance.
- N. Correcting any substandard acts and conditions.
- O. Performing employee safety observations.
- P. Responsible for Sections 25 & 26 of the OHSA.

Supervisors Responsibilities

- A. Supervisors will ensure:
 - Employees have received instruction in the proper techniques for tasks to be performed;
 - Have Site Emergency Procedures/Plan in place.
 - Workers are aware of inherent safety and health problems associated with each task;
 - Tasks are performed in accordance with Forestside Estates Inc. c/o Royal Pine Homes health, safety and environmental policies.
 - Take every reasonable precaution for the safety of workers.
 - Tasks shall comply with all federal, provincial and municipal government acts, regulations, standards and codes in respect to health, safety and the environment.
- B. Ensure workers performing dangerous tasks are directly supervised by a competent worker until the workers can prove that they are competent to safely perform that specific task with minimal or no supervision.

“competent”, in relation to a worker, means adequately qualified, suitably trained and with sufficient experience, safety to perform work that is the subject-matter of the relevant provision of this regulation with a minimal degree of supervision. (as per OHSA)



- C. Conduct or appoint a person, to perform daily safety inspections to ensure that safe conditions exist and that safe practices are being followed.
- D. Ensure that all new employees have received their safety orientation prior to beginning any work assignment.
- E. Ensure that employees report all injuries and unsafe conditions or practices.
- F. Investigate and document all incidents and ensure that a corrective/preventative action has taken place.
- G. Participate and conduct in safety meetings (e.g. orientation meeting, site meeting, Joint Health & Safety meetings, etc.), inspections and audits.
- H. Set an example for employees to follow.
- I. Ensure that all personnel are provided with the appropriate training in all matters concerning health, safety and environmental issues by way of safety talks and/or meetings.
- J. Correct any substandard acts and conditions.
- K. Praise Management, supervisors, workers and contractors on Health & Safety performance.
- L. Perform workplace inspections.
- M. Conduct information sessions (safety talks, staff meetings).
- N. Conduct incident investigations.
- O. Conduct employee training.
- P. Commending employee and supervisor health and safety performance.
- Q. Correct any substandard acts and conditions.
- R. Performing employee safety observations.
- S. Responsible for Sections 27 of the OHSA.

Employee Responsibilities

- A. All employees will become familiar and comply with all Forestside Estates Inc. c/o Royal Pine Homes rules, signs and work procedures, including government regulations (OHSA).
- B. Report accidents, illnesses, incidents or hazardous conditions and behavior immediately to the supervisor.
- C. Appropriately use personal protective equipment when required.
- D. Perform all tasks in a safe and environmentally friendly manner.
- E. Keep work areas neat, tidy and orderly.
- F. Attend and participate in company safety meetings. (E.g. orientation meeting, site meetings, Joint Health & Safety Committee meetings)
- G. Attend and participate in safety training courses and programs.
- H. Perform and document vehicle/equipment safety inspections.
- I. Accountability of workers actions will be enforced by disciplinary processes (see Disciplinary Action Procedures).
- J. Responsible for Sections 28 of the OHSA.



Contractor Responsibilities

- A. Prior to starting work, all Contractors shall submit the following:
 - Copy of our Company Health & Safety Policy and Program.
 - Copy of WSIB reports.
 - WSIB Clearance Certificate.
 - Charges under the OH&S Act and Regulations.
 - Accident Reporting and Investigation Policy and Program.
 - Health & Safety Training Records (e.g., IAPA, OSSA, IHSA Training, Training with any other organization, & etc.).
 - Worker Training (e.g., WHMIS, Working at Heights, Lifting Devices certification, etc.).
 - Registration Form of Constructors and Employers Engaged in Construction (Ministry of Labour) from Contractors and all sub-contractors.
- B. Comply with all Forestside Estates Inc. c/o Royal Pine Homes Health & Safety policies, including all applicable government (OHSA & regulations), standards and codes.
- C. Participate in all safety activities including safety meetings (e.g., JHSC), inspections, audits and accident investigations.
- D. Report all accidents/incidents to Forestside Estates Inc. c/o Royal Pine Homes representative.
- E. Ensure workers are qualified and competent for their tasks.
- F. Provide required personal protective equipment/safety devices.
- G. Ensure all supervisor & workers (if required) are competent worker(s) and have the necessary safety training (E.g. WHMIS, Working at Heights, Transportation of Dangerous Goods) for the work to be performed.
- H. Have a Right to participate in education, right to know the hazardous situations and the right to refuse unsafe working conditions.
- I. Provide qualified workers for work and ensure health & safety.
- J. Ensure all work performed in accordance with governing legislation / regulation / industry standards.
- K. Accountability of Contractors actions will be enforced by disciplinary Processes (*see Disciplinary Action Procedures*).

Visitor Responsibilities

- A. All visitors to worksites MUST report upon their arrival to the Office/Site trailer.
- B. All visitors MUST sign-in and out every time they leave or re-enter the work site.
- C. Visitors are **ONLY** allowed on worksites if granted permission from the site management team.
- D. Visitors must always be accompanied by a competent supervisor that has been appointed by Forestside Estates Inc. c/o Royal Pine Homes management
- E. Visitors must NOT perform work.
- F. Visitors MUST wear the personal protective equipment required for the work area visited.
- G. Visitors must be aware of these guidelines (available on site).



JOINT HEALTH & SAFETY COMMITTEE

Scope/Objectives

The purpose of this procedure is to ensure safe and efficient work practices are established at Forestside Estates Inc. c/o Royal Pine Homes work sites as well as safeguarding the well-being of all employees, customers and employers, the company has established a Health and Safety Committee, in accordance with the Occupational Health and Safety Act.

Policies/Procedures

As per the *Occupational Health & Safety Act*, an employer with more than 20 employees is required to have at least 2 certified representatives, *one worker* member and *one managerial* member.

The worker member shall be selected by the workers that he / she is to represent. Forestside Estates Inc. c/o Royal Pine Homes shall select the other member from among persons who exercise managerial functions. Both the Management and Worker Safety Representatives for the Joint Health and Safety Committee, shall, if the project make-up require it, become "CERTIFIED MEMBERS" as defined under *the Occupational Health and Safety Act*.

Forestside Estates Inc. c/o Royal Pine Homes Management will ensure that the identity and trade of each workplace health and safety representative for the workplace is displayed in all required locations after the representative has been elected.

Management and supervisors shall participate in workplace inspections daily. During workplace inspections, the JHSC members, supervisors, management and/or Health & Safety coordinator may contact the worker(s) and record observations or safety hazards on an inspection sheet.

Role of the (JHSC) Worker Representative

It is the function of the **worker representative** to:

- To be a member of our workplace health and safety committee
- Identify situations that may be a source of danger or hazard to our workers;
- Participate in the investigation of critical injuries and accompany M.O.L. inspectors as per the Occupational Health & Safety Act
- Review accidents and/or incidents at Forestside Estates Inc. c/o Royal Pine Homes workplace.
- Perform monthly workplace inspection.
- Make recommendations to the Forestside Estates Inc. c/o Royal Pine Homes and the workers for the improvement of the health and safety of workers and establish follow-up plan;
- Recommend to Forestside Estates Inc. c/o Royal Pine Homes and the workers the establishment, maintenance and monitoring of programs, measures and procedures respecting the health or safety of workers;
- Obtain information from Forestside Estates Inc. c/o Royal Pine Homes respecting,
 - i. The identification of potential or existing hazards of materials, processes or equipment, and
 - ii. Health and safety experience and work practices and standards in similar or other industries of which Forestside Estates Inc. c/o Royal Pine Homes has knowledge



- Obtain information from Forestside Estates Inc. c/o Royal Pine Homes concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety; and
- Be consulted about, and have a designated member representing workers to be present at the beginning of, testing conducted in or about the workplace if the designated member believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid.

Role of the Joint Health and Safety Committee

The joint H&S committee is part of the IRS (Internal Responsibility System) at Forestside Estates Inc. c/o Royal Pine Homes and is in place for your protection; do not hesitate to use them.

For the JHSC committee to be effective at Forestside Estates Inc. c/o Royal Pine Homes it should deal solely with safety issues and must not be allowed to become a general complaint session. Minutes of the committee meetings shall be posted at the workplace to come up with solutions to safety concerns.

Members of this committee will actively take part in the development, implementation, and monitoring of all phases of Forestside Estates Inc. c/o Royal Pine Homes Health and Safety Program. The committee shall assist in resolving work refusals and promptly investigate reports of “dangerous circumstances” at Forestside Estates Inc. c/o Royal Pine Homes workplace.

- Identify situations that may be a source of danger or hazard to our workers
- Ask for and obtain information regarding existing or potential hazards in the workplace
- Inspect the workplace at least once a month, with the full cooperation of constructor, employers, and workers.
- Make recommendations to the constructor or Forestside Estates Inc. c/o Royal Pine Homes and the workers for the improvement of the health and safety of workers
- Recommend to the constructor or Forestside Estates Inc. c/o Royal Pine Homes and the workers the establishment, maintenance and monitoring of programs, measures and procedures respecting the health or safety of workers
- Obtain information from the constructor or Forestside Estates Inc. c/o Royal Pine Homes respecting the identification of potential or existing hazards of materials, processes, or equipment
- Obtain information from the constructor or Forestside Estates Inc. c/o Royal Pine Homes concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical, or physical agent in or about a workplace for the purpose of occupation health and safety.

Forestside Estates Inc. c/o Royal Pine Homes will respond in writing within 21 days, either giving a timetable for implementation of recommendation, or giving reasons for disputing the recommendation.

JHSC Representative and Committee Elections

Forestside Estates Inc. c/o Royal Pine Homes shall elect at least **one workplace** representative for the workers and **one management member**, to be elected as a workplace health and safety representative by their peers. These two individuals will form the health and safety committee.



First runner up in these elections shall be considered as the alternate member in case of resignation/retirement.

- Worker representative selected by the site workers
- Management representatives will be selected by the Forestside Estates Inc. c/o Royal Pine Homes
- Workers Members of a worker's trade committee shall represent workers employed in each of the trades at the site.
- At least one worker representative and one management representative of the JHSC will be certified. Certification will be provided by, and at the expense of Forestside Estates Inc. c/o Royal Pine Homes
- One member representing the workers and one member representing management shall be selected as co-chairs by committee members.
- Representative elections will be held once every three years or in the event of vacancies due to retirement/resignation.
- Forestside Estates Inc. c/o Royal Pine Homes workplace health and safety representatives are eligible for re-election.
- Forestside Estates Inc. c/o Royal Pine Homes management will ensure facilitation of the workplace health and safety representatives' election.
- The workplace health and safety representative shall be allowed to exercise their entitlements during the representative's ordinary working hours
- An internal reporting procedure has been established in order to ensure that a workplace health and safety representative is notified in the case of work injury, illness, or dangerous event.

JHSC Meetings

Minutes of every Forestside Estates Inc. c/o Royal Pine Homes Joint Health & Safety Committee meeting shall be recorded and visibly posted. Minutes must include:

- Date, time and place of meeting
- Attendees
- Minutes of last meeting
- Review of unfinished business
- Regular reports (e.g. workplace inspections, accident investigations)
- Responses made by employer to safety committee's recommendations
- New business

Topics to be discussed and reviewed will include, but not be limited to:

- | | |
|---------------------------------|--|
| * Workplace inspection results | * Housekeeping |
| * Accidents and illness reports | * Protective equipment |
| * Ladder safety | * First-aid and procedures |
| * Fire prevention measures | * Material-handling practices and procedures |



Frequency of JHSC meetings

- Forestside Estates Inc. c/o Royal Pine Homes JHSC meetings shall be conducted **every 3 months at a minimum**, or as required.
- Minutes shall be kept in the Health & Safety file and posted on the site safety bulletin board.
- Forestside Estates Inc. c/o Royal Pine Homes Management and supervisors shall participate in JHSC member's inspection formally 4 times per year which is indicated on Inspection schedule.

Safety Representative Selection

The selection of Safety Representative procedure at Forestside Estates Inc. c/o Royal Pine Homes is the following:

1. A notice to employees shall be issued regarding selection of Joint Health & Safety Committee Members.

Notice of election shall be as follows:

2. As a result of Health & Safety changes, we require your assistance in appointing employee representatives.
 - Certified Member/Co-Chair
 - Alternative/Replacement member
3. Please choose employees from the list.
4. Please sign and return this form by a specific date. Your vote will be kept confidential.
5. Once all of the notices have been returned.
6. The notices shall be reviewed and totaled to verify the worker representative(s).
7. The selected worker representative(s) shall then be notified.

Failure of selecting the JHSC members will require a re-vote. Steps 1 through 7 above, shall be conducted again.



Table 1: JHSC Membership Requirements

Size & Duration of Project	Representative of Committee	Who Creates Committee	Number of Members	Membership Requirements
5 workers or less	N/A	N/A	N/A	N/A
6-19 Workers & more than 3 months or 6+ workers and less than 3 months	One H&S Representative	N/A	N/A	N/A
20-49 Workers & more than 3 months management	Joint Health and Safety Committee	Constructor	At least Two	At least one non-worker at project and one management rep from the workplace if possible.
50+ Workers and more than 3 months	Joint Health and Safety Committee	Constructor	At least Four	Half non-management workers from the workplace (with at least One certified in the future). Half management reps from the project if possible (with at least one certified in the future)
	Workers Trades Committees	Health and Safety Committee	At least One work rep. from each trade.	One worker from each trade.



WORKER RIGHTS AND RESPONSIBILITIES

Under the Occupational Health & Safety Act, employers, supervisors and workers share the responsibility of identifying and solving workplace health and safety problems. It is important that all workers, employers, supervisors, members of joint health and safety committees (JHSCs) and health and safety representatives employed at Forestside Estates Inc. c/o Royal Pine Homes understand their responsibilities and the procedure for a lawful work refusal.

Employee responsibilities include the following:

- Work in compliance with OH&S Acts and Regulations.
- Use personal protective equipment and clothing as directed by the employer.
- Report workplace hazards and dangers to the supervisor or employer.
- Work in a safe manner as required by the employer and use the prescribed safety equipment.
- Tell the supervisor or employer about any missing or defective equipment or protective device that may be dangerous.

The OHSA gives workers **three** important rights:

1. **The right to know** about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
2. **The right to participate** in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.
3. **The right to refuse** work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

The Right to Refuse Unsafe Work:

Any worker of Forestside Estates Inc. c/o Royal Pine Homes may refuse work if he or she has reasonable grounds for believing that the work is dangerous to their own health and safety or to that of another worker.

A worker can refuse to work if he or she has reason to believe that:

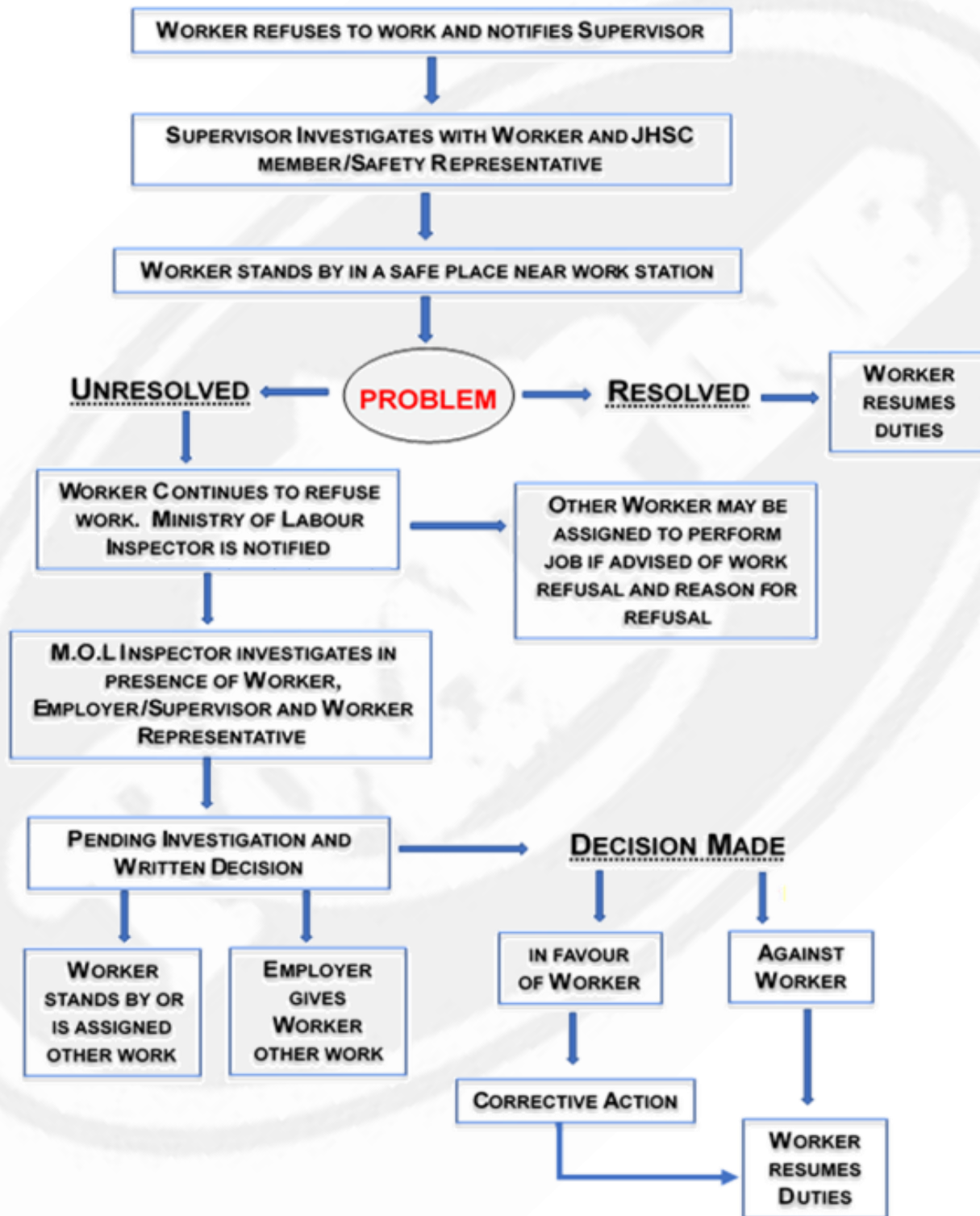
- any machine, equipment or tool that the worker is using or is told to use is likely to endanger himself or herself or another worker [clause 43(3)(a)]
- the physical condition of the workplace or workstation is likely to endanger himself or herself [clause 43(3)(b)]
- workplace violence is likely to endanger himself or herself [clause 43(3)(b.1)]
- any machine, equipment or tool that the worker is using, or the physical condition of the workplace, contravenes the Act or regulations and is likely to endanger himself or herself or another worker [clause 43(3)(c)].

The Act sets out a specific procedure that must be followed in this situation; the worker must immediately tell their supervisor or a manager that the work is being refused and why.

The following diagram illustrates the steps and stage of the Work Refusal process of Forestside Estates Inc. c/o Royal Pine Homes



Figure 1. Forestside Estates Inc. c/o Royal Pine Homes Work Refusal Process





GENERAL REQUIREMENTS

Policy

The safe physical condition of our project and its surroundings is of prime importance. All workers, subcontractors, suppliers and any other visitors to our project must cooperate and make all reasonable efforts to ensure that standards meet and/or exceed the minimum requirements specified in the Occupational Health and Safety Act, pertinent regulations and the following site requirements.

- Safe Work Practices
- Floor openings
- Access/egress
- Scaffold
- Ladders/ramps
- Guardrails/handrails
- Excavations, trenches and caissons
- Treatment of ice and snow
- General cleanliness/housekeeping

Safe Work Practices

Employees will be kept well informed of safe work practices via safety meetings, toolbox talks, safety boards, orientations, etc. to effectively communicate. Suggestions from employees are considered when drafting safe work practices.

Guardrails

Where there is a possibility of a worker falling from one working or walking surface to another, a barrier must be provided (i.e. caution tape, temporary fence, etc.).

Guardrails must be provided around the perimeter of all working and walking surfaces, platforms and roofs where a worker may fall 8 feet (2.4m) or more and must consist of a top rail, intermediate rail and toe-board or be otherwise approved by the Ministry of Labour to meet the criteria for guardrails per the Regulations for Construction Projects. (i.e. safety fence, wire rope, etc.).

Guardrails removed temporarily for the purpose of doing work must be replaced in a proper manner immediately after work is completed.

Where removed, a travel restraint, fall restrict or fall arrest system must be used, "**DANGER**" signs posted to prevent access. Guardrails must be replaced prior to leaving the area.

Handrails

Securely fastened handrails must be installed on the open sides of all stairs and guardrails must be installed on any open side of stair landings.

Handrails must be constructed of the same materials (2x4's) required for guardrails and secured in place.

Always ensure that handrails are free of protruding objects such as nails and that wood does not pose sliver hazards. Furthermore, wood handrails should not protrude into the aisle.



Floor Coverings

Where it is not possible to provide guardrails around floor openings, they must be covered with securely fastened coverings capable of supporting all loads to which they may be subjected and marked **"DANGER, FLOOR OPENING, DO NOT REMOVE"**.

All floor openings 3 inches or greater in diameter must be protected immediately, each contractors' responsibility.

Access/Egress

Overhead protection or appropriate barricades and pedestrian traffic control measures must be provided where work is being carried out above a means of access/egress or work area.

Access to and egress from work areas that are above or below ground must be appropriate for work being done and maintained in a safe condition. (i.e. ladders, scaffold stairs, ramps and runways, etc.).

Temporary stairs must be used where regular access/egress is required from one level to another and/or tools and materials are being handled manually.

No means of access or egress to units or to the site in general shall be blocked or restricted without prior notification to the Site Supervisor (due to emergency access/egress).

If the Site Supervisor has granted permission, the subcontractor may only block access/egress routes under strict supervision by the subcontractor's supervisor.

Access to roof areas is restricted to authorized workers only. The subcontractor supervisor must evaluate hazards (snow, wind, guardrails, etc.) prior to work.

Ladders/Ramps

In High-rise, ladders will only be used in suite and in confined spaces for access and egress purposes.

Ladders should be set up on a firm level surface. If the base is to rest on soft un-compacted or rough soil, a mudsill must be used.

Ensure ladders are of proper length (extended 3 feet (90 cm) beyond the landing). Landing areas at both ends of the ladder must be clear of debris and materials.

Always visually inspect ladders prior to using them.

Ladders with weakened, broken, bent or missing steps; broken or bent side rails; broken, damaged or missing non-slip bases, or otherwise defective must not be used and are to be removed from the site immediately.

All access ladders must be tied off or otherwise secured to prevent movement.

Depending on length, straight ladders should be set up on an angle such that the horizontal distance between the top support and the base is not less than one-quarter or greater than one-third the vertical distance between these points.

Always maintain three-points contact when climbing a ladder (e.g. two feet and one hand or one foot and two hands).

When a task must be performed while standing on an extension ladder, the length of the ladder should be such that the worker stands on a rung no higher than the second from the top and with his body between the side rails.



Ladders must not be erected on boxes, carts, tables, scaffold platforms, elevated work platforms or on vehicles.

Ladders should not be used horizontally as substitutes for scaffold planks, runway, or other service for which they have not been designed

Metal ladders or ladders with metal reinforcing must not be used near energized electrical equipment or conductors.

Treatment of Ice and Snow

Accumulations of ice or snow which create slip hazards on access routes and /or work areas will be cleared/treated as soon as practicable. Always exercise caution when walking during inclement weather conditions.

If access to your work area or the work area itself is slippery due to inclement weather conditions, please see the Site Supervisor for Calcium Chloride and/or other materials (e.g. sand), which will be provided for the treatment of the work surface.

If the conditions are such that the treatment of the surfaces would not be practical, therefore leaving the work area slippery, workers should refrain from working in such areas until they can be made safe.

Fire Protection

Where sparks or open flames may be present, fire extinguishers must be readily accessible in an adequately marked location and properly maintained, regularly inspected and promptly refilled after use.

Employers must ensure that their workers who may be required to use fire extinguishers in emergency situations are trained.

Portable extinguishers are classified according to their capacity for handling specific types of fires. Underwriters Laboratories of Canada 4A40BC rating are the minimum.

Class "A" Extinguishers:	For fires of ordinary combustion materials such as wood, paper textiles where a quenching, cooling effect is required.
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Class "B" Extinguishers:	For flammable liquid and gas lines, such as oil, gasoline, paint and grease where oxygen exclusion or flame-interruption is essential.
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Class "C" Extinguishers:	For fires involving electrical wiring and equipment where the non-conductivity of the extinguishing agent is crucial.
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These components or others, submitted as part of a fall prevention plan must be used in accordance with the OHS Act and Regulations for Construction Projects as a minimum. All components of a fall prevention system must be inspected & logged by a competent person prior to its first use on site and by the worker daily thereafter. Mechanical components should be inspected and labeled by the manufacturer according to the manufacturer and CSA standards.



General Conduct in the Workplace

The following is a guideline to be followed by all workers and subcontractors employed on any Forestside Estates Inc. c/o Royal Pine Homes project:

- Ensure that you are familiar with and abide by the Forestside Estates Inc. c/o Royal Pine Homes Policy and these Safety Guidelines.
- Always work in compliance with the Occupational Health and Safety Act and Regulations.
- Co-operate with Ministry of Labour Inspectors, site safety personnel, worker health safety representatives, site supervisors and others who are attempting to achieve and maintain a healthy and safe workplace. Minimum age of any personnel on site is 16 (sixteen).
- Always wear the personal protective equipment required for the site.
- Do not engage in horseplay or fighting.
- Use discretion, if it does not look or feel safe, ask for your supervisor assistance.
- Read and follow all posted notices and warnings.
- Portable/personal radios (i.e. iPods, radios) are not permitted on the project.
- Rings, jewelry and loose clothing must not be worn during work activities.
- If you are not familiar with the use of any equipment, machinery, or tools ask your supervisor for assistance.
- Do not disturb fellow workers while they are setting up or operating any equipment or machinery.
- A clean work area is also a safe work area. Always keep work areas and access ways clean and free of spills, scrap, debris and congestion.
- Lunch areas are to be kept clean and free of garbage.

Incidents Involving Occupants or General Public

Contact by construction workers with the general public and /or occupants of existing home must be limited and must not be confrontational. Report any adverse contact with the general public or occupants to your supervisor.

Visitors

The Subcontractor must ensure the health and safety of visitors to the project.

Visitors must report upon their arrival to the Project Office. They will only be allowed on site if granted permission from the site management team. Visitors must always be accompanied by a competent supervisor and must wear the required personal protective equipment.

Visitors must be aware of these guidelines (available on site). Visitors must not perform work.

Visitors must wear the personal protective equipment required for the work area visited; minimum CSA approved hard hats, safety boots and eye protection. Fall arrest, respiratory, hearing or other protection may be necessary.



COMPANY RULES

- **Hours of Operation:** Hours of Operation: No person shall be on company property or worksites after the posted "Hours of Operation" without a written authority &/or Competent Supervisor.
- **Personal Conduct:** All workers while working will be fit to work and conduct themselves in a safe and professional manner at all times
- **Equipment/Machinery/Tools Use:** No worker shall ride on any piece of equipment unless he/she is occupying a seat designated for such a purpose and is specifically trained and certified in the operation of that piece of equipment. All Equipment shall be maintained and inspected daily, and operated as per Manufactures operating procedures.
- **Fighting/ Horseplay:** Fighting will not be tolerated at any time by any employees with co-workers, supervisors, or the public. Any worker caught fighting will be subject to immediate dismissal. No worker shall engage in any activity, practical jokes or otherwise that may be a hazard to co-workers, the public, the work area, or the environment. Any worker caught fighting will be subject to immediate dismissal.
- **Theft:** Any worker caught stealing tools, equipment, materials, or supplies from the company or suppliers will be subject to immediate dismissal. The matter will be referred to the proper authorities for possible investigation and prosecution.
- **Smoking/Alcohol/Substance Abuse:** Forestside Estates Inc. c/o Royal Pine Homes has a zero-tolerance policy with regard to drugs and alcohol use on company premises and worksites. Absolutely no Smoking of (Cigarettes or Marijuana), Illegal Drugs, controlled substances or Alcohol shall be used in the workplace. Any person found to be under the influence of, or in the possession of either drugs or alcohol will be asked to the workplace immediately and disciplinary action will ensue
- **Misuse or Destruction of Equipment and/or Property:** Any vandalism, misuse or abuse of tools, equipment, property, vehicles, or supplies will result in immediate disciplinary action. All of the items mentioned above must be used in the manner for which they were intended and as per manufacturer's specifications. Only those tools that are in good repair, with all guards and safety devices in place shall be used.
- **Insubordination:** At no time, will insubordination be tolerated. All workers are required to listen to and abide by the directions of their supervisors, managers, superintendents and any other personnel that have authority over them; this extends to Ministry of Labour, Ministry of the Environment, Police, Fire, and EMS officials. Any worker failing to abide by this rule will face immediate disciplinary action.
- **Reporting:** All unsafe acts and conditions, including "near miss" incidents, are to be reported to appropriate supervisor promptly. All incidents that result in damage or injury are to be reported to your supervisor immediately. All work shall be carried out in accordance with appropriate safe work practices and your supervisor's direction.



- **Personal Protective Equipment:** Clothing and personal protective equipment (PPE) shall be appropriate to tasks being performed.
- **Safety Barriers and Devices:** All Workers must obey signage and barriers. No safety barrier or device, e.g., guardrail systems/temporary stairs/ramps, shall be removed without site superintendent permission.
- **Housekeeping:** Clean up shall be attended to by ALL workers; every worker shall keep his/her work area neat, clean and orderly. Clean-up shall be maintained in work area's and all routes of access/egress are kept clear at all times
- **Cell Phone Use:** No worker shall use a cell phone whilst operating any company vehicle or equipment. **This is strictly prohibited and will result in disciplinary action.**

Cell Phone and other Personal Electronic Devices

There is to be no unauthorized personal use of cellular phones or other electronic equipment during work hours on Forestside Estates Inc. c/o Royal Pine Homes jobsites. These devices shall be turned off during working hours if present on site to aid in distraction prevention.

The following are some of the many types of electronic equipment other than phones considered by this policy: pagers, digital cameras, blackberries, palm pilots, PDA's, Pocket PC's, hand held game units, personal music devices or any other type of CD/MP3/Radio units.

Workers are constantly surrounded by potential and oftentimes unexpected dangers on the jobsite and are therefore required to be attentive at all times. Using personal electronic devices distracts the attention from job responsibilities as well as the immediate environs and any danger it may pose - putting a worker's safety at risk, as well as the safety of others.

Having a personal electronic device during work will cause distractions that could result in injury to yourself or co-workers – even **momentary distractions** caused by any of the following:

- Cell phone ringing
- Cell phone notification of a text message
- Listening to or watching sporting events
- listening to music
- reading a text message

Personal electronic devices should be left in a secure location and used only when on breaks.

In the event that an employee must make a call for emergency reasons, seek an area on site that is away from any activity prior to making the call.

Forestside Estates Inc. c/o Royal Pine Homes management staff and jobsite supervisors, lead hands or other designated persons are excluded from this, however they must at all times be aware of their surroundings and only use their cellular phones or electronic devices in areas when and where it is safe to do so.

Mandatory Requirements

1. Perform all work in accordance with safe work practices and your supervisor's direction.
2. Wear or use the appropriate personal protective equipment (PPE) or clothing and use the appropriate safety devices



3. Maintain good housekeeping in your work area.
4. Inspect all tools and equipment prior to use to ensure they are in safe operating condition and appropriate for the job. All tools determined to be unsafe should be tagged and taken out of service.
5. Operate all vehicles and mobile equipment in accordance with site rules, regulations and manufacturer's specifications.
6. Report any near-misses, unsafe conditions, accidents and damage (to property or equipment) to immediate supervisor.

Prohibitions

The following are prohibited at all times on all company property and all company jobsites:

1. Possession or consumption of alcohol or illegal drugs.
2. Possession of firearms.
3. Engaging in fighting or horseplay.
4. Texting or other cellular phone use while driving/operating/performing work
5. Unlawful harassment or discrimination.
6. Theft, vandalism.
7. Damage, disabling or interfering with safety, firefighting or first aid equipment.
8. Reckless or negligent use of company equipment or vehicles.
9. Arriving for work or remaining at work when ability to perform the job safely is impaired.

Flammable & Hazardous Materials

1. Keep combustible materials such as oil-soaked rags and waste in approved metal containers.
2. Do not use flammable liquids such as gasoline, benzene, naphtha, paint thinner, etc., for cleaning purposes.
3. Keep all solvents in CSA/ WHMIS approved and properly-labeled containers. Only handle and dispense gasoline, benzene, naphtha, paint thinners, and other solvents of this class using approved, labeled containers.
4. In any building (except one specified for their storage), flammable liquids such as gasoline, benzene, naphtha, lacquer thinner, etc. shall be limited to five gallons in CSA/ WHMIS approved properly labeled containers.
5. Observe all grounding requirements when pouring, pumping gasoline, or other flammable liquids from one container to another.
6. Post and adhere to all "No Smoking" and "Stop Your Motor" signs at fuel dispensing locations.



Access & Egress in the Workplace

Access and/or egress points refer to hallways, aisles, stairs, runways, ramps, ladders or any other way a worker gets to their workplace. Keep these areas free and clear obstructions at all times, so that in the event of an emergency, the evacuation or rescue operations are not hindered or delayed. The following considerations are required:

1. Remove snow, ice or other slippery material at the work area.
2. Sand or salt the areas to assist in keeping ice and snow build-ups to a minimum.
3. Mop up any standing water on floors.
4. Remove or find alternate storage for boxes, garbage and/or debris.
5. Tools and equipment should be stored close to the work location and should not be stored in an access / egress route.
6. Flammable or any other WHMIS-related products should never be stored in an access / egress area.
7. Use extreme caution when climbing or descending ladders or stairs when wet conditions are present.
8. Construct runways and ramps that will support all potential loads without displacement or the "diving board spring effect". They should be in good condition without cracks or breaks and be cleared as required.
9. Extension cords should run at the edge of a hallway or be suspended at the ceiling area to reduce trip and fall hazards and damage to the cords.
10. Remove dust accumulations on a daily basis to ensure that the atmospheric conditions within the workplace remain at acceptable levels.



HOUSEKEEPING

Objectives

This procedure has been established as a specific company guideline to ensure compliance with The Occupational Health and Safety Act, and to avoid conditions which may pose a hazard. As well as to ensure identification of housekeeping issues through the internal responsibility system. Proper housekeeping and a preventive maintenance program are critically important in preventing injuries, illnesses, and even fatalities.

By maintaining the jobsite in good order and having good “housekeeping” the jobsite functions better which allows for maximum production to be attained. Good housekeeping techniques generally manifest into a good workplace atmosphere and overall better image for workers and the company as a whole.

Hazards

Fatalities and Serious Injuries have been caused by:

- Not listening to concerns of worker’s or supervisor’s concerns during inspections
- Allowing workplace to become cluttered
- Not taking on any responsibility for creating a hazard or cleaning up the poor conditions
- Not following up on corrective actions regarding poor housekeeping

Types of Hazards:

- Safety Hazards – debris, garbage, tools, etc., left on the floor unsafely
- Chemical Hazards – improper storage, or left unattended
- Ergonomic Hazards – working in cluttered area and reducing free movement
- Biological Hazards – debris, garbage and other hazards accumulating
- Physical Hazards- improper placement of tools/equipment/debris through movement

RESPONSIBILITIES

It shall be each individual’s responsibility to maintain their jobsite in the best kept environment that conditions allow.

Management:

- Ensure housekeeping is discussed as a priority during training to supervisor and employees
- Ensure the proper storage devices are made available to supervisors and employees in assisting them maintain a clutter free work environment.
- Ensure annual audits are performed to confirm inspections are being completed

Supervisor/Foreperson:

- Ensure employees are reminded to maintain a clutter free workplace
- Ensure employees whom require to store equipment and materials are given the appropriate storage area/components
- It shall be the supervisor’s responsibility to maintain the overall jobsite in an orderly fashion, which includes the maintenance of roadways and walkways in satisfactory conditions

**Employees:**

- It shall be each employee's responsibility to maintain their jobsite in the best-kept environment that conditions allow.
- Each employee shall be responsible to clean up their personal garbage due to their meals etc., which they produce on a daily basis.
- Employee's that create garbage due to the tasks, which they perform, shall also be responsible to have that garbage maintained in a safe manner and disposed of in a manner befitting the industry standards.

ESTABLISHMENT & EQUIPMENT TO BE MAINTAINED FREE OF CLUTTER

Hazardous conditions or poorly kept jobsites or areas must be reported to the Supervisor or lead hand immediately, at which time effective measures to address the conditions must be put in place as soon as practical.

All materials and equipment must be stored and handled in an appropriate manner including the maintenance of flammables and combustibles which may pose a fire or explosion hazard. When materials are not required on the project, they shall be stored in such a manner as to prevent damage, vandalism and theft to the best of the abilities of the supervisor.

Materials shall be stock piled and/or stored in an appropriate manner, that eliminates structural or stability factors which could cause collapse.

Success shall be monitored via inspection reports. Overall company success shall be measured in both terms of the jobsite inspection reports received and any injuries related to the housekeeping on a jobsite.



WORKPLACE VIOLENCE & HARASSMENT PROCEDURES

The management of Forestside Estates Inc. c/o Royal Pine Homes is dedicated to providing a violence and harassment-free work environment in which all individuals feel safe and are treated with respect.

Management is committed to the prevention of workplace violence and harassment and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence and harassment from all sources.

Workplace violence and harassment is any act in which a person is abused, threatened, intimidated or assaulted in his or her employment, including:

- **Threatening behavior** - such as shaking fists, destroying property or throwing objects.
- **Verbal or written threats** - any expression of an intent to inflict harm.
- **Harassment** - any behavior that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities.
- **Verbal abuse** - swearing, insults or condescending language.
- **Physical attacks** - hitting, shoving, pushing or kicking.

Rumors, swearing, verbal abuse, pranks, arguments, property damage, vandalism, sabotage, pushing, theft, physical assaults, psychological trauma, anger-related incidents, sexual assault, arson and murder are all examples of workplace violence.

Workplace violence and harassment is not limited to incidents that occur within a traditional workplace. It also includes activities or events that happen outside of normal business hours or off business premises but are linked to the workplace and employment.

Work-related violence can occur at off-site business-related functions (conferences, trade shows), at social events related to work, in clients' homes or away from work but resulting from work (a threatening telephone call to your home from a client).

Harassment covers a wide range of offensive behavior. It is commonly understood as behavior intended to disturb or upset. In the legal sense, it is behavior which is found threatening or disturbing.

Workplace harassment means engaging in a course of vexatious comments or conduct against a worker in a workplace -- a comment or conduct that is known or ought reasonably to be known to be unwelcome. Some types of behaviors that may constitute workplace harassment include:

- Bullying
- Teasing and making sexual jokes
- Intimidating or offensive jokes or innuendos
- Displaying or circulating offensive pictures or materials
- Unnecessary physical contact, including unwanted touching
- Unwanted actions conducted electronically (e.g. by text, phone, email or social media posts).
- Verbal threats



Harassment is Prohibited by the Ontario Human Rights Code:

Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code. As per the Ontario's Human Rights Code:

Harassment in employment:

5 (2) Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, family status or handicap. [1981, c.53, s.4(2).]

Workplace sexual harassment is a form of discrimination and bullying. Sexual harassment is any type of discrimination based on sex. It is unwelcome conduct of a sexual nature that causes harm to a single victim or more.

Sexual Harassment

In addition to prohibiting harassment because of the grounds listed above, the Ontario Human Rights Code also prohibits all forms of sexual harassment.

Sexual harassment:

7 (2) Every person who is an employee has a right to freedom from harassment in the workplace because of sex, sexual orientation, gender identity or gender expression by his or her employer or agent of the employer or by another employee. R.S.O. 1990, c. H.19, s. 7 (2); 2012, c. 7, s. 6 (2).

The term "sexual harassment" means any harassment of a sexual nature. This may include requests for sexual favours, visual, verbal, or physical conduct of sexual nature when:

- submission to the conduct is made a term or condition of employment
- or submissions to or rejection of the conduct is used as a basis for employment decisions affecting the individual or
- the conduct has the purpose of effect or interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment

This definition includes many forms of offensive behavior. The following is a partial list:

1. unwanted sexual advances
2. offering employment benefits in exchange for sexual favours
3. making or threatening reprisals after a negative response to sexual advances
4. visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
5. verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an employee's body or dress
6. verbal sexual advances or propositions
7. verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations
8. retaliation for reporting or threatening to report sexual harassment



Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable by Forestside Estates Inc. c/o Royal Pine Homes

There is a workplace violence and harassment program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance, and a process for workers to report incidents or raise concerns.

In the event that a worker feels that they are experiencing workplace violence and or workplace harassment, they may report this immediately to their supervisor. All reports of workplace violence will be anonymous; only the person reporting violence and supervisor will be aware of the occurrence.

All reports of workplace harassment and/or sexual harassment will be anonymous; only the person reporting and supervisor will be aware of the occurrence. No reprisals will be made against reporting employees. We encourage reporting of all incidents of harassment at Forestside Estates Inc. c/o Royal Pine Homes

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Management pledges to investigate and deal with all incidents and complaints of workplace violence and harassment in a fair and timely manner, respecting the privacy of all concerned as much as possible.

Workers are encouraged to report any incidents of workplace harassment. In the event that a worker feels that they are experiencing workplace harassment they may report this immediately to their supervisor.

No reprisals will be made against reporting employees. We encourage reporting of all incidents of violence at Forestside Estates Inc. c/o Royal Pine Homes projects.

Forestside Estates Inc. c/o Royal Pine Homes will ensure this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available to them.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace.

Reasonable action taken by Forestside Estates Inc. c/o Royal Pine Homes or supervisor relating to the management and direction of workers or the workplace is not workplace harassment. Examples include: Scheduling and annual performance reviews

Every worker must work in compliance with this policy and the supporting program. There will be no negative consequences for reports made in good faith. The necessary resources will be made available for corrective actions to rectify issues that may arise or complaints made. Those found insubordinate will be subject to disciplinary actions.



DRUG AND ALCOHOL PROCEDURES

Purpose and Objectives

The purpose of the Policy is to communicate to our employees Forestside Estates Inc. c/o Royal Pine Homes position on Drug and Alcohol use and its effects on the workplace. Forestside Estates Inc. c/o Royal Pine Homes is committed to providing and maintaining a safe and healthy work environment. This commitment includes the health and safety of our employees, contractors, our customers and clients, and the community at large.

Forestside Estates Inc. c/o Royal Pine Homes recognizes that the use of Drugs and/or Alcohol can limit an employee's ability to perform in a safe and productive manner in the workplace and can pose a serious threat to the health and safety of that employee as well as others. This is especially the case where the majority of employees are operating equipment which, if handled improperly, can lead to serious injuries, if not death.

The objective of the Policy is to ensure that safeguards are in place to promote a safe and healthy work environment, and to minimize the risk of impaired performance and injuries or accidents as a result of Drug and/or Alcohol use. Additionally, the objective of the Policy is to ensure that any Drug and/or Alcohol testing that is carried out under the Policy is done in a fair and neutral manner with respect for employee privacy and confidentiality.

Forestside Estates Inc. c/o Royal Pine Homes strives to actively promote and encourage early diagnosis and treatment of employees who may suffer from a Drug and/or Alcohol disability, and assist them towards full rehabilitation. Forestside Estates Inc. c/o Royal Pine Homes respects the importance of employees' rights to privacy and confidentiality.

Where an employee suffers from a disability under the Ontario Human Rights Code (the "Code"), Forestside Estates Inc. c/o Royal Pine Homes will make reasonable efforts to accommodate that Employee, in Forestside Estates Inc. c/o Royal Pine Homes with its obligations at law.³

Scope

The Policy applies to all employees and all levels of management, contractors and sub-contractors and their trades.⁴

Employee Responsibilities

Employees are required to comply with the Policy and the standards and principles outlined herein. v reserves the right to discipline employees, up to and including termination, for failure to comply with the Policy.

- A. Use, possession, distribution, cultivation, offering or sale of Drugs and/or Alcohol or illicit Drug and/or Alcohol paraphernalia, on Forestside Estates Inc. c/o Royal Pine Homes premises or during the course of Operations, is strictly prohibited.
- B. Employees are required to report to work Fit for Duty. This includes remaining Fit for Duty and in compliance with the Policy while on call.
- C. Employees are required to perform their jobs in a safe and lawful manner and in accordance with the provisions of the Policy, the Collective Agreement, and any and all other policies, procedures, or relevant legislation applicable to Employees.

³ See: Accommodation Policy and Procedures

⁴ See Appendices: Acknowledgement of Policy & Procedures



- D. Employees who suspect they have a Drug and/or Alcohol dependency or emerging issue related to Drugs and/or Alcohol are encouraged to seek medical and/or professional advice and follow recommended treatment promptly before job performance is affected or violations of the Policy occur. Employees are encouraged to consult their supervisors, human resource staff, in the event they have concerns about their own Drug and/or Alcohol use.
- E. Employees are expected to responsibly use prescribed and over-the-counter medications. Where the use of a prescribed or over-the-counter medication could inhibit an individual's ability to carry out the duties of his or her position safely, employees must advise management immediately. In such circumstances, management, will endeavor to accommodate employees accordingly.
- F. Forestside Estates Inc. c/o Royal Pine Homes is committed to working with employees to ensure early diagnosis, treatment and rehabilitation in cases of Drug and/or Alcohol related disabilities. Employees are expected to adhere to work related limitations that may be imposed to appropriately accommodate him or her and to ensure the safety, health and welfare of the individual as well as other employees and the work environment.
- G. Where there are grounds to believe that an employee may not be Fit for Duty, while on Forestside Estates Inc. c/o Royal Pine Homes premises or during the course of Operations, management may remove the individual from their duties. The employee will be given an opportunity to explain why they appear unfit for work in a private and safe area. Depending on the circumstances, an employee may be subject to discipline, up to and including termination, if there is a breach of the Policy.
- H. Where one employee suspects that a co-worker may not be Fit for Duty, he or she must report such suspicions to his or her supervisor or a member of management immediately.

Management Responsibilities

- A. Management is responsible for administering the Policy consistently, and for resolving questions of interpretation in areas where the Policy may be ambiguous or silent, with due regard for the fair treatment of employees. Management will update the Policy where necessary to respond to the evolving needs of Forestside Estates Inc. c/o Royal Pine Homes and developments in the law.
- B. Management will provide training in an effort that all supervisors and human resources staff are trained to recognize signs of Drug and/or Alcohol abuse or misuse and identification of situations where an employee may not be Fit for Duty.
- C. Management is required to ensure the confidentiality and privacy of all employees is respected in accordance with Forestside Estates Inc. c/o Royal Pine Homes obligations at law.
- D. Management will ensure that all Employees who suffer from a Drug and/or Alcohol related disability are appropriately accommodated, consistent with Forestside Estates Inc. c/o Royal Pine Homes obligations at law.
- E. No employee with a Drug and/or Alcohol related disability will be disciplined or terminated solely for requesting help in overcoming their disability.



Alcohol & Drug Testing

Royal Pine Homes believes that the best prospect for long term success is a mutually responsible approach towards Drug and Alcohol testing involving the employees and v may require, at its discretion, that employees occupying or performing Safety Sensitive Positions undergo Drug and/or Alcohol testing, with the employee's consent, to assess whether the individual was impaired or under the influence of Drugs and/or Alcohol in the following circumstances

- (i) Where there is reasonable cause to believe that the employee is under the influence or impaired by Drugs and/or Alcohol on Forestside Estates Inc. c/o Royal Pine Homes premises or during the course of Operations. Testing for reasonable cause shall occur no more than four hours from the time the decision was made to test.
- (ii) Where an incident/accident or near miss has occurred and there is reasonable cause to suspect that an employee's Alcohol and/or Drug use may have been a contributing factor in the incident by reason of the occurrence itself, observations and surrounding circumstances. Testing following an incident or near miss shall be conducted as soon as possible from the time the incident took place.
- (iii) As part of a return-to-work program or last chance agreement negotiated with the employee as a result of an Employee having been found to be under the influence or impaired by Drugs and/or Alcohol or who suffers from a Drug and/or Alcohol disability. This may include random Alcohol testing. This may also include random Alcohol and/or Drug testing where an employee suffers from a Drug and/or Alcohol related disability. This provision does not place any obligation on v to enter into such an agreement.

Employees may also be required to submit to additional Drug and/or Alcohol testing over and above what is provided for in the Policy as part of a contractual condition with certain customers or clients. This testing will be considered voluntary. Employees who refuse testing will not be allowed to work for that customer or client.

Drug and/or Alcohol Testing will be undertaken with stringent controls to ensure accuracy and employee privacy and confidentiality is respected. Where necessary, test results will be discussed with the employee and an investigation will take place to confirm the employee's impairment. In order to ensure accuracy and safeguard employee privacy and confidentiality, Forestside Estates Inc. c/o Royal Pine Homes will retain the services of a qualified and experienced third party to be engaged throughout the testing process.

Where any employee refuses to undergo Drug/and or Alcohol testing, as requested in circumstances (i) through (iii), v may take such refusal into consideration in determining the appropriate course of action with respect to such Employee, which could include discipline, discharge or other measures.



Work Rules

An employee is strictly prohibited:

- While on Forestside Estates Inc. c/o Royal Pine Homes property or at any vworksite, to use, consume, possess, distribute, sell or transfer:
 - Alcohol (unless contained in sealed (unopened) packaging, and secured in vehicle for transfer to home or official vsanctioned event), or
 - Drugs other than those permitted by this policy as described below, or
 - Drug paraphernalia, or
 - Any product or device that could tamper with any sample for an alcohol or drug test;
- From reporting to work or performing work:
 - With an alcohol level equal to or in excess of 0.04 grams per 210 litres of breath,
 - With a drug level equal to or in excess of the concentrations for the drugs set out in the table below, or
 - While the employee's ability to safely perform his or her duties is adversely affected because of the use of a prescription or non-prescription drug;

Drug Concentrations in Urine		
Drug or class of drugs	Screening concentration equal to or in excess of ng/ml*	Confirmation concentration equal to or in excess of ng/ml*
Marijuana metabolites	50	15
Cocaine metabolites	300	150
Opiate metabolites	2,000	2,000
Phencyclidine	25	25
Amphetamines	1,000	500

Table 1 - *ng/ml - Nanograms per milliliter

- From refusing to:
 - Comply with a request to confirm he or she is in compliance with this policy when a supervisor or manager has reasonable grounds to believe the employee may not be in compliance, or
 - Comply with a request to submit to an alcohol or drug test:
- When a supervisor or manager has reasonable grounds to believe the employee may not be in compliance with the policy and the employee cannot confirm compliance without a test;
- Following an incident or near miss if a supervisor or manager present at the workplace has reasonable grounds to believe that the employee was involved in the incident or near miss and there is no objective evidence to believe that the use of alcohol or drugs did not contribute to the cause of the incident or near miss;
- When applying for or transferring into a safety-sensitive position;
- As periodically required by Forestside Estates Inc. c/o Royal Pine Homes throughout the time the employee is working in a safety-sensitive position; and



- When the employee has previously tested positive and is returning to work after an assessment by a substance abuse expert;
- From tampering with a sample for an alcohol or drug test; and
- From operating or driving any Forestside Estates Inc. c/o Royal Pine Homes or personal vehicle or chauffeuring any customer, guest or employee Forestside Estates Inc. c/o Royal Pine Homes under the influence of alcohol, drugs or any controlled substance that would inhibit impaired driving conditions.

This work rule permits the possession or use of prescription and non-prescription drugs under the following conditions:

- Any prescription drug in the employee's possession or used by the employee is prescribed to the employee, and
- The employee is using the prescription or non-prescription drug for its intended purpose and in the manner directed by the employee's physician or pharmacist or the manufacturer of the drug, and
- The use of the prescription or non-prescription drug does not adversely affect the employee's ability to safely perform his or her duties, and
- The employee has notified his or her supervisor or manager before starting work of any potentially unsafe side effects associated with the use of the prescription or non-prescription drug. No information collected about an employee under this policy will be disclosed to any person, unless the employee has given consent or the supervisor or manager in possession of the information is legally required to disclose it.



MARIJUANA/CANNABIS PROCEDURES

The objective of this policy is to acquaint all Forestside Estates Inc. c/o Royal Pine Homes employees with our company's procedure regarding the use of marijuana in the workplace. With the legalization of marijuana, its use in the workplace is a rising safety concern, as it relates directly to the health and safety of all Forestside Estates Inc. c/o Royal Pine Homes. Our goal is to provide a safe workplace to protect the well-being of all our employees.

Forestside Estates Inc. c/o Royal Pine Homes recognizes the hazards and safety risks associated with impairment as a result of marijuana use. The use of marijuana, is under a zero-tolerance policy and will be subject to penalties as set out in our Disciplinary Action policy. Recreational marijuana at work will be treated like any other controlled substance which causes impairment of the senses. Marijuana / cannabis is not permitted on any Forestside Estates Inc. c/o Royal Pine Homes premises and worksites.

In an effort to ensure the health and safety of our employees and others with whom they come into contact; to maintain the efficient and effective operation of the business, and to ensure customers receive the service they require Forestside Estates Inc. c/o Royal Pine Homes policy is that during working hours, and at all times whilst on work premises, employees must not be under the influence of any drugs and alcohol, legal or not.

Employees are expected to report to work free from impairment; and to remain in such state of lucidity throughout their workday or shift, whether on or off Forestside Estates Inc. c/o Royal Pine Homes premises and worksites and at all times in conjunction with the performance of their duties.⁵

If any employee has medical approval to use marijuana, the requirements are the same as taking any other medication that could impair judgment and affect the ability to carry out job duties safely and competently, the employee **must** report the use of medical marijuana to

Forestside Estates Inc. c/o Royal Pine Homes management. All information disclosed will be kept confidential.

Where absolutely necessary, information may be required to be shared with relevant parties, such as the worker's direct supervisor/manager. Failure to report the use of prescription drugs will result in disciplinary action, up to and including termination without accommodation.

Forestside Estates Inc. c/o Royal Pine Homes will accommodate the employee up to the point of undue hardship. Management will meet and discuss ways in which the worker can be accommodated; this may entail reassigning job duties depending on their ability to perform essential and non-essential duties of the job. It is the responsibility of the employee to ask their health care provider about the likely effects of the drug.

Forestside Estates Inc. c/o Royal Pine Homes will provide training to supervisors and employees on the impact of marijuana use, and how to recognize and respond to possible signs of impairment.

⁵ See Appendices: Employee Acknowledgment of Policy and Procedures



FIT FOR DUTY POLICY

Purpose

The purpose of this Policy is to ensure that employees of Forestside Estates Inc. c/o Royal Pine Homes are fit to perform their assigned tasks safely and reliably.

This responsibility includes addressing any issue that may impair an employee's ability to perform their work functions responsibly, in such a manner so as not to jeopardize themselves or others.

Alcohol, Drugs and Medications, the impact of personal problems, and extreme fatigue can limit the ability of Employees to perform their work in a safe and productive manner, and can negatively impact on the health and safety of the Employee and others.

Scope

This Policy applies to all employees, contractors, sub-contractors, volunteers, full and part-time, casual, contract, permanent, and temporary employees of Forestside Estates Inc. c/o Royal Pine Homes when they are at work, traveling to and from sites or locations, conducting business on behalf of or representing Forestside Estates Inc. c/o Royal Pine Homes and/or attending Forestside Estates Inc. c/o Royal Pine Homes -sponsored events, regardless of the location.

Definitions

Fit for Duty: An employee who is fit for duty is in a physical, mental, and emotional state capable of performing his or her duties in a safe, productive and efficient manner. predictable and which does NOT threaten the safety or health of oneself, co-workers, property, or the public at large

Impairment: Being diminished, weakened, or reduced, mentally or physically: any loss of physiological, psychological, or anatomical function, whether permanent or temporary. An employee diminished by the effects of alcohol, drugs, medication, fatigue or any other substance which causes impairment, is not fit for duty.

Disclosure: The release of information.

Recreational Drugs: Drugs which may or may not be legal in Canada and taken for the purpose of recreational pleasure, without the prescription or authorization of a certified medical doctor.

Medications: Prescription and non-prescription drugs used for the treatment of an illness, injury or medical condition. A prescription drug must be prescribed or authorized by a certified medical doctor. A non-prescription drug does not require a prescription or an authorization, but it is being used for the purpose of treating an illness, injury or medical condition.

Accommodation: Taking steps to adjust rules, policies, practices or situations that have a negative impact on an individual or groups, protected under the Canadian Human Rights Act.

Undue Hardship: occurs when accommodation adjustments to the workplace would be prohibitively expensive, or create undue risks to health or safety.



Procedures

All individuals working at Forestside Estates Inc. c/o Royal Pine Homes (inclusive contractors, sub-contractors, volunteers, full and part-time, casual, contract, permanent, and temporary employees) are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to use or after effects of alcohol, recreational drugs, illicit drugs, non-prescription drugs, prescribed medications, or any other substance situation, or issue that may impair judgment or performance.

Forestside Estates Inc. c/o Royal Pine Homes has taken the position that the presence of illicit drugs, recreational drugs and alcohol on company property, premises and worksites is not permitted.

Procedures

Forestside Estates Inc. c/o Royal Pine Homes will use "fit to work" procedures, and provide accommodations (where appropriate).

Forestside Estates Inc. c/o Royal Pine Homes honours that disabilities are protected through human rights legislation. Forestside Estates Inc. c/o Royal Pine Homes will provide support for employees by providing access to confidential assessment, counselling, treatment, and after-care services.

Forestside Estates Inc. c/o Royal Pine Homes will work with the immediate supervisor to determine appropriate disciplinary action if necessary.

Employees with a Disability may require Accommodation, that is consistent with a worker's Functional Abilities and the Ontario Human Rights Code (HR Code) and the Accessibility for Ontarians with Disabilities Act (AODA). Employees are expected to request accommodation for any disability, including substance abuse disorder, at the earliest opportunity, and to cooperate with Forestside Estates Inc. c/o Royal Pine Homes during the procedural and substantive accommodation process.

Forestside Estates Inc. c/o Royal Pine Homes is committed to assisting our Employees with individualized accommodation, treatment and rehabilitation in cases where they have medically validated dependency issues. Forestside Estates Inc. c/o Royal Pine Homes will support our Employees who voluntarily request help related to any disability that would affect their ability to remain fit for duty.

Responsibilities

Managers will ensure adherence to reporting requirements with the appropriate licensing bodies.

Managers and Supervisors are to identify and handle all situations promptly where there are concerns about an individual's ability to perform his or her job safely.

Employees are expected to comply with this policy and report to work "Fit for Duty", and remain fit for duty during their working hours and break time. Employees are prohibited from being impaired or otherwise unfit for duty due to the consumption of alcohol or drugs or medications.

Employees are encouraged to inform their supervisor or about any situation that may compromise their safety or the safety of others, or impair their performance. And must immediately notify a supervisor or manager if the employee is, or believes he or she is unable to report for work fit for duty or remain fit for duty.



Employees shall immediately notify a supervisor whenever they have any concerns about their co-worker's fitness for duties, if the employee believes that another employee has violated or is violating the Policy.

Furthermore, employees are prohibited from engaging in the distribution, possession or manufacture of alcohol or drugs, subject to the exceptions in the policy with respect to medications.

Disclosure

Employees are expected to disclose to their Supervisor/ Forestside Estates Inc. c/o Royal Pine Homes management, if they are unfit for duty at any point

Employees are also expected to disclose any alcohol or drug use, medication use, personal problems, fatigue or any condition which may render them unfit for duty.

An Employee who knows or reasonably suspects that he or she has a substance dependency or emerging Alcohol or Drug issue is **required to report this to the Supervisor/management at the earliest opportunity**. Employees are strongly encouraged to seek assistance and advice at an early stage, and to follow appropriate treatment promptly before safe job performance is affected or violations of this Policy occur.

Employees who have pre-existing medical conditions that cause symptoms that may be similar to, or that can be misconstrued or mistaken for substance abuse, are required to disclose their condition to Forestside Estates Inc. c/o Royal Pine Homes. All disclosures will be kept confidential and shared only when and where deemed necessary e.g. immediate supervisor.

Employees are further expected to:

- Cooperate with any investigations into breaches or potential breaches of this policy.
- Sign an acknowledgment of understanding of this "Fit for Duty" policy
- Indicate their acceptance or refusal of options for treatment of substance use,⁶ in writing.

Medications

Voluntary disclosure of the use of prescription medication and/or drugs which causes impairment is expected from all Forestside Estates Inc. c/o Royal Pine Homes employees. Employees who are taking prescription medications and non-prescription medications that may cause impairment, are responsible for informing their Supervisor of such use.

Employees are permitted to possess and use medication for legitimate medical reasons while on duty, provided that those medications do not cause impairment, or otherwise affect an employee's fitness for duty.

Employees are expected to use their medications in accordance with instructions on the prescription, the directions on the packaging.

The onus is on the employee to inquire from their health practitioner the possible impairing effects of their medications, and the potential affect on their fitness for duty.

Employees are expected to cooperate with Forestside Estates Inc. c/o Royal Pine Homes during the accommodation process, inclusive of providing any necessary medical documentation, from a medical practitioner affirming the employees fit for duty status.

⁶ See Appendices: Acknowledgement of Policy and Procedures



Off Duty Recreational Substance Use

Employees who use alcohol or recreational drugs during non-working hours are responsible for ensuring that such usage does not affect his ability to report for work and remain at work fit for duty

Acknowledging the decriminalization of recreational marijuana, it is the policy of Forestside Estates Inc. c/o Royal Pine Homes to stress to employees *that recreational use of marijuana, or use of any other drugs for recreational purposes during non-working hours* – must understand that the impairing effects of these drugs may last for a period of time that extends into your working hours, and as such, you may be adversely impacted by the impairing effects of a drug without even being aware of the fact.

Forestside Estates Inc. c/o Royal Pine Homes is not responsible for providing advice or guidance as to how many hours prior to a work shift an employee should consume recreational drugs. If any employee of Forestside Estates Inc. c/o Royal Pine Homes is uncertain as to whether the impairing effects of recreational drug use will extend into their working hours, the best course of action is to abstain from its use.

Voluntary disclosure of the use of recreational drugs which causes impairment is expected from all Forestside Estates Inc. c/o Royal Pine Homes employees.

Disclosure of Substance Use Disorders

Employees that have or believe they may have substance use disorders are expected to seek assistance and follow any treatment recommendations.

Employees that disclose their substance use disorders to Forestside Estates Inc. c/o Royal Pine Homes management will be supported in their recovery efforts and will be provided with reasonable accommodation, up to the point of undue hardship, if the employee is in need of accommodation.

No reprisals will be made against employees for disclosing a substance use disorder.

Notwithstanding this, if an employee violates this Policy and discloses a substance use disorder after the violation, said employee will be subject to disciplinary action as set out in our Disciplinary action policy up to, and including termination of employment.

As such, it is important that employees disclose their substance use disorders promptly and before the employee is involved in any violation of this Policy.

Employees who have been previously deemed to have a substance use disorder may be asked to provide a letter from a medical practitioner attesting that the employee is now fit for duty.

Violations and Disciplinary Action

Any individual failing to adhere to this policy will be subject to discipline up to and including dismissal, as per our Disciplinary Action Policy.

Violations of this Policy will result in appropriate corrective action(s), which may include verbal or written warnings, suspensions without pay, or other action up to and including the termination of the Employee's employment for cause.

For clarity, an employee's failure to disclose any condition impacting fitness for duty, or failure to disclose a substance dependency disorder where it is reasonable to know or suspect that an employee has or may have a substance dependency disorder, is liable to discipline up to and including termination of employment for cause.



Employees who are assessed and suspected to be impaired while at work will be sent home immediately. The supervisor is responsible for documenting any incidence of suspected impairment. An Employee will not be permitted to work and will be sent home without pay for the duration of his or her shift when there are objective signs as assessed by the Supervisor Forestside Estates Inc. c/o Royal Pine Homes management that he/she may not be Fit for Duty. If it is determined that an Employee is not Fit for Duty, a manager/supervisor will ensure that the Employee leaves the work site and has a safe method of transportation.

Following the occurrence of any accident or incident or near miss, the Forestside Estates Inc. c/o Royal Pine Homes may conduct an investigation of any employee involved in the arising event to determine if they were fit for duty, including the potential use of a post incident medical assessment.

Forestside Estates Inc. c/o Royal Pine Homes reserves the right to require an employee/ worker submit to a medical assessment to aid in such an investigation, which may include Drug and/or Alcohol testing by an approved and accredited third party medical and testing authority.

In addition, where an employee has been deemed not fit for duty, Forestside Estates Inc. c/o Royal Pine Homes may require a medical assessment by a treating physician prior to returning the Employee to the workplace.

Training

All supervisors/foremen will be instructed and given training⁷ on how to recognize the problems of substance abuse and the seriousness of its effects on the safety of the worker and his/her co-workers.

Additional Resources

- Addiction Research Foundation
- Ont. Drug & Alcohol Registry of Treatment
- Alcoholics Anonymous

⁷ Reporting Suspected Impairment Form & Responding to Suspected Impairment



ACCOMMODATION PROCEDURES

Scope

This policy applies to all current employees and applicants for employment of Forestside Estates Inc. c/o Royal Pine Homes including full and part-time, casual, contract, permanent, and temporary employees. This policy also applies to employees on approved leave including short and long-term disability leave.

This policy applies to all aspects of employment including, but not limited to recruitment, selection, training, promotion, transfers, work arrangements, compensation and benefits, and termination of employment.

Definitions

An **Inclusive Workplace** means that all employees have the opportunity to contribute and participate in the workplace in a barrier free environment. Critical to the notion of an inclusive workplace is a robust accommodation policy.

Accommodation means taking steps to adjust rules, policies, practices or situations that have a negative impact on an individual or groups, protected under the Canadian Human Rights Act.

Undue Hardship occurs when accommodation adjustments to the workplace would be prohibitively expensive, or create undue risks to health or safety. Each situation will be viewed as unique and assessed individually. A claim of undue hardship must be supported with facts and a detailed analysis of options, impressionistic or speculative reasons will not suffice.

The following are examples where accommodation could cause undue hardship:

- Forestside Estates Inc. c/o Royal Pine Homes cannot accommodate without seriously impacting business operations;
- Forestside Estates Inc. c/o Royal Pine Homes will not be able to return to work in the foreseeable future or is absent so often that it is no longer possible to accommodate them without causing Forestside Estates Inc. c/o Royal Pine Homes serious financial hardship;
- the employee's position is safety sensitive and, as a result, accommodation may pose a safety risk to the employee, his or her colleagues, clients and / or the public.

Responsibilities and Expectations

Accommodation is a shared responsibility between employees, supervisors and Forestside Estates Inc. c/o Royal Pine Homes as the employer.

Management is responsible for:

- eliminating barriers that prevent people from accessing, or being included in, the workplace;
- minimizing the need for individual accommodation by regularly reviewing rules, policies, by-laws and practices to ensure that they are not discriminatory;
- ensuring that all employees and job applicants are advised of their right to be accommodated;
- dealing with requests for accommodation in a timely, confidential and sensitive manner;
- providing individual accommodation to the point of undue hardship; and
- ensuring that this policy is effectively implemented.

**Supervisors are responsible for:**

- fostering an inclusive work environment by treating all employees and job applicants with respect and dignity;
- identifying and eliminating barriers that prevent people from accessing, or being included in, the workplace;
- dealing with requests for accommodation in a timely, confidential and sensitive manner;
- informing individuals requiring accommodation what information they need to provide to be accommodated;
- generating accommodation options based on the information provided about the individual's accommodation need(s)
- involving individuals requiring accommodation in the search for accommodation;
- initiating a discussion about accommodation when they are aware that an employee or job applicant may have a need for accommodation, but is unable, for any reason, to articulate that need.

Employees and job applicants are responsible for:

- making their accommodation needs known. This does not require the disclosure of the specific cause of their needs but only the effects which create the need for accommodation.
- helping to identify potential accommodation options;
- providing documentation in support of their request for accommodation, including information about any restrictions or limitations; and
- accepting an offer of accommodation that meets their needs, even if it is not their preferred accommodation option.

Employees and job applicants can expect:

- to be treated with respect and dignity;
- to have their needs accommodated up to the point of undue hardship; and
- to be informed of the reasons, if their accommodation request is denied.

Procedures for Accommodation

An employee may request accommodation by notifying his or her supervisor. Alternatively, accommodation needs may be identified through supervisor and employee collaboration in response to concerns raised by the supervisor.

The supervisor will document the request, including the employee's name, position and date of the request, any details provided by the employee and any accommodation options suggested by Forestside Estates Inc. c/o Royal Pine Homes or employee.

The supervisor may request supporting documentation from the employee in order to identify accommodation needs and options (e.g. details of restrictions or limitations).

When dealing with an accommodation request based on disability, the supervisor should refer to Annex A which provides guidance on asking for medical information to support the accommodation request.

The supervisor will consider accommodation options including, but not limited to: workstation adjustments; reassignment of job tasks; changes to scheduling or hours of work; leaves of absence; and temporary or permanent reassignment.



The supervisor will discuss available accommodation options with the employee. The accommodation preferences of the employee will be taken into account. However, the supervisor may proceed with an option that is less costly or easier to provide, when it meets the employee's accommodation needs. The supervisor will clearly communicate the reasons for the decision to the employee.

The supervisor will review the accommodation measures with the employee on a regular basis to confirm they continue to be necessary and effective.

If the available accommodation options raise the likelihood of causing undue hardship, the supervisor will refer the matter to Forestside Estates Inc. c/o Royal Pine Homes for decision.

Forestside Estates Inc. c/o Royal Pine Homes will ensure that all accommodation options short of undue hardship have been considered prior to refusing accommodation. If a request for accommodation is denied, Forestside Estates Inc. c/o Royal Pine Homes will clearly communicate the reasons why to the employee.

Accommodation Requests

Forestside Estates Inc. c/o Royal Pine Homes will evaluate requests for accommodation and may request more information from the applicant to facilitate the accommodation.

If a request for accommodation is denied, the reasons why will be clearly communicated to the applicant.

Appeals

If an employee or applicant has been denied accommodation, is not satisfied with the accommodation offered, or believes that his or her request has not been handled in accordance with this policy, he or she may request a second opinion Forestside Estates Inc. c/o Royal Pine Homes. An employee or applicant may also file a discrimination complaint with the Canadian Human Rights Commission.

Privacy and Confidentiality

All records associated with accommodation requests will be maintained in a secure location, separate from employees' personnel files and will only be shared with persons who need the information. Forestside Estates Inc. c/o Royal Pine Homes and all individuals involved in the accommodation process will comply with the requirements **of applicable privacy legislation** to protect personal information.

Review

Forestside Estates Inc. c/o Royal Pine Homes will review this policy and related procedures on an annual basis, or as required, and will make adjustments as necessary to ensure that it continues to meet the needs of all employees.

Enquiries

Enquiries about this policy and related procedures can be made to your supervisor or Forestside Estates Inc. c/o Royal Pine Homes **human resources department**.

Reference: Canadian Human Rights Commission.



DISCIPLINARY ACTION PROCEDURES

While on the worksite, employees are expected to conduct themselves in a manner that promotes the safety and welfare of themselves and all others. Disciplinary action will be taken against any employee who commits an act of workplace violence in breach of the company's policies and procedures or acts contrary to the acts, laws or regulations in this Province.

The discipline for committing an act of workplace violence and harassment will be based on the degree of hazard caused by the infraction.

For the most part, a four-step policy will be in effect. However, if the situation is of a serious nature such as one where serious injury may have been or would have been caused, the violator will be automatically removed from the workplace.

Employees must follow company and legislative standards in order to maintain a safe and healthy work environment. Disciplinary actions may be necessary to deal with non-compliance. Immediate termination may be enforced where an action was deemed to be malicious, illegal or of such a nature as to warrant termination.

The general discipline procedure of Forestside Estates Inc. c/o Royal Pine Homes follows:

First Offence: Verbal Warning

- The worker will be given a verbal warning.
- The worker is to be advised that the next infraction will result in a written warning.
- The warning is to be documented and kept in the employee's personnel file.

Second Offence: Written Warning

- The worker will be given a written warning.
- The written warning will include notification that the next infraction will result in
- A 3-day suspension from work without pay.
- A copy of the written warning is to be documented and kept in the employee's
- personnel file.

Third Offence: Suspension

- The worker will be dismissed for the remainder of the day and an additional 2-day suspension without pay.
- The suspension will be confirmed in writing.
- The suspension confirmation will include notification that the next infraction will
- result in immediate and permanent dismissal.
- A copy of the suspension confirmation is to be documented and kept in the employee's personnel file.

Fourth Offence: Dismissal

- The worker will be dismissed immediately.
- The dismissal will be confirmed in writing.
- A copy of the dismissal will be kept in the employee's personnel file.



All notices shall be explained to any employees, their supervisors, subcontractors, (through representative if applicable) regarding violations. Copies shall be distributed to all applicable parties and personnel records. If none of the above measures achieve satisfactory corrective results, and no other acceptable solution can be found, Forestside Estates Inc. c/o Royal Pine Homes will have no choice but to TERMINATE employment for those who continue to jeopardize their own safety and the safety of others.⁸

A Guide to Good Conduct:

While on the work site, employees are expected to conduct themselves in a manner that promotes the safety and welfare of all employees. Management expects suitable, orderly work habits and the protection of employees and company property. Employees not working in this manner will be subject to disciplinary action.

Acts of Misconduct:

The following acts are considered serious infractions and will result in disciplinary action that may include immediate dismissal and well as legal or police action:

- Being in the possession of or under the influence of alcohol or illegal drugs while at work
- Possessing or using any gun or firearm, illegal knife or other illegal weapon on company property
- Failure to wear personal protective equipment in a designated area or as required for a specific task
- Creating unsafe or unsanitary conditions
- Disregard for the safety of oneself or another
- Failure to report an injury or incident or a hazard
- Showing disrespect for a supervisor, co-worker or customer
- Refusing or failing to follow the instructions of a supervisor
- Smoking in a prohibited area
- Fighting, theft, horseplay, boisterous conduct, sleeping or unauthorized absence from the workplace
- Damaging or defacing company property
- Tardiness or absence from work without calling in prior to the start of the work day.
- Repeatedly asking co-workers out socially, and not taking "no" for an answer
- demanding hugs
- Making unnecessary physical contact, including unwanted touching
- Using rude or insulting language, calling people derogatory names
- Making comments about a person's physical characteristics
- posting or sharing inappropriate/offensive pictures, drawings, cartoons, graffiti, or (including online)

⁸ Appendices: Discipline Notification



EMERGENCY PLAN

Introduction

Hopefully, Forestside Estates Inc. c/o Royal Pine Homes will not experience any life-threatening emergencies: however, we must plan for the possibility of such occurrences. Without the presence of a well-defined emergency plan, with explicit chains of responsibility, an emergency can cause confusion and fear, property and product damage, and at work, injury or death.

Emergency – What is it?

An emergency is any sudden event that requires immediate attention and which cannot be handled by the normal day to day operating procedures followed in our building or on the job site. Perhaps the biggest sources of danger are **explosion**, and **fire**. However, it should be kept in mind that other situations, such as, **power failure**, and **medical emergencies** etc. may also qualify as an emergency.

An Emergency can be any of the following incidents as prescribed in section 11 of the construction regulations for the purposes of Section 53 of the Act:

- A worker falling a distance of three meters or more.
- A worker who falls and is arrested by a fall arrest system.
- A worker becoming unconscious for any reason.
- Accidental contact by a worker or by a worker's tool or equipment with a live electrical conductor or live electrical equipment [fuses, switches, disconnects].
- Contact by a backhoe, shovel, crane or similar lifting device or its load with an energized power line rated at more than 750 volts.
- Structural failure of a principal supporting member, including a column, beam, wall or truss, of a structure.
- Failure of all or part of the structural supports or a scaffold.
- Overturning or the structural failure of all or part of a crane or similar hoisting device.

Objectives of an Emergency Response

The objective of an organized emergency plan is to minimize potential consequences of an emergency by:



- reducing employees' confusion and fear
- preventing fatalities and injuries
- reducing damage to buildings, equipment, and product: therefore
- accelerating the employee's return to normal operations



EMERGENCY PROCEDURES

The following plan has been established for Forestside Estates Inc. c/o Royal Pine Homes in order to decrease the inevitable confusion that occurs in an emergency situation, it is very important that **ALL PERSONS** understand and accept their responsibilities.

1. **Evacuate area and tell co-workers**
2. **Upon discovery of smoke or fire, immediately call the fire department - 911**
3. **Co-workers will inform workers, co-workers and home owners that evacuation procedure have been started and to evacuate the surrounding area via telephone**
4. **Start the evacuation of workers and employees in a safe manner**
5. **De-energize all equipment and machinery**
6. **Co-worker shall ensure all areas are evacuated**
7. **Once all employees have evacuated the area, all employees will report to the assembly point.**
8. **First Aider shall perform first aid if necessary, to whom it concerns.**
9. **All employees shall wait for the arrival of emergency services.**
10. **Upon arrival of the fire department, supervisor shall advise the officer in charge of the location of fire, and all employees shall not imply the emergency services in the duties.**
11. **After the emergency condition is over, and the fire department declares it is safe to work at the workplace, reset the fire alarm system**

Fire / Explosion / Gas Leak

Supervisor

- Initiate evacuation of your area through the nearest or alternate emergency exit, close door behind you.
- Notify the supervisor and workers.
- Obtain list of all workers and report to check point.
- Take roll call
- Identify to site supervisor members "All PRESENT" or names and number of workers missing. If the fire was in your area, provide any other information.
- Await further instruction from the site supervisor or emergency services.

Supervisor

- Call 9-1-1 (or appropriate number for fire) and report fire.
- Give name, the company name, address, major intersections, and entrance to the site and advise that persons will be available outside for direction.
- Remain on the phone until 9-1-1 operator terminates the call, remain near phone.
- Supervisor shall meet emergency services and provide status of situation.



Power Failure

Supervisor

- Supervisors should obtain flashlights, gather workers and accompany to assembly point (if natural light is not adequate)
- Supervisor should initiate investigation to determine extent and cause of power failure
- Supervisor to update and advise workers of power failure and procedures for powering up (E.g. Turning disconnects for major equipment and disconnects off, etc.)
- Stay away from downed power lines and keep others away until emergency services rectify the problems.

Medical Emergency

First Aider

- Stop and take a deep breath
- Assess the scene to determine hazards
- Assess the victim, don barrier devices (gloves, mask)
- Administer first aid
- Take control of the scene, send worker to notify supervisor
- Direct workers to direct ambulance (E.g. if ambulance is necessary, assist to cool area for rest or arrange transport to hospital or clinic)

Supervisor

- Call 9-1-1 (or appropriate number for ambulance) and report injury.
- Give name, the company name, address, major intersections, and entrance to the site and advise that persons will be available outside for direction. Remain on the phone until 9-1-1 operator terminates the call, remain near phone.
- Respond to scene and assess hazards
- Supervisor shall meet emergency services and provide status of situation.

Chemical Spill Response

When a leak or spill of chemicals is detected:

- Immediately notify the supervisor.
- Put on the appropriate protective equipment to prevent personal contamination before entering the area. [i.e. gloves, goggles, face shields, apron, rubber boots]
- Stop the sources of the spill if possible [i.e. closing leaking valve].
- Seal off the area. Only authorized personnel, those who know and understand chemical handling procedures are allowed in the area
- Initiate clean-up of spilled chemicals using absorbent material
- Call in a Spill Response Contractor to assist in clean-up.
- As soon as practicable notify the Metro Toronto Works and the local Ministry of the Environment Office of the spill. If the spill poses a fire hazard call the fire department.

Ministry of Environment Spills Action Centre 416- 965- 9619



EMERGENCY TELEPHONE NUMBERS FOR IMMEDIATE RESPONSE

dial 9-1-1

(Ambulance, Fire, Police)

Local

Ambulance (Non-Emergency)	905-791-7800
Fire (Non-Emergency)	905-874-2700
Police (Non-Emergency)	905-453-3311
Hospital (Non-Emergency)	905-494-2120

Utilities Department

Public Works (24-Hour Emergency)	905-791-7800
Enbridge Gas	1-877-362-7434
Brampton Hydro One	905-840-6300
Chemical Spills/ Environmental Concerns	905-791-7800
Ontario One Call (Utility Locate)	1 800-400-2255

Senior Management

Office Number	416-410-5985
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Government Contacts

Ministry of Labour	1-877-202-0008
24 Hour Response	1-800-268-6060
Ministry of Environment	416 325-4000
Poison Control	1-800-268-9017

Address:

550 Langstaff Rd, Suite 200, Woodbridge, ON, L4L 9G3



FIRST AID PROCEDURES

Purpose

To provide appropriate Emergency Medical Aid to any ill or injured Forestside Estates Inc. c/o Royal Pine Homes employees.

Scope

This procedure applies to all Forestside Estates Inc. c/o Royal Pine Homes employees and contractors.

DEFINITIONS



CPR

Cardio-pulmonary resuscitation

First Aid Treatment

Treatment for illnesses or injuries that can be administered without the expertise of a medical professional such as a paramedic nurses or doctor.

First Aid Procedures

Forestside Estates Inc. c/o Royal Pine Homes is subject to the Workplace Safety and Insurance Act – First Aid Requirements Regulation 1101. The specific requirements of this legislation are incorporated into this procedure.

1. Emergency phone numbers for medical emergencies are identified on EMERGENCY SERVICE NUMBERS document. This list is posted on First Aid Kit's or throughout our facility & vehicles. This list is reviewed and updated by management on an annual basis or whenever the need for a change is identified.
2. There are at least two persons trained as first aid/CPR responders.
3. The first aid box located at each vehicle, which is the primary treatment area for medical emergencies, injuries, and illnesses.



4. A record of all first aid treatment provided is kept in the First Aid Log ⁹ located at all first aid kits.
5. The First Aid/CPR responder is responsible for recording the treatment in the logbook. The information to be recorded must include date, name of person being treated, name of treating person(s) and treatment provided.
6. All medical emergencies are to be reported immediately to the supervisor or foreman responsible for the individual.
7. The Supervisor or Foreman or First Aid individuals shall perform medical aid to the injured employee.
8. Medical Aid shall consist of assessing, cleaning, covering and/or preparing injured employees wound for internal or external purposes.
9. The supervisor is responsible for determining if external emergency medical aid is required and contacting the appropriate external responders.
10. If external medical aid is required, a supervisor (preferred method) or ambulance (alternative method) or taxi will be called ASAP, to transport the injured employee to the Hospital, Doctor's Office or Workers Home.
11. If employee refuses provided transportation, 911 shall be called.
12. All worker(s) who accompany injured worker to Hospital, shall support and calm the injured worker in any way, shape or form.
1. Also, the worker shall hold any important documents and/or information pertaining to the injured worker.
13. For external emergencies, the injured employee shall receive a Functional Abilities Form (FAF) for Hospital Administration purposes.
14. Employee will be instructed to contact supervisor as soon as the employee is discharge from the Hospital.
15. Internally, a Form 7 shall be completed for the injured employee within 7 working days.

⁹ Appendices: First Aid Log



RETURN TO WORK PROCEDURES

Scope and Objectives

Forestside Estates Inc. c/o Royal Pine Homes is committed to the recovery of employees who have been injured at the workplace and realizes the benefits of a formal early and safe return to work program.

Wherever possible Forestside Estates Inc. c/o Royal Pine Homes will accommodate temporarily disabled employees by providing appropriate employment within the worker's functional abilities as soon as possible following the injury.

The goal will be to provide modified work that meets the needs of the employee and the organization.

Definitions of Modified Work

Modified Work is any job task, function or combination thereof that a worker who has temporary physical restrictions may perform safely without the risk of re-injury to self or others. The work must be productive and the result of the work must have value to the worker and Forestside Estates Inc. c/o Royal Pine Homes

Early and Safe Return to Work Program

An early and safe return to work program is a process which gives structure and organization to the activity of returning injured workers to the workplace as soon as possible after the injury. The plan recognizes Forestside Estates Inc. c/o Royal Pine Homes's responsibility in the effective recovery of injured workers.

Modified Work / Re-Employment Plan

The early and safe return to work plan is a program that is developed individually and will be used to facilitate a worker's gradual transition back to his/her pre-injury job.

The plan will allow an injured worker the opportunity to improve their physical capabilities and the possibility of acquiring additional job skills by performing actual work tasks, as well as restoring the worker's.

Modified work is intended to be transitional in nature, designed primarily for the purpose of facilitating early return to work through gradual re-introduction of duties and/or hours.

The goal of the Modified Work Program is to return the injured worker to the pre-injury job. Injuries exceeding an 8-week period will be reviewed individually and, in most cases, will require an adjudicator to be contacted for further consultation.

Roles and Responsibilities

The program coordinator will run Forestside Estates Inc. c/o Royal Pine Homes modified work program and is responsible for both its overall management and day to day operation.

It is vital that the coordinator communicates with the injured worker as soon as possible after the accident early and regular contact maintains morale and relieves anxieties about future uncertainties.



Responsibilities of the Program Coordinator

- Meet with the injured worker to develop specific goals and objectives compatible with the Functional Abilities information provided by the attending physician.
- Meet with the employee's supervisor and if necessary, a WSIB Ergonomist to review the physical demands analysis of the pre-injury job and develop a modified work plan. This could involve part-time shifts with a plan for a gradual increase in hours, or increasing an injured worker's break frequency, etc.
- Review the modified work plan with the Joint Health and Safety Committee and discuss any concerns they might have with the injured worker and his/her supervisor before Modified Work begins.
- Meet with the employee on the first day back to work and review goals and determine a schedule for progress meetings. Progress meeting intervals will be dependent on the severity of the injury and the physical restrictions placed on the employee and will involve the employees' supervisor.
- Maintain communication with the WSIB claims adjudicator, Ergonomist, Physician etc.

Procedures

- Complete the WSIB Form 7, submit to WSIB within specified time frame (3 days).
- Review the medical reports and the functional abilities form provided by the attending physician with the worker and the employee's supervisor.
- If return to work is appropriate and modified work is available establish time frame and plan.
- If approved by JHSC and the attending Physician, activate the plan immediately and inform WSIB that there will be no lost time. Forestside Estates Inc. c/o Royal Pine Homes will ensure that there will be no earnings lost.
- If worker disagrees advise the WSIB immediately and request a decision.
- If worker's return to work is delayed because of severe physical restrictions, then contact the WSIB adjudicator to request additional information about the employee's ability to perform modified work. The WSIB Form 7 will indicate that there will be lost time for the duration indicated on the medical forms and the WSIB will pay for the worker's lost time.

Worker's Responsibilities

- Cooperate in the early and safe return to work program as per legislature.
- Obtain medical approval from treating physician for early and safe return to work plan.
- Maintain constant contact with Program Coordinator when immediate return to work is not feasible. (minimum contact is weekly)
- Ensure that scheduled activities such as physical therapy is continued in conjunction with the early and safe return to work plan.
- Communicate all concerns to program coordinator so that potential problems are openly addressed and resolved.

Supervisor's Responsibilities

- Arrange for injured workers to receive immediate medical attention when necessary.
- Ensure that all the necessary forms are completed and given to the attending Physician
- Arrange for the injured workers' transportation back to workplace.
- Review medical forms with the injured worker and Program Coordinator.
- Assist with physical demands analysis and the development of the modified work plan.
- Provide ongoing support and encouragement to workers on the program.
- Participate in progress meetings with the injured worker and the program coordinator.



Role of the Physician

It is essential to obtain information from the attending physician regarding the employee's physical condition prior to developing return to modified work plan.

- The physician must complete the functional abilities form promptly and expect the patient to return the form to his/her workplace immediately.
- The Physician must respond on a timely basis to any ongoing requests for functional abilities until successful return to work is achieved.
- The Physician must provide an expected date of complete recovery or probable date of recovery.
- The Physician must provide Forestside Estates Inc. c/o Royal Pine Homes with information relating to the injured workers' recovery progress during the course of the early and safe return to work program until such time as the injured worker returns to the pre-injury job.

Job Suitability

It is essential to obtain the injured worker's medical restrictions prior to arranging appropriate modified work. The Functional abilities form should be reviewed along with the physical demands analysis to determine suitable modified work. In most cases the worker's regular job will be modified by reducing tasks, hours or combination of both.

Designing Individual Program

A temporary modified work plan involves setting a series of progressive goals within specific time frames. Goals are established by using the employee's medical precautions, physical capabilities, and job demands. The goal may involve gradually

increasing the employee's hours of work, days of work, or job tasks over the duration of the plan. This will allow a disabled employee the ability to readjust to the work, without jeopardizing their own health and/or the health and safety of their co-workers. The tasks or duties used to accomplish the goals are then set out and agreed upon.

Several phases may be required for the purpose of the employment plan. Each phase of the plan should be progressive with clear measurable goals. The final expectation is that the employee returns to his/her pre-injury job.

The coordinator, worker, supervisor and the JHSC must agree to all aspects of the plan and ensure that the modified work is compatible with medical information provided by the physician.

The duration of the plan will be dependent on the worker's physical restrictions and physical capabilities. Any injury exceeding an 8-week recovery period will be considered on an individual basis and will require consultation with the WSIB adjudicator.

Once the work plan begins, the coordinator, supervisor and the employee should set up progress meetings where concerns can be addressed and progress monitored.

The coordinator will maintain a record of discussion and progress reports.



GHS/ WHMIS 2015

Purpose

To ensure the development, implementation and annual review of WHMIS Policies in accordance with OHS legislation.

The Company is committed to the protection of our employees from the harmful effects of hazardous workplace materials; therefore, we must ensure that we establish and maintain a functional Hazardous Workplace Materials Information System.

Hazardous materials may be used in our operations. In order to protect our employees from the possible harmful effects of hazardous products, we will use control measures such as elimination, substitution, engineering controls, Personal Protective Equipment, and/ or a combination of the above.

Scope

This standard applies to all areas of the workplace and all employees. Once a hazardous material has entered the workplace, our Workplace Hazardous Material Information System will control exposure to these materials through a combination of assessments, training, labelling, Safety Data Sheets and maintenance of this Program.

What is GHS? - Globally Harmonized System

What is WHMIS? - Workplace Hazardous Materials Information System

GHSWHMIS is a Canada-wide system to provide employers and workers with information about the hazardous materials they work with on the job, in order to protect their health and safety. It does this by means of:

- **Warning labels** on containers of hazardous materials
- Separate **safety data sheets** providing further detailed information (known as Safety Data Sheets or SDS)
- **Worker training** on how to use this information

All parties involved shall comply with Ontario Regulations 860 for WHMIS.

What is Hazardous Material?

Materials covered under GHS/WHMIS 2015 include *three* Hazard Groups; **Health, Physical** and **Environmental**.

Procedure

All employees must have formal training under the WHMIS regulation.

Every container of hazardous material must be labeled with either the supplier's label or workplace label, as the case may be. When decanting any material, ensure that current SDS labels are available and affixed to the container.

Responsibilities

Management:

1. Review update and approve final version of the WHMIS Policy.
2. Supply any labels required when decanting material.



3. Ensure that all SDS material is available, kept current and up to date.
4. Provide the necessary training for WHMIS 2015.

Supervisors:

1. Review the WHMIS Policy and ensure all staff have training records on hand.
2. Are required to know where the SDS are kept and that they are readily available.
3. Report any missing or expired SDS material so that action can be taken.
4. Ensure that Workplace SDS labels are affixed to all decanted material.

Workers:

1. Ensure their WHMIS training is up to date and they have all relevant training cards on their person when at the workplace.
2. Workers have the responsibility to inform themselves as to where the SDS are kept, and have a duty to report to any missing, changed or inaccurate SDS so that action can be taken.
3. Have the responsibility to affix SDS labels to any container when decanting material.

NOTE: Not all hazards and/or classes have an associated pictogram. When there is no pictogram available, the use of “Signal Words” is necessary.

WHMIS Labels:

There are two types of labels;

- a **supplier** label; and
- a **workplace** label

Supplier Labels:

Any container of hazardous material brought into a Canadian Workplace must carry a supplier WHMIS label. Following are the components of a supplier label:

1. Product Identifier: The name of the product which may be its common trade name, brand name, code name or code number.
2. Supplier Identifier: The name of the supplier. (A distributor who buys from a supplier and re-sells without repackaging need not be mentioned on the supplier label).
3. SDS Statement: A statement to the effect that a SDS is available for the product. For example: [“SEE SAFETY DATA SHEET”](#).
4. Hazard Symbol: One or more of the eight hazard symbols which apply to the product.
5. Risk Phrases: These are descriptions of the effects which may result from exposure. They give further information about the hazard indicated by the symbol. For example, “dangerous if inhaled.”
6. Precautionary Measures: This section explains how to avoid the risks associated with the product. For example: “wear appropriate eye protection”.
7. First Aid Measures: This section explains how to treat a person who has been overexposed to the product. For example, “wash affected area under running water”.



Workplace Labels:

Workplace labels are used on hazardous materials or their containers, instead of supplier labels, in the following circumstances:

- The material is produced in the workplace for use in the workplace or for export;
- The material is produced in the workplace and intended for sale in Canada and will therefore have a supplier label attached before shipment;
- The material is decanted from a supplier's labeled container into another container after its arrival in the workplace;
- The original supplier label is missing or becomes unreadable.

A workplace label must contain the following information:

- Product Identifier: the name of the material;
- Precautionary Measures: how to handle it safely; and
- SDS Statement: a statement telling the reader that a Safety Data Sheet is available for this material.











Example of Workplace Label:

TOLUENE SUPHONIC ACID 70% LIQUID	
USE ONLY WITH FACE SHIELD, GOGGLES, RUBBER GLOVES, RUBBER APRON AND RUBBER BOOTS	
REFER TO MATERIAL SAFETY DATA SHEET FOR FURTHER INFORMATION	

There are no specific requirements on the colour, size or shape of the workplace label.

It is important that it be distinctive and easily seen.

WHMIS Symbols

	Exploding bomb (for explosion or reactivity hazards)		Flame (for fire hazards)		Flame over circle (for oxidizing hazards)
	Gas cylinder (for gases under pressure)		Corrosion (for corrosive damage to metals, as well as skin, eyes)		Skull and Crossbones (can cause death or toxicity with short exposure to small amounts)
	Health hazard (may cause or suspected of causing serious health effects)		Exclamation mark (may cause less serious health effects or damage the ozone layer*)		Environment* (may cause damage to the aquatic environment)
	Biohazardous Infectious Materials (for organisms or toxins that can cause diseases in people or animals)				

* The GHS system also defines an Environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015. However, you may see the environmental classes listed on labels and Safety Data Sheets (SDSs). Including information about environmental hazards is allowed by WHMIS 2015.



Safety Data Sheets:

The Data Sheet or SDS is the backup to the label. The label alerts a worker with a brief profile of a hazardous material. The SDS contains detailed information about the product.

Safety data sheets are considered current if dated within 3 years.

16 categories of information are required on a SDS.

DS Section & Heading		Specific Information Elements
1	Identification	<ul style="list-style-type: none"> Product identifier (e.g. Product name) Other means of identification (e.g. product family, synonyms, etc.) Recommended use Restrictions on use Canadian supplier identifier⁺ See notes below. <ul style="list-style-type: none"> Name, full address and phone number(s) Emergency telephone number and any restrictions on the use of that number, if applicable
2	Hazard identification	<ul style="list-style-type: none"> Hazard classification (class, category) of substance or mixture or a description of the identified hazard for Physical or Health Hazards Not Otherwise Classified Label elements: <ul style="list-style-type: none"> Symbol (image) or the name of the symbol (e.g., flame, skull and crossbones) Signal word Hazard statement(s) Precautionary statement(s) Other hazards which do not result in classification (e.g., molten metal hazard)
3	Composition/ Information on ingredients	<ul style="list-style-type: none"> When a hazardous product is a material or substance: <ul style="list-style-type: none"> Chemical name Common name and synonyms Chemical Abstract Service (CAS) registry number and any unique identifiers Chemical name of impurities, stabilizing solvents and/or additives[*] For each material or substance in a mixture that is classified in a health hazard class^{**}: <ul style="list-style-type: none"> Chemical name Common name and synonyms CAS registry number and any unique identifiers Concentration <p>NOTE: Confidential business information rules can apply</p>



4	First-aid measures	<ul style="list-style-type: none">• First-aid measures by route of exposure:<ul style="list-style-type: none">◦ Inhalation◦ Skin contact◦ Eye contact◦ Ingestion• Most important symptoms and effects (acute or delayed)• Immediate medical attention and special treatment, if necessary
5	Fire-fighting measures	<ul style="list-style-type: none">• Suitable extinguishing media• Unsuitable extinguishing media• Specific hazards arising from the hazardous product (e.g., hazardous combustion products)• Special protective equipment and precautions for fire-fighters
6	Accidental release measures	<ul style="list-style-type: none">• Personal precautions, protective equipment and emergency procedures• Methods and materials for containment and cleaning up
7	Handling and storage	<ul style="list-style-type: none">• Precautions for safe handling• Conditions for safe storage (including incompatible materials)
8	Exposure controls/ Personal protection	<ul style="list-style-type: none">• Control parameters, including occupational exposure guidelines or biological exposure limits and the source of those values• Appropriate engineering controls• Individual protection measures (e.g. personal protective equipment)
9	Physical and chemical properties	<ul style="list-style-type: none">• Appearance (physical state, colour, etc.)• Odour• Odour threshold• pH• Melting point/Freezing point• Initial boiling point/boiling range• Flash point• Evaporation rate• Flammability (solid; gas)• Lower flammable/explosive limit• Upper flammable/explosive limit• Vapour pressure• Vapour density• Relative density• Solubility• Partition coefficient - n-octanol/water• Auto-ignition temperature• Decomposition temperature• Viscosity



10	Stability and reactivity	<ul style="list-style-type: none">• Reactivity• Chemical stability• Possibility of hazardous reactions• Conditions to avoid (e.g., static discharge, shock, or vibration)• Incompatible materials• Hazardous decomposition products
11	Toxicological information	Concise but complete description of the various toxic health effects and the data used to identify those effects, including: <ul style="list-style-type: none">• Information on the likely routes of exposure (inhalation, ingestion, skin and eye contact)• Symptoms related to the physical, chemical and toxicological characteristics• Delayed and immediate effects, and chronic effects from short-term and long-term exposure• Numerical measures of toxicity
12	Ecological information***	<ul style="list-style-type: none">• Ecotoxicity• Persistence and degradability• Bio-accumulative potential• Mobility in soil• Other adverse effects
13	Disposal considerations***	Information on safe handling for disposal and methods of disposal, including any contaminated packaging
14	Transport information***	<ul style="list-style-type: none">• UN number• UN proper shipping name• Transport hazard class(es)• Packing group• Environmental hazards• Transport in bulk, if applicable• Special precautions
15	Regulatory information***	Safety, health and environmental regulations specific to the product
16	Other information	Date of the latest revision of the SDS

*The supplier that must be identified on an SDS is the initial supplier identifier (i.e., the name, address and telephone number of either the Canadian manufacturer or the Canadian importer). There are two exceptions to this requirement. In a situation where a hazardous product is being sold by a distributor, the distributor may replace the name, address and telephone number of the initial supplier with their own contact information. In a situation where an importer imports a hazardous product for use in their own workplace in Canada (i.e., the importer is not selling the hazardous product), the importer may retain the name, address and telephone number of the foreign supplier on the SDS instead of replacing it with their own contact information.



***These impurities and stabilizing products are those that are classified in a health hazard class and contribute to the classification of the material or substance.**

****Each ingredient in the mixture must be listed when it is classified in a health hazard class and is present above the concentration limit that is designated for the hazard class in which it is classified or is present in the mixture at a concentration that results in the mixture being classified in any health hazard class.**

*****Sections 12 to 15 require the headings to be present, but under Canadian regulations, the supplier has the option to not provide information in these sections.**

In addition to these categories, the supplier or employer must include any other hazard information of which he/she should be aware. Specific instructions and precautionary measures for working with all products will be provided to all employees.

Household products are exempt from WHMIS. However, hazardous household products still contain warning information and symbols. When we use any hazardous products at our sites, then WHMIS applies.

SDSs are required to be accurate at the time of sale. An SDS will be required to be updated when the supplier becomes aware of any "significant new data". The definition of "significant new data" is:

"New data regarding the hazard presented by a hazardous product that changes its classification in a category or subcategory of a hazard class, or result in its classification in another hazard class, or change the ways to protect against the hazard presented by the hazardous product." (Source: Canada Gazette, Part II, Hazardous Products Regulations, Section 5.12 (1))

This definition means that an SDS must be updated when there is new information that changes how the hazardous product is classified, or when there are changes to the way you will handle or store or protect yourself from the hazards of the product.

SDSs will be required to be updated within 90 days of the supplier being aware of the new information. If you purchase a product within this 90-day time period, the supplier must inform you of the significant new data and the date on which it became available in writing.



WORKPLACE INSPECTION PROCEDURES

The purpose of this section is to ensure that all areas of the workplace are inspected. This includes any and all office space, shop space, yard, and worksites.

Objective

Our objective is to go above meeting legislative requirements and manufacturing specifications, in regard to the frequency of inspections. The responsibilities of who will carry out the inspection and the frequency of when inspections will take place, are detailed below in the procedures.

Workplace Equipment

Prior to using any equipment, a visual inspection **MUST** be completed by the worker or supervisor, to check for any abnormalities, as per **OHSA Regulation 213/91 section 94 (1), (2)** - All equipment rated at greater than 10 horsepower shall be inspected by a competent worker to determine whether the workers can handle the rated capacity and to identify any defects or hazardous conditions.

New Equipment:

"New Equipment" includes all new tools, vehicles, machinery and equipment. As per **OHSA Regulation 213/91 section 93 (3)** All tools, vehicles, machinery and equipment shall be used in accordance with any operating manuals issued by the manufacturers

1. All new equipment brought in to the workplace will be inspected prior to use.
2. Forestside Estates Inc. c/o Royal Pine Homes management and the workers that will use the equipment shall conduct the inspection according to the manufacturer's recommendations.
3. The pre-use inspection will be documented and maintained in the equipment file.
4. A schedule for regular maintenance inspections shall be determined in consultation with the manufacturer's directions and added to this program.

Workers Participation

Forestside Estates Inc. c/o Royal Pine Homes employees are encouraged to take part of the workplace inspection when they can. The worker is to immediately report any malfunctions or unusual conditions that are observed prior to use and during use of the equipment. If you are unfamiliar with a piece of equipment, contact your supervisor for further instruction.

Employees are also encouraged to take part of the discussion that occur during meeting discussing the results of a workplace inspection.

Senior Management

All inspections results shall be reviewed by senior management, to ensure corrective actions to any and all identified deficiencies are prioritized and to provide resources as needed to rectify deficiencies.

Inspections by the Supervisor

- The Supervisor will complete a daily visual inspection to identify:
 - a) health and safety hazards
 - b) equipment maintenance issues
 - c) hazard control effectiveness
 - d) housekeeping problems



- A workplace inspection form will be completed to include deficiencies found and corrective action taken.

Inspections by the Health and Safety Representative

The Health and Safety Representative will schedule Monthly workplace inspections. The purpose of which is to identify health and safety hazards, equipment maintenance issues, hazard control effectiveness, training needs and housekeeping issues.

1. Inspections to be completed on a monthly basis.
2. Prepare for inspection by reviewing previous reports.
3. Wear the required PPE.
4. Use Monthly Workplace Inspection Checklist as a guide to ensure a thorough inspection.
5. All substandard or unsatisfactory conditions to be documented using the Workplace Inspection Report.
6. Recognition of good practices and adherence to procedures should also be noted.
7. Suggestions for resolving items noted on the inspection to be documented on the Workplace Inspection Report.
8. Take corrective action immediately when possible/necessary.

Workplace Inspection Reports must be submitted to Forestside Estates Inc. c/o Royal Pine Homes once the inspection is complete.

Forestside Estates Inc. c/o Royal Pine Homes will review the Workplace Inspection Report and initiate/plan appropriate corrective action where necessary within one week.

Communication of Results

All inspection results will be communicated to all relevant employees via postings around the work place, discussions, or other means to effectively communicate the results and the corrective action that took place.

Forestside Estates Inc. c/o Royal Pine Homes will post a copy of the completed Workplace Inspection Report identifying action taken to resolve hazards noted during the inspection.

Copies of the completed Workplace Inspection Report will be:

- a) Posted on the Health and Safety Board
- b) Maintained on file by Forestside Estates Inc. c/o Royal Pine Homes
- c) Maintained on file by the worker health and safety representative



REPORTING HAZARDS PROCEDURE

Purpose

To provide Royal Pine Homes 's employees, appropriate procedures on reporting hazards in the workplace.

Scope

This procedure applies to all Royal Pine Homes employees, visitors, suppliers and contractors and their employees working on site.

Definitions

The following are hazardous situations that should be reported using the Hazardous Reporting Procedure:

- Defective tools, equipment or materials
- Fire and explosion hazards
- Enviromental conditions (e.g., gases, dusts, smoke, fumes, vapors, etc.)
- High or low temperature exposures
- Inadequate guards or barriers
- Inadequate or excess illumination
- Inadequate or improper protective equipment
- Inadequate ventilation
- Inadequate warning systems
- Noise exposures
- Poor housekeeping
- Overhead Electrical/Power Sources or Power Failures
- Spills & Leaks (e.g. Chemical, waste, etc.)
- Worker medical experience/problem (e.g. epilepsy attack, etc.)
- Unsafe Acts or Unsafe Conditions

PROCEDURE

The following are steps that shall be completed when an employee is confronted with a Hazardous Situation:

Hazard is identified (including one of the hazards listed above as well as others) and is rated as being a **Major**, **Moderate** or **Minor** Hazard.

For **Major Hazards**:

- Immediately communicate the hazard to workers in the immediate area.
- Secure, then leave the area to prevent injury to employees and damage to property.
- Report hazard to supervisor immediately.
- Supervisor shall investigate and isolate hazard within 1 hour of notification.
- Supervisor shall record hazard on a Hazard Report Form¹⁰ and will communicate hazard issue to a designated worker health and safety representative within 1 hour of notification. This representative (or substitute representative) will inform the JHSC of the hazardous situation at the next JHSC meeting.

¹⁰ See Appendices: Workplace Inspection Form



- The Supervisor, in collaboration with the JHSC, will initiate actions to remediate Major hazardous situations as early as practicable as and no later than 1 week from the day of discovering the problem.
- It will be the responsibility of the JHSC to monitor the remediation process, to follow up and ensure its success within the given time.
- If Hazardous situation causes property damage (greater than \$500.00) or fire/explosion or chemical spill then an investigation shall be conducted with a Joint Health & Safety Committee member. (See Accident and/or Incident Investigation.)

For Moderate Hazards:

- Immediately communicate the hazard to workers in the immediate area.
- Report hazard to supervisor within 1 hour.
- Supervisor shall investigate hazard within 24 hours of notification.
- Supervisor shall record hazard on a Hazard Report Form and will communicate hazard issue to a designated worker health and safety representative within 24 hours of notification. This representative (or substitute representative) will inform the JHSC of the hazardous situation at the next JHSC meeting.
- The Supervisor, in collaboration with the JHSC, will initiate actions to remediate Moderate hazardous situations as early as practicable as and no later than 2 weeks from the day of discovering the problem.
- It will be the responsibility of the JHSC to monitor the remediation process, to follow up and ensure its success within the given time.
- If Hazardous situation causes property damage (greater than \$500.00) or fire/explosion or chemical spill then an investigation shall be conducted with a Joint Health & Safety Committee member. (See Accident and/or Incident Investigation.)

For Minor Hazards:

- Immediately communicate the hazard to workers in the immediate area.
- Report hazard to supervisor within 24 hours.
- Supervisor shall investigate hazard within 48 hours of notification.
- Supervisor shall record hazard on a Hazard Report Form and will communicate hazard issue to a designated worker health and safety representative within 48 hours of notification.
- This representative (or substitute representative) will inform the JHSC of the hazardous situation at the next JHSC meeting.
- The Supervisor, in collaboration with the JHSC, will initiate actions to remediate Major hazardous situations as early as practicable as and no later than 4 weeks from the day of discovering the problem.
- It will be the responsibility of the JHSC to monitor the remediation process, to follow up and ensure its success within the given time.
- If Hazardous situation causes property damage (greater than \$500.00) or fire/explosion or chemical spill then an investigation shall be conducted with a Joint Health & Safety Committee member. (*See Accident and/or Incident Investigation.)



ACCIDENT-INCIDENT REPORTING PROCEDURE

Scope & Objectives

Accident/incident reporting of all injuries and illnesses, cutting incidents, property and equipment damages and losses, shall be reported promptly and accurately to the site supervisor to ensure timely investigation and administration.

Reporting of **near-misses** where the potential exists to cause serious injuries or fatalities and/or damage to equipment, property or the environment will provide management with valuable information, which will permit management to initiate corrective actions before a worker is hurt or loss of production occurs.

Policies/Procedures

Accident/Incident Reports

The accidents/incidents that must be reported and investigated ¹¹ immediately include:

- ☐ Critical Injury/Industrial Fatalities
- ☐ Lost Time Accidents
- ☐ Fires and Explosions
- ☐ Property and Equipment Damage
- ☐ Near-Misses (that have the potential to be a serious incident)
- ☐ Contractor Accidents
- ☐ Chemical Spills/Environmental Releases
- ☐ Occupational Illness

All minor accidents will be documented using the First Aid Log Form.¹² All accidents/incidents above (2.1) will be investigated using an "Accident/Incident Investigation Form", and WSIB Form 7 when worker obtains health care, requires modified duties at less than regular pay, requires modified duties at regular pay for more than seven calendar days after the date of accident and earns less than regular pay at regular work, which shall be completed with-in 3 calendar days.

For the purpose of the Act and the Regulations, "Critically Injured" means an injury of a serious nature that,

- (a) places life in jeopardy;
- (b) produces unconsciousness;
- (c) results in substantial loss of blood;
- (d) involves the fracture of a leg or arm but not a finger or toe;
- (e) involves the amputation of a leg, arm, hand or foot but not a finger or a toe;
- (f) consists of burns to a major portion of the body; or
- (g) causes the loss of sight in an eye.

¹¹ See Appendices: Supervisor's Injury/Illness/Incident Investigation Report

¹² See Appendices: First Aid Log Form



MATERIAL HANDLING PROCEDURE

Scope

The procedure applies to all managers, supervisors, and employees in our employ or under contract with our firm.

Purpose

The purpose of this procedure is to review the basic principles of material handling in the workplace.

Procedure

Lifting and Carrying: Most lifting accidents are due to improper lifting methods, as well as trying to lift more than an acceptable weight for one worker. All manual lifting should be planned and safe-lifting practices followed:

1. Employees should know their physical limitations and the approximate weight of materials they are trying to lift.
2. Obtain assistance in lifting heavy objects whenever that task may be more than can be safely handled.
3. Before any manual lifting is done, the use of power equipment or mechanical lifting devices such as dollies, trucks or similar devices should be considered and used where and when it is practical.
4. Bulky loads shall be carried in such a way as to permit an obstructed view of the intended path ahead.
5. Ensure a good grip before lifting.
6. Lifting gradually. Lift slowly, smoothly, and without jerking.
7. The back should be kept close to vertical or straight and the lifting done with the leg muscles, which are large and strong.
8. Avoid bending. Do not place object(s) on the floor if they must be picked up later.
9. Avoid twisting your feet, or your hips or shoulders. Leave enough room to shift your feet so as not to twist.
10. Avoid reaching out. Handle heavy objects close to the body. Avoid a long reach out to pick up any object.
11. Do not be tempted at the last moment to swing the load onto the deck or shelf by bending or twisting your back.
12. When two or more persons are carrying an object, each employee, if possible, should face the direction in which the object is being carried.
13. Keep in good physical shape. Get proper exercise, maintain a good diet and make sure you are well rested.
14. Avoid lifting more than 22.5 kg (50lbs) alone whenever possible.
15. Employees who perform lifting activities shall be trained formally on lifting mechanical devices or lifting manually.



Safe Lifting Technique

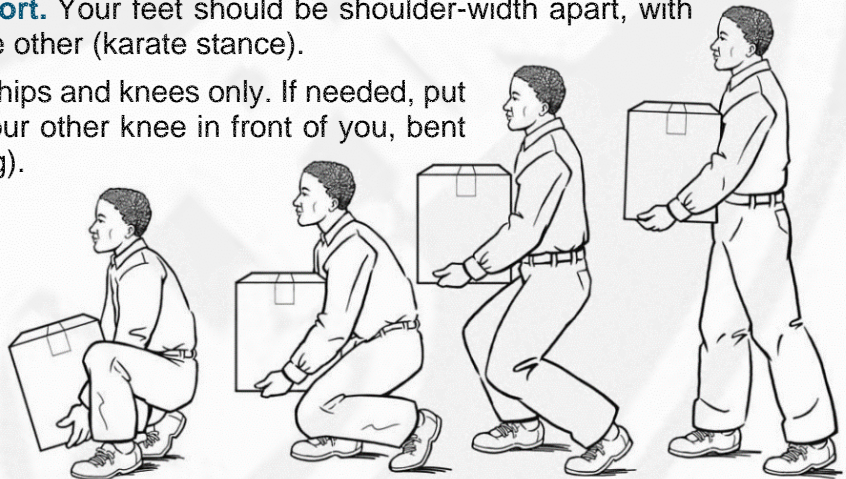
Back injuries are one of the most common workplace injuries. The most important thing you can do to prevent a back injury is to use proper lifting techniques.

Lifting Hazards

- Awkward/sustained posture – Improper lifting technique is the largest cause of lower back injuries. Bending at the waist, or twisting while holding anything greatly increases the stress on the muscles and joints of the back
- Forceful exertions – The amount of weight that can be lifted varies for each person
- Repetitive movements – Repeated actions causes fatigue which reduces the amount of weight the body can lift

Proper Lifting Technique

- **Keep a wide base of support.** Your feet should be shoulder-width apart, with one foot slightly ahead of the other (karate stance).
- **Squat** down, bending at the hips and knees only. If needed, put one knee to the floor and your other knee in front of you, bent at a right angle (half kneeling).
- **Keep good posture.** Look straight ahead, and keep your back straight, your chest out, and your shoulders back. This helps keep your upper back straight while having a slight arch in your lower back.
- **Slowly lift** by straightening your hips and knees (not your back). Keep your back straight, and don't twist as you lift.
- **Hold** the load as close to your body as possible, at the level of your belly button.
- **Use your feet** to change direction, taking small steps.
- **Lead with your hips** as you change direction. Keep your shoulders in line with your hips as you move.
- **Set down** your load carefully, squatting with the knees and hips only. Proper lowering is as important as proper lifting. Bend the knees, keep the back straight,



Keep in mind:

- Do not attempt to lift by bending forward. Bend your hips and knees to squat down to your load, keep it close to your body, and straighten your legs to lift.
- Never lift a heavy object above shoulder level.
- Avoid turning or twisting your body while lifting or holding a heavy object.
- Never try and catch a falling load
- Dropping or throwing loads is hazardous
- Test the weight of the load. If it feels too heavy, get help or use a mechanical lifting device



PERSONAL PROTECTIVE EQUIPMENT PROCEDURES

Purpose

To provide appropriate Personal Protective Equipment (PPE) to qualified employees at Forestside Estates Inc. c/o Royal Pine Homes as part of our ongoing commitment to the protection of all its workers with the use of PPE. All personal protective equipment will be supplied and must be worn as required, without exception as per OHSA Act & Regulations specifically Regulations 21 thru 26.

Scope

This procedure applies to all Forestside Estates Inc. c/o Royal Pine Homes employees, contractors, subcontractors, required to perform work using Personal Protective Equipment.

Definitions

Foot Protection – CSA certified Grade 1 boots (Green Patch) must be worn at all times by workers. Note: Work boots should be fully laced and tied. Workers must purchase their own foot protection and replace any deteriorated work-boots.

Head Protection - Approved Head Protection (Head Hats) must be worn at all times by workers on construction sites. Workers must purchase their own head protection and replace it if damaged.

Eye & Face Protection - CSA approved glasses with side shields may be worn where the hazard of eye injuries may exist, for example spraying, scraping, etc. Face shields in combination with safety glasses must be used where there is a possibility of injury to eyes or face.

Dust Masks – Approved NIOSH (N 95 or N 99) Dust Masks must be worn where the hazard of dust may exist, for example cutting materials, mixing materials, drywall dust, cleaning up debris, etc.

Hearing Protection - Approved Hearing Protection (Ear muffs or ear plugs) must be worn where the hazard of hearing loss over time may exist.

Hand Protection - Gloves shall be worn on workers where a hazard to hands may occur, for example using chemicals, mixing chemicals, etc.

Body Protection - Proper protective clothing must be worn at all times, for example long shelved shirts, full length slacks, sun block. Worker shall provide the appropriate body protection.

Fall Protection Equipment - approved harness, lanyard, rope, rope grab, and anchors must be worn by any worker exposed to a fall at or greater than 8 feet high. All Fall Protection Equipment shall be provided by the worker.



FALL PROTECTION PROCEDURES

Fall arrest is the most common system of fall protection used. A fall arrest system is designed to stop or arrest a fall within a few feet of the worker's original position. A fall arrest system should be used when there is a likelihood of a fall occurring, or where a travel restraint system cannot be implemented which would allow the performance of the work. (see *Travel Restraint* below)

A typical fall arrest system consists of the following components connected together:

- full body harness
- lanyard with a shock absorber
- rope grab (or triple sliding hitch)
- lifeline
- lifeline anchor

TRAVEL RESTRAINT

A travel restraint system provides fall protection by preventing a worker from reaching the point where a fall could occur, for example a roof-edge.

Although the legal requirements indicate that a safety belt can be used, all workers shall be required to use a full body harness.

The basic components of a travel restraint system are identical to those used in a fall arrest system.

The main drawback of a travel restraint system is that, by its very design, it limits a worker's movements and can therefore interfere with the work being done. This results in a requirement to constantly adjust the rope grab or triple sliding hitch to enable the worker access to the work zone, but still restrained from the actual fall point.

One potential solution is the use of a retractable block lifeline, which allows the worker to move the full length of the line but, like a seatbelt in a car, stops and locks at any sudden pull. This action is designed for fall arrest.

In practice, travel restraint systems are not fool-proof because the length of the lifeline is not always adjusted properly. While the retractable block system addresses the need for continuous adjustment, it is possible for a worker who was working at an angle to the anchor point (and falls) to pendulum to a point at right angles to the anchor point with the result that the worker is suspended some distance below the edge making rescue more difficult.

Because of the limitations of travel restraint systems, it is recommended that any person working adjacent to a fall point develop and use a fall arrest system.



Components

Safety Belts

Safety belts are not to be worn as part of a fall arrest or travel restraint system. Personnel may wear safety belts as work belts only.

Full Body Harness

A harness distributes fall arrest impact through the thighs and buttocks. Safety belts, on the other hand, transfer the fall arrest force into the mid-section where vital organs are located and can result in severe internal injuries.

Harnesses features:

- adjustable thigh straps
- waist strap, chest strap, or both
- sliding D-ring midway up the back
- buttock strap (to help absorb fall arrest load in a "padded" area of the body.)

The harness shall bear a CSA approval. Older harnesses may not have a CSA approval, while this does not render them unsafe, they are not to be used on our projects.

Lanyards

Lanyards connect the harness directly to an anchor point, or to an intermediate component in the system, such as a rope grab. They are manufactured from either 5/8-inch diameter nylon rope or nylon webbing straps. Lanyards are required to bear a CSA approval.

Available in different lengths, the appropriate length is the shortest length that will allow the worker to perform the work, thus creating the shortest potential fall distance. (Some lanyards are adjustable in length.)

Lanyards should have spliced eyes with thimbles and be fitted with locking snaps or D-clips for attachment to other components. D-clips are preferable to locking snap hooks to reduce the chance of roll-out from rope grabs or anchor points. In some cases, lanyards may be spliced directly to other components.

The length and anchorage of lanyards should limit falls to no more than 5 feet. If possible, the anchor point should be at approximately shoulder height to minimize fall distance. Some lanyards incorporate shock absorbers to help absorb fall arrest loads. These are the standard for all new lanyard purchases.

Older lanyards which do not have shock absorbers built in shall have a separate shock absorber incorporated into the system before being used. (see Shock Absorbers)

UNDER NO CIRCUMSTANCES SHALL A KNOT BE TIED IN A LANYARD

If a lanyard is too long, get a shorter one. All connections in the system shall be made with approved connecting hardware.



Shock Absorbers

Shock absorbers are required in all fall protection systems. Typical fall arrest loads may range from 1,200 to 1,500 pounds depending on body weight, fall distance, and the type of components in the system. Shock absorbers can reduce this force by as much as 50%. Shock absorbers should bear a certification according to one of the organizations noted in H&S-024.

Some shock absorbers are built into the lanyard. Most are made of a webbing material with tear-away stitching designed to gradually absorb fall arrest load. The tear-away type also gives clear indication that fall arrest has occurred and that the system requires replacement. Some models of self-retracting lifelines have built in braking systems which function as shock absorbers.

Rope Grabs

For attaching lanyard to lifeline, mechanical rope grabs have largely replaced the triple sliding hitch and are the acceptable standard for our fall protection systems.

Most rope grabs use a cam-type device that locks onto the line when the lanyard is pulled sharply. Rope grabs bearing certification from one of the organizations listed in H&S-024 are the accepted standard.

Carefully follow the manufacturer's installation and/or inspection procedures.

Snap Hooks

Snap hooks are often used to connect various components of the system. Older snap hooks may not have a locking mechanism to prevent roll-out (accidental disengagement). This can occur when a snap hook is in a twisted position, which causes the fall arrest force to be applied to the snap rather than the hook. Any snap hook to be used must have locking mechanism to prevent roll-out. Older, single action, snap hooks are not to be used in any system.

D-Clips

D-clips are also used to connect various components in a fall protection system, including lanyards to rope grabs and lifelines to anchors. They are equally useful for connecting other components, and while not as convenient as snap hooks, they will not open under twisting loads. Most use a link-type arrangement with a knurled nut to open and close the device. When closed, the clip cannot open irrespective of the direction of the forces applied to it.

Vertical Lifelines

Only synthetic fibre rope, such as nylon, polypropylene, or polyester should be used for vertical lifelines. Lifelines should be protected from abrasion where they drape over sharp surfaces or edges.

Vertical lifelines shall be at least 5/8-inch diameter rope made of polypropylene, polyester or other fibers of equal elasticity, durability and resistance to abrasion. Wire ropes are only to be used where flame or heat would cause damage to a fibre rope, it is especially important that a shock absorber be used with wire lifelines, as they are not elastic.



Lifelines shall be long enough to reach the ground (or a safe landing level above the ground and must be knotted to prevent the grab from sliding off the end.)

Although most ropes manufactured now have protection from ultraviolet light, they will gradually degrade over time. Do not leave lifelines exposed to sunlight when not in use. Visually inspect the entire length of a lifeline before use to ensure it is free of abrasions, nicks, cuts, knots (except for the run-off knot). A rope which is found to be damaged shall not be used in a fall protection system.

Horizontal Lifelines

Horizontal lifelines have various applications. For example, lanyards can be attached to a horizontal lifeline for working along roof edges. A horizontal lifeline can also be used to attach a vertical lifeline for doing facade work.

All horizontal lifelines shall be referred to a professional engineer for design, installation, and inspection. Design requires knowledge of fall-arrest loads, anchorage requirements and the importance of control points.

Retractable Block Lifelines

Retractable block lifelines extend as far as their length allows and remain adjustable until there is a sharp tug on the line. Then the block locks and the line will not pay out any further. The force of a fall is enough to lock the block. These are used for travel restraint applications such as along roof perimeters.

Because these are mechanical devices, proper maintenance and inspection is a requirement before use. Care shall be exercised at all times to prevent the entry of foreign materials into the mechanism. Familiarize yourself with the inspection procedures for the particular Retractable Block you are using and maintain an Inspection Log.

Anchorage

In most situations, anchorage for fall protection consists of points on exposed structures where lanyards or lifelines can be securely fastened. Existing buildings may include designed anchorage systems for repair or maintenance work.

In general, vertical lifeline anchors and lanyard attachment points should be able to withstand a load of 10 times the weight of the person wearing the fall protection system.

Fall protection is only as effective as its anchorage. Vertical fall arrest loads can be as high as 1,800 pounds depending on body weight and fall distance. Anchorage must be substantial to withstand such a force.

In practice, anchorage is a matter of judgment. Suitable points would include:

- large HVAC units
- large masonry chimneys
- roof structures such as elevator rooms
- pipes more than 10 inches in diameter
- roof anchors in good condition
- concrete or structural steel columns or beams



Do not anchor to stink pipes, scupper drain covers, pipes less than 10 inches in diameter, handrails, roof hatches, fixed ladders or stairs, vent pipes, small air conditioning condensers, shoring jacks, formwork, old masonry, or light structural parapets.

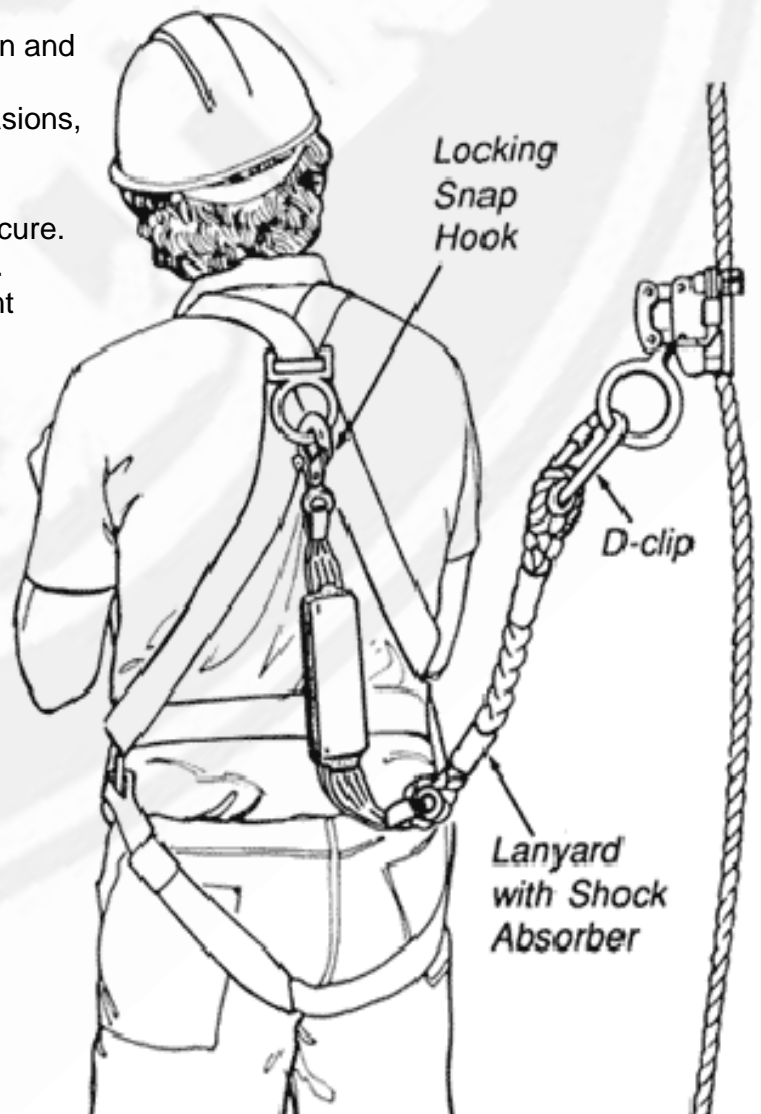
Anchorage is equally or more important when lanyards are tied off directly to the structure. Shock loads from a lanyard alone can be greater than a lanyard-lifeline combination, since the lifeline absorbs considerable energy.

Selection

The effectiveness of the fall protection is determined by the strength of its weakest component. Wherever a Canadian standard exists for the component, it is to be followed. Purchasing from a reputable, knowledgeable supplier will help ensure that all equipment is reliable.

Guidelines for Use:

- Inspect all components prior to installation and use.
- Check ropes for wear, deterioration, abrasions, nicks and cuts.
- Check rope grabs for proper function.
- Check snap rings to ensure closure is secure.
- Ensure the safety harness is serviceable.
- Verify that adequate anchorage is present and usable.
- Periodically verify that all components are not being subjected to excessive stress or wear during the course of the day.
- If any component is found to be faulty or in need of repair, it shall be:
 - tagged **“Unsafe - Do Not Use”**,
 - removed from the work area and
 - placed in a secure location for repair/replacement (separate from serviceable equipment).





FALL PROTECTION RESCUE PLAN

A fall arrest situation can occur despite the supervision and instruction to the site workers to comply with the Royal Pine Homes 's policy and the Health & Safety policy of the Construction Manager/Contractor.

In the case of a fall, site foreman, worker or workers, undertaking a rescue of a worker in a fall arrest condition shall:

1. Stop all other production work, including hoisting, loading, and/or off loading, so as not to interfere with the rescue.
2. Remove any equipment, vehicles, material and/or tools from the immediate rescue area, to provide unobstructed access unless, moving this equipment endangers the worker.
3. Never place themselves or other workers in a situation to cause a second fall arrest condition or endanger the Health and Safety of anyone else, carrying out a rescue.
4. Assess their ability to make a successful rescue, without causing further injury to the worker or exasperating the workers' injuries by:
 - actively communicating with the worker to determine the workers injuries, levels of consciousness and ability to assist in the rescue.
 - Designating workers to the fall protection and/or points being used, to ensure the equipment is not tampered with
 - Reviewing all means of access including ladders, mechanical lifting devices, emergency evacuation equipment capable of being hoisted into positions by a crane the possibility not installing a second life line or static line, top gain access to the worker and the risks involved.
 - Calling for outside assistance in the rescue (E.g. Fire department, police and ambulance)
5. If it is determined that attempting a rescue is safe for the workers undertaking the rescue and the worker being rescued, the site supervisor shall:
 - Supervise the work in its entirety without leaving the scene including the anchoring of fall protection systems required for use during the rescue.
 - Control the use of equipment, materials and man power in good conscious and where possible so as to preserve the scene for a formal investigation
 - Follow the directions of the emergency response team, if and when they arrive on site.
 - Make preparations for providing First Aid and other emergency treatment for shock, internal/external bleeding and open wounds, in lieu of ambulatory attendants.



FALL PROTECTION EQUIPMENT INSPECTION

Service Life Policy

The adopted service life policy for all components of personal fall protection equipment is 5 years, unless otherwise indicated by the manufacturer.

Immediately remove from service any component if the date of manufacture is past the adopted **service life policy**.

Also remove any component, if the tagging system is missing altogether or altered in a way that prevents from determining name of manufacturer, model or date of manufacture.

INSPECTION GUIDELINES

Full

Every harness must have a tag that identifies the harness' model, serial number, date of manufacture, name of manufacturer, limitations and warnings.

Ensure that the harness is cleaned after each use and that surfaces are wiped clean from dirt.

Use the following guidelines to inspect the full body harness. If the harness fails any of the criteria, then remove it from service.

Webbing

Grasp the webbing with your hands and bend the webbing, checking both sides. This creates surface tension making damaged fibers or cuts easier to see.

Webbing damage may not show up through a visual inspection only — manual (touch) of the harness is equally important.

Stitching

- Pulled stitches
- Stitching that is missing
- Hard or shiny spots — indicates heat damage
- Cut Stitches

Visual touch and inspection (pass or fail)

- Cuts, nicks or tears
- Broken fibers/cracks
- Overall deterioration
- Modifications by user
- Fraying/Abrasions
- Hard or shiny spots
- Webbing thickness uneven
- Missing Straps
- Undue Stretching
- Burnt, charred or melted fibers
- Excessive hardness or brittleness

Hardware

- Distortion (twists, bends)
- Rust or corrosion
- Broken/distorted grommets
- Modification by users (ie additional holes)
- Tongue buckle should overlap the buckle frame and move freely back and forth in their socket
- Roller of tongue buckle should turn freely on frame
- Bars must be straight
- All springs must be in working condition
- Cracks or breaks
- Rough or sharp edges



Shock Absorber Lanyard

Visual and touch inspection

(pass/fail criteria)

- Cuts, nicks or tear
- Broken fibers/cracks
- Overall deterioration
- Modifications by user
- Fraying/Abrasions
- Discoloration of material - Dependent on cause of discoloration
- Hard or shiny spots - Indicates heat damage
- Change in core size - Indicates possible fall
- Missing or popped flag - Indicates possible fall
- Undue Stretching - Indicates possible fall
- Burnt, charred or melted fibers - Indicates heat damage
- Excessive hardness or brittleness - Indicates heat or uv damage
- Knots in lanyard

Stitching:

- Visual and Touch Inspection
- Pulled stitches
- Stitching that is missing
- Hard or shiny spots - Indicates heat damage
- Cut Stitches

Snap Hooks:

- Snap hooks should be of the self-locking type
- No hook or eye distortion (twists, bends or elongation)
- Latch/keeper should seat into the nose w/o binding, should not be distorted or obstructed
- Overall deterioration/Excessive wear
- Rust/pitting/corrosion
- No cracks
- No missing parts
- No excessive wear
- No rough or sharp edges



TOOLBOX SAFETY TALKS

Purpose

Toolbox Safety Talks will be held to provide Forestside Estates Inc. c/o Royal Pine Homes workers with regular awareness sessions and encourage our employees to actively participate in identifying and eliminating job hazards and Health and Safety.

These talks will be used as supportive Health and Safety Information sessions.

Procedure

Toolbox Safety Talks will be held on a weekly basis. Toolbox Safety Talks will be held by our Foremen, Supervisors and/ or Health and Safety Coordinator. The topics to be discussed during these meetings will be arranged by the Supervisors/ Foremen after considering the following;

- specific workplace conditions
- safety issues brought to the attention of the Foreman and/ or Supervisor from other sources (e.g. Joint Health and Safety Committee concerns, Ministry of Labour Officers, etc.)
- mandatory topics may also be provided by management on a regular basis

All workers will be required to participate in Safety Toolbox Talks. During Safety Talks, the workers will be asked and encouraged to actively participate as to collectively recognize and control hazards on the jobsite.

Documentation

The person conducting the Toolbox Safety Talks¹³ will maintain documentation of the meeting, including topics discussed, recommendations made and the names of all in attendance. Distribution of these Safety Talks will be as follows;

- maintained by the Foreman/ Supervisor
- maintained in the JHSC files
- maintained by the Health and Safety Coordinator

Records

All records of meetings will be maintained at the facility/ site for a period of five years.

¹³ See Appendices: Toolbox Safety Talks



WORKING ALONE PROCEDURES

Working alone includes employees who work by themselves or workers who work within a workplace with other employees but without regular contact with coworkers or supervisors. Working alone is increasing due to increase in technology, automation, sub-contracting and self-employment. Working alone involves special situations which may include working outside of normal hours or late at night.

Working Alone Guidelines

Always use the "buddy system" to avoid working alone. If it is necessary to do so, arrangements should be made to check on the worker at fifteen-minute intervals, by the worker's foreman.

Confined space work however, requires constant tendering of the isolated worker(s) and there are strictly regulated procedures to follow in this kind of situation. Check with your foreman for instructions before entering any confined space.

Workers working alone are at an increased risk of being the victim of workplace violence.

Best practices for Working Alone includes:

- Forestside Estates Inc. c/o Royal Pine Homes commitment to the health and safety of their employees
- Assessing the hazards of the workplace.
- Taking corrective actions or measures to prevent or minimize hazards or incidents for occurring.
- Training and educating workers so they can perform their jobs effectively and safely with the measure that have been put into place.
- Investigating an incident that has been reported by worker and following through with measures that will prevent the incident from occurring again.
- Re-evaluating current safety measures on a regular basis to ensure that these measures work, taking into account any changes in your business operations.
- Workers must have a system of communication that can always reach emergency services. This could be a cell phone, 2-way radio (if someone is constantly monitoring the channel), land phone line, etc.

When working alone or when you're the only person on site working in an isolated area out of view from other workers.

- Ensure you have a designated contact—employer, supervisor, or someone else who knows where you are and what you're doing.
- Communicate regularly with your designated contact
- Before beginning work, identify and eliminate, or control all hazards in the work area.
- Inform the site supervisor (or someone who can call for help) that you are on site and will check out with him or her when you leave.
- Make other workers aware of your presence so they can check up on you.
- With your designated contact, have a plan in case of emergency.



- Use the Personal Checklist for Working Alone
- Working alone is prohibited where the work involves:
 - High voltage
 - Toxic chemicals
 - Confined spaces
 - Trenches
 - Working over/around water
 - Use of aerial devices/bucket trucks
 - Night time calls (i.e. highway maintenance)

Employees Who Travel Alone

Some of the risk to workers who travel alone involves injuries from motor vehicle incidents. The risk is greater when workers cannot communicate in remote areas or unable summon help.

Equipment and Supplies – Well maintained vehicles prevent exposing employees to unnecessary risk. Appropriate first aid and emergency supplies must be provided.

Travel Plan – The supervisor will ensure that an appropriate system to communicate with the worker's whereabouts is put in place.



SAFE DRIVING PROCEDURES

Defensive driving requires that you manage visibility, time and space while driving in traffic. This can help reduce the risk of a collision. All drivers must apply this formula to prevent accidents in spite of the actions of other drivers or the presence of adverse driving conditions. A defensive driver must be able to accurately predict the outcome of traffic situations in order to apply the defense in time to prevent an accident. Once you see the hazard and decide upon a defense, you must act immediately. Never assume that the condition will clear up. The sooner you act, the more time you will have to avoid the accident.

When practicable avoid driving in adverse weather conditions. Where this is not practicable, utilize defensive driving techniques to maintain overall safety.

Defensive driving does not come easily. We must constantly improve our skills and observations and coordination. We must go over situations in our minds and plan our defenses. Seeing the hazard, knowing the defense and acting in time will keep us safe on the road.

Drivers must constantly process information to make accurate decisions. You can do this by:

- Searching the roadway and off-road areas 20 to 30 seconds ahead for information that can help plan a path of travel.
- Identify objects or conditions ahead that could interfere with the path of travel.

Once we see the hazard and decide upon a defense, we must act immediately. Never assume that the condition will clear up. The sooner you act, the more time you will have to avoid the accident.

- Focus on the road and don't become distracted by scenery or phones.
- Keep a safe distance from other vehicles
- Check your rear-view mirror whenever slowing down and check your blind spot before passing.
- Stay within speed limit requirements, and adjust your speed for weather conditions.
- Pay attention to signs such as speed limit, curves, bridge ahead, etc.

Other practices for planning your trip safely includes:

- Planning your travel route:
 - Consider all stopping points when planning your route to minimize travel time if practical
 - Be aware of daylight and nightfall times to maximize daytime travel if practical
 - Utilize maps or GPS as necessary to be familiar with the planned travel route
- If travelling long distances in a vehicle, ensure appropriate emergency kit materials are available
- Make available a reliable means of communication in the event of an emergency
- Advise others of your planned travel route
- Plan breaks and rest accordingly to avoid fatigue



Winter Driving

Perhaps the deadliest danger of all is "black ice." Black ice is ice which forms on a roadway, usually due to snow melting and re-freezing. Se it is almost invisible; drivers fail to recognize black ice conditions and may drive at normal speeds-often resulting in very serious accidents. Always be alert to the possibility of black ice when temperatures are near or below freezing. Pavement that looks dry but appears darker in color and dull-looking should alert you to the presence of black ice.

Failing to allow enough time to stop is a major cause of winter driving accidents. During slippery conditions stopping distances can triple.

- Driving at a slower speed
- Anticipating stops at traffic lights and intersections,
- Applying brakes sooner than normal will help ensure accident-free stops. When braking, brake carefully with short, rapid application of the brakes. Always allow plenty of extra space between you and other vehicles to minimize the need for quick stops.

Acceleration, turning, and passing also present dangers during winter.

- Accelerate slowly to avoid loss of traction and subsequent loss of control
- Turn slowly, with caution, to avoid sliding into a stationary object or the path of an oncoming vehicle.
- Avoid sudden movements. Pass with care because passing lanes are not maintained as well as driving lanes.
- Leave extra space between yourself and other vehicles so there's room to maneuver in case something goes wrong.
- During a skid, steer cautiously turn in the direction you want the car to go.

Here are some other tips you should remember for driving safely in winter:

- Always use your seatbelt.
- Turn on your headlights during adverse weather conditions. Overcast skies and falling snow limit visibility. It is important to see and be seen.
- follow what all the signs say, bridges and overpasses freeze before the roadway. Use extra caution on these.
- Remember that driving in winter weather conditions causes physical and mental fatigue and reduces reaction times. Get plenty of rest and adequate nutrition. Don't drive while you're sleepy or on medication that causes drowsiness.
- Prepare your vehicle well ahead of time. Check fluid levels, tire pressure, lights etc. as per the trip inspection. Failing to do proper trip inspections can and has led to accidents.
- Avoid using your cell phone while driving. Distractions will reduce your response time.

Vehicles/ Cell Phone Usage Safe Work Practices

Employees are prohibited from being distracted while driving, including eating, reading, and using electronic devices. To that end, employees are required to use a "hands-free" kit for use of a cellular phone or other mobile device while driving. The use of electronic devices for sending or checking email while driving is strictly prohibited by this policy and, in many jurisdictions, by applicable law.

Drive Defensively Not Aggressively



REVERSING VEHICLES PROCEDURES

Purpose

The purpose of this procedure is to establish a safe process for the reversing and/or moving of vehicles, machines and equipment. The driver's awareness of people or objects may be hindered by the size of the vehicle, by equipment on the vehicle. Environmental noise or the noise of the vehicle when it is reversing can also be a driver distraction. Environmental conditions such as poor weather can also hinder the driver's visibility.

Scope

This procedure applies to all employees, supervisors, management and sub-contractors employed with Forestside Estates Inc. c/o Royal Pine Homes

Definitions

Vehicles, Machines & Equipment:

Any owned, leased or rented mobile equipment including but not limited to: Pick-up Trucks, Vans, Graders, Back-hoes, Dump Trucks, Trailers, ETC., or such similar vehicles, where the "line of sight" of the intended path of travel is restricted, even if the vehicle, machine and equipment is equipped with a "back-up warning device"

Line of Sight:

The Operator of the vehicles, machines and equipment must have full, unobstructed and clear view of any possible activity along the intended path of travel either forward or in reverse.

Back UP or Warning Device:

A device, installed on the vehicle, machine or equipment, which emits a loud, intermittent beeping sound to provide clear warning that the vehicle has been placed in reverse gear and will be moving in reverse.

Procedure

The Driver/Operator is responsible for the safe operation of the vehicle, machine and equipment being operated.

Every work activity shall be planned and organized so that vehicles, machines and equipment are **NOT** operated in reverse or are operated in reverse as little as possible.

The main problem with reversing is poor visibility. Since many vehicles, machines or other equipment being operated, are designed in such a manner that it is sometimes difficult to have a full and clear sight of the intended path of travel while moving or reversing, the following shall apply:

- The Operator shall always attempt to park the vehicle in such a manner as to eliminate the need for reversing, where possible.
- If you cannot see behind the vehicle, leave the cab and check behind the vehicle before reversing
- Ensure that there is adequate space for reversing.
- Avoid reversing over long distances.
- Always be aware of pedestrians.
- If you lose sight of the signallers stop immediately.



- Reverse slowly, checking mirrors at all times.
- Use the relevant auxiliary devices and visibility aids provided. Keep your vehicle
- mirrors and windscreen clean and in good repair. Ensure that your mirrors are
- correctly aligned
- Where possible, reverse into parking spaces rather than out of them
- Report any defects in equipment, such as faulty CCTV cameras or reversing sirens,
- or systems of work or any accidents, incidents or near misses to your employer.
- If there are particular sites where reversing is unsafe notify management.
- Vehicles, machines and equipment shall NOT be operated in reverse INSIDE or ON the premises of ANY Forestside Estates Inc. c/o Royal Pine Homes site without the assistance of a qualified "Signaler" who is;
 - A competent person, other than the operator of the vehicle, who is properly trained in this procedure and proper signaling protocols, and is available to direct the vehicle along its intended path of travel, staying in clear view of the operator and clear of the intended path of the vehicle, at all times.
 - Wearing appropriate high visibility personal protective equipment
 - In full view of the driver at all times during vehicle movements. Drivers must stop
 - immediately if the guide goes out of view at all.
 - In a safe position where they can guide the vehicle and be a safe distance from the
 - vehicle. The reversing assistant should never stand directly behind the vehicle.
 - Using recognizable hand signals, which must be obeyed and, enforced if not obeyed.
 - A clear signaling system should be agreed in advance with the driver prior to any reversing activities being carried out.
 - Portable radios or other communication devices may also be of assistance



PUBLIC AND OCCUPANT SAFETY

Policy

The safety of the general public and occupants of existing units on our projects and its surroundings are of prime importance. All workers, Subcontractors, suppliers and any other visitors to our project must co-operate and make all reasonable efforts to ensure the maximum protection and minimum inconvenience to the general public or occupants through;

- Appropriate signage
- Installation and maintenance of fencing, hoarding and other precautions
- Designation and use of construction access and parking
- Reporting incidents involving occupants or general public

Appropriate traffic control and equipment on public/private ways that meet and are used according to all requirements of applicable legislation/statutes and the following site policies. This policy is to be posted in the Subcontractors site office, made available and explained to workers and Subcontractors on the project prior to performing work.

Signage

- Appropriate signage will be provided by the Subcontractor, as required, to ensure the appropriate identification of construction areas, access routes, overhead dangers, electrical conductors and the boundaries of the project.
- Please note that in the absence of signage the “ORANGE” snow fence or hoarding signifies the project boundaries and should not be crossed by unauthorized non-construction personnel or the general public.
- Signage must also be supplied by the Subcontractor to identify hazards to other workers, the general public or occupants of existing buildings. In addition to signage, hazardous areas or operations must be restricted from access by unauthorized persons.

Fencing, Hoarding and Other Precautions

- Appropriate fencing, hoarding, covered ways and other precautions (i.e. fire routes/escapes, dust barriers, etc.) must be provided, as required, to ensure the appropriate restriction of work areas and safe access to existing units or through the project (if necessary) for the general public or occupants.
- Fencing, hoarding, covered ways and other precautions (i.e. fire routes/escapes) may only be altered or removed with the expressed authorization of the site supervisor's and/or governing authorities (i.e. Ministry of Labour, Fire Marshall, etc.)
- Additional precautions must be taken by the Subcontractor to ensure appropriate protection of occupants or the general public where work conducted creates unsafe conditions or exceeds safety factor provided by existing precautions (i.e. removal of windows, work performed outside project boundaries, etc.).

Construction Access and Parking

- All construction personnel must use “designated” construction access routes and parking areas.
- Driveways, laneways, walkways or emergency vehicle routes must not be blocked or restricted at any time by construction vehicles, machinery, equipment or materials.



- Overnight parking of equipment or vehicles must be done with the permission of the Site Supervisor. The Subcontractor must ensure the security of equipment or vehicles. No vehicle is to left without appropriate brakes/blocking, unlocked or with keys in place.
- Construction equipment such as zoom booms, scissor lifts, bulldozers, forklifts, etc. must have all moveable parts kept in their lowered positions when left unattended.
- The Subcontractor must make the Site Supervisor aware of any change in process, which may cause unforeseen hazards or concern to occupants. Where required the information will be supplied to occupants regarding hazards.

Traffic Control and Equipment on Public Ways

- Subcontractors must ensure that appropriate flag persons, signal persons, barricades or signage is installed on public or private ways on the project to protect workers, the general public, occupants and vehicles on the way. Flag persons or signal persons must be provided with written instructions by their supervisors.
- Priority must be giver to ensuring that public or private ways are accessible to emergency service vehicles at all time. Where the public or private way is to be blocked, an alternative route must be provided and clearly marked.
- Equipment to be used on public or private ways must be barricaded where practical and equipped with a working flashing amber light working, at all times
- Where roadwork has been performed, the appropriate barricades and flashing light standards must be installed to prevent hazards to traffic or pedestrians.
- Good housekeeping practices must be followed at all times, to prevent general public or occupant contact with waste, scrap or other unsafe conditions on public or private ways.

Incidents Involving Occupants or General Public

- Contact by construction workers with the general public and /or occupants of existing home must be limited and must not be confrontational.
- Report any adverse contact with the general public or occupants to your supervisor.

Visitors

- The Subcontractor must ensure the health and safety of visitors to the project.
- Visitors must report upon their arrival to the Project Office. They will only be allowed on site if granted permission from the site management team. Visitors must always be accompanied by a competent supervisor and must wear the required personal protective equipment.
- Visitors must be aware of these guidelines (available on site). Visitors must not perform work
- Visitors must wear the personal protective equipment required for the work area visited; minimum CSA approved hard hats, safety boots and eye protection. Fall arrest, respiratory, hearing or other protection may be necessary.



General Conduct Requirements for Contactors/Sub-contractors

The following is a guideline to be followed by all workers or subcontractors employed on the project:

- Ensure that you are familiar with and abide by Forestside Estates Inc. c/o Royal Pine Homes Policy and these Safety Guidelines.
- Always work in compliance with the Occupational Health and Safety Act and Regulations.
- Co-operate with Ministry of Labour Inspectors, site safety personnel, worker health safety representatives, site supervisors and others who are attempting to achieve and maintain a healthy and safe workplace. Minimum age of any personnel on site is 16 (sixteen).
- Always wear the personal protective equipment required for the site.
- Do not engage in horseplay or fighting.
- Use discretion, if it does not look or feel safe, ask for your supervisor assistance.
- Read and follow all posted notices and warnings.
- Portable/personal radios (i.e. ipods, boom boxes) are not permitted on the project.
- Rings, jewelry and loose clothing must not be worn during work activities.
- If you are not familiar with the use of any equipment, machinery, or tools ask your supervisor for assistance.
- Do not disturb fellow workers while they are setting up or operating any equipment or machinery.
- A clean work area is also a safe work area. Always keep work areas and access ways clean and free of spills, scrap, debris and congestion.
- Lunch areas are to be kept clean and free of garbage.



TOOLS SAFETY PROCEDURES

The Construction Regulation (O.Reg. 213/91) requires that tools and equipment be used according to manufacturers' operating manuals, that operating manuals for tools and equipment rated at more than 10 horsepower be kept readily available on the project, and that tools and equipment be inspected regularly. Basic hazard awareness can prevent serious injuries with hand and power tools.

Hands can be caught in machines, crushed by objects, or cut by sharp-edged tools such as chisels, knives, and saws. Hands can also be damaged by being burned, fractured, or sprained

Eyes are highly susceptible to injury from tool use but eye injuries are almost always preventable. Use the guards and personal protective equipment are needed but are oftentimes overlooked,

Noise is a hazard inherent in construction. Tools and the working environment can both be noisy, particularly for construction trades operating in plants and mills. Exposure to excessive noise can impair hearing. Prolonged excessive exposure can result in permanent damage to the hearing and eventually deafness. Hearing protection should be worn whenever there is a risk of excessive exposure.

Common Causes of Accidents

Typical causes of hand and power tool accidents include the following:

- using the wrong tool for the job
- tools falling from overhead
- sharp tools carried in pockets
- using cheaters on tool handles
- excessive vibration
- using tools with mushroomed heads
- failure to support or clamp work in position
- carrying tools by hand up or down ladders
- using damaged electrical cords or end connectors
- failure to use ground fault circuit interrupters (GFCIs), especially outdoors.

As a general rule follow the safe practices listed below.

1. Always wear eye protection.
2. Use the right tool for the job.
3. Use tools as recommended by the manufacturer.
4. Damaged or broken tools should be removed from service.
5. Maintain tools in safe operating condition. Keep handles secure and safe. Replace handles that are split, chipped, or that cannot be refitted securely. Keep hand tool cutting edges sharp.



6. Never climb ladders with tools in your hand. Tool holders and pouches When carrying tools up or down from elevated places, put them in substantial bags or boxes and raise and lower them with strong ropes.
7. Spark-resistant tools (non-ferrous tools) are recommended where flammable materials or explosive dusts or vapours might be present.
8. Protect the cutting edges of tools when carrying them. Carry them in such a way that they won't be a hazard to yourself and others.
9. Keep your hand tools clean.
10. Lubricate adjustable and other moving parts to prevent wear and misalignment.
11. When swinging a tool, be absolutely sure that no one else is within range or can come within range of the swing or be struck by flying material.
12. Falling tools are a dangerous hazard for workers below. Keep track of tools, especially when working at heights on scaffolds or other access equipment If practical, tie tools off when working at heights.
13. Hearing protection should be worn whenever there is a chance of excessive noise exposure.

Defective Tools

Defective tools can cause serious and painful injuries. If a tool is defective in some way, DO NOT USE IT.

Be aware of problems like:

1. chisels and wedges with mushroomed heads;
2. split or cracked handles;
3. chipped or broken drill bits;
4. wrenches with worn out jaws; and
5. tools which are not complete, such as files without handles.

To ensure safe use of hand tools, remember:

1. Never use a defective tool;
2. Double check all tools prior to use; and
3. Ensure defective tools are repaired.

Air, gasoline or electric power tools, require skill and the operators' complete attention, even when they are in good condition. Don't use power tools when they are defective in any way.

Watch for problems like:

1. Broken or inoperative guards;
2. Insufficient or improper grounding due to damage on double insulated tools;
3. No ground wire (on plug) or cords of standard tools;
4. The on/off switch not in good working order;
5. Tool blade is cracked; and



6. The wrong grinder wheel is being used, or the guard has been wedged back on a power saw.
7. Remove all defective tools from the work area and tag, "DEFECTIVE – DO NOT USE."

Power Tools

1. Read the manual carefully to learn your power tool's applications, limitations and any potential hazards.
2. Ground your tool unless it is double insulated.
3. Do not use power tools in rain, damp or wet locations or in the presence of explosive atmospheres (gaseous fumes, dust or flammable materials).
4. Remove materials or debris that may be ignited by sparks.
5. Keep work area clean and well lit.
6. Do not wear loose clothing or jewelry.
7. Wear a protective hair covering to contain long hair, which may be caught in moving parts.
8. Wear rubber gloves and insulated non-skid footwear outdoors.
9. Keep hands and gloves away from moving parts.
10. Wear safety goggles or glasses with side shields that comply with current safety standards.
11. Hearing protection is a must during extended use of a power tool.
12. Wear a dust mask for dusty operations.
13. Wear other personal protective equipment as required.
14. Keep a fire extinguisher nearby.
15. All bystanders must be kept at a safe distance from the work area to protect themselves and the operator.
16. Provide barriers or shields as necessary to protect others in the work area from sparks and flames

Reference: IHSA - Resources - Infrastructure Health & Safety Association



SIGNAGE

The purpose of having safety signage in the workplace is to identify and warn workers who may be exposed to hazards in the workplace. Safety signs can assist in the communication of important instructions, reinforce safety messages and provide instruction for emergency situations. Use signs where practicable to highlight a serious hazard or risk in the workplace.

Posting Signs

- Signs should be clearly visible, positioned in line of sight, and free from any obstructions or clutter.
- Keep signs well lit. Observers should be able to read a sign easily and recognize its safety colour. Lighting should also be sufficient to make any hazard clearly visible.
- Post the sign within an appropriate distance from the hazard it is pointing out. An observer must have enough time to see and read the sign and do whatever is necessary to keep safe.
- In general, signs should be displayed alone. When must be grouped together, place them in an appropriate order.
- Ensure that directional signs are visible from all directions. Include arrows on exit signs wherever the direction is not obvious. Directional signs should be posted at appropriate locations or decision points so that the route to take is always clear.
- Ensure signage is in good condition, secured, clean, legible and suited to the purpose.
- Routinely inspect signage for placement, cleanliness and physical damage.

Tips

- Use appropriate warning words. These can be in capital letters, if you prefer.
- For example: Danger (or DANGER) - to warn of a definite hazard
- Caution (or CAUTION) - to warn of a potential hazard
- Avoid using signs containing only text; text and symbols is generally the most effective.
- Consider multilingual signs.
- Ensure traffic control signage is of accepted standards.
- Ensure road traffic control signage is covered when no activity is present.
- Ensure you are fully trained to erect road traffic signage.



PROPANE SAFETY

Since propane is heavier than air and invisible, it is of special concern when it is used on the jobsite. All installations and use of this product must comply with the legislation set out for its safe use.

1. Suppliers delivering the product or setting up the equipment must be trained in the safe handling of the material.
2. Nylon slings must be used in a “choker” fashion when loading, off-loading or lifting propane tanks.
3. “Lifting lugs” provided on tanks are not to be used. Slings are to be wrapped around the shell of the tank.
4. Tank valves and regulators are to be removed from the tank prior to moving.
5. Crane hooks shall be equipped with a “safety latch”.
6. All trucks, cranes or equipment used to handle propane tanks must be equipped with a fire extinguisher appropriate for the size and type of tank.
7. Except in an emergency, any movement or repositioning of tanks shall be performed by a competent worker.
8. Tanks are not to be heated to increase flow.
9. When in use, propane bottles are to be securely held in an upright position.
10. Tanks are not to be hooked up and used without proper regulators.

For further information, see the appropriate current Occupational Health & Safety Legislation.



GENERAL EQUIPMENT OPERATION PROCEDURES

Equipment is to be operated and maintained by competent trained and authorized personnel. Proof of training must be kept in the operator's possession and provided to the Site Supervisor, upon request. Pre-operation checks must be made daily.

An operator must never leave the equipment running while unattended. Hoisting equipment must not be left unattended while any part is in a raised position.

In the event that the view of an operator is obstructed or where working near a roadway, electrical conductor or public/ pedestrian way, the operator shall be assisted by a competent, trained signal person.

Excavating equipment shall be equipped with roll-over protection as required by the Regulations for Roll-Over Protective Structures.

Prior to use on site all equipment over 10 horsepower must have:

- A pre-job inspection certificate and sticker signed by a competent maintenance person.
- A letter bearing the seal of a professional engineer stating the equipment is in compliance with applicable and SCA/CAN standards.
- The operator's manual

This information must be readily available for review on the equipment.

Elevated Work Platforms

- Only personnel trained and authorized by the supplier for that specific equipment are allowed to operate self-propelled elevating work platforms. Workers on this type of equipment must use appropriate fall protection at all times.
- Pump-jacks may be used on the job-site provided that the equipment is in good repair, the manufactures engineer's drawings are available on site and the workers have erected the equipment in accordance with the specifications. Proper mudsills must be used and the support legs (at the base) must be secured to prevent them from slipping. Guardrails must be installed to prevent the workers from falling and an access ladder must be used as required.
- All pieces of equipment shall have a pre-job certification (letter or sticker), operator's manual, and a manufacturer's/engineer's de-rating. Additional manufacturer's approval and engineer's de-rating is required when material is being lifted on the platform. This data shall be kept on the unit at all times.

Hoisting Equipment/Lift-Trucks

- Loads being hoisted must not pass over workers, or be handled in a manner, which might endanger a worker.
- Hoisting equipment is to be operated by certified or trained personnel only, as required for the capacity and type of equipment.
- The operator of the hoisting equipment at all times must obtain full visibility. In the event that his view is obstructed or work is conducted near equipment, machinery, electrical conductors or other hazards, a competent trained signal person shall be used.



- At no time shall the operator of the hoisting equipment attempt to lift an object or load, which is in excess of the maximum load, rated capacity. The capacity of the equipment and any attachments must be readily available.
- The operator must always ensure that full control of the load is maintained.
- Loads must not be left suspended unless an operator is at the controls of the equipment.
- Signal person shall be used when required.

Lift Trucks

- Lift trucks must be in good condition and equipped with an overhead guard and all necessary safety devices. i.e. dead-man's switch, etc. The lift truck shall have an adequate lifting capacity to lift the loads.
- Persons operating lift trucks must be qualified and the Subcontractor must have documented the training and /or the safe operation of the lift truck.
- Subcontractors shall check load capacities of any floor, roof or other platform with the Site Supervisor before loading with any material or equipment.
- When traveling without a load the forks of a lift truck must be tilted back and raised at least 4 inches off the floor to avoid any obstructions. When not in use the forks of a lift truck must be rested on the floor. Powered equipment shall not be left unattended unless forks, buckets, blades and similar parts are in the lowered position or solidly supported.
- All operators must have proof of training and be competent to operate the equipment.
- The raising of personnel on the forks of the lift truck or a platform placed on the lift truck is prohibited.
- No person other than the operator shall ride on mobile equipment.
- Lift trucks, are required to stop and sound their horn at all intersections.
- Where it is required to control vehicle traffic, required provisions must be in place including barriers, signs, properly instructed flag people and reflective fluorescent vests for the flag people.
- Any large, heavy, round objects with a tendency to roll must be blocked to prevent any movement.

Log Books and Operators Manuals

- Log books must be maintained by Subcontractors for all incoming mechanical/electrical machinery or equipment which is to be used on the project. The logbook will identify previous inspections performed and contain details of the inspection (e.g. frequency of inspections, maintenance and repairs).
- All Log books must be maintained as prescribed in the Construction Regulations and be available for review at any time by the Site Supervisor. Operators Manuals must be as supplied by the equipment manufacturer, supplier or an equivalent and maintained on the project, readily available to equipment operators or the Site Supervisor. An inspection tag or sticker must be supplied on all equipment new to the site.



Signal Persons

- Subcontractors must provide signal persons who are “Competent Workers” and therefore have received the appropriate training to meet the criteria defined in the Occupational Health and Safety Act and Regulations for Construction Projects.
- Every vehicle backing up must have a signal person present.

Equipment and Tool Use

- All equipment/tools must be inspected for defects prior to each use. Tools must be effectively guarded and used in a safe manner.
- Chain saws are only to be used by those who have received adequate instruction and have a valid Record of Training (ROT) through a recognized training provider.
- Ensure electrical tools are grounded and/or double insulated. If the cord is cut/frayed, or the motor casing is defective, they must be tagged out of commission, repaired and /or removed from the site.
- Do not operate electrical power tools or run electrical cords in damp or wet areas. Ground Fault Circuit Interrupters (GFCI) must be used for all electrical tools used outdoors and/or in damp or wet locations.
- Do not leave power tools/equipment on when unattended.
- All tools and equipment must be stored so they do not create a hazard for other workers on the project.

Explosive Actuated Fastening Tools

- Workers using these tools must have a current record of training (ROT), supplied by the manufacturer, with them and available for review.
- Eye protection, hard hats and hearing protection must be worn.
- The tool must be inspected prior to use to ensure it is clean, operating freely, the barrel is obstruction free and there are no defects, as per manufactures instruction.
- This tool must always be stored in a locked container when not in use and must never be left unattended when out of its case. This tool shall never be pointed at anyone, whether it is loaded or not.
- Only shells/loads suitable for the application and manufacture of the tool shall be used. Misfired loads shall be placed in a water filled container and removed daily from site.

Vehicle Operation

- The Subcontractor shall see to it that his employees park in the designate areas in a manner, which will not impede access of emergency apparatus/equipment, as directed by the site supervisor.
- Only competent, trained and authorized persons are to use vehicles, hoists, cranes, lift-trucks, elevated work platforms or other motor-powered equipment or machinery, while on-site. Proof of training must be maintained on the operator and supplied to the Site Supervisor.



- Operators must always work cautiously and ensure that at no time is the operation of their vehicle/machine/equipment placing themselves or others in danger and/or likely to cause damage to the structure, equipment or machinery.
- Posted “speed limits” must be observed at all time on the site. Where there are no limits posted, the maximum speed is walking speed.
- Parking on-site must be in designated areas only. Vehicles parked on-site obstructing traffic or materials flow will be removed at the owner’s expense, as directed by site supervisor.

Electrical Equipment

- Only qualified electricians may perform any tie-ins to electrical equipment.
- Prior to performing any tie-ins, maintenance or repairs on electrical equipment, power sources must be de-energized, locked out and tested.
- Locks, blocks, pins and tags may not be removed without the express permission and presence of the Site Supervisor. Every attempt must have been made to find the lock owner. Where the lock is to be cut, the Site Supervisor and a Certified electrician shall walk the area to look for workers and tools which may be exposed and post warnings prior to energizing equipment.
- Report defective electrical equipment to your supervisor immediately.
- Electrical panels and disconnects must not to be covered or hidden by articles of clothing, materials or machinery.
- All electrical cords and equipment must be effectively grounded.
- Extension cords must be inspected and maintained in proper working order.
- Connections between electrical extension cords and power tools cords, must not be tied off.
- Ground Fault Circuit Interrupters (GFCI) must be used outdoors or in damp locations.
- Report any loose, unprotected wires/cables to your supervisor.
- Energized overhead conductors must be identified with the appropriate signage.



EQUIPMENT MAINTENANCE PROGRAM

Introduction

This section has been included in our safety manual to highlight the importance of proper maintenance as a vital part of Forestside Estates Inc. c/o Royal Pine Homes safety program.

In addition to ensuring that workers use the tools and equipment properly, it is vital that tools and equipment be properly inspected, maintained, and kept in good repair. Our maintenance program will reduce the risk of injury, damage and lost production.

Maintenance Personnel Qualifications

The qualifications of maintenance personnel are key to the success of a maintenance program. All individuals who perform maintenance work will have the appropriate skills, accreditation and/or certification. This certification applies both to company employees and to contracted maintenance services.

Operator Qualifications and Training

All individuals who operate our mobile equipment, cranes, vehicles etc. will have the appropriate skills, accreditation and/or certification. This applies to both company employees and contracted equipment services.

The approval process includes the following:

1. Possession of a valid driver's license appropriate to the type of equipment.
2. Successful completion of a practical operating exam administered by competent and authorized personnel.
3. Vision test to meet the appropriate standard. Vision tests must be conducted by competent and authorized personnel.
4. Hearing test with or without a hearing aid must be adequate for the specific operation. Hearing tests will be conducted by competent and authorized medical personnel.
5. No history of epilepsy or of a disabling heart condition or any other physical disability or impairment.
6. The operator should be trained in the following:
 - their responsibilities to operate the equipment in a safe manner;
 - familiarity and comprehension of safety requirements for the piece of mobile equipment which they intend to operate;
 - manufacturer's operating and maintenance procedures;
 - how to communicate to maintenance personnel when there is a problem with a specific piece of equipment;
 - hand signals and/or other requirements set by the company, owner, or dictated by site conditions.

Records

The maintenance program must contain a recording system. Part of this system should be made up of inventories and schedules. In addition, the recording system should document what maintenance work was done, when, and by whom.



Monitoring

The monitoring functions in a maintenance program fall into two areas.

1. The people responsible for operating and/or maintaining equipment must monitor that equipment to ensure that appropriate checks and maintenance are done.
2. Management should monitor the entire program to ensure that it is functioning in accordance with company policy.

Scheduled Inspections and Maintenance

All mobile equipment is to be inspected and maintained according to the following Equipment Inspection Schedule as a minimum. Records of all inspections and maintenance are completed and maintained for review and approval.

Maintenance of equipment, release of lubrication fluids, etc., is performed only in approved areas. Spills and leaks from equipment are cleaned up promptly.

Pre-Operation Checks

Walk around checks on all pieces of mobile equipment are necessary to ensure the unit is safe to operate both from the personnel standpoint and for the equipment; that is, all fluids must be at the correct level and all components must be intact.

- a) Check for personnel in the cab area and around the equipment.
 - Before the operator commences the pre-start checks, the operator should check the cab area for other operators and others who may be working around the equipment.
- b) Visual check
 - The operator should walk completely around the equipment looking underneath the equipment, in the engine compartment, and in the cab.
- c) Brake Line
 - Visually check the brake lines for leaks. Check for moisture on the brake line. Report any leaks to maintenance for repair as soon as possible. DO NOT operate equipment with brake leaks.
- d) Steering Assembly
 - Check the tie rod ends, pins and keepers, bell cranks, drag links, ball joints, steering rams and hydraulic hoses.
 - Check that all the joints are tight.
 - Report any faulty conditions to your supervisor.

*Note: Never operate a truck with faulty steering.

- e) Front Tires
 - Conduct the following checks on the front tires:
 - Visually check the tires for deep cuts, separations and embedded rocks, nails, or any other foreign material.
 - Check for tire bulges at the road surfaces which indicate low air pressure.
 - Check the rims for cracks and breaks.
 - Check the valve stems for wear and cuts.
- f) Front Wheel Lugs
 - Check the front wheel lugs each day.
 - Report any loose or broken wheel lugs.



- If there are broken or loose, do not operate equipment.
- Report the condition to your supervisor.
- g) Front Suspension
 - Check the front suspension for bottoming out and ensure that all fastening devices are in place.
- h) Fluid Levels
 - Check all the fluid levels at the beginning of the shift with the equipment on level ground. Refer to the manufacturer's requirements to ensure the proper procedure is followed.
 - If the fluid level is low, notify your supervisor. Do not operate the equipment until the appropriate fluid level is brought up to operational level.
- i) Fluid Leaks
 - Look for fluid leaks while checking the fluid levels. There may be fluid lines or gaskets that are leaking.
 - Visually check to see if fluid is running down the side of the engine block or any other areas while the engine is running.
- j) Fan Belts, Blower Belts, Alternator Belt etc.
 - Check that all belts are in place, tight, and in good condition,
- k) Air Tanks
 - Check the following air tanks:
 - *The Main Air Tank.* The operator should drain the tank twice a shift during the winter months and at the beginning of each shift at other times. Take caution when draining air tanks because of the sludge and water that comes out. The tanks should be drained until clean air is visible.
 - *Front Air Application Tank.* The operator should drain the tank twice a shift in the winter months and at the beginning of each shift at other times.
 - *Rear Air Application Tanks.* The operator should drain the tank twice a shift in the winter months and at the beginning of each shift at other times.
 - All air lines should be checked for any damage or deterioration during the check on air tanks.
- l) Hoist Rams
 - Visually check the hoist rams to ensure that the hoist anchor pins and keepers are in place. Check the condition of the hydraulic hose and look for leaks. Report any concerns to your supervisor.
- m) Main Frame
 - Visually check the main frame for cracks and report any problems to the supervisor.
- n) Lights
 - Turn on all equipment lights to see they are working properly including; headlights, clearance lights, and back-up lights. All faulty lights will be replaced prior to using equipment.
- o) Glass
 - Check that the windshield, windows and mirrors are clean and free of cracks.
- p) Handrails and Ladder
 - Check the condition of the handrails and ladder and look for loose handrails or rungs. Report any unsafe conditions.
- q) Wheel Chocks
 - Ensure that the truck is equipped with two-wheel chocks mounted in a readily accessible place.
- r) Seat Belts



- Check that the truck has seat belts. It is important that the operator should use them.
- s) Fire Extinguishers
 - Every piece of equipment must be equipped with adequate fire extinguishers in good condition. Faulty fire extinguishers must be replaced immediately.
- t) Back Up Alarm
 - Check that the back up alarm is working correctly.

Table 1: Equipment Inspection Schedule

Type of Equipment	Type of Inspection	Schedule
Cranes Crawler, Truck, Hydraulic, etc.	Complete inspection and certification	Before put to work and annually
	Critical items, controls, overall functioning	Daily
	Safety device, hooks, cables, electrical	Monthly
	Complete inspection	Every 3 months
	Repair	When failure occurs
	Preventative maintenance	Manufacturer's recommendation
Heavy Equipment	Complete inspection	Before put to work
Dozers, Backhoes	Complete inspection	Every 3 months
Compactors, Trucks	Repair	When failure occurs
	Preventative maintenance	Manufacturer's recommendation
	Operator's checklist	Daily
Miscellaneous	Complete inspection	Before put to work
Compressors, Welding Machines, Generators	Complete inspection	Every 3 months
	Repair	When failure occurs
	Preventative maintenance	Manufacturer's recommendation
Slings, Shackles, Chokers, Lifting Devices	Deformation, cracks, corrosion, etc.	Daily or before each use
	Regular inspections of all devices	Every 3 months

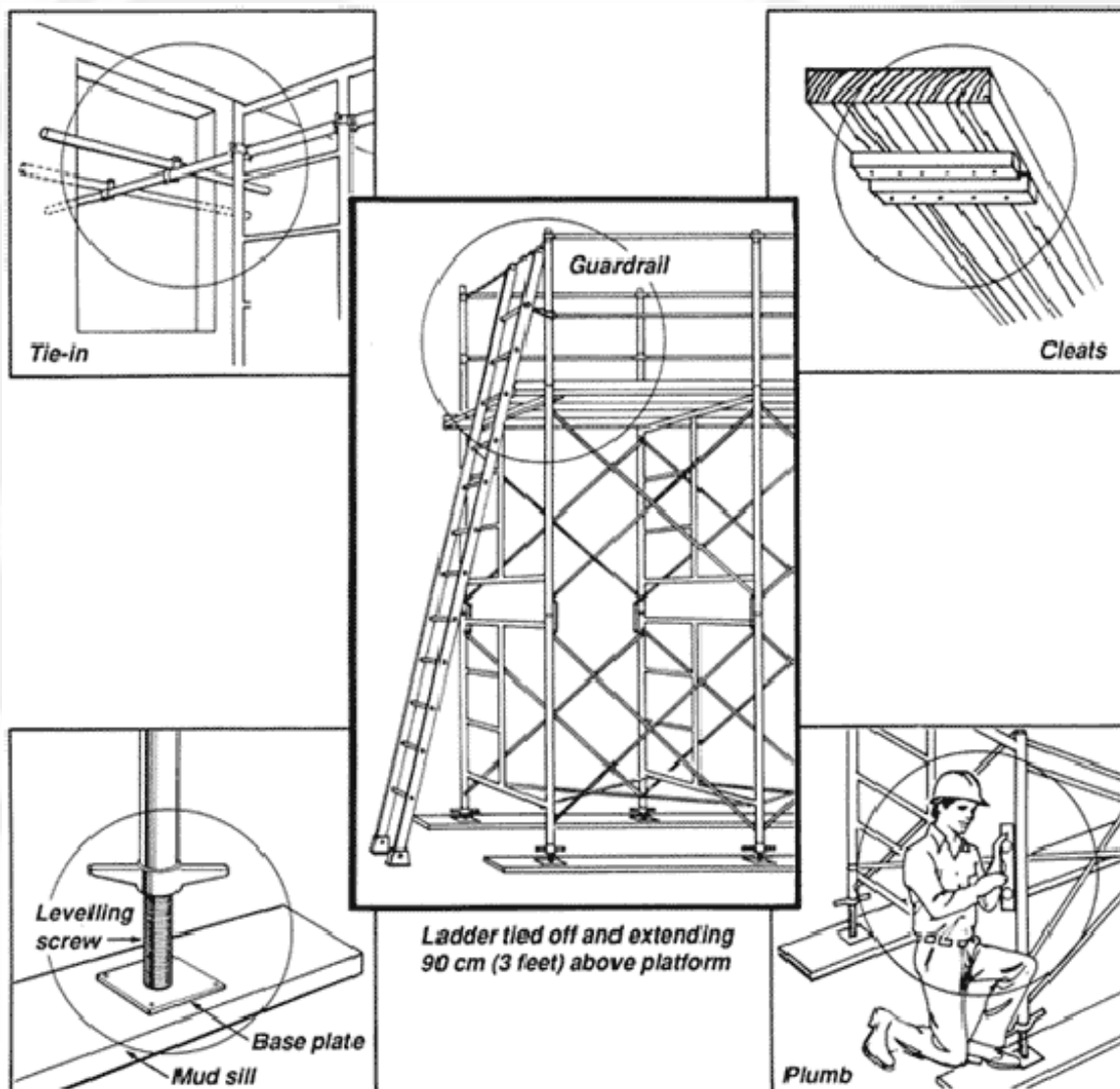


SCAFFOLD PROCEDURE

The erection and dismantling of scaffolds must be carried out under the supervision of personnel knowledgeable and experienced in such operations. Fall protection will usually be required.

- a) Workers erecting and dismantling a scaffold more than 2.4 metres (8 feet) high must be tied off with a full body harness and lanyard equipped with a shock absorber.
- b) Scaffolds shall have all braces, pins, screw-jacks, baseplates and other fittings required by the manufacturer installed as erection proceeds.
- c) Scaffolds must be adequately braced horizontally and vertically.
- d) Scaffold platforms shall be protected by guardrails consisting of a top rail, intermediate rail and toeboard. Where a platform cannot be adequately guarded, a worker on the platform shall use a fall arrest system.
- e) Scaffolds are to be erected and maintained in a reasonably plumb and square condition.
- f) Where the base is to rest on soil, 2" X 10" mudsills spanning two or more consecutive feet are to be used. Base plates are to be located centrally on the mudsill and secured in position. Mudsills are to be fully supported by the ground and are not to span voids, ditches, trenches etc.
- g) Prior to assembly, all components are to be inspected for serviceability. Components which are not serviceable are to be tagged and removed from the site.
- h) Scaffolds are to be tied in to a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices deployed. Where scaffolds cannot be tied in to the building, guide lines shall be used to provide increased stability.
- i) Scaffolds greater than 15 metres (50 feet) in height must be designed by a professional engineer and constructed in accordance with the design. All variations from the design must be approved in writing by the designing engineer.
- j) Scaffold planks are to be rough sawn full 2" X 10" and permanently identified as No. 1 spruce or better, free of splits, loose knots, splits, dry rot or other defect which would reduce weight bearing capacity.
- k) Scaffold planks are to be securely fastened to prevent them from sliding.
- l) Scaffold planks must be installed so that they overhang by at least 15 centimetres (6 inches) but no more than 30 centimetres (12 inches).
- m) Defective planks are to be removed from the site or so modified that they cannot be incorporated into scaffold platforms. Planks are to overhang their supports by not less than 150 millimetres (6") and not more than 300 millimetres (12") and be so arranged that their span does not exceed 2.1 metres (7 feet).
- n) Manufactured platforms are to be inspected for delamination of veneer planks, hook condition and any other defect which may reduce weight bearing capacity. Defective platforms are to be removed from the site.

- o) Scaffold platforms must be at least 46 centimetres (18 inches) wide and if they are over 2.5 metres (8 feet) high they are to be planked across their full width. Ensure that the platform is maintained free of accumulations of ice, snow, oil grease and other slippery materials. The work platform shall not have any unguarded openings. Access to the platform shall be by stairs, ladder, ramp or runway.
- p) Scaffold frames must be properly pinned together where scaffolds are two frames or more in height or where they are used as rolling scaffold towers.
- q) Wheels or casters on rolling scaffolds must be equipped with braking devices and securely pinned to the scaffold frame.
- r) Remove ice, snow, oil, grease and other slippery material from the platform, and apply sand to the surface.
- s) Scaffolds must be equipped with a proper ladder for access. Vertical ladders must be equipped with 15-centimetre (6 inch) stand-off brackets and a ladder climbing fall protection device or safety cage when they are more than 3 metres (10 feet) high.

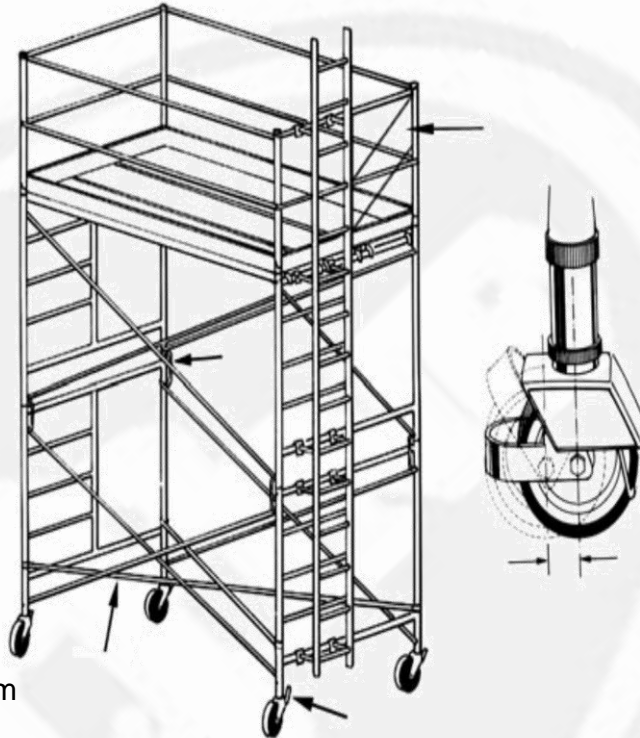


ROLLING SCAFFOLDS

j) Wheels or castors on rolling scaffolds must be equipped with functional braking devices and be securely pinned to the scaffold frame. The braking devices shall be applied whenever a worker is on the scaffold.

k) A rolling scaffold is to be used on a level surface. Care shall be taken to ensure that the rolling surface is free of indentations or openings which could cause the scaffold to shift.

l) No scaffold mounted on wheels or castors that has a scaffold platform more than 2.4 metres (8 feet) above the base shall be moved when a worker is on it unless the worker is wearing a full body harness as part of a fall arrest system attached to a fixed support, and the scaffold is being moved on a firm level surface.

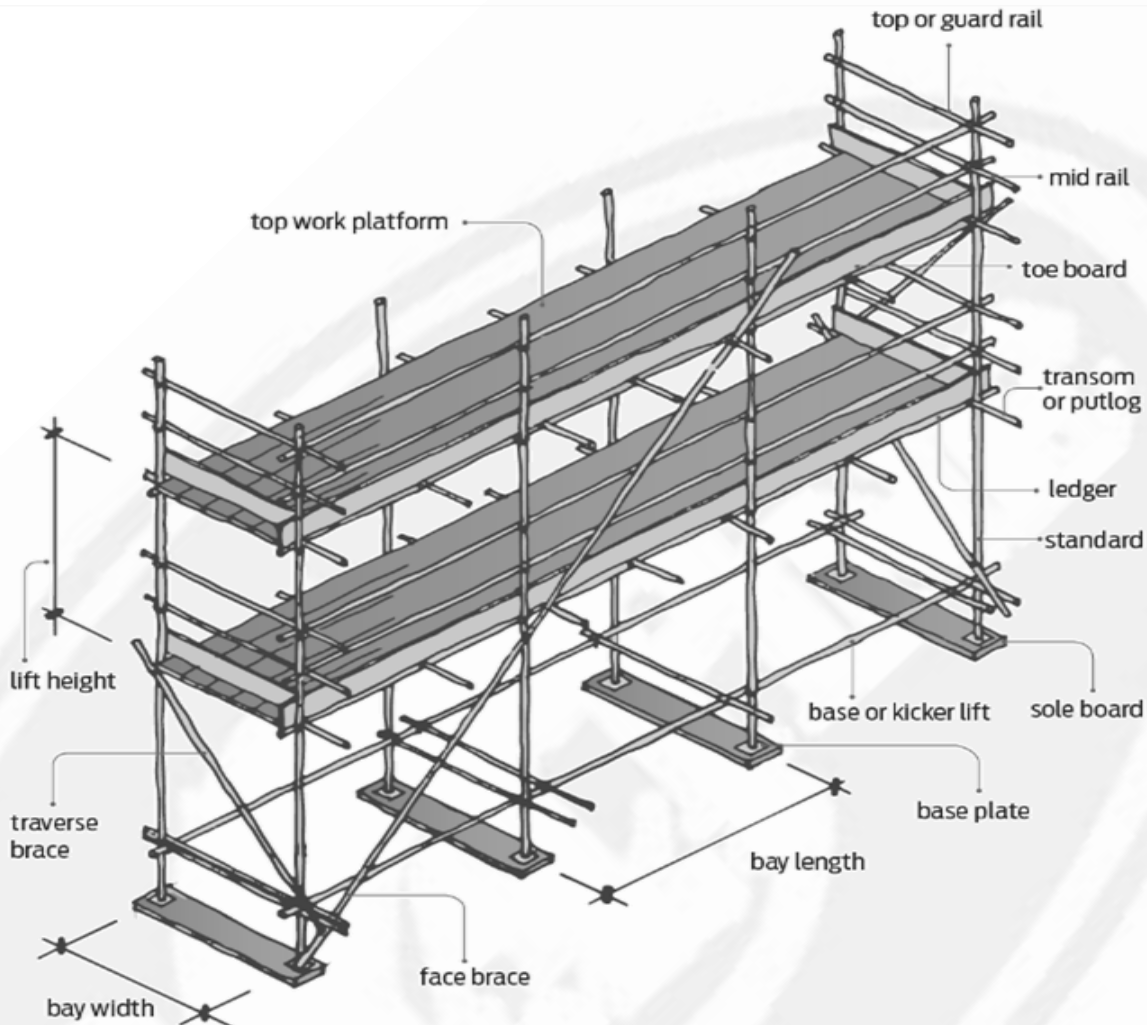


WOOD SCAFFOLDS

The construction of wood scaffolds is closely regulated by legislation. Materials and material dimensions are specified in detail in the *Regulations for Construction Projects*.

Construction of scaffolds can vary greatly as to use, shape, location and the type of job to be done. Consequently, they sometimes are built in a haphazard manner. To avoid this, the following safe work practices are a minimum requirement.

- The construction, alteration, design and removal of wood scaffolds are to be done by competent workers.
- The material used to construct these scaffolds should be sound, close grained and finished on all four sides.
- The scaffold must be capable of supporting four (4) times the load that might be imposed on it.
- All component parts should be tight together and properly fixed to each other.
- Proper guardrail must be set in place (top rail, intermediate rail, toe board).
- The scaffold work platforms shall extend for the full width of the scaffolding.
- When used as a scaffold work platform, planks shall be secured from movement by the use of cleats or by being wired in place.
- Safe access and egress is to be provided to all work platforms by the use of ladders.
- Scaffold work platforms shall not span more than 2.1 meters.



DO

- Get trained before using a scaffold
- Use a safety harness and lifeline at all times
- Ensure the scaffold is inspected by a competent person and prior to use
- Ensure the scaffold is completely assembled with all components – guardrails installed, planks secured, access ladders, toe boards, baseplates etc.
- Ensure tools are secured with lanyard
- Use fully planked scaffolds
- Ensure proper access to scaffold
- Plumb and level
- Ensure and complete all guardrails
- Ensure stable footing

DO NOT

- Use a ladder or boxes on top of a scaffold to increase your height
- Climb or stretch out over guardrails
- Use incomplete scaffolds
- Stand on guardrails
- Overload the scaffold and leave anything on the scaffold at the end of your shift
- Climb on any portion of the scaffold not meant for climbing
- Overcrowd scaffold with people, supplies, or equipment



TARPING

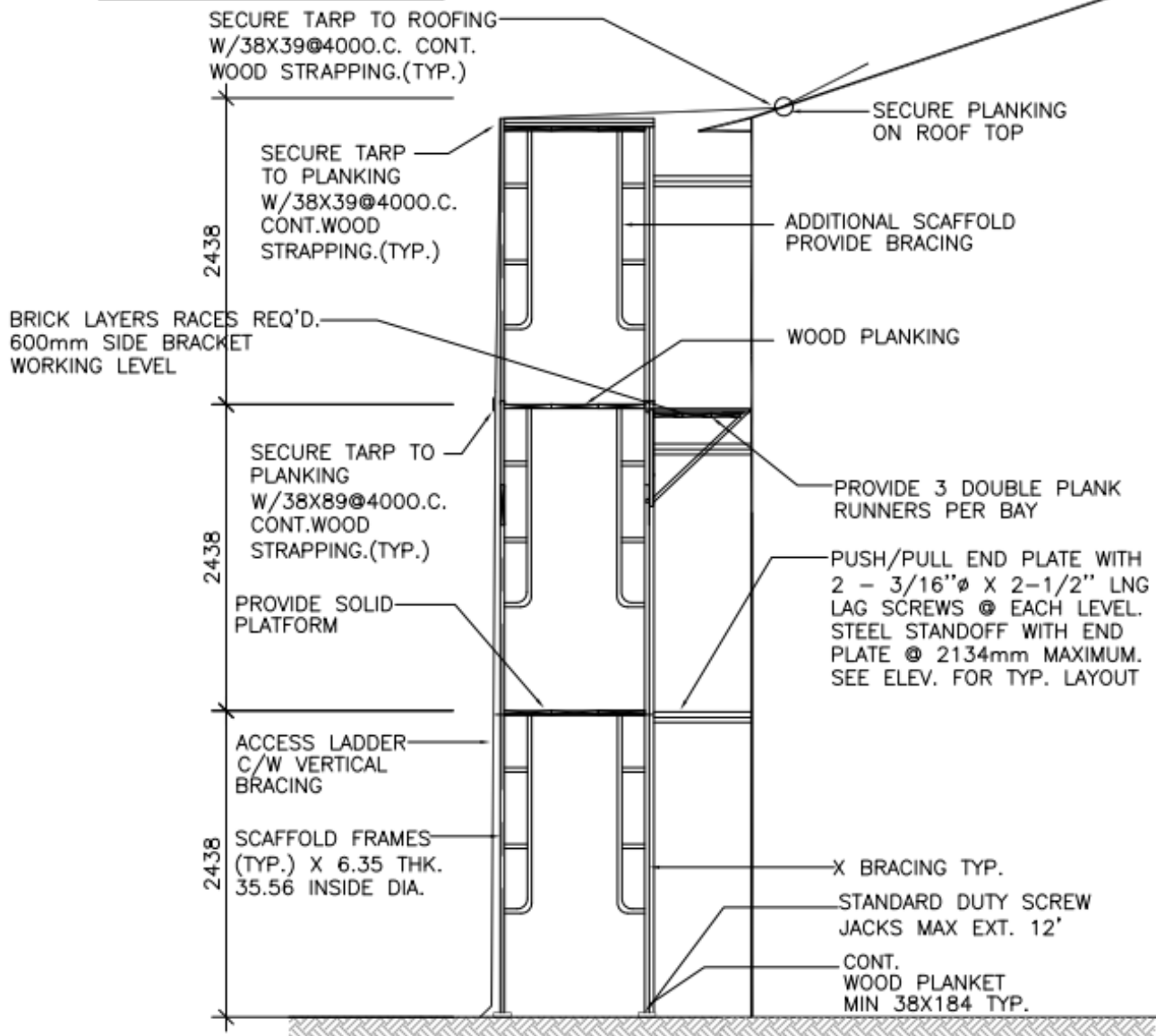
The procedure is as follows:

1. Install outrigger stabilizing base as per manufacturer detail/ installing manual. This will provide a wider base and add stability to the existing scaffold.
2. Temporary shore jacks are to be installed in first level of scaffold to provide stability while Forestside Estates Inc. c/o Royal Pine Homes- employee fixes the legs of first level scaffold and the wood planking base foundation that is currently installed. [OHSA – 128.1.c]
3. Fix all vertical and horizontal bracing/railings of the first level scaffold as per manufacturer detail/ installing manual. [OHSA – 128.1.a/b]
4. Fix all overhang planks to the appropriate overhang distances – between 150mm and 300mm. Add cleats to planks to prevent slipping. Planks shall be altered properly as per manufacturer detail/installing manual (Diagram 2). Ensure that the planks do not exceed 2.1m in length (6'-10"). [OHSA – 135.2.c/d/e]
5. Tie second level of scaffold to each other with appropriate fittings to resist movement in tension and compression. Tie second level of scaffold to house. All ties/connections shall be as per manufacturer detail/installing manual.
6. Repeat steps 3 & 4 on second level of scaffold.
7. Secure planking + platform on garage roof top and second level scaffold as shown in attached drawing S1.
8. Tie third level of scaffold to each other with appropriate fittings to resist movement in tension and compression. Tie third level of scaffold to scaffold on top of garage roof as well. All ties/connections shall be as per manufacturer detail/installing manual.
9. Tie scaffold over garage roof to side of house. All ties/connections shall be as per manufacturer detail/installing manual.
10. Repeat steps 3 & 4 on third level of scaffold.



Diagram: Tarping Procedure

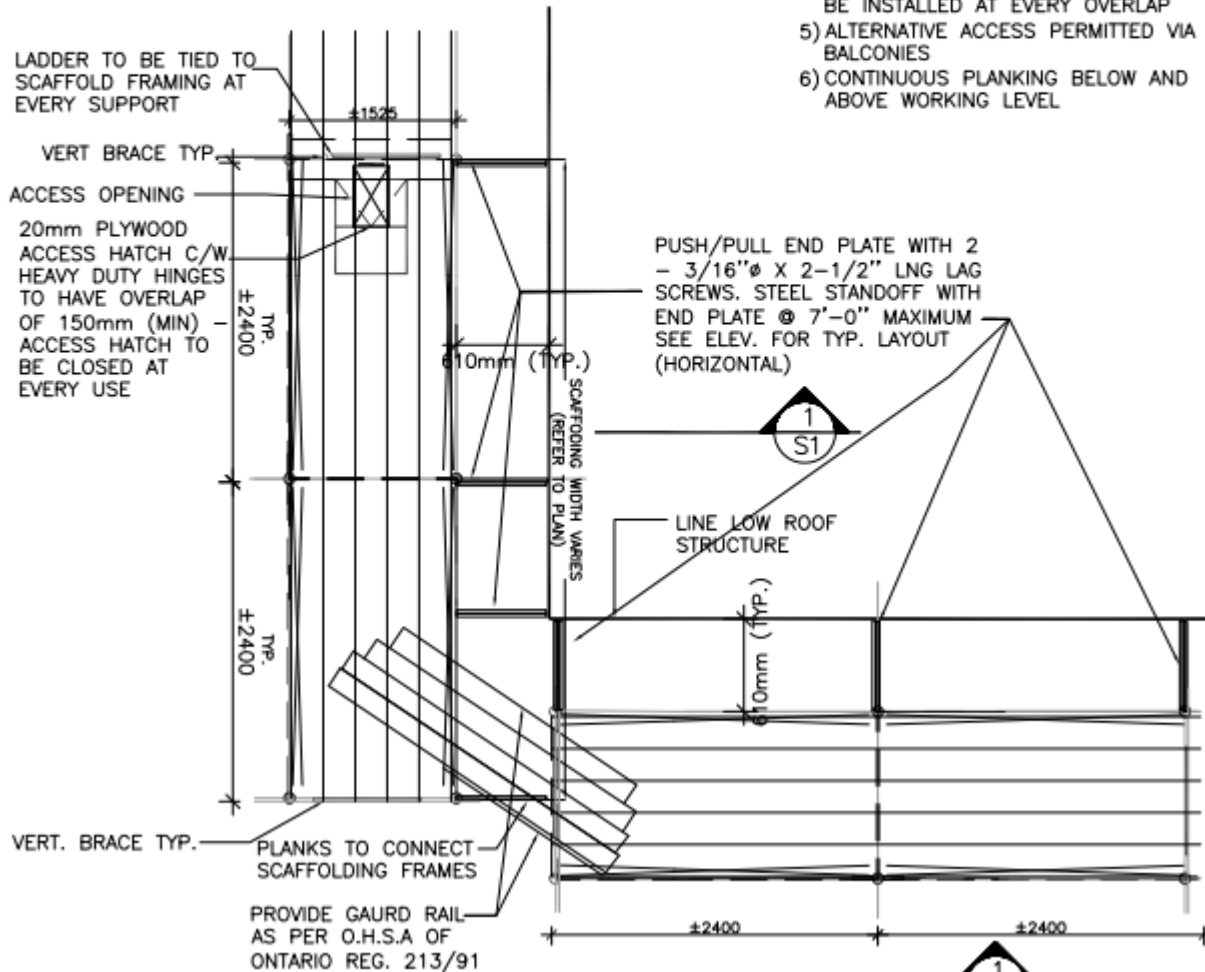
NOTE:
PROVIDE PROPER GUARDS
& RAILINGS AS PER MINISTRY
OF LABOUR REQUIREMENTS.





CONSTRUCTION NOTES:

- 1) ALL WORK TO COMPLY WITH THE LATEST EDITION OF THE O.B.C. AND THE LATEST OCCUPATIONAL HEALTH AND SAFETY ACT AND REGULATIONS FOR CONSTRUCTION PROJECTS
- 2) ALL PLANKS SHALL BE FREE OF CRACKS & DEFECTS AND SHALL BE NUMBER 1 GRADE SPRUCE OR EQUAL.
- 3) ALL PLANKS SHALL BE SECURED AGAINST SLIPPING.
- 4) ALL TIES AND PUSH BACK RODS TO BE INSTALLED AT EVERY OVERLAP
- 5) ALTERNATIVE ACCESS PERMITTED VIA BALCONIES
- 6) CONTINUOUS PLANKING BELOW AND ABOVE WORKING LEVEL





WORKING WITH, OR WITHIN, CLOSE PROXIMITY TO POWERLINES/ELECTRICAL HAZARDS

Purpose

To provide our workers with the key safety steps when working near overhead Power Lines:

Using proper safe practices/procedures near power lines is absolutely necessary. Work with your supervisor and co-workers to ensure a proper safety attitude at your workplace.

Application

1. Conduct a hazard assessment before starting work; determine the location of the power line.

If possible, relocate the work so that it is not near the power line. When this is not practical, a safe work procedure should be followed which includes;

- A. Determine the safe distance of approach (limit of approach). The limit of approach is not the same for all power lines. It depends on the voltage the line is carrying. The higher the voltage, the further the distance required.
- B. Hire qualified persons to do jobs near overhead electrical lines, such as tree trimming or have the line de-energized by the local electrical utility or power supply authority.
- C. Mark the safe distance or limit of approach. If the work is on the ground, use cones or barriers. Using a person as a spotter will work as well. Make room for swing areas for tools, ladders and cranes. Keep far enough away so that if an object such as an antenna were to fall it would not be close enough to contact the power line.
- D. Be aware of the location of power lines *at all times*. Moving equipment, raising a load or a vehicle under a power line creates the potential to come into contact with the energized conductor, and thus the potential for fatalities. OSHA requires the use of a signaller when working in proximity to power lines

2. Signs are required to warn workers of the dangers of power lines if a work location has overhead power lines running through it.

Stay in the vehicle and radio for help if your vehicle or equipment comes into contact with a power line.



If you see other workers putting themselves at risk by working in close proximity to overhead conductors -- stop them, educate them, and help save a life.

Remember: always conduct a hazard assessment before beginning work; be aware of the location of power lines at all times; and take steps to ensure that you and your equipment stay a safe distance from power lines as defined by OHSA below:

Table: Minimum safe distances from Power-lines

Voltage	Minimum Distance
Up to 150,000 Volts	3.0 m
More than 150,000 to 250,000 Volts	4.5 m
More than 250,000	6.0 m

Procedure

- Prior to the commencement of work performed workers shall call Toronto Hydro to cover hydro lines when there is high voltage with barriers. Refer to Overhead Powerlines Protection Checklist.
- Once the hydro lines are covered with barriers, they are not to be assumed as insulated and cannot be relied on to provide safety of any kind.
- A 4ft visible air gap is the minimum distance to be maintained for safety from the installed barrier to the equipment used by workers. This distance must be maintained at all times as a minimum.
- A hazard assessment must be conducted before starting work. Workers will be required to perform a visual check of the location of the power line and ensure that the barriers are installed. Workers must ensure that the barriers are installed properly and that they are in position during the duration of the work being performed.
- Workers shall write out a procedure indicating specifics on what work will be performed near power lines.
- If at any time the barriers are displaced, Toronto Hydro must be contacted immediately so that the protection barriers can be restored.
- Workers will perform a safety talk with all workers working around power lines about this procedure.

Any changes that are made to this procedure or work performed shall be followed by a safety talk with all workers to inform them of the changes



HEAT STRESS PROCEDURE

The Heat Stress Policy is a guideline to prevent personnel from experiencing the effects of heat stress or heat stroke due to exposure to high temperatures. The purpose of this policy is to reduce the risk of illness, injury or fatality to all Royal Pine Homes employees, and trade partners.

Authority

The Ontario Ministry of Labour, for compliance purposes, recommends the Threshold Limit Values (TLV'S) for heat stress and heat strain published by the American Conference of Governmental Industrial Hygienists (ACGIH). These values are based in preventing unacclimated workers' core temperatures from rising above **38 degrees C**.

Responsibilities

Supervisors have the primary responsibility for the implementation of the Heat Stress Policy in their work area. The supervisor has ultimate responsibility for the safety of the employees. This includes evaluation of the weather conditions, providing ready access to drinking water, ensuring workers are familiar with the signs and symptoms of heat related disorder, allowing for acclimatization of workers in hot environments, and adoption of work rest regimes.

Employees have the primary responsibility for working in accordance with the provisions of this policy.

Background

The human body regulates high temperatures by two primary mechanisms: blood flow and sweating. Blood is circulating to the skin, increasing the skin temperature and allowing the body to give off excess heat through the skin.

Sweating occurs when the body senses that the heat loss due to increased blood circulation is not enough to cool the body. Evaporation of the sweat cools the skin and eliminates large quantities of heat from the body. If the body is unable to release excess heat, it will store it. When this happens, the body's core temperature rises and the heart rate increases.

If the body continues to store heat, the person may begin to have difficulty concentrating, may become irritable and lose the desire to drink. The next stage is often fainting which would signal a medical emergency.

Listed in table 1 are the common heat disorders with the accompanying symptoms and appropriate first aid measures. (This table will be posted in all site trailers).

CONTROLS OF HEAT STRESS

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

1. **Engineering Controls:** Control measures include opening windows or using fans to create air flow. Outdoor work areas need to have a shaded area accessible to the employees, such as garage and basement areas. Also, shaded areas can be created using tarps or canopies or shaded tree areas. All site trailers have air conditioning and are available to all workers for breaks and to cool their bodies down. The air-conditioned trailer is referred to as the "cooling station".
2. **Acclimatization:** Employees need to adapt to new temperatures. This adaptation period is usually 5 days. New employees and employees returning from an absence of two weeks or more should have a 3-5-day period of acclimatization. This period should begin with 50% of the normal work load the first day and gradually build up to 100% on the last day.



3. **Work Conditions:** Check weather conditions frequently during the day and adjust the work schedule. It might be appropriate to change the actual hours of work to minimize working during the heat of the summer months. Heavy work should be scheduled for the cooler hours of the day. Non-essential tasks should be postponed when there is an alert issued.

The site supervisor and/or the health and safety representative of each site will check the temperature at the site at the beginning of each work day. The temperature will be observed by thermometers available at each site and temperature readings will be recorded (in log books, agendas, inspection reports, etc.).

Temperature readings will be performed at:

7:30 am | 12:00 pm

If at any point the air temperature exceeds 30 (by Environment Canada) and the humidex exceeds 40 degrees Celsius and/or there is a heat wave (three or more days of temperatures of 32 degrees or more) the following steps will be taken:

- A. Extra water will be available for workers located at each site trailer and workers will be encouraged to drink it even if they are not thirsty.
 - B. Workers will be encouraged to take more frequent breaks in cooler areas, such as the “cooling station” located at each site trailer.
 - C. Workers will be encouraged to review posted heat disorders table located at the site trailer. The heat disorders table includes: heat cramps, heat exhaustion, and heat stroke and their causes, signs & symptoms, and treatment.
 - D. Workers will be encouraged to work in a “buddy-system” in order for workers to watch out for each other and maintain constant communication.
4. **Work/Rest Cycles:** Heavy and less critical work activities should be rescheduled. Tasks should be rotated among workers. Employees should be allowed sufficient breaks in a cool area to avoid heat strain and promote recovery. Shade may be available in garage and basement areas on site. Also, all site trailers have air conditioning available to all workers for breaks. The air-conditioned trailer is referred to as the “cooling station”.
 5. **Personal Protective Equipment:** During work in hot environments, workers should use the lightest weight or breathable protective garments that give adequate protection. This may include wearing light colored – loose fitted – shirts. It is strongly recommended that workers use sun block with adequate protection.
 6. **Fluid Intake:** Plenty of potable drinking water is available at all site trailers. It is recommended that workers drink 8 oz. of liquid every 20 minutes. If at any point the air temperature exceeds 30 (by Environment Canada) and the humidex exceeds 40 degrees Celsius and/or there is a heat wave (three or more days of temperatures of 32 degrees or more) extra water will be available and workers will be encouraged to drink it.

This is the criteria for managing heat stress induced by hot weather:

- Humidex reaching or exceeding 35 degrees Celsius
- Environment Canada Humidex advisory (Air temperature exceeding 30 degrees Celsius and Humidex exceeding 40 degrees Celsius)
- Environment Canada weather reports
- Heat wave (three or more days of temperatures of 32 degrees or more)



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

Table 2: Heat Disorders

DISORDER	CAUSE	SIGN & SYMPTOMS	TREATMENT
Heat cramps	<ul style="list-style-type: none">- Heavy sweating- Loss of salt	<ul style="list-style-type: none">- Painful spasms of arms, legs and abdomen- Sudden onset - Hot, moist skin	<ul style="list-style-type: none">• Drink water• Massage cramps• Rest
Heat Exhaustion	<ul style="list-style-type: none">- Dehydration- Non-acclimatization	<ul style="list-style-type: none">- Heavy sweating- Intense thirst- Pale, moist, cool skin- Rapid pulse- Fatigue- Weakness- Fainting, collapse	<ul style="list-style-type: none">• Move to shade or an air conditioned space• Rest, lying down, legs elevated• Loosen clothes• Drink water
Heat Stroke	<ul style="list-style-type: none">- Excessive exposure to hot environments- Body's system of temperature regulation fails- Body's temperature rises to critical levels	<ul style="list-style-type: none">- High body temperature- Lack of sweating- Hot, red, dry skin- Rapid pulse- Chills- Difficulty breathing- Disoriented- Weakness- Unconsciousness	<p>MEDICAL EMERGENCY!!</p> <ul style="list-style-type: none">• Call for emergency help• Immerse person in water• Massage body with ice

In all cases, provide first aid if qualified, call for assistance, inform management as soon as possible and IF IN DOUBT CALL 911.

For further information, please contact:

- Infrastructure Health Safety Association of Ontario at (416) 674-2726.
- WSIB web: <http://www.wsib.ca/wsib/website.nsf/Public/PreventHeatStress>
- MOL web: http://www.labour.gov.on.ca/english/hs/pubs/gl_heat.php



EXCAVATION & TRENCHING PROCEDURE

OBJECTIVE

Whenever the project requires digging, trenching or excavations workers are required to monitor and ensure the integrity of the hole, its walls and the soil around the excavation

SCOPE

This procedure applies to any site has any trenching or excavating as part of the work on the project. All workers, management, representatives and subcontractors must abide by these procedures when these issues arise at any Colony Park Homes workplace.

PURPOSE

1. All cut backs or sloping of trenches or excavation walls shall be done in accordance with the Construction Regulations taking into account the soil type.
2. Soil type shall be determined by visual and physical examination of the soil. Documentation as to the type of soil determined should be kept on site. If there are more than 2 types of soil encountered, the soil type shall be classified using the highest number determined.
3. Gas, electrical and other services shall be accurately located, marked, and documented prior to digging the excavation.
4. Pipes, conduits, and cables in an excavation shall be supported to prevent their failure or breakage.
5. Excavations where workers will be present must be kept free of water accumulation.
6. There must be a clear distance of 18 inches between an excavation wall and another wall, formwork or masonry.
7. Loose rock or debris that may slide or fall shall be stripped from the walls.
8. No work shall be performed unless a secondary worker is stationed above ground in close proximity to the trench.
9. Where trench boxes or shoring is not in use, an emergency locate line, running to the work area in the trench, is recommended.
10. A 1 metre level area at the top of the trench wall shall be kept free and clear of equipment and materials at all times.

No person shall operate or locate a machine or other equipment in a manner that could affect the stability of an excavation wall.

Background

Fatalities

A significant number of deaths and injuries in sewer and watermain work are directly related to trenching. Trenching fatalities are mainly caused by cave-ins. Death occurs by suffocation or crushing when a worker is buried by falling soil. Over half of all powerline contacts involve buried cable. Before excavating, the gas, electrical, and other services in the area must be accurately located and marked. If the service poses a hazard, it must be shut off and disconnected.



Injuries

The following are the main causes of lost-time injuries in the sewer and watermain industry:

- Material falling into the trench
- Slips and falls as workers climb on and off equipment
- Unloading pipe
- Handling and placing frames and covers for manholes and catch basins
- Handling and placing pipe and other materials
- Being struck by moving equipment
- Falls as workers climb in or out of an excavation
- Falling over equipment or excavated material
- Falling into the trench
- Exposure to toxic, irritating, or flammable gases.

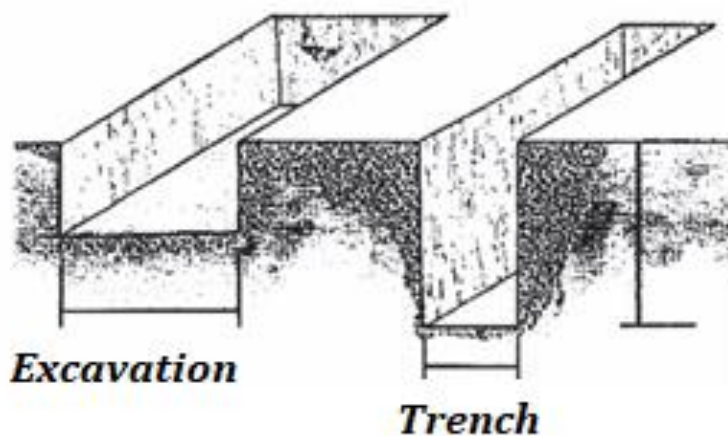
Many of these injuries are directly related to trenching.

Regulations

Supervisors and workers in the sewer and watermain industry must be familiar with the “Excavations” section of the Construction Regulation. It is important to understand, for instance, the terms “trench” and “excavation.” An excavation is a hole left in the ground as the result of removing material. A trench is an excavation in which the depth exceeds the width.

The “Excavations” section of the Construction Regulation identifies the various types of soils and specifies the type of shoring and timbering to be used for each. It also spells out the requirements for trench support systems that must be designed by a professional engineer.

Difference between Excavation and Trench:





Soil Types

The type of soil determines the strength and stability of trench walls. Identifying soil types requires knowledge, skill, and experience. Even hard soil may contain faults in seams or layers that make it unstable when excavated. The foreman or supervisor must be knowledgeable about soil types found on a project and plan protection accordingly. This knowledge must include an awareness that soil types and conditions can change over very short distances. It is not unusual for soil to change completely within 50 metres or for soil to become saturated with moisture over even smaller distances. The Construction Regulation sets out four soil types.

Soil Type 1

It is hard to drive a pick into Type 1 soil. Hence, it is often described as “hard ground to dig”. In fact, the material is so hard, it is close to rock. When excavated, the sides of the excavation appear smooth and shiny. The sides will remain vertical with no water released from the trench wall.

If exposed to sunlight for several days, the walls of Type 1 soil will lose their shiny appearance but remain intact without cracking and crumbling. If exposed to rain or wet weather, Type 1 soil may break down along the edges of the excavation. Typical Type 1 soils include “hardpan,” consolidated clay, and some glacial tills.

Soil Type 2

A pick can be driven into Type 2 soil relatively easily. It can easily be excavated by a backhoe or hand-excavated with some difficulty. In Type 2 soil, the sides of a trench will remain vertical for a short period of time (perhaps several hours) with no apparent tension cracks. However, if the walls are left exposed to air and sunlight, tension cracks will appear as the soil starts to dry. The soil will begin cracking and splaying into the trench. Typical Type 2 soils are silty clay and less dense tills.

Soil Type 3

Much of the Type 3 soil encountered in construction is previously excavated material. Type 3 soil can be excavated without difficulty using a hydraulic backhoe. When dry, Type 3 soil will flow through fingers and form a conical pile on the ground. Dry Type 3 soil will not stand vertically and the sides of the excavation will cave in to a natural slope of about 1 to 1 depending on moisture.

Wet Type 3 soil will yield water when vibrated by hand. When wet, this soil will stand vertically for a short period. It dries quickly, however, with the vibration during excavation causing chunks or solid slabs to slide into the trench. **All backfilled, previously excavated or previously disturbed material should be treated as Type 3.** Other typical Type 3 soil includes sand, granular materials, and silty or wet clays.

Soil Type 4

Type 4 soil can be excavated with no difficulty using a hydraulic backhoe. The material will flow very easily and must be supported and contained to be excavated to any significant depth. With its high moisture content, Type 4 soil is very sensitive to vibration and other disturbances which cause the material to flow.

Typical Type 4 material includes muskeg or other organic deposits with high moisture content, quicksand, silty clays with high moisture content, and leta clays. Leta clays are very sensitive to disturbance of any kind.



Moisture Content

The amount of moisture in the soil has a great effect on soil strength. Once a trench is dug, the sides of the open excavation are exposed to the air. Moisture content of the soil begins to change almost immediately and the strength of the walls may be affected. The longer an excavation is open to the air, the greater the risk of a cave-in.

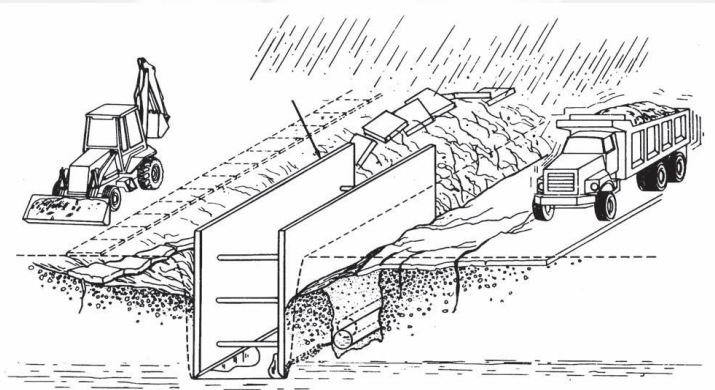
Causes of Cave-Ins

Soil properties often vary widely from the top to the bottom and along the length of a trench. Many factors such as cracks, water, vibration, weather, and previous excavation can affect trench stability. Time is also a critical factor. Some trenches will remain open for a long period, then suddenly collapse for no apparent reason. The main factors affecting trench stability are soil type, moisture, vibration, surcharge, previous excavation, existing foundations, and weather.

Protection Against Cave-Ins

There are three basic methods of protecting workers against trench cave-ins:

- sloping
- trench boxes
- shoring

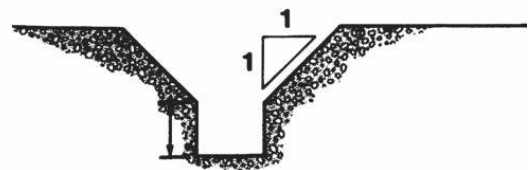


Most fatal cave-ins occur on small jobs of short duration such as service connections and excavations for drains and wells. Too often people think that these jobs are not hazardous enough to require safeguards against collapse. Unless the walls are solid rock, never enter a trench deeper than 1.2 metres (4 feet) if it is not properly sloped, shored, or protected by a trench box.

Sloping

One way to ensure that a trench will not collapse is to slope the walls. Where space and other requirements permit sloping, the angle of slope depends on soil conditions.

- For Type 1 and 2 soils, cut trench walls back at an angle of 1 to 1 (45 degrees). That's one metre back for each metre up. Walls should be sloped to within 1.2 metres (4 feet) of the trench bottom.
- For Type 3 soil, cut walls back at a gradient of 1 to 1 from the trench bottom.





- For Type 4 soil, slope the walls at 1 to 3. That's 3 metres back for every 1 metre up from the trench bottom. Although sloping can reduce the risk of a cave-in, the angle must be sufficient to prevent spoil not only from sliding back but also from exerting too much pressure on the trench wall.



Sloping is commonly used with shoring or trench boxes to cut back any soil above the protected zone. It is also good practice to cut a bench at the top of the shoring or trench.

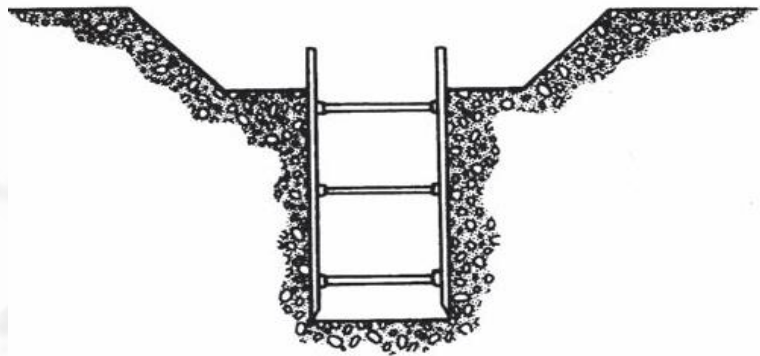
If sloping is to be used above a trench box, the top portion of the cut should first be sloped 1 to 1. Then the box should be lowered into the trench.

Trench Boxes

Trench boxes are not usually intended to shore up or otherwise support trench walls. They are meant to protect workers in case of a cave-in. They are capable of supporting trench walls if the space between the box and the trench wall is backfilled and compacted.

Design drawings and specifications for trench boxes must be signed and sealed by the professional engineer who designed the system and must be kept on site by the constructor.

Boxes are normally placed in an excavated but unshored trench and used to protect personnel.



A properly designed trench box is capable of withstanding the maximum lateral load expected at a given depth in a particular soil condition.

Trenches near utilities, streets, and buildings may require a shoring system. As long as workers are in the trench they should remain inside the box and leave only when the box is being moved. A ladder must be set up in the trench box at all times.

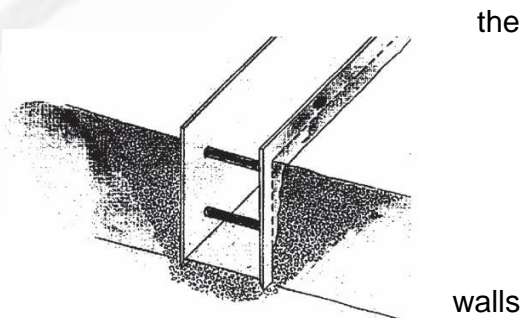
Excavation should be done so that the space between trench box and the excavation is minimized.

The two reasons for this are

- 1) allowing closer access to the top of the box

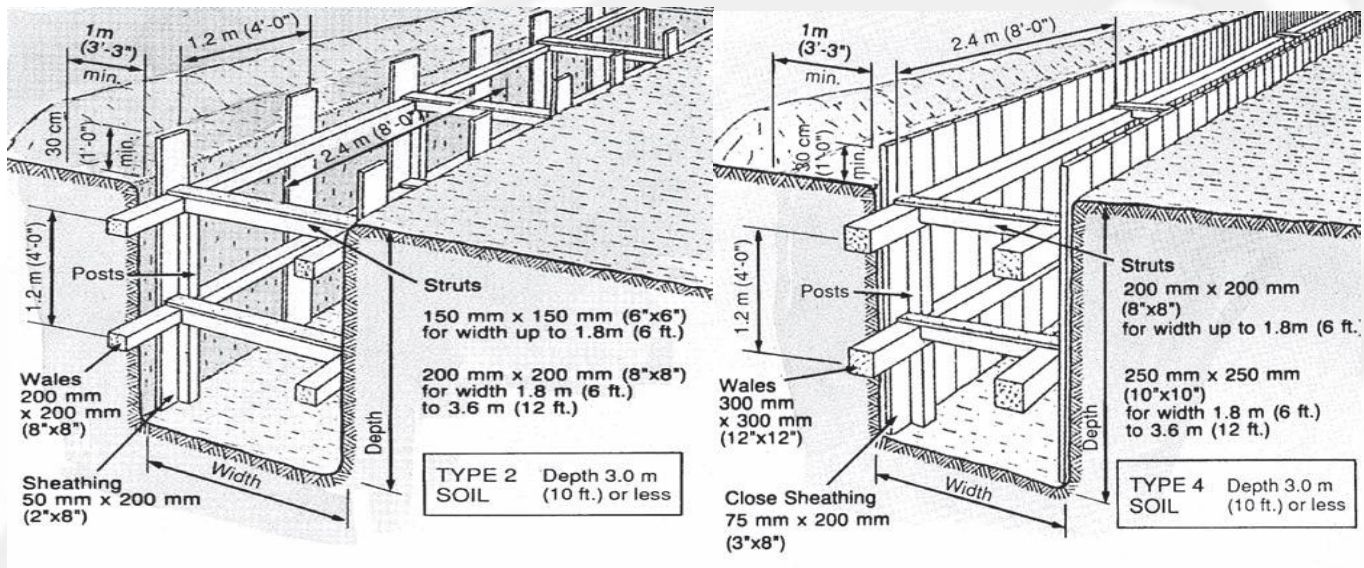
Shoring

Shoring is a system which “shores” up or supports trench to prevent movement of soil, underground utilities, roadways, and foundations. Shoring should not be confused with trench boxes.



A trench box provides worker safety but gives little or no support to trench walls or existing structures such as foundations and manholes. The two types of shoring most commonly used are timber and hydraulic. Both consist of posts, wales, struts, and sheathing.

“Hydraulic shoring” refers to prefabricated strut and/or wale systems in aluminum or steel. Strictly speaking, these may not operate hydraulically. Some are air-operated or manually jacked. Design drawings and specifications for prefabricated shoring systems must be kept on site.



One major advantage of hydraulic shoring over some applications of timber shoring is safety during installation. Workers do not have to enter the trench to install the system. Installation can be done from the top of the trench. Most hydraulic systems are:

- Light enough to be installed by one worker
- Gauge-regulated to ensure even distribution of pressure along the trench line
- Able to “pre-load” trench walls, thereby using the soil's natural cohesion to prevent movement.
- Easily adapted to suit various trench depths and widths.

Wherever possible, shoring should be installed as excavation proceeds. If there is a delay between digging and shoring, no one must be allowed to enter the unprotected trench. All shoring should be installed from the top down and removed from the bottom up.



Access and Egress

Whether protected by sloping, boxes, or shoring, trenches must be provided with ladders so that workers can enter and exit safely. Ladders must:

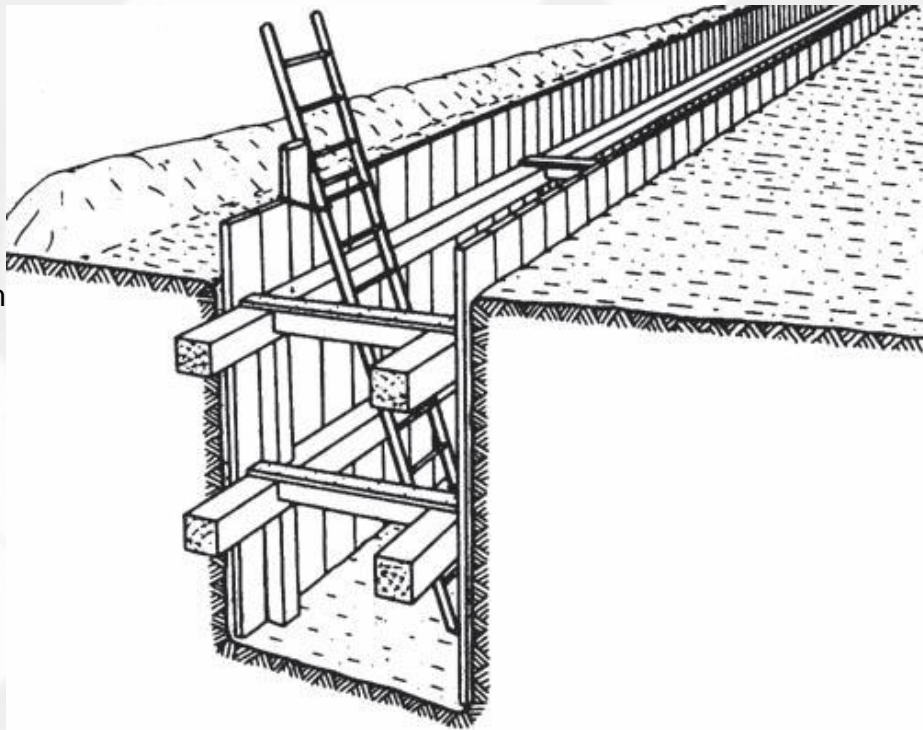
- be placed within the area protected by the shoring or trench box
- be securely tied off at the top
- extend above the shoring or box by at least 1 metre (3 feet)
- be inspected regularly for damage.

Ladders should be placed as close as possible to the area where personnel are working and never more than 7.5 metres (25 feet) away. Anyone climbing up or down must always face the ladder and maintain 3-point contact.

This means that two hands and one foot or two feet and one hand must be on the ladder at all times.

Maintaining 3-point contact also means hands must be free for climbing. Tools and materials should not be carried up or down ladders.

Pumps, small compactors, and other equipment should be lifted and lowered by methods that prevent injury from overexertion and falling objects.



References: IHSA - Occupational Health and Safety Act



POWER ELEVATED WORK PLATFORM PROCEDURES

SCOPE & OBJECTIVE

The Power Elevated Work Platform Procedure ensures that prior to performing work with machinery or equipment; employees are informed of Safe Operating procedures with the Power Elevated Work Platform.

PURPOSE

The purpose of this procedure is to review the basic principles of working with a Power Elevated Work Platform (EWP) and the general rules that must be followed prior to operating a Power Elevated Work Platform.

POTENTIAL HAZARDS

- Falls
- Powerline contact
- Overloading equipment
- Equipment overturning

PROCEDURE

1. All power elevated work platforms shall be thoroughly inspected and certified by a licensed mechanic as being safe to operate. The mechanic will place a service tag at the machine's controls, indicating his name and date of the most recent inspection and approval
2. All other relevant documentation shall be physically present on the machine i.e. – manufacturer's operational manual, certificate of authorization and maintenance records/logs
3. The supplier shall have a competent person provide instruction, demonstrations and training on the safe use of the machine to those workers who will operate it
4. Workers shall wear a full body harness & shock absorbing lanyard attached to platform during the machine's operation when it is in motion
5. Before moving the WEP, the boom shall be retracted to its original position
6. All operators shall conduct a daily maintenance and safety check prior to operating any power elevated work platform



TO PERFORM WORK SAFELY ON A POWER ELEVATED WORK PLATFORM:

Do

1. Get trained on the type of machine you'll be using and on fall protection requirements.
2. Read and understand the operating manual before using the machine.
3. Do a proper prestart check of the machine, path of travel, and work area.
4. Make sure that all controls are clearly labeled with action and direction.
5. Check the machine's load-carrying capacity and keep all loads below this limit.
6. Position the boom in the direction of travel when you can.
7. Keep ground personnel away from the machine and out from under the platform.
8. Secure loads and tools on the platform so that machine movement won't dislodge them.
9. Make sure that extension cords, air hoses, or welding cables are long enough for the full platform height and won't get pinched or severed by the scissor mechanism.
10. Before moving the platform, make sure you have a clear view and there is no threat to workers or the stability of the machine.
11. Check the brakes before going down a slope.
12. Make sure you're tied off before leaving the platform.
13. Prior to starting and moving the power elevated work platform worker shall tie off to the designated anchor point in the machine (not the guardrail).
14. Keep guardrails in good condition and ensure that the gate is closed securely before moving the platform.
15. An elevating work platform is not a crane.
16. Now worker may commence moving the machine.
17. Once arriving at work area, ensure that stabilizers, extendable axles, and outriggers are in place according to the manufacturer's instructions.
18. Once the platform is raised to the work area and the machine is stopped the work may be performed.
19. Once work has been completed clean up shall be attended to.
20. Shut off the power and insert the required blocking before maintenance or servicing.
21. Ensure you are familiar with controls, operator's manual, and trained prior to use

Do Not

1. Use makeshift extensions – such as ladders or buckets within the platform to gain height.
2. Place the boom or platform against any structure to steady either the platform or the structure.



3. Leave the machine unattended without locking it or otherwise preventing unauthorized use.
4. Exceed the load capacity – this includes tools, equipment, items, and personnel.
5. Suspend loads from it or use it to position materials.
6. Remove guardrails when the platform is raised.
7. Get to the platform by walking on the boom or climbing scissors. Get on the platform by using the ladder provided and maintaining 3-point contact.
8. Try to push or move the machine by telescoping the boom.
9. Operate the equipment in windy conditions. For safe wind speeds, refer to the operator's manual for the specific make and model you are using.

SCISSOR LIFT:

1. Position the work platform directly below or next to the work area
2. Lock wheels/jacks/outriggers prior to boarding
3. Board the power elevated work platform
4. Close gates / ensure all sides are guarded
5. Raise the platform level to reach the work area
6. After work is complete, lower the platform to its original starting position
7. Reset all settings and turn off the machine



FORKLIFT PROCEDURES

There are situations where workers are exposed to hazards whilst operating forklifts. The purpose of this procedure is to illustrate the proper use of Forklifts at the worksite. Adhering to the following general operating rules can greatly reduce the risk of personal injury and property damage.

Objective

Our Company is committed to providing a safe and healthy workplace in which no workers and sub-contractors are faced with a situation where anyone's health, safety or well being is compromised. Properly operated forklifts make material handling effortless, however, when the forklift or operator limitations are exceeded, they can be very dangerous.

Potential Hazards

- Collision
- Powerline contact
- Overloading equipment
- Equipment overturning/ Tip over
- Instability
- Falling load

Responsibilities

Senior Management

- Overseeing the maintenance and suitability of the equipment in the workplace
- Follow manufacturers' instructions for maintenance schedules and practices.
- Maintain lifting equipment in good condition with regular inspection and repair to prevent mechanical or operational failures.
- preventive maintenance and inspection reports
- Examine lifting devices in accordance with the regulations to determine their load capacity.
- Ensure lifting device is constructed and equipped with suitable ropes, chains, slings and other fittings and maintained to ensure the safety of all workers.
- Employers are responsible for keeping workers up-to-date on required training for operating lifting devices.

Supervisors

- Are competent to oversee workers' operation of Forklift.
- Review workers training records
- Be proficient and knowledgeable about the equipment being used in the workplace
- Be familiar with procedures for working in the vicinity of lifting devices,
- Be aware of possible hazards.
- Ensure workers wear required PPE
- Ensure that forklift trainees are accompanied by a trained individual.
- Ensure only trained/competent personnel shall operate forklifts

Workers

- Be a "competent" operator of a powered lift truck.
- Have up-to-date training on the device being operated



- Be familiar with the Forklift being used in the workplace,
- Be knowledgeable on procedures for working in the vicinity of Forklifts
- Be cognizant of the and possible hazards when working with forklifts
- have the training, knowledge and experience to operate specific Forklift device

Subcontractors

- Take responsibility for any training for their employees working on Forklifts

Forklift Procedure

Although forklifts are designed to perform rugged tasks, each time they are used they can get damaged in any number of ways, making inspection of critical importance.

At the start of each shift, perform both a visual inspection of the general condition and cleanliness of the lift truck, as well as an operational check to test its proper functioning. If you notice anything that may affect the normal operation of the forklift, immediately alert a supervisor.

Pre-Operating Procedures

1. Ensure you are familiar with all machine operations and controls and are trained to operate a forklift
2. Perform a pre-use inspection and inspect all parts; thoroughly inspect forklift before starting work to maintain forklift safety,
3. Know the manufacturer's manual. Daily inspection checks shall be performed by the operator in accordance to the manufacturer's recommendations
4. Make sure that the truck is able to carry the load, and that the load is secure
5. Position the load according to the recommended load center
6. Pay attention to the surrounding environment. Plan and inspect your route for possible hazards, and for adequate space allowances for safe turning and/or backup, etc.
7. Check fluid levels (oil, water and hydraulic fluid)
8. Check the brakes, steering controls and other operational items for proper function
9. Inform supervisor of any problems identified.
10. Do not use faulty equipment; immediately report suspect machinery
11. Ensure you are wearing the required PPE
12. Ensure your seatbelt is engaged and workers are aware of forklift operation

Operating Forklifts

1. Keep 3-point contact when mounting the forklift – make use of the steps and hand grabs
2. Operate a forklift only while in the seat or operator's station. Never start or operate the controls while standing beside the forklift
3. The operator must keep their hands/arms, feet/legs inside at all times if in operation
4. Wear the seatbelt at all times
5. Keep forks and speed low at all times. Obey speed limits for vehicle
6. Position the load according to the recommended load center
7. Keep forks close to the ground (4"-6") and tilted slightly back
8. Face in the direction of travel, look behind you before going backwards
9. Slow down or stop when your vision is blocked



10. When vision is blocked, stop and sound the horn at doors, corners, exits, etc.
11. Always reverse when going down an incline – with or without a load
12. Recheck the brakes with the first load, and when changing to heavier loads. Never drive with faulty brakes
13. Report faulty brakes right away
14. Avoid sudden stops, starts, or turns. These could spill the load
15. Operate forklift if visibility is poor – acquire help from a signaler
16. Do not drive with wet or greasy hands. You could lose steering control
17. Do not drive into an area where there may be flammable or explosive dust or vapours unless the truck is designed and approved for such hazardous areas
18. Do not drive over objects such as pieces of wood scattered on the ground - doing this could cause the load to move or you could lose control.
19. Do not lift anyone on the forklift blades, this is strictly prohibited
20. Do not work or allow others to work under raised loads
21. Do not exceed the load rating and capacity of the forklift
22. Do not move damaged or improperly loaded pallets
23. Do not carry passengers
24. Do not leave the machine unattended with an elevated load
25. No horse-play or stunt driving
26. Before entering elevators, check they are empty and locked at floor level. Make sure they can carry the load
27. Turn off engine when in elevator, and lower the forks
28. Never leave the machine unattended with an elevated load
29. When driving up or down a slope, the load must always be uphill. Do not drive across a slope or attempt to turn until the truck is on level ground

Ending Operations and Parking Forklifts

1. Park your truck in a designated or authorized area only. Do not park on a slope and do not block gangways, halls or exits
2. Do not park on a slope and do not block halls, exits, access/egress routes
3. Fully lower the forks to the floor and apply the park brake, and neutralize controls
4. Secure and immobilize unattended vehicles against accidental movement; when you leave the truck, lower the forks, set the break, neutralize controls,
5. Shut power; turn the truck "off" and remove the key.

PPE – Forklifts

It is mandatory for any worker operating a Forklift to wear the following Personal Protective Equipment

- 1) Hard hat
- 2) High reflective vest
- 3) Safety boots/shoes



Appendix A: New Employee form

Employee Name:

Position:

PART 1 - ADMINISTRATIVE SECTION	
<input type="checkbox"/> Safety Training Certificates <input type="checkbox"/> Standards of Conduct <input type="checkbox"/> Job Description (includes Hours Worked) <input type="checkbox"/> Company Policies and Benefits	
PART 2 - WORK SITE SAFETY SECTION	
<input type="checkbox"/> Review of Required Safety Training <input type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Injury/Incident Hazard Reporting Procedures <input type="checkbox"/> JHSC <input type="checkbox"/> Return to Work Program <input type="checkbox"/> First Aid Location	<input type="checkbox"/> OHSA Training <input type="checkbox"/> Review of Hazards (SOP) <input type="checkbox"/> Emergency Procedures <input type="checkbox"/> Fire Extinguisher Locations <input type="checkbox"/> WHMIS & SDS Location <input type="checkbox"/> Safety Manual Location
This certifies that I have received Royal Pine Homes. Training. I have agreed to abide by Royal Pine Homes. 's Health and Safety rules and procedures and understand that failure to do so may result in disciplinary action or discharge from employment.	
Employee Signature:	Manager Signature:
Employee Start Date:	Date of Orientation:

Attachments: Copies of Safety Training Certificates

New Workers Comments/Evaluation:



Appendix B: Acknowledgement of Safety Policy & Procedures

I, *Employee Name* confirm that I have read Royal Pine Homes.

Policies and Procedures completely and thoroughly.

I also attest that I understand them to the fullest extent, and agree to abide by the guidelines they establish.

I acknowledge that by signing this, I have read and understood the following procedures and the repercussions that arise from violations:

(i) Alcohol & Drug Policy (ii) Marijuana/Cannabis (iii) Fit for Duty Policy

I also understand that any violation of these policies will result in appropriate corrective action, which may include disciplinary action up to and including the termination of my employment for cause.

I also agree to ensure that any other workers which I supervise or engage to perform work will receive a copy of this Policy and will abide by all applicable provisions of the Occupational Health and Safety Act and its Regulations.

If at any time, I am unclear about a policy or have a question, I will consult my supervisor and/or manager.

Dated this day of 20.....

(Employee Signature)



Acknowledgement of Safety Policy and Procedures

I, *Employee Name* confirm that I have read Royal Pine Homes.

Policies and Procedures completely and thoroughly.

I also attest that I understand them to the fullest extent, and agree to abide by the guidelines they establish.

I acknowledge that by signing this, I have read and understood the following procedures and the repercussions that arise from violations:

(i) Alcohol & Drug Policy (ii) Marijuana/Cannabis (iii) Fit for Duty Policy

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If at any time, I am unclear about a policy or have a question, I will consult my supervisor and/or manager.

Dated this day of 20.....

(Employee Signature)



Appendix C: Acknowledgement of Accommodation

ACCEPTANCE / REFUSAL OF TREATMENT OPTIONS OFFERED:

I, also confirm that I have been offered assistance for substance use and understand, that this treatment is voluntary.

I, of my own volition,

☐ **Accept**

☐ **Refuse**

Royal Pine Homes. offer of options for treatment/ assistance

Dated this day of 20.....

.....

Employee Signature



Appendix D: Health and Safety Orientation

#	ITEM	COMMENT	Initial
1	Site Hours of Operation:- Monday-Thursday: 7am to 4pm Friday: 7am to 4pm	No person shall be on this site after the posted "Hours of Operation" without a written authority &/or Competent Supervisor.	
1.1	~ Sign-in Policy	Mandatory Sign-in by all workers, contractors and visitors	
1.2	~ Commitment to Health & Safety	Working Safely and in compliance with all applicable legislation, and company safety policies and procedures is required. Violators may be permanently removed from the Project.	
2	Mandatory Contractor Requirements	Each Contractor shall provided the following: - Job Description - Site specific Hazards - Safe Working methods	
2.1	Working Safe	Unsafe acts/conditions shall be reported, immediately.	
3	Personal Protective Equipment	The following PPE is to be worn as required as per Manufacturer's instructions.	
3.1	~ Head & Foot Protection	Mandatory at all times.	
3.2	~ Eye Protection	When operating cutting, drilling & impacting equipment.	
3.3	~ Ear Protection	Whenever hazards exist, protection to be worn	
3.4	~ Skin Protection	Wear appropriate for the weather conditions, or type of work eg. Welding.	
3.5	~ Fall protection	Shall be worn whenever a worker is exposed to a fall of a distance of 3 metres (10 feet) or more.	
3.6	~ Traffic Protection	Safety vests shall be worn around vehicles &/or lifting devices, directing traffic and/or when applicable.	
3.7	~ Respiratory Protection	Whenever hazards exist, protection shall be worn.	
4	Smoking, Alcohol & Drug Use	Absolutely no Smoking or Alcohol or Illegal Drugs, shall be used in the workplace. Any person found to be under the influence of or in the possession of either drugs or alcohol will be asked to the workplace immediately.	
4.1	Desinated Smoking Areas	Designated smoking area will be assigned.	
4.2	Food or Drink	No food or drink (other than water) permitted on site. Designated lunch/break areas will assigned.	
5	Site Office/Trailer	Location of First Aid Kit, Stretcher, Eye wash, Telephone, Fire Extinguisher (Note; will be located throughout workplace), Health & Safety Documents Records of attendance of all workers on Sign-in Sheet shall be conducted daily. Emergency Telephone numbers. Access/Egress Emergency Plan.	
6	Accidents / Incidents / Hazard Reporting	Report all accident / incidents / hazards / near miss / damage to equipment or vehicle must be reported immediately to supervisor.	



#	ITEM	COMMENT	Initial
7	Emergency Procedure	In the event of any emergency, workers shall notify supervisor immediately. Evacuate closest exit, and meet at designated area for a worker head count,	
7.1	~ Evacuation Procedures	The Emergency evacuation signal is the alarm. When workers hear "code green" they must immediately evacuate and report to their assigned assembly area.	
8	Personal Conduct	All workers while working will be fit to work and conduct themselves in a safe and professional manner at all times.	
8.1	~ Zero Tolerance Policy	There will be ZERO TOLERANCE for any of the following incidents, which will result in immediate dismissal from the workplace: Consumption of Alcohol and/or Drugs, fighting, horseplay, uttering threats. Workplace Violence & Harassment	
9	Worker Rights	All workers have the right to Know any potential hazards in the workplace, right to Refuse unsafe work, and right to Participate part of the process of identifying and resolving workplace concerns.	
10	Housekeeping	Clean up shall be attended to by ALL workers. This is everybody's responsibility. Clean-up shall be maintained in work area's and all routes of access/egress are kept clear at all times.	
10.1	~ Stairwell Safety	Do not prop open stairwell doors- close all open doors.	
11	Machinery/Equipment/Tools	All Equipment/Tools shall be operated as per Manufactures operating procedures, maintained and inspected daily.	
11.1	~ Machine Operators	Only certified workers shall operate Machinery/Equipment/Tools	
12	Guardrails	Guardrails may not be removed without a Temporary Guardrail Removal Permit.	
13	Crane	Crane shall have a designated pick-up area	
14	Stilts	No worker on site shall use, operate or work with Leg Extensions (Stilts).	
15	Ladders/ Extension Cords	All ladder's (extension or step)/ Extension Cords shall be in good condition, maintained and installed properly.	
16	Fire Extinguishers	All workers require fire extinguishers when performing HOT Work Permit (Welding).	
16.1	~ Fire Hazardous Work	Any work which may cause a spark or fire, workers shall have a fire extinguisher near by, and trained in its use.	
16.2	~ Gas Cylinders & Salamanders	Any trade that works with and/or handles gas cylinders or salamanders, must have with them at least one fire extinguisher. Failure to work with a Fire Extinguisher when required will result in discontinued work on site	



#	ITEM	COMMENT	Initial
17	Safety Barrier & Devices	No safety barrier or device, for example guardrail system, temporary stairs, and/or ramps shall be removed. All Workers must obey signage and barriers.	
17.1	~ Removal of Safety Barriers & Sinage	Signage and barriers must not be removed without site superintendent permission. If removed, they shall be reinstalled as soon as possible.	
17.2	~ Signalers & TCP	All Workers must obey instructions given by signalers and traffic control personnel.	
18	Overhead Powerlines	Only certified workers shall work in close proximity of Overhead Power lines	
18.1	~ Work Procedure	Procedures shall be in place prior to commencing work around overhead powerlines	
19	Safety Meetings	Attendance required at safety meetings.	
20	Disciplinary Action	Safety violation will be issued to any employee, worker and/or visitor who fails to follow the workplace health & safety requirements.	
21	Training	All workers shall provide proof of training in any of the following as required:	
21.1	~ mandatory	WHMIS (Workplace Hazardous Material Information System) Training	
21.2	~ mandatory	Health & Safety Awareness Training	
21.3	~ mandatory	Working at Heights Training	
21.4	~ as required	Forklift/Crane Training	
21.5	~ as required	Supervisor Training	
22	Working Safe:	Unsafe acts/conditions	
23	Other:		

I acknowledge reviewing the above safety procedure.

Print Name: _____
 Signature: _____
 Date: _____

Safety Manager/Supervisor: _____
 Print Name: _____
 Signature: _____
 Date: _____



Appendix E: Reporting Suspected Impairment Form

Reporting Employee Name:			
Date of Incident or Concern: yyyy – mm - dd			
Description of Incident or Concern and those involved			
Behaviour	<input type="checkbox"/> Nervous?	<input type="checkbox"/> Insulting?	<input type="checkbox"/> Sleepy?
	<input type="checkbox"/> Exaggerated politeness?	<input type="checkbox"/> Confused?	<input type="checkbox"/> Combative?
	<input type="checkbox"/> Excited?	<input type="checkbox"/> Quarrelsome?	<input type="checkbox"/> Fatigued?
	<input type="checkbox"/> Uncooperative?	<input type="checkbox"/> Poor memory?	<input type="checkbox"/> Overly talkative?
	Other (please describe)?		
Unusual Actions	<input type="checkbox"/> Sweating?	<input type="checkbox"/> Slow reactions?	<input type="checkbox"/> Crying?
	<input type="checkbox"/> Quick moving?	<input type="checkbox"/> Tremors?	<input type="checkbox"/> Fighting?
	<input type="checkbox"/> Other (please describe)?		
Speech	<input type="checkbox"/> Slurred?	<input type="checkbox"/> Slow?	<input type="checkbox"/> Confused?
	<input type="checkbox"/> Thick?	<input type="checkbox"/> Rambling?	<input type="checkbox"/> Pressured?
	<input type="checkbox"/> Other (please describe)?		
Balance	<input type="checkbox"/> Staggering or Unsteady gait?	<input type="checkbox"/> Falling?	<input type="checkbox"/> Unsure?
	<input type="checkbox"/> Needs support?	<input type="checkbox"/> Stumbling?	<input type="checkbox"/> Normal?
	Other (please describe)?		
Other Employee/s Involved:			
Witness/s:			
Supervisor Actions:			
Signature:			
Date: yyyy – mm - dd			



Appendix F: Responding to Suspected Impairment Form

Responding to Suspected Impairment	
Employee Name:	Date:
Supervisor Name:	
Observer Name:	
Incident or Concern Details:	
Action Note: If there is concern employee may be or may become violent or threatening, or may in need of medical assistance, summon security, police, or call 911	
Observations:	
Concerns regarding safety, health, or other work-related issues:	
Details from discussion with employee:	
Discussion of available services, if applicable:	
Safe arrangements (driven by/taxi, other work assigned, etc.):	
Next steps / Return to work process:	
Notifications made to:	
Employee Signature:	Date: yyyy – mm - dd
Supervisor Signature:	Date: yyyy – mm - dd
Observer signature:	Date: yyyy – mm - dd



Appendix G: Discipline Notification

First Warning ☐

Second Warning ☐

Third Warning ☐

Copies to: Employee, Contractor and Employer

Name:

Location:

Date of offence:

Time of offence:

Area of Occurrence:

The worker was advised verbally and in writing of the unsafe act(s) or conditions described below and was instructed to correct the situation immediately.

:

Please Print

Signature

Date

Employee:

Please Print

Signature

Date

Note: Failure of the worker to act safely will lead to further discipline, up to and including removal from the workplace.

Note: Failure of the worker to act safely will lead to further discipline, up to and including removal from the workplace.



Appendix H: Supervisor's Injury – Illness - Incident Investigation Report

Company:		Department		Firm Number:	
Address		Date of Occurrence		Time	Date Reported
PERSONAL INJURY			PROPERTY DAMAGE		
Name of Injured Person		Date Employed		Property Damaged	
Occupation		# Years on Job		Estimated Costs	Actual Costs
Nature of Injury		Part of Body Injured		Nature of Damage	
Did Employee Seek Medical Attention Yes <input type="checkbox"/> No <input type="checkbox"/> Where					
Lost Time Accident Yes <input type="checkbox"/> No <input type="checkbox"/>					
Object, Equipment, or Substance Inflicting Injury				Object, Equipment, or Substance Inflicting Damage	
Person With Most Control of Object, Equipment, or Substance				Person with Most Control of Object, Equipment, or Substance	
DESCRIPTION	Describe Clearly How the Accident Occurred: Attach Accident Diagram for All Motor Vehicle Accidents.				
ANALYSIS	What Acts, Failures To Act, and/or Conditions Contributed Most Directly to This Accident? What Are the Basic or Fundamental Reasons for the Existence of These Acts and/or Conditions?				
LOSS SEVERITY POTENTIAL Major <input type="checkbox"/> Serious <input type="checkbox"/> Minor <input type="checkbox"/>			PROBABLE RECURRENCE RATE Frequent <input type="checkbox"/> Occasional <input type="checkbox"/> Rare <input type="checkbox"/>		
PREVENTION	What action has or will be taken to prevent recurrence? Follow up Required: Yes <input type="checkbox"/> No <input type="checkbox"/> Follow up Action Completed: Yes <input type="checkbox"/> No <input type="checkbox"/> Signature: _____ Date: _____ Comments:				



Appendix I: Employee Injury /Illness/Incident Report

Name:	
Occupation:	
Nature of Injury:	
Date of Occurrence:	Time:
<p>Please state:</p> <ul style="list-style-type: none">a) The sequence of events that led up to the incidentb) Where the incident occurredc) What you were doing at the timed) The weight, size and type of equipment being usede) Details of the injury/illness/damage	
Signature:	Date: YYYY – MM - DD
Names of Witnesses:	



Appendix J: Return to Work Form

Time: _____ Date: _____

Injured Worker: _____

Present at Meeting: _____

Discussed workers' physical restrictions and possible work duties to be assigned to the worker during the recuperation period.

Manager:

Specific Restrictions:

Tools:

Job Duties:

Rest Breaks:

Medical Treatment:

Miscellaneous Data:



Appendix K: Toolbox Talk

Toolbox Talk

Time: _____

Date: _____

Location: _____

Topics: _____

Attendance:

Name	Signature	Company
1.		
2.		
3.		
4.		
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30.		



Appendix L: Violence/Harassment Complaint Form

Contact information of Complainant:	
Date of Incident:	Address of Incident:
Name:	
Telephone number:	Job Title/Position:
Home Address:	
Contact information of the Alleged Offender (If available):	
Name:	
Telephone number:	Job Title/Position:
Home Address:	
Contact information of Witness(es) (If available):	
Name:	
Telephone number:	Job Title/Position:
Home Address:	

Details of the Workplace Violence/Harassment Complaint:

Please describe in as much detail as possible the violence/or harassment incident(s), including:

- (a) the names of the parties involved;
- (b) any additional witnesses to the incident(s);
- (c) the location(s), date(s) and time(s) of the incident(s);
- (d) details about the incident(s) (behavior and/or words used);
- (e) any additional details. (Attach additional pages if required)

Relevant Documents/Evidence:

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach these, and they are relevant to your complaint, please list the documents below

Name	Address	Telephone #	Email Address

If someone else has relevant documents, please note in the following table.

Name	Address	Telephone #	Email Address

Signature..... Date.....



Appendix M: Maintenance of Machinery Checklist

Undercarriage										
	Pin & Bushing Wear		Sprocket		Springs					
	Link Wear		Shock Absorbers		Muffler					
	Roller Wear		Oil Pan		Pittman Arm					
	Idler Wear		Drag Link		Differential					
	Track Wear		Tie Rod		Suspension					
	Roller Guards		Frame Rails		Axles					
Brake, Tires, and Wheels										
	Brake Components		Chock Block		Road Clearance					
	Spring Caging Bolts		Brake Drum Condition		Brake Lining Thickness					
	Disc Brakes		Brake Lines & Hoses		Brake Failure Indicator					
	Reservoirs and Valves		Tire Pressure		Park Brake					
	Wheel Bearings		Vacuum System, Reserve		Emergency Brake					
	Proportioning Valve		Pump Operator		Brake Operation					
	Brake Camshafts & Travel		Tire Wear		Jack					
	Tire Iron		Spare Tire		Chains					
<table border="1"> <tr> <td rowspan="2">Rating Legend:</td> <td>NA - Not Applicable</td> <td>P - Passed in good working condition</td> </tr> <tr> <td>M - Passed but maintenance required</td> <td>R - Rejected, repair necessary before returning to service</td> </tr> </table>						Rating Legend:	NA - Not Applicable	P - Passed in good working condition	M - Passed but maintenance required	R - Rejected, repair necessary before returning to service
Rating Legend:	NA - Not Applicable	P - Passed in good working condition								
	M - Passed but maintenance required	R - Rejected, repair necessary before returning to service								

☐ Equipment Passed

☐ Equipment Not Passed

Work Required	Assigned To	Completion (Date/Time)
1 _____	1 _____	1 _____
2 _____	2 _____	2 _____

Repairman
Signature: _____

Supervisor's
Signature: _____



Appendix N: PEWP Inspection Checklist

This inspection checklist is to be completed on a DAILY basis, or when the equipment is used.
All completed reports are to be kept on file for auditing purposes.

Date of Inspection: _____ Equipment No/ Serial Number: _____

Name of Inspector: _____

Print Name
Signature

Indicate by: **X** – Bad **✓** - Good **N/A** – Not Applicable.

Vehicle Inspection	Mon.	Tues.	Wed.	Thu.	Fri.
Oil Level					
Hydraulic Oil Level					
Fuel Check					
Check the Lift and surrounding area for leaks					
Coolant Level					
Tire pressure and condition of wheels and tires					
Battery and charger					
Ground Control switches					
Check Operations	Mon.	Tues.	Wed.	Thu.	Fri.
Horn					
Gauges					
Brakes					
Lights/Horn					
Steering (Left/Right)					
Drive (Forward/Back)					
Attachments or accessories					
Backup alarm or warning buzzer					
Emergency Stop Buttons					
Warning lights					
Platform Lift Equipment Inspection	Mon.	Tues.	Wed.	Thu.	Fri.
Lift and travel controls and switches					
Placards, decals and control ID labels					
Tilt Alarm (Slope Warning Device)					
Safety Prop Arm (Scissor Lifts)					
Outriggers/Stabilizers/Pothole Protection					
Function Enable (Dead Man), Pedal/Switch					
Manual/Auxiliary Lowering Controls					
Interlock Devices/Limit Switches					
Handrails, guardrails and safety chains					
Deck: Extension/Ground & Platform Controls					
Toe boards					
Worksite Inspection	Mon.	Tues.	Wed.	Thu.	Fri.
Weather (Wind)>30kmh, Lightning, Rain, Etc...					
Traffic (Pedestrians, Vehicles, Equipment)					
Electrical Lines (stay away as per regulations)					
Work Surface (Slopes >5 degrees, cracks, holes debris, drop offs, etc)					
Pinch Points/Crushing/Collisions/atmosphere					
Tape off work area if required and signage as site requirements					

If the equipment fails any part of this inspection, remove the key and report the problem to your supervisor/lead hand or safety. Do not attempt to make repairs unless you are trained and authorized service person.

Record any malfunctions, damages or problems:



Appendix O: Forklift Inspection Checklist

Operator: _____				Make & Model: _____							
Company: _____				Hour Meter Reading: _____							
Location: _____				Date: _____		Unit No.: _____					
POWER OFF CHECKS			Status OK NO N/A			POWER ON CHECKS			Status OK NO N/A		
Wheels & Tires			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Unit Starts and Runs Properly			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Lights/Stobes			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Instruments/Gauges			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Mirrors/Visibility aids			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Warning lights/Audible alarms			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Engine/Engine Compartment			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Fuel/Charge level			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
a) Belts/Hoses			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Horn/Audible warning device(s)			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
b) Cables/Wires			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Function Controls					
c) Debris			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			a) Mast & Carriage - raise/lower/tilt			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Battery/Battery Compartment						b) Lifting attachment - proper movement			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
a) Cables & Connectors in working order			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			c) Drive - forward/reverse			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
b) Clean/Dry/Secure			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			d) Steer - left/right - all modes			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Hydraulics						e) Frame level controls			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
a) Cylinders/Rods			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			f) Outrigger controls			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
b) Hoses/Lines/Fittings			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Braking			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Fluids						a) Service/Inching/Park			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
a) Engine Oil Level Leaks			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			b) Plugging			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
b) Engine Coolant Level Leaks			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Emergency quick disconnect			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
c) Hydraulic Oil Level Leaks			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			OTHER:			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
d) Fuel/Battery Level Leaks			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			WORKPLACE INSPECTION			Status OK NO N/A		
Data/Capacity Plate			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Drop off or holes			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Windows/Glass/Doors			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Bumps and Floor/Ground Obstruction			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Lifting attachments			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Debris			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Counterweight/Counterweight bolt(s)			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Overhead Obstruction			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Hood/Covers/Panels			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Energized Powerlines			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Air Filter Indicator			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Hazardous locations			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Mast/Boom - Chains/Rollers/Wear pads			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Ground surface and support conditions			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Overhead Guard/Cab			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Pedestrian/Vehicle traffic			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Seatbelt			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Wind and weather conditions			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
GENERAL						OTHER POSSIBLE HAZARDS:			Status OK NO N/A		
Housekeeping			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Manufacturer's operating manual			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Decals/Warnings/Placards			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Misc. Parts - Loose/Missing/Broken			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

Report any problems found to your supervisor/employer. ALWAYS lock/tag-out unsafe equipment:



Appendix P: Workplace Inspection Recording Form

Inspection Location(s):

Time of Inspection:

Department/Area:

Date of Inspection:

						FOR FOLLOW UP				
Item (and location of item)	Hazard Observed	Hazard Class	Repeat Item		Recommended Action	By		Action Taken	Complete	Authorized Signature
			Yes	No		Whom	When			

Hazard Classification:

Class A: A condition or practice likely to cause permanent disability or loss of life or body part, and/or extensive loss of structure, equipment or material.

Class B: A condition or practice likely to cause serious injury or illness (resulting in temporary disability) or property damage that is disruptive, but less severe than Class "A".

Class C: A condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.



Appendix Q: Equipment/Vehicle Pre-Start Checklist

Company:.....

Machine Make/Model:.....

Unit #:.....

Date :.....

Time :.....

Mileage:.....

RATING LEGEND: NA - Not Applicable R - Rejected, repair necessary before returning to service P - Passed in good working condition M - Passed but maintenance required									
Fluid Levels					Driver's Compartment				
Motor Oil	Rear End	Air Filter	Sun Visors	Horn & Switches	Steering Power Assist				
Radiator	Brake Fluid	Oil Change Required?	Windshield Wipers	Windshield Defrost	Windshield				
Power Steering	Greasing Required	Oil Filter Changed?	Side Windows	Beam Indicator	Instrument Lamps				
Windshield Washer			Pedal Pads	Fire Extinguisher	Hazard Warning Kit/Flares				
Body Exterior			Seats & Seatbelts	First Aid Kit	Air Pressure Gauge				
Head Lamp Operation/Aim	Clearance Lamps	Identification Lamps	Speedometer	Survival Kit	Cellular Phone				
Tail Lamps	Stop Lamps	Turn Signal Lamps	Compressor Buildups	Acc. Pedal and Air Throttle	Booster Cable				
Marker Lamps	Hazard Lamps	Reflex Reflectors	Air Leakage	Compressed Air	Steering Column Security				
Trailer Hitch	TDG Placards	Fenders/Mud Flaps	Body Exterior						
Under The Hood			Head Lamp Operation/Aim	Clearance Lamps	Identification Lamps				
Hood	Air Compressor Belt	Air Compressor	Tail Lamps	Stop Lamps	Turn Signal Lamps				
Power Steering System	Fuel Pump and System	Battery & Wiring	Marker Lamps	Hazard Lamps	Reflex Reflectors				
Air Filter	Fan & Belt	Carburetor	Trailer Hitch	TDG Placards	Fenders/Mud Flaps				
Cooling System	W/shield Washer Pump	Distributor	Trailer Cord	Paint	Air Lines				
Exhaust System	W/shield Wash container		Tire Pressure	Headache Rack or Chain	Body & Doors				
Undercarriage			Glad Hands & Air Systems	Reservoirs/Brackets/Straps	Bumpers & Cabs				
Pin & Bushing Wear	Sprocket	Springs	Brake, Tires, and Wheels						
Link Wear	Shock Absorbers	Muffler	Brake Components	Chock Block	Road Clearance				
Roller Wear	Oil Pan	Pittman Arm	Spring Caging Bolts	Brake Drum Condition	Brake Lining Thickness				
Idler Wear	Drag Link	Differential	Disc Brakes	Brake Lines & Hoses	Brake Failure Indicator				
Track Wear	Tie Rod	Suspension	Reservoirs and Valves	Tire Pressure	Park Brake				
Roller Guards	Frame Rails	Axles	Wheel Bearings	Vacuum System, Reserve	Emergency Brake				
<input type="checkbox"/> Equipment Passed <input type="checkbox"/> Equipment NOT Passed			Proportioning Valve	Pump Operator	Brake Operation				
			Brake Camshafts & Travel	Tire Wear	Jack				
			Tire Iron	Spare Tire	Chains				
Work Required			Assigned To		Completion (Date/Time)				

Repairman Signature:.....

Supervisor Signature:.....



Appendix R: Scaffold Inspection Checklist

SCAFFOLD INSPECTION CHECKLIST

DATE

PROJECT

LOT#

TRADE NAME

CREW FOREPERSON

WEATHER

SCAFFOLD INSPECTION ITEMS

- | | | | | | |
|----|--|-----|--------------------------|----|--------------------------|
| 1 | Work area clear of debris and ground reasonably graded? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2 | Mud sills are in place with base plates securely attached? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 3 | Scaffold frames appear to be in good condition (level/plumb, no bent frames)? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 4 | Scaffold frames are spaced properly (less than/equal to 7 feet)? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 5 | Platforms are fully planked with #1 grade spruce 2 x 10-inch planks in good condition? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 6 | All planks are secure (cleats/wire) and overhang frames between 6-12 inches? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 7 | Vertical cross bracing in place between all frames? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 8 | Lateral bracing ("goosers") in place between all frames on 1st level? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 9 | Connecting pins (banana pin/pigtail clip) used in all frame legs? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 10 | Scaffold secured to home (tie-backs) when scaffold is more than two sections high? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 11 | All working levels have proper guardrails in position? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 12 | Separate access ladder installed and secured? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 13 | Overhead power lines have been protected if in immediate vicinity? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 14 | Propane heaters/cylinders being stored properly? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

Additional Comments:

Person Completing Inspection:

Name

Date



Appendix S: First Aid Log

Employee Name	Injury Code	Part of Body	Date of Injury	Time of Injury	Treatment Required	Names of witnesses	Exact Location

Injury Codes

01-Cut
02-Cut requiring stitches

03-Bruise
04- Pinch

05-Crush
06-Strain

07-Sprain
08-Break

09-Burn
10-other

Annexure



Communicable Diseases Safety Procedures

65-95 Attmar Drive, Brampton, ON



COMMUNICABLE DISEASES TABLE OF CONTENTS

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PURPOSE

In order for our workplace to be safe and maintain operations, we have developed this **Exposure Prevention, Preparedness, and Response Plan** to be implemented, to the extent feasible and appropriate, throughout **Royal Pine Homes**

This plan is based on information available from the Public Health Agency of Canada, Public Health Ontario and Toronto Public Health, at the time of its development, and is subject to change based on further information provided by public health officials.

Royal Pine Homes recognizes its responsibility to minimize potential exposure of our workers, suppliers, and customers to any communicable disease, whilst ensuring the continuity of our business operations.

The workplace will be monitored on an as-needed basis for chemical, biological and physical agents to ensure we are maintaining a safe work environment.

During times of outbreak, epidemic, and pandemic of any communicable disease, additional precautions will be implemented as per these procedures.

In an effort to contain and minimize the spread of the disease and to ensure your safety and that of your fellow workers; **EFFECTIVE IMMEDIATELY, Royal Pine Homes** is implementing these procedures, since the health and well-being of our entire community — including each of you — is our priority.

SCOPE

This policy applies to all employees, contractors, and visitors/sub-contractors of any **Royal Pine Homes** workplace. These are meant to act as guidelines based on existing rules and regulations, and should be adjusted in accordance with changes from the government as well as the OHSA, as they become available.

Applicable Laws & Regulations

Given the fast-developing and constantly changing nature of the COVID-19 coronavirus, we may need to modify these processes, to facilitate the unique needs of the business office, whilst staying within the confines of the laws and regulations as prescribed by the OHSA as follows;

General Duty of the Employer

Under clause 25(2)(h) of the OHSA, the employer is required to take every precaution reasonable in the circumstances for the protection of a worker.

Duty to Provide Supervision to Protect Health or Safety

Under clause 25(2)(a) of the OHSA, the employer must provide supervision to a worker to protect the health or safety of the worker.

Duty to Provide Information and Instruction to Protect Health or Safety

Under clause 25(2)(a) of the OHSA, the employer must provide information and instruction to a worker to protect the health or safety of the worker. Under clause 25(2)(d) of the OHSA, the employer must acquaint a worker or a person in authority over a worker with any hazard in the work.



Right to Refuse Work

Under subsection 43(3) of the OHSA, a worker has the right to refuse work that he or she believes is likely to endanger himself, herself, or another worker.

Public Health Guidelines:

Employees are strongly advised to follow local **Public Health Agency Guidelines & Communiqué**, for control and testing protocols as directed by said agency, during times of pandemic.

The Ministry advises that persons experiencing any adverse symptoms as a result of any of the communicable diseases listed on Appendix A contact Telehealth Ontario at

1-866-797-0000 or your local public health unit.

Definitions

Communicable Diseases:

Communicable diseases are those defined by the Health Protection and Promotion Act, Ontario Regulation 558/91; Communicable diseases are illnesses caused by infectious pathogens including viruses, bacteria, fungi, protozoa, prions, and parasites.

Outbreak:

A sudden increase in occurrences of a disease in a particular time and place

Epidemic:

An outbreak of disease that spreads quickly and affects many individuals at the same time.

Pandemic:

An outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population.

Coronavirus:

Coronaviruses (CoV) are a large family of viruses that are common and are typically associated with illnesses similar to the common cold. A **novel coronavirus** (nCoV) is a new strain that has not been previously identified in humans. And is therefore difficult to treat in infected individuals.

COVID-19:

COVID-19, short for "coronavirus disease 2019," is the official name given by the World Health Organization to the disease caused by this newly identified coronavirus.

How does a coronavirus spread?

The following is an excerpt from Harvard Medical School Online Health Publication, on the spread of the coronavirus: -

“The coronavirus is thought to spread mainly from person to person. This can happen between people who are in close contact with one another. Droplets that are produced when an infected person coughs or sneezes may land in the mouths or noses of people who are nearby, or possibly be inhaled into their lungs.



A person infected with coronavirus — even one with no symptoms — may emit aerosols when they talk or breathe. Aerosols are infectious viral particles that can float or drift around in the air for up to three hours. Another person can breathe in these aerosols and become infected with the coronavirus. This is why everyone should cover their nose and mouth when they go out in public.

Coronavirus can also spread from contact with infected surfaces or objects. For example, a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

The virus may be shed in saliva, semen, and feces; whether it is shed in vaginal fluids isn't known. Kissing can transmit the virus."

Understand COVID-19 risks

COVID-19 can be spread at the workplace in two main ways:

- person to person, by people who are in close contact
- by surfaces or objects, when people touch their face with contaminated hands

The key risk factors for COVID-19 transmission include:

- prolonged exposure - spending more time with potentially infected people
- close proximity - working close to others
- crowded places - having more people in a space
- closed spaces - indoor spaces less fresh air (working indoors is riskier than working outdoors)
- forceful exhalation – activities that cause people to breath more deeply, such as exercise, speaking loudly and singing

The risk of severe health outcomes is not the same for all workers. The risk increases with age and is higher for people with [certain medical conditions](#).

Asymptomatic Persons

It is possible for COVID-19 to be spread by people who do not have any symptoms, referred to as asymptomatic.

Therefore, it is prudent to act and take precautions as if everyone is infected.



COVID-19 Symptoms and Treatment

The following are excerpts from the Ministry of Health concerning Covid-19:

Symptoms and Treatment:

Symptoms range from mild – like the flu and other common respiratory infections – to severe, and can include:

- **fever**
- **cough**
- **difficulty breathing**

Complications can include serious conditions, like pneumonia or kidney failure, and in some cases, death. There are no specific treatments for coronaviruses, and there is no vaccine that protects against coronaviruses. Most people with common human coronavirus illnesses will recover on their own.

You should:

- drink plenty of fluids
- get rest and sleep as much as possible
- try a humidifier or a hot shower to help with a sore throat or cough

The Ministry of Labour advises that persons experiencing symptoms of the 2019 novel coronavirus Contact Telehealth Ontario at **1-866-797-0000** or your local public health unit. **Do not call 911 unless it is an emergency.**

How to Protect yourself:

Take these everyday steps to reduce exposure to the virus and protect your health:

- wash your hands often with soap and water or alcohol-based hand sanitizer
- sneeze and cough into your sleeve
- avoid touching your eyes, nose or mouth

RESPONSIBILITIES

All employees; managers, supervisors and workers are bound by their responsibilities to identify, report, and manage suspected cases of exposure to COVID-19 in the workplace. All managers and supervisors must be familiar with this plan and be ready to answer questions from employees.

Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and workplace safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

We are asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our workplace, everyone must play their part. We have instituted various housekeeping, physical distancing, and other best practices at our workplace.



Management Responsibilities:

Under Section 25(2) (h), of the Occupational Health and Safety Act, **Royal Pine Homes** as the employer; *must take every precaution reasonable in the circumstances for the protection of a worker.*

The Management of **Royal Pine Homes** will:

- Stay abreast of guidance from federal, provincial, local, and/or territorial health agencies, and incorporate those recommendations and into our workplace.
- Implement this policy in its entirety, by ensuring that Managerial and Supervisory staff are adequately trained and equipped.
- Provide the necessary hygienic supplies to employees in the workplace.
- Effectively and expediently communicate company procedures to be implemented, during periods of an outbreak.

Supervisor Responsibilities:

It is the responsibility Supervisors to:

- Ensure that they are adequately trained and acquainted with this policy to ensure full implementation and compliance.
- Ensure that their subordinates are aware of, and properly trained on these procedures.
- Reduce face-to-face meetings to a minimum and hold meetings in open spaces or outside.
- Post signage to inform and update workers of any new developments
- Post signage identifying where hand-washing/sanitizing stations are located;
- Send anyone with symptoms home and require them to maintain 14 days of isolation.
- Be familiar with the designated a location to serve as the isolation area until potentially sick or potentially infectious people can be removed from the workplace.
- Track and maintain a comprehensive list of workers (and co-workers) on duty and update it **daily**; as contact tracing may become necessary
- Provide public health unit information on where employees worked as well as the contact information of any other employee who may have been exposed if requested.
- Expediently implement these procedures as per Management instructions.

Employee Responsibilities:

- Employees are expected to adhere to, and work in compliance with this policy and the procedures herein.
- Report any violations of these procedures to your supervisor.
- Practice physical distancing by keeping more than 2 metres (6 feet) apart from co-workers, wear a mask when this is not possible.
- Stay home if they are sick or might be sick. Follow the Public Health Agency of Canada's steps for self-assessment: <https://www.canada.ca/coronavirus>
- Avoid touching your face.
- Wear a mask when a 6ft distance cannot be maintained
- Wash your hands at the start of your shift, before eating or drinking, after touching shared items, after using the washroom, and before leaving work.
- Follow all governmental recommended procedures for social distancing
- Any employee found to be deliberately in contravention of these procedures will be putting themselves and others, at risk, and shall be subject to disciplinary action, up to and including dismissal.



Worker Enquiries

Any concerns or questions regarding these procedures should be directed to any or all of the following:

- Your supervisor or manager
- Your health and safety representative
- Your local public health agency or Telehealth Ontario

INFECTION CONTROL & PREVENTION PROCEDURES AT THE WORKPLACE

All employees are expected to cooperate in taking steps to reduce the transmission of communicable diseases in our workplace. These measures are intended to contain the spread of the infectious communicable disease by keeping sick or potentially sick people away from the workplace, so that it will remain safer for those who must continue to report to work

In order to maintain the safety of our workplace, all employees are responsible to **immediately** report all **potential** and **actual** hazards which you are aware of, that pose a potential threat¹⁴ to health or safety.

This includes, but is not limited to biological and chemical exposures at any **Royal Pine Homes** workplace.

When implementing measures for control and containment of communicable diseases, consideration must also be given to non-occupational risk factors at home, in community settings, as well as individual workers' risk factors;

- older age;
- presence of chronic medical conditions, including
- immunocompromising conditions;
- pregnancy

In instances where the hazard cannot be eliminated from the workplace, appropriate engineering, administrative, and control at the worker-level measures must be implemented.

General Safe Work Practices During Times of Outbreak

The following safe work practices shall be incorporated by all employees as a matter of daily routine during times of outbreak/epidemic/pandemic. These additional *Contamination and Prevention Measures* will be mandated, and all employees are expected to adhere to them.

- **Avoid Transference:** To avoid transferring the communicable agent, it is important for all individuals, (whether symptomatic or not) to adhere to these guidelines:
 - Avoid using other workers' work tools and equipment, when possible.
 - Do not take breaks, and lunch breaks within close proximity of other workers. Employees will stagger breaks and lunches, as much as it is practicable.
 - Avoid using other workers' phones, desks, offices, when possible.
 - Avoid touching your face, eyes, nose and mouth – so as not to inadvertently ingest any infectious agent.
 - Use disposable cutlery and cups to avoid using reusable dishes, whenever possible

¹⁴ See Appendices– Communicable Disease Reporting Chart



- Use disinfectant spray and/or wipes wherever possible; Be especially mindful of transference from touching, door handles, refrigerator handles, toilets, taps, office equipment keyboards, keypads etc.
- Use hand sanitizer when hand washing is not an option
- Avoid sharing food and beverages with anyone
- Employees must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, where possible.
- Employees to limit the use of co-worker's tools and equipment. If these must be shared clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- In lieu of using a common source of drinking water, such as a cooler, employees are encouraged to use individual water bottles
- Due to the nature of our work, access to running water for hand-washing may be impracticable. In these situations, **Royal Pine Homes** will provide, if available, alcohol-based hand sanitizers and/or wipes.
- **Royal Pine Homes** will divide crews/staff into groups where possible so that operations can continue working effectively in the event that one of the divided teams is required to quarantine.
- As part of the division of crews/staff, we will divide employees into dedicated shifts, at which point employees will remain with their dedicated shifts for the remainder of the project. If there is a legitimate reason for an employee to change shifts, **Royal Pine Homes** will have sole discretion in making that alteration.

Communication Methods:

During times of outbreak/epidemic/pandemic, the following methods of communication shall be employed to keep workers and visitors to our workplace informed:

- Posters, Signage and Notices will be posted throughout the workplace.
- Safety information meetings will be held with employees.
- These procedures shall be reviewed with all employees.
- These procedures will be posted up on notice boards and be made available to all employees.
- Electronic means shall be used to communicate as much as possible, in lieu of face to face contact (company website, phone calls, texts etc.)
- Updates from Public Health Officials shall be communicated to workers as much as possible.

Employee Training:

COVID-19 procedures to be reviewed with all employees:

- Signs & Symptoms of COVID-19
- Respiratory Etiquette
- Proper Handwashing Technique
- New Greeting Techniques
- Use of PPE/face coverings
- Using Public Transit
- COVID related stress management
- Facemasks Policy
- Physical Distancing



Worker Screening:

Screening will be done in a manner that treats people with respect and dignity, providing them with information so they fully understand the reason for the screening and the impact of attending work when not well.

This screening process is required to ensure a safe work environment. Consistent screening protocols and criteria have been implemented as follows;

- All employees of **Royal Pine Homes** shall be subject to **daily** health screening and will be required to complete the employee Health Screening Questionnaire ¹⁵
- Any employee who develops symptoms of COVID-19 shall follow the procedures outlined in the section titled **"IDENTIFIED INFECTIONS IN THE WORKPLACE"** of these procedures

Respiratory Etiquette:

Viruses can spread from person-to-person and are generally thought to spread by respiratory droplets when people are in close contact.

- All employees are strongly advised to practice **respiratory etiquette**;
 - Cover your face with tissues whenever when you cough or sneeze, and discard used tissues in the trash, and wash your hand immediately thereafter.
 - In the absence of tissues, best practice is to do so using the inside crook of your elbows.

Hand Washing:

Staff will wash their hands thoroughly with soap and hot water after they have had contact with biological and chemical agents. It.

Our workplace is provided with the appropriate facilities in accordance with Public Health guidelines

Ensure that you are washing your hands frequently and properly¹⁶, doing times of outbreak. Wash your hands frequently with warm, soapy water for at least **20 seconds**, in all the following scenarios;

Wash your hands:

- before entering the workplace
- after contact with others
- after contact with surfaces others have touched.
- before breaks
- at shift changes,
- when they are visibly dirty
- and after: -
 - sneezing, coughing, blowing your nose
 - using washroom
 - handling garbage
 - handling raw foods
 - outdoor activities
- before and after:
 - preparing and eating food
 - touching a cut or open sore
 - touching eyes, nose or mouth

¹⁵ See Appendices – Worker Health Screening Questionnaire

¹⁶ See Appendices – Proper Hand Washing Technique



*if hand washing is not immediately available – use alcohol-based hand sanitizer

Face Mask/Coverings

Employees must wear a face covering in the **relevant** areas of the workplace; as per Royal Pine Homes Face Covering Policy¹⁷, and as required under new bylaws and O. Reg. 82/20.

- Employees must encourage others to wear a mask in areas in which the use of a mask is required
- Selecting masks. A mask should:
 - securely cover the nose and mouth
 - fit closely to the face without gaps
 - A nose piece that can be molded to conform to the face may be helpful to ensure a close fit.
- may be disposable or reusable
- if made of cloth, should be made of at least two layers of tightly woven fabric, such as cotton or linen
- should not have exhalation valves

Wearing Masks/Using Masks Properly

The effectiveness of a mask depends on the person wearing it correctly and consistently. When wearing masks:

- inspect their masks for tears, holes or other defects before each use
- ensure their masks are clean and dry
- wash hands with soap and water or use alcohol-based hand sanitizer before and after touching the mask
- put on and remove mask by holding its ear loops or ties, rather than touching the part of the mask that covers the face. The front of the covering may have been contaminated, so touching it and then your face could spread the contamination.
- never hang a face covering from your ears or pull it down around your chin or neck. Doing so risks contamination, either from touching the front of the covering with your hands or from droplets that may have accumulated on your neck from a recent conversation.
- replace face coverings if they become wet/damp or dirty during the shift, e.g., from perspiring or sneezing).
- wash cloth masks regularly with hot, soapy water and let dry completely before reuse
- discard used masks that cannot be washed in a plastic lined garbage bin

Using a mask should not introduce any new health or safety hazards into the workplace such as masks getting caught in machinery or restricting vision.

Masks used as PPE should be substantial enough to prevent droplet penetration.

¹⁷ See Appendices – Face Covering Policy



Physical Distancing at the Workplace:

In order to ensure that workers are keeping the recommended physical distance of two (2) meters from each other, whilst at work, the following measures shall be put in place, and all employees are expected to cooperate:

- Re-scheduling of workers:
 - The number of workers in the same space at any given time shall be limited to ensure workers can keep the required 2 meters apart. Employees are directed to refrain from entering work areas where a 2-meter distance cannot be maintained
- Scheduling the use of man operated machinery and equipment.
- Staggered breaks and lunch (employees are strongly advised to practice)
- Staggered work hours will be implemented if necessary, to facilitate all workers during the process

Lunch Break/Rest Periods

- Follow directives on locations for eating, changing and taking breaks
- Employees are required to follow visual markings to support physical distancing in the workplace
- Control the flow of people via staggered eating and rest periods
- Follow company guidelines on the number of people allowed to use meal and break areas at one time and on how long they can stay there
- Weather permitting, use any outdoor spaces available to you for meals and breaks
- Adhere to information and reminders about capacity and time limits, maintaining distance and taking masks off only when eating and drinking
- Management shall ensure standard cleaning and disinfection happens on a frequent schedule and increase cleaning and disinfection of high touch surfaces in break/lunch area
- Masks to be removed indoors only for eating and drinking (and not while waiting for the microwave)
- Furniture in meal and break rooms shall be repositioned to help workers keep at least two metres of distance from each other
- Any furniture that encourages overcrowding shall be removed
- make sure HVAC systems are properly maintained
- Weather permitting, keep windows opened as much as possible

Housekeeping

- Proper hygiene practices should be commonplace at the workplace and should be practiced as a matter of routine on a daily basis.
- Enhanced cleaning measures shall be instituted: Increase the frequency of housekeeping practices, further incorporating the thorough cleaning and disinfecting of surfaces, equipment, and other elements of the work environment:
- Follow the manufacturer's instructions for use of all cleaning and disinfection products (i.e., concentrations, application methods and contact times, PPE etc.).



- **Care of Garbage:** Extreme caution shall be used when disposing of garbage and other waste that may contain infected materials. Infected material waste should be double-bagged for disposal in a biohazard container. Any trash collected from the workplace must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Vehicles, equipment and tools will be cleaned at least once per day and before change in operator or rider.

Eyewash Facilities:

Due to the hazard associated with working on jobsites where the exposure to a biological or chemical agent exists, the provision of portable eyewash facilities has been addressed. All company vehicles assigned to a job site will have a portable eyewash station. In addition, all site first aid stations will also have portable eyewash.

Workplace Sanitation

Royal Pine Homes shall ensure that:

- Frequently touched surfaces and areas are **sanitized** daily with special focus on the following:
 - door handles, door pulls
 - railings
 - toilet seats
 - shared equipment and tools
 - tools and equipment
 - debit machines, screens, cash registers, and equipment,
 - common areas; entrances, counters, washrooms and kitchens
- Break/lunchroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment ("PPE"), such as nitrile, latex, or vinyl gloves.
- Portable toilets shall be cleaned by the leasing company at least twice per week and disinfected on the inside.

Cleaning and Disinfection Supplies

- **Royal Pine Homes** shall provide workers, customers, and sub-contractors with additional stations to wash their hands.
- Signs shall be posted - clearly indicating the location of wash stations throughout the workplace.
- If soap and running water are not immediately available, the company shall provide alcohol-based hand rubs containing at least 60% alcohol.

Workers Interacting with the Public

Everyone working within such parameters should evaluate the specific hazards when determining best practices related to COVID-19.

- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.



- Minimize or eliminate customer contact.
 - Encourage customers to communicate by phone or online if possible.
 - Eliminate contact greetings such as handshakes or hugs
 - Eliminate direct contact with others as much as possible
- Minimize/eliminate handling of cash, offer contactless payment options such as tap, credit and debit
- Do not accept re-usable bags or containers
- Install barriers between yourself and the people you must interact with.
- Improve fresh air intake/air circulation open doors and windows or fans
- Increase cleaning frequency on commonly touched surfaces; like counters, PIN pads, cash drawers, door handles and switches.
- Practice more frequent handwashing/ hand sanitizer usage
- Disinfect your hands after interacting with co-workers or completing tasks.
- Communicate your practices with customers through signs or verbal instruction.

Visitors to the Workplace

- All unnecessary person-to-person contact is prohibited. All non-essential visitors are strictly prohibited from visiting the workplace
- The number of visitors to the workplace including the office, will be limited to only those necessary for the work.
- All visitors will be screened in advance of arriving at the workplace. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the workplace:
 - Have you been confirmed positive for COVID-19?
 - Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
 - Have you been in close contact with any person who has been confirmed positive for COVID-19?
 - Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
- **Any visitors or customers allowed on the workplace shall adhere to all social distancing protocols, and wear a face covering.**

Meetings

- Essential meetings are to be held within all the parameters of *Physical Distancing* previously outlined in these procedures.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone.
- If meetings are conducted in-person, attendance will be collected verbally and the foreman/superintendent will sign-in each attendee. Attendance will not be tracked



through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, people and participants must remain at least six (6) feet apart.

- Employees should wear face coverings during meetings as an added precaution

Deliveries & Mail

- Deliveries will be permitted but will be properly coordinated in line with minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.
- Employees receiving packages are instructed to observe all *Social Distancing* protocols as outlined in these procedures. Allow non-urgent deliveries to sit for the recommended period before touching.
- Disinfect items that have been handled by others as much as possible. ALWAYS wash hands after handling these items.
- Employees who order food to be delivered are strongly encouraged to minimize/eliminate handling of cash, and use contactless payment options.

Social Distancing

Social distancing means taking steps to limit the number of people you come into close contact with. This will help to limit the spread of any contagion in the community.

Social distancing includes, but is not limited to:

- Spending time in settings where people can maintain a 2-metre (6 feet) distance from each other (e.g., lunchroom, benches, tables indoors and outdoors etc.)
- Limit the amount of person to person contact you have (2-3 persons at the same time¹⁸)
- Avoid common greeting methods (handshakes, kissing, cheek to cheek greetings etc.)
- Avoiding visits to long-term care homes, retirement homes, supportive housing, hospices and other congregate care settings unless the visit is absolutely essential
- Avoiding non-essential trips in the community
- Keeping the windows down if you have to go into the community for an essential trip via taxi or rideshare
- Holding virtual meetings whenever possible.
- Use telephone and video conferencing instead of face-to-face meetings as much as possible during times of outbreak
- Limiting or cancelling group gatherings, both professionally and socially.

Social Events:

All non-essential meetings, lunches and social events and functions will be cancelled when it is the recommendation of the public health agency to do so. Staff are expected to ensure that customers adhere to these guidelines.

¹⁸ Subject to change as per Health Official guidelines



Working from Home

- While not all positions are conducive to this arrangement, those positions with primary job duties that can be effectively performed remotely will be given consideration.
- Office employees – should talk to their supervisor or manager about the possibility of working from home where possible.

Self-Isolating

A critical step in protecting workers, customers, visitors, and others at a workplace is prompt identification and isolation of sick and **potentially infectious** individuals as well.

Any employee exhibiting signs of any communicable disease/viral infections should;

- Immediately inform your supervisor
- Promptly separate (isolate) yourself from others, with the purpose of preventing the spread of the virus, including those within your home.
- Stay in the designated isolation area (as directed by your supervisor), until you can safely leave the workplace.

Even if you do not have symptoms, it is recommended to self-isolate for **the time-frame indicated**¹⁹ if:

- (1) You have travelled (or anyone in close contact to you has travelled) outside of the country **within the time-frame indicated** (see footnote) by Health Canada
- (2) You live with, provided care for, or spent extensive time with any of the following: -
 - anyone who has tested positive for the virus
 - anyone is suspected to have the virus
 - anyone who has respiratory symptoms (fever, cough, or shortness of breath), or any other symptoms as indicated by public health agencies?

While in self-isolation, do not go to work, or any other public places. Consult your public health unit to find out when it is safe to leave your home.

If you are ill, and are under self-isolation at home - you should be separated from others in your household to the greatest extent possible.

Car Pooling:

- Employees are encouraged to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation, and use adequate PPE for the duration of the ride.
- If practicable, each employee should use/drive the same truck or piece of equipment every shift.
- Workers using company vehicles will not allow more than **ONE²⁰ person** at any given time in the vehicle. Changes to this amount will be communicated to workers on an ongoing basis.
- While in vehicles, employees must ensure adequate ventilation and ensure to use adequate PPE for the duration of the ride.

¹⁹ Time Frame is generally two (2) weeks – unless otherwise indicated by the Ministry of Health

²⁰ Subject to change as per Public Health Guidelines



Public Transit:

- For employees who commute to work using public transportation or ride-sharing, consider; Alternate forms of transportation that minimize close contact with others (e.g., biking, walking, driving or riding by car either alone or with household members).
- Speak with your Supervisor about shifting hours so they can commute during less busy times
- Employees should have adequate supplies before travelling; pack sanitizing wipes, hand sanitizer and face covering to wear at times when riding on a train or bus or waiting at a rest stop, or transit stations and stops.
- During travel, follow physical distancing guidelines - try to keep at least 6 feet (2 meters) from people who are not in the immediate household — for example when waiting at a bus station or selecting seats on a train.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Sanitize hands immediately upon exiting public transit.

Sick Employees:

Many times, with the best of intentions, employees report to work even though they feel ill. During times of pandemic, it is critical that employees not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue, or any other such symptoms as indicated by the existing Government Agency.

During times when communicable diseases pose a threat to the health and well-being of employees as well as that of the entire community; employees who report to work ill will be sent home in accordance with these health guidelines.

Self-Assessment Tool (online)

If you think you have symptoms of the virus or have been in close contact with someone who has it, visit [ontario.ca](https://covid-19.ontario.ca) and use the self-assessment tool to help determine how to seek further care. For COVID-19 self-assessment tool is located online at:

<https://covid-19.ontario.ca/self-assessment/#q0>

Reporting Illness Procedure:

If someone in your work area is exhibiting signs and symptoms²¹ of the virus. The following steps will be taken:

- Immediately distance yourself from the sick person
- Immediately self-isolate (be alone) and avoid close contact with any other worker or person
- Contact your supervisor/manager IMMEDIATELY
- Make note of the following:
 - Time of occurrence
 - Exact Place/Location at the workplace
 - Any other potential workers that came in contact with the affected person

²¹ As indicated by the Governing Health Agency



- Supervisor will discuss next steps with you, towards self-isolation²² previously outlined, time-frame etc.

Cuts and Open Sores:

- Staff will ensure that any cuts or open sores on their skin are appropriately covered when at work.
- The use of general-purpose disposable gloves is recommended for this purpose.

Respiratory Equipment:

- Where the likelihood of a worker being exposed to airborne pathogens, chemical or biological agent has been established, the use of respiratory equipment may become necessary.
- In these rare cases, workers will be provided with the appropriate respirator which has been selected based on the hazards identified.
- Workers required to wear a respirator will be appropriately fit tested and trained on the proper use, care and storage of the respirator. Records of fit testing will be kept in the company's administrative Health and Safety files.

Car Pooling

- With IMMEDIATE effect workers are to refrain from carpooling. Carpooling is no longer permitted for workers.
- Workers using company vehicles will not allow more than **THREE ²³ (3) persons** at any given time in the vehicle. Changes to this amount will be communicated to workers on an ongoing basis.

External Appointments

The following apply to appointments with individuals who are not from within the company:

- Visits will be by pre-arranged appointment ONLY.
- Only one person will be allowed to attend the appointment.
- Employees to wear appropriate PPE as required during appointments.
- All physical distancing measures will be observed during appointments

Anxiety and Stress Management

As your employer, we are aware that the COVID-19 pandemic has changed many aspects of your life; the way you work as well as the way you live.

Fear and anxiety and other strong emotions can be overwhelming, and workplace stress can lead to burnout. How you cope with these emotions and stress can affect your well-being, the well-being of the people you care about, your workplace, and your community.

It's important to keep in mind that while we're all in this together, each person has a unique circumstance that may cause more or less acute concern:

- Concern about the risk of being exposed to the virus at work
- Adapting to a different workspace and/or work schedule

²² See Self Isolation outline

²³ Subject to change as per Public Health Guidelines



- Managing a different workload/working in a different manner
- Lack of access to the tools and equipment needed to perform your job
- Feelings that you are not contributing enough to work or guilt about not being on the frontline
- Uncertainty about the future of your workplace and/or employment
- Learning new communication tools and dealing with technical difficulties
- Taking care of personal and family needs while working

During this pandemic, it is critical that we recognize what stress looks like, take steps to build our resilience and manage it, and know where to go if you need help.

Some resources are available here:

- https://www.who.int/publications/i/item/9789240003927?gclid=EAlalQobChMI9b_68v786wlVMwPnCh1rfQdfEAAYASAAEgJBYPD_BwE
- <http://workplacementalhealth.org/Employer-Resources/Working-Remotely-During-COVID-19>
- <https://cmha.ca/news/6-tips-to-respond-to-employee-anxiety-about-covid-19>



INFECTIONS AT THE WORKPLACE

With immediate effect, any employee/contractor/visitor showing symptoms of COVID-19 will not be permitted to remain on the premises/ Royal Pine Homes has instituted the following protective measures;

Quarantine Area Designation

Management shall designate a location away from workers/ customers/ visitors, with closable doors (if possible) to serve as the isolation area until potentially sick or potentially infectious people can be removed from the workplace.

- Ensure that all workers know, and have access to the area
- Restrict the number of personnel entering the isolation area
- Immediately direct the sick or at-risk employee to this area – instruct the employee to remain there, until removal from the workplace can be performed.
- The workplace shall be sanitized thoroughly prior to any work recommencing, using methods prescribed by the Health Agency

The following procedures apply to all persons at the workplace, with immediate effect.

Employee Exhibiting COVID-19 Symptoms

If an employee exhibits COVID-19 symptom, the employee must remain at home until he or she is **symptom-free** for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). **Royal Pine Homes** will similarly require an employee who reports to work with symptoms to return home until he or she is symptom-free for 72 hours (3 full days).

To the extent practical, employees are required to obtain a doctor's note clearing them to return to work. **To the extent practical, employees are required to obtain a doctor's note clearing them to return to work**

Employee Tests Positive for COVID-19

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom-free may return to work when at least **fourteen (14)²⁴ days** have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when:

- (1) at least 72 hours (3 full days) have passed since recovery ²⁵ and
- (2) at least fourteen (14) days have passed since symptoms first appeared

Employees who test positive may return to work when directed to do so by their medical care providers. Royal Pine Homes will require an employee to provide documentation clearing his or her return to work.

²⁴ Or as otherwise directed by Public Health Guidelines

²⁵ Recovery is defined as: (1) resolution of fever without the use of fever-reducing medications and (2) improvement in respiratory symptoms (e.g., cough, shortness of breath).



Employee Had CLOSE CONTACT ²⁶ with a Positive-for-COVID-19 Person

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time.

Employee Had NON-CLOSE ²⁷ Contact with e.g., a Positive-for-COVID-19 Person

Workers who have been in NON-CLOSE contact with the presumptive case. These employees should monitor for symptoms (including daily temperature checks) for 14 days and should maintain physical distance (2 meters) from other workers, as well as vigilantly practice hand-washing and cough/sneeze etiquette. If they develop any symptoms, they should self-isolate. Refer to **31.1.5.1**

Contact Tracing Methodology

Supervisors to follow all Public Health directives for the reporting and managing of identified positive cases in the workplace.

Supervisor to trace contacts of infected worker using daily employee list.

If **Royal Pine Homes** learns that an employee has tested positive, an investigation will be conducted to determine any co-workers or other persons who may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee.

If applicable, **Royal Pine Homes** will also notify any subcontractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee.

If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

Workplace Cleaning and Disinfecting

Royal Pine Homes has instituted intensified housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- **Royal Pine Homes** will clean those areas of the workplace that a confirmed-positive individual may have contacted and it will do so before employees can access that workspace again.
- **Royal Pine Homes** will ensure that any disinfection shall be conducted using one of the following:

²⁶ CLOSE CONTACT means: provided direct care for the case (including health care workers, family members or other caregivers), or who had other similar close physical contact (e.g. intimate partner) without consistent and appropriate use of recommended personal protective equipment OR who lived with or otherwise had close, prolonged contact (within 2 metres) with a case up to 48 hours prior to symptom onset or while the case was symptomatic and not isolating, OR had direct contact with infectious body fluids of a case (e.g., was coughed or sneezed on) without the appropriate use of recommended personal protective equipment.

²⁷ NON-CLOSE CONTACT means: Provided care for the presumptive case with consistent and appropriate use of PPE OR Has had contact with the presumptive case but has not been within 2 meters of the presumptive case while the presumptive case had symptoms of COVID-19



- Common EPA-registered household disinfectant;
- Alcohol solution with at least 60% alcohol; or
- Diluted household bleach solutions (if appropriate for the surface).

Royal Pine Homes will maintain Safety Data Sheets of all disinfectants.

Recordkeeping & Reporting

If an employee has a confirmed case of COVID-19, **Royal Pine Homes** will conduct an assessment of any workplace exposures to determine if the case is work-related, to fulfill Ministry of Labour, Training and Skills Development reporting requirements for infectious disease.

Given the fast-developing and constantly changing nature of the COVID-19 coronavirus, **Royal Pine Homes** may modify these processes, in order to improve current protocols if it becomes necessary.

If you have any questions concerning this Plan, please contact your immediate Supervisor.

CONFIDENTIALITY & EMPLOYEE PRIVACY

Except for circumstances in which **Royal Pine Homes** is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances.

Royal Pine Homes reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. Persons to be informed consists of:

- co-workers
- sub-contractors
- vendors
- suppliers
- visitors & guests

PERSONAL PROTECTIVE EQUIPMENT

Under section 28 of the Act, workers have a duty to use the PPE required by law, as well as by the employer. All employees are expected to comply with the PPE Policy as outlined in our company Occupational Health and Safety Program and Procedures, at all times.

Furthermore, workers will be required to comply with any additional PPE requirement implemented during times of outbreak of any communicable diseases.

It is important to remember that PPE only provides protection. It reduces the risk but does not eliminate the hazard. In addition to wearing proper PPE, it is imperative that all workers follow the preceding prescribed measures, to limit the spread of viral contagious agents,

In addition to regular PPE for workers engaged in various tasks **Royal Pine Homes** will also provide:



- Gloves: Gloves should be worn at all times while at work. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves.
- Employees should not share gloves.
- Disposable gloves should not be used more than once.
- Gloves should be changed frequently. They should be thrown out in a plastic garbage bag.
- Hands should be washed before and after wearing gloves.

* NOTE: The Public Health Agency of Canada is currently **not** recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Nevertheless, employees must wear N95 respirators if required by the work being done, and if available.

- The following Work Practice Controls will be followed:
 - Keep dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.
 - Limit exposure time to the extent practicable.
 - Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting nonessential workers and bystanders.
 - Institute a rigorous housekeeping program to reduce dust levels.

REPORTING REQUIREMENTS

If an employee has been deemed a confirmed case of COVID-19, an assessment will be conducted to determine if the case is work-related. All mandatory reporting requirements set by the Ministry of Labour and the OHSA shall be met.

EVALUATION

Given the fast-developing and constantly changing nature of COVID-19, the standards outlined in this procedure will be evaluated and modified, in accordance with official guidelines, or at minimum on a monthly basis.

All the necessary steps will be taken to ensure that all employees are working in compliance with these policies and that the appropriate steps are taken to ensure full implementation.

Updates will be communicated expediently to workers, as they become available to **Royal Pine Homes**

Employees are encouraged to stay abreast of developments and recommendations of the local Health Agency, as these will change continuously.



JOBSITE HEALTH SCREENING PROCEDURES

Worker and Sub-contractor Jobsite Health Screening for Communicable Diseases

Effective IMMEDIATELY, prior to commencing work; all workers and sub-contractors are required to complete and submit the following documentation to **Royal Pine Homes** for all workers assigned to our jobsites:

1. Workers Site List (one per site)
2. Worker Questionnaire (one for EVERY employee indicated on Doc #1)

Completed documentation shall be submitted to the **Royal Pine Homes** prior to commencement of work.

1. Workers and sub-contractors who do not provide this information in this format, will not be granted access to the job site.
2. All **Royal Pine Homes** Foremen have the authority to deny access to the jobsite in the absence of the required documents.
3. It is the worker's and sub-contractor's responsibility to **complete** the Health Screening documentation.
4. It is the worker's and sub-contractor's responsibility to **submit** the Health Screening documents to **Royal Pine Homes**
5. Workers and sub-contractor to ensure that Document #2 is completed either by the Owner or an appointed Supervisor.
6. The Foreman is responsible for **completing** and **submitting** Document #1, to the relevant Site Super.
7. Any additions or changes to the Worker Site List, shall be immediately communicated to the site super, by the Foreman, accompanied by document #2 (Worker Questionnaire).
8. All personal health information will be held in strict confidence by **Royal Pine Homes**



Contractors must complete a separate list per site

[illegible]



Daily Worker Health Screening Questionnaire

* Name: * Date of Screening:

* Site: * Lot #/Location

Employer * Phone #:

* Are you (**NOW or within the past 14 days**) experiencing any of the following?

* Fever **more than** 38°C /100.4°F YES ☐ NO ☐

* Onset or worsening of existing cough YES ☐ NO ☐

* Shortness of breath or difficulty breathing YES ☐ NO ☐

* Sore Throat YES ☐ NO ☐

* Runny or stuffy/congested nose YES ☐ NO ☐

* Chills YES ☐ NO ☐

* Loss/decrease of Taste or Smell YES ☐ NO ☐

* Difficulty swallowing YES ☐ NO ☐

* Pink eye YES ☐ NO ☐

* Headache YES ☐ NO ☐

* Digestive issues like nausea/vomiting, diarrhea, stomach pain YES ☐ NO ☐

* Muscle aches YES ☐ NO ☐

* Extreme tiredness YES ☐ NO ☐

* Falling down often YES ☐ NO ☐

* Have you recently returned from international travel, and have not yet completed the **mandated** 14-day isolation period? YES ☐ NO ☐

* Have you been asked to self-isolate by a health care professional? YES ☐ NO ☐

* Have you had contact with any person **with** COVID-19, or who is **under investigation** for COVID-19? YES ☐ NO ☐

* Are you **currently**?

* Living with someone who has returned from international travel within the last 14 days? YES ☐ NO ☐

* Living with someone been asked to self-isolate YES ☐ NO ☐

* Living with someone who has exhibited COVID-19 related symptoms YES ☐ NO ☐

OFFICE USE ONLY

The person being screened was:

- Advised they can come to work YES ☐ NO ☐
- Unfit to work and sent home YES ☐ NO ☐
- Via telephone, instructed to stay or remain at home YES ☐ NO ☐
- Referred to a doctor or Public Health YES ☐ NO ☐
- Informed that workers will not enter the premises until further notice. YES ☐ NO ☐

The person being screened was directed to self-quarantine for 14 days post-risk.

Beginning on: Ending on:

IF YOU ARE BEING REFERRED TO PUBLIC HEALTH, CONTACT THE PUBLIC HEALTH DEPARTMENT OR TELEHEALTH ONTARIO AT 1-800-797-0000



Individual Health Screening Questionnaire

* MANDATORY FIELDS

* Name: * Date of Screening:

* Phone #: * Phone #:

* Are you (**NOW or within the past 14 days**) experiencing any of the following?

- | | | |
|---|------------------------------|-----------------------------|
| * Fever more than 38°C /100.4°F | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| * Onset or worsening of existing cough | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| * Shortness of breath or difficulty breathing | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| * Sore Throat | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| * Runny or stuffy/congested nose | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| * Chills | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| * Loss/decrease of Taste or Smell | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| * Difficulty swallowing | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| * Pink eye | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| * Headache | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| * Digestive issues like nausea/vomiting, diarrhea, stomach pain | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| * Muscle aches | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| * Extreme tiredness | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| * Falling down often | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| | | |
| * Have you recently returned from international travel, and have not yet completed the mandated 14-day isolation period? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| * Have you been asked to self-isolate by a health care professional? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| | | |
| * Have you had <u>contact</u> with any person with COVID-19, or who is under investigation for COVID-19? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| | | |
| * Are you currently ? | | |
| * Living with someone who has returned from international travel within the last 14 days? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| * Living with someone been asked to self-isolate | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| * Living with someone who has exhibited COVID-19 related symptoms | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

OFFICE USE ONLY

COMMENTS:



Face Covering Policy

For the purpose of this Policy, a “Face Covering” means a non-medical mask or face covering such as a bandana, scarf or cloth (including a hijab and niqab) that covers the mouth and nose.

The Policy applies in all enclosed spaces at **Royal Pine Homes which are open to the public** and where customers interact with one another or staff members.

It does **not** apply to outdoor areas, whether or not the area is covered.

All staff must use their best efforts to prevent anyone from entering the enclosed areas of the premises if the person is not wearing a Face Covering.

If you see a person entering enclosed areas of the premises without a Face Covering, please advise the person of this requirement, **in a courteous and respectful manner**.

Please ensure that they use the hand sanitizer before entering the premises and remind them of the need to maintain a distance of 6 feet from any other person.

If the person refuses to wear a Face Covering, you may still let them enter the premises. Please remain polite and do not engage in any verbal confrontation.

The following individuals are exempt from the requirement of wearing a Face Covering:

- Children under 5 years of age
- Anyone who cannot wear a Face Covering because of a medical condition
- Anyone who cannot place or remove a Face Covering without assistance
- Anyone who refuses to wear a Face Covering based on any ground in the *Human Rights Code*.

If anyone states that they cannot wear a Face Covering because of any of the above reasons, **you may accept their explanation and not require them to explain further or require proof**.

If you see anyone in the premises who has removed their Face Covering for an extended period, please remind them that the Face Covering should be worn.

Face Coverings may be removed for the following purposes:

- consuming food or drink;
- for any emergency or medical purpose;
- receiving services that would require temporary removal;

Questions regarding this policy should be directed to your supervisor.



Enhanced Cleaning Protocol

PURPOSE

This procedure provides an overview of steps to be taken to disinfect common touch points throughout the workplace

SCOPE

This Standard Operating Procedure (SOP) is applicable all areas of workplace.

DEFINITIONS

Touch Point: A surface where bare hands come in contact from multiple people, multiple times.

Disinfectant: A solution used to destroy or irreversibly inactivate all specified organisms on a surface within a set timeframe. Use a disinfectant with a drug identification number (DIN). This number means that it has been approved for use in Canada.

Bleach Solution: If household or commercial disinfectant cleaning products are not available, hard surfaces can be disinfected using a mixture of 5 mL of bleach (5% sodium hypochlorite) and 250 mL of water. Test surfaces before using a bleach solution. Bleach can be corrosive.

Cleaning: Wiping or scrubbing surfaces with soap and water will remove viruses, other germs, dirt, and **impurities**. Cleaning lowers the risk of spread by washing the virus off the hands or touch point.

Wiping and leaving a film: The action of wiping using a saturated cloth (with the disinfectant) such that when the surface is wiped, the surface still appears wet, without requirement for further wiping.

REQUIREMENTS

To execute the SOP, the following items are required:

1. The appropriate type of gloves for the disinfectant are to be worn by the person applying the disinfectant.
2. Dedicated clean and dry microfiber cloth (should be changed daily).
3. Spray bottle of disinfectant OR bleach solution.
4. Checklist of surfaces to be treated routinely throughout the day (site specific "touch points").

RESPONSIBILITIES

Appropriate office personnel are responsible to provide the SOP, and any associated training material or templates, and ensure the supervisor, who is in charge of janitorial staff that will be executing the task, are fully briefed.

The supervisor is responsible for reviewing the SOP, providing training, reviewing any tools/templates and ensuring the janitorial staff successfully deploy the SOP as written.

Cleaners, alongside the supervisor, are responsible for identifying the common touch points to be treated and to itemize them on an appropriate checklist template.

TRAINING REQUIREMENTS

The supervisor is responsible for training staff on this SOP. This training includes the review of the selected disinfectant's safety data sheet (SDS). Each person to sign off on Acknowledgment f that they are trained and competent to perform the tasks outlined.



PROCEDURE

Disinfection of Common Touch Point Surfaces

Identify touch points in work and common areas throughout the office. These spaces would include, but not limited to, areas such as: offices, washrooms, copy room etc. Consider all possible touch points from the moment a person enters the facility.

Touch points can include, but not limited to, items such as:

- Door handles
- Sink faucet handles
- Paper towel dispensers
- Counter tops
- Wheelchair access buttons
- Microwave and refrigerator handles
- Elevator buttons
- Vending machines
- Printers/Photocopiers
- Coffee makers

Establish a frequency of disinfection for the items identified

All identified touch point surfaces must be treated at minimum between shifts, and more often as appropriate. Cleaning or disinfecting may occur every 2-3 hours depending on the number of individuals who pass through the area, need for contact with objects, etc.

Use a checklist to record compliance and to create a daily record of disinfection

Conducting Disinfection of Common Areas

Using selected disinfectants(s)

1. Follow the manufacturer's instructions for the product you are using.
2. Wear appropriate personal protective equipment (PPE) (i.e., latex or nitrile gloves, as directed by the manufacturer of the disinfectant).
3. Make sure the surface to be disinfected is visibly clean. Clean visibly soiled surfaces with soap and water before disinfecting.
4. Apply the selected disinfectant for the first time on a clean and dry microfiber cloth. Ensure the cloth is saturated with the disinfectant before treating the touch points identified in **7.1**. Reapply the disinfectant to the cloth as needed.
5. Apply the selected disinfectant on the surface to leave a visible film.
6. Allow the surface to air dry. Follow the manufacturer's instructions regarding drying time.
7. Reapply the selected disinfectant to keep the cloth damp when cleaning surfaces.
8. Cloths must be changed daily or when cloths become visibly soiled.

Using bleach solution:

1. Even a mild bleach solution can be corrosive to certain surfaces. If using a bleach solution, first do a review of the surfaces being treated to determine if bleach will have any adverse effects on the surface. If unsure, test the solution on a variety of surfaces before fully implementing. Continue to monitor as surfaces are treated.
2. Follow steps **1-3** in the previous section, use the bleach solution instead of the disinfectant to dampen the cloth.
3. Apply the disinfectant on the surface.
4. Allow the surface to air dry.
5. Wipe the surface down with a dry cloth to remove the remaining bleach residue on the surface.
6. Reapply the bleach solution to keep the cloth damp when cleaning surfaces.
7. Cloths must be changed daily or when the cloths become visibly soiled



Worker Acknowledgement of COVID-19 Procedures

I, confirm that I have read **Royal Pine Homes** Communicable Diseases Procedures completely and thoroughly.

I also attest that I understand them to the fullest extent, and agree to abide by the guidelines they establish.

I also understand that any violation of these policies will result in appropriate corrective action, which may include disciplinary action up to and including the termination of my employment for cause.

I also agree to ensure that any other workers which I supervise or engage to perform will receive a copy of this Policy and will abide by all applicable provisions of the Occupational Health and Safety Act and its Regulations.

If at any time, I am unclear about a policy or have a question, I will consult my supervisor and/or manager.

Dated this day of 20.....
(Employee Signature)

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Dated this day of 20.....
(Employee Signature)



Visitor Sign-in Log

Date	Name (please print)	Company	Signature	Purpose of Visit	Tel #	time in	time Out

It is MANDATORY for all persons entering these premises, to SIGN IN and SIGN OUT



REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.



1

Wet hands with warm water



2

Apply soap



3

For at least 20 seconds, make sure to wash:



4

Rinse well



5

Dry hands well with paper towel



6

Turn off tap using paper towel



palm and back of each hand



between fingers



under nails



thumbs

1-833-784-4397

@canada.ca/coronavirus

phac.info.aspc@canada.ca



Toronto Public Health - Communicable Disease Surveillance Unit

277 Victoria Street, 10th Floor, Toronto, ON M5B 1W2

Phone: 416-392-7411 -- Fax: 416-392-0047

After hours: 3-1-1 or 416-392-CITY (2489) for callers from outside of Toronto

Timely reporting of communicable diseases is essential for their control.

If you suspect or have laboratory confirmation of any of the following specified diseases of public health significance or their etiologic agents (as per Ontario Reg 135/18 and amendments under the Health Protection and Promotion Act) please report them to the local Medical Officer of Health.


Diseases marked * should be reported **immediately** to the Medical Officer of Health by telephone (24 hours a day, 7 days a week) or fax (Mon-Fri, 8:30 am – 4:30 pm only). Other diseases can be reported the next working day by fax, phone, or mail.

<p>Acquired Immunodeficiency Syndrome (AIDS)</p> <p>Acute Flaccid Paralysis</p> <p>Amebiasis</p> <p>* Anthrax</p> <p>Blastomycosis</p> <p>* Botulism</p> <p>* Brucellosis</p> <p>Campylobacter enteritis</p> <p>Carbapenemase-producing Enterobacteriaceae (CPE)</p> <p>Chancroid</p> <p>Chickenpox (Varicella)</p> <p>Chlamydia trachomatis infections</p> <p>* Cholera</p> <p>* Clostridium difficile associated disease (CDAD) outbreaks in public hospitals</p> <p>* Coronavirus, novel including SARS, MERS and COVID-19</p> <p>* Creutzfeldt-Jakob Disease, all types</p> <p>Cryptosporidiosis</p> <p>Cyclosporiasis</p> <p>* Diphtheria</p> <p>Echinococcus multilocularis infection</p> <p>Encephalitis, including:</p> <ol style="list-style-type: none"> 1. Primary, viral 2. Post-infectious 3. Vaccine-related 4. Subacute sclerosing panencephalitis 5. Unspecified 	<p>Food poisoning, all causes</p> <p>* Gastroenteritis, outbreaks in institutions and public hospitals</p> <p>Giardiasis (symptomatic cases only)</p> <p>Gonorrhea</p> <p>* Group A Streptococcal disease, invasive</p> <p>Group B Streptococcal disease, neonatal</p> <p>* Haemophilus influenzae disease, all types, invasive</p> <p>* Hantavirus Pulmonary Syndrome</p> <p>* Hemorrhagic fevers, including:</p> <ol style="list-style-type: none"> 1. *Ebola virus disease 2. *Marburg virus disease 3. *Other viral causes <p>* Hepatitis, viral</p> <ol style="list-style-type: none"> 1. *Hepatitis A 2. Hepatitis B 3. Hepatitis C <p>Influenza</p> <p>* Lassa Fever</p> <p>Legionellosis</p> <p>Leprosy</p> <p>Listeriosis</p> <p>Lyme disease</p> <p>* Measles</p> <p>* Meningitis, acute</p> <ol style="list-style-type: none"> 1. *Bacterial 2. Viral 3. Other 	<p>* Meningococcal disease, invasive</p> <p>Mumps</p> <p>Ophthalmia neonatorum</p> <p>Paralytic Shellfish Poisoning</p> <p>Paratyphoid Fever</p> <p>Pertussis (Whooping Cough)</p> <p>* Plague</p> <p>Pneumococcal disease, invasive</p> <p>* Poliomyelitis, acute</p> <p>Psittacosis/Omithosis</p> <p>* Q Fever</p> <p>* Rabies</p> <p>* Respiratory infection outbreaks in institutions and public hospitals</p> <p>* Rubella</p> <p>Rubella, congenital syndrome</p> <p>Salmonellosis</p> <p>* Shigellosis</p> <p>* Smallpox</p> <p>Syphilis</p> <p>Tetanus</p> <p>Trichinosis</p> <p>Tuberculosis</p> <p>Tularemia</p> <p>Typhoid Fever</p> <p>* Verotoxin-producing E. coli infection, including Haemolytic Uraemic Syndrome (HUS)</p> <p>West Nile Virus illness</p> <p>Yersiniosis</p>
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COVID-19 Recommended Workplace Posters

<https://www.ontario.ca/page/resources-prevent-covid-19-workplace>

COVID-19 Novel Coronavirus	Help prevent the spread of germs and protect yourself from COVID-19 and other respiratory viruses.
Cover Your Cough	
	<ul style="list-style-type: none">• Cover your cough or sneeze with a tissue, then immediately throw the tissue in the garbage and wash your hands.• If you don't have a tissue, sneeze or cough into your sleeve or arm.


Mask or Face Covering REQUIRED*



All persons entering or remaining in these premises must wear a mask or face covering that securely covers the **nose, mouth, and chin** as required by the Medical Officer of Health under the authority of the Emergency Management and Civil Protection Act (EMCPA) Ontario Regulations 263/20, 364/20.

*Exemptions include children under two years old, people who cannot wear a mask or face covering for medical reasons, those who require accommodation in accordance with the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act, and others as listed in the organization's required mask policy. Proof of exemption is not required.

For more information, visit [TBDHU.COM/coronavirus](https://www.tbdhu.com/coronavirus) or call 625-5900, toll-free 1-888-294-6630 or your nearest branch office.

 Thunder Bay District Health Unit

Protect against COVID-19



Wipe equipment before and after use

Protect against COVID-19



Clean regularly touched items



COVID-19

Novel Coronavirus

Protect Yourself

The best way to prevent infection is to avoid being exposed to the virus with prevention measures including:



- Wash your hands often with soap and water or use an alcohol-based hand sanitizer.



- Avoid touching your eyes, nose, and mouth with unwashed hands.



- Avoid shaking hands with others.



- Practice physical distancing and avoid contact with people who are ill.



- Stay home when you are ill.



- Cover your cough or sneeze with a tissue, then immediately throw the tissue in the garbage and wash your hands. If you don't have a tissue, sneeze or cough into your sleeve or arm.



- Clean and disinfect frequently touched objects and surfaces.

COVID-19

Novel Coronavirus

Help prevent the spread of germs and protect yourself from COVID-19 and other respiratory viruses.

Wash Your Hands



- Wash your hands often with soap and water or use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Wear a face covering when physical distancing is a challenge.

Do:



Wear a non-medical face covering like a cloth mask.



Wash your hands before putting it on and immediately after taking it off.



Make sure it fits well and covers your nose and mouth.



Change your face covering when it gets slightly wet or dirty.



Wash your face covering in hot water with detergent after each use.



Dispose of single-use face coverings into a lined garbage bin and wash your hands.

Do not:



Do not wear a medical-grade mask as these should be reserved for our health care workers.



Do not share face coverings with others.



Do not touch or move your face covering when wearing it.



Do not place on children under the age of two years or on anyone who can't take it off on their own.



Do not use plastic or other materials that you can't breathe through as a face covering.



Do not re-use face coverings that cannot be cleaned.

It is recommended you wear a face covering when physical distancing is a challenge. Stop the spread of COVID-19.

The best way to protect yourself is to continue to stay home as much as possible, wash your hands thoroughly and often, and stay 2 metres apart from others.