DISTINCTIVE HOMES

Health & Safety Manual

2026

REVISIONS

Page #	Revised by	Add	Remove	Date
13-17	BVS - LG	Element 3 - HSC revised to meet OHS legislation	13-20	June 1 2022
141	BVS - LG	9.3 Amend definition of dangerous work	142	June 1 2022
36-46	BVS - LG	5.7-5.10 Review and Revisions to Formal Hazard Assessments	35-45	June 1 2022
52	BVS - LG	6.5 Review of Safe Job Procedures	51	June 1 2022
110-111	BVS LG	Added SJP 6.5.47 Bobcat Operation	n/a	June 1 2022
124	BVS – LG	Change office inspection frequency to quarterly to reflect low hazard environment	124	June 1 2022
121-123	BVS	Update Violence and Harassment Prevent Plan to latest legislation	121-123	April 8 2026
112-117	BVS	Add Hazardous Energy Control Program	-	March 30 2026
118 - 119	BVS	Add Noise Management Code of Practice	-	March 30 2026

1. Management Commitment

1.1. Health and Safety Policy

This company is committed to preventing the loss of any of its resources, including workers and physical assets.

In fulfilling this commitment to protect both people and property, management will provide and maintain a healthy and safe work environment in accordance with industry standards and in compliance with legislative requirements and will strive to eliminate any foreseeable health and/or safety hazards which may result in property damage, incidents or personal injury/illness.

All workers (management, supervisors, workers, contractors, suppliers) will be equally responsible for minimizing incidents within our facilities. Safe work practices and procedures will be clearly defined in the Company Health and Safety Manual for all workers to follow.

Incidental loss can be controlled through good management in combination with active worker involvement. Safety is the responsibility of everyone.

All management activities will comply with company health and safety requirements as they relate to the planning, operation and maintenance of facilities and equipment. All workers will perform their jobs properly in accordance with established procedures and safe work practices.

1.2. Purpose

The managers, supervisors and workers at every level are responsible and accountable for the company's health and safety performance. Active participation by everyone, every day, in every job is necessary for the health and safety excellence that this company expects. Health and safety excellence includes the promotion and maintenance of the highest degree of physical, psychological, and social well-being of all employees. Our goal is a healthy, injury-free workplace for all workers. By working together, we can achieve this goal.

1.3. Senior Manager / Employer Responsibilities

The Employer will ensure:

- the health, safety, and welfare of workers at the work site.
- the health, safety and welfare of other persons at or near the work site who may be affected by hazards originating from the work site,
- maintain current knowledge of the OHS act, regs and code, and any other health and safety related legislations and standards,
- provide policy instruction, practical direction and assistance to managers, and supervisors in order to protect the health and safety of every worker, contractors and visitors on work sites,
- that all employees and contractors have equipment and tools that are suitable for the task, maintained in good working order, have all safe guards in place and employees competent in their safe use,
- that adequate resources are made available to maintain, support and promote operation of an effective health and safety management system,
- that workers are aware of their OHS rights and duties,
- that workers are not subjected to or participate in harassment or violence at the work site,
- that workers are supervised by a person who is competent and familiar with the OHS Act, Regulations, and Code,
- they consult and cooperate with the HSC/HSR
- that health and safety concerns are resolved in a timely manner,
- the prime contractor is advised of all the supervisors and workers names, and
- supervisors and workers are adequately trained for the protection of health and safety at the work site.

1.4. Supervisor/Foremen Responsibilities

Supervisors will ensure:

- they are competent to supervise the workers under their supervision,
- the workers under their supervision work in accordance with procedures and measures required by the OHS Act, Regulations, and Code,
- the workers under their supervision use all hazard controls and properly uses or wears the personal protective equipment required by the employer or under the OHS Act, Regulation or Code,
- that workers are not subjected to or participate in harassment or violence at the work site,
- that all precautions necessary to protect the health and safety of every worker under their supervision,
- to advise every worker under their supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work, and
- workers report incidents and concerns about unsafe acts or conditions that occurs/exists or has occurred/existed immediately to the employer.
- workers are instructed in safe work procedures. Supervisors shall require workers to use personal protective equipment, as appropriate, as part of their routine duties (e.g., hard hats, goggles, masks, respirators, safety glasses, vehicle restraint devices, or other items deemed necessary).
- all incidents, unsafe acts or conditions that have been reported, or which are liable to cause incidents are dealt with effectively,
- investigation of incidents is undertaken to determine the underlying causes. Report in detail to the Superintendent and complete the required report forms on a timely basis.
- regular inspections are conducted for unsafe practices and conditions and ensure prompt corrective action to eliminate causes of incidents.
- They work in cooperation with other project supervisory personnel to determine safe practices, enforce their use, develop disciplinary procedures for dealing with violations and develop other general safety and incident prevention measures.
- to maintain a housekeeping standard and assign specific cleaning and organizing responsibilities to individuals.
- they assist project superintendents to investigate incidents and to prepare incident reports and summaries.
- they prepare written descriptions of identified unsafe conditions and the steps taken to correct these conditions
- that corrective action has been taken whenever deficiencies (incidents and unsafe acts/conditions) are identified or reported
- daily administration of the safety program is completed on site.
- all equipment brought on site is in good safe operating condition and properly maintained.

1.5. Worker & Contractors Responsibilities

Workers will:

- protect the health and safety of themselves and other people at or near the worksite,
- cooperate with their supervisors and employers to protect the health and safety of themselves and others.
- Use and wear devices and personal protective equipment required by the employer or the OHS Act, Regulation or Code.
- refrain from causing or participating in harassment or violence,
- immediately report any incidents, unsafe acts or conditions on the work site to the employer or supervisor.
- Report any anticipated loss of work time to their supervisor as soon as possible after being treated by a physician following injury.
- Ensure hazard assessments are done prior to starting work.
- Ensure compliance with Alberta OH&S Legislation.
- Follow applicable safe work practices and procedures.
- Ensure substandard acts and conditions are corrected.

1.6. Compliance

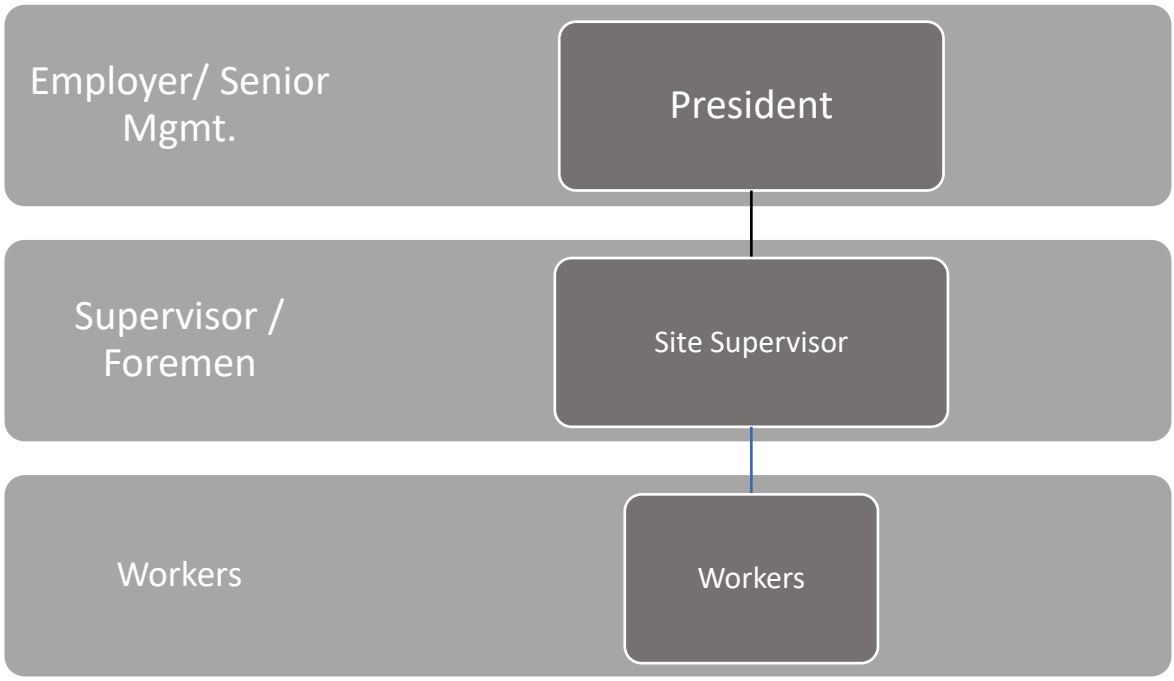
In addition, employers, supervisors and workers will:

- cooperate with any person exercising a duty imposed by the OHS Act, Regulations, o Code and
- comply with the OHS Act, Regulation, and Code and any site policies, procedures, and codes of practice.
- Other workers (e.g., contracted employers' suppliers or service providers) will comply with the OHS Act, Regulation and Code and work site policies

Workers at every level must be familiar with the requirements of the Alberta OHS legislation as it relates to their work. This policy will be reviewed annually by Management.

	Date: March 2026
Jamie Findlay - Project Manager	

1.7. Organizational Chart



2. Public, Visitors and Contracted Employers

2.1. Public, Visitors and Contracted Employers Policy

This company is committed to providing a healthy and safe environment for all contracted employers, visitors and members of the public who may be affected by activities at job worksites.

Where multiple employers are present on a worksite, Distinctive Homes will be designated as the Prime Contractor, unless otherwise assigned in writing. As Prime Contractor, Distinctive Homes will coordinate health and safety activities and ensure compliance with the Alberta Occupational Health and Safety (OHS) Act, Regulation and Code.

2.2. General Public and Visitors

- Visitors will be expected to conform to the requirements of Distinctive Homes health and safety policies for the duration of their visit.
- All visitors will be accompanied by a Distinctive Homes employee at all times during their visit.
- Visitors will be required to follow Distinctive Homes visitor rules of conduct for the duration of their visit:
    - Wear all PPE as required by the company while on the work site.
    - Adhere to all directions given by the company representative.
    - Immediately report any incidents which occur while at the work site to the company representative.
    - Do not remove any company property from the work site without the approval of the company representative.
    - Keep out of restricted areas.

2.3. Contracted Employers

- Health and safety site orientations are provided to all contractors by the management, or project manager prior to them working at any Distinctive Homes' job sites.
- The orientation informs contractors of their health and safety responsibilities, worksite hazards and controls, and when conditions change.
- All Contractors shall comply with:
    - The Alberta OHS Act, Regulation and Code
    - Distinctive Homes' Health & Safety Program
    - All applicable site-specific safety requirements.
- Contractors are responsible for the health and safety of their workers and must ensure:
    - Workers are competent and adequately trained
    - Hazard assessments are completed and controls implemented
    - Required PPE is used
    - Incidents, near misses, and hazards are reported
- Distinctive Homes Inc., as Prime Contractor (where applicable), will:
    - Coordinate work activities between all contractors and employers
    - Identify and communicate hazards that may affect multiple parties

- Monitor compliance with site safety requirements
- Take reasonable steps to ensure corrective actions are implemented

- Contractors working on an ongoing basis are deemed competent through site inspection and monitored to ensure continued health and safe practices.
- Any identified contractor non-compliance is recorded on site inspection or incident reports, for corrective actions.

2.4. Managing Subcontractors

If a contractor subcontracts any portion of their work, Distinctive Homes must be notified and provided with contact details for the subcontractor prior to work commencing.

The contractor who has been awarded the scope of work remains responsible for ensuring their subcontractors:

- Are aware of their scope of work and responsibilities
- Attend required site orientations
- Comply with all site safety rules and OHS requirements
- Arrive on site with appropriate PPE
- Are provided with adequate supervision
- Understand reporting structure, site contacts, and safety expectations

Additional responsibilities include:

- Connecting subcontractors with a Distinctive Homes Manager/Supervisor
- Ensuring subcontractors report to site as scheduled and prepared
- Arranging orientations with a Distinctive Homes Site Manager/Supervisor
- Identifying a designated supervisor for subcontracted crews
- Maintaining awareness of the number of workers on site
- Communicating any changes in workforce or scope of work

All subcontractors are considered employers under OHS legislation and are responsible for the health and safety of their workers.

	Date: March 2026
Jamie Findlay - Project Manager	

2.5. Subcontractor Safety Acknowledgement

_____ ("SUBCONTRACTOR")

The Subcontractor agrees to comply with the Alberta Occupational Health and Safety (OHS) Act, Regulation and Code, the Distinctive Homes Inc. Safety Manual, and all other applicable regulatory requirements in the jurisdiction where the work is being performed. The Subcontractor must ensure that:

- A current copy of applicable OHS legislation is readily available to workers
- All workers are trained, competent, and fit for duty
- Worksite hazards are identified, assessed, and controlled
- Required PPE and safety equipment are provided and used

The following is a partial list of safety requirements commonly encountered on construction sites (not all-inclusive):

Scaffolds (Including Baker/Mobile Scaffolds): Erection, use, and dismantling must comply with OHS requirements and industry best practices.

Fall Protection Systems: Must be used where a worker may fall 3 metres or more, or where there is risk of injury from a lesser fall.

Respiratory Protection: Required where workers may be exposed to airborne contaminants exceeding occupational exposure limits.

First Aid: Subcontractors must provide required first aid services, supplies, and trained personnel.

PPE: Workers must wear PPE appropriate to identified hazards and in accordance with the OHS Code.

Fit for Duty: All workers must report to work fit for duty and remain fit throughout their shift. Distinctive Homes maintains a zero-tolerance policy for drugs and alcohol.

Accident and Incident Reporting: All incidents, near misses, and injuries must be reported immediately to a Distinctive Homes site supervisor. Investigations will be conducted to determine root causes.

Fire Extinguishers: Site extinguishers are provided by Distinctive Homes. Task-specific extinguishers (e.g., hot work) must be supplied by the subcontractor.

Qualified Workforce: Subcontractors must provide competent workers with adequate training and supervision.

Elevating Platforms and Aerial Devices: Only trained and competent workers may operate equipment, in accordance with manufacturer requirements.

WHMIS: Safety Data Sheets (SDS) must be available for all hazardous products. Required PPE must be used.

Hazard Assessment: Subcontractors must complete hazard assessments and implement controls prior to starting work.

The Subcontractor agrees to ensure that all workers, including those of any subcontracted parties, comply with applicable safety legislation and the Distinctive Homes Inc. Safety Program.

Understood, Accepted and Agreed to this _____ day of _____, 2026

_____

Company Name

Per: _____

(*Authorized signing officer*)

3. Health and Safety Committees / Representatives

3.1. Policy

Work site health and safety committees and representatives bring supervisors and workers together to discuss and address health and safety related concerns in the workplace. They allow workers to participate in occupational health and safety and support the three basic rights of workers:

- the right to know
- the right to participate
- the right to refuse dangerous work

The purpose of the Health and Safety Committee / Representative (HSC/HSR) is to identify and resolve safety concerns as well as promote health and safety at the work site.

The committee / representative also aids in increasing two-way communication between workers and employers as well as promoting a healthy and safe working environment.

Distinctive Homes will establish an HSC when 20 or more workers are regularly employed or will designate an HS representative (HSR) when 5 to 19 workers are regularly employed. The HSR designated will be a worker and cannot be a supervisor, manager or contracted service provider.

3.2. Terms of Reference

3.2.1. Term of Office

A term of office will be established for the HSC/HSR. When practicable, the term will normally be at least one year, unless:

- A worker is no longer employed with the company, or
- Is unable to effectively perform their duties.

3.2.2. Meetings

The HSC/HSR and employer shall meet in accordance with legislative requirements:

- Meetings will occur at least twice per year, monthly during active projects.
- Additional meetings may occur if:
  - Requested by the HSR
  - Requested by the employer
  - Directed by an Occupational Health and Safety Officer
- Meetings will be held during normal working hours.

3.2.3. Agenda and Meeting Minutes

Meeting agendas and minutes will adhere to the guidelines below

- Agendas and minutes will follow approved company templates
- The employer or designate will ensure:
  - Agendas are prepared in advance
  - Meeting minutes are recorded
  - Minutes are reviewed for accuracy
- Approved meeting minutes must:
  - Be provided to the employer
  - Be posted or made available to workers (including electronically)
  - Be shared within a reasonable timeframe (recommended within 7 days)

3.2.4. Recommendations to the employer

Recommendations made by the HSC/HSR to the employer will follow the requirements stated below.

- Documented in writing
- Related to health and safety
- Reasonably practicable
- Clear and complete

The employer must respond in writing within a reasonable timeframe, as required by legislation.

3.2.5. Replacing a Member of HSC/HSR

If the HSC member or HSR must step down during their term:

- The member or HSR will notify the employer
- Workers at the work site will be informed
- A new member or HSR will be selected by workers
- The employer will ensure the selection process is fair and documented
- The new HSR will be communicated to all workers

Documentation will be updated to reflect the change.

3.2.6. Dispute Resolution – Failure to Reach Consensus

With the Employer

When a matter cannot be resolved after written reasons are given by the employer, the employer, the HSC/HSR, may refer to an OHS officer.

Amongst the HSC

When the committee is unable to reach an agreement regarding a health and safety matter the committee will take decision of the Co-chair. *(This may include having the co-chair contacting OHS or a third-party consultant)*

3.2.7. Members / HSR not Fulfilling Duties

- The employer will address the concern with the member / HSR.
- Training and support will be provided where appropriate.
- If performance does not improve:
  - The employee may be removed
- A new member / HSR will be selected following the replacement process.

3.2.8. Amendments

These terms of reference may be amended by the employer in consultation with the HSC / HSR.

	Date: March 2026
Jamie Findlay - Project Manager	

3.3. Rules of Procedure

3.3.1. Duties and functions

The duties and functions of the HSC/ HSR are consistent with the Alberta OHS Act, and include the items below:

a) The receipt, consideration and disposition of concerns and complaints respecting the health and safety of workers
b) Participation in the identification of hazards to workers or other persons arising out of or in connection with activities at the work site
c) The development and promotion of measures to protect the health and safety of persons at the work site and checking the effectiveness of such measures
d) Cooperation with an officer exercising duties under the OHS act, the regulations and the OHS code
e) The making of recommendations to the employer, prime contractor or owner respecting the health and safety of workers
f) Reviewing the employer's work site inspection documentation
g) Assist the employer in the development, implementation, and review of violence and harassment prevention plans.
h) The maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee
i) Other duties as may be specified in this act, the regulations and the OHS code

Duties shall be performed during normal working hours.

3.3.2. Training Requirements

All HSC members and/ or HSR will be trained in:

- Roles and responsibilities of the HSR
- Worker and employer obligations under OHS legislation
- Worker rights under the OHS Act

Training may be provided internally or by an external provider.

3.3.3.Records

The employer will ensure that accurate records are maintained, including:

- Meeting agendas and minutes
- Recommendations and responses
- Hazard reports
- Incident and investigation reports
- Inspection records
- Communications with OHS Officers

Records will be retained for a minimum of 2 years, or longer if required.

3.3.4.Inspections

The HSC/HSR will participate in, and review work site inspections/records at the meetings.

3.3.5. Disclosure of Information

The HSC / HSR must not disclose a worker's personal health information or the personal information of an identifiable individual unless the disclosure is required by law.

3.3.6. Amendments

These rules of procedure may be amended by the employer in consultation with the HSC / HSR.

Meeting Agenda

Date:

Location:

Agenda

Agenda Prepared by:

1. Call to Order and Attendance
2. Acceptance of previous meeting minutes (not applicable first meeting)
3. Outstanding items from previous meeting (not applicable first meeting)
4. Review of inspection report(s)
5. Review of incident report(s) (if applicable)
6. New Items
7. Recommendations to employer
8. Training and communication
9. Other items
10. Adjourn

3.4. Meeting Minutes

Meeting Minutes			
Work Site:			
Date:	**Time:**		
Location:			
In attendance: **Co-Chairs:**	**Absent:** **Guests:**		
Item		**Follow up** **Assigned to**	**Target date**
1. Acceptance of Previous Meeting minutes *Comments:*			
2. Outstanding items from previous meeting *Comments:*			
3. Review of inspection report(s) 3.1 Review of Inspection report MM/DD/YYYY *Comments*			
4. Review of incidents/near misses report(s)			
5. New Items			
6. Recommendations to employer			
7. Training and communication			
8. Other items			
9. Adjourn 9.1 Meeting was adjourned at: 9.2 Next meeting scheduled for:			
Minutes Prepared By:			
HSC/ HSR Member Signature:		Date:	
Management Signature:		Date:	

4. Training

4.1. Health and Safety Training Policy

4.1.1. Purpose

The purpose of this policy is to provide for general and specialized health, safety and related training throughout all levels of the organization. To ensure all workers are *competent* and protect everyone at the work site.

4.1.2. Training Responsibilities

Distinctive Homes will provide all health, safety and related training that is necessary to minimize losses of human and physical resources of the company. All workers will participate in this training. This training will include, but not be limited to:

- Safety orientation, for new and transferred workers;
- Workers rights (right to refuse, to know and to participate);
- Safety training for workers, supervisors and management;
- Health and safety, policy, procedures, and responsibilities;
- Task and trade-specific training and certification;
- Hazard identification, reporting and control;
- Workplace Hazardous Materials Information System (WHMIS) orientation;
- Safe work practices and job procedures, as applicable;
- The proper fitting, safe use, cleaning and maintenance of all protective equipment, as applicable;
- Discipline/enforcement policies;
- Violence and harassment prevention plans
- Emergency Response plans;
- Incident and near miss reporting;

4.1.3. External Training

- First Aid – At least one person per crew will hold valid standard first aid certification
- Knowledge of WHMIS 2015
- Fall Protection and Mobile Equipment Certification required when hazard assessment identifies this as necessary

4.1.4. Competency

To be deemed *competent,* all workers, must be:

- adequately qualified (e.g., certificates, tickets, trade qualifications)
- suitably trained (orientation, on-the-job training, safe job procedures
- have sufficient experience (e.g., task observations, performance reviews, skill assessments)

Distinctive Homes will assess the competency of workers, using the following three methods:

4.1.4.1. New Employee Orientation

Orientations for new or transferred workers are conducted by management/supervisors, within one week of employee start date, and recorded on 4.2 New Worker Orientation Form

4.1.4.2. Job Specific Training

Training for all workers including safe job procedures, on-the-job training, policies and procedures is ongoing, and reviewed on an annual basis.

4.1.4.3. Competency Assessments

To evaluate and ensure ongoing competency, supervisors/managers will carry out competency assessments for each worker, on an annual basis, which may include, task observations during regular work tasks, routine site inspections, quizzes and completed task checklists.

4.1.5. Communication

4.1.5.1. Formal Safety Meetings

Safety meetings are conducted on a monthly basis, by management/supervisors with attendance by all available workers. An attendance list, agenda, and minutes recorded, by supervisor/management or safety representative and posted in the main office/workshop.

4.1.5.2. Toolbox Talks

A **Toolbox Talk** is an informal **safety meeting** that focuses on **safety** topics related to the specific job, such as workplace hazards and **safe** work practices. **Meetings** are normally short in duration held by the crew supervisor with the work crew and any other work site parties such as contracted employers, conducted at the job site prior to the commencement of a job or work shift. Conducted on a weekly basis, at larger long-term work sites, and as required a smaller work sites.

***The safety information in this policy does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act, Reg & Code* (current edition).**

	Date: March 2026
Jamie Findlay - Project Manager	

4.2. Construction Site Orientation

CONSTRUCTION SITE ORIENTATION

JOB SITE SAFETY AND SECURITY

The safety and security of the job site is the responsibility of all workers. If there is a safety or site security concern do not ignore it. Deal with the concern and report it immediately to your supervisor and to the builder.

PERSONAL PROTECTION

To eliminate or reduce personal injury workers on this site will comply with the personal protection procedures outlined below.

HEAD PROTECTION

All employees will wear protective headwear that meets the requirements of CSA Standard CAN/CSA-Z94.1-05 in all work areas on the work site during the work shift.

EYE PROTECTION

Safety glasses with side shields, prescription safety glasses with side shields, mono goggles, full-face shields or a combination of the above must be worn whenever there is imminent danger of eye injury.

HEARING PROTECTION

In areas where there is excessive noise, ear plugs, or earmuffs must be worn. If you cannot hear someone talking in a normal voice, there probably is excessive noise in the area. Headphones are strictly prohibited.

PROTECTIVE CLOTHING

Clothing appropriate to the exterior weather conditions must be worn. Shirts must be worn.

FOOT PROTECTION

Only CSA (green triangle) approved footwear, with steel toes and sole protection is acceptable.

WHMIS 2015 / PPE

Protect your hands from pinch points and abrasive chemicals. Wear correct gloves for the type of work being done. Foremen of all trades must submit MSDS sheets to Distinctive Homes for all products brought on site to be placed in the Distinctive Homes site files.

FALL PROTECTION

When working at heights greater than 10 feet or 3.0 meters fall protection is required. If handrails are not in place a full body harness and shock absorber lanyard must be used. Safety belts are not an acceptable method of fall protection. When using a full body harness, it is the responsibility of the worker to ensure he/she:

- Knows how to use the equipment.
- Checks the equipment prior to use for damage or fraying of lanyards.
- Ensure the line is secured to a fixed anchor point.
- Reports and replaces damaged or worn equipment immediately.

If you are not competent in all of the above, ask your foreman for help.

FALL PROTECTION PLAN

Prior to working at heights greater than 3 meters workers must submit a fall protection plan.

RESPIRATORY PROTECTION

All workers must wear dust masks or breathing apparatus if conditions require. All sub-trades foremen bringing hazardous material on site must submit a MSDS sheet to Distinctive Homes to be placed into the job files.

EQUIPMENT CHECKS

Check all equipment, including extension cords prior to use. Take out of service any piece of equipment that is defective and report the problem to your foreman so the equipment can be repaired or replaced. All equipment is to be turned off and unplugged at the end of each day.

HARASSMENT POLICY

Definition
"HARASSMENT" means any objectionable conduct, comment or display

- Directed at a worker.
- Made on the basis of nationality, ancestry or place of origin, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size, weight, or age.
- Constituting a threat to the health or safety of the worker.

Worker Right
Every worker is entitled to a working environment free of harassment.

Employer Obligation
This employer will ensure no worker is subjected to harassment at our place of employment.

Worker Obligation
No worker will cause or participate in the harassment of another worker.

TOOLBOX MEETINGS

It is the responsibility of the foreman of each trade to ensure a toolbox meeting is held on a weekly basis and the minutes of this meeting are to be turned in to Distinctive Homes site management.

INCIDENTS

Any incidents or "near misses" will be immediately reported to your foreman or superintendent. These will be discussed with all employees to prevent re-occurrence. The foreman or supervisor will complete an accident/incident investigation form by no later than 8:00 am the following day for distribution to Distinctive Homes management.

INJURIES

Any injury must be reported to your foreman or supervisor. An accident/incident investigation form is to be completed and if the injury requires medical attention a WCB employee and employers report must be completed. WCB will not recognize a claim if these forms are not filled out. An accident/incident report must be filled out and turned into Distinctive Homes site management no later than 8:00 am the following day.

WORKPLACE HEALTH AND SAFETY ACT AND REGULATIONS AND SITE RULES AND POLICIES

All workers must comply with OH&S Act regulations at a minimum. As per Prime Contractor legislation and the contract between Distinctive Homes and their sub-trades, if any of the rules in Distinctive Homes' loss management policies or site rules cover the same topic but are not identical to the OH&S rules, the most stringent rule will apply. Copies of all of the above are available at the Distinctive Homes office.

RIGHT TO REFUSE UNSAFE WORK

It is every workers right and responsibility to refuse to do work they feel is unsafe or work they feel unsafe doing.

EMERGENCY

In the event of an emergency, first aiders will be summoned. The patient(s) will be assessed, treated and if required an ambulance will be summoned. If the first aiders do not need you, stay clear of the area and offer assistance only if asked.

HEADPHONES, EARBUDS and RADIOS

Earbuds and headphones are NOT allowed on site. OH&S deems them to be an unnecessary distraction. Radios are allowed on site at a volume less than a normal talking voice. The volume is not to be turned up as noise in the area increases. Derogatory OR vulgar content will NOT be tolerated. All devices are to be turned off and unplugged at the end of each day and when workers leave for a break. Radios will not be allowed if crews are violating these privileges.

SMOKING

NO SMOKING IS ALLOWED WITHIN THE STRUCTURES ON SITE. Smoking is allowed on site only in designated smoking areas and at least 25 feet from either the building or any combustible materials.

CYLINDER HANDLING

All cylinders, when not in use, will be capped to prevent damage to the valve stem. All cylinders will be secured or stored in an upright position. When not fitted into a portable cart, they will be secured to a sound structure and protected from excessive heat.

LUNCH FACILITIES AND TIDYNESS

Lunch areas will be kept clean and tidy. Place all waste in proper receptacles. Be sure to clean up after yourself. Food waste left on site will not be tolerated. Eating is NOT permitted within the suites. DO NOT leave drink containers on the job site – dispose of empty drink containers immediately.

EVACUATION

If the need to evacuate the site or the structure on site occurs all site personnel will gather beside the site muster point. It is everyone's responsibility to report to their foreman and the foreman in turn is to report to Distinctive Homes on whether or not all site personnel are out safely. Personnel are to stay in a group and not wander off until all are accounted for. A roll call will be taken against the site sign in sheet so be sure to sign in and out when coming and going from site.

FIRE PREVENTION

HOTWORK Permits must be filled out prior to performing any HOTWORK on site. Know where the fire extinguishers are and how to use them. After a fire extinguisher has been used, discharge the remaining retardant and notify your foreman. A fire extinguisher must be readily accessible if there is any cutting, grinding, soldering, welding, torch-work, or other HOTWORK going on.

- Pull the pin.
- Aim at the base of the fire.
- Squeeze the handle.
- Sweep the retardant across the base of the fire.

Read and understand the fire safety plan for the site.

SITE EQUIPMENT

Mobile cranes, pump trucks, backhoes, bobcats, etc. are on site on a regular basis. Use extreme caution when working in the vicinity of these. A **reflective vest MUST** be worn when working in the vicinity of equipment.

BATHROOM FACILITIES

Portable washrooms are provided on site. All workers are to use the washrooms provided. Anyone urinating or defecating anywhere on site, other than in the washrooms, will be removed from the site - immediately and permanently.

ALCOHOL AND DRUGS

Persons under the influence of intoxicating liquor or other substances are prohibited from entering the site. Intoxicating beverages and other substances must not be brought on the job site at any time and will be grounds for immediate dismissal.

WEAPONS AND FIREARMS

Weapons or firearms are not to be brought on site at any time. Possession of weapons or firearms will be grounds for immediate dismissal.

PERSONAL SAFETY

At no point in time (evenings or weekends) will a person be allowed to work by himself or herself. If the situation arises; talk to the superintendent to confirm procedure.

HOUSEKEEPING

All materials must be maintained in neat stockpiles for easy access. Clean up loose materials, trash and tripping hazards immediately. Back-charges may be applied to trades that do not keep their workspaces clean. Distinctive Homes requires DAILY cleanup of tools, materials and waste on site.

FIRST AID

The first aid kit is situated in the First Aid Stand. As is the site sign in sheet and fire extinguisher. Only people who are first aid qualified must be called upon to help with first aid emergency. It is each workers responsibility to ensure that their work crew is equipped with a First Aid Kit.

AIR HORN

- 1 Blast – First Aid Emergency
- 3 Blasts – Site Evacuation, all personnel are to meet at the Muster Points which are at the exit gates by the signs that say, “MUSTER POINT”.

SITE SPECIFIC

- This is a 911 community for emergencies such as (fire, police, and ambulance) please call 911.
- The hospital is located on Bow Valley Trail at Hospital Place.
- Parking will be allowed on the site only in designated parking areas.
- First Aid Kit is in First Aid Stand. Each crew is to bring their own First Aid Kit and have at least one worker certified for First Aid.
- Fire Extinguisher is in First Aid Stand.

If you have any medical conditions or are on medication, please write the information on the last page. The last person leaving the job site it is their responsibility to make sure that the site is secured, all equipment is off, and the gates and doors are locked.

		YES	NO
1.	The Distinctive Homes Safety Manual / OH&S Act, Regulations, and Code / SDS / Fire Extinguishers / and First Aid Supplies are located in the office as well as Site Superintendent Trucks		
2.	**I agree to work safely and in compliance with the OH&S Act, Regulations, adopted Code, and Distinctive Homes Safety Rules.**		
3.	I agree to use proper and adequate fall protection according to current legislation, for work at heights above 3.0m, and in situations at a lesser height that present unusual or dangerous hazards. Written fall protection plan mandatory before work commences at heights.		
4.	I agree to wear a CSA or ANSI approved hard hat, and CSA approved safety footwear while on site; and to wear any other PPE required by the OH&S Act, Regulation, adopted code, SDS, or Distinctive Homes Rules or Policy.		
5.	I agree to attend Distinctive Homes Safety Meetings if requested to do so.		
6.	I agree that if I remove a barricade, handrail, or caution tape, I must replace it to meet its original intent.		
7.	I agree to report accidents, injuries, or near misses to my Supervisor, and to Distinctive Homes Superintendent immediately.		
8.	I agree to dispose of used material into garbage bins provided and to keep my worksite neat and clutter free. Tools and materials must be kept clear of doorways, walkways, entrances, floors, ground areas, and exits. Nails, screws, staples, etc., when brought on site, will be kept contained so as to avoid spillage. I will clean up any used or unused material, or spilled nails, screws, and/or staples for which I am responsible.		
9.	I understand my duty to refuse unsafe work.		
10.	I agree that no alcohol, illegal, or mind-altering drugs are allowed on site. I agree to report for work and not be under the influence of alcohol, illegal, or mind-altering drugs. I will not consume or use alcohol, illegal or mind-altering drugs during the time I am on site.		
11.	I will cooperate with my Employer; Distinctive Homes Site Superintendent, Management, and the Safety Supervisor regarding safety issues.		
12.	I agree to obtain education in WHMIS if I work with, or in proximity to, controlled products.		
13.	I agree to use tools and/or equipment in accordance with the manufacturer's specifications. Defective tools shall be tagged out.		
14.	I agree that in the event of an emergency situation on site, I will leave to safe distance and report to my Supervisor and Distinctive Homes Superintendent Immediately.		
15.	I agree that I will not smoke in, on, or near a housing unit under construction, or near flammable or combustible substances or materials.		

Additional Hazards may exist. Be aware of what is going on around you at all times. Be aware of whom and what is around you at all times. Assess relevant hazards before proceeding, and control or eliminate them. Safety Information presented in this orientation does not take precedence over applicable government Regulations and Codes, with which workers should be familiar.

Signature: Date:

All workers are to review these site rules and regulations after which they are to fill out this page and turn it into Distinctive Homes site management.

Name: (print): _____

Phone: _____ Email: _____

Employer: _____

Supervisor: _____

Employer Phone: _____ Fax: _____

Vehicle Type:_____ License Plate #:_____

Checklist of Safety Certifications:

Does your company have a safety policy? Y / N

Do you have Fall Protection Training? Y/ N When does it expire? _____

What level of First Aid Certification do you have? When does it expire? _____

Does your company have its own toolbox meeting forms? Y/ N

Does your company have its own hazard assessment forms? Y/ N

List all machinery operating certificates. _____
_____

Have you given a copy of training certificates to Distinctive Homes? Y /N

Signature: _____

Date: _____

Orientation given by: _____

4.3. Site Toolbox/Safety Meeting

Date:		Supervisor:	
Work Site Location:			
Topic 1:			
Topic 2:			
Topic 3:			
Topic 4:			

Print Name	Signature	Company

Safety Incidents / near Misses:
Equipment Needs/Changes:
Work Area Needs/Changes:

4.4. Enforcement of the Health and Safety Program

Compliance by all workers with The Company's Health and Safety Program. OHS Act, Regs, and Code and other applicable legislation is mandatory and shall be considered a condition of employment.

The follow methods will be utilized to ensure worker compliance with the health and safety program:

- Training and Retraining
- Observation and Inspections
- Disciplinary Action

The importance of safe work practices and the consequences of failing to abide by safe work procedures will be covered during worker orientation, and safety meetings. This will help ensure that all workers understand and follow The Company Health and safety program.

Workers observed performing unsafe acts or not following proper procedures will be retrained by their supervisor. This may be reported in their training record to document the training. If multiple workers are involved additional safety meetings will be held.

4.4.1. Disciplinary Action

The failure of a worker to adhere to safety policies and procedures established by the Company can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and wellbeing of the worker but can also affect co-workers and/or customers.

Accordingly, any worker who violates any Company safety policies will be subject to disciplinary action. Workers will be disciplined for any infractions and unsafe work practices not only those resulting in injury or damage.

During the investigation the worker's supervisor will establish as best as they can the cause of the infraction. Negligence may be considered as:

- **incompetence** (if the worker is *neglecting* duties without realizing what is expected)
- or as **misconduct** (if the worker is fully aware that duties are being *neglected*, but *neglects* them anyway)

Infractions identified as incompetence in the first instance will be handled with training and/or retraining, and if serious may result in a verbal warning. Infractions identified as misconduct either by repeated offence or proof that worker is aware of correct procedures, will follow the progressive discipline procedure:

4.4.2. Progressive Discipline Procedure

Senior Management and supervisors will handle offences in an objective, fair and firm manner. See below for the escalating actions for misconduct.

First Offence

The immediate supervisor shall decide if the misconduct is minor or severe. Severe misconduct may result in immediate summary dismissal. Incidents of minor misconduct will be issued a Verbal Warning. Supervisors shall report it immediately to Management, who shall record it in the worker personnel or contractor file.

Second Offence

Supervisor shall request Senior Management to issue a Written Warning (WW) for a second and same offence. Senior Management shall issue the written warning if they see fit. Management shall record the warning in the worker file and database.

Third Offence

Suspension for workers shall occur for a third and same offence at the sole decision of senior management. Contractors shall have their payments withheld until compliance has been achieved in the sole opinion of the senior management after receiving written reports.

On return to work if behaviour does not improve summary dismissal may occur at the sole discretion of senior management.

Handling of Multiple or Different Offences

Should any contractor or worker commit more than one (1) offence and accumulate three (3) different First Offence Verbal Warnings, they shall be immediately issued a Written Warning by Senior Management.

Management shall at their sole discretion Immediately Dismiss the worker or contractor if they then commit any additional offence.

Removal of Verbal Warning

A Verbal Warning shall be struck from the worker's personnel record three (3) calendar months from the date the offence was committed or annual performance review, whichever shall occur first.

Removal of Written Warning

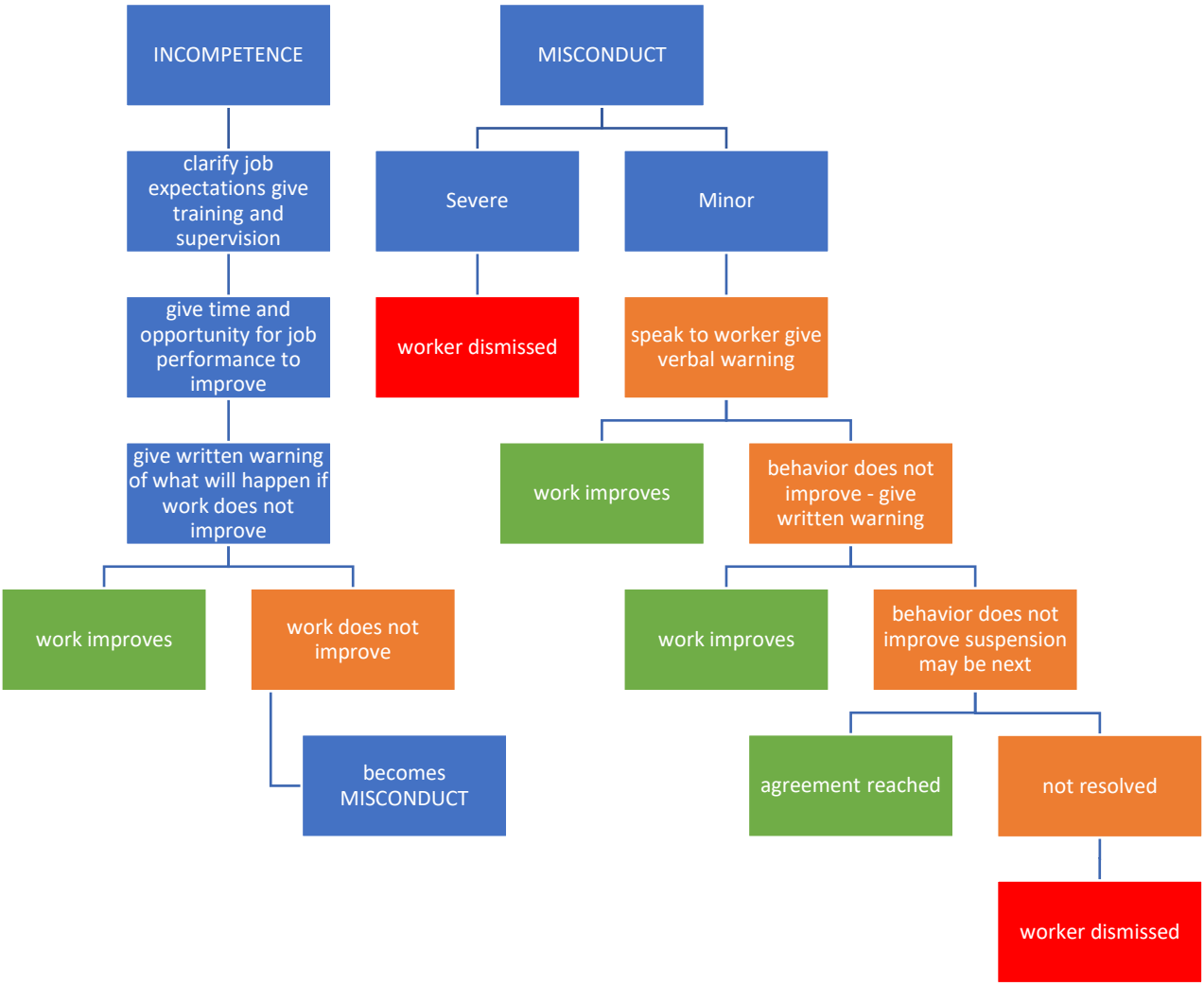
A Written Warning shall be struck from the worker's personnel file at the first annual performance review following the issue of the Written Warning, UNLESS the Written Warning was issued within six (6) calendar months or first annual performance review. Then the Written Warning shall remain on the worker's file or contractor's project file until the expiration of six (6) calendar months from the original date of the written warning.

Appeal

Workers or contractors who consider they have received unfair treatment from a supervisor for a Verbal Warning or Written Warning shall appeal first to the senior management in writing. Such persons shall:

- State the facts in writing of the unfair treatment as they see them;
- Request an interview with Senior Management in the presence of the Shop foreman; and
- Accept the decision of Senior Management as final.

4.4.3.Progressive Discipline Flow Chart



4.4.4.Written Warning Record

Employee/Contractor Name:							
Contractor Company Name:							
Date of First Offence(s):							
Date of This Written Warning:							
Location:							
Type of Offence (√):	Safety:		Behaviour:		Other:		
Description of Offence:							
Expected Improvements:							
Improvement Time Frame:							
Warning Issued By (print):							
Signature of Warning Issuer:							
Senior Management Comments:							
Comments Made By (print):							
Employee or Contractor Statement:							
I accept the description of the offence (√):			I disagree & respond below (√):				
Response:							
I require a copy of any Senior Management Comments made(√):						YES / NO	
Date this warning expires if no further incidences of above infraction:							
Employee's Signature:				Date:			
Employer Signature:				Date:			
Acknowledgement & Release:	I acknowledge receipt of a copy of this warning and understand it will be placed on my employee or contract file. I permit discussion at safety meetings if safety related.						

5. Hazard Assessments

5.1. Hazard Assessment Policy

Distinctive Homes commits to on-going hazard assessment policies and procedures to continually identify existing and potential hazards related to each job task.

5.1.1. Purpose

To help prevent incidents, injuries and illnesses at the work site.

5.1.2. Scope

This policy applies to all employees.

The hazard assessment procedure involves a detailed look at Distinctive Homes' overall operation, to identify hazards, measure risk (to help prioritize controls required), and develop, implement and monitor related controls.

All managers, supervisors and field workers receive hazard assessment training, that is reviewed on an annual basis. All workers participate in the hazard assessment process. There are two types of hazard assessment:

5.2. Formal Hazard Assessments

- Focuses on work tasks regularly performed for each job role.
- Performed before work tasks take place.
- Lead by management in completion with participation from supervisors and relevant field workers familiar with the tasks.
- Reviewed on an annual basis **OR** when new processes are introduced or the task changes, such as new equipment, materials or products, **OR** when SSHA, inspections or investigation identify a previously unrecognized hazard.

5.3. Site Specific Hazard Assessments

- Focuses on all work site factors, including temporary, and mobile work sites.
- Performed immediately before work starts at a new job site, or if new hazards are introduced at a familiar work site.
- Completed by supervisors and workers about to perform the job/task.
- Reviewed on an ongoing basis, especially if work site conditions change such as people, environmental materials, equipment changes.

	Date: March 2026
Jamie Findlay - Project Manager	

5.4. Formal Hazard Assessment Procedure

1. Refer to the organizational chart under Management Commitment
2. Identify all regularly performed tasks, for each job role. The job is the position held by the worker; a task is the activity performed. Record all jobs and tasks in the 5.7 Job Task List
3. Record assessment on Formal Hazard Assessment Form
4. Identify all health and safety hazards relevant to each task. Consider the four contributing factors to hazards – **P E M E**:
    a. People – are they competent/well trained? Are they tired? What motivates them?
    b. Equipment – Is it appropriate for the task? Is it properly installed and maintained? Are manufacturers specs being followed?
    c. Materials – What materials are being used? Are they being handled, stored and disposed of properly?
    d. Environment – Where is the task being performed? Does the work site environment introduce hazards?
5. Rank the hazards according to risk, using the risk matrix.
6. Find ways to eliminate or control the hazards. Elimination should always be the first choice, if this is not possible then follow the hierarchy of Controls.
    1. Engineering controls e.g., mechanical, guards, controls, substitution
    2. Administrative e.g., safe job procedures, signage, training, maintenance, breaks
    3. PPE e.g., gloves, boots, hard hats, fall protection
7. Assign a competent worker to implement identified controls, prioritizing the highest risk ranking hazards first.
8. Ensure all hazards and controls are communicated to employees, safety meetings, training, orientation.
9. Monitor the implemented controls for effectiveness.
10. All formal hazard assessments are reviewed on an annual basis or when a new work process is introduced or changed.

RISK MATRIX		Severity		
		Make you uncomfortable 1	Send you to hospital 2	Kill or cause permanent disability 3
Likelihood	Unlikely 1	**1**	**2**	**3**
	Might Happen 2	**2**	**4**	**6**
	Highly Likely 3	**3**	**6**	**9**

5.5. Site Specific Hazard Assessment Procedure

Site-Specific Hazard Assessments take place at the workshop and work sites and are completed by the supervisors with participation of all workers on site. As a group they will:

1. Identify all tasks to be performed, specific to that job site and activity for the day.
2. Record assessment on Site Specific Hazard Assessment Form
3. Identify all health and safety hazards relevant to each task. Consider the four contributing factors to hazards – **P E M E**:
    a. **People** – are they competent/well trained? Are they tired? What motivates them?
    b. **Equipment** – Is it appropriate for the task? Is it properly installed and maintained? Are manufacturers specs being followed?
    c. **Materials** – What materials are being used? Are they being handled, stored and disposed of properly?
    d. **Environment** – Where is the task being performed? Does the work site environment introduce hazards?
4. Find ways to eliminate or control the hazards. Elimination should always be the first choice, if this is not possible then follow the hierarchy of Controls.
    4. Engineering controls e.g., mechanical, guards, controls, substitution
    5. Administrative e.g., safe job procedures, signage, training, maintenance, breaks
    6. PPE e.g., gloves, boots, hard hats, fall protection
5. Ensure all hazards and controls are communicated to workers at the job site.
6. Monitor and review if there is a change to conditions.

5.6. Job Task List

Job	Tasks

5.7. Formal Hazard Assessment – Office

Job/position/work type: President, Office, Admin		Date of assessment:	March 12 2020
Assessment performed by: BVS Louise Green, James Fisher		Date implemented:	March 12 2020
Reviewed/revised: James Fisher		Date Reviewed:	March 2026

Tasks (List **all** tasks/activities of the job/position)	Hazards (List **all** existing and potential (H)ealth and (S)afety hazards)	Risk S x L = R: Severity	Likelihood	**Risk**	Controls: (E)ngineering, (A)dministrative, (P)PE
Entering / leaving building, travelling to vehicle	(S) uneven ground surface	1	1	**1**	(E) Lighting during winter months, sand/gravel bins out front of office for icy conditions, handrails on all steps, accessing and exiting buildings with 3 or more stairs. Ice melt available
	(S) slipping, tripping hazards	1	2	**2**	
	(S) poor lighting	1	2	**2**	(A) Inspection of lighting & condition of parking lot, regular safety mtgs
Desk Work – answering phone, computer work	(H) Sitting for long periods of time (H) Repetitive motions (H) Fatigue (H) Stress (S) Working Alone	1	2	**2**	(E) Ergonomically correct workstations & stand accessible desks. (E) Use head sets for phone calls where possible. (A) Take regular breaks and move around. Work Planning (A) Regular safety meetings and HR, & wellness checks (E) Locked entrances/exits when workers are alone (A) SJP 6.5.46 – Working Alone include check in policy when workers are alone and worker training.

Client Meetings	(H) Static Position	1	1	**1**	(A) Take regular breaks and move around.
	(H) Harassment	1	2	**2**	(A) Training in violence and harassment prevention plans.
	(S) Violence				
	(S) Working Alone	2	1	**2**	E) Locked entrances/exits when workers are alone (A) SJP 6.5.46 – Working Alone include check in policy when workers are alone and worker training.
Printing, changing paper, changing ink cartridges	(S) heavy lifting	1	2	**2**	(E) Follow manufacturers instructions for replacing paper rolls and toner.
	(S) exposure to toner	1	1	**1**	(A) SJP 6.5.28 – heavy lifting
Moving Around the Office	(S) Slipping / tripping hazards	1	1	**1**	(A) Hazard assessment to analyze risk, regular safety meetings to provide education, regular inspections of common areas
	(S) Fire	2	2	**4**	(P) non-slip shoes, no open toed shoes (E) Fire Suppressions systems (if available), fire extinguishers at every exit. (A) ERP, annual emergency drills, fire detection systems, fully functional fire alarm system. Tested and inspected regularly. Muster point discussed during orientation and reviewed annually.
	(H) Harassment	2	1	**2**	(A) Training in violence and harassment prevention plans.
	(S) Violence				
Changing Water Cooler Jugs	(S) Heavy lifting	2	1	**2**	A) SJP 6.5.28 – heavy lifting, use team lifting, know your capacity
Making Coffee	(S) Very Hot Water/steam	2	2	**4**	(A) Place urn beneath spout before turning on. Do not disturb until coffee is finished brewing

Washing dishes	(S) Hot water (S) Broken Glass (S)Sharp knives	2 2 2	2 1 2	**4** **2** **4**	(E) Use dishwasher where possible (A) Pay attention to items in the water. Use caution when placing hands in water. (P) Wear rubber gloves.
Using Microwave	(S) Hot plates (S) Steam	2	1	**2**	(A) Use caution when removing items and covers from food. Use gloves or mitts when handling hot items. (A) Follow instructions on microwave use

5.8. Formal Hazard Assessment – Demolition

Job/position/work type: Demolition		Date of assessment:	August 2018
Assessment performed by: Sandra Fleming		Date implemented:	August 2018
Reviewed/revised: James Fisher		Date Reviewed:	March 2026

Tasks (List **all** tasks/activities of the job/position)	Hazards (List **all** existing and potential (H)ealth and (S)afety hazards)	Risk S x L = R Severity	Likelihood	**Risk**	Controls: (E)ngineering, (A)dministrative, (P)PE
Site Set up	Instructions / job scope / safety expectations unclear	1	1	**1**	Site management & supervision to complete internal kick off meeting and site walk down. -Safety start up checklist signed off by demolition crew and Distinctive mgmt.
Removing drywall, floors, carpets, structural walls.	Building may contain hidden various hazardous agents, such as asbestos, PCBs, wood preservatives, mould, excreta from various species like rats, pigeons, bats.	3	1	**3**	-Workers will not be inside building performing demo. Heavy equipment will take down structure. Open air ventilation. -In depth inspection performed by competent worker when drywall was removed. -PPE; facemasks and eye protection used during internal demo: drywall & ceiling tile removal.
	Services including gas, water, sewage, electricity, may not have been cut off properly.	3	1	**3**	-Services to site terminated for Fortis and Atco. accessing area i.e., kitchen. -Water & sewage connections are blocked and isolated.
	Working at height	3	1	**3**	-All workers working at heights (over 10 feet) will be formally trained and utilize a CSA Fall Protection System. -Working at heights not currently in scope for demolitions portion.

	Noise and vibration caused by the machines, hand-tools, and falling/collapsing parts of the building.	2	2	**4**	-PPE – hearing protection & hardhats. -First phase of demolition will be handled by heavy equipment. No workers will be exposed to the hazard of instable walls.
	Instable structures either as part of the ongoing demolition.	3	1	**3**	-First phase of demolition will be handled by heavy equipment. No workers will be exposed to the hazard of instable walls.
	General construction hazards	2	2	**4**	-PPE must be worn and maintained in accordance with ACS Policy. PPE to include, but not limited to steel toes, hardhat and safety glasses and hearing protection as required. -First aid kit located at front entrance. -Frequent safety inspections (weekly)
	Fire on site	2	1	**2**	Fire extinguishers located on site at access points on each floor.
	Being hit by objects	2	2	**4**	-PPE worn at all times, in particular hardhats. -Removal of overhead hazards as soon as possible. -Frequent safety inspections (weekly) -Weekly toolbox talks
	Public accessing the site	1	1	**1**	-Construction fencing to be erected -Site to be locked to prevent access. -Signage to be posted indicating danger
	Dust raised by the demolition work, removing hardwood, carpet & cabinetry	1	2	**2**	-PPE: dust masks and eye protection -Ventilation when creating dust, airborne contaminants.
	Changes in Scope of Work	1	2	**2**	-Contractors to inform Site Supervisor at beginning of job and on an ongoing basis, the nature of scope of work and changes as they occur

					-Frequent safety inspections (weekly)
	Slips, trips and falls,	2	2	**4**	-Hazard Assessment done before work commences. -Housekeeping. Workers performing demo will keep on top of tripping hazards. -Frequent safety inspections & meetings (weekly) -Watch body positioning
	heavy loads, constrained postures	2	2	**4**	SJP 6.5.27 Heavy lifting, watch body position
	Poorly lit work areas	1	2	**2**	- Work lights provided by Prime for all work areas.
	Electrical Hazards to workers on the ground	2	1	**2**	-Switched off services to building at transformer.

5.9. Formal Hazard Assessment – Civil Work

Job/position/work type: Civil Work		Date of assessment:	August 2020
Assessment performed by: Sandra Fleming		Date implemented:	August 2020
Reviewed/revised: James Fisher		Date Reviewed:	March 2026

Tasks (List **all** tasks/activities of the job/position)	Hazards (List **all** existing and potential (H)ealth and (S)afety hazards)	Risk S x L = R Severity	Likelihood	**Risk**	Controls: (E)ngineering, (A)dministrative, (P)PE
Job Site set up for ground works	Site management and supervision does not communicate internally.	1	1	**1**	-Site management & supervision to complete internal kick off meeting and site walk down. -Site inspection to be completed prior to start of job task. - All operators must complete area walk down. -JHA to be signed off by all supervisors. Foremen to review JHA with front line work force. -Mandatory all personnel must be orientated
	Changing site conditions	1	1	**1**	-Changing site conditions to be reviewed after breaks and lunch & updated. -No work to start until workers have completed FLRA/FLHA.
Operating Equipment	Equipment Breakdown or failure	1	2	**2**	- All equipment received mechanical inspections prior to mobilize to site. - No new equipment permitted on-site without mechanical inspection field - Inspection by certified mechanic. - All equipment to be equipped and/or initial response spill kits strategically placed in assigned work area. - All operators to complete documented pre-use inspection report prior to use of equipment.

	Operator Incompetence	2	1	**2**	All operators to be pre-authorized by civil contractor's supervision prior to operating any piece of equipment. -Competency evaluation to be completed on all operators
Operating hazards of equipment:	-Poor communication. -Soft ground conditions. -Ground disturbance permits (striking underground services). -Work area space restricted. -Leading edges/no spotters used. -Vehicle access/egress. -Unauthorized access. -Light plants not grounded for provision of power/lights prior to dusk and start of operations.	2	2	**4**	-Signalman/spotter to use visible vest and radio. -Site specific FLRA to be completed by equipment operators to capture changing ground conditions. -Supervision to review all permits/drawings and ground disturbance permits prior to start of any excavations. -Operator to be made aware of all locates/applicable drawings. -Pre-planning of the day with workers and supervisors and constant communication. -Signage/Wooden barricades to be used to reduce risk for leading edges and restrict pedestrian traffic. -All light plants to be secured (chalked) and grounded accordingly. 6-8 inches of sand/soil to be placed over grounding plates as per site policy.
Hauling/placing material:	-Dump trucks entering area without use of spotters. -Excavator swing radius not evaluated prior to start of job task. -Poor communication between dump truck driver and excavator operator. -Light vehicle and unauthorized equipment parking in immediate assigned excavation area.	2	1	**2**	-Spotters to be used when necessary and with high visibility vests. -Operator and supervisor to execute assigned work area walk down for safe equipment spotting to execute job task. -Dump truck operator to roll down window to ensure operator can hear excavator horn. -Radio communications between crew. Designated light duty vehicle parking to be identified and only authorized equipment allowed into assigned work area.

Grading	-Fixed objects in immediate area. -Equipment /operators blind spots. -Unapproved materials used. -No spotters used in tight areas or close quarters to buildings etc. -Third party personnel, vehicles/equipment in proximity. -Materials pushed/graded beyond work boundaries.	2	1	**2**	-Operators to utilize spotter when working around fixed objects. -Ground personnel, vehicles and other equipment are to always remain out of operating equipment blind spots. -Only client approved materials to be utilized. -Spotters required when equipment operating in tight areas and operating in close quarters of buildings. -All third-party personnel, vehicles/equipment to be notified and moved whenever prior to task being performed. -Work boundaries to be identified by supervision. Communication to other crafts/contractors prior to starting work
Trenching	Open culverts/soft leading edges: -Personnel entering excavation work area without signing on to work area Hazard Ass. -Culvert excavations deeper than 1.5 meters not correctly classified and access egress does not meet code. -Deep excavations not barricaded and flagged/tagged -Excavation is deeper than 1.5 meters not sloped or shored as per OH& S code section (456). -Leading edges. -Excavation spoil piles placed close to excavation creating falling material hazard.	3	1	**3**	-All personnel entering excavation area must sign on to work area FLRA/FLHA. -Heavy equipment operating near soft leading edges to be captured on site specific FLRA/FLHA. -Excavations deeper than 1.5 meters to be equipped with access every 8M to prevent classification as confined space or access ramps. -All deep excavations to be barricaded and flagged/tagged as required. -Ladders to be placed within 8m of all workers working in a deep trench greater than 1.5M. -Shoring to be installed where soil stability is identified as not stable and/or depth is greater than three meters and not able to obtain 45-degree slope with limited access/egress. -Fall restraint to be used for all leading edges 6ft and higher. -All spoil piles/equipment to be placed minimum 1 meter back from open excavation whenever possible.

Backfilling	-No spotters used. -Access/egress of heavy equipment into assigned work area. -Operators not complete site FLRA. -Leading edges.	2	1	**2**	-Spotters to be used when necessary & identified with high visibility vest/ gauntly. -All operators to walk assigned work area with supervisor prior to operating. -All equipment operators & ground crew to complete own site specific FLRA/FLHA -All leading edges to be identified with barricades and captured on site specific FLRA/FLHA.
Demobilization of civil equipment:	-Loading out of material. -Poor Housekeeping. -Heavy equipment. -Rushing. -Load secure. -Heavy equipment loading on to floats. -Changing weather conditions. -Uneven ground. -Light duty vehicle parking. -Poor Entrance/exit – tight areas.	2	1	**2**	-Spotters to be used at all times while loading of material. -Housekeeping to be on going in all areas. -Supervision to walk area down prior to final de mob. -All garbage and debris to be removed from site and stored in designated waste bins. -All heavy equipment must have spotters when loading and escorting as required. -Personnel to stay focused on job, eyes mind on task no rushing. -All loads to be secured and inspected as per “Cargo Securement” Legislation. -Pre -area access/egress hazard assessment to be executed for ground conditions requirements. -All light duty vehicles to park in designated parking areas only. -Spotters to be used at all times. -Designated heavy equipment loading area to be used for loading out all heavy equipment.

5.10. Formal Hazard Assessment Form (blank)

Job/position/work type:		Date of assessment:	
Assessment performed by:		Date implemented:	
Reviewed/revised:		Date Reviewed:	

Tasks (List **all** tasks/activities of the job/position)	Hazards (List **all** existing and potential (H)ealth and (S)afety hazards)	Risk S x L = R			Controls: (E)ngineering, (A)dministrative, (P)PE
		Severity	Likelihood	**Risk**	

5.11. Site Specific Hazard Assessment Form (blank)

Emergency Response

	Yes	No
ERP Reviewed	☐	☐

First Aid Kit / AED _____ Location

Fire Extinguishers _____ Location

Eye Wash Station _____ Location

Muster Point _____ Location

First Aider(s) _____ Name(s)

Emergency Number or Radio Channel _____

Toolbox Talk (optional)

Topic

Inspection or Incident review

Action Items

Shift Close Out

	Yes	No
Is the area clean?	☐	☐
Is the job complete?	☐	☐
Are permits closed out?	☐	☐
Were there incidents?	☐	☐

Comments / Actions

Crew Site-Specific Hazard Assessment form developed by

Alberta Construction Safety Association

youracsa.ca | 1.800.661.ACSA

Site-Specific Hazard Assessment (Crew)

Date: _____

Location: _____

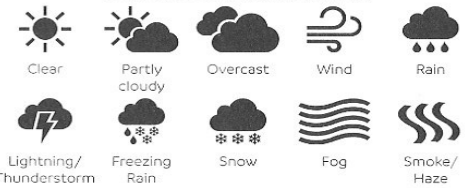
Company: _____

Prime Contractor: _____
(if applicable)

Weather

Work affected by weather? Yes ☐ No ☐

Current Conditions (circle)



Temperature: _____

Forecast reviewed? Yes ☐ No ☐

Work Description

_____

(description)

Permit Required? Yes ☐ No ☐

Permit #

Work Site Parties

Are other contracted employers or self-employed persons at the work site?

Yes ☐ No ☐

Have hazards been communicated?

Yes ☐ No ☐

Hazard Assessment Process

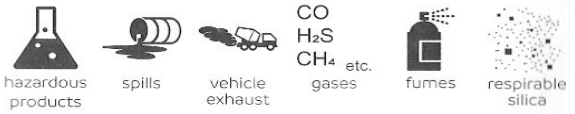
Step 1 Identify the tasks for the job
Step 2 Identify the hazards associated with the tasks
Step 3 Eliminate or control the hazards
Step 4 Communicate hazards and controls with affected workers
Step 5 Repeat when there are changes to the work site

Examples of Hazards

Note: other hazards than these examples may be present

Physical

Chemical



Biological

Psychological

Eliminate hazards whenever possible.
If elimination is not possible,
use the Hierarchy of Controls

Hierarchy of Controls

First Choice – Engineering
Second Choice – Administrative
Third Choice – Personal Protective Equipment
Fourth Choice – Combination of controls

Page 2

Tasks (steps to complete job)	Hazards (actual or potential)	Controls (engineering, administrative, PPE)
1	a)	a)
	b)	b)
	c)	c)
2	a)	a)
	b)	b)
	c)	c)
3	a)	a)
	b)	b)
	c)	c)
4	a)	a)
	b)	b)
	c)	c)

Step 1 Step 2 Step 3

Worker Participation

Name	Company	Pre-Job	Reassessment		End of Shift
Print	Print	Initial	Initial	Initial	Initial
Print	Print	Initial	Initial	Initial	Initial
Print	Print	Initial	Initial	Initial	Initial
Print	Print	Initial	Initial	Initial	Initial
Print	Print	Initial	Initial	Initial	Initial
Print	Print	Initial	Initial	Initial	Initial

Step 4

Supervisor Review Name _____ Signature _____
Contracted Employer Review Name _____ Signature _____

Reassessment

Important: report all newly identified hazards to supervisor

Time _____
Newly identified hazard(s)
Controls

Step 5

Page 3

Time _____
Newly identified hazard(s)
Controls

Page 4

5.12. Site Specific Hazard Assessment Form (blank)

FIELD LEVEL HAZARD ASSESSMENT | Company Name:

Work to be done:		Date:
Task location:	Muster Point:	Permit Job #:
PPE Inspected: ☐ Yes ☐ No		

Identify and Prioritize the tasks and hazards below, then identify the plans to eliminate/control the hazards.

TASKS	HAZARDS	Priority	PLANS TO ELIMINATE/CONTROL

Has a pre-use inspection of tools/equipment been completed? Yes☐ No ☐	Warning ribbon needed? Yes ☐ No ☐
Is the worker working alone? Yes ☐ No ☐	If Yes, explain:

Job Completion

Are all Permit(s) closed out? Yes ☐ No ☐	Are there Hazards remaining? Yes ☐ No ☐ (If Yes, explain)
Was the area cleaned up at end of job / shift? Yes ☐ No ☐	
Were there any incidents / injuries? Yes ☐ No ☐	If Yes, explain:

Please print and sign below (All members of the crew) prior to commencing work, and initial when task is completed or at the end of the shift.

Worker's Name (Print)	Signature	Initial	Worker's Name (Print)	Signature	Initial

Foreperson's Name and Signature (Sign upon reviewing completed card): _____

Client's Representative (Review) Signature: _____ ***Note: All names must be legible.***

Check off the hazards that apply to this job. List the item # in the 2nd column with priority ranking (other side). Identify the plans to eliminate or control them in the 3rd column (other side).

Environmental Hazards

1. Work area clean ☐
2. Material storage identified ☐
3. Dust / Mist / Fumes ☐
4. Noise in area ☐
5. Extreme temperatures ☐
6. Spill potential ☐
7. Waste properly managed ☐
8. Excavation permit required ☐
9. Other workers in area ☐
10. Weather conditions ☐
11. MSDS reviewed ☐

Ergonomic Hazards

14. Awkward Body Position ☐
15. Over extension ☐
16. Prolonged Twisting / Repetitive / Bending Motion ☐
17. Working in a tight area ☐
18. Lift too heavy / Awkward to lift ☐
19. Hands not in line of sight ☐
20. Working above your head ☐

Severity:

1. **Imminent Danger** - causing deaths, widespread occupational illness, loss of facilities
2. **Serious** - severe injury / illness, property and / or equipment damage
3. **Minor** - non-serious injury, illness, or damage
4. **Not Applicable** N/A

Access / Egress Hazards

21. Aerial lift / Man basket (inspected & tagged) ☐
22. Scaffold (inspected & tagged) ☐
23. Ladders (tied off) ☐
24. Slips / Trips ☐
25. Hoisting (tools, equipment) ☐
26. Evacuation (alarms, routes, ph. #) ☐
27. Confined / Restricted space entry permit required ☐

Overhead Hazards

28. Barricades & signs in place ☐
29. Hole coverings identified ☐
30. Harness / Lanyard inspected ☐
31. 100% Tie-off with harness and anchor points identified ☐
32. Falling objects ☐
33. Power lines ☐
34. Hoisting or moving loads overhead ☐

STOP & THINK

Resume Work — Look Around & Identify Hazards

Control Hazards — Assess Hazards

Field Level Hazard Assessment

Alberta Construction Safety Association

Rigging & Hoisting Hazards

35. Lift study required ☐
36. Proper tools used ☐
37. Tools / Sling inspected ☐
38. Equipment inspected ☐
39. Others working overhead / below ☐
40. Critical lift permit ☐

Electrical Hazards

41. GFI test ☐
42. Lighting levels too low ☐
43. Working on / near energized equipment ☐
44. Electrical cords / tools condition ☐
45. Fire extinguisher ☐
46. Hot work or electrical permit required ☐

Personal Limitations / Hazards

47. Procedure not available for task ☐
48. Confusing instructions ☐
49. No training for task or tools to be used ☐
50. First time performing the task ☐

Probability:

A. **Probable** - likely to occur immediately or soon
B. **Reasonably Probable** - likely to occur eventually
C. **Remote** - could occur at some point
D. **Extremely Remote** - unlikely to occur

Severity + Probability = Priority (E.g. Worker at heights without Fall Protection – 1A)

It is important that all hazards are identified and controlled. Confirm that all permits are valid.

Remember: "Stop & Think" & "See It Again For The First Time"

This generic FLHA card was produced by the Alberta Construction Safety Association (www.acsa-safety.org)

6. Hazard Controls

6.1. Hazard Control Policy

Eliminating a hazard from the work site is always the best way to protect workers.

However, this is not always realistic or possible. Wherever possible all hazards identified by formal hazard assessment, daily site-specific hazard assessments, inspections and investigations that cannot be eliminated will be controlled with methods following the hierarchy of controls:

1. Engineering Controls
2. Administrative Controls
3. Personal Protective Equipment

Management, Supervisors, workers and contractors shall prepare and maintain controls insofar as they apply to their specialties and areas of work. The company reserves the right to review and recommend changes to contractor Safe Job Procedures.

6.2. Occupational Health and Safety Act

The OH&S Act often requires specific regulatory administrative controls such as a “Code of Practice”, Safe Job Procedures or a Safe Work Practices. These are developed to ensure a particular work process is performed by competent workers in compliance with all appropriate legislation, manufacturers’ instructions and is made up from a list of specific job procedures. Examples include confined space entry work, work at heights, and machinery lockout/tag out procedures, trench and excavation.

All workers and contractors shall comply with the OH&S Act, other applicable legislation i.e. The Road Safety Act, National Building Code, etc., manufacturer's instructions for use, maintenance and storage.

6.3. Administrative Controls

Distinctive Homes have developed Safe Job Procedures that include safe work practices and specific Codes of Practice to reduce identified hazards, that cannot be eliminated or reduced by engineering controls. Being trained in and following Safe Job Procedures prevents incidents from occurring on work sites.

6.4. Safe Job Procedures

The Safe Job Procedures include safe work practices(SWP) such as a set of positive guidelines on how to perform a specific task, and a safe job procedure(SJP) a written, systematic descriptions of how to complete a job safely and efficiently from start to finish.

SJP are reviewed on an annual basis, by supervisor and management.

	Date: March 2026
Jamie Findlay - Project Manager	

6.5. Safe Job Procedures List

Safe Job Procedure	Created Date	Reviewed By	Date Reviewed	Reviewed By	Date Reviewed	Reviewed By
Aerial Work Platforms			06/01/2022	BVS	Mar 2026	BVS
Air Tools Operation	March 2020	BVS	06/01/2022	BVS	Mar 2026	BVS
Backfilling	March 2020	BVS	06/01/2022	BVS	Mar 2026	BVS
Cell Phone Use	March 2020	BVS	06/01/2022	BVS	Mar 2026	BVS
Chop Saw			06/01/2022	BVS	Mar 2026	BVS
Circular Saw			06/01/2022	BVS	Mar 2026	BVS
Civils – Clearing Site			06/01/2022	BVS	Mar 2026	BVS
Concrete Foundations	March 2020	BVS	06/01/2022	BVS	Mar 2026	BVS
Confined Spaces	March 2020	BVS	06/01/2022	BVS	Mar 2026	BVS
Construction Heaters			06/01/2022	BVS	Mar 2026	BVS
Drywall Installation			06/01/2022	BVS	Mar 2026	BVS
Energized Equipment			06/01/2022	BVS	Mar 2026	BVS
Equipment Lockout			06/01/2022	BVS	Mar 2026	BVS
Excavating & Trenching			06/01/2022	BVS	Mar 2026	BVS
Excavator Operation			06/01/2022	BVS	Mar 2026	BVS
Fall Protection			06/01/2022	BVS	Mar 2026	BVS
Fire Extinguishers			06/01/2022	BVS	Mar 2026	BVS
Floor Joists			06/01/2022	BVS	Mar 2026	BVS
Floor Sheeting			06/01/2022	BVS	Mar 2026	BVS
Framing			06/01/2022	BVS	Mar 2026	BVS
Fueling Equipment			06/01/2022	BVS	Mar 2026	BVS
Generator Operation			06/01/2022	BVS	Mar 2026	BVS
Hazard Control Signage			06/01/2022	BVS	Mar 2026	BVS
Heavy Mobile Equip Operation			06/01/2022	BVS	Mar 2026	BVS
High Winds Working			06/01/2022	BVS	Mar 2026	BVS
Ladders			06/01/2022	BVS	Mar 2026	BVS
Manual Lifting & Carrying			06/01/2022	BVS	Mar 2026	BVS
Open & Guarding Manholes			06/01/2022	BVS	Mar 2026	BVS
Manlifts & Scissor Lifts Operation			06/01/2022	BVS	Mar 2026	BVS
Motor Vehicle Operations			06/01/2022	BVS	Mar 2026	BVS

Office Safety			06/01/2022	BVS	Mar 2026	BVS
Power & Hand Tool Use			06/01/2022	BVS	Mar 2026	BVS
Propane Cylinders – Care & Handling			06/01/2022	BVS	Mar 2026	BVS
Respirators – Use & Care			06/01/2022	BVS	Mar 2026	BVS
Rigging			06/01/2022	BVS	Mar 2026	BVS
Roofing Hot Work			06/01/2022	BVS	Mar 2026	BVS
Scaffolding			06/01/2022	BVS	Mar 2026	BVS
Soffit and Facia Installation			06/01/2022	BVS	Mar 2026	BVS
Spray Painting			06/01/2022	BVS	Mar 2026	BVS
Steel Framing			06/01/2022	BVS	Mar 2026	BVS
Suspended Loads & Planned Lifts			06/01/2022	BVS	Mar 2026	BVS
Table Saws			06/01/2022	BVS	Mar 2026	BVS
Tiger Torches			06/01/2022	BVS	Mar 2026	BVS
Wall Placement & Straightening			06/01/2022	BVS	Mar 2026	BVS
Working Alone			06/01/2022	BVS	Mar 2026	BVS
Winter Driving			06/01/2022	BVS	Mar 2026	BVS
Bobcat Operation	June 2022	BVS	06/01/2022	BVS	Mar 2026	BVS

6.5.1. SJP – Aerial Work Platforms

Safe Job Procedure	**Aerial Work Platforms**		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Slips, trips, falls, working at height, other workers/trades, pinch points		
PPE Required:	High vis vest, eye protection, safety footwear,		
Additional Requirements	Hazard control signage, fall protection, motor vehicle operation		

Safe Work Practices:

Aerial lifts are common on any job site that requires personnel to perform elevated work in hard-to-reach places. Articulated joints and extendable boom arms allow the operator to access work areas located above obstacles and in tight work areas.

Procedure:

1. Perform a pre-use inspection. Walk around the lift. Examine hydraulic hoses and fittings for fluid leaks. Inspect the tires to ensure that they are properly inflated.

2. Start the lift. Switch the input controls to "Ground" or "Base". Operate the lift using the base mounted control panel. Make sure that every function of the lift works correctly. Switch the input control to "Platform".

3. Put on your safety harness. Lift the safety mid-rail and climb in the basket. Clip the safety harnesses lanyard to the attachment point in the basket. Depress the safety switch to activate the platform controls. The safety switch will either be a foot pedal located on the platform or a red lever mounted to the "Drive/Lift" joystick.

4. Set the operation function switch to "Drive". Move the lift forward and then reverse. Turn the wheels left and right. Run through all the operations of the boom arms, including raise, lower, extend, retract, and basket tilt. Turn off the lift. Unhook your lanyard and climb out of the basket.

5. Walk in the area between the lift and your work area. Look for unstable soil and obstacles that need to be addressed. Inspect the work area for power lines and overhead hazards. When you are satisfied that the area is safe, drive the boom lift to the work area. Do not forget to secure your lanyard to the basket anchor point.

6. Position the lift as close to the work area as possible. Set the safety outriggers, if equipped. Raise the boom arm attached to the basket. Extend the second boom arm to gain additional height. Raise the articulated boom. It is important to raise the booms in this order to maintain the stability of the boom lift.

7. Adjust the height and angle of each boom arm to reach your work area. Alternate your gaze to ensure that you will not come into contact with any obstacles. Be aware of pinch points that could pin you to the top rail of the basket. When in a tight area, remember the order in which you adjusted the boom arms. This will make it easier for you to exit the work area.

8. When the Shift Ends:
    - Ensure lift is parked in a designated or authorized area.
    - Lower all boom arms into their locked positions. Start with the boom closest to the base and work your way to the boom arm connected to the basket. Lower the basket to an elevation that is safe for your exit. Fully lower the equipment to the ground and apply the park brake.
    - Disconnect your lanyard from the platform anchor point. Walk to the base of the boom lift. Turn off the lift. Remove the key from the "Ignition".

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.2.SJP – Air Tools

Operation of air tools	
GENERAL	Protecting workers from injuries associated with operation of air tools
APPLICATION	Air tools are powered by compressed air supplied by rubber hoses.
PROTECTIVE MECHANISMS	PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement OH&S Legislation
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	1. Regularly inspect tools and hoses before using. 2. Obtain underground utility locates for the work area. 3. Wear suitable clothing and personal protective equipment. 4. Use proper shoring or slope equipment when air back tools are used in ditch. 5. Get assistance before lifting or moving heavy objects. 6. Practice good housekeeping. 7. Keep loose fitting clothing away from rotating equipment. 8. Bleed air before disconnecting hoses. 9. Shut-off equipment while re-fuelling. 10. Do not use an air tool for any purpose other than what it is intended. 11. Follow Air Tool Safe Work Practice step by step.
* The information presented in this publication is intended for general use and may not apply to every circumstance. It is not a definitive guide to government regulations and does not relieve persons using this publication from their responsibilities under applicable legislation.	

6.5.3. SJP - Backfilling

TITLE	Backfilling
GENERAL	Protecting workers from injuries associated in backfilling operations
APPLICATION	As per job requirement
PROTECTIVE MECHANISMS	Safe job procedure of civil contractor Permit system PPE as per company policy ERP (Emergency Response Plan)
SELECTION AND USE	As per safe job procedure of civil contractor
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	1. No backfilling shall commence until all workers are clear of working areas. 2. The operators of any equipment being used in backfilling operations shall keep their spotters/ swampers in sight at all times. 3. Operators/Swampers to be conversant in hand signals for their work site. 4. Shall don all appropriate PPE (including high visibility vests).
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6.5.4.SJP – Cell Phone Usage

TITLE	Cell Phone Usage
GENERAL	Protecting workers from injuries associated with the IMPROPER use of cell phones while operating a motor vehicle.
APPLICATION	Using a cell phone while operating a motor vehicle may be hazardous to the worker and general public. According to **Distracted Driving** Legislation, operating a vehicle and using a hand-held cell phone is prohibited.
PROTECTIVE MECHANISMS	Safe work procedure Highway Traffic Act Local Regulations Manufacturers Recommendations
SELECTION AND USE	Safe work procedure Manufacturer's recommendations
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and training Enforcement Compliance
WORKER RESPONSIBILITY	1. When vehicle is in motion calls may not be answered by the driver and must be directed to voicemail or a passenger. 2. If an employee driving a vehicle must make a phone call, the vehicle must be parked and in a safe location. 3. If making an emergency call (911) the vehicle must be safely parked before making the call.
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6.5.5. SJP – Chop Saw

Equipment Required	Material Required	PPE Required
1. Chop saw	1. Material to be cut	1. Safety glasses
2. Stand or other flat, level & firm surface	2. Secure base to cut material	2. Dust mask
3. Class ABC Fire Extinguisher.	3. Signage or warning tape	3. Hearing protection

Job Steps	*Under no circumstances, interfere with any guards or safety devices.
1.	Review the material description or MSDS to ensure that the proper precautions are taken for the material to be cut.
2.	Conduct a Hazard Assessment of the work area.
3.	Ensure that extension cords are properly grounded, not frayed and of adequate gauge for the chop saw to be used and for the distance from electrical outlet to work location.
4.	If the electrical power has been turned off, do not turn it on without a thorough inspection of the entire area to ensure that no other workers or material on site will be placed at risk, i.e., contact glues fumes igniting from spark following carpet lay.
5.	Place the equipment on the proper frame or stand, level ground or on another firm and suitably elevated surface such as a trestle table.
6.	Place the fire extinguisher in a position that it will be easily accessible.
7.	Make the connections from the tool to the power supply outlet.
8.	Wear the appropriate PPE.
9.	Obtain the material to be cut using proper lifting and carrying techniques.
10.	Ensure the correct blade is attached for the material and inspect for cracks & sharpness. Change the blade if required.
11.	Measure the material to be cut.
12.	Secure the material to be cut to ensure that no risk of hand contact with the blade.
13.	Precisely follow the manufacturers' instructions for equipment use including push sticks or clamps. Cut the material in an easy motion. Do not ram the cutting blade through the materiel, i.e., let the saw do the work.
14.	Remove cut material and safely stack or install.
15.	Maintain good housekeeping for scrap material and dust removal.

6.5.6.SJP – Circular Saw

Equipment Required	Hazards	PPE Required
1. Air/electric portable circular saw	1. Minor injury	1. Gloves
2. Fire extinguisher	2. Serious injury/amputation	2. Safety glasses
3. Source of power		3. Safety footwear
4. Portable AC Generator/Inverter		4. Hardhat

Job Steps	Improper use of a saw is highly dangerous to the worker and other workers nearby.
1.	Conduct a Hazard Assessment of the work area.
2.	If the electrical power has been turned off, do not turn it on without a thorough inspection of the entire area to ensure that no other workers or material on site will be placed at risk. Do not automatically flip breaker.
3.	Wear the appropriate PPE.
4.	Check that the on/off switch is set at "off" and all guards and safety devices are operable.
5.	Check the feed to ensure the correct gauge and type of blade for the job is properly fitted.
6.	Ensure that power cords or compressed air hoses are properly connected, not frayed, cut, and missing ground pins, of adequate gauge for the saw power requirement and distance run.
7.	Make the connections from the saw to the power outlet or compressor.
8.	Properly secure the material to be cute on a sturdy, stable surface.
9.	Operate the saw and hold material in such a way that there is no risk to hands or other body parts in case of saw blade binding and kick back.
10.	Operate the saw in accordance with the manufacturers' instructions.
11.	Never point a saw in a direction other then towards the work.
12.	When finished, disconnect from the power outlet or compressor to the nailer.
13.	Properly coil up the connection cords and return to the carry case or storage rack.
14.	Maintain good housekeeping for scrap material and waste removal.
15.	Do not tie-off guards.
16.	Cut away from your electrical feed.
17.	**NEVER** walk around with the finger on the saw trigger.
18.	Be aware of where your cords are at all times.
19.	Ensure your depth adjustor is properly secured.
20.	Ensure your timber is clear of nails, staples, ice or any foreign object.
21.	Do not lean over the edge of a stepladder or stretch in a way that may cause the operator to fall or slip. Shut down the equipment and reposition.

6.5.7.SJP – Civils – Clearing Site

PPE Required	Hazards Present	Applicable Safe Work Practices
• High visibility vest • Eye protection • Safety footwear • Hearing Protection	Crushing injuries from other equipment while on foot Slips and falls when entering/leaving equipment Tipping or overturning of the machine Pinch points while performing maintenance or walk arounds Outdoor elements	Hazard control signage Equipment operation Excavations Manholes

Best Practices
-Ensure equipment operators have consulted all plans, are competent on equipment and not working alone. -Housekeeping of the worksite is to be maintained as it's being cleared. -Operators should be made aware of any changing hazards around them that may impact their work. Example: workers on the ground, new equipment in area, earth shifting, weather changes, wildlife etc.
Job Steps:
1. Prepare formal hazard assessment for site preparation 2. Access project plans, reconfirm with all involved contractors of plan. 3. Identification as to the nature and location of any underground services. 4. Identify permanent benchmarks for the construction site such as roadways and access. 5. Begin organizing the start up of earth moving equipment. 6. Remove all scrubs and vegetation, trees will be cut off, and their roots are totally uprooted. 7. Roughly level entire area. 8. Fill holes with sand or earth and level off as required. 9. Once ground is level continue site preparation with ground markers. 10. Identify the location of site offices, lay downs, toilet facilities and parking.

6.5.8.SJP – Concrete Foundations

TITLE	Concrete Foundations
GENERAL	Protecting workers from injuries associated with concrete work
APPLICATION	Concrete foundations are structural members and will be completed as per approved specifications.
PROTECTIVE MECHANISMS	Safe work procedure Ground disturbance review SDS Permit system PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Work site inspection
WORKER RESPONSIBILITY	1. Ensure barricades and warning signs are in place. 2. Ensure Rebar Protection is in place (end caps). 3. Ensure excavation is of proper design. 4. Endure the concrete forms are secured from movement. 5. Ensure you are conversant with concrete pour procedures. 6. Ensure you are visible to the concrete pump operator. 7. Ensure equipment is in good working order.
	Rebar end protectors shall be installed in areas traversed by workers where rebar projections represent a personal hazard.
	Rebar protective mechanisms vary from specific on-site engineering design to over the counter commercially available cap protectors.
	The most popular protective method is the utilization of end caps, which are easily installed by slipping them over the rebar ends. Specifically, there are tow types that are generally used and include the “Mushroom Cap:” and/or the “Square Cap”. Mushroom Caps are generally installed on horizontal rebar projections and Square Caps on vertical rebar projections.
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6.5.9.SJP – Confined Space Working

TITLE	Confined Space Entry
GENERAL	Protecting workers from injuries associated with working in confined spaces
APPLICATION	Primary function is something other than human occupancy: and – has restricted entry and exit; and may contain potential or known hazards.
PROTECTIVE MECHANISMS	Safe job procedure Permit system PPE Site specific entry program ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement and site-specific entry
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements including Confined Space Entry and Emergency Egress procedures
WORKER RESPONSIBILITY	1. Must be competent in confined space entry to identify the work procedures required to enter the confined space. 2. Ensure there is reasonable means exit from all parts of the confined space. 3. Ensure that ventilation and purging is established and allows acceptable air levels to be achieved and maintained. 4. Establish method of communication to allow immediate contact with necessary personnel if rescue or assistance is required, confirm alarm system. 5. Must be trained in H2S Alive or equivalent (if required). 6. Before entry, the vessel or confined space must be tested by a competent worker wearing breathing apparatus, for oxygen content, combustible gas (L.E.L.) and hydrogen sulfide. 7. Continuous monitoring may be required of the vessel or confined space atmosphere. 8. Must be conversant with Rescue Procedures.
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6.5.10. SJP – Construction Heaters

Safe Job Procedure	**Using Construction Heaters**		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Fire, hot surfaces, explosive potential, exposure to fumes		
PPE Required:	Gloves, safety glasses, safety footwear, hard hat		
Additional Requirements	Fire Extinguisher, hoses, regulator, atmospheric tester		

Safe Work Practices:

Failure to comply with the precautions and instructions provided with this heater, can result in death, serious bodily injury and property loss or damage from hazards of fire, explosion, burn, asphyxiation, carbon monoxide poisoning, and/or electrical shock.

Procedure:

Operating Instructions - Propane Supply Tank

1. Ensure the supply container is equipped with a UL listed Gas Pressure Regulator.
2. Conduct a Hazard Assessment of the work area and ensure no one is smoking.
3. Arrange the propane supply system to provide for vapour withdrawal from the operating container
4. When installing the heater for use with propane gas, set the gas selector valve to "Propane" and lock in position.
5. Check the pilot light on the equipment to confirm that the pilot light is alight.
6. Check the propane valve on the equipment from the incoming propane hose line is open, i.e., "on."
7. Check that the propane equipment "off/pilot/on" valve is set at "on" and all guards and safety devices are operable.
8. Ensure that electrical power cords (if applicable) and propane hoses are properly connected, not kinked, frayed, cut or missing ground pins. Trace the propane hose line back to the tank from the equipment.
9. Turn off the propane valve at the propane tank
10. Turn the heater or vaporizer thermostat above the usual setting of "3" to "5," or if not so equipped, turn it above the temperature shown on the equipment thermostat. The equipment will fire-up.
11. When the main flame dies down, check the pilot light to ensure that it is no longer alight.
12. Close the valve where the hose enters the equipment.
13. Disconnect the hose from the tank valve. DO NOT disconnect from the equipment first.
14. Switch off and unplug (from the power supply) any electrical cables.
15. Allow the equipment to cool down before moving.
16. Properly roll up the propane hoses and any electrical cables.
17. Turn off the propane supply valve at the container when the heater is not in use.
18. When the heater is to be stored indoors the propane container must be disconnected from the heater and the container moved away and stored in accordance with the above national standard.

Operating Instructions - Using Natural Gas

1. Ensure the supply container is equipped with a UL listed Gas Pressure Regulator.
2. The installation of this heater to a natural gas supply must conform with all applicable local codes or, in the absence of local codes, with the CAN/ CGA-B149.1 Natural Gas Installation Code.
3. When installing the heater for use with natural gas, set the gas selector valve to the "Natural" position.
4. Ensure the FIRING VALVE is in the "ON" position.
5. Connect power cord to a 115-volt supply
6. Open gas supply
7. If equipped with a thermostat, set the thermostat to the desired temperature
8. Push START Button. After a short delay, the heater will start. Note: The SL11E, if equipped with a thermostat, will cycle between on and off as required. Note: The S1500E will cycle between high flame, low flame, and off as required
9. To stop: push STOP button. If the heater is to remain off, disconnect power cord, and close gas supply. The appliance area should be kept clear and free from combustible materials, gasoline, and other flammable vapours and liquids. Ensure that the flow of supply air and combustion gases is not obstructed.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.11. SJP – Drywall Installation

Safe Job Procedure	**Installing Drywall**		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Airborne drywall dust, heavy lifting, slips trips and falls		
PPE Required:	Eye protection, Safety footwear, Respiratory protection		
Additional Requirements			

Safe Work Practices:

- Knowledge regarding the chemicals within the drywall products.
- Protect yourself to the specific hazards of drywalling i.e.: sanding/ mudding etc.

Procedure:

- Prepare Drywall Tools
- Select drywall: Drywall typically comes in 4'x8' sheets. Larger 4'x12' sheets are harder to work with and tend to break easily during transport to the job site.
- Drywall is normally installed horizontally but can be installed vertically if desired.
- Pay attention to the composition of the drywall. When selecting drywall, use compositions that fit the environment they will be installed in.
- Inspect the installation site
- Prep the wall area, remove old drywall, nails and screws.
- Inspect for and repair hidden damage.
- Inspect the insulation that is stapled to the studs.
- Use triple-expanding foam to seal cracks and gaps on exterior walls
- Measure and Cut Drywall for the ceiling
- Measuring out from a corner, measure the drywall so its end lands on a strapping piece or joist.
- Run a bead of glue down each strapping or joist over which drywall will be placed
- Hoist the drywall panel up onto the ceiling, starting from a corner.
- Drive five screws, in a single line, across the middle of the drywall piece and into a single strapping or joist.
- Continue gluing, hoisting, and screwing drywall in this manner until one row of the ceiling has been completely covered.
- Measure and Cut Drywall for the Wall.
- Mark the location of all studs using a stud finder.
- Measure the wall against a piece of drywall to determine whether its end piece will fit in the center of a stud.
- Run a bead of glue down each strapping or joist over which drywall will be placed.
- With help, hoist the drywall on the wall, and using the drill, install five screws in the stud at the center of the drywall panel.
- Continue gluing, hoisting, and screwing drywall in this manner until one row of the ceiling has been completely covered.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.12. SJP – Energized Equipment (Working On)

Safe Job Procedure	Energized Equipment (Working On)		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Electric shock and electrical explosion (arc flash). Arc flash can cause burns and explosive force trauma injury.		
PPE Required:	Safety glasses; Plastic instead of metal. Hearing protection to protect your ears from explosive noise. Insulated gloves rated for the voltage Heavy leather glove on left hand (while shutting off the disconnect) Fire retardant clothing (when working on live panels)		
Additional Requirements	Nonconductive ladder, Insulated tools, Drawings, plans for the area.		

Procedure:
Steps to perform this task safely:

1. Conduct a Hazard Assessment of the work area.
2. Inspect the area, is the panel accessible safely?
3. Ensure worker is not wearing Synthetic clothing such as Rayon or polyester including fleece.
4. Is a permit required for this task? What are the criteria for the work site?
5. Is the worker qualified? Only persons specifically authorized may install, modify, repair, or work on electrical conductors and equipment. (Electrician, Lead Electrician, HVAC Engineers)

An apprentice must be under constant supervision working on a panel.

6. Has the panel been de-energized? Even 110V and 220V can kill a worker.

The safest way to conduct electrical work is to shut off electric power and work on de-energized equipment.

7. Don the appropriate PPE to protect against arcing from a faulty disconnect switch.
8. Shut off the disconnect switch following these safety guidelines:

    A. Use the “One-Hand-Rule”.
    B. Stand out of line-of-fire.
    C. Take a deep breath and hold it.
    D. Turn your head away.

9. Verify power has been disconnected by measuring voltage at panel.
10. The electrical disconnect switch must be locked out by the authorized individual.
11. Lockouts cannot be removed by any other individual than the one that put it on.
12. Continue work on the circuits.
13. Once work is complete ensure all circuits are turned off before re-energizing.
14. Remove lock and tag.
15. Reenergize power. Never turn on the disconnect under load.

Applicable legislation, standards or documentation:
Electricians Red seal to work in panels without direct supervision.
Canadian Electrical Code:
CEC 2-304 (1) “No repairs or alterations shall be carried out on any live equipment except where complete disconnection is not feasible”.
CEC 2-304 (2) “3-way or 4-way switches shall not be considered as disconnecting means”.

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.13. SJP – Equipment Lockout

Locking out equipment for maintenance/cleaning

PPE Required	Hazards Present	Precautions
• Eye protection • Safety footwear • Signage* • Locked doors*	• Cuts -Serious Cuts - amputations • Electrocuted Entanglement	• Long hair should be tied back. • Loose clothing should be avoided or tied off with an elastic.

Pre-Job Steps
Before starting cleaning procedures or repairs on power-actuated machinery, the machine must be locked out.
Work Process
1. Use the start-stop switch on machine controls to turn it off. Ensure the machine is no longer energized. 2. Disconnect the power supply by the following steps: • Where the machine utilizes a plug, disconnect the plug and place the male end of the plug on the machine in a location readily visible to the person or persons performing the work. • Where the machine's power is supplied from an electrical panel and circuit breaker, determine the correct breaker and switch it to the off position. Close and lock the front panel door using your safety lockout clip and your own lock. • Where the machine is supplied power from a disconnect switch, determine the correct disconnect switch and switch it off. Apply your safety lockout clip on the approved location. • Where a machine is supplied power from more than one source determine the correct breaker or disconnect for each power supply and using your safety lockout clip and lock, lock out each power supply. 3. Immediately test the machine to ensure power has been disconnected. 4. If the machine or equipment has been previously locked out, apply your own lock to the lockout clip. 5. Always use an approved safety lockout clip in conjunction with your own labeled lock to lock out electrical switchgear and power supplies. 6. Proceed with the necessary work. 7. Workers must remove their own locks after completing a maintenance procedure. **Workers are forbidden to remove locks other than their own**

6.5.14. SJP – Excavations & Trenching

TITLE	Excavating and Trenching
GENERAL	Protecting Workers from injuries associated with excavating and trenching
APPLICATION	No worker shall enter any trench or excavation until the walls have been adequately cut back or temporary protective structures have been installed unless said trench or excavation is shallower than the legal minimums and the soil is stable.
PROTECTIVE MECHANISMS	Safe job procedures Manufacturers specifications PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and to pre-plan trench/excavation soil condition
WORKER RESPONSIBILITY	1. Prior to commencement of any excavation ensure that all underground and/or overhead lines have been identified, exposed and well marked/flagged. 2. Control traffic near roads or busy access ways. 3. Use traffic controllers/flaggers. 4. Set up barricades. 5. Provide ladders in immediate area for access/egress of trenches, excavations. 6. Where the cut back method is not possible, provide timber shoring, trench jacks, sheet piling, cage or other approved method.
* The information presented in this publication is intended for general use and may not apply to every circumstance. It is not a definitive guide to government regulations and does not relieve persons using this publication from their responsibilities under applicable legislation.	

6.5.15. SJP – Excavator Operation

Hazards	Material Required	PPE Required
1. Other workers on ground and equipment	1. Seatbelts	1. High-Visibility clothing
2. Slips, trips and Falls	2. Competent worker	2. Safety glasses
3. Tipping/overturning	3. Manufacturer instructions	3. Safety footwear
4. Fatal injuries	4. Spotter in tight congested areas/backing up	4. Hardhat

Job Steps

1.	1. Conduct walkaround check of equipment. 2. Operator must ensure equipment is de-energized and the bucket is resting on the ground before exiting. 3. Operator must make eye contact with any other equipment operators in the area before walking around outside the equipment. 4. If parked on a grade or incline, make sure wheels are turned into bank and/or blocked to prevent movement. Be alert for nearby machines. 5. Check for the following: a. Tires: lug nuts, cracked rims, cuts, tire pressure. b. If equipment equipped with tracks, check for tightness and rollers and idlers. c. Check all bolts, guards, moving parts, and mechanical components. 6. Mount equipment and check cab and controls. a. Use suitable access to mount and dismount backhoe to check engine. b. Report if any ladders, steps have broken rungs or cracks. c. Check engine compartment malfunction or for dirt, debris, oily damage, fire rags, tools, and leaks. d. Avoid overreaching during inspection. Get help if needed. e. Do not use machine with uncorrected safety defects. f. Maintain 3 points of contact while climbing in and out of the cab of the equipment. 7. Start equipment and complete pre-shift inspection. 8. Ensure full visibility before operating due to cracked windshield, high traffic or weather. 9. Operator must wear seatbelt while equipment is running. 10. Sound horn before starting or moving machine. 11. Check backup alarm after starting. Be sure all persons and objects are clear before starting or moving. 12. After starting engine, idle until normal operating temperature is reached and check gauges and warning lights again for normal readings. 13. Check lights and wipers. Check brakes (including swing brake) and steering. 14. Allow no one to ride outside the cab for any reason. No one should ride with the operator unless safe seating is provided. 15. Use prudent operating speeds consistent with conditions. 16. Never attempt to operate backhoe from outside operator's compartment. 17. Be sure all persons and obstacles are clear before swinging or moving machine in any direction. 18. Avoid fast swings, hoists, or sudden braking.

	19. Move loads carefully. 20. Keep machine as level as possible when operating. 21. Stay away from edge of banks, pits, and highwalls. Stay clear of overhangs and slide areas. Never undercut the machine. 22. Learn beforehand as much about your work area as possible. Be sure of the location of gas lines, sewers, utility lines, buried cables or lines. 23. Don't load a dump truck until the driver is in a safe place. Load the truck from the rear or side. Load evenly to avoid overloading rear axles and causing spillage. 24. Don't drop material into truck bed from unnecessary heights. Never swing bucket over hauler cab or workers. 25. Never leave the operator's cab with the engine running or with a load or bucket suspended. 26. Always set swing brake and/or lock boom when traveling to or from a job site. 27. Always park in designated parking area if provided. Don't park in active work areas. 28. Place all controls in parking position. Set swing lock or brake and parking or traction brake or lock to prevent machine movement. 29. Idle engine a brief period before shutting down. 30. Dismount machine. Pay attention to travel ways. 31. Always inform appropriate personnel of any abnormal conditions, defects, changes made in machine and/or job procedure or condition. 32. Safely operating any equipment requires **Zero impairment!**

6.5.16. SJP – Fall Protection

Safe Job Procedure	**Fall Protection Planning**		
Created by:	Bow Valley Safety	Date Created:	Feb 2020
Approved by:		Date Approved:	Feb 2020
Hazards Present:	Working at Heights, Slip, trips and falls		
PPE Required:	Safety glasses, hard hat, protective foot wear, fall arrest harness, lanyard, shock absorber, approved anchor		
Additional Requirements			

Safe Work Practices:

The Supervisor/foreman shall ensure that workers are trained in the proper use of fall arrest equipment. Never interfere with any fall-arrest equipment safety devices.

Review the manufacturers' instructions and proper precautions before use.

A Fall Protection Plan must be developed for all work sites where a worker may fall 3 metres or more and no guard rails are installed.

Procedure:

1. Inspect the complete fall-arrest equipment in accordance with the manufacturers' instructions and confirm inspection on the site-specific hazard assessment. (SSHA).
2. Conduct a standard form Site Specific Hazard Assessment (SSHA) of the work area.
3. Confirm that workers hold a valid "Fall Protection – User" qualification card.
4. Complete Site Fall Protection Plan.
5. Install the fall-arrest anchor points in accordance with the manufacturers' guidelines.
6. Assemble and attach the safety lanyard and shock absorber to the anchor point and to the harness in accordance with the manufacturers' instructions.
7. Ensure the lanyard and shock absorber combined lengths are shorter than the fall distance AS THE WORK PROGRESSES.
8. Never attach more than one set of fall arrest equipment to one anchor point.

Applicable legislation, standards or documentation:

OHS Code Part 9 Fall Protection

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.17.1 Site Fall Protection Plan			
Site			
Date		Completed By	

- Workers must review and sign this fall protection work plan prior to starting work. Workers must understand this plan and be trained in fall protection and the systems and equipment that will be used.
- This Fall Protection Work Plan must be posted at the worksite for the duration of work activities.

1. Identify potential fall hazards (check all that apply)			
☐	Mobile elevating work platforms	☐	Stairways
☐	Excavations/trenches	☐	Roof steep slope (greater than 4:12)
☐	Floor openings	☐	Roof low slope (4:12 or less)
☐	Wall openings	☐	Swing fall
☐	Skylight openings	☐	Hazardous process/equipment
☐	Roof openings	☐	Debris/objects falling to lower level
☐	Elevator shaft	☐	Sharp edges
☐	Ladders (fixed or portable)	☐	Reinforcing steel installation
☐	Scaffold	☐	Other:
2. Describe the fall hazard(s) details			
3. Identify fall protection systems to be used			
☐	Guardrail system	☐	Aerial lift
☐	Covers (holes and openings)	☐	Horizontal lifeline
☐	Appropriate anchors for systems used	☐	Vertical lifeline and rope grab
☐	Personal fall arrest system	☐	Warning line
☐	Personal fall restraint system	☐	Safety monitor
☐	Positioning device system	☐	Safety watch
☐	Scaffold with guardrail	☐	Other:
☐	Scissor lift	☐	Other:
4. Describe procedures for assembly, maintenance, inspection, disassembly of fall protection system to be used			
5. Describe procedures for handling, storage, securing tools and materials			
6. Identify methods of overhead protection for workers who may be in, or pass through the area below worksite			
☐	Barricading	☐	Toe boards/screens on scaffolds
☐	Hard hats required	☐	Toe boards/covers on floor openings
☐	Catch net	☐	Screens on guardrails
☐	Warning signs	☐	Secure large tools

☐	Tool belts	☐	Other:
☐	Tool lanyards	☐	Other:

7. Identify method for prompt, safe removal of injured workers		**CALL 911 IF FALL OCCURS**	
☐	Site first aid:	☐	Self-rescue
☐	Elevator/stairs	☐	Other:

8. Describe and identify locations of anchorage points

9. Select system components			
☐	Full body harness	☐	Choker
☐	Vertical lifeline	☐	Carabiner
☐	Horizontal lifeline	☐	Rope grab
☐	Lanyard	☐	Personal shock absorber
☐	Boatswain's chair	☐	Beamer
☐	Connecting devices (identify)	☐	Anchorage points (identify)
☐	Other:	☐	Other:

10. Distance from anchor to ground, lower level or obstruction (see page 4 chart)

11. Calculated minimum fall clearance (see page 4 chart)

12. Employee(s) trained to work under this plan

Name (print)	Signature	Date

Name/title of Competent Person who provided training under this plan

Name of lead worker or supervisor	**Signature**	**Date**

Fall clearance is the minimum vertical distance needed between the anchor point and a lower level (this can be the ground or lower obstruction) with a safety factor to prevent the worker from hitting the lower level in a fall.

What is the distance from the anchor point to the ground or lower level where a worker would fall?

If a worker falls, when wearing a fall protection system, what is the <u>minimum fall clearance</u> from the anchor point to the worker's feet including a 3 ft. safety factor? (Calculate as shown below)

The calculated minimum fall clearance of a specific fall protection system may **never** be equal or greater than the distance between the anchor point and the lower level.

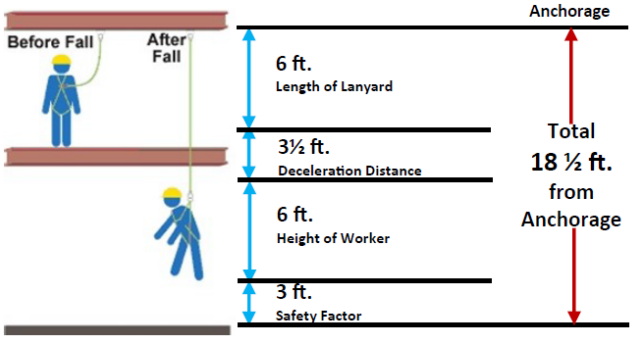
Description	Distance (ft.)
Lanyard length or free fall distance for self-retracting lifeline	
Maximum allowable deceleration distance	**3 ½ ft.**
Worker's height	
Other component if applies	
Safety factor	**3**
Minimum fall clearance (sum of above)	

Calculating Fall Clearance using a Shock Absorbing Lanyard

Example:

- First, add the length of the shock absorbing lanyard (6 ft.) to the maximum elongation of the shock absorber during deceleration (3 ½ ft.) to the average height of a worker (6 ft.)
- Then, add a safety factor of 3 ft. to allow for the possibility of an improperly fit harness, a taller than average worker and/ or a miscalculation of distance.
- The total, 18 ½ ft. is the suggested safe fall clearance distance for this example.

NOTE: Should the shock absorbing lanyard be used in conjunction with a cross-arm anchorage connector or other, the additional length of the anchorage connector must be taken into consideration.

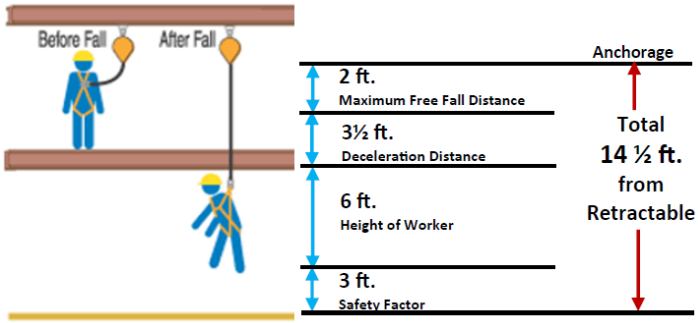


Calculating Fall Clearance using a Self-Retracting Lifeline

Example:

- First, add the maximum free fall distance (2 ft.) with a retractable lifeline to the maximum deceleration distance (3 ½ ft.) to the average height of a worker (6 ft.)
- Then, add a safety factor of 3 ft. to allow for the possibility of an improperly fit harness, a taller than average worker and/ or a miscalculation of distance.
- The total, 14 ½ ft. is the suggested safe fall clearance distance for this example.

NOTE: When using a retractable lifeline, the distance is calculated from the point where the retractable attaches to the back D-ring of the worker's harness.



6.5.17. SJP – Fire Extinguishers

TITLE	Use of Portable Fire Extinguishers
GENERAL	Protecting workers from injuries associated with IMPROPER use of fire extinguishers
APPLICATION	Portable fire extinguishers must be installed, inspected and maintained on a regular basis to ensure proper operation in an emergency.
PROTECTIVE MECHANISMS	Safe work procedure Alberta Fire Code Manufacturers recommendations PPE
SELECTION AND USE	As per safe work procedure Alberta fire code Manufacturers recommendations
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Proper selection of equipment Conversant with proper regulations
WORKER RESPONSIBILITY	1. Ensure you are fully trained with operation and maintenance of fire extinguishers. 2. Check Cylinder. 3. Inspect cartridge puncture cap. 4. Weigh cartridge. 5. With cartridge removed, check action of puncture lever. 6. Check hose and nozzle for obstruction. 7. Check date of manufacture. 8. Check level and condition of powder. 9. Check fill-cap threads and gasket. 10. Attach visual seal. 11. Check Pressure Gauge.
* The information presented in this publication is intended for general use and may not apply to every circumstance. It is not a definitive guide to government regulations and does not relieve persons using this publication from their responsibilities under applicable legislation.	

6.5.18. SJP - Floor Joists Installation

Safe Job Procedure	**Installation of Floor Joists**		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Slivers, pinch points, heavy lifting, working at height		
PPE Required:	• Eye protection • Safety footwear • High Visibility vests		
Additional Requirements			

Safe Work Practices:

- Trained in the safe use of a circular saw
- Trained in the safe use of a power nailer
- Trained in the safe use of a "quick drive" drill/drill
- Trained in safe handling sheeting on floor joists
- Employ good housekeeping practices
- Plan your route of travel

Procedure:

1. Position yourselves to lift the joist material employing good lifting techniques
2. Lift the material and place it on the beam in accordance with the plan
3. Lay out the rim joists on the laid-out floor joists according to plan
4. Have two workers hold the rim joists for nailing
5. Nail the rim joist in place
6. Square the floor joist and tack it to the beam

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.19. SJP - Floor Sheeting Installation

Safe Job Procedure	**Installation of Floor Sheeting**		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Slivers, pinch points, heavy lifting, working at height		
PPE Required:	• Eye protection • Safety footwear • High Visibility vests		
Additional Requirements			

Safe Work Practices:

- Trained in the safe use of a circular saw
- Trained in the safe use of a power nailer
- Trained in the safe use of a "quick drive" drill/drill
- Trained in safe handling sheeting on floor joists
- Employ good housekeeping practices
- Plan your route of travel

Procedure:

7. Position yourselves to lift the sheeting material employing good lifting techniques
8. Lift the material and place it on the floor joists accordance with the plan
9. Snap a line for the placement of the sheets
10. Place a bead of glue onto the floor joist for the width of the sheet
11. Place the sheet onto the joist along the string line
12. Place screws into the sheeting according to the plan
13. Repeat the process for the second row.
14. The second row will have to be "set" into the first row by using a 2x4 and sledge hammer to ensure that the two sheets engage properly. Ensure good body positioning to ensure that the block does not "bounce" and the hammer does not strike yourself or others.
15. Snap a string line for the bridging placement
16. Install bridging in accordance with the plan with an air nailer or power stapler following a string line.
17. Repeat the process

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.20. SJP – Framing

Safe Job Procedure	**Framing Walls**		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Dust, airborne debris, slips, trips, pinch points, sharp edges, heavy lifting		
PPE Required:	Eye Protection, Safety Footwear		
Additional Requirements	• Trained in safe operation of a power saw • Trained in the use of Fall Protection		

Safe Work Practices:

- Ensure that we have good housekeeping at the work site
- Conduct a pre-start check of your tools
- Ensure that the floor is level or level as required

Procedure:

1. Snap a line around the inside of the wall line of the intended walls
2. Bring the plate material to the floor.
3. Lay out the top and bottom on the floor starting with the longest wall and mark the stud locations allowing for any openings.
4. Position the bottom edge of the bottom plate on the inside of the snap, line in a vertical position and “toe nail” the plate at a 45 degree angle the snap line.
5. Attach all of the studs using a power nailer to the top and bottom plate
6. Square the wall up and secure it by driving a nail through a corner near the top of the wall
7. Place the sheeting on the wall according to plan and secure it
8. Install any required flashing
9. Raise the wall using good lifting techniques and adequate workers to assist in the process
10. Brace the wall at the ends to the joists using material of a sufficient strength
11. Build the remaining walls beginning with the opposite wall and brace it as well
12. Build the end wall and partially sheet it
13. Remove the bracing from that end prior to raising the end wall
14. Raise the end wall and secure the corners
15. Repeat this process for the other end wall
16. Ensure that all bottom plates are following the snap line on the inside
17. Tie the corners together by nailing the corner studs together or placing the remaining piece of the interlocking top plate if required
18. Cut out any openings that may be required
19. Finish sheeting the corners according to the plans.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.21. SJP – Fueling Equipment

Safe Job Procedure	Fueling Equipment		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Slips, trips, falls, exposure to hazardous chemicals, pinch points, working at height		
PPE Required:	High visibility vest, Eye protection, Safety footwear, Gloves		
Additional Requirements	Hazard control signage, Lifting devices operation, Motor Vehicle Operation		

Safe Work Practices:

- Never smoke during refueling operations.
- Do not refuel near an open flame. Keep a C02 (carbon dioxide).
- Ensure an ABC Dry Chemical extinguisher available.
- If there's a chance of a vehicle rolling while being refueled, chock the wheels.
- Before filling the fuel tank, shut off the engine.
- If the tank is near the engine or other hot areas, such as the manifold or muffler, let the engine cool before filling the tank.
- When transferring fuel from a can, mobile tank or fuel truck, keep the spout or nozzle in contact with the fuel tank to minimize static electricity.
- Be sure not to spill any fuel, it can ignite when it comes in contact with something hot.
- Do not overfill the tank.
- If the equipment is in the hot sun, the fuel will expand and eventually overflow. Leave enough space in the tank to compensate for expansion or tilting.
- After refueling has been completed, be sure all fuel has been drained from the hose and that any spills are cleaned up immediately.

Procedure:

Pump accessible vehicles/equipment:

1. Bring vehicle/equipment to pump.
2. Shut off ignition, extinguish any smoking material, and leave cell phone in vehicle.
3. Remove fill cap.
4. Insert nozzle in to tank and flip lever to on position.
5. Fill until click is heard or to desired amount then turn lever to off position.
6. Place nozzle back on holder and replace the fill cap.

Re-fueling in field:

Preparation

1. Turn off the engine when preparing to refuel.
2. Avoid bumping metal equipment, tools or parts into metal obstructions, fuel tanks or support structures.
3. Metal on metal contact can cause a spark.
4. Extinguish smoke and any open flames and turn off your cell phone.
5. Wait for the engine to cool down, especially if the refueling cap is anywhere near the engine block.
6. Make sure there is good ventilation, if you are inside, to avoid vapor buildup.

Opening the Fuel Tank

1. Stand or sit where you have a solid position and can reach the refueling port and fueling nozzle comfortably without slipping or falling.
2. The hose should be accessible without stretching or reaching at an awkward angle. Make sure the surrounding area is clear.
3. Remove the fuel cap and wait while any air pressure vents from the tank.
4. Place a hand on the metal tank to ground it and prevent static electrical sparks.
5. For portable fuel cans, use only CSA-certified containers.

Filling

1. Insert the fuel nozzle from the fueling vehicle.
2. Insert the spout fully into the fuel port.
3. If fueling from a can, extend the spout fully so that it clicks into place.
4. Open the secondary vent hole so the fuel flows smoothly.
5. Insert the spout fully into the fuel port and pour slowly.
6. Never prop open the fuel hatch with the gas cap.
7. Set the cap away from the tank or let it dangle on its chain.

Disconnecting

1. Most pumps shut off automatically when the tank is full.
2. Do not remove your hand from the metal fuel tank until you remove the nozzle to avoid a static spark.
3. Do not cap off the tank to prevent spillage.
4. When filling with a can, fill slowly and listen to the air coming out of the can as the fuel pours in.
5. As the can nears the full level, air will come out faster, and the pitch will get higher.
6. Stop before the tank is full.
7. Leave 5 percent empty to allow for expansion of the can.

Cleanup

1. Wipe up any spills or drips and allow any damp spots on or around the motor to evaporate before attempting to start the equipment.

2. Lock up any unattended pump or store portable fuel cans in a well-ventilated storage area away from flame or sparks.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.22. SJP – Generator Operation

Safe Job Procedure	**Operating the Generator**		
Created by:	Bow Valley Safety	Date Created:	March 2020
Approved by:		Date Approved:	March 2020
Hazards Present:	Heavy Loads, Carbon Monoxide, Gas, noise, electrical shock		
PPE Required:	Gloves		
Additional Requirements	SJP Manual Lifting		

Safe Work Practices:

Inspect portable generators for damage or loose fuel lines that may have occurred during transportation and/or handling.

Keep the generator dry.

Maintain and operate portable generators in accordance with the manufacturer's use and safety instructions.

Never attach a generator directly to the electrical system of a structure (home, office or trailer) unless the generator has a properly installed transfer switch because this creates a risk of electrocution for utility workers.

Always plug electrical appliances directly into the generator using the manufacturer's supplied cords. Use undamaged heavy-duty extension cords that are grounded (3-pronged).

Use ground-fault circuit interrupters (GFCIs) as per the manufacturer's instructions.

Before refueling, shut down the generator. Never store fuel indoors.

Procedure:

1. Take care when refuelling to not spill fuel or overfill fuel tank.
2. Check oil level: add oil if level is below the bottom mark on the dipstick.
3. Use test switch to check for correct operation of safety switch or RCD (if fitted).
4. Ensure that generator is set up on a firm, level surface, preferably at a short distance away from the actual work area.
5. Ensure that tools to be used are compatible with the output of the generator.
6. Ensure that generator output is sufficient to operate tools effectively.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.23. SJP – Hazard Control Signage

TITLE	Hazard Control Signage
GENERAL	Protecting workers from injuries associated with improper use of warning signs
APPLICATION	Work sites should have appropriate and adequate signage to identify site hazards in place prior to the commencement of any work process.
PROTECTIVE MECHANISMS	Safe work procedures Government Legislation Local jurisdictions Worksite traffic guidelines PPE
SELECTION AND USE	As per safe work procedures
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and training Signage selection Hazard analysis
WORKER RESPONSIBILITY	1. Ensure signage is in good condition, clean, legible and suited to the purpose. 2. Ensure traffic control signage is of accepted standards. 3. Ensure signage is secured. 4. Routinely inspect signage for placement, cleanliness and physical damage. 5. Ensure road traffic control signage is covered when no activity is present. 6. Ensure you are fully trained to erect road traffic signage.
* The information presented in this publication is intended for general use and may not apply to every circumstance. It is not a definitive guide to government regulations and does not relieve persons using this publication from their responsibilities under applicable legislation.	

6.5.24. SJP – Heavy Mobile Equipment Operation

Safe Job Procedure	Heavy Mobile Equipment Operation		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Other workers, slips, trips and falls, mobile equipment		
PPE Required:	Hi Vis, clothing, steel toed boots, hard hat when exiting vehicle		
Additional Requirements	Operating instructions, spotter in congested/tight areas, competent operators		

Safe Work Practices:

Slips and falls occur most often when mounting and dismounting, cleaning windows, or refueling.

Tipping or overturning can occur if the machine is not properly leveled, if materials are lifted or handled improperly, or when traveling or operating without proper care for roadway conditions, grades, clearance, visibility, traffic, etc.

Incidents can be prevented by ensuring heavy equipment is:
- properly operated and maintained
- used as per manufacturers' operating manuals
- equipped with readily available manufacturers' operating manuals
- operated by competent workers with a clear view of the pathway for the equipment or load
- operated with the help of a competent signaller who does not perform any other work while signalling

Procedure:

1. Site Specific Hazard Assessment (FLHA) to be filled out, signed on by entire crew.
2. Weather is to be checked before start up i.e., wind warnings, lightning etc.
3. Operator to perform pre-use inspection.
4. Check that: there are no leaks or loose bolts
5. Lights and back up alarm are working
6. Hydraulics are running properly
7. Check oil pressure
8. Check engine for any damaged or leaking hoses
9. Check engine mounting bolts are in place, tight and not damaged
10. Mount and dismount machine using 3-point contact
11. Proceed to work area checking steering and brakes
12. While traveling, allow faster traffic to pass if safe to do so
13. At job site, inspect area for any hazards
14. Always be aware of other workers and equipment in work area
15. When parking, park out of way and rest buckets/blades on ground where applicable
16. Do not leave running equipment unattended.
17. Ensure spotter and operator will be using the same standards of hand signals before he/she starts spotting.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.25. SJP – High Winds Working

Safe Job Procedure	**Working in High Winds**		
Created by:	Bow Valley Safety	Date Created:	Mar 2020
Approved by:		Date Approved:	Mar 2020
Hazards Present:	Falling objects, ladder falling, falling from height, High Wind		
PPE Required:	Appropriate footwear, fall protection, hardhat as required, hi vis clothing, eye protection		
Additional Requirements	Follow manufacturers' instructions. Inspect all ladders prior to performing a task.		

Safe Work Practices:

Windy conditions can be a major risk factor for any outdoor worksites but especially construction sites because there are a variety of materials, equipment and machinery that can become a hazard.

Wind gusts can be up to double the normal windspeed, causing unexpected difficulties in performing work scope, particularly when working at height or in exposed locations.

Work practices which are safe under low to zero wind conditions may be hazardous when wind speed increases. In extreme cases materials can become flying debris and structures can become wind unstable.

Outcomes can range from crushing injuries to fatalities by any of the hazards listed.

Procedure:

A. Monitor the Weather for Severe Storms – apps, anemometers, battery powered Weather Radios can often provide updates on thunderstorms and imminent powerful winds.

B. It is the site management's discretion what the threshold is to take precautions and will fluctuate with type of task being performed. Additional factors: such as rain or extreme temperatures.

C. Secure loose materials, scaffolds and equipment when weather alert has been issued, either by electronic means or a worker on the ground.
Objects left outside in high wind gusts can pose two dangers. They can either become projectiles and potentially injure people, or the objects themselves can be lost, damaged, or ruined.

D. Bring down Aerial equipment, including cranes, some guidelines provided below. In some cases, all site work can be halted.

E. Once the site has been secured all personnel should seek shelter to protect themselves (if determined to be dangerous) from objects that may become unsecured.

Applicable legislation, standards or documentation:
Crane Operations

Halting crane operations is dependent on several factors such as the makeup of the load, other weather elements and more.
For example, with much lower temperatures or extremely wet conditions, the lifting capacity of the crane can be de-rated.

Wind not only has a significant effect on the crane, but it can also affect the load. Relatively light loads with large wind areas, such as formwork, can have significant horizontal forces imposed on them which can adversely affect a crane.

Is the wind gusting from the side? This can put a significant side load on the jib for which it is not designed. This may cause failure and the load to fall, with potentially disastrous consequences.

Height also plays an important part in the effect of wind on crane stability.

Ultimately it is the combination of the competent crane operator using his/her
Wind Velocity Limits chart to make the judgement call. *In most models, maximum allowable wind speed/gust and derating information is posted conspicuously in the cab or right on the load chart.

Aerial Work Platforms

Weather conditions are known to affect aerial work platform lifting activities and can have adverse effects. Operators need to be trained effectively regarding changing weather conditions and take it into consideration while job planning.

Competent operators must assess the level of the wind and the suitability of weather conditions before operation.

Different manufacturers have set specifications in terms of the maximum permissible wind speed/gusts. Operators and supervisions must make themselves aware of the recommendations set out in the user manual for the model(s) in use. Many pieces of equipment will have a wind operational rating, on the serial plate of the machine.

Many aerial platforms are designed to withstand a wind speed of 12 meters per second (43 kilometers per hour/26.84 miles per hour). Obviously, some units can handle this with relative ease, while for some units it is about maximum of what they can tolerate.

However, in the absence of manufacturers' specific written instructions, one should put into consideration postponing the lift should the wind speed/gust between the range of 24-32 kilometers an hour. Wind speeds above 32 kms per hour), call for a cancellation of all lifts. In such cases loads must be landed and secured, the boom.

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

Beaufort #	convert to kph Range - Average		Terminology	Description
1	1-3	2	Light air	Wind motion visible in smoke
2	4-7	6	Light breeze	Wind felt on exposed skin. Leaves rustle
3	8-12	11	Gentle breeze	Leaves and smaller twigs in constant motion.
4	13-18	15	Moderate breeze	Dust and loose paper are raised. Small branches begin to move.
5	19-24	22	Fresh breeze	Smaller trees sway.
6	25-31	27	Strong breeze	Large branches in motion. Whistling heard in overhead wires. Umbrella use becomes difficult
7	32-38	35	Near gale	Whole trees in motion. Some difficulty when walking into the wind
8	39-46	42	Gale	Twigs broken from trees. Cars veer on road
9	47-54	50	Severe Gale	Light structure damage.
10	55-63	60	Storm	Trees uprooted. Considerable structural damage.
11	64-73	70	Violent Storm	Widespread structural damage.
12	74-95	90	Hurricane	Considerable and widespread damage to structures.

6.5.26. SJP – Ladders

Safe Job Procedure	**Portable Ladder Use**		
Created by:	Bow Valley Safety	Date Created:	Mar 2020
Approved by:		Date Approved:	Mar 2020
Hazards Present:	Falling objects, ladder falling, falling from height		
PPE Required:	Appropriate footwear, fall protection, hardhat as required		
Additional Requirements	Follow manufacturers' instructions. Inspect all ladders prior to performing a task.		

Safe Work Practices:

Objective: To protect employees from injuries associated with the use of portable ladders and stepladders.

- Portable ladders should only be used when there are no permanent, temporary stairways or work platforms available for the task.
- Superintendents are responsible to provide proper instruction to their employees on protection requirements, training and work site job hazard assessment.
- Never paint wooden ladders.
- Never use conductive metal ladders, wire or wire-reinforced wooden ladders near any electrical sources.
- Ensure surface is level and firm.
- Never climb ladders higher than the third step from the top.
- Never erect or place ladders on boxes, tables, scaffold platforms, man-lift platforms, on vehicles or against an unsafe support.
- **Do not work off a ladder, use an elevated work platform, fixed stairway or scaffold.**

Procedure:

1. Select the correct ladder for the job.
2. Always tie off the ladder and set it at the proper angle.
3. Ensure ladder feet are on level; firm ground and dug in or properly anchored.
4. Always face the ladder when climbing up or down.
5. When climbing grasp the rungs not the side-rails.
6. Only one person to be on the ladder at one time.
7. Always maintain three points of contact when climbing up or down.
8. Hoist materials using a rope and bucket or attach to tool belt. Do not carry tools up or down the ladder.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.27. SJP – Lifting

Safe Job Procedure	**Manual Lifting**		
Created by:	Bow Valley Safety	Date Created:	Mar 2020
Approved by:		Date Approved:	Mar 2020
Hazards Present:	Heavy awkward loads,		
PPE Required:	Gloves, steel toed boots		
Additional Requirements			

Safe Work Practices:

- Ensure that you know your physical limitations and the approximate weight of materials.
- The use of power equipment or mechanical lifting devices should be considered and employed where practical.
- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements, training and selection of lifting equipment

Procedure:

1. Ensure a good grip before lifting and employ proper lifting technique.
2. Avoid reaching out.
3. Size up the load. If you think you need help, ask for it.
4. Get a good footing.
5. Bend your knees and get a good grip on the object to be lifted.
6. Keep your back straight, lift with your legs, and keep the object being lifted close to your body.
7. Keep your balance and do not twist or turn as you lift.
8. To put the object down again, do not bend from the waist. Keep your back straight and bend your knees, keeping the object close to your body until it is placed in a secure position.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.28. SJP – Manholes

TITLE	Opening and Guarding Manholes
GENERAL	Protecting workers from injuries associated with opening manholes
APPLICATION	Whenever the cover is to be removed from a manhole or when obstruction to traffic exists, precautions must be undertaken.
PROTECTIVE MECHANISMS	Safe work procedure Traffic control mechanisms Breathing air apparatus Air movers and monitors PPE Barricades and warning signs Confined Space Code of Practice/Permit system ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Work site inspection
WORKER RESPONSIBILITY	1. Ensure obstructions to traffic shall be guarded by adequate signs, barricades, lights, flares or flags. 2. Ensure a blow torch or other open flame is not utilized to melt ice around a manhole or vault cover. 3. Ensure covers are removed and replaced by means of approved hooks or hoists. 4. Ensue forced ventilation is used for oxygen deficiency. 5. Ensure equipment is in good working conditions. 6. Ensure you are trained in the use of breathing air apparatus. 7. Before any work is done on a cable, it shall be identified by an approved method.
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6.5.29. SJP – Manlifts

TITLE	Operation of Manlifts and Scissor Lifts
GENERAL	Protecting workers from injuries associated with operation of manlifts and scissor lifts
APPLICATION	No person shall operate a Manlift or Scissor lift until they have received adequate training, in accordance with manufacturers specifications.
PROTECTIVE MECHANISMS	Manufacturers specifications ERP [Emergency Response Plan] Safe work procedures P.P.E. Barricades and warning signs
SELECTION AND USE	As per safe work procedure Manufacturers specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Determine type of equipment required.
WORKER RESPONSIBILITY	1. Erect warning devices. 2. Erect barricades and warning signs 3. Ensure Flag person on site. 4. Spotter/Swamper to be utilized and identified. 5. Ensure means of communication between operator and swamper. 6. Fall arrest protection in place. 7. Follow manlift / scissor lift specific make / model safe work procedures step by step. 8. Do not use hand-held devices (cell phone, two-way radio etc.) while operating the piece of equipment.
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6.5.30. SJP – Motor Vehicle Operation

TITLE	Motor Vehicle Operation
GENERAL	To ensure all employees and contract staff whose work requires operation of a motor vehicle do so safely and are in compliance with all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.
APPLICATION	This practice applies to all operation of motor vehicles to conduct business matters.
PROTECTIVE MECHANISMS	Traffic Safety Act and Regulation/Distracted Driving Legislation Company Rules Manufacturer's recommendations
SELECTION AND USE	As per safe work procedure Company Rules Manufacturer's recommendations
SUPERVISOR RESPONSIBILITY	▪ Supervisors are responsible to facilitate and/or provide proper instruction to employees on protection requirements ▪ Compliance ▪ Enforcement
EMPLOYEE RESPONSIBILITY	1. Ensure you have a valid Alberta operator's license. 2. When operating your own, Distinctive owned, or a rental vehicle on company business, employees are to notify appropriate Regional Manager of intended travel route, report all vehicle accidents, or any other circumstances. 3. Assure compliance with Working Alone Safety legislation. 4. Lock doors. 5. Drive defensively. 6. Back in when practical. 7. Ensure vehicle has an Emergency Road Kit. 8. The operation of any motor vehicle for company business is prohibited when the driver is fatigued, consumed alcoholic beverages or drugs causing impairment, or when the road authority does not recommend travel. 9. Drivers and passengers must wear seatbelts at all times. 10. Be familiar with the vehicle and its capabilities. 11. Do not offer rides to hitchhikers or strangers. 12. Do not operate a cell phone or other hand-held device while the vehicle is in motion

6.5.31. SJP – Office Safety

TITLE	Office Safety
GENERAL	Protecting workers from injuries associated with office environment
APPLICATION	To ensure employees are aware of the potential and existing hazards in the office environment
PROTECTIVE MECHANISMS	Safe work procedures ERP (Emergency Response Plan) Manufacturers recommendations Alberta Fire Code Local Legislation MSDS Working Alone Policy
SELECTION AND USE	As per safe work procedure ERP MSDS
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	1. Ensure you are conversant with emergency evacuation. 2. Ensure that all electrical cords are in good condition and are not overloaded. 3. Ensure that computer monitors are adjusted to correct height and kept clean. 4. Ensure fans/space heaters are used to manufacturer specifications. 5. Ensure floors and aisles are kept clear and not cluttered. 6. Ensure that only one drawer of filling is open at one time and that drawers are closed when not in use. 7. Ensure proper type of fire extinguisher is available. 8. When transporting materials of a heavy nature ensure that handcarts and trolleys are used properly. 9. Operate microwave according to manufacturers specifications. 10. Ensure coffee makers are used according to manufacturer specifications. 11. Ensure photocopier is maintained according to manufacturers specifications. 12. Ensure chairs are in good repair. 13. Ensure rugs are kept clean and in good repair – free of tripping hazard. 14. Ensure paper cutter blade is placed in closed lock position. 15. Ensure all loose clothing is tied back when using paper shredder.
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6.5.32. SJP – Power Tools

Safe Job Procedure	Operation of Power Hand Tools		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Sharp metal blades & drill bits, noise, vibration, flying debris		
PPE Required:	Gloves, safety glasses, hearing protection - where appropriate		
Additional Requirements	Operating and manufacturer guides		

Safe Work Practices:

Protecting workers from injuries associated with the use of power and hand tools.

Power tools and hand tools to be used and maintained in compliance with manufacturers guidelines.

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training

Procedure:

1. Electrical tools must have 3 wire (grounding) cord and plug, excluding double insulated tools.
2. Grinder discs, buffers and stones to be used only for designed application and at rated speed.
3. Stationary grinders must have properly adjusted tool rests and stones to be properly dressed.
4. Angle grinders to have Original Equipment Manufacturer (O.E.M.) guard.
5. On/off switches must be functional and positioned so Operator has access.
6. Accessories can only be used that are designed for use with the tools specified.
7. Saw blades must be designed for the product being cut and at the rated speed, O.E.M. guards must be in place and functional.
8. Chisels, punches, hammer, wrenches, etc. to have all burrs ground from striking area.
9. Chisels, punches, screwdrivers, etc. to have tips properly dressed.
10. Cracked a/o splintered handles to be replaced.
11. All tools must be cleaned after use and repairs made before being properly stored.
12. Tools to be used for designed purpose only.
13. Repairs to tools must be performed by qualified personnel, using O.E.M. parts or equivalent.
14. Follow tool safe work procedures step by step.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.33. SJP – Propane Cylinders

Safe Job Procedure	Care and Handling of Propane Cylinders		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Pressurized Gas, exposure to flammable liquids, flammable vapour		
PPE Required:	Gloves, safety glasses where appropriate		
Additional Requirements	SDS for materials being used, TDG		

Safe Work Practices:

No person shall handle propane cylinders or use propane cylinders until they are fully aware of the potential hazards and the precautions necessary to handle propane safely.

Supervisors are responsibly to facilitate and/or provide proper instruction to their workers on protection requirements and training. TDG compliant

Procedure:

1. Ensure WHMIS and TDG labels are appropriately attached and visible.
2. Cylinders must be transported and secured in an upright position in a well-ventilated area.
3. Cylinders will not be stored inside buildings, or carried in closed canopies, vehicles or tool vans, following applicable legislation.
4. A regulator must be installed on cylinder prior to use.
5. When checking for connection leaks use a soapy water solution.
6. When not in use, cylinder to be secured in upright position, valve closed, and regulator removed.
7. Cylinders should not be used if shoulder label/stamp is not legible.
8. When not in use, a plug or cap must be used to seal the valve opening.
9. Ensure cylinders in storage or transit are equipped with valve cap or collar and regulator is removed. Cylinder must not to be painted over in any fashion.

Applicable legislation, standards or documentation:

WHMIS 2015, TDG Legislation

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.34. SJP – Respirator Use & Care

Safe Job Procedure	Respirator Use & Care		
Created by:		Date Created:	March 2020
Approved by:		Date Approved:	March 2020
Hazards Present:	Severe acute and chronic health issues. Airborne contaminants—such as dust, fumes, gases, and vapours—can enter the lungs, causing poisoning, permanent lung impairment, or death		
PPE Required:	Proper fitting respirator with training on cleaning, storage and limitations.		
Additional Requirements	Appropriate mask and cartridges for the task/hazard		

Safe Work Practices:
Protecting workers from injuries associated with the improper use and care of respiratory equipment

When hazardous airborne contaminants or an oxygen deficient atmosphere exists, proper respiratory equipment must be utilized.

Procedure:

1. Ensure you are fully trained on respiratory equipment.
2. Ensure you are conversant with safe work procedures and/or site-specific procedures.
3. Inspect before each use.
4. Inspect after each use.
5. Ensure to utilize “Buddy” system.
6. Ensure work masks are cleaned and disinfected after each use.
7. Ensure equipment is stored properly.

Applicable legislation, standards or documentation:

WHMIS 2015

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.35. SJP – Rigging

Safe Job Procedure	Rigging		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Pinch Points, Heavy Loads, Working at height, Heavy Equipment		
PPE Required:	Hi Vis Gear, Gloves, Safety footwear, Hard Hat		
Additional Requirements	OHS Code Part 29 Rigging		

Safe Work Practices:
Rigging of equipment, piping and valves is an integral part of construction operations.

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.
Hazard analysis
Worksite inspection

Procedure:

1. Ensure you are competent in rigging procedures.
2. Be acquainted with hand signals.
3. Be aware of pinch points.
4. Ensure you are in view of operator.
5. Utilize a tag line.
6. Ensure load is centred.
7. Do not walk under suspended loads.
8. Ensure wire chockers, slings and other equipment is in good condition.
9. Be aware of the direction of the swing of load.
10. Follow rigging safe work procedure step by step.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.36. SJP – Roofing Hot Work

Safe Job Procedure	Roofing: Torch-applied Roofs		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Hot metal, open flame, hot bitumen, propane gas, working at height		
PPE Required:	Heat Resistant gloves, eye protection, safety footwear		
Additional Requirements	Hot Work Permit, fall protection plan		

Safe Work Practices:

Roofers may suffer serious burns from the torch or the hot modified bitumen they are applying. In addition, temperatures generated by torching applications have been known to start fires that may smoulder out of sight, only to burst into flame later, well after torching is over. Torching can reach temperatures over 1093°C or 2000°F.

The roofing contractors should provide a fire watch after torching applications. Cease torching at least three hours before leaving for the day. Designate a person responsible in the event of fire. Make sure all workers know the escape route. Keep the local fire station number handy. Have at least one fully charged 20-lb dry chemical fire extinguisher within six metres (20 feet) of each worker using a torch. Inspect the roof for hot spots at the end of work stoppage using an **infrared thermometer** to take temperature readings. At the end of the monitoring period, inspect the building interior (with owner's representative) before leaving the site.

Procedure:

11. Wear proper personal protective equipment, including hard hats, safety boots, eye protection, and gloves. Clothing should be flame-resistant (cotton or wool—no synthetics).
12. Check the roof surface for combustible material. Remove what can be removed. Encapsulate the rest with hot or cold applied membranes, sealing off all intakes and projections to prevent flame from spreading into combustible material.
13. Inspect torches before use. Equipment must be in good working order, with fittings, hoses, and head secure and cylinder valves clean. - Don't use leaking propane equipment. If a leak occurs during operation, stop immediately. - Store equipment in protective cases.
14. When not in use, set torch units in their support leg position with torch head pointing at an upward angle. Don't place torch units over a curb or roof edge. - Unless you're the torch operator, stay at least two or three metres away from the flame.
15. Don't torch directly on can't strips, insulation, wood, grease, lint exhaust, or any other flammable material. Never torch directly at flashing, corners, voids in the roof and roof deck, or behind metal counter flashings.
16. Take extra care when torching near pipes, fresh air vents, and HVAC units since flame could be sucked into the building. - Do not torch near gas and electrical lines. - When shutting off the torch, close the propane cylinder valve first. Let the remaining gas in the hose burn off, and then close the torch valve.
17. Disconnect the hose at the end of the day. - Ensure that workers have been adequately trained to install torch-applied modified bitumen roofing systems, including appropriate training in the storage, handling, and use of roofing propane

Applicable legislation, standards or documentation:

Hot Work Permit system, Fire protection

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.37. SJP - Scaffolding -Erection, Use and Dismantle

Safe Job Procedure	Scaffolding -Erection, Use and Dismantle		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Working at height, heavy lifting, pinch points, Falling Objects		
PPE Required:	Hi Vis Gear, Gloves, Safety Footwear, Hardhat, Fall Protection Equipment		
Additional Requirements	Trained & competent workers only for scaffold erection / dismantle. Fall Protection Plan		

Safe Work Practices:

- Before scaffold erection a short toolbox meeting must be held by the erection crew to review erection procedures.
- The crew will then discuss and fill out the required site-specific fall protection plan including rescue procedures.
- Workers installing scaffolding over 10 feet will be fall protection certified.

Procedure:

Erect scaffold per the instructions from the scaffold supervisor, the manufacturer specifications and job plan.

1. Scaffold shall be erected plumb.
2. All connections shall be secured with pins.
3. All upright supports shall rest on sills that screw jacks can be fastened to.
4. The surface the scaffold is to be erected on shall be capable of supporting the weight of the loaded scaffold.
5. Scaffolding having a height exceeding 3 times it's minimum base dimension shall be secured to the structure at that point.
6. Scaffolds higher than 10 feet shall have guardrails around open sides.
7. Toe boards shall be installed on scaffolding at heights over 2 metres.
8. Maintain the established minimum clearances from all power lines.
9. Provide a safe access ladder.
10. Ensure scaffold has a platform perimeter handrail.
11. Anchor or tie a *free-standing* scaffold according to legislation.
12. Do not use a ladder sloped against the side of a scaffold at any time.
13. Ensure tube and clamp modular construction is utilized. Wood construction is to be used only when absolutely necessary.
14. Utilize a tag line when hoisting material.
15. Minimize tools, material and debris on the platform.
16. Ensure a hand line with a tool bag for tools is utilized.

As soon as the scaffold is self-supporting, contact a qualified person to inspect the scaffold before its release for use.

Inspect scaffold and attach at access point(s) the appropriate tag:
Red: DO NOT USE, SCAFFOLD IS BEING ERECTED OR DISMANTLED

Yellow: SCAFFOLD DOES NOT MEET INSPECTION REQUIREMENTS. WORKERS MUST USE FALL PROTECTION WHEN WORKING FROM THIS SCAFFOLD

Green: SCAFFOLD IS OK FOR USE

Tag must include the scaffold capacity:

17. Light duty: 25 pounds per square foot
18. Medium duty: 50 pounds per square foot
19. Heavy duty: 75 pounds per square foot
20. Special duty: greater than 75 pounds per square foot as determined by a qualified engineer

Places name, signature, and date of the inspection on the tag

Scaffold Dismantling

Site superintendent requests scaffold to be dismantled in writing.

Repeats steps 1 through 5

Dismantle scaffold per the instructions from the scaffold supervisor, the scaffold qualified person, manufacturers specifications and site supervision.

Advise scaffold erector/dismantler supervisor when finished

Ensure the work site is left in a clean and safe condition

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.38. SJP - Soffit & Facia Installation

Safe Job Procedure	**Installation of Soffit & Facia**		
Created by:		Date Created:	March 2020
Approved by:		Date Approved:	March 2020
Hazards Present:	Working at height, Sharp edges, flying debris		
PPE Required:	• Eye protection • Safety footwear • High Visibility vests		
Additional Requirements			

Safe Work Practices:

- Trained in the safe use of a cordless drill
- Trained in ladder safety
- Trained in the safe use of hand tools
- Assess the work area for any hazards
- Ensure that you are wearing the proper PPE
- Inspect your tools to ensure that they are in good working condition

Procedure:

1. Set up a ladder against the building to measure the soffit width
2. Set up a ladder against the building to snap a chalk line
3. Climb the ladder to snap the string line
4. Snap a string line along the side of the building which will serve as a line for the soffit “J”
5. Place the material on a table which will be used to cut the material
6. Cut the material to the desired width using tin snips
7. Install the “J” trim along the string line using sheet metal screws and a cordless drill or pneumatic nailer
8. Slip the soffit into the “J” channel and screw it or nail it to the fascia board
9. Cut the fascia to length using aviation snips
10. Install the fascia to the fascia board using screws
11. Clean up the worktable and work area
12. Place the debris in a garbage bin, if provided, otherwise bring the debris to the warehouse for disposal

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.39. SJP – Spray Painting

Safe Job Procedure	Spray Painting		
Created by:		Date Created:	March 2020
Approved by:		Date Approved:	March 2020
Hazards Present:	Exposure to airborne fumes, exposure to paint, oils, working at height		
PPE Required:	Gloves, Safety Glasses, Safety Footwear, Hardhat		
Additional Requirements	Portable Ladders, Fire Extinguisher, Competent Workers		

Safe Work Practices:

Spray painting is an integral part of construction work, which must be performed by trained workers.

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. Selection of equipment, Hazard Assessment

Procedure:

1. Ensure you are fully trained.
2. Ensure you are acquainted with safe work procedures.
3. Follow manufacturer's recommendations.
4. Ensure all sources of ignition are eliminated or controlled.
5. Ensure equipment is grounded.
6. Ensure area is ventilated.
7. Do not smoke around spray painting operations.
8. Ensure warning signs are in place.
9. Practice good housekeeping.
10. Use proper PPE when spray painting.
11. Follow spray painting safe work procedures step by step.

Applicable legislation, standards or documentation:

WHMIS 2015 training, Occupational Exposure limits

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.40. SJP – Steel Framing

Safe Job Procedure	Steel Framing		
Created by:		Date Created:	March 2020
Approved by:		Date Approved:	March 2020
Hazards Present:	Sharp Metal Edges, working at height, slips, trips & falls, pinch points		
PPE Required:	Gloves, Safety Glasses, Safety Footwear, Hardhat		
Additional Requirements	Portable Ladders, Fire Extinguisher, Competent Workers		

Safe Work Practices:

The Supervisor shall ensure that workers are competent, trained in the safe installation of structural steel and are taking all safety precautions.

Procedure:

1. Prep Site
2. Measure and Hang the Track
3. Chalk the lines
4. Plumb the track
5. Attach the track to the upper ceiling
6. Fasten the Metal Studs
7. Cut individual frames
8. Secure electrical cable to studs
9. Hang Drywall

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.41. SJP – Suspended Loads

Safe Job Procedure	Suspended Loads, Planned Lifts, Cranes		
Created by:		Date Created:	March 2020
Approved by:		Date Approved:	March 2020
Hazards Present:	Heavy Lifting Pinch Points, Falling Objects, Overhead Obstructions		
PPE Required:	Gloves, Safety Glasses, Safety Footwear, Hardhat		
Additional Requirements	Provincial OHS Legislation		

Safe Work Practices:

Lifts involving mechanical assistance must be planned to ensure the proper use of equipment and rigging.

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.

- Determine type of equipment
- Hazard Assessment
- Work site inspection

Procedure:

1. Ensure barricades and warning signs are in place.
2. Determine the weight of the load.
3. Determine the shape and the size of the load.
4. Determine the maximum height and final position of the load to be raised.
5. Determine the centre of gravity of the load so proper length of slings can be determined
6. Ensure that safety inspections are completed on equipment and rigging.
7. Ensure potential hazards are identified within the work area.
8. Communicate with all personnel involved of potential hazards.
9. Ensure clear communications with equipment operators are in place.
10. Ensure tag lines are used and constructed of non-conductive material.
11. Ensure atmospheric conditions are monitored such as temperature, humidity and wind may affect the operator.
12. Ensure you understand proper hand signals.
13. Ensure ground is firm and level.
14. Establish load chart rating of crane.
15. Follow lift safe work procedure step by step.

Applicable legislation, standards or documentation:

Permit system, Crane and hoisting equipment legislation, Standard crane and hoist signals
Engineered lift procedure
PPE, Barricades and warning signs
ERP (Emergency Response Plan)

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.42. SJP – Table Saws

Safe Job Procedure	Table Saws		
Created by:		Date Created:	March 2020
Approved by:		Date Approved:	March 2020
Hazards Present:	Fast Moving Sharp Blades, Pinch Points, Entanglement		
PPE Required:	Gloves, Safety Glasses, Safety Footwear, Hardhat		
Additional Requirements	Guards, Competent Workers, Two workers if possible		

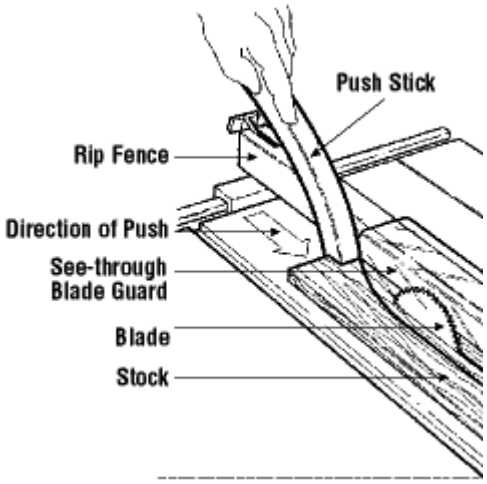
Safe Work Practices:

A table saw can be dangerous if not used properly.
Table saws are inherently dangerous, and accidents typically involve carelessness or failure to follow directions.

- Read the owner's manual carefully.
- Conduct a Hazard Assessment of the work area and equipment.
- Make sure you understand instructions before attempting to use any tool or machine.
- Do not saw freehand. Always hold the stock firmly against the mitre gauge or a rip fence to position and guide the cut.
- Do not reach around and over moving blades.
- Do not feed the work piece faster than the saw can accept.
- Do not leave a saw running unattended. Turn off the power and make sure the machine has stopped running before leaving the area.

Procedure:

16. Wear safety glasses or goggles, or a face shield (with safety glasses or goggles).
17. Wear hearing protection that is suitable for the level and frequency of the noise you are exposed to in the woodworking area.
18. Wear protective footwear.
19. Pay attention to the manufacturer's instructions on reducing the risk of kickback (when the wood can be violently thrown back toward the operator).
20. Choose proper blades for the type of work being done.
21. Keep blades clean, sharp, and properly set so that they will cut freely without having to force the work piece against the blade.
22. Use the guards provided with the saw or ones designed for use with the saw that you are using. Keep them in place and in good working condition.
23. Use a guard high enough to cover the part of the blade rising above the stock and wide enough to cover the blade when it is tilted. The blade height should be set so it does not extend more than about 3 mm (1/8 in) above the height of the piece being cut.
24. Ensure that the fence is locked in position after the desired width has been set.
25. Hold the work piece firmly down on the table and against the fence when pushing the wood through.
26. Ensure when cutting longer, awkward pieces (ie,8 ft sheet of plywood) the buddy system is used.
27. that there is adequate support to hold a work piece; use extension tables or roller supports at the side or back for larger pieces.
28. Feed stock into the blade against the direction of its rotation.



29. Move the rip fence out of the way when cross cutting. Never use it as a cut off gauge.
30. Use a push stick when ripping narrow or short stock.
31. Use the push stick to remove the cut piece from between the fence and the blade.
32. Keep hands out of the line of a saw blade.
33. Use guard with a spreader (riving knife) and anti-kickback fingers for all ripping or cross cutting operations.
34. **Keep the body and face to one side of the saw blade out of the line of a possible kickback**.
35. Be careful when waxing, cleaning, or servicing the table. Shut off and unplug (or lock out) a saw before doing any work on the saw.
36. Keep area clean and clutter-free. Operate machines in a non-congested, well-lit area.

Applicable legislation, standards or documentation:

Manufacturers Instructions

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.43. SJP – Tiger Torch Operation

Safe Job Procedure	Tiger Torch		
Created by:		Date Created:	March 2020
Approved by:		Date Approved:	March 2020
Hazards Present:	Hot metal, open flame, hot bitumen, propane gas		
PPE Required:	Heat Resistant gloves, eye protection		
Additional Requirements	Hot Work Permit		

Safe Work Practices:

The primary function of the tiger torch is to preheat piping systems prior to welding.

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training, Hazard Assessment, Work site inspection

Procedure:

1. Ensure you are acquainted with the operation of equipment.
2. Ensure fuel lines are in good working conditions.
3. Ensure proper cylinders are secured and regulators in place.
4. When not used for pre-heating operation, shut torch off.
5. Torches are not to be used for heating or thawing of lines where known hydrocarbons are present.
6. Follow tiger torch safe work procedure step by step.
7. Use proper PPE as per manufacturer's specifications.

Applicable legislation, standards or documentation:

Permit system
Manufacturers specifications
PPE
Fire protection
ERP (Emergency Response Plan)

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.44. SJP – Wall Placement and Straightening

Safe Job Procedure	Wall Placement and Straightening		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Sprains/strains, Slivers, Fall injuries		
PPE Required:	• Eye protection • Safety footwear		
Additional Requirements	Trained in the safe use of a step ladder		

Safe Work Practices:

- Employ good housekeeping practices
- Ensure trained/competent workers are involved in the cribbing
- Project plan to be communicated to all workers involved before work commences

Procedure:

1. Use a string to aid in the alignment of the wall by placing the string on the edge of the top plate from one end of the wall to the next
2. Place a 3/4-inch block under the string
3. Determine where the wall needs to be straightened
4. Take a 2x4 or 2x6 and nail it between the top and bottom plates
5. Use a “goose neck bar” to pry the wall in or out as required
6. Tack all braces down to a floor joist

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.45. SJP – Working Alone

Safe Job Procedure	**Working Alone - Office**		
Created by:	Bow Valley Safety	Date Created:	March 2020
Approved by:		Date Approved:	March 2020
Hazards Present:			
PPE Required:			
Additional Requirements			

Safe Work Practices:

OH&S ACT, Code, Part 28, 393(1) definition of "Working Alone" is: *"a worker is working alone at a work site and assistance is not readily available if there is an emergency or the worker is injured or ill."*

The Office Manager shall ensure that all employees, likely to be working late or tasked to work alone, receive training in the proper use of any surveillance, security and business equipment the employee is to operate when working alone. In addition, the Office Manager shall ensure that all such employees shall be fully conversant with the section "Violence, Discrimination and Harassment."

Before the last regular office person leaves the building, **both** employees shall inspect all exterior doors and windows to ensure all are firmly closed and locked.

Procedure:

Incapacitation or Personal Distress - If the employee working alone is incapacitated or in personal distress and is able use the phone, he/she shall call James Durant immediately. Leaving a voice message is not making personal contact. Should the employee then feel there is a need to call for an ambulance, they shall call 911.

Management shall ensure first-aid supplies and emergency preparedness information is easily accessible in the office and meets OH&S ACT Code Part 11 and Schedule 2.

Exterior Threat – Should the employee feel that there is a physical threat to their person, e.g., a person lurking outside the office or making obscene/threatening gestures through the doors/windows; he/she shall:

1. Stay calm.
2. Under no circumstances approach or attempt to question the person outside.
3. Ensure that the entry door is locked.
4. Telephone the security company and then describe the activity to the duty-person and follow the instructions given. They shall not hang-up the phone until the security company duty-person informs them to do so.

Departure at the End of the Work Alone Period – The employee shall ensure:

1. The area of work is clean and tidy; all draws, and closet/cupboard doors are closed.
2. Turn off all unnecessary appliances or equipment and see that security lighting remains on - as previously instructed by the Office Manager.
3. Check **all** office-building doors and windows are secure.
4. Telephone the designated person and inform them that the employee is about to vacate the building and will activate the security alarm system.

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.46. SJP – Winter Driving

Safe Job Procedure	Winter Driving		
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:	Environmental Conditions, Road conditions, other road users		
PPE Required:			
Additional Requirements	Valid Operators License		

Safe Work Practices:

Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.

Procedure:

1. Ensure you have a valid operator's licence.
2. Be conversant with traffic laws and applicable regulations.
3. Drive defensively.
4. Back in when practical.
5. Ensure the vehicle has an emergency road kit.
6. Clear snow from all windows, lights and mirrors, when required.
7. Avoid using cruise control on icy roads.
8. Accelerate and brake gently to reduce skids or spinouts.
9. Ensure winter clothing does not restrict movement, vision or hearing.
10. Ensure fuel tank is full when possible.
11. Ensure you are familiar with the installation of snow chains, if applicable.
12. Monitor weather reports, road conditions.
13. Do not operate a cell phone while driving.
14. Refer to Working Alone procedure when driving in isolated areas.

Applicable legislation, standards or documentation:

Highway Safety Act, Company Rules, Manufacturers Recommendations

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.47. SJP - Bobcat Operation

Safe Job Procedure	**Operation of Bobcat**		
Created by:	S Fleming	Date Created:	March 2020
Approved by:		Date Approved:	March 2020
Hazards Present:	Heavy equipment, pinch points, hazardous products, pressurised hydraulic fluids		
PPE Required:	Hi vis clothing, protective footwear		
Additional Requirements			

Safe Work Practices:

- Look at the location of the operator's controls, understanding that the machine is operated from a forward and backward facing position.
- Look at the safety equipment. Experienced operators check the safety equipment at the beginning of each shift to make sure it is in good condition.
- Look over the general condition of the machine. Check the tires to make sure they are properly inflated and show no outward signs of damage, look for oil leaks, damaged hydraulic hoses, and other obvious signs of abuse or dangerous conditions.

1. Check your surrounding before and during operating. It is difficult to see behind and to the sides of the machine, once you are inside of the cab. Make sure that you know what is behind you before backing up.
2. Do not overload the bucket. Different machines have different weight capacities. Check the operator manual.
3. Evenly distribute the load on the attachment so the equipment doesn't tip over.
4. Lift loads slowly and evenly to keep the equipment stable.
5. Carry loads close to the ground, yet high enough to clear obstacles. When a load is carried too high, skid steer/ loaders are more likely to tip. It is especially important to carry the load as low as possible when turning, carrying a heavy load, travelling on a slope, or operating on rough surfaces.
6. Drive up and down hills, not across them. Drive slowly on slopes.

Procedure:

Bobcat / Loader Operation:

1. Perform a pre-operation inspection prior to each work shift.
   Check the following components or areas for damage, improperly installed or missing parts and unauthorized modifications:

   Bucket, Blade (if applicable), Cutting Edge (if applicable), Lift Arms, Cylinders, Pins, Brakes, Drives, Hydraulics, Connections, Fittings, Tires, Wheels, Tracks, Guards, Panels, Glass, Lights, Beacons, Controls, Levers, Pedals, Engine, Gauges, Indicators, Lift, Dump, Tilt, Travel, Steering, Brakes, Other Attachments.

Starting the equipment:

1. Enter the machine using the handles located on the front of the cab
2. Pull the safety roll cage down
3. Turn the key one position to the right and listen for the beep
4. In the upper left corner turn the parking brake off by pushing the toggle switch to the off position.
5. Back on the right side, turn the key to the "On" position.
6. On the left side, press the green operator button to release the machine for use.

Operating the Bobcat/Loader:

1. There are left and right foot controls that will operate the bucket
2. For steering the machine, there are control arms on the right and the left. The right arm control moves the right tires. The left arm control moves the left tires. Use both left and right arm controls together at the same time to move the machine forward and backward.

Turning Off the Bobcat/Loader:
(Never exit the machine while it is running)

1. Turn the key, located on the top right, to the “Stop” or “Off” position
2. Set your parking brake on
3. Lift the roll cage up
4. Using the handles, safely exit the machine

Applicable legislation, standards or documentation:

This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually

6.5.48. Safe Job Procedure (blank)

Safe Job Procedure			
Created by:		Date Created:	
Approved by:		Date Approved:	
Hazards Present:			
PPE Required:			
Additional Requirements			
Safe Work Practices:			
Procedure:			
Applicable legislation, standards or documentation:			
This Safe Job Procedure will be reviewed any time the task, equipment, materials or any other significant change or at a minimum annually			

6.6. Hazardous Energy Control Program & Lockout / Tagout

6.6.1. General

Distinctive Homes has adopted this Code of Practice to prevent amputation, crushing, electrocution, and other injuries to personnel performing maintenance work on machinery and equipment in accordance with the Alberta Occupational Health & Safety Act (“Act”), the Occupational Health and Safety Code (“OHS Code”), Distinctive Homes (“OHS Program”), and other applicable requirements and standards.

6.6.2. Definitions

For purposes of this Code of Practice:

“Equipment” means machinery, equipment, and/or powered mobile equipment.

“Energy-isolating device” means a device that prevents the transmission or release of an energy source to equipment.

“Harmful Substance” means a substance whose properties, use, or present creates or may create a chemical or biological hazard or other health and safety danger to workers exposed to it;

“Hazardous Energy” means electrical, mechanical, hydraulic, pneumatic, chemical, nuclear, thermal, gravitational, or any other form of energy that could cause injury due to the unintended motion, energizing, start-up or release of such stored or residual energy in machinery, equipment, piping, pipelines or process systems.

“Isolated” means to have separated, disconnected, de-energized or depressurized.

“Lockout” means the disconnection, blocking, or bleeding of all sources energy that may create a motion or action by any part of equipment and its auxiliary equipment.

“Reasonably Practicable” is a standard used to determine whether a specific safety measure is appropriate and viable for use by Distinctive Homes to control a specific hazard at its workplace applied management on a case-by-case basis and which involves determination of:

“Reasonableness,” an evaluation that weighs factors such as degree of risk to workers, nature of the hazard, length and frequency of exposure, number of workers exposed, and severity of consequences the hazard can result in; and

“Practicability,” an evaluation of whether a particular method of controlling the hazard is technologically feasible, affordable, cost-effective for the particular hazard, suited to the circumstances of the workplace, or otherwise viable.

To be deemed not “reasonably practicable,” a measure must be more than simply inconvenient or costly but impossible to adopt or which could be adopted but only by investing time, energy, money, and other resources that are disproportionate to the safety benefits the measure would provide.

“Secure” means ensuring that an energy-isolating device cannot be released or activated; and

“Servicing” means servicing, maintenance, repair, testing, adjustment, and/or inspection of equipment.

6.6.3. Policy and Scope

Distinctive Homes recognizes that workers servicing equipment may be injured as a result of unintentional movement, unexpected energization, or start-up of the equipment, or release of stored energy. Distinctive Homes has conducted a hazard assessment to identify and evaluate these hazards and implement controls necessary to manage them, including adopting Lockout Procedures 6.5.12 Energized Equipment, and 6.5.13 Equipment Lockout, setting forth detailed procedures and requirements for performing specific servicing operations on equipment.

Distinctive Homes is committed to protecting the health and safety of all workers at its site regardless of who pays or employs them. Accordingly, this Code of practice is intended to protect:

- Full- or part-time workers employed by the company.
- Temporary employees placed by an outside agency to work at the site;
- Contract labourers engaged to perform work at the site.
- Workers employed by prime contractors, contractors, and subcontractors to perform work at the site under a contract with the company.

This Code of practice establishes general safety lockout and de-energization requirements for servicing machinery and equipment.

Legislation/Regulations/Standards:

- The Occupational Health and Safety Act, March 31 2023
- The Occupational Health and Safety Regulation, 2023
- The Occupational Health and Safety Code 2023

What This Code of Practice Does Not Cover

The actual technical methods of lockout and de-energization required for particular operations are not set out in this Code of Practice but rather in the manufacturers specifications that applies to the specific maintenance operations to be conducted and the particular equipment being maintained. Such procedures will be made available to and must be followed by all personnel who are involved in the servicing of equipment covered by those lockout procedures.

6.6.4.Energy Sources

There are many hazardous energy sources, and it is important to identify all sources during hazard assessment. Workers must be trained in identifying potential hazardous energy sources, there may be more than one type present in each work task. These are some of the most common energy sources.

- Chemical Energy
- Electrical Energy
- Hydraulic Energy
- Mechanical Energy
- Pneumatic Energy
- Thermal Energy
- Vibration Energy

When Lockout is Required: Equipment with an energy source must be fully and properly de-energized and the source of energization must be isolated to a zero energy state before and during servicing operations to prevent hazardous energization in accordance with the steps set out in safe job procedures that apply to the particular servicing operation to be conducted; and such equipment may not be used again unless and until it’s properly restored to service in accordance with the applicable lockout procedures.

When Lockout is NOT Required: Distinctive Homes will create and implement an appropriate alternative procedure for the safe performance of troubleshooting, making of minor adjustments, and other servicing operations of particular equipment without a lockout while the equipment is still operating where:

The equipment manufacturer’s specifications require the equipment to remain operative during servicing; or there are no manufacturer’s specifications, and it is not reasonably practicable to render the equipment inoperative.

6.6.5.Lockout Procedures

General Lockout Procedure

Lockout and control of hazardous energy must be affected by performing the following steps.

1. Identification of Energy Sources
   - Prior to initiating lockout, all hazardous energy sources associated with the equipment must be identified. This includes electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravitational, and any stored or residual energy. Workers must review applicable diagrams, schematics, manufacturer specifications, and safe work procedures to ensure all energy sources and isolation points are identified

2. Isolation of Energy Sources
   - Equipment may not be serviced until the equipment comes to a complete stop AND:
   - All hazardous energy at the location where the servicing is to be carried out is isolated by activating an energy-isolating device. The energy-isolating device is effectively locked in accordance with the requirements set out below; and
   - The equipment is otherwise rendered inoperable to prevent it from accidentally activating during servicing.
   - Rendering inoperative may involve removing vital parts, putting blocking in place, or alternative methods that provide workers protection that is equal to or greater than protection provided by isolating and securing. All energy-isolating devices that control an energy source that will be involved in the isolation must be located and physically secured in the isolating position before servicing is conducted.

3. Stored / Residual Energy Control
   - After isolation, all stored or residual energy must be relieved, disconnected, restrained, or otherwise rendered safe. This may include:
     - Bleeding hydraulic or pneumatic systems
     - Discharging electrical capacitors
     - Blocking or pinning moving parts
     - Releasing or restraining spring tension
     - Allowing thermal energy to dissipate
   - Where there is a possibility of re-accumulation of stored energy, continuous monitoring or additional controls must be implemented.
4. Verification of Isolation
   - No worker may perform servicing work on equipment unless and until a competent worker with authority to implement the lockout procedure verifies that:
   - The above isolation measures are fully completed.
   - The equipment to be serviced is assessed to verify that it is inoperative; and
   - The worker is satisfied that the equipment actually is inoperative.
   - Verification must confirm that all energy sources have been effectively isolated and controlled. This includes:
     - Attempting to start or operate the equipment (try-start test)
     - Using appropriate testing instruments (e.g., voltage testers, pressure gauges)
     - Visually confirming that moving parts are secured and no stored energy remains
   - Verification must ensure a complete zero energy state has been achieved.

5. Securing of Isolation/Applying Locks

Once all energy-isolating devices are activated to control hazardous energy, one of the following three methods will be used to secure energy-isolating devices:

a) Securing By Individual Worker

- Each worker involved in the servicing operation at each location in which the operation requiring lockout and isolation of hazardous energy is to be conducted must attach his/her own keyed padlock or other personal lockable securing device to the energy-isolating device. After each energy-isolating device is secured, the worker must verify that the hazardous energy source is effectively isolated.
- Where more than one worker is working at each location requiring lockout and control of hazardous energy:
- Each worker must attach a personal lock to each energy-isolating device; AND
- The first worker applying a lock must verify that the hazardous energy source has been effectively isolated.
- If a worker who places a personal lock is reassigned before the servicing work is finished or if the servicing work extends to another shift, Distinctive Homes will ensure that:
- Another worker authorized by the company to do so must attach a personal lock to the energy-isolating device before the lock placed by the worker who's leaving or being reassigned can be removed; OR
- Another method must be used to ensure the effective and orderly transfer of the lock of the worker who is leaving or being reassigned.
- Personal locks must be traceable back to the individual workers who place them via markings on the lock or use of ID tags identifying the worker to whom the lock is assigned. The name of the worker to whom a personal lock or ID tag is assigned must be readily available at all times while the hazardous energy source is isolated.

When the servicing work requiring lockout and isolation of hazardous energy is complete, the equipment must be returned to operation in accordance with the rules and procedures set forth below.

b) Securing By a Group of Workers

- When multiple workers are involved and/or multiple energy-securing devices must be secured, energy-isolating devices may be secured using a group Lockout Procedure in accordance with the following requirements.
- The Procedure provides that once all required energy-isolating devices are activated, a worker designated by the company must:
- Secure all energy-isolating devices.
- Secure any keys for such energy-isolating devices via use of a lock box or other key securing device;
- Complete, sign, and post a checklist identifying the equipment covered by the Lockout and hazardous energy control procedure; and
- Verify and document that all sources of hazardous energy are effectively isolated.
- Before servicing work begins, each worker working at each location requiring lockout and control of hazardous energy must apply his/her own lock key to the lock box or key-securing device to ensure that the master key(s) cannot be removed from the key-securing device unless and until each worker removes his/her personal lock.
- Continuity of lockout and hazardous energy control must be maintained where a worker that places a personal lock is reassigned before the servicing work ends and/or the work continues to the next shift.
- Once servicing work requiring lockout and isolation of hazardous energy ends, each worker who places a personal lock must remove the lock from the lock box or other key securing device.

Once all personal locks are removed, the equipment must be returned to operation in accordance with the rules and procedures set forth below.

c) Securing By Complex Group Control

- Where use of the individual or group Lockout methods set out above are not reasonably practicable, energy-isolating devices may be secured under the terms of the complex group control process set out in the Lockout Procedures. Where a complex group control process is used:
- Safe work procedures set out in the Lockout Procedures to ensure continuous safe performance of the servicing work requiring lockout and isolation of hazardous energy must be followed.

- A work permit or master tag procedure that meets the requirements of Section 215.1(3)(b) of the OHS Code must be used.
- A worker designated by the company must activate and secure all required energy-isolating devices to control hazardous energy; and
- Another worker designated by the company must verify that all sources of hazardous energy are effectively isolated.
- The designated manager will be responsible for obtaining the approval of an Alberta Human Services Director of Inspection required by Section 215.1(1) of the OHS Code to use the complex group control process.
- Once the servicing work ends, the equipment must be returned to operation in accordance with the rules and procedures set forth in Section 7.6. below.
- Tagging - Workers who perform servicing operations requiring lockout and isolation of hazardous energy must sign, date, and attach the company Lockout Warning Tag to equipment rendered inoperative for servicing to indicate that the equipment to which the tag is attached may not be operated until the tag is removed.
- Lockout warning tags may not be removed except by workers designated by the company as having authority to carry out lockout operations.

4. Returning the System to Operation

Workers may not remove a personal lock unless they:

- Placed the lock themselves;
- are designated by the company to remove the lock in accordance with the requirements set out below; or
- are carrying out a procedure for securing remotely controlled systems permitted under Section 215.2 of the OHS Code.

Exception: In an emergency or where the worker who installs the lock is not available, a worker designated by the company may remove the lock after carrying out procedures to verify that the removal will not endanger any worker.

Devices securing energy-isolating devices may not be removed until:

- Each worker involved is accounted for;
- Any personal locks placed by workers are removed; AND
- a worker designated by the company carries out procedures to verify that no worker is in danger.

Permissible Energy Isolation Devices

Energy-isolating devices that may be used include (but are not limited to): manually operated electrical circuit breakers, disconnect switches, line valves, blocks or similar devices that block or isolate energy.

Push buttons, selector switches, and other control circuit type devices are not acceptable energy-isolating devices.

Servicing of Cord Connected Equipment

When servicing work is performed on cord-connected electrical equipment, e.g., changing the blade on a circular saw, workers may isolate the equipment by securing the isolating-device to the electrical plug or simply rendering the equipment inoperative via methods such as:

Disconnecting the plug from the electrical supply; keeping the plug in sight and within reach so nobody can plug it into a socket; and/or always keeping the plug under the worker's exclusive and immediate control while servicing work is done.

If the worker leaves the cord-connected electrical equipment unattended before finishing the servicing work, he/she must verify that the plug is disconnected from the electrical supply before resuming the work.

6.6.6. Contractors and Subcontractors

Distinctive Homes will ensure that all contractors and subcontractors that are hired to perform or affected by work projects at the company work sites that are covered by this Code of practice and by the company's Lockout Procedures are:

- Notified of the hazards the work involves;
- Notified of this Code of practice and the applicable Lockout Procedure(s) in place at the work site;
- Required to make their own workers aware of and ensure that those workers comply with this Code of Practice and applicable Lockout Procedure(s).

Distinctive Homes will ensure that contractors in charge of work at the company work sites that involves or affects work operations covered by this Code of Practice and the company Lockout Procedures:

- Are notified of the hazards the work involves;
- receive a copy of this Code of Practice and any Lockout Procedure(s) that apply to the work.

Distinctive Homes will ensure that contractors protect the workers engaged in or affected by the work that involves exposure to the hazards this Code of practice addresses by either: Directly following this Code of Practice and applicable Lockout Procedure(s); or applying an equivalent procedure(s) that is suitable for the workplace and equipment, and servicing performed; meets the requirements of this Code of practice and Part 15 of the OHS Code; is coordinated with the applicable Lockout Procedure(s); and provides equal or greater protection to workers as this Code of Practice and applicable Lockout Procedure(s) do.

6.6.7.Training

Workers responsible for carrying out servicing operations requiring lockout and control of hazardous energy will receive training on how to properly conduct such procedures and follow the lockout procedure(s) applicable to the work.

6.6.8.Evaluation

This lockout code of practice will also be reviewed at least once a year and more frequently where circumstances suggest that such review is needed.

6.7. Noise Management Code of Practice

6.7.1.General

Distinctive Homes has adopted this Code of Practice to prevent hearing loss and other adverse health effects resulting from occupational noise exposure, in accordance with the Alberta Occupational Health and Safety Act ("Act"), Regulation ("OHS Regulation"), and Code ("OHS Code").

- Other Legislation / Regulations / Standards:
- Occupational Health and Safety Act (Alberta)
- Occupational Health and Safety Regulation (Alberta)
- Occupational Health and Safety Code (Alberta)
- CSA Standard Z107.56-18 – Measurement of Noise Exposure
- ANSI/ASA S1.4-2024 – Sound Level Meters

6.7.2. Policy and Scope

Distinctive Homes recognizes that exposure to excessive noise can result in permanent hearing loss and other health effects. The company is committed to eliminating or reducing worker exposure to hazardous noise through hazard assessment, engineering and administrative controls, and the use of appropriate personal protective equipment.

This Code of Practice applies to all worksite locations where workers may be exposed to noise levels at or above 82 dBA, and is intended to protect:

- Full- or part-time workers employed by the company
- Workers employed by prime contractors, contractors, and subcontractors

6.7.3.Hazard Identification and Assessment

Noise exposure assessments must be conducted where workers may be exposed to noise levels in excess of 82 dBA. Assessments must:

- Be performed by a competent person trained in noise measurement
- Utilize calibrated sound level meters meeting ANSI/ASA standards
- Identify areas, tasks, and equipment contributing to noise exposure
- Be documented using the company Noise Exposure Assessment Form

Where noise levels exceed 85 dBA, the area must be clearly identified and controlled.

6.7.4.Control Measures

All reasonably practicable measures must be taken to eliminate or reduce worker exposure to noise. Controls must be applied in the following order:

Engineering Controls:

- Equipment maintenance and repair
- Installation of noise dampening materials or barriers
- Substitution with quieter equipment where practicable

Administrative Controls:

- Limiting duration of worker exposure
- Scheduling work to minimize noise exposure
- Restricting access to high-noise areas

Personal Protective Equipment (PPE): Where noise cannot be adequately controlled through engineering or administrative means, workers must wear appropriate hearing protection.

6.7.5.Noise Exposure Limits

Worker exposure to noise must not exceed: 85 dBA (8-hour time-weighted average)

Where exposure exceeds or may exceed this limit:

- Controls must be implemented immediately
- Hearing protection must be worn
- Audiometric testing must be provided

6.7.6.Hearing Protection

Workers exposed to noise levels at or above 85 dBA must wear appropriate hearing protection devices. Additionally, a noise exposure assessment is required for areas where noise reaches **82 dBA Lex** or highe

Supervisors are responsible for ensuring:

- Workers are provided with suitable hearing protection
- Hearing protection is worn in designated areas
- Workers are trained in proper use, care, and limitations of devices

6.7.7.Fit Testing of Hearing Protection

Hearing protection must be properly fitted to ensure effectiveness.

Foam Earplugs:

- Insert earplugs fully into the ear canal
- Confirm proper fit by visual or physical check
- Perform a seal check by cupping hands over ears
- Noise should be significantly reduced when properly fitted

Earmuffs

- Must fully cover the ears
- Ensure a proper seal with no obstructions (e.g., hair, PPE)
- Follow manufacturer's instructions for proper use

6.7.8.Warning Signage for High Noise Work Areas

All areas where noise levels exceed or may exceed 85 dBA must be clearly posted with signage such as: "CAUTION – HIGH NOISE AREA – HEARING PROTECTION REQUIRED"

6.7.9.Audiometric Testing

Distinctive Homes will provide audiometric testing to workers exposed to excessive noise at no cost to the worker. Testing requirements:

- Baseline test within 6 months of initial exposure
- Follow-up test within 12 months of baseline
- Ongoing testing at least every two years thereafter

6.7.10. Training

Workers exposed to hazardous noise will receive training on:

- Health effects of noise exposure
- Noise control measures at the particular worksite
- Proper use and care of hearing protection provided
- Requirements of this Code of Practice

6.7.11. Records and Documentation

The following records must be maintained for a minimum of three (3) years:

- Noise exposure assessments
- Audiometric testing results
- Training records

6.8. Personal Protective Equipment

6.8.1. General

Personal Protective Equipment (PPE) is the final means of protecting workers from injury. PPE is only employed when personal protection over and above administrative and engineering controls are needed.

The employer is responsible for ensuring workers wear appropriate PPE to protect them from identified hazards, to train workers in the correct use and care PPE. All workers, clients and visitors are responsible for using and wearing appropriate PPE. All PPE must be approved to Canadian Standards Association (CSA) and OHS Act, Regs and Code.

6.8.1. Eye Protection

All workers, visitors and contractors must wear CSA approved eye safety wear, appropriate to the work being done and hazards present. Safety glasses must be worn on site at all times. Prescription eye wear may be worn if it is safety eye wear and meets the requirements of CSA.

When eye protection alone is not sufficient for the hazard, a face shield will be worn. The face shield must be appropriate to the task to be performed and there are several types available. Samples are welding shields, mesh shield for chain saw work and face shields for grinding. They must be inspected for cracks or damage prior to use.

6.8.2. Foot Protection

Safety footwear is designed to protect against heavy, sharp, uneven ground hazards in the workplace. Safety footwear provides protection against compression, puncture injuries and impact. CSA approved safety footwear must be worn by workers where hazard assessments indicate there is risk of injury to feet.

6.8.3. Head Protection

Workers must wear CSA approved industrial protective headwear, at worksites when hazard assessments identify injury to the head as a significant possibility.

6.8.4. Hearing Protection

Hearing protection shall be provided and worn by workers when exposed to noise levels greater than 85 dB i.e., chainsaw, air hammer, circular saw, etc.

6.8.5. Respiratory Protective Equipment (RPE)

When hazard assessment identifies presence of any airborne contaminants such as, but not limited to, wood treatments, stains, etc. the company is responsible for supplying NIOSH approved respiratory protective equipment, training workers in use, cleaning and storage of RPE. See RPE Code of Practice in Section 6.5 Safe Job Procedure List

6.9 Workplace Violence & Harassment Prevention Plan

6.9.1. Workplace Violence & Harassment Prevention Policy

The 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 the potential hazards associated with workplace violence & harassment. Violent behavior or threat of violence in the workplace is unacceptable from anyone. This policy applies *to* any person at or outside of the work site including managers, supervisors, workers, customers, clients, and members of the public.

Distinctive Homes, as the employer, is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence & harassment. Everyone is obligated to uphold this policy and to work together to prevent workplace violence and harassment.

This company operates a zero-tolerance policy for workplace violence & harassment.

6.9.2. Responsibilities

The company will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

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

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about workplace violence and to report any violent incidents or threats.

6.9.3. Workers Rights

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving workplace violence & harassment. This policy does not discourage a worker from exercising the worker's right under any other law, including the Alberta Human Rights Act.

6.9.4. Workplace Violence Definition

Violence, whether at a work site or work related, is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic or sexual violence.

Examples of workplace violence

- Physical attack or aggression (for example, hitting, shoving, pushing or kicking a worker, throwing an object at a worker, kicking an object the worker is standing on, such as a ladder).
- Threatening behaviour (for example, shaking a fist in a worker's face, wielding a weapon at work, trying to hit a worker, trying to run down a worker using a vehicle or equipment such as a forklift, destroying property or throwing objects).
- Verbal or written threats (for example, verbally threatening to attack a worker, leaving threatening notes or sending threatening emails to express an intent to inflict harm on a worker).
- Domestic violence.
- Sexual violence.

6.9.5. Work Place Harassment Definition

Harassment" is any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and Includes:

(i) conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and

(ii) a sexual solicitation or advance,

but excludes any reasonable conduct of an employer or supervisor in respect of management of workers or a work site.

Examples of workplace harassment

- Unwelcome conduct, comments, gestures or contact that cause offence or humiliation (for example, name-calling, harassing phone calls, spreading rumours).
- Deliberate misgendering (for example, referring to a person using terms or pronouns that do not align with the person's affirmed gender).
- Physical or psychological bullying that creates fear or mistrust or that ridicules or devalues the individual(for example, fist shaking, yelling).
- Exclusion or isolation of individuals.
- Intimidation (for example, standing too close or making inappropriate gestures/comments).
- Cyberbullying (for example, posting or sending offensive or intimidating messages through social media or email).
- Deliberately setting the individual up to fail (for example, making unreasonable demands, setting impossible deadlines, interfering with work).
- Intentionally withholding information or giving the wrong information.
- Taking away work or responsibility without cause.
- Displaying or circulating offensive pictures or materials in print or electronic form.

6.9.6. Measures to Eliminate or Control Violence & Harassment Hazards

Managers, supervisors and workers are involved in the process of identifying any potential hazards of violence and harassment and the control process. Any existing and potential hazards of violence and harassment are included in the formal hazard assessments.
Workers are trained in violence & harassment recognition, conflict resolution and reporting procedures. Supervisors, project managers are trained in conflict resolution.

6.9.7. Informing Workers about Violence & Harassment Hazards

Workers are trained on the company's violence and harassment prevention policy/procedures during orientation. Training is provided as new work processes/condition arise and when new hazards are identified. Workers are advised to consult a health professional of their choice for treatment or referral.

6.9.8. Violence & Harassment Reporting Procedure

When – immediately when anyone becomes aware of an incident of or threat of workplace violence.
Who – any employee, supervisor, contractor, contracted employee, self employed person or visitor will report the incident to a supervisor, project manager, or management.
How – all incidents of or the threat of workplace violence are documented on Harassment & Violence Incident Report.

6.9.9. Violence & Harassment Investigation Procedure

The company will investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence and harassment in a fair, respectful, and timely manner. Investigations will follow the incident investigation procedure 9.2.

6.9.10. Disclosing Information

In cases of work place violence & harassment, the company will not disclose the circumstances related to an incident or the names of the complainant, the individual alleged to have committed the act, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the involved parties of the results of the investigation and corrective action taken, to inform workers of a specific or general threat or potential for violence & harassment, or where it is required by law. The company will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

6.9.11. Review

The harassment prevention policy and procedure will be reviewed at least every three years, or when an incident of violence or harassment occurs, or when recommended by the HS representative.

Health and Safety Representative Consulted	Yes
HSR	**Employer**
Name:	Name: Jamie Findlay
Signature	Signature: 
Date:	Date: March 30 2026
Next Scheduled Review (max. three years)	March 30 2029

The information contained in this manual shall not take precedence over any applicable government legislation with which all employees and contractors shall be familiar.

6.10. Violence and Harassment Incident Report

Employee Information

Name: _____ Department: _____

Phone number: _____ Position: _____

Incident Details

☐ Harassment ☐ Violence

Date of Incident: _____ Time of Incident: _____

Incident Reported To: _____ Location of Incident: _____

Name of Offender: _____

Description of Incident

_____

_____

_____

_____

Witnesses

Name	Contact Information
_____	_____
_____	_____

Corrective Action

_____

_____

_____

_____

_____

Distinctive Homes takes reports of harassment and violence extremely seriously. By signing this reporting form, you certify that the information stated is factual and accurate to the best of your knowledge.

Signature of Reporting Party: _____ Date: _____

Signature of Manager: _____ Date: _____

6.11. Fit for Duty Policy

6.11.1. Objective

It is Distinctive Homes (the company's) policy that all Workers report to work capable of performing their tasks safely and productively.

Distinctive Homes are committed to promoting the health, safety, and wellness of its Workers and the public. The company recognizes and accepts the responsibility to provide a safe work environment for all Workers and those doing business with the company. Distinctive Homes have established this Fit for Duty Policy (the "Policy") in order to ensure an impairment-free work environment while respecting the privacy and human rights of all Workers.

Impairment has multiple causes, including, but not limited to, substance use, fatigue, a medical condition, medication, or psychological factors, and may affect a worker's ability to safely perform their assigned work duties. Impairment that creates a health and safety risk to the worker or anyone else in the workplace must be identified and controlled.

6.11.2. Purpose

The purpose of this Policy is to address any impairment in the workplace by:

- clarifying the expectations and obligations of Workers with respect to impairment;
- describing the consequences of non-compliance with those expectations;
- supporting Workers dealing with substance abuse or dependency problems.

This policy applies to Workers while engaged in company business, working on company work sites, premises or operating company vehicles or equipment.

This Policy forms part of the terms and conditions of employment or service between Distinctive Homes and all Workers.

6.11.3. Definitions

"Decision-critical" refers to a position in which incapacity due to impairment could impact performance, relationships, attendance, reliability and quality. Consequences may not be immediately apparent but potential harm exists.

"Drug" means any substance, including but not limited to alcohol, illicit drugs, medications, or other substances the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For purposes of this procedure, drugs of concern are those that inhibit a worker's ability to perform work safely and productively.

"Drug Paraphernalia" means any personal property associated with the use of any drug, substance, chemical or agent, the possession of which is unlawful

"Worker" - Means any worker, contractors, sub-contractors, and volunteers of Distinctive Homes engaged in conducting Distinctive Homes business, whether on a full-time, part-time, temporary or casual basis.

"Extreme Fatigue/Stress" means physical and/or mental exhaustion that reduces a person's alertness such that a safety hazard is created or results in an inability to safely perform work.

"Fit for Duty" means that a worker is able to safely and/or acceptably perform assigned duties without any limitations resulting from but not limited to: the use or after-effects of illicit drugs, alcohol, and/or medications; the misuse of and/or failure to take prescribed medications; and/or extreme fatigue/stress. It is a condition where a worker is physically, physiologically and psychologically capable and competent of performing their task safely.

"Illicit Drug" means any drug or substance which is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law (e.g., street drugs such as marijuana and cocaine).

"Medication" refers to a drug obtained legally, either over the counter or through a medical practitioner's prescription.

"On duty" is the time period commencing from when a worker reports to perform work up until the time he or she ceases to perform work for the day, and includes lunch, break times and times between the portions of split crews. On Duty also includes the time period in which an individual is required to be performing work or is on stand-by to perform work.

"Safety-sensitive" refers to a position in which incapacity due to impairment could result in direct and significant risk of injury to the worker, others or the environment.

6.11.4. Expectations

General

a) Workers must report Fit for Duty and remain Fit for Duty throughout their workday or shift, and when they are scheduled to be on call.
b) If unexpected circumstances arise where a Worker is requested to perform an unscheduled service and they are not on call, but are under the influence of Alcohol, Drugs or Medication that could impact their ability to perform work safely, the Worker must decline the call.

Drugs, Alcohol and Medication

a) Unless the conditions in General b) apply, the following are not allowed while on Distinctive Homes work sites, engaged in Distinctive Homes business, operating a Distinctive Homes vehicle or equipment, during working hours, while at a Distinctive Homes sponsored event, and whenever a Worker is representing Distinctive Homes:
   - Consuming Drugs or Alcohol
   - Using, possessing, distributing, offering or selling Drugs or related paraphernalia.
   - Using or selling Alcohol.
b) Notwithstanding section General a), a Worker may use Alcohol in appropriate work-related social settings e.g., when attending a Distinctive Homes event or while business hosting or travel where the service of Alcohol is authorized, subject to the Worker assuming full liability for any actions/ conduct arising from the consumption of Alcohol.
c) Medication
   - Workers must consult their physician and/or pharmacist to determine whether or not a Medication may impact their ability to perform work safely and productively and report any safety concerns to their supervisor as outlined below.
   - If there is any possibility that a Medication may impact a Worker's ability to work safely and productively the Worker must:
     a. Report the use of such Medication to his or her Supervisor;
     b. Report any requirement for modified work due to the risk of impairment from the use of Medication to his or her Supervisor;
     c. Provide medical information detailing any work restrictions resulting from the use of the Medication;
     d. Attend an assessment with an appropriate medical professional if requested by Distinctive Homes;
     e. Follow any recommended course of action to minimize safety risks resulting from the use of Medication.
   - The intentional misuse of Medications including but not limited to, using the Medication other than as prescribed, using someone else's prescribed Medication, or combining Medication and Alcohol use against direction are not allowed while on Distinctive Homes Premises or work sites, while engaged in Distinctive Homes Business, while operating a Distinctive Homes vehicle or equipment, during working hours, while at Distinctive Homes sponsored events, and whenever Workers are representing Distinctive Homes.

6.11.5. Responsibilities

It is the responsibility of Management to:

- Review and affirm or approve amendments to this policy at least once per term.
- Consider the allocation of resources for ongoing successful realization of this policy in the annual budget.
- Ensure implementation and periodic review of this policy and associated procedures.
- Maintain confidential records of concerns and/ or investigations related to this policy.
- Assist with investigations into suspected violations of this Policy and monitor any rehabilitation and return to work undertaken in accordance with this Policy.

It is the responsibility of Supervisors to:

- Ensure that Workers are knowledgeable about the content of this Policy.
- Maintain confidential records of concerns and/or investigations related to this policy.
- Assist with investigations into suspected violations of this Policy and monitor any rehabilitation and return to work undertaken in accordance with this Policy.
- Ensure that this policy and sign-off is included in all contract packages and that contractors are aware of their responsibilities under this policy.
- Monitor compliance with this policy and conduct investigations into suspected violations of this Policy.

It is the responsibility of Workers to:

- Review and sign off on the Policy.
- Comply with the Policy, including the standards and reporting requirements.
- Demonstrate a commitment to creating a Drug and Alcohol free, healthy and safe workplace.
- Report for work Fit for Duty and remain Fit for Duty while on Distinctive Homes work sites, while engaged in Distinctive Homes Business, while operating a Distinctive Homes vehicle or equipment, during working hours, while on scheduled on-call, while at Distinctive Homes sponsored events, and while representing Distinctive Homes.
- Cooperate in any investigation, rehabilitation efforts and return to work implemented under this Policy.

6.11.6. Reporting

Workers must immediately report any violations or suspected violations of this Policy to their Supervisor including but not limited to the following:

a. if the Worker is not Fit for Duty as a result of the use of Alcohol, Drugs or Medication or is otherwise in violation of this policy;
b. if the Worker believes any other Worker may not be Fit for Duty as a result of the use of Alcohol, Drugs or Medications, may be under the influence of Alcohol or Drugs, or may otherwise be in violation of this Policy.

Distinctive Homes is prepared to assist Workers who voluntarily disclose a dependency, starting with a referral to a substance abuse expert for an Alcohol and Drug assessment. Accessing assistance or declaring a problem does not eliminate the requirement for compliance with this Policy.

6.11.7. Investigation

Distinctive Homes reserves the right to investigate all situations where a violation of this Policy is believed to have occurred and before disciplinary action is taken.

Distinctive Homes has the authority and discretion to hold out of service, with pay, any Worker who is believed to be involved in a situation that could lead to disciplinary action, pending the results of the investigation.

6.11.8. Fit for duty

Where there are reasonable grounds to believe that a Worker is not Fit for Duty, the Worker will be escorted to a safe place and given an opportunity to explain why he or she appears to be not Fit for Duty.

If the explanation is not reasonable, and/ or the Supervisor conducting the interview still believes that the Worker is not Fit for Duty the Supervisor may take one or more of the following steps:

a. The Worker may not be allowed to return to work;
b. The Worker may be referred for medical attention if there are immediate medical concerns;
c. The Supervisor will meet with the Worker to identify their concern, and the Worker may be temporarily held out of service with pay and subject to further investigation;
d. For Workers working in Safety Sensitive Positions, testing for Drugs or Alcohol may be required;

6.11.9. Presence of drugs or alcohol

Distinctive Homes will investigate any situation when there are reasonable grounds to believe that Drugs or Alcohol or related paraphernalia are present on Distinctive Homes work sites in violation of this Policy.

Supervisors are responsible for identifying situations where a search is justified based on a combination of indicators that could include behaviour, odour, or presence of paraphernalia.

6.11.10. Drug and alcohol testing

In the very limited and specific cases associated with post-Incident testing or testing for reasonable cause including but not limited to a worker smelling like Alcohol or cannabis, slurred speech, or other symptoms indicating some type of impairment, or as part of rehabilitation and treatment program compliance testing, the Management or designate may pursue the legal use of Drug or Alcohol testing.

6.11.11. Consequences of violation

Workers found to have violated this Policy may be subject to progressive discipline up to and including termination of employment for cause. In appropriate circumstances, termination for cause may occur without warning or other progressive discipline.

Prior to Distinctive Homes making a final decision with regard to the discipline or termination of a Worker found to be in violation of this Policy, Distinctive Homes shall consider its duty to accommodate substance abuse disorders and may require a Worker to meet with a substance abuse expert or other appropriate professional. The substance abuse expert, or other appropriate professional, shall make an initial assessment and provide appropriate recommendations.

Following any violation of this Policy, and Worker may be required to enter into a return-to-work agreement as a condition of continued employment which may include temporary removal from their position, a Distinctive Homes reference to any recommended Treatment program, and/ or successful completion of a return-to-work plan.

6.11.12. Confidentiality

Personal information collected and used by Distinctive Homes to administer this Policy is subject to the provisions of the Freedom of Information and Protection of Privacy Act.

	Date: March 2026
Jamie Findlay - Project Manager	

7. Inspections and Maintenance

7.1. Work Site Inspection Policy

Purpose

To proactively identify new potential hazards and confirm the performance of controls in place. To reduce the risk of injuries to workers and damage to tools, vehicles, and/or equipment, by identifying and correcting unsafe acts and conditions.

Scope

All company employees are required to participate as requested in both informal and formal inspections at all worksites.

Informal Inspections

Supervisory and workers, who do most of their work on the work site will conduct on-going inspections. They should constantly watch for unsafe acts and unsafe conditions. An unsafe situation can immediately be corrected by discussing the problem with workers or by issuing instructions to have an unsafe condition corrected. Any observations, corrective actions taken, or follow up required are recorded.

Formal Inspections

Routine (periodic) inspections are conducted at regularly scheduled intervals, as detailed below. Intermittent (irregular) inspections may also be conducted as identified by hazard and work site conditions. Routine inspections are completed by management, a designated safety representative or supervisors with participation from the workers on site. Inspections are reviewed by senior management.

Senior management, project and office mangers, or the Safety Coordinator may conduct additional formal inspections based on the Supervisors' inspection reports or as the Safety Coordinator may see fit.

Frequency

Frequency is determined by level of risk identified in the Hazard Assessment Process. Formal inspections are conducted for each area at the following minimum intervals and results recorded on the relevant inspection forms:

Work Site: Bi-Weekly Office: Quarterly

Training

All employees who participate in inspections are trained in the Inspection Procedure below and assessed for competency by management.

	Date: March 2026
Jamie Findlay - Project Manager	

7.2. Formal Work Site Inspection Procedure

1. The inspection must be planned to include all areas and equipment as detailed on the specific inspection form for that particular work area.
2. Review previous inspection to ensure previous items and corrective action have been completed within specific timescales.
3. Record the inspection on specific form for each area (see below)
4. Tour the work area, identifying unsafe acts, unsafe conditions and determining the levels of compliance with the OHS act, regs, & code, safe job procedures and rules.
5. General housekeeping in the workplace must receive considerable attention during inspections. Good housekeeping, demonstrated by the orderliness and cleanliness of the job site, usually suggests a safe, well-managed job and pride in the contractors' work. Poor housekeeping leads to injuries, damage to equipment/property and costly delays.
6. Also note any best practices being followed, what is being done particularly well, and worth sharing with workers.
7. Consider these four contributing factors to hazards – **P E M E**:
    a. People – are they competent/well trained? Are the following rules and procedures?
    b. Equipment – Is it appropriate for the task? Is it properly installed and maintained? Are manufacturers specs being followed?
    c. Materials – What materials are being used? Are they being handled, stored and disposed of properly?
    d. Environment – Where is the task being performed? Does the work site environment introduce hazards?
8. Complete corrective action form, to ensure deficiencies are identified and corrected.
9. Document any corrective action that has already been taken.
10. Rank the hazards according to risk, using the risk matrix. Prioritize corrective actions according to level of risk.
11. Assign a competent worker to implement identified corrective actions, prioritizing the highest risk ranking hazards first.
12. All corrective actions must be S.M.A.R.T.
    - Specific
    - Measurable
    - Attainable
    - Relevant
    - Time-bound
13. Obtain management sign-off.

7.3. Work Site Inspection Form

Work Site Safety Inspection Checklist			
Contractor(s)		**Trade**	
Supervisor(s)		**Date/Time**	
Site Location		**#Onsite**	
Scope		**Weather**	

Priority Index (PI):
1. Imminent Danger 2. Serious 3. Minor 4. Acceptable 5. Not Applicable (N/A)

Item	PI	Item	PI	Item	PI
Hazard Assessments reviewed	4	Fire Extinguishers	4	Fall Protection Barricades	4
Orientations completed	4	Smoking Areas	4	Fall Protection/Fall Arrest	4
OH&S Act copy available	4	First Aid Kits/First Aid	4	Leading edge	4
Equipment inspections	4	Chemical storage	4	PPE (specified below)	4
Fall Protection plan (if required)	4	Equipment	4	Housekeeping	4
Safety meeting/toolbox records	4	Tools	4	Ground Conditions	4
Locates reviewed	n/a	Lifting Manual	4	Safe Work Practices	4
Hot work permits (if required)	4	Extension cords/hoses	4	Air quality	4
Near miss/incident reports	4	Ladders	4	Lighting	4
Safety training certificates	4	Scaffolding	4	OH&S Act copy available	4
Other:		Other:		Other:	

Have there been any Near Misses? YES ☐ NO ☐

Are there any outstanding items from the last inspection? YES ☐ NO ☐

PI	List the Item and Corrective Action (on reverse if needed)	Responsible	Target Date	Date Completed	By whom

Additional Comments

1. Inspector (name)		2. Inspector (name)	

7.4. Office Inspection Form

Office Inspection Form			
Date		**Time**	
Site Location			
Inspection Done By (print name)**:**			
Inspection Team (print name)**:**			

Outstanding Items

Item #	Item	Comments
	Are Emergency Procedures readily available to office staff, including evacuation to the muster point locations in case of fire?	
	Is the working alone policy available to office staff?	
	Are office staff familiar with details of working alone policy?	
	Is a trolley or handcart available to move heavy desks and bulky files?	
	First aid supplies readily available?	
	Are electrical cords used in office in good condition and not overloaded?	
	Are floors and isles kept clear and free from clutter?	
	Are all rugs clean and in good repair to prevent tripping hazards?	
	Has a mock fire drill been held in previous 12 months?	

Corrective Actions

Item #	Action	Priority	Person Responsible	Target Date	Completed Date

Signature of Inspection Team	
Management Comments:	
Manager Name	
Signature	
Date	

7.5. Preventative Maintenance Policy

Purpose

To proactively identify new potential hazards and confirm the performance of controls in place. To reduce the risk of injuries to workers and damage to tools, vehicles, and/or equipment, by identifying and correcting unsafe acts and conditions.

Policy

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

Adherence to applicable legislation, regulations, standards and manufacturer's specifications.

- All subcontractors are required to maintain all equipment and tools used on Distinctive Homes jobsites daily. Any tools or equipment not maintained will be removed until repaired and re inspected.
- Inspections and maintenance services will only be performed by competent personnel.
- Inspections and maintenance services will be completed as per the company's Maintenance Schedule.
- All maintenance work will be documented and retained on file.

The survey crew chiefs shall be responsible for the application of the program.

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

	Date: March 2026
Jamie Findlay - Project Manager	

7.6. Equipment Inventory & Preventative Maintenance Schedule

Item	Location	Inspection Required	Frequency	Recorded
Vehicles				
Power Tools (Samples)				
Pneumatic powered air nail guns				
Electric powered Compressor				
Powered drills				
Circular saw				
Grinders				
Mitre saw				
Reciprocating saw				
Paint shaker				
Manual spray guns				
Glue gun				
Dremel drill				
Cordless hand drill				
Chain saw				
Belt sander				
Angle grinder				
Heat gun				
Hammer drill				

PPE				
Safety glasses, tight fitting, cut resistant glove	Shop & installation sites	Daily visual check by worker before use, cleanliness, frayed or worn parts.	Daily	Work Shop Hazard Assessment
Respirators and dust masks	Shop	Daily visual check by worker before use	Daily	
		Safety Inspection	Monthly	Respirator Inspection Checklist
Earmuffs or ear plugs	Shop and vehicles	Daily visual inspection before use	Daily	SSHA
Equipment				

7.7. Vehicle Inspection Form

Month:	Vehicle:								Kilometers at start:										Kilometer at end:											
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials of Inspector																															
Item (Satisfactory? Y / N)																															
Engine Oil – Dipstick shows oil level normal range; no warning lights on																															
Tires – Visually confirm proper inflation, check for unusual wear																															
Windshield Washer Fluid – topped up																															
Wipers – blades in good condition; normal function																															
Parking Brake – Confirm operational																															
Brakes – Confirm proper function before entering traffic flow																															
Documents & License – in the vehicle																															
In-cab - Driving area free of clutter; items are secured / stowed																															
Headlights - Confirm hi-beams, low-beams and fog lights work																															
Emergency Signals – emergency flashers are operational																															
Turn Signals – Confirm all 4 work.																															
Windshield Damage – No cracks or chips that impair visibility																															
Tail lights - Check that taillights work																															
Horn – functional																															
Rear Vision Mirrors - Clean, no damage, adjusted for your visibility																															
Defroster / Heater – operational																															
Emergency Equipment – on board																															
Notes:																															
Mark each item with an Y for satisfactory and N for action required. Refer to supervisor before driving for any deficiencies. Keep in glove compartment of vehicle until complete and then file in vehicle maintenance file																															

8. Emergency Response

8.1. Emergency Response Policy

To help protect the health and safety of all workers and visitors at our work site. To minimize potential business losses and help reduce negative impacts on the environment. To ensure Distinctive Homes are fully compliant with legislated requirements. To ensure all employees, understand their roles and responsibilities during potential emergencies at our workplace.

Emergency response plans are developed for all identified potential emergencies at the workplace, with reference to formal and site-specific hazard assessments, inspections reports, incident reports and any past events.

Each Work Site Emergency Response Plan (ERP):

- identifies potential emergencies
- provides procedures for dealing with identified emergencies
- gives details of location, identity and operational instruction for emergency equipment
- describes the communication systems used to inform workers about potential emergencies
- contains a list of emergency response personnel and emergency response numbers.

ERP Training

Emergency personnel are designated by management and trained in emergency drill procedures, are assessed for competency and allocated the required PPE and equipment to perform their duties.

First Aid Training

As per OHC Code Schedule 2 Distinctive Homes will ensure Senior Mgmt. and Site Supervisors hold current Standard First Aid Certificates and Emergency First Aid for at least one member of each work crew.

Work Site first aid requirements are calculated based upon the OHS Code Schedule 2 Table 7 High Hazard work.

ERP Drills

Drills will be conducted at least annually, and written records maintained, including comments and recommendations, and any deficiencies corrected.

Emergency Response Equipment

All fire extinguishers will be inspected monthly, and the tag signed to record. On an annual basis inspected and tested by a third-party certified supplier.

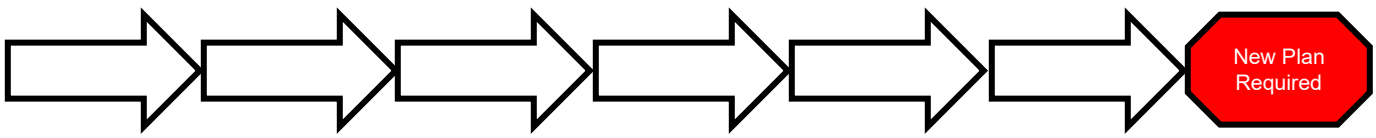
First Aid Equipment

No. 1 First Aid Kit per vehicle and No. 2 First Aid Kit available at the office. All first aid supplies are inspected during routine site inspections.

	Date: March 2026
Jamie Findlay - Project Manager	

8.2. Emergency Response Plan (blank)

Emergency Response Plan	
Job # or Project Name:	
Physical Address	
Emergency Meeting Point:	
Emergency Procedures	In the event of an emergency occurring within or affecting the work site: **Evacuation will be initiated by:** • **Loud Speaker "FIRE, FIRE, FIRE** • **Air Horn of three sharp blasts**
Site Supervisors Name & Title: Contact: Cell Landline: Radio:	
Local Emergency Contact Numbers	General Emergency: 911
Fire station: 911	DH Project Mgr.:
Police: 911	DH Safety Lead
Gas: ATCO emergency 1-800-511-3447	Client Mgr.:
OHS: Alberta 1-866-415-8690	Client Safety:
Environmental: 1-800-222-6514	DH General Mgr./President:
First Aiders are: As per OHS Code Schedule 2	
First Aid Supplies:	
Fire Alarm: Extinguishers: Hose:	
Emergency Services Addresses	
A Weekly review of the ERP must be completed. Initial and date an arrow weekly. After 8 weeks the plan must be redone	



Distinctive Homes Fire Emergency Response Procedures

Remember it is always safest to evacuate the area and allow the Fire Department to deal with it. Property can be replaced people can't.

Fire – ERP

Each Trade working on site must designate personnel to carry out fire safety duties, including instructing all personnel on site on the fire safety procedures to be followed in the event of a fire emergency.

If there are injuries also phone 911 immediately.

Step	Action	Hazards
1) Alert other workers in area	Sound alarm (Activate Air Horn)	• Smoke • Flames • Decreased visibility • Heat
2) Evacuate	Evacuate area. (Meet at Muster Point)	• Smoke • Flames • Decreased visibility • Heat
3) Extinguish fire	Extinguish fire if able to with available extinguishers. (Pull the pin, Aim at the base of the fire, Squeeze trigger on extinguisher, Sweep across the base of fire.)	• Smoke • Flames • Decreased visibility • Heat
4) Added assistance needed to put out fire	If unable to extinguish fire with available equipment and personnel immediately NOTIFY 911, and client representative. Give location, type of fire, fire status, related hazards, and where someone will meet them. **Get fire put out.**	
5) People to be notified	Notify your supervisor Notify site safety personnel	
5) Documentation.	Fill out an A*ccident / Incident Investigation* report. Get each witness to fill out a *Witness Statement Form.*	
6) Incident Investigation	The site manager will investigate or organize a team to investigate the incident.	
7) Incident follow-up.	Ensure all documentation is completed and all parties have been notified.	

REACT to the Fire

R- Remove people from the affected area
E- Ensure doors are closed to the area (If Applicable)
A- Activate the Alarm System:
A) Activate Air Horn
B) If you hear an Air Horn go off move to your designated Muster Point Immediately (site office)
C- Call the Fire department. In Canmore the Number is **911**
T- Try to extinguish the fire

Supervisors to conduct a head count at the Muster Point.

Designated person is to meet the Fire department at the entrance.

To put out a small fire

- Advise a responsible person where you are going
- Have a second person come with you (also equipped with an extinguisher).
- Ensure that you have the proper extinguisher for the job

Pull the Pin
Aim at the base of the Fire
Squeeze the Trigger
Sweep from Side to Side

Always have 2 routes out of the Fire Zone
Never turn your back on an extinguished fire, and
Ensure the wind is not blowing the fire toward you

Prevent Fires

- Be aware of potential causes of fires.
- Take steps to eliminate the potential causes of fires such as filling out Hot Work Permits.
- Have a fire extinguisher on site at all times.

Specific Emergencies

FIRE

Action Plan:

- Alarm will be sounded by shop foreman or designated floor staff if foreman not available.
- All personnel are to evacuate the facility immediately on the sounding of the fire alarm.
- SHUT-OFF ALL Machines.
- MAIN POWER shut off by nearest person.
- Close all doors, but do not lock doors to rooms that are being evacuated.
- Assemble at Muster Point locations for a head count.
- Do not leave the Muster Point until authorized to do so by Emergency Personnel.
- Do not attempt to remove any equipment or vehicles from the facility.
- Allow the Emergency Personnel to carry out their assigned duties.
- Obtain permission to re-enter the facility from responding Emergency Personnel.

General Response Actions:

- If the fire is small enough that it can be extinguished by a handheld fire extinguisher, and is not between you and an exit, you may fight the fire using hand-held extinguishers, if you have been properly trained. Once the fire is extinguished, notify:
    - Shop Foreman, Office Admin and Owner

- If the fire cannot be safely extinguished:
    - Warn shop foreman and persons nearby
    - Activate the nearest fire alarm
    - Notify the Fire Department by calling 911.
- Evacuate the facility.
- Ensure all persons are assisted in evacuating the facility.
- Proceed immediately to the designated Muster Points.
- Follow the instructions of emergency personnel.

Office Admin / Owner:

- Upon activation of an alarm, notify the Fire Department, by calling 911, collect the electrical room key and proceed directly to the Muster Point.
- Take head counts.
- Report to Fire Department any personnel remaining on the worksite (physically challenged w/monitor, persons refusing to evacuate, etc.) and of persons injured.
- Once ***ALL CLEAR*** is given, coordinate the safe re-entry of staff onto the worksite.
- Participate in a debriefing meeting to evaluate the evacuation procedures.
- Submit a post-incident report.

MEDICAL EMERGENCY

Action Plan:

- Stay calm
- Assess the situation
- Take command
- Provide protection
- Aid and manage
- Guide emergency services

1. If the injury is basic and can be handled with site first aid, notify an available certified first aider of the situation.
2. If injury has been identified as requiring assistance beyond basic first aid - CALL 911.
3. Sound the alarm to halt all other work.
4. Send a designated person to site entrance to direct emergency personnel to the scene.
5. Stay with the injured worker to reassure and keep comfortable until further help arrives.
6. If a hazard still exists, designated workers will initiate a site evacuation, and ensure all workers proceed to the MUSTER POINTS.
7. If the hazard impacts the victim consult with emergency personnel over the phone as to if the worker should be moved.
8. Ensure the scene stays secure and all workers are kept away.
9. Once basic first aid is administered and further investigation is needed, the worker will be transported to a medical facility.

Anticipated response time: Both Canmore worksites, emergency rescue personnel are within a 7-minute response time. Job scope does not involve confined spaces, therefore regular rescue personnel will be sufficient.

Once worker has been transported, full investigation will be completed to determining if work should continue and what control measures should be in place.

EMERGENCY SITE EVACUATION (NON-FIRE)

Action Plan:

- Evacuation shall be initiated by shop foreman, office admin or owner only.
- All personnel are to evacuate the facility immediately on the sounding of the alarm.
- SHUT-OFF ALL Machines.
- Assemble at Muster Point locations for a head count.
- Do not leave the Muster Point until authorized to do so by Emergency Personnel.
- Do not attempt to remove any equipment or vehicles from the facility.
- Office admin / owner are responsible for a head count.
- Office admin / owner shall determine if the site is safe to reoccupy following an evacuation. No-one is to renter without authorization.

IN THE EVENT OF AN EXPLOSION

ACTION PLAN:

Explosions include those caused by leaking gas, faulty heating equipment, flammable vapours.

Fall to the floor/ground and take immediate shelter under tables, desks, or other such objects that will offer protection against flying glass or debris. Protect your face and head with your arms.

After the effects of an explosion have subsided, check exits or exit stairways prior to evacuating the building (as in "Emergency Evacuation Procedures"), if notified to do so by the shop foreman, or Emergency Services.

Shop Foreman / Owner will call 911 and proceed with evacuating the building.

NATURAL GAS LEAK

Signs

- "Rotten egg" smell
- Blowing or hissing sound
- Flames, if a leak has ignited

If you smell gas inside a building

1. Warn others in the immediate vicinity, inform the shop foreman. Leave immediately.
2. Leave lights and appliances alone.
3. Do not do anything that could cause a spark and ignite the gas:
   a) Do not use electrical devices, such as light switches, telephones, or garage door openers
   b) Do not use an open flame, matches or lighters
   c) Do not start vehicles parked in the area
   d) Do not try to shut off any natural gas valves
   e) Call ATCO Gas or 911 once you are outside
   f) Emergency line 24 hours a day Rural Alberta: 1-800-511-3447
4. Shop foreman will sound the alarm and evacuate the site
5. Proceed to the Muster Point and remain there until dismissed by emergency services.
6. Do not re-enter the building until cleared by emergency personnel.

If you smell gas outside a building

1. Call ATCO Gas or 911 immediately.
2. Keep people away from the area.
3. Do not do anything that could cause a spark and ignite the gas:
   a. Do not use electrical devices, or garage door openers
   b. Do not use an open flame, matches or lighters
   c. Do not start vehicles parked in the area
   d. Do not try to shut off any natural gas valves

8.3. Emergency Drill Record

Emergency Response Drill			
Date		Time	
Site / Location			
Drill lead by:		Number of workers involved:	
Type of drill			
Attendees			
Name (printed)	Signature	Name (printed)	Signature

Summary of completed drill (i.e., what worked well, what needs improvement)			
Was the evacuation carried out in an orderly fashion?	Y	N	
Did everyone go to the muster point?	Y	N	

Follow Up Action Required:			
Corrective Action	Assigned to	Target Date	Date Completed
Reviewed By:		Date	

9. Investigations

9.1. Incident Investigation Policy

Purpose

The goal of incident investigation is to determine the direct (worker level), basic (supervisor level) and root causes (management level) of an incident, assign appropriate corrective actions and follow-up to prevent recurrence.

Policy

There are several types of incident:

- ***Losses*** - where there is a financial impact on the company
- ***Near-misses*** - where there is no measurable financial impact but potential for a loss to occur
- ***Un-safe work*** – where a worker feels work conditions are unsafe. (See 9.3 Work Refusal)

The following types of incidents shall be fully investigated:

- incidents that result in injuries requiring medical aid
- incidents resulting in an occupational illness
- incidents that cause property damage or interrupt operations with potential loss
- incidents involving a work refusal
- near-miss incidents that have the potential to result in any of the above

All reported incidents that fall within legislative requirements must be reported to the appropriate authority (OH&S, WCB, law enforcement, CANUTEC, Alberta Environment, etc.)

Responsibilities

1. All workers shall report all incidents as soon as possible to their immediate supervisor and assist in the investigation when requested.
2. Supervisors/management and health and safety representative shall conduct initial investigations and submit their report(s) to their immediate supervisor promptly.
3. Supervisors/management shall determine the need for, and if necessary, shall direct, detailed investigations. They shall also determine causes, recommend corrective action and report to the management of Distinctive Homes.
4. Supervisors and management shall review all incident reports, determine the corrective action to be taken and ensure that such action is implemented.

	Date: March 2026
Jamie Findlay - Project Manager	

9.2. Incident Investigation Procedure

1. **Secure the Scene**
    a. Restrict access to the scene, and make as safe as possible
    b. Provide medical aid/rescue as appropriate
    c. Preserve evidence
    d. Classify the incident and identify the losses
    e. Collect basic incident identifiers
2. **Collect the Evidence**
    a. Collect details from involved employees
    b. Describe the incident
    c. Take initial witness statements
    d. Document scene (sketch, photos, video etc.)
    e. Prepare incident timeline
    f. Collect reports from agencies/internal units
3. **Analyze the Causes**
    a. Identify direct causes at the worker level
    b. Determine the basic (indirect) causes at supervisor level
    c. Analyze root causes at the management level (all investigations should lead to and focus on root cause analysis)
4. **Produce written report (Incident and Investigation Report Form)**
    a. Compile and attach all relevant documentation
    b. Document any corrective action that has already been taken
    c. Develop additional corrective actions to address all causes identified in step 3.
    d. All corrective actions must be S.M.A.R.T.
        - Specific
        - Measurable
        - Attainable
        - Relevant
        - Time-bound
    e. Ensure all investigative team sign report
    f. Submit to management for review and approval.
    g. Investigation can only be concluded with management acceptance and approval of the report.

9.3. Work Refusal Policy

Purpose

To ensure the health and safety of all workers, Distinctive Homes (“the Company”) has developed this work refusal policy to outline when a worker may refuse work when they feel there is an undue hazard and the procedures the Company will take when a refusal is made. Any worker who refuses to perform their duties because of a legitimate safety concern will not face any reprisal because of this action.

Scope

The Work Refusal Policy applies to the Company, its employees, vendors, visitors and clients who are on the Company's premises or acting on behalf of the Company at all times and without exception.

Definitions

An undue hazard is a serious and immediate threat to health and safety that the refusing worker actually observes or experiences at their work site.

General Guidelines

All workers have the legal right to refuse unsafe work that either puts them in danger, requires them to perform work they have not been properly trained to do, or with health or safety hazards that could reasonably be avoided with proper safety equipment, procedures or necessary repairs.

The Company takes the health and safety of our workers very seriously. No worker who refuses work that he/she deems to be unsafe will be subject to reprisals in the form of discipline, dismissal, threats of dismissal, penalties or suspension.

	Date: March 2026

9.4. Work Refusal Procedure

In the event of work being refused or stopped, the following procedure will be followed:

Worker

1. The worker must immediately inform the supervisor, or an appropriate designate, of a work refusal with an explanation of the circumstances he/she believes put him/her in danger.
2. The refusing worker must remain in a safe place near the workstation and available to the supervisor or the Company for the purposes of investigation until an investigation has been completed. If the situation is resolved at this point, then the worker will return to work.
3. Should the worker deem the situation to no longer be dangerous, the worker will return to work.
4. In the event that a worker is unsatisfied with the results of the investigation, he/she may continue to refuse the work provided he/she has reasonable grounds to base his/her refusal on. In the event of a continued refusal, the worker should file a complaint with an Occupational Health and Safety Alberta officer. An investigation by a Government Inspector shall be conducted. Please refer to the Continued Work Refusal Section below for more information.

Supervisor/Employer Representative

1. The supervisor or employer representative will investigate the situation immediately and resolve the issue in the presence of the worker and if there is such, one of the following:
    - A Health and Safety Committee (HSC) member who represents the worker;
    - A HS representative; or
    - Another worker who has been chosen by his or her peers (or union) to represent the workers. The supervisor or employer representative should interview the worker and complete a work refusal form to ensure sufficient information has been collected in order to conduct a proper investigation. Following the investigation, immediate steps must be taken to correct any problems or issues discovered.
2. The supervisor should ensure that no other worker is assigned to use or operated the tool/equipment or perform the work for which the work refusal was made until the investigation has been completed and any resolutions have been implemented.
3. When the investigation has been completed, the Company will prepare a written report detailing the nature of the refusal, the investigation that took place and the actions taken, if any. A copy of the final written report will be given to the worker who originally made the refusal.
4. In the event that a worker is unsatisfied with the provided resolution and continues to refuse work, an Occupational Health and Safety Alberta office will be notified and a request for an investigation must be made. Please refer to the continued work refusal section below for more information.
5. The supervisor or employer representative may assign other reasonable work during the worker's normal work hours for a worker who has refused work. The worker will receive no loss of pay or reprisal for refusing unsafe work.

Continued Work Refusal

In the event that a worker continues to refuse work:

1. The worker, employer or a representative of either must notify an Occupational Health and Safety Alberta officer. They can be reached at the toll-free number 1-866-415-8690.
2. In the event that the inspector concurs that the work is unsafe and is satisfied that the worker has legal rights to refuse the work, the inspector may either direct a solution or come to the workplace to investigate the continued refusal. If there is a worker HSC member, health and safety representative or union representative, the inspector will consult with them as part of the investigation.
3. Pending an investigation and a decision from the Inspector, no worker will be assigned to use or operate the machine, equipment, or tool, or work in the workplace or the workstation being investigated, unless (in the presence of a HSC member, representative or another worker who has been chosen by his/her peers (or union) to represent the workers) that individual has been advised of the previous worker's refusal and their reasons for the refusal and there is no risk of danger.
4. While waiting for the inspector's investigation to be completed, the worker must remain in a safe place near the workstation, unless the employer assigns some other reasonable work during normal working hours. In the event that the worker is covered by a collective agreement, any provision in the collective agreement that covers this situation will apply.
5. The inspector will determine if the work is likely to endanger the worker or any other person. If the work is found to be unlikely to endanger anyone, the refusing worker will be expected to return to work. If the worker continues to refuse to return to work following the confirmation the assignment/work is safe, continued refusal to return to work may be considered insubordination and disciplinary action may be initiated.
6. If the work is concluded to be unsafe, the Company will implement all necessary changes or precautions as recommended by the officer as require removing the threat of danger from the position, tools, machines or equipment.

Payment for Refused Work

- A refusal of unsafe work, up to the point the Occupational Health and Safety Officer rules the job is safe or a solution to address the complaint is initiated, allows the worker entitlement to payment at his/her appropriate rate.
- A person acting as a worker representative during a work refusal is paid at either the regular or the premium rate, whichever is applicable.
- The Company is not required to continue payment in the event that refused work has been inspected and a safe ruling has been made and a written decision has been issued by an Occupational Health and Safety Officer.

9.5. Incident Report Form

Incident and Investigation Report Form			
Incident Type: ☐Injury/Illness ☐ Near-Miss ☐ Work Refusal ☐ Potentially Serious Incident (PSI) ☐ Property Damage ☐ Vehicle Collision ☐ Fire ☐ Violence & Harassment			
Date of Incident:		Time of Incident:	
Date of Report:		Time of Report:	
Location of Workplace:			
Location of Incident:			
Injury / Illness			
Name of Injured Party:		Phone of Injured Party:	
Position of Injured Party		Age:	Male / Female
Name of Treatment Centre:			
Treatment Centre Address:			
Treatment Centre Phone#:			
Description of Injury / Illness:			
Object/Equipment/Substance Inflicting Injury/Damage:			
Property Damage			
Description of Property and Damage:			
Estimated Loss/Damage Cost:			
Witnesses at Incident	☐ Yes ☐ No		
Witness Name		Witness Phone #	
Witness Name		Witness Phone #	
Witness Name		Witness Phone #	

Incident Details
Description of Incident:
Diagram of Scene:
Investigation
Direct Cause: e.g., substandard practices or conditions, failure to follow SJP
Basic (Indirect) Cause: e.g., lack of worker knowledge/skills, worker fatigue, inadequate attention
Root Cause: e.g., failure to maintain training, inspection work planning standards

Corrective Action Controls Recommended *(engineering / administrative / PPE)*		
Action	Person Responsible	Date

Investigators	
Name	Signature

10. Program Administration

10.1. Program Administration Policy

Scope

An effective HSMS is more than a binder full of safety documents. The goal of Distinctive Homes is to maintain and monitor all documentation to constantly strive for continuous improvement of the HSMS and make the work site safer for all work site parties.

This includes reviewing documents and records, communicating with work site parties and acting on feedback.

Document Storage and Retention

The company will ensure all documents are completed correctly, submitted to the relevant work site parties, stored securely, reviewed and protected from deterioration, and retained for the correct length of time as detailed in 10.4 HSMS Document Storage and Retention.

Statistical Analysis

Health and safety data will be recorded on 10.3. Annual Summary of Health & Safety Statistics by supervisor. This report will be reviewed on an annual basis, for any developing trends, compared to previous years data by management, the HSR and communicated to workers at a routine safety meeting.

Any corrective actions, improvements and target dates for completing recorded.

Review

The Health and Safety Program is reviewed on an annual basis.

	Date: March 2026
Jamie Findlay - Project Manager	

10.2. Program Schedule

Frequency	Task	Type of Inspection	Responsibility	Document to Record
Before Work Starts Daily	Vehicles	Visual Inspection	Driver	7.8 Vehicle Inspection Checklist
	PPE Equipment (General)	Visual	User	n/a
	PPE Equipment (Respirators)	Visual	User	n/a
	Shop Equipment	Visual Safety Inspection	User	n/a
	Equipment hand tools, power tools etc.	Visual	ALL	n/a
	Site Specific Hazard Assessment	Hazard Identification	Supervisors & Workers	5.20 Site Specific Hazard Assessment
Weekly	Shop Hazard Assessment	Hazard Assessment	Supervisors & Workers	5.19 Shop Hazard Assessment
Bi-weekly	Work Site Inspections	Safety Inspection	Supervisor	7.3 Work Site Inspection Report
Monthly	Safety Meeting	Meeting	Mgmt./Supervisor	4.8 Safety Meeting Agenda & Sign-off
	PPE Equipment (Respirators)	Full Inspection	Competent Worker other than user	7.7 Respirator Inspection Checklist
	Fire Extinguishers	Visual	Mgmt./Supervisor	Initial tag on equip
	Work Shop Inspection	Safety Inspection	Shop foreman	7.3 Work Shop Inspection Report

Quarterly	Office Inspection	Safety Inspection	Admin	7.4 Office Inspection
Annual	Fire Extinguishers	External Full Service	Certified External	Certificate from provider
	Formal Hazard Assessments	Review	Mgmt./Supervisor	5.18 Formal Hazard Assessment
	Safe Job Procedures	Review	Mgmt./Supervisor	Safe Job Procedure List
	Emergency Response Drill	Drill	Mgmt./Supervisor	8.3 Emergency Drill
	H&S Statistics	Review	Mgmt./Supervisor	10.3 H&S Statistics Summary
	Training Records	Review	Mgmt./Supervisor	
As Required				
Within 7 days of start/ transfer to new job	New Worker Safety Orientation	Safety Orientation	Mgmt./Supervisor	4.2 H&S Orientation
Ongoing	Training Records	Record Training	Mgmt./Supervisor	
All incidents, near misses, work refusals, occupational health etc.	Incident Investigation	Investigation	ALL	9.6 Incident Investigation Report
At frequency determined by number of job sites	Work Site Inspections	Safety Inspection	Supervisor	7.3 Work Site Inspection Report

10.3. Year End Summary Statistics

Year: _____

	Personal Injury Cases				
Month	**Lost Time Cases**	**Medical Referrals**	**Days Lost**	**Frequency**	**Severity**
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Total					
Manager's Signature: _____ **Date:**			**Average:**		

10.4. Injury Summary Statistics

☐ **Monthly Injury Summary**
☐ **Quarterly Injury Summary**

Period of: _____

					Injuries					
	Hours Worked		**Lost Time**		**Medical Aid**		**First Aid**		**Frequency**	
Project/Job Site	Month	Year to Date	Month	Year to Date	Month	Year to Date	Month	Year to Date	Month	Year to Date
Company Totals										
Manager's Signature: _____ **Date:** _____							**Frequency Average**			

10.5. Health and Safety Activity Summary

For the Period Ending: _____

Month/Year

☐ **Monthly** ☐ **Quarterly** ☐ **Yearly**

Number of workers hired: _____
Number of completed orientations: _____

Number of tool box meetings scheduled: _____
Number conducted: _____
Percentage attendance: _____

Number of formal inspections scheduled: _____
Number completed: _____
Total unsafe acts/conditions identified: _____
Number corrected: _____
Number outstanding: _____

Number of reported incidents _____
Damage only: _____
Injury only: _____
Injury and damage: _____
Vehicle accident: _____
No-loss: _____

Number of investigations
Completed: _____
Outstanding: _____
Number of recommendations made: _____
Completed: _____
Outstanding: _____

Comments: _____
_____
_____

Manager Signature:	Date:

10.6. HSMS Document Storage & Retention

Document	Minimum Retention Period	Storage Location
Acceptances Approved by OHS	Posted as long as the acceptances are applicable (OHS requirement)	Main Office
Audiometric Testing Records	10 years (OHS requirement)	Main Office
Audit Documentation and Action Plans	3 years (COR requirement)	Main Office
Confined Space Records	1 year if no incident occurred or 2 years if incident or unplanned event occurred (OHS requirement)	Main Office
Emergency Drill Reports	3 years (COR requirement)	Main Office
Emergency Response Reports	3 years (COR requirement)	Main Office
Employee Training Records	As long as the employee works for the company	Main Office
Employees Training Certificates	As long as the employee works for the company	Main Office
First Aid Records	3 years (OHS requirement)	Main Office
Hazard Assessments	As long as the work covered by the hazard assessment is being done (COR requirement)	Main Office
Hazard Reports	3 years (COR requirement)	Main Office
Investigation Reports	2 years (OHS requirement)	Main Office
Inspection Reports	3 years (COR requirement)	Main Office
Maintenance Records	3 years (COR requirement)	Main Office
Manufacturer and Engineering Specifications	As long as equipment is in service	Main Office
Minutes of H&S Meetings	2 years (OHS requirement)	Main Office
Noise Exposure Assessments	As long as the employer operates in Alberta (OHS requirement)	Main Office
Orders Issued by OHS	Until the conditions specified in the order are met (OHS requirement)	Main Office
Orientation Forms	3 years (COR requirement)	Main Office