SAFTEY MANUAL

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FORWARD

This Health and Safety Manual has been developed by Calibre Metal Building Erectors for reference and adherence to by employees, suppliers and associates.

This document does not address all situations on all of our job sites. It is intended as a reference and as a resource to provide the framework for our Health and Safety Program.

This is a dynamic document which will continue to evolve as legislation, policies and procedures change.

This resource is not intended to be legal advice nor is it a definitive guide to the legislation. In case of inconsistency between this resource and the Occupational Health and Safety Legislation or any other legislation, the legislation will always prevail.

All employees should be familiar with applicable Occupational Health and Safety Act, Regulation and Code both of which are available at our work site for reference and convenience.

It is the reader's responsibility to ensure he/she contacts his/her Manager to gain the necessary information or clarification if any part of this Health and Safety Manual is not fully understood.

HEALTH SAFTEY AND WELLNESS POLICY

Calibre Metal Building Erectors considers the personal health, safety and wellness to be of prime importance for employees, clients, suppliers and the general public. Our company is committed to the implementation and maintenance of its own comprehensive Health, Safety and Wellness Program, which provides a healthy, safe and injury free environment.

In fulfilling this commitment to protect both people and property, management requires that all employees provide and maintain a safe and healthy work environment in accordance with industry standards and in compliance with all legislative requirements. In addition, it is required that all employees strive to eliminate any foreseeable hazards which may result in personal injury, illness, accidents and property damage.

The main objective of our Health, Safety and Wellness program is to keep the number of injuries and damages to an absolute minimum. It is our goal to reduce accidents, injuries and illnesses by finding and eliminating hazards in the work environment, educating employees on safe work practices and procedures and enabling all employees to understand their responsibilities for health and safety. By working together, in all elements of this program we will achieve this goal.

SAFETY IS EVERYONE'S RESPONSIBILITY

The safety information in this policy and the health, safety and wellness manual complies with the Occupational Health and Safety Act, Regulation and Code

Clinton Benn

The safety information in this manual does not take precedence over Occupational Health & Safety Legislation. All employees should be familiar with applicable Occupational Health & Safety Act and Regulations both of which are available at your work site for your reference and convenience.

ASSIGNMENT OF RESPONSIBILITIES AND ACCOUNTABILITY FOR SAFETY

For the health, safety and wellness program to achieve its desired results, everyone in the company must be aware of their responsibilities. All employees throughout the company have a responsibility to comply with company policies, procedures, governing authorities and legislation. Responsibilities of positions are listed below and include, but are not limited to the following:

Management will:

- Set an example and provide leadership in the Health, Safety and Wellness Program,
- Ensure compliance with rules and regulations as required by law,
- Ensure all established safety policies are administered and enforced in accordance with the safety program and current health and safety legislation,
- Provide information, instructions and assistance to employees in order to protect their health and safety,
- Hold employees accountable for their individual safety performance,
- Provide ongoing health and safety training as required by legislation and industry standards,
- Provide employees with proper, well maintained tools and equipment as well as personal protective equipment,
- Ensure that unsafe conditions are corrected by having regular inspections of all areas within the work site,
- Ensure that all accidents and incidents are properly investigated.

Supervisor will:

- Set an example and promote Health and Safety awareness,
- Ensure compliance with rules and regulations as required by law and company's safety policies and procedures,
- Ensure that all employees are educated to work in a safe manner and that they use all protective devices and procedures required by the company and by legislation,
- Perform regular inspections of the workplace to ensure a safe and healthy environment,
- Perform ongoing review of safe work practices and procedures with employees,
- Ensure proper maintenance of equipment,
- Report all accidents immediately and assist in accident and incident investigation,
- Arrange for medical treatment when required, in the case of injury or illness, including transportation to a doctor or hospital when necessary.

Employees will:

- Set an example and promote Health and Safety awareness,
- Comply with rules and regulations as stipulated in the safety program and those required by law,
- Promote safety and cooperation with other employees and management by being involved in all aspects of the Health, Safety & Wellness Program,
- Wear and maintain appropriate personal protective equipment and clothing,
- Use safe work practices and procedures and assist in the development of new ones,
- Report unsafe, unhealthy conditions or acts to their supervisor/manager immediately,
- Report any near miss, injury, accident and equipment damage to their supervisor/manager immediately and complete the required reports,
- Take every reasonable precaution to protect the safety of themselves, other workers in their area and the general public.

Contractors, Suppliers and Visitors will:

- Report to their contact person immediately upon arrival at the work site,

- Cooperate with Calibre Metal Building Erectors representative in all areas of the Health, Safety and Wellness Program,
- Comply with all safe work practices and procedures while at the work site.

GENERAL RULES

1. All employees, contractors, suppliers and visitors shall comply with all requirements of Occupational Health and Safety legislation and our company's policies and procedures.
2. All work shall be carried out in accordance with appropriate safe work practices and procedures.
3. All incidents that result in or could have ("near misses") resulted in damage or injuries are to be reported to the manager immediately.
4. First aid treatment is to be obtained promptly for any injury.
5. All injuries and accidents, including "near miss" incidents, are to be investigated by the manager as soon as possible.
6. Required Personal Protective Equipment is to be worn at all times on all job sites.
7. All employees are responsible for keeping their work areas neat, clean and orderly to avoid any additional hazards. Good housekeeping practices are critical to a safe working environment.
8. Only those tools that are in good repair with all guards and safety devices in place shall be used.
9. All federal, provincial and construction site traffic regulations must be obeyed while operating company's equipment and vehicles. Employees are expected to drive defensively and use their common sense.
10. Possession, sale or consumption of alcohol or illegal drugs on any worksite is **prohibited.**
11. Possession of firearms on any worksite is **prohibited.**
12. Fighting, horseplay, practical jokes is **prohibited.**
13. Theft or vandalism is **prohibited.**
14. Company documents and verbal information are considered private will not be distributed or discussed with anyone other than employees of Calibre Metal Building Erectors
15. It is our policy that management and all employees adhere to these General Rules. Violation of these rules may result in disciplinary action being taken up to and including termination of employment.

ENFORCEMENT POLICY

All staff is expected to comply with all health and safety rules as well as all of Alberta's Occupational Health and Safety Regulations. Manager and Supervisor are expected to set an example and enforce the rules. Violations that jeopardize one's safety or that of any employee must be reported immediately. Manager is to ensure that all violations are dealt with fairness, promptness and consistency. Warnings will be issued in situations where an employee is not complying with company's rules and policies and/or required legislation.

First Offence: verbal warning and discussion about the violation.

Second Offence: written warning on employee file.

Third Offence: full performance review of the employee and suspension with or without pay.

Fourth Offence: termination of employment.

When deciding on the level of progressive discipline needed to be taken, one of several courses of action may be considered. Depending on the nature and severity of the problem and its history, the level of progressive discipline applied to an employee may not commence at the first step. The nature and severity may justify any of the steps in progressive discipline. As well, the steps do not necessarily have to follow in a linear fashion. Provided the action was justifiable, a written reprimand may be followed by outright dismissal for cause. The following factors should be considered in determining the appropriate level of progressive discipline:

A. seriousness of the offence
B. violation of the Criminal Code of Canada or other protective legislation
C. effect or potential effect of the offence
D. prior warnings and discipline
E. employee prior record
F. provocation

THE SAFETY INFORMATION IN THIS MANUAL DOES NOT TAKE PRECEDENCE OVER OCCUPATIONAL HEALTH & SAFETY LEGISLATION. ALL EMPLOYEES SHOULD BE FAMILIAR WITH APPLICABLE OCCUPATIONAL HEALTH & SAFETY ACT AND REGULATIONS BOTH OF WHICH ARE AVAILABLE AT YOUR WORK SITE FOR YOUR REFERENCE AND CONVENIENCE.

WORKPLACE VIOLENCE POLICY

Calibre Metal Building Erectors is committed to preventing all forms of bullying harassment and violence. This policy applies to workers, supervisors, management, contractors, suppliers and clients.

Violations of respect in any of the forms previously stated will not be tolerated and violations will be dealt with as expeditiously as possible. Each reported case will be investigated and if substantiated will be dealt with under the health and safety enforcement policy with the further option of outside counselling or education if required. Investigations will be treated with as much confidentiality as can practically be afforded.

All individuals are encouraged to report and seek resolution of the incident.

There shall be no adverse job consequences to any individual for reporting violence issues unless investigation determines that there was a fabrication of the facts. There shall be no retaliation from co-workers directed at an individual for making a complaint. Retaliation shall be treated as a form of workplace violence/harassment.

The safety information in this manual does not take precedence over Occupational Health & Safety Legislation. All employees should be familiar with applicable Occupational Health & Safety Act and Regulations both of which are available at your work site for your reference and convenience.

EMPLOYEE WARNING REPORT

Employee's Name _____
Date of Warning _____

Type of Violation:
[ ] Attendance
[ ] Safety
[ ] Carelessness
[ ] Tardiness
[ ] Disobedience
[ ] Work Quality
[ ] Other _____

This is:
[ ] First Violation
[ ] Second Violation
[ ] Third Violation

Warning:
Violation Date _____ Violation Time _____ (am/pm)
Place Violation Occurred _____
Company
Statement:_____
_____
_____
_____
_____

Employee Statement:

Check proper box:

[ ] I agree with the Company's statement
[ ] I disagree with the Company's statement for the following reasons:
_____

I have entered my statement of the above matter.

Employee's signature _____
Date _____

Warning
Decision_____
_____

EMPLOYEE WARNING HISTORY

List All Previous Warnings Below:
(When Warned and By Whom)

Previous Warning: 1st Warning
Date: _____
Verbal:
_____

Previous Warning: 2nd Warning
Date: _____
Verbal:
_____
Written:
_____

Previous Warning: 3rd Warning
Date: _____
Verbal:
_____
Written: _____

I have read this "warning decision" and understand it.

_____
_
Employee's Signature Date

_____
_
Signature of person who prepared warning Date

_____
_
Supervisor's Signature Date

HAZARD IDENTIFICATION, ASSESSMENT AND CONTROL POLICY

Hazard Assessment is the most fundamental and important aspect of a Health, Safety and Wellness Program. Proper hazard identification, assessment and controls will provide employees with proper direction in the safe performance of their duties.

In this element all job tasks within the Calibre Metal Building Erectors will be listed and all hazards associated with those tasks identified and analyzed. Level of risk will be applied for each of those tasks and prioritized to determine which job task is the most critical. Once all job tasks have been risk rated and prioritized the appropriate controls will be identified to eliminate or minimize the risk.

The hazard analysis will be completed by the employees performing the tasks, with assistance from their manager and/or supervisor. If a Safe Work Practice or Safe Work Procedure needs to be written, it will include input from all employees.

The complete hazard analysis will be reviewed annually to ensure changes to the operation and new tasks are adequately assessed and updated. All employees are encouraged to participate in this process.

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Frequency of Exposure (F)	Potential Consequences (C)	Hazard Probability (P)
(4) *One or more times each day*	(4) **Catastrophic** *(serious injury/death or significant property damage)*	(4) **Will very likely occur** *(expected to happen)*
(3) *One or more times a week*	(3) **Critical** *(probability high for medical aid, time loss injury/illness, property damage)*	(3) **Could probably occur** *(better than 50% chance of happening)*
(2) *One or more times a month*	(2) **Marginal** *(first aid type injury, minor illness/property damage)*	(2) **Possibility of occurring** *(known to have happened, history)*
(1) *Less than once a month*	(1) **Negligible** *(injury/illness/property damage not likely to occur)*	(1) **Practically impossible to occur** *(one in a million, act of god)*

H stands for Health Hazard

S stands for Safety Hazard

Safe Work Practice Aerial Lifts

An **Aerial Work Platform** is a machine that raises a work platform into the air. This allows workers to stand on the Aerial Work Platform and reach places or equipment they cannot reach from the ground.

RATIONALE / OBJECTIVE

Hazard Assessment:

Potential consequence	Catastrophic (serious injury/death or significant property damage)	4
Hazard probability	Could probably occur (better than 50% chance of happening)	3
Frequency of exposure	One or more times a week	3
	PRIORITY TOTAL	**10**

Potential consequences:

- operators being ejected from the platform,
- operators being struck by a wide variety of objects including vehicles,
- Aerial Work Platforms being moved without warning,
- operators hands, limbs being pinched and/or crushed
  in the Scissor Lifts workers have fallen out the basket after over-reaching or standing on the guardrails and losing their balance,
- in the Straight Stick Booms counterweight hung over the rear of the machine have a high probability of crushing people and objects.

QUALIFICATIONS AND TRAINING

For an operator to be considered qualified to operate an Aerial Work Platform, the operator must meet four requirements:

- Successful completion of the specific Aerial Work Platform training. Proof of training is required
- Successful completion of an approved Fall Protection course. Proof of training is required
- Operator must be familiar with the equipment including the operator's manual, the 5 step process for inspection, operation and shutdown
- Operator must have experience operating the equipment (more than 5 minutes on site)

Refresher training is required every three years. For more information in regards to the training requirements please refer to the Element #5 Qualifications, Orientation and Training in your Health and Safety Manual.

REQUIRED MATERIALS AND SAFETY EQUIPMENT

Proper clothing should be worn as required and needed for your job

- Approved fall protection devices connected to specific points
- Hard hat
- Safety boots
- Safety glasses, goggles or face shield
- Heavy gloves
- Hearing protection
- Reflective (high vise) vest
- Wet weather gear
- Cold weather gear
- Respirator or filter mask

*** Avoid loose fitting clothing or jewelry such as necklaces which may become caught in moving machinery. In addition, remove any jewelry which may act as an electrical ground. If you have long hair, wear a hat or other means of completely covering or containing loose hair, to prevent it from getting caught in moving or rotating parts

PROCEDURE:

1. The aerial work platform may only be used in accordance with the manufacturer's operating instructions and safety rules as indicated in the owner's / operator's manual
2. Prior to using an aerial work platform on each work shift, the equipment must be visually inspected by the operator for any defects or damage that might affect the safe operation of the equipment *(please refer to the Aerial Work Platform Inspection Form)*
3. The area where the aerial work platform is to be operated, including paths upon which they will be moved to and from the work site, must also be inspected prior to using the platform. Look for:
    - Gravel/soil conditions that provide poor traction,
    - Loose soil over firm clay or rock base, which may slip under weight
    - Wet slippery hard packed clay
    - Small water holes that may cause tipping
    - Soft spots such as mud and backfill

- Trees and fallen branches
- Hidden or obscured objects
- Asses the weather conditions: wind, rain, snow, lightning

4. Extreme caution must be exercised around high voltage overhead power lines. If power lines are near your work area, have your manager/designate contact the utility company to either request service be cut off or have the lines removed if you will be working in the area for an extended period of time. If power is to be shut down for a short period of time, pre-plan and have ready all materials that are to be delivered while the power is off.

Always assume electrical power sources and overhead lines are energized, assume the worst can happen and be prepared.

5. All potentially unsafe conditions identified in either the visual inspection, equipment check, or area inspection must be corrected prior to using the aerial work platform
6. Review site specific traffic rules with site supervisor or manager and others with whom you will be working. Note requirements for sounding your horn where your view may be obstructed and any flags and markings used to regulate traffic at a work site. Ensure that you are thoroughly familiar with traffic and hand signals used on the job site. Review hand signals with a person on the ground that may have to assist you while you are loading or unloading the load
7. Refuel tanks only when the unit is turned off.
8. Always stay seated and wear your seatbelt, remember to drive only as fast as conditions allow
9. Visual awareness should be given the highest priority whenever operating the equipment. Not only must you have the best possible visibility from the machine, but it is important that others see you.
10. Each Aerial Work Platform must be inspected, maintained, repaired and kept in proper working condition in accordance with the manufacturer's operating or maintenance and repair manual

SAFETY PRECAUTIONS:

- Be aware of the location of your first aid kits, eye wash stations and the identity of the trained first-aiders at your site
- Be aware of your surroundings

- Use proper back care at all times

Safe work Practices Driving

Driving is a common source of workplace injury but can be overlooked due to the frequency that it is done

RATIONALE / OBJECTIVE

Hazard Assessment:

Potential consequence		4
Hazard probability		4
Frequency of exposure		4
	PRIORITY TOTAL	**12**

REQUIRED MATERIALS AND SAFETY EQUIPMENT

- Prescribed eyewear
- Seatbelt, when driving
- Communication device

PROCEDURE:

1. Tell co-workers when and where you are going
2. Before starting a vehicle adjust your seat, mirrors, etc.
3. Plan your route and allow sufficient time to reach your location
4. Change your route occasionally
5. Carry a communication device
6. Be aware of climate conditions, weather and road
7. Ensure vehicle is in good working condition, be prepared for breakdown (it is recommended to have emergency kit including clothes in a car)
8. Have roadside assistance (if possible)

SAFETY PRECAUTIONS:

- Tell co-workers of your appointments
- Wear seatbelt and make sure all passengers do the same
- **Don't talk on the phone while driving**
- Obey all traffic laws, drive defensively
- Allow proper distance between vehicles when driving
- Be alert, anticipate road conditions and the actions of other drivers

- Don’t drive if you are sleepy or drowsy and be aware of your surroundings
- Don’t exceed the legal speed limit
- Never consume alcohol before or while driving
- When backing up get help if your vision is obscured
- Use proper back care at all times
- Use **working alone** procedures if applicable
- Report any injury and “close calls” to your supervisor and/or manager

Safe Work Practices Handling oil and gas

RATIONALE / OBJECTIVE
Hazard Assessment:

Potential consequence		2
Hazard probability		2
Frequency of exposure		3
	PRIORITY TOTAL	**7**

REQUIRED MATERIALS AND SAFETY EQUIPMENT

- Communication device
- Safety glasses
- Work gloves
- Safety boots
- CSA approved gas can
- Cleaning rags and/or paper towels

PROCEDURE:

1. Put on appropriate Personal Protective Equipment (PPE)
2. Turn off equipment before refuelling
3. Clean up any spills immediately
4. **DO NOT SMOKE NEAR THE WORK AREA**

SAFETY PRECAUTIONS:

- Use proper back care at all times
- Use proper lifting techniques
- Be aware of your surroundings
- Use working alone procedures if applicable
- Avoid reaching and twisting movements and actions
- Wear shoes with a good non – slip grip
- Be aware of the location of your first aid kits, eye wash stations and the identity of the trained first-aiders at your site
- Report any injury and “close calls” to your supervisor and/or manager

Safe Work Practices Handling and lifting

RATIONALE / OBJECTIVE

Hazard Assessment:

Potential consequence		1
Hazard probability		2
Frequency of exposure		4
	PRIORITY TOTAL	**7**

REQUIRED MATERIALS AND SAFETY EQUIPMENT

- Pushcart and/or trolley and/or pullcart
- Mechanical equipment, if available

PROCEDURE:

1. **Plan the move**
   - Size up the load and ensure your path is clear
   - Keep the load close to your body
   - Lift smoothly in one movement, using your thigh and leg muscle, not your back
   - Do not lift alone if the object is heavy or awkward. Get help
   - Use a dolly or pushcart to transport

2. **Use Principles of Lifting**
   - Position feet shoulder-length apart with the load between them
   - Get a firm grip on the load
   - Keep arms and elbows close to your sides
   - Bend your knees and hips keeping your back straight

3. **Safe carrying**
   - Keep a good grip on the load
   - Keep the load close to your body
   - Keep loads at a reasonable height so you can see where you're going
   - Pivot with your feet, not your back, when carrying loads

4. **Safe lowering and placing - smoothly and slowly**
    - Use the lifting principles, but in reverse
    - To lower a load onto a shelf, put it on the edge of the shelf, and push it into place
    - Push, rather than pull
    - Pull, rather than carry

SAFETY PRECAUTIONS:

- Use proper back care at all times
- Be aware of your surroundings
- Ensure your route is clear
- Take frequent short breaks to stretch
- Avoid reaching and twisting movements and actions
- Check for balance of load, ask for help if the load is uneven, or too heavy (eg. cart, co-worker, etc.)
- Be aware of the location of your first aid kits, eye wash stations and the identity of the trained first-aiders at your site
- Report any injury and “close calls” to your supervisor and/or manager
- Report any signs of wear or damage to any of the components to your supervisor and/or manager

Safe Work Practices Using Power Tools

RATIONALE / OBJECTIVE

Hazard Assessment:

Potential consequence		2
Hazard probability		2
Frequency of exposure		4
	PRIORITY TOTAL	**8**

REQUIRED MATERIALS AND SAFETY EQUIPMENT

- Hearing protection (if required)
- Safety glasses (if required)
- Proper footwear
- Gloves
- Dust mask (if required)
- Communication device

PROCEDURE:

5. Put on appropriate Personal Protective Equipment (PPE)
6. Carry communication device
7. Review operating manual before using it for the first time
8. **DO NOT OPERATE THE EQUIPMENT UNLESS YOU HAVE BEEN PROVIDED PROPER TRAINING**
9. Check equipment to make sure it is in good working order
10. If the equipment is not working properly, do not use it
11. Fill a work order promptly and place an “Out of Order” sign on the equipment
12. If equipment is working check all guards before using it
13. Use all required safety guards
14. Avoid using the power tools around water
15. Unplug tools when not in use and store it in the designated area

SAFETY PRECAUTIONS:

- Use proper back care at all times
- Use proper lifting techniques
- Be aware of your surroundings
- Avoid twisting and reaching movements and actions
- Use working alone procedures if applicable
- Wear shoes with a good non – slip grip
- Be aware of the location of your first aid kits, eye wash stations and the identity of the trained first-aiders at your site
- Report any injury and “close calls” to your supervisor and/or manager
- Report any signs of wear or damage to any of the components to your supervisor and/or manager

Safe Work Practices Repetitive Tasks

RATIONALE / OBJECTIVE
Hazard Assessment:

Potential consequence		1
Hazard probability		1
Frequency of exposure		4
	PRIORITY TOTAL	**6**

REPETITIVE STRAIN INJURIES are disabling condition of the soft tissues and joints of the body, most often affecting the upper limbs and the neck. Repetitive movements can affect muscles, tendons, ligaments, bones, joints and bursa. RSI's cause pain, tenderness, redness, swelling, weakness and possibly limited movement in the affected area.

RSI type of injuries are most often associated with jobs that:

1. *require long periods of repetitive movement;*
2. *require long periods of holding the body in a fixed position.*

Combine the above with jobs that require the use of vibrating tools or equipment, jobs that put excessive pressure on isolated areas of the hand or fingers and the chances of developing an RSI are increased.

There are a variety of RSI injuries, some examples are:

- Tendinitis
- Epicondylitis
- DeQuervain's disease
- Trigger finger
- White finger

Carpal Tunnel Syndrome (CTS) is one of the more common repetitive strain injuries. Follow is a brief description of this type of injury:

A nerve problem caused by too much pressure being put on the median nerve that runs through the wrist. When the nerve is compressed at the point it passes through the narrow tunnel of the ligament and bone at your wrist, it causes pain and numbness. A pins and needles sensation may occur as well as burning and pain in your fingers. Advanced stages of this condition could result in difficulty in grasping and holding objects.

PROCEDURE:

There are many conditions that can put pressure on the nerve in the wrist. **Operating hand drills, paint guns, keyboard work, assembly and many other tasks can all contribute to a CTS type of discomfort.** Performing these jobs in cold weather and working in awkward positions can also contribute to the problem. The following are tips on how to reduce the chances of developing carpal tunnel syndrome (CTS).

- Try to keep your wrist in a more neutral or comfortable position. Do conditioning exercises to strengthen your hands and wrists.
- Avoid overloading small muscle groups. **Rotate tasks** when possible, this will give you breaks in your routine.
- Use the right tool for the job. Using the wrong tool and bending writs awkwardly may cause problems.
- Work at properly designed work stations.
- When working a lot with **computers** consider the following:

The best combination of equipment, furniture and posture to suit your comfort and efficiency:

1. Your chair should be selected on the advice of an expert that understands your needs and habits, etc. This may sound excessive but the right chair will make all the difference in your comfort.
2. **Your monitor shouldn't be too high or low.** You should be looking slightly down towards the middle of the screen.

POSTURE:

- Consider what posture will be **comfortable for you** as you perform this **repetitive** task.
- Sit so your thighs are slightly angled down, forearms and hands are parallel with the floor.
- Your fingers, wrists, arms and back are in comfortable and relaxed positions.
- Your feet are flat on the floor or on a foot rest.
- Try a wrist rest. The extra lift is designed to keep your wrist and fingers more comfortable.
- Try wrist supports. Again these may help keep your wrists in their natural position.

- Try an ergonomic keyboard. Another way of getting your hands and writs in a more natural position.

- Keep your mouse at the **same height as your keyboard.** Keep it close so you don't have to reach.

- Take periodic breaks. Move around, stretch and exercise to increase circulation and ease the tension.

- **Consult a doctor, ergonomic specialist or computer expert** for advice on posture and workplace ergonomics.

SAFETY PRECAUTIONS:

- Use proper back care at all times
- Avoid reaching and twisting movements and actions
- Be aware of your surroundings
- Be aware of the location of your first aid kits, eye wash stations and the identity of the trained first-aiders at your site
- Report any injury and "close calls" to your supervisor and/or manager

Safe Work Practice Cladding Install

Cladding is a large portion of the work done by Calibre Metal Building Erectors so doing this portion of the job safely can lead to a safer work environment.

RATIONALE / OBJECTIVE

Hazard Assessment:

Potential consequence	Catastrophic (serious injury/death or significant property damage)	1
Hazard probability	Could probably occur (better than 50% chance of happening)	2
Frequency of exposure	One or more times a week	3
	PRIORITY TOTAL	**6**

Potential consequences:

- Hazards associated with elevated work platforms
- Sharp edges on steel have potential to cut
- While sheets are being hoisted there is potential for being dropped on a worker
- Tools being used in man lift can fall on lower workers
- Wind can cause sheet to move unpredictably

QUALIFICATIONS AND TRAINING

- Certified Fall Protection Training
- Certified Elevated Work Platform Training
- Lead hand experienced in work

REQUIRED MATERIALS AND SAFETY EQUIPMENT

Proper clothing should be worn as required and needed for your job

- Approved fall protection devices connected to specific points
- Hard hat
- Safety boots
- Safety glasses, goggles or face shield
- Heavy gloves
- Reflective (high vise) vest
- Knee pads

Tools

- Drills (screw gun)
- Rope with C-clamp
- Man lift
- Shears
- Tin snips
- Grinder

PROCEDURE:

1. Sheets are pre-drilled at pre-determined girt locations while still in stacks.
2. One or two workers are positioned in the man lift at the top of the sheet while two workers are positioned at the bottom of the sheet.
3. Insulation is secured to eave strut with two sided tape and tabbed screws, only getting a couple feet ahead at a time with the insulation so as not to have a large amount of unsecured insulation in the case of the wind coming up.
4. The sheet is carried horizontally with sheet in the strong axis to avoid damage to the sheet
5. Sheet is secured to rope with C- clamp and pulled up wall by worker in man lift. Caution is used to lift softly to avoid injury or damage to sheet while lifting into position, workers below should avoid standing directly under sheet being hoisted
6. Once sheet is positioned over cladding and in proper location sheet is secured with screws.
7. Any cutting on the sheet done with grinder caution is to be exercised with a face shield and protective eyewear.

SAFETY PRECAUTIONS:

- Be aware of the location of your first aid kits, eye wash stations and the identity of the trained first-aiders at your site
- Be aware of your surroundings
- Use proper back care at all times
- Weather conditions can change rapidly so never install more material than what can be secured in case of wind

Safe Work Practice SSR Roof Insulation and Sheeting

Working at heights has always been a hazard while roofing, not only are workers at heights they are installing the surface they must stand on so extra equipment, and planning must be used.

RATIONALE / OBJECTIVE
Hazard Assessment:

Potential consequence	Catastrophic (serious injury/death or significant property damage)	4
Hazard probability	Could probably occur (better than 50% chance of happening)	2
Frequency of exposure	One or more times a week	3
	PRIORITY TOTAL	**9**

Potential consequences:

- Worker falling from heights
- Items falling from roof to area below
- Slipping on surface of roof
- Man lift associate hazards
- Panel collapsing or denting

QUALIFICATIONS AND TRAINING

- Certified Fall protection Traning
- Certified Elevated work Platform Training
- Experienced in installing roof systems

REQUIRED MATERIALS AND SAFETY EQUIPMENT

Proper clothing should be worn as required and needed for your job

- Approved fall protection devices connected to specific points
- Hard hat
- Safety boots
- Safety glasses, goggles or face shield
- Heavy gloves
- Knee Pads

TOOLS

- Roof Seamer Tool
- Screw guns
- Generator
- Grinder
-

PROCEDURE:

1. Roof Sheet bundles are place on the roof (purlins) sheets are placed in staggered locations that allow for efficient and safe installation.
2. Roof sheets are installed left to right, the first sheet is installed from scissor, or man lift until there is a safe working surface on the roof.
3. Once first sheets have been secured a retractable lanyard system can be attached to the roof to allow workers to work on the roof at the leading edge.
4. To install the rest of the roof one worker is to be at each end of the roof sheet with one or two workers in the middle of the sheet, the worker at the eave will be in a man basket and tied off, the worker at the ridge is tied off at all times with retractable cable that is attached to seamed portion of constructed roof. Much of the work is done from a kneeling position so knee pads are to be used
5. Insulation rolls are rolled out on constructed roof from the ridge to the eave then moved out onto purlins for next sheet to be placed on top, while doing this worker must be cautious to not lean out over roof edge. At this time tap tabs are released, adhering the vapor barrier on the two insulation rolls.
6. The saddles for the retractable cables are to be progressed along with completion of the roof, the saddles are attached to seamed portions of the roof only. More than one saddle is not to be attached to the same set of roof sheets. The cables are never to have more cable out than the eave height of the building plus the distance of the saddle to the roof edge.
7. Workers who are not tied off are required to stay a 4 meters from roofs edge. If a worker must work within the 4 m a control zone as per OH&R G11.2(5)-1, Or use fall protection.
8. Unsecured panels can shift unexpectedly casing workers to lose footing so caution is to be used to ensure workers a aware of the differences in surfaces.
9. Rain or snow can quickly turn a sloped roof into a hazardous work environment, the foreman must monitor current weather conditions, and re asses work hazards if conditions change.

SAFETY PRECAUTIONS:

- Having rubber sole boots is recommended by roofing sheet manufacturer.
- Using man lifts as much as possible ensures safe working platform for workers.

Safe Work Practice Erecting Primary and Secondary Structure

Erecting the structure of the Pre-engineered Building generates some of the most concerning hazards associated with the scope of work of Calibre Metal Building Erectors. Extra planning and caution is required to allow for safe completion of this part of the project.
RATIONALE / OBJECTIVE
Hazard Assessment:

Potential consequence	Catastrophic (serious injury/death or significant property damage)	4
Hazard probability	Could probably occur (better than 50% chance of happening)	2
Frequency of exposure	One or more times a week	2
	PRIORITY TOTAL	**8**

Potential consequences:

- Structure becoming unstable, potentially falling damaging property or injuring workers.
- Pinch points while assembling steel
- Dangers associated with several pieces of equipment working closely

QUALIFICATIONS AND TRAINING

For a worker to be participating in erecting structural steel the following qualifications must be met.

- Certified Fall Arrest Training
- Certified Elevated Work Platform Training
- Certified Rough Terrain Forklift Training
- Enrolled, journeyman, or in processes of being enrolled in Ironworker Trade Program.
- All lifting components being certified and up to date
- Each worker is to be educated by the foreman, of the dangers and sequence of events before and during erecting steel.

REQUIRED MATERIALS AND SAFETY EQUIPMENT

Proper clothing should be worn as required and needed for your job

- Approved fall protection devices connected to specific points
- Hard hat
- Safety boots
- Safety glasses, goggles or face shield
- Heavy gloves
- Hearing protection (for impacting)
- Reflective (high vise) vest

*** Avoid loose fitting clothing or jewelry such as necklaces which may become caught in moving machinery. In addition, remove any jewelry which may act as an electrical ground. If you have long hair, wear a hat or other means of completely covering or containing loose hair, to prevent it from getting caught in moving or rotating parts

Required Tools

- Beam Clamps
- Temporary Cable Bracing (turffers)
- Spreader Bar
- Shackles
- Tag Line
- Corded impact Gun
- Wrenches
- Spud wrenches
- Drift Pin
- Hammer
- C- clamps
- Boom Lift
- Crane or Telehandler

PROCEDURE:

1. Materiel is to be laid out on site with efficiency and safety in mind.

2. At least 3 qualified workers will be used to erect primary steel. A telehandler or crane will be used as elevating equipment to raise each structural piece. Workers will use man lifts to put themselves in a safe position to bolt components together.
3. Building erection starts in braced bay to allow the “in construction” building to be as stable as possible.
4. First installing columns, is done by elevating column into vertical position, column must be stabilized so as not to be swinging freely, pinch points and worker/equipment positioning is key at this point. Column is lowered onto anchor bolt cluster washers and bolts securer column to anchor bolts. Once bolts are torqued, a man lift may be used to detach elevating device from column.
5. The next column in the braced bay is to be installed in the same manner, once the second column is standing an eave strut is installed and temporary cable bracing is to be installed in the location of the future rod bracing.
6. Repeat on opposite sidewall of braced bay.
7. Rafters are to be bolted together on ground and torque to spec, hearing protection is to be used at all times while using torque gun. Using a spreader bar may be required to attach to rafter in stable manner for elevating.
8. Rafter is bolted to columns in braced bay at this time a tag line is to be used to provide control of swing on elevated member. While moving into position the elevated rafter at no time will be directly above workers or equipment.
9. While connecting rafter to column pinch points will be a major concern for worker doing connecting, never place hands between two structural components.
10. Once single rafter is bolted to column this configuration is quite unstable before releasing from elevating equipment temporary cable bracing is to be installed perpendicular to rafter in both directions and attached to suitable anchor locations this cable bracing will remain until permanent building bracing is installed.
11. The second rafter in the braced bay is the installed in a similar fashion, before detaching from elevating equipment install 60% purlins from rafter braced with temporary cable braces to newly installed rafter.
12. Install all rod bracing in braced bay replacing temporary cable bracing, Temporary cable bracing that is perpendicular to rafters remains until building structure is complete.
13. Continue erecting remaining bays using purlins to brace new column rafter assemblies to original braced bay not removing elevating equipment until purlins have been secured.
14. Girts are install with forklift lifting pieces into place and workers securing to designated locations.

SAFETY PRECAUTIONS:

- Planning ahead for positioning of materials, equipment and workers so as to never cause a situation that compromises safety.

- Weather conditions can arise very quickly that could destabilize a partially erected building so care is taken to never have building in a position that bracing is not secured.
- Constant visual contact and clear communication is required at all times.

PREVENTATIVE MAINTENANCE POLICY

Calibre Metal Building Erectors has made a commitment to ensure that all tools and equipment are properly maintained so as to reduce the risk of injury and/or property damage.

Scheduled maintenance requirements for equipment are to be adhered to and any additional concerns are to be brought to the attention of the supervisor and/or manager immediately.

All employees are responsible for checking their tools and equipment regularly. Any tool or piece of equipment found to be defective will be taken out of service. This means the tool and/or equipment will either be discarded or tagged as defective and sent for repair. It is the responsibility of the employee assigned the tool and equipment to ensure these procedures are followed.

It is the policy of the organization to purchase tools and equipment in accordance with CSA, provincial and industrial standards.

The safety information in this manual does not take precedence over Occupational Health & Safety Legislation. All employees should be familiar with applicable Occupational Health & Safety Act and Regulations both of which are available at your work site for your reference and convenience.

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Clinton Benn Date

PERSONAL PROTECTIVE EQUIPMENT POLICY

Policy

Calibre Metal Building Erectors is committed to providing an injury free workplace, will make available or supply Personal Protective Equipment when and as required. Prior to using PPE, a Hazard Assessment of the work procedure should be conducted to ensure that the use of PPE does not replace other controls, but rather be used as a supplement to other controls whenever possible.

Purpose

Personal Protective Equipment (PPE) is the last means of protecting employees from injury. PPE should only be employed when administrative and engineering controls are ineffective or insufficient. Ensuring that all jobs are well planned, that employees are properly trained, and that all safe work practices are followed should minimize hazards. PPE then provides an additional degree of protection from injury.

Responsibility

Manager and/or supervisor is to ensure that appropriate and reasonable PPE is made available in accordance with guidelines established in Hazard Assessment. Once PPE is assigned to employees, it becomes the responsibility of the employee to comply with manufacturer's instructions as to usage and maintenance. Basic PPE should worn at all times on site, specialized PPE is to be worn as required in OHS manual.

Basic personal protective equipment

- hard hats
- safety footwear
- long pants and shirts
- safety eyewear

Specialized personal equipment

- Hearing Protection
- Fall Protection
- Gloves

All personal protective equipment will be kept in good condition and maintained according to the manufacturers specifications. Personal protective equipment used must conform to CSA and/or ANSI standards.

Clinton Benn Date

PPE Maintenance Schedule

Equipment	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
Harnesses	A	A	A	A	A	A	A	A	A	A	A	B
Lanyards	A	A	A	A	A	A	A	A	A	A	A	B
Helmets	A	A	A	A	A	B	A	A	A	A	A	A
Safety Boots	A	A	A	A	A	A	A	A	A	A	A	B
Roof Saddles, Retractable, Cable lanyard As a Kit	A	A	A	A	A	B	A	A	A	A	A	A

A. Daily Visual inspection remove from duty if defect found
B. Check to ensure up to date as per manufacture guidelines

TRAINING POLICY

Education and training are a vital component of accident prevention, legislation and our safety program – we will do all that is reasonably practicable to ensure all employees are competent for the task assigned. All training will be recorded and kept on file for future reference and organization of refresher training.

EMPLOYEES must participate and apply the training received.

DO NOT attempt a job that you are not competent with or cannot do safely

ASK YOUR SUPERVISOR

At minimum, all employees will receive, and participate fully, in:

- Weekly morning safety meetings
- Safety orientations for newly-hired personnel;
- Job-specific training;
- Safety training for supervisors and management;
- Task and trade-specific training and certification;
- Specialized safety and related training; and
- Refresher and update training.

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

The safety information in this manual does not take precedence over Occupational Health & Safety Legislation. All employees should be familiar with applicable Occupational Health & Safety Act and Regulations both of which are available at your work site for your reference and convenience.

Clinton Benn Date

INSPECTION POLICY

Purpose

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

Calibre Metal Building Erectors will maintain a comprehensive program of safety inspections at all job sites.

- **Informal Inspection** (ongoing) shall be conducted at least once (1) at each job site.
- **Formal Inspection** (planned) shall be conducted at least twice (2) in a calendar year.
- **Special Inspection** shall be conducted after a malfunction, incident or after a new procedure or equipment is introduced.

Any safety deficiencies noted or observed shall be corrected or dealt with promptly, not only during inspections, but in between as well.

Responsibility

Informal Inspection (ongoing) – the supervisor shall conduct informal inspection

Formal Inspection (planned) – the president shall conduct formal inspection with a supervisor and at least one other employee

Special Inspection – the president shall conduct special inspection with the supervisor
All inspection reports should be signed off by the president and be made available to all employees.

The safety information in this manual does not take precedence over Occupational Health & Safety Legislation. All employees should be familiar with applicable Occupational Health & Safety Act and Regulations both of which are available at your work site for your reference and convenience.

Clinton Benn Date

INCIDENT INVESTIGATION POLICY

Incident investigations are an integral component of (my) our company safety program and shall be conducted to determine the cause of an incident in order to implement corrective action to prevent future occurrences.

Depending on the severity of the incident, a detailed investigation by the owner/manager will be promptly completed. The completed investigation will be reviewed and proper correction (s) made.

The following types of incidents shall be fully investigated:

- Personal injury requiring Medical aid
- Incidents that cause property damage or interrupt operations with potential loss
- Incidents that could have resulted in an serious accident (near miss)

By regulation, all serious personal injuries; collapse of structure or explosion must be immediately reported to OH & S Workplace Health and Safety.

All incidents and the corrective action shall be discussed with the all parties involved as soon as practicable.

The safety information in this manual does not take precedence over Occupational Health & Safety Legislation. All employees should be familiar with applicable Occupational Health & Safety Act and Regulations both of which are available at your work site for your reference and convenience.

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Clinton Benn Date

CONTRACTING SERVICES POLICY

Calibre Metal Building Erectors strives for a strong mutual business relationship with many General contractors and sub-contractors. And with this relationship comes the equally important job of making sure all workers on site remain safe through communication and proper PPE.

When working on a site for a general contractor an orientation must be performed to familiarize the workers with the specific safety concerns of the site. The orientation should also point out first aid, eyewash stations and muster points.

When a subcontractor is on site for Calibre Metal Building Erectors the general contractor's site orientation should be performed first. Then sub-contractor should participate in field level hazard assessment with work to ensure that all workers are aware of all potential hazards.

An open line of communication should be kept open by all parties on job site through verbal communication, through e-mail, and by the posting of safety documentation.

The safety information in this manual does not take precedence over Occupational Health & Safety Legislation. All employees should be familiar with applicable Occupational Health & Safety Act and Regulations both of which are available at your work site for your reference and convenience.

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Clinton Benn Date

EMERGENCY PREPAREDNESS POLICY

It is the policy of the Calibre Metal Building Erectors to reasonably protect the safety of all employees, customers and visitors. To make sure possible damage is held under control by assuring that all employees are properly trained to respond and act accordingly in all emergency situations. The company will supply and maintain the necessary emergency equipment and supplies to facilitate emergency situations.

Purpose

- To assure proficient response and action in emergency situations.
- To prevent personal injury and property damage in emergency situations.
- To provide uninterrupted services to internal and external customers.
- To assure preventive measures are in place.

Responsibility

Manager and/or supervisor are responsible for assuring that proper evacuation and emergency response procedures are in place at working site, and that each employee is made aware and understand the procedures. Manager and/or supervisor must assure that proper emergency supplies and equipment are available at the sites and in good repair. Employees are responsible for knowing the whereabouts of emergency equipment such as fire extinguishers and first aid supplies.

The safety information in this manual does not take precedence over Occupational Health & Safety Legislation. All employees should be familiar with applicable Occupational Health & Safety Act and Regulations both of which are available at your work site for your reference and convenience.

Clinton Benn Date

All workers should be familiar with the emergency/rescue procedures for their particular work site.

Regardless of the type of emergency, for the personal safety of all involved:

- Stay calm regardless of the emergency - take a breath, "*think before you act"*
- Consider surrounding conditions or forces that may be dangerous
- Protect yourself and others from further dangers
- Request Emergency assistant if necessary and follow their instructions
- When able, obtain first aid (including minor injuries, bruises and strains) and report all accidents and injuries immediately to your manager
- When able, report "near misses" where there is damage to equipment or materials to your manager
- When the crisis has subsided, document all factors and events
- Conduct a review of the emergency response and identify areas of improvement for the future

FALL PROTECTON - EMERGENCY RESCUE PLAN

Emergency Scenario #1: Worker has fallen and is suspended in a harness

1. First Responder should take charge of the situation and quickly assess it before commencing rescue operation.
2. **If the victim can't be rescued immediately, is injured or unconscious call 911**. If you are unable to call, ask co-worker to do it. Have the person report back to you to confirm help is on the way.

Do not leave the casualty alone and unattended!

Inform 911 operators as to:

- What happened
- When it happened
- Where it happened
- Any known injuries or damage
- Present status of the emergency

3. **If the fall victim is responsive** initiate verbal contact and ask whether they can "Self Rescue" *providing they have been trained to do so and appropriate equipment is available.* Consider other factors such as current condition of the victim, resources available to them and equipment damage.
4. If a self rescue is not possible direct a fall victim to push down forcefully with their legs against any firm surface (for example outside wall). They should try to position their body in a horizontal or slightly leg-high position or stand up on the Suspension Trauma Safety Strap. All of these techniques will activate the muscles and improve blood circulation.

REMEMBER:

The pressure that results from hanging in the body harness can constrict blood flow between lower extremities and the heart. If pressure is not reduced promptly the victim could loose consciousness within minutes and die in as little as 10 to 15 minutes!

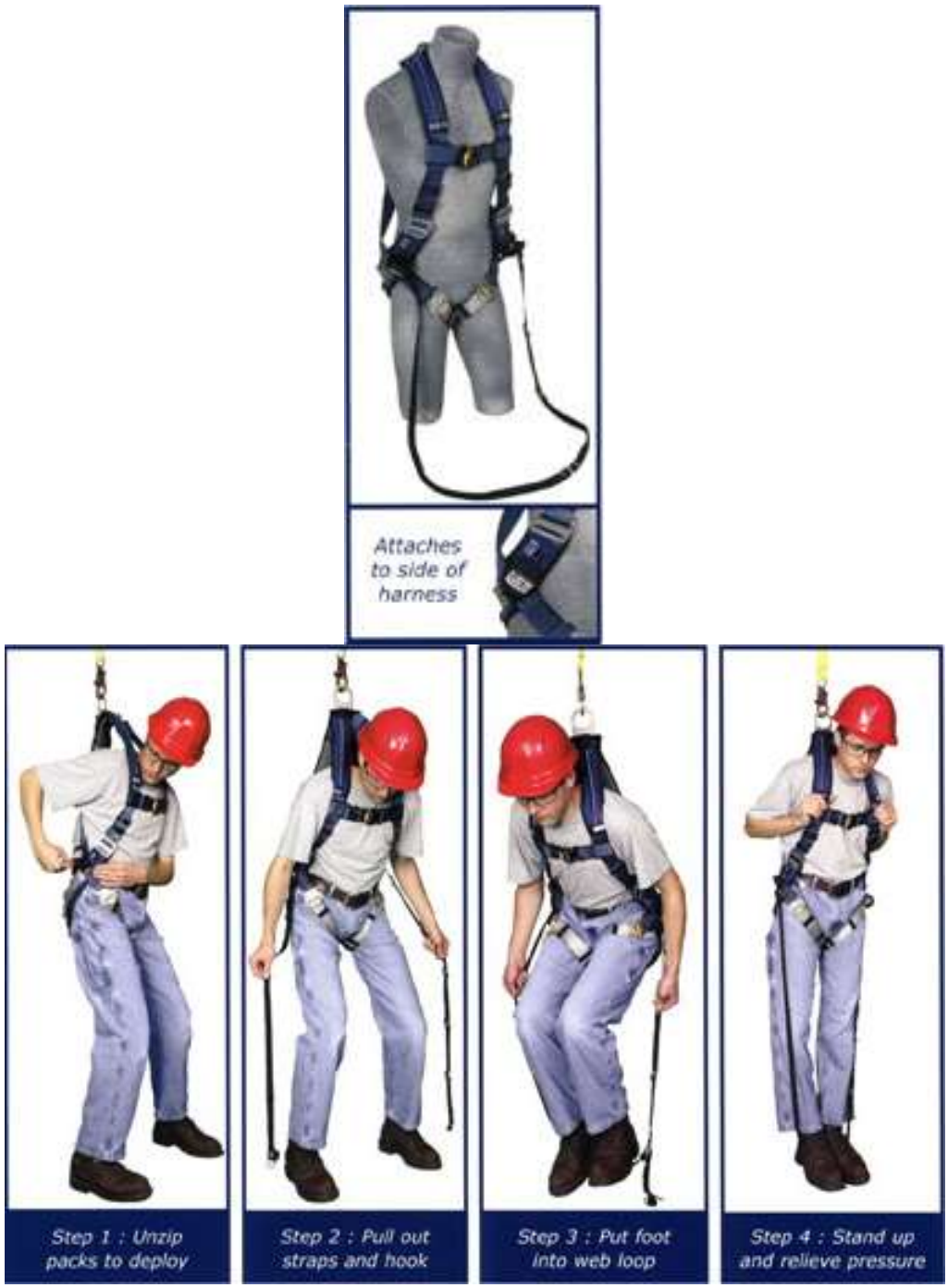
5. Set up appropriate rescue equipment and rescue the victim **if it is safe to do so**. Ask other workers to assist you if necessary and follow proper first aid procedures**. If it is not safe to rescue the victim**, ensure you own safety and safety of others and wait for Emergency Services to arrive.
6. If you were able to rescue the victim *without Emergency Services* **DO NOT LAY THEM DOWN.** Follow directions of trained First Aid personnel. Current recommended procedures are to take from 30 to 40 minutes to move the victim from kneeling to a sitting to a laying down position.
7. Brief the Emergency personnel on arrival and follow their instructions. Let them know the approximate time frame the victim has been suspended for, any symptoms from the fall (e.g. conscious – unconscious) and any equipment damage. Assist the Emergency Services if required.
8. When able, report the accident to your manager.
9. When the crisis has subsided, document all factors and events.
10. With your manager conduct a review of the emergency response and identify areas of improvement for the future.

REMEMBER:

All workers who have been suspended in an arrested fall should be treated as a medical emergency and immediate medical attention sought.

Emergency Scenario #2: Worker has fallen, is suspended in a harness, responsive and waiting until rescue arrives

1. If a fall leaves worker suspended he needs to relieve the pressure points until rescue arrives. One method is to use the **Suspension Trauma Safety Strap.** This technique will relieve a pressure on their legs and allow them to climb up or down for short distances. The strap accommodates either having one foot or both feet in the loop at a time - it will relieve the pressure to both sides with just one foot in allowing for added movement of the legs. The strap allows for increased comfort, balance and improved circulation in the legs while suspended and waiting for rescue (please refer to pictures below).


Attaches to side of harness
Step 1 : Unzip packs to deploy
Step 2 : Pull out straps and hook
Step 3 : Put foot into web loop
Step 4 : Stand up and relieve pressure

Emergency Scenario #3: Operator is incapacitated while elevated and is incapable to lower the Mobile Elevating Work Platform

1. If operator is unresponsive **call 911.** If you are unable to call, ask co-worker to do it. Have the person report back to you to confirm help is on the way.

Do not leave the casualty alone and unattended!

Inform 911 operators as to:

- What happened
- When it happened
- Where it happened
- Any known injuries or damage
- Present status of the emergency

2. **If it is safe to rescue the victim** lower the platform safely to the ground using the lower ground controls. It this is not possible use another lift to reach the victim.
3. Provide First Aid if required.
4. **If it is not safe to rescue the victim**, ensure your own safety and safety of others and wait for Emergency Services to arrive.
5. Brief the Emergency Services personnel on arrival and assist them if required.
6. When able, report the accident to your manager.
7. When the crisis has subsided, document all factors and events.
8. With your manager conduct a review of the emergency response and identify areas of improvement for the future.

Emergency Scenario #4: Worker is in a Mobile Elevating Work Platform and the upper control functions stop working while the worker is elevated

1. Where the normal upper control functions fail to work, the operator should use the auxiliary controls from the platform to lower the machine safely to the ground.
2. When able, report the accident to your manager.
3. When the crisis has subsided, document all factors and events.
4. With your manager conduct a review of the emergency response and identify areas of improvement for the future.

Emergency Scenario #5: Operator is unable to lower the Mobile Elevating Work Platform while elevated due to a failure functions from upper control station

1. When the auxiliary functions from upper control station fail to work, the operator should ask for assistance from co-worker on site to lower the platform safely to the ground using the lower ground controls or lower auxiliary controls.
2. When able, report the accident to your manager.
3. When the crisis has subsided, document all factors and events.
4. With your manager conduct a review of the emergency response and identify areas of improvement for the future.

Emergency Scenario #6: Failure of lower ground controls

1. When the lower ground control functions fail to allow the machine to be lowered safely to the ground, one of the trained workers should use the auxiliary ground controls to lower the machine safely to the ground.
2. When able, report the accident to your manager.
3. When the crisis has subsided, document all factors and events.
4. With your manager conduct a review of the emergency response and identify areas of improvement for the future.

Emergency Scenario #7: Failure of all normal and auxiliary lowering functions while worker is elevated

1. When all normal and auxiliary functions have failed, the trained worker who is on the ground should rescue the elevated worker using additional aerial platform available on site.
2. If there is no additional equipment available **call 911.**

   Inform 911 operators as to:

   - What happened
   - When it happened
   - Where it happened
   - Any known injuries or damage
   - Present status of the emergency
3. Wait for Emergency Services to arrive and ensure your own safety and safety of others.
4. Brief the Emergency Services personnel on arrival and assist them if required.
5. When able, report the accident to your manager.
6. When the crisis has subsided, document all factors and events.
7. With your manager conduct a review of the emergency response and identify areas of improvement for the future.

Emergency Scenario #8: Fatality at the worksite

What types of injuries and incidents have to be reported?

According to the *Occupational Health and Safety Act*, injuries and incidents have to be reported to the Government of Alberta if they:

- result in a death;
- cause a worker to be admitted to hospital for more than two days;
- involve an unplanned or uncontrolled explosion, fire or flood that causes or has the potential to cause a serious injury;
- involve the collapse or upset of a crane, derrick or hoist; or
- involve the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure

Who's responsible for reporting the injury or incident?

It's the responsibility of the prime contractor, or if there is no prime contractor, then the contractor or employer responsible for the work site.

How soon after the injury or incident must it be reported?

Immediately, or as soon as possible given the circumstances. If an injury is serious enough that it may cause a worker to stay in hospital for more than 2 days, report the injury right away. Do not wait for 2 days to confirm that it is a reportable injury.

To whom do I report the incident or injury?

Notify the Government of Alberta's Workplace Health and Safety Contact Centre by telephone at **1-866-415-8690** or 780-415-8690 in the Edmonton local calling area. The Contact Centre is able to accept calls 24 hours per day, seven days per week.

What information will I be asked to provide?

Be prepared to provide the following information:

- location of incident or injury;
- site contact person's name, job title and phone number(s);
- general details of what happened;
- time and date the incident or injury occurred;
- name of employer;
- employer's relationship to the worksite (owner, prime contractor, contractor or supplier);
- injured worker's name, date of birth, and job title (if applicable); and
- Name and location of hospital the worker was taken to (if applicable).

If all the information regarding the incident or injury isn't immediately available, call in with the information that is available. Additional information can be provided when it becomes available.

What happens after an incident or injury has been reported?

An occupational health and safety officer or investigator may be dispatched to the incident scene to gather additional information or conduct an investigation. An officer or investigator has the authority to:

- visit the scene of the incident,
- ask any questions to determine the causes and circumstances of the incident,
- request information from anyone present at the time of an incident,
- seize or take samples of any substance, material, product, tool, appliance or equipment that was present at, involved in, or related to the incident,
- Stop all or some of the activities at the worksite.

I was told that I can't touch or move anything at the scene of a reportable incident or injury. Is this true?

Yes and no. You can't disturb the scene of a reportable incident or injury unless:

- you have to attend to someone who has been injured or killed;
- you have to take some action to prevent further injuries;
- you have to protect property that is endangered as a result of the incident; or
- You have been given permission to do so by an occupational health and safety officer or a peace officer.

When and by whom does an investigation have to be conducted?

When any reportable incident or injury happens, an investigation has to be conducted and an investigation report completed. An investigation also has to be conducted and an investigation report completed for other incidents that had the potential to cause a serious injury.

It's the responsibility of the prime contractor, or if there is no prime contractor, then the contractor or employer responsible for the work site to investigate and complete an investigation report. The prime contractor, contractor or employer is required to conduct their own independent investigation regardless of whether the government conducts an investigation.

What do I do with the investigation report when it's completed?

The prime contractor's or employer's investigation report is an internal company document and must be kept on file for a minimum of two years following the incident or injury. You're not required to send a copy to the government. However, the report has to be readily available for inspection by an occupational health and safety officer when requested.

Emergency Scenario #9: First Aid Required

In case of an injury that requires first aid attention the following steps will be followed.

- The Forman on site will be notified immediately by any means available.
- The area where the incident has occurred will be examined to determine if area continues to present hazards. Hazards are to be eliminated before entering incident area.
- First Aid is to be performed by most qualified individual available.
- Moving the injured individual will be a last resort. Moving an injured person may add to injuries.
- Site Forman will contact EMS as required
- Make arrangements for injured person to be transported to nearest facility by ambulance or other available transportation.

Emergency Scenario #10: Fires and Explosions

In the case of a small fire has started.

- Any source of fuel that can be removed should be as soon as possible.
- Nearest fire extinguisher should be located and used to control or extinguish fire if possible.
- If fire has potential to become large fire despite any attempt to extinguish foreman should be contacted to contact nearest emergency service.
- If fire has moved from small controllable fir to large fire follow the next set of steps.
- In the case of any fire being started, the fire department will be called even if fire is extinguished; this will allow the fire department to determine if a risk is still remaining.

In the case of a large fire or an explosion occurring

- Notify Foreman immediately
- Evacuate site to muster point, account for all personnel.
- Contact emergency services regardless of current situation.
- Assess if any material or fuel sources can be safely removed from area.
- Maintain safe perimeter around area, improve access for emergency vehicles as able.

Emergency Scenario #11: Spill Response

In the case of a spill of any type, take the following action.

- Ensure no immediate hazards workers is present
- Contact local authority to determine whether this spill is an emergency and will need expert services to control or clean.

Emergency

- Notify foreman
- Determine what has spilled and take precaution to protect safety of all workers
- Determine whether spill can be stopped, minimized or contained without risking injury

Non-emergency

- Stop, slow or contain spread of substance
- Begin cleanup of material with whatever means required