

J. HARRISON EXCAVATING AND PIPELINE LTD HEALTH AND SAFETY POLICY MANUAL

Prepared by

Revised March 2012

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TABLE OF CONTENTS

INTRODUCTION.....	1
POLICY STATEMENTS STANDARD	2
HEALTH & SAFETY POLICY STATEMENT.....	3
ENVIRONMENTAL POLICY STATEMENT	4
HARASSMENT POLICY STATEMENT.....	5
ROLES AND RESPONSIBILITIES.....	6
1.1 APPLICATION.....	6
1.2 EMPLOYER RESPONSIBILITIES:.....	6
1.3 SUPERVISOR/FORMAN RESPONSIBILITIES:.....	7
1.4 EMPLOYEE RESPONSIBILITIES:.....	8
1.5 HEALTH AND SAFETY REPRESENTATIVE RESPONSIBILITIES:	8
SETTING HEALTH AND SAFETY OBJECTIVES.....	10
2.1 PURPOSE.....	10
2.2 APPLICATION.....	10
2.3 RESPONSIBILITY.....	10
2.4 MANAGEMENT’S RESPONSIBILITIES	10
2.5 SPECIFIC REQUIREMENTS.....	11
2.6 EVALUATION	11
NEW EMPLOYEE ORIENTATION	12
3.1 PURPOSE.....	12
3.2 APPLICATION.....	12
3.3 RESPONSIBILITY.....	12
3.4 PROCEDURE	13
3.5 EVALUATION	13
ENFORCEMENT OF HEALTH & SAFETY RULES.....	14
4.1 PURPOSE.....	14
4.2 APPLICATION.....	14
4.3 RESPONSIBILITY.....	14
4.4 PROCEDURE	14
4.5 EVALUATION	15
SPRING START-UP ORIENTATION	16
5.1 PURPOSE.....	16
5.2 APPLICATION.....	16
5.3 RESPONSIBILITY.....	16
5.4 PROCEDURE	16
5.5 EVALUATION	17
HAZARD REPORTING	18
6.1 PURPOSE.....	18
6.2 APPLICATION.....	18
6.3 MANAGEMENT RESPONSIBILITIES.....	18
6.4 PROCEDURE	18
6.5 EVALUATION	19
SMOKING IN COMPANY VEHICLES/ WORKPLACE	20
7.1 PURPOSE.....	20

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

7.2 APPLICATION.....	20
7.3 RESPONSIBILITY.....	20
7.4 PROCEDURE AND SPECIFIC REQUIREMENTS	20
7.5 EVALUATION	21
DRUGS AND ALCOHOL POLICY.....	22
8.1 PURPOSE.....	22
8.2 APPLICATION.....	22
8.3 RESPONSIBILITY.....	22
8.4 PROHIBITED ITEMS AND PROHIBITED CONDUCT.....	22
8.5 PERMITTED MEDICATIONS AND ITEMS.....	23
8.6 PROCEDURE AND SPECIFIC REQUIREMENTS	23
8.7 EVALUATION	24
WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)	25
9.1 PURPOSE.....	25
9.2 APPLICATION.....	25
9.3 RESPONSIBILITY.....	25
9.4 PROCEDURE	25
9.4.1 DEFINITIONS	25
9.4.2 KEY ELEMENTS	26
9.4.3 CONSUMER PRODUCTS	26
9.5 EVALUATION	27
HEALTH AND SAFETY REPRESENTATIVE	32
10.1 TERMS OF REFERENCE	32
10.2 SELECTION OF THE HEALTH AND SAFETY REPRESENTATIVE	32
10.3 DUTIES OF THE SITE HEALTH AND SAFETY REPRESENTATIVE	32
10.4 RECOMMENDATIONS OF THE SITE HEALTH AND SAFETY.....	33
10.5 INVESTIGATIONS: ACCIDENTS, COMPLAINTS, WORK REFUSALS AND THE MINISTRY OF LABOUR.....	33
10.6 SITE HEALTH AND SAFETY REPRESENTATIVE ENTITLEMENT	34
10.7 GENERAL.....	34
10.8 SITE HEALTH AND SAFETY REPRESENTATIVE	34
10.8 EVALUATION	34
FIRST AID	35
11.1 PURPOSE.....	35
11.2 APPLICATION.....	35
11.3 RESPONSIBILITY.....	35
11.4 PROCEDURE	35
11.5 EVALUATION	36
INCIDENT INVESTIGATION.....	37
12.1 PURPOSE.....	37
12.2 APPLICATION.....	37
12.3 RESPONSIBILITY.....	37
12.4 REPORTING PROCEDURE	37
12.5 DEFINITIONS	38
12.6 INVESTIGATION PROCEDURE.....	39
12.7 GUIDELINES TO FOLLOW.....	40
12.8 THE TEN STEPS FOR INTERVIEWING.....	40

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

12.9 THE WHO?, WHAT?, WHERE?, WHEN?, WHY?, AND HOW? OF ACCIDENT INVESTIGATION.....	41
12.10 EVALUATION	42
EARLY AND SAFE RETURN TO WORK.....	43
13.1 PURPOSE.....	43
13.2 APPLICATION.....	43
13.3 RESPONSIBILITY.....	43
13.4 PROCEDURE	43
13.5 EVALUATION	44
JOBSITE-WORKPLACE INSPECTIONS	45
14.1 PURPOSE.....	45
14.2 APPLICATION.....	45
14.3 RESPONSIBILITIES	45
14.4 PROCEDURE	45
14.5 EVALUATION	46
REFUSAL TO WORK.....	47
15.1 PURPOSE.....	47
15.2 APPLICATION.....	47
15.3 RESPONSIBILITY.....	47
15.4 EVALUATION:	48
OUTSIDE CONTRACTORS/SUB-CONTRACTORS	50
16.1 PURPOSE.....	50
16.2 APPLICATION.....	50
16.3 RESPONSIBILITY.....	50
16.4 PROCEDURE	50
16.5 EVALUATION:	51
HAZARD IDENTIFICATION AND RISK ASSESSMENT	52
17.1 PURPOSE.....	52
17.2 APPLICATION.....	52
17.3 RESPONSIBILITY.....	52
17.4 PROCEDURES	53
17.5 COMMUNICATION.....	54
17.6 TRAINING	55
17.7 RECORDS	55
17.8 EVALUATION	55
GENERAL WORK GUIDELINES.....	57
18.1 PURPOSE.....	57
18.2 APPLICATION.....	57
18.3 RESPONSIBILITY.....	57
18.4 PROCEDURE	57
18.5 MATERIAL HANDLING PROCEDURES	60
18.6 RESPIRATORS	60
18.7 EVALUATION	62
BIOLOGICAL AND CHEMICAL EXPOSURE	63
19.1 PURPOSE.....	63
19.2 APPLICATION.....	63

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

19.3 RESPONSIBILITY.....	63
19.4 PROCEDURE	63
19.5 EVALUATION	64
GENERAL JOB SITE SAFETY REQUIREMENTS	65
20.1 PURPOSE.....	65
20.2 APPLICATION.....	65
20.3 RESPONSIBILITY.....	65
20.4 REQUIRED PERSONAL PROTECTIVE EQUIPMENT	65
20.5 JOB SITE SPECIFIC POSTING REQUIREMENTS:.....	66
20.6 PRE-JOB PREPARATION	66
20.7 TRAFFIC CONTROL PUBLIC ROADS	67
20.8 TRAFFIC CONTROL PERSON	69
20.9 EVALUATION	70
HOISTING OPERATIONS	71
21.1 PURPOSE.....	71
21.2 APPLICATION.....	71
21.3 RESPONSIBILITY.....	71
21.4 PROCEDURE	71
21.5 EVALUATION	72
HOUSEKEEPING	73
22.1 PURPOSE.....	73
22.2 APPLICATION.....	73
22.3 RESPONSIBILITIES	73
22.4 PROCEDURE	73
22.5 EVALUATION:	73
MOBILE EQUIPMENT	74
23.1 PURPOSE.....	74
23.2 APPLICATION.....	74
23.3 RESPONSIBILITY.....	74
23.4 PROCEDURE	74
23.5 EVALUATION	75
MAINTENANCE - GENERAL.....	76
24.1 PURPOSE.....	76
24.2 APPLICATION.....	76
24.3 RESPONSIBILITY.....	76
24.4 EVALUATION	80
ELECTRICAL HAZARDS.....	81
25.1 PURPOSE.....	81
25.2 APPLICATION.....	81
25.3 RESPONSIBILITY.....	81
25.4 PROCEDURES	81
25.5 EVALUATION	83
LOCK OUT AND TAG OUT	84
26.1 PURPOSE.....	84
26.2 APPLICATION.....	84
26.3 RESPONSIBILITY.....	84

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

26.4 PROCEDURES	84
26.5 EVALUATION	86
HOT WORK – WELDING AND CUTTING	87
27.1 PURPOSE.....	87
27.2 APPLICATION.....	87
27.3 RESPONSIBILITY.....	87
27.4 PROCEDURES	87
27.5 EVALUATION	88
HEAT AND COLD STRESS	89
28.1 PURPOSE.....	89
28.2 APPLICATION.....	89
28.3 RESPONSIBILITY.....	89
28.4 BACKGROUND INFORMATION	89
28.5 PROCEDURE	92
28.5 EVALUATION	92
FALL PROTECTION	93
29.1 PURPOSE.....	93
29.2 APPLICATION.....	93
29.3 RESPONSIBILITY.....	93
29.4 PROCEDURE	93
29.5 EVALUATION	94
CONFINED SPACE ENTRY PROGRAM	95
30.1. INTRODUCTON	95
30.2 DEFINITIONS	95
30.3 CONFINED SPACE INVENTORY AND IDENTIFICATION.....	95
30.4 CONFINED SPACE ASSESSMENT.....	96
30.5 CONFINED SPACE PLAN	96
30.6 COORDINATION DOCUMENT	97
30.7 CONFINED SPACE ENTRY PERMIT	97
30.8 RESCUE PLAN	97
30.9 TRAINING	97
30.10 RECORDS.....	98
30.11 GAS MONITORING.....	98
30.12 ENTRY INTO A CONFINED SPACE	98
30.13. RESPONSIBILITIES.....	99
30.14 CONFINED SPACE PLAN	102
30.15 RESTRICTED SPACE PLAN.....	105
30.16 EVALUATION	107
TRAVEL	108
31.1 PURPOSE.....	108
31.2 APPLICATION.....	108
31.3 RESPONSIBILITY.....	108
31.4 PROCEDURES	108
31.5 EVALUATION	109
TRANSPORTATION OF DANGEROUS GOODS	110
32.1 PURPOSE.....	110

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

32.2 APPLICATION.....	110
32.3 RESPONSIBILITY.....	110
32.4 PROCEDURE	110
32.5 EVALUATION	110
PROPANE FOR CONSTRUCTION	111
33.1 PURPOSE.....	111
33.2 APPLICATION.....	111
33.3 RESPONSIBILITY	111
33.4 PROCEDURE	111
33.5 EVALUATION	112
BLASTING OPERATIONS	113
34.1 PURPOSE.....	113
34.2 APPLICATION.....	113
34.3 RESPONSIBILITY.....	113
34.4 PROCEDURE	113
34.5 EVALUATION	114
DIVING MANAGEMENT PROGRAM	115
35.1 PURPOSE.....	115
35.2 APPLICATION.....	115
35.3 RESPONSIBILITY.....	115
35.4 PROCEDURE	116
35.5 EVALUATION	116
ASBESTOS MANAGEMENT PROGRAM	117
36.1 PURPOSE.....	117
36.2 APPLICATION.....	117
36.3 RESPONSIBILITY.....	117
36.4 PROCEDURE	118
36.5 EVALUATION	119
SCAFFOLDING OPERATIONS.....	120
37.1 PURPOSE.....	120
37.2 APPLICATION.....	120
37.3 RESPONSIBILITY.....	120
37.4 PROCEDURE	120
37.5 EVALUATION	121
VIOLENCE, DISCRIMINATION AND HARASSMENT	122
38.1 PURPOSE.....	122
38.2 POLICY OBJECTIVES.....	122
38.3 APPLICATION.....	122
38.4 MANAGERIAL/SUPERVISORY RESPONSIBILITY	123
38.5 DEFINITIONS	123
38.6 COMPLAINTS PROCEDURES.....	124
38.7 STEPS TO BE TAKEN.....	124
38.8 OUTCOME	125
38.9 EVALUATION	125
EMERGENCY PLAN	126

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

39.1 GENERAL PROCEDURES TO BE FOLLOWED – ADMINISTRATIVE OFFICE BUILDING	126
39.2 FIRE EMERGENCIES	126
39.2.1 RESPONSE TO A FIRE.....	126
39.2.2 FOLLOW THE P.A.S.S. METHOD	127
39.2.3 EMERGENCY RESPONSE.....	128
39.3 MEDICAL EMERGENCY	128
39.4 ENVIROMENTAL PROTECTION PLAN	128
39.4.1 IN CASE OF MINOR SPILLS;	128
39.5 SITE EMERGENCY PLAN	129
39.5.1 IMPORTANT TELEPHONE NUMBERS	130
39.6 EVALUATION	130
NETWORKING.....	131
40.1 PURPOSE.....	131
40.2 APPLICATION.....	131
40.3 RESPONSIBILITY.....	131
40.4 PROCEDURE	131
40.5 COMMUNICATION.....	131
40.6 EVALUATION	131
APPENDIX A	132
APPENDIX B	133
APPENDIX C	134
APPENDIX D.....	135
APPENDIX E	136
APPENDIX F	137
APPENDIX G.....	142
APPENDIX H.....	146
APPENDIX I	148
APPENDIX J.....	150
APPENDIX K.....	151
APPENDIX L	153
APPENDIX M	154
APPENDIX N	155
APPENDIX O.....	163
APPENDIX P	164

J. HARRISON EXCAVATING & PIPELINE LTD.

HEALTH AND SAFETY POLICY MANUAL

INTRODUCTION

This manual details the health and safety standards by which all of our employees must abide while employed by J. Harrison Excavating & Pipeline Ltd. Additional rules and instructions may be issued by individual supervisors as required.

J. Harrison Excavating & Pipeline Ltd. is committed to demonstrating leadership in the construction industry and providing a safe and healthy work environment.

RESPONSIBILITIES / REPRESENTATION

Senior management is responsible for the planning, implementing, and monitoring, of the health and safety program.

Health and Safety Training is mandatory for all employees, and each employee must complete all required training for their position. Each employee is responsible for taking reasonable care to protect the health and safety of themselves, co-workers and others on the jobsite as well as reporting any unsafe acts or conditions to their immediate supervisor.

In accordance with the Occupational Health & Safety Act, one Health and Safety Representative will be appointed among the management group and among the employee group.

If you are in doubt about your safety roles, responsibilities, or issues you should contact your representative or supervisor for clarification before commencing or continuing any work related activities.

Reviewed May, 2009

J. HARRISON EXCAVATING & PIPELINE LTD. HEALTH AND SAFETY POLICY MANUAL

POLICY STATEMENTS STANDARD

PURPOSE

The owners of J. Harrison Excavating & Pipeline Ltd. are committed to providing and maintaining a safe and healthy work environment for all staff. The achievement of this goal requires the cooperation of all staff in identifying and reporting or controlling hazards.

It is also essential that all staff be trained as necessary to work in a safe manner, use the appropriate personal protective equipment to minimize the possibility of accidental injury or occupational illness, as well as ensuring that the work they do does not negatively impact the environment.

The owners will issue yearly Policy Statements, specifically indicating their commitment to complying with applicable municipal, provincial and federal legislation, in the areas of Occupational Health and Safety, Environmental Protection and Human Rights Legislation. Each statement indicates the owners' commitment to maintaining a safe and healthy work environment, operating in compliance with current applicable legislation.

In addition, the owners have in place programs which provide the necessary tools, in the form of procedures and training programs, which enables the staff to meet the intent of the individual policy statements. These programs receive yearly reviews and updates as needed, to ensure that they meet the current needs of the business and the staff employed.

Guiding Principles

J. Harrison Excavating & Pipeline Ltd.:

- Recognizes the importance of occupational safety in the workplace and that both the owners as the employer, and all employees, have shared rights and responsibilities with respect to a safe and healthy work environment.
- Will develop and implement effective standards and programs that provide a safe and healthy work environment for all employees.
- Will take every reasonable precaution to ensure its work activities do not present an unacceptable level of risk to its employees, sub contractors, their employees and the environment. This includes the monitoring of and compliance with all applicable Occupational Health and Safety, Environmental and Human Rights legislation, standards and programs.
- Will promote a healthy and safe work environment for all employees.

References

Occupational Health and Safety Act
Environmental Protection Act
Ontario Human Rights Code
Workplace Safety and Insurance Act.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

HEALTH & SAFETY POLICY STATEMENT

PROGRAM STATEMENT

It is J. Harrison Excavating & Pipeline Ltd's policy to provide and maintain a safe and healthy work environment for all personnel. It is the right of every employee to work in a safe and healthy environment. Safety is #1 on our priority list.

"OUR GOAL IS ZERO ACCIDENTS"

To achieve this goal, every reasonable effort shall be made to utilize the principles of accident and loss prevention in the management of all activities and programs.

It is every employee's responsibility to identify, control and/or eliminate known hazards which can result in personal injury or illness, property damage, fire, breach of security, negative environment impact, or any other form of controllable loss.

All personnel are ultimately responsible for their own safety by complying with the Occupational Health & Safety Act and Regulations and J. Harrison Excavating & Pipeline Ltd's Health and Safety Policy, as well as by promptly reporting all unsafe acts or conditions to their supervisor. Supervisors are responsible for taking immediate action to resolve such problems.

The success of our safety and loss prevention requires dedication, commitment, involvement, and participation of all personnel working together to achieve this common goal.

This policy will be reviewed and/or evaluated annually.

Ann Harrison
Treasurer of J. Harrison Excavating & Pipeline Ltd.
Date _____

Revised May 16, 2009

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

ENVIRONMENTAL POLICY STATEMENT

J. Harrison Excavating & Pipeline Ltd. accepts its environmental responsibilities and recognizes its obligation to contribute to the resolution of local environmental issues by reducing its environmental impacts. As a contractor we also take a leading role in promoting environmental good practice. Therefore we will:

- Continue to comply with all relevant legislation and codes of practice;
- Continually seek to improve its environmental performance;
- Quantify and reduce its environmental impacts, bearing in mind the whole life cycles of energy and materials supplies;
- Integrate environmental concerns into all planning and design decisions, maintenance and management of its project sites and owned buildings, including sustainable development principals where possible;
- Minimize the environmental impact of new project sites during their construction;
- Improve employee environmental awareness and understanding; and,
- Encourage all employees to apply in the wider community the environmental values we operate by.

These commitments will be demonstrated through the introduction and updating of suitable policies, practices and programs. Their effectiveness will be monitored by evaluating Harrison Excavating & Pipeline Ltd. environmental performance.

Environmental impact is defined by the Environmental Protection Act. This area is regulated by local municipalities, Provincial Ministries and Federal Departments

All of our employees are expected to complete their assigned tasks in a professional manner and to work as an integral part of our team. All of our employees are expected to work together, respecting our company's operating procedures and conduct their work in such a way that it has minimal impact on the environment.

We all have the right to work in an environment that is open and supportive. Please work in a professional manner as an active team member!

J. Harrison Excavating & Pipeline Ltd.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

HARASSMENT POLICY STATEMENT

J. Harrison Excavating & Pipeline Ltd., as an employer, is committed to providing and maintaining workplaces that operate in compliance with current provincial and federal legislation. As such we make every effort to maintain our workplaces free of any form of harassing behaviour.

Harassment is defined by the Human Rights Commission as any behaviour, action, or comment which may be of a threatening nature that another employee may find offensive. This including threats of violence.

All of our employees are expected to complete their assigned tasks in a professional manner and to work as an integral part of our team. All of our employees are expected to work together, respecting one another's right to work in a workplace that is safe and is free of any harassing behaviour.

In the event that any form of harassment occurs at the work place, the appropriate steps will be taken to ensure that the behaviour does not continue. This includes speaking to the individuals involved and taking formal disciplinary actions against the offender, up to and including termination of their employment.

We all have the right to work in an environment that is open and supportive. Please work in a professional manner as an active team member!

J. Harrison Excavating & Pipeline Ltd.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Roles and Responsibilities Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

ROLES AND RESPONSIBILITIES

1.1 APPLICATION

To ensure the safety of all workers, and to maintain the safe operation of each jobsite, J. Harrison Excavating & Pipeline Ltd. will make all reasonable efforts to ensure that all Occupational Health and Safety Act and Regulations are complied with. In order to ensure such compliance, we expect all employees to cooperate and fulfill their required responsibilities. These include, but are not limited to, the following responsibilities:

1.2 EMPLOYER RESPONSIBILITIES:

- The owners of J. Harrison Excavating & Pipeline Ltd. have the ultimate responsibility to ensure that all regulatory requirements are met and the appropriate standards applied. Through our leadership and commitment, we oversee the full integration of health and safety in every applicable policy and practice. Safe working procedures are implemented following regulatory guidelines and a consultative process with our employees. All employees are required to adhere to these procedures. The owners are responsible for ensuring that:
 - A detailed health and safety program is established, evaluated and maintained:
 - The employer will ensure that all appointed supervisors are competent - where competent is defined as individuals who have the knowledge, training and experience to organize the work, are familiar with the contents of this Occupational Health and Safety Manual and the provincial legislation and know about any actual or potential danger to health and safety in the workplace;
 - supporting the site joint health and safety committees and site health and safety representatives at the various job sites, in fulfilling their duties;
 - instructing, informing and supervising all workers to protect their health and safety;
 - assisting in a medical emergency by providing any information to the health care provider to enable them to diagnose and treat the individual;
 - informing all employees, including supervisors, of any hazard in the work and providing them with the appropriate training to do the job safely;
 - posting all explanatory material in the workplace that helps employees understand the importance of the Occupational Health and Safety legislation and other policies
 - Ensure all persons employed or entering the worksite are of legal age as defined by the construction regulations.
 - Company health and safety policies and programs are prepared and maintained as per the OH&S Act and Regulations.
 - Take all reasonable precautions in the circumstances for the protection of the worker.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Roles and Responsibilities Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

- In addition all equipment, materials and protective devices required by law to be used in the workplace, are provided to our employees and that they are maintained in good condition at all times.
- All employees, including the owners are appropriately trained and competent to fulfill their duties. This includes all training that is mandated by the provincial government including WHMIS, first aid and other training as needed.
- All work activities have been analyzed for potential hazards and the appropriate safety procedures, including protective devices have been identified and implemented.
- All buildings leased and/or owned by the owners that are used by our employees are maintained in accordance with the fire and building codes.
- Workplace inspections are completed regularly to monitor and evaluate compliance with health and safety policies.
- All policies and procedures relating to health and safety are reviewed on a regular basis and that our health and safety policy statement is updated yearly. These are made readily available to our employees.
- Incidents and accidents are immediately investigated and analyzed, so that steps can be taken to prevent recurrence of similar incidents.
- Steps are taken immediately to correct any safety defects noted and employees will be instructed to correct any conduct which is in non-compliance with set policies.
- All employees are encouraged to actively participate in maintaining and improving our health and safety management system and that we fully support the activities of the site joint health and safety committee, if established.
- The workplace and job sites will be monitored on an as needed basis for chemical, biological and physical agents to ensure we are maintaining a safe work environment

1.3 SUPERVISOR/FORMAN RESPONSIBILITIES:

Comply with the Occupational Health and Safety Act and Regulations and company policy, including the responsibilities set forth in the “Competent Supervision” section of the company’s Health and Safety Manual. Our supervisors are directly responsible for:

- Ensuring that the staff they supervise use the proper personal protective equipment, devices or clothing required;
- Advising staff of the existence of any potential or actual danger to the health and safety of a worker under their supervision;
- Ensuring that staff have received the proper training and written instructions as to the proper procedures to be specifically followed by them;
- Ensuring that staff work in accordance with the set instructions, procedures, guidelines and in compliance with the legislation;
- Ensuring that any employees that are found to be working in an unsafe manner are reminded of the proper work procedures and have the counselling documented using the Safety Counselling Form;
- Ensuring that any health and safety concern brought to their attention is investigated as soon as possible, taking the appropriate actions to correct any deficiencies;

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Roles and Responsibilities Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

- Ensuring that any work incident is immediately reported and investigated;
- Conducting daily inspections of their job site, ensuring staff are working in accordance with set policies and ensure that the necessary corrective actions are taken;
- Participating in weekly and monthly workplace inspections of their job site, and documenting these; and
- Providing assistance to the site Joint Health and Safety Committee, as needed and as appropriate.

All supervisors are accountable for all matters relating to health and safety for the employees they supervise directly.

1.4 EMPLOYEE RESPONSIBILITIES:

- All employees must work in compliance with the Occupational Health and Safety Act and Regulations, as well as company health and safety policy. This includes the following:
 - Follow all procedures;
 - Wear and use equipment, protective devices and clothing as required by the employer.
 - Report any defects in equipment or protective device of which the worker is aware of, and which may endanger themselves or any other worker, to their employer or supervisor.
 - Decline to operate any machinery or equipment without proper instructions as to safety;
 - Report to the supervisor or employer, any contravention of the OH&S Act and Regulations or the existence of any hazard of which he/she knows.
 - Maintain a safe work environment free from unnecessary conduct and behaviour as defined in Section 28(2) of the OH&S Act and Regulations.

1.5 HEALTH AND SAFETY REPRESENTATIVE RESPONSIBILITIES:

- The Health and Safety Representative shall comply with all Occupational Health and Safety Act and Regulations and company manual, including the responsibilities set forth in the “Competent Supervision” and “JHSC/Health and Safety Representative” sections of the company’s Health and Safety Manual.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Roles and Responsibilities Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

The following schematic summarizes the key individuals involved in helping us have a proper functioning Internal Responsibility System.

INTERNAL RESPONSIBILITY SYSTEM

Internal Support

Owners
|
Joint Health
and
Safety Representative

Direct Responsibility

Owners
|
Supervisors
|
Employees

External Support

Construction Safety
Association of
Ontario
(CSAO)
|
Suppliers
|
Ministry of Labour
| Workplace Safety
and Insurance Board
|
St. John Ambulance

In the event that a worker is found to be working in an unsafe manner or not following established safe working procedures, the employee must be spoken to address this issue and to take appropriate discipline action.

The supervisor on duty must take immediate action to correct the situation. They then must speak to the employee and address the issue.

The safety counselling form must be completed and placed into the employees file. [APPENDIX A](#)

Progressive disciplinary action will be taken in accordance with our established human resources policies.

1.6 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References:

Occupational Health and Safety Act
Workplace Safety and Insurance Act.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Setting Health and Safety Objectives Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
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SETTING HEALTH AND SAFETY OBJECTIVES

2.1 PURPOSE

Setting health and safety objectives is an important part of every company's health and safety program. Provincial legislation requires all employers to review their health and safety program on a yearly basis. Reviewing a program on a regular basis and setting a number of objectives to be accomplished each year, helps to ensure the maintenance of a health and safety program as well as ensuring that the program is continually improved. This policy outlines the responsibilities for the setting of objectives for the health and safety program for J. Harrison Excavating & Pipeline Ltd.

To ensure compliance with the legislative requirements, as spelled out by the applicable provincial legislation including the Occupational Health and Safety Act, the applicable regulations, and the provincial Workplace Safety and Insurance Act, yearly review and planning is required. J. Harrison Excavating & Pipeline Ltd. recognizes the need to fully integrate health and safety responsibilities into every existing work activity. The safety standards implemented throughout our organization must, at a minimum, meet the requirements of any applicable piece of legislation or code of practice, as set out by the various regulatory agencies. Our Policy Statement and all of our procedures are reviewed annually to ensure that they meet our needs and those of the regulatory agencies.

2.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd.

2.3 RESPONSIBILITY

It is the responsibility of each Supervisor (or delegate) to ensure that the staff under his/her direct supervision has received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy.

All employees, including the members of our health and safety representatives will be asked and encouraged to input into the selection of yearly health and safety objectives.

2.4 MANAGEMENT'S RESPONSIBILITIES

The senior management group of J. Harrison Excavating & Pipeline Ltd. has the ultimate responsibility to ensure that all regulatory requirements are met and the appropriate standards applied. Through our leadership and commitment, we oversee the full integration of health and safety in every applicable policy and practice. In particular, safe working procedures on our construction sites, quarries and mill yard include the regular review and re-design of the appropriate health and safety requirements, given the work activities our employees are required to perform and complete.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Management Review Policy	ISSUED BY: Owners	DATE ISSUE: April 2011
		REVISED: April 2011

PURPOSE

To provide a process that reviews the company's Health and Safety Management System (HSMS).

To ensure the HSMS objectives are met and the system is implemented, maintained and effective.

POLICY

J. Harrison Excavating is committed to a HSMS that meets the Accreditation Standard.

The JHSC/Health and Safety Representative identifies the gaps in the HSMS and records the findings on the HSMS Review Form.

Forward the completed HSMS Review Form to the Senior Management for a formal review.

The Senior Management ensures that any non-conformity identified is addressed in a timely manner.

As a result of the review and examination of findings, the Senior Management will prepare and implement a Corrective Action Plan.

The findings and the action plan are formally communicated to all members of the Management Team.

The Senior Management recognizes and acknowledges the achievements of the HSMS objectives.

References and Definitions

4.1. DRAFT Standard for Accreditation Audits and Health and Safety Management System Requirements

4.2. WSIB HSMS Review Form

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Setting Health and Safety Objectives	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

Every year, during the months of January and February, the existing health and safety program will be reviewed for the purpose of evaluating its effectiveness and to identify areas which require updating or developing.

Areas to be reviewed include:

1. Incidents which have occurred during the previous calendar year, including
 - Frequency of specific incidents;
 - Severity of incidents, as indicated by the number of days lost off of work;
 - Root causes of the incidents.
2. New legislation which may be coming into effect;
3. Changes needed due to the results of the health and safety program evaluation questionnaires, completed in the late fall of each year; and
4. Anticipated changes to the business, expansion of services provided, changes in business processes.

2.5 SPECIFIC REQUIREMENTS

Using the Workplace Hazard Assessment Form, the leading causes of injury or incident will be evaluated and, five objectives will be chosen for implementation and/or update. With the assistance of the required internal and external resources, including health and safety consultants, the five objectives chosen will have their individual standards reviewed/developed.

Once developed and/or updated, the standards will be communicated to all employees to which they apply, appropriate training will occur and the results of the implementation will be evaluated in the fall of each year.

The process followed to implement the changes will follow the five steps as outlined in the Ontario Safety Group Program.

2.6 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References:

Occupational Health and Safety Act
Workplace Safety and Insurance Act.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE New Employee Orientation Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

NEW EMPLOYEE ORIENTATION

3.1 PURPOSE

Inexperienced workers generally have more incidents than veteran workers. Therefore, it is the Company's policy to provide all new employees with a "New Employee Orientation" which outlines: [APPENDIX B](#)

- Company policy on acceptable behaviour;
- How a construction project is managed and the workers role in it;
- WHMIS requirements and training;
- Emergency procedures;
- The locations of first aid stations, fire extinguishers, telephone, lunch room, washroom, and parking;
- Site-specific hazards;
- Health & safety responsibilities;
- The immediate reporting of injuries and hazardous conditions to supervisor;
- The use of required Personal Protective Equipment (PPE);
- Tool handling & storage;
- The right to refuse hazardous work;
- Review of the Health & Safety rules applicable to the job;
- Introduction to the Health & Safety Representative;
- Introduction to the supervisor;
- Site tour or map where appropriate;
- Fall Protection Training (if required);
- Traffic Control Training (if required);
- Timesheet Training; and,
- Receiving a copy of the Company's employee's Health & Safety Manual.

3.2 APPLICATION

This policy applies to all new employees of J. Harrison Excavating & Pipeline Ltd.

3.3 RESPONSIBILITY

It is the responsibility of each supervisor (or delegate) to ensure that the staff under his/her direct supervision has received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy.

All new employees must be given a complete orientation during their first few days on the job.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: New Employee Orientation Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

3.4 PROCEDURE

All new employees will be required to attend training courses as they are scheduled for them. A new worker orientation package will be prepared and will be completed by the employee.

All new employees are subject to a three month probation period.

Surface Miner - Common Core Training

The Ministry of Labour and the Ministry of Training Colleges and Universities, have put together a training program for workers involved in Surface Mining. Because J. Harrison Excavating and Pipeline Ltd. has sand pits and periodically has employees working at the pit, the company will comply and have associated staff trained.

Three common core training modules are required. This covers a series of specialty modules based on specific tasks.

- Specialty Modules Production (7 courses)
- Service Vehicles (5 courses)
- Conveyor Crusher and Screen (6 courses)
- Auxiliary Equipment (4 courses)
- Drilling and Blasting (3 courses)

Individual employees are not required to be trained in all 25 courses; only the ones that are applicable to them and their roles. An employer is given 12 months after the date of hire, for the employee to have taken the course. The Ministry of Labour will take into consideration that the employer has made all reasonable effort to have the employee accredited to this applicable modules. After completing the course the employee is required to show a designated trainer their understanding of the company's specific requirements.

3.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References:

Occupational Health and Safety Act
Workplace Safety and Insurance Act.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE Enforcement of Health & Safety Rules Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

ENFORCEMENT OF HEALTH & SAFETY RULES

4.1 PURPOSE

Compliance with company and legislative safety standards is necessary to maintain a safe and healthy work environment. As with any program, corrective disciplinary measures may be required to deal with non-compliance issues from time to time. [APPENDIX C](#)

4.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd.

4.3 RESPONSIBILITY

It is the responsibility of each supervisor to ensure that the staff under their direct supervision have received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy.

4.4 PROCEDURE

The following are guidelines for disciplinary action resulting from safety infractions:

- First offence, employee will be given a verbal warning
- Second offence, employee will be given a written warning
- Third offence, employee will be sent home for three days without pay
- Fourth offence, employee will be terminated

If a safety violation is of a serious nature, an individual may be sent home without pay or employment may be terminated with no prior notice.

Safety violations which may result in immediate dismissal include:

- Failure to rectify and/or notify supervisor of a hazardous situation
- Failure to comply with recognized industry practices
- Failure to use Personal Protective Equipment
- Engaging in dangerous horseplay or fighting
- In possession of or being under the influence of illegal drugs or alcohol
- Failure to replace any safety barrier, cover or protective devices including signs
- Theft
- Insubordination
- Tampering of any fire equipment
- Vandalism
- Failure to use proper sanitary facilities

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Enforcement of Health & Safety Rules Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

4.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References:

Occupational Health and Safety Act
Workplace Safety and Insurance Act.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE Spring Start up Orientation Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

SPRING START-UP ORIENTATION

5.1 PURPOSE

The objective of the spring start-up orientation program is to provide consistent health and safety information, education, and training, to develop and acquire the knowledge and awareness to protect yourself and others from injury. A clear understanding of company expectations with respect to health & safety is also required.

5.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd.

5.3 RESPONSIBILITY

It is the responsibility of each supervisor to ensure that the staff under their direct supervision have received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy.

5.4 PROCEDURE

Annual spring start-up orientation program given to all employees who are returning from lay off or are new hires will consist of the following training:

- J. Harrison Excavating & Pipeline Ltd. Health & Safety Manual
- Occupational Health & Safety Act and Regulations
- WHMIS
- Fall Protection
- PPE

In addition, employees may be required to complete or update any safety training as deemed necessary by the employer. This may include items such as traffic control, first aid, confined space or lockout/tag out.

Jobsite specific emergency procedures, first aid stations, fire protection policy and equipment, and workplace hazards will also be discussed as required.

Safety meetings will be scheduled, reported and filed accordingly throughout the year as required, and in addition to the weekly safety talks at each job site.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Spring Start up Orientation Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

5.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References:

*Occupational Health and Safety Act
Workplace Safety and Insurance Act.*

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: Hazard Reporting Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

HAZARD REPORTING

6.1 PURPOSE

J. Harrison Excavating & Pipeline Ltd. is committed to ensuring that all employees are provided with a safe workplace. In order to maintain the safety of the workplace, all employees are responsible to immediately report all potential and actual hazards which the individual is aware of, that pose a threat to the health and safety of the workers.

6.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd.

6.3 MANAGEMENT RESPONSIBILITIES

Ongoing training will be provided to Supervisors/Foreman, employees and the Health and Safety Representative in order to ensure these individuals are able to recognize actual and potential hazards. Any hazards identified will be communicated to workers through jobsite training, safety talks, health and safety meetings, and any other means necessary to ensure all workers are aware of the hazard.

All workplaces must be inspected regularly, in accordance with the Occupational Health and Safety Act and Regulations, with all hazards being documented and reported to the supervisor and subsequently to management. [APPENDIX D](#) Corrective action should be taken to eliminate the hazard before work resumes.

6.4 PROCEDURE

J. Harrison Excavating & Pipeline Ltd. has provided each supervisor with a hazard reporting package complete with the following Hazard Recognition and Workplace Inspection forms to be filled out when required. [APPENDIX D](#), [APPENDIX H](#), [APPENDIX I](#)

Samples of Hazards and Controls:

- All hazardous material present in the workplace are identified and handled in the prescribed manner.
- A worker shall wear such protective clothing and use such protective equipment or devices necessary to protect the worker against the hazards to which the worker may be exposed.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: Hazard Reporting Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

6.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References:

*Occupational Health and Safety Act
Workplace Safety and Insurance Act.*

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: Smoking in Company Vehicles/Workplace Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

SMOKING IN COMPANY VEHICLES/ WORKPLACE

7.1 PURPOSE

The Smoke Free Ontario Act necessitate all company vehicles/workplaces to be non smoking. Therefore, J. Harrison Excavating & Pipeline Ltd. will ensure that all employees have been verbally informed and have the appropriate documents to back up the requirements.

7.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd.

7.3 RESPONSIBILITY

Responsibilities of the employer:

- Ensure that employees are aware that smoking is prohibited in enclosed workplaces.
- Remove ashtrays and any object that servers as one.
- Ensure that no one smokes in the workplace.
- Ensure a person who does not comply does not remain in the enclosed workplace.
- Ensure a compliance with any other prescribed obligations. (2005, 18, s. 9.)

“Enclosed Workplace” means:

The inside of any place, building or structure or vehicle or conveyance or a part of any of them,

- (i) that is covered by a roof
- (ii) that employees work in or frequent during the course of their employment whether or not they are acting in the course of their employment at the time,
- (iii) that is not primarily a private dwelling, or a prescribed place.

7.4 PROCEDURE AND SPECIFIC REQUIREMENTS

The senior management group of J. Harrison Excavating & Pipeline Ltd. has the ultimate responsibility to ensure that all regulatory requirements are met and the appropriate standards applied.

Prohibition

9. (1) No person shall smoke tobacco or hold lighted tobacco in any enclosed public place or enclosed workplace. (2005, c.18)

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: Smoking in Company Vehicles/Workplace Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

Penalties

Any individual convicted of an offence under the section of the act for protection of employees could be subject to a maximum fine of \$4,000. Any corporation convicted of an offence under this section of the act could be subject to a maximum fine of \$10,000.

With respect to a contravention of a n employer's obligation and a contravention of the general prohibition against smoking, an individual could be subject to a maximum fine of \$5,000, while there is no maximum fine for the corporation.

7.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References

Public Health Unit and the Smoke- Free Ontario Act

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: Drugs and Alcohol Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

DRUGS AND ALCOHOL POLICY

8.1 PURPOSE

To ensure compliance with the legislative requirements, as spelled out by the applicable provincial legislation, including the Occupational Health and Safety Act, its applicable regulations, and the provincial Workplace Safety and Insurance Act, J. Harrison Excavating & Pipeline Ltd. has adopted this policy on drugs, alcohol and other prohibited items to assist in the maintenance of a safe work environment.

8.2 APPLICATION

All employees of J. Harrison Excavating & Pipeline Ltd are expected to comply this policy, and to support other in doing so.

8.3 RESPONSIBILITY

It is the responsibility of each Supervisor (or delegate) to ensure that the staff under his/her direct supervision have received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy.

It is every employee's responsibility to take the appropriate steps to ensure their compliance with this policy. Employees must not report for duty, be on any project site or company property, while under the influence of any substance which impairs their ability to do their job safely.

8.4 PROHIBITED ITEMS AND PROHIBITED CONDUCT

Illegal drugs, controlled substances, mood or mind altering substances and any other drugs or substances which will, in any way affect safety, alertness, coordination, judgment, response or affect the safety of others on the job, are prohibited.

The use, possession, sale, distribution, transfer, dispensing, concealment, transportation or being under the influence of any prohibited substance while engaged in any assigned work activity, as part of your employment with J. Harrison Excavating & Pipeline Ltd., is prohibited.

Consumption of alcoholic beverages while at work or driving while intoxicated any vehicle for J. Harrison Excavating & Pipeline Ltd. at any time is prohibited

Drug paraphernalia is prohibited to be in the possession of any employee while on any work site or in any company vehicles.

Refusal to submit to an inspection of any vehicle or other J. Harrison Excavating & Pipeline Ltd asset under employee's control when asked to do so by a Supervisor or Manager.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: Drugs and Alcohol Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

Conviction under any criminal drug statute for a violation occurring in the workplace.

Failure to notify Supervisor or Management of the side effects of a prescription or non-prescription drug which may impair the employee's behaviour or physical or mental ability to safely and fully perform assigned duties.

Failure to keep prescribed medicine in its original container or to provide proof of identification of drug prescriptions and prescribing physician.

Failure of any J. Harrison Excavating & Pipeline Ltd employee to report the use or possession of an illegal drug or prohibited item by another company employee while on duty or in a company vehicle.

8.5 Permitted Medications and Items

Prescription drugs and over the counter medications are permitted but only under the following conditions:

- The drugs must be prescribed by an authorized and licensed health care provider for current use by the person in possession of the drug;
- The drugs/medications, both prescribed and over the counter, are limited to one day's supply, or must be kept in their original labelled container and must be taken in accordance with the dosage recommendations and usage cautions. ***These medications must not affect the employee's ability to perform work safely.***
- All employees taking prescription or over the counter medications are responsible for consulting with their health care professional to ascertain whether or not the medication may interfere with the safe performance of his/her job. If the medication can affect their ability to perform their job safely, the employee must inform their supervisor and take the appropriate steps to protect their safety and that of their co-workers. Appropriate steps include asking for a re-assignment of their duties or taking a sick day.

8.6 PROCEDURE AND SPECIFIC REQUIREMENTS

The senior management group of J. Harrison Excavating & Pipeline Ltd. has the ultimate responsibility to ensure that all regulatory requirements are met and the appropriate standards applied.

To ensure that this policy is complied with, random vehicle inspections of any J. Harrison Excavating & Pipeline Ltd. vehicle will be conducted.

Employees will be subject to the appropriate disciplinary action, up to and including termination of their employment, in the event that the following occurs:

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: Drugs and Alcohol Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

- Failure to notify their supervisor or senior management of the side effects of a prescription or non-prescription drug which may impair the employee's physical or mental ability to safely perform their assigned duties;
- Failure to keep their prescribed medication in its original container or to provide proof of identification;
- Refusal to submit to the inspection of a company vehicle; or,
- Conviction under any criminal drug statute for a violation occurring on one of J. Harrison Excavating & Pipeline Ltd. work sites.

8.7 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References:

Occupational Health and Safety Act
Workplace Safety and Insurance Act.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: WHMIS Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

All chemicals must be handled with caution, in order to avoid emergency situations. All employees must ensure that they have completed their WHMIS training before handling any chemicals while completing work assignments at J. Harrison Excavating & Pipeline Ltd.

9.1 PURPOSE

WHMIS is our Right to Know Legislation and is a key communication tool of hazards in the workplace. All new employees must complete their basic WHMIS training during their first week of employment.

9.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd.

9.3 RESPONSIBILITY

It is the responsibility of the supervisor to ensure that the staff under his/her direct supervision has received the proper training and instruction, which enables this policy to be implemented, and meets the intent of this policy.

9.4 PROCEDURE

All new employees will review the J. Harrison Excavating & Pipeline Ltd. WHMIS Training program during their first week of employment. The supervisor will provide the material to the employee and the employee training will be completed. The supervisor will supplement the general training with specific information about the chemicals located in an employee's work area. This will include hazard specific information, location of MSDS binder, proper storage procedures, what personal protective equipment is needed, where the workplace labels are located (and its location) and spill procedures. Employees that handle or work around flammable or combustible substances will be trained in the safe handling, use, storage, and disposal of the substance.

On a yearly basis, the supervisor will conduct a WHMIS refresher session with all employees. This will include asking all employees to complete a review quiz, which will be kept on file. The supervisor will ensure that all current MSDSs are readily available for all products and are available to employees at all times.

9.4.1 Definitions

WHMIS stands for Workplace Hazardous Materials Information System.

W	-	Workplace
H	-	Hazardous
M	-	Materials
I	-	Information
S	-	System

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: WHMIS Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

MDSD	Material Safety Data Sheet
Hazardous	A biological or chemical agent names or described in Occupational Health and Safety Regulations as a hazardous material. Also has the same meaning as a controlled product.
Risk Phrases	Describe nature of hazard. Additions or supplements to risks not conveyed by hazard symbols (i.e. highly irritating to skin, eye and nose).
Precautionary Measures	The essential precautions to be taken during the handling, use and storage of the material.
Material Identifier	A designation or identification by any of the following: common name of product, chemical name, trade name, generic name, brand name, code name or code number.
Hazard Symbol	A pictogram in a circular border.
Supplier Label	The label supplied by a manufacturer or supplier.
Workplace Label	The label that must be attached to a container of hazardous materials by the employer. These labels are applied when a chemical is dispensed from its original container into a smaller container or when a supplier label becomes illegible.

9.4.2 Key Elements

Training: Initial generic training, department specific training and yearly refresher training.

Labels: Supplier Label – See attached example 1
Workplace Labels – See attached example 2

MSDS: Material Safety Data Sheets - Provide detailed information on the hazards and precautions needed to be followed when dealing with a particular chemical. A copy of the MSDS for each chemical must be made readily available to employees at all times. In the event that a current MSDS is not available, a sheet can be requested by contacting the supplier.

9.4.3 Consumer Products

1. Ensure that all chemicals received into the workplace are in good condition.
2. Ensure that you are wearing the appropriate personal protective equipment when handling chemicals. Disposable gloves shall be worn when handling all chemical products.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: WHMIS Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

3. No damaged or leaking containers shall be placed onto the shelving units. Report damaged goods to the supervisor immediately.
4. MSDS sheets must be kept in the designated areas in the back stock areas, to allow ready access in case of exposure to skin, ingestion, or a chemical spill.
5. A MSDS master binder is kept on file in the Administrative offices.
6. Any damaged containers should be brought to the attention of the supervisor or the site Health and Safety Representative. They will give instructions on the disposal of the item and clean-up procedures.
7. All employees must be versed in what WHMIS stands for, and where and how the department's dangerous chemicals are stored.
8. All containers must be properly labelled at all times. Original supplier labels must be on all original containers. Workplace labels must be put on all containers into which chemicals are dispensed. Workplace labels must also be placed on containers when labels have become illegible or damaged.
9. Employees must know what to do in case of an emergency, including spill cleanup procedures and the use of the proper personal protective equipment. This includes knowing how to locate the appropriate universal spill clean-up kit.
10. Ensure that you follow proper personal hygiene practices by thoroughly washing your hands with soap and water frequently during your shift, especially before eating, drinking, smoking, or using the washroom.

9.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References:

Occupational Health and Safety Act
Workplace Safety and Insurance Act.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: WHMIS Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009



EXAMPLE 1

WHMIS Symbols



**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: WHMIS Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

	Class E - Corrosive Material	Can cause burns to eyes, skin or respiratory system.
	Class F - Dangerously Reactive Material	May react violently causing explosion, fire or release of toxic gases, when exposed to light, heat, vibration or extreme temperatures.

Example of Supplier Label

**Sulphuric Acid, Fuming
Acide Sulfurique**

Risk Phrases:
HIGHLY IRRITATING TO SKIN, EYES AND NOSE

Health Hazard Data:
STRONG ACID, VAPOURS HIGHLY TOXIC, BURNS SKIN ON CONTACT

Precautionary Statements:
EYES: FACESHIELD AND GOGGLES
GLOVES RUBBER

Personal Protective Equipment:
RUBBER APRON, RUBBER BOOTS

First Aid Measures:
EYES: FLUSH WITH LARGE QUANTITIES OF WATER. CONSULT PHYSICIAN AT ONCE.
SKIN: FLUSH WITH WATER. CONSULT PHYSICIAN.
INGESTION: TREAT WITH BAKING SODA, MILK OF MAGNESIA OR LARGE QUANTITIES OF MILK. DO NOT INCLUDE VOMITING.

Risque(s) possible(s):
EXTREMEMENT IRRITANT POUR LA PEAU, LES YEUX ET LE NEZ.
Reinsignement sur les dangers pour la santé:
ACIDE FORT, TRAITER COMME POUR L'ACIDE FORT.

Exposition aiguë: PEAU ET YEUX.
Mesures de précaution:
EQUIPEMENT DE PROTECTION SPECIFIQUE:
YEUX: ECRAN FACIAL ET LUNETTES
GANTS: EN CAOUTCHOUC
Autres vêtements et équipement:
TABLIER EN CAOUTCHOUC, BOTTES EN CAOUTCHOUC.
Premiers soins:
YEUX: RINCEUR A GRANDE EAU PENDANT 15 MINUTES. CONSULTER UN MEDECIN.
Peau: RINCEUR A L'EAU. CONSULTER UN MEDECIN.
Ingestion: TRAITER COMME POUR L'ACIDE FORT. CONSULTER UN MEDECIN.

REFER TO MATERIAL DATA SHEET FOR FURTHER INFORMATION.
POUR PLUS D'INFORMATION, CONSULTER LA FICHE SIGNALTETIQUE.

ACME Chemicals Ltd.
123 Sample Blvd, Edmonton, AB, T5T 5T5

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: WHMIS Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

EXAMPLE 2

Workplace Label

Cleaner ABC

- **Wear Gloves**
- **Use in well ventilated area**

See MSDS for more details

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: WHMIS Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

EXAMPLE 3

Consumer Labels

TOXIC PRODUCTS	<ul style="list-style-type: none"> • Very Toxic • Toxic (Danger) • Harmful (Caution) • Poison • Do not swallow • Do not get in eyes or on skin or on clothing • Keep out of reach of children 	
CORROSIVE PRODUCTS	<ul style="list-style-type: none"> • Very Flammable (Extreme Danger) • Flammable (Danger) • Spontaneously Combustible (Caution) • Combustible (Flammable symbol not used) • Contents may catch fire • Do not smoke • Use only in well ventilated area 	
FLAMMABLE PRODUCTS	<ul style="list-style-type: none"> • Very Flammable (Extreme Danger) • Flammable (Danger) • Spontaneously Combustible (Caution) • Combustible (Flammable symbol not used) • Contents may catch fire • Do not smoke • Use only in well ventilated area 	
PRESSURIZED CONTAINER	<ul style="list-style-type: none"> • Caution • Contents under pressure • Container may explode if heated • Do not puncture • Do not burn • Store away from heat 	
QUICK SKIN-BONDING ADHESIVES	<ul style="list-style-type: none"> • Caution • Bonds skin instantly • Do not get in eyes or mouth or on skin • Keep out of reach of children 	NO SYMBOL

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: Site Health and Safety Representative Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

HEALTH AND SAFETY REPRESENTATIVE

10.1 TERMS OF REFERENCE

The owners of J. Harrison Excavating & Pipeline Ltd. are committed to providing a safe work environment for all employees and supports a well functioning Internal Responsibility System (IRS). An integral part of making this system work is the support and effort put forth by the Health and Safety Representative, at any project site that employees are working at. The work input and commitment to improving the health and safety of all the employees is a team effort. The following guidelines and Terms of Reference for the Site Health and Safety Representative were developed as a guide for the representative to follow when fulfilling his/her duties. The site Health and Safety Representative is an important resource and tool for assisting all employees to maintain a safe workplace environment. The following details how he completes his mandate.

J. Harrison Excavating and Pipeline Ltd. currently does not require a formal Joint health and Safety Committee as we do not employ 20 or more workers. We do however require a worker representative. Also in the event that we work on a project site where a committee is required, our workers interact with the site representative.

10.2 SELECTION OF THE HEALTH AND SAFETY REPRESENTATIVE

The Health and Safety Representative is a worker representative, selected by the workers, to fulfill the duties detailed in this section. All employees interested in serving as the worker health and safety representative will be asked to identify themselves. Those names will be put forward and the worker members will be selected by the employees for a two year term. This term is renewable.

The health and safety representative will complete training equivalent to the basic and workplace specific training required to complete the Certification Training as prescribed by the Workplace Safety and Insurance Board. This will facilitate their ability to fulfill their duties.

In the event that the health and safety representative resigns from their position, he/she will be replaced within 45 (forty-five) days.

The worker representative from J. Harrison Excavating & Pipeline Ltd. will interact with the Joint Health and Safety Committee established by the General Contractor, on those site that require a Joint Health and Safety Committee, as defined by section 9 of the Ontario Occupational Health and Safety Act.

10.3 DUTIES OF THE SITE HEALTH AND SAFETY REPRESENTATIVE

To achieve the spirit of the Occupational Health and Safety Act, the duties of the site Health and Safety Representative include:

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: Site Health and Safety Representative Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

- To review the health and safety issues identified, evaluate the recommended resolution and input on all matters pertaining to occupational health and safety in the workplace, with the appropriate management person;
- To encourage adequate education and training programs in order that all employees are knowledgeable in their rights, restrictions, responsibilities, and duties under the Occupational Health and Safety Act;
- To address matters related to all Regulations under the Act, including WHMIS and Hazardous Substances where applicable, and to receive copies of all reports as they relate to health and safety issues;
- To conduct weekly inspections of the workplace, recording all health and safety concerns noted during the inspection;
- To investigate any serious incidents including near misses, workplace work refusals, critical injuries and fatalities; and
- To deal with any occupational health and safety matter that the Committee deems appropriate.

10.4 RECOMMENDATIONS OF THE SITE HEALTH AND SAFETY REPRESENTATIVE

The owner (or designate) shall respond within 21 days with regard to written health and safety recommendations to the site Health and Safety Representative. The written response shall indicate the employer's assessment of the recommendation and specify what action will, or will not (with explanations) be implemented as a result. Any proposed action by the employer shall include details of who will be responsible for such action and a proposed time frame. The response shall be included on the agenda of the next scheduled meeting.

10.5 INVESTIGATIONS: ACCIDENTS, COMPLAINTS, WORK REFUSALS AND THE MINISTRY OF LABOUR

1. The site Health and Safety Representative will investigate all serious worksite accidents, and review incidents that have the potential for a critical accident. The investigation team will be responsible for ensuring that the owner and the Ministry of Labour are informed of any incidents.
2. The site Health and Safety Representative will make themselves available to accompany the Ministry of Labour Inspector during Ministry inspections of the workplace.
3. The site Health and Safety Representative will investigate work refusals, should they occur.
4. The site Health and Safety Representative shall be consulted concerning proposed workplace testing strategies related to industrial hygiene, and shall be entitled to be present at the beginning of such testing.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: Site Health and Safety Representative Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

10.6 SITE HEALTH AND SAFETY REPRESENTATIVE ENTITLEMENT

1. The site Health and Safety Representative shall be given adequate time and support to participate in activities associated with carrying out their duties as a site Health and Safety Representative. All time spent in attendance at meetings or in activities relating to the function of the site Health and Safety Representative will be paid for at the employer's appropriate rate of pay for performing work, and the time spent is to be considered as time at work.

10.7 GENERAL

1. All employees will be encouraged to discuss their occupational health and safety concerns with their immediate owner/operator before bringing it to the attention of the site Health and Safety Representative.

The site Health and Safety Representative will thoroughly investigate all unresolved health and safety concerns to get all the details and will exchange these details when searching for a resolution to the problem. All complaints reported to the site Health and Safety Representative will be included on the agenda of meetings with management and applicable resolutions will be reported.

2. The site Health and Safety Representative will be provided other health and safety information on a regular basis, by the owner, so that issues can be addressed in a timely manner.
3. Medical, personal or trade secret information will be kept confidential by the site Health and Safety Representative.
5. J. Harrison Excavating & Pipeline Ltd. will prepare and review, at least annually, a written Occupational Health and Safety Policy, and maintain the program to implement that policy [Section 25(2)(j) of the Act.] This shall be accomplished in consultation with the site Health and Safety Representative.

10.8 SITE HEALTH AND SAFETY REPRESENTATIVE

Introduce the staff members currently serving as the site Health and Safety Representative.

Employee Name: _____

10.8 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References:

Occupational Health and Safety Act
Workplace Safety and Insurance Act.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: First Aid Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

FIRST AID

11.1 PURPOSE

J. Harrison Excavating & Pipeline Ltd. will comply with the requirements of Regulation 1101 First Aid Requirements. This includes, but is not limited to, the following regulations:

- One employee at every jobsite where there are not more than five workers will be trained in first aid procedures in compliance with the Level A Emergency First Aid Standard by a qualified agency teaching to the St. John Ambulance Standards. This individual will also be provided with, and is responsible for, a first aid box which contains the items required in section 8(1) of Regulation 1101.
- All job sites of five to fifteen employees in any one shift will also be assigned a first aid station equipped with a first aid kit containing the required items specified in section 9(1) of Regulation 1101. An individual certified in Level B Standard First Aid will be in charge of this station.
- First aid boxes/stations will remain in the immediate vicinity to where the certified individual is working.
- WSIB Form 82s must be posted at every worksite where all workers can see it.
- All efforts will be made by both parties to ensure that training remains current.

11.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd.

11.3 RESPONSIBILITY

The senior management of J Harrison Excavating & Pipeline Ltd. has the ultimate responsibility to ensure that the regulatory requirements are met and the appropriate standards applied. This includes having the proper number of First Aiders trained, providing First Aid kits and supplies, and ensuring all First Aid incident reporting.

11.4 PROCEDURE

All job sites under the control of J. Harrison Excavating and Pipeline Ltd. will have a designated First Aid station on site. This station will include the posting of, Form 82 “1,2,3,4” poster, from the WSIB, and appropriate sized First Aid kit containing all of the recommended supplies, a First Aid log book, and a copy of the certificate of training of the designated First Aider.

All company vehicles are provided with a First Aid kit meeting the requirements of the First Aid Regulation 1101, have a small Form 82 poster, and under the control of a trained First Aider.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: First Aid Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

In all cases of injury/disease worker must:

- Get first aid immediately from fellow worker with first aid certificate.
- Tell supervisor/ health and safety representative, and employer of any injury (refer to section accident/incident investigation).

In all cases of injury/disease supervisor/first aid person must:

- Give first aid immediately.
- Notify employer of incident.
- Document incident, treatment and advice given to worker, in the First Aid log book.
- Complete WSIB Form 7, if worker needs medical attention from a Physician, or is not able to report the work on their next work day.
- Go to the hospital/medical clinic if necessary.

First aid includes, but is not limited to, cleaning minor cuts, scrapes or scratches, treating minor burns, applying bandages and/or dressings, cold compresses, cold pack, ice bag, splint, changing a bandage or a dressing after a follow up observation visit and any follow up for observation purposes only.

Regulation 1101 requires that J. Harrison & Excavating & Pipeline Ltd. inspect their First Aid boxes and contents quarterly to ensure everything is accounted for. [APPENDIX E](#) The inspection card must then be signed and dated and submitted to the administrative office. The office will replenish.

11.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

First Aid Knowledge Could Save Your Co-Workers Life!!

References:

*Occupational Health and Safety Act
Workplace Safety and Insurance Act.*

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: Incident Investigation Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

INCIDENT INVESTIGATION

12.1 PURPOSE

The main objective for incident investigation is the prevention of similar incidents in the future. There are various factors that can play a part of an accident/incident such as work environment, job constraints, supervisory and workers experience. It is extremely important to examine these factors to determine what roles they might have played in the incidence.

J. Harrison Excavating & Pipeline Ltd. is dedicated to providing a safe work environment. Incident investigations will be completed by a competent person, trained in recognizing hazards on the job and following our procedure in investigating. As per the OH&S Act and Regulations, if the accident has killed or critically injured a worker, the investigation must be conducted by the health and safety representative.

12.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd.

12.3 RESPONSIBILITY

It is the responsibility of each supervisor to ensure that the staff under his/her direct supervision has received the proper training and instruction, which allows this policy to be implemented. The responsibility for investigating incidents rests with the owners, supervisor and the site Health and Safety Representative.

12.4 REPORTING PROCEDURE

1. Incidents of any kind must be reported immediately to the employee's supervisor (or designate).
2. Appropriate First Aid and/or medical attention must be provided to the injured person.
3. The employer shall keep a record of all incidents as described by the injured worker, the date and time of the occurrence, the names of witnesses the nature, and exact location of the injuries to the worker and the date, time and nature of the first aid treatment given.
4. All incidents requiring health care by a health care professional, all lost time injuries and all occurrences of an occupational illness must be reported to the Workplace Safety and Insurance Board within three (3) days. The owners must be informed of all of these incidents in order to ensure proper timely reporting to the WSIB.
5. If a critical injury has occurred, the owners, (or the supervisor on duty) will inform the Ministry of Labour immediately. All steps will be taken to provide appropriate first aid to

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: Incident Investigation Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

the injured employee, without disturbing the accident scene. Notification of the incident to the health and safety representative will also occur. This will be to both, the site Health and Safety representative (or committee) and the company's worker representative.

6. The Ministry of Labour must also be informed within four (4) days of the employer becoming aware of an occupational illness, so it is extremely important that these incidents be reported to a supervisor immediately and to the owners.
7. The employee's supervisor will conduct the incident investigations, along with the site Health and Safety Representative, if applicable.
8. In the event of an incident resulting in a critical injury, an incident that had the potential of causing a critical injury, or an occupational illness, the investigation will be conducted with the site Health and Safety Representative and the appropriate site supervisor.
9. Copies of the report will be given to the owners and the site Health and Safety Representative.
10. Incident investigations are to be conducted immediately following the incident. The basic underlying causes as well as substandard practices or conditions must be analyzed when conducting the investigation.

12.5 DEFINITIONS

In order to ensure proper understanding of each of the terms and to ensure the proper implementation of this policy, the following definitions are provided to assist in the identification of the different types of incidents:

1. **Fatality** – any death occurring at a workplace which is caused by a work related activity.
2. **Critical Injury** – any injury occurring at work which causes: loss of sight, loss of a large quantity of blood, and amputation of a hand, arm, leg (but not a finger or toe), the fracture of a hand, arm, leg (but not a finger or toe), a burn to a major portion of the body, or cause unconsciousness.
3. **Medical Aid** – any injury occurring at work, which requires the employee to seek health care from a health care provider. These incidents are more severe than First Aid incidents, as the employee will require treatment from a health care provider. A health care provider is any professional defined under the Health Care Practitioners Act and includes medical doctors, physiotherapists, chiropractors and nurse practitioners.
4. **First Aid** – any incident at work, which requires the employee to receive first aid treatment by a trained first aider, but the injury, does not require the employee to seek professional health care. Typically first aid incidents include minor cuts, scratches and burns.
5. **Occupational Illness** – any illness which is acquired at work by an employee, engaged in a work activity. Typically these illnesses include communicable diseases such as

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: Incident Investigation Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

Tuberculoses, Hepatitis; diseases acquired from exposure to chemicals at work such as asbestos is, silicosis; and other occupational cancers or noise induced hearing loss.

- 6. Property Damage** – any incident occurring at work, which caused damage to a facility, piece of equipment or machinery or other property but did not injure an employee or workplace participant. The damage was a result of a work activity (i.e. procedures being followed, material used, etc.).
- 7. Near Miss** – any incident which occurred which did not cause any injury, illness or damage, but could have if the situation have been slightly different.
- 8. Root Cause** – The real or underlying cause(s) of an event, distinguished from immediate or apparent and obvious causes(s).
- 9. Fire** – any incident at work, which results in a fire. Examples include an electrical fire, or a fire resulting from the dispensing or mixing of chemicals.
- 10. Chemical Spill** – any incident occurring where there is an unintentional release of a chemical. Typical examples include a broken container of a solvent spilling its contents, a gasoline spill, or a spill involving the release of a large amount of cleaning agents.

12.6 INVESTIGATION PROCEDURE

In case of an incident, the Incident Investigation Report must be completed immediately after thorough investigation by the supervisor, and the site Health and Safety Representative.

The Incident Analysis Report form must be completed step by step as outlined.

- Personal injury;
- Property damage;
- Description of accident, describing clearly how the accident occurred;
- Analysis of what acts, failures to act and/or conditions that contributed most directly to the accident;
- Determining what are the basic or fundamental reasons for the existence of these acts and/or conditions;
- Probable recurrence rate;
- Prevention - what action has or will be taken to prevent recurrence;
- Communication regarding remedial actions to be taken.

Forms to Be Completed

Attached is a typical form used to record information from site and determine causes and preventions. [APPENDIX F](#)

All incidents, regardless of their severity, must be reported immediately as indicated by the OH&S Act and Regulations.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: Incident Investigation Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

In case of critical injury or a fatality, the accident has to be reported immediately to the Ministry of Labour, and the site Health and Safety Representative must remit a written report to them within 48 hours.

12.7 Guidelines to Follow

When completing the Supervisor's Accident Investigation Report, the following guidelines are to be followed:

- In case of injury, make sure worker is properly cared for before doing anything else.
- While providing all medical attention necessary, have scene kept as undisturbed as possible.
- Investigate as promptly as possible.
- Whenever possible, go to scene of accident for initial investigation.
- As applicable, have someone else get photographs, make drawings, or take measurements.
- Interview all witnesses, one at a time and separately.
- Reassure each witness of the investigation's real purpose – to establish the root cause and to prevent recurrence, not to lay blame on anyone in particular.
- Get witness's initial version with minimal interruption; ask for complete version, step by step; have him/her describe what occurred.
- Apply empathy in interviews; make no attempt to fix blame or find fault.
- Be polite.
- Be objective; don't have a fixed opinion in advance.
- When witness finishes initial explanation, ask questions to fill in gaps.
- Avoid questions that lead witness or imply answers wanted or unwanted.
- Summarize your understanding with witness after interview.
- Express sincere appreciation to anyone who helped in the investigation.
- Record data accurately.
- Select Appropriate Actions.

12.8 The Ten Steps for Interviewing

1. Show concern for the injured person; put any person you are interviewing at ease.
2. Explain that the reason for the interview is not to find fault, but to determine the root cause.
3. Explain the benefits of getting at the true facts, to prevent recurrence.
4. Conduct the interviews at the scene of the accident wherever possible, but ensure that any demonstration does not result in a repetition of the injury.
5. Ask the person to give his complete story. Remember the tools - Who?, What?, Where?, When?, Why?, and How?

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: Incident Investigation Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

6. Ask him/her further questions to fill in the gaps. If his/her story leaves some points unclear, ask specific questions.
7. Check your understanding of the accident - remember the greatest enemy of communication is the illusion of it. Make sure you have the story as he/she meant to tell it.
8. Give him/her a chance to correct you, in case you misunderstood.
9. Discuss his/her ideas of how to prevent a recurrence; the injured person is most likely to have such ideas.
10. Thank the person sincerely; this is the only way to bring an interview to a fitting close. Remember your thanks will only ring sincere if your whole attitude and approach have been sincere throughout.

12.9 THE Who?, WHAT?, WHERE?, WHEN?, WHY?, AND HOW? OF ACCIDENT INVESTIGATION

Who?

- Who was involved? Who is he/she? What was he/she doing at that time? Was it his/her job? Since when? Was he/she trained for it?

What?

- What equipment was involved? What was it doing/being used for at the time? Was this a normal use?
- What was its condition (use/abuse/maintenance, etc.)? Was this a usual condition? Was it properly guarded?
- What materials were involved? What were they being used for? Was this a proper use for them?
- What known hazards do they have (toxicity, radiation, sharp, etc.)? If hazards exist, were the materials being used/handled properly?

Where?

- Did it happen: on the job site, at the main service garage, on route?
- What was the environment like? What was the layout?
- What was the condition of the workplace/site at the time (floor, housekeeping, traffic, lighting, noise distractions, temperature, etc.)?
- Where did it occur in the flow of operation?
- Where in the production line? Where were the people (identified in "Who" above) positioned relative to the occurrence?

When?

- When was it reported? When did it occur in the working day? On what day/date?

How?

- How did it happen? Ensure that your conclusions can be validated. Can you use the answer to these questions to produce a detailed description?
- Are the answers clear enough?

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: Incident Investigation Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

- Do you need to repeat or rephrase any questions?
- Do you need to ask more questions?

Why?

- Evolves from all these questions.

12.10 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References:

Occupational Health and Safety Act
Workplace Safety and Insurance Act.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: Early and Safe Return to Work Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

EARLY AND SAFE RETURN TO WORK

13.1 PURPOSE

When an employee is injured, either as a result of a workplace incident, or a non work related incident, J. Harrison Excavating & Pipeline Ltd. is committed to assisting its employees recover from an injury or illness. We are committed to offering modified duties in keeping with the individual's capabilities, precautions and temporary restrictions. This Early and Safe Return to Work Policy has been developed to ensure that an early and safe return to work process is in place and is utilized in the workplace.

13.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd.

13.3 RESPONSIBILITY

It is the responsibility of each supervisor to ensure that the staff under their direct supervision have received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy.

13.4 PROCEDURE

In the event that an employee has an injury or illness that prevents him/her from performing his/her regular duties at work, this Early and Safe Return to Work Policy and its implementation procedure must be followed. Our goal is to return the employee to his/her full pre-injury duties.

1. The employee, upon being injured at work, will follow the incident reporting procedure. Upon receiving medical treatment and an indication from his/her health care provider that they are not able to perform all of the functions of their job, the employee must contact his/her supervisor and inform him/her of this, as soon as possible. The employee will provide the necessary information to their Supervisor (or delegate) and the owners about his/her restrictions and will have the health care provider complete the WSIB Functional Abilities Form, indicating what restrictions and for how long they are in place.
2. The supervisor (or delegate) will review the Return to Work Program with the employee. It is important to remember that the employee is a valuable Team Member and that the purpose of the return to work program is to have the employee return to work as a full team member as soon as possible.
3. The supervisor (or delegate), in consultation with the owners, will take the lead in developing the return to work plan and will be kept informed of the employee's status. The supervisor will consult with the owners and provide a current "Physical Demands Analysis" for the

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: Early and Safe Return to Work Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

employee's position, such that suitable job tasks can be identified for the employee during the return to work program, in consultation with the employee's health care provider.

4. The owners will meet with the supervisor and the employee to develop a return to work plan. The goal of this plan is to return the employee to their full pre-injury duties as soon as possible, while ensuring that all modified duties are within the employee's abilities and will not hinder his/her full recovery or cause re-injury.
5. The owners will inform the Workplace Safety and Insurance Board of the employee's progress, ensuring that all information is shared with the Board. Regular progress meetings will be held with the employee, the supervisor and the owners.
6. The employee will receive full regular pay for all work performed during the return to work program.
7. The aim is to return the employee to full regular duties within an eight (8) week period, unless this is not medically possible.
8. In the event that there is not full cooperation from the employee in the return to work process, the Workplace Safety and Insurance Board will be notified and the employee's benefits may be affected.

The following forms will be used and completed during the return to work process as needed. The owners will ensure that all documentation is kept in the employee's file as needed.

[APPENDIX G](#)

13.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References:

Occupational Health and Safety Act
Workplace Safety and Insurance Act.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: Job Site Workplace Inspections Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

JOBSITE-WORKPLACE INSPECTIONS

14.1 PURPOSE

A strong part of maintaining a safe workplace and ensuring the continued functioning of the internal responsibility system includes a regular workplace inspection process. The purpose of an inspection is to identify hazards that could endanger the health and safety of anyone in our workplace.

14.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd.

14.3 RESPONSIBILITIES

It is the responsibility of the owners to ensure that all employees have been adequately trained and acquainted with this policy and its procedures, to ensure its full implementation.

Under the Occupational Health and Safety Act, the site Health and Safety representative must conduct a monthly workplace inspection in workplaces with more than five (5) employees. In addition, weekly job site inspections are conducted by the designated worker representative. At J. Harrison Excavating & Pipeline Ltd., we exceed this minimum requirement by having the following inspection program in place:

- Monthly inspections to be completed by an employee and the owners;
- Pre-operation checks - to be conducted on all machinery, vehicles, and mechanical equipment; and,
- Spot inspections – to be carried out by supervisors and the owners as part of their supervisory responsibilities for ensuring a safe work environment.

14.4 PROCEDURE

Every employee must inspect their workplace. It is the responsibility of each employee to report any concerns on a jobsite, whether alone or with others, to a foreman/supervisor, health and safety representative, or management person. It is the responsibility of the supervisor/foreman and/or health and safety representative to rectify and record any concern on that site, before any work continues.

As per the OH&S Act and Regulations, all jobs requiring 5 or more employees will be inspected on a monthly basis by the health and safety representative. A “Detection of Hazardous Conditions on a Project” workplace inspection form must be completed each month with the results posted in clear view on each work site. A copy must be submitted to the job supervisor and to senior management (the office) for filing. If it is not practical to inspect the entire

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Title: Jobsite Workplace inspections Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

workplace once per month, the health and safety representative shall inspect the physical condition of the workplace at least once per year, with at least part of the workplace inspected each month. Spot inspections of the workplace may also be conducted by the health and safety representative or a competent supervisor. [APPENDIX H](#), [APPENDIX I](#)

The health and safety representative, supervisor, or appointed person, will communicate any unsafe situations with the employees on site and correct the situation immediately before continuing to work. He/she will also implement any recommendations and track all progress to be followed up on by senior management.

14.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References:

*Occupational Health and Safety Act
Workplace Safety and Insurance Act.*

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Refusal To Work Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

REFUSAL TO WORK

15.1 PURPOSE

All employees are required to report any unsafe conditions to their immediate supervisor immediately, so that the concerns can be addressed. In the event that the concerns cannot be corrected to the employee's satisfaction, the employee has the right to exercise their right to refuse.

15.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd.

15.3 RESPONSIBILITY

It is the responsibility of each supervisor to ensure that the staff under his/her direct supervision has received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy.

The Occupational Health and Safety Act, as detailed in Section 43, states that:

- 43(3) A worker may refuse to work or do particular work where he has reason to believe that,
1. Any equipment, machine, device or thing he is to use or operate is likely to endanger himself or another worker;
 2. The physical condition of the workplace or the part thereof in which he works or is to work is likely to endanger himself; or
 3. Any equipment, machine, device or thing he is to use or operate or the physical condition of the workplace or the part thereof in which he works or is to work is in contravention so that he is likely to endanger himself or another worker.
- 43(4) Upon refusing to work or do particular work, the worker shall promptly report the circumstances of his refusal to his employer or supervisor, who shall forthwith investigate the report in the presence of the worker and, if there is such, in the presence of one of:
1. A committee member who represents workers, if any;
 2. A site Health and Safety Representative, if any; or
 3. A worker who because of his knowledge, experience and training is selected by a trade union that represents the worker, or if there is no trade union, is selected by the workers to represent them, who shall be made available and who shall attend without delay.
- 43(5) Until the investigation is completed, the worker shall remain in a safe place near his workstation.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Refusal to Work Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

15.4 EVALUATION:

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References

Occupational Health and Safety Act
Workplace Safety and Insurance Act

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Refusal to Work Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

In the event that this occurs, the following procedure must be followed:

Employee refuses to do the assigned task as he/she feels the task

Worker reports problem to Supervisor

**Stage 1
Internal
Investigation**

Site worker representative is called in

Supervisor investigates in the
presence of employee and employee
representative

Does Supervisor agree that the situation is
likely to endanger?

No

Yes

Supervisor contacts the Owners for
assistance

Supervisor takes corrective actions needed

Ministry of Labour is called in to investigate

Employee returns to work

Employee may be assigned alternate work

Inspector investigates in consultation
with manager, employee representative
and employee

**Stage 2
Ministry of Labour
Investigation**

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Outside Contractors/ Subcontractors Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

OUTSIDE CONTRACTORS/SUB-CONTRACTORS

16.1 PURPOSE

All outside contractors and subcontractors hired by J. Harrison Excavating & Pipeline Ltd. to complete various contracts, at all of our job site locations, are required and expected to complete their work in a safe and efficient manner.

16.2 APPLICATION

This policy applies to all external contractors/subcontractors retained by J. Harrison Excavating & Pipeline Ltd. to complete specific projects, when J. Harrison Excavating is acting as the general contractor for the project.

16.3 RESPONSIBILITY

It is the responsibility of the supervisor in charge (or their delegate) of the project to ensure that the contractor/subcontractor is made aware of this policy and that the contractor completes the Liability Coverage for Contracted Services Form, prior to the start of any work.

The owners of J. Harrison Excavating & Pipeline Ltd. and its employees are committed to providing a safe work environment for all workplace participants. This commitment is extended to all contractors, who are also expected to meet these standards. Contractors are expected to meet or exceed the requirements as set out by the Occupational Health and Safety Act and its applicable regulations. In the event that a contractor is found to be working in a manner believed to be dangerous by an employee of J. Harrison Excavating & Pipeline Ltd., a member of the management team will ask the contractor to stop work immediately until an appropriate corrective solution is found. All contractors are required to have their own coverage under the Workplace Safety and Insurance Act or carry equivalent accidental injury coverage.

16.4 PROCEDURE

Prior to beginning their project, the management person (or delegate) in charge of the project must familiarize the contractor of the specific policies and procedures that apply to his/her area. The contractor must be informed of any work site hazards and the required safety policies and procedures which need to be followed. The management person (or delegate) will ensure that subcontractors are aware of J. Harrison Excavating's Drug and Alcohol policy as well as any client's policy. Subcontractors must adhere to the requirements of the Drug and Alcohol policy at all times while at the work site.

All contractors are required to provide proof of Workplace Safety and Insurance Board Coverage as well as commercial insurance (when applicable) at time of bidding on a tender. All potential subcontractors are also required to submit documentation on all required training of their employees. Such training will include WHMIS, Fall Arrest training, hazard specific training, and all other project specific training that is required, as appropriate. CAD-7 reports will be requested and reviewed on an as needed basis.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Outside Contractors/ Subcontractors Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

Subcontractors will be asked to submit a copy of their Health and Safety Policy Statement and their Health and Safety program for review at time of application. In the event that a subcontractor does not have a Health and Safety Manual, J. Harrison Excavating may assist in development and implementation of a program.

Once selected to work on a specific project, contractors will be asked to sign the Liability Coverage for Contracted Services form, and provide proof of Workplace Safety Insurance Board (WSIB) Coverage. [APPENDIX J](#)

Once work begins at the project site, all subcontractor employees will receive a site specific safety orientation. Employees are also required to participate in all site safety briefings and tailgate meetings.

Compliance with J. Harrison Excavating and Pipeline Ltd's policies and procedures will be monitored on an ongoing basis. This will be completed by inspecting the job sites on regular intervals. If subcontractors are found to be working in non-compliance, appropriate action will be taken.

In the event of an incident or accident the subcontractor must report all incidents to the contractor. If a subcontractor is involved in an incident, the contractor is responsible for reporting the incident to the Owner Client. J. Harrison Excavating will ensure the incident is investigated as per incident investigation procedure.

All contractors are required to submit a current WSIB certificate of Clearance with each invoice submitted for payment by J. Harrison Excavating and pipeline Ltd. Payment will be withheld until a valid current certificate of clearance is submitted.

Upon completion of the project, a post project review will be conducted. Any Health and Safety issues that arose with a subcontractor will be reviewed and discussed as appropriate, and appropriate corrective action will be taken.

All contractors and visitors on business appointments must sign the visitor log, located at the main entrance upon arrival on site and prior to beginning any work. This signature indicates acceptance of and willingness to all J. Harrison excavating & pipeline Ltd. safety policies and procedures.

16.5 EVALUATION:

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References

*Occupational Health and Safety Act
Workplace Safety and Insurance Act*

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Hazard Identification and Risk Assessment Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

HAZARD IDENTIFICATION AND RISK ASSESSMENT

17.1 PURPOSE

To develop, implement and monitor a program for the identification of hazards in the workplace and job sites that is appropriate to the size of the jobsite and the nature of the hazards and that includes the following components:

- Hazard identification and assessment methodology;
- A hazard identification and assessment;
- The implementation of controls or preventive measures;
- Employee education; and
- A program evaluation.

17.2 APPLICATION

This policy applies to all jobsites controlled by J. Harrison Excavating and Pipeline Ltd. and, in respect of work activities to be carried out by an employee at a jobsite to the extent that the employer controls the activity.

17.3 RESPONSIBILITY

The owners, with the assistance of the company's Health and Safety Representative, will develop and implement a hazard prevention program.

The supervisor/manager will, with the assistance of the Health and Safety Representative, will identify all workplace hazards during an initial project review. This Identification of Hazards and Risk Assessment will be conducted: [APPENDIX K](#)

1. Initially during the project tendering process to ensure that the company has the necessary skills and equipment to perform the work being tendered;
2. At the time of the contract is awarded to J. Harrison Excavating and Pipeline Ltd. a detailed risk assessment will be conducted which will identify the hazards associated with the project work and the necessary steps to address the hazards. Hazards identified will either be eliminated or controlled through the proper use of engineering controls, work procedures and personal protective equipment use.
3. As the project progresses and the work changes, additional hazard and risk assessments will be conducted to ensure the proper identification, assessment and control of hazards identified in an ongoing basis. These additional hazard identified will be recorded and assessed with the proper control measures being implemented

Once a hazard has been identified, the supervisor/manager will, with the assistance of the Health and Safety Representative, assess the hazard in question.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Hazard Identification and Risk Assessment Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

Subsequently, the supervisor/manager, with the assistance of the Health and Safety Representative, will develop an action plan to address appropriately the assessed hazards.

The owners will approve the action plan for implementation.

The employer, with the assistance of the Health and Safety Representative, will evaluate the Hazard Prevention Program for its effectiveness or for improvements as required or at least once a year.

Whomever completes or assists in the hazard identification and assessment, as well as establish what controls or preventive measures for the hazard in question should have enough knowledge, experience and training (such as the CSAO Basic Health and Safety Training or the WSIB Certification Training) to justify their competency.

17.4 PROCEDURES

Hazard Identification

The owners will, with the assistance of the Health and Safety Representative, identify hazards at each job site by taking into account the following documents and information:

- project scope provided during the tendering process;
- information provided by the project owner with respect to known hazards;
- workplace health protection programs;
- any results of workplace inspections;
- any government or employer reports, studies and tests concerning the health and safety of employees;
- any reports made by a health and Safety Representative;
- records of hazardous substances (chemicals); and
- any other relevant information.

The hazard identified will be recorded showing the type of hazard, its location and why it is deemed a hazard

Hazard Assessment

The owners will, with the assistance of the Health and Safety Representative, assess hazards at each job site by taking into account the following documents and information:

- the nature of the hazard;
- the potential (probability) of employees' exposure to the hazard;
- the effects, real or apprehended, of the exposure on the health and safety of employees;
- the preventive measures already in place to address the hazard; and
- any other relevant information.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Hazard Identification and Risk Assessment Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

The results of the hazard assessment will be recorded showing the type of hazard, its location, why it is deemed a hazard, as well as the probability, severity, frequency and importance of the hazard in question. The assessment will also show which hazards are the main or most significant hazards for that worksite.

Hazard Controls & Preventive Measures

In order to address the identified and assessed hazards, the owners must implement controls by taking preventive measures. These controls and preventive measures will be selected and implemented in the following order of priority:

- the elimination of the hazard;
- the reduction of the hazard, including isolating it;
- administrative procedures; and
- the provision of personal protective equipment, clothing, devices or materials.

An action plan will be developed to record the hazard in question, factors leading to the hazards, the controls or preventive measures to be taken, a planned completion date, a planned review (update) date, and a contact person responsible for the completion of approved controls and preventive measures.

Any newly identified hazards subsequent to the initial hazard identification will be addressed in an expeditious manner.

As part of the control or preventive measures, if applicable, the owners shall develop and implement a preventive maintenance program in order to avoid failures that could result in a hazard to employees.

The employer shall ensure that any preventive measure shall not in itself create a hazard and shall take into account the effects on the work place.

17.5 COMMUNICATION

The owners shall provide information on the Hazard Prevention Program by initially posting this policy and procedures on the Health and Safety Bulletin Board.

Also, the supervisor/manager will ensure that this policy and procedure is communicated, reviewed and discussed during jobsite orientation training as part of the hazard identification and controls (preventive measures) in place for the health and safety of the worker; the nature of the workplace and hazards associated with it, the employee's duty to report any workplace hazards and non-compliance to the legislation.

Signage: Upon the completion of the Risk Assessment and when all job site specific hazards have been identified, the appropriate signage will be posted in the proper location, making workers aware of the hazards.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Hazard Identification and Risk Assessment Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

17.6 TRAINING

The owner shall provide education and training to an employee whenever new hazard information in respect of a hazard in the work place becomes available to the employer and shortly before the employee is assigned a new activity or exposed to a new hazard.

The employees completing or assisting in the hazard identification and assessment, as well as establish what controls or preventive measures for the hazard in question shall have enough knowledge, experience and training (such as the CSAO Basic Health and Safety Training workshop modules or the WSIB Certification Training) to justify their competency.

The Office Administrator will keep records of any orientation and training on workplace hazards given to the employee.

Each time education and training is provided to an employee, the employee shall acknowledge in writing that they received it, and the employer shall acknowledge in writing that they provided it.

The employer shall keep, on paper or computerized form, records of the education provided to each employee, which shall be kept for a period of two (2) years after the employee ceases to be exposed to a hazard.

17.7 RECORDS

The employer will keep a record of the hazard identification and the hazard assessment for at least three (3) years or until a report is made to the applicable government agencies if required.

The employer will keep a record of any action plan developed in response to the hazards identified and assessed in order to implement controls and preventive measures for at least three (3) years or until a report is made to the applicable government agencies if required.

If a program evaluation has been conducted under the requirements of the Canada Labour Code, the employer shall prepare a program evaluation report, and submit a copy of it to the Minister as part of the employer's annual hazardous occurrence report. The employer shall keep readily available every such program evaluation report of six (6) years after the date of the report.

17.8 EVALUATION

The employer, with the assistance of the Health and Safety Representative, will evaluate the Hazard Prevention Program for its effectiveness or for improvements as required or at least once a year.

The employer will review the employee education and training program and, if necessary, revise it:

- at least every three (3) years;

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Hazard Identification and Risk Assessment Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

- whenever there is a change in conditions in respect to the hazards; or
- whenever new hazard information in respect to a hazard in the workplace becomes available to the employer.

References

Ontario Occupational Health and Safety Act (OHSA)

WSIB 2009 Safety Group Program 5+ year Q&A Document

WISB Certification Requirements

CSAO Basic Health & Safety Training Program (Workshop Modules)

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: General Work Guidelines Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED December 2011

GENERAL WORK GUIDELINES

18.1 PURPOSE

The following section details the work procedures to be followed and personal protective equipment to be worn on all job sites. These procedures address the safe handling of all workplace equipment, including, parts and chemicals.

18.2 APPLICATION

This policy and the work practices detailed, apply to all employees of J. Harrison Excavating & Pipeline Ltd.

18.3 RESPONSIBILITY

It is the responsibility of each supervisor to ensure that the staff under his/her direct supervision has received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy.

18.4 PROCEDURE

SAFETY IS EVERYONE’S BUSINESS AT J. HARRISON EXCAVATING & PIPELINE LTD. ALL EMPLOYEES ARE REQUIRED TO ADHERE TO THE FOLLOWING PROCEDURES WHILE AT WORK:

- 1.** Lack of safety can cause serious injury. Do not let procrastination or carelessness put its stamp on your conscience that you could have prevented an incident or accident.
- 2.** Most accidents involve LIFTING. It is very important that you lift with your legs, never with your back. Always test a carton before you give it your full strength. If it is heavy, call for help and be ready to assist your fellow employee. Check with your supervisor or manager for more detailed explanation of lifting procedures.
- 3.** All aisles and stairways in the, supply rooms, electrical rooms and on job sites must be kept clear.
- 4.** Hoses, wires, cables, etc. are to be coiled into place and not left on shelving, causing a hazard.
- 5.** Greasy spots or minor spills on the floor are to be cleaned as soon as possible and not left as a slip hazard.
- 6.** Prevent minor cuts by watching for staples on cartons, sharp edges on material, etc. Cut towards your chum, not your thumb.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: General Work Guidelines Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED December 2011

7. Ensure the proper disposal of all hazardous waste such fluorescent light bulbs, glass, etc. by directly placing them into their designated containers. Never place them on the floor with regular garbage or cartons.

8. Alcohol/Unauthorized Drugs

- Alcohol and unauthorized drugs are prohibited on J. Harrison Excavating & Pipeline Ltd. property and on any job sites. Any person under the influence of alcohol or illegal drugs will be refused entry or removed from the premises.
- Personnel using a medically prescribed drug which may impair performance or judgment must inform their respective supervisor.

9. Beards/Hair

- Employees must be clean shaven when the nature of the work requires or may require the effective use of personal respiratory protection.
- Long hair which may catch in equipment or other facilities must be appropriately contained to prevent entanglement.

10. Compressed Air

- Compressed air must not be used for cleaning clothes or directed towards any part of the body.

11. Contact Lenses

- Contact lenses shall not be worn during any work which would expose the wearer to chemicals, gases, vapours, dust or other materials that may harm the eyes or cause irritation.

12. Hand Tools

Avoid hand tool injuries by:

- using the right tool for the job
- maintaining tools in clean and good condition
- using tools in the intended way
- carrying pointed or sharp edged tools in pouches or sheath

13. Hearing Protection

- CSA approved hearing protection must be worn on jobs exceeding minimum noise levels of 85 dBA. Primarily this will occur during drilling procedures.

14. High-Visibility Clothing (*supplied by both Harrison and the employee*)

- Safety clothing is required when an employee is around equipment and vehicular traffic. Approved safety vests will be supplied by J. Harrison Excavating & Pipeline Ltd. All

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: General Work Guidelines Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED December 2011

other high-visibility equipment must be provided by the employee and must meet the requirements set forth by the OH&S Act and Regulations.

- When flagging or working at night, arm bands and leg bands must be worn in addition to the safety vests. (see section 14)

15. Horseplay

- Startling, scaring, pushing, distracting, fighting, etc., are strictly forbidden.
- Any horseplay which results in injury is grounds for immediate dismissal.

16. Knives

- A knife shall be used carefully and not as a screwdriver, pry bar or weapon.

17. Language

- When an employee cannot read or understand English, his supervisor is responsible for ensuring that he thoroughly understands the safety standards and regulations and all other pertinent safety requirements.
- When an employee has a communication problem, special procedures must be developed by the employer to ensure he/she can perform the work in a safe manner and that he/she can be made aware of emergency situations.

18. Personal Protective Clothing Protection against Chemical, Biological, and other worksite hazards.

- Wear appropriate protective clothing suitable for the task to cover and protect the body.
- Prior to wearing/using any P.P.E. the worker must inspect the equipment to ensure it is clean and is in good condition.
- Wear goggles, face shield, rubber suits and other equipment needed to protect in environments where chemical or biological hazards are present.
- Sleeved shirts and long pants are mandatory.
- Do not wear neckties, loose sleeves, loose clothing, jewellery, rings, bracelets and necklaces which may be caught in machinery or other devices.
- Once worn, all P.P.E. must be cleaned and disinfected, inspected and stored properly. This particularly important for any equipment that is used by more than one worker.

19. Personal Protective Equipment

- Ensure all personal protective equipment is in good working order prior to use.
- Appropriate personal respiratory protection must be worn when handling any hazardous materials/substances, which poses an inhalation hazard.
- Refer to Sections: Safety Glasses/Goggles, Safety Hard Hats, Safety Footwear and Fall Arrest Systems.

20. Running

- Running is not allowed on J. Harrison Excavating & Pipeline Ltd. property.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: General Work Guidelines Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED December 2011

21. Eating and drinking

- Eating and drinking is only permitted in designated areas and only after having washed hands and face thoroughly.

22. Potable Water

- Potable water is provided on all construction sites.

23. Equipment:

- All mechanically-powered vehicles, machines, tools, and equipment rated at greater than 10 horsepower shall be inspected by a competent worker to determine whether they can handle their rated capacity and to identify any defects or hazardous conditions. The inspections shall be performed before the vehicles or equipment are first used at the project and thereafter at least once a year or more frequently as recommended by the manufacturer. Every replacement part for vehicle equipment shall have at least the same safety factor as the part it is replacing. No modification to, extension to, repair to, or replacement of a part of a vehicle or equipment shall result in a reduction of the safety factor of the vehicle or equipment.

18.5 MATERIAL HANDLING PROCEDURES

When material is being transported, unloaded or stored the following guidelines must be adhered to:

- Ensure that passageways are clear. Material should not protrude into designated aisles/walkways.
- If boxes are bulky and/or heavy, use proper lifting procedures, and ask for assistance.
- Ensure that the proper personal protective equipment is worn.
- If the material is stored above eye level, a ladder, lifting device, and/or assistance must be obtained.
- Materials must be transported safely so they will not tip, collapse or fall.
- Do not store heavy material on top of light material. This creates instability, destroying our materials and creating an unsafe condition.
- There are special locations for ladders and regular maintenance checks on ladders will be monitored. Do not use any ladders that have broken members, non-slip feet or have faulty breaking mechanisms. Remove these from use immediately.

If there is a procedure or a condition that you feel is unsafe, contact your Supervisor immediately. If you feel that your Supervisor does not properly handle the situation, contact the site Health and Safety Representative and follow the hazard reporting procedure.

18.6 RESPIRATORS

Employees are required to wear respirators from time to time when other hazard control methods are not practical or possible. This is primarily true during installation process, when workers are potentially exposed to dust, chemical fumes and/or insulation particles.

Before choosing a respirator, evaluate the following:

- What hazard are you being exposed to?
- What is the length of your exposure to the hazard?
- Have you been fit tested for half face respirators or disposable mask use? If not ask your supervisor to have you fitted properly.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: General Work Guidelines Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED December 2011

Checklist for Respirator Care

- Inspect the respirator before and after each use and during cleaning.
- Inspect equipment designated for “emergency use” once per month, and after each use.
- Follow the manufacturer’s instructions and consult the CSA Standard Z94.4-02 “Selection, Care and Use of Respirators”.
- Items to check:
 - Ensure that no holes or tears are present in the face piece
 - Inspect for cracked, scratched or loose parts
 - Ensure the metal nose clip forms easily over the bridge of the nose on disposable respirators
 - Ensure the valve and valve seat are free of dust particles or dirt that may cause a poor seal or reduce efficiency
 - Replace any missing or defective valve covers
- Filter requirements:
 - Ensure that the filter and mask are certified for use together
 - Ensure that the filter is approved for the type of hazard
 - Inspect both the filter threads and face piece threads for wear
 - Check the filter housing for cracks or dents
- Repair cleaning and storage:
 - Do not clean respirators with solvents
 - Follow manufacturer’s instructions
 - Wash with a mild dish detergent. Use a brush and warm water
 - Rinse with clean water
 - Dry on a rack or clean surface
 - Store the respirator at the end of each shift to protect it from dust, sunlight, extreme heat/cold, chemicals and excessive moisture
 - Respirators should be cleaned after each use
 - Record all repairs and inspections

Employees are required to provide proper approved safety footwear at their own expense, and each year will get an \$80.00 rebate for such protective footwear.

Personal Protective Equipment will be reviewed annually or as required as mandated.

Through the year any replacement equipment must be approved by your supervisor. If abuse or lack of care is evident the employee may be held responsible to replace the equipment.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: General Work Guidelines Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED December 2011

18.7 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References:

Occupational Health and Safety Act
Workplace Safety and Insurance Act
CSA Standards

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Biological and chemical Exposure Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

BIOLOGICAL AND CHEMICAL EXPOSURE

19.1 PURPOSE

J. Harrison Excavating & Pipeline Ltd. is committed to ensuring that all employees are provided with a safe work environment. In order to maintain the safety of the worksite, all employees are responsible to immediately report all potential and actual hazards which the individual is aware of, that pose a potential threat to their health or safety. This includes, but is not limited to biological and chemical exposures on job sites.

19.2 APPLICATION

This policy applies to all employees at J. Harrison Excavating & Pipeline Ltd.

19.3 RESPONSIBILITY

It is the responsibility of the Senior Management to ensure that the Management team and health and safety representative have been adequately trained and acquainted with this policy to ensure full implementation. J. Harrison Excavating & Pipeline Ltd will ensure that workers have the appropriate personal protective equipment in order to ensure that this policy can be fully implemented.

19.4 PROCEDURE

When bidding on a construction project, the potential hazards that workers may be exposed to are assessed using the company's Hazard Identification and Risk Assessment Procedure (Refer to section 16 of this manual).

Once an assessment has been completed and the risk of exposure to a biological or chemical substance has been confirmed, the appropriate control measures will be implemented.

Wherever possible the hazardous substance will be eliminated from the job site such that no other form of control measures will need to be implemented.

In those instances where the biological or chemical hazard cannot be eliminated from the jobsite, appropriate engineering, administrative and control at the worker measures must be implemented.

Cuts and Open Sores: Staff will ensure that any cuts or open sores on their skin are appropriately covered when working on a job site. The use of general purpose disposable gloves is recommended for this purpose.

Wearing Gloves: Staff will wear the appropriate type of glove that affords them with the correct level of protection when there is any risk of coming into contact with raw sewage, other biological material or chemicals. The type of glove used will vary depending on the hazard and will include latex free, vinyl, neoprene, leather or other glove as deemed appropriate by the risk

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Biological and chemical Exposure Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

assessment. Disposable gloves should not be used more than once. Gloves should be changed for each procedure. They should be thrown out in a plastic garbage bag. Hands should be washed before and after wearing gloves.

Respiratory Equipment: Where the likelihood of a worker being exposed to airborne levels of chemical or biological agent has been established, the use of respiratory equipment may become necessary. In these rare cases, workers will be provided with the appropriate respirator which has been selected based on the hazards identified. Workers required to wear a respirator will be appropriately fit tested and trained on the proper use, care and storage of the respirator. Records of fit testing will be kept in the company's administrative Health and Safety files.

Hand Washing Facilities: Staff will wash their hands thoroughly with soap and hot water after they have had contact with biological and chemical agents. It is important to wash hands after going to the bathroom, before eating and after work each day. Jobsites are provided with the appropriate facilities in accordance with the construction project regulations.

Eyewash Facilities: Due to the hazard associate with working on jobsites where the exposure to a biological or chemical agent exists, the provision of portable eyewash facilities has been addressed. All company vehicles assigned to a job site will have a portable eyewash station. In addition all site first aid stations will also have portable eyewash.

Care of Garbage: Extreme caution should be used when disposing of garbage and other waste that may contain infected materials. Infected material waste should be double bagged for disposal in a biohazard container.

19.5 EVALUATION

This standard will be evaluated annually, and the necessary steps to ensure all employees are working in compliance with the policies and that the appropriate steps are taken to ensure full implementation.

References

*Occupational Health and Safety Act
Workplace Safety and Insurance Act*

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: General Job Site Safety Requirements Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2011

GENERAL JOB SITE SAFETY REQUIREMENTS

20.1 PURPOSE

The purpose of our general job site safety requirements policy is to ensure that all of our work on construction sites is conducted in a safe manner, in compliance with the applicable regulations, codes and guidelines.

20.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd.

20.3 RESPONSIBILITY

It is the responsibility of each supervisor to ensure that the staff under his/her direct supervision has received the proper training and instruction, which allows this policy to be implemented.

20.4 REQUIRED PERSONAL PROTECTIVE EQUIPMENT

1. Hard hat, Canadian Standards Association (CSA) certified, which consists of a shell and suspension that is adequate to protect the worker's head against impact and against flying or falling small objects; and has a shell which can withstand a dielectric strength test at 20,000 volts phase to ground.
2. Safety boots, CSA – Certified, Grade 1 (green triangular CSA patch outside, green rectangular label inside). The safety boot or shoe must have a box toe that is adequate to protect the wearer's toes against injury due to impact and has a sole or insole that is adequate to protect a worker's feet against injury due to puncture.
3. Skin protection appropriate in the circumstances must be worn to protect a worker's skin from contact with a noxious gas, liquid, fume or dust; an object that may puncture or abrade the skin; a hot object; or radiant heat.
4. Hearing protection, appropriate for the sound level exposure. J. Harrison Excavating shall take all measures reasonably necessary in the circumstances to protect workers from exposure to hazardous sound levels. A clearly visible warning sign shall be posted at every approach to an area in the workplace where the sound level regularly exceeds 85 dBA. Workers shall wear and use personal protective equipment appropriate in the circumstances to protect them from exposure to a sound level greater than the limit.
5. All workers working on job sites located on a highway, where a hazard exists that a worker may be endangered by vehicular traffic, the workers must follow the sites traffic control program. In addition workers must wear:
 - Garment, usually a vest, covering upper body and meeting the following requirements:
 - i) Fluorescent blaze or international orange in colour.
 - ii) Two vertical yellow stripes 5 cm wide on front, covering at least 500 cm².
 - iii) Two diagonal yellow stripes 5 cm wide on back, in an X pattern, covering at least 570 cm².

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: General Job Site Safety Requirements Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

- iv) Stripes retro-reflective and fluorescent vests to have adjustable fit and side and front tear-away feature on vests made of nylon.
 - v) After dark, employees are required to wear retro-reflective silver stripes encircling each arm and leg, or equivalent side visibility enhancing stripes with a minimum area of 50 cm² per side.
6. Eye and Face Protection - CSA approved safety glasses must be worn when posted on a worksite or when exposed to a situation where the risk of an eye injury exists. The worker is responsible to ensure that the appropriate eye protection is worn in each circumstance.

20.5 JOB SITE SPECIFIC POSTING REQUIREMENTS:

Before starting work the site supervisor must ensure that all of the basic site requirements are met. This includes: [APPENDIX L](#)

- Setting up a Health and Safety Information Board which contains:
 - Notice of Project (if required)
 - A copy of the OH&S Act and applicable regulations
 - Names of the site H&S Representative
 - Emergency contact numbers
 - WHMIS Poster
- Signs to be posted will be site specific and will include:
 - Danger – overhead wires
 - Confined space
 - Danger – Authorized personnel only

20.6 PRE-JOB PREPARATION

Before starting work, the supervisor must ensure that all employees know:

1. The type of construction they are involved with.
2. The type of equipment to be used.
3. How the equipment will be operating.
4. The site traffic control plan.
5. What your individual role will be, will you be acting as a traffic control person, will you need to protect workers setting up components of the traffic control system such as signs, delineators, cones and barriers.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: General Job Site Safety Requirements Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

6. Any special conditions of the contract governing road use.
7. Know and use the accepted on site signal.

20.7 TRAFFIC CONTROL PUBLIC ROADS

Construction projects on or along public roads can pose major hazards when workers place and remove traffic control devices.

The goal in setting up traffic control signs and delineators is to provide the motoring public with a clear, well laid-out path of travel. This maximizes worker safety and visibility within the zone. Personnel doing this work must be fully trained.

Instruction must cover

- personal protective equipment required
- communication to be used in setting up and removing traffic control devices
- inspection of signs and delineators before use to ensure they are in good condition
- type and placement of signs in compliance with the Ministry of Transportation's Traffic Control Manual of Roadway Work Operations
- order in which signs will be loaded on the truck -- last sign on project to be loaded first, etc.
- required number and spacing of delineators
- proper method of placing traffic control devices -- always with the flow of traffic (this ensures that oncoming traffic is channelled away from the worker installing the devices, as in Figure 1)
- proper method of removing traffic control devices -- always against the flow of traffic (this ensures that workers are protected from oncoming traffic by the upstream delineators, as in Figure 2)
- the need to have an escape route planned before workers start placing or removing traffic control devices

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: General Job Site Safety Requirements Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009



Figure 1

Signs and delineators that offer the best visibility must be used. For instance, where a *reflective* arrow board is required, substitute an *illuminated* arrow board to enhance visibility.

Figure 2

As shown in Figures 1-2, a trailing vehicle is recommended to help protect workers while they place or remove traffic control devices. The vehicle should be positioned far enough behind the operation to protect workers, yet not so close that it affects their view of oncoming traffic. The distance of the trailing vehicle should be adjusted in accordance with the posted speed limit.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: General Job Site Safety Requirements Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

Communication

Methods of communication among workers placing devices must be clear. When two or more crews are working together, radio or telephone communication is recommended. Ensure that batteries are fully charged.

Access/Egress

The work zone must be designed to allow the entry and exit of construction traffic. Access must be long enough to allow vehicles to slow down and should be cordoned off from work areas to reduce the risk of collision between vehicles entering the zone and those already operating there. At exits, allow enough distance for construction equipment to get up to road speed before merging with public traffic. Heavy equipment often needs extra room to accelerate.

Traffic Control Planning

All construction work on, adjacent to, or encroaching on a public road must be signed and delineated in accordance with the Ministry of Transportation's Traffic Control Manual of Roadway Work Operations.

Before starting a project, determine:

1. Type of roadway where work will be done - one lane, two lane, rural, urban, divided, speed limits, traffic, volume, etc.
2. Duration of work and physical dimensions – length of work zone, length of project,
3. Sign requirements as per Traffic Control Manual - number, location, height and methods of securing; and
4. Type and number of delineators required for road and speed conditions.

Always ensure signs and delineators are inspected before use. Any dirty or damaged signs must be cleaned or replace before use.

20.8 TRAFFIC CONTROL PERSON

- Workers may direct traffic only where the operating speed of the roadway is less than 90 km/h and there is a *maximum* of one lane of traffic in each direction.
- A worker may not direct traffic in more than one direction.
- Workers directing traffic must be trained and receive both oral and written instructions in a language they understand.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: General Job Site Safety Requirements Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

- Workers directing traffic must wear a reflective fluorescent vest and use the *STOP/SLOW* sign required under the Construction Regulation (O. Reg. 213/91).
- Workers must be positioned off the traveled portion of the roadway until traffic is stopped and must have a clear view of approaching traffic at all times.

20.9 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References:

Occupational Health and Safety Act
Workplace Safety and Insurance Act

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Hoisting Operations Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

HOISTING OPERATIONS

21.1 PURPOSE

Due to the hazards associated with the use of powered equipment, specifically cranes and hoists, and the regulations associated with their use under the Regulations for Industrial Establishments and the Construction Projects Regulations, only those staff members who have completed a Ministry of Labour approved and recognized training program are authorized to use and operate any cranes.

21.2 APPLICATION

This policy applies to all employees of J Harrison Excavating and Pipeline Ltd.

21.3 RESPONSIBILITY

It is the responsibility of the owner/operator to ensure that all of the staff under their direct supervision have received the proper training and instruction, which enables this policy to be implemented.

21.4 PROCEDURE

1. A selected number of employees will be trained on the proper use and operation of cranes. The program of instruction is detailed in this section.
2. As part of the job site hazard assessment, if a crane will be used, emergency response planning will be included in the assessment and the appropriate response plan will be included in the site emergency plan.
3. Operators must carry on their person a copy of their most recent crane operators/hoisting training card as proof of training, and a record of their training will be kept in the administrator's office files.
4. Prior to operating a crane, the following pre-operation check shall be performed.

The operator shall inspect the following items during the visual pre-use check:

- General condition and cleanliness
- Locate the appropriate load rating plate and determine that the loads being lifted do not exceed the rating of the equipment.
- The log book, which must be kept with the crane, must be located prior to operating the crane and all required information must be entered into the log book.
- Area to be worked on - clear of objects that could cause an accident.
- Overhead - no obstructions.
- Nearby objects to avoid as you drive away.
- Fire extinguisher - present and charged.
- Engine oil level, fuel level, radiator water level (lawn mowers, trimmers, tractor).
- Battery - fully charged; check cables for exposed wires; battery plug connections not loose, worn or dirty; vent caps not clogged; electrolyte levels in cells; hold downs or brackets keep battery securely in place.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Hoisting Operations Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

- Bolts, nuts, guards, chains, or hydraulic hose reels not damaged, missing or loose.
 - Wheels and tires - check for wear, damage, and air pressure, if pneumatic tires.
 - Chain anchor pins - not worn, loose or bent.
 - Every hoisting hook shall be equipped with a safety catch
 - Fluid Leaks - no damp spots or drips.
 - Hoses - held securely; not loose, crimped, worn or rubbing.
 - Horn - working and loud enough to be heard in working environment; other warning devices operational.
 - Lights - Headlights and warning lights operational.
5. All pre-start-up visual checks shall be logged in the logbook, located in the crane or rigging device.
6. Where the operator of a crane or hoist does not have a full view of the intended path or its load, the crane or hoist shall only be operated as directed by a signaller who is a competent person and who is stationed,
- (a) in full view of the operator;
 - (b) with a full view of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment and its load; and
 - (c) clear of the intended path of travel of the crane or similar material handling equipment and its load
7. Under no circumstances will a crane or hoist be used to raise or lower a worker unless:
- a) Conventional access equipment cannot be used,
 - b) The platform that the worker is on has been designed by an engineer, is equipped with more than one means of suspension or support,
 - c) Is equipped with anchor points for the workers fall arrest system, and meets all of the requirements as set out by the regulation for equipment used to lift or lower a person.
8. All cranes shall be maintained and inspected yearly, according to the manufacturer's instructions and recommendations.
9. In the event of an emergency, the operator must follow the site specific emergency plan as applicable. These plans are developed at the beginning of each job/project and are given in hard copy to all operators for reference.
10. All maintenance and yearly inspection records shall be kept in the administration office's files.

21.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References:

*Occupational Health and Safety Act
Workplace Safety and Insurance Act.*

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Housekeeping Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

HOUSEKEEPING

22.1 PURPOSE

At J. Harrison Excavating & Pipeline it is our policy to have all employees properly trained to know what is expected of them when they come onto a job site, and when they leave it. They shall respect the job site and keep it organized and clean.

22.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd.

22.3 RESPONSIBILITIES

It is the responsibility of each Supervisor (or delegate) to ensure that the staff under his/her direct supervision has received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy.

22.4 PROCEDURE

As per section 35(1) of the Regulations, waste material and debris shall be removed to a disposal area and reusable material shall be removed to a storage area as often as is necessary to prevent a hazardous condition arising and, in any event at least once a day.

The supervisor should also ensure as per section 37(1) of the Regulations, material or equipment at a project shall be stored and moved in a manner that does not endanger a worker.

All other applicable legislation from the OH&S Act and Regulations shall be abided by.

22.5 EVALUATION:

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References

Occupational Health and Safety Act
Workplace Safety and Insurance Act

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Mobile Equipment Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

MOBILE EQUIPMENT

23.1 PURPOSE

Due to the hazards associated with the use of mobile equipment and the regulations associated with their use under the Regulations for Construction Sites, only those staff members who have completed a Ministry of Labour approved and recognized training program are authorized to use any powered equipment.

23.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd.

23.3 RESPONSIBILITY

It is the responsibility of the supervisor to ensure that all of the staff under their direct supervision have received the proper training and instruction, which enables this policy to be implemented.

23.4 PROCEDURE

1. A selected number of employees will be trained on the proper use and operation of mobile equipment. The program of instruction is detailed in this section.
2. Only competent employees with the proper required training are permitted to operate mobile equipment. Proof of their training must be carried by the operator, and a record of their training will be kept in the administrator's office files.
3. Prior to operating a piece of powered equipment, the following pre-operation check shall be performed:

The operator shall inspect the following items during the visual pre-use check:

- General condition and cleanliness.
- Area to be worked on - clear of objects that could cause an accident.
- Overhead - no obstructions. This includes ensuring the equipment is a minimum distance away from any overhead power lines carrying electricity of 750 Volts or higher.
- Nearby objects to avoid as you drive away.
- Fire extinguisher - present and charged.
- Engine oil level, fuel level, radiator water level (lawn mowers, trimmers, tractor).
- Battery - fully charged; check cables for exposed wires; battery plug connections not loose, worn or dirty; vent caps not clogged; electrolyte levels in cells; hold downs or brackets keep battery securely in place.
- Bolts, nuts, guards, chains, or hydraulic hose reels not damaged, missing or loose.
- Wheels and tires - check for wear, damage, and air pressure, if pneumatic tires.
- Chain anchor pins - not worn, loose or bent.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Mobile Equipment Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

- Fluid Leaks - no damp spots or drips.
 - Hoses - held securely; not loose, crimped, worn or rubbing.
 - The equipment must be equipped with an overhead canopy if loads are to be lifted overhead.
 - The equipment must have a roll over protection structure in compliance with Ontario's Roll over Protection Structures Regulations. This includes ensuring the required load capacity label for the rollover structure label is fastened to the structure and is readily visible and legible.
 - Operators must wear the restraining device provided on the mobile equipment when operating the equipment.
 - Horn - working and loud enough to be heard in working environment; other warning devices operational.
 - Lights - Headlights and warning lights operational.
4. All pre-start-up visual checks shall be logged in the logbook.
5. When operating the mobile equipment on a job site where the operator does not have a full view of the area in which the equipment is being used or for its intended movement, the equipment may only be operated as directed by the designated signaller who is located:
- i. is competent and has the appropriate training and knowledge of their role,
 - ii. in full view of the operator,
 - iii. has full view of the area in which the equipment is being operated and any intended travel routes, and
 - iv. The signaler is clear of any intended path of travel of the mobile equipment and its load.
6. All mobile equipment, when not in use, must be immobilized and secured against any unintentional movement, with all forks, buckets, or other similar attachments in the lowered position.
7. All powered equipment shall be maintained and inspected yearly, according to the manufacturer's instructions and recommendations.
8. When a defect or unsafe condition is identified, the powered mobile equipment must be, as soon as is reasonably practicable, removed from service until the unsafe condition has been corrected. An out-of-service tag shall be affixed to the equipment until it is repaired.
9. All maintenance and yearly inspection records shall be kept in the administration office's files.

23.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References

Occupational Health and Safety Act
Workplace Safety and Insurance Act

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Maintenance – General Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

MAINTENANCE - GENERAL

24.1 PURPOSE

The work activity carried out in the maintenance of the equipment is quite unique and separate from the other operations at J. Harrison Excavating & Pipeline Ltd.

24.2 APPLICATION

The policies and procedures in this section apply specifically to the employees of J. Harrison Excavating & Pipeline Ltd. who conduct maintenance work and any outside contractors that are brought in to conduct maintenance work.

24.3 RESPONSIBILITY

It is the responsibility of the owners (or delegate) to ensure that the staff under their direct supervision has received the proper training and instruction to enable this policy and its specific procedures to be implemented. The owners (or delegates) are responsible to approve all electrical equipment for the specific purpose for which it is being used. All employees shall be provided basic electrical safety training. This training will include: recognition of electrical hazards, prevention of electrical shock and arc flash, and recognition of electrical shock and arc flash hazard labels. All employees shall be provided basic electrical safety training.

General provisions of the Maintenance Shop that will be maintained:

- Wiring, heating and ventilation systems are to be kept in good condition.
- Provision of adequate lighting with no glare; additional local lighting for hazardous procedures to ensure increased vision and reduced eyestrain and fatigue.
- Adequate floor space for the volume of work expected.
- Do not block or hinder access to fire extinguishers, doorways, and emergency exits.
- Ensure that emergency lighting works.

General operational safety tips for employees:

- Use tools and service equipment only for the tasks for which they are designed.
- Keep power tool guards and safety devices in place and functional.
- Use only non-conductive tools and equipment while performing any electrical work
- Inspect and service fire extinguishers regularly.
- Post emergency phone numbers.
- Keep floors and benches clean to reduce slipping and tripping hazards.
- Empty trash containers regularly.
- Discard rags, paper and other items soaked with flammable materials (such as oil, gas or solvents) in approved metal containers.
- When there is a risk from electrical shock and/or arc flash personal protective equipment must be worn

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Maintenance - General Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

General material storage provisions:

- Allow nothing to overhang.
- Do not overload shelving units.
- Place wedges beside stock that will roll.
- Keep aisles clear.
- Place heavy items on shelves at waist height. Identify the weight of unfamiliar loads and load limits on shelving.
- Label flammable and combustible materials clearly and store in a separate place, away from heat and ignition sources.
- Use only approved safety containers for flammable and combustible liquids.
- Flammable material shall not be stored or placed close to electrical equipment.
- Ground and bond containers when transferring flammable liquids from one container to another.
- Store compressed gas cylinders upright, and secure with chain or brackets.
- Close valves on empty cylinders. Make sure valve protection caps are in place.
- Keep fuel gas cylinders and petroleum products separate from oxygen cylinders.
- Do not smoke or use matches near flammable materials.
- Do not store combustible material, such as paper or work clothes, near heating units.

General provisions for the use of power hand tools:

Daily pre-start-up inspections:

- Inspect tools for any damage prior to each use.
- Check the handle and body casing of the tool for cracks or other damage.
- If the tool has auxiliary or double handles, check to see that they are installed securely.
- Inspect cords for defects: check the power cord for cracking, fraying, and other signs of wear or faults in the cord insulation.
- Check for damaged switches and ones with faulty trigger locks.
- Inspect the plug for cracks and for missing, loose or faulty prongs.
- If a tool is defective, remove it from service, and tag it clearly "Out of service for repair."
- Replace damaged equipment immediately - do not use defective tools "temporarily".

Before use:

- Ensure that you have been properly trained to use the tool safely. Read the operator's manual before using the tool and operate the tool according to the manufacturer's instructions.
- Ensure that the power tool has the correct guard, shield or other attachment that the manufacturer recommends.
- Prevent shocks. Ensure that the tools are properly grounded using a three-prong plug, are double insulated (and are labelled as such), or are powered by a low-voltage isolation transformer - this will protect users from electrical shock.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Maintenance - General Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

- Check electric tools to ensure that a tool with a 3-prong plug has an approved 3-wire cord and is grounded. The three-prong plug should be plugged into a properly grounded 3-pole outlet. If an adaptor must be used to accommodate a two-hole receptacle, the adaptor wire must be attached to a known, functioning ground. Never remove the third, grounding prong from a plug.
- Replace open front plugs with dead front plugs. Dead front plugs are sealed and present less danger of shock or short circuit.
- Test all tools for effective grounding with a continuity tester or a ground fault circuit interrupter (GFCI) before use.
- Use only the kind of battery that the tool manufacturer specifies for the battery-powered tool that you are using.
- Recharge a battery-powered tool only with a charger that is specifically intended for the battery in that tool.
- Remove the battery from the tool or ensure that the tool is switched off or locked off before changing accessories, making adjustments, or storing the tool.
- Store a battery pack safely so that no metal parts, nails, screws, wrenches and so on can come in contact with the battery terminals - this could result in shorting the battery and could possibly cause sparks, fires or burns.

General safe work practices while using power hand tools:

- Wear or use personal protective equipment (PPE) or clothing that is appropriate for the work you are doing - this may include items such as safety glasses or goggles, hearing protection, dust mask, gloves, safety boots or shoes, or rubber boots.
- The use of appropriate eye protection is mandatory for all service staff working in the Maintenance Shop and all visitors to the area.
- Switch off the tools before connecting them to a power supply.
- If a power cord feels more than comfortably warm or if a tool is sparking excessively, have it checked by your Supervisor.
- Disconnect the power supply before making adjustments or changing accessories.
- Remove any wrenches and adjusting tools before turning on a tool.
- Inspect the cord for fraying or damage before each use. Tag defective tools clearly with an "out of service" tag and replace immediately with a tool in good running order.
- During use, keep power cords clear of tools and the path that the tool will take.
- Use clamps, a vice or other devices to hold and support the piece being worked on, when practical to do so. This will allow you to use both hands for better control of the tool and will help prevent injuries if a tool jams or binds in a work piece.

J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL

TITLE: Maintenance - General Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

- Use only approved extension cords that have the proper wire size for the length of cord and power requirements of the electric tool that you are using. This will prevent the cord from overheating.
- Suspend power cords over aisles or work areas to eliminate stumbling or tripping hazards.
- Eliminate octopus connections: if more than one receptacle plug is needed, use a power bar or power distribution strip that has an integral power cord and a built-in over current protection.
- Pull the plug, not the cord when unplugging a tool. Pulling the cord causes wear and may adversely affect the wiring to the plug - an electrical shock to the operator may result.
- Follow good housekeeping procedures - keep the work area free of clutter and debris that could be tripping or slipping hazards.
- Keep power cords away from heat, water, oil, sharp edges and moving parts. They can damage the insulation and cause a shock.
- Ensure that cutting tools, drill bits, etc. are kept sharp, clean and well maintained.
- Store tools in a dry, secure location when they are not being used.
- Do not wear gloves, loose clothing or jewellery while using revolving power tools. Tie back long hair or wear appropriate hair protection to prevent hair from getting caught in moving parts of equipment.
- Do not use a tool unless you have been trained to use it safely and know its limitations and hazards.
- Avoid accidental starting by ensuring that the tool is turned off before you plug it in. Also do not walk around with a plugged-in tool with your finger touching the switch.
- Do not bypass the ON/OFF switch and operate the tools by connecting and disconnecting the power cord.
- Do not disconnect the power supply of the tool by pulling or jerking the cord from the outlet.
- Do not leave a running tool unattended. Do not leave it until it has been turned off, has stopped running completely, and has been unplugged.
- Do not use electric tools in wet conditions or damp locations unless tool is connected to a ground fault circuit interrupter (GFCI).
- Do not expose electric power tools to rain or wet conditions - wet tools increase the likelihood of getting an electric shock.
- Avoid body contact with grounded surfaces like refrigerators, pipes and radiators when using electric powered tools - this will reduce the likelihood of shock if the operator's body is grounded.
- Do not plug several power cords into one outlet by using single-to-multiple outlet adaptors or converters (cube taps).
- Do not use light duty power cords.
- Do not connect or splice extension cords together to make a longer connection: the resulting extension cord may not be able to provide sufficient current or power safely.
- Do not carry electrical tools by the power cord.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Maintenance - General Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

- Do not tie power cords in knots. Knots can cause short circuits and shocks. Loop the cords or use a twist lock plug.
- Never break off the third prong on a plug - replace broken 3-prong plugs and make sure that the third prong is properly grounded.
- Never use extension cords as permanent wiring. Use extension cords only as a temporary power supply to an area that does not have a power outlet.
- Do not walk on or allow vehicles or other moving equipment to pass over unprotected power cords. Cords should be put in conduits or protected by placing planks on each side of them.
- Do not brush away sawdust, shavings or turnings while the tool is running. Never use compressed air for cleaning surfaces or removing sawdust, metal turnings, etc.
- Do not operate tools in an area containing explosive vapours or gases.
- Do not clean tools with flammable or toxic solvents.

Other Procedures:

1. All employees are expected to follow these Safe Work Guidelines.
2. All lifting devices must be checked before use and must be maintained following the manufacturer's instructions and guidelines.
3. Maintenance records must be kept in the administration office's files of all repair work and regular maintenance work.

24.4 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References:

Occupational Health and Safety Act
Workplace Safety and Insurance Act

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE Electrical Hazards Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

ELECTRICAL HAZARDS

25.1 PURPOSE

Most construction workers tend to take electricity for granted as a steady, reliable source of power for a wide variety of tools, equipment, and operations. It must be remembered that electricity is always a potential source of danger.

At the present time no employees of J. Harrison Excavating & Pipeline Ltd. do any electrical work. All electrical work is contracted out to qualified electrical subcontractors who must follow all applicable safety requirements. Workers from J. Harrison do however work near power lines on job sites and must work in accordance with the policy.

25.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd. as well as any outside contractors hired to perform work that involves electrical hazards.

25.3 RESPONSIBILITY

It is the responsibility of each supervisor to ensure that the staff under their direct supervision have received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy.

25.4 PROCEDURES

1. Overhead Wire Safety

The hazards associated with overhead electrical lines on projects sites impact your safety, as well as the well being of those working with you.

J. Harrison Excavating & Pipeline Ltd. requires all employees to make themselves aware of the site electrical safety plan established for each project where equipment or work operations may contact or disrupt power lines. Each project must have a plan that provides identification and marking of all electrical lines.

Procedures must be established and followed to ensure that all workers, equipment operators, and truck drivers are fully aware of these hazards, and take the necessary steps to avoid them.

The importance of conscientiously addressing electrical safety requirements on all construction projects, as well as addressing safety procedures for contacted or knocked down wires, is for everyone's safety, the well being of those working with you and the public.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Electrical Hazard Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

2. Safety Requirements

Overhead electrical wire safety requirements:

- Electrical systems shall be assumed to be energized high voltage until verified otherwise by the appropriate utility.
- The Constructor shall identify and reference all potential electrical hazards and document such as part of the Project Safety and Health Plan.
- Prior to the start of work where contact with energized electrical systems is possible, the Contractor shall identify existing facilities and reference their location to prominent physical features:
 - a. In advance of work, the appropriate Utility shall be called upon to identify energized facilities, and to determine the need to de-energize, insulate, or otherwise protect the facilities against accidental contact.

Work Near Power Lines

- Locate all underground and overhead services before starting work. Determine voltage of electrical utilities.
- Power lines must be moved, isolated, or de-energized where necessary.
- Underground lines must be marked on all plans and drawings. Warning signs must be posted along their route.
- Avoid storing material or equipment under power lines. If the material must be stored there, warning flags and signs must be hung to prevent other workers from using hoisting equipment to move or lift the material.
- When the crane is in use near power lines, a signaller must be used to warn the operator when any part of the equipment or load approaches the minimum allowable distance.

Voltage Rating of Power line	Minimum Distance
750 to 150,000 volts	3 metres (10 feet)
150,001 to 250,000 volts	4.5 metres (15 feet)
Over 250,000 volts	6 metres (20 feet)

Always:

1. Ensure employees are not placed in dangerous proximity to high voltage.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Electrical Hazard Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

2. Dangerous proximity applies to the individual and any conductive object.
3. Dangerous proximity is defined as within 3 m (10ft) for voltages up to 50 kilovolts, and an additional 0.1m for every 10 kilovolts over 50 kilovolts.
4. Post warning decals on equipment regarding 3 m (10ft) minimum clearance.
5. Ensure that when any equipment operator is unable to assess clearances, a "spotter" observes for clearance and directs the operator.
6. Inform employees of the hazards and corresponding precautions when working near high voltage.

In Emergency Situations:

If a utility line is contacted or knocked down:

- Keep everyone away from the wire - place guards around the wire to warn others.
- Call the utility immediately.
- Do not attempt to move the wire.

If someone contacts an energized wire:

- Do not touch the victim if still in contact or close proximity with the wire.
- Call EMS.
- Administer CPR, if necessary, when the victim is no longer in contact or close proximity or the wire is de-energized.

If wires come in contact with equipment:

- Remain inside equipment and wait for the utility company to de-energize contacting wires.
- If necessary to leave the equipment, leap with both feet together as far away from the equipment as possible.

25.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References:

*Occupational Health and Safety Act
Workplace Safety and Insurance Act*

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Lock Out and Tag Out Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

LOCK OUT AND TAG OUT

26.1 PURPOSE

The purpose of this lock-out policy is to establish and maintain a zero energy state before and during any work that could expose a worker to electrical hazards and the active parts of a machine. Zero energy means that all forms of energy in a machine or system have been isolated and controlled.

26.2 APPLICATION

This policy applies to all employees and outside contractors hired to perform work that involves completing maintenance work for J. Harrison Excavating & Pipeline Ltd.

26.3 RESPONSIBILITY

It is the responsibility of the supervisor (or designate) to ensure that the staff under his/her direct supervision has received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy. Specific lock-out procedures applicable within the department or on the specific job site must be reviewed with the staff and followed at all times, when applicable. [APPENDIX M](#)

26.4 PROCEDURES

Prior to performing any work that may expose a worker to the moving parts on equipment powered by electrical, hydraulic, pneumatic, or mechanical energy; lock-out/tag-out procedures must be applied. Specific equipment procedures must be referenced in the appropriate Safety Policy and Procedure Manual.

Electrical work must only be performed by qualified competent workers.

All employees working in the area affected must be notified of the work.

Preparation for shut down

Before turning off any equipment, the person conducting the maintenance/repair/installation work must determine:

- The source, type, and amounts of energy powering the piece of equipment;
- Hazards posed by the energy involved; and
- Methods of controlling the energy.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Lock Out and Tag Out Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

Equipment shut down

- Shut down the piece of equipment, using the operating controls.
- Follow the established procedures for use of the equipment to ensure that the shut down does not endanger anyone.

Isolate the equipment

- Operate all energy-isolating devices to isolate the equipment from its energy source.
- Isolate all energy sources (including secondary sources).
- Discharge or release any stored energy in the equipment.
- Never remove a fuse instead of disconnecting the equipment.

Application of lock-out/tag-out device

- Use the lock and tag provided by your Supervisor and apply it to all energy isolating devices.
- Use a lock-out device when a lock cannot be placed directly on the control.
- Each employee working on the equipment must attach his/her personal lock.
- Ensure that you fill out the DANGER - DO NOT OPERATE tag completely and ensure to include your name and date.
- When lock-out is not required, due to the conductors being adequately grounded with a visible grounding mechanism or when other procedures have been implemented, under the supervision of a competent person this must be adequately communicated to all employees.

Control of stored energy

- Inspect the equipment to ensure all parts have stopped moving.
- Relieve any trapped pressure.
- Block or brace any parts that could fall due to gravity.
- Block parts in hydraulic and pneumatic systems that could move from loss of pressure.

Verification of isolation

- Prior to starting any work, make sure all personnel are clear of any dangers.
- Verify that the main disconnect switch or circuit breaker cannot be moved to the “on” position.
- Press all start buttons and other activating devices to ensure that they are not working.
- Shut off all machine controls.

When work has been completed

- Ensure that machine controls are in the “off” position.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Lock Out and Tag Out Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

- Ensure that all guards have been re-installed and that the machine is completely re-assembled.
- Ensure that all tools and personnel have been removed and are clear of the machine.
- Notify everyone that the lock-out device and tag are being removed.
- Ensure that you remove only your own lock. Each employee involved in the work procedure must remove his/her own lock and tag.

Follow the proper re-energizing steps to put the equipment back into service.

26.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References

Occupational Health and Safety Act
Workplace Safety and Insurance Act.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Hot Work Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

HOT WORK – WELDING AND CUTTING

27.1 PURPOSE

The purpose of the Hot Work Policy is to prevent potential loss or damage due to the hazards associated with performing any operation that produces open flames, heat, or sparks.

27.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd. as well as any outside contractors hired to perform work that involves hot work.

27.3 RESPONSIBILITY

It is the responsibility of the supervisor (or designate) to ensure that the staff under their direct supervision have received the proper training and instruction, which enables this policy to be implemented, and meets the intent of this policy.

27.4 PROCEDURES

Hot Work is defined as any operation that produces open flames, heat, or sparks. Cutting, grinding, brazing, welding, soldering, etc. are all examples of operations which fall into this category.

Elimination of fuel spills or leakage, in combination with adequate ventilation and control of ignition sources, is the most effective way of preventing flammable liquid fires.

Part 4 of the Ontario Fire Code details the required safe practices and procedures.

Safety measures to be followed are as follows:

- Review the fire safety and emergency procedures posted in the shop area.
- Ensure that adequate fire extinguishing equipment is present (20 lb. multi-purpose dry chemical).
- Ensure your familiarity with the flammable and combustible liquids spill procedure for the area.
- An area surrounding the hot work area of 11 metres (35 ft.) must be cleared of flammable hazards.
- All sources of ignition are eliminated prior to work beginning. This includes sources of static electricity, nearby welding, cutting or grinding operations, and any other devices or tools that can create electrical sparks.
- All flammable liquids are removed from the work area.
- All unmovable combustibles are protected with fire resistant tarpaulins or metal shields.
- All equipment used in the welding operation must be protected against potential damage.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Hot Work Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

- All cylinders of compressed welding gases must be transported, and stored in a safe manner. They must be secured in position, at all times, in a vertical position and must have a control valve in place. This valve must be closed when the cylinders are not in use or if it is empty. In addition, a protective cap must be in place when the cylinder is not in use or empty.
- All empty cylinders must be marked “empty”, and secured in a vertical position, and stored outside until replaced.
- The welding equipment must be inspected for gas leaks before use. If any leaks are found, the gas supply must be shut-off, and an out-of-service tag shall be placed on the equipment until the leak is repaired and/or defective parts are replaced.
- On welding equipment, there must be a flash back arrestor located between the torch and the gas and oxygen supply lines to prevent a flame from burning back from the torch to the supply lines.
- No welding electrodes or ground leads are to be hung over a compressed gas cylinder, all electrode studs and scrap must be cleaned up and placed into the provided receptacles for that purpose.
- Prior to the start of the hot work, the Supervisor (or designate) fills out the hot work permit to confirm that the precautions listed on the permit checklist have been taken. These include:
 - Location and nature of hot work.
 - Name of employee doing the job.
 - The expiration date and time of the permit.
 - Emergency notification procedure.
- The supervisor (or designate) signs and issues the permit.
- The employee hangs the permit in a visible location in the hot work area and conducts the job.
- Fire watch must occur during the hot work and for an hour after the work has been completed.
- Where electric arc welding or cutting operations are performed, a protective screen must be used to protect the other workers in the area from harmful radiation.
- Workers performing hot work must wear appropriate protective equipment. Appropriate PPE may include, but is not limited to, leather gloves with arm protection, flame retardant work clothing, leather apron, and welder's helmet.
- When the monitoring period has ended, the supervisor (or designate) conducts a final inspection of the area and signs the permit. The permit is removed and retained as a record of the work.

27.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References

Occupational Health and Safety Act
Workplace Safety and Insurance Act.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Heat and Cold Stresses Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

HEAT AND COLD STRESS

28.1 PURPOSE

Due to the external work environment, employees working for J. Harrison Excavating & Pipeline Ltd. during the summer months outdoors as well as in the non air conditioned indoor environments; employees working in these areas are at a potential risk of being exposed to heat and cold, depending on the time of year and work performed. This policy is designed to detail safe working procedures.

28.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd.

28.3 RESPONSIBILITY

It is the responsibility of the owners and the appropriate supervisor (or delegate) to ensure that the staff under their direct supervision has received the proper training and instruction, which enables this policy to be implemented.

28.4 Background Information

1. Is there a temperature at which work becomes dangerous and should be stopped?

The short answer is yes. Both very cold and very hot temperatures could be dangerous to your health.

Excessive exposure to heat is referred to as heat stress and excessive exposure to cold is referred to as cold stress.

2. The warning signs of heat stroke and hypothermia:

The victims of heat stroke and hypothermia are unable to notice the symptoms, and therefore, their survival depends on co-workers' ability to identify symptoms and to seek medical help.

While symptoms can vary from person to person, the warning signs of heat stroke can include complaints of sudden and severe fatigue, nausea, dizziness, light-headedness, and profuse and prolonged sweating. If a co-worker appears to be disorientated or confused (including euphoria), or has unaccountable irritability, malaise or flu-like symptoms, the worker should be moved to a cool location and medical advice should be sought.

Warning signs of hypothermia can include complaints of nausea, fatigue, dizziness, irritability or euphoria. Hypothermia can cause pain in the extremities (hands, feet, ears,

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Heat and Cold Stresses Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

etc.), and severe shivering. Workers should be moved to a heated shelter and medical advice should be sought, when appropriate.

3. What are the exposure limits for working in hot environments?

Two types of exposure limits are often used: occupational exposure limits and thermal comfort limits. Occupational exposure limits are to protect industrial workers from heat-related illness. Thermal comfort limits are for office work to ensure productivity and quality of work.

ASHRAE Standard 55-1992 Thermal Environmental Conditions for Human Occupancy recommends the following acceptable temperature ranges at relative humidity (RH) of 50% and air speed less than 0.15 m/sec. (30 fpm).

Table 1 Acceptable Temperatures		
Season	Clothing	Temperature
Winter	Heavy slacks, long sleeve shirt and/or sweater	20-23.5°C (68-75°F)
Summer	Light slacks and short sleeve shirt	23-26°C (73-79°F)

The American Conference of Governmental Industrial Hygienists (ACGIH) recommends Threshold Limit Values (TLVs) for working in hot environments. These limits are given in units of WBGT (wet bulb globe temperature) degrees Celsius (°C). The WBGT unit takes into account environmental factors, namely air temperature, humidity and air movement, which contribute to perception of hotness by people. In some workplace situations, solar load (heat from radiant sources) is also considered in determining the WBGT. Some Canadian jurisdictions have adopted these TLVs as occupational exposure limits and others use them as guidelines to control heat stress in the workplace.

The ACGIH publication "2000 TLVs and BEIs" provides recommended screening criteria for heat stress exposure for workers acclimatized to heat and for workers who are not acclimatized to heat (Table 2). The publications "2000 TLVs and BEIs" and "Documentation of TLVs and BEIs" should be consulted for more detailed information on these screening criteria, categories of work demands, guidelines for limiting heat strain and heat strain management.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Heat and Cold Stresses Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

Table 2 Screening Criteria for Heat Stress Exposure (WBGT values in °C) for 8 hour work day five days per week with conventional breaks								
	Acclimatized				Unacclimatized			
Work Demands	Light	Moderate	Heavy	Very Heavy	Light	Moderate	Heavy	Very Heavy
100% work	29.5	27.5	26		27.5	25	22.5	
75% Work; 25% Rest	30.5	28.5	27.5		29	26.5	24.5	
50% Work; 50% Rest	31.5	29.5	28.5	27.5	30	28	26.5	25
25% Work; 75% Rest	32.5	31	30	29.5	31	29	28	26.5

The weather broadcast service of Environment Canada uses the humidex scale to inform the public about hot weather conditions. The humidex scale quantifies human discomfort due to perceived heat taking into account the effect of air temperature and relative humidity. For a given temperature, the humidex increases as the relative humidity (moisture content) of the air becomes higher. The following table gives ranges of humidex for various degrees of thermal effect on people.

Table 3 Humidex and Thermal Comfort	
Humidex Range (°C)	Degrees of Comfort
20 – 29	Comfortable
30 – 39	Varying degrees of discomfort
40 – 45	Uncomfortable
46 and Over	Many types of labour must be restricted

4. What are exposure limits for working in the cold?

In Ontario, the minimum indoor temperature that a person can be expected to work in without the provision of heat is 18 degrees Celsius. Due to the nature of the work in the Warehouse and the Outdoor Centre, this provision does not apply. The use of proper personal clothing must, therefore, be implemented.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Heat and Cold Stresses Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

28.5 PROCEDURE

1. Using the information provided, employees must follow safe work conditions. In most cases following simple steps can control the hazard of heat stress. Pace your work, following Table 2 above as a guideline, determine with the Supervisor your work activity, and take frequent breaks.
2. Wear the appropriate clothing for the work environment.
3. Ensure that you replenish your fluids frequently by drinking water.
4. Report any signs or symptoms to your supervisor immediately, should you begin to experience any signs of heat stress or cold stress.

28.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References

Occupational Health and Safety Act
Workplace Safety and Insurance Act.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Fall Protection Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

FALL PROTECTION

29.1 PURPOSE

The purpose of this Fall Protection Policy is to prevent the potential hazard of workers falling when required to work at heights of more than 10 feet (3 Metres). Currently as of August 2009, workers working for J. Harrison Excavating & Pipeline Ltd. do not work at heights where this hazard exists. They do however enter confined spaces where fall arrest equipment is used to provide a safe work environment and rescue system for employees when entering these spaces.

29.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd involved in working in situations where the worker is exposed to the hazard of falling more than 10 feet (3 metres), more than 1.2 metres if the work area is used as a path for a wheelbarrow; into operating machinery; into water or other liquid or through an opening in a work surface.

29.3 RESPONSIBILITY

It is the responsibility of each Supervisor (or delegate) to ensure that the staff under his/her direct supervision has received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy.

29.4 PROCEDURE

All parties are responsible to take reasonable precautions to ensure the safety of the worker when using fall protection equipment. J. Harrison Excavating & Pipeline Ltd will provide the required training and equipment for fall protection, and will appoint competent supervisors to supervise workers.

Engineering controls such as guardrails are the best method of fall protection, and must be used whenever practicable. A standard guardrail consists of a top rail located between 92 cm (36 in) and 107 cm (42 in) above the work surface, and a mid rail that is spaced midway between the top rail and the work surface. A guardrail must be capable of supporting a worker who may fall against it. When a worker is exposed to a potential fall of 6 ft (1.8 m) or greater and guardrails are not practical a fall arrest system must be used to prevent a worker from falling off an unguarded edge of an elevated work surface.

Before any use of a fall protection system or a safety net by a worker at a project, the worker's supervisor shall develop written procedures for rescuing the worker in the event that they have fallen and their fall is arrested. This procedure shall include a plan to retrieve a suspended worker from a fall arrest system if a fall were to occur. If external emergency services are to be used, ensure they are capable of performing that method of rescue, and that they are readily available to assist.

Supervisors will advise and instruct the workers, ensure that the worker complies with the requirements to use materials and equipment properly, and ensure that the worker works in a safe manner.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Fall Protection Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

Prior to using any fall protection equipment, the worker must inspect the equipment to ensure it is in good condition. Fall protection equipment that is found to be defective must be taken out of service and not used until it is replaced or repaired. An out-of-service tag should be affixed to the equipment indicating it is defective and supervisors notified.

Workers must use all of their equipment and protective devices required, follow all safe work policies and procedures required, and report to supervisors any hazard or defect in safety equipment/material that they become aware of. As per the OH&S Act Section 43(3), workers who feel that the work presents a hazard which endangers themselves or others, have the right to refuse the work or any part of it.

Training will be provided annually by a competent person, and is based on the Construction Safety Association of Ontario's Fall Protection material.

Current Fall Arrest Equipment that is provided by J. Harrison Excavating & Pipeline Ltd. consists of:

- A tripod;
- A winch;
- A tripod monitor; and
- A full body harness, lanyard, and life line.

This equipment is used during confined space entry procedures only. Prior to the entry into a confined space, the equipment will be installed, as required and determined by the entry plan. (See confined space entry procedures for details)

All fall arrest equipment is owned and maintained by J. Harrison Excavating & Pipeline Ltd.

29.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References

Occupational Health and Safety Act
Workplace Safety and Insurance Act.
CSA Standards

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Confined Space Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

CONFINED SPACE ENTRY PROGRAM

30.1. INTRODUCTION

The objective of this procedure is to ensure that J. Harrison Excavating & Pipeline Ltd. establishes systems to mitigate the risks to personnel associated with confined space work activity so that construction site personnel are protected from existing or potential hazards that may be encountered in confined spaces (i.e. inside equipment or other places with limited room or access). Whenever possible, confined space work should be avoided, but when it is necessary, strict adherence to the provisions of this procedure is required.

30.2 DEFINITIONS

Atmospheric Hazard means,

- a) The accumulation of flammable, combustible or explosive agents,
- b) an oxygen content in the atmosphere that is less than 19.5% or more than 23% by volume, or
- c) the accumulation of atmospheric contaminants, including gases, vapours, fumes, dusts or mists, that could,
 - i. result in acute health effects that pose an immediate threat to life, or
 - ii. interfere with a person's ability to escape unaided from a confined space.

Competent Person – for the purpose of confined space work is the authorized person by the supervisor, and

- a) has knowledge and is trained in the applicable regulations, and this program and its associated documents,
- b) is familiar with the work

Attendant – Is at least one other worker who is stationed outside the confined space and in proximity to it, and is readily available to summon assistance if required.

Confined Space – means a fully or partially enclosed space,

- a) that is not both designed and constructed for continuous human occupancy, and
- b) in which atmospheric hazards may occur because of its construction, location or contents or egress but does not have any potential atmospheric hazard.

Restricted Space – as defined by J. Harrison Excavating & Pipeline Ltd. means any space which has limited access or egress but does not have any potential atmospheric hazard.

Hot Work – means work that is capable of producing a source of ignition.

30.3 CONFINED SPACE INVENTORY AND IDENTIFICATION

Confined spaces may be created as a result of construction, or specific work which takes place in

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Confined Space Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

an area. In these situations the confined space shall be identified for the extent of the work, through the process of job planning, pre job meetings and temporary signage.

30.4 CONFINED SPACE ASSESSMENT

Prior to any worker entering a confined space, an adequate assessment of the hazards related to the confined space shall be completed by a competent person. [APPENDIX N](#) The hazards assessment will identify both hazards which exist due to the design, construction, location, use or contents of the confined space and the hazards which may develop while work is done inside the confined space.

The confined space assessment shall be conducted using J. Harrison Excavating & Pipeline Ltd. Confined Space Assessment Form. [APPENDIX N](#) Only persons authorized by a Leader or Manager can be deemed competent to complete this assessment.

Any time a person must enter a confined space, they shall determine if an assessment exists, obtain a copy of the assessment and review it. Any time a person must enter a confined space for which an assessment has not been completed, they cannot enter the space and, they shall ensure that the supervisor is made aware that an assessment has not been completed. The supervisor will ensure that an assessment is completed, given to the appropriate employees, and the documentation submitted to the Office Administrator.

30.5 CONFINED SPACE PLAN

Prior to any worker entering a confined space, the worker shall be knowledgeable and understand the contents of J. Harrison Excavating & Pipeline Ltd. Confined Space Plan. [APPENDIX N](#)

The plan includes:

- a) The duties of the entrant and the attendant;
- b) Coordination documents with other employers if applicable;
- c) On site rescue plan;
- d) Protective clothing and personal equipment and devices requirements;
- e) Requirements for the isolation of energy and control of materials movement;
- f) Designation of an attendant(s);
- g) Atmospheric testing requirements; and
- h) Ventilation and purging requirements.

The plan will outline the general requirements for entry and the need to review the assessment for specific requirements to include in the entry permit.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Confined Space Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

30.6 COORDINATION DOCUMENT

When more than one employer performs work in the same confined space or related work with respect to the same confined space they shall complete a Coordination Document. [APPENDIX O](#) The Coordination Document shall be prepared by the “lead employer” or the Constructor. The lead employer is defined as the employer who contracts for the services of one or more other employers or independent contractors in relation to one or more confined spaces that are located either in the lead employers own workplace or in another employers workplace.

30.7 CONFINED SPACE ENTRY PERMIT

Every time an employee is required to enter a confined space an Entry Permit must be completed. [APPENDIX N](#) All J. Harrison Excavating & Pipeline Ltd. staff shall use a J. Harrison Excavating & Pipeline Ltd. Entry Permit; unless they are a sub contractor and working under the coordination plan of another lead employer.

The Entry Permit shall be verified by a competent person, and shall remain at the site of the confined space entry the entire time any work in or associated with the entry is being completed.

30.8 RESCUE PLAN

A rescue plan [APPENDIX N](#) shall be written and included in the Confined Space Entry Permit. The Rescue Plan shall ensure that staff are able to facilitate a rescue without relying solely on emergency services. The plan shall ensure that all equipment and the adequate number of persons required to conduct a rescue are identified in the plan.

J. Harrison Excavating & Pipeline Ltd. shall ensure that only those employees trained in confined Space Rescue are assigned to act as rescue personnel.

Any rescue equipment determined to be required as indicated in the plan shall be available and ready for use, the entire time that any one is in the confined space.

No person shall enter a confined space unless a plan outlines an adequate means of rescue.

30.9 TRAINING

All J. Harrison Excavating & Pipeline Ltd. staff who enter, act as an attendant or act as a rescuer, shall at a minimum have attended a general Confined Space Training Session once every five (5) years. This training shall include instruction on the hazards associated with confined spaces, gas monitoring, and a general understanding of the regulated requirements.

All J. Harrison Excavating & Pipeline Ltd. staff that enter, act as an attendant or act as a rescuer, shall annually review the requirements of this program. Prior to any entry into a confined space

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Confined Space Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

any persons acting as an attendant, entrant or a rescuer shall review the contents of the specific confined space assessment and plan.

Any person who acts as an attendant, entrant or rescuer shall have a valid first aid and CPR Certificate.

30.10 RECORDS

An entry permit must be completed every time a confined space entry is occurring. In the following situations the original permit will need to be reassessed, updated or redone:

- The sub foreperson or acting sub foreperson changes.
- The conditions in or of the confined space change.
- During the course of the work a person becomes concerned about the safety of the stall or general public, because of factors not considered in the original entry permit.

At any point in time that a new crew member is added to the confined space work, the permit shall be reviewed with the new member and the person who verified the permit.

All Entry Permits shall be submitted to and stored by the Office Administrator upon completion of the work. The permits shall be kept for one (1) year or the two (2) most recent records for each type of Confined Space, whichever comes first.

30.11 GAS MONITORING

All gas monitoring in a confined space will be done with a gas monitor. Any persons operating or relying on the results of the monitor shall be trained on its use. All person using a gas monitor shall comply with the requirements of the “gas monitor’s care and use procedure” and the “bump test procedure”

Personal gas monitors shall be worn by the entrant conducting the work. Whenever possible the monitor shall be worn on the outside of the clothing at chest level. At any time that an alarm sounds the entrant shall leave the confined space immediately. In areas of high noise, alarm adapters shall be used to ensure that workers are able to hear the alarm.

Unless otherwise warranted, all gas monitors will be set at 5LEL, the allowable limit for hot work.

Specific monitors will be set and labelled for:

Cold work at 10 LEL

Inspection work at 25 LEL

30.12 ENTRY INTO A CONFINED SPACE

Shall be done in accordance with the Plan and Permit for that particular Confined Space.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Confined Space Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

30.13. RESPONSIBILITIES

Employees

- Must understand and accept accountability for proper execution of this procedure to ensure 100% compliance with respect to confined space entry and supplemental entry procedures.
- Must be competent persons to fulfill the Confined Space Entry responsibilities as outlined in this procedure.
- Must attend and participate in training on confined space entry and entry permitting.
- Must notify supervision of any non-conformances regarding confined space entry permitting.

Management

- Must ensure that the J. Harrison Excavating & Pipeline Ltd. Confined Space Entry program is adequate to protect the health and safety of workers, kept up-to-date and reviewed annually.
- Must ensure that adequate numbers and quality of resources are committed to support the Confined Space permitting process, including the qualification of Confined Space Permit writers.
- Must ensure that Confined Space entry operations are coordinated between site and contractor personnel if the two organizations will be working together in or near a confined space.
- Provide proper equipment for entry and rescue teams.
- Must schedule and invest the time necessary to ensure that the Confined Space program is being effectively executed and assessed to ensure 100% conformance with this procedure.
- Must ensure that applicable staff have reviewed this program, plan and entry permits.
- Must provide a copy of the site-specific Confined Space Entry program to the Joint Health and Safety Committee, on request.
- Must review the Confined Space Entry training program, in consultation with the Joint Health and Safety Committee, at least annually.
- Must evaluate rescue teams/service to ensure they are adequately trained and prepared.

Delegate

- Ensure that a confined space plan has been developed.
- Must lead and manage the confined space entry process, including ensuring that Confined Space Reviews are conducted.
- Must ensure that personnel entering, attending and supervising a Confined Space Entry are competent persons, properly trained to apply the Safe Work, Hot Work, and Confined Space permit programs.
- Must ensure that authorized employees are qualified to write permits.
- Must prepare the facilities and equipment for work to be done per area and site procedures ~ ensure that acceptable entry conditions are met before entry is authorized.
- Must inspect the confined space and adjacent area with the Entry Supervisor prior to permit

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Confined Space Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

space entry and discontinue any work condition or activity that has the potential to create a hazard for individuals in the confined space.

- Must ensure the permit space remains free from hazard while authorized entrants are in the space.
- Must ensure an adequate means for entering and exiting is provided for all workers required to enter a permit space, in accordance with the relevant Confined Space Entry Plan.
- Must post the Confined Space Entry Permit at the entry location.
- Must provide a copy of a Confined Space Review to the Joint Health and Safety Committee, upon request.

Entry Supervisor (i.e. supervisor of those entering the confined space)

- Must be knowledgeable of the hazards that may be faced during entry, including information on the mode of exposure, signs, or symptoms and consequences of exposure.
- Must verify emergency plans and specified entry conditions such as permits, tests, procedures (*including energy control!*), equipment and PPE before allowing entry.
- Must review entry permit requirements and inspect the permit space and adjacent area with the Area Landlord prior to permit signing and space entry.
- Must ensure that entry, standby, and backup employees are competent persons, properly trained and authorized for their designated functions.
- Must ensure that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.
- Must provide an adequate number of workers trained in:
 - a. first aid and cardio-pulmonary resuscitation;
 - b. the use of rescue equipment appropriate for entry into the confined space; and
 - c. the on-site rescue procedures to be followed.
- Must terminate the entry and cancel the permit when entry operations covered by the entry permit have been completed or a condition that is not allowed under the permit arises in or near the permit space.
- Must ensure that unauthorized people do not enter the confined space.
- Must ensure that entry permits are retained/logged upon completion or termination of a Permit-Required Confined Space Entry.

Safety Lead

- Must be a member of the crew entering the confined space; may be the same person as the Permit Acceptor or Attendant.
- Must be identified on the work permit.
- Must ensure that the area is properly prepared to begin work, and that all hazards and precautions concerning the job have been communicated to his/her co-workers.
- Must be present at the Job Site while personnel perform job tasks (i.e. associated with Permit-Required Confined Space Entry).
- Must maintain awareness of this role during the course of the task even though may also have

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Confined Space Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

other roles within the work crew.

Authorized Entrant

- Must know the hazards of the confined space, including information on the mode of exposure (e.g., inhalation or dermal absorption), signs or symptoms, and consequences of the exposure.
- Must ensure that a current, valid permit is posted and check it to satisfy him/herself that all requirements have been met prior to entry, including that the permit is for his/her work, prior to signing it.
- Must fulfill his/her personal energy control requirements.
- Must use appropriate PPE and emergency response equipment properly
- Shall wear a body harness and appropriate lanyard and lifeline at any time they enter a confined space.
- Shall identify the attendant on the entry permit.
- Must follow program requirements.
- Must report any previously un-identified hazards associated with confined spaces.
- Must maintain communication with the attendant to enable him/her to monitor the entrant's status and alert the attendant when a prohibited condition exists or when warning signs or symptoms of exposure exist.
- Must leave the permit space for the duration of the attendant's absence, if it becomes necessary for the attendant to leave (even for a few minutes) unless relieved by another attendant.
- Must exit from the permit space as soon as possible when ordered by an authorized person, when recognizing the warning signs or symptoms of an exposure, when a prohibited condition exists, or when an alarm on a monitoring device is activated.

Attendant

(May also be the **Safety Lead or Permit Acceptor** but must never perform any duties that might interfere with the primary duty to monitor and protect the entrants.)

- Must remain outside the permit space during entry operations unless relieved by another authorized attendant.
- To track all entries and exits from the confined space.
- Must maintain an accurate count of the authorized entrants inside the permit space at all times.
- Must be equipped with a means of communicating with entrants and other support personnel during entry operations (e.g. two-way radio)
- Must be knowledgeable of existing and potential hazards that may be faced during entry, including information on the mode of exposure, signs or symptoms, consequences of the exposure, and their physiological effects.
- Must ensure the access point is attended at all times and monitor activities inside and outside of the permit space, ensuring that unauthorized persons stay away from permit spaces.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Confined Space Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

- Must be knowledgeable of emergency response procedures and be capable of performing a non-entry rescue, as specified by such procedures.
- Must have the judgment and authority to initiate emergency response or to summon
- Must ensure personal protective equipment and emergency response equipment on hand is used in accordance with permit requirements.
- Must order evacuation of the permit space when a prohibited condition exists, when a worker shows signs of physiological effects of hazardous exposure, when an emergency outside the confined space exists, and when the attendant cannot effectively and safely perform required duties.
- Must have a functioning alarm horn to summon personnel competent in rescue, first aid, and artificial respiration.
- Must ensure adequate assistance is available should emergency removal from the confined space be necessary, including a third person within alarm hearing distance.
- Must ensure that only Competent Rescue Person(s) enter a confined space to perform a rescue (i.e. trained in Confined Space Rescue, wearing a body harness, safety line and self-contained breathing apparatus).

Rescuer

- Must be appointed and trained to conduct the type of rescue required.
- Must ensure that all rescue equipment is available and inspected as required
- Must be readily available to conduct a rescue when required.
- Must develop a space specific rescue plan prior to any person entering the confined space and document the rescue procedure.

Third Person

- Must immediately return to the area of the confined space for instructions from the attendant when summoned by the hand held air horn, radio or voice.
- Must be a Competent Person in terms of fulfilling his or her respective responsibilities regarding confined space entry.

Health and Safety Coordinator

- Shall ensure that the program is in compliance of the regulations
- Shall act as a resource for any confined space questions

30.14 CONFINED SPACE PLAN

The Confined Space Plan is the written procedures for entry into a confined space, and shall used in conjunction with confined Space Hazard Assessment, and Confined Space Entry Permit.

[APPENDIX N](#)

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Confined Space Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

Procedure

1. Prior to entering any Confined Space every entrant and attendant shall:
 - Review the completed Confined Space Assessment
 - Be trained and understand the requirements of the Confined Space Plan
 - Have completed and documented the confined Space permit in conjunction with all entrants, attendants, and rescuers. The permit shall take into consideration all hazards identified in the confined Space Assessment, and identify all controls required for the entry. All persons involved with the entry shall initial the permit to show their understanding of the requirements.
2. Advise the Site Supervisor of any confined space entries. In the event of any entry at a job site, all confined space entries must be planned and the Leader or designate shall be informed of the time and location of the entry.
3. Where necessary, control vehicular and pedestrian traffic to prevent any hazards to the workers, or the potential addition of hazards to the space. Where a traffic control plan is required, it shall be completed and put with the confined space entry permit
4. Whenever a worker is to enter a confined space, an attendant shall:
 - Be assigned prior to any work commencing;
 - Be stationed at the entrance to the confined space;
 - Be in constant communication with all workers inside the confined space;
 - Have a means of communication to summon a rescue;
 - Monitor the safety of the worker;
 - Provide assistance to the worker(s); and
 - Using a monitor, test the air in the space before removing covers, where possible.
5. A monitor shall be used to test the air in the space from the time of entry until leaving the space. Pre entry tests shall be conducted in such a manner to ensure that all levels of the space have been tested for a sufficient amount of time to give an accurate reading.
6. If an explosive atmosphere is detected (>50% LEL), notify the Supervisor, and do not enter. When the source of the explosive atmosphere is unknown, the Site Supervisor shall also be notified immediately.
7. If test results are within the following acceptable limits (see below), and atmospheric hazards are not likely to exist or develop in the confined space, it is acceptable to commence work with the appropriate controls. Record the test results at each level on the Entry Permit.
 - Oxygen 19.5 - 23%
 - Carbon Monoxide less than 25 PPM
 - Hydrogen sulphide less than 10 PPM

J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL

TITLE: Confined Space Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

- Combustible gas
 - 25% LEL for inspection work
 - 10% LEL for cold work
 - 5% LEL for hot work
8. If atmospheric hazards exist or are likely to exist in a confined space, the confined space shall be purged, ventilated or both before the worker enters it, to ensure that acceptable atmospheric levels are maintained in the confined space while any worker is inside.
9. If mechanical ventilation is required to maintain acceptable atmospheric levels, an adequate warning system and exit procedure shall be provided to ensure that the workers have adequate warning of ventilation failure and are able to exit the confined space.
10. If an unacceptable atmosphere exists, or is likely to exist and cannot be controlled by ventilation then the space may be entered only if the entry person has and is using SCBA or Supplied Air. Entry occurs when any portion of the entrant's body breaks the plane of the opening to the confined space.
11. If an entry is required for rescue purposes then the rescuer must be identified and must have immediate access to SCBA or Supplied Air.
12. All respiratory protective equipment shall be inspected by a competent person prior to use to ensure that the equipment is in good working order. All people using SCBA or Supplied Air equipment must have received training on the equipment in the past 12 months.
13. The names and times of entry and exit from the confined space shall be recorded on the entry permit.
14. Prior to entry, wherever possible, all mechanical equipment in the confined space shall be disconnected from its power source, and locked out. The entry permit shall identify all areas which require lock out or a work permit under the site safety plan. A copy of the lock out tag or work permit is acceptable if attached to the confined space entry permit.
15. When the space is entered a monitor must be worn on the worker. The monitor will continuously monitor the workspace. If the alarm sounds, **leave immediately** and do not re-enter until you can ensure that an acceptable atmosphere exists and can be maintained.
16. Communication between a worker in the confined space and the worker outside shall be established and identified on the entry permit.
17. If a worker is exposed to a hazard of falling directly into liquids of sufficient depth in which a life jacket is required to be effective protection from the risk of drowning, there shall be an alarm system (or a second person who shall remain within viewing distance and is equipped with a means of communication), and rescue equipment to ensure the workers rescue from the liquid.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Confined Space Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

When possible the worker shall wear a life jacket, when the hazard of falling directly in to liquids is present.

Rescue Procedure

Prior to entry, a review of the space and the work shall occur to determine if a rescue can be facilitated from outside of the confined space. A non-entry rescue shall always be the preferred method of rescue.

1. If the rescue can be facilitated from outside of the confined space the rescuer shall be identified. In this situation the rescuer can be the attendant. If a worker is only going in a vertical direction on a lanyard, a mechanical retrieval system shall be the means of rescue. In this situation the worker shall remain attached to the mechanical retrieval system at all times. The attendant will facilitate a rescue using the mechanical retrieval device to remove a worker, and contact the site supervisor for assistance if required.
2. If an entry is required to perform a rescue, the rescuer shall be immediately available and have the required rescue equipment readily accessible throughout the course of the entry.
 - A. A rescue plan shall be developed by the rescuer(s) prior to the confined space entry occurring. The rescue plan shall include the equipment requirements, means of rescue, communications and personnel requirements.
 - B. The rescuer(s) shall have received adequate training to perform the rescue.
 - C. In the event of a rescue an attendant must always remain outside of the confined space.
3. If a rescue is necessary, the rescuer should immediately contact the site supervisor to advise of the circumstances, the exact work location and any services required.
4. The appropriate external rescue assistance, (ie. local fire department or other pre-arranged rescue provider) will be contacted at any time a confined space rescue is taking place to act as back-up.
5. When the victim is removed from the confined space, a competent person trained in First Aid should apply suitable First Aid and have the victim transported to the hospital if required.
6. All requirements of the incident reporting procedure shall be observed.

30.15 RESTRICTED SPACE PLAN

The restricted space plan is the written procedures for entry into a restricted space.

Procedure

1. Prior to entering any restricted space, every entrant shall:
 - Review the work to be completed to ensure that the work will not create a hazardous environment. IF THE WORK TO BE COMPLETED CREATES A HAZARDOUS

J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL

TITLE: Confined Space Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

ENVIRONMENT THEN THIS SPACE WILL BE CONSIDERED A CONFINED SPACE AND THE CONFINED SPACE PLAN MUST BE FOLLOWED.

- Have received training on the confined space and restricted space plan and understand the requirements associated with both of these plans.
 - Have completed and documented initial gas monitoring readings.
2. Where necessary, control vehicular and pedestrian traffic to prevent any hazards to the workers, or the potential addition of hazards to the space. Where a traffic control plan is required, it shall be completed and put with the confined space entry permit.
3. Whenever a worker is to enter a restricted space, they shall ensure that they:
- Are not working alone;
 - Have a means of communication with other staff and/or the site supervisor;
 - Have a means of communication to summon a rescue; and
 - Use a monitor, to test the air in the space before removing covers, where possible.
4. A monitor shall be used to test the air in the space from the time of entry until leaving the space. Pre entry tests shall be conducted in such a manner to ensure that all levels of the space have been tested for a sufficient amount of time to give an accurate reading.
5. If readings are not as stated below a confined space hazard assessment shall be conducted, and the confined space plan shall be followed. The confined space coordinator shall be notified to determine the need to reclassify the space on a permanent basis.
- Oxygen 19.5 %
 - Carbon monoxide 0 PPM
 - Hydrogen sulphide 0 PPM
 - Combustible gas 0 LEL
6. When the space is entered a, monitor must be worn on a worker. The monitor will continually monitor the workspace. If the alarm sounds, **leave immediately** and do not re-enter until you can ensure that an acceptable atmosphere exists and can be maintained
7. If a worker is exposed to a hazard of falling directly into liquids of sufficient depth in which a life jacket is required to be effective protection from the risk of drowning, there shall be an alarm system (or a second person who shall remain within viewing distance and is equipped with a means of communication), and rescue equipment to ensure the workers rescue from the liquid. When possible the worker shall wear a life jacket, when the hazard of falling directly in to liquids is present.
8. If the worker is exposed to a hazard to falling greater than 10 feet, a fall arrest system must be in place to protect the worker.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Confined Space Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

Rescue Procedure

1. Prior to entry, a review of the space and the work shall occur to determine an acceptable means of rescue while in the restricted space. The means of rescue shall be documented on the Tailboard.
2. The appropriate external rescue assistance, (ie. local fire department or other pre-arranged rescue provider) will be contacted at any time a restricted space rescue is taking place to act as back- up.
3. When the victim is removed from the confined space, a competent person trained in First Aid shall apply suitable First Aid and have the victim transported to the hospital if required.

30.16 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References

*Occupational Health and Safety Act
Workplace Safety and Insurance Act.*

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Travel Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

TRAVEL

31.1 PURPOSE

Due to the unique hazards associated with traveling, employees required to travel to other locations as part of their work assignment must ensure that they follow working in this area are at a potential risk of being exposed to various hazards. This policy is designed to detail safe working procedures.

31.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd., traveling to installation locations as well as training and conference locations.

31.3 RESPONSIBILITY

It is the responsibility of the owners and the appropriate supervisor (or delegate) to ensure that the staff under their direct supervision has received the proper training and instruction, which enables this policy to be implemented.

31.4 PROCEDURES

Employees driving for work purposes must drive in accordance with the provincial requirements as detailed by the Ministry of Transportation. Workers do not transport goods inter provincially as defined by the Federal standards, nor do they drive for long haul trips.

Employees required to drive to worksite locations must provide proof of eligibility to operate the designated vehicle.

An Employee Drivers Abstract may be requested from time to time to ensure employees have a valid Ontario driver's licence.

Employees must follow the rules of the road, in accordance with the Ministry of Transportation requirements. Seatbelt use is mandatory for the driver and passengers while operating a motor vehicle on company business.

Employees must not use handheld cell phones while operating a motor vehicle. All cell phone use, including hands-free, is prohibited while driving on customer/client property.

Employees using their personal vehicle for work must provide proof of adequate insurance coverage.

All company vehicles must be provided with emergency response equipment, including a first aid kit and emergency contact information.

All company vehicles will be operated by a qualified driver who will abide by the Ontario Ministry of Transportation Regulations. Drivers normally operate company vehicles within a

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Travel Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

160 Kilometre drive from the main administrative offices and return to their home base daily. In the rare exceptions where a driver is required to travel a greater distance, the driver will keep a log of their hours driven and in all cases will not drive more than 13 hours in a day and will not be scheduled to be on duty for more than 14 hours in a workday. Current driver logs are kept in the vehicle at all times.

Prior to operating, and at the end of the trip, the driver is required to perform a circle check inspection of the company vehicle, and logged into the circle check book in the vehicle cab. This circle check, checks for: [APPENDIX P](#)

- Tire pressure;
- Lights working properly;
- Wheels and rims;
- Horn;
- Brakes working properly;
- Windshield washer fluid and wipers are in good working condition; and
- Emergency equipment is in place.

All defects noted must be reported immediately to the office using the appropriate forms. All inspection and maintenance records shall be kept for each vehicle in operation for at least two years. Records are kept at the main administrative offices. Once a vehicle is taken out of service and is no longer in use, its inspection records will be destroyed after an additional six months have passed from the date the vehicle was taken out of service.

Driver logs must be kept in the vehicle, indicating the last six months hours of operation. In addition, completed log books are kept in the main administration offices for an additional two years.

All vehicle incidents/accidents that occur while on company business must be reported. (refer to section accident/incident investigation).

All cargo must be secured properly on any company vehicles and trailers. This ensures that cargo cannot leak, spill, blow off or shift during transport.

Drivers must perform pull-through parking (pulling through a space, so the vehicle is facing outwards in the next space) when available, or backing into a parking space if necessary. This provides the operator an easier exit from the parking area as well as a quick exit in case of an emergency.

31.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References

Occupational Health and Safety Act
Workplace Safety and Insurance Act.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Transportation of Dangerous Goods Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

TRANSPORTATION OF DANGEROUS GOODS

32.1 PURPOSE

J. Harrison operates in compliance with the Ministry of Transportation requirements with respect to the Transportation of Dangerous Goods Legislation.

32.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd who transport dangerous goods.

32.3 RESPONSIBILITY

It is the responsibility of each Supervisor (or delegate) to ensure that the staff under his/her direct supervision has received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy.

32.4 PROCEDURE

J. Harrison Excavating & Pipeline requires all employees carrying fuel tanks in pick-up trucks to have a current "Transportation of Dangerous Goods Certificate" as trained by a qualified agency.

Under the TDG Regulations, placarding is not required, as the materials and quantities carried at any given time on a company vehicle is below the 150kg per vehicle gross mass exemption for contractors.

At the current time, J. Harrison Excavating & Pipeline Ltd. is not required to placard its vehicles to transport any other dangerous goods. If this changes, this policy will be modified to include the new regulations.

32.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References

Occupational Health and Safety Act
Workplace Safety and Insurance Act.
Ministry of Transportation, Dangerous goods Legislation

Inspect Yourself Before MTO Does!!!

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Propane for Construction Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

PROPANE FOR CONSTRUCTION

33.1 PURPOSE

To ensure worker safety when propane is present and used in the workplace, it is mandatory that all employees abide by the Occupational Health and Safety Act and Regulations and all other applicable legislation. This includes, but is not limited to, the Fire Protection and Prevention Act (O. Reg. 388/97), the Regulations for Propane Storage and Handling (O. Reg. 211/01), the Technical Standards Safety Act (O. Reg. 215/01), and the OH&S Act and Regulations for Construction Projects (O. Reg. 213/91).

33.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd.

33.3 RESPONSIBILITY

It is the responsibility of each Supervisor (or delegate) to ensure that the staff under his/her direct supervision has received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy.

33.4 PROCEDURE

In accordance with Section 6 of the Ontario Regulations 211/01, no worker shall handle propane unless the person is the holder of a certificate or ROT for that purpose. J. Harrison Excavating & Pipeline Ltd. will ensure that each site requiring work with propane has access to a worker who is trained in propane for construction by a certified agency. This individual will take all proper precautions when using this substance.

In addition, no employee is permitted to transfer propane without the proper license, as per section 13(2) of the Ontario Regulations 211/01. At this time, J. Harrison Excavating & Pipeline Ltd. is not permitted to transport this material.

The following precautions will be taken when using propane (not a comprehensive list):

- Protect cylinders and lines from becoming damaged
- Always store propane in an upright and secure fashion
- When not in use, valves must be closed and a protective cap is used
- NO SMOKING near the area where propane is used or stored
- Fire extinguishers must be readily available where propane is used or stored
- Empty containers must be locked out and tagged properly
- Propane must be stored in a safe location using proper procedures

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Propane for Construction Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

As propane is a hazardous substance, it is extremely important that all proper precautions are taken when using this substance. If you are unsure what these precautions are, consult your supervisor or your health and safety representative.

33.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References

Fire Protection and Prevention Act
Technical Standards Safety Act
Occupational Health and Safety Act
Workplace Safety and Insurance Act.
Ministry of Environment

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Blasting Operations Policy	ISSUED BY: Owners	DATE ISSUE: April 2009
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BLASTING OPERATIONS

34.1 PURPOSE

Blasting activities and the use of explosives is closely regulated by the Construction Projects Regulations in Ontario. J. Harrison Excavating and Pipeline Ltd. from time to time may come across project sites where some blasting work is required. At this time the company does not engage in any activities that fall under the jurisdiction of this regulation.

34.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd. It also applies to any contractor authorized to be on site and to conduct blasting operations as defined by the Regulation Respecting Construction Projects.

34.3 RESPONSIBILITY

It is the responsibility of each Supervisor (or delegate) to ensure that the staff under his/her direct supervision has received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy

Introduction

The purpose of a Blasting policy is to manage the hazards associated with blasting operations in construction and repair operations. This being important to ensure a safe working environment for all employees and contractors when on site.

When bidding on projects, it is the responsibility of the project owner to disclose to J. Harrison Excavating & Pipeline Ltd. if any of the work being tendered requires blasting. If so, a detailed assessment of the work must be carried out by the project owner and the results thereof must be shared with the owners of J. Harrison's Excavating & Pipeline Ltd. All of this type of work will be sub contracted out to a qualified blasting contractor.

Current Status – as of April 2009:

No work on any site will be carried out that exposes employees of J. Harrison Excavating & Pipeline Ltd. blasting activities.

34.4 PROCEDURE

Procedures to be followed in the event of blasting work being required on a job site where J. Harrison Excavating & Pipeline Ltd. work is scheduled to occur:

- In the event that work is required that fits the definition of a blasting operation, prior to any work beginning, the following steps will be taken:

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Blasting Operations Policy	ISSUED BY: Owners	DATE ISSUE: April 2008
		REVISED: November 2009

- A reputable outside contractor will be contacted and asked to access the area for the scope of the work to be determined;
 - The assessment and detailed job planning will be completed in compliance with the Construction Projects Regulation.
- In the event that work fitting the definition of blasting is required, all work required will be completed in accordance with the regulations.
- The contractor completing the work will be required to provide proof of qualification to do the type of work, as well as be asked to provide training records for all employees to be working on the project. This documentation will be requested and must be provided in hard copy, prior to any work beginning.
- At no time will any employee of J. Harrison Excavating & Pipeline Ltd. be asked to complete any work associated with a blasting operation. All of this work will be contracted out to outside service providers.

34.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References

Occupational Health and Safety Act
Workplace Safety and Insurance Act.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Diving Management Program Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

DIVING MANAGEMENT PROGRAM

35.1 PURPOSE

Commercial diving is regulated by the Diving Regulations in Ontario. J. Harrison Excavating and Pipeline Ltd. from time to time may come across project sites where some underwater work is required. At this time the company does not engage in any activities that fall under the jurisdiction of this regulation.

Description

- The diving industry provides a variety of crucial underwater services such as: the construction and maintenance of municipal and industrial infrastructure; the maintenance/repair of offshore natural gas production systems.

Major Hazards

- Salvage diving operations involving poorly trained divers (underground economy)
- Working in close proximity to differential pressure (water control structures)
- Diving operations involving decompression profiles
- Work involving penetration of confined spaces
- Working with inadequate air supply system

Definition of Diving Operation

The Regulation Respecting Diving Operations applies to all work performed underwater by divers or work performed on the surface in support of divers and includes underwater inspection, investigation, excavation, construction, alteration, repair or maintenance of equipment, machinery, structures and the salvage of sunken property.

As the owners of J. Harrison Excavating & Pipeline Ltd., the corporation has the duty to identify all areas where diving operations may be required, as defined by the regulation.

35.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd. It also applies to any contractor authorized to be on site and to conduct diving operations as defined by the Regulation Respecting Diving Operations.

35.3 RESPONSIBILITY

It is the responsibility of each Supervisor (or delegate) to ensure that the staff under his/her direct supervision has received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Diving Management Program Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

Introduction

The purpose of a Diving Management program is to manage the hazards associated with diving operations in construction and repair operations. This being important to ensure a safe working environment for all employees and contractors when on site.

When bidding on projects, it is the responsibility of the project owner to disclose to J. Harrison Excavating & Pipeline Ltd. if any of the work being tendered requires underwater work. If so, a detailed assessment of the work must be carried out by the project owner and the results thereof must be shared with the owners of J. Harrison Excavating & Pipeline Ltd. All of this type of work will be sub contracted out to a qualified commercial diving contractor.

Current Status – as of April 2009:

No work on any site will be carried out that exposes employees of J. Harrison Excavating & Pipeline Ltd. to diving operation activities.

35.4 PROCEDURE

Procedures to be followed in the event of underwater work being required on a job site where J. Harrison Excavating & Pipeline Ltd. work is scheduled to occur:

- In the event that work is required that fits the definition of a diving operation, prior to any work beginning, the following steps will be taken:
 - o A reputable outside contractor will be contacted and asked to access the area for the scope of the work to be determined;
 - o The assessment and detailed job planning will be completed in compliance with the Diving Operation Regulation
- In the event that work fitting the Diving Operation Regulation is required, all work required will be completed in accordance with the regulations.
- The contractor completing the work will be required to provide proof of qualification to do the type of work, as well as be asked to provide training records for all employees to be working on the project. This documentation will be requested and must be provided in hard copy, prior to any work beginning.
- At no time will any employee of J. Harrison Excavating & Pipeline Ltd. be asked to complete any work associated with a diving operation. All of this work will be contracted out to outside service providers.

35.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References

*Occupational Health and Safety Act
Workplace Safety and Insurance Act.*

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Asbestos Management Program Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

ASBESTOS MANAGEMENT PROGRAM

36.1 PURPOSE

Asbestos is a designated substance in Ontario. J. Harrison Excavating & Pipeline Ltd. from time to time may come across project sites where asbestos may have been used. Asbestos is known to have been used in a wide range of construction materials and in particular as an insulation material.

Definition of Asbestos and Asbestos-Containing Material

The Regulation Respecting Asbestos on construction projects and in buildings and repair operations defines asbestos as any of six fibrous silicates named in subsection 1(2) of the Regulation. In addition, it defines asbestos-containing material, also known as ACM, as material that contains 0.5 per cent or more asbestos by dry weight.

As the owners of J. Harrison Excavating & Pipeline Ltd., the corporation has the duty to identify all areas where asbestos is present or may be present, as defined by the regulation.

36.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd. It also applies to any contractor authorized to be on site and to conduct maintenance and or repair operations under contract to J. Harrison Excavating & Pipeline Ltd.

36.3 RESPONSIBILITY

It is the responsibility of each Supervisor (or delegate) to ensure that the staff under his/her direct supervision has received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy

Introduction

The purpose of an Asbestos Management program is to manage the asbestos located on site and most importantly, ensure a safe working environment for all employees and contractors when on site.

Most Recent Inventory

J. Harrison Excavating & Pipeline Ltd. does not own any buildings that were built in a time period when asbestos was used extensively in construction materials and in particular as an insulation material.

When bidding on projects, it is the responsibility of the project owner to disclose to J. Harrison Excavating & Pipeline Ltd. if any asbestos containing material may be on site. If so, a detailed

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Asbestos Management Program Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

assessment of the site must be carried out by the project owner and the results thereof must be shared with the owners of J. Harrison Excavating & Pipeline Ltd.

Current Status – as of April 2009:

No work on any site will be carried out that exposes employees of J. Harrison Excavating & Pipeline Ltd.

36.4 PROCEDURE

Procedures to be followed in the event of Asbestos being noted to be present on a job site where J. Harrison Excavating & Pipeline Ltd. work is scheduled to occur:

- In the event that removal and/or repair work is required, prior to any work beginning, the following steps will be taken:
 - o A reputable outside contractor will be contacted and asked to access the area for any potential asbestos containing material.
 - o The assessment and sampling will be completed in compliance with the Regulation Respecting Asbestos on Construction Projects and in Buildings and Repair Operations
- In the event that asbestos containing material is found, all work required will be completed in accordance with the regulations, namely the appropriate type 1, type 2 or type 3 removal procedures will be followed.
- The contractor completing the work will be required to provide proof of qualification to do the type of work, as well as be asked to provide training records for all employees to be working on the project. This documentation will be requested and must be provided in hard copy, prior to any work beginning.
- In keeping with existing past practice, if practicable and affordable, all asbestos containing material will be removed at the time of its identification.
- At no time will any employee of J. Harrison's Excavating & Pipeline Ltd. be asked to complete any work where the hazard of exposure to asbestos may exist. All of this work will be contracted out to outside service providers.

Worker Exposure to Asbestos

In the event that a worker may have accidentally become exposed to asbestos, a record of this exposure will be kept in the employees file and reported to the Workplace Safety and Insurance Board's voluntary reporting system.

Worker will be advised to see their family doctor and report the exposure for proper follow up.

As J. Harrison Excavating & Pipeline does currently not have a role in asbestos removal a formal medical surveillance program is not required to be set up by the company. Instead all employees will be encouraged to report any potential exposures and be followed up by the family physician.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Asbestos Management Program Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

36.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References

*Occupational Health and Safety Act
Workplace Safety and Insurance Act.*

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Scaffolding Operations Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

SCAFFOLDING OPERATIONS

37.1 PURPOSE

Construction work requiring the use of scaffolding and the use of scaffolds is closely regulated by the Construction Projects Regulations in Ontario. J. Harrison Excavating and Pipeline Ltd. from time to time may come across project sites where some scaffolding may be required. At this time the company does not engage in any activities that fall under the jurisdiction of this portion of the regulation.

37.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd. It also applies to any contractor authorized to be on site and to conduct operations requiring the use of a scaffold as defined by the Regulation Respecting Construction Projects.

37.3 RESPONSIBILITY

It is the responsibility of each Supervisor (or delegate) to ensure that the staff under his/her direct supervision has received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy.

Introduction

The purpose of a scaffold policy is to manage the hazards associated with their use in construction and repair operations. This being important to ensure a safe working environment for all employees and contractors on the job site.

When bidding on projects, it is the responsibility of the project owner to disclose to J. Harrison Excavating & Pipeline Ltd. if any of the work being tendered requires the use of scaffolds. If so, a detailed assessment of the work must be carried out by the project owner and the results thereof must be shared with the owners of J. Harrison's Excavating & Pipeline Ltd. All of this type of work will be sub contracted out to a qualified contractor.

Current Status – as of April 2009:

No work on any site will be carried out that exposes employees of J. Harrison's Excavating & Pipeline Ltd. the use of scaffolds. This includes their erection as well as working off of them.

37.4 PROCEDURE

Procedures to be followed in the event of scaffold work being required on a job site where J. Harrison Excavating & Pipeline Ltd. work is scheduled to occur:

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Scaffolding Operations Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

- In the event that work is required that fits the definition of requiring employees to work at heights, using scaffolding, prior to any work beginning, the following steps will be taken:
 - o A reputable outside contractor will be contacted and asked to access the area for the scope of the work to be determined;
 - o The assessment and detailed job planning will be completed in compliance with the Construction Projects Regulation.
- In the event that work fitting the definition of work which requires work to be completed on a scaffold, all work required will be completed in accordance with the regulations.
- The contractor completing the work will be required to provide proof of qualification to do the type of work, as well as be asked to provide training records for all employees to be working on the project. This documentation will be requested and must be provided in hard copy, prior to any work beginning.
- At no time will any employee of J. Harrison Excavating & Pipeline Ltd. be asked to complete any work associated with working off of a scaffold or erecting a scaffold. All of this work will be contracted out to outside service providers.

37.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References

Occupational Health and Safety Act
Workplace Safety and Insurance Act.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Trenching and Shoring	ISSUED BY: Owners	DATE ISSUE: November 2011
		REVISED: November 2011

Trenching Operations

38.1 PURPOSE

To establish minimum requirements for practices and procedures to protect employees from cave-in or earth collapse when working in trenches and excavations.

38.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd. It also applies to any contractor authorized to be on site and to conduct operations requiring the use of a trench as defined by the Regulation Respecting Construction Projects

38.3 RESPONSIBILITY

It is the responsibility of each Supervisor (or delegate) to ensure that the staff under his/her direct supervision has received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy

Introduction

This program sets forth the practices required for trenches or excavations with a depth of four feet or greater along any portion of its length that will be entered by employees of J. Harrison Excavating & Pipeline Ltd or any contractor authorized to be on site. All excavations or trenches 4 feet or greater in depth shall be appropriately benched, shored, or sloped according to the procedures and requirements set forth in this policy. Excavations or trenches 20 feet deep or greater must have a protective system designed by a registered professional engineer.

Definitions:

Benching means a method of protecting employees from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or nearvertical surfaces between levels.

Cave-in means the separation of a mass of soil or rock material from the side of an excavation, or the loss of soil from under a trench shield or support system, and its sudden movement into the excavation, either by falling or sliding, in sufficient quantity so that it could entrap, bury, or otherwise injure and immobilize a person.

Competent person means one who is capable to identify existing and predictable hazards in the surroundings or working conditions that may affect employees and the general public, and who has authority to take prompt corrective measures to eliminate them.

The Competent Person(s):

- Must be trained in and knowledgeable of excavation and trenching standard, and other programs that may apply (Hazard Communication, Confined Space, Respiratory Protection)

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Trenching and Shoring	ISSUED BY: Owners	DATE ISSUE: November 2011
		REVISED: November 2011

- Must be capable of recognizing hazardous conditions and must have authority to stop work and ensure that hazards are corrected
- Performs and documents the 'Daily Excavation Inspection', and knows when inspections should be performed
- Must assure that the location of underground installations/utilities have been properly located
- Must identify and ensure the use of adequate protective systems, work methods and personal protective equipment (PPE) on the excavation site.

Excavation means any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal.

Registered professional engineer (RPE) means a person who is registered as a professional engineer.

Shield (shield system) means a structure that is able to withstand the forces imposed on it by a cave-in and thereby protect employees with the structure. Shields can be a permanent structures or can be designed to be portable and moved along as work progresses. Also known as trench boxes or trench shields.

Shoring (shoring system) means a structure such as a metal hydraulic, mechanical or timber shoring system that supports the sides of an excavation and which is designed to prevent caveins.

Sloping (sloping system) means a method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation so as to prevent caveins. The angle of incline varies with differences in such factors as the soil type, environmental exposure conditions, and application of surcharge loads.

Soil Type A - Most stable: clay, silty clay, and hardpan (resists penetration). No soil is Type A if it is fissured, is subject to vibration of any type, has previously been disturbed, or has seeping water.

Vehicle crossings must be designed by and installed under the supervision of a registered professional engineer.

Soil Type B - Medium stability: silt, sandy loam, medium clay and unstable dry rock; previously disturbed soils unless otherwise classified as Type C.

Soil Type C - Least stable: gravel, loamy sand, soft clay, submerged soil or dense, heavy unstable rock, and soil from which any water is seeping.

Soil - Mixed Types (Layered Geological Strata) - The soil must be classified on the basis of the soil classification of the weakest soil layer. Each layer may be classified individually if a more stable layer lies below a less stable layer, i.e. where a Type C soil rests on top of stable rock.

Trench (trench excavation) means a narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench is not greater than 15 feet. If forms or other structures are installed or constructed in an excavation as to reduce the dimension measured from the forms or structure to the side of the excavation to 15 feet or less, the excavation is also considered to be a trench.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Trenching and Shoring	ISSUED BY: Owners	DATE ISSUE: November 2011
		REVISED: November 2011

38.4 PROCEDURE

Protection of the Public: Excavations must be isolated from public access by a substantial physical barrier. Barricades, lighting and posting shall be installed as appropriate prior to the start of excavation operations. All temporary excavations of this type shall be backfilled as soon as possible.

Guardrails, fences, or barricades should be installed around excavations adjacent to walkways, roads, paths or other traffic areas. Use of barricade tape alone is not considered a sufficient method of isolation when the excavation is unattended. Warning lights or other illumination shall be used as necessary for the safety of the public at night.

Wells, holes, pits, and similar excavations must be effectively barricaded or covered and posted. Walkways or bridges used by the general public to cross excavations must be equipped with standard guardrails.

Surface encumbrances. All equipment, materials, supplies, buildings, roadways, trees, utility vaults, boulders, etc. that could present a hazard to employees working in the excavation must be removed or supported as necessary to protect employees.

Soil Classification: The competent person in charge of the excavation shall be responsible for determining the soil type. All previously disturbed soil is automatically considered Type B or C soil. To classify soil as type B the competent person shall use a visual test coupled with one or more manual tests.

Visual test: Evaluate the conditions around the site including the soil adjacent to the site and the soil being excavated.

Identify any signs of vibration. Check for crack-line openings along the failure zone, look for existing utilities that indicate that the soil has been previously disturbed, and observe the open side of the excavation for indications of layered geologic structuring.

Look for signs of bulging, boiling, or sloughing, as well as signs of water seepage from the sides or bottom of the excavation.

The area adjacent to the excavation should be evaluated for foundations or other intrusions into the failure zone, and the evaluator should check the spoil distance from the edge of the excavation.

Any one of the following will cause soil to be classified as Type C.

- Water seepage into excavation.
- Vibration from road traffic or equipment.
- Signs of bulging, boiling, or sloughing.
- Crack lines along failure zone.

Manual tests:

Thumb penetration test: Attempt to press the thumb firmly into the soil in question. If the thumb penetrates no further than the length of the nail, it is probably Type B soil. If the thumb penetrates the full length of the thumb, it is Type C. It should be noted that the thumb penetration test is the least accurate testing method.

J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL

TITLE: Trenching and Shoring	ISSUED BY: Owners	DATE ISSUE: November 2011
		REVISED: November 2011

Dry strength test: Take a sample of dry soil. If it crumbles freely or with moderate pressure into individual grains it is considered granular (Type C). Dry soil that falls into clumps that subsequently break into smaller clumps (and the smaller clumps can only be broken with difficulty) it is probably clay in combination with gravel, sand, or silt (Type B).

Plasticity or Wet Thread Test Take a moist sample of the soil. Mold it into a ball and then attempt to roll it into a thin thread approximately 1/8 inch in diameter by two inches in length. If the soil sample does not break when held by one end, it may be considered Type B.

A pocket penetrometer, shearvane, or torvane may also be used to determine the unconfined compression strength of soils.

Protective Systems

In excavations greater than 4 feet in depth a method to protect people entering the excavation from cave in must be employed. Acceptable protective methods include sloping, benching, shielding and shoring.

Benching, Sloping, Shoring, and Shielding Requirements

General: Excavations under the base of the footing of a foundation or wall require a support system designed by a registered professional engineer. Sidewalks, pavement, utility vaults or other similar structures shall not be undermined unless a support system or another method of protection is provided to protect employees from their possible collapse. Sloping or benching are often the preferred methods of protection; however, shoring or shielding is used when the location or depth makes sloping to the allowable angle impractical.

Sloping: Maximum allowable slopes for excavations less than 20' based on soil type and angle to the horizontal are as follows:

- Type B soil must have walls sloped to a maximum angle of 45-degrees (1:1 slope) from horizontal in all directions.
- Type C soil, must have walls sloped at a maximum angle of 34-degrees (1:1.5 slope) from horizontal in all directions.

Benching: In Type B soil, the vertical height of the benches must not exceed 4 feet. Benches in increments of 2 feet or less is preferred. The angle developed by the edge of the benches must not exceed the maximum allowable slope for that soil type (Type B soil 45-degrees).

Benching is not permitted in Type C soil.

Shielding: Trench boxes or trench shields are intended to protect workers from cave-ins and similar incidents. The trench shield is lowered into the excavation and workers may then enter the protected area within the shield. Only trench shields designed or certified by a registered professional engineer may be used. The use is limited to those trenches for which the shield is certified (e.g. maximum depth and material). The manufacturer must approve any modifications to the shields. The excavated area between the outside of the trench box and the face of the trench should be as small as possible. The space between the trench box and the excavation side should be backfilled to prevent lateral movement of the box.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Trenching and Shoring	ISSUED BY: Owners	DATE ISSUE: November 2011
		REVISED: November 2011

Trench boxes may be used in combination with sloping and benching. The box must extend at least 18 inches above the surrounding area if there is sloping toward the excavation. This can be accomplished by providing a benched area adjacent to the box. Type B soil 1:1 Type C Soil 1:1.5 Shields may be placed two feet above the bottom of an excavation, provided they are calculated to support the full depth of the excavation and there is no caving under or behind the shield.

Workers must enter and leave the shielded area in a protected manner, such as by a ladder or ramp. Workers may not remain in the shielded area while it is being moved.

Shoring:

Hydraulic shoring is permitted as workers do not have to enter the trench to install it. It is gauge-regulated and ensures even distribution of pressure along the trench line and can be adapted to various trench depths and widths. All shoring shall be installed from the top down and removed from the bottom up. Hydraulic shoring shall be checked at least once per shift for leaking hoses and/or cylinders, broken connections, cracked nipples, bent bases, and any other damaged or defective parts. The top cylinder of hydraulic shoring shall be no more than 18 inches below the top of the excavation. The bottom of the cylinder shall be no higher than four feet from the bottom of the excavation. (Two feet of trench wall may be exposed beneath the bottom of the rail or plywood sheeting, if used.)

Three vertical shores, evenly spaced, must be used to form a system. Wales are installed no more than two feet from the top, no more than four feet from the bottom, and no more than four feet apart, vertically.

Inspections: Frequent inspection of the excavation and surrounding area by the Competent Person is critical to ensure the safety of the workers involved in work within the trench.

The Competent Person must conduct inspections of the entire excavation site:

- Daily and before the start of each shift.
- As dictated by the work being done in the trench.
- After every rain storm.
- When fissures, tension cracks, sloughing, undercutting, water seepage, bulging at the bottom, or other similar conditions occur.
- When there is a change in the size, location, or placement of the spoil pile.
- When there is any indication of change or movement in adjacent structures.

Temporary spoil shall be placed no closer than 1m from the surface edge of the excavation. The distance is measured from the nearest base of the spoil to the cut. This distance should not be measured from the crown of the spoil deposit. This distance requirement ensures that loose rock or soil from the temporary spoil will not fall on employees in the trench.

The spoil should be placed so that it channels rainwater and other run-off water away from the excavation. Spoil should be placed so that it cannot accidentally run, slide, or fall back into the excavation.

Surface Crossing of Trenches Surface crossing of trenches should not be made unless absolutely necessary. However, if necessary, they are only permitted under the following conditions:

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Trenching and Shoring	ISSUED BY: Owners	DATE ISSUE: November 2011
		REVISED: November 2011

Vehicle crossings must be designed by and installed under the supervision of a registered professional engineer.

Walkways or bridges must have a minimum clear width of 20 inches, be fitted with standard rails, and extend a minimum of 24 inches past the surface edge of the trench.

Ingress and Egress Trenches 4 feet or more in depth shall be provided with ladders or other fixed means of egress. Spacing must be such that a worker will not have to travel more than 25 feet to the nearest means of egress. Ladders must be secured and extend a minimum of 36 inches above the landing. Metal ladders should be used with caution, particularly when electric utilities are present.

Exposure to Vehicles Employees exposed to vehicular traffic shall be provided with and required to wear reflective vests or other suitable garments marked with or made of reflectorized or high-visibility materials. Trained flag persons, signs, signals, and barricades shall be used when necessary.

Exposure to Falling Loads Employees are not allowed in the excavation while heavy equipment is digging. Employees must not work under loads being lifted or moved by heavy equipment used for digging or lifting. Employees are required to stand away from equipment that is being loaded or unloaded to avoid being struck by falling materials or spillage.

Standing Water and Water Accumulation: Workers must not enter or work in excavations with standing water or in which water is accumulating unless adequate protection is provided. Protective methods for these circumstances must include:

- Use of special support or shield systems approved by a registered professional engineer.
 - Water removal equipment used and monitored by a competent person.
 - Safety harnesses and lifelines used in conformance with Occupational Health and Safety Act.
- During rainstorms employees must exit the trench. The excavation must be carefully inspected by a competent person after each rain and before employees are permitted to re-enter the trench. Protective measures such as diversion ditches and dikes should be used to limit surface runoff water from entering the excavation.

References

Occupational Health and Safety Act
Workplace Safety and Insurance Act.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Elevating Work Structures	ISSUED BY: Owners	DATE ISSUE: December 2011
		REVISED: December 2011

ELEVATING WORK STRUCTURES

39.1 PURPOSE

Construction work sometimes requires the use of elevating work platform. J. Harrison Excavating and Pipeline Ltd. from time to time may come across project sites where some equipment may be required.

39.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd. It also applies to any contractor authorized to be on site and to conduct operations requiring the use of a elevating work platform as defined by the Regulation Respecting Construction Projects.

39.3 RESPONSIBILITY

It is the responsibility of each Supervisor (or delegate) to ensure that the staff under his/her direct supervision has received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy.

A worker who operates an elevating work platform shall, before using it for the first time, be given oral and written instruction on the operation and be trained to operate that class of elevating work platform. The instruction and training shall include, (a) the manufacturer's instruction; (b) instruction in the load limitations; (c) instruction in and a hands-on demonstration of the proper use of all controls; and (d) instruction in the limitations on the kinds of surfaces on which it is designed to be used.

Introduction

The purpose of this policy is to manage the hazards associated with their use in construction and repair operations. This being important to ensure a safe working environment for all employees and contractors on the job site.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Elevating Work Structures	ISSUED BY: Owners	DATE ISSUE: December 2011
		REVISED: December 2011

39.4 PROCEDURE

In addition to the specific manufacturer's requirements for operating power elevating work platforms such as scissor lifts and boom-supported platforms and buckets, all operators must inspect such equipment before use and:

1. An operators' manual must be kept with the elevating work platform while it is on a project.
2. Be thoroughly familiar with all operating instructions and safe load limitations.
3. Use three point contact in mounting and dismounting the equipment.
4. Keep the equipment free of slippery substances at all times.
5. Ensure no obstructions or workers are in the direct path of the equipment's operation.
6. Keep all guardrails and gates secured during operation.
7. Maintain proper distance from live electrical conductors or equipment at all times.
8. Ensure safety belts or body harnesses are worn as required.
9. Ensure the equipment rests on a firm level surface.
10. Ensure that the operator's manual and maintenance record are kept with it while on a project.

37.5 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References

Occupational Health and Safety Act
Workplace Safety and Insurance Act.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Violence, Discrimination & harassment Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

VIOLENCE, DISCRIMINATION AND HARASSMENT

40.1 PURPOSE

J. Harrison Excavating & Pipeline Ltd. is committed to creating and maintaining a work environment for its employees that is free from discrimination and harassment. J. Harrison Excavating & Pipeline Ltd. recognizes that all employees have the right to work in an environment free from workplace harassment and unlawful discrimination. All employees have a responsibility to respect the dignity and human rights of their co-workers and the public they serve.

The purpose of this policy is to provide staff with an effective method, without threat of reprisal, to address any form of prohibited discrimination and harassment. All employees have the right to complain about situations they believe to be harassment or discrimination under this policy.

40.2 POLICY OBJECTIVES

This Violence, Discrimination and Harassment Policy and Complaints Procedure have been developed in order to:

- 1) Demonstrate and promote the commitment of the J. Harrison Excavating & Pipeline Ltd. to human rights and equal opportunity issues.
- 2) Ensure that corporate policies and practices comply with the provisions of the Human Rights Code.
- 3) Enhance good community relations as a provider of employment and services to the public.
- 4) Aid in the prevention of violence, harassment and discrimination by and against J. Harrison Excavating & Pipeline Ltd. employees.
- 5) Provide an impartial and effective complaints procedure to resolve complaints.
- 6) Ensure that all complaints are dealt with confidentially and objectively and that the rights of all parties are respected.
- 7) Provide fair and consistent procedures for dealing with complaints of violence, discrimination and harassment.

40.3 APPLICATION

The workplace Harassment Policy applies to all staff working for the J. Harrison Excavating & Pipeline Ltd.

The workplace includes all locations where business or social activities of the corporation are conducted. Workplace harassment can include incidents that happen away from work (e.g.: unwelcome telephone calls or visits to a person's home if the person harassing is connected with J. Harrison Excavating & Pipeline Ltd.).

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Violence, Discrimination & Harassment Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

The term “employees” includes applicants for employment and former employees who allege that they have been discriminated against during recruitment for employment or termination from employment with J. Harrison Excavating & Pipeline Ltd.

J. Harrison Excavating & Pipeline Ltd. considers allegations of harassment, violence or discrimination to be serious matters. Retaliation against any individual for reporting alleged discrimination or harassment will not be tolerated. Equally, because false accusations can have serious effects on innocent persons, the wilful misuse of the policy or the deliberate making of false accusations will not be tolerated.

40.4 MANAGERIAL/SUPERVISORY RESPONSIBILITY

It is important to stress that all J. Harrison Excavating & Pipeline Ltd. staff involved in the supervision of others are responsible, upon becoming aware that threats of violence, discrimination or harassment is occurring, for taking appropriate action by contacting the appropriate supervisor and/or Manager even if no formal complaint is made. The Human Rights Code provides that a person who has authority to prevent or discourage violence, discrimination or harassment may be held responsible for failing to do so.

J. Harrison Excavating & Pipeline Ltd will ensure that all employees will be adequately trained in recognizing what is acceptable and non acceptable behavior in regards to workplace violence. This includes inhouse/outside source training. This policy shall be posted at a conspicuous place in the workplace.

J. Harrison Excavating shall assess the risks of workplace violence. The assessment shall take into account, (a) circumstances that would be common to similar workplaces; (b) circumstances specific to the workplace; and (c) any other prescribed elements.

This policy does not supersede an employee’s right of redress through the procedures established by legislation.

40.5 DEFINITIONS

1) Workplace

The workplace includes any location where the business of J. Harrison Excavating & Pipeline Ltd. is being conducted. This includes job sites, washrooms, staff rooms, work sites and on-road vehicles, and is not confined to the office and buildings associated with J. Harrison Excavating & Pipeline Ltd. Any conduct that occurs outside the workplace but which has repercussions in the work environment will be considered to have occurred in the workplace.

2) Harassment

Harassment or threat of violence is any conduct, comment or gesture that is likely to cause discomfort, offense or humiliation to another person. Harassment can take the form of words or actions, and can occur as a single incident or a series of incidents.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Violence, Discrimination & Harassment Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

Harassment related to any of the discriminatory grounds contained in the Human Rights Code: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, sex, sexual orientation, marital status, family status or handicap, will not be tolerated by the Management team of J. Harrison Excavating & Pipeline Ltd..

40.6 COMPLAINTS PROCEDURES

J. Harrison Excavating & Pipeline Ltd. is committed to providing a work environment free of harassment and will make every reasonable effort to ensure that no employee is subject to any form of harassment. J. Harrison Excavating & Pipeline Ltd. will take the necessary disciplinary measures, as it deems appropriate, against any person who subjects any employee to sexual or personal harassment.

40.7 STEPS TO BE TAKEN

1) Any employee, who has reasonable grounds to believe he or she (the “Complainant”) has suffered a personal injustice, hardship and/or any form of discrimination or harassment:

- Should not ignore the harassment and should make clearly known his or her disapproval and/or uneasiness to the offender, in a clear, concise manner.
- Ask the person to stop their behaviour. They may not realize that they are being offensive. If the person refuses to cooperate, remind him/her that such behaviour is against this policy.
- The employee should keep detailed written notes detailing what happened and what, if anything, the offending person did or said. The complainant should be able to provide pertinent data, such as times, places and names of witnesses.

2) The Complainant should report the problem as soon as possible to his or her immediate supervisor if the harassment continues. The supervisor must inform their next level supervisor that a complaint has been received.

Senior Management will:

- i. Collect pertinent information. All information will be received in confidence. This step will include interviewing the complainant, the person who allegedly is the harasser and any witnesses.
 - ii. Summarize findings
 - iii. Upon reviewing the information, recommend what action is recommended.
 - iv. Present, in writing, the results of the investigation and the recommended resolutions to all parties.
- 3) After Step 2 has been completed, and the parties involved have not resolved the situation, the District Manager will take further action to resolve the matter. If there is evidence of harassment or threat of violence, disciplinary measures will be taken as appropriate up to and including dismissal.
- 4) Records of complaints, including contents of meetings, interviews, results of investigations and any other material relevant to the claim will be collected and stored in a confidential manner, within the personnel file.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Violence, Discrimination & Harassment Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: December 2011

40.8 OUTCOME

If it is determined that it is necessary to impose corrective action on an employee, the range of action may include such measures as a formal apology, referral to appropriate counselling or disciplinary measures. Such disciplinary measures may include:

- 1) Oral reprimand (noted in the employee's file);
- 2) Written reprimand (copy placed in employee's file);
- 3) Suspension without pay for a period of time;
- 4) Demotion or reassignment;
- 5) Suspension with or without pay pending approval for dismissal.

40.9b EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References

Occupational Health and Safety Act
Workplace Safety and Insurance Act.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Emergency Plan Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

EMERGENCY PLAN

An emergency situation is defined as any situation that occurs, which is out of the ordinary and requires immediate attention in order to prevent loss or damage to property or life. At J. Harrison Excavating & Pipeline Ltd., it is our policy to have all employees aware of any hazards that could arise at an on-site situation and brief them on the appropriate emergency response procedures to be followed specific to the job site, during the pre-construction safety meeting.

39.1 GENERAL PROCEDURES TO BE FOLLOWED – ADMINISTRATIVE OFFICE BUILDING

Staff

- The first person to realize that an emergency is occurring will contact the owners immediately. If the owners are not on site, the appropriate alternate shall be contacted.

Owners

- Determine if outside assistance is required
- Ensure that the necessary equipment is available to protect the premises and the staff
- Ensure that the owners is informed
- Delegate the staff to control the situation and respond appropriately
- Consider if evacuation is necessary
- Complete all of the necessary reporting to outside agencies
- Once situation is resolved, ensure the completion of the necessary reports

General Staff

- Take direction from the owners
- Assist in the response
- Assist with the possible evacuation

First Aiders

- Be prepared to administer first aid as required

39.2 FIRE EMERGENCIES

The fire safety plan, simplified is based upon the principles of keeping fuel sources and ignition sources apart.

39.2.1 RESPONSE TO A FIRE

The first response when confronted with a fire will always be to either obtain or send for assistance. Do not attempt to fight a fire when one or more of the following conditions exists:

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Emergency Plan Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

- The fire may block your exit route
- The fire is generating a substantial amount of smoke
- The fire is too large to extinguish with one extinguisher
- You are not sure what type of fire extinguisher to use or how to use it
- The fire is in close proximity to other combustible/flammable materials

Fire Extinguishers

J. Harrison Excavating & Pipeline Ltd. provides all company vehicles and shop locations with approved for use by the Ontario Fire Code dry chemical ABC fire extinguishers, as per the Ontario Fire Code requirements.

These extinguishers are located in areas where they are readily available at all times in the event of a fire emergency.

Typical fire emergencies include fires caused by the following:

- Type A fires – Common combustibles including wood, paper, and linen.
- Type B fires – caused by flammable solvents, gas and diesel
- Type C fires – caused by electrical currents.

A fire extinguisher with an ABC designation can be used on all of the fire type listed.

All fire extinguishers must be inspected monthly during routine workplace inspections.

All fire extinguishers will be hydrostatically tested every three (3) years.

Employees will be shown how to use a fire extinguisher during their initial orientation training and as needed thereafter during annual spring start up orientation.

Provided that none of the conditions listed above exist, you may act quickly and utilize the proper extinguisher to fight the fire.

39.2.2 FOLLOW THE P.A.S.S. METHOD

- P -Pull the pin
- A -Aim the extinguisher at the base of the fire. Maintain a distance of at least 6 feet
- S -Squeeze the handle or lever of the extinguisher
- S -Spray the extinguisher at the fire from side to side

When trying to extinguish the fire, follow the PASS method, stand at least six (6) feet away, keeping an escape route to your back.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Emergency Plan Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

Should the extinguisher be emptied before the fire is put out or the fire spreads, **VACATE THE AREA IMMEDIATELY**. Do not put yourself at risk.

39.2.3 EMERGENCY RESPONSE

- Follow the J. Harrison Excavating & Pipeline Ltd. evacuation procedure.
- If possible, rescue the people in the immediate area
- Designate a staff member to direct the Fire Department to the location of the fire
- Designate a staff member to ensure that no staff enter the area of the fire

39.3 MEDICAL EMERGENCY

The first person on the scene should remain with the casualty and summon someone to notify the owners.

The designated First Aider should be called to administer first aid to the casualty.

39.4 ENVIROMENTAL PROTECTION PLAN

The goal of J Harrison Excavating & Pipeline Ltd is to prevent any occurrences that will in any way jeopardize the environment.

- When a spill occurs it is the responsibility of the person who has control of the material at the time it was spilled to clean up and dispose of the pollutants in a timely manner. The staff at J. Harrison Excavating & Pipeline Ltd. will conduct an initial assessment and determine if any extra resources are needed and what actions need to be taken.

STOP! IN CASE OF MULTI OR COMPLEX SPILLS, INFORM THE OWNERS (or designate) WHO WILL REPORT THE SPILL TO THE LOCAL MINISTRY OF THE ENVIRONMENT THROUGH THE SPILLS ACTION CENTRE AT 1-800-268-6060.

39.4.1 IN CASE OF MINOR SPILLS;

- Restrict access and secure area
- Assess the situation
- Investigate spill
- Notify Supervisor
- Remove all sources of ignition
- Contain and clean up the spill
- Haul away material used to clean it up

At the present time, fuel and oil are the only materials handled that could potentially leak or spill. All fuelling of equipment is to be done by mini tankers when able, ie; when they have an accessible route.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Emergency Plan Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

A universal spill kit is available in the storage area. For most spills, this universal spill kit shall be used, as it meets the safety requirements to deal with the typical spills that are most likely to occur.

In addition, for those spills that require extra care, an additional spill kit containing the following supplies is kept on site:

- Rubber or neoprene gloves (2 pair)
- Rubber or neoprene overshoes (1 pair)
- Absorbent material (1 large bag), i.e. kitty litter, etc.
- Detergent (10 lb. or 2 qt.) – strong household type, i.e. Tide, All, etc.
- Disposable pail with lid (5 gal.)
- Disposable plastic bags (2) – heavy duty garden type
- Broom (1) – household type with natural bristles
- Scoop shovel (1)
- Fire extinguisher (10 lb.) – rated for A, B & C type fires

39.5 SITE EMERGENCY PLAN

In the event of an emergency at a construction project work site, the following steps must be taken:

1. Prior to beginning work at a project site, the site emergency plan will be developed with the site's general contractor. This plan will identify the potential emergency situations which may arise and a detailed plan as to how to address the anticipated emergencies.

The site emergency plan will be developed in consultation with all sub-contractors and will be communicated to all employees.

2. For those instances where J. Harrison Excavating & Pipeline Ltd. is the general contractor, the site superintendant will take the lead in developing the site emergency plan involving representatives from all sub-contractors. The emergency plan will be developed using the information obtained during the site hazard assessment process.

Once developed, the plan will be communicated to all site workers.

In the event that a major emergency occurs which draws media attention, all inquiries will be responded to by the owner at the main office location.

3. Prior to beginning work, establish the means of communication that will work in the event of an emergency.
4. When an Emergency occurs - Evaluate the nature of the emergency.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

TITLE: Emergency Plan Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

5. Once the nature of the emergency is known, take the appropriate steps:
 - i. **Provide** necessary first aid to the individual.
 - ii. **Call 911**, if necessary, using the appropriate means of communication; cell phone, Walkie Talkie or Client phone.
 - iii. **Call in to the main office** and report the incident to senior management.
 - iv. **Secure and manage the scene of the accident.** In the event of a critical accident senior management must contact the Ministry of Labour to report the incident and the incident scene must not be disturbed, unless it is to provide medical assistance to the injured worker or to minimize further damage to any equipment in use.
 - v. **Assist emergency response personnel as necessary.**
 - vi. **If no emergency personnel were required**, arrange for appropriate transportation for the injured worker to appropriate health care facility or to home.
 - vii. **Participate** in incident investigation.
6. After an emergency has occurred and it has been responded to, the incident investigation process will include a de-briefing session. During this session, the emergency will be reviewed, including the response and recovery phases to evaluate the effectiveness of the plan. This will also allow for the identification of any items/issues that need to be corrected for future responses.

39.5.1 IMPORTANT TELEPHONE NUMBERS

- Main Office – 613-384-3432
- 911 – For police, ambulance and Fire Department – In remote areas ensure 911 service is available prior to starting the job. If working in a non 911 area obtain the appropriate telephone numbers for local area Police, Fire and Ambulance service
- Ministry of Labour
 - Kingston Office – 613-545-0989
 - Ottawa Office – 613- 228-8050
 - Peterborough Office – 705-755-4700

39.6 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References

Occupational Health and Safety Act
Workplace Safety and Insurance Act
Fire Code
Ministry of Environment – Environmental Protection Act

**J. HARRISON EXCAVATING & PIPELINE
LTD.
HEALTH AND SAFETY POLICY
MANUAL**

TITLE: Networking Policy	ISSUED BY: Owners	DATE ISSUE: May 2008
		REVISED: November 2009

NETWORKING

40.1 PURPOSE

Each year, J. Harrison Excavating & Pipeline Ltd. will network with at least two other similar companies on topics relevant to health and safety.

40.2 APPLICATION

This policy applies to the senior management at J. Harrison Excavating & Pipeline Ltd.

40.3 RESPONSIBILITY

It is the responsibility of Senior Management at J. Harrison Excavating & Pipeline Ltd. to ensure that this policy is being implemented to its full intent.

40.4 PROCEDURE

In order to do this, we will use at least two of the following means for networking.

40.5 COMMUNICATION

- Health and Safety Association events of training
- Exchange Health & Safety Manuals with similar businesses
- Personal contacts, visits, e-mail or phone calls with Health and Safety Associations and/or training facilities
- Research government or safety association websites to access safety information pertaining to our line of work

40.6 EVALUATION

The standard will be reviewed on a yearly basis and changes will be made as necessary. Applicable training needs will also be reviewed and provided as needed to keep the standard current.

References

*Occupational Health and Safety Act
Workplace Safety and Insurance Act.*

**J. HARRISON EXCAVATING & PIPELINE
LTD.
HEALTH AND SAFETY POLICY
MANUAL**

Title: Ladder Safety	ISSUED BY: Owners	DATE ISSUE: December 2011
		REVISED: December 2011

41.1 PURPOSE

The aim of this policy is to ensure that ladders are properly used and employees adequately trained in use of ladders

41.2 APPLICATION

This policy applies to all employees of J. Harrison Excavating & Pipeline Ltd.

41.3 RESPONSIBILITY

Managers shall be responsible for the following:

- Ensuring that all staff have been appropriate trained on ladder safety and abide by this policy
- Ensuring that ladders are CSA Grade 1 for construction purposes, or CSA Grade 1 or Grade 2 for trades purposes.

Employees are responsible for the following:

- Complying with all safe work practices regarding ladder safety
- Inspecting ladders before use and removing defective ladders from use and reporting the defective ladder to their supervisor.

41.4 PROCEDURE

- Portable ladders must be placed on a level and stable base before using. They must be secured against movement. A ladder shall be situated so that its base is not less than one-quarter, and not more than one-third, of the length of the ladder from a point directly below the top of the ladder and at the same level as the base of the ladder, if the ladder is not securely fastened.
- Employees must not perform work from the top two rungs of a portable stepladder, or the top three rungs of a portable extension ladder.
- When climbing or descending a ladder, the worker must face the ladder and have at least three points of contact between the hands/feet and the ladder at all times. While working on a ladder, a worker must, at minimum, have two feet on the ladder and his/her body leaning into the ladder. If three points of contact cannot be maintained, a fall arrest system must be used.
- Portable ladders used to access an elevated surface must extend at least 1 meter above the elevated surface.
- When using portable ladders to access an elevated surface, the 4:1 rule should be followed: for every four feet of height, the ladder must be one foot away from the vertical structure.

When working on or near energized electrical equipment, non-conductive ladders must be used.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

APPENDIX A

SAFETY COUNSELING FORM

Re: Employee _____

Supervisor: _____

Date: _____

Job Site: _____ Date and Time of Incident: _____

I have made the following observation of this employee's violation of established safety conduct:

I have informed this employee of the following safety standards that will be expected in the future:

Consequences or action to be taken if safety standards are not followed:

Has employee been advised of this problem previously? Yes No

Verbally

In Writing

Supervisor

The absence of any statement on the part of the employee indicates his/her agreement with the report as stated. (Employee to enter his/her version of the above matter.)

I have read the above and understand the meaning and implications.

Employee: _____ Date: _____ Witness: _____

Supervisor: _____

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

APPENDIX B

J. HARRISON EXCAVATING & PIPELINE LTD.

NEW EMPLOYEE ORIENTATION

EMPLOYEE:

DATE:

EMPLOYEE #

OFFICE LOCATION: 638B FORTUNE CRESCENT, KINGSTON

SHOP LOCATION: 3235 WESTBROOK ROAD, KINGSTON

OFFICE PHONE #: (613) 384-3432

OFFICE FAX #: (613) 384-8791

ESTIMATOR/COORDINATOR: _____

SITE SUPERINTENDENT:

SITE HEALTH AND SAFETY REP: _____

CHECK ANY OF THE FOLLOWING THAT YOU HAVE RECEIVED:

1. HARD HAT AND STICKERS ☐
2. SAFETY VEST ☐
3. SAFETY GLASSES (TINTED OR CLEAR) ☐
4. COPY OF THE HEALTH AND SAFETY MANUAL ☐
5. REVIEW OF THE HEALTH AND SAFETY MANUAL..... ☐
6. COPY OF THE TRAFFIC CONTROL MANUAL ☐
7. PROCEDURE FOR ACCIDENT/INCIDENT REPORTING ☐
8. WHMIS TRAINING ☐
9. FIRST AID TRAINING..... ☐
10. TRAINING IN THE USE OF REQUIRED PPE ☐
11. TRAINING IN THE USE OF SMALL TOOLS ☐
12. CONFINED SPACE TRAINING ☐
13. TRAINING IN THE IMPORTANCE OF GOOD HOUSEKEEPING ☐
14. FIRE PREVENTION TRAINING ☐
15. VEHICLE & EQUIPMENT SAFETY TRAINING..... ☐
16. TRAFFIC CONTROL TRAINING ☐
17. EXPERIENCE IN APPLIED FIELD..... ☐
18. FALL PROTECTION TRAINING..... ☐

WHAT OTHER SPECIFIC TRAINING/CERTIFICATES HAVE YOU RECEIVED? (IF RECEIVED FROM ANOTHER COMPANY PLEASE LIST THE COMPANY NAME AS WELL)

Employee Signature:

Supervisor Signature:

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

APPENDIX C

CORRECTIVE DISCIPLINE REPORT

I. Employee Name: _____
Position: _____

Town: _____
Immediate Supervisor: _____

Service/Seniority Date: _____
Incumbency Date: _____

II. A) Report of Unsatisfactory Performance of Conduct:

B) The Employee stated:

III. Previous Disciplinary Action:

Nature of Incident	Details of Corrective Disciplinary	Date

IV. This Incident Necessitates a:

- a) ☐ Verbal Warning be Effectuated c) ☐ Suspension: Number of Days ____ without Pay
b) ☐ Written Warning be Effectuated

V. Recommended By:

Supervisor _____ Date _____

Manager _____ Date _____

Manager, Industrial Relations _____ Date _____

VI. Acknowledged by:

Employee _____ Date _____

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

APPENDIX D

HAZARD REPORTING FORM

HAZARD:

LOCATION:

DATE:

EMPLOYEE NAME:

**GIVE COPY TO SUPERVISOR RESPONSIBLE AND THE SITE HEALTH AND
SAFETY REPRESENTATIVE**

SUPERVISOR RESPONSE:

ACTION TAKEN:

DATE SITUATION CORRECTED:

SUPERVISOR'S SIGNATURE:

SITE HEALTH AND SAFETY REPRESENTATIVE SIGNATURE:

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

APPENDIX E

First Aid Inspection Check List

Contents	Complaint Yes/No	Corrections Needed/ Supplies Ordered
Current St. Johns Ambulance First Aid Manual		
1 Card Safety Pins		
24 adhesive dressings		
12, 3 inch square gauze pads		
4 rolls of 2 inch sterile gauze bandages		
4 rolls of 4 inch sterile gauze bandages		
4 surgical pads for pressure dressings		
6 triangular bandages		
Splints of assorted sizes		
2 rolls of splint padding		
Certificates posted of all qualified first aiders		
Is there a qualified first aider on shift?		
First Aid Log present and being completed		

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

APPENDIX F

INCIDENT INVESTIGATION REPORT

** Italics indicate information mandatory under health and safety legislation.*

PART A: IDENTIFYING DETAILS

EMPLOYER

Name: _____

Address: _____

Type _____ *of* _____ *Business:* _____

EMPLOYEE

Last Name: _____ *First Name:* _____

Occupation: _____

Address: _____

Age: _____

Experience at work involved: _____

Nature _____ *of* _____ *Injury:* _____

OTHER EMPLOYEE INVOLVED

Last Name: _____

First Name: _____ *Occupation:* _____

Address: _____

Age: _____

Experience at work involved: _____

INCIDENT/INJURY

First Aider: _____

Medical Treatment: _____

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Name and address of medical practitioner attending to injury:

Hospital:

Date and Time of Incident:

Project and Location of Incident:

Date and Time Accident Reported to Supervisor:

Date and Time Accident Reported to MOL:

Name of MOL Representative who took the Call:

Date and Time Incident Reported to Head Office:

Names and Addresses of Witnesses:

BACKGROUND

Who made the Work Assignment:

Directions the Employee Received before Starting Work:

Were any Specific Procedures Involved?

No

Yes

N/A

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Description of Machinery or Equipment Involved:

PART B: INCIDENT DESCRIPTION

Explain what happened (what, where, when, who, how):

Sketch/Diagram:

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

Immediate Cause	Underlying Cause

How can the incident be prevented from happening again?

Actions Taken to Prevent Recurrence:

If this incident was not reported immediately, state the reason why (*Note: required by employer*):

Action by:
Report Prepared By:

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

J. HARRISON EXCAVATING & PIPELINE LTD.

INCIDENT INVESTIGATION REPORT

General Information

Employee Involved: _____

Date/Time of Incident: _____

Incident Location: _____

Incident that Occurred: _____

Witness to Incident:

Time / Date:

Was First Aid given/offered: Yes/No

Was Incident Reported: Yes/No

To Whom: _____ Date/Time: _____

Able to continue work: Yes/No

Able for modified work: Yes/No

What was the cause of the incident?

Primary Cause: _____

Secondary Cause:

Corrective Action Taken (What have you done or what do you recommend to prevent the recurrence of a similar incident): _____

Has it been done?

If not, give reason

Corrective actions communicated with workers?

Employee Signature:

Date:

Supervisor Signature:

Date:

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

APPENDIX G

PHYSICAL DEMANDS REPORT

- ☐ **Pre-Injury Job**
☐ **Transitional Job**

Employee's Name _____

Job Title _____

WSIB Claim # _____

Describe the physical demands of the work, if they apply, within the category in which it applies.
You may need the services of an expert to complete this form.

Activity Demands	Never	Seldom (up to 1/3 of the shift)	Frequent (1/3 to 2/3 of the shift)	Constant (2/3 to all of the shift)	Comments
Standing and Sitting					
Walking					
Lifting and Carrying					
Pushing/Pulling					
Bending					
Low-Level Work					
Climbing & Balancing					
Reaching					
Handling					
Neck & Hand Position					
Work Pace					
Other					

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HEALTH AND SAFETY POLICY MANUAL**

SAMPLE LETTER TO PHYSICIAN

Dear *Medical Practitioner*:

At J. Harrison Excavating & Pipeline Ltd., we are committed to returning valued team members to meaningful work through the use of a fair and consistent return to work program, following a workplace related or non-workplace related injury or illness.

A timely and successful return-to-work can be accomplished by providing modified duties when necessary and if necessary, incorporating a graduated hour's work schedule, that eventually eases the worker back into a full work schedule. We have attached a physical demands description for a modified job that we have identified for *worker's name*.

Please review the attached modified work description and provide specific information as to *worker's name* physical work capabilities using the Functional Ability Form provided. This information will be used to ensure that the modified work we have available is within *worker's name* physical capabilities. Changes to the modified work we have available will be made as necessary.

Thank you for your valued input and assistance.

Sincerely,

Ann Harrison
Treasure/office Administrator

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

RETURN TO WORK PLAN

Page No. ____ of ____

RTW Date: _____ Review Date: _____ Target End Date: _____

Employee's Name: _____

Phone No. _____

Supervisor/Manager: _____

Phone No. _____

Treating Physician(s): _____

Phone No. _____

WSIB Claims Adjudicator: _____

Phone No. _____

WSIB Claim Number: _____

Description of Employees Job

(Attach Physical Demands Report for Employees Job)

Transitional Work Plan

- | | |
|---|--|
| <input type="checkbox"/> Pre-Injury Job | <input type="checkbox"/> Other Suitable Work |
| <input type="checkbox"/> Pre-Injury Job with Accommodations
(e.g. wages, hours, rotation, min's/max's) | <input type="checkbox"/> Other Suitable Work with Accommodations |

Medical Precautions

(Attach most recent Functional Abilities Report)

Description of Transitional Work

(Attach Physical Demands Report for Transitional Work)

Supervisor Comments

Worker Comments/Concerns

Attach Form 7 and other relevant WSIB correspondence. Attach subsequent RTW Plan. Worksheets.
Provide copies of RTW Plan to all interested parties.

Spvr/Mgr/Employee

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HEALTH AND SAFETY POLICY MANUAL**

RETURN TO WORK JOURNAL

Employee Name: _____

Duration of Plan: _____ **Supervisor's Name:** _____

Week # _____ **of RTW Plan** **Re-Injury Job:** _____

Date	Scheduled Hours	Hours Worked	Hours Not Worked	Issues Completed by Supervisor & Worker	Resolutions Completed by Supervisor & Worker
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

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HEALTH AND SAFETY POLICY MANUAL**

APPENDIX H

**J. HARRISON EXCAVATING & PIPELINE LTD.
HAZARD RECOGNITION AND INSPECTION FORM**

Firm Name: _____ Project: _____
 Supervisor: _____ No. of Employees: _____
 Inspected by: _____ Date: _____

1. SITE ACCESS Clean, level ground OK NOT OK Adequate ramps OK NOT OK Adequate stairs OK NOT OK Adequate ladders OK NOT OK	6. FIRE PROTECTION Extinguisher where required OK NOT OK Fully charged OK NOT OK Adequate identification OK NOT OK Master emergency plan OK NOT OK
2. PROTECTIVE EQUIPMENT Hard Hats Worn OK NOT OK Foot Protection OK NOT OK Eye & Face Protection WORN OK NOT OK AVAILABLE OK NOT OK Hearing Protection WORN OK NOT OK AVAILABLE OK NOT OK Respiratory Protection WORN OK NOT OK AVAILABLE OK NOT OK	7. FALL PROTECTION CSA approved OK NOT OK Properly worn OK NOT OK Safe, usable condition OK NOT OK Working from: Ladders OK NOT OK Scaffolds OK NOT OK Swinging Stages OK NOT OK Unprotected opening and edges OK NOT OK
3. GUARDRAILS, BARRICADES Located where required OK NOT OK Properly constructed OK NOT OK Adequately secure OK NOT OK	8. HOUSEKEEPING Clear walkways OK NOT OK Clear work areas OK NOT OK Clear access OK NOT OK
4. PUBLIC WAY PROTECTION Properly located (within 4.5 m) OK NOT OK Covered where required OK NOT OK Min. height, width required OK NOT OK Proper rail on street side OK NOT OK Proper lighting, when required OK NOT OK	9. TRENCHES & EXCAVATING Properly angled, where required OK NOT OK Excavating materials properly placed OK NOT OK Appropriate shoring used OK NOT OK Proper access to trench OK NOT OK Proper storage of materials in and above trench OK NOT OK
5. SIGNS & PRINT MATERIAL OH&S Act and Regulation OK NOT OK WSIB Form 82 Poster OK NOT OK	10. WORKERS EDUCATION WHMIS training OK NOT OK Company safety policy

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

MSDS copies	OK	NOT OK	& program	OK	NOT OK
Warning signs	OK	NOT OK	Injury reporting	OK	NOT OK
Emergency phone list	OK	NOT OK	Hazard reporting	OK	NOT OK
Report forms	OK	NOT OK	OH&S act and regulations	OK	NOT OK
			Personal H&S responsibilities	OK	NOT OK
11. LADDERS			16. CONFINED SPACES		
Secured	OK	NOT OK	Proper access	OK	NOT OK
Proper angle (extension)	OK	NOT OK	Air testing before entry	OK	NOT OK
Proper size and type	OK	NOT OK	Rescue equipment available	OK	NOT OK
Safe, usable condition	OK	NOT OK	Safety harness, lifeline		
Properly used	OK	NOT OK	properly anchored and used	OK	NOT OK
Proper handrails and landings		OK	Second person for rescue	OK	NOT OK
NOT OK			Outgoing air monitored	OK	NOT OK
Non-slip bases	OK	NOT OK	Entry permit system	OK	NOT OK
12. POWER TOOLS, EQUIPMENT			17. EXTENTION CORDS		
General condition	OK	NOT OK	Outdoor-type, rated		
Proper guards, cords, PPE	OK	NOT OK	over 30volts	OK	NOT OK
Use of defective tags	OK	NOT OK	General condition of casing,		
			ends, and conditions	OK	NOT OK
13. COMPRESSES GAS CYLINDERS			18. FIRST AID REQUIREMENTS		
Properly located	OK	NOT OK	Adequate number of		
Overhead lines flagged			qualified first aiders on site	OK	NOT OK
& secure	OK	NOT OK	First Aid boxes:		
Surface cables buried			Adequate number	OK	NOT OK
or protected	OK	NOT OK	Adequate contents	OK	NOT OK
14. TEMPORARY POWER SUPPLY			19. FORMWORK		
Properly identified	OK	NOT OK	Guardrails and		
Overhead lines flagged			fall-arrest system	OK	NOT OK
& secure	OK	NOT OK	Design drawing kept		
Surface cables buried or			on project	OK	NOT OK
Protected	OK	NOT OK	Inspection statement by engineer		
			or competent worker	OK	NOT OK
15. TRAFFIC CONTROL			20. MATERIAL STORAGE		
Trained traffic controllers	OK	NOT OK	Properly located	OK	NOT OK
Properly located	OK	NOT OK	Safety piled, stacked, bundled	OK	NOT OK
Clean, regulation sign	OK	NOT OK	Properly moved or lifted	OK	NOT OK
Properly dressed			Properly labelled (WHIMIS)	OK	NOT OK
(including vests)	OK	NOT OK			
21. HYGIENE					
Cleanliness of the facilities	OK	NOT OK			

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HEALTH AND SAFETY POLICY MANUAL**

APPENDIX I

J. HARRISON EXCAVATING & PIPELINE LTD.

INSPECTION: FINDINGS AND RECOMMENDATIONS

1. BASIC INFORMATION

Work Area Inspected	Inspected by:
	Date and Time:
	Weather Conditions:

2. FINDINGS

PRIORITY		
Serious <input type="checkbox"/>	Moderate <input type="checkbox"/>	Minor <input type="checkbox"/>

HAZARD	
<i>Description:</i>	
Location (Specific):	Other Supporting Information:

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HEALTH AND SAFETY POLICY MANUAL**

HAS THIS HAZARD BEEN IDENTIFIED BY PREVIOUS INSPECTIONS?		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Details:

RECOMMENDATIONS

CORRECTIVE ACTION TAKEN DURING THE INSPECTION	
	Remove the danger? Comply with the law? Comply with safety program? Report to management?

CORRECTIVE ACTION RECOMMENDED	
	Investigate further? Control of the hazard? Collect additional information?

CORRECTIVE ACTION COMPLETED BY: _____

DATE: _____ **SIGNATURE:** _____

COPIES TO: _____

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

APPENDIX J

LIABILITY COVERAGE FOR CONTRACTED SERVICES FORM

In consideration of J. Harrison Excavating & Pipeline Ltd. contracting with my company
to complete the work requested, as detailed below:

I acknowledge that my work is to be completed in accordance with the requirements of the Occupational Health and Safety Act and its applicable regulations, as well as meeting the standards of J. Harrison Excavating & Pipeline Ltd. Health and Safety Management System. I am responsible for ensuring my staff works in accordance with the applicable regulations. In the event of an incident or injury occurring while I or my staff are working at J. Harrison Excavating & Pipeline Ltd., I hereby acknowledge that I am responsible for providing coverage in the amount required by the Workplace Safety and Insurance Act or other applicable Provincial Act(s) and/or Regulations(s). Said coverage will remain in effect for the entire duration of your contract or involvement with J. Harrison Excavating & Pipeline Ltd. All costs associated with said coverage will be paid by myself and I have provided the attached current valid certificate of clearance evidencing such insurance coverage.

In the event of any claim, demand or cause of action, that is brought forward by a Customer, the Contractor shall notify J. Harrison Excavating & Pipeline Ltd. thereof, and _____ shall at its own expense, defend or settle said action.

Dates of project work:

Start Date

Completion Date

Date

Supplier

J. Harrison Excavating & Pipeline Ltd.

Witness

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APPENDIX K

WORKPLACE HAZARD ANALYSIS FORM

J. HARRISON EXCAVATING & PIPELINE LTD.

Instructions:

Step 1: Complete this form columns A – H. Print clearly. Use additional forms if necessary. Refer to back of the form for the instructions on completing column C – G.

Step 2: Determine the Control(s) for the hazard and complete the Controls Action Plan. Attach the Controls Action Plan to this form.

RECOGNIZE

		ASSESS					CONTROL
		Risk Evaluation					Current Controls
		C	D	E	F	G	H
A Process, Work Area or Job List either a process (ie shipping), a work area (ie Kitchen) or a job (ie cashier). Do your homework – look at history., reports, documentation, talk to employees, etc.	B Potential hazard/Accident Description Ask yourself – what could happen while doing this job? ie fall, cut, burn, struck by object, workplace illness, strain, etc. Identify the potential hazard or accident. A hazard is something with the potential to cause harm or injury. Consider all contributing factors (PEMEP): People, Equipment, materials, Environment, Process.	Exposure (1 – 6)	Occurrence (1 – 6)	Probability (A – E)	Consequences (1 – 5)	Risk Rating (H – M – L)	Identify things in place now which control, eliminate or reduce, the exposure to the hazard – such as guards, procedures, checklists, training, signs, personal protective equipment, etc To complete Step 2: Determine Controls – Action Plan.

Location/Dept.: _____ Completed By: _____ Date: _____

ASSESSMENT OF RISK: COLUMNS C – G

Columns C & D – Exposure & Occurrence: Select the description

Column F – Determination of Risk is the combination of probability of an injury/illness and the potential consequences if it should occur ie. Loss to people, property or environment. Select the

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(1 – 6) below that best matches the frequency of exposure and likelihood of occurrence happen involving of the hazard

C Likelihood of Exposure	D Likelihood of Occurrence
1 – Continuous	1 – Very likely (has happened/is expected)
2 – Frequent (daily)	2 – Likely (probable – it could happen)
3 – Occasional (once per week)	3 – Rare (seldom but possible)
4 – Unusual (once per month)	4 – Very rare (very seldom but possible)
5 – Rare (few per year)	5 – Very unlikely (slight possibility)
6 – Very rare (yearly or less)	6 – practically impossible

Exposure (1–6) + Occurrence (1 – 6) = Probability (A-E)

Column E – Probability

is the combination of likelihood of exposure and the likelihood of occurrence. Locate the down the left side of the chart that describes the likelihood of exposure of the hazard. Locate the number describes the likelihood of occurrence across the top of the chart. The box where they meet (A-E) is the probability rating.

Likelihood of Occurrence

description (1 – 5) below, that best matches the consequences, if an accident should the hazard.

Probability + consequences = Determination of Risk (1 – 25)

Probability

number
(1 – 6)

Column G – Risk Rating is the number where the Probability letter meets the Consequences Number, on the above chart. The Risk Rating (H,M,L) helps determine the priority for determining controls.

HIGH = 1 – 6

Serious or significant hazard – a high priority for immediate controls or elimination.

MEDIUM = 7 – 15

Moderate hazard – medium priority for controls as soon as possible.

LOW = 16 – 25

Minor hazard – lower priority for controls after higher priorities.

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

APPENDIX L

JOBSITE DOCUMENT CHECKLIST		
Inspected by	Project	Date

The following documents must be POSTED or available in the workplace.

Section #	Occupational Health and Safety Act	Yes	No	N/A
25(2)(i)	Occupational Health & Safety Act, Construction Regulations, and any extracts (posted)			
57(10)	Copy of MOL Inspector's orders, inspection reports (posted)			
25(2)(k)	Employer occupational health & safety policy (posted)			
38(1)(a)	WHMIS hazardous materials inventory (available)			

Section #	Construction Regulation 213/91	Yes	No	N/A
6(6)	MOL approved notification form for the project (posted)			
13(1)	Constructor's name and head office information (posted)			
13(1)©	Address, telephone number of nearest MOL office (posted)			
44	DANGER signs in hazardous areas (posted)			
13(2)	Name, trade and employer of health and safety rep (posted)			
29(10)	Location of toilet facilities (posted)			
5(2)(b)	MOL approved registration forms for all employers (available)			

Section #	Emergency Planning	Yes	No	N/A
17(3)	Emergency procedures (posted)			
26.1(4)	Fall arrest rescue procedures (available)			
Not applicable	Location of nearest hospital (map)			

Section #	First Aid Requirements (WSIB Reg. 1101)	Yes	No	N/A
1(1)(b)(i)	WSIB's poster known as Form 82 (posted on notice board)			
(ii)	Valid certificate of first aider on duty (posted on notice board)			
(iii)	Inspection card for first aid box (posted on notice board)			
5	Employer records of first aid treatment given (available)			

Emergency Phone Numbers	Yes	No	N/A
Fire Department			
Police Department			
Ambulance			
Hospital and Walk-In Clinic			
Hydro			
Bell Telephone			
Consumers Gas			
Water Department			
Poison Information Centre			

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

APPENDIX M

MACHINE / EQUIPMENT / ENERGY / PERSONNEL LOCKOUT INVENTORY FORM								
Department	Machine Or Equipment To Be Locked Out	Person in Charge	Manager or Supervisor	Other Personal Involved in the Lockout	ENERGY/POWER SOURCES			
					Electrical	Hydraulic	Pneumatic	Flywheel or Moving objects

J. HARRISON EXCAVATING & PIPELINE LTD. HEALTH AND SAFETY POLICY MANUAL

APPENDIX N

J. HARRISON EXCAVATING CONFINED SPACE ENTRY PERMIT / TAILBOARD

DATE: _____ TIME WORK COMMENCED: _____ TIME WORK COMPLETED: _____

LOCATION/ADDRESS: _____

CONFINED SPACE ASSESSMENT ONSITE: YES / NO _____ CONFINED SPACE CLASSIFICATION: _____

CONFINED SPACE PLAN ONSITE: YES / NO _____ WORK OR SERVICE ORDER # _____

PURPOSE OF ENTRY: INSPECTION _____ MAINTENANCE _____ OTHER _____

TYPE OF WORK: _____

 COLD WORK _____ HOT WORK _____ INSPECTION _____

DETAILS:

CLAUSE OF THE PLAN WHICH ARE EXEMPT FOR THIS ENTRY (APPLICABLE ONLY TO CLASUSES 7,8,10)

☐

IF NO ATMOSPHERIC HAZARDS WILL EXIST OR WILL DEVELOP EXEMPT CLAUSE 10 & 11

☐

IF ATMOSPHERIC HAZARDS MAY EXIST BUT CAN BE CONTROLLED BY VENTILATION EXEMPT CLAUSE 11

☐

IF ATMOSPHERIC HAZARDS CANNOT BE CONTROLLED NOT EXEMPT ANY CLAUSES - SCBA REQUIRED

EQUIPMENT REQUIRED FOR ENTRY CHECKLIST

PPE: _____

FIRE RETARDANT CLOTHING SAFETY GLASSES SAFETY BOOTS GLOVES HARD HAT

RESPIRATORY: AIR PURIFYING RESPIRATOR SCBA SUPPLIED AIR NONE

ATMOSPHERIC:	QUAD MONITOR	FIXED MONITOR		
VENTILATION:	PORTABLE VENTILATION	FIXED VENTILATION		
LOCK OUT/TAG OUT:	LOCK & TAG OUT REQUIRED	AREA DEENERGIZED	DOCUMENTS ATTACHED	
RESCUE EQUIPMENT:	HARNESS	HOIST	FALL ARREST	TRIPOD/DAVIT ARM
COMMUNICATIONS:	LINE OF SIGHT	PORTABLE RADIO	OTHER	
OTHER:	ADEQUATE PERSONNEL	FLASH LIGHT	TRAFFIC CONTROL	

Is all equipment in good working order Yes / No Equipment not in good working order shall not be used

OPERATIONS CENTER NOTIFIED YES / NO IF NO - TREATMENT SUPERVISOR IS AWARE YES / NO

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

CONFINED SPACE PERSONNEL						
NAME	ATTENDANT	ENTRANT	REVIEWED ASSMENT PLAN&PERMIT	INITIAL	TIME OF ENTRY	TIME OF EXIT
			Yes			
			Yes			
			Yes			
			Yes			
			Yes			
The rescue team is only required if an entry has to be made in order to facilitate a rescue						
RESCUE TEAM PERSONNEL				RESCUE TEAM ONSITE YES/NO		
NAME:	ATTENDANT	ENTRANT	REVIEWED PLAN	INITIAL	TIME OF ENTRY	TIME OF EXIT
			Yes			
			Yes			
			Yes			
			Yes			
			Yes			
			Yes			
UNIQUE HAZARDS CREATED BECAUSE OF WORK IN THIS SPACE:						
UNIQUE HAZARDS IDENTIFIED TO THIS CONFINED SPACE:						

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

JOB PLAN / HAZARDS AND CONTROLS									
JOB STEPS		HAZARDS				CONTROLS REQUIRED			
CONTINUOUS ATMOSPHERIC MONITORING									
INSTRUMENT #:		PUMP NUMBER:		MECHANICAL VENTILATION: YES / NO					
MONITOR ASSIGNED TO:				VERIFIED MONITOR HAS BEEN CALIBRATED YES / NO					
TIME:	OXYGEN:		EXPLOSIVE:		TOXIC:		CARBON MONOXIDE:		INITIAL:
		% O2		% LEL		PPM H2S		PPM CO	
		% O2		% LEL		PPM H2S		PPM CO	
		% O2		% LEL		PPM H2S		PPM CO	
		% O2		% LEL		PPM H2S		PPM CO	
		% O2		% LEL		PPM H2S		PPM CO	
		% O2		% LEL		PPM H2S		PPM CO	
		% O2		% LEL		PPM H2S		PPM CO	
		% O2		% LEL		PPM H2S		PPM CO	
		% O2		% LEL		PPM H2S		PPM CO	
		% O2		% LEL		PPM H2S		PPM CO	
GAS MONITORING RECORDED BY:						BUMP TESTED BY:			

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

CONTINUOUS ATMOSPHERIC MONITORING						
INSTRUMENT #:		PUMP NUMBER:		MECHANICAL VENTILATION: YES / NO		
MONITOR ASSIGNED TO:		VERIFIED MONITOR HAS BEEN CALIBRATED YES / NO				
TIME:	OXYGEN:	EXPLOSIVE:	TOXIC:	CARBON MONOXIDE:		INITIAL:
	% O2	% LEL	PPM H2S		PPM CO	
	% O2	% LEL	PPM H2S		PPM CO	
	% O2	% LEL	PPM H2S		PPM CO	
	% O2	% LEL	PPM H2S		PPM CO	
	% O2	% LEL	PPM H2S		PPM CO	
	% O2	% LEL	PPM H2S		PPM CO	
	% O2	% LEL	PPM H2S		PPM CO	
	% O2	% LEL	PPM H2S		PPM CO	
	% O2	% LEL	PPM H2S		PPM CO	
	% O2	% LEL	PPM H2S		PPM CO	
GAS MONITORING RECORDED BY:			BUMP TESTED BY:			
MONITORING SHOULD TAKE PLACE IN REGULAR AND ACCEPTABLE INTERVALS						
ACCEPTABLE LIMITS						
OXYGEN: 19.5% TO 23%		TOXIC: 10 PPM		CARBON MONOXIDE: 25 PPM		
LOWER EXPLOSIVE LIMIT: 25% INSPECTION/RESCUE, 10% COLD WORK, 5% HOT WORK						

NON ENTRY RESCUE PLAN - IS DOCUMENTED ON THE CONFINED SPACE ENTRY PLAN

ADDITIONS OR ALTERATIONS TO NON ENTRY RESCUE PLAN :

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

<div style="display: flex; justify-content: space-between;"> TRAFFIC PROTECTION PLAN Not Applicable </div>				
WEATHER:			DAY TIME	NIGHT TIME
VISIBILITY:	LESS THAN 150 METERS		MORE THAN 150 METERS	
VEHICLES SPEED ENTERING WORK AREA:	60 KM/L OR LESS		70 TO 80 KM/H	90 KM/H OR MORE
VEHICLES VOLUME ENTERING WORK AREA:	MINIMAL		LOW	HIGH
OTHER HAZARDS ENTERING WORK AREA:	PEDESTRIAN		OTHER CREWS	BOOM
TRAFFIC CONTROL DEVICES USED				
VEHICLE:	IN WORKSITE		BETWEEN TRAFFIC AND WORKER	
LIGHT SYSTEM:	BEACON(S)	LIGHT BAR	ARROW BOARD: LEFT BAR RIGHT	
TRAFFIC SIGNS				
ROAD WORK	ROAD CLOSED	OVERHEAD WORK	YIELD TO TRAFFIC	DETOUR
ARROW RIGHT	ARROW LEFT	LANE CLOSED	TRAFFIC CONTROL PERSON	
MARKERS, BARRICADES, AND BARRIERS				
CONES	POST MARKERS	BARRICADES	CONCRETE BARRIERS	
ROAD PLATES	CONE RAIL	BARRELS	PLYWOOD	
CONE CONFIGURATION: CONE TAPER MODIFIED CONE TAPER CONE RAIL TRIANGLE				
Traffic Diagrams Used: (If generic diagram is not available attach a separate layout sketch)				
Notes:				

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REMAINING PORTIONS WILL BE FILLED IN BY THE CONFINED SPACE RESCUE TEAM				
CONFINED SPACE ENTRY REQUIRED RESCUE PLAN				
RESCUE INVOLVES:	VERTICAL MOVEMENT OF THE VICTIM:			
HORIZONTAL MOVEMENT OF THE VICTIM:				
MANEUVERING THE VICTIM UNDER ANY DEVICES:				
LIFTING THE VICTIM OVER ANY DEVICES:				
OTHER:				
RESCUE MAY BE FACILITATED USING:	MECHANICAL LIFTING DEVICE	ROPE SYSTEM		
DRAWING OF AREA IS ATTACHED: YES / NO				
RESCUE EQUIPMENT REQUIRED:				
RESCUE WINCH	MECHANIAL WINCH	VENTILATOR	GAS MONITOR	TRIPOD
INTRINSICALLY SAFE FLASH LIGHT	ROPE SYSTEM	SCBA	CABLE PULLY	SKED
LOCK OUT KIT	CARABINERS	FIRE EXTINGUISHER	TWIN PULLY	LANYARD
RESCUE SWING SIDE PULLY	PETZL PAW	PETZAL ASCENION	BLANKETS	HARNESS
FIRST AID KIT	HEAD LAMP	PORTABLE ANCHOR	GEAR BAG	GLOVES
RETRACTABLE LANYARD	COMMUNICATION	HELMET		
OTHER:				
Is all equipment in good working order Yes / No Equipment not in good working order shall not be used				
NOTES: INCLUDE ACCEPTABLE ANCHOR POINTS, RESCUE PLAN, OTHER INFORMATION				

J. HARRISON EXCAVATING & PIPELINE LTD. HEALTH AND SAFETY POLICY MANUAL

[illegible]

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HEALTH AND SAFETY POLICY MANUAL**

	% O2		% LEL	PPM H2S		PPM CO	
	% O2		% LEL	PPM H2S		PPM CO	
	% O2		% LEL	PPM H2S		PPM CO	
	% O2		% LEL	PPM H2S		PPM CO	
	% O2		% LEL	PPM H2S		PPM CO	
	% O2		% LEL	PPM H2S		PPM CO	
	% O2		% LEL	PPM H2S		PPM CO	
	% O2		% LEL	PPM H2S		PPM CO	
GAS MONITORING RECORDED BY:					BUMP TESTED BY:		
MONITORING SHOULD TAKE PLACE IN REGULAR AND ACCEPTABLE INTERVALS							
ACCEPTABLE LIMITS							
OXYGEN: 19.5% TO 23%		TOXIC: 10 PPM			CARBON MONOXIDE: 25 PPM		
LOWER EXPLOSIVE LIMIT: 25% INSPECTION/RESCUE, 10% COLD WORK, 5% HOT WORK							

NON ENTRY RESCUE PLAN - IS DOCUMENTED ON THE CONFINED SPACE ENTRY PLAN

ADDITIONS OR ALTERATIONS TO NON ENTRY RESCUE PLAN :

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

APPENDIX O

J. Harrison Excavating & Pipeline Ltd. CONFINED SPACE COORDINATION DOCUMENT		
Contractor:	Entry Location:	
Date(s) of Entry: dd/mm/yr _____		
Was entry coordinated by J. Harrison Excavating & Pipeline Ltd.? Yes (if yes, attach copy of entry permit) No (Use Contractors entry permit)		
Responsibilities	J. Harrison Excavating & Pipeline Ltd.	Contractor(s) (print firm name and have contractor sign)
Entrants		
Attendant(s)		
Rescue Equipment		
Gas Monitoring Equipment		
Personal Protective Equipment		
Communication Equipment		
Other		
Other		
General Contractor: (if applicable)		
Name (please print)	Signature	Date (dd/mm/yr)
J. Harrison Excavating & Pipeline Ltd.:		
Name (please print)	Signature	Date (dd/mm/yr)

**J. HARRISON EXCAVATING & PIPELINE LTD.
HEALTH AND SAFETY POLICY MANUAL**

APPENDIX P

PRE-TRIP INSPECTION FORM

Month:	Starting Odometer:	Finishing Odometer:																														
Please place checkmark beside each item that is in good order. Itemize the items that need attention in the Attention Section																																
Day of the Month																																
	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	Driver's Initial
Fluid Levels																																
Brakes																																
Lights																																
High/Low Beam																																
Brake/Tail																																
Signal																																
Tires																																
Inflation																																
Tread																																
Interior																																
Clean																																
Exterior																																
Damage																																
Scratches																																
Other																																
Items Requiring Attention																																