

HEALTH & SAFETY POLICY

Inter-Co is committed to ensuring the health and safety of all of its employees, subcontractors and customers. When it comes to health and safety, we do not believe in taking chances. As part of this commitment we have enacted the following policies which govern our employees, subcontractors and business operations.

It is our policy to ensure that:

- A competent person is appointed as project supervisor for all of our projects.
- All workers employed shall be competent and qualified to carry out the specific job assigned to them.
- Information, instruction and supervision are provided in advance of any work being commenced.
- Measures and procedures required by law are carried out in the workplace and on our job sites.
- Equipment, materials and protective devices provided are maintained in good condition and used as prescribed.
- Accident prevention education programs, WHMIS, forklift training and First Aid training courses are provided and prescribed.
- This Health & Safety Policy is implemented and maintained, and a copy of this policy is posted in the workplace.

Our supervisor shall ensure that:

- Workers work in the manner and with the protective devices, measures and procedures prescribed by law.
- Workers use or wear the equipment, protective devices or clothing that the employer requires to be used or worn.
- Workers are advised of any potential or actual danger to their health and safety.

Workers Shall:

- Conduct their work in a safe and responsible manner and report all unsafe and unhealthy conditions.
- Work in compliance with the provisions of the act and the regulations.

- Use or wear the equipment, protective devices or clothing that the employer requires to be used or worn.
- Report to the employer or supervisor any problems with equipment which may endanger personnel.
- Report to the employer or supervisor any contravention of the act or regulations or hazard on the project and when in doubt ask for information or direction from the supervisors.
- Never work in a manner that may endanger themselves or anyone else.
- Will not remove, misuse, tamper with or cause any damage to and device/facilities installed for maintaining safe working conditions at the work place.
- Not use or be under the influence of alcohol or non-prescriptive drugs while on the job site.
- Use appropriate eye protection when chipping, drilling, sawing or using chemicals or acids.
- Maintain an orderly work area.

INJURY PREVENTION

General Personal Protection

For personal protection on the job no worker shall wear:

- Loose clothing or cuffs
- Greasy or oily clothing, gloves or boots
- Torn or ragged clothing
- Finger rings or neck chains

Shirts and long pants shall be worn at all times.

Head Protection

Workers must obtain and wear, at all times on the job, a CSA certified class B safety hat.

Foot Protection

1. At all times on the job, workers must wear CSA certified grade 1 footwear or CSA certified footwear with heavy-duty toe and sole protection.

2. Workers purchasing new footwear must obtain CSA certified grade 1 footwear. Such footwear bear a green triangular patch stamped with the registered trademark of the Canadian Standards Association on the outside and a rectangular green label on the inside.
3. Work boots should be fully laced and tied.
4. Replace badly worn or deteriorated footwear.

Eye Protection

Suitable eye protection must be worn by the workers when using powder actuated tool and when chipping, grinding or cutting, in all circumstances when there is a risk of eye injury.

Hearing Protection

1. Each worker shall have hearing protection available for use at his or her work station since continuous exposure to excessive noise from certain construction activities can lead to hearing loss.
2. Hearing protection is available in three general types:
 - Earmuffs (when properly fitted and worn, these generally provide more protection than earplugs).
 - Disposable earplugs (Made of pliable material, one size fits all and can be used once only).
 - Permanent plugs (Must be fitted to provide a good seal but can be washed and reused).

Personal Protective Equipment

In addition to mandatory hard hats, footwear and eye protection other personal protective equipment such as hearing protection and fall arrest devices must be worn as necessary. There may also be a requirement for gloves, respirators, or specially designed protective clothing under certain hazardous conditions.

Safety Belts, Safety Harness and Lanyards

All safety belts and lanyards must be CSA certified and carry a CSA label. Safety harnesses must be snug fitting and worn with all hardware and straps intact and properly fastened.

The D-ring on the safety belt should be in the center of the back. The lanyard should be secured to a rigid support or lifeline, preferable higher than waist level, and be kept as short as possible (no more than 1.5 meters – 5 feet) to reduce fall distance. When the lanyard is wire rope or nylon webbing, a shock absorber must be used.

Accident Prevention

Ladders

- Ladders should be set up on a firm level surface. If the base is to rest on soft un-compacted or rough soil, a mud sill must be used. Where a worker has any concern about the stability of a ladder, they should not proceed with the use of the ladder.
- Straight ladders should be tied off or otherwise secured to prevent movement.
- When climbing up or down, workers must always face the ladder.
- Ladders should not be erected on boxes, carts, tables, scaffold platforms, man lift platforms or on vehicles.
- Depending on length, straight ladders must be set up at an angle such that the horizontal distance between the top support and the base is not less than one quarter or greater than one-third the vertical distance between these points.
- Metal ladders, or ladders with wire reinforcing, must not be used near energized electrical conductors.
- All ladders erected between levels must be securely fastened, extend 90 centimeters (3 feet) above the top landing and afford clear access at top and bottom.
- Ladders with weakened, broken, bent or missing steps, broken or bent side rails, broken, damaged or missing non-slip bases or otherwise defective must not be used and must be tagged and removed from the site.
- Ladders must not be used horizontally as substitutes for scaffold planks, runways or any other service for which they have not been designed.
- Workers on a ladder must not straddle the space between the ladder and other object.
- Three points of contact must always be maintained when climbing up or down a ladder (two feet and one hand or one foot and two hands).

Working from Ladders

A worker must wear a safety belt or safety harness with the lanyard tied off to either a fixed support or a lifeline whenever the worker is:

- 3 meters (10 feet) or more above the floor, or
- Above operating machinery, or
- Above hazardous substances or objects, or
- Above water or other liquids

Scaffolds

- The erection and dismantling of scaffolds must be carried out under the supervision of a person (competent worker) knowledgeable and experienced in such operation.
- Scaffolds must be erected with all braces, pins, screw-jacks, base-plates, mud sills and other fittings installed as required by the manufacturer.
- Scaffolds must be equipped with guardrails consisting of a top rail, mid-rail and toe board.
- Scaffold platforms must be at least 46 centimeters (18 inches) wide and if they are over 2.5 meters (8feet) high they must be planked across their full width.
- Scaffolds must be tied in to a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices.
- Where scaffolds cannot be tied in to a building, guide lines adequately secured should be used to provide stability.
- Scaffold planks must be securely fastened to prevent them from sliding.
- Scaffold planks must be of good quality, free from defects such as loose knots, splits or rot, rough sawn, measuring 51mm x 25.4cm (2" x 10") in cross section, and #1 spruce or better.
- Scaffolds must be erected, used and maintained in a reasonably plumb condition.
- Scaffolds must be equipped with proper ladder for access. Vertical ladders must be equipped with 15 centimeters (6 inches) standoff brackets and a ladder climbing fall protection device or safety cage when they are more than 5 meters (15 feet) high.
- Rigid framed scaffolds over 15 meters (50 feet) in height or tube and clamp scaffolding exceeding 10mm in height must be designed by a professional engineer and constructed in accordance with the design.

- Remove ice, snow, oil, grease and other slippery material from the platform and sand the surface.
- Wheels or casters on rolling scaffolds must be equipped with braking devices and securely pinned to the scaffold frame.
- All workers' platforms should be constructed, inspected and maintained in accordance with the design of a professional engineer as prescribed in the act.

Guardrails

Guardrails consisting of a top rail, mid-rail and toe board must be provided around work platforms on all scaffolds, floor openings, ramps and open areas where a worker can fall from one level to another. When guardrails or opening covers are temporarily removed, workers in the area must be protected by a safety belt and lanyard tied off to the project. Barricades, guardrails and covers must be replaced in a proper manner immediately after the task is completed.

Access to Work Areas

Ladders, scaffolds, swing stages, ramps and runways should be constructed, erected and secured in accordance with the regulations under the act. When work areas are above or below the ground, access to and egress from the work area must be provided and maintained in safe condition.

Lighting

Access to work areas, should be adequately lit at all times.

Working Beside Unprotected Openings and Edges

A worker must wear a safety harness with the lanyard ties off to a fixed support whenever the worker is more than 3 meters above the next level or above operating machinery, hazardous substances or objects regardless of the possible fall height.

Fire Protection

Precautions shall be taken to prevent the outbreak of fires, especially where welding or cutting takes place.

Fire extinguishers must be readily accessible, properly maintained, regularly inspected and promptly refilled after use.

Portable extinguishers are classified according to their capacity for handling specific types of fires.

Housekeeping , Storage and Tool Maintenance

- Materials and equipment should be stored, moved piled and transported in a manner that will not endanger workers' property or other material.
- Waste material and debris must not be stored in areas of access and egress. Waste material and debris should not be thrown from one level to another but be carried down, lowered in containers or deposited in a disposal chute.
- Waste material and debris must be removed immediately and at least once a day.
- Material to be lifted by a crane or other hoisting device must not be stored under overhead power lines.
- It is the employer's responsibility to supply and maintain shop tools and other power equipment to good repair. It is the worker's responsibility to use such tools properly and to report any defect to the supervisor.
- Communication between crane operators and ground crew shall be clear and concise and transmitted via radio where practical or by a competent signalman.
- Use a "Tag Line" on all loads that are apt to swing while being raised or lowered.
- Don't stand under loads.
- Don't ride loads, and/or hoisting devices.
- Stand clear of taut cables and lifting devices.

Hazardous Materials Identification and Handling

All hazardous materials found in or delivered to the workplace must be identified in accordance with the workplace hazardous materials information system (WHMIS) requirements of the occupation Health & Safety Act. Material safety data sheets will be available on the worksite, prior to delivery of the designated material.

All employees who work with, or in close proximity to, designated materials shall be sufficiently capable of recognizing and understanding the labeling on the materials, understanding the material safety data sheets, and knowing how to safely use, store, handle and dispose of the materials.

IN ALL CASES OF INJURY

General

1. Supervisor must send an injured employee to the First Aid office or hospital for medical attention.
2. Transportation will be provided for all injuries.
3. A treatment memorandum will be taken to the treatment center for the attending doctor's completion. The treatment memorandum once completed, will be attached to the worker's compensation report and sent directly to the main office.
4. Supervisor must immediately complete supervisor's accident report.
5. Supervisor and Health & Safety representative will conduct a detailed investigation into the cause of the accident, and will ensure that corrective action is taken immediately.

Accident Investigation

General

A detailed investigation must be completed on all accidents resulting in lost time injury.

Investigation of each accident must be complete by the injured employee's immediate supervisor.

Investigations will include:

- Interviewing the injured employee. Determining what the injured employee was doing when the accident occurred, where he was working, and the nature and extent of his injury.
- Question all workers in the area to learn whether they witnessed the injury or have any information related to the accident. (If necessary, obtain signed statements).
- Checking the type and condition of all materials, tools and equipment being used at the time of the accident.

Conclusion

Any questions regarding this Health and Safety Policy can be directed to Inter-Co at info@inter-co.ca or by fax at (416) 746-2543.