



SAFETY MANUAL

(Occupational Health and Safety Program)

“Safety First!”

Clearview is committed to providing a safe work environment for all workers and eliminating or reducing as much as reasonably possible any negative impacts on the public or the environment which result from the completion of our work. We believe all incidents are preventable and we encourage our workers to put safety first in everything they do.

Please Note:

The term ‘contractor’ used throughout this manual refers to any person, business, or organization who is hired by Clearview to perform a service, as well as any subcontractors hired through the contractor to help them complete their contracted work for Clearview. All subcontractors are expected to follow the same rules and meet the same requirements that are set forth by Clearview for all contractors. To avoid confusion, all Clearview contractors, subcontractors, and employees are called “workers” for the purpose of inclusion in all safety related matters.

The abbreviation “WCB” found throughout this program refers to the provincial entity that is responsible for overseeing the legislation, regulations, and injury claims management in the province wherein the work is being performed. For example, in BC this would refer to WorkSafeBC, but in Alberta it could refer to Occupational Health & Safety (legislation & enforcement), Work Safe Alberta (reducing injuries) or the Workers Compensation Board (claims for compensation), as applicable.

Throughout this manual, the abbreviation Clearview will be used in reference to Clearview Demolition Ltd., Clearview Grinding Ltd., and Clearview Environmental Ltd., and any and all other related companies.

The following is a quick reference of abbreviations which may be used throughout this program:

ACM	Asbestos Containing Material
ECP	Exposure Control Plan
FLRA	Field Level Risk (Hazard) Assessment
JHA	Job Hazard Analysis
JOHSC	Joint Occupational Health & Safety Committee
MSDS	Material Safety Data Sheets
NOP	Notice of Project (required by WCB)
OHS	Occupational Health & Safety
PPE	Personal Protective Equipment
SWP	Safe Work Practice &/or Procedure
Super	refers to the most senior employee on site (i.e. Foreman, Site Supervisor, Superintendent, PM, etc.)
WCA	Workers Compensation Act (the law)
WCB	Workers Compensation Board / equivalent provincial regulatory body
WHMIS	Workplace Hazardous Materials Information System

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1.0 COMPANY POLICY

OCCUPATIONAL HEALTH & SAFETY POLICY

Clearview Demolition Ltd. is committed to providing a healthy and safe workplace. We want all personnel to feel like they are part of the Clearview team and by promoting positive attitudes toward health and safety we strive to ensure that everyone goes home safe at the end of the day.

As team members all personnel have the right to work in a safe and healthy work environment. To ensure the success of the safety management system Clearview management will work in a spirit of consultation and cooperation with all personnel, expect tangible feedback that will help ensure a living and effective safety program that is constantly improving.

Management personnel are responsible for ensuring that Superintendents and Foremen are capable, and have the tools, to assist their workers in performing their tasks in a safe and efficient manner. Prospective clients may review Clearview Demolition's safety statistics during the bidding process and management will be held accountable for those statistics.

Our Superintendents and Foremen are responsible for the promotion and development of employee safety awareness and to ensuring that personnel adhere to safe work practices, policies and procedures. Supervisors must ensure that frontline personnel have the safety tools and training available to them that will allow them to perform their daily tasks safely. Supervisors will be held accountable for their personnel's safety performance by senior management through ongoing inspections and audits.

Frontline personnel are responsible for following the company policies and procedures on a daily basis. They are to make sure that they have received proper training and are in possession of the necessary tools to conduct their daily tasks in a safe manner. Frontline personnel are also responsible for reporting any hazards and exercising their right to refuse work that they feel is unsafe or beyond their capabilities and will be held accountable for their responsibilities through direct supervision by superintendents and foremen as well as ongoing worksite inspections and audits.

Clearview requires that personnel and company operations comply with all OHS Regulations and Legislation in the operation's jurisdiction.

Date: June 08, 2020

X 

Brad Morrison, General Manager


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ANNUAL REVIEW

Once each year, Clearview Demolition Ltd. will undertake a formal review of the overall Occupational Health and Safety program. The British Columbia Construction Safety Alliance Health and Safety National Audit Document will be used to conduct this annual review. This audit document will be used to scrutinize and appraise every aspect of Clearview's Health & Safety Program.

Senior Management will review the Occupational Health & Safety Policy on an annual basis and will put the date of the review on the policy each year to show personnel management's ongoing support for the safety program.

Review of Clearview's Occupational Health and Safety Policy conducted annually:

Signatures	Date Signed:
X  Brad Morrison, General Manager	June 08, 2020

ROLES & RESPONSIBILITIES

Management and Supervisory Personnel

It is the responsibility of all Management and Supervisory personnel to:

- ensure workers understand and adhere to all policies, procedures, OHS Acts and regulations and to provide access to this documentation;
- advise workers of any hazards to which they may be exposed;
- identify personal protective equipment requirements through risk assessment and ensure workers are using equipment as prescribed;
- maintain accurate records and statistics of relevant health, safety and environmental information as required by regulation and participate in the review and analysis of this information;
- engage workers in hazard identification and implementing controls;
- facilitate training for employees relevant to their work and environment;
- participate in all phases of incident investigations;
- obtain all relevant permits before work commences;
- organize and monitor the regular inspection of equipment, worksites, and processes;
- submit reports in a timely manner to head office.

Employee / Worker Responsibilities

All Clearview workers are expected to:

- read, understand and comply with all guidelines set forth in the Clearview Occupational Health and Safety Program, as well as all applicable provincial and federal regulations;
- report workplace hazards to their Supervisor and participate in hazard control measures;
- only operate tools or equipment if authorized and properly trained;
- wear appropriate PPE and maintain it in good working order;
- not engage in any improper activity or behaviour (horseplay, scuffling, practical jokes or similar conduct) that may endanger themselves or others;
- immediately report all work-related incidents/injuries to their Supervisor and a first aid attendant;
- inform their Supervisor of any impairment which may affect their ability to perform work safely;
- adhere to Clearview's fit-for-work policy.

Employee / Worker Rights

All Clearview workers have the following three basic rights:

- H Right to refuse unsafe work.
- H Right to participate in the workplace health and safety activities through the Joint Occupational Health and Safety Committee (JOHSC) as a Worker Health and Safety Representative.
- H Right to know, or be informed about, actual and potential dangers in the workplace.

Contractor Responsibilities

Any contractor who performs a service for Clearview must:

- read Clearview's Health and Safety Program, acknowledge their understanding and agree to follow all safety policies, guidelines and procedures;
- be knowledgeable of, and comply with, all applicable federal and provincial regulations, laws, and codes;
- have all workers complete a site safety orientation prior to commencing work;
- take responsibility for the management, direct supervision, and performance of their personnel at the direction of the Site Supervisor.
- ensure that a Safety Representative will attend all site safety meetings, Tool Box Talks, and any other meeting as required by the Site Supervisor;
- understand that any violations of established safety rules will not be tolerated and could be grounds for immediate dismissal.

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Visitor Responsibilities

Each visitor is responsible for safe-guarding their own health and safety.

When visiting a Clearview site, it is important that all visitors:

- report to the project office and obtain permission for entry onto the project site;
- participate in the site orientation and complete the required documents;
- wear appropriate PPE as required (boots, hardhat, hi-visibility vest, etc.);
- report any unsafe acts or conditions to the Site Super;
- report any injuries sustained while visiting to the Site Super.

First Aid Attendant Responsibilities

The First Aid Attendant is responsible for:

- administering first aid to their level of ability / training;
- maintaining accurate first aid records and submitting reports to WCB in a timely manner;
- conducting follow-up meetings with workers post-incident, as necessary;
- ensuring that adequate first aid equipment and supplies are readily available, and the first aid room meets all WCB requirements;
- providing site safety orientations in the absence of an SSO;
- reporting hazards revealed through incidents to the Site Superintendent;
- administering respirator fit-testing and training;
- coordinating the transportation of injured workers;
- maintaining current qualifications.

Site Safety Officer (SSO) Responsibilities

The SSO is an individual dedicated to ensuring the OHS Program is adhered to and all OHS and environmental regulations are being met. The SSO is responsible for:

- conducting and documenting orientations for all new workers on site;
- ensuring all aspects of the safety program are being followed;
- posting all company safety bulletins, inspection reports, and relevant OHS documentation;
- contractor safety management;
- reporting hazards to the Site Super and implementing controls;
- conducting and documenting a minimum of 2 daily site inspections and ensuring all required corrective actions are completed effectively;
- maintaining accurate documentation and records of all incidents, meetings, and training;
- assisting with hazard assessments;
- maintaining current MSDS for all hazardous substances on site.

Owner / Prime Contractor Responsibilities

The property Owner / Prime Contractor is responsible for ensuring:

- personnel are informed of any hazards related to the Owner's operations or site conditions, and the procedures to be used to address those hazards;
- coordination of health and safety activities on a work site that has two or more employers, and any site that has overlapping or adjoining work activities which may create a hazard to workers;
- a qualified coordinator is appointed in the event there is no designated Prime Contractor;
- SWPs are posted and available onsite;
- site-specific emergency response plans are posted.

For multi-employer worksites, each employer must:

- designate a qualified person to be responsible for all site health and safety activities;
- notify the Owner / Prime Contractor in advance of any hazards which could affect a worker of another employer.

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2.0 WORKPLACE HAZARDS, ASSESSMENT & CONTROL

HAZARD ASSESSMENTS

Clearview will provide all the necessary resources to ensure that hazard assessments are not only completed but also effective. This includes, but is not limited to:

- requiring hazard assessments prior to all new projects, jobs or processes;
- performing assessments when new equipment or hazardous materials are used;
- providing hazard recognition and safety inspection training for all workers and supervisors;
- implementing recommended controls as quickly as possible.
- allowing for open communication between inspectors, safety committee members, supervisors, and senior management;

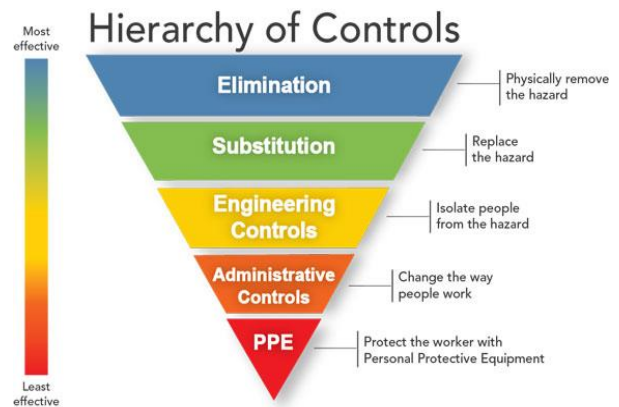
All hazard assessments must be documented to demonstrate due diligence.

FLRAs

At the start of each day a short Tail-Gate meeting will be held on site to introduce the scheduled tasks for the day and to identify potential risks and controls for each task. All workers must be in attendance and will be provided an opportunity to provide input and ask questions. An FLRA form shall be completed and signed by each worker before work begins. The FLRA will be posted on site for easy reference and a copy shall be forwarded to head office.

CONTROLS

After assessing all existing or potential hazards, a control measure to eliminate or decrease the impact of that hazard must be implemented. Some hazards and their controls will be specifically outlined in legislation. Clearview management, supervisors, workers and contractors must always make every effort to take all reasonable precautions, under the circumstances, to prevent injuries or incidents on the worksite. It is essential that controls are also inspected regularly, once put in place, to ensure their effectiveness. If it is possible to safely eliminate the hazard and complete the task, that must always be the first choice.



Control Strategies

The following methods of control are listed in the order for which they should be considered. If it is possible to eliminate a hazard and still complete the task, that option should be considered and implemented before substitution.

- **Elimination** = designing the facility, equipment, or process to remove the hazard;
- **Substitution** = substituting processes, equipment, materials, or other factors to reduce the hazard;
- **Engineering** = making modifications to plants, equipment, ventilation systems, and processes that reduce the source of exposure;
- **Administrative** = altering the way the work is done, including timing of work, work practices such as standards and operating procedures or implementing specific training, housekeeping, and equipment maintenance, and personal hygiene practices.
- **PPEs** = equipment worn by individuals to reduce exposure such as contact with chemicals or exposure to noise. PPE is used as a last resort and may be used as a supplement to these other controls, but not as a substitute for them.

Often a combination of the above strategies will be required to eliminate or sufficiently reduce the risk of hazards to an acceptable level. In situations where there is not a clear way to control a hazard, or if legislation does not impose a limit or guideline, a qualified person with hazard recognition training, experience and knowledge should determine the best method for eliminating or controlling the hazard.

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PRE-PROJECT & SITE COORDINATION

Pre-Work Meeting

Before the start of any project, a pre-work meeting will be conducted with all supervisors, workers and contractors involved to review health and safety requirements specific to the work site.

At this meeting, the Clearview SSO will ensure that all safety concerns are addressed. A record of this meeting must be kept onsite and remain accessible. This meeting should include review of, but is not limited to, the following:

- Clearview health and safety program requirements;
- hazard assessment results and possible controls;
- emergency response plans;
- site-specific safety orientation requirements;
- identification of safety personnel responsible for safety coordination.

Project Security & Public Safety

Every effort shall be made to ensure the security of persons on site as well as the surrounding public, whenever possible. It is the responsibility of the Prime Contractor to have the site and its surroundings / location evaluated for any safety and security issues before commencing work.

The evaluation of any worksite should include, but is not limited to, the following:

- secure perimeter fencing and/or hoarding is in place prevent public access;
- all conditions of the site-specific insurance policy have been met;
- all existing utilities have been effectively addressed (gas, electrical, etc.);
- availability of adequate emergency response teams and equipment;
- current engineering drawings;
- security services are in place, if required;
- first aid services and equipment are on site when / where required;
- appropriate signage is posted at all site entrances.

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3.0 SAFE WORK PRACTICES & PROCEDURES

Safe Work Practices

Safe work practices are generalized statements of what should or should not be done when completing a job or task safely. They provide a general guideline for controlling hazards and doing jobs with a minimum of risk to people and property, but do not state the steps you should take to complete the task. There are industry best practices that are published through WCB and should be followed.

Some general safe work practices and injury prevention techniques which should be used by all workers include:

- good housekeeping prevents trips & falls
- survey the work area for hazards which might affect the task at hand
- take micro-breaks when performing repetitive tasks for extended periods
- lift with your legs & avoid unnecessary reaching or twisting
- engage eye contact with operators when working near heavy equipment or vehicles
- watch for uneven terrain when walking around site
- use the 3-point contact system for dis/mounting heavy equipment
- drive defensively

Safe Work Procedures

Safe work procedures are step-by-step instructions which outline how to conduct a task or operate equipment in a safe manner. Some regulations require written procedures for specific activities or for certain conditions. It is important that management and supervisors are involved in the development of safe work procedures and that adequate training is provided for the workers as required.

Clearview has established many safe work procedures which are constantly being updated due to changes in legislation or in response to unique conditions or hazards on a worksite. Clearview's head office keeps copies of all current safe work procedures; these should be requested before a project commences and should be reviewed as necessary.

It is the responsibility of every worker and contractor to maintain a current knowledge of all applicable safety legislation and best work practices. The most current versions of safe work procedures can be requested from Clearview's head office to ensure compliance. If a new safe work procedure is developed on a Clearview worksite, a copy of this must be sent to the head office as soon as possible.

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4.0 COMPANY RULES

General Safety Rules

The following general safety rules are to be communicated and adhered to by all workers and visitors on any Clearview site:

1. **All personnel must report any hazards, near misses, accidents and injuries** to their direct supervisor immediately. Any hazardous conditions discovered, such as an unguarded or uncovered opening, should be corrected immediately if it poses imminent danger to anyone in the workplace, and then reported.
2. **Appropriate PPE must be worn** at all times on the project sites and as required in the shop/warehouse. PPE must be worn to comply with legislation, practices and procedures, training and site specific rules. PPE must be inspected before use
3. No personnel are to use, maintain or **operate any equipment unless properly trained and authorized by their direct supervisor** for that particular piece of equipment.
4. **All personnel must be fit for duty** when reporting for work. Impairment due to alcohol, recreational or prescription drugs, fatigue or other situations that may result in altered states of mind is not permitted. Depending on the situation, noncompliance may result in immediate dismissal
5. **No horseplay, running or violence** is permitted. This would include distracting any personnel in the midst of conducting a hazardous task.
6. If you have **any doubt regarding a job procedure** or the level of safety involved, **consult with your immediate supervisor** before proceeding with the task.
7. **No use of personal cell phones on worksites** unless authorized for company purposes, to access the safety portal for example. This includes any device that uses headsets. No music or other distractive media to be played during work hours on site.
8. **Housekeeping must be kept up** on an ongoing basis. This would include keeping work areas free of hazards such as hoses, cables, other tripping hazards, combustibles etc.
9. **Never walk under a suspended load** when cranes, forklifts or man lifts are in use at sites.
10. **Fully inspect all scaffolding and ladders prior to use.** This equipment must be used properly and safely, as per practices and procedures.
11. **Only authorized personnel may conduct live electrical work.** Only highly trained and competent personnel can conduct live electrical work.
12. **Alcohol and Drugs** Clearview maintains a ZERO-TOLERANCE policy when it comes to alcohol or drug possession or use on any Clearview work-site. Bringing or consuming alcohol or any performance-affecting drugs on the work-site is not permitted. This infraction may lead to immediate dismissal.
13. **Smoking** is only permitted in outdoor areas designated for smoking. Clearview is not obligated to provide smoking facilities. Workers found in violation of this policy will be subject to disciplinary action.

These general safety rules do not replace applicable provincial or federal regulations and if there is a conflict, Clearview will always give authority to a regulatory requirement. Supervisory staff is responsible for ensuring the workers understanding of, and compliance with general safety rules and instructions.

If any worker has any concerns regarding the health or safety of a work process, they are encouraged and directed to consult with their immediate Supervisor for additional instructions. Full compliance with Clearview's OHS Program and all legislative and regulatory requirements is mandatory. Willful or negligent non-compliance with good health and safety practices by any worker will result in disciplinary action.

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Discriminatory Actions

In accordance with the Canada Human Rights Act, Clearview prohibits all discrimination against workers, contractors or clients on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability and/or conviction for an offence for which a pardon has been granted. Anyone found to be practicing discriminatory actions will be subject to disciplinary procedures.

Disciplinary Action

Management will be tough on safety because they care about their employees first and positive reinforcement is the primary strategy that will be used to influence behaviours. Management and/or Safety Coordinator will administer the following disciplinary actions when the need is justified and only once managers are sure they have met their own obligations to helping the employees to be able to perform their work safely.

Supervisors will note all verbal warnings and communicate them to their Manager where they will be monitored. All other infractions must be discussed with the Manager where a course of action will be determined. The discipline system employed by Clearview for the violation of company safety rules and regulations are standard in industry and are based on the following:

1. Verbal Warning

- Minor infraction.

2. Written Warning

- Repetition of minor infraction
- Isolated serious infraction

3. Suspension

- Repeated minor infractions with no sign of improvement on behalf of the employee
- Repetition of serious infraction

4. Termination

- Pattern of continued infractions following suspension with no sign of improvements on behalf of employee, failure to meet pre-requisites of job.

Clearview will treat all employees firmly and fairly and Clearview reserves the right to move to the Fourth Offense at any time they feel that the infraction is of a serious enough nature that would warrant immediate termination, such as driving under the influence or verbal threats and violence.

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VIOLENCE, BULLYING AND HARASSMENT IN THE WORKPLACE

Definition

In the regulation "violence" means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury.

The Workers Compensation Act defines "bullying and harassment" as any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated.

Policy

Management and Supervisors are responsible for creating and maintaining a work environment that is free from violence, bullying, harassment and discrimination and for addressing inappropriate behaviour quickly and effectively. Management & Supervisors will conduct risk assessments during project planning in order to determine if there is risk of workplace violence. This policy is not limited to behaviours by a worker towards another worker, it also can include inappropriate conduct from clients, customers, suppliers, public, subcontractors etc. Employees will be educated in this policy through orientation and reviewed during safety meetings.

The following inappropriate behaviours serve no valid work-related purpose and can create a negative work environment.

- Unwelcome verbal comments directed to a worker made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size, or weight, age, nationality, ancestry or place of origin.
- Vandalizing a worker's belongings or work equipment
- Spreading malicious gossip or rumours about a person
- Engaging in targeted social isolation Gestures or actions of an unsuitable nature (i.e. physical assault, jokes, leering, threats etc.)
- Violence can also be vandalism or deliberate destruction of company or client property.

Procedure

Clearview has a zero tolerance for violence, bullying and harassment. Any employee who feels that they have been subjected to, or has witnessed an incident of, violence, bullying or harassment should notify their Supervisor, Management or worker representative immediately.

1. Should violence, bullying and harassment be identified selected the Safety Coordinator and worker representative will receive specific training and instruction for responding to violence, bullying and harassment.
2. Management and/or Safety Coordinator in conjunction with trained employees will investigate promptly and objectively.
3. All persons involved will be interviewed to determine the facts and context of the complaint. Those wishing assistance during the interview will be provided with the necessary support.
4. Management will promptly take any necessary corrective actions.
5. Management will regularly consult with the Safety Coordinator and Worker Representative regarding the nature and effectiveness of the violence, bullying and harassment program and will participate in the annual review with the auditor.

Employees will be educated in this policy through Orientation and reviewed during Safety Meetings. Complaints that are found to be false, frivolous or made in bad faith will not be tolerated. Retaliation by any person against anyone involved in the complaint processes will not be tolerated. Everyone has the right to report, in good faith, incidents of discrimination, harassment or inappropriate behaviour without fear of retaliation. Should an employee who reports an injury or adverse effect as a result from violence is advised to consult their physician.

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5.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

All areas of the Shop and field work have some inherent hazards associated to them. Be aware at all times to the hazards in your area and the PPE to be used in designated areas. Some PPE is kept in the shop such as eye and hearing protection and gloves.

Management is responsible for making sure Employees, Sub-contractors and Visitors use the appropriate PPE where engineering controls or administrative controls are not enough to eliminate the risk. All job sites require hard hats, steel toe boots, CSA approved glasses and high visibility vests (apparel) at a minimum. Specialty jobs will require specific additional PPE.

Personal Protective Equipment (PPE) must:

- Be selected and used in accordance with recognized standards, and provide effective protection.
- Not in itself create a hazard to the wearer.
- Be compatible, so that one item of PPE does not make another item ineffective, and
- Be maintained in good working order and in a sanitary condition.

Supervisors are responsible for:

- Educating and training Employees in the correct use, limitations and assigned maintenance duties for the equipment to be used for the specific task and/or machine.
- Ensuring Employees wear required PPE and that such equipment are available, cleaned, maintained and properly stored.
- Ensuring PPE is returned when Employees transfer or terminate from their areas.
- Disciplining Employees in accordance with Discipline policy where an Employee fails or refuses to wear PPE.

Employees are responsible for:

- Using and maintaining any PPE according to training, and instructions.
- For inspecting the PPE prior to each use.
- Refrain from wearing PPE outside the work area it is required (such as hearing protection).
- Reporting any PPE malfunctions to their Supervisor or Management immediately.
- Providing and wearing suitable clothing needed to protect themselves against the natural elements, avoid wearing loose fitting or frayed clothing which may get caught with moving parts of machinery, equipment or tools.
- Wearing gloves provided by Employer (task dependant).
- Providing appropriate safety footwear and replacing when exposed metal toes caps are showing, which could be hazardous near electricity.

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PPE	Requirements
Head Protection	<p>Hard hats must be CSA approved and worn at all times. This applies to all persons on site, including Visitors and Sub-contractors.</p> <p>When using a hard hat:</p> <ul style="list-style-type: none"> • a chinstrap or ratchet may be required if your job involves constant bending and your head is below the waistline; • keep it clean; • inspect it regularly; • change the suspension harness at least every five years; • don't use solvents to clean it; • don't drill holes into it unless approved by the manufacturer; • don't paint it; • don't use it if it has a crack or has been compromised; • don't throw it around or misuse it.
Eye Protection (Safety Glasses)	<p>Safety glasses are mandatory and should be worn while performing any work activity. Safety glasses will be issued to every employee (Sub-contractors must provide their own). Dark tinted eye glasses are available for working outside. You may provide your own safety glasses only if they meet WorkSafeBC and CSA standards.</p> <ul style="list-style-type: none"> • Side shields should be used for possible exposure to flying materials and are provided by the employer. • Splash goggles should be used for potential exposure to liquid chemicals are provided by the employer. • Bifocal and trifocal glass lenses must not be used if there is danger of impact unless they are worn behind impact rated goggles. • "over the glasses" glasses are provided as and when needed. • Workers may use prescription lenses made of treated safety glass meeting the requirements of ANSI standard z87. 1-1989 if there is no danger of impact. • Full face shields AND goggles/glasses must be worn when performing cutting or demolition tasks at or above chest height.
Hearing Protection	<p>Operators are often exposed to on-the-job noise that can permanently damage hearing, the company schedules hearing tests every six months – September is for all Employees, March is for new Employees and those who missed the test in September. It is important that Employees wear hearing protection when exposed to noise from loud equipment such as the screener, crusher, chop saws, circular saws, and drills. Disposable ear buds and ear muffs are provided.</p>
Hand Protection	<p>Five types of gloves are available for handling sharp objects, hot or cold objects, ropes, and cables, metal, plywood, vibration and propane.</p>
Foot Protection (Steel Toed Boots)	<p>Steel toed boots must be worn at all times while on every worksite. Footwear must protect the ankle, sole and toes and be CL#1 type with steel toe and steel shank with the CSA green triangle symbol. Keep laces tied up at all times.</p>
Fall Protection	<p>Fall protection must be used from which a fall of 3 m (10 ft) or more may occur, or where a fall from a height of less than 3m involves a risk of injury, greater than the risk of injury from the impact on a flat surface.</p> <p>Harnesses are available for any certified Worker where there is risk from falling from heights. Harnesses are kept in the Shop.</p>
Respirators	<p>The company provides fit-tested respiratory masks, if an Employee is or may be exposed to concentrations of an air contaminant. Respirators must be worn when painting and welding when done indoors.</p> <p>And may be required during demolition activities.</p>

PPE	Requirements
'Tyvex' Suits / Disposable Coveralls	Used for hazardous material abatement. See Safe Work Practices & Procedures for more information.
High Visibility Apparel	Highly visible retro-reflective safety vests (supplied by Employer) or high visibility coveralls must be worn by everyone in the Plant as well as work sites as required by the OH&S Regulation.
Rain Gear	Rain Gear is for working in wet weather conditions
Coveralls	Coveralls are provided to maintenance personnel or other workers who may require it.
Personal Floatation Devices Provided by employer and must include training.	An approved personal floatation device (life jacket), red orange or yellow in colour must be worn at all times while on the water. The PFD must be a Type I, II or III. The PFD must be in good condition and shall be removed from service when damage affects their buoyant properties or capability to be fastened. Life Jacket Maintenance and Testing – For life jackets to work, they must be kept in good condition. You should inspect each device on a regular basis for outer skin and stitching damage, mildew, leaks, insecure straps, or hardened stuffing. Use only mild soapy solution when cleaning. The use of oil-based solvents, such as gasoline, or strong detergents to remove stains can cause life jackets to deteriorate and lose buoyancy. For this reason, you should be cautious to prevent life jackets from coming in contact with gasoline, oil, or grease at all times. Immersion Suits – must be worn when working over cold water.
Welding Gear	Welding Helmets, hand shields, face shields, respirator face pieces must be selected and used to protect against the highest level of hazard encountered. Respirators must be worn if an effective form of natural ventilation, mechanical or local exhaust ventilation is not available or practicable. Foot guards, boots, leggings or chaps to protect the legs and feet from molten metal or welding sparks.

RESPIRATORY PROTECTION PROGRAM

The purpose of this program is to ensure that respirators used by our workers and contractors provide effective protection against airborne contaminants on our worksites.

The hierarchy of controls must be used when respiratory hazards are present and engineering or administrative controls must be used before considering respirators to control exposure. Examples of such controls include ventilation, enclosing the process, substituting less hazardous products, and other effective means.

Respirator Selection

The selection of a respirator must be appropriate to the contaminant, its concentration, and the level of protection provided by the respirator (i.e., the protection factor and maximum use concentration).

Only respirators bearing NIOSH/MSHA approval or other respirators acceptable to WCB will be provided to our workers. Always read cartridge or filter labels and instruction manuals prior to use and be certain the correct cartridge or filter is selected.

Respirator Fit

To fit properly and provide protection, respirators that are designed to fit the face, such as rubber half-masks, must have an effective seal. Anyone using this type of respirator must be clean-shaven in the area where the respirator seals with the face (i.e., no visible stubble). All Clearview employees will receive a fit test once a year, or more often if there is a significant physical change within the year.

The fit test must be administered by a qualified person with appropriate training and experience. Clearview will perform Qualitative Fit Tests whenever possible. The fit test administrator will determine whether or not a worker may be allowed to wear a respirator. Where there is any doubt on the part of the worker or fit test administrator about the worker's ability to wear a respirator, the worker is to be examined by a physician before a fit test can be completed.

All contractors performing work for Clearview must provide current Respirator Fit Tests. Respirator Fit Test/Medical Assessment Forms are available from Clearview upon request.

Respirator Training

Every worker who may have to wear a respirator will be trained in the proper use of the respirator.

Both the worker and supervisor receive this training, which includes:

- Description of the type and amount of exposure
- Description of the respirator
- The intended use and limitations of the respirator
- Proper wearing, adjustment, and testing for fit
- Cleaning and storage methods
- Inspection and maintenance procedures

This training is repeated as often as necessary, at least annually, to ensure that workers remain familiar with the proper use of the respirators. A record will be kept of this training. The training program is evaluated at least annually by Management and the JOHSC to determine whether the program continues to be effective. Always refer to the respirator manual for information.

Respirator Use

Respirators will be inspected before and after every use. Straps, valves, cartridges, other respirator parts, and general cleanliness will be checked. See the respirator instruction manual.

Corrective eyewear or other equipment must not interfere with the seal of the respirator. No covering can be used which passes between the respirator facepiece and the wearer's face.

When wearing respirators, if any of the following conditions are experienced the worker must immediately leave the contaminated area:

- Nausea
- Dizziness
- Eye irritation
- Unusual odour or taste
- Excessive fatigue
- Difficulty breathing

User seal checks will be performed, where applicable, by respirator users each time they put on their respirators. High contaminant levels and other factors such as high humidity can affect filters or cartridges. Workers noting a resistance to breathing, a smell or taste of chemicals within the respirator, or an irritation shall immediately leave the work area and report to their Supervisor.

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Cleaning, Maintenance, and Storage

Respirators must be maintained, cleaned, and stored as described by the manufacturer's instructions. Where respirators are shared, they will be cleaned and sanitized after each use following the manufacturer's recommendations for sanitizing.

The following procedure can be used to clean and sanitize most respirators:

- 1) Remove any filters, cartridges, or canisters.
- 2) Wash the respirator (and associated parts) in warm water mixed with a mild detergent (or a mild detergent plus bleach).
- 3) Rinse the respirator in clean, warm water.
- 4) Wipe the respirator with disinfectant wipes (70% isopropyl alcohol) or a sanitizing foam to kill germs.
- 5) Air dry in a clean area.
- 6) Reassemble the respirator (e.g., replace the cartridges).
- 7) Place in a clean, dry plastic bag (or another container).

Defective respirators shall not be used. If a fault or defect in a respirator is discovered during an inspection, this respirator must not be used, and the Supervisor notified immediately. If the respirator cannot be repaired, it will be disposed of and the worker provided a new respirator.

Respirators should be properly stored in plastic bags, storage cabinets, or lockers.

User Seal Checks

Seal checks should be performed before every use. Before doing any seal check, make sure the respirator has all its inlet and exhaust valves. Make sure that the valves are in good condition and lie flat. Doing these checks will ensure the respirator forms an effective seal and whether the valves are in place and working.

If the respirator is to be used with any other personal protective equipment – such as goggles, hearing protection, or a hard hat – all seal checks must be done while wearing this equipment.

Negative-Pressure User Seal Check

This test ensures a proper seal by creating a slightly negative air pressure inside the respirator facepiece by inhaling.

- 1) Put on the respirator and other associated personal protective equipment.
- 2) Tighten the head straps until the respirator feels snug but comfortable.
- 3) Wear the respirator for a few minutes so that it will warm up and conform to your face better.
- 4) Close off the inlet opening of the cartridges or filters by covering them gently with the palms of your hands, a plastic bag, a special adapter, or gloves (in some cases you may have to remove the cartridges so you can cover the inlet valves).
- 5) Breathe in slightly to create a vacuum.
- 6) Hold for 10 seconds.
- 7) If a proper seal has formed, the facepiece should collapse slightly against your face and stay collapsed. No air should leak into the facepiece past the sides, top, or bottom.

If the facepiece doesn't collapse and stay collapsed, there is an air leak. Check the exhalation valve(s) and try repositioning the respirator on your face and adjusting the head straps. Carry out the negative-pressure seal check again. If you cannot get a seal after a few attempts, try another size, make, or model of respirator. Repeat the check until you find a respirator that passes the seal check.

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Positive-Pressure Seal Check

This test is similar to the negative-pressure user seal check except that you breathe out slightly while gently covering the exhaust valve with your palm. This creates positive pressure in the facepiece. If you have a good seal, the facepiece will bulge or puff out slightly from your face. Again, no air should leak past the sides, top, or bottom of the respirator.

- 1) Put on the respirator and other associated personal protective equipment. Tighten the head straps until the respirator feels snug but comfortable. Wear the respirator for a few minutes so that it will warm up and conform to your face better.
- 2) Close off the exhaust valve opening by covering it with the palm of your hand.
- 3) Breathe out slightly to force air into the facepiece.
- 4) Hold for 10 seconds.
- 5) If you have a good seal, the facepiece should bulge out and stay out. No air should leak out of the facepiece past the sides, top, or bottom.

If the air does leak out, check the inhalation valves and try repositioning the respirator and adjusting the head straps. If an effective seal is not achieved after a few attempts, try on another size, make, or model of respirator. Repeat the check until you find a respirator that passes the seal check.

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6.0 PREVENTATIVE MAINTENANCE PROGRAM

All tools, equipment and vehicles must be properly maintained so that workers are not endangered. Construction regulations require inspections of vehicles, tools, machines and equipment before use.

Preventive maintenance is the systematic care and protection of tools, equipment, machines and vehicles in order to keep them in a safe, usable condition limit downtime and extend productivity. We must always be aware that maintenance tasks themselves are potentially hazardous and can result in injury.

General requirements for equipment maintenance include:

- obtaining a copy of the maintenance schedule recommended by the manufacturer;
- ensuring that maintenance is performed as required;
- ensuring that maintenance is performed by a qualified person;
- retaining records of maintenance/service conducted;
- assigning roles for overseeing equipment maintenance;
- removal and tagging of damaged or defective tools and equipment.

TOOLS AND EQUIPMENT MAINTENANCE PROGRAM

In addition to ensuring the proper use of all tools and equipment, it is vital that tools and equipment be properly inspected, maintained, and kept in good repair. Our maintenance program will reduce the risk of injury, property and equipment damage and lost production time. It is our policy to ensure that all tools, equipment and vehicles are well maintained in order to reduce the risk of accidents or injuries by ensuring:

- only properly trained personnel are to use tools, equipment and vehicles;
- all tools, equipment and vehicles are inspected before use;
- maintenance schedules for all tools, equipment and vehicles are maintained;
- tools, equipment or vehicles that are tagged unsafe shall be either repaired or replaced.

MOBILE EQUIPMENT MAINTENANCE PROGRAM

All mobile equipment is to be inspected before use and maintained at least weekly. An Equipment Inspection Checklist is kept on SiteDocs of each machine to document inspections and maintenance activities. Records of all inspections and maintenance are completed and reviewed at head office.

Maintenance of equipment is performed at intervals as outlined by the manufacturer in their equipment manual (ie. At 500/1000Hours or 5000 km). the release of lubrication fluids, etc., is performed only in approved areas, and any spills or leaks from equipment are cleaned up promptly.

MAINTENANCE PERSONNEL QUALIFICATION

The qualifications of maintenance personnel are key to the success of a maintenance program. All individuals who perform maintenance work on company mobile equipment will have the appropriate skills, accreditation and/or certification as required by WSBC and all applicable legislation. This certification applies both to employees and to contracted maintenance services.

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OPERATOR QUALIFICATIONS AND TRAINING

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

The following criteria must be met by all Clearview equipment operators:

- possession of a valid driver's license appropriate to the type of equipment;
- successful completion of a practical operating exam administered by competent and authorized personnel;
- vision test to meet the appropriate standard. Vision tests must be conducted by competent and authorized personnel;
- hearing test with or without a hearing aid must be adequate for the specific operation. Hearing tests will be conducted by competent and authorized medical personnel;
- no history of epilepsy or of a disabling heart condition or any other physical disability or impairment.

The operator should be trained in the following:

- responsibilities for operating equipment in a safe manner;
- familiarity and comprehension of safety requirements for the piece of mobile equipment which they intend to operate;
- manufacturer's operating and maintenance procedures;
- hand signals and/or other requirements set by the company, owner.

RECORDS

The maintenance program must contain a recording system. Part of this system should be made up of inventories and schedules. In addition, the recording system should document what maintenance work was done, when, and by whom. Records must be kept available for a minimum of 3 years at the Head Office.

MONITORING

The monitoring functions in a maintenance program fall into two areas. The people responsible for operating and/or maintaining equipment must monitor that equipment to ensure that appropriate checks and maintenance are done. Management should monitor the entire program to ensure that it is functioning in accordance with company policy.

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7.0 TRAINING & COMMUNICATION

EDUCATION AND TRAINING

Clearview recognizes that continuous training and education of workers is a vital part maintaining an effective OHS Program. It is imperative that workers have the knowledge and skills necessary to do their work in a safe manner. All workers will receive orientation and training on Clearview safe work practices and procedures and this documentation will always be readily available.

The training program will include, but is not limited to, the following:

- orientation sessions for new workers as well as site-specific orientations;
- regular Toolbox Talks during projects;
- continuous review of relevant safe work practises and procedures;
- annual review and update of training practises and procedures;
- out-sourcing of specialized training for designated employees, as required.

JOB SPECIFIC TRAINING

Job specific training of workers will be conducted:

- when an employee is hired;
- when a worker is assigned new or different work;
- when a worker is moved to a new site or location.

This training will be conducted by the worker's immediate supervisor and will consist of:

- review of safe work practices and procedures, including PPE, for the specific work;
- safety hazards specific to the site and task to be performed;
- ongoing observation of worker capabilities, determining requirements for level of supervision and additional training;

Clearview will assist workers in ensuring that all required training takes place. The training must be competency-based to be effective and meet the test of due diligence. Competency-based training is designed to allow the worker to demonstrate an understanding of the requirements for a task and an ability to perform the work correctly. Depending on the complexity of the job and the worker's skill/experience level, job specific training may take anywhere from a few minutes to several months. Training documentation shall be kept on site and made available upon request.

TOOLBOX TALKS

Toolbox Talks are a key element of worker education and training. Toolbox Talks must be conducted with specific topics relevant to the work being performed and shall be used to discuss hazards and provide information on how to minimize or eliminate the risk of injury.

The following basic guidelines for Toolbox Talks are to be followed:

- meetings should be limited to 10 – 15 minutes;
- attendance is mandatory for all workers;
- held before the commencement of a different / new scope of work.

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NEW / YOUNG WORKER ORIENTATION

New hires will receive an orientation session before beginning work, reviewing general health and safety program requirements as well as site-specific safety information, as required by WCB regulations. Orientation of new workers, including contractors and their workers, is mandatory and must be completed before they begin performing work. The orientation may be provided by a supervisor, SSO, OHS Coordinator, or a qualified person designated to perform the orientation by management.

A New / Young Worker orientation should include, but is not limited to:

- the identification of site hazards and the safe procedures for dealing with these hazards;
- the process for reporting hazards, injuries, accidents and near misses;
- a review of current site-specific SWPs in use;
- PPE requirements, site- and task-specific;
- location of safety reference materials, MSDS's, OHS legislation and documentation;
- first aid facilities, services and emergency equipment;
- relevant contact information (supervisor, OFA, emergency services, etc.).

The initial orientation training must be followed up with further training when any of the following conditions exist:

- work to be conducted has not been done before;
- an obvious skills/knowledge gap prevents the work from being completed properly;
- worker requests additional training for work activities;
- WCB directs that training is required.

TRAINING REQUIREMENTS

The Clearview training program will aim to meet all OHS regulations. New Hire / Safety Orientation will include all training for All Workers* (see table below) as required for daily activities. All other training will be provided as needed upon successful completion of a standard three-month trial period.

Minimum training requirements are presented in the following Table:

Training Program	Applicable Personnel	Frequency / Timing
Safety Orientation	*All workers	Prior to starting work
Incident Reporting & Investigation	*All workers	Once, with refresher training as required upon yearly review of the program
Violence Prevention & Reporting	*All workers	Once, with refresher training as required upon yearly review of the program
General Hazard Identification	*All workers	Once, with refresher training as dictated by worker's experience
WHMIS	All employees	Once, with refresher training as required upon yearly review of the program.
First Aid	Designated employees, according to work site conditions	Once every three years
Lock-out/Tag-out	All employees required to complete work on energy sources	Once, with refresher training as dictated by employee's experience
Respiratory Protection	All employees required to use respiratory equipment	Once, with refresher training as dictated by employee's experience
Fall Protection	All employees required to work at heights greater than 10 feet (or as stipulated on site)	Once, with refresher training as dictated by OHS regulations
TDG	All employees shipping, receiving, transporting hazardous materials.	Once, with refresher training as dictated OHS & transport regulation
Confined Space Entry	All employees who enter confined spaces	Once, with refresher training as dictated OHS regulation

REVIEW

This program is to be reviewed annually by management, in conjunction with the Joint Health and Safety Committee or Health and Safety Representative to ensure its effectiveness. The review must be documented and recommendations for revisions sent to the head office.

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HAZARDOUS MATERIALS

Workplace Hazardous Materials Information System (WHMIS)

WHMIS legislation provides companies and suppliers nation-wide with specific vital information about hazardous materials using:

- controlled product labelling;
- Safety Data Sheets (SDS);
- Worker education and training programs.

All hazardous materials which are used, stored, transported, or disposed of by Clearview personnel must be handled, stored and disposed of in accordance with applicable legislation, including WHMIS, Transportation of Dangerous Goods and the Waste Management Act.

All workers who may use, or come into contact with, hazardous materials will have access to all relevant information for those materials through Clearview's MSDS digital files.

Management will ensure all workers handling or using hazardous materials have been trained in hazardous material recognition and safe handling, usage, storage, transportation and / or disposal procedures. The information and training regarding hazardous materials will be reviewed on an annual basis.

Work-site first aid attendants will maintain an up-to-date controlled materials file on-site. First aid attendants must be aware of emergency first aid procedures required for workers who may have been exposed to hazardous materials at their work sites.

Clearview WHMIS Program

Clearview implements the WHMIS Program using information from WHMIS legislation (labelling and MSDS) as well as the company's knowledge of workplace hazards and its hazardous materials usage.

To assist in the implementation of the WHMIS Program, each worker or contractor will:

- determine and communicate the hazards of the controlled products in the workplace;
- establish an inventory of controlled products;
- collect data on products produced in the workplace and determine if they are controlled or not;
- ensure that WHMIS labelling and data sheets are in place and submitted to the Supervisor or SSO;
- provide workplace labelling where required for all products used within their scope;
- prepare SDS and appropriate labels for controlled products in the workplace.

Clearview ensures that all employees have received WHMIS training. Any hazardous materials arriving on-site with a WHMIS label must be accompanied by a MSDS as they are legislatively controlled products. These products are not to be used until the MSDS is available to and reviewed by the workers. A record of all hazardous items will be kept on site. MSDS records must not be more than 3 years old.

Hazardous Material Storage

An annual inventory of hazardous materials must be maintained which identifies all hazardous substances and their qualities at the workplace. A chemical inventory includes the chemical name (formula) of the material and the size of the container. Annual inventories allow for the following:

- check ethers and other chemicals with a limited shelf life;
- remove surplus hazardous chemicals;
- remove chemicals that you would not or have not used in the past 1 – 3 years;
- correct incompatible storage;
- Ensure a current SDS is available on-site;
- inspect and account for emergency safety equipment for hazardous materials;
- identify which chemicals are present.

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Handling Hazardous Waste

Clearview personnel will not knowingly assign any worker to a location or task where there is the possibility of contact with hazardous waste material without providing adequate training and review of the hazards and appropriate safety precautions. Workers must follow these precautions and use all required protective equipment when handling hazardous wastes.

Any hazardous wastes produced on site must be properly identified, stored and disposed of in consultation with the Site Owner's Representative for proper disposal of these materials. SDS for the hazardous materials must be available on site.

Hazardous Waste Disposal

Disposal of hazardous wastes will be conducted in accordance with all applicable regulations, legislation, and applicable city bylaws. All individuals handling hazardous materials must be trained in WHMIS as well as specific training for the disposal of the hazardous materials they will be handling during disposal. Training is to be documented and to be reviewed annually.

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8.0 INSPECTIONS

Introduction

The purpose of Workplace Inspections is to identify issues in the workplace whether they be due to noncompliance or of a positive nature. Inspections can identify inappropriate behaviors and hazards before accidents occur. Worksite inspections should not only be conducted for safety purposes, while conducting inspections, supervisors will also be able to observe other items such as project progress and employee work ethics.

Policy

The Clearview Demolition believes weekly worksite inspections, and daily equipment and personal protective equipment pre-use inspections are an important part of an occupational health and safety program. Workplace inspections help prevent injuries and illnesses. Formal inspections are to be conducted at pre-determined intervals and documented. Informal inspections are to be done on an ongoing basis prior to all work activities. The employer is responsible for the overall operation of the program, by directing formal inspections to on-job sites that they control, and for involving workers in such inspections. Supervisors are responsible for conducting ongoing formal and informal inspections where their crews are working. Workers are responsible for participating in the inspection program, both formal and informal. Through critical examination of the workplace, inspections help identify and record hazards for corrective action. The company believes it is important that the joint health and safety committee plan, conduct, report, and monitor inspections. During an inspection, both activities and conditions in the workplace are carefully examined. Management personnel are to closely follow-up with the monitoring and record keeping of inspection reports. Workers are involved in the process to ensure their concerns are identified as the workforce's "point of view".

Responsibilities

Employer (Senior Management)

- Ensure inspection process and the appropriate actions are being implemented. This would include ensuring that formal inspections are being conducted as per company policy outlined in the Types of Inspections section. Senior Management (Director/Project Manager) personnel are to participate in at least one site safety inspection per quarter.
- Ensure resources are available to conduct, record and make changes to any unsafe actions or conditions.
- Maintains an awareness of the importance of conducting Workplace Inspections, assessing the hazards and implementing the controls.

Supervisor (Foreman/Lead Hand)

- Conducts inspections of their area of responsibilities as outlined in the Types of Inspections section. If unsafe practices or conditions are identified, ensures prompt corrective action is taken to eliminate the causes by assigning the corrective actions to appropriate personnel or correcting the condition immediately.

Employee (worker)

- Conducts inspections of their area of responsibility, which would include written PPE, vehicle and equipment inspections as well as informal work area inspections. Employees are also to participate in worksite inspections, as they are being conducted by supervisors, on an ongoing basis.

Joint Occupational Health & Safety Committee

- Safety Committee members must conduct site safety inspections at a minimum quarterly. To meet their worksite inspection responsibilities, they may participate in any worksite inspection being held at any of the sites.

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Types of Inspections

Informal Inspections (undocumented)

All employees are to conduct visual inspections on an ongoing basis. Everyone must constantly watch for unsafe acts and conditions. In many cases, an employee or supervisor can correct a problem by discussing the act or correcting the condition before an incident occurs. There may be situations that require additional corrective action and these must be recorded by the supervisor on the Safety Portal for follow-up. This can be done by inputting an action under the dashboard section of the Safety Portal.

Formal Inspections (documented)

Formal inspections are structured events. They are to be conducted by the supervisor and/or worker (or designate) of a particular project using the online Safety Portal. These inspections of the workplace must be completed on a scheduled basis. The corrective actions must be documented and implemented in a timely fashion. There are different types of formal inspections which should be documented using the Safety Portal or START card as follows:

Pre-use Equipment Inspections

The **operator** completes the check at the start of the work shift or prior to operating that piece of equipment. Typically, this piece of equipment would be a piece of mobile equipment such as an excavator, aerial work platform (JLG or Scissor lift), forklift, skid-steer etc. The mobile equipment pre-use checklist for the equipment being used is in the forms section of SiteDocs.

Company Vehicle Inspections

All company vehicles, including pickup trucks and service vans, must have an inspection completed by the operator on a weekly basis if driving alone, and daily if transporting passengers. The operator must use the vehicle inspection checklist located in the forms section of the SiteDocs app under equipment inspections vehicles.

Pre-Use PPE Inspections

All standard PPE must be inspected prior to use each day by the worker. Documentation of the completed visual inspection is confirmed by signing the daily FLRA once the PPE inspection is completed and no defects are determined. If any defects are determined during the pre-use inspection of PPE, that PPE must not be used, and the defect reported to the immediate supervisor for PPE replacement. Specialized PPE (respirators, fall protection ect.) will have its own inspection form developed and located in the forms section of the SiteDocs app.

Site Safety Inspections

The Site Safety Inspection is a planned walk-through of an entire area. Inspectors use either weekly/monthly(office) site safety inspection form to search out deficiencies. Site inspection checklists are in the forms section on the SiteDocs app. Some of the advantages of these inspections are as follows:

- Inspectors devote their full attention to the inspection.
- Forms are used as guides to ensure that a thorough inspection has been made.
- Inspectors are to look at, work activities and at any equipment in use. They should also look around, behind, beneath, and above the operating activity.
- Reports of findings and recommendations are made to increase hazard awareness, corrective actions, and accident prevention measures. Using SiteDocs flags on the inspection form corrective actions are assigned to the appropriate personnel.

Weekly Site Safety Inspections

These worksite inspections are to be conducted using the weekly inspection form located on the SiteDocs app and completed by either the **site supervisor (foreman/lead hand) or an experienced worker** assigned by the supervisor. Ideally more than one person (inspection team) will be conducting the weekly site safety inspection and would include the supervisor and at least one worker. In the case that a site supervisor assigns the inspection to be conducted by a worker that **supervisor** must review the completed inspection and sign off on the inspection itself. The SiteDocs app will then show that the inspection has been reviewed.

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Monthly Site Safety Inspection

These inspections must be conducted by the **site supervisor (foreman/lead hand)** – using the monthly site safety inspection on the SiteDocs app. Ideally at least one worker or a safety committee member (inspection team) will accompany the supervisor for the monthly inspection. Senior management (**director/project manager**) must review monthly site safety inspections and sign off on the completed inspections. The SiteDocs app will then show that the inspection has been reviewed. The SiteDocs has a monthly inspection form. This form has been developed to be used to conduct office inspections monthly. any company office employee may conduct the office inspection.

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9.0 INCIDENT REPORTING & INVESTIGATION

INCIDENT REPORTING

The purpose of incident reporting and investigation is to prevent similar incidents from occurring in the future. All work-related accidents, injuries and diseases must be reported to a supervisor and the First Aid Attendant as soon as possible. A written record of all first aid treatment given to any worker or contractor must be documented in the First Aid Record Book and all forms required by WSBC must be submitted within 72 hours of receiving notice of injury.

All incidents with the potential for future injury or property damage shall be reported to a supervisor immediately. The Supervisor will then initiate an investigation and implement corrective action. If the incident involves a contractor working for Clearview, they are required to follow this procedure.

If an injury occurs when no supervisors are present, the incident must be immediately reported to Clearview's head office. All reports must be made as soon as possible. If necessary, an injured worker may report directly to their doctor but must subsequently provide the company with the following information:

- reason for going directly to the doctor;
- date, time and nature of injury;
- incident description;

All accidents involving damage to equipment and property must be reported to the worker's supervisor. If a supervisor is not available, the damages must be immediately reported to Clearview's head office.

In the event of a serious incident, including a fatality, the scene must be kept intact - do not change or remove anything before a WSBC Representative has given the clearance to do so, except where necessary to facilitate rescue operations or to prevent imminent injury.

INCIDENT INVESTIGATION

If an incident occurs where an injury is, or could have been, serious enough to require medical treatment, it is the responsibility of the supervisor and SSO to conduct an incident investigation to be reviewed by management and the JOHSC. There are certain conditions for an incident when Clearview is required by law to report the incident immediately to WSBC:

- Serious injury to a worker or a worker's death;
- Injury requiring medical treatment;
- Minor injury, or no injury, but with the potential for causing serious injury;
- Major structural failure or collapse;
- Major release of hazardous substances;
- Diving incident, as defined by the Occupational Health and Safety (OHS) Regulation;
- Dangerous incident involving explosive materials, including Blasting incidents.

Should a reportable incident as described above occur the company will:

- immediately after the occurrence of the incident perform a preliminary investigation within forty-eight (48) hours of the incident and submitted to WorkSafe BC,
- develop an interim corrective action report which addresses the findings of the preliminary investigation,
- immediately following the preliminary investigation, a full investigation report will begin and must be completed within 30 days of the incident and submitted to WorkSafe BC, and
- A full corrective action report that addresses the findings of the full investigation
- all investigations will involve direct supervisors as well as workers

Clearview's Incident Investigation Form will be provided on site.

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10.0 EMERGENCY PREPAREDNESS & RESPONSE

All Clearview worksites must have a plan in place which provides workers with quick and effective emergency response procedures in the event of a major first aid incident, fire, earthquake, or other potential emergencies found through hazard assessments.

The purpose of these plans is to:

- ensure prompt and effective emergency response in the event of an emergency;
- minimize the effects of injuries or exposures;
- provide workers with awareness of emergency scenarios to which they could be exposed.

Supervisors are required to communicate emergency numbers and procedures to workers during orientation training and to regularly bring up this information during safety meetings. Annual emergency and evacuation drills must be carried out to ensure awareness and effectiveness of emergency routes and procedures.

All emergency response training, meetings and drills shall be documented and should include:

- appropriate emergency response plans and equipment;
- training records and annual retraining of Clearview emergency responders;
- times made available to allow key personnel to complete their duties;
- established chain of command for emergency situations.

SITE-SPECIFIC SAFETY PLAN

Formalized site-specific emergency procedures will be prepared by Clearview when acting as the Prime Contractor or sole contractor working on site. The Site Safety Officer and/or First Aid Attendant will establish the procedure to follow in the event of an emergency. The site-specific safety plan must be reviewed with all workers and contractors before work is commenced, which will be the responsibility of the Supervisory personnel.

When the risk assessment shows a need for rescue or evacuation, appropriate written procedures will be developed and implemented. There will be a qualified person assigned to coordinate the implementation of the procedures.

The site-specific safety plan should include, but is not limited to, the following:

- Identification of the locations for all applicable emergency equipment; telephones, first aid station, alarm stations, Safety Data Sheets, fire extinguishers, eye wash stations, spill kits, and any other equipment required to perform site specific emergency procedures.
- The method for reporting an emergency and sounding an alarm.
- A list of personnel responsible in emergency situations, and how to contact them.
- Procedures and equipment for recovery and transport of injured workers.
- A list of phone numbers for support services (also posted at telephones).
- An evacuation and head-count plan and a procedure for notification of next-of-kin.
- Training, competency level and exercise requirements.

The emergency procedures developed will cover at least the following types of emergencies and disasters:

Medical Emergency

- Fire
- Chemical spill
- Earthquake
- Epidemic outbreak

This list represents the minimum requirements; each operation should contact the local authority to prepare for area/region specific hazards and level of risk.

SEE CLEARVIEW'S EMERGENCY RESPONSE POSTER FOR CURRENT EMERGENCY PROCEDURES.

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FIRST AID

Clearview is committed to ensuring that appropriate first aid is provided as quickly as possible in the event of an incident. To achieve this, first aid services, supplies and equipment will be provided on all worksites during all work hours, in accordance with all applicable WCB regulations.

Workers or contractors who sustain a job-related injury or illness, regardless of seriousness, are required to report immediately to the First Aid Attendant for treatment and proper recording of the incident, The Supervisor must also be made aware of any injuries or illness sustained while working on a Clearview worksite. If medical treatment is required, workers are entitled to choose their own medical practitioner.

The First Aid Attendant will be in complete charge of all first aid treatment of injured workers until medical aid is available. Supervisory personnel will not attempt to overrule the attendant's decisions relating to first aid or emergency transportation.

Injuries that arise as a result of being on a Clearview worksite will be reported to applicable WCB if any of the following conditions occur:

- loss of consciousness following the injury;
- transportation to, or directed to go for, medical treatment;
- a stated intention to seek medical attention;
- the injury prohibits the worker from returning to their usual job, under doctor recommendations.
- an incident results in, or is claimed to have resulted in, the breakage of eye-glasses, dentures, hearing aids or prosthetic devices

To help ensure that appropriate first aid and medical treatment is provided, and workers are assigned to work activities compatible with their health, workers will be instructed in how to summon first aid and report injuries, encouraged to take first aid training. First aid records and statistics will be kept for at least 3 years and will be regularly reviewed by management to determine trends and recommend corrective actions.

A copy of the Clearview's What Happens When a Worker is Injured on Site Flow chart can be found on the Sitedocs app under the "Emergency Procedures, Acts, Regs, & Worker Information" heading.

EMERGENCY TRAINING

Training requirements for Clearview personnel must satisfy all applicable WCB regulations and be adapted to the level of risk in the workplace as determined through hazard and risk assessments. For example, in an office, all workers would be expected to know the area fire/evacuation alarm signal and the response to be made when the signal is activated.

On worksites with a higher level of risk, such as where work requires the use of a respirator or other specialized equipment to evacuate, more instruction is required, along with the availability of the necessary equipment. If an employee is expected to be responsible for specific actions in the event of an emergency, such as the First Aid Attendant, then training and instruction should be more detailed, and clearly define the limits for response due to available equipment and training.

The level of training will be decided by Clearview Management and supervisory personnel based on the hazard and risk assessment for emergency response at each worksite location. Drills should be done at least annually and assessed for their effectiveness by Management and the JOHSC.

DOCUMENTATION

All training, drills, assessments or other documentation pertaining to emergency response procedures at any Clearview worksite must be submitted to head office and kept on file for a minimum of 5 years.

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ENVIRONMENTAL PROTECTION

Clearview is dedicated to acting responsibly and demonstrating accountable management of the property and affairs of their projects with regards to protecting the environment. All workers, contractors, and individuals associated with each project respectively shall share this responsibility.

The purpose of this Environmental Protection Program is to:

- ensure compliance with all applicable environmental regulations at all sites of activity;
- meet all legislated requirements as a minimum standard;
- provide communication and education about environmental issues;
- provide a framework for establishing procedures that will ensure consistent response to environmental issues;
- demonstrate responsibility and due diligence.

PLANNING

The environmental impact of all new projects and activities shall be assessed at the pre-project planning stage. Ongoing monitoring will be conducted throughout the project by site management. Where possible, efforts will be taken to minimize any adverse impacts. All contractors are required to follow the guidelines set out by site management with respect to policies and procedures for waste management and environmental protection.

EMERGENCY RESPONSE TO SPILLS

A Contingency Plan should have emergency coding that defines the severity and potential impact of an accidental spill. The three levels of emergencies may be identified as follows:

- **LEVEL I:** minor spills requiring only the driver to respond and take necessary actions;
- **LEVEL II:** intermediate level spills requiring response by a driver or off-site trained staff but posing no immediate danger to the public or harm to the environment. Media may be present;
- **LEVEL III:** a major incident beyond the resources of the Carrier, where there are subsidiary problems to complicate the situation such as fire, explosion, release of toxic compounds that threaten safety of life and community water supplies, property and the environment. Assistance will be required from local, regional, and/or provincial organizations. The media will likely be present.

The person who was in control of a substance just before it was spilled must immediately report the spill to the PEP when the amount of spilled substance is equal to or greater than the amount specified in the Spill Reporting Regulation for that substance.

Emergency Response to Epidemic

Any epidemic will have its own specific hazards and controls inherent to its individual biochemistry. In the event of an epidemic, Clearview will develop a specific Emergency Response Plan with direction from leading medical authorities and by applying best practises. This Plan will be communicated to all workers as quickly as possible and updated as needed until it is deemed unnecessary by the authorities.

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11.0 RECORDS & STATISTICS

RECORDS

Maintaining current health and safety statistics in a central location is a major part of a good health and safety program. Many policies, procedures, notices, statements, and reports are necessary to fulfill legal and health and safety program requirements. Clearview will maintain records and statistics relating to health and safety as required by WCB and Occupational Health & Safety Regulation (OHSR). Good record keeping will be used by management and supervisory personnel to:

- Monitor and evaluate the health and safety performance of the company, specific job sites, supervisory personnel and workers.
- Identify common factors or trends in accidents and incidents to assist in the development of the accident reduction program.
- Monitor and evaluate the effectiveness of corrective actions

Each SSO will keep accident/incident statistics and have them available upon request.

This information should include:

- incident and incident investigation reports;
- inspection records (Company and WCB);
- disciplinary action records;
- first aid treatment records;
- copies of WCB Forms;
- WCB monthly Claims Cost Statements;
- medical questionnaire responses;
- right to refuse unsafe work investigations;
- worker and contractor safety commitments;
- orientation and training records;
- records of management meetings;
- health and safety program review records.

Leading Indicators

Measuring safety performance is an important part of any management process and forms the basis for continuous improvement. Leading indicators measure the inputs that are made to the OHS management process. They measure the presence of safety as opposed to the absence of injury. They acknowledge individual efforts and, in so doing, can inspire a positive culture towards improving health and safety performance. Examples of leading indicators which will be tracked and reviewed by Management, Supervisors, and the Joint Occupational Health and Safety Committee include:

- Training Hours Completed
- Completed Risk Assessments
- Safety Inspections and Audits
- Implementing Control Measures

Lagging Indicators

Lagging indicators measure a company's incidents in the form of past accident statistics. It is important to measure both leading and lagging indicators to get a full picture of how effectively the safety program is operating.

There are several lagging indicators which Clearview will measure in the form of injury and incident statistics. Frequency, severity and average days-lost rates can be used as indicators of the level of success of Clearview health and safety program.

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The following guidelines are provided for producing the required statistics:

- work-related injuries and illnesses included in calculations are those which require treatment by a physician, with prescribed absence from work beyond the day of illness or injury occurrence.
- illness and injury frequency, severity and average days lost rates will be determined each month:
- frequency, severity and average days lost rates will be based on all lost time work-related injuries and illnesses that appear on WCB Monthly Claim Cost Statements.
- days charged for illnesses and injuries, for which the disability continues beyond the statement date, will be included in following month's calculations.
- injuries or illnesses which occurred over a long period, such as bursitis or MSI's, will be included in the month they are reported.

The following formulas are industry accepted methods for calculating work-related lost time illness and injury frequency, severity and average days lost rates:

FREQUENCY RATE

$$\frac{\text{Number of lost TIME injuries \& illnesses x 200,000}}{\text{Total hours worked during the period (month, year, etc.)}}$$

SEVERITY RATE

$$\frac{\text{Total DAYS LOST due to work related injuries \& illnesses x 200,000}}{\text{Total hours worked during the period (month, year, etc.)}}$$

NOTE: The 200,000 figure represents 100 workers at 40 hours per week for 50 weeks per year.

FIRST AID RECORDS

Clearview will maintain, in a form acceptable to the Board, a record of all injuries and exposures to contaminants that are reported or treated.

- First aid records must be kept for at least 3 years.
- First aid records are to be kept confidential and may not be disclosed except as permitted by the Regulations or otherwise permitted by law.
- First aid records must be available for inspection by an officer of the Board.
- Workers may request or authorize access to their first aid records for any treatment or report about themselves.

All statistics should be recorded monthly by site Supervisors and submitted on SiteDocs for analysis and distribution. These statistics should be reviewed monthly by Management and the JOHSC.

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12.0 LEGISLATION

The Occupational Health and Safety (OHS) regulation contains legal requirements that must be met by all workplaces under the inspection jurisdiction of WCB. Many sections of the regulation have associated guidelines and policies.

In BC, “an occupational health and safety program must be initiated and maintained” by each employer that has:

- a workforce of 20 or more workers, and
- by each employer that has a workforce of 50 or more workers.

“In any operation where the workforce is less than that referred to above, each employer must”:

- Initiate and maintain a less formal program based on regular monthly meetings with workers for discussion of health and safety matters;
- ensure that meetings are directed to matters concerning the correction of unsafe conditions and practices and the maintenance of cooperative interest in the health and safety of the workforce, and;
- maintain a record of the meetings and the matters discussed.

WORKERS COMPENSATION ACT

The Occupational Health and Safety Regulation is adopted under the *Workers Compensation Act*.

Some key sections of the *Act* are described and provided here:

- **British Columbia:** www.worksafebc.com
- **Alberta:** <https://www.wcb.ab.ca/>
- **Northwest Territories and Nunavut:** www.wscn.nt.ca
- **Saskatchewan:** <https://www.wcbsask.com>

For details, always consult the complete copy of the Act.

OCCUPATIONAL HEALTH AND SAFETY REGULATIONS

The OHS Regulation contains legal requirements that must be met by all workplaces under the inspectional jurisdiction of the WCB. These requirements help reduce work-related risks to overall health, safety, and well-being. Compliance with the requirements is mandatory. These requirements act as a foundation upon which to build an effective health and safety program.

TRANSPORTATION OF DANGEROUS GOODS

The transportation of hazardous materials is regulated by the Transportation of Dangerous Goods Act and Regulation.

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13.0 JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE

Requirements

The Workers Compensation Act requires employers to establish a JOHSC in any workplace which regularly employs 20 or more workers (full and part time). The role of the JOHSC is to assist in creating a safe place of work, recommend actions which will improve the effectiveness of the safety program, promote compliance with applicable legislation / regulations.

Committee Membership

When creating a JOHSC, the following requirements must be met or exceeded:

- The JOHSC must have at least 1 worker/labour representative, 1 equipment operator representative and 2 employer representatives;
- Membership shall be chosen by and represent the workers and the employer. The employer's representatives shall never outnumber the worker's representatives;
- Two co-chairpersons shall be elected from and by members of the committee. Where a chairman is an employer, the secretary must be a member representative and vice versa.

Roles and Responsibilities

The JOHS Committee has the following duties and functions in relation to its workplace:

- meet at least once per month, or more frequently if required, separate from production or site safety meetings;
- identify situations which may be unhealthy or unsafe to workers and advise on effective systems for responding to those situations;
- work to resolve issues related to the health and safety of workers;
- make recommendations to the employer for improvement of the OHS and environment of the workers and monitor the effectiveness of actions taken;
- assisting with the facilitating of accident investigation;
- ensuring regular inspections are completed as required by applicable legislation/regulations;
- maintain accurate records of all meetings and actions.

All duties shall be carried out in accordance with the applicable WCB requirements of the region where the company is located.

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