



# Health & Safety Policy



**January 3, 2012**



## Policy Statement

**r.s. mcbrien & company inc.** is committed to a safe and healthy work environment for all employees, sub-contractors, clients and the public at large.

We, Scott McBrien, as President and Rick McBrien, as Vice President of **r.s. mcbrien & company inc.** give our personal promise to ensure a safe workplace for all parties. We realize that all workers have the right to work in a safe and healthy work environment.

All Management, Superintendents, Supervisors and workers are required to make every effort to ensure that **r.s. mcbrien & company inc.** meets all legislative requirements and maintains the highest safety standards.

We invite all personnel to co-operate and participate in achieving a safe and healthy work environment for all.

Scott McBrien

Rick McBrien

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President

Vice President

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Date

Date

## Health and Safety Responsibilities

### **Senior Management**

- 1) Prepare a health and safety policy. Post it in the workplace and review it annually.
- 2) Develop a program to implement the health and safety policy. Ensure it is known throughout the organization. Ensure training is in place to make the program work.
- 3) Appoint competent supervision.
- 4) Ensure that equipment, materials and protective devices are provided and maintained in good condition.
- 5) Provide resources so supervisors and workers can carry out safe and healthy work.
- 6) Ensure that adequate and suitable planning is done to provide safe and healthy workplaces.
- 7) Review accident reports and respond where necessary.
- 8) Review middle management's site inspection reports quarterly.
- 9) Delegate authority and responsibility.
- 10) Hold employees and subcontractors accountable for the authority and responsibility delegated to them.
- 11) Be visibly committed to making health and safety work. Inspire others to make it work.

## Health and Safety Responsibilities

### **Middle Management**

- 1) Ensure that the workforce understands their health and safety responsibilities.
- 2) Ensure that equipment, materials and protective devices are provided and maintained in good condition.
- 3) Ensure the workforce is trained to safely complete the work and deal with hazards. Ensure that the training is current and regularly reviewed.
- 4) Be aware of applicable legislation and ensure compliance.
- 5) Ensure there is an effective mechanism for co-operative problem solving amongst workers and supervisors.
- 6) Take unresolved health and safety problems to senior management.
- 7) Respond appropriately to reports of problems and to Joint Health and Safety Committee/Health and Safety Rep recommendations.
- 8) Ensure procedures and practices are established so workers can carry out safe and healthy work.
- 9) Establish a system to review the health and safety program. Ensure it is up-to-date.
- 10) Review supervisor's safety/toolbox talks
- 11) Review accident/incident reports. Ensure corrective actions are taken.
- 12) Conduct a formal inspection of a job site once a month.
- 13) Report quarterly to senior management on the status of health and safety performance.
- 14) Hold supervisors accountable for the authority and responsibility delegated to them and hold workers accountable for their responsibilities.
- 15) Be visibly committed to making health and safety work. Inspire others to make it work.

## Health and Safety Responsibilities

### **Supervisor**

- 1) Ensure that workers use or wear the equipment, protective devices or clothing that the company requires to be used or worn and that it is in good condition.
- 2) Ensure that workers receive appropriate training to use or wear the equipment, protective devices or clothing that the company requires.
- 3) Establish procedures and practices to ensure that workers can carry out safe and healthy work.
- 4) Ensure that workers comply with the *Occupational Health and Safety Act*, applicable regulations and the company's policy and program.
- 5) Ensure that workers are aware of potential hazards and have dealt with, or are dealing with, the actual hazards in the workplace.
- 6) Plan and communicate work assignments to enable workers to produce safety.
- 7) Involve workers in work planning and problem solving.
- 8) Provide orientation to new crew members.
- 9) Conduct weekly safety talks and weekly site inspections.
- 10) Review safety aspects of each task with crew.
- 11) Conduct accident or incident investigation.
- 12) Encourage workers to report health and safety problems
- 13) Respond quickly and appropriately to worker concerns and cooperate in their correction. Take matter to higher level if beyond supervisor's authority/ability.
- 14) Report safety problems to middle management.
- 15) Be aware of the applicable legislation and company procedures.
- 16) Set an example by being consistently safety conscious, and insisting on the safe performance of work.
- 17) Supervise, advise and coach workers as required.
- 18) Observe the work in progress and provide positive input to the workers.

## Health and Safety Responsibilities

### **Worker**

- 1) Use or wear the equipment, protective devices or clothing that the company requires.
- 2) Work safely in accordance with the company's or the client's health and safety policy and program, and with the *Occupational Health and Safety Act* and applicable regulations.
- 3) Do not remove, displace or interfere with the use of any safeguards.
- 4) Report unsafe conditions to the supervisor, after taking appropriate immediate action.
- 5) Report all accidents, injuries and near-misses immediately to the supervisor.
- 6) Work in a way that will not endanger yourself or others.
- 7) Advise other workers of unsafe conditions or work practices.
- 8) Participate in solving health and safety problems.
- 9) Provide recommendations to the supervisor to improve health and safety.

## Company Health and Safety Rules

It is the policy of **r.s. mcbrien & company inc.** to insist that all employees understand and strictly adhere to the provisions of the *Occupational Health and Safety Act* and all applicable regulations.

The duties and responsibilities of the supervisor, worker and employer, legislated in the *Occupational Health and Safety Act*, are of paramount importance. Below, are some of the most fundamental Safety Rules; know them and adhere to them. Your foreman or project superintendent will inform you of any additional safety rules and procedures as the need arises.

## Personal Health and Safety Rules

### **Head Protection**

C.S.A.-approved class "B" hardhats must be worn at all times while you are on the project.

### **Foot Protection**

C.S.A.-approved footwear ("Green Patch") with toe and sole protection must be worn at all times while you are on the project.

### **Skin Protection**

Appropriate work clothing must be worn when handling and using tools and materials which may cause injuries to your skin.

### **Eye Protection**

Face shields, goggles or glasses must be worn by workers and must be of a design to afford suitable eye and face protection when:

1. Welding, burning or cutting with torches
2. Using abrasive wheels, portable grinders or files
3. Chipping concrete, stone or metal
4. Working with materials
5. Drilling or working under dusty conditions
6. Sand or water blasting

7. Waterproofing
8. Working on energized switchboards
9. Using explosive actuated fastenings or nailing tools
10. Working with compressed air or other gases
11. When working near any of the operations listed above

## **Clothing**

For your protection on the job, DO NOT WEAR:

1. Loose clothing or cuffs
2. Greasy or oily clothing, gloves or boots
3. Torn or ragged clothing
4. Finger rings, bracelets or neck chains

## **Other Personal Protective Equipment**

Other equipment, such as safety belts, full-body harnesses, respirators, reflective vests, floatation vests, ear protection devices, etc., must be worn when required by the Act or Regulations and your foreman.

## **Non-Prescription Drugs or Alcohol**

Non-prescription drugs or alcohol will not be allowed on the job. Any employee found to be in possession of, or under the influence of, drugs or alcohol will not be allowed to work and is liable to be severely disciplined or terminated from employment.

## **Reporting Injuries and Accidents/Incidents**

All injuries and accidents/incidents, no matter how minor, must be reported immediately to your supervisor. The supervisor will conduct his/her investigation and report it to management.

## **Reporting Unsafe Practices and Conditions**

If you should notice any unsafe practice or condition on the job, you are obligated by law and by this company to report the situation immediately to your supervisor so that corrective action can be taken.

## **Placement of Tools and Materials**

Never place tools or materials near edges to openings or levels, as these items may fall onto someone below. Keep all tools and materials at least six feet back from edges and openings.

## **Heavy Lifting**

Always seek assistance or use mechanical lifting devices when attempting to lift heavy material. Avoid awkward positions and always lift with the legs, not your back. Your back is very susceptible to injury in a bent position.

## **Jumping**

No person shall jump from one level to another and anyone discovered jumping will be reprimanded and subject to immediate termination from employment. Use proper means for access and egress.

## **Horseplay**

Do not engage in any prank, contest, feat of strength, unnecessary running or boisterous conduct.

## **Guardrails or Coverings**

Do not remove guardrails or coverings.

## Safety Training

### **Purpose**

The purpose of this policy is to provide for general and specialized safety and related training throughout all levels of the organization.

### **Policy**

**r.s. mcbrien & company inc.** will provide all safety and related training that is necessary to minimize losses of human and physical resources of the company. Employees will participate in this training.

This training will include, but not be limited to:

- Safety orientation;
- New hire safety orientations;
- Safety training for workers, supervisors and management;
- Task and trade-specific training and certification;
- Workplace Hazardous Materials Information System (WHMIS) orientation;
- Fall Protection training;
- Safe work practices and job procedures, as applicable; and
- The proper fitting, safe use, cleaning and maintenance of respiratory protective equipment, as applicable.

In addition, safety meetings involving workers will be held on a weekly basis or as determined by site requirement.

**\*The safety information in this policy does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations for Construction Projects* (current edition).**

## Training

### **Employee Training**

**r.s. mcbrien & company inc.** is responsible for ensuring all employees and supervisors are properly trained. It is committed to providing adequate time and resources to train all personnel to perform their duties in an efficient and safe manner.

Management is responsible for ensuring records of all completed training courses are maintained. A review of all training should take place at the regular management/supervisor meetings and meetings of the joint health and safety committee and must be completed no less than annually.

### **Management Training**

In addition to participating in **r.s. mcbrien & company inc.** supervisory training requirements, operations management will be given the opportunity to attend advanced training in maintaining safety in the workplace.

### **Supervision Training**

All construction supervision must attend the following safety competency courses:

- Supervisor competency via an accredited organization (e.g. CSAO)
- First aid and CPR
- Fall protection train the trainer
- **r.s. mcbrien & company inc.** health and safety program training
- Specialized tool and equipment instruction as required

### **Worker Training/Instruction**

Workers will be instructed by a competent person to ensure that safety is maintained in the workplace. Formal training must be provided for the following:

- Fall Protection
- Personal Protective Equipment (Respirator, hazmat if required)
- WHMIS
- Tools and equipment (new or specialized)
- Emergency Response

An evaluation must be completed to ensure workers are familiar with program content and the activities for which they will be responsible.

## **Visitors**

Any **r.s. mcbrien & company inc.** employee authorizing a site visit assumes responsibility that visitors are aware of all safety requirements and have in their possession all safety equipment required for the site.

## Safe Work Practice

### Fall Protection

#### **Working from Scaffolds**

1. Scaffold platforms must be fully planked.
2. Guardrails consisting of a top rail, mid-rail and toeboard are required whenever the working platform is 2.4 metres (8 feet) or more above floor level.
3. Wheels and casters must be locked when personnel are working on the scaffold.
4. If the scaffold is more than 2.4 metres (8 feet) high, it must not be moved with personnel on it unless:
  - a. they wear full body harness with lanyard and shock absorber tied off to an independent fixed support, and
  - b. the floor is firm and level.

#### **Working from Ladders**

1. A worker must wear a full body harness with lanyard and shock absorber tied off to either an independent fixed support or a lifeline whenever the worker is:
  - a. 3 metres (10 feet) or more above the floor, or
  - b. above operating machinery, or
  - c. above hazardous substances or objects.

#### **Working from Swing Stages**

1. A worker must wear a full body harness with lanyard and shock absorber tied off to:
  - a. an independent lifeline, if the swing stage has only two independent suspension lines, or
  - b. the swing stage, if it has four independent suspension lines (two at each end).

## **Working Beside Unprotected Openings and Edges**

1. A worker must wear a full body harness with lanyard and shock absorber tied off to an independent fixed support whenever the worker is more than 3 metres (10 feet) above the next level or whenever the worker is above operating machinery, hazardous substances or objects regardless of the possible fall height.

## **Full Body Harnesses, Lanyards, and Shock Absorbers**

1. All full body harnesses, lanyards, and shock absorbers must be CSA-certified. Look for the CSA label.
2. Full body harnesses must be snug-fitting and worn with all hardware and straps intact and properly fastened.
3. Lanyards must be 16 millimetre (5/8") diameter nylon or equivalent.
4. Lanyards must be equipped with a shock absorber.

## **Lifelines**

1. All lifelines must be:
  - 16 millimetre (5/8") diameter polypropylene or equivalent;
  - used by only one worker at a time;
  - free from any danger of chafing;
  - free of cuts, abrasions and other defects;
  - long enough to reach the ground or knotted at the end to prevent the lanyard from running off the lifeline; and
  - secured to a solid object

## **Rope Grabbing Devices**

1. To attach the lanyard of a full body harness to a lifeline, use a mechanical rope grab that has been CSA-certified. Look for the CSA label.

## Safe Work Practice

### Ladders

1. All portable ladders must be equipped with non-slip bases.
2. Ladders must be set up on a firm level surface. If the base is to rest on soft, uncompacted or rough soil, a mud sill shall be used.
3. Straight ladders will be tied off or otherwise secured to prevent movement. If this is not possible, one worker will hold the base of the ladder while it is being used.
4. When a task must be done while standing on an extension ladder, the length of the ladder must be such that the worker stands on a rung no higher than the fourth from the top.
5. When climbing up or down, workers must always face the ladder.
6. Unless suitable barricades have been erected, or other adequate protection provided, ladders must not be set up in passageways, doorways, driveways or other locations where they can be struck or bumped by persons or vehicles.
7. Ladders must not be erected on boxes, carts, tables, scaffold platforms, elevating work platforms or on vehicles.
8. 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 of the vertical distance between these points.
9. Metal ladders or ladders with wire reinforcing must not be used in the proximity of energized electrical conductors.
10. Wooden ladders must be unpainted or finished with a clear non-conductive wood preservative.
11. All ladders erected between levels must be securely fastened, extend 90 centimetres (3 feet) above the top landing and afford clear access at top and bottom.

12. 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 worksite.
13. Ladders must not be used horizontally as substitutes for scaffold planks, runways or any other service for which they have not been designed.
14. Workers on a ladder must not straddle the space between the ladder and another object.
15. 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).

## Safe Work Practice

### Scaffolding

1. The erection and dismantling of scaffolds must be carried out under the supervision of a competent worker who is knowledgeable and experienced in such operations.
2. Workers erecting and dismantling a scaffold more than 2.4 metres (8 feet) high must be tied off with a full body harness and lanyard equipped with a shock absorber.
3. Scaffolds must be erected with all braces, pins, screw jacks, base plates, and other fittings installed, as required by the manufacturer.
4. Scaffolds must be adequately braced horizontally and vertically.
5. Scaffolds must be equipped with guardrails consisting of a top rail, mid-rail and toeboard.
6. Scaffold platforms must be at least 46 centimetres (18 inches) wide and if they are over 2.4 metres (8 feet) high they must be planked across their full width.
7. 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.
8. Where scaffolds cannot be tied in to a building, guy lines adequately secured should be used to provide stability.
9. Scaffold frames must be properly pinned together where scaffolds are two frames or more in height or where they are used as rolling scaffold towers.
10. Scaffolds must be erected, used and maintained in a reasonably plumb condition.
11. Scaffold planks must be securely fastened to prevent them from sliding.
12. Scaffold planks must be installed so that they overhang by at least 15 centimetres (6 inches) but no more than 30 centimetres (12 inches).

13. Scaffold planks must be:
  - of good quality,
  - free of defects, such as loose knots, splits or rot,
  - rough sawn, measuring 48mm X 248mm (1 7/8 " X 9-3/4") in cross section, and
  - No. 1 spruce or better.
14. Scaffolds must be equipped with a proper ladder for access. Vertical ladders must be equipped with 15 centimetre (6 inch) stand-off brackets and a ladder climbing fall protection device or safety cage when they are more than 3 metres (10 feet) high.
15. Frame scaffolds over 15 metres (50 feet) high and tube-and-clamp scaffolds over 10 metres (30 feet) high must be designed by a professional engineer and constructed in accordance with the design.
16. Remove ice, snow, oil, grease and other slippery material from the platform, and apply sand to the surface.
17. Wheels or casters on rolling scaffolds must be equipped with braking devices and securely pinned to the scaffold frame.

## Safe Work Practices – Identifying Asbestos

As part of the ongoing commitment to provide a safe work environment, the following procedure has been established to address the existence of asbestos on job sites.

### **What is Asbestos?**

Asbestos is a naturally occurring material once used widely in the construction industry. Its strength, ability to withstand high temperatures, and resistance to many chemicals made it useful in hundreds of applications. However when asbestos is inhaled, it can be harmful and lead to the following diseases:

- asbestosis
- lung cancer
- mesothelioma (cancer of the lining of the chest and/or abdomen).

### **Where can it be found?**

- Sprayed-On Fireproofing
- Pipe and Boiler Insulation
- Loose Fill Insulation
- Asbestos Cement Products
- Acoustical Plaster
- Acoustical Tiles
- Vinyl Asbestos
- Gaskets
- Roofing Felts
- Asphalt/Asbestos Limpet Spray
- Drywall Joint-Filling Compound
- Coatings and Mastics

### **Prior to Commencing Work**

Supervisors:

1. Prior to commencing work in any area, request a copy of the owner's Asbestos Report.
2. If there is asbestos in the work area and it needs to be removed to perform the work, request that the owner to remove it.
3. Do not commence work until you have received a notice from the owner in writing that the asbestos has been removed and it is safe to commence or return to work.

4. If there is asbestos in the work area and its presence does not impact the work, advise workers of location and what not to disturb.

Workers:

1. In all projects, bear in mind the possible presence of asbestos.
2. If you are working in an area known to contain asbestos, contact your supervisor to determine whether or not asbestos is present in the work area or adjacent areas in which you may be working.
3. If there is any doubt about pipe or duct insulation, textured ceilings, vinyl asbestos floor tile, flooring sheet goods, wall cladding or underground piping, especially in older facilities, do not commence work and notify your supervisor.

Note: To remove Asbestos a worker requires knowledge of the type of asbestos, knowledge of the proper choice and use of PPE and Respirators, understanding of containment procedures and knowledge of proper handling, storage and waste removal procedures. For type 3 removals, training is a legal requirement.

**DO NOT REMOVE OR DISTURB ASBESTOS CONTAINING MATERIAL. IF YOU ARE INSTRUCTED TO DO SO, STOP WORK AND CONTACT YOUR SUPERVISOR.**

## Safe Work Practices – Dust

### **What are the hazards?**

There are two kinds of hazardous dust common in construction. These include:

- fibrous dust from insulation materials (such as asbestos, mineral wool, and glass fibre) and
- non-fibrous silica dust from sandblasting, concrete cutting, or rock drilling

### **Where does construction dust come from?**

Dusts are particles which are usually many times larger than fume particles. Dusts are generated by crushing, grinding, sanding, or cutting and by work such as demolition.

### **Preventative Measures**

Ventilation:

- Natural dilution ventilation — Welding outside in a light breeze or inside with doors and windows open provides large volumes of fresh air which should disperse airborne contaminants sufficiently in most cases. However, it is important for the welder to stay to one side of the plume.
- Mechanical dilution ventilation – Fans such as roof exhaust fans and wall fans force outside air into and out of the building. General mechanical ventilation in most cases will deflect the plume out of the welder's breathing zone.
- Local exhaust ventilation – Consists of an exhaust fan, air cleaner, and ducted system dedicated to removing airborne contaminants at the source and exhausting them outdoors. Local exhaust ventilation is preferred over dilution ventilation because it is better able to prevent airborne contaminants from entering the welder's breathing zone.

Respiratory Protection:

- See the Respirator Selection Guide in CSAO's *Construction Health and Safety Manual* (M029) for activities that create dust.
- If you are in doubt about choosing the correct Respiratory protection or if you are not sure to the source of the dust stop work and advise your supervisor.

## Safe Work Practice

### Company Vehicles

All employees who operate **r.s. mcbrien & company inc.** vehicles must hold a valid driver's license applicable to the type of vehicle being operated as a condition of employment.

#### **Do**

1. Check vehicle fluid levels, running gear and electrical components prior to use.
2. Operate at or below posted speed limits and at a speed that is appropriate for road conditions.
3. Back into your parking space at ALL times.
4. Walk around the vehicle prior to reversing.
5. Ensure that all loads are covered and properly secured.
6. Ensure that the vehicle is kept clean.
7. Treat the public in a courteous manner at all times.
8. Always wear your seat-belt when the unit is in motion.

#### **Do Not**

1. Use company vehicles for personal business at any time.
2. Operate a defective vehicle. Report any problems to a mechanic and have it repaired prior to use.
3. Offer rides to anyone other than **r.s. mcbrien & company inc.** employees.
4. Allow passengers to ride in the back of a pick-up or any unit that is not equipped with approved seats and restraining devices.
5. Leave the vehicle running and unattended.

Serious violations of the Highway Traffic Act, such as careless driving, may result in termination. Operators are responsible for any fines that are levied by a peace officer.

*For further information, see the appropriate current Occupational Health & Safety Legislation.*

## Hazard Reporting

### **Purpose:**

The purpose of hazard reporting is to try to stop accidents before they occur. Employees must be aware of their surroundings to prevent injury if possible.

### **Objective:**

Our company objective is to eliminate the possibility of injury due to hazards that have not been identified. We need to keep the workplace a safe environment, and our workers need to be able to report any danger that may cause risk to the employee.

### **Standard:**

It is in our best interests to make sure that our employees are able to recognize and assess any dangerous or hazardous situations. Common sense plays a key role in this aspect of Health and Safety.

Being aware of the surroundings also helps to eliminate uncertainty. We encourage all of our employees to take time to walk around the workplace and get a feel for their surroundings before starting any work.

Employees are to report any problem areas immediately. If areas of concern pose a threat to the health and safety of an individual, that individual must report immediately to the supervisor on site.

The supervisor will assess the situation and take necessary steps to correct the problem. If the situation requires a great deal of attention, then action must be taken.

Each employee is trained in rigging, fall protection, asbestos, and job specific hazards as they arise.

We have put into place a set of standards that employees will follow when reporting hazards.

1. Each employee will inspect the workplace prior to commencing work.
2. Each employee will record any hazardous conditions on the job site.
3. Any hazards that are detected must be reported immediately to the acting site supervisor. The supervisor will then assess the degree of hazard and act accordingly.

4. The supervisor will determine if a third party will need to be called in (e.g. for asbestos removal).
5. The employee must always be aware of his/her surroundings. It is the responsibility of the worker to report anything that he/she deems as hazardous.
6. Common sense is a key factor in preventing a hazardous situation.

**Communication:**

- Communication with the site supervisors
- Communication with the workers
- Communication by way of Took Box Talks

**Training:**

Training is provided to all workers. Employees will review on their own time or at our head office by reviewing and booklets and/or training videos.

**Evaluation:**

Elements will be reviewed on an annual basis to determine if the expectations are being met and training is adequate. Feedback from employees is an excellent tool to evaluate the training. CSAO may be able to provide assistance with the evaluation if little change has taken place.

**Acknowledge Success and Make Improvements:**

We encourage our site supervisor to acknowledge good performance verbally in front of peers and by adding comments to employee's files indicating good or bad performance.

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

## First Aid Procedures

1. The supervisor shall ensure compliance with all applicable Health and Safety Legislation and Workers Compensation or Insurance Board requirements regarding first aid in all work places under their supervision.
2. Should an injury occur, it is essential that first aid be administered immediately followed by proper medical treatment if necessary.
3. A first aid kit with the required contents will be available at each workplace
4. There will be a certified first aider conveniently available at each workplace.
5. There will be a certified first aider conveniently available on each shift.
6. The first aider will ensure that an injury treatment record has been completed.
7. Transportation of an injured worker to a hospital, doctor's office or worker's home will be provided by a supervisor when necessary.



## Health and Safety Policy & Procedures

### Contractor Safety Program

**Job:**

## Pre-Work Meeting

*This document to be completed before commencement of any work by the contractor on each individual job.*

<b>Contractor: r.s. mcbrien &amp; company inc.</b>
<b>Employees:</b>
<b>Date:</b>

check		
	<b>1</b>	<b>Hazards in the particular work area</b>
	<b>2</b>	<b>Emergency exits</b>
	<b>3</b>	<b>Location of fire extinguishers</b>
	<b>4</b>	<b>Washroom facilities</b>
	<b>5</b>	<b>Restricted areas</b>
	<b>6</b>	<b>License(s) valid and may be spot checked</b> (i.e. WHMIS, Fall Protection, etc.)
	<b>7</b>	<b>Internal Contacts identified</b> (i.e. Maintenance Mgr., supervisor, etc.)
	<b>8</b>	<b>Location of lunch room/eating areas</b>
	<b>9</b>	<b>Hazardous Products</b> – any new products being brought on site by contractor? <b>MSDS binder</b> – located onsite.
	<b>10</b>	<b>Waste disposal</b> – based on job
	<b>11</b>	<b>Personal Protection Equipment</b> – Hard Hat, Safety Shoes, Eye Glasses, Harnesses, Hand Protection, Hearing Protection, etc.
	<b>12</b>	<b>Generation of dusts, mists, smoke, fumes?</b> (do this when the least number of employees are present)
	<b>13</b>	<b>No Smoking:</b> Smoking is restricted to designated areas only.
	<b>14</b>	<b>First Aid</b> – Contractor provides First Aid kit and will treat own employees. Site superintendant to be informed of any onsite accidents / incidents.

**Comments or further instructions:**

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*Issued: January 1, 2009*

*Note: A copy of this document is to be retained and submitted to the office for future reference.*