Dominion Masonry
2026
Health & Safety Program

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ELEMENT 1: HEALTH & SAFETY POLICY

Policy

At Dominion Masonry, our commitment to provide and maintain a healthy and safe work environment for all employees. While this policy aligns with applicable legislation, Dominion Masonry will take all necessary steps to comply with and adhere to all relevant regulatory agencies to prevent incidents, injuries, and illnesses in our workplaces.

We recognize that our employees have the right to know, the right to participate, the right to refuse unsafe work and to work in a safe and healthy work environment.

The Dominion Masonry Management Team is responsible for the health and safety of our employees, trade partners, and visitors. Supervisors are trained and held accountable for ensuring that their teams follow this policy. Supervisors and managers must provide workers with the proper tools, training, and knowledge to perform their tasks safely. They are also responsible for conducting regular inspections, hazard assessments, and ensuring the availability of appropriate equipment, Safe Job Procedures, and other safety systems.

Management is dedicated to fostering a collaborative environment to promote health and safety. Workers must understand their duties and responsibilities, seeking clarification from supervisors as needed. They must work safely and adhere to all regulatory rules and regulations, promptly addressing or reporting any unsafe conditions to their supervisor. All incidents, injuries, or unsafe conditions must be reported immediately to a supervisor.

Dominion Masonry is committed to preventing bullying and harassment. Our separate bullying and harassment policy supports a safe and healthy work environment for all employees and trade partners.

This Health and Safety Policy will be reviewed annually with Dominion Masonry managers and workers to ensure it meets legal requirements and incorporates program improvements. Employees are encouraged to participate in the annual review and provide feedback for revisions and modifications to the OHS Program. Our commitment is to ensure that everyone can work safely and return home safely every day.

_____ _____

Date **, Owner**

Roles & Responsibilities

Our Safety Responsibilities includes, but not limited to:

- Creating, maintaining, and producing the Health, Safety and Environmental Program to meet the applicable Regulatory Agency Regulations and Federal, Provincial and Local Regulation requirements. Most importantly, establish the policy and guidelines for all workers to work in an efficient, cooperative, safe, and healthy manner.
- Providing leadership to Superintendent's personnel in aiding them to implement the OHS Program.
- Providing the tools (signage, equipment, forms, statistics, training, etc.) necessary for fulfilling the OHS Program obligations but also for safety promotion and education.
- Reviewing the OHS Program on a regular basis as required and adjusting maintain the OHS Program's effectiveness.
- Observing and reporting Company and Industry's trend in safety and incident prevention and make findings available to all workers.
- Collecting and maintaining Company Incident Statistics and making findings available to all personnel.
- Reviewing all incident investigation reports to ensure they are serving their intended purpose and initiate change to prevent incidents from reoccurring.
- Managing the Health, Safety and Environmental Program in the same manner as any other of our important business activities.
- Taking disciplinary action when required.
- Ensuring that employees understand that the use of drugs or any kind or consumption of alcohol onsite may be grounds for immediate dismissal.
- Ensuring that all employees understand that Bullying and Harassment in the workplace is a serious offence and will not be tolerated.
- If any work is to be done that may endanger a worker, ensure that the work is performed by a competent worker or by a worker who is working under the direct supervision of a competent worker.
- Ensuring that workers are trained in the safe operation of the equipment they are required to operate.
- Ensuring that all equipment used at a workplace is maintained in a condition that will not compromise the health or safety of workers using or transporting it, will safely perform the function for which it is intended or was designed, is of adequate strength for its purpose, is free from obvious defects.
- Arranging for the use, handling and storage of articles and substance in a manner that protects the safety and health of all workers.
- Providing safe means of entrance and exit to all work areas.

- Demonstrate an active, visible, and professional safety leadership role always

All Employees

All employees - from the President to on-site workers - share responsibility for fostering and promoting a safe and healthy work environment for themselves, their fellow employees, trade partner workers, visitors, and the public. All Employees will:

- Actively promote and comply with the Company's Safety Program
- Demonstrate an active, visible, and professional safety leadership role always.

Management & Supervisory Personnel

Management and Supervisory Personnel will provide overall leadership and support. Their responsibilities are:

- Implement and promote Dominion Masonry Health and Safety Program, Safe Work Practices and Safe Job Procedures to ensure that no personnel are exposed to unsafe conditions or unsafe work activities.
- Participating in periodic meetings for the purpose of reviewing health and safety activities and accident trends and determining necessary actions to achieve health and safety goals.
- Supporting and directing the actions necessary for the effective implementation and compliance with Dominion Masonry Health and Safety policies, procedures and with WorkSafeBC requirements.
- Informing Dominion Masonry employees and sub-trades of any potential or actual dangers to their health and safety.
- Conduct a First Aid Assessment and Provide First Aid Facilities in accordance with WorkSafeBC Regulations.
- Ensure all employees are provided with specialty PPE and the PPE requirements are enforced
- Providing instruction to all employees in safe work practices, rules and policies.
- Keeping appropriate records and statistics.
- Inspections of new work areas prior to commencement of work.
- Conducting hazard identification, risk assessments and implementing controls to minimize employee risk.
- Conducting on-going daily formal inspections. Inspections will include work areas, equipment, tools, work methods and practices.
- Taking immediate action to correct sub-standard practices and conditions identified through inspection or reported to management/supervisory personnel.
- Investigating or ensuring the investigation of accidents and near misses for the purpose of identifying causes and implementing corrective actions.
- Immediately notify Management of any serious incidents.

- Any incidents involving members of the public must be reported immediately to management.
- Ensuring a Dominion Masonry representative accompanies WorkSafeBC officers when they are performing inspections and that WorkSafeBC officers are not obstructed in the performance of their duties.
- Providing access to copies at each job site of the WorkSafeBC Occupational Health & Safety (OHS) Regulations and the Dominion Masonry Safety Program.
- Posting copies of all WorkSafeBC Inspection Reports at the job site and forwarding copies to head office at the earliest opportunity.
- Authorizing and implementing compliance if any regulatory infractions are noted on a WorkSafeBC inspection report.
- Coordinating job site health and safety activities with any subcontractors, as may be appropriate.
- Ensuring that Dominion Masonry has an active Joint Occupational Health & Safety Committee as required by OHS Regulations.
- Ensuring that there is an adequate supply of appropriate personal protective equipment (PPE) and clothing provided and used as required.
- Providing all required first aid and emergency facilities and establishing and communicating emergency procedures to site personnel.
- Ensure employees are trained and all workers are orientated to the project site and safety practices and procedures.
- Report serious incidents to the proper regulatory authorities and Dominion Masonry Safety Department.
- Act as required to immediately correct unsafe conditions or actions.
- Discipline any employee willfully disregarding or contravening it.
- Ensure monthly Joint Occupational Health and Safety (JHSC) Committee meetings with Trade Partner's Representatives are conducted
- Review JHSC Meetings minutes to ensure that meaningful direction is being provided.
- Participate and review workplace Inspection Reports and Incident Investigation Reports
- Review all regulatory body documentation received and issued, ensuring that the OHS Manager receives these documents in a timely manner.
- Arrange and participate in all Project Hazard Assessments at the beginning of each project, quarterly, and as required when conditions of the project change
- Ensure all Dominion Masonry Employees complete a daily FLHA (Field Level Hazard Assessment) and conduct periodic spot checks for quality assurance
- Conduct regular inspections of the workplace as required within the Dominion Masonry OHS Program
- Participate in Dominion Masonry Toolbox meetings weekly, or more often, if deemed necessary

- Ensure that each Trade Partner worker receives a Company Safety orientation at each job site.
- Request the assistance of the Project Manager to enforce the Company OHS Program if Trade Partners are uncooperative.
- Demonstrate an active, visible, and professional safety leadership role always
- Ensuring daily safety meetings and weekly Toolbox Talks are conducted to:
  a) Discuss hazards and safety controls to minimized injury risk for tasks.
  b) Provide on-going health and safety education/training.
  c) Review and implement corrective action to eliminate unsafe practices and conditions.
  d) Encourage safety suggestions from employees and sub-trades.
  e) Ensuring WHMIS controlled products are identified and labeled, and that appropriate Safety Data Sheets (SDS) are readily available on site.
  f) Evaluating health risks and implementing effective occupational hygiene measures to protect the health of employees and sub-trades.
  g) Practicing good due diligence that includes all necessary documentation.
  h) Maintaining responsible relations with members of the public and persons from neighboring properties to minimize any inconvenience that may result from construction or demolition activities.
  i) Protecting the public using barricades, fences and overhead protection as well as qualified traffic control persons for directing traffic on public roads.
  j) Setting a good example.

Foreman

Foremen will ensure that the Company OHS Program is fully complied with by all workers under their supervision. Foremen will:

- Instruct workers in safe work practices to follow and job conditions to maintain.
- Ensure workers have the appropriate training for the tasks assigned.
- Monitor workers to ensure that instructions are being followed and take corrective action where necessary.
- Ensure that all appropriate personal protective equipment (PPE) is available and used.
- Ensure the instruction of all new Company workers on general job site rules, safe work practices and job procedures.
- Ensure that FLHAs are completed and reviewed as per Company Policy.
- Ensure Toolbox Talks and any other appropriate or required safety talks are held, attended and minutes kept.
- Ensure that all injuries are promptly and properly reported to the Superintendent.
- Participate in incident investigations.

- Assist the Superintendent with safety inspections and JHSC as required.
- Demonstrate an active, visible, and professional safety leadership role always

Company Workers

Workers must know and comply with Dominion Masonry Policy, Safe Work Practices and Procedures. They must cooperate fully with the Superintendent, Site Safety Coordinators and take all precautions to avoid exposing workers to unsafe conditions or actions. The Worker's Responsibilities includes, but not limited to:

- Understand and follow Dominion Masonry Policy, Safe Work Practices and Procedures and update as required or as hazards or conditions change.
- Understand and follow Dominion Masonry Safety Rules.
- When working on projects complete a Daily Field Level Hazard Assessment.
- Know and comply with safety and WHMIS / GHS Legislation and Regulations.
- Wear all required PPE in accordance with Safe Work Practices and Procedures or as directed by the Site Superintendent or Safety Coordinator.
- Maintain good housekeeping in own area.
- Report incidents, unsafe conditions, and unsafe acts to the Site Superintendent or Site Safety Coordinator.
- Act as required to immediately correct unsafe conditions or actions.
- Attend and participate in employee safety meetings.
- Cooperate and participate in the Dominion Masonry return to work / Injury Management Program.
- Understand that the use or influence of drugs or alcohol during working hours may be grounds for immediate dismissal.
- Refuse any stop any work that puts them or others in imminent danger.
- Demonstrate an active, visible, and professional safety leadership role always.

Safety Coordinator/First Aider

The first aid attendant shall assist in the ongoing safety efforts in the workplace through efforts in promoting health and safety amongst all employees and Trade Partners. This basic responsibility includes, but is not limited to the following:

- Know and comply with Dominion Masonry Policy, Safe Work Practices and Procedures.
- Administer First Aid as required.

- Ensuring that adequate first aid equipment is available, first aid room in neat, clean, and properly stocked and meets all legislative/regulatory requirements.
- Coordinate the transportation of injured workers to a physician's office or hospital.

The Safety Coordinators will enforce our overall Company OHS Program, Policies, Work Practices and Job Procedures. They must cooperate with the project management employees and complete all necessary investigations and reporting.

The Site Safety Coordinator Responsibilities includes, but not limited to:

- Be a resource to the Superintendent
- Maintain public safety and site cleanliness always.
- Conduct site specific safety orientations to all workers entering the workspace.
- Read/understand and enforce Dominion Masonry OHS Program.
- Promote a culture of job site safety, where safety is everyone's responsibility.
- Regularly monitor health, safety and environment orientations for all new site workers and visitors.
- Facilitate and participate in site inspections and implement corrective action, as required.
- Conduct hazard assessments, incident investigations and risk assessments, as required.
- Take steps to eliminate or control the hazard or risk and notify the Site Superintendent immediately.
- Ensure all corrective actions for site inspections and investigations are undertaken and completed.
- Ensure that all incidents, incidents, near-misses and injuries are reported immediately to all appropriate parties
- Discipline any workers willfully disregarding or contravening it while following the Progressive Disciplinary Program
- Conduct regular health, safety meetings and record attendance and minutes for the meeting as required.
- Participate in all site inspections and investigations.
- Act as a Site Injury Management Coordinator in conjunction with the Site Superintendent and Director of OHS
- Prepare and maintain documentation, reports and the Safety Management System (SMS) for your project site.
- Keep management updated on safety issues that arise.
- Assist in the development of site-specific safe work practices and procedures.
- Know and comply with safety and WHMIS / GHS Legislation and Regulations.
- Know and maintain compliance with the Construction Fire and Safety Plan.
- Act as required to immediately correct unsafe conditions or actions.

- Keep up to date with of changes to the OHS Regulation and industry safety trends and training.
- Complete FLHA's Spot checks and assisting workers in completing them.
- Develop site-specific emergency response plans, maintain all site safety signage, supplies, and equipment.
- Post site safety map identifying the first aid room, muster stations, air horn/radio locations.
- Conduct quarterly tool & equipment inspections.
- Obtain and review fall protections plans, safe work practices, hazard assessments, etc. from trades.
- PPE Distribution to Dominion Masonry employees
- Coordinate Dominion Masonry employee training for fit tests, fall protection, hearing tests etc. with the Safety Administrator and Director of OHS when required.
- Audit and ensure all First Aid Supplies and keep the First Aid Room clean
- Maintain safety horn boxes. (Emergency Stations) and inspect/tag all fire extinguishers monthly
- Conduct annual emergency evacuation drills
- Keep your own daily log
- Other Site Safety Tasks as assigned by the Superintendent or Designate
- Demonstrate an active, visible, and professional safety leadership role always.

Trade Partners

Trade Partners will establish a Health, Safety and Environmental Program for all their workers and ensure that they are not exposed to unsafe conditions or actions. All Trade Partner workers must be aware of Dominion Masonry OHS Program and cooperate fully with the Site Superintendent and Site Safety Coordinator. Trade Partner Responsibilities includes, but not limited to:

- Establish, implement, and enforce a Health, Safety and Environmental Program in accordance with the Dominion Masonry OHS policy and OHS Regulations onsite and be readily available for its own work force:
- A Company Safety Supervisor onsite always.
- Complete Daily Site Inspections of own areas to prevent hazardous conditions.
- Prepare written Safe Work Practices and Job Procedures as required.
- Conduct daily and weekly Toolbox Safety Meetings
- Conduct Incident Investigations as required with reports forwarded to the Site Safety Coordinator.
- Ensure training and orientation of workers on safety and work procedures.
- Provide safety related equipment for own work force.
- Ensure proper PPE for all workers is made available.

- Develop and implement all required Emergency Response Plans
- Know and comply with Dominion Masonry Site Safety Rules, Fire and Safety Plan.
- Know and comply with safety and WHMIS Legislation and Regulation.
- Maintain good housekeeping in own areas.
- Report all incidents, unsafe conditions, and unsafe acts to Dominion Masonry Supervisors or Site Safety Coordinator
- Act as required to immediately correct unsafe conditions or actions.
- Appoint a safety representative that is to attend and participate at Safety Committee Meetings as called by the Site Superintendent or the Site Safety Coordinator.
- Inform the Site Superintendent well in advance of work practices or procedures and materials that could create additional or special hazards.

Suppliers

The Supplier will ensure that workers are not exposed to unsafe conditions or actions. All Suppliers must be aware of Dominion Masonry OHS Program and cooperate fully with the Site Superintendent and Site Safety Coordinator. The Supplier's Responsibilities includes, but not limited to:

- Comply with all Site Safety Rules, Fire and Safety Plan.
- Know and comply with safety and WHMIS / GHS Legislation and Regulations.
- All hazardous products delivered to the site are to be properly labeled and be accompanied by an SDS in accordance with WHMIS / GHS Regulations.
- Wear the required PPE always while on the construction site.
- Demonstrate an active, visible, and professional safety leadership role always

Visitors

All Visitors must understand Dominion Masonry OHS Program and cooperate fully with Policies, WorkSafeBC requirements and should ensure the following:

- They report to the Site Office immediately after they arrive onsite for directive from the Site Superintendent.
- No entry into work areas without proper authorization and site-specific safety orientation.
- Compliance with our OHS Program and all applicable Regulatory Body Rules and Regulations.
- Wear the required Personal Protective Equipment.
- Report all incidents to the Site Superintendent, Site Safety Coordinator or First Aid Attendant.
- Report any unsafe conditions or practices observed as soon as possible to the Site Superintendent.

- Demonstrate an active, visible, and professional safety leadership role always.

ELEMENT 2 Workplace Hazard Assessment & Control

Policy

Identifying and controlling hazards is a high priority at Dominion Masonry and while this responsibility rests with the Managers and Supervisor, everyone must participate. It must be an on-going process of continual assessments for improvements. Some common construction hazards are well known to the industry, none the less, site specific hazards must be identified. Some hazards may have been previously overlooked or may be created as a result of on-going or new work processes.

Every Dominion Masonry employee and all subcontractors' employees, must identify hazards, correct the hazard, if possible, to reduce the risk and report the hazards as they encounter them. Steps can be taken to reduce the risk of injury through hazard control only if hazards are identified. All Dominion Masonry employees and subcontractors needs to conscientiously take part in this process. Being alert to the possibility of hazards is a necessary part of the process of eliminating hazards.

All Dominion Masonry employees and sub-contractor employees must continuously:

- Identify Hazards
- Control the hazard immediately if possible
- Report any hazards they encounter to their supervisor

Each project will have a site-specific hazard assessment and for any task that presents a significant risk a written job hazard analysis will be undertaken.

Some tasks may require the involvement of an external consultants. Examples of such tasks are Confined Spaces, Exposure Control Plans, Hazardous Materials surveys, etc.

Hazard Identification & Risk Prioritization Process

Hazard assessments will be completed for the following:

- All new sites, sites in which the processes or conditions change
- All new tasks introduced to the work force.
- The shop and Office

Hazard assessments will be completed in conjunction with the Safety Manager, the Project Manager and the Site Supervisor. A site visit may be required to assess all hazards. Hazards will be given a rating and controls developed prior to work commencing in site. All workers will have access to this Hazard Assessment if requested.

Step 1 – Task

Identify the tasks to be performed. Questions to consider:

- What tasks are scheduled for today/this shift?
- Are we the only crew working in the area?
- What tasks will other crews be performing around us?

How will our tasks impact our workers and those working around us?

Step 2 – Hazards

Identify the hazards associated with the tasks. Questions to consider:

- What equipment and materials will we be working with?
- What equipment and materials will we be exposed to that other crews will be working with?
- What are the weather conditions?
- Has the physical environment of the site changed since yesterday or the last shift?
- Has the appropriate training been provided to workers for the scheduled tasks?

Step 3 – Rank

Rank the risk level of the hazards (severity & probability).



RISK LEVEL ASSESSMENT MATRIX				
Hazards are assessed for risk by considering the **SEVERITY & PROBABILITY** of the hazard causing injury or damage.		SEVERITY		
		3 - LOW CONCERN/STRESS	**2 - MODERATE** MEDICAL AID	**1 - HIGH** FATALITY/CRITICAL ILLNESS
PROBABILITY	**C - UNLIKELY** (Unlikely to occur)	LOW	LOW	MODERATE
	B - LIKELY (Likely to happen)	LOW	MODERATE	HIGH
	A - CERTAIN (Almost certain)	MODERATE	HIGH	HIGH
> > > RISK RATING < < <				
LOW - Continue working with controls in place				
MODERATE - Report to Supervisor to discuss controls and develop plan				
HIGH - Stop all work and develop a plan				

THE FOLLOWING SCALE IS USED TO RANK HAZARDS

HIGH – causing death, permanent impairment

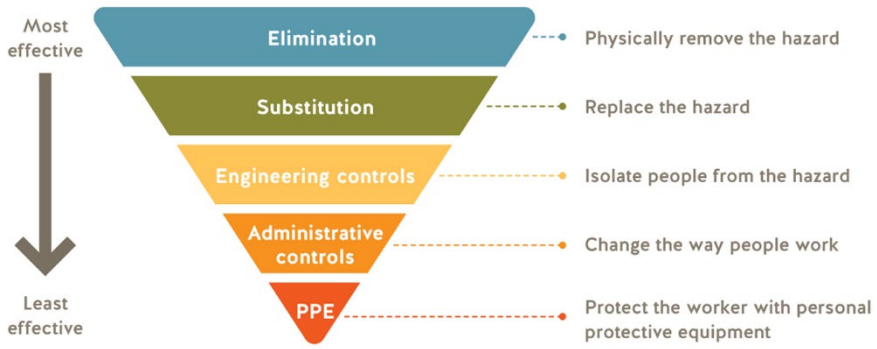
MODERATE – severe injury or illness

LOW – non-serious injury, illness, or first aid

Step 4 – Controls

Apply the hierarchy of controls & re-rank.

Once Hazards are identified and Risks prioritized, control measures must be implemented to eliminate or reduce the likelihood and/or severity of the hazard/risk. Control measures will be selected based on the following hierarchy.



Elimination or Substitution

Eliminating the hazard completely is always the first choice. Substitution involves replacing the material or process with a less hazardous one.

When considering these options, ask yourself:

- Can I find safer ways to perform the task? For example, if falling is a hazard, eliminate the risk by storing stock at lower heights so workers don't have to climb ladders to reach the goods.
- Can I use something less harmful? For example, if chemical-heavy industrial cleaners are a hazard, consider substituting cleaners made with vinegar, salt, borax, or baking soda. Just make sure the substitutions don't create new hazards.

Engineering Controls

If you can't eliminate the hazards or substitute safer alternatives, engineering controls are the next best options. These involve using work equipment or other means to prevent workers from being exposed to a hazard. Engineering controls are physical changes to the workplace and may include equipment guarding, guardrails, traffic control lanes and barriers between vehicles and pedestrians, and many other options.

For example, while working at heights cannot be avoided in construction, guardrails can be installed to prevent falls from happening. Guardrails are an example of an engineering control.

Administrative Controls

When engineering and purchasing controls are not adequate to control the hazard or are not practicable to use, the next priority will be to use administrative controls.

Some examples of administrative controls:

- Establishing safe methods or performance through written work procedures
- Posting signs and using other means to communicate hazards and increase awareness.
- Changing work practices so that workers are located away from hazards.
- Using job rotation to reduce exposure.
- Ensuring adequate supervision of hazardous work
- Using correct job placement so workers are not at risk due to physical limitations.
- Training personnel so they can adequately identify and deal with hazards.

Administrative controls involve identifying and implementing safe work procedures so your workers can perform their job duties safely. The findings of your risk assessment will form the basis of these safe work procedures.

Examples of administrative controls include implementing person-check procedures and prohibiting the use of mobile phones while workers are driving.

Personal Protective Equipment

Using personal protective equipment (PPE) is another important control to protect workers.

PPE and clothing will reduce the risk of injuries such as:

- Cuts, abrasions, and burns: *by using gloves, coveralls, power saw pants or chaps, etc.*
- Foot Injuries: *by wearing protective footwear, e.g. safety toed boots.*
- Falls: *by using fall protection devices, e.g. harness & lifeline.*
- Hearing loss: *by wearing earmuffs and/or plugs.*
- Respiratory ailments: *by using respirators.*
- Skin Irritations & Disease: *by using barrier creams, gloves, coveralls, etc.*
- Leg/knee contact stress: *by using protective knee pads.*
- Eye and Face injuries: *by using protective eyewear e.g. approved safety glasses, goggles, face shields, etc.*

For example, while working with toxic chemicals may be necessary in certain workplaces such as laboratories, the use of PPE such as protective eyewear and gloves will help to reduce the exposure risk.

Step 5 – Training

Communicate safe job procedures.

- Review the hazard assessment
- Allow for questions
- Document the communication
- Repeat or update hazard assessments at reasonable intervals or if any conditions change.
- Indicate reassessments with a time stamp or note.

Remember to Reassess:

- When any conditions change
- When a new process is introduced
- When a process changes
- Before additions or alterations to a work site
- When work resumes (post break)

Hazard Types

The types of hazards that may be present on job sites are:

Physical Hazards

- Crushing forces (e.g., getting caught in machinery or equipment)
- Cuts (e.g., getting cut by saws, grinders etc.)
- Falls from heights (e.g., falling from ladders, into excavations etc.)
- Excessive noise (e.g., working near equipment and machinery)

- Impact forces (e.g., falling heavy objects)
- Heat stress (e.g., exposure to UV radiation, humid, hot weather)
- Cold stress (e.g., working in near zero, wet, cold and/or windy weather)
- Material handling (e.g., excessive bending or unassisted lifting of heavy objects)
- Airborne particulate (e.g., dusts, particles etc. that can cause eye injury)
- Pinch Points (e.g., hands or fingers caught in rotating equipment)

Chemical Hazards

- Corrosives (Acids and bases that can burn skin)
- Oxidizers (compressed oxygen that can add oxygen to a fire)
- Skin irritants (solvents, paints etc. that can dry out the skin)
- Lung irritants (Irritant dusts, welding fumes, mists etc.)
- Toxic materials (poisons that cause illness or death, silica)
- Reactive materials (chemicals that explode if shaken or dropped or give off dangerous products when mixed with other materials.

Biological Hazards

- Needles and condoms (found occasionally on site, may carry infectious disease requires special handling procedures.)
- Body Fluids (when treating injured workers who may have an infectious disease or handling medical waste – needles, syringes etc.)

Phycological Hazards

- Harassment or Violence (e.g., a worker inappropriately touching, verbal or physical)
- Fatigue (e.g., Extended hours or work days in a row)
- Stress/Mental Stress (illness, financial difficulty, divorce, loss of loved one

Hazard Classification

All hazards can be classified as follows:

High Risk Hazard

A condition or work practice with the potential to cause permanent disability, loss of life or significant property or equipment damage. A High severity and/or frequency, condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material. These hazards require immediate corrective action as a high priority.

All hazards that involve the exterior property to the project (e.g. public person or property) are deemed an “H” hazard and must be corrected immediately.

Moderate Risk Hazard

A Moderate severity and/or medium frequency, conditions or practices likely to cause serious injury or illness resulting in temporary disability or property damage (within the project boundaries) that is disruptive but not extensive. These hazards require prompt priority but not immediate corrective action.

Low Risk Hazard

A Low severity and/or frequency, conditions, or practices likely to cause minor (non-disabling) injury or illness or non-disruptive but not extensive. These hazards require corrective action within a maximum of two (2) days but should be prioritized to be resolved earlier if possible.

Pre-Jobsite Hazard Assessment

Prior to the start of any new project or job, a Manager, Supervisor, and safety representative for the project, with the support of the Joint Health and Safety Committee, and/or external consultants as needed, will perform a Pre-Job Hazard Assessment to identify hazards in the workplace and assess the associated risks, resulting in an action plan to control these risks.

The Pre-Job Hazard Assessment and Control Plan process will identify, assess, and control critical tasks. This will also help to determine the training, equipment, tools and/or materials needed to complete the job safely. Critical tasks that are identified and form the base of our Safe Job Procedures included in our OHS Program.

Pre-Job Hazard Assessments will be conducted regularly, as the job progresses at the office and yard, and updated as required to prevent the development of unsafe or unhealthy working conditions. This form, once completed, will be reviewed with workers, shall be posted on site, and be readily available through each phase of the project. The frequency between JHA depends on conditions, duration and people. As moderate to high risks tasks and environments change updates will be completed.

Field Level Hazard Assessment (Daily)

FLHA’s are required to be completed daily prior to work and as tasks change, all personnel, including trade partners, will review and assess the work areas and specific tasks to ensure hazards are identified and proper controls are implemented.

Complete a Field Level Hazard Assessment (FLHA) form, then review it with all workers involved in that task. Supervisors must ensure that workers understand the hazards and risks involved in their scope of work for the shift/day and how to carry out their job safely.

To perform a Field Level Hazard Assessment:

1) The workers involved are to proceed to the work area. To be effective, FLHAs must be done at the work front where the work area can be observed
2) Fill out the general information on the top of the card (name, date, project, location, job description, etc.)
3) Review the hazard list. Any hazard identified on this side of the card must be dealt with on the flip side of the card

4) Break down the task into steps
5) Identify the hazards in each step, who is affected, and the type of harm/damage
6) Review the Critical Tasks section of the card. Critical Tasks are tasks that require an extra step before the job begins.
7) Evaluate the Risks associated with these hazards, by estimating the possibility of occurrence, and severity of outcome
8) Develop appropriate control methods for these Risks following the Hierarchy of Controls, prioritizing prevention methods.
9) Review applicability and effectiveness by assessing the residual (remaining) risks, and add further controls as necessary
10) Communicate to all affected parties, and follow up on closure of any pending action items

Critical Tasks

Critical tasks have been identified from reviewing hazard assessments, safe job procedures, safe work practices, previous incidents/near misses and as part of the JHSC. Once a year, the committee will review any new tasks/safe job procedures and determine if they belong on this list.

The following tasks have been deemed to be critical:

1) Leading Edge Work
2) Hydro Mobile
3) Scaffolding
4) Wet or Dry Masonry Saw
5) Traffic Control

ELEMENT 3 SAFE WORK PRACTICES

Policy

Written and practical Safe Work Practices have been developed by Dominion Masonry and will be maintained on an ongoing basis to ensure the health and safety of our workers, subcontractors and the general public.

All workers and trade partner's must follow these written Safe Work Practices, and immediately report any concern to their supervisors. Trade Partner's are required to develop Safe Work Practices for their scope of work, and to educate and supervise their workers on the performance of their duties as per the instructions provided in the SWP's. If a Trade Partner's OHS Program or written SWP's are deemed not adequate, Dominion Masonry management has the right to enforce the company's own internal written SWP's.

Safe Work Practices

Safe work practices are a set of methods or "Do's and Don'ts" on how to conduct a specific task or use equipment. They should inform the worker about the hazards that are present and provide direction on how to safeguard against the hazards. They are general methods only and do not define specific procedures. (Example: Use of hand tool, safe lifting).

A safe working practice should be written when:

- Designing a new job or task.
- Changing jobs or task.
- Introducing new equipment or substances.
- Reviewing a practice when hazards have been identified, e.g., from an incident or incident investigation. The safe working practice should identify:
- The supervisor for the task or job and the employees who will undertake the task.
- The tasks that are to be undertaken that pose risks.
- The equipment and substances that are used in these tasks.
- The control measures that have been built into these tasks.
- Any training or qualification needed to undertake the task.
- The personal protective equipment to be worn.
- Action to be undertaken to address safety issues that may arise while undertaking the task.

Developing Safe Work Practices (SWP)

Developing SWP is a straightforward process consisting of several steps:

- Understand the scope of work.
- Conduct a hazard assessment to determine what hazards exist in the work area.
- Understand what rules and practices are applicable and how to perform the work safely.
- Combine the information together into a comprehensive SWP.
- Train all applicable workers on the SWP.
- Monitor the effectiveness of the SWP and make changes as required.
- Managers, Supervisors, and workers are expected to participate in the development of SWP's.
- A list of the general and site specific SWP is listed in the Safe Work Practices and Safe Job Procedures Manual separate to this policy manual.

Training Evaluation

Training is a vital aspect of our work, and all training must be documented. A copy of all training documentation (e.g., copy of training cards or certification of workers, etc.) must be kept on site and another copy forwarded to the Head Office for safe keeping.

The effectiveness of an SWP must be evaluated on a regular basis or as the work situation or equipment changes. Any discrepancies noted must be reviewed and addressed immediately. Workers must be re-trained and made aware of all new changes of the Safe Work Practice. If a Safe Work Practice is revised, a copy of the revised Safe Work Practice must be reviewed with the workers before work begins and a copy must be kept on site for reference.

High Hazard SWP's

- Ladders
- Working Around Floor Openings
- Leading Edge Working at Heights
- Working around Mobile Equipment
- Chop Saws
- Hoisting and rigging
- Grinders

ELEMENT 4 SAFE JOB PROCEDURES

Policy

Written and practical instructions (Safe Job Procedures) are developed and will be maintained on an ongoing basis to eliminate and control the hazards likely to be encountered by our workers in the performance of their duties.

All employees and trade partners must follow these written and practical instructions, and immediately report any concern to their supervisors. Trade Partner's are required to develop Safe Job Procedures for their scope of work, and to educate and supervise their workers on the performance of their duties as per the instructions provided in the SJPs.

Safe Job Procedures

Safe Job Procedures (SJP) are written, specific, step-by-step instructions of how to complete a job safely and efficiently from start to finish. They are a means of controlling the hazards that are identified in Pre-Job Risk Assessments, and of communicating these hazards and required controls to affected workers performing such jobs, with instructions on how to perform their tasks safely.

Copies of the SJPs are kept on site and are readily available to each employee, who should know, understand, and follow all Safe Job Procedures that pertain to his/her specific work tasks. Supervisors on all levels must ensure SJPs are developed for both critical and common tasks performed by workers under their supervision.

Developing Safe Work Practices (SWP)

A SJP is written when:

Designing or changing jobs or task or introducing new equipment or substances.

SJPs must be reviewed when hazards have been identified (e.g., from an incident investigation).

The SJP identifies:

- The foreman for the task or job and the workers who will undertake the task.
- The tasks that are to be undertaken that pose risks.
- The equipment and substances that are used in these tasks.
- The control measures that have been built into these tasks.
- Any training or qualification needed to undertake the task.
- The Personal Protective Equipment to be worn.
- Action to be undertaken to address safety issues that may arise while undertaking the task. Developing SJPs is a systematic process consisting of several steps:
- Understand the scope of work and breaking down the job into steps.

- Conduct a risk assessment to determine what hazards exist for each step.
- Identify the controls that will eliminate or control the risks.
- Understand what rules and procedures are applicable and how to perform the work safely.
- Combine the information together into a comprehensive step-by-step SJP.
- Train all applicable workers on the SJP.
- Monitor the effectiveness of the SJP and make changes as required.

Managers, supervisors & workers are all expected to participate in writing the SJP. Workers performing the task addressed in a Safe Job Procedure must be consulted when developing the procedure to ensure practicality and applicability.

Training Evaluation

Training is a vital aspect of our work, and all training must be documented. Training should be performed in any area that the supervisor and/or employee deem appropriate to ensure competency. Training should include a theoretical and practical component as outlined in the Training & Communication element of our OHS Program. Such training is typically done in toolbox talks, and records are kept on file. Workers can sign off directly on the SJP, or on a toolbox attendance record clearly showing which SJPs have been discussed in the list of topics, or both. Such training will be refreshed with the workers periodically (quarterly, annually, etc.) based on level of risk and repetition of task.

A copy of all training documentation such as sign-off sheets will be available on-site with a copy sent to the head office.

The effectiveness of SJPs must be evaluated on a regular basis or as the work situation or equipment changes. Any discrepancies noted must be reviewed and addressed immediately.

During the SJP training toolbox meeting above, workers are encouraged to provide feedback on the procedure being discussed. This feedback will be recorded on the toolbox meeting form and communicated to the responsible supervisor to review the feedback and update the procedure accordingly.

All site supervisors are to be notified with any procedure change to communicate to all workers in their sites. JHSC may also discuss workers' feedback on the procedures for any lessons learnt or further corrective actions. Workers, across all sites, must be re-trained and made aware of all changes within a reasonable time frame. A revised copy of the SJP must be readily available at the workplace, and kept at the head office, with previous versions removed from site and archived to avoid confusion.

ELEMENT 5 COMPANY RULES

Policy

Legislation and rules are a part of every OHS program. They contribute to the success of the program when effectively used.

Senior management, supervisors, foreman and Trade Partners must abide by the same rules as employees, i.e. lead by example as a condition of employment or contract.

Employees and Trade Partner' employees agree to abide by Dominion Masonry rules as a basis for employment or contract. If employees or Trade Partners fail to abide by the rules, Dominion Masonry Senior Management and Superintendents have grounds to commence termination of employment/contract in accordance with these employment rules and government legislation.

All violations shall be dealt with fairly, promptly, and consistently. The employment rules spell out what actions will be taken to deal with minor, serious or repeat violations of the rules. All Dominion Masonry and Trade Partner management and Superintendents must fully understand the guidelines and apply them consistently across the organization.

General Safety Rules

1) CSA approved hard hats, high visibility vests/apparel, hearing protection, safety glasses and safety footwear must always be worn.
2) Guardrails are not to be removed unless work in area deems necessary and an alternate method of fall protection has been implemented. If guardrails are removed, they must be reinstalled immediately after work in the area is complete and before moving to another area.
3) Keep the site tidy. Waste is not to accumulate. Daily clean-up is required, and all debris is to be put in the provided garbage containers.
4) The use of drugs or alcoholic beverages on project sites is prohibited. Prescription and non-prescription drugs *may* be permitted if they do not interfere with the ability to perform work related duties.
5) If you have any questions regarding the safety of a job procedure, talk with the appropriate Supervisory Personnel before proceeding with the task.
6) All injuries, no matter how slight, must be reported.
7) All hazardous conditions must be immediately corrected and/or reported.
8) Only authorized persons may operate company vehicles and powered mobile equipment.
9) Seatbelts must be worn while operating moving equipment or vehicles.
10) Heed all safety guards, barriers, signs, and tags. Never render safety devices inoperable.
11) Always report any unsafe behavior or conditions on a job site, whether it is from a fellow employee, visitor or subcontractor.

12) Be familiar with the WorkSafeBC regulations and feel free to discuss them with WorkSafeBC officers when they are on site.
13) Never work alone in isolated areas unless arrangements have been made for periodic checks with another person.
14) Defective or broken equipment must be tagged “Do not use”, locked out or otherwise removed from service immediately.
15) Use of hazardous materials must conform to manufacturer recommendations. The SDS for our WHMIS controlled substances are available online or with the supervisor.
16) WorkSafeBC OHS Regulations set the minimum health and safety standard. A copy of the OHS Regulations with applicable WorkSafeBC excerpts is available for your reference from your supervisor.
17) Cooperate with WorkSafeBC Officers when on site. Workers who do not cooperate with WorkSafeBC officers will be subject to disciplinary actions.
18) Be safety smart and consult the safety program on site and discuss concerns with your supervisor and/or site safety delegate. Your participation in our program is required, expected and for your benefit. Some methods of getting involved include:
19) Obtaining, renewing, or upgrading required certificates (first aid, hearing tests, etc.).
20) Participating in safety meetings; don’t just attend. Bring a topic to discuss and don’t bring problems, bring solutions.
21) Making suggestions to your supervisor on how we can improve safety on the job.
22) Working safely and encouraging fellow workers to do the same.
23) Anyone entering the workplace must receive a Site Specific or Visitor Orientation prior to engaging in work activities.
24) Compliance with all Provincial Safety Regulations and the Dominion Masonry Health, Safety and Environmental Program is mandatory.
25) Incidents, injuries, unsafe conditions and “near misses”, regardless of their nature, must be reported immediately to Dominion Masonry Supervisors or Site Safety Coordinators
26) Conduct including, but not limited to, bullying, harassment, horseplay, fighting, theft, vandalism, or any other criminal activity will not be tolerated and will result in disciplinary action.
27) If your ability to work or perform tasks safely is affected by ill health, medications or disabling personal factors, your supervisor must be notified prior to any work activities on site.
28) Smoking (including e-cigarettes and vaping) on site is only allowed in designated areas at designated times.
29) Possession and/or use of alcohol, marijuana, illegal and/or recreational drugs, firearms, or any other illegal weapons is prohibited and will result in disciplinary action and removal from site.
30) The use of unauthorized imagery, video, or written documentation from company property or project for use on any form of social media is prohibited.
31) All workers must always maintain good housekeeping practices in work areas. Workers are to ‘clean as you go’ keeping work areas free and clear of garbage, tools, electrical cords, or other potentially hazardous items especially in high traffic areas.

32) The use of radios, cellular phones, headphones, or earbuds to listen to music is not permitted on site. Cellular phones can be used if it is work related and you are in a safe location.

33) No employee shall work or act in a manner that could cause an incident or a health or safety injury to themselves or another employee.

34) Do not enter excavations deeper than 4 feet (1.2 m) unless the excavation is protected in accordance with the OH&S Regulation.

Disciplinary Action

Workers (both employees and trade workers) who willfully or repeatedly violate Dominion Masonry safety rules, regulations or policies will be subject to discipline. Dominion Masonry progressive discipline policy is outlined below. At any stage of the disciplinary process, Dominion Masonry may require training/education as a corrective measure.

Minor Violation

Any infraction of provincial or company requirement that does not have the potential to cause serious, harm, damage or injury.

Major Violation

Any infraction of provincial or company requirement that has the potential to cause serious, harm, damage or injury. For major infractions it will be up to the supervisor or manager to decide whether it constitutes a written warning, suspension or termination.

In most cases, progressive discipline will follow a 3-step process for minor and major violations as outlined below:

1st Offence

Verbal written warning (to be completed by a supervisor and submitted head office to be attached to the workers file) Worker to review applicable policies and procedures prior to going back to work.

2nd Offence

Written warning (to be completed by a supervisor and submitted head office to be attached to the workers file) Worker to review applicable policies and procedures prior to going back to work. Work may require retraining prior to being released back to work. If the violation was of the high-risk nature such as fall protection, confined space, electrical/energy isolation or excavation, the supervisor has the authority to suspend the worker for 1 day.

3rd Offence

Termination of employment or permanent removal from Dominion Masonry sites for trade workers.

Re-instatement Process

Dominion Masonry recognizes that workers may learn from their mistakes and, in certain circumstances the company may be prepared to re-instate them as a company employee or, in the case of trade partner workers, lift their ban from working on company sites.

In these instances, there is a strict reinstatement process that must be followed:

- After a period of no less than 3 months, the worker must submit a request to management for reinstatement.

- Management will determine if reinstatement is an option on a case-by-case basis.
- The company will decide whether reinstatement review will be granted. If granted, the review will be scheduled, and the worker will be notified accordingly.
- At the review, the onus will be on the worker to make their case for reinstatement, indicating how they have learned from the incident, how their safety behavior on site will be impacted, and their commitment to following the requirements of the company OHS Program.
- Upon conclusion of the review, the worker will be notified of the decision.
- Should the worker be reinstated, management will decide if additional training/retraining is required on a case-by-case basis.
- Any worker re-instated through this process will be subject to a 90-day probationary period.

ELEMENT 6 PERSONAL PROTECTIVE EQUIPMENT

Policy

PPE/clothing shall be used when hazards/risks cannot be feasibly or practically eliminated with higher level controls. The Company shall ensure proper selection, inspection, use, care and maintenance of all selected and required PPE/clothing, as specified for the identified hazards/risks based on work tasks and operations at the specific workplace.

Additional PPE/clothing may be required depending on the specific work circumstances, tasks/operations and identified hazards/risks. Evaluations will be periodically conducted to determine if further PPE/clothing is required. Consultation will occur with Company representatives such as the JOHSC, worker safety representative and/or Safety Professional.

Clothing, jewelry, and hair can also cause serious injury when loose or torn. Clothing made of polyester or synthetic fibers can easily melt and adhere to your skin causing serious burns, therefore should never be worn around molten metal, open flames, or any hot work. The information in this Policy does not take precedence over the applicable legislation, with which all employees shall be familiar

Trade Partners are expected to follow the requirements below and train their workers.

PPE Responsibilities & Rules

The Company (and Responsible Employers, when applicable) are required to provide, at no cost to their personnel all needed PPE/clothing as required by the specific regulations.
Employees are required to provide their own basic PPE:

- General-purpose work gloves
- Appropriate footwear
- A hard hat
- Clothing to protect against the elements

Employers are required to provide to employees at no costs:

- Eye and face protection
- High-visibility clothing
- Respirators
- Hearing protection
- Fall-arrest harnesses when working at heights
- Lifejackets

Where the specific PPE or clothing provided by an Employer may cause allergenic or other adverse health effects, appropriate alternate equipment will be provided.

No Employer representative shall lend to, or borrow from, any individual or party PPE/clothing and vice versa, unless otherwise arranged in writing between the parties.
Supervisors are directly responsible for ensuring assigned PPE/clothing is:

- Available to all personnel who need to use the equipment;
- Properly worn when required; and
- Properly cleaned, inspected, maintained and stored, per person.

Workers are responsible for ensuring they:

- Use assigned equipment according to their training/instruction, and as per respective manufacturer's instructions and specifications;
- Inspect their equipment before use, and remove from service damaged or deteriorated items and replace them with good functioning/safe equipment;
- Report any equipment malfunctions to their direct superior and/or a Safety Professional;
- Do not use PPE/clothing outside of the work area where it is required, if in doing so it would lead to a hazard/risk; and
- Properly clean, care for, maintain and store their PPE/clothing, according to their training and instruction, and as per respective manufacturer's instructions and specifications.

Mandatory PPE for our workers and Trade Partners:

- Wear hard hats with the brim forward and work always boots appropriate to the task.
- Always wear the appropriate high visibility vest for the task and hazards. Workers must wear a minimum of Class 1 high-visibility apparel if they work around vehicles or mobile equipment moving slower than 30 km/h. If workers are around vehicles moving faster than 30 km/h, they must wear Class 2 or 3 high-visibility apparel.
- Wear CSA approved eye protection when exposed to eye hazards, such as when drilling, grinding, hammering, etc.
- Wear hearing protection when required as per the Hearing Conservation section of this Program.
- Use Specialized PPE as required.
- Prior to using any type of PPE, ensure it is in good working condition, free of dirt and debris, and fits properly
- Personal Protective Equipment must always be stored, used and maintained as per manufacturer's instructions.
- Workers are to remove or otherwise confine/contain any loose clothing, hair, neck chains and any other loose item that can get caught in any equipment or machinery when such hazard exists.
- Any defective PPE must be taken out of service and replaced immediately
- Follow regulatory requirement and manufacturer's instruction for fit, use, care, maintenance, inspection, and replacement of all PPE.

Training

Our employees receive training in the use, care, limitations, and maintenance of PPE prior to commencing any work activities. This training will be completed through toolbox meetings, and as the job requires. Instructions on the proper fitting, care and correct use of specialized PPE will be provided by approved trainers, depending on the equipment, for example:

- Full body harness: Part of Fall Protection training – must be considered when selecting training providers.
- Respiratory Protection: Part of annual Fit Testing, when required – Refer to Respiratory Protection Program.
- Miscellaneous PPE: Will be provided in one-on-one sessions, toolbox talks, etc.

Individual Subcontractors are responsible for the training and instruction of their own personnel, unless as otherwise arranged with the Company.

Selection

All Employers shall ensure PPE/clothing:

- Is selected and used according to Federal/Provincial Act, Regulations, and Codes.
- Is selected and used according to recognized standards (e.g. Canadian Standards Association etc.);
- Provides effective protection against specific, identified hazards/risks;
- Does not in itself create a hazard to the user;
- Is compatible such that one item of equipment does not make another item ineffective; and
- Is maintained in good working order and is in a sanitary condition.
- Has the SDS for hazardous materials been reviewed to ensure proper selection.

Dominion Masonry shall also ensure that if the use of PPE/clothing creates hazards equal to or greater than those its use is intended to prevent, then alternate equipment is selected and used, or other appropriate safety measures and controls are undertaken to protect workers from identified hazards/risks.

All involved personnel will be provided with written instructions/safe use procedures for all required/applicable PPE.

Inspection, Fit, Care, Use & Maintenance

Maintenance should include inspection, care, cleaning, repair, proper fit and storage. The most important part of maintenance is the need for continuing inspection of the PPE. If carefully performed, inspections will identify damaged or malfunctioning PPE before each use as per manufacturer specifications.

All individuals must perform inspections on their safety headgear prior to use and work. Damage may include but is not limited to:

- Cracks, tears, rips, splits, dents, holes;
- Warping, bending;

- Missing or mismatched parts;
- Modified or altered components;
- Presence of chemicals (e.g. paints, solvents) etc.
- Soiled conditions that may cause potential personal health issues (e.g. ear infections) etc.,

All individuals on site must inspect PPE prior to commencing work and indicate on FLHA that the PPE in question is in good condition and appropriate to the hazards present.

Proper fitment of PPE is required for all PPE while following manufacturers instructions. Supervisors are required to review proper fitment, care and use procedures with employees.

Safety Headgear/Head Protection

All employees on Dominion Masonry projects must wear CSA approved safety headgear at all times. Safety headgear is not only used for workplace hazards overhead. Consideration must be given to hazards from other workers horizontally in the areas also.

- An evaluation of the workplace will be conducted to identify safety headgear free locations where practicable however,
- Safety headgear must be worn in all access areas (hallways, stairs, scaffolds, etc.) at all times and while working around workers carrying materials if a provision is made for a designated no-safety headgear area.
- Safety headgear must fit properly for effectiveness. Baseball type hats or toques must not be worn under any safety headgear.
- Hard hats are to be worn with brim facing forward, no reversing hard hats.
- Hard hats are to display the Dominion Masonry name with no over lay from authorized stickers.
- Only orientation stickers, or company approved stickers can be applied to Dominion Masonry Hard Hats. If you have questions, ask your supervisor.
- When applying the stickers, apply to the sides or back of your hard hat, never the front or top. Neat and straight.
- Dominion Masonry hard hats are to display the person's full name and title. Name first, title under name. this is to be applied just under the Dominion Masonry name on the hard hat.
- The shell and suspension of safety headgear must be inspected regularly for cracks, deep scratches or other defects.
- Hard hats have a recommended serviceable life span. Refer to the manufacturer's specifications for the inspection and replacement frequency on all the heard hat components.
- Replace a defective hardhat immediately.

Eye/Face Protection

At the minimum, all workers must wear approved safety glasses. Safety eyewear must be appropriate to workplace conditions, and especially where personnel may handle, use or are exposed to materials that can injure or irritate the eyes.

Safety eyewear will also be provided to individuals when they are working on or testing electrical equipment energized at a potential greater than 30 volts.

Safety eyewear may not be required in the following areas or circumstances:

- Designated office areas
- Fully enclosed mobile equipment cabs
- In vehicles while driving on site
- Lunch/break rooms or areas

Where an individual may be exposed to splashes from chemicals or flying debris, safety glasses with side and brow shields must be assigned and worn. Alternatively, chemical safety goggles (that fits snugly to the face), or goggles that can fit over regular prescription eyewear can be used for this type of protection.

Where there may be an exposure to chemical substances or other materials that may cause skin irritation, burns, skin absorption exposure effects, or other potential facial injuries, individuals must also wear, in addition to safety glasses or goggles, an approve face shield.

Where select hot work (welding, torching/cutting etc.) is performed, the Company shall first implement required use of screens or barriers to protect adjacent individuals from being inadvertently exposed to ultraviolet and infrared light (arc flash). If screens are impractical, all workers who could be exposed to these types of light must wear UV protective safety eyewear, rated for arc flash protection; this eyewear must be worn within 50 feet or less from the operation and source of arc flash.

When safety eyewear is used in conjunction with other protective equipment such as respirators, the arms or straps of the eyewear must be placed over top of the respirator head straps to prevent improper seals between the respirator and the user's face.

Individuals with prescription safety eyewear:

- Must meet, at the minimum, CSA Standard CAN/CSA-Z94.3-92, Industrial Eye and Face Protectors.
- Bifocal and trifocal glass lenses must not be used if there is danger of impact unless they are worn behind impact rated goggles or other acceptable eye protection.
- Prescription lenses made of treated safety glass (meeting the requirements of ANSI Standard Z87.1-1989, Practice for Occupational and Educational Eye and Face Protection), if the use of polycarbonate or plastic prescription lenses is impracticable due to workplace conditions and there is no danger of impact.

Body/Limb Protection

Limb and body protection equipment or clothing shall be worn when personnel are or may be exposed to a substance or condition that could puncture, abrade, or otherwise adversely affect the skin, or be absorbed through it.

If there is a danger of injury, contamination or infection to an individual's hands, arms, legs or torso, then the Company must outfit them with properly fitting protective equipment appropriate to the identified hazards/risks and work performed.

All personnel are required to properly/correctly wear their assigned protective equipment or clothing such that there are no exposed parts of the skin to the specific hazard/risk.

All personnel, regardless of who they are employed by, must be properly and professionally attired during their work. Minimum standards include:

- Pants where the leg extends fully to the top of the safety footwear;
- Not wearing pants that have significant or obvious holes or tears;
- Shirts that fully cover the shoulders with minimum 100 mm (4 inch) sleeves;
- Not wearing any cut-off T-shirts, short pants or shorts, running shoes or flip flops or sandals; and
- Not wearing any clothing that contains offensive messages, pictures, diagrams or icons, per the Company's discrimination, bullying, harassment and workplace violence policies.

Should any individual wear any clothing that is or could be deemed "offensive," the Company reserves all rights to request that person to:

- Remove or replace that clothing; or
- Leave the workplace, when it cannot be removed/replaced.

Clothing types and conditions must be such that it will not expose the individual to any unnecessary or avoidable hazards.

High Visibility & Distinguishing Apparel

At the minimum, all individuals must wear high visibility apparel while performing tasks or operations at all worksites.
High visibility/distinguishing apparel must have appropriate fluorescent and reflective components to enhance visibility within the workplace, and may include but is not limited to:

- Safety vests;
- Safety jackets or pants;
- Coveralls;
- Flame resistant coveralls etc.

At minimum, the following types of high visibility apparel must be worn under the following circumstances:

- Type 1 or Type 2 criteria of WCB Standard Personal Protective Equipment Standard, High Visibility Garment, where workers are exposed to hazards of vehicles travelling at speeds in excess of 30 km/h (20 mph).
- Type 3 criteria of WCB Standard Personal Protective Equipment Standard, High Visibility Garment, where workers whose tasks at the site result in exposure to mobile equipment hazards.

If distinguishing apparel is required in another Part or Section of the specific regulations, for the purpose of identifying a worker's location or well-being (e.g. working alone or in isolation, work at night or darker time periods, etc.), then the Subcontractor must provide their personnel with apparel that has the following characteristics:

- So colored as to contrast with the specific work environment;
- At least 775 square cm (120 square inches) of fluorescent trim for daytime use; and
- Retroreflective trim for night time use on both the front and back.

Individuals may not have to wear high visibility and/or distinguishing apparel in the following areas or circumstances:

- Designated office areas
- Fully enclosed mobile equipment cabs
- In vehicles while driving on site
- Lunch/break rooms or areas

Footwear

At the minimum, all individuals must wear appropriate safety footwear while performing tasks or operations at the workplace, per Company workplace policy. The following factors shall be considered in determining what footwear is appropriate for identified workplace hazards:

- Slipping, tripping
- Extreme temperatures
- Uneven, non-level terrain or ground
- Electrical shock
- Crushing, puncture or abrasion potentials
- Wet, slippery surface

Regarding of what specific footwear is selected or required, all footwear must have, at the minimum:

- Toe protection;
- Puncture-resistant soles (shank);
- Dielectric protection; and
- 6-inch height (ankle protection).

Other requirements include:

1. Using all lace eyelets to provide maximum support and protection.
2. Not using running shoes or dress shoe style safety footwear.
3. Footwear with metatarsal/dorsal protection where select tasks are performed such as manipulating or lifting heavy tools, equipment, materials and/or machinery.
4. Use of rubber safety boots when a work task, operation or process involves use of water or other inert, non-volatile liquids or materials.
5. Use of chemical-resistant footwear of suitable material type where hazardous substances – that have corrosive or burning properties – are used, handled, transported, or disposed.

Individuals may not have to wear safety footwear in the following areas or circumstances:

- Designated office areas;
- Lunch/break rooms or areas; and/or

First aid rooms.

Fall Protection

We recognize that our employees are very important to us. Fall Protection is an important aspect of our OHS Program to ensure that our workers will come home safe to their families.

Dominion Masonry requires all employees who work at heights of 3 metres (10 feet) and over, where a fall from a lesser height involves an unusual risk of injury, where the potential fall is into or onto hazardous substance or object, or where the potential fall in through a work surface opening, to be protected from falling using fall protection.

Dominion Masonry (or Prime Contractor) is responsible for installing and maintaining personal fall protection systems such as:

- Travel restraint; and/or
- Fall arrest.

Fall protection equipment/systems are also required when work may not be at height but hazards are present below the work area that may cause unusual risks of injury, for example:

- Protrusions;
- Sharp objects;
- Equipment;
- Machinery etc.

Prior to allowing work to commence at heights, the Company representatives (e.g. Safety Professional) must perform risk assessments to identify and evaluate potential fall hazards in those work locations.

Systems and equipment shall be selected based on the Hierarchy of Fall Protection Controls. The following requirements apply:

Where personal systems are installed and used, design and installation must be such that the free fall distance is limited to no less than 2 feet (“safety margin”) from the bottom-most level (e.g. ground, floor).

- Systems and equipment must be arranged and installed to eliminate or limit “swing fall hazards.”
- Wherever possible, the installed anchor point must be located above the worker’s head, and as high as possible.
- Anchors used in personal systems must meet, at the minimum, the following:

Temporary travel restraint:

- Ultimate load capacity, in any direction, of at least 3.5 kilonewtons (kN) or 800 pounds force (lbf), or
- 4 times the individual’s weight that is connected to the system.
- All anchors are installed, used and removed according to the manufacturer’s specifications or specifications certified by a professional engineer,
- Permanently marked as being for travel restraint only, and
- Removed from use of earliest of:
  i. The date on which the work project for which it is intended is completed, or
  ii. The time specified by the manufacturer or professional engineer.

Temporary fall arrest (British Columbia):

- Ultimate load capacity, in any direction required to resist a fall, of at least 22 kN or 5,000 lbf, or
- 2 times the maximum arresting force.

Permanent fall arrest (British Columbia):

- Ultimate load capacity, in any direction required to resist a fall, of at least 22 kN or 5,000 lbf.
- All anchors are designed, specified, certified, and inspected (at least annually) by a qualified Professional Engineer.

Where a temporary or permanent horizontal lifeline (HLL) system is installed or used in a specific work area, the Company will ensure the system and its components are:

- Manufactured for commercial distribution, and installed and used according to written instructions provided by the respective manufacturer (or its authorized agent), and instructions are readily available in the workplace;
- Installed and used according to written instructions certified by a Professional Engineer and instructions are readily available in the workplace; or
- Designed, installed and used in a manner acceptable to the specific regulatory agency.

Example fall protection equipment and associated components may include, but is not limited to, the following:

- Full body harness
- Lifelines
- Anchor straps, devices
- Lanyards, including energy-absorbing
- Anchor points
- Rope grabs

Dominion Masonry will not allow any use of safety belts for any type of personal fall protection system, including travel restraint systems.

Refer to the Dominion Masonry Fall Protection Program for further requirements.

Respiratory Protection

Prior to assigning respirators to individuals the company shall ensure walkthrough surveys are performed – to identify potential respiratory hazards/risks.

Where an individual can be exposed to harmful levels of hazardous chemical substances they must be assigned and wear proper respiratory protection. Respirator use is also required when an individual may be exposed to designated substances due to the ALARA principle, even when higher level controls have been implemented.

The Company shall ensure proper selection of appropriate, NIOSH-approved respirators to protect involved personnel from specific chemical agents, according to the requirements of CSA Standard CAN/CSA-Z94.4-93, Selection, Use, and Care of Respirators and other critical factors (as specified in the Respiratory Protection Program). Non-approved respirators are not permitted for use in the workplace.

Dominion Masonry will ensure respirators:

- Are carefully selected to protect against the specific physical state of the chemical agent (e.g. dust, mist, oil, fume, gas/vapour).
- Of an air-purifying type are never used to protect against oxygen deficient or immediately dangerous to life or health (IDLH) atmospheres.
- Of a single use, disposable, filtering facepiece type (dust masks) and respirators with only particulate filters are never used to protect against gases/vapours.
- Of a single use, disposable, filtering facepiece type are also not used to protect against select chemical agents such as asbestos, lead, silica etc.

Filters or cartridges will be carefully selected by the Company (with assistance from a Qualified Person (i.e. Industrial Hygienist), as required) to ensure filtering or adsorbing materials are specific and appropriate to the chemical agents to which individuals may be exposed.
Where there may be exposure to both particulates/dusts (or fumes, mists) and gases/vapors, dual-cartridge (combination) systems that contain both a particulate filter and adsorbent materials must be used.
The Company shall ensure no one assumes that a particular filter or cartridge system protects against some or all types of chemical agents. Where required, a Qualified Person must be engaged to assist with filter or cartridge selection.

Prior to use of the assigned respirator, Dominion Masonry will ensure the individual is:

- Properly trained in the selection, inspection, use, care and maintenance of the respirator; and
- Fit tested in the specific brand, model/type, and size of the respirator, to verify effective seal with the user's face.

Qualified, trained and competent "Fit Testers" (whether internal or external) shall only perform fit testing. Fit testing does not constitute or replace proper training and instruction in respirator use.

Refer to the Dominion Masonry Respiratory Protection Program for further requirements.

Hand Protection

Where individuals may be exposed to a hand injury as a result of punctures, cuts, pokes, chemical exposure etc. they will be outfitted with gloves of a suitable type and material to protect the hands from the specific hazard. Gloves must be selected and fitted such that they do not become a hazard unto themselves.

Regarding hand protection against chemical substances, no one glove or material type can protect against all hazardous substances. The company shall not let anyone assume that certain gloves (latex, nitrile, rubber) can protect against all types of chemical agents.

Each type of chemical requires a specific glove material type that has been tested to confirm its protective properties against that specific substance. Gloves are generally rated as having poor, fair, good or excellent protection against specific chemical splashes or immersions.

In order to select the appropriate glove type to protect against the specific hazardous chemical substance, a supervisor will properly research and select gloves that are suitable for the specific work tasks, processes or operations, and/or chemical hazards/risks. When conducting tasks such as using a soil tamper/vibrator workers may be required to wear anti-vibration gloves or when working with sharp objects, workers should wear a cut level glove appropriate for the type of work.

Where the hand (or other limb/body) protection is used to protect the skin against contact with a hazardous chemical substance and it becomes or is rendered ineffective due the contamination, the equipment must be promptly taken out of service, properly discarded, and new, effective protection must be obtained and used.

Hearing Protection

When “loud or noisy” tasks or activities are conducted, or where there are operations or processes that emit elevated levels of noise, the company shall ensure all affected personnel properly use hearing protection such as ear plugs or muffs.

Noise is considered elevated when levels meet or exceed 85 dBA. This can be subjectively determined by using the “shout” principle: if a person needs to raise their voice, yell or shout to be heard during conversation, then the noise levels are at approximately 85 dBA, and hearing protection are more than likely required.

Depending on anticipated measured levels of noise, in select noisy circumstances (greater than 100 dBA), individuals may need to utilize “dual hearing protection:” combination of plugs and muffs over top.

The specific type of hearing protection required will depend on several factors, which shall be evaluated by qualified person such as a supervisor or safety professional (as required), prior to selection:

- Results from noise measurement studies;
- Known or estimated daily occupational noise exposure;
- Hearing ability of the individual; (annual test review)

- Communication requirements during work performance;
- Use of other PPE in conjunction with hearing protection;
- Temperature and/or climate conditions; and/or
- Physical constraints of the individual or work task.

Packaged ear plugs do not normally need inspections as they are meant to be used for a single or, at most, a few times, and disposed thereafter. If the ear plug becomes damaged or defective, then another fresh, new set must be obtained and used.

Refer to the Company's Hearing Conservation Program for further requirements.

ELEMENT 7 PREVENTATIVE MAINTENANCE

Policy

It is company policy that everyone uses and maintain all equipment and materials and to record any equipment found unsafe at the workplace.

All tools, equipment and vehicles must be properly maintained so that workers are not endangered. 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 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.

Dominion Masonry has created a preventative maintenance program to maintain good working practices. Allowing a piece on equipment to fall into disrepair or perform in a faulty manner is just as dangerous as using equipment in a careless or thoughtless manner and will not be tolerated.

This section has been included in our safety manual to highlight the importance of proper maintenance as a vital part of an OHS Program. In addition to ensuring that workers use the tools and equipment properly, 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, damage, and lost production.

It is our policy to ensure that all tools, equipment, and vehicles are well maintained in order to reduce the risk of incidents or injuries.

- Only properly trained workers are to use tools, equipment, and vehicles.
- Inspect all tools, equipment, and vehicles before using.
- For vehicles, inspection will consist of doing a circle check.
- If applicable, maintenance schedules for all tools, equipment and vehicles are to be respected.
- Projects are required to have a competent person conduct quarterly tool and equipment inspections, Prior to tool or equipment usage, workers must complete pre-use inspections.
- If at any time a worker identifies that a tool, equipment, or vehicle is unsafe for use, they are to properly tag the item and inform the supervisor immediately.
- Tools, equipment, or vehicles that are tagged unsafe shall be either repaired or replaced. Head office shall be informed.

REMINDER: Always use Hand and Power Tools Safely

1) Select the right tool for the job
2) Keep tools in good condition
3) Use tools as per manufacturers specifications

4) Keep tools in a safe place

Equipment Maintenance & Repair Schedule

All Dominion Masonry equipment used at the workplace must be documented. A scheduled preventative maintenance must be performed by a competent person as per manufacturer's specification, regulatory requirements and/or industry standards.

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 the person(s) performing the maintenance are competent (e.g. licensed mechanic).
- Retaining records of maintenance/service conducted.
- Specifying who is responsible for overseeing equipment maintenance and where the records are kept.
- Set up a system for removal and tagging of damaged or defective tools and equipment.

Note that this schedule does not take the place of pre-use inspections and that all equipment must be continuously monitored for damages or other potential hazards.

Equipment Type	Frequency
Forklift	
Hydrolift	

Equipment Manuals & Instructions

All equipment manuals, instructions and other relevant materials provided by the manufacturer must be readily available at the workplace.

The operator's manual must be available to any worker operating the equipment when requested.

Note that access to an operator's manual does not replace the need for worker training or the creation of a Safe Work Practices / Safe Job Procedures.

Damaged Tools or Equipment Lock-out or Tag-out

Any equipment that becomes damaged or otherwise poses a risk to workers must be removed from service and marked in such a way that workers will not use the equipment. Large pieces of machinery that cannot be removed must be "locked out" in such a way that they are not operable.

Equipment may not be returned to service until it has been repaired and deemed safe and operable by a qualified person.

See Lockout / Tagout Program" for more information

Qualifications & Training

The qualifications of operators are key to the success of the maintenance program. All individuals who operate our mobile equipment, vehicles, etc., will have the appropriate skills, accreditation and/or certification. This applies both to company employees and contracted equipment services.

The approval processes include the following:

- Employees must possess a valid driver's license or possession of a permit from Highway Traffic Board to operate powered mobile.
- Successful completion of a practical operating examination administered by competent and authorized prior to use.
- Vision to meet the job requirements - corrective eyeglasses and/or contact lenses must be always worn during working hours.
- No history of a health condition or any other physical disability or impairment which would pose a safety risk to themselves, fellow workers, or the public.
- Training operators will receive a company orientation in the following areas:
- Responsibilities - Job duties, equipment operation and care
- Familiarity and comprehension of safety requirements for the piece of mobile equipment which they are to operate
- Manufacturers' operating and maintenance manuals
- How to communicate to the maintenance personnel when there is a problem with that specific piece of equipment

Pre-Operational Inspections

All mobile equipment must be inspected by the operator prior to each shift. Inspections must be recorded and conducted in accordance with the safe work practices/procedures, OHS legislations and the manufacturers specifications for the specific piece of mobile equipment.

Records

The maintenance program contains a recording system. Part of this system is made up of inventories and schedules. In addition, the recording system should document what maintenance work was done, when, by whom and be filed.

ELEMENT 8 TRAINING & COMMUNICATION

Policy

Education and Training are key components of Dominion Masonry Health, Safety and Environmental Program. Education will be instruction of a general nature (for example, learning the requirements of the WHMIS/GHS Program). Training will be job specific (for example, learning the correct way to set up and use personal protective equipment or personal fall protection). Both education and training will be provided for all employees according to their needs.

Our objective is to have zero harm at the workplace. Our Training Program will provide the skills and equipment necessary to perform the task safely. All workers must receive a Safety Orientation regarding our OHS Program to familiarize themselves with our safety expectations. Additional mentoring and close attention will be given to new and young workers.

All Supervisors are encouraged to recognize that their active and effective participation in Health and Safety onsite is required to reduce injuries and incidents.

Dominion Masonry also gives special attention to new employees and new and young worker by providing an orientation program that will make certain they are familiar with emergency procedures and that they can perform their duties in a safe and efficient manner. Safety awareness, productivity and quality workmanship will be stressed.

Orientations

All Dominion Masonry and trade partners prior to beginning work they must first complete a site safety orientation. Each supervisor and trade partner are expected to ensure their employees attend the orientation. Written documentation is to be kept confirming the worker received the orientation.

Dominion Masonry will make periodic checks to ensure workers are adhering to the Occupational Health and Safety Program.

Orientation of workers should include but not be limited to:

- Familiarization with our OHS program and site regulations.
- The location of first aid facilities.
- Emergency procedures.
- Incident and injury reporting procedures.
- Review of hazards and controls.
- Reporting hazards and near misses.
- The right and responsibility of workers to refuse to perform unsafe work.
- The importance of teamwork and cooperation on site.

- Applicable company policies and programs.

It is the responsibility of everyone to ensure that safe working conditions are maintained at the workplaces.

All new workers will be given an orientation prior commencing any work activities onsite. Safe work practices and procedures, site emergency procedures, site safety rules and direction with respect to safety responsibilities on the workplace will be discussed.

It shall be the responsibility of the Supervisor and Site Safety Coordinator to ensure that each subcontracting worker receives an adequate orientation to the project. These orientations must be formal, not abbreviated and documented on the appropriate form provided in this manual.

Documents used for orientation purposes must be filled out completely as required with all areas visibly recognized as reviewed with the worker. Documents not completed adequately will be recognized as inadequate orientations conducted and the individual will be required to complete the orientation meeting again.

New & Young Worker Orientations

A “new worker” is defined, under the WSBC OHSR (Section 3.22), as any worker who is:

1. New to the workplace;
2. Returning to a workplace where the hazards in that workplace have changed during the worker's absence;
3. Affected by a change in the hazards of a workplace; or
4. Relocated to a new workplace if the hazards in that workplace are different from the hazards in the worker's previous workplace.

A “young worker” is defined as any worker who is under 25 years of age.

All new hires (new and/or young) shall be appropriately, specifically and properly safety oriented and trained, before the individual commences work in the workplace. As before, production or scheduling shall never be used as a reason for leaving a new/young worker un-oriented or untrained.

Dominion Masonry is responsible for providing this training to their new/young workers, related to both their tasks and the specific worksite hazards/risks.

A new/young worker must only be sent to a site with a competent Supervisor. These Supervisors must be specifically assigned to monitor and oversee safe work performance. Where a Supervisor cannot be promptly sent to the worksite, the Company shall request the new or young worker to leave the workplace.

All Employers must assign a qualified, competent and experienced Supervisor to each new or young worker. Supervisors are required to:

1. Carefully and regularly monitor and oversee their assignee’s:
   a) Work and progress; and
   b) Work safety performance;

2. Determine potential gaps in health and safety knowledge, skills; and
3. Identify any need for further education, training, and instruction.

The following topics must be included in any new or young worker's orientation and training under WSBC OHSR 3.23 New/Young Worker Orientation and Training:

- Name/contact information of assigned Supervisor.
- Rights and responsibilities – under the Act and regulations – of the Employer and new/young worker, including:
- Reporting unsafe conditions; and
- Right to refuse unsafe work.
- Workplace health and safety rules and policies.
- Hazards to which they may be exposed, including risks from robbery, assault or confrontation.
- Working alone or in isolation.
- Discrimination, bullying, harassment and workplace violence.
- PPE;
- Location of first aid facilities, means of summoning aid and reporting illnesses and injuries.
- Emergency procedures and protocols.
- Instruction and demonstration of their required work task or work process.
- Details and requirements of this Program.
- WHMIS information requirements, as applicable.
- JHSC and/or worker safety representative (as applicable) contact information.

If any new or young worker cannot sufficiently or safely perform their assigned tasks, then Dominion Masonry is required to provide additional safety training; this shall also occur upon the individual's request.

Visitor Orientations

All visitors (consultants, inspectors, etc.) entering the project and not partaking in any hands-on duties must be provided with the "Visitor Orientation". The information provided shall be the basic emergency and specific hazards encountered while on their visit.

Orientations of visitors must be documented and kept on file at the project for further reference when visiting. No visitor shall enter the construction portion of the project for any length of time without this orientation process completed.

Supervisory Training

Dominion Masonry will provide adequate training to the superintendents and foremen on the projects through formal classroom instruction. The training of our supervisors is a logical first step since supervisors will help train the other employees. Supervisors are key figures in the implementation and overall success of the OHS program and loss prevention system. As a minimum, supervisors will be trained in the following areas:

- The need to establish and maintain safe and healthy working conditions.
- Legal requirements for Supervisors directing workers.
- The hazards associated with a job, the potential effect on employees, and the rules, procedures and work practices for controlling of these hazards.
- How to relate this information by example and instruction to employees, to ensure that they understand and follow safe procedures.
- How to investigate incidents, and to take corrective and preventive action to prevent recurrence.
- Inspection techniques.
- What to do in case of an emergency involving fire or personal injury.
- Conducting effective crew talks.
- Disciplinary procedures and how to address them.

Employee Education & Training

Employees may create dangers through their own actions if they have not been properly trained. Hazardous situations can be avoided or made less dangerous if employees receive appropriate training instruction. Training of workers is essential to the success of our safety and management commitment, danger assessments and control, and safety planning rules and work procedures.

Supervisor and/or foreman are responsible and accountable for observing the activities of the employees they direct. The superiors will correct incorrect or unsafe behavior and the employee will be shown the correct way of doing the task.

We will ensure that all their immediate workers are trained in their duties and if not, the company will provide the means for the specific training.

Job Specific & Refresher Training

Job specific safe work training will be provided to the workers by the Supervisor which may include work activities, use of tools, safe job procedures and safe work practices. One of the options that are available would be to provide these training sessions during regular Toolbox Meeting.

On a Toolbox Meeting, workers are encouraged to raise their questions or safety concerns. All of the safety concerns will be discussed during the Meeting and workers are also encouraged to participate in developing a corrective action plan.

Management will also attend a Regular Toolbox Meeting and ensure that all safety concerns that have been discussed will be addressed immediately. Furthermore, Management will ensure that the Corrective Action Plan developed will be implemented accordingly. Management participation is a good practice as it set as an example to our workers to show our commitment and support to our workers. It is also our way of promoting our policy and expectation.

Training sessions and Toolbox Meetings are to be documented, noting the training given with names and signatures of all participants.

Many tasks and/or activities require workers on the project to be trained prior to commencing the actual task. Supervisors shall ensure workers are always trained on site as part of our prevention loss system.

Trade partners shall ensure that their crews have specific training according to their tasks prior to arriving on site. Trained individuals may not necessarily be required to possess an actual card of certification provided the trade partner can prove through documentation that the worker partook in a training program through the company or other outside resource.

Training shall be provided for employees as required by their activities. Training shall consist of, but not be limited to the following:

- PPE requirements.
- Fall Protection.
- Safe Work Practices (applicable to the employee).
- Safe Job Procedures (applicable to the employee).
- First Aid (applicable to the employee).

Toolbox Meetings

The purpose of the tailgate safety meeting is to provide timely information on safety items and concerns relating to the projects activities and working environment.

Weekly toolbox meetings by Dominion Masonry and Trade Partners to be led by a Supervisor/Foreman. Toolbox Meetings to provide an important communication link to the crew. Minutes of these meetings shall be recorded with a copy forwarded to the Site Superintendent or Site Safety Coordinator upon completion. Minutes must be placed and filed in the appropriate binder for future reference and/or review.

Supervisor & Management Meetings

Safety will always be on the agenda of any management or supervisory meeting. Meetings involving key personnel shall be held annually, at the minimum (or sooner as required). Topics may include, but are not limited to:

- OHS policies, programs, plans, procedures
- Safety/risk trends, statistics
- Incidents/accident statistics, reports
- Government inspection reports, orders
- Corrective action reports
- Workplace hazard inspection results
- Annual safety goals/objectives progress
- Safety infractions, disciplinary actions
- Corporate/departmental safety items
- Workplace safety performance

Safety action items, including corrective actions and remedies, shall be detailed on all meeting minutes, and shall be tracked and recorded accordingly. Assigned Managers shall be responsible for leading, managing, coordinating and assisting with implementing required actions, with support from the Safety Division (or other assigned personnel) as required.

ELEMENT 9 INSPECTIONS

Policy

Office, shop and work site inspections will be conducted monthly by the CSO and/or worker members of the JOSH safety committee.

Inspection reports we be reviewed at monthly safety meeteings.

Workplace health and safety inspections are key in the prevention of incidents. The purpose is to:

- Identify existing and potential hazards & risks
- Identify existing and developing unsafe behaviors
- Prevent hazardous situations from developing
- Correct hazardous situations before they cause incident or injury
- Ensure compliance with standards and regulations.

It is management's responsibility to ensure that the hazards identified through these inspections are corrected and eliminated or, where elimination is not practical, controlled, and that workers are protected from them.

Inspections shall occur at intervals that prevent the development of unsafe working conditions, as detailed below

Monthly inspections shall be conducted for all:

- Excavations
- Worksites and surrounding areas
- Buildings, facilities, structures
- Tools, equipment, machinery
- PPE

Inspection Types

The inspection process at the worksite is not to be limited to formalized inspections conducted by the supervisors and workers. The expectation is that there will be other active inspection processes in place. The required inspections, who will conduct them, and the frequency of the inspection is summarized as follows:

Inspection	Inspected by	Frequency	Reporting Requirements
Operator's Daily Inspections (formal)	Equipment operators	Daily prior to starting work	Daily logbook – report defects & repairs required
Daily Informal	All personnel including supervisors	On-going as tasks and conditions change daily	Informal – ensure hazard identified and controlled Daily inspection recorded on the daily FLHA or log
Work-site general	Safety Coordinator, Supervisor and Workers on site.	Monthly	Inspection report reviewed by management and Corporate Safety

Operator Inspections

Pre-use inspections will be conducted by all personnel prior to operating machinery, equipment, or power tools. Hand tools will also be inspected prior to use. Any defective equipment, tools, etc. will be 'tagged out' and removed from service until such time as they can be repaired. The person using the tools or equipment is responsible for its safe operating condition, and to ensure any defects are reported to his/her immediate supervisor.

All inspections of power tools, equipment and machinery contribute to the on-going maintenance program. Pre-use inspections will help to ensure tools and equipment are maintained in accordance with applicable standards. These standards include the manufacturer's specifications, standards organizations (CSA, ANSI, etc.) and WorkSafeBC Requirements.

Mobile equipment operators (crane, backhoe, excavator, etc.) are also required to maintain an equipment logbook in accordance with OHS Requirements (ref. OHS 4.9). It is important that logbook entries detail what was inspected, and the conditions found, e.g. details of the pre-use check – fluid levels, operating controls, etc.) Logbooks must be kept with the equipment and be readily available should an inspector ask to look at the logbook.

All tools are to be inspected prior to use by the worker. Tools that are damaged are to be tagged and removed from service until repaired. Tools that cannot be repaired are to be removed from service and inventory updated.

PPE:

Basic and Specialized PPE must be inspected prior to use by the worker. Damaged equipment should be tagged and removed from service immediately. Some PPE inspections will be recorded. Refer to Element 6 of this OHS Program for more information about PPE Inspection.

Workers are not to attempt repairing vehicles, tools, equipment or PPE unless authorized to do so by management, regulation and/or equipment supplier/manufacturer, as applicable. Inspections to be performed after repairs are completed to ensure safe operating condition prior to return to service.

All vehicles, tools, machinery, equipment and must be inspected as per their manufacturer's instructions.

Daily Inspections (Informal)

All Dominion Masonry personnel will operate in such a way as to be constantly aware of the need to correct hazards that may be present. The Supervisor will conduct informal inspections as part of this regular activity. All workers will help in the on-going process of hazard identification and control.

Formal Inspections of the Workplace

In addition to daily informal inspections, Dominion Masonry Managers shall ensure more formal inspections are to be conducted for more frequently for high-risk environments.
These inspections must be performed by the following personnel:

- Managers/Supervisors
- Workers
- Prime Contractor or Trade Partner
- Safety Representatives

Formal inspections are more thorough, detailed and comprehensive than informal ones. They will include inspection of all workplace areas, processes or operations, regardless of active work in those locations, as well as related safety documents and items as follows:

- Safe Work Practices & Safe Job Procedures
- Safety Plans
- Hazard Controls
- Policies and Protocols

Inspection areas must encompass all potential, associated hazards that may be encountered at the specific workplace, and take into consideration the risk rating for these hazards. Example inspection areas include, but are not limited to:

- High traffic locations
- Lifting equipment, cranes, hoists, rigging
- Chemical storage areas
- Restricted work areas
- Demolition areas
- Noisy locations
- Hazardous material locations
- Storage areas
- Wildlife/animal interaction areas
- Pinch points/moving part locations
- Work Platforms/Scaffolding
- Confined spaces
- Water Bodies
- Lockout/tagout locations

Special Inspections

Special inspections may be required either by legal requirements or due to circumstances. Special inspections are required if there is a report of a failure, malfunction or accident/incident.

These may quickly turn into an investigation if it involved a near miss or injury. This requirement comes from the WorkSafeBC OHS Regulation Section 3.7. Special inspections in response to incidents, accidents or mechanical breakdowns will be done by the most qualified person(s) available.

When a member from WorkSafeBC is attending the workplace, a Dominion Masonry Supervisor must be present during the inspection and closeout.

Performing Inspections

All levels of the organization are encouraged to participate in performing inspections. Inspections must, where feasible, include the participation of members of the JHSC or Worker Health and Safety representatives, as applicable. When conducting inspections, follow these basic guidelines:

Use provided checklists. Checklists ensure consistency and thoroughness.

Take notes, but do not unnecessarily disrupt work activities.

Observe the task and compare to procedures.

Stay away from any hazardous task, observe from a distance.

Draw attention to the presence of any immediate danger - other items can await the final report.

Shut-down - and lock out if needed- any hazardous item that cannot be brought to a safe condition until repaired.

Do not operate any power tool or equipment yourself, ask the operator for a demonstration if needed. If the operator of any power tool or piece of equipment does not demonstrate competency nor knows what dangers may be present, this is cause for concern.

Never ignore any item if you do not possess enough OHS knowledge to make an accurate judgement.

Clearly describe each hazard and its exact location in your rough notes. Allow "on-the-spot" recording of all findings before they are forgotten. Record what you have or have not examined in case the inspection is interrupted.

Ask questions, but do not unnecessarily disrupt work activities. This may interfere with efficient assessment of the job function and may also create a potentially hazardous situation.

Consider tasks that the workers may also perform that you did not observe.

Consider situations you did not witness but know happened or will happen. Such as moving material to the work area, taking a heavy tool up a ladder, cleanup of dust/debris after chipping, etc.

Do not try to detect all hazards simply by relying on your senses or by looking at them during the inspection. You may have to monitor equipment to measure the levels of exposure to chemicals, noise, or biological agents.

Take a photograph if you are unable to clearly describe or sketch a particular situation. Avoid showing a person’s face or anything that identifies them, the purpose is to correct and improve, not to find blame.

Completion of Inspections

Unsafe conditions and behaviors are to be corrected as identified during inspections. Supervisors must ensure that high- risk situations are remedied immediately, with other risks addressed in a timely manner. Recurring problems and non- resolved issues are to be brought to the attention of the superintendent, safety coordinators and Management for review and action when necessary. Reporting issues to management may also be necessary if matters are not resolved on a timely basis.

ELEMENT 10 INVESTIGATIONS AND REPORTING

Policy

Investigation of incidents and near-misses must be performed to determine the root causes and prevent reoccurrence after an incident investigation is conducted, and a report completed and reviewed by Management. Lessons learned from an incident will be communicated to all employees through Toolbox Meetings and posted in the workplace. Corrective Action Plan will be discussed to ensure that all personnel are aware of the incident and will abide by the corrective action plan implemented to prevent reoccurrence.

The information in this section does not take precedence over the applicable requirements in the Workers Compensation Act and any applicable regulations, with which all employees shall be familiar.

Regulatory Reporting Requirements

In accordance with the Workers Compensation Act, the below incidents must be reported and investigated immediately:

- Resulted in a serious injury or death.
- Involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation.
- Involved a major release of a hazardous substance.
- Involved a fire or explosion that had a potential for causing serious injury to workers.
- Any incident required by the regulation to be reported.

The above situations require that the Workers Compensation Board is contacted immediately by telephone without delay to the 24-hour emergency reporting number **604-273-7711** The incident scene must not be disturbed unless directed by an officer of the board or a peace officer, except to:

- Attend to persons injured or killed
- Prevent further injuries; and
- Protect property that is endangered because of the incident.

In accordance with the Workers Compensation Act, additional incidents below must be investigated immediately:

- Incidents that resulted in an injury requiring medical treatment by a physician
- Incidents that did not involve injury but had a potential for causing serious injury.
- Any incident required by the regulation to be investigated.

Investigations will be conducted by persons knowledgeable of the work involved. Managers, supervisors, Safety Coordinators, JHSC members and a worker representative, if reasonably available, will participate in the investigation. The services of an external OHS Advisor/consultant may be procured if deemed

necessary by management. Information shall be recorded on the form provided in the forms section of this OHS Program, and management shall review the reports with the employees.

Reports shall be sent to Dominion Masonry Office and will be forwarded to the appropriate parties by management. Under no circumstances are any reports to be submitted to WorkSafeBC on behalf of the company until management has reviewed them and signed off.

Objectives

Incident investigation is an important part of an effective OHS Program. All significant incidents, as well as near misses, must be investigated as soon as possible. The goal of an investigation is to prevent future reoccurrence, not to find blame or place fault. All incident investigations will be initiated as soon as possible after the occurrence, to:

- Prevent reoccurrence.
- Identify the root cause or causes and where the safety management system failed to prevent the incident
- Create the action plan needed to correct the root causes and safety management system failure and follow up to ensure corrections are made on a timely manner.
- Investigation Requirements

Preliminary Investigation must be performed within **48 hours** to the types of incidents indicated above, to:

- Identify any unsafe conditions, acts or procedures that significantly contributed to the incident
- Determine the corrective action necessary to prevent, the re-occurrence of similar incidents while the full investigation is being performed

A preliminary investigation is an opportunity for employers to identify any unsafe conditions, acts, or procedures that must be addressed so work can resume safely until a full investigation has been completed. The investigation may be requested by WSBC and must be provided upon request within **48 hours**.

Any corrective actions identified during the preliminary investigation must be completed as soon as possible. Both the investigation report and corrective actions report are to be submitted to the site Joint Health and Safety Committee as soon as practicable.

The preliminary investigation report must contain as a minimum:

- Employer's identification and contact information.
- The place, date, and time of the incident.
- Type of occurrence, injury, and a brief description of the incident.
- The names and jobs of the injured person(s), witnesses, and any other persons whose presence might be necessary for a proper investigation of the incident.
- The sequence of events preceding the incident.
- Identification of unsafe acts, conditions or procedures that significantly contribute to the incident.

- The names and job titles of the person(s) conducting the Preliminary Investigation.
- Action items taken or to be taken to prevent reoccurrence between the incident and the final investigations.

A Full Investigation must be performed directly after the preliminary investigation is completed, and within **30 days** of the incident occurrence, the full investigation is to:

- Determine the root causes (underlying factors) of the incident.
- Identify any unsafe conditions, acts or procedures that significantly contributed to the incident.
- Determine corrective actions necessary to prevent reoccurrence of similar incidents.

A full investigation involves carefully analyzing the facts and circumstances to identify the underlying factors that led to the incident. The investigation must be submitted to both WSBC and the Joint Health and Safety Committee within **30 days** of the incident occurrence. Any corrective actions identified during the full investigation must be completed as soon as possible. And a report of these corrective actions is to be submitted to management and site Joint Health and Safety Committee as soon as practicable. The incident report form in the Forms section of this program shows the information required by the regulations.

In addition to the information required in the Preliminary Investigation Report, the Full Investigation Report must provide:

1. Dominion Masonry legal name, address, contact number, email address, and WorkSafeBC account number.
2. The identification and contact information of other relevant workplace parties such as an owner, prime contractor, any persons involved, or persons implementing the corrective action following the full investigation.
3. The root causes (also known as underlying factors) of the incident.
4. Full and detailed description of the incident.
5. The names of the person(s) conducting the Full Investigation.
6. Additional corrective actions necessary to prevent reoccurrence, with the estimated and actual completion dates.

Management must ensure that all incident investigations have been followed up to ensure that corrective actions are completed in due time. Follow-up will be based on estimated completion time.

Near Miss, Environmental and Property Damage Investigations

All employees are required to report Near Misses, environmental and property damages to their direct supervisor. Near Misses with a high potential to cause a severe injury or property damage will be fully investigated and communicated to all sites

Conducting an Investigation

Three stages of an incident should be investigated:

1. Pre-incident stage - the factors that permitted the sequence of events leading to the incident. These may include:
    - Employer characteristics (trade, size, safety program, supervision, equipment maintenance, etc.).
    - Employee characteristics (age, sex, occupation, health, experience, training, etc.).
    - What wasn't "normal" before the incident compared to other days where the same job/task is done; what new conditions were introduced this time.
2. Incident stage - the immediate factors in the incident. These may include:
    - What was the victim doing (task, specific activity, posture, location, etc.)?
    - What's the usual way of doing this task, activity, etc.
    - What SWP, SJP, PJRA, etc. were in place, how applicable, instructed to workers, and followed.
    - Working conditions; was worker supervised, working alone, etc.
    - Materials and equipment directly involved (type, brand, size, guarding, condition, etc.).
    - Immediate causes and actions that led to the incident (fall, trip, slip, horseplay, etc.).
    - Environmental characteristics (weather, lighting, noise, temperature, vapours, ventilation, etc.).
3. Post-incident stage - the factors occurring after the actual incident that minimized or increased the seriousness of the incident. These may include:
    - Emergency response plans / Evacuation plans.
    - The response time of emergency personnel.
    - First aid available on site.
    - Location and condition of emergency equipment.
    - Personal protective equipment worn or unused.

During the Investigation

Information collection during an investigation will include the below means:

Observation: Visit the incident location. Make yourself thoroughly familiar with the area, and the machinery/ equipment involved. The workplace will give valuable clues as to the reasons of the incident if it is examined before anything is moved. Consider observing a similar job for comparison.

Documentation: Supporting documents must be collected during the investigation process and may include, but is not limited to the items listed below:

- Field Level Hazard Assessment
- Sign in sheets
- Maintenance logs
- Training records
- Tool/equipment inspection report
- Permits
- Job procedures

- Worker orientation
- WSBC Report
- Other documents as required
- Diagrams/sketches/blueprint
- Photos

Interview: Witnesses and other persons who have details about the incident. Interviewer must be objective; look for facts, not opinions or speculations. The interviews with employees and eyewitnesses should take place as soon as possible and should be kept confidential.

Investigation Review & Communication

The Health and Safety Committee will review incident Investigations and if the Committee makes further recommendations, they will be reviewed. Management, along with the Occupational Health & Safety Committee will assess the corrective actions when they are completed and determine if they have been successful.

Reports will be reviewed with applicable trade partners and prime contractors where required

Lessons learned from investigations will be communicated to all workers on all our sites. This will be done in the weekly Toolbox Talks with all workers. Management will be responsible for the implementation of company-wide action items that result from incident investigations.

ELEMENT 11 EMERGENCY PREPAREDNESS

Policy

Dominion Masonry will develop emergency response plans for various, anticipated and identified emergency situations. Planned and efficient response measures shall be selected and/or developed and implemented as required and as prescribed below. The Prime Contractor will be responsible for this process, related to their work, but in collaboration with the Company and specific workplace conditions as required.

A risk assessment will be performed by key representatives to identify all hazards/risks that could adversely affect the health, safety and well-being of personnel during an emergency situation.

Formalized site-specific emergency procedures will be prepared by the Company for each worksite where the Company is the prime contractor or sole contractor working on site. These procedures will include emergency response, care of injured workers, reporting requirements, and corrective follow-up for all injuries and serious accidents.

The procedures will be made available through the supervisory personnel and the qualified coordinator when this position is required to be filled by the Company. The procedures will be developed bearing in mind that no job is immune to the possibility of a catastrophe at any time. The procedures will be thoroughly outlined, made known to all workers and enforced.

Although it is not possible to predict if an emergency may occur onsite, we have a very good understanding of what those emergencies could entail. Incidents involving workers, such as a fall, or equipment, such as a forklift tipping over, or those which involve both workers and equipment are all potential candidates for emergency situations.

The purpose of the emergency response team is twofold:

1) First and foremost, the team works in a coordinated manner to ensure that the site remains free from recognized hazards and that areas which could become potentially hazardous are identified and plans are developed for controlling any hazard that may become real over time.
2) Second, they respond to emergency situations on site under the direction of Site Safety Coordinators or First Aid Attendant as the case may be.
3) Some sites, due to their size, may not require a dedicated emergency response team. This does not preclude the requirement for the site to have an emergency plan in place and for the plan to be reviewed and practiced from time to time.

Responsibilities

Supervisor Responsibilities

Supervisor responsibilities include:

- Conduct a head count of all workers at the muster station using the daily toolbox meeting sheet
- Contact Senior Management immediately to inform them of the emergency
- Report any missing workers

- Help secure the scene of the accident if required
- Assist the first aid attendant if you are able

First Aid Attendant and Safety Coordinator Responsibilities

First Aid Attendant & Safety Coordinator responsibilities include:

- Attend to the emergencies without delay
- Be clearly visible to workers, so they know who to ask for help from. First aiders should not engage in work activities that will impact response time
- Respond to emergencies with a first aid kit for minor injury treatment if necessary
- Conduct emergency response drills regularly

Emergency Response Communications & Protocols

Upon notification of an emergency the Site Safety Coordinator (site superintendent) will notify the emergency response team. The team's primary purpose is to assist the Site Safety Coordinator in managing the emergency.

Members of the team should be selected based on their ability to respond. It is not required that each trade on site be represented on the team, but the numbers should reflect the size and complexity of the site.

Routine training should take place to ensure that the team members understand their role and know where specific pieces of equipment are located which may be required by the Site Safety Coordinator.

1) The team should be familiar with the following:
2) The location of the Designated Emergency Platform (DEP) box or packaging system and how it is used.
3) The location of first aid equipment which may be required.
4) The location of specialize equipment used for rescue.
5) The various alarms used onsite.
6) The location of the marshalling area.
7) The location of all access/egress points on site.
8) The location of fire hydrants and on-site standpipes.
9) Any hazardous areas on site which are not available for emergency evacuation.
10) How to contact the Site Safety Coordinator/first aid attendant.
11) Where the meeting point is for emergency services.

Drills should be held at times when the possibility for injury to workers is minimized. For example, an emergency evacuation drill should not be held on a day when concrete is being poured.

First Aid/Medical Assistance:

- 3 short air horn blasts.

- Summoning via first aid designated radio.
- Summoning via use of general site radio system.
- Summoning via call on mobile phone.

Fire/Evacuation:

- 1 long air horn blast.
- Use of closest fire pull station.
- Summoning via use of general site radio system.
- Summoning via call on mobile phone.
- Audible yelling.

Rescue:

- Per established, written rescue procedures and designated communication devices/ systems.
- Hazardous Substance Spills:
- Summoning via use of general site radio system.
- Summoning via call on mobile phone.
- Personal notification report to superior or Company representatives.

Natural Disasters:

- 1 long air horn blast.
- Summoning via use of general site radio system.
- Summoning via call on mobile phone.
- Audible yelling.
- Personal notification report to superior or Company representatives.

Threat:

- Summoning via use of general site radio system.
- Summoning via call on mobile phone.
- Audible yelling or personally notify a supervisor

Emergency evacuation routes must be identified and reviewed frequently to ensure access remains clear. All routes must be identified on site plans and signage should be posted if the route is through an area which is not accessed regularly by workers.

Workers must only use designated emergency routes when evacuating work areas. No other egress routes are authorized due to the possibility of injury. If a worker uses a route which is not authorized, and they become injured we may not find them in a timely manner which could complicate their injury.

Fire Department Communication

The local fire department must be immediately notified of any emergency situation that involves the following substances in quantities that may endanger professional firefighters:

- WHMIS designated (hazardous) products
- Explosives
- Pesticides

- Radioactive materials
- Consumer products
- Hazardous wastes

The person making the call to the fire department must notify that department of the nature and location of the hazardous materials or substances, and methods that must be used in their safe handling. This may include referencing and providing the specific SDS of those substances, as available and applicable.

Utility Service Owner Communication

Utility providers (electric power, gas etc.) must be immediately notified, per their specific requirements, if work tasks or operations have caused a "strike" and/or subsequent damage to that provider's utility service.

Fire Emergency Response Protocols

When a fire is discovered, all personnel must follow the R.E.A.C.T. principle:

R = REMOVE those in immediate danger.

E = ENSURE room doors/windows are closed.

A = ACTIVATE the emergency communication devices.

C = CALL 9-1-1 and inform operator of emergency situation, including site address.

T = TRY to extinguish or control the fire (if trained and comfortable).

Small/minor fires shall only be extinguished by personnel if:

- They are trained and equipped to do so.
- They will not place themselves or others in danger.
- The correct type of fire extinguisher is available in the immediate vicinity.
- An escape route is available.
- If the person is untrained or unequipped, they shall not put the fire out and must escape from the area via the closest exit point/route.
- Where personnel may be required to use fire extinguishers at the specific workplace, and for select tasks such as hot work, those individuals shall be trained in the proper use of available fire extinguishers, including the "P.A.S.S." principle:
- P = PULL There is a small pin that prevents the fire extinguisher from accidentally being discharged, all you have to do is pull it out and continue on to the next step.
- A = AIM Aim the nozzle of the fire extinguisher low at the base of the fire.
- S = SQUEEZE Squeeze the trigger you just pulled the pin out of. Remember to squeeze it slowly and evenly, so the extinguisher is as effective as possible.
- S = SWEEP Sweep the extinguisher from side to side to cover all areas the fire may have spread

When a fire alarm is heard, or upon being notified of a fire, all personnel must:

- Promptly/safely stop their work tasks.

- Safely switch off/shut down all their tools, equipment and/or machinery.
- Ensure any potentially flammable, combustible or explosive liquids, materials or substances, are removed from the work area if possible (without putting themselves in danger).
- Close all doors and windows when they exit an area, where applicable.
  Assist with, if safe to do so, evacuating fellow workers or persons from the work area and/or premises.
- Proceed along the safest and closest escape route, closing doors behind them (if present)
- Proceed, in a timely manner, to the closest designated muster (assembly) point for head counting and verifications.
- Follow all directions from designated personnel or emergency response forces.
- Not re-enter the area or move from or leave the muster point until instructed to do so.

Personnel are not permitted to do the following:

- Move anywhere other than to the closest escape route (e.g. “upstairs”, to other rooms/areas, etc.);
- Enter a building or area where the alarm is sounding or where the fire is located;
- Carry bags or other bulky articles with them;
- Use elevators (if present);
- Loiter near building/facility entrances/exits;
- Move vehicles, equipment or machinery;
- Leave tools, equipment or materials in locations that obstruct pathways or exit points; or
- Block any access roads.

Natural Disasters

While no one expects a natural disaster to occur, depending on the geographical location of the specific workplace uncontrollable natural events such as earthquakes or floods may occur. As required, a risk assessment will be performed to determine the likelihood of these natural emergencies; proper planning, equipment and trained personnel has been established by the Company to assist with mitigating potential consequences of these events.

Earthquakes

Earthquakes occur frequently, but fortunately are usually too small to be felt. The possibility does exist for a major earthquake to happen at any time. When it happens, you may feel the ground shake and see trees, structures and equipment sway.

If you are inside the building:

Stay calm, drop, cover and hold on.

Do not attempt to exit the building while the shaking is still occurring.

1) Get to a position of safety (i.e. away from objects that can fall on you and away from edges of slabs or floor openings). Sit in an inside corner or other structurally sound point and keep out from under any temporary forms or structures. Do not hesitate, move at once.
2) Do not leave your position of safety until the shaking stops. If you have no position of safety, do what you can to protect yourself. Get down in a forward position and hold your hands over your head clasped together to protect your neck. Keep your hard hat on.

3) After the shaking has stopped, move to the emergency assembly area shown on the site plan and report your name and any injuries. If you are hurt and unable to move, remain calm to conserve energy and call out for help. Rescue teams will be organized to search for the injured. If on the way to the assembly area you find an injured worker, report the location ASAP. Do not move the injured worker as you can complicate injuries. Move only in life threatening situations. Minimize back and neck movement.

Be aware of aftershocks as you may have to repeat the above.

During an earthquake to following events pose the biggest hazard to workers on site:

1) Falling objects.
2) Swinging doors and broken windows.
3) Fires.
4) Electrical hazards.

If you are outdoors

1) If possible, move to an open area.
2) Assume a position of safety and keep low.
3) Keep out of harm's way, i.e.: away from stored materials, trees, mobile equipment, gas or chemical storage, motor vehicles, crew and office trailers or any other objects than can fall and crush you.
4) After the shaking has stopped, move to the emergency assembly area and report in with your name and injuries. If you are hurt and unable to move, remain calm to conserve energy and call out for help. As mentioned before, do not move an injured worker, get help.

Be prepared for aftershocks.

After The Earthquake Has Ended

1) The site superintendent or his designate will ensure:
2) Triage and first aid of injured workers has started.
3) A head count will be conducted listing the last known location of missing workers
4) Rescue teams will be formed to assist the injured and to search for any missing workers.
5) If necessary, hazardous utilities gas/electricity will be located and shut off.
6) No worker is to leave the site without authorization by the Site Superintendent.

Additional Information

1) Do not leave for home. Power will be out, and traffic lights will be also.
2) Traffic congestion will occur, people will panic, and emergency vehicles will be unable to respond to the injured.
3) Have a home plan in advance to give your family its best chance.
4) Stay where you are needed until advised by emergency services. If you are not part of the solution, you are part of the problem.
5) In case of a major disaster, emergency shelter locations will be broadcast by Emergency Services Radio. At this time the local authorities will be advised on how to contact family members.

Lightning

Lightning is a powerful burst of electricity that happens very quickly during a thunderstorm. Lighting is caused by an electrical charge in the atmosphere that is unbalanced, it is a common occurrence in Canada during the summer months.

When there is lightning you need to determine the distance: Count the seconds between the flash of the lightning strike and the next boom of thunder. If it's under 30 seconds, the storm is less than 10 km away.

When a strike occurs within 30km the supervisor must warn all employees on site and all cranes must shut down.

If a strike gets as close as 10km away you must have a full lightning stand down, all equipment must shut down and all employees must seek shelter. Work will not resume for 30 consecutive minutes without a strike within 10 km.

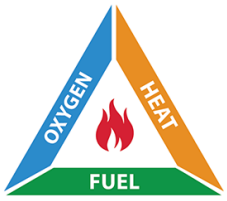
The supervisor will use their discretion based on the duration of shut down whether work will commence or not.

Wildfire

Wildfires are unplanned and dynamic. They change over time based on the weather, available fuel and the landscape. Fire is a chemical reaction to the combination of three elements: oxygen, heat and fuel. Preventing or putting out a wildfire requires managing at least one of these elements.

The Fire Triangle

- **Oxygen** (from the surrounding air)
- **Heat** (ignition caused by lightning or human activity)
- **Fuel** (trees, vegetation or other organic matter)



- All employees, subcontractors and visitors must know the designated muster station on site in case of an emergency.
- All employees, subcontractors and visitors should be signing onto the daily JHA or a sign in/out sheet. In the case of an emergency the supervisors will have access to names to everyone on site so they can conduct a head count.
- Before work starts for the day you must know the danger class rating for your geographic area and follow restrictions as per the wildfire regulation if you're considered "high risk activities" as per the wildfire act.
- Before starting a task, it should be determined if there are fire potential hazards and what controls must be in place before proceeding.

- Dispose of combustibles. Check daily to ensure that debris/trash has been picked up and disposed of properly.
- If there is any hot work on site, the hot work program must be followed, and fire prevention methods must be in place. Hot Work is any temporary operation involving open flames, or production of heat or sparks including, but not limited to, welding (gas or electrical), cutting, grinding, brazing, soldering and hot tar operations. All precautions regarding the hot work permit must be met prior to the start of any work. Hot works must be 12m from combustibles.
- Have a designated smoking area that is away from dry vegetations and buildings. Smoke butts are to be disposed of in water, sand or a special container. A fire extinguisher must be readily available.
- Handle flammables correctly. Store flammables as per SDS, and preferably in a flammable cabinet if possible. If not, keep it out of direct sunlight. (Gas cans, spray paint etc.) Make sure a fire extinguisher is readily available.
- Report and clean up all spills.
- Check for dry vegetation. Avoid starting or parking your vehicle or equipment on top of dry vegetation.
- If working in grass lands area, fire watch for 30 minutes after parking equipment.
- Chain saws and tree cutting should only be done under fire watch.
- Fire extinguishers and portable water back packs should be available in forested areas.
- Maintain the landscape if possible. Trim grass and pick up limbs and sticks.
- Ensure all fire extinguishers are in good working order.
- Have water and a shovel available if you're involved in a task that has a fire risk.

In the event of a fire:

- If it is a small fire and you have been trained to use a fire extinguisher, use appropriate fire extinguisher and the P-A-S-S method.
- If trained to do so use shovels, axes and hand tank pumps to stop the spread of a small fire.
- If you are unable to control the fire, the site should be evacuated with the air horn and workers should muster at the muster station. Supervisors should complete a head count, contact emergency personnel and follow their direction.
- The site should be secured from the public if possible.

To report a wildfire, contact 1-800-663-5555 or *5555 on a cellphone.

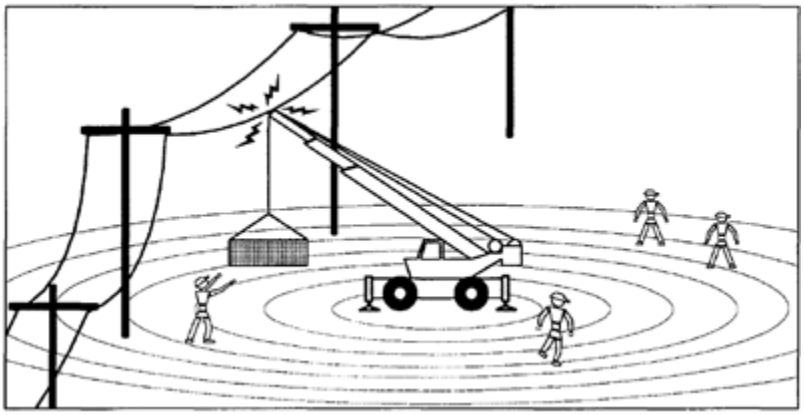
Utility Contact

The goal is to ensure that powerlines in the work area are either re-routed or de-energized prior to commencement of work. Maintaining a safe distance from all electrical conductors is the best way to prevent powerline accidents.

Overhead Electrical

If for some unseen circumstance, contact with an energized electrical equipment occurs:

1) If you are in mobile equipment, remain inside the cab and don't panic, you are safer where you are.
2) Alert other personnel to what has happened and instruct them to keep their distance from any machine, load, lines or ground affected by the power lines. The machine, load, lines and the ground will carry electrical current.
3) Try to remove the contact - move the equipment away from the line in the reverse direction to that which caused the contact (for example, if you swung left into the wire, swing right to break the contact).
4) Once an arc has been struck, it can draw out a considerable distance before it breaks. Keep moving away from the line until the arc breaks and then continue moving until you are at least 3 to 4.5 m (10 to 15 ft) away from the line.
5) If a crane's ropes appear to be welded to the powerline do not move away from the line as it may snap and whip. Stay where you are until help arrives.
6) If mobile equipment cannot be moved away or disengaged from the contact, remain inside the mobile equipment until the electrical authorities de-energize the circuit and confirm that conditions are safe.
7) Report every incident involving contact with a live line to your supervisor who will in turn notify the electrical utility so that inspections and repairs can be made to prevent damaged powerlines from failing at a later date. (WorkSafeBC must also be notified by the supervisor.)
8) If it is necessary for the operator to leave mobile equipment while it is still in contact with the electrical conductor, they must jump clear and land with both feet together. They must never step-down allowing part of their body to be in contact with the ground while any other part is touching the machine.
9) Because of the hazardous voltage differential in the ground the operator should jump with his feet together, maintain balance and shuffle slowly across the affected area. Keep feet evenly together. Take very small steps without moving feet apart at all. Do not take large steps because it is possible for one foot to be in a high voltage area and the other to be in a lower voltage area. The difference between the two can kill.
10) Completely inspect equipment that has contacted a power line for possible damage caused by the electrical contact. Affected sections of wire rope should be replaced if it touched a line since the arc is usually of sufficient power to weld, melt or badly pit the rope.



A high voltage contact can result in electrical current transferring down the boom through the equipment and into the ground. The ground will then be energized with high voltage near the equipment surrounding area lessening further away.

Stay Put
If your equipment contacts a power line, stay inside the cab. DO NOT EXIT. Call 911 and your electric cooperative for help and warn anyone nearby not to approach your equipment. Only exit the machinery after you are told by the authorities that it is safe to do so.

Exiting equipment that has contacted energized power lines can cause electrocution. The downed power lines could be charging the equipment with electricity and, if you step out, you will become the electricity's path to the ground and could be killed by electric shock.

Jump Clear
If you must get out of your equipment because of a fire, tuck your arms across your body and jump with your feet together as far as possible from the equipment so no part of your body touches the equipment and the ground at the same time.

Move away from the equipment with your feet together, either by hopping or shuffling, until you are at least 40 feet away. Electricity spreads through the ground in ripples. Keeping your feet together prevents one foot from stepping into a higher voltage zone than the other foot, which could cause electrocution.

Stay Away
When you are clear of the area, call for help and keep others away. DO NOT approach your vehicle again until utility crews and emergency responders tell you it is safe.

Underground Electrical

Contact with underground electrical utilities should be treated very seriously and similar to overhead power lines. If contact or damage to an electrical utility occurs:

- Have someone who is not within the affect area notify your supervisor immediately.
- If possible and safe, back the equipment away and off of the power line.
- Secure the area and ensure no one enters the area at minimum 30 feet away from the damaged utility.
- If workers are required to evacuate, they should use the hop or shuffle method.

- Do not attempt to rescue someone within a live electrical area until the power has been shut off by the utility owner and deemed safe. If a worker has been injured call Emergency Services immediately.
- Contact the owner of the utility and continue to secure the area until power can be safely shut off.
- Do not re-enter the area until directed by the power utility owner.

Water Main

In the event of a water utility strike the following procedures should be used:

- Evacuate the excavation and surrounding area immediately.
- Notify your supervisor.
- Continue to maintain a safety perimeter.
- If already pre discussed with the owner of the utility, locate the closest water valve and shut off.
- If you have not been given permission to shut off the water valve, call the owner of the water utility immediately. Maintain the scene as best as possible until the owner arrives to shut off the water.
- If the supervisor determines it is a major release of water Emergency Services will be contacted.

Gas

If there is an incident where gas is accidentally released either through a bottle source or gas utility line the following should be followed:

If an operator notices they have struck a gas line or a worker notices the gas odor, or suspects a gas leak:

- Warn all others in the immediate area.
- Prevent any source of ignition- cigarettes, naked flames, grinding, welding or other hot works. Shut down all equipment immediately.
- Notify your supervisor immediately. They will contact the owner of the utility if applicable.
- Evacuate the area and prevent others from entering. Muster area should be up wind.

Sanitary/Storm Line

If contact with a live storm or sanitary sewer has been contacted the following procedures should be followed:

- Evacuate the excavation.
- Notify your supervisor and owner of the utility.
- If you are able to control the flow of the sewer with pumps, use to them control until further instructions have been given by the owner of the utility.

Chemical Spills

Response to a spill is dependent on several factors: nature and type of substance, amount spilled, and area in which it occurred, etc.

General response in all instances should be:

- Notify your supervisor immediately and provide details of the incident, persons involved, likelihood of chemical/ substances entering the drainage systems, identity of the chemical/ substance.
- Attain a copy of the SDS sheet for reference of any safety precautions.
- Control any further substance from spilling and spreading if safe to do so.
- Assist affected persons where it is possible without endangering yourself.
- Check immediate area are for any possible incompatible substances
- Check to see if there is a possibility of spilled chemicals/substances in the drainage system and protect where possible.

Spills should be cleaned up as per SDS sheet and disposed of accordingly.

Refer to the Environmental Management Act: Spill Reporting Regulations for the requirement to report spills.

Excavation or Trench Collapse

In the event of a trench or excavation collapse the following procedures should be followed:

- The immediate area should be evacuated.
- If a worker is required to be rescued from the trench, emergency personnel should be called. The scene should be assessed by the Supervisor and First Aid attendant before entering to assist the worker. Do not enter an unstable or un-shored excavation wait for emergency personnel.
- Try to locate the victim. Look for evidence of tools or materials.
- If it is safe to enter the excavation, use small shovels to gently dig and remove material from around the victim. Use extreme caution to avoid further injury to the victim. Do not stand on top of material that may be on top of the victim.
- When near the victim use hands to clear away the material. If the victim if conscious, first aid will continue to stabilize until emergency personnel arrive. If victim is unconscious check for breathing, CPR may be required.
- Do not remove the victim from the trench unless there is imminent danger (flooding, dangerous gases, water or further trench collapse, etc.). Where possible leave the victim until ambulance or emergency personnel arrive.
- An incident investigation should be performed immediately after by the Safety Coordinator and Site Supervisor.

Bulk Excavation

In the event a worker needs to be rescued from a bulk excavation the following procedures should be followed:

- If possible, for minor injuries or emergency evacuation, a worker should be able to self-rescue by walking up the material ramp or scaffolding stairs provided. Evacuation procedures will be followed on site using 1 long air horn blast, or 3 short blasts for first aid.
- For a medical emergency where a worker is not able to self-rescue the follow steps will be used:

Stage 1: Beginning of bulk excavation and shotcrete shoring. A stable material ramp will be maintained for emergency access/egress. A ladder system can be installed for general worker access/egress as long as emergency access is maintained.

Stage 2: In the event a stable material ramp cannot be maintained and before scaffolding stairs are installed, an evacuation plan must be coordinated by the Prime Contractor with the High Angle Rescue Emergency Responders. Temporary general access/egress of the site will be maintained through a ladder system. The notification reference number must be available on the site safety board.

Stage 3: Engineered scaffolding stairs will be installed by Qualified Persons and Prime Contractor. The scaffolding stairs will be set up as per site requirements (built in full, or suspended scaffolding). If it is installed top-down during the excavation process, and adequate access/egress cannot be maintained without a ladder, the High Angle Rescue Emergency Responders will be notified by the Prime Contractor for emergency medical procedures that a worker is unable to self-rescue via the ladder/scaffolding set up.

Stage 4: Crane or DEP box rescue. When the excavation is at final grade, the Prime Contractor will install a tower crane (if applicable) and a complete set of scaffolding stairs. Emergency medical rescue can be completed through the DEP box on the crane. Self-rescue and evacuation can be completed through the scaffolding stair system.

Confined Space

Confined spaces pose a significant risk to workers required to enter them. In the event that a worker is injured inside a confined space rescue will be done by qualified personal only. As much as is reasonable we will call on the applicable emergencies services to assist us with this type of rescue.

Under no circumstances will any worker enter a confined space to rescue a worker. If the atmosphere is dangerous (e.g. oxygen level below 20.9%) no work will enter the space unless equipped with and trained on air supplying equipment.

More details on confined space rescue can be found in the confined space section of our program.

Structure Collapse

Although unlikely, the collapse of a structure is possible. A more likely scenario would be the collapse of form or false work. In either case the scene of the collapse must be controlled to prevent any worker from entering. In the event of a structural failure the general evacuation alarm will be sounded, and all workers will leave the site and report to the marshalling area.

Supervisors will do a head count and report to the site superintendent the status of their workers. If a worker is missing the supervisor will notify the site superintendent who will coordinate a rescue effort on site.

The rescue party will assess the area of the collapse and determine if it is safe to attempt a rescue. If the area is deemed safe, then a survey will be conducted to locate any trapped worker(s). Any shoring required to secure the area will be added as the rescue part progresses. Red danger tape will be placed on either side of the access/egress route to mark the limits where rescue workers can go safely.

The goal of this procedure is to clear a path to the collapsed area so that specialized rescue crews and equipment can access the area safely.

Crane Collapse

Should a crane tip over or a crane boom collapse, immediately turn off electrical generators/power supply and water supply. When approaching the crane ensure there is no danger from further collapse of the equipment or the load or any other hazards that may be present (e.g. power line contact).

Personnel safety is most important and takes precedence over any property damage concerns. If there are any injuries, immediately summon first aid and, if necessary, an ambulance. If the operator can be safely removed from the machine without further injury, do so. If the operator has injured their back or neck do not attempt to remove him/her from the machine - wait for the ambulance.

Do not change anything at the incident location except to prevent further injury. Immediately call the office and inform the supervisor of the occurrence. The supervisor will contact the appropriate Regulatory Agency to report the collapse.

Equipment Roll or Tip-over

Equipment tip over is generally not life threatening. For example, if a mobile forklift is being used on site to move wall forms it is possible that it could tip over if the boom is extended out too far and the out riggers are not deployed.

Another example is a boom lift driving into an opening in the ground which causes the boom lift to flip over.

In both these scenarios the risk of injury will differ. In the tip over of the forklift the risk of injury is minimal. In the flipped over boom lift the risk of injury will be high.

Disgruntled People

The potential for disgruntled employees, however slight, exists. The associated risks of this situation occurring are important to acknowledge and consider. We do not expect that an employee, or former employee, will react in an unpredictable manner but we must ensure we react effectively in the event that it happens.

If a disgruntled employee comes to one of our projects sites, we must ensure that the situation is controlled so as to prevent the possibility of violence. Under no circumstances is any employee (or former employee) of us or a trade partner on site permitted to enter the site if it is obvious, they are under stress.

The Site Safety Coordinators or Site Superintendent must intervene in any situation which appears to have the potential for violence.

All efforts must be made to control the situation and calm all personal involved. Under no circumstances are other workers not directly involved in the situation permitted to become involved. The Site Superintendent and supervisors must clear away all personal and ensure they do not interfere.

If a disgruntled worker comes to our corporate office for any reason they are not permitted to enter. They must be directed to wait outside our offices until the office manager and another worker go to talk with the worker.

Under no circumstance is any employee at our corporate office permitted to place themselves in a position where they may face physical violence. If there appears to be any possibility of this type of action the police will be called immediately.

Emergency Transportation

If an Ambulance is not required as the injured worker is conscious and can walk or bring themself to a Healthcare Facility, another means of transportation is required. Employer is to have a transportation arrangement available in accordance to the Regulations:

1) It must suit the distance to be travelled and the types of injuries or illnesses that may occur. The means of transportation must make transport of the ill or injured worker safe and comfortable. It should be clean and if serious injuries are likely to occur, as in high hazard work, then the means of transportation needs to accommodate a seriously injured worker in a manner that prevents additional injuries and provides timely transport.
2) The available transportation must protect the injured worker and an accompanying person from the weather. If workers are at an isolated work site and work is done during cold, wet or inclement weather, then the means of transportation should be enclosed or covered and provide sufficient heat to keep both individuals warm.
3) The means of transportation must be equipped with a means of communication that allows occupants to communicate with the health care facility to which the injured or ill worker is being taken. This could be a cellular telephone, vehicle- based two-way radio or whatever is most practicable as long as it permits communication with the health care facility.
4) The means of transportation must be large enough to accommodate a stretcher and accompanying person. Many stretchers are 200 or more centimetres long so the available space

must accommodate this. Stretchers must be secured during transport to protect the safety of the injured worker and the accompanying person.

5) When developing the transportation arrangements, employers must keep in mind the need to get injured workers to medical care as quickly as possible keeping in mind the "golden hour."

Emergency Procedure Drills

Although not always practical, practice drills for the above listed procedures should be practiced at least annually. This is particularly important for such things as bomb threats or disgruntled employees.

Any type of emergency procedure drill must be coordinated with the applicable authorities and agencies to ensure we do not cause a panic. This is particularly with regards to our corporate offices which we share with several other businesses.

A review of all emergency drills will be conducted after each drill to ensure we review and document any aspects of the protocols that may require modification.

The following chart will assist site personnel to handle emergencies in an efficient manner to help minimize injury to workers and damage to property or equipment as much as is possible

EVENT	IMMEDIATE ACTION	WHO IS RESPONSIBLE	AFTER ACTION	FOLLOW UP/NOTES
SMALL FIRE ON SITE: site evacuation not required	Sound emergency evacuation alarm Assess fire – attempt to fight if safe	Person discovering fire Person discovering fire/Site Safety Coordinator	The cause of all fires must be investigated by the site superintendent & Site Safety Coordinator	Submit report to Head Office
LARGE FIRE ON SITE: site evacuation is required	Sound emergency evacuation alarm Contact 9-1-1	Site Safety Coordinator/Site Superintendent Site Safety Coordinator/Site Superintendent	The cause of all fires must be investigated by the site superintendent & Site Safety Coordinator All site evacuations must be investigated by the site superintendent and Site Safety Coordinator	Submit report to Head Office
FIRST AID INCIDENT:	Injured party goes to first aid station	Injured party Site Safety	Complete First Aid Report	

Minor (no time lost)	First aid is administered	Coordinator/First Aid Attendant	Complete First Aid Treatment record Update monthly injury report	
FIRST AID INCIDENT: Major (time lost), injured party can walk	Injured party goes to first aid station First Aid attendant assesses injury, administers first aid, refers injured part to MA Injured party reports to MA as required	Injured party & other worker(s) as required Site Safety Coordinator/First Aid Attendant Injured Party	Complete First Aid Report Complete Employer's report of injury or Occupational Disease Complete First Aid Treatment Record Update Monthly Injury Report	Update First Aid Treatment record with information received from injured party after their visit to MA First Aid report is required only if the injured party is an employee of ours. Superintendent to ensure that site is safe for all workers after a serious incident has occurred.
FIRST AID INCIDENT: Major (time lost), injured party cannot walk, Designated Emergency Platform (DEP) use required	Notify Site Safety Coordinator/First Aid Attendant Site Safety Coordinator/First Aid attends scene Ensure that scene is secure and safe Determine how many injured & location Dispatch DEP Hook-up & Fly DEP	Worker discovering injured party(ies) Site Safety Coordinator/First Aid Site Safety Coordinator/First Aid, supervisor, superintendent Site Safety Coordinator/First Aid Site Safety Coordinator/First Aid Emergency response team Site Safety Coordinators /OFA will direct the	Complete First Aid Report Complete First Aid Treatment record Update monthly injury report Conduct investigation(s), produce report(s), submit to WorkSafeBC as required.	Only Level 3 First Aid attendants are able to package patients. Only one patient is permitted in DEP at a time. Ensure Fall Protection is used Designated Emergency Platform @ all the time as per SWP.

	OFA Assess injuries, notify authorities (911) Stabilize injured party(ies) Package injured & fly Turn over scene to emergency services, assist as required	Superintendent to call 911 Site Safety Coordinator/First Aid Site Safety Coordinator/First Aid Site Safety Coordinator/First Aid		
VIOLENCE ON SITE:	Control the situation by separating the workers/personnel involved Notify site superintendent/Site Safety Coordinator Notify supervisor/Employer Remove workers from site (cool off period)	Workers in immediate vicinity Worker/Supervisor in vicinity Superintendent Worker Supervisor(s)	This type of event on site requires the site superintendent, Site Safety Coordinator and supervisors to take control to prevent an escalation of violence. Only the site superintendent is permitted to contact the police.	Involved workers are not permitted on site until written assurance is received from them that this action will not be repeated by them and we have seen proof of discipline by the employer of the workers involved.

ELEMENT 12 RECORDS & STATISTICS

Policy

As a policy, Dominion Masonry will record and gather information about how Dominion Masonry operates at the workplace. It will also be used to track trends and compare with the standard of the industry.

Through this information recording and gathering, we will try to eliminate hazards before they become an issue to the well- being of the workers.

Supervisors and workers must work towards the same goals of awareness of the work surroundings and accountability of everyone's actions in the workplace. We will review records and statistics to determine the trends of Dominion Masonry in comparison to the industry standards.

Records and statistics pertinent to safety shall be compiled and retained onsite by us for the duration of the project. These records and statistics shall be used to identify and monitor problem areas, review the effectiveness of the OHS program and provide important information for Supervisors and safety personnel to assist them in their endeavors of providing a safe workplace.

Whenever Company records and statistics show the way for improving the OHS program, we will plan the improvements, assign responsibilities and due dates. Those assigned these responsibilities will be provided with the time and resources to accomplish them. Any corrective action plans noted on any documentation will be reviewed to ensure effective implementation. It will also be reviewed that any corrective action plan has been communicated to all workers.

Documentation and records shall be kept in an orderly fashion, which will provide quick and easy access to workers and a Regulatory Officer upon request.

Documentation

The documents that will be kept on file, but not limited to, are as follows (Confidential records to be kept in a locked cabinet):

- First Aid Treatment Records.
- OHS program review records.
- Health and Safety meeting records and attendance sheets (Toolbox talks records, orientation records, health, and safety committee meeting minutes, as applicable).
- Records of management meetings (health and safety component).
- Incident and Investigation Reports.
- Inspection Reports.
- Worker and trade partner safety commitments.

- Disciplinary action records.
- Regulatory Agency Inspection Reports.
- Audit Review/Reports, Form 7s and/or Form 6A and WorkSafeBC monthly Claims Cost Statements.
- Statistical reports.

ELEMENT 13 LEGISLATION

Policy

It is mandatory on all our sites, including the Head Office, that a copy of the Workers' Compensation Act, OH&S Regulations and applicable standards be always made available to all workers.

Information on Legislation

As part of orientation and training of all workers, the following information on Legislation will be disseminated:

- A copy of the British Columbia's OH&S Regulation" will be readily available on all project sites or the Supervisor's Office.
- An app of WorkSafeBC's Regulation will be on all Supervisor's cell phone.
- A link to WorkSafeBC's Website with the Regulations will be embedded and downloaded into the computer at the project site office.
- A "Notice to Workers" regarding the Regulation will be posted at the Site Office.
- Applicable or relevant Regulations will be discussed with the workers during Toolbox meetings and other training and orientation sessions.

Company compliance to the Legislation and Regulation include but not limited to:

- A pre-construction checklist will be established.
- A Site Safety and Emergency Safety Plan will be created and posted at the site as per the Regulations. Site safety plans must be posted at locations where other information of general importance is posted such as inspection reports or emergency protocols for the site. Site safety plans must be kept up to date at all times, reflecting the current stage of the project. Information which is not required on the plan must be removed to minimize confusion. The site safety plan should be used as part of the site safety orientation.
- An incident notification protocol and procedure will be established and reported to the proper authorities.

Company Responsibility

Every employer must make a copy of the Workers' Compensation Act and the OH&S Regulations readily available for review by the employer's workers and, at each workplace where workers of the employer are regularly employed, post and keep posted a notice advising where the copy is available for review.

Worker Rights Responsibilities WCA 22

On a worksite, everyone has varying levels of responsibility for workplace health and safety. You should know and understand your responsibilities — and those of others. If you're a worker, you also have three key rights.

Your Rights

- The right to know about hazards in the workplace.
- The right to participate in health and safety activities in the workplace.
- The right to refuse unsafe work.

Your Responsibilities

- As a worker, you play an important role in making sure you — and your fellow workers — stay healthy and safe on the job. As a worker, you must:
- Be alert to hazards. Report them immediately to your supervisor or employer.
- Follow safe work procedures and act safely in the workplace at all times.
- Use the protective clothing, devices, and equipment provided. Be sure to wear them properly.
- Co-operate with joint health and safety committees, worker health and safety representatives, WorkSafeBC prevention officers, and anybody with health and safety duties.
- Get treatment quickly should an injury happen on the job and tell the health care provider that the injury is work-related.
- Follow the treatment advice of health care providers.
- Return to work safely after an injury by modifying your duties and not immediately starting with your full, regular responsibilities.
- Never work under the influence of alcohol, drugs or any other substance, or if you're overly tired.

General Duties of Supervisors WCA 23

Supervisors play a key role with very specific health and safety responsibilities that need to be understood.

A supervisor is a person who instructs, directs, and controls workers in the performance of their duties. A supervisor can be any worker — management or staff — who meets this definition, whether or not he or she has the supervisor title. If someone in the workplace has a supervisor's responsibilities, that person is responsible for worker health and safety.

Your Responsibilities

- Ensure the health and safety of all workers under your direct supervision.
- Know the WorkSafeBC requirements that apply to the work under your supervision and make sure those requirements are met.
- Ensure workers under your supervision are aware of all known hazards.
- Ensure workers under your supervision have the appropriate personal protective equipment, which is being used properly, regularly inspected, and maintained.

ELEMENT 14 JOINTH HEALTH & SAFETY COMMITTEE

Policy

Dominion Masonry will ensure that a joint health and safety committee is established in any workplace when we regularly employ 20 or more workers (full and part time). Any Dominion Masonry workplace that regularly employs more than 9 but fewer than 20 workers require a worker health and safety representative. Where practicable, worker and safety representatives have the same duties and functions as a joint committee.

- The policy and purpose of the Joint Health and Safety Committee is to:
- To identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- To consider and expeditiously deal with complaints relating to the health and safety of workers.
- To consult with workers and the employer on issues related to occupational health and safety and occupational environment.
- To make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers.
- To make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with this Part and the regulations and to monitor their effectiveness.
- To advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness.
- To advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
- To ensure that incident investigations and regular inspections are carried out as required by provincial regulations.
- To participate in inspections, investigations and inquiries as provided in the WCA, Section 125 and the regulations.
- To carry out any other duties and functions prescribed by regulation.

JHSC Requirements

The JHSC shall meet monthly when required to review health and safety trends, incidents, corrective actions, inspections, and toolbox meeting minutes. Committee members are also required to:

- Participate in regular safety inspections.
- Participate in incident investigation reviews.
- Review injuries and their causes. Discuss the corrective actions to prevent reoccurrence.
- Make recommendations to correct hazardous conditions.

- Make recommendations to improve health and safety of all employees.
- Participate in Toolbox Talks for review and make recommendations for action as required.
- Set a good example and assist in the development of safe production procedures.

A copy shall of the meeting minutes are also be posted on the health and safety board on the project and be available to employees.

JHSC Operation

1) The Joint Health and Safety Committee's responsibility is to recommend safe work organization and practices to the employer, and to provide workers with guidance in protecting their health and safety.
2) The Joint Health and Safety Committee must hold regular meetings at least once each month.
3) Even though the Committee consists of employer and worker representatives who may be directly involved in project operations, it is only advisory and cannot direct management carrying out its recommendations.
4) The committee is the principal medium for employees and employer to communicate and exchange information on health and safety matters.
5) The committee shall decide how many members must be present to constitute a valid committee quorum. A quorum must consist of a minimum of four members. Management representatives must not out-number worker representatives.
6) The committee must elect a chairperson and an administrator from its members. Where the chairperson is an employer representative, the administrator must be a worker representative and vice versa. The committee would decide on the term length for the positions prior to election.
7) The chairperson of the committee is responsible for planning meeting topics and giving the plan to the administrator for preparation of an agenda.
8) The chairperson should control the direction of the meeting but not the discussion.
9) The chairperson should ensure that every item on the agenda receives attention, and a conclusion is reached on every item. This may involve referring a matter for further study.
10) The chairperson may cut off a discussion and move on to the next item, deferring the discussion to the next meeting.
11) The chairperson is responsible for achieving a diplomatic style within the committee. If two parties are in complete disagreement, the chairperson may call a break and try to mediate.
12) The administrator will retain the final say in the minutes and if the committee administrator is unfamiliar with secretarial duties, the committee may approve the use of a non-committee member with secretarial skills.
13) Special meetings will be held at the chairperson's request.
14) Committee members should be involved in, either on an active or an observer basis, the following activities outside the regular meeting:
    - Inspections.
    - Incident investigations.
    - Complaint investigations.
    - Corrective-action and follow-up.

Agenda

The Joint Health and Safety Committee meeting should be standardized in an order such as the following:

1) Roll call.
2) Revision (if necessary) and adoption of previous meeting minutes.
3) Discussion of old business.
4) Discussion of worker complaints and suggestions.
5) Review of recent incidents, investigations, and corrective actions.
6) Reports on special assignments.
7) Reports on inspections, with recommendations.
8) Training and education of committee members.
9) Inform management of committee goals and have management report to the Committee on its trends and suggestions for safety.
10) Discussion of new business.
11) Adjournment.
12) Under the direction of the chairperson, the administrator will prepare the agenda. The agenda will be distributed to member's one week prior to the meeting.

Minutes

Minutes will be prepared immediately after the meeting and will be distributed to all members and substitutes. Any additions or corrections to the report must be received in writing within 5 working days after the date of issue or they shall stand as written. Adopted minutes from previous meetings will be posted where workers may read them.

Copies of minutes and reports will be kept on file for a period not less than two years and will be made available to WorkSafeBC upon request.

Conducting Meetings

At the first meeting, members should elect a chairperson and an administrator and develop the Committee's Terms of Reference. Members may choose to adopt the terms of reference provided.

Members should prepare for a meeting by being aware of, and prepared for, what is on the agenda.

Committee meetings should work by consensus to develop solutions rather than deciding matters by majority vote.

Committee meetings are not required to follow the more formal Rules with motions, amendments, and votes on each motion.

Training

Section 3.27 of the WorkSafeBC Regulation requires an employer to ensure new joint committee members and new worker health and safety representatives receive instruction and training and sets out the minimum requirements for that instruction and training.

Since this training is the employer's obligation and will be a regular part of employment, the time to do the training is "work" and the employer must pay for the training under BC's Employment Standards Act.

It is important to note the minimum training required by section 3.27 does not form part of the annual educational leave granted by section 41 of the Act – new joint committee members and worker health and safety representatives must receive the instruction and training required under section 3.27 of the OHSR, additionally, all joint committee members and worker health and safety representatives are entitled to 8 hours of educational leave each year under section 41 of the Act.

Section 3.27(2) requires new Joint Committee Members – those selected or after the effective date of the amendments, April 3, 2017 – receive At Least 8 Hours of instruction and training ss soon as practicable but no more than 6 months after being selected. Section 3.27(4) specifies the six topics the training must include.

Committee Membership

A Joint Occupational Health and Safety (JHSC) Committee will be established when required to enhance the development and maintenance of our OHS Program. The committee has been structured and will function in compliance with all regulatory requirements. Due diligence shall be exercised while performing your duties as a Committee Member as a safe and healthy workplace is of paramount importance to Dominion Masonry.

To that end, we require all members on the committee to read, understand and comply with the responsibilities of being a member of the Joint Health and Safety Committee. (Please see "Committee Membership Agreement Policy" below).

A Joint Health and Safety (JHSC) Committee will be established at Dominion Masonry to enhance the development and maintenance of our OHS Program. The committee will be structured and function in compliance with all regulatory requirements. Due diligence shall be exercised while performing the duties of a Committee Member as a safe and healthy workplace is of paramount importance to Dominion Masonry.

As a member of the Joint Health and Safety Committee, I understand that in addition to heeding the general rules of the Dominion Masonry Health & Safety Policy, I must also abide to the following rights and responsibilities:

1) I shall make recommendation, report and assist in the resolution of workplace health and safety concerns. These concerns would include tools and equipment, working conditions and environmental problems. Concerns would also encompass production procedures and breaches of procedures that would endanger the health and safety of any worker, visitor, or trade partner.

2) It is my responsibility to promote acceptance and compliance to all applicable Dominion Masonry Health and Safety Policies and as well as the OHS Regulations.

3) I will, on a rotating basis, conduct a monthly Workplace Inspection using the Dominion Masonry Safety Audit form and note any deficiencies and infractions. This inspection will be reported in the next committee meeting. Any emergent risk to health and safety will be reported immediately to the site supervisor.
4) I will assist in the investigation of any occupational incidents and near misses in the workplace.
5) I am able to recommend changes in the OHS programs, as well as procedural and environmental changes that benefit the overall health and safety of the workplace. I am aware that the employer has 21 days to respond to the recommendation(s) made by the Committee.
6) I have the right to obtain and retain information from the employer regarding any Health and Safety concerns and this information will be kept confidential and cannot be used outside of committee functions.
7) I must participate in the yearly fire drills as a test to the effectiveness of the Emergency Preparedness Plan of our division area.

I understand that failure on my part to follow the Dominion Masonry Safety Policy may result in my removal from the Committee. However, no disciplinary action will be taken against me by reason of performing or not performing the duties appointed to me as a committee member.

Name of JHSC Member (Print) Date: (mm/dd/yyyy)

Signature of JHSC Member

ELEMENT 15 INJURY MANAGEMENT

Policy

Dominion Masonry Injury Management and Return-to-Work (RTW) program is designed to encourage and allow employees to stay at work or return to work as soon as possible after a job-related injury or illness. Injury Management programs are based on the philosophy that many injured workers can safely perform productive work during their recovery.

This program provides specific procedures that will assist in maintaining the Injury Management Program. The success of the program depends on actively managing incidents, maintaining open communication between all parties, and providing temporary modified work duties, when necessary, to fit the injured worker's capabilities. The injured worker should be an active participant in all steps of the program.

It is the policy of Dominion Masonry to provide a Return-to-Work program with the goal of keeping employees gainfully employed or returning employees to meaningful, productive employment following an on-the-job injury or illness.

The Return-to-Work program provides opportunities for any employee of Dominion Masonry, who were injured in the course of their employment, to return to work at full duty. If the employee is not capable of returning to a full duty position, the Return-to-Work program provides opportunities, where possible, for the employee to perform a temporary assignment in which the employee's regular position is modified to accommodate the employee's physical abilities, or to perform alternative duties.

The Company will assign a Return-to-Work Coordinator to manage the Return-to-Work Program in line with WorksafeBC guidelines and in collaboration with WorksafeBC case managers and medical professionals as required.

All Dominion Masonry employees across all levels of the organizations are expected to support and fully comply with this policy and the associated procedures, as outlined in the Injury Management and Return to Work Program document. The program document shall be provided to all employees across all sites and will form part of new worker orientation training.

Goals of the Program

The primary goal of the Injury Management Program is to assist employees who sustain an on-the-job injury or illness to remain at work or return to work at the earliest possible time, in either a light, modified or full duty capacity. In addition, Dominion Masonry secondary goals for this program, that support the primary goal are:

- To establish a clear process for all employees following injury or illness
- To minimize impact of workplace injury or illness on productivity
- To ensure fair and consistent treatment of all injured/ill workers
- To reduce costs associated with work-related injuries/illnesses.
- Reduce number of days lost to injury/illnesses.

Benefits to Workers & Employers

Benefits for Workers

- Helps injured workers recover faster.
- Reduces financial uncertainty for the worker and their family. Reduces the concerns of employment security.
- Maintains necessary job skills.
- Maintains a sense of attachment with co-workers. Reduces the risk of negative long-term health effects.

Benefits for Employers

- Demonstrates to all workers they are valued employees. Returns injured workers to work in a safe and timely manner. Maintains worker/employer relationships.
- Reduces the cost of claims, which can help employers be more competitive. Helps retain healthy and qualified workers.
- Reduces the cost of training replacement workers.
- Includes the employer in the recovery process for their injured worker.

Return to Work Assignments

Return-to-work duty assignments are separated into three distinct categories: Modified Duty, Graduated RTW and Full Duty.

Modified Duties

Modified duties are the performance of all essential functions of the pre-injury position with modifications to either the schedule or the method of performance. The employee may perform only a portion of the assigned duties that are within their current capabilities as outlined by the treating physician. Modified duties may include varying the hours of work, using mechanical means to assist performance, or using other employees to assist with job performance.

Graduated Return to Work Plan

This program allows the employee to return safely to work through a steady progression of hours and/or duties tailored to their needs. The employee's physical capabilities and psychological readiness to return to work are gradually improved. The program is also valuable in restoring the employee's job skills, and for ensuring that an employee can perform tasks without endangering their own safety or that of others. WorkSafeBC and the company shall share the cost of a graduated return-to-work program, either equally throughout the duration of the program, or on a descending/ascending scale.

Full Duties

Full duty is the performance of all duties and requirements for which the employee is employed. The release to full duty indicates the employee is ready and capable of performing all essential and non-essential functions of the employee's hired position.

Company Wide Responsibilities

- Management supports and advocates for the success of the Return-to-Work Program.
- All company managers, supervisors, and employees across all levels of the organization must participate in and support this program. In 2024 Bill 41 now requires that all employees must participate in the program.
- Early intervention and implementation of the Injury Management Program is vital to the program's success. Immediately after sustaining an injury the RTW Coordinator, or HR shall contact the injured employee to:
    - Check-in with regards to overall employee well-being
    - Work with employees, medical practitioners and all others necessary in helping the inured or ill person back to work.
- Some employees may experience both physical and emotional trauma: physical from the incurred injury and emotional from the unknowns of not working. Dominion Masonry aims to communicate with injured employees with sincere compassion and sensitivity for the sole purpose of supporting them back to work either in a modified or full duty capacity.

Supervisor Responsibilities

- Maintain a positive working relationship with all employees fairly and consistently.
- Identify and deal with interpersonal or job-related issues (seek assistance from Human Resources if needed)
- Inform and educate employees on the IM program.
- Set a good example and promote the success of the program.
- Allow the First Aid Attendant enough time to treat, record and follow up with injured workers.
- Initiate contact with the worker as soon as possible.
- For less serious injuries when the worker can stay at work, together plan modified or alternate duties
- Work with the RTW Coordinator and be involved with the Job Demands Analyses (JDAs)
- Complete - Functional Abilities Form with the injured worker, RTW Coordinator and submit to medical with injured worker where possible.
- Where possible accompany the injured worker to medical care after the injury

- Remind injured worker of the required paperwork and communicate expectations.
- Make initial contact with the Injury Management Coordinator
- Assists in the Stay at Work or RTW plans by identifying modified or alternate work at the site level.
- Collaborate with the worker and their health care provider.
- Meet with the injured worker at regular intervals, ensuring that the worker connects regularly to the workplace and remains part of the team.

First Aid Attendant or Safety Coordinator

All Dominion Masonry sites will have a qualified First Aider as per regulatory requirements. To these responsibilities, the First Aid Attendant will

- Provide first aid treatment.
- Immediately inform the supervisor of any injury or illness.
- Decides if the worker is capable of returning to work or is to medical.
- Reminds worker of the IM process.
- Completes all necessary paperwork; records details including subsequent first aid.
- Communicates with the Injury Management Coordinator
- Notifies the supervisor of any change in condition of the injured worker.
- Ensures a thorough investigation is complete, is reported to WorkSafeBC and preventative measures are implemented in a timely manner.

Injured or Ill worker

- Reports all injuries immediately and obtains first aid as required and follow the RTW process flow outlined within the Injury Management Program.
- Works within Stay at Work guidelines including modified or alternate duties, or if requires medical aid, takes the Information Package for the Physician for completion
- Employees must return to work with the completed physician report at their earliest convenience (unless injury or illness is serious, and the Physician recommends against it, this will often be straight after the physician appointment on the same day as the injury).
- Informs treating physician of modified and alternate work opportunities at the workplace.
- Participates in creating and following through with their RTW plan.
- Demonstrate a willingness to return to work in a modified capacity if required, within the limitations set out by their medical physician.
- Employees shall conduct themselves in accordance with medical limitations while receiving benefits from an injury claim. At no time shall an employee partake in any activities that could be considered beyond their limitations, as outlined by their medical physician.

- If the employee is unable to return to work straight away, they must remain in contact with the RTW Coordinator and communicate the status of the injury on a weekly basis at minimum, or when medical conditions change.
- The employee agrees to share injury details, medical information, and updates with the RTW Coordinator (or their designate if required), as provided by their medical physician, to assist in their successful transition back to full capacity employment.

All Employees

- All Employees must read and acknowledge the Dominion Masonry Return to Work Policy. A copy of the policy will be given to the employee during orientation.
- Employees must participate in the Return-to-Work Program and support the program goals.
- Employees must attend Return to Work training and refresher educational sessions reminding them about the reporting injury process as rolled out by the Company.

Return to Work Coordinator Responsibilities

- Initiate and maintain regular contact with the injured employee following the report of injury/illness.
- Ensure the injured employee follows the processes outlined in this program.
- Develop a Return-to-Work Plan in coordination with all appropriate parties following lost time or restricted work.
- Complete training on Injury/Illness Case Management and attend annual refresher training as applicable.
- Each job position will have an associated job description, inclusive of specific job functions and physical requirements. This job description will assist in RTW planning.
- Identify positions within the company that are suitable for light duty assignments.
- The RTW Coordinator will maintain thorough documentation of all actions during the RTW process. Some Information may be confidential and protected under privacy legislation. The RTW Coordinator and any other supervisors that are exposed to confidential documentation will ensure that it be handled accordingly.
- Ensure the Injury Management Program is reflected in the employee orientation program. Additionally, the program will be reviewed with all employees annually.
- Contact shall be made with the nurse at WorkSafeBC for assisting in coordination of modified duty possibilities when necessary.
- Ensure information provided to the employee is accurate, supports physician guidance and follows WorkSafeBC requirements.

Injury Management & Return to Work Documents

Standardized forms shall be used to initiate the "Return-to-Work" Program. The outlined forms are considered the minimum necessary to initiate this "Return-to-Work" Program. All program forms will be kept confidential and secured.

Privacy & Confidentiality

Dominion Masonry is legally obligated to protect any personal information that it collects from its employees. Personal information means information about an identifiable individual. Some examples include:

- Name, sex, age, weight, height
- Home address and phone number
- Race, ethnic origin, sexual orientation
- Medical information
- Income, purchases, and spending habits
- Blood type, DNA code, fingerprints
- Marital or family status
- Religion
- Education
- Employment information

Personal information does not include the contact information of an individual at a place of business. Dominion Masonry commits to following the Personal Information Protection Act.

Specifically, with Return-to-Work Procedures, the following measures are in place: Completed RTW Paperwork is sent to and filed securely with the RTW Coordinator.

Paper files are locked securely in a filing cabinet and held within a locked office. Information flow is reduced to 'need to know' for medical updates.

A consent form is required for any communication between the RTW Coordinator and the medical providers that support the worker.

Notification of Injury or Illness Process

- An employee who sustains an injury or illness off the job must notify their supervisor as soon as possible prior to the start of the next shift of work.
- On the job injuries must be reported immediately or prior to the end of the employee's shift and prior to departing the workplace.
- The immediate Supervisor or the Site Safety Coordinator will notify the RTW Coordinator and the Company OHS Director of the injury and perform an accident investigation to determine how and why the accident occurred. The results of the investigation will be documented in

writing and uploaded securely into the electronic safety system. It will be maintained in the workers folder and used for claim purposes when required.

- All employees that sustain an injury or illness that require further medical assistance other than site first aid shall report their claim of injury to WorkSafeBC immediately 1 888 WORKERS (1 888 967· 5377), or #5377 for TELUS, Rogers, and Bell mobility customers. The reporting hours for WorkSafeBC are from 8:00am - 4:00pm.

Authorization for Lost time

Healthcare providers must authorize an employee's off-work status for all covered injuries. It is the employee's responsibility to obtain written documentation for off work status from the Healthcare Provider and to deliver the documentation back to the work site.

The Site Safety Coordinator shall ensure that the employee takes a copy of the "stay-at-work/return-to-work" planning form (Physicians Section) to the healthcare provider for completion during their first appointment if possible. The employee shall, where possible, return to site the same day or day after the injury with the completed physician form. This form will form the basis of the return-to-work plan.

Medical Reports

If an employee is authorized by a Health Care Provider to be away from work, the employee is required to submit regular updates to the RTW Coordinator. Updates will include status of injury, medical appointments, and updates from the physician, with a view to plan a return to work in either a modified, gradual, or full capacity. Such reports are required at the time of each scheduled visit with the treating Health Care Provider and are due immediately following the visit. The report shall be provided to the company within 24 hours of the scheduled visit, or if a weekend or holiday is involved, before the close of business on the next scheduled workday.

If an employee has returned to work in a modified assignment, and follow-up Health Care Provider appointments are necessary, the employee shall make all efforts to schedule the appointments to minimize time away from the job.

Communication During an Injury

At the time of first communication with the employee after an injury, the RTW Coordinator shall provide information to the employee that contains the following, as appropriate:

- The company's Return-to-Work Policy and procedures, and appropriate forms.
- The date and time for a claim plan/coordination meeting.
- The RTW Coordinator contact details and expectations with respect to maintaining regular (weekly) communications with the injured employee.

The purpose of these communications is to:

- Support the employee during recuperation from the injury.
- Understand the injury and the limitations of it, to support the employee's timely return to work.

- Aid and encourage the employee during the process of medical visits and associated treatment plans.
- Begin discussions around return-to-work options.

Communications with the injured worker will be consistent and regular throughout the worker's recovery, dependent on the nature/severity of the worker's injury. If the worker is away from the worksite, the company will, at minimum, communicate with the worker on a weekly basis. When the worker is at the worksite, the company will communicate with the worker daily. A communication log will be completed to record the worker's progress on a daily and/or weekly basis. All communications with respect to the worker's progress will be logged and will be maintained in a confidential file.

Modified Work Job Tasks

If the Health Care Provider authorizes an employee to return to work with modified duty, the Company will make every effort to provide a temporary modified position for the employee at the initial workplace of injury.

Where work processes may not allow for a light duty at the initial project site, management will coordinate with other possible projects for the modified program. The temporary position will be for a specified time and with a specified scope of work as agreed.

The temporary assignment shall be coordinated with the workplace Supervisor, management, and the RTW Coordinator. Modified duty assignments shall be identified, assigned, and managed on a case-by-case basis based upon operational requirements and the employee's restricted abilities. The written offer of modified employment letter shall be provided to the employee.

The following modified duties are available to project workers. This list shall not be entirely inclusive of all available light duty jobs available to injured employees:

- Review company policies and procedures
- Complete applicable training
- Sweeping, light cleanup
- Gate person / security
- Check cords for assured grounding program.
- Counting trucks during excavation stage
- Traffic Control (only if qualified)
- Safety Inspections
- Maintenance cleaning
- Organize storage rooms.

Offer of Temporary Modified Employment Requirements

The modified work offer shall include the following information:

- The type of position offered (clerical, administrative, safety monitor, maintenance, etc.) and the specific duties.
- An outline of the temporary limitations.
- Specific duties.
- The location of the temporary employment.
- The person to contact if the employee has questions regarding the temporary assignment or job modifications.

If the employee accepts the temporary modified assignment, then the employee shall perform the duties of the position for the term of the assignment or until released to full duty. If the employee refuses the temporary modified assignment, the Company has a duty to report the refusal to WorkSafeBC.

Return to Work Program Package

Form	Action
Injury Management & RTW Program	• Give to employee and review in detail.
Consent to Release Medical Information	• Review with injured employee, have them sign and file.
Letter to Worker	• Give letter to injured worker and explain the letter • Insert date and name at top of form • Sign the letter
Letter to Physician	• Enter date and injured worker name • Explain to injured worker that they must give this letter their doctor to review.
Functional Abilities Form	• Explain that the doctor must complete this form and return it to the worker. • Site Superintendent to complete the top section of page one and list all available modified duties on the second page prior to the injured/ill worker going to medical aid. The injured worker must return to the workplace on the same day if possible or the following workday.
Modified Work Offer	• Modified work offer is presented to the employee for sign-off and review by employee supervisor.

Injury Management Flow Chart


INJURY MANAGEMENT ROAD MAP
injured at work?
Step 1
First response
Stay at work
Stream 1
Detour
Stream 2
Step 2
Determine temporary limitations
Step 3
Offer modified work
Step 4
Monitor progress
Step 5
Documentation
Full
Return to work
WORK SAFE BC

ELEMENT 16 BULLYING & HARASSMENT

Policy

Dominion Masonry is committed to the establishment of preventing bullying and harassment for our workers and everyone at the workplace. Our bullying and harassment policy is put in place and implemented with the management's objective that it will provide, maintain, and assist all our workers to work in a safe and healthy environment. We expect everyone in our company to cooperate and abide by this policy. We cannot meet this goal without full co-operation from all our personnel. Bullying and Harassment will not be tolerated.

Our company management is responsible to provide a safe workplace for all our workers and for the implementation of our bullying and harassment policy. Management shall adhere to, promote, and support our company's OHS Program, inclusive of each element contained therein, and ensure all employees are informed of the company's expectations regarding health and safety.

Management will ensure that procedures for bullying and harassing behavior is minimized and appropriately addressed if such behavior should occur. They must also ensure that everyone at the workplace complies with our OHS Program, our company policies and all the rules and regulations of WorkSafeBC and other regulatory bodies. All Management shall set a good example by following all safety regulations and by promoting all safety activities addressed in our OHS Program.

All Workers must take all reasonable steps to prevent and eliminate bullying and harassment. All current and new hires will be orientated with our OHS Program, our company policies and statement of commitment to safety in our workplace. If Bullying and Harassment occurs, it must be reported to a supervisor.

If the supervisor or Employer is the alleged bully and harasser, the inappropriate behavior must be reported to the designated management representative assigned by the company.

We believe accident prevention and efficient production can go hand in hand. We expect everyone to report and correct unsafe working conditions and/or activities and work in a positive and cooperative manner towards the prevention and elimination of accidents.

We are committed to providing a work environment that is supportive of the dignity and self-esteem of all employees. Bullying and Harassment in the workplace violates this commitment, is oppressive and will not be condoned or permitted.

Any inappropriate conduct or comment, based on prohibited grounds, by a person towards a worker that the person knew or reasonably out to have known would cause that worker to be humiliated or intimidated, but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers at the place of employment."

Prohibited grounds of discrimination identified by the Human Rights Act / Code are race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

Any instance of bullying or harassment must be reported to senior management as soon as possible, whether directly or through a supervisor. The Safety manager is also another person who can be informed. Once reported, the incident will be investigated, and the matter resolved.

All forms of harassment in our Company will not be tolerated and may be cause for dismissal. Refer to the Safe Job Procedures section of this OHS Program for specific procedures to follow in cases of Bullying and Harassment.

Responsibilities

Employer's Responsibilities

- Develop a Policy Statement with respect to Workplace Bullying and Harassment, that it will not be tolerated.
- Take reasonable steps where possible or minimize Workplace Bullying and Harassment.
- Develop and implement procedures for workers to report incidents or complaints of Workplace Bullying and Harassment.
- Develop and implement procedures for how we as the Employer will handle incidents and complaints.
- Train and inform workers and Supervisors of Policy Statement, Procedures, how to recognize and respond to potential bullying and harassment.
- Annual review of steps 1 to 4.
- Apply and comply with Company's Policy and Procedures.

Supervisor's Responsibilities

- Not engage in bullying and harassment of workers, other Supervisors, the Employer or person acting on behalf of the employer.
- Apply and comply with the Company's Policies and Procedures.
- Conduct or participate in an investigation when an incident or complaint is brought forth.

Worker's Responsibilities

- Not engage in bullying and harassment of workers, Supervisors, the Employer or person acting on behalf of the employer.
- Report if bullying and harassment is observed or experienced in the workplace.
- Apply and comply with the Company's Policies and Procedures.

Definition of Bullying & Harassment

Any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably out to have known would cause that worker to be humiliated or intimidated, but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers at the place of employment."

Examples of Bullying & Harassment

Examples of conduct or comment that might constitute bullying and harassment include, but are not limited to, the following:

- Verbal aggression or insults; calling someone derogatory names
- Vandalizing a worker's belongings or work equipment
- Sabotaging a person's work
- Spreading malicious gossip or rumors about a person
- Engaging in harmful or offensive initiation practices
- Physical assault or threats (this would also constitute "violence" or "improper activity or behavior")
- Making personal attacks based on someone's private life and/or personal traits
- Making aggressive or threatening gestures
- Engaging in targeted social isolation

What Bullying & Harassment is Not

The definition of "bullying and harassment" specifically excludes reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Management and direction of workers or the place of employment include, for example, decisions relating to the following:

- Job duties or the work to be performed
- Workloads and deadlines
- Layoffs, transfers, and reorganizations
- Work instruction, supervision, or feedback
- Work evaluation
- Performance management
- Discipline, suspension, or termination

Reporting Procedures for Workers & Supervisors

1) Remove yourself immediately from the incident.
2) Reporting incident or complaint to Supervisor immediately. If the Supervisor is the alleged bully and harasser, report directly to the OHS Director, Human Resources Manager or VP of Construction. Employees will not be fired, reprimanded, suspended, or have their job affected in any way because of their complaints.
3) Adhere to the instructions from your supervisor of the following steps:

a. Where to wait when the investigation is underway

b. Complete a statement of occurrence, including occurrences leading to the act of bullying and harassment, and any witnesses.

Investigation Procedure

1) Remove the worker away from the incident. If there are multiple workers involved, separate them, and ask them to wait in separate areas. When necessary, ask for assistance from other Supervisors to assist when dealing with multiple workers.
2) At times, depending on the severity of the incident, human resources or an independent investigator may be required to carry out the investigation. Call the HR in an early stage for clarification on how to proceed if needed.
3) Direct the worker to wait in a safe area.
4) Ensure the worker is calm before commencing further.
5) Ask the worker to complete a statement of incident or complaint.
6) Review the statement provided and interview the worker to ensure all information is correct and included, such as:
    a) Name, address, and contact information of worker.
    b) Events, task worker was doing before the incident or complaint occurred.
    c) What leads to the incident or complaint?
    d) Any witnesses, if so, name and contact information is required.
    e) Anyone else involved, if so, name and contact information is required.
7) Interview all witnesses and others involved, if applicable. Follow steps 2 to 5.
8) Depending on the incident and complaint, make recommendation, and corrective action(s), as required. If the investigation has not been concluded, temporary suspension may be required until the investigation is concluded.
9) Complete investigation report and submit to:
    a) Employer for review
    b) JHSC Committee
    c) Human Resource Personnel
10) Review incident with other employees in Toolbox Meeting. DO NOT disclose any relevant information regarding the complaint to anyone outside of those involved or any confidential information.

Violence in the Workplace

We are committed to providing a safe work environment for their workers. Violence in the workplace is not only defined as physical violence but it also extends to imply threats of violence by one worker to

another causing the worker to suffer an acute reaction (i.e. mental stress). Improper conduct such as intimidation and bullying and harassment in the workplace by any worker is considered linked to the potential for violence. All acts of violence or harassment are to be reported immediately and investigated.