



**ITC Construction Group**

# Health & Safety Program

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September 1, 2015

**Required updates, revisions, edits or any other document &/or information changes must be completed by a qualified and competent individual (i.e. Qualified Person, Plan Administrator, etc.). ITC assumes all responsibilities and liabilities associated with updating and maintaining this Plan and its contents outlined herein. ITC is also responsible for ensuring that any and all updates meet or exceed current local, Regional &/or federal legislative compliance requirements, in addition to industry-accepted standards, criteria or guidelines that may apply.**



# ITC Construction Group

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# ITC Construction Group

## 1 - Company Health and Safety Policy

### 1.1 Statement of Safety Policy



# SAFETY

"everyone's business"

STATEMENT OF SAFETY POLICY – January 2015

The ITC Group of Companies is committed to providing a safe and healthy work environment. This is done through the prevention of illness and injury by providing and maintaining healthy and safe projects.

ITC endeavors to meet its responsibilities for the health and safety of the members of its community by adhering to relevant health and safety standards and legislative requirements and by assigning general and specific responsibilities for workplace health and safety.

In keeping with our corporate values of *Integrity, Trust, Commitment, and Quality Counts*, we will passionately pursue the latest thinking in health and safety integration, leadership, and culture.

ITC believes that safety truly is everyone's business, and that the work at the crew level is the final expression of the leadership and management of the company.

All parties from senior management to the workers in the field must be committed to performing their duties in a safe manner in order for a project to be a success. ITC takes all reasonable steps to ensure its employees know their rights and responsibilities in the workplace, and all applicable regulations and procedures for protecting their health and safety.

ITC recognizes the right of all workers to work in a safe and healthy work environment and also the workers 3 main rights: The Right to Know, The Right to Participate, and the Right to Refuse.

Also of particular importance is our duty as "Construction Manager", to ensure diligent coordination of multiple trade employers on our projects. ITC recognizes the right of all workers to work in a safe and healthy work environment.

As president and CEO, I am committed to ensuring that excellent management and leadership throughout our organization will result in safe and healthy environments for all persons on or near our construction projects.

Doug MacFarlane  
President & C.E.O

Mathias Graf, Director of  
Operations – Alberta  
Region

Harold Barisoff, Vice President,  
Construction

Rick McGill, Vice President,  
Operations



This policy will be reviewed as part of the Annual Safety Program Review



## **ITC Construction Group**

### **1.2 - Management Responsibility**

ITC Management is responsible for the provision of a comprehensive Occupational Health and Safety Program meeting the companies' requirements as below:

ITC will produce a written Safety Program Manual for distribution to all employees outlining the Safety Program Policies, Rules and Procedures.

1. To initiate, maintain and monitor a comprehensive Occupational Health and Safety Program.
2. To provide sincere and active leadership consistent with Occupational Health and Safety Program Policy.
3. To provide proper training and supervision of workers.
4. To comply with all Federal, Regional, and local safety codes and Legislation.
5. To comply with applicable first aid Legislation and to provide first aid facilities as required.
6. To support Superintendents in their administration of safety activities.
7. To investigate and report incidents.
9. To establish and maintain contact with an absent worker to facilitate their return to work.
10. To enforce all safety rules.
11. To set a good example.



## ITC Construction Group

### The Regional Health and Safety Manager's Responsibility

The Regional Health and Safety Manager is responsible for developing, implementing, and monitoring the ITC HEALTH AND SAFETY PROGRAM. They recommend policies, establish line responsibilities, and develop controls to ensure performance, conduct project inspections and develop accident prevention training programs.

#### Function:

1. Identification and appraisal of incident and loss producing conditions and practices, and evaluation of the severity of the incident problem.
2. Development of incident prevention and loss control methods procedures and programs.
3. Communication of incident and loss control information to those directly involved.
4. Measurement and evaluation of the effectiveness of the accident and loss control system and the modifications needed to achieve optimum results.

#### Duties:

1. Recommends and implements incident prevention policy and provides draft copies of new policies for review by supervisors.
2. Maintains an effective system for measuring supervisory safety performance, through periodic inspections of work sites for safety conditions and documentation.
3. Promotes acceptance of sound safety practices and encourages full participation of management and project personnel.
4. Establishes incident prevention performance standards and establishes accountability and controls to ensure standards are being met.
5. Aids in the development and implementation of safe work procedures.
6. Develops and maintains initial and continual education and a safety promotion program for supervisors and employees.
7. Develops and implements a comprehensive system for reporting of all incidents.
8. Investigates Contractor safety records to identify possible hazard concerns.
9. Makes thorough analysis of statistical data, locates problems and recommends solutions.
10. Develops and maintains a rapport with applicable government agencies and professional safety organizations, and acts as liaison between government agencies and owner regarding major safety issues.
11. Develops a system of planned inspection of projects, equipment, materials to determine existence of unsafe conditions and practices and implements corrective measures.
12. To adjudicate claims and monitor claims to ensure that they are processed in an equitably fair manner for both the company and the worker.
13. Investigates fatal and serious incidents, as well as significant first aid cases and "near misses".
14. Prepares and submits monthly statistical and active claims reports to Senior Management and Regional Safety Committees.
15. Participates in committees and associations related to construction incident prevention.
16. Develops and maintains an emergency evacuation plan for each job site for fires, gas leaks, and all natural emergencies such as earthquakes and floods.
17. Develops criteria for and administers the ITC Safety Recognition Program.
18. Acts as Chairman for all Corporate Safety Committee Meetings.
19. Ensures all claims are managed, filed and Injury Management Plan is successful.



## **ITC Construction Group**

### **Project Managers' Responsibilities**

1. To notify The Regional Health and Safety Manager upon award of a construction project for pre-planning of safety requirements.
2. Initiate development and implementation of the project specific HSE program requirements.
3. To ensure the scheduling of pre-job safety meetings with subcontractors, company personnel, client representatives, and the Regional Legislation
4. To communicate directly with client management personnel with respect to major safety issues and concerns.
5. Comply with building codes as to construction means and methods, regulations and project specifications.
6. Participate in corporate safety meetings whenever possible.
7. Writing environmental, safety and HSE requirements into subcontracts.
8. Perform one worksite inspection per month, at a minimum.
9. Review site inspection and investigation reports to confirm corrective action has been completed.
10. Ensure that the Superintendent is knowledgeable of ITC health and safety policy and Procedures.
11. Review the Project Monthly Safety Report and assist the Site Project Safety Coordinator (PSC) with any non-compliance by sub-trades.
12. Ensure sub-contractors meet requirements addressed in signed contracts.



## Superintendent's Responsibilities

1. Shall be responsible for the implementation of the Corporate Safety Program on his/her site and assign specific duties (but not responsibility) to individuals as required by the Corporate Safety program.
2. Ensure safe work procedures are followed and to develop standard operating procedures that include proper safety practices.
3. Ensure that a maintenance schedule is established for the safe operation of equipment, lifting devices, mobile equipment and personal protective equipment.
4. Develop a clear understanding of safety responsibilities and specific duties for each Supervisor.
5. Make daily observations of safety activities on the project and ensure that adequate safety inspections are performed.
6. Include a section on safety during each project coordination meeting with contractors and ensure that action is taken as required.
7. Report fatal, near misses and serious incidents to The Regional Health and Safety Manager. The superintendent will investigate all fatal, first aid and near miss cases to determine basic causes and complete an Accident/Incident Investigation report.
8. Ensure that a formal hazard assessment is completed prior to the commencement of each project.
9. Ensures that Supervisor and contractors hold weekly toolbox meetings and that immediate corrective action is taken on meeting issues.
10. Instill, by action, example and training, a sincere safety attitude through all supervisory personnel and employees.
11. Ensure that the PSC is given enough time to perform his primary duties as a safety officer.
12. Escort the International Governing and Regional Bodies' inspector during inspections and prepare written follow-ups if the inspector's reports require clarification.
13. Coordinate the development of Safe Work Procedures for Specialized work to be done on site with the Workers, the Supervisors involved, the Site PSC and the Regional Health and Safety Manager.
14. Enforce HSE rules and issuance of disciplinary notices.
15. Perform one worksite inspection per week, at a minimum.



## Supervisor / Foreman Responsibilities

The Supervisor shall be responsible for the direct supervision and safety of the crew. He is accountable to the Superintendent for the performance of personnel through the safe work procedures, and:

1. Must be familiar with the Corporate Health and Safety Program and be knowledgeable of and comply with all Legislation, laws and codes.
2. Enforces all established safety Legislation, work methods and enforce HSE rules and issuance of disciplinary notices.
3. Ensures that weekly “toolbox” meetings with his crew are conducted and that the minutes of the meetings are recorded. These meetings are to be for training and education on site safe work procedures, changes in legislation or procedures, training in the use of new materials, tools, and/or methods.
4. Conducts regular inspection for unsafe practices and conditions, and ensures prompt corrective action to eliminate causes of incidents and “near misses”.
5. Informs each employee of the hazards of the job, instructs them in safe work procedures and follows up to ensure that each worker understands and utilizes safe work procedures.
6. Ensures that required safety equipment and protective devices are provided and used.
7. Works in cooperation with other supervisory personnel in determining safe practices, their observance, violations and other general safety and accident prevention.
8. Works in cooperation with Project Supervisory personnel, the Site PSC and Regional Health and Safety Manager when developing Safe Work Procedures for specialized work that need to be done on site.
10. Complete the daily Job Hazard Assessment prior to each task, review with workers and have the workers sign off the assessment.
11. Supervisors are to know how to access and when to implement the applicable the Safe Job Procedures and Safe work Practices.



### Site Project Safety Coordinator (PSC) Responsibilities

The PSC will assist with the development, implementation and monitoring of the project specific HSE plan as mandated by the ITC HSE Management System, and will report to the site superintendent. The PSC shall:

1. Be responsible for daily administration of the ITC Health and Safety Program.
2. Attend all job site safety committee meetings, post meeting minutes until the next meeting (or until compliance on all outstanding safety items are resolved), and include copies of minutes to Head Office with the Monthly Safety Report.
3. Ensure the participation of sub-contractors on the site safety committee.
4. Prepare a monthly summary report of all incidents/accidents, first aid statistics, and all other information as required on the Monthly Safety Report form for the Regional Safety Committee to review. The reports will cover the period from the 1st of each month to the end of the month and are to be submitted to The Regional Health and Safety Manager by the first Monday of each month (unless otherwise directed by the Safety Manager).
5. Maintain and submit by no later than the first Monday of each month a Project Safety Report Checklist of sub trades on site including information confirming their completion of safety requirements and submission of safety documentation.
6. Examine the crane log book(s) on a monthly basis and require certification of all heavy equipment upon their arrival at the job site and near power lines.
7. Assist the Superintendent in incident investigations, analysis and the preparation of accident/incident reports and summaries.
8. Conduct ITC's Site Safety Orientations for all new or transferred workers before they commence work on site.
9. Carry out adequate daily safety inspections and maintain daily reports.
10. Maintain good working knowledge of local and Regional Legislation as they pertain to public and site safety at the construction site to which they are assigned.
11. Maintain good relations with government inspectors.
12. Assist subcontractors with safety compliance by providing guidance and information.
13. Deal directly with those involved in unsafe situations. Order work to be stopped and immediately advise superiors.
14. Maintain an inventory of all safety equipment on the work site.
15. Identify corrective action to be taken and inform the superintendent of necessary action required.
16. Ensure the ITC non-compliance policy is administered and assist superintendents in addressing safety violations as mandated in the ITC disciplinary procedure.
17. Intercede immediately in cases of refusal to work in unsafe conditions and follow REFUSAL TO WORK procedure.
18. Maintain orientation and training records for workers – organized by trade contractors and ITC employees.
19. Maintain a master list of site orientations.
20. Maintain a master list of ITC employee training and qualifications.
21. Maintain MSDS inventory and a master list for all (and only) hazardous materials on site.
22. Obtain and maintain records for all ITC and sub-contractor site-specific safe work procedures.
23. Post all Regional Bodies Inspections until compliance has been achieved and file copies of inspection report on site and submit copies to Head Office immediately.
24. Post ITC Regional Inspections for at least 2 days (or until compliance has been achieved) and file copies of them on site.



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25. Cooperate in the development of Site Safety and Fire Safety Plans for the site they are assigned to. Post them in prominent locations and ensure they are updated to reflect the existing job site as it progresses.
26. The Site PSC is responsible for initiating the creation Safe Job Procedures for Specialized Work to be done on site. The PSC, site supervisor and workers are to participate in the creation of the site specific Safe Job Procedure.
27. The Site PSC is responsible for the inspection of Fire Extinguishers on a weekly basis. The Site PSC will coordinate the maintenance of Fire Extinguishers on site in accordance with the local, Regional, and national Fire Code Legislation.
28. PSC is to be knowledgeable of the Claims Management Program, and ensure the Claims Management Program is implemented correctly.
29. Contact the Regional Safety Manager as soon after an injury as possible. Email a copy of the First Aid Record to the Regional Safety Manager by the end of the day.
30. Daily reporting to the Regional Safety Manger as to the status of any worker involved in the modified duty program.
31. Keep current all certification pertaining to the role of Safety coordinator.

*The Project Safety Coordinator will be familiar with the Project Safety Coordinator set of skills and general Duties outlined within the Human Resources Job Description*

NOTE: Where there is no PSC assigned, the Superintendent will take on this responsibility.



## **ITC Construction Group**

### **First Aid Attendant's Responsibilities**

On all jobs, the Superintendent shall assign adequate personnel to provide adequate first aid as required by Regional Legislation and the ITC Health and Safety manual. The person(s) appointed shall hold valid certification as required. The first aid attendants shall avail themselves of upgrading as provided by Regional Legislation and ITC.

1. Administer first aid as required.
2. Maintain a first aid log and ensure all forms are filled out as required.
3. First aid attendant is to call the Regional Safety Manager immediately to ensure proper implementation of the claims management program.
3. Ensure all first aid reports for all ITC employees are submitted to The Regional Health and Safety Manager as soon as possible.
4. Each first aid attendant is to be familiar with the Injury Management Program.
5. Ensuring the Claims Management Program is implemented correctly.
4. Assist the CSO when necessary, and report all unsafe conditions and practices observed.
6. Ensure that the first aid room supplies are maintained as the Regulation requires. Report any items required to the PSC.
6. Provide health education materials or instruction to all on-site employees as required.
7. Maintain an updated Material Safety Data Sheet set in, or as close as possible to, the First Aid Room and ensure that the MSDS Master list is accurate and updated for all hazardous materials on the site.



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### Workers' Responsibilities

1. Follow defined safe job procedures and safe work practices and take an active part in protecting themselves and their fellow workers.
2. Read and understand the ITC HEALTH AND SAFETY manual, read and sign ITC Hand Book which acts as an easy reference for Legislation and ITC requirements.
3. Report immediately any and all dangerous or hazardous conditions, practices or behaviors on the work-site to their Supervisor or Superintendent.
4. Discontinue any work practice they believe to be unsafe and correct unsafe conditions and/or make safety suggestions.
5. Stop and report to their supervisor any worker conducting unsafe work practices. Unless you are their supervisor, do not instruct the worker on how to correct their unsafe work. Have them report to their supervisor for proper instruction.
6. Follow all Regional Legislation and company health and safety policies.
7. Upon sustaining an injury, the employee must report promptly to his/her supervisor and receive first aid or medical help immediately.
8. If injured on the job and medical attention is required, the employee is entitled to light duty work and shall inform the attending physician of the same. The employee shall, following an injury, report any anticipated loss of working time to his/her supervisor as soon as possible.
9. Use all protective clothing and equipment required by safe work procedures, company policies, or Regional Legislation.
10. Report all accidents and incidents to the Superintendent, PSC or Supervisor.
11. Ensure that they are physically and mentally fit to perform his/her assigned duties prior to the start of such duties.
12. Participate in all training and meetings as required by ITC.
13. Report all medical aid claims to the relevant regional authority as required by legislation.



## **ITC Construction Group**

### **Subcontractors Responsibilities**

Subcontractor superintendents/foreman are responsible for the safety of their workers and assuring compliance with their own, and ITC's project specific HSE program. Ensure compliance with Alberta OH&S Act, Code, and Regulations and / or WorkSafeBC Regulation and Legislation.

Subcontractors are also required to ensure a full time superintendent/supervisor/foreman is on site at all times who is competent in fulfilling these duties.

Subcontractors are required to have their own HSE program which meets legislative standards and regulations, and industry standards. A copy of the HSE manual must be provided to the site ITC management team prior to commencing work.

1. All subcontractors are required to conduct their company safety orientation with their employees prior to commencing work on an ITC project. Employee Orientation documentation must be submitted to the Site PSC.
2. Ensure each worker receives the ITC project safety orientation prior to starting work.
3. Conduct daily job hazard assessments prior to work activity and provide or make available a copy to the ITC site safety coordinator.
4. Provide to ITC all safe work procedures for any medium to high risk tasks.
5. Ensure documented training of workers in any specialized PPE; respirator fit testing, fall Protection, etc. and provide copies to the ITC site safety coordinator.
6. Conduct weekly HSE meetings with workers, documenting the meeting and submitting a copy to the project superintendent.
7. Ensure good housekeeping is maintained by crew.
8. Maintain compliance with site rules, and responsibilities identified in this manual.
9. All contractors are to enforce discipline according to their company's health and safety disciplinary protocols. Contractors are to provide documentation to ITC of any discipline for the site records.
10. Provide interpreter at time of orientation for any worker(s) requiring interpretation/translation of the rules and responsibilities addressed in the site orientation.
11. Identify all Young workers to the site PSC, provide all Young workers training and supervision required as per regulation.
12. Report all incidents and injuries immediately to the site Superintendent or ITC safety Coordinator.
13. Conduct an investigation on any incident/injury and cooperate with the ITC site management team in the investigation process.
14. Confirm with the ITC Superintendent any proposed work beyond regular working hours. Attain and follow rules stipulated on the extended hours work permit issued by the Superintendent.
15. Attend weekly trade meeting set up by ITC superintendent



## 1.3 - Safety Program Review

### 1.4 Annual Program Review

On an annual basis, The Regional Health and Safety Manager will conduct a review of the Occupational Health and Safety Program. A meeting will be held with Senior Management to review the overall performance of the program and to discuss the implementation of the recommendations made. The policies, rules and procedures of this manual should be compared to training records, regional reports, superintendents reports, accident investigations, worker personal safety training files, inspection reports and any other pertinent information.

The Safety Program Annual Review will be conducted using the standards set by Regional construction safety organization i.e. BCCSA. Recommendations for revisions to the safety program will be forwarded to the applicable location for implementation. The month of January will be scheduled for the audit and a date will be specified for compliance.

### 1.5 Specific Reviews

The following associated Safety Programs must also reviewed. These reviews will be done in consultation with the Regional Occupational Health and Safety Committee at various Committee meetings throughout each year.

1. A review of all **Health and Safety Documentation** will be done to review compliance with local regulations and to ensure due diligence.
2. **The Hearing Conservation Program** will be reviewed annually to ensure its effectiveness.
5. **The Respiratory Protection Program** will be reviewed annually. The review must assess exposure control measures to ensure their continued effectiveness, determine the need for further control, ensure the adequacy of instruction, and for respiratory protection, assess the adequacy of exposure monitoring data and assess the need for further monitoring, and ensure the adequacy of the fit test program.
6. **The Injury Management Program** will be reviewed annually and modified to reflect and new protocols based on injury History.
7. **The Confined Space Program** will be reviewed and trained to the site teams on an annual basis.
8. **The Fall Protection Program** will be reviewed and maintained according to current regulations. Workers will have recertification training every 3 Years.
9. **The Hazardous Materials Program** will be reviewed and updated on an annual basis.



# ITC Construction Group

## 2 - Workplace Hazard Assessment and Control

### 2.1 Hazard Assessment

#### Recognition:

A written hazard assessment must be performed for each job site, shop, etc. to identify actual and potential hazards that may exist and to identify **CRITICAL** tasks.

A **hazard** is any circumstance or condition which poses the risk of an incident or injury.

A **critical task** is any task requiring a written procedure or where specific training is required by Regional Legislation or manufacturers' instruction or a task that is complex or uncommon.

Hazard assessments will be performed prior to the start of each new job site and will be ongoing as site conditions change.

Every workplace consists of four major components. These are:

- The people (employees, subcontractors, suppliers, clients, visitors, etc.);
- The environment they work in;
- The materials they work with; and
- The equipment/tools they use.

When conducting a Hazard Assessment, all four of these components must be examined and evaluated to see what risks are present.

To conduct a Hazard Assessment:

- Assemble the people that will be involved; (Managers, Site PSC, Relevant Workers, Safety Committee members)
- Discuss possible hazards with workers;
- Tour the entire job site;
- Look for possible hazards originating from environment, material, equipment and people;
- Keep asking "what if";
- Review the findings with supervisors/workers and solicit their input for control measures;
- Rank the items on a "worst first" basis using risk rating matrix;
- Take corrective action and make recommendations for the control of the hazards
- Monitor and follow up to ensure corrective action is taken

#### Ranking and Prioritizing

The ranking of hazards will be recorded and calculated using the Pre – construction hazards assessment, Project Hazard assessment form, Job Hazard Analysis

#### Control and Corrective Action

Once a hazard has been identified, an action plan must be implemented to eliminate or reduce the hazard to acceptable levels. The control of a workplace hazard may be performed in several ways depending on the type and magnitude of the hazard. The control measures may require a combination of engineering and administrative controls or the use of personal protective equipment.



## Engineering controls

May include the following:

- Substitution of a less harmful material.
- Isolation or enclosure of the worker or process.
- Installation of abnormal operation sensors and emergency shutdown devices.
- Dilution or local exhaust ventilation.
- Use of specialized materials in the construction of the process.
- Use of barricades or restraint to prevent worker contact around or under dangerous or hazardous operations.

## Administrative controls

May be used where engineering controls cannot be implemented. Administrative controls are acceptable procedures to control worker exposure to harmful materials or procedures by:

- Developing and implementing safe work procedures.
- Limiting the time of worker exposure.
- Using a watch person for critical tasks (fire watch)
- Providing worker training and supervision.

## Personal Protective Equipment

The use of personal protective equipment last line of defence, and lowest on the hierarchy of controls for workplace hazards. However in some situations the only recourse available to provide adequate protection is the use of personal protective equipment.

## Monitoring

Regardless of the control measures used to protect the worker, property and the environment from specific hazards, planned and informal inspections, audits and monitoring are required to ensure that control measures remain effective.

The monitoring may be:

- Evaluating the workplace control measures on a regular basis.
- Atmospheric evaluations to determine the presence and concentration of toxic substances.
- Area noise monitoring and/or personal noise dosimetry.
- Inspection of personal protective clothing and equipment.

## 2.2 Possible Site Hazards

Possible hazards that may be present on typical construction projects. Each site may have different and additional hazards present.

Refer to the Project Hazard assessment form appendix A-3, for a list of potential hazards identified for each project. The Hazard assessment is to be completed at the start of the project and reviewed as new work processes are introduced.



## **ITC Construction Group**

### **2.3 - Contractor Evaluation**

All contractors (including suppliers, sub-contractors, delivery and service providers) on site will be monitored for compliance with ITC safety rules during inspections. Prior to contractors working on site, the suitability of the contractor will be determined by review of their records and past performance (if applicable) Contractors employees will be given a site orientation prior to work.

Contractors are required to complete the Trade Scope Hazard Assessment form and submit prior to starting on site, along with the OHS manual.

Any safety infringements will be recorded and corrective actions put in to place and monitored. Safety performance of contractors will be discussed at safety meetings.

The Monthly Project Safety Report will be used to communicate any infringements or deficiencies to the Project Manager. The report will be circulated within the first week of the month.

See Appendix – Forms:

- Pre – construction hazards assessment
- Project Hazard assessment form
- Job Hazard Analysis
- Trade Scope Hazard Assessment
- Project Monthly Safety report
- Risk assessment – find



## 3 - Safe Work Practice

### **3.1 Safe Work Practice**

Defined as: A set of positive guidelines or 'Do's & Don'ts' outlining how to perform a specific task in a safe manner.

Safe work practices are generally written methods outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes.

Safe work practices should be developed as a result of completing a Hazard Assessment and should closely reflect the activities most common in the company's type or sector of construction.

All safe work practices should be kept in a location central to the work being performed and readily available to the workforce. Some safe work practices will require specific job procedures, which clearly set out in a chronological order each step in a process.

Safe

ITC has a written set of Safe Work Practices outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes.

.Forms

Index of Safe Work Practices



# ITC Construction Group

## 4. Safe Job Procedure

### 4.1 Safe job procedures

A specific step-by-step description of how to complete a job safely from start to finish

Safe job procedures are a series of specific steps that guide a worker through a task from start to finish in a chronological order. Safe job procedures are designed to reduce the risk by minimizing potential exposure.

Safe job procedures are usually developed by management and workers as a result of a Hazard Assessment, accident investigation and/or as a supplement to a safe work practice.

Safe work procedures should be included in the company's "Worker Orientation" program. All workers should be aware of the fact that safe job procedures have been established, are in effect, are written down and must be followed.

ITC Management will maintain an index of relevant Safe job Practices. ITC will ensure that they are in writing, easy to understand, relate to the scope of work and that all employees understand the SWP's that apply to them.

Each site will maintain an inventory of site specific Safe job practices.

All supervisors and workers will ensure that all SWP's are followed.

A Safe Job Practice will be available within the resource center and will be located in work areas to ensure they are available for all employees to read.

Workers, supervisors and management will participate in the development and reviews of the Safe Job Practice

FORMS

INDEX of appendices of Safe Job Procedures



## 5 - Company Rules

### 5.1 General Rules

The following General Rules apply to most situations and conditions present during construction.

Special situations and hazards will be covered in Safe Work Practices and Safe Job Procedures maintained on each work-site.

These rules are to be kept on site and must be readily available to and followed by the workers performing the specific tasks.

1. Accidents, injuries or near misses, regardless of their nature, shall be promptly reported to supervisors.
2. It shall be the first duty of each employee to inspect his/her place of work and make it safe.
3. Possession or use on the job of intoxicating beverages or unauthorized drugs is strictly forbidden and constitutes grounds for dismissal. An employee who is using prescription drugs or over-the-counter drugs which may cause impairment shall notify the Superintendent prior to commencing work.
4. No employee will operate or use any equipment in a manner that endangers himself or herself or any other person. Prior authorization must be given by the Supervisor before any new tool or equipment is used.
5. Clothing must be appropriate to duties being performed. Long pants, a shirt with a minimum four-inch sleeve and CSA approved footwear are the minimum requirements. Loose or torn clothing is not permitted. Clothing will be assessed based on the protection required, including work performed, job conditions, and weather conditions.
6. All employees must wear CSA approved hard hats and safety footwear on all company work sites where required by Regional Legislation and ITC policy.
7. Running, horseplay, fighting and bullying and harassment is strictly forbidden on the job.
8. Remove refuse and waste materials at intervals which will prevent their hazardous accumulation and to prevent slipping, tripping, fire, or other health hazards.
9. Properly store hoses, cables, ropes, wires, etc. when not in use to prevent tripping hazards.
10. Protruding nails are to be removed or clinched over.
11. Only company authorized personnel may do electrical work of any kind.
12. Never leave loose tools or materials where there is a danger of them falling.
13. Smoking is prohibited in all site offices, lunchrooms, rooms or buildings in the finishing stage, and in areas where flammable materials are stored.
14. Always store gasoline, oil, grease and other flammable liquids and gases and materials clear of the work area. Prominently display the "NO SMOKING" signs in the storage area.
15. Compressed gas cylinders shall be secured in an upright position and tested for leaks whenever they have been moved.
16. Riding on equipment is prohibited. No person shall ride a hook, hoist or other material handling equipment which is not specifically designed to carry riders.
17. Do not clean or adjust equipment or machinery while it is running or in motion when there is a danger of contact with moving parts. Only trained, qualified, and authorized workers may work on equipment. Specific written lock out procedures for the equipment must be followed.
18. Do not remove guards, except for repair or adjustments, and replace them before operating equipment.



## ITC Construction Group

19. All employees are required to wear approved protective goggles and/or face shields for all operations where the eyes or face are exposed to flying objects, injurious light or intense heat.
20. All employees are required to wear gloves suitable for the job when handling material with sharp edges, rough or abrasive surfaces, or damaging chemical properties.
21. Portable and personal entertainment radios are not permitted on the work site. Only communication radios will be permitted.

### 5.2 Non-compliance Procedure

It is ITC's philosophy that all employees be trained in proper safety procedures and employees are expected to follow and adhere to all aspects of the Health and Safety program. The close observance of all Federal, Regional, local and corporate rules and Legislation will be monitored at all times.

If there is an infraction of these rules, Legislation or the ITC Health and Safety Program, the following disciplinary action will be taken:

#### Minor infraction

Definition: Any infraction of government or corporate rules that does not have the potential to cause immediate serious damage or injury.

- **1st offense** - verbal warning (to be noted by PSC/Superintendent)
- **2nd offense** - Written warning copied to personnel file
- **3rd offense** - removal from the worksite for 24 hours.
- **4th offense** - worker is dismissed and immediate supervisor disciplined.

#### Major Infraction

Definition: Any infraction of government, corporate, or client rules or legislation that does have the potential to cause serious damage or injury.

- **1st offense** - Minimum of 24 hour suspension or dismissal
- **2nd offense** - Dismissal and immediate supervisor disciplined



## **ITC Construction Group**

### **6 - Personal Protective Equipment (PPE)**

All employees will use the appropriate personal protective equipment when and where it is required. All employees will be expected to know of and wear the required personal protective equipment appropriate for the task being done.

Generally this will be prescribed by:

- That which is required to control a specified hazard
- ITC Safety Rules and Policies
- Regional Legislation

#### **Basic personal protective equipment**

Basic PPE that is required to be worn at all times includes:

- Hard hats
- Long pants and sleeved shirts
- Approved safety footwear
- High Visibility vests

#### **Specialized personal protective equipment**

Any specialized PPE that be required to be worn for the specific job or hazard identified will be provided.

This may include, but not be limited to:

- Safety Eyewear
- Respirators – Refer to the Respiratory Protection Program for testing and PPE provisions.
- Gloves
- Hearing Protection – Refer to the Hearing Protection Program for guidelines on custom fitted hearing protection.
- Fall Protection – Refer to the Fall Protection Program for guidelines on Fall Protection provisions.

All personal protective equipment will be kept in good condition and maintained according to the manufacturers specifications. Personal protective equipment used must conform to CSA and/or ANSI standards.

Contractors must comply with site Personal Protective equipment requirements.

Contractors are to ensure sufficient supplies of Mandatory and specialised PPE are available to their employees.



## 7 - Preventative Maintenance

### Inventory and Schedule

To accomplish our maintenance program goals, an inventory of all major tools, equipment, machinery and vehicles will be kept and updated.

In addition a maintenance schedule matrix showing the items on the inventory show maintenance due and maintenance completed dates. The results of any repairs or pre-job inspections will be documented and sent to Head Office.

Equipment must be maintained to industry standards and in accordance with the manufacturer's instructions. This policy takes into account that replacement parts provided by other vendors than the original equipment manufacturer may be used in the repair or maintenance of a tool or piece of equipment ONLY if the replacement parts conform to the same specifications as the original equipment manufacturers parts in accordance with the current Regional Legislation.

### Equipment Rules

1. All tools, equipment, machinery and vehicles are to be kept in a condition that will maximize the safety of all personnel.
2. All employees will use tools and equipment in the manner in which they are intended to be used and will receive training and instruction in their safe operation. Employees will participate in and apply the training received.
3. DO NOT attempt to use any tool or equipment that you are not competent with or cannot use safely.
4. ASK YOUR SUPERVISOR if you are unfamiliar or unsure of any aspect of the operation of the tool or equipment that you have been assigned to use.
5. Employees must report all observed defects on a tool or piece of equipment to their Supervisor and the defective item must be taken out of service immediately by attaching a "Lock-out"/"Tag-out" or "Danger-Do Not Use" Tag to the item that identifies the defect. All necessary repairs are to be carried out by a qualified person.
6. Any tools found defective and being returned to Tech Projects or a 3<sup>rd</sup> party repair facility will be tagged with the "lock-out"/"tag-out" system. Identify
9. For Large Equipment such as Skid Steer Loaders, Forklifts and Company Vehicles, a daily log book that records Pre-operation checks and daily use must be filled in at each use and kept with the equipment until filled. The log book must then be forwarded to the Head Office for record keeping purposes.
10. Any problems found during Pre-operation checks or during the operation of the equipment must be reported immediately to the supervisor. Any problems found that will compromise the safe operation of the equipment will require that the equipment is removed from service until the corrective actions have been taken and the problem is rectified.
11. The supervisor shall be responsible for the application of the maintenance program for tools and equipment used in his/her area of responsibility.

### Forms

Equipment Inventory

Equipment Check Log Book



## 8 - Training and Supervision

### 8.1 Supervision of Workers

ITC recognizes the need for continuous monitoring of all work procedures, equipment and machinery to ensure that dangers to workers are controlled or eliminated. All workers on-site are accountable to the superintendent for on the job safety.

All Superintendents are responsible for the safety of work sites. Superintendents will attend regular management and safety committee meetings to discuss:

#### FOREMAN

1. Safety planning of new projects and work activities.
2. Pre-project safety meetings.
3. Enforcement of all applicable company policies and Regional and other applicable legislation.
4. Actual or potential dangers and remedial measures.
5. Site inspections (recorded on a regular basis) and general housekeeping.

### 8.2 New Employee and Subcontractor Orientation

All New ITC employees will receive a new hire orientation, familiarizing them with the company policies and procedures. As well, they will receive a site specific orientation or office specific orientation.

All subcontractor workers will receive an ITC WORKER SITE ORIENTATION – NEW / YOUNG & GENERAL ORIENTATION.

Site Visitors will receive Visitor orientation outlining basic emergency information and mandatory PPE requirements. Each visitor will be escorted by an ITC employee for the duration of the site visit.

Subjects covered will include but not be limited to:

1. Reporting of unsafe conditions and acts.
2. Workers obligation to refuse unsafe work.
3. Accident and Incident reporting procedures.
4. Summoning of First Aid and Injury reporting procedures.
5. Location of the phone and emergency phone numbers.
6. Procedures for safe handling and use of hazardous materials.
7. Workplace Hazardous Materials Information System requirements.
8. How to use and maintain required personal protective equipment.
9. Industrial Health and Safety Legislation pertaining to the job.
10. All company health and safety policies and specific safe work procedures required for the job site.

Upon completion of the safety orientation, each orientated person will complete the 'quiz' to show an understanding of the orientation requirements and sign an Employee and Subcontractor Orientation Form to acknowledge the completion of the orientation. They will also receive a copy of ITC's Safety Program Manual.

Young workers will receive additional orientation to ensure they will have the knowledge to work safely on the site.



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All subcontractors are required to conduct a site safety orientation with their employees upon commencement of a new project. Employee Orientation documentation must be submitted to the Site PSC.

### **NO WORKER IS TO COMMENCE WORK WITHOUT A SAFETY ORIENTATION**

A site safety orientation is not a substitute for proper worker training. Worker training and its documentation is the sole responsibility of the worker's employer.

### **8.3 Training and Instruction of ITC Employees**

Proper instruction of employees in the safe performance of their work is a primary responsibility of every company. ITC recognizes its responsibility to make training available to its employees on an ongoing basis.

All training will be carried out by competent persons or by an approved 3<sup>rd</sup> party provider as required. The trainer used, and an outline of the training will be recorded on the workers training record along with evidence of competency in the form of certificates etc.

Re-familiarization with safe work procedures will be made available to those requiring it on an individual basis. Refresher training will also be conducted for those employees performing work tasks which are identified as benefiting from familiarization on either a regular or occasional basis.

Records of all training will be kept within the workers employment files.

### **8.4 Supervisor / Foreman Training**

Supervisors will receive applicable training on a regular basis to ensure that they have the opportunity to develop the specialized skills required to supervise workers they direct. Specifically, all Supervisors will be trained in:

1. Conducting accident investigations
2. Conducting safety inspections
3. Conducting crew safety meetings
4. Hazard recognition.
5. Health and Safety Responsibilities.

Leadership for Safety Excellence and Prime Contractor courses are suggested for all Alberta Supervisory staff.

Supervising for Safety online training is suggested for all BC supervisor staff.

NOTE: When supervisors are hired, The Regional Health and Safety Manager must ensure that they have received the required training.



## **ITC Construction Group**

### **8.5 Health and Safety Meetings**

Weekly Health and Safety Meetings will be held by each ITC Supervisor on site to discuss health and safety and to update their crew on any relevant issues.

The Health and Safety Meetings shall include as a minimum as agenda items:

1. A review of the last meeting minutes and outstanding items.
2. Any new business (updates, current issues, safety concerns).
3. Point out unsafe acts, practices, or conditions that have been observed in the work area and delegate corrective measures, if applicable.
4. Review recent injuries, accidents, and inspection reports as to why they happened, and what is to be done to prevent reoccurrence.
5. Brief the crew and discuss new types of equipment, with respect to safety.
6. Names and signatures of all in attendance.

Each week the Supervisor (ITC and Contractor) on an ITC site will hold a Tool Box Talk with their crew to discuss a specific safety issue or topic.

The Tool Box Talk sheets may be used as a basis for the talk.

### **Conducting a Tool Box Talk**

Proper preparation and planning of the talk is the secret to success. A relevant topic presented with a positive attitude will ensure a meaningful discussion. Supervisors should be aware that their crew members follow the example set by their Supervisor, be it good or bad.

The PSC will be responsible for researching relevant tool box topics and presenting them during the weekly toolbox talks.

### **Guidelines for Tool Box Talks:**

1. All the crew shall attend. (Obtain Names and signatures of all in attendance)
2. The meeting shall be scheduled so as not to interfere with the critical path of production.
3. It shall be generally limited to 15 minutes.
4. The topic chosen should be relevant to the site
5. Try to make the talk entertaining with use of equipment or current examples.
6. Encourage employee suggestions and discussion.
7. Choose a topic from the Safety Manual for the next Tool Box Talk.



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### **Coordination meetings.**

The site PSC will participate in the weekly trade meeting to collect relevant information about the upcoming tasks and activities on site and to provide

Additional meetings may be held as required, i.e.: after a serious accident / incident, or after development of a new work procedure.

Senior Managers should attend meetings whenever possible to show their commitment to site Health and Safety.

Supervisors and Superintendents must set a good example in attitudes, standards and maintenance and insist upon nothing less from their crew.

### **Forms**

Employee Orientation Form  
Orientation Quiz  
Tool Box Meeting Minutes Form  
Attendance Roster Form



## 9 - Inspections

### **All Workers Inspections**

All workers on the site are responsible for keeping their work area hazard free and reporting any hazard or unsafe practice found to their Supervisor.

All workers will be instructed how to inspect their equipment and shall carry out checks prior to each use.

For Large Equipment such as Skid Steer Loaders, Forklifts, Material hoists and Company Vehicles, a daily log book will be used to record Pre-operation checks and daily use: this must be filled in at each use and kept with the equipment. Any problems found during Pre-operation checks or during the operation of the equipment must be reported immediately to the Supervisor

### **Supervisor's Inspections**

All Supervisors will conduct visual inspections throughout the day for unsafe practices and conditions and ensure prompt corrective action to eliminate causes of incidents and "near misses". Supervisors will report any unsafe conditions to the site Superintendent or the PSC.

### **Site Project Safety Coordinator inspections.**

The Site PSC is responsible for conducting a minimum twice daily safety inspection of all areas to prevent the development of unsafe conditions.

A record of each inspection will be made on the Inspection Report form. Copies of each will be forwarded to the Corporate Safety Committee and will be maintained on file at head office. Additional copies will be posted before 10am and at the end of each day on the bulletin board.

A Daily Public Inspection will be conducted and recorded at the start and end of each shift, a copy will be posted following each inspection.

Any hazards observed should be reported immediately to a Supervisor or Superintendent and a copy of the inspection report given to them.

### **Site Safety Committee Inspections**

All members of the Site Safety Committee will conduct a safety inspection prior to the Safety Committee Meeting and are responsible for determining that required safety inspections have been carried out.

### **Superintendent Inspections**

The Superintendent shall make daily observations of safety activities on the project (including reviewing PSC reports and commenting on them). As well Superintendents will conduct a documented weekly site inspection. All safety inspections will be posted in a conspicuous location on that job site for not less than 7 days.



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## **Sub-Contractors Inspections**

All subcontractors on site will carry out a twice daily hazard assessment inspection and pass a copy of the completed form to the CSO.

## **Forms**

Daily:

Public Safety Inspection.

Site Structure Inspection.

Hazard Assessment Report.

Worksite Safety Inspection.

Trades Hazard Assessment Report.



## 10 - Investigation and Reporting

### 10.1 Purpose of Investigation

The purpose of an accident/incident investigation is:

1. To determine the root cause or causes of the accident/incident.
2. To identify any unsafe conditions, acts or procedures that may have contributed to the accident / incident.
3. To make recommendations to prevent the occurrence of similar accident/incidents.

**Note: Investigations should not concentrate on finding fault or to assign blame!**

### 10.2 Injuries and Incidents have to be reported

**Alberta Legislation requires:** Injuries and incidents have to be reported to the Government of Alberta if they:

1. Result in a death;
2. Cause a worker to be admitted to hospital for more than two days;
3. Involve an unplanned or uncontrolled explosion, fire or flood that causes or has the potential to cause a serious injury;
4. Involve the collapse or upset of a crane, derrick or hoist; or
5. Involve the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

**British Columbia Legislation** requires: Injuries and incidents have to be reported if they:

1. Result in a serious injury or death.
2. Involve a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation.
3. Involve the major release of a hazardous substance.
4. Is an incident required by regulation to be reported?

### Other regions and jurisdictions

Prior to starting any project the legislative requirements will be reviewed and recorded to ensure that all requirements are met or exceeded.

### 10.3 Accidents and Incidents that must be investigated

The following incidents will be investigated by the worker and management representatives of the Site Safety Committee:

1. Any injuries or incidents that have to be reported. These will also have the involvement of the Regional Safety Manager.
2. Those which resulted in injury requiring medical treatment.
3. Those that did not result in injury but which had the potential for causing serious injury or significant property/equipment damage.
4. Those which cause a medical visit due to an occupational disease which developed on the work site.
5. The incident resulted in a fire or uncontrolled explosion.
6. The incident resulted in environmental damage on the work site or the surrounding area.
7. Those involving any victims of assault or other acts of violence.
8. Investigate trending in first aid or medical aid injuries



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9. Legislation regarding Bullying and Harassment requires an investigation for each incident.

***NOTE: The Superintendent or PSC shall inform The Regional Safety Manager immediately upon commencing any investigation.***

### 10.4 Conducting Incident Investigations

All Superintendents, Supervisors and worker safety representatives will be trained in incident investigations. This training includes instruction in:

1. Site examination and preservation of the incident scene and all other evidence.
2. Proper segregation and interviewing of witnesses.
3. Determination of underlying causative factors.
4. Recording findings using notes, photographs and tape recorders.
5. Examination of equipment logs and maintenance records.
6. Examination of the personal files of involved workers regarding training and work history.
7. Completing the written incident investigation report.
8. Follow-up to ensure corrective action is completed and has been effective.

All incident investigations should be initiated before the end of the day of the accident / incident and must be completed on the ITC Accident/Incident Investigation Form.

The completed Accident/Incident Investigation Form and/or Acts of Violence Form must be signed by the management and worker representatives. A copy of the completed investigation report must be emailed that day to ITC Head Office. A copy will be retained within the site filing system.

Management is responsible to ensure that recommendations to prevent recurrence are implemented in a timely manner and that they are effective.

Corrective actions taken will be communicated to all that may be affected by them through safety meetings and tool box talks.

In the event of critical stress situations, ITC will make counselling available for any ITC employee as per the ITC Benefit Plan. In addition Regional departments may provide on-site counselling after serious accidents and incidents to any worker on site.

### 10.5 Forms:

Accident/Incident Investigation Form

Witness Statement

Acts of Violence Form



## 11 - Emergency Preparedness and Response

### 11.1 Roles and Responsibilities

#### Emergency Response Coordinator

The Emergency Response Coordinator (Normally Site PSC - Project Safety Coordinator) Responsibilities will include:

1. Maintain an updated headcount of all persons on site (including contractors).
2. Acquire an accurate head count in the case of an evacuation.
3. Ensure that emergency personnel are contacted if they have not already been contacted. Use the Emergency Response Protocol form for contact information.
4. Help to direct emergency personnel during an emergency situation.
5. Plan and conduct regular Evacuation drills, including DEP extraction (at least one per project).
- 5.
6. Coordinate fire prevention activities; act as Fire Marshal in case of fire.
7. Ensure the fire safety equipment is inspected and maintained as required.
8. Ensure that all emergency plans (Appendix V-1) and Project Hazard assessment information are set up and available on site (The Regional Safety Manager will oversee preparation of plans)
10. Liaise with all contractors on site to ensure they are aware of emergency procedures.
11. Inform the Regional Health and Safety Manager of any emergency situations that have occurred on site, when safe and practicable to do so.

#### Site Visitors Responsibilities

All site visitors must be made aware that they are responsible for the following:

1. Follow directions as given
2. Report all unsafe conditions to nearest staff member
3. Report to their host in an emergency
4. Avoid putting themselves at risk
5. Follow all ITC rules and procedures they have been made aware of at orientation.

### 11.2 Emergency Plans

The Regional Health and Safety Manager is responsible for ensuring that all ITC sites have a site-specific emergency plan in place. (Appendix V-1) and Project Hazard assessment.

A copy of the emergency plan and rules must be posted near the entrance and / or the first aid trailer on each site, in a location so that all persons entering the site can easily locate it and read it.

The emergency plan MUST include:

- A map of the entire site, specifying the location of the first aid room, emergency alarm points / air horn and fire extinguisher locations, site office location, and emergency assembly point(s).
- First aid contact methods: Air horn, radio and cell phone numbers (as appropriate).
- Site superintendent's name and location.
- ITC Head Office contact details.
- A map showing the route to the nearest hospital.



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- Full site address.
- Contact details for Regional chemical spill control
- Rescue information for Confined Space and High Angle if applicable to site.

### **11.3 Emergency Response Procedures**

#### **In Case of Fire**

1. Ensure the safety of yourself and all other workers first.
2. If it is safe to do so, and the fire is small, attempt to extinguish the fire using available equipment. Once the fire is out, notify the site Emergency Response Coordinator.
3. If the fire is too large to fight, immediately use the nearest emergency signal, then, while proceeding to the nearest assembly point, call 911 using a cell phone. The Emergency Response Coordinator is also to call 911 to ensure the call was made; they are also to notify the main Emergency Response Coordinator.

#### **In Case of Earthquake**

1. Stay Calm
2. DROP, COVER, HOLD if possible and necessary
3. Take cover in the nearest available shelter and/or an open space
4. DO NOT stand under or near heavy objects or objects that look unstable
5. Be ready for any aftershocks which may occur
6. DO NOT leave cover or open space until 60 seconds after shaking has stopped.
7. Proceed to assembly point when safe to do so
8. Provide assistance to others if able to do so
9. Cautiously look out for overhead hazards
10. Follow Instructions of emergency personnel
11. The site Emergency Response Coordinator is to contact Head Office when safe to do so.

#### **In Case of Flood**

1. If there has been a flood, or there is a flood advisory in effect, all site workers must be on site only if safe to be so.
2. If a site is flooded, the Emergency Response Coordinator must be notified.
3. Sandbagging or barricading may be necessary to prevent water from entering certain areas. (Follow Regional emergency procedures for proper sandbagging).
4. If a small area of a site has been flooded, water pumps may be used to re-direct the water into an area that is environmentally acceptable.

#### **In Case of Chemical Release**

1. If the spill is small and the chemicals are not extremely hazardous a suitable spill kit may be used to contain the spill, do not put yourself or others at risk.
2. If the chemical release is too large for a spill kit, immediately evacuate the area to the safest assembly point that is upwind / uphill of the spill.
3. Notify the Emergency Response Coordinator who will contact the Regional Emergency Program Spill Team and the local municipality.
4. Follow all instructions of the Emergency Response Coordinator and emergency response groups
5. Obtain and check WHMIS MSDS for information about the chemical and follow recommended actions.



## Site Spill Kit Provision

All ITC sites must have suitable spill kits available and clearly marked. The spill kit is for small controllable spills ONLY.

Follow all instructions within the spill kit and ensure that it is appropriate for the kind of spill that has occurred. If the spill kit cannot contain the spill, evacuate the area and notify the Emergency Response Coordinator.

The location of spill kits is marked on the emergency plan.

## In Case of Work-Place Violence

1. If violence occurs on site, the emergency response coordinator, Superintendent and a direct supervisor must be notified. It is at the discretion of these persons whether or not the police will be notified at 911.
2. The Regional Safety Manager must be notified of all violent incidents on site.

## In Case of Theft

1. Inform the PSC and Superintendent immediately. Account for all items missing. ITC PSC will commence and investigation.
2. The superintendent will determine if it is necessary to contact the Police.

## In Case of Medical Emergencies

### If there is a medical emergency the following is to occur:

1. Notify the designated first aid attendant IMMEDIATELY via cell phone or air horn. Indicate the location of the patient and give the first aid attendant all the information they request.
2. The first aid attendant is to approach the patient ensuring scene safety
3. Assist First Aid Attendant as required (calling 911, fetching equipment etc.)
4. If the First Aid Attendant classes the incident as a 'Rapid Transport Category', then someone must call 911 for an ambulance and notify the Emergency Response Coordinator.
5. If the First Aid Attendant classes the incident as requiring 'Medical Aid' the patient will be taken to the medical location, transportation will be provided. The patient must not be allowed to drive themselves.

## Site First Aid Provision

All ITC sites will have First Aid services and equipment in accordance with the Occupational First Aid Legislation. The First Aid Attendant is responsible for maintaining the equipment and performing a monthly inventory of all first aid equipment.

First Aid Attendants must be aware of proper emergency procedures and must ensure that the site Emergency Evacuation Plan is posted.



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First Aid Attendants will ensure they have readily available updated copies of Material Safety Data Sheets for WHMIS controlled (Hazardous) products used on that site.

An employee suffering a work-related injury or illness must report as soon as possible to the First Aid Attendant. The First Aid Attendant will ensure that a record of every injury or illness which requires treatment is kept in the Accident Record Book. The accident record book from each ITC work site will be reviewed by the Site Safety Committee.

Workers should inform the First Aid Attendant of any medications that they are using.

ITC encourages all employees to hold at least a minimum level First Aid certificate.

### **In Case of a Vehicle Crash**

If you're involved in a vehicle crash:

1. If you are conscious and it does not further endanger your health and safety remain still and wait for help
2. Attempt to contact help

If you witness a crash or come upon a crashed vehicle:

1. Ensure your personal safety first, DO NOT approach if the crash is not safe to do so. Immediately contact further assistance.
2. If it is safe to approach, do so and check on the status of the occupants
4. Contact 911 and give your information and the situation and contact the Emergency Response Coordinator
5. Remain with the occupants as long as help has already been contacted and attempt to prevent them from moving around
6. The Emergency Response Coordinator will mobilize the emergency rescue team (if applicable).

**In case of Confined Space Incident – Do not enter the confined space to attempt rescue - Reference the Confined Space Program.**

**In case of Suspended Person – Reference the Fall Protection Program and the site specific fall protection plan**

**In case of Fire – Refer to the Fire Safety Plan**

### **Forms**

Emergency Plan



## **ITC Construction Group**

### **12 - Records and Statistics**

ITC will maintain and organize records and statistics relating to health and safety in order to monitor the effectiveness of the company's Health and Safety Program.

Records will be retained in accordance with Regional Legislative and ITC requirements.

Monthly safety summaries have been developed and yearly summaries will be used for comparisons and to identify trends so as improvement plans can be put into place.

Appropriate records and statistics will be maintained and retained for all of the Company Health and Safety Program elements that require them.

The following records and statistics shall be maintained for a minimum of 3 years:

1. First-aid records and related Regional documents (Form 7, 7A, 6).
2. Regional bodies and other 'official' inspection reports.
3. Accident/incident investigation reports.
4. Material safety data sheets.
5. Worksite inspection reports. (CSO monthly etc.).
6. Safety meeting minutes.
7. Employee orientation forms.
9. Equipment and Vehicle Inspections.
10. Training records.
11. Certification Records (First Aid, CSTS, Fall Protection etc.).
12. Claim Management Records.
13. Correspondence with regulatory agencies.
14. Emergency response drill records.
15. Disciplinary records.
16. COR Audit reports and corrective action records.



## 13 - Legislation

ITC site PSC will ensure copies of Provincial Act, Code and Regulations are readily available on site and all workers will be made aware of the location.

Management and supervisors are to refer to legislated safety requirements as often as possible. This knowledge will aid in better planning of work activities and compliance from all parties concerned.

Rights and responsibilities of each employee are included in section '1.2 Responsibilities' in this manual. This is in accordance with relevant Regional Legislation.

Employees are made aware of these rights and responsibilities during orientation.

### 13.1 Workers Rights

All ITC workers and sub-contractor employees have the right to a safe place to work summarised in the following three rights:

1. **The Right to Know** – the right to know anything regarding personal safety and company safety or any other thing that might be needed to perform the job safely and properly.
2. **The Right to Participate** – this allows workers / employees to actively participate in all aspects of safety that may affect individual or multiple employees. This includes but is not limited to: inspections, Joint Occupational Health and Safety Committee, and training.
3. **The Right to Refuse** – within reason, a person may refuse work if they feel it is unsafe. If this is the case, all refusals to work must be reported to the supervisor (see below).

### 13.2 Refusal to Work: Procedure for Reporting Unsafe Work Conditions

If a worker has reasonable cause to believe that to carry out any work process would create an undue hazard to the health and safety of any person, they have the right to refuse to take such action.

Under such circumstances, the following actions must be taken:

1. The worker must immediately advise his supervisor of the motives for this decision.
2. The immediate supervisor must then evaluate and makes a decision for or against the work procedure and must attempt to redress the situation to the satisfaction of the worker. If that is not possible, he must contact the site Superintendent.
3. If no compromise can be reached among all the parties, the Site Superintendent or PSC and the worker must immediately notify a Regional Safety Manager, who will investigate the matter and take whatever actions are necessary.
4. The PSC must complete the ITC 'Accident / Incident Investigation Report' form, giving as much detail as possible regarding the type of work in question.
5. It must be noted that the worker(s) in question can be assigned to other tasks
6. The employee and the employer must keep records of the incident.

**No worker is to be disciplined for acting in compliance with these steps**

**Forms -** Accident / Incident Investigation Report



# ITC Construction Group

## 14 - Health and Safety Committees

The purpose of the Safety Committee is to assist in creating a safe place of work, to recommend actions which will improve the effectiveness of the health and safety program, and to promote compliance with applicable safety policies, rules and Legislation on all ITC worksites.

### 14.1 Site Safety Committees (ITC and Contractors)

ITC will maintain a formal Site Safety Committee on each company worksite. The committee will be made up of no less than four (4) members and will include one worker and one management representative from ITC Construction, and one representative from each subcontractor on site. At least half of the committee will be comprised of worker representatives.

Officers will be elected; the Chair is to be a worker representative and the secretary (co-chair) is to be an employer representative (or vice-versa).

The Site Safety Committee will meet every month to review health and safety trends, incidents, inspections, tool box talk and meeting minutes.

Committee members will be required to:

1. Conduct regular safety inspections.
2. Conduct accident and incident investigations.
3. Review injuries and their causes.
4. Provide the number of workers on site for their respective trades.
5. Make recommendations to correct hazardous conditions.
6. Make recommendations to improve the health and safety of all employees.
7. Provide a copy of Tool Box Talks for review and make recommendations for action as required.
8. Set a good example and assist in the development of safe production procedures.
9. Post the Committee members contact sheet in the main office for all site workers to access a committee member.

The site PSC or Superintendent will provide a copy of meeting minutes to The Regional Health and Safety Manager and to all committee members. He will also post a copy of the minutes from the last 3 months in an area accessible to the workers, preferably on a bulletin board and will store a copy on site for at least 2 years or the duration of the project.

### 14.2 CSO Meetings

All regional CSO's will meet at least 4 times each year to discuss current issues, and to plan future actions.

Training may be incorporated in to this meeting as required by the Regional Health and Safety Manager, The CSO training plan will be used to identify and prioritize training needs.

Minutes of the meeting will be taken and copies to the Regional Health and Safety Manager.



## 14.3 Regional Joint Health and Safety Committee

ITC will maintain a Regional Safety Committee to oversee all Site Safety Committees.

The Regional Safety Committee will meet on a monthly basis to review all accident, incident and major (high injury or property) potential near miss investigations, site Safety Committee meeting minutes, safety inspections. Review of WorkSafeBC / AB OHS Inspection Reports (both positive and negative) and will make recommendations regarding the above mentioned to improve the health and safety of all employees of ITC and all workers working on ITC Construction Projects.

Once a quarter the Regional Joint Health and Safety committee will hold a meeting at a project and conduct a site inspection of that project.

The minutes will be copied to the President of ITC for review.

Three months of RJHSC minutes will be posted at all ITC Project Sites as well as a list of all RJHSC members with their contact information and roles on the committee.

The ITC Regional Joint Health and Safety Committee member contact sheet will be posted at each workplace, so all ITC employees can access the committee.

## 14.4 Training Requirements

All members and potential members of the above committees will receive training specific to their duties, functions, procedures, rules and applicable Regional Legislation to allow them to understand and carry out their role on the committees.

The training provided to them will be information and reference materials as required and will also have a method of measuring retained knowledge in the form of a quiz.

## Forms

JOSH Agenda Template

JOSH Minutes Template

JOSH Terms of Reference

JOSH Formal Recommendation Form

JOSH Educational Leave Form

JOSH Site Inspection Form

JOSH Meeting Agenda Form