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Health And Safety Policy

The personal Safety and Health of each employee of O'CANADA PAINTING is of primary importance. In fulfilling this commitment, management will provide and maintain a safe and healthy work environment in accordance with industry standards and in compliance with applicable legislation. In Alberta this includes the Occupational Health & Safety (OH&S) and the Alberta Construction Safety Association's (ACSA). Together Managers, Supervisory Personnel and Employees will strive to eliminate any foreseeable hazards which may result in personal injury/illness, accidents or property damage. Our safe work policies will reflect our commitment to safety through employee training and awareness programs and will include:

- Monitoring changes and following all applicable safe work procedures and environmental laws.
- Conduct health and safety inspections to find and eliminate or control unsafe working conditions.
- Providing necessary personnel protective equipment and instruction for its use and care.
- Requiring that employees cooperate and comply with all Health and safety rules.
- Investigating all accident and reported incidents promptly and thoroughly to the appropriate regulatory bodies. We shall report all findings including cause and take immediate corrective action to prevent them from reoccurring again.
- Providing mechanical and physical safeguards to the maximum extent possible.

O'CANADA PAINTING recognizes that the responsibilities for safety and health are shared:

- **Management** accepts responsibility for leadership, effectiveness, improvement and providing the safeguards required to ensure safe conditions.
- **Supervisors** are responsible for ensuring that all operations are performed with the highest regard for the health and safety of all personnel involved.
- **Employees** are responsible for genuine cooperation with all aspects of the health and safety program, including compliance with all rules and regulations while performing their duties.

Note: The safety information in this policy does not take precedence over applicable government legislation with which all employees have been made aware of and should be familiar.

Owner

Date

RESPONSIBILITIES

Management Responsibility For Safety

The Owner/Director has the ultimate responsibility for the Safety Program. The President will ensure adequate support, resources, programs and systems are in place to safely perform company activities. O'CANADA PAINTING Systems recognizes that safety is a line management responsibility. The Senior Site Representatives are accountable for implementing the Safety Program at their work sites and are responsible to ensure company goals and objectives are achieved.

The Owner/Director of O'CANADA PAINTING is responsible for the development, coordination, administration and auditing of the Safety Program. The Owner/Director will ensure that systems and training are developed, implemented, identified and that appropriate program auditing is conducted to measure and evaluate compliance to company standards.

Management Participation

All levels of line management, from the Owner/Director to the Field Employee, are expected to participate in and contribute to the Safety Program. For the Program to be effective there must be a two-way flow of communication/information. The Program has been developed for the benefit of all employees, management and the Company. Management has the ultimate responsibility to ensure the company safety policy is given an honest commitment throughout. The following are specific individual responsibilities for each member of the company for Safety.

The Owner/Director is responsible for the overall control of the safety program and the companies Safety Objectives each year. The objectives must be attainable, measurable and realistic. The objectives should allow for all levels of the organization to contribute towards their achievement. The Owner/Director shall provide information, instructions and assistance to all supervisory staff and any sub-contractors in order to protect the health and safety of all employees and the environment. Provide ongoing training programs to meet or exceed legislated requirements. Ensure field personnel are aware of and effectively following safe work practices and procedures in this manual and in accordance to Occupational Health and Safety legislation.

Supervisors

Supervisors are responsible for the safety of the employees, the safe condition of the work area and the safe operation of equipment. For the purpose of this standard, a Supervisor is defined as the person directly responsible for employees or crews in regards to planning, leading, organizing and controlling the execution of field activities. Supervisors are responsible to maintain an acceptable level of production and workmanship, as well as accept their responsibility and exercise their authority for Safety.

Supervisors are to inspect the work area to detect hazards on a regular basis also correct substandard work practices or conditions. Maintain good work ethic through knowledge of safe work practices and rules contained in the Health & Safety Manual and other standards that are applicable to the work being performed. Observe workers to determine whether they are competent, alert, observing safe work practice and in physical condition to perform the work. Ensure that all safety equipment, including personal

protective equipment, meets safety regulations and is well maintained. Promote and facilitate effective safety communications and take appropriate actions on concerns raised. Report and investigate all injuries

and other incidents regardless of severity in a timely manner and ensure appropriate corrective action is taken. Conduct an orientation with all new or transferred employees. Inform these employees of any hazards that are peculiar to the site or work area. Demonstrate a positive and cooperative attitude toward Safety among crewmembers. Set a good example by following good safety practices in all activities. Provide ongoing supervision of field employees ensuring assigned work will be done in accordance with established standards. Ensure that procedures for hazardous tasks are developed, reviewed with the crew and followed. Conduct pre-job tailgate meetings with all relevant employees and ensure that all employees report all injuries, incidents and near misses in a timely manner.

Employees

Employees shall: know, understand and comply with the company's health and safety manual, safe work practices and rules. Think Safety first and integrate Safety into all activities. Exercise the necessary steps to protect health and safety of self and others. Familiarize and comply with Safety rules and regulations. Actively participate in job planning activities and know job hazards. All employees shall report all injuries, property or environmental damage accidents and near misses to immediate Supervisor in a timely manner. Know and follow company safe work practices and procedures. Stop all unsafe work and take corrective action. Maintain and use personal protective equipment. Participate actively and constructively in safety meetings and inspections. Participate in accident/incident investigations. Report all hazards to their immediate Supervisor in a timely manner. Refuse to take unnecessary risks.

Sub-Contractors & Hired Equipment

Sub-Contractors shall: know, understand and comply with the company's health and safety manual, safe work practices and rules. Think Safety first and integrate Safety into all activities. Exercise the necessary steps to protect the health and safety of self and others. Familiarize and comply with Safety rules and regulations. Actively participate in job planning activities and know job hazards. Ensure hazards are controlled with engineering, administrative or personally protecting the worker. Report all injuries, property or environmental damage, incidents/accidents and near misses to immediate Supervisor in a timely manner. Know and follow company safe work practices and procedures. Stop all unsafe work and take corrective action. Maintain and use personal protective equipment. Participate actively and constructively in safety/tailgate meetings and inspections. Participate in accident/incident investigations. Refuse to take unnecessary risks.

Right to Refuse Unsafe Work.

Employees must be informed of their right and their responsibility that they are not to work in any manner or situation which may endanger themselves or others. They must also be instructed on the proper procedure for refusing to do work which they deem to be unsafe. Employees who refuse work, which they deem to be unsafe, must immediately report the situation to their supervisor. Employees must have reasonable and probable grounds that an imminent danger exists to themselves or others. The situation must be investigated by a supervisor immediately with the employee. If an agreement on the issue cannot be reached between the supervisor and the employee a third party decision can be made from a member of the health and safety committee or another competent employee experienced the work or concern being discussed. If a resolution cannot be made the manager will be informed and an Occupational health and Safety Officer must be informed to investigate about the situation and asked for clarification. This officer will decide whether a danger exists. Employees who refuse work cannot be disciplined including dismissal for the action. If another employee is assigned the task originally refused they must be informed of the original refusal the investigation and decision. It is imperative this

procedure is followed by all parties in this situation. Employees must know they are responsible to report unsafe act and/or conditions immediately to supervisors and that corrective action is taken.

Visitors

All visitors to any O'CANADA PAINTING site must follow all safety rules and site rules while wearing all personal protective equipment appropriate to the hazards that they may be introduced to. Visitors are to be accompanied by O'CANADA PAINTING personnel at all times.

Risk Hazard Assessment

The Job Hazard Assessment process and Planned Inspections are fundamental safety and loss management tools. Hazard Assessments mean identifying and then eliminating or controlling the safety hazards of a process, procedure or a work site to protect the health and safety of the employees involved to prevent other losses. Substandard tooling and equipment, poor housekeeping, substandard working conditions and practices are a range of other potential risks.

No other element of the **O'CANADA PAINTING** Safety Program is geared more towards **pre- loss** identification and treatment of potential hazard exposures than inspections and job hazard assessments.

Responsibilities

The Owner is responsible to:

Enforce the company hazard recognition and planned inspection program at all work locations. Review compliance to the hazard recognition and planned inspection programs and take appropriate action to correct non-compliance.

The Supervisors are responsible to:

Conducting a pre-project hazard assessment using the Job Hazard Analysis Form Complete a job hazard analysis for: ■ New tasks and equipment

- Tasks that pose unknown risks
- Tasks in unusual locations or circumstances
- Tasks with high potential for loss
- Tasks with a history of significant or frequent loss

Conduct a planned worksite inspection on a regular basis using the Health and Safety guidelines.

Employees are responsible to:

Actively participate in the inspection process when requested.

Complete any assigned action item(s) in a reasonable period of time and with the same diligence as any other assigned work task.

New Project Hazard Assessment

The Owner and Field Supervisor is responsible to conduct a hazard assessment for each new project. The hazard assessment will consider the physical, chemical, biological, environmental and ergonomic impacts and potential impacts at the new project location. The assessment will be recorded using the Hazard Analysis Form.

Hazard Assessment Guidelines:

Hazard Assessments are to be conducted by competent personnel who will then be responsible to:

- **Identify** the area/tasks/equipment to be inspected. Break down the job, process or procedure into tasks or components and identify all hazards associated with each task/component.
- **Eliminate** as many of the hazards as practicable. This is the most effective course of action when controlling hazards.
- **Control** the hazards that cannot be eliminated. If hazards are controlled rather than eliminated there is potential for them to recur.
- **Discuss** the findings of the Hazard Assessment with each participant to ensure that all significant observations have been adequately located, described and classified.
- **Protect** employees with PPE, signs, barriers or guardrails. Ensure work will be performed by competent employees or supervised directly by competent workers. Follow all safe work practices or safe work plans develop when needed, and then follow the plan(s). Hazards must be made known to warn employees, visitors or general public when entering the work area.
- **Minimize** Risk, if the Hazard Assessment doesn't address emergency response procedures and rescue it is incomplete. All supervisors and employees must be made aware of emergency response procedures.

Hierarchy of Hazard Controls

Hazards must be controlled using a range of methods. These can be used individually or in combination. They must be used in the hazard control process to a reasonably practical standard.

Engineering Controls

- **DESIGN.** Try to ensure that hazards are 'designed out' when new materials, equipment and work systems are being planned for the workplace.
- **REMOVE** the hazard or **SUBSTITUTE** less hazardous materials, equipment or substances.
- **ADOPT A SAFER PROCESS.** Alterations to tools, equipment or work systems can often make them much safer.
- **ENCLOSE OR ISOLATE THE HAZARD** through the use of guards or remote handling techniques.
- **PROVIDE EFFECTIVE VENTILATION** through local or general exhaust ventilation systems.

Administrative Controls

ESTABLISH appropriate **ADMINISTRATIVE PROCEDURES** such as:

- job rotation to reduce exposure or boredom, or timing the job so that fewer workers are exposed
- routine maintenance and housekeeping procedures
- training on hazards and correct work procedures.

Personal Protective Equipment

PROVIDE suitable and properly maintained **PERSONAL PROTECTIVE EQUIPMENT** (PPE) and training in its use. See Personnel Protective Equipment.

INFORMAL INSPECTIONS

The project Supervisor is required to conduct informal inspections of the job site and workers on an ongoing basis. Workers are instructed to conduct informal inspections of their work areas including: substandard tooling and equipment, inferior materials, unsafe work conditions and habits, traffic and housekeeping hazards, etc.

Assign a Risk Factor

Assign a risk factor to the hazard, which can range from 1 to 5, 1 being the lowest and 5 having the highest risk of the hazard materializing.

List the Controls

List the controls that will be put in place to eliminate or control the hazard.

Involve all Parties

Have all parties involved print and sign their names in the appropriate locations.

Almost every workplace contains substances, which could pose potential health problems to employees if exposed to them in high concentrations.

O'CANADA PAINTING recognizes that its employees have the right and need to know the properties and potential health and safety problems of substances to which they may be exposed.

A hazardous substance is defined as any substance that is a physical hazard or a health hazard, i.e., compressed gases, explosives, flammables, oxidizers, carcinogens, toxins, irritants or corrosives. Hazardous substances generally have a Material Safety Data Sheet (MSDS) provided by the manufacturer,

O'CANADA PAINTING includes a Material Safety Data Sheet (MSDS) with all products that are taken and used on a jobsite. The purpose of retaining MSDS sheets is to safeguard the Health and Safety of all employees. MSDS Sheets create guidelines to follow for implementation and maintenance of products and to communicate hazards of the workplace to employees. Ensure compliance with the applicable regulatory standards.

Responsibility

The Owner will be responsible for developing and maintaining internal Hazard Assessment and WHMIS control. Annual updates of the Hazardous Materials List are required. The Hazardous Materials List should be maintained as a matter of record and available in the event that new chemicals were to be added. The MSDS will be available on all job-sites. Material Safety Data Sheets (MSDS) provide detailed information on a hazardous substance. The sheets include information such as product name (hazardous substance), chemical abstract service numbers, ingredients, physical data, fire and explosion hazard data, environmental and disposal information, health hazard data, first-aid instructions, and handling precautions.

Managers and Supervisors must assure that the MSDS for all hazardous substances in the work place are obtained. A copy of the MSDS must be kept in a readily accessible area for employees who work

with the hazardous substances. The original copies of the MSDS must be sent to the Owner, kept on file and updated when necessary.

Signs and Labels

All existing labels on containers of hazardous substances must remain intact. The labels must be legible and written in English. Where labels are not present, or are illegible, a label will be affixed to those containers holding the hazardous substance. Appropriate hazard warnings include: Health, Flammability, Reactivity, and Personal Protective Equipment, and Chemical Abstract Service number. In situations involving employees who do not read English, (where English is not their primary language) labeling and other written documentation will also be provided in the required additional language(s). Any storage tank must be labeled with the identity of the substances that it contains. The label must show the Health, Flammability, Reactivity, and Physical Hazards associated with the substance. O'CANADA PAINTING employees working with sealed containers of hazardous substances must assure that the manufacturer's labels are not defaced or removed. If the labels are removed or defaced, follow the procedure outlined above for replacement of the labels. In addition, if a spill or leak occurs in a container of hazardous substance, the Employees shall report the spill or leak immediately to their supervisor.

The MSDS should then be reviewed immediately to identify potential hazards and appropriate steps taken to rectify and stabilize the situation. Supervisors must be notified of any spill or leak for follow-up if necessary, as well as maintain a record with a written report to the Owner.

In addition to the labeling requirement for containers of hazardous substances, the area where the hazardous substance is used or stored must be properly identified and marked. These marked areas will warn employees and visitors that proper precautions should be observed when entering the area.

These regulations do not apply to any substances, which are foods, drugs, cosmetics, or tobacco products intended for personal consumption by the employees while in the workplace. Additionally, these regulations do not apply to any consumer products and foodstuffs packaged for distribution to (and intended for use by) the general public.

Hazard Assessment and Control /WHMIS

O'CANADA training and education programs shall be designed to inform employees of appropriate work practices, protective measures, and emergency measures regarding hazardous materials in the workplace.

Exposure

Exposure means that if an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g. accidental or possible) exposure as referenced by the MSDS. When an employee has received a potentially hazardous exposure to any substance or agent, the Supervisor must immediately notify the employee and take such steps that may be necessary to provide medical evaluation, monitoring or treatment. Likewise, an employee that has received a potentially hazardous exposure to a substance or agent must immediately notify his/her immediate Supervisor of such exposure.

After the appropriate safety and health precautions have been taken, it is the responsibility of the employee's Supervisor to file an Accident/Incident Report and forward to the Owner. The employee shall be encouraged to place such reports in a safe place for future reference.

O'CANADA PAINTING employees working in areas where exposure to hazardous substances exists shall be required to perform their jobs in accordance with precautions communicated to them during training and education programs. A Supervisor may take the appropriate disciplinary action when an employee does not comply with the precautionary measure this Safe Work Practice indicates.

All new employees must be trained by a qualified person about hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced into the work area.

In addition, the training must review possible situations where substances may be released into the workplace environment and examples of steps to take after the release is detected, the physical and health hazards that exist in the workplace and the measures and equipment used for personal protection. The training must occur within 30 days of employment for new employees. Any time a new hazard is introduced into the workplace, employees must be trained on the hazard; and an annual retraining session is required for all employees.

Supervisors Responsibility

It is the responsibility of Supervisors to recognize when additional training is needed for his/her employees and to arrange for such training. Supervisors are not responsible to provide any training (in the sense that he/she must develop and present the training program) but rather recognize the need for training and arrange for his/her employees to receive it. Employees must be trained on the proper safeguards, safe use, and physical and health hazards of hazardous chemicals used on the job before beginning work with those chemicals or whenever a new hazardous chemical or procedure is introduced into their work area. Supervisors are responsible to make sure that all Field Personnel have received any Site Specific Training required and provided by the client.

Owner

Date

Safe Working Practices

Confined Spaces

Purpose

To establish standard operating procedures for all O'CANADA PAINTING personnel to follow to assure the identification and control of all hazards associated with CONFINED SPACES.

Practice

It is the practice of O'CANADA PAINTING to ensure that all Field Personnel are thoroughly trained in accordance with OH&S and safe work practices that must be followed to work in Confined Spaces. This practice will be administered and viewed annually by the Owner and revisions made as necessary to protect employees from confined space hazards and to maintain compliance with the standard.

O'CANADA PAINTING will supply any necessary P.P.E. and provide training in the use of such equipment at no cost to the Workers.

Training

Under the direction of the Owner, all Field Personnel involved with permit required confined space work will be trained to assure the knowledge, understanding and skills necessary for the safe performance of their duties.

O'CANADA PAINTING is not responsible for the supply of confined space attendants; therefore, training of these workers is not required.

Training of O'CANADA PAINTING Technicians Shall Include:

- Emergency entry and exit procedures
- Use of appropriate respiratory protective equipment
- Lockout and Isolation procedures
- The use of safety equipment
- Rescue drills
- Fire protection
- Communications
- Aspects essential for maintaining the safety of the breathing environment
- Recognition and assessing of any hazards specific to the operation/activity

Additional Training and Supplied PPE

- O'CANADA PAINTING will supply any necessary P.P.E. and provide training in the use of such equipment at no cost to the Workers.
- Supervisors will be trained in the identification and evaluation of confined space hazards and in the proper precautions to be taken to assure safe entry and work in confined spaces.
- Field Technicians entering confined spaces will be trained in the hazards and potential hazards involved and how to protect themselves from those hazards. They will also be trained to never
-

- enter a confined space until a permit is issued and they have been authorized to enter by the Supervisors.
- O'CANADA PAINTING employees will receive a written certification following their training to document that they have been properly trained in their respective duties and the hazards and safety precautions involved in confined space entry. Refresher training shall take place annually and "Confined Space" is to be a regular topic of the daily on-site Tailgate Safety Meetings and this can be considered as refresher training.
- The Owner will review the Confined Space program annually.

Potential Hazards

- Toxic atmospheres having concentrations of airborne chemicals in excess of permissible exposure limits or PEL.
- Flammable gas, vapor or mist in excess of 10% of its lower flammable limit. These atmospheres are usually toxic also.
- Airborne combustible dust at a concentration that will obscure vision at a distance of 5 feet or less.
- Chemical contact agents, which may be corrosive in nature.
- Oxygen deficient atmosphere containing less than 19.5% oxygen by volume at sea level.
- Oxygen enriched atmosphere containing more than 23.5% oxygen by volume at sea level.
- Engulfment by a liquid or flowable solid material that can be aspirated to cause death or can exert sufficient force on the body to cause death by strangulation, constriction or crushing.
- Entrapment and subsequent asphyxiation by inwardly converging walls or by a floor, which slopes downward and tapers to a smaller cross-section. ▪ Exposure to ionizing radiation.

Entry of a confined space or permit space is defined as any part of the body crossing the entry plane. Most recorded confined space accidents result in multiple fatalities or critical illnesses.

Precautions

- The Customer Entry Supervisor in charge must assess all possible hazards associated with entry into a confined space and the results discussed with all affected Contractors and employees at a safety meeting prior to entry.
- It is imperative that you never enter a confined space that does not have a current entry permit posted at the entry.
- Operations personnel together with fire and safety will evaluate all criteria associated with entry and list the criteria on the entry permit. Be familiar with the information listed on the entry and hot work permit.
- Results of atmospheric testing must be documented on the entry permit and should include:
 - Oxygen between 19.5% and 23.5% by volume.
 - Toxic or flammable atmospheres in excess of 10% LFL.
 - Airborne combustible dust particles if present.
 - Corrosive properties of the product that was present when in service.
 - Radiation levels at the work area if applicable.

Personal Protective Equipment

Personal Protective Equipment necessary for entry must be documented on the entry permit and should include:

- Respiratory protection
- Hearing protection
- Fall protection
- Personal protective equipment or PPE
- Communication equipment if necessary

Coordination of Responsibilities & Tending Watch

The Entry Supervisor shall coordinate all contractors involved with the Confined Space and confirm the assigned attendants or tending watches (by the Owner/Client or Qualified Contractor) and confirm the responsibilities as follows:

- Maintain a list of names and times of all authorized persons entering and exiting the space.
- Stay in visual contact with the entrants if possible or by some other means such as radio contact or lifeline.
- The attendant must be outfitted with a respirator and personal protective equipment identical to the entrants.
- Should circumstances, which may endanger the entrants, it is the attendant's responsibility to alert all workers within the confined space immediately and assist in their evacuation.
- The attendant must never leave his or her position while employees are in the confined space unless relieved by an equally competent and trained replacement.
- The attendant must know the proper in-plant emergency procedure and the location of the nearest telephone.
- The attendant must know his or her exact location for reporting emergencies.
- The attendant may be allowed to act as attendant for more than one confined space, provided that the area has been assessed and deemed suitable by a competent person familiar with the operation.

Responsibilities

Client/Owner

While O'CANADA PAINTING Supervisors are instrumental in directing O'CANADA PAINTING personnel in the safe practices required for work in a confined space, it is the responsibility of the Client/Owner to prepare the space for entry. Some of the responsibilities include:

Client/Owner Procedure

Work involving entry to a confined space must be planned. An assessment of likely hazards should be made prior to commencing the work. Precautions must be taken to avoid exposure to harmful substances or oxygen deficient atmospheres. Some thought should also be given to handling possible emergencies.

Entry Into Permit Required Confined spaces (by client)

Prior to entry into any permit-required confined space, the Client will issue a permit that specifies the location, type and duration of the work to be done and the date. The permit will certify that all existing hazards have been evaluated by Operations and that necessary protective measures have been taken for the safety of workers. It will provide documentation before issuing an entry permit; the Client Supervisor will be responsible for the following:

- Identify all hazards and potential hazards associated with the confined space, such as the danger of explosion, asphyxiation, toxic gases/fumes, engulfment or entrapment, electrical or mechanical hazards, etc.
- Isolate the space from potential hazards, if possible, to provide for safe entry.
- Purge, inert, flush, ventilate, to eliminate atmospheric hazards.
- Provide external barriers and warning signs.
- Perform pre-entry oxygen, flammable gas and toxicity tests.
- All test results are to be recorded on the entry permit.
- If potential hazards cannot be isolated, continuous monitoring is required. ▪ If potential hazards can be isolated, periodic monitoring is required.
- Provide at least one trained attendant outside of each confined space that will be entered and in the case of multiple contractor entries, must coordinate all contractors for entry.
- Ensure that rescue and emergency services and equipment are in place.
- Supply confined space attendant.

Rescue Personnel

O'CANADA PAINTING does not have personnel who are trained to perform rescue operations within confined spaces, however arrangements will be made with the owner or outside source to ensure that rescue service be supplied at all times, including Qualified Rescue Personnel who:

- Are trained and equipped to initiate/effect immediate rescue.
- Will be in communication with workers/standby person at all times
- Will leave post only to effect rescue or when relieved by qualified personnel.

Emergency Service and Equipment

An attendant for the confined space will have access to a telephone and know the proper procedures for alerting the proper personnel in the event of an emergency, including the fire department, paramedics, police and others as necessary.

Ensure that all required equipment is provided, maintained and properly used. This includes air monitoring equipment, forced air ventilation equipment, communications equipment, personal protective equipment (PPE), lighting external barriers and warning signs, ladders and rescue equipment.

Provisions will be made and equipment provided to ensure timely extraction of an unconscious or injured worker from the confined space. This will include a body harness with a lifeline attached to a tripod and rescue winch. Under no circumstances is the attendant to enter the space to effect rescue, rescue operations must be left to trained personnel.

In the event of the Attendant becoming aware of any situation which could affect the safety of the entrants, such as a change in conditions or the entry of an unauthorized person, etc. the Attendant is authorized to "Stop Work", order the space evacuated and pull the Entry Permit until the Supervisor has reviewed the situation and any discrepancies or violations have been rectified. A new Entry Permit must be issued and reviewed with the entrants before they return to work.

NOTE: If hazard conditions are detected during entry, the Attendant will tell the entrants to immediately leave the space and the O'CANADA PAINTING employee will notify his Supervisor and Pull/Cancel the entry permit. Once the cause of the hazardous atmosphere has been determined and corrective actions have been taken a NEW PERMIT must be issued and reviewed before allowing re-entry.

If entrants suspect changes in the atmosphere in a confined space, they have the right to request additional monitoring at any time without fear of repercussion.

Supervisor and Foreman

Shall be responsible for reviewing every job and job-site on an on-going basis to identify confined spaces which require an inspection by a competent person and which require special procedures for entry.

- Shall be responsible for compliance with the instruction and conditions set forth on the written entry permit and certificate which a competent person will issue. It is also required that the Supervisor or Foreman, who requested the permit sign the permit signifying their understanding of the conditions and limitations under which it is issued.
- Shall be responsible for posting the written entry permits and any attachments in a conspicuous place. Permits shall be issued no more than 24-hours prior to the time the prescribed work is commenced, unless otherwise noted on the permit.
- Shall be responsible for ensuring that the employees involved in the confined space work are adequately trained and understand the conditions and limitations as identified in the written permit which relates to their safety and the safety of others. These employees shall be instructed as to the nature of the hazards involved and all necessary precautions to be taken.
- The Supervisor who requested the Entry Permit is responsible for removal of the permit and returning it to Operations once the work is completed.

Employees

- Shall be responsible for reviewing and complying with permit directions, instructions, posted certifications and any posted signs related to entry and work in confined spaces.
- Have the right to observe the air monitoring procedures and equipment used, to determine the air quality or the confined space in which they are working.
- They shall obtain instructions as to hazards involved and use of necessary protective equipment prior to any confined space entry.
- They will participate in all required training programs relative to confined space work.
- When at all possible, have the confined space cleaned and properly ventilated prior to entry.
- Never use a ventilating device that may create a source of ignition.
- Be aware of vessels that have been purged with an inert gas such as nitrogen to reduce toxicity or flammability but may also reduce the oxygen content.
- When using ventilation, be sure the ventilating device does not block the exit.
- Be aware of outside contaminants that may be introduced by the ventilation system, i.e. do not position motorized vehicles or equipment in such a position that exhaust fumes will enter the ventilating system and therefore the vessel.
- Discuss the potential hazards derived from the chemicals that previously inhabited the vessel. An MSDS sheet for these chemicals must be available on site. Pay special attention to possible

reactions with other agents. Permissible exposure limits indicated on the MSDS sheet must be compared to actual results of atmospheric testing prior to entry.

- Wear the personal protective equipment and respirator or supplied air as required on the entry permit. Unknown toxicity will require full protection.
- Any work requiring welding, grinding, cutting, painting or coating within a confined space requires a hot work permit and constant atmospheric monitoring. Operations will provide monitors with preset alarms, which will alert you to any change in atmospheric conditions worthy of your attention.
- When an atmospheric alarm sounds, stop work and leave the confined space immediately. Do not return until dangerous levels have been reduced to an acceptable limit.
- Entry into spaces, which could contain corrosive chemicals that are toxic through skin absorption, will require the appropriate personal protective equipment to prevent skin and/or eye contact.
- Atmospheres, which could contain flammable gases or vapors, shall not be entered if the concentration of gases or vapors is more than 10% of the lower explosive limit.
- Never take compressed gas cylinders or fuel containers into a confined space.
- Be aware of any potential moving parts or electrical circuits within the confined space and double check your lockout/tag-out procedures.
- Be aware of rising ambient temperatures within the confined space, which may cause fatigue or heat exhaustion. Advise your Supervisor if temperatures are rising. Additional ventilation or even the wearing of cool suits may be necessary.
- Temporary 110-volt extension cords must be "S" type cord complete with a ground fault circuit interrupter (GFCI).

Owner

Date

Definitions

Acceptable entry conditions means the conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

Attendant means an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

Authorized entrant means an employee who is authorized by the employer to enter a permit space.

Blanking or blinding means the absolute closure of a pipe, line or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line or duct with no leakage beyond the plate.

Confined space is defined as any space having a limited means of access/egress which is subject to the accumulation of toxic or flammable contaminants or an oxygen deficient atmosphere. These spaces may include but are not limited to: storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines and open top spaces more than 1.7 feet in depth, such as pits, tubes, vaults and vessels.

Competent person is defined as a person who is capable of recognizing and evaluating employee exposure to hazardous substances or to other unsafe conditions and is capable of specifying the necessary protection and precautions to be taken to ensure the safety of employees as required by the regulations referred to above.

Hazardous substance is defined as a substance by which reason of being explosive, flammable, poisonous, corrosive, oxidizing, irritant or otherwise harmful is likely to cause injury.

Hot work is defined as any construction, alteration or repair involving hot riveting, welding, burning, heat-treating or similar fire producing operations. Grinding, drilling, sand or shot blasting or similar spark-producing operations shall be considered hot work except when circumstances do not necessitate such classification.

Flammable atmosphere contains or could contain flammable gasses or vapors in any part of the area, which is more than 10% of the lower explosive limit (LEL). These areas are usually toxic as well as flammable.

Oxygen-deficient atmospheres are deemed to exist if the atmosphere at sea level is less than 19.5 percent oxygen by volume. When an unknown gas may dilute such areas, they shall be considered highly toxic and/or flammable.

Toxic atmospheres are atmospheres having concentrations of airborne chemicals in excess of permissible exposure limits.

Permissible Exposure Limits (PEL) is the legally established time-weighted average concentration or ceiling concentration of a contaminant that shall not be exceeded.

Immediately Dangerous to Life or Health (IDLH) is any atmosphere that poses an immediate hazard to life or produces imminent, irreversible debilitating effects on health.

Fall Protection Plan

Purpose Introduction

This section is intended to educate and protect O'CANADA PAINTING personnel from the hazards of falls while working on job-sites. O'CANADA PAINTING will provide the necessary safety equipment and training at no cost to employees. The procurement of all Fall Protection Equipment will be under the direction of a Qualified Person, and all equipment shall meet or exceed OH&S regulations, CSA or Industry Standards. O'CANADA PAINTING Owner or Qualified Person will ensure administration of the Fall Protection Program by a Certified Partner. The program will be reviewed annually or as needed to maintain compliance with the standard.

training

O'CANADA PAINTING field personnel will receive initial training by a Qualified Person prior to attending a jobsite.

All training will be documented, complete with training date and signature of the Qualified Person (trainer), verifying the successful completion of training. All documentation and certificates will be kept in the personnel files. The Owner will monitor the workplace for changes, which may require additional fall protection equipment or training.

Responsibility

Owner, supervisors, and persons trained in fall hazards are responsible for identifying fall hazards on the job-site. A plan will be developed to eliminate the exposure and implement the proper fall protection system and equipment. The implementation includes monitoring the proper use of the system.

Owner and Supervisors shall take the proper corrective actions to eliminate deficiencies in the Fall Protection Plan and will investigate all accidents and incidents involving the Fall Protection Program immediately. When persons are exposed to the hazard of falling from a location 6 feet or more in height, Fall Restraint or Fall Arrest Systems shall be used.

Fall Arrest Restraint and Fall Arrest Systems

Fall arrest restraint and fall arrest systems consist of:

- Standard guardrails as used in an approved scaffold or the use of safety harness with shock absorbing lanyard.
- All lanyards and safety lines will be 19 mm manila rope or equivalent.
- The lanyards and safety lines are to be protected against being cut or abraded.
- If used in conjunction with heat or spark producing work, lanyards and safety lines are to be made of 9.5 mm wire rope and protected from heat and sparks.
- Components of the fall restraint system are to be inspected prior to use and should not be used if damaged or equipment integrity is questionable.
- All employees working in excess of 6 feet above a permanent elevation will wear a CSA Class III Full Body Harness. A minimum of 1 and sometimes 2 lanyards will be attached to the appropriate D-ring, and Snap Hooks will be of the locking design. Lanyards will not exceed 180 cm in length.

Exceptions

Some areas where the use of a safety warning system is **not** allowed for fall restraint are" ■

Steep pitch roofs. (Greater than 10 cm in 30 cm) ■ Wind girders on tanks.

- Any area, 6 feet above the ground, with a horizontal dimension of 114 cm or less in any one direction.

Fall Hazards

There are many fall hazards in the workplace. Determine the method of fall-arrest or fall restraint to be provided for each job and task to be done that is 6 feet above the ground, or other work surface, or water. You might decide to use a scaffold with standard guardrails for replacing siding on a building and a full body harness with a lanyard secured to an anchorage point for working on a wind girder of a storage tank. The anchorage point shall be capable of supporting 2.44 tonnes. An CSA Class III Body Harness System shall be used to minimize free fall distance allowed to 6 feet or less, and such that the employee will not contact any lower level. All components of the body harness shall be capable of supporting a minimum fall impact load of 2.44 tonnes applied at the lanyard point of connection. Snap Hooks must be of the locking design and corrosion resistant.

Fall Protection

If tube and coupler scaffolding with standard guardrails is to be used it will be erected and disassembled by a Qualified Scaffold Company. A competent person will inspect the scaffolding before allowing employees to work on it at the start of each workday and after major changes in weather conditions. The scaffolding must meet the requirements of OH&S Standards.

The scaffold must be erected on a firm base. The planks must be in good condition and secured from shifting. The planks must be fitted to fill in the scaffold frame. All open sides and ends must be enclosed with standard guardrails and toe boards.

Daily Inspection

Employees must inspect all equipment used daily, piece by piece. The inspection will include checking for damage, wear and mildew. Snap hooks shall not be connected to each other. No more than 1 snap-hook shall be connected to any 1D-ring. Fall protection harnesses may require regular documented inspections. All fall protection equipment will be inspected and stored in a dry safe place.

Fall Arrest systems and Ufeunes

The fall arrest system likely to be encountered is an approved scaffold with toe boards and handrails. This scaffold will be tagged by a competent person to indicate it is safe to climb. In some cases, you may need a horizontal lifeline which is a rail, rope, wire, or synthetic cable that is installed in a horizontal plane between two anchorage points and used for attachment of a lanyard or lifeline device while moving horizontally (used to control dangerous pendulum like swing falls).

Overhead Protection

Overhead protection must be provided for workers who may be in, or pass through, the area below the work-site. The area under the scaffolding will have to be Flagged and Tagged off and have overhead work signs to prevent an Employee from accidentally passing through.

Working Over Other Workers

If work is to be done below, #18 wire mesh or plywood will be required under the work area to protect the workers below. This is the responsibility of the Client.

Safe Handling of Tools & Equipment

Tool belts will be used to carry hand tools to the elevated work surface. Tools too large for a tool belt will be landed on the scaffold by means of a tool bag attached to a tag line and after use, the tools will be returned in a similar fashion. Large tools such as skills saws will be secured to the scaffold guardrails with a cable.

Rescue Off Scaffolds

Methods for prompt, safe removal of an injured worker must be in place. Evaluate the employee's condition and if qualified, administer first aid. If the Employee's condition appears serious, delegate one person to call "911" or other local emergency site system rescue unit for assistance.

If the job requires you to be out of a restraint, your safety lanyard harness must be tied off to something secure (often 100% tie-off requiring 2 lanyards). If the work area requires being lowered into a tank, vessel, reactor or pipe, a fall-rescue work system will be used. A training session on this equipment and documentation of the training is required.

Controlled Access Zones

A controlled access zone is a work area designated and clearly marked in which certain types of work may take place without conventional fall protection systems (personal arrest or safety net), to protect the employees working in the zone. Controlled access zones are used to keep out workers other than those authorized to enter work areas from which guardrails have been removed. Controlled access zones, when created to limit entrance to areas where leading edge work and other operations are taking place, must be defined by a control line or by any other means that restrict access. Control lines shall consist of ropes, wires, tapes or equivalent materials, and supporting stanchions, and each must be:

- Flagged or otherwise clearly marked at no more than 2 meter intervals with a high-visibility material.
- Rugged and supported in such a way that the lowest point (including sag) is not less than 99 cm from the walking/working surface and the highest point is no more than 114 cm or more than 127 cm when overhand bricklaying operations are being performed - from the walking/working surface.
- Strong enough to sustain stress of no less than 100 kg. Control lines shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.
- Control lines will be connected on each side to a guardrail system or wall.
- When control lines are used, they shall be erected no less than 7 feet or more than 8 meters from the unprotected or leading edge, except when pre-cast concrete forms are being erected.

In the latter case, the control line is to be erected no less than 7 feet or more than 18.3 meters or half the length of the forms being erected, whichever is less, from the leading edge.

- Controlled access zones when used to determine access to areas where overhead work is taking place is to be defined by a control line erected no less than 3.4 meters or more than 4.6 meters from the working edge. Additional control lines must be erected at each end to enclose the controlled access zone. Only authorized employees are permitted in the controlled access zones.
- On floors and roofs where guardrail systems are not in place prior to the beginning of operations, controlled access zones will be enlarged as necessary to enclose all points of access, material handling areas, and storage areas.
- On floors and roofs where guardrail systems are in place, but need to be removed to allow overhead work or leading edge work, only that portion of the guardrail necessary to accomplish the work will be removed.

Safety Monitoring Systems

When no other alternative fall protection has been implemented, O'CANADA PAINTING shall implement a safety monitoring system. O'CANADA PAINTING will designate a competent person to monitor the safety of workers and shall ensure that the safety monitor:

- Competently recognizes fall hazards.
 - Is capable of warning workers of fall hazard dangers and detecting unsafe work practices. Is operating on the same walking/working surfaces of employees and can see them.
 - Is close enough to work operations to communicate orally with employees and has no other duties to distract from the monitoring function.
 - Ensures mechanical equipment shall not be used or stored in areas where safety monitoring systems are being used to monitor employees.
 - No one, other than the employee covered by a fall protection plan shall be allowed in an area where an employee is being protected by a safety monitoring system.
 - All employees in a controlled access zone shall be instructed to promptly comply with fall hazard warnings issued by safety monitors.
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Fire Watch and Confined Space Watch

Fire Watch Practice

Fire Watch duties are not in the normal scope of work duties for O'CANADA PAINTING. Assignment for this responsibility is to be agreed upon contractually prior to O'CANADA PAINTING arrival to site.

The O'CANADA PAINTING Supervisor who initially applied for the Hot Work Permit (HWP) will delegate the Fire Watch assignments, if they are stipulated in the Hot Work Permit.

- Specific instructions will be given to you from your Supervisor as to your duties on each assignment.
- Before Fire watching, your Supervisor will instruct you as to the extent of maintenance or construction work to be performed. If you have further questions, check with your Supervisor.
- **Check the following when you arrive at the location of hot work:**
- Nearest telephone and its number.
- Your location and location of extra fire-fighting equipment.
- Be familiar with all types of firefighting equipment in the area.
- Remember, as a Fire Watch, you are in charge of immediate situations. You can tell the worker to stop work at any time that a hazardous condition develops.
- When a hazardous condition occurs, shut off equipment, stop work, pull the Hot Work Permit, and then notify your Supervisor that the permit has been pulled.
- Always read your Hot Work Permits carefully and satisfy yourself those adequate precautions are outlined. After a permit has been pulled, do not allow work to resume until all the original gas testing and checking has been repeated, and a new permit issued.
- A Fire Watchers responsibility is to make sure all required safety and fire-fighting equipment listed on the permit is on hand and in good working order.
- **In the event of fire, you should try to extinguish the fire only if within the capability of your equipment and training. Otherwise, call the Fire Department or Fire Brigade.**

Confined Space Watch

Confined Space Watch is not the normal scope of work for the O'CANADA PAINTING Technician. Responsibility for Standby/Confined Space Watch will be that of the customer unless contractually agreed upon prior to the commencement of work.

- Be alert for safety problems in the area. Your first duty is to alert the people to any danger in or around the confined space (or spaces) you are watching. Ask (if you don't know) the safest route to leave the area.
- While assigned as a standby, you may perform routine work related to work being performed in the confined space. Such work shall not interfere with your safety responsibilities and at all times, you must be able to communicate with personnel in the confined space.
- Should you be asked to act as both Standby and a Fire Watch, be sure you are familiar with "Instructions for Fire Watch". Know where the nearest phone is located.
- Be familiar with the "Work Permit" covering your area. Read or ask about any special requirements for safety equipment or monitoring for today's work.
- Be aware and prepared to act if an employee in a confined has safety problems. Ask yourself the following: **"Who would I tell if an employee in a confined space calls for help, or see the employee in trouble?"** If unsure, discuss with the Supervisor responsible. ○ You should know what rescue equipment is in the area, where it is, and who is available to help you use it. **Don't be afraid to ask!**

Some Reminders:

- Fresh Air (SCBA Packs) are to be used by trained personnel only to enter poorly vented areas where Workers appear to be ill or have been overcome due to the toxic atmosphere.
- Don't try to remove a worker out of a confined space without help.

Owner

Date

Hand and Portable Power Tool Safety Purpose

The purpose of this Safe Work Practice is to provide Owners, Supervisors, and Workers with a guideline for inspecting and working with hand and portable power tools.

Introduction

Hand and Portable Power Tools are one of the leading causes of injuries in the workplace. Many O'CANADA PAINTING employees use a variety of hand and power tools that pose a risk to the safety of the user. In general, power tools pose a higher risk of severe injury because points of contact may transfer a large amount of mechanical energy from the tool to small areas on the body. Another factor affecting the safe use of hand and power tools is that each employee's size and strength varies, requiring differences in physical effort for tool control. Each employee should understand how to properly use hand and power tools, the hazards and risks of their use, and his or her ergonomic limitations. At a minimum, the following rules should be observed when working with hand and power tools.

Training

O'CANADA PAINTING field personnel will receive initial training on the proper use, care, and identification of damaged tools by a Qualified Person prior to attending or at a job-site. This training may be in the form of Daily Tailgate Safety Meetings or General Instructions provided by a field supervisor.

The Owner or Supervisor will monitor the workplace for changes, which may require additional training.

O'CANADA PAINTING implements this Hand and Portable Power Tool Safety practice at all work locations.

Responsibility

The O'CANADA PAINTING Owners will administer this program. The program will be reviewed annually to maintain compliance with OH&S and customer requirements. The Project Supervisors utilizing Qualified Persons are responsible for identifying possible tool hazards on the job-site.

Daily Inspection

Employees must inspect all tools used daily. The inspection will include checking for damage, wear, and proper guarding as applicable.

Any tool to be found defective shall be identified as unsafe by attaching DANGER DO NOT USE tag or by locking the controls to render them inoperable or shall be physically removed from its place of operation.

Whether furnished by the employer or the employee, the tools shall be maintained in a safe condition.

Safe Handling of Tools and Equipment

Tools will be tied-off to carry hand tools to the elevated work surface. Tools too large for tying-off will be landed on the scaffold by means of a tool bag attached to a tag line and after use, the tools will be returned in a similar fashion. Large tools such as grinders greater than 5" will be secured to the scaffold guardrails with a safety cable or rope.

General Tool Safety

- Before using any tools, read and follow the instructions in the manufacturer's operator's manual.
- Wear snug-fitting clothing; avoid wearing jewelry, and confine long hair, which can become entangled in moving parts and cause serious injury.
- When there is risk of flying debris, always use appropriate eye protection, CSA approved safety glasses, safety goggles, or a combination of safety glasses and a safety face shield. Safety glasses, while offering some protection, are not protective of liquid splashes or fine dusts. Workers using hand and power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dust, fumes, mists vapors, or gasses shall be provided with the particular PPE necessary to protect them from the hazard.
- While using vibrating or impacting tools, care must be taken to protect against excessive energy transfer to the extremities of the body that may damage blood vessels, nerves, or other tissues. In some cases, padding or anti-vibration gloves may be used. Job tasks should be designed to eliminate the use of vibrating tools. Engineering controls, work practices, and administrative controls should be employed to minimize exposure. Low frequency vibrations (25 to 75 Hz) are more hazardous than high frequency vibrations.
Take breaks to prevent fatigue in the hands and arms.
- Many power tools produce unsafe noise levels. Use appropriate hearing protection when using tools that produce noise levels greater than 85 decibels.
- Choose the right tool for the job. Never substitute a tool that is designed for a different purpose. For example, a screw driver should not be used as a chisel.
- Keep tools in good condition. Follow the manufacturer's recommendations for maintaining tools.
- Inspect tools before use. Avoid damaged tools.
- Direct tool blades and working surfaces away from other workers. Observers should remain a safe distance from the work area.
- Keep guards in place, in working order, properly adjusted and operable at all times. The guard may not be manipulated in such a way that will compromise its integrity or compromise the protection in which it is intended. Guarding shall meet the requirements set forth in the Manufacturer Specifications.
- Work areas should have adequate lighting and be free of clutter.
- Be sure to keep good footing and maintain good balance.
- Safety switches must be kept in working order and not be modified.
- Wear appropriate gloves and footwear while using tools.
- Carry tools properly. Do not carry power tools by the cord.
- When working with sharp tools, stay alert. Keep the sharp edges sharp. Keep knives in a sheath.
- Avoid using tools where electrical sparks may cause fire or explosion unless the tool is intrinsically safe.

Electric Tools

- Use only approved electric powered tools that either have a three-wire cord with a ground wire or tools that are double insulated. Never use a plug that has its ground prong removed.
- Inspect tools for frayed cords, loose or broken switches, and other obvious problems. Do not use tools that fail this inspection: remove them from service and attach the Danger Do Not Use Tag until repairs are made.
- Do not allow electric tools to get wet, and avoid their use in wet areas and while it is raining.
- Avoid accidental tool startup. Do not hold a finger on the switch button while carrying a tool that is plugged-in.
- When charging an electric tool, make sure the switch is in the "off" position.
- Never yank on the cord of an electric-powered tool to unplug it. Always pull on the plug.

Storing Tools

- Disconnect tools from their power source tools while storing.
- Do not wrap the cord around the tool for storage.
- Store tools in a dry place.

Referenced Documentation

DANGER DO NOT USE Tag

Owner	Date

Hearing Exposure

Purpose

To provide for the optimum health and safety protection of all O'CANADA Painting employees who are exposed to noise to comply with all hearing protection sections of the OH&S regulations.

NOTE: Exposure of 85 db for a time-weighted average of 8 hours is very rare for O'CANADA Painting employees. Customer work areas that have noise levels equal to or greater than 85 db are posted. The noise hazard is controlled by PPE or adjusted work schedules.

Practice

The Hearing Conservation Standard requires all initial noise exposure monitoring at the workplace. This is the responsibility of the customer.

O'CANADA Painting requires all employees exposed at or above 85 decibels (A) for an 8 hour time-weighted average (TWA) undergo audiometric evaluations and be included in a Hearing Conservation Program.

New or transferred employees assigned to jobs where noise exposures are at or above the action level of 85 decibels for an 8 hour time weighted average (TWA) may be given baseline audiograms and be included in the program. Baseline audiograms should be given within a reasonable time following work assignment, but not to exceed one year.

The list of employees enrolled in a Hearing Conservation Program is to be updated annually.

Requirements

Workplace Monitoring

Accomplished in the initial noise exposure monitoring and every three years thereafter or on major modifications to the workplace.

Audiometric Testing

Baseline audiograms for all employees exposed at, or above, 85 decibels, required to be done at least annually after obtaining baseline audiogram for each employee exposed at or above an 8 hour TWA of 85 decibels.

Evaluation of Audiogram

Each employee's annual audiogram shall be evaluated and compared to their baseline audiogram by an authorized medical organization.

If an employee requires a re-test audiogram, the authorized medical organization will advise the O'Canada Painting Owners.

Prior to submitting re-test audiograms to an authorized medical organization for evaluation, an Employee Work History/Noise Exposure Analysis (EWH/NEA) for each affected employee will be completed by the O'Canada Painting Owners.

Re-test audiograms and EWH/NEA forms should be sent together to the authorized medical organization for evaluation.

If a comparison of annual or re-test audiograms indicates an employee has experienced a significant threshold shift in hearing, the authorized medical organization shall advise O'CANADA Painting so they may ensure the following steps are taken:

- Employees shall be fitted with hearing protectors, trained in their use and care, and required to use
- The O'CANADA Painting Owners shall be responsible for notifying the employee in writing, within twenty-one days of the determination, of the existence of a significant threshold shift.
- Referral for ontological examinations or additional testing, as appropriate, will be coordinated and handled by an authorized medical organization.

Hearing Protectors

O'CANADA Painting shall make hearing protectors available to all employees exposed to TWA of 85 decibels or greater at no cost.

O'CANADA Painting shall ensure that all employees exposed to 85 decibels or greater wear hearing protection and who have experienced a significant threshold shift. All employees are required to wear hearing protection in designated areas of the customer site.

Employees will be advised to wear hearing protection in all areas with high noise levels, not just in those areas which have been monitored and posted. In these areas Employees will carry hearing protection at all times.

The O'CANADA Painting Owners shall provide training in the use and care of all hearing protectors provided to the employees. TRAINING PROGRAM

The O'CANADA Painting Owners shall institute a training program for all employees who are exposed to a noise at or above a TWA of 85 decibels, and shall ensure that each employee participates in the

program. Training shall be repeated as necessary for each employee included in the Hearing Conservation Program. Information provided in the training program shall be updated periodically to maintain consistency with changes in protective equipment and work processes.

As part of the training program, O'CANADA Painting shall ensure that each employee is informed of the following:

- Effects of noise on hearing.
- Purpose of hearing protectors.
- Advantages/disadvantages of various types of hearing protectors.
- Instructions on selection, fitting, use and care of hearing protectors.
- Purpose of audiometric testing and explanation of test procedures.

Access To Information

O'CANADA Painting shall make available to affected employees, copies of the Hearing Conservation Standard and shall post a copy in the workplace.

O'CANADA Painting shall provide to affected employees any informational material pertaining to the standard.

O'CANADA Painting shall maintain copies of all materials related to employee training and education programs pertaining to this standard.

O'CANADA Painting shall maintain accurate records of all employee exposure measurements. O'CANADA Painting shall retain records of most recent noise exposure measurements for at least three years.

Audiometric test records shall be retained for the duration of affected employee's employment.

All records required by this section shall be provided upon a written request to employees, former employees, representatives designated by the employee and officials of recognized Federal and Provincial safety organizations.

Owner

Date

Motor Vehicle Operation

Practice

To ensure all employees and contract staff whose work requires operation of a O'CANADA PAINTING company owned or leased motor vehicle to do so safely and are in compliance with all vehicle codes, traffic laws, company procedures and manufacturer's recommended operating guidelines.

This practice applies to operation of all motor vehicles to conduct company business matters.

Purpose

The purpose of O'CANADA PAINTING'S practice for Safe Driving is to make the driver aware of the consequences of misuse and exposure to accident risks.

Driving is a privilege, but it comes with a hefty price tag that can impact the costs of operating an O'CANADA PAINTING vehicle or vehicle leased by O'CANADA PAINTING and has enormous personal costs to the driver who causes an accident or near miss.

Costs attributed to careless driving, impaired or use of drugs when driving or traffic violations can take away your driving privileges and have enormous cost impact on yourself personally and to O'CANADA PAINTING.

Highway traffic Act and Specific Site Traffic Requirements

All drivers must operate any O'CANADA PAINTING vehicle under Federal and Provincial Traffic Acts and Site - Rules and Regulations.

CRITERIA FOR OPERATING AN O'CANADA PAINTING OWNED OR LEASED VEHICLE:

- Driver must have a current (valid) drivers license.
- Driver must be a minimum of 21 years old.
- Drive must have less than 3 driving violations during the past 3 years.
- Driver must agree to random Motor Vehicle Records checks.
- Driver must report any traffic violations, accidents, near misses, incidents or damage to an O'CANADA PAINTING vehicle either owned or leased/rented to O'CANADA PAINTING.
- Driver must keep the vehicle in clean condition, mechanically serviced regularly and do any necessary repairs immediately, all of which must be recorded and approved/reported to your immediate Supervisor/Manager.
- All O'CANADA PAINTING vehicles are for company use only.
- Drivers are not permitted to use any O'CANADA PAINTING while under the influence of any alcohol, mind-altering drugs or medication or when fatigued.
- Drivers are not permitted to transport alcohol or illegal drugs in any O'CANADA PAINTING vehicle.

It is the driver's responsibility to check and secure any equipment or material being transported on or in an O'CANADA PAINTING vehicle.

- Smoking is not allowed in any O'CANADA PAINTING vehicle.

- Ensure vehicle has an Emergency Road Kit.
 - Drivers and passengers must wear seatbelts at all times.
 - Driver must be familiar with the vehicle and its capabilities.
 - Do not offer rides to hitchhikers or strangers.
-
- Using a cell phone in a motor vehicle or client worksite may be hazardous to the employee and general public:
 - Make driving safely your first priority
 - Whenever possible, let our Voice Mail take your incoming calls.
 - Do not engage in stressful or emotional conversations.
 - Utilize a hands-free device if necessary.
 - Ensure you know your wireless phone and features such as speed dial/redial.
 - Avoid taking notes or looking up phone numbers while driving. ▪ Ensure cellular phones are turned off when refueling.

Supervisor Responsibility

Supervisors are responsible to facilitate and/or provide proper instruction and compliance for driving requirements for all employees driving under their direction.

PROCEDURES IN THE EVENT OF AN ACCIDENT OR INCIDENT

IN CASE OF A VEHICLE ACCIDENT USE THE FOLLOWING PROCEDURES:

- If possible, stop your vehicle in a safe visible place. If the vehicle cannot be moved, turn on the hazard lights. Turn the ignition off and safely exit the car.
- Determine if anyone is injured. Assist but do not move an injured person.
- If the vehicle is on fire, move to a safe distance from the vehicle.
- Call the police 911 immediately. Report any injuries and request medical help.
- If you don't have a phone - flag down a passing motorist.
- Place any warning signals, flares, etc. promptly and properly if possible.
- **Do not admit or make any comments about responsibility to any parties including the police, even if it was your fault.**
- **FOR EMERGENCY ASSISTANCE FROM O'CANADA PAINTING, CONTACT YOUR SUPERVISOR. IF YOU ARE UNABLE TO CONTACT YOUR SUPERVISOR, PHONE OR HAVE THE POLICE OR A RESPONSIBLE PERSON PHONE O'CANADA PAINTING'S owners at 780-940-1769 or 780-705-5758.**
- If able, exchange and take insurance information from the other driver.
- Get names, addresses and phone numbers of all witnesses.
- Do not agree to forget about a minor accident.
- Write an account of what happened using the O'CANADA PAINTING "AUTO ACCIDENT FORM". Draw a picture of the site and take pictures if a camera is available.
- Note any damage to other vehicles and damage that may be from previous accidents.
- Note all property damage.
- Report all accident information to your immediate Supervisor or O'CANADA PAINTING immediately.

Referenced Documentation

Auto Accident Form

Owner

Date**Portable Fire Extinguishers****Practice**

When required, O'Canada Painting will provide our immediate working area with the proper types and amounts of fire extinguishers and have them spaced as per specifications based on the type and size of hazard involved.

Types

The types of fire extinguishers that O'Canada Painting will be using are:

- Multipurpose Dry Chemical (Class A, B, C fires)
- CO2 extinguishers (Class B, C fires)

Service

All fire extinguishers will be inspected on a yearly basis and hydrostatically tested in intervals as follows:

- (N.F.P.A. 10)
- Dry Chemical- 12 years
- CO2-5 years

All fire extinguishers shall be examined for pitting, cracks, and corrosion on a monthly basis. If there is any evidence of damage or wear, it shall be tested immediately by an approved servicing agency.

The placement of all Class A fire extinguishers shall be located so that there is a travel distance not to exceed 75' in any one direction for retrieval of this unit.

The placement of all Class B & C fire extinguishers shall be located so that there is a travel distance not to exceed 50' in any one direction from the unit to the potential hazard.

Training and Education

When O'Canada Painting is required to provide fire extinguishers, training and education will be provided for the familiarization and general use principals of fire extinguisher operation and their capabilities. Where O'Canada has provided portable fire extinguishers for employees use in the workplace, O'Canada will provide an educational program to familiarize employees with the general principals of fire extinguisher use and the hazards involved in incipient stage fire fighting.

Training will be performed upon initial assignment and at least annually thereafter.

Operation – Dry Chemical Extinguisher

These types of fire extinguishers will range in size from 2 1/2 pounds up to 30 pounds and still be considered a portable, hand held extinguisher. These types of fire extinguishers have the capabilities of putting out Class B and C fire, or if they have a multi-purpose rating, they have the capability of extinguishing Class A, B, and C fires.

To Operate:

1. **Hold the extinguisher in the upright position.**
2. **With one hand, pull the pin.**
3. **With the other, aim the extinguisher at the base of the fire.**
4. **Squeeze the trigger moving the nozzle in a back and forth sweeping motion.**
5. **Keep the trigger depressed until you are sure that the fire is totally out.**

Operation – CO2 Extinguisher

This type of fire extinguisher is used on Class B and C fires. The content of this extinguisher is Carbon Dioxide. This fire extinguisher is not to be used in a confined space or area because the contents will displace oxygen and could suffocate the qualified operator. Carbon Dioxide fire extinguishers are very widely used on electrically energized fires because there is no residue left from the expellant to oxidize or damage the wiring or material this unit was used on.

These units usually range from 10 lbs up to 30 lbs. Units are the portable type and the wheel type of carts; it is not uncommon to find a unit of around 100 lbs.

To Operate:

1. **Hold the unit in the upright position.**
2. **Pull the pin.**
3. **Position the horn of the unit towards the base of the fire and squeeze the trigger.**

This unit only has an effective range of about 5 to 8 feet and the duration time of the expellant is very short.

The principal method of extinguishing with the CO2 extinguisher is to smother the fire.

Owner

Date

Process Safety

Purpose

O'CANADA PAINTING work sites include refineries and chemical plants throughout Canada, in which are found highly hazardous chemicals, which, if released unexpectedly, could have serious effects on human life. This program is designed to reduce the risk of death, injury or illness, lessen the chance of a catastrophic fire, explosion or hazardous materials release and protect the surrounding community and environment.

Training

All O'CANADA PAINTING technicians and field personnel are required to participate in Process Safety Program covered in site specific training.

Procedures

The Client must be made fully aware of the implications of O'CANADA PAINTING work procedures, including the application of heat, prior to commencing any work. The MSDS for all hazardous materials used by O'CANADA PAINTING are available upon request. All O'CANADA PAINTING field personnel shall attend the client site-specific training sessions as well as any unit specific training prior to entry into the worksite.

Before entering a unit at a given refinery or chemical plant, it is imperative that each employee understand the basic workings of that unit. The following steps should be adhered to: ■

Arrange a safety meeting with all employees to discuss precautions pertinent to the unit.

- If necessary, an operations person from the client maybe present at your safety meeting to emphasize points of concern.

Process Safety information should include:

- A block flow diagram or simplified process flow diagram.
- A listing of all chemicals used in the process complete with MSDS sheets for each chemical.
- O'CANADA PAINTING personnel are to be advised that the processes of the client may contain trade secrets and are confidential.
- Using MSDS sheets, discuss each chemical's physical data; toxicity, reactivity and corrosiveness; permissible exposure limits; data on chemical stability; and first aid procedures.
- Maximum intended inventories.
- Safe operating limits for temperature, pressure, flow rate and composition and what outcome, if any, should these limits be exceeded.
- Any safety systems built-in to pertinent equipment.

- Identify any potential fire; explosive or toxic release hazards, which may result from the process or the possibility of human error.
- Thoroughly explain the Emergency Action Plan as prepared by the plant operations and safety departments.
- Plant procedures for handling small releases.
- Alarms and other methods of alerting workers.
- Emergency shutdown.
- Evacuation procedures, routes and assembly areas.
- Accounting for all employees after evacuation.
- How to report emergencies.
- Rescue and medical duties for workers.
- Obtain a hot work permit before beginning any work in the unit.
- Ensure all personnel are competently trained to perform their tasks thereby not contributing to a possible hazardous condition.
- Inform operations personnel if you feel heat-treating a specific pipe or vessel section may create a hazard in the unit.
- Make sure all O'CANADA PAINTING personnel are in compliance with our customer's facility safety rules.
- Should an incident occur, investigate the cause after the area has been secured in order to eliminate future similar occurrences.
- How Process Safety will be documented on the Job Hazard Analysis and Environmental Checklist.

Investigations should include but not be limited to:

- Dates of the incident and the investigation.
- Description of the incident.
- Factors that caused or contributed to the incident.
- Recommended solutions to identify problems.

Referenced Documentation

Job Hazard Analysis and Environmental Inspection Checklist

Owner

Date

Respiratory Protection Plan

PURPOSE: To outline and define standard operating practice regarding the use of respirators for personal protection against airborne contaminants.

The respirator program establishes the following:

- A written program
- Program administration
- Program availability
- Respirator use guidelines
- A list of approved respirators
- Training program
- Fit testing
- Respirator maintenance/inspection
- Program evaluation

Program Administration

The Owner and Supervisor are responsible for the administration of the Respiratory Protection Program.

The Qualified Person will supervise the respirator program at all job-sites. All training and respirators will be provided at no cost to the employee.

All required fit testing will be performed at a convenient time and location during normal business hours.

Program Availability

Written copies of the Respirator Program will be made available to all O'Canada Painting employees. Distribution will be as follows: ▪ Copies will be available on all job-sites.

- A copy will be give to respirator users as requested

Additionally, the Owner or job-site Supervisors will discuss this program or aspects of it, periodically during regular daily tailgate meetings or as deemed necessary.

Respirator Use

Each employee that requires a respirator shall wear an approved respirator properly fitted at all times while performing an operation defined as **HAZARDOUS**.

No employee shall be required to wear a respirator or perform work requiring a respirator if it is determined that they are physically unable to do so. This determination shall be made using

information obtained from: observed during respirator training, and/or from a pulmonary spirometry examination performed by a qualified person.

Respiratory Selection

O'Canada Painting employees are normally required to wear NIOSH approved half-mask respirator. Respirators (when required) as well as replacement parts, cartridges, filters, etc. will be issued through and under the supervision of the job-site foreman. Only NIOSH/MSHA approved respirators shall be available.

Respirator choice is dependent upon the airborne contaminant present, the HAZARDOUS operation performed and proper individual respirator fit.

The useful life of each respirator and/or respirator cartridge will depend on employee job duties and the actual time in use. Each respirator will have some limitations. Refer to the respirator instructions. Air purifying types (e.g. disposable, half-mask cartridge, etc.) may only be used in atmospheres with a minimum of 19.5% oxygen available.

Respirator Selection Guide

An updated **RESPIRATOR SELECTION GUIDE** will be kept with the written respirator program and will be available for use in proper respirator selection. The Program Administrator or designee will ensure that this list is kept up to date. This will be accomplished by:

- Periodic review of inventory to ensure availability of listed equipment.
- Addition of new equipment to list.
- Annual review of Federal and Provincial regulations to insure compliance with PEL's.

Employee Training

The Owner or a designated Qualified Person trained in the proper use and care of the respirator will train each respirator user. Training shall be given to all new employees and refresher training shall be completed as required. A written record will be kept of those employees who receive training.

Proper Fitting

Proper fitting of respirators is essential if employees are to receive the protection for which the program was designed. In order to ensure proper respirator function, the manufacturer's fitting instructions and the rules below must be followed:

1. The respirator and all straps must be in place and worn in the appropriate position.
2. No alterations to the respirator or the straps will be allowed.
3. To adjust the face piece properly, position chin firmly in the chin cup and shift the mask to the most comfortable position.
4. Adjust the headbands until a snug but comfortable fit is obtained.
5. Make final adjustments to respirator and straps and perform pressure fit test as described in this program.

6. No beards allowed. Employee must be clean shaven. Respirators shall not be worn if beards, sideburns, moustaches, eyeglasses or other items interfere with the face seal of the respirator or with the proper functioning of the valves.
7. Contact lenses shall not be worn under full-face respirators; their use increases the risk of eye damage. If glasses, goggles, welding hood or other such apparatus is used it must be worn in such a manner as to not adversely affect the seal of the face piece to the face.

Daily Fit Test

Perform the following pressure fit check every time a respirator is worn:

- Cover air inlets with palm of hands.
- Gently breathe in so that the face-piece collapses slightly.
- Hold breath for 10 seconds.
- The respirator should remain slightly collapsed and no leaks should be felt around the face seal.
- Close of exhalation valve with palm.
- Exhale gently.
- There should be a small build-up of positive pressure and no outward leaks around the faceseal should be felt.

Daily Maintenance

Respirators should be cleaned and inspected after each day's use and placed in a plastic bag or clean container with wearers identification clearly marked on the outside. Respirators must never be left lying around in the work area.

Periodic Checks

Respirators should be completely cleaned and disinfected weekly or as required using the following procedure:

- Remove cartridge from respirator.
- Immerse and wash respirator in warm water with mild soap. Respirator and parts may be gently scrubbed with a soft brush or cloth. Inhalation and exhalation valves should be given special attention to ensure no foreign material is left on valves or seals.
- Immerse respirator in disinfecting solution (4.5 L water with 30 ml of chlorine bleach or 5 ml tincture of iodine or a commercial product for this purpose).
- Rinse respirator with clean water and allow to dry completely.
- Thoroughly inspect and reassemble the respirator.
- Place in an airtight plastic bag or other appropriate container and store.

NOTE: Any damage or malfunctioning parts noted during daily or periodic inspection should be replaced immediately. Any respirator that cannot be repaired should be discarded.

Inspection

Employees using a respirator shall maintain and routinely inspect it before and after each use. Respirators shall be inspected before being taken to a job-site and when returned from a job-site. Respirators stored for emergency or rescue use shall be inspected quarterly. Respirator inspection shall include:

- Lightness of connections.
- Condition of face piece/head-bands.
- Condition of cartridges.
- Condition of valves.
- Pliability/deterioration of rubber.

NOTE: After cleaning and/or inspection, respirators must be stored properly. Hanging from nails, stacking, etc. can distort face pieces or valves. Respirators must be stored individually in a normal position.

Fresh Air Respirators

Fresh air is another type of respirator protection, where an airline or air bottle(s) or another source of breathing air is introduced into the respirator to maximize the protection factor. This type of respiratory protection is used where there may be higher concentrations of toxic materials. The use of this type of respirator is not normal for all the tasks performed by O'Canada Painting employees.

Air line Mask - an air-supplied, full-face mask combined with a small (5 min. max.) portable escape air cylinder. Air is supplied through a hose from the air cylinder cart, with two compressed breathing air cylinders containing 6.9 cubic meters. In an emergency, such as breathable air system breakdown or air hose rupture, the wearer can disconnect the air supply hose from the air cylinder cart and receive up to five minutes of air from the portable escape air cylinder to exit from a hazardous atmosphere. The recommended use is any task where emergency exit may be required. The above are pressure demand systems.

Airline Hood - this is an air-supplied hood covering the head and shoulders. The recommended use is in life-supporting atmospheres, where head and face protection from water or dusts, etc. is desired as well as a supply of fresh air.

Abrasive-Blasting Hood - this is an air-supplied hood covering the head and shoulders. It is constructed and designed to resist abrasive particles. It is for abrasive blasting and hydro-blasting. Pressure Demand Self Contained Breathing Apparatus (S.C.B.A.). This is an air-supplied full-face mask with a 30-minute tank. It is recommended to use S.C.B.A. in emergency situations where nonlife-supporting atmospheres may occur.

Monitoring

The Director, Supervisor as well as job-site Superintendents shall periodically monitor the use, care and inspection of respirators. This will be done by:

- Frequent unscheduled observation of employee activities to confirm proper respirator monitor and care.
- Observation of, and discussions with new employees to confirm proper training has been carried out.
- Periodic discussions with Foremen and employees during regularly scheduled safety meetings.

Program Review

Additionally, the Owner shall annually review the provisions of the respirator program to insure it is adequate. This evaluation should consider:

- Are respirators being worn and maintained properly?
- Is adequate training being provided?
- Is the Respirator Selection Table being updated as needed?
- How program deficiencies can be corrected.

Owner

Date

Safe Work Permits

Purpose

Permits are written authorizations to safely proceed with work to be performed on all Customer equipment within the Customer facility. The department responsible for the equipment and environment of a facility usually gives authorization. Permits are used to control and coordinate the performance of work for the purpose of establishing and maintaining safe working conditions.

All persons working within the Customer facility are involved in the permit system and are responsible for understanding the system and complying with the procedures involved with such a program.

O'CANADA PAINTING Employees shall receive comprehensive training on Permit Receiving from the Supervisor or a designated certified trainer or training facility.

MOST COMMON PERMITS

HOT WORK PERMIT CONFINED SPACE ENTRY COLD WORK PERMIT SITE PRACTICE

- Upon arrival on site, Employees will proceed to plant orientation (if required) and then proceed as directed to the designated work area.
- Upon arriving at the designated work area, the O'CANADA PAINTING Supervisor will meet with the client Operations Superintendent for that area and review the scope of work. At that point, he/she will inquire about any Safe Work Permits that maybe required.
- Upon receiving direction from the authorized customer, there should be a Lockout/ Tag-out program in effect. The Supervisor would then proceed to examine the locked out area. ▪ When obtaining Safe Work Permits from the authorized Customer Representative, the O'CANADA PAINTING Supervisor must obtain that particular Representative's name, phone number and position.
- The O'CANADA PAINTING Supervisor must include the Safe Work Permit information as part of the Daily Tailgate Safety meeting.

NOTE: Do not proceed to review the lockout procedure or attempt any other work function until proper Safe Work Permits are in the possession of the O'CANADA PAINTING Supervisor.

COMPLETION OF WORK

Upon completion of the work, return the Safe Work Permits to the proper authorities and sign *off* (failure to sign *off* will result in disciplinary action.)

Owner

Date

A Safe Work Plan/Procedure is a written, specific step-by-step description of how to complete a job safely and efficiently from start to finish.

In carrying out their tasks at work, *what workers don't know can hurt them*. Safe Work Plans/Practices are used to increase knowledge of hazards; they are to be applied after a Job Hazard Assessment is conducted on individual jobs or tasks. A Safe Work Plan is a procedure which provides for the integration of accepted safety and health principles and practices into a particular operation. In a Safe Work Plan, each basic step of the job is examined to identify potential hazards and to determine the safest way to do the job.

Safe Work Plans must be developed when:

- Hazards and risks of the work to be done cannot be adequately controlled. ▪ Task to be completed are known as high risk operations for examples include confined space entry work, machinery lockout/tagout procedures, provisions for working alone, trenching, and working near overhead power lines.
- A deviation is required from an approved O'Canada safe work plan. ▪ In response to a compliance order.

Using the Development method:

Safe work Plans/Practices should be developed by:

- The Owner or competent Supervisor will be responsible to ensure the technical integrity and content of the plan.
- Analyze the needs and select a team of knowledgeable and skilled individuals to develop the plan.
- The developer will ensure all the objectives are established and clearly understood by all members. This Will include:
 - A hazard assessment of the work to determine safe work plan
 - Refer to previously developed safe work plan as required
 - Develop the action plan to control any loss exposure and attempt to eliminate risk.
 - Continuously review and evaluate the action plans effectiveness. Safe Work Plan Shall contain:
 - Title or activity of task
 - Reason for the Safe Work Plan
 - Major risk/hazards
 - Personnel involved with development
 - How the plan will be executed with roles and responsibilities
 - Date of development including estimated start and finish date
 - Communication (who, when, how, where)
 - Scope of Work: preparation, equipment required, reference to hazard controls, any safe work plans used, and relevant legislation
 - Emergency response including rescue
 - Copy of hazard assessment
 - Initial pre-job meeting including attendance
 - Additional approvals required
 - PPE requirements

Implementation of Safe Work Plans

Before any work is started on any site a Daily Hazard Assessment must be conducted, given by the participant of the Safe Work Plan. This will include all employees involved with the work. The Supervisor is responsible to approve work to proceed once all requirements are met.

Any need for deviation from the Safe Work Plan will result in the task/work being stopped and a re-evaluation of the Safe Work Plan with re-approval and re-authorization required from the Owner.

Owner

Date

Scaffolding

Purpose

This safe practice establishes safety requirements for the construction, operation, maintenance and use of scaffolds.

Practice

It is the practice of O'Canada Painting that all technicians are trained and aware of the hazards procedures and safe work practices relating to working on scaffold uses.

This practice will be administered and enforced by the Owners and Supervisors.

O'Canada Painting Technicians are not trained to construct or alter scaffolds, but are trained in the safe use of scaffolds. Scaffolding is normally supplied by the Owner/Client, General Contractor or by Other Contractors.

A competent person will be designated to inspect all scaffolds prior to and periodically during each use.

The practice shall be reviewed annually by the Owner to maintain compliance with the OH&S Standards. No O'Canada Painting employee shall make any alterations to scaffolding at any time.

Training

An O'Canada Painting Qualified Person is responsible for ensuring that all scaffold training is taught to all employees who will be using scaffolds.

The Qualified Person will either be the Owner or Supervisor who is trained and qualified to train the employees.

Documentation of the training and results shall be maintained in the employee's training file and personnel file.

The training will include the following:

- The nature of any electrical hazards, fall hazards and falling object hazards.
- The knowledge of maintaining and disassembling of the fall protection system and the falling object protection system being used.
- The proper use of scaffolds and the proper handling of material on scaffolds.
- The maximum intended load and load carrying capacities of the scaffolds used.
- Periodic retraining by a Qualified Person.
- O'Canada Painting Employees will not make modifications to scaffolding at any time. Should this occur, the employee will be subject to disciplinary action.

Supervisor's Responsibilities

Supervisors, in conjunction with a competent person, will ensure the following procedures are taken:

- Maintain compliance with the current and proposed OH&s regulations for working with scaffolds.
- Assure that the design and construction of scaffolds conform to OH&s requirements.
- Shield scaffold suspension ropes and body belt or harness system (lifelines) from hot or corrosive processes, and protect them from sharp edges or abrasion.
- Inspect all scaffolds, scaffold components, and personal fall protection equipment before each use.
- Provide personal fall protection equipment and make sure that all workers on suspension scaffolds use it.
- Use structurally sound portions of buildings or other structures to anchor drop lines for body belt or harness systems and tiebacks for suspension scaffold support devices. Drop lines and tiebacks should be secured to separate anchor points on structural members.
- Provide proper training for all employees who use any type of suspension scaffold or fall protection equipment.
- Enforce adherence to the scaffold tag system:
 - **RED - DO NOT USE**
 - **YELLOW - CAUTION** - Has been altered; wear full body harness with shock absorb
 - **GREEN - OK TO USE** - Conforms to OH&S standards
- Follow scaffold manufacturer's guidance regarding the assembly, rigging, and use of scaffolds.

Employee's Responsibilities

- Inspect all scaffolds, scaffold components, and follow the scaffold tag system rules.
- Notify their Supervisor immediately of any deficiencies, which are found.
- Do not attempt to alter or repair scaffolds. Any O'Canada Painting employee found altering a scaffold will be issued a Safety Violation and will be subject to disciplinary action.
- Inspect personal fall protection equipment before each use. Defective components must be removed from service and replaced.
- Shield scaffold suspension ropes and body harness system lanyards and lifelines from hot or corrosive processes, and protect them from sharp edges or abrasion.
- Wear a full body harness with shock absorbing lanyard. The body harness shall be rigged so that an employee cannot free fall more than 1.7 feet or make contact with any lower level and bring an employee to a complete stop and limit the maximum deceleration distance an employee travels to 1meter.

Requirements For All Scaffolds

- Scaffolds shall be furnished and erected in accordance with OH&S Standards. This safe practice is for employees engaged in work that cannot be done safely from the ground or from solid construction.
- Life nets or safety harnesses with lifelines shall be provided where workmen are employed work is taking place 6 meters or more above the ground or floor, and where it is impractical to provide floor below with temporary guard rails, staging or scaffolds.
- Lifelines should be securely fastened above the operation and not permit the employee from a fall of 6 feet.
- When air hose, water hose, electric cable, or other equipment of this type is used; ▪ It shall be securely fastened not more than 4.6 meters from the working end, and ▪ Independent of the worker.
- The footing or anchorage of scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement.
- Guardrails not less than 5 cm x 10 cm or the equivalent and not less than 91 cm or more than 1meter
- high, with a mid-rail, when required, of 2.5 cm x 10 cm, lumber or equivalent and toe boards, shall be installed at all open side on all scaffolds more than 6 feet above the ground or floor except needle beam scaffolds and floats. Toe-boards shall be installed in accordance with OH&S Standards.
- Scaffolds or platforms shall not be loaded in excess of the working load for which they are intended.
- An access ladder or equivalent safe access shall be provided.
- Scaffold planks shall extend over their end supports not less than 15 cm or more than 30 cm.
- Employees shall not work on scaffolds during storms or high winds.
- Employees shall not work on scaffolds that are covered with ice or snow, unless all ice and snow is removed and planking sanded to prevent slipping.

General Regulations For Scaffolds

Scaffolds shall meet the following requirements:

- The footing or anchorage for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. It will be plumb and securely braced.
- Guardrails and toe-boards shall be installed on all open side and ends of platforms more than 8 feet above the ground or floor.
- On the inside face (next to building or structure), the scaffold shall be as close to the building as possible, but the platform planks must not be more than 46 cm from the building or structure unless a standard guardrail is provided on the inside face of the scaffold.
- Scaffolds over 1.7 feet high having a minimum horizontal dimension in either direction of less than 1.1 meters, shall have standard guardrails and to-boards installed on all open sides and ends of the scaffold platform.
- Any scaffold and its accessories damaged or weakened from any cause shall be immediately repaired or replaced.
- All planking shall be scaffold grade, or equivalent as recognized by grading rules.
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- All planking or platforms shall be overlapped (minimum 30 cm), or secured from movement. Maximum permissible span of 5 cm x 25 cm nominal thickness planks shall be as per following table:
Working Load (psf) 25 50 75
- Permissible Span (m) 3 m 2.4 m 1.8 m
- Scaffold planks shall extend over their end supports not less than 15 cm or more than 30 cm. Tube and coupler scaffold bearers shall be at least 10 cm, but not more than 30 cm.
- Guardrails shall be 5 cm x 10 cm or its equivalent, installed 1 meter high, with a mid rail of 2.5 cm x 10 cm nominal lumber, or its equivalent. Toe-boards shall be a minimum of 10 cm, nominal lumber, in height.
- An access ladder or equivalent safe access shall be provided.
- Scaffolds shall not be altered or moved horizontally while they are in use or occupied.
- Where height or length exceeds 7.6 meters, the scaffold shall be secured at intervals no greater than
- 7.6 meters vertically and horizontally.
- Where persons are required to work or pass under scaffolds, a No. 18-gauge screen 112 mesh, or the equivalent shall be provided between the toe-board and the guardrail and extending along the entire opening.
- Scaffolds shall not be loaded in excess of the working load for which they are intended.
- Tools, material, and debris shall not be allowed to accumulate in quantities to cause a hazard.
- Prior to beginning work on a scaffold, each user shall visually inspect the scaffold and shall also inspect the tag indicating the status of the scaffold.
- Scaffolds shall be tagged on the ladder or in a conspicuous place.
- A RED SCAFFOLD TAG shall be used, as the scaffold is being erected or taken down. Not to be used
- A YELLOW SCAFFOLD TAG shall be used when the scaffold is altered to the point it does not meet OH&S standards.
- The GREEN SCAFFOLD TAG shall be used when the scaffold has been erected to meet OH&S standards.

Rolling Scaffolds

- Joints shall be provided with lock pins, or bolts, or equivalent fastening, including caster joints.
- Wheels or casters shall be provided with a locking device and kept locked during erection, usage and dismantling.
- Do not extend adjusting screws on rolling scaffolds more than 30 cm.
- Do not use brackets or other platform extensions without consideration of overturning effect.
- The working platform height of a rolling scaffold must not exceed four times the smallest base dimension unless guyed or otherwise stabilized.
- Cleat or secure all planks.
- Rolling scaffold requirements should meet all other scaffold requirements.
- Workers are not allowed to be on the scaffold during mobilization to another location.

 Owner

 Date

Safe Job Procedures

JOB: Armorseal 33 (Primer/Sealer)

DATE: Oct.14.2010

DEVELOPED BY: 1.) Linda Smith 2.)

APPROVED BY: **POSITION:** **DATE:**

REVISED BY: 1.) 2.) **DATE:**

EQUIPMENT REQUIRED

Spike shoes with a
3/8 inch roller
Extensions
Cages
Squeegee
Drill
Mixer
Extension cord
Plastic mixing pails
Brush
Cutting pail

MATERIAL REQUIRED

#54 Reducer
R7K54, Armorseal
33 primer part A &
B (hardener)

PPE

Gloves
Steel-toed boots
Half face respirator
Safety glasses

JOB STEPS:

- 1.) Wear all proper Personal Protective Equipment (PPE)
- 2.) Cordon off area and alert all workers in the area.
- 3.) Ensure all material and equipment are on hand. Assemble a work area with floor covering (cardboard) as well as a step-off" area to move from the are being painted to put on or remove spike shoes.
- 4.) Pre mix both components for 1 to 2 minutes.
- 5.) Mix part A with part B in a plastic mixing pail for 3 minutes, making sure to mix slowly as to not create air bubbles in the material. Immediately pour onto primed substrate saving an appropriate amount on material for cutting around edges.
- 6.) Using squeegee spread material evenly (10-30 mils).
- 7.) Cross roll.
- 8.) Check film thickness frequently.

SLIP RESISTANT TEXTURE:

- 1.) After applying Armorseal 33 primer, broadcast 30-50 mesh silica sand until primer is saturated and only dry and is showing.
- 2.) After primer has set (minimum 6 hours), sweep off excess sand.
 - 3.) Topcoat with 15-20 mils of Armorseal 650SURC. Spike rolling is not necessary.

Safe Job Procedures

JOB: Armorseal 650 SL/RC (Epoxy paint)

DATE: Oct.14.2010

DEVELOPED BY: 1.) Linda Smith 2.)

APPROVED BY: **POSITION:**

DATE:

REVISED BY: 1.) 2.)

DATE:

EQUIPMENT REQUIRED

Spike shoes with a 3/8 inch roller Extensions Cages Squeegee Drill Mixer Extension cord Plastic mixing pails Brush Cutting pail

MATERIAL REQUIRED

#54 Reducer R7K54, Armorseal 650 SL/RC part A & part B (hardener)
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PPE

Gloves Steel-toed boots Half face respirator Safety glasses
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JOB STEPS:

- 1.) Wear all proper Personal Protective Equipment (PPE)
- 2.) Cordon off area and alert all workers in the area.
- 3.) Ensure all material and equipment are on hand. Assemble a work area with floor covering (cardboard) as well as a step-off" area to move from the are being painted to put on or remove spike shoes.
- 4.) Pre mix both components for 1 to 2 minutes.
- 5.) Mix part A with part B in a plastic mixing pail for 3 minutes, making sure to mix slowly as to not create air bubbles in the material. Immediately pour onto primed substrate saving an appropriate amount on material for cutting around edges.
- 6.) Using squeegee spread material evenly (10-30 mils).
- 7.) Cross roll.
- 8.) Check film thickness frequently.
- 9.) Spike roll after 20-30 minutes set-up time to remove any entrapped air. Do NOT spike roll after 40 minutes.

SLIP RESISTANT TEXTURE:

- 1.) After applying Armorseal 33 primer, broadcast 30-50 mesh silica sand until primer is saturated and only dry and is showing.
- 2.) After primer has set (minimum 6 hours), sweep off excess sand.
- 3.) Topcoat with 15-20 mils of Armorseal 650SURC. Spike rolling is not necessary.

Safe Job Procedures

JOB: Compressed Air

DATE: Oct.14.2010

DEVELOPED BY: 1.) Linda Smith 2.)

APPROVED BY: **POSITION:** **DATE:**

REVISED BY: 1.) 2.) **DATE:**

EQUIPMENT REQUIRED

MATERIAL REQUIRED

PPE

<p>High pressure air hose Nozzle Blow pipe nozzle</p>		<p>Safety Glasses Face shield Ear protection Dust mask</p>
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JOB STEPS:

- 1.) Wear all proper Personal Protective Equipment (PPE)
- 2.) Inspect all air hoses for kinks and damage.
- 3.) Turn off main air valve.
- 4.) Connect air hoses and nozzles. Make sure all connections are tight and nozzle valves are in the "OFF" position. Use safety connected hoses (industrial pins on Chicago hose couplers).
- 5.) Turn the main valve on.
- 6.) Alert all workers in the surrounding area and if possible, cordon off the area.
- 7.) Blow debris away from the area to be painted making sure hands and body are never in contact with the compressed air.
- 8.) Shut off nozzle and main air valve.
- 9.) Release air pressure from the nozzle before disconnection hoses and nozzles.

Safe Work Procedures

JOB NAME: Rota Die Grinder

FACILITY: Body shop

CONDUCTED BY: Ian Currie

NOTE: All operators of the tool must be trained by a qualified trainer, demonstrate operational competency and have received pre-operating approval by the instructor of the Body Shop Department. Operators should be wearing the PPE recommended below and must be familiar with the location of the nearest exit, emergency shower, eyewash station and fire extinguisher.

HAZARDS PRESENT

Sparks, rotating grinding wheel, excessive noise, flying metal shavings and flammable or combustibles near-by.

PPE REQUIRED

Safety goggles or face shield, mechanics' gloves, safety boots/shoes, Coveralls and hearing protection.

- 1) Inspect the work area. Be aware of surroundings to prevent injury:
 - a) Observe surrounding work area for proper housekeeping.
 - b) Remove all clutter, and flammable or combustible materials to ensure a safe work area.
- 2) Erect barriers to keep co-workers a safe distance away.
 - a) Keep a fire extinguisher near by.
- 3) Inspect die grinder components for safe operation:
 - a) Inspect grinding head to ensure it is properly secure to the tool.
 - b) Inspect cord for worn insulation. Do not use with worn insulation. Tag-out and advise instructor.
- 4) Before energizing (plugging in) the die grinder, ensure it is in the "off" position.
 - a) Do not route electrical cords near sharp objects and hot surfaces that may damage the insulation.
- 5) Energize the die grinder:
 - a) Ensure that the grinding head is pointed away from you and anyone else in the area.
- 6) Operate the die grinder:
 - a) Apply steady, even pressure.
- 7) Do not apply excessive force to the die grinder. (May cause it to stall/overheat, create excessive sparks).
- 8) Turn die grinder off, unplug and place in its proper storage area:
 - a.) Always unplug electrical tools from the base of the cord.
- 9) Clean area, remove all waste material.

SAFE WORK PROEDURE

Progressive Discipline

As an O'Canada Painting team member, employees are expected to accept certain responsibilities, follow acceptable business principles in matters of conduct, and exhibit a high degree of integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that employees refrain from any behavior that might be harmful to themselves, co-workers, O'Canada Painting, or that might be viewed unfavorably by current or potential customers or by the public at large.

Employee conduct reflects on O'Canada Painting.

Employees are, consequently, encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that O'Canada Painting considers inappropriate include, but are not limited to the following:

- Falsifying employment or other O'Canada Painting records
 - Violating O'Canada Painting's anti-harassment practice
 - Soliciting or accepting gratuities from customers or clients
 - Excessive absenteeism or tardiness
 - Excessive, unnecessary, or unauthorized use of O'Canada Painting property and supplies, particularly for personal purposes
 - Reporting to work under the influence of drugs or alcohol, and the illegal manufacture, possession, use, sale, distribution or transportation of drugs
 - Bringing or using alcoholic beverages on O'Canada Painting property or using alcoholic beverages while engaged in O'Canada Painting business *off* the O'Canada Painting premises, except where authorized
 - Fighting or using obscene, abusive, or threatening language or gestures
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- Theft of property from co-workers, customers or O'Canada Painting
 - Possession of firearms or weapons on the Company premises or while on O'Canada Painting business
 - Disregarding safety or security regulations
 - Possessing or using any audio or visual equipment on a job-site, including televisions, MP3 players, DVD players or CD players
 - Failing to maintain the confidentiality of O'Canada Painting, customer or employee information
 - Possessing or using any non work related reading material on a customer's jobsite, including newspapers, books or magazines

Should an employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory based on violations either of the above or of any other O'Canada Painting policies, rules, or regulations, the employee will be subject to disciplinary action, up to and including termination. Before or during imposition of any discipline, employees will be given an opportunity to relate their version of the incident or problem at issue and provide any explanation or justification they consider relevant.

When appropriate, a practice of progressive employee discipline will be followed by Supervisors. Major elements of this practice include:

- 1.) **VERBAL REPRIMAND.** The first step in the progressive discipline practice is a verbal reprimand. This is a verbal warning to an employee. The employee will be counseled by his Supervisor, in doing so, the Supervisor warns the employee that their actions are inappropriate and explains corrective actions or any practice that has been broken. The Supervisor must set expectations and explain that failure to follow these expectations will lead to further discipline. The Supervisor completes the Employee Disciplinary Report as a record of the discussion and sends a copy to the Owner where a copy will be kept on file. The employee is not required to sign the report.

- 2.) **WRITTEN REPRIMAND.** The second step is a written reprimand. The Supervisor completes the Employee Disciplinary Report and holds an interview with the employee after seeking guidance from the Owner. This reprimand will describe the unacceptable conduct or performance of the employee and specify needed changes or improvements. The employee signs the report and a copy is sent to the Owner where a copy is kept on file.
- 3.) **SUSPENSION.** Suspension of employment may, at the sole discretion of O'Canada Painting, be used as a third step. The length of the suspension will vary based upon such factors as the severity of the offense, the employee's performance, and the employee's disciplinary record. An employee may be suspended for repeated instances of minor misconduct, failure to conform his conduct or performance to the standards of his position, or for a single serious offense. The Supervisor seeks guidance from the Owner to prepare for the interview and set the length of the suspension. The Supervisor completes the Employee Disciplinary Report, holds an interview with the employee and chooses the day(s) of the suspension. The employee signs the report, a copy is sent to the Owner and a copy is kept on file.
- 4.) **TERMINATION.** The final step in the disciplinary procedure is the termination of the employee. If an employee fails to conform to the standards required by O'Canada Painting, O'Canada Painting may, at its sole discretion, terminate the employee's employment. The Supervisor seeks guidance and approval from the Owner. The Supervisor completes the Employee Disciplinary Report and follows the Separation of Employment Practice. The employee signs the report and a copy is sent to the Owner to be kept on file. Notwithstanding this progressive discipline practice, O'Canada Painting reserves the right to administer discipline in such a manner as it deems appropriate to the circumstances, and may, in its sole discretion, eliminate any or all of the steps in the discipline process.

Owner

Date

Company Safety Rules

- Follow instructions; don't take chances; if you don't know, ASK.
- Use the proper tools and equipment for the job
- Only use, adjust or repair tools and equipment if qualified and authorized to do so.
- Correct or report unsafe conditions or acts.
- Observe and obey all warning signs, and barriers.
- Report all injuries, no matter how slight, to your Supervisor; get first aid treatment promptly.
- Maintain good housekeeping standards in the work area at all times.
- No firearms or other weapons are permitted on any O'CANADA PAINTING worksite or vehicle.
- The use of non-prescription drugs or alcohol on any O'CANADA PAINTING premise, vehicle or worksite is prohibited.
- Horseplay, fighting or harassment of other persons will not be tolerated.

It is everyone's responsibility to observe the O'CANADA PAINTING Safety Rules. Violations of safety rules are cause for discipline, up to and including termination of employment.

Owner

Date

PERSONAL PROTECTIVE EQUIPMENT (PPE)

This section identifies the minimum requirements for personal protective equipment programs. Personal protective equipment includes:

- Eye, face, head, foot and extremity protection, • Protective clothing, respiratory protection, and
- Protective shields and barriers.

The requirements apply to employee training, performance of hazard assessments, selection, use and care of personal protective equipment. Programs and personal protective equipment must comply with all applicable OH&S Standards.

Responsibility

O'CANADA PAINTING will provide and ensure the use, where required, of appropriate personal protective equipment to minimize an employee's exposure to hazards in the work environment. Where personal protective equipment is required, no employee shall perform operations without it.

The O'CANADA PAINTING Owner, Supervisor or the Site Health and Safety Representative are responsible for effectively implementing the Personal Protective Equipment Program requirements.

O'CANADA PAINTING will provide the required PPE and provide training to assure that the equipment is used and maintained in a sanitary and reliable condition.

Implementation

- Ensuring that Field Service operational hazards are identified. This will include a determination if the hazards are present or are likely to be present, which necessitate the use of PPE. This will be verified by use of the Job Hazard Analysis (JHA) form which will have the certifiers name, signature, date, and identification of the assessment document which is the JHA.
- Training employees and providing procedures as appropriate.
- Monitoring and ensuring the proper employee use of personal protective equipment.
- Ensuring that measures are implemented to correct deficiencies identified within the program.

Owner/Supervisor Responsibility

- Reviewing and monitoring management's implementation of the Personal Protective Equipment Program.
- Providing advice and counsel to location management in the implementation of the program.
- Providing guidance in the selection of appropriate personal protective equipment.

PPE Selection

Based upon the results of the hazard assessment, appropriate personal protective equipment shall be identified to minimize exposures. The following criteria should be used in the selection of personal protective equipment:

- The nature and extent of the hazards for which the equipment is intended.
- Comfort/proper fit and durability.
- Compliance with the applicable OH&S standards.
- Defective or damaged PPE shall not be used
- Personally owned PPE.

NOTE: In the event that an employee chooses to wear his/her personally owned personal protective equipment, it must be inspected and approved by a Qualified Person and must adhere to the same OHS/CSA standards outlined herein for the use and maintenance of O'CANADA PAINTING P.P.E. TRAINING

Appropriate training will be provided to employees requiring the use of personal protective equipment.

Training shall address the following:

- When personal protective equipment is required. ▪ What personal protective equipment is required?
- The limitations of personal protective equipment.
- How to properly put on, remove, adjust, and wear personal protective equipment.
- Proper care, maintenance, and useful life of personal protective equipment. ▪ When & Where to dispose of worn or damaged PPE.

Retraining

Retraining of the employee is required when the workplace changes, making the earlier training obsolete; the type of PPE changes; or when the employee demonstrates lack of use improper use, or insufficient skill or understanding. The certification must include the employee name, date of training, and the certification subject

Identification

Customer facilities will have appropriate warning signs, identifying the requirements relating to the use of personal protective equipment. The signs are to be posted where required by OH&S standards. If customer work sites are not properly marked, this should be addressed during the O'CANADA PAINTING Daily Tailgate Meetings and Job Hazard Analysis preparation.

PPE Requirements

The areas in which the worker may be involved with may contain hazards involved with the process or an environment that requires the worker protect body parts from inhalation, absorption or physical contact.

Foot Protection

Approved safety shoes/work boots (CSA approved) with high uppers will be required while performing Field Service work activities both on and off the customer's work site.

Appropriate hand (gloves) and body protection (coveralls) shall be provided and used by employees to protect against burns, irritation, cuts or lacerations, abrasions, punctures, and temperature extremes. Depending on the potential hazards associated with the operation, additional body protection such as full body suits and fire retardant coveralls (FRC) may be required to prevent exposures (e.g. customer confined space).

Head Protection

Approved head protection must be provided and worn by all O'CANADA PAINTING employees performing Field Service work. Head protection must comply with all the applicable OH&S standards.

Eye and Face Protection

All persons exposed to eye hazards must wear industrial-type eye protection. Eye hazards are normally associated with flying particles, airborne dusts, compressed gas use, spark and molten metal and chemical splashes. This requirement includes; individuals assigned to areas performing operations where potential hazards exist. Individuals visiting such areas, or operations, are required to wear protection appropriate for the hazards they are exposed to.

O'CANADA PAINTING will provide employees with safety glasses or equivalent where eye protection is required. When employees are required to wear their own non-safety type eyewear, O'CANADA PAINTING may supply the proper safety eyewear to be worn over the personal eyewear.

The following shall identify the basis of the program and the application of eye protective equipment, based on type of operation and associated hazards:

- Safety glasses must be provided with side shields when there is a hazard from flying objects.
- Face shields are required for operations where individuals are exposed to molten metal, flames, hot liquids, or other severe eye and facial hazards. Face shields are considered secondary protection and must
 - be used in conjunction with primary protective devices (e.g. safety glasses with side-shields or goggles).

Contact Lenses

Contact lenses are not a substitute for eye protective equipment. Contact lenses are not allowed.

Respirator Mask

Approved half mask respirators must be provided and worn by **O'Canada Painting** employees performing Field Service work and any type of spraying. All persons exposed to breathing hazards must wear a respirator mask and have a valid Fit Test. All respirator masks must comply with all the applicable OH&S standards.

Safety Vest/ Reflective stripes

All O'Canada Painters are required to wear safety vests or safety stripes while performing exterior service work. All safety vests/safety stripes are to be maintained and kept clean by the employee.

 Owner

 Date

Equipment Maintenance

Purpose

The purpose of the Maintenance Practice is to ensure the proper care of tools, equipment and machinery that O' Canada Painting employee's use.

Maintenance Practice

O' Canada Painting will maintain all tools, equipment and machinery as to manufacturer specifications and all government standards to ensure the health and safety of all of its employees. All employees shall regularly inspect all tools, vehicles and equipment that they are working with, and shall take out of service any tools, vehicles or equipment that pose a hazard due to the need for repair.

The inventory listing for each region shall be maintained and the maintenance schedule shall be strictly followed. Supervision shall ensure that all preventative maintenance is carried out by qualified personnel according to established schedules and that records are maintained.

Removal of Defective Tools, Equipment and Machinery

The purpose of this practice is to ensure that all defective tools, equipment and machinery are removed from service in an effective and safe way.

Tools, equipment and machinery will be considered defective if:

- The unit has been damaged or modified so that it is not to manufacturer's design specifications, ▪ The unit does not comply with government regulations.

Practice

This practice is to be used by all employees when they identify a defective tool, piece of equipment or machine.

- When a tool, piece of equipment or machinery is found to be defective, all power sources are to be disconnected or isolated (i.e. unplugged).
- All tools, equipment and machinery are to be immediately tagged with a DANGER DO NOT USE tag. The tag will remain until the unit is properly repaired.
- When possible, all tools, equipment and machinery are to be removed from the working areas, isolated and taken off the site as soon as possible.
- Repairs are to be performed by a competent person or trained repair technician.
- No tools, equipment or machinery is to be used until all repairs are complete.

Owner

Date

Communication

General

Effective communication is required for success in any endeavor, including health, safety and environmental activities. In communicating Health, Safety and Environmental issues throughout the organization, success on many occasions is directly proportional to the actions of those charged with the responsibility for communication.

The following standard details the requirements of O'CANADA PAINTING for communicating health, safety and environmental care information.

Group meetings are held to create a cooperative and participative work environment, encourage and foster a team approach, enhance the image of the supervisor as competent and capable and to communicate vital health and safety information.

The benefits of group meetings are:

- They are often the only way that management can be sure that all affected personnel have received a critical message in the timeliest way.
- They create a cooperative climate through group interaction and participation.
- They help give everyone the same attention and exposure to information.
- They allow the person conducting the meeting to demonstrate his involvement, commitment and leadership of safety objectives.

In view of the above benefits of group meetings, the effectiveness of group meetings are maximized when:

- The content or topic of the meeting has emotional appeal to the listener
- The topic is relevant to the listener.
- There is stated purpose, desired outcome or required action contained in the message.
- The sender believes in what he/she is saying and supports their words with appropriate and consistent actions.
- The receiver understands the language that is spoken.
- The receiver has an opportunity to provide feedback to the sender.

Individual (personal) communications are the one-to-one exchanges of information between people throughout the organization. This may take the form of exchanges between an owner and supervisor, an owner and worker or a supervisor and worker. The opportunity for both formal and informal communications is unlimited. Its positive effect on individuals is absolutely essential to successful safety and loss control programs.

Scope

The following standard is in force at all O'CANADA PAINTING work sites.

Responsibilities

Each level of management is responsible to communicate health, safety and environmental requirements to those who report to them and provide progress reports to those they report to. The following guidelines establish communications standards throughout the organization. Even though these standards are identified as minimum, each supervisor is expected to exceed them if, and as, required.

The Owner is responsible to:

- Endorse the O'CANADA PAINTING Safety Policy.
- Formally review company Health, Safety and Environmental performance on an annual basis
- Formally review all serious and major accidents
- Conduct informal and unscheduled individual contacts with workers during site visits
- Acknowledge significant health, safety and environmental achievements
- Identify and communicate, through on-going dialog with Site Supervisors, health, safety and environmental responsibilities within the organization.
- Meet with client officials prior to the commencement of major projects to discuss health, safety and environmental issues and establish associated objectives and expectations.

The Supervisor is responsible to:

- Review the Safety Manual and all safety practices and safe job procedures on an annual basis.
- Establish, through on-going communication with all employees, health, safety and environmental responsibilities and specific duties.
- Ensure general safety meetings are held no less than monthly with all employees and subcontractors.
- Maintain effective and timely communications on safety and loss control matters with workers.
- Establish and maintain a Joint Worksite Committee (when required and /or legislated) to create and maintain safety awareness at the work-site.
- Hold formal safety meetings with supervisors on a monthly basis to discuss and review health, safety and environmental performance, trends and problems.
- Assist with developing and communicating safe work procedures for unusual or hazardous operations.
- Identify, through on-going communication with employees, health, safety and environmental accountabilities within their areas of responsibility.
- Monitor, through on-going observation, employees for compliance to health, safety and environmental rules.
- Ensure newly assigned employees are advised of, and fully understand, hazards present in the work area.
- Conduct an orientation with all new or transferred employees.
- Ensure that injuries and incidents, in his/her area of responsibility are reported in compliance with company, client and legislated requirements.
- Instruct workers on specific actions to be taken to comply with safe work standards.
- Conduct a pre-job talk with the crew prior to each shift.

Responsibility for facilitating the Weekly health, safety and environmental meeting lies with the Supervisor and is not to be delegated except for exceptional circumstances. The Weekly health, safety and environmental meeting shall be recorded on the Tool Box Talk Attendant Form and retained on file. The form shall be completed fully and signed by each attendee and the facilitator. Concerns raised at the meeting shall be recorded on the form. Review of items and issues will be done by the next level of supervision and action taken as required.

Pre-Job Talks

Each shift will start with a Pre-Job Talk conducted by the Supervisor prior to starting the work on that shift or prior to any critical task. This meeting shall be simple and to the point and deal with the assignment of tasks to be performed in the shift, the risks arising from those specific work activities and the control measures to be implemented.

The Pre-Job Talk may also be recorded.

On projects where a Safe Work Permit system is in place, it is required that the applicable work permits be thoroughly reviewed and all requirements of the permit be in place before work begins.

Critical Task Review Meetings

Jobs with unusual risks require additional analysis and control. In such cases, a Job Hazard Analysis shall be completed and a formal review done with all involved personnel to work execution. It is the responsibility of the Supervisor to conduct the Review with affected workers. Specific elements that shall be reviewed include:

- Scope of work
- Hazards, both real and potential, associated with the work
- Safe work practices required for the task
- Loss history of the task and the severity of those losses.

Individual Communications

One-to-one contacts with employees by supervisors, manager, etc., are an integral part of communicating health, safety and environmental information. These contacts, in most situations, are informal in nature.

The Supervisor who regularly speaks to employees will stay well informed and more importantly, have a genuine appreciation of the issues that are negatively impacting on workers.

Supervisors are required to conduct informal contacts with employees on a monthly basis.

These contacts will focus on health, safety and environmental issues and shall be recorded in their project journals.

Information obtained through these individual contacts can be used as a basis for meeting topics, but it is important to maintain confidentiality.

Referenced Documentation

Tool Box Talk Attendant Form
Job Hazard Analysis and Environmental Checklist

Owner

Date

Training, Skills Development Training

New Employee Orientation Program Supervisors Orientation & Training Programs

It is the policy of O'CANADA PAINTING that all Health and Safety professionals working in management capacity must be Qualified and Certified.

Safety Management Courses May Include:

- Construction Safety Officer Certification
- ACSA's Principles of Health and Safety Management for Site Supervisors, Foremen and/or Superintendents
- ACSA's Leadership for Safety Excellence Training Program for Site Supervisors, Foremen and/or Superintendents
- ACSA's Auditor Training for Site Supervisors, Foremen and/or Superintendents ▪ ACSA's WHMIS Train the Trainer for Site Supervisors, Foremen and/or Superintendents

Employee Training

Orientation, Basic Training and Use of Safety Equipment (Procedures) for all employees may include the following:

- O'CANADA PAINTING's Basic Safety Procedures, Standard Safety Equipment and Disciplinary Procedures
- Personnel Protective Equipment and Site required Safety Equipment
- Hazard and Risk Assessment
- Fall Protection and Prevention
- Confined Spaces - Awareness, Tagging/Permits, Testing and Tending Watch
- Lock Out/Tag Out Precautions
- Fire Prevention - Fire Watch, Standby and Precautions
- Ladders
- Scaffolding - Inspection and Tagging Identification
- Blood Borne Pathogens
- Process Safety
- WHMIS
- Respiratory - Use, Type, Testing and care of cartridge or Fresh Air Type Masks ▪ Hearing Protection
- Specific Site/Project Training as required by the Owner/Client

Note: Safety training will be done with literature, videos and examinations. Exams and training will not qualify the worker/employee to be ticketed or certified. If required, the employee may receive required site-specific training prior to commencing work.

Owner

Date

Inspection Policy

Purpose

O'CANADA PAINTING "Inspection Policy" has been prepared to make every reasonable effort to control the losses of human and material resources by identifying and correcting unsafe acts and conditions.

Inspection Policy

O'CANADA PAINTING will maintain a comprehensive program of safety inspections and audits at all facilities and jobsites.

Responsibilities

The O'CANADA PAINTING Owner is responsible for the overall implementation of the program. The Supervisors are responsible for directing formal documented inspections on jobsites that they are responsible for and involving workers in such inspections. Workers are responsible for participating in and contributing to the inspection program.

Requirements

O'CANADA PAINTING has several areas where inspections are performed. Required inspections include, but not limited to:

- Personal Protective Equipment (PPE) - Daily by workers
- Respiratory Protection - Daily by workers
- Job Hazard Analysis (JHA) - Daily or any time operations change or new equipment or work is introduced by all affected workers
- Field worksite locations - Managers, Supervisors and workers
- Safe work behaviors - Managers, Supervisors and workers

Summary

All of the above topics, as well as others, have supporting documentation used to verify the various inspections required. A review of O'CANADA PAINTING Safe Work Practices for each, further explains in detail the topic and inspection activities.

Owner

Date

Investigation Policy

Purpose

To investigate accident/incidents so that causes can be determined and corrective actions can be implemented to prevent recurrence.

Policy

In this company, the following types of incidents shall be investigated:

- 1.Accidents that result in injuries requiring medical aid.
- 2.Accidents that cause property damage or interrupt operations with potential loss.
- 3.Incidents that have the potential to result in (1) or (2) above, such as close calls or near misses.
- 4.Work Refusals.
- 5.Workplace Illness

All incidents that fall under Section 13 of the OH&S Act must be reported to OH&S and to WCB or other regulatory agencies as defined by the OH&S Act.

Responsibilities

- All employees shall report all incidents as soon as possible to their immediate supervisor and assist in the investigation when requested.
- Supervisors shall conduct initial investigations and submit their reports to their superintendent promptly.
- Superintendents shall determine the need for, and if necessary shall direct, detailed investigations. They shall determine causes, recommend corrective action, and report to the manager.
- The manager shall review all superintendents' reports, determine the corrective action to be taken, and ensure that such action is implemented.

***The safety information in this policy does not take precedence over OH&S Regulations. All employees should be familiar with the OH&S Act and Regulations.**

Owner

Date

Investigation Instructions

Investigation Procedure

The person or team conducting the investigation of an incident/accident should proceed as follows:

- Take control of the scene.
- Ensure that any injured persons are cared for.
- Ensure that no further injury or damage occurs.
- Get the "big picture" of what happened. ▪ Examine equipment/materials involved.
- Preserve the evidence - collect and safeguard any physical evidence.
- Where practicable, the scene of any accident should be left untouched, except for activity necessitated by rescue work or to prevent further failures or injuries, until the accident has been investigated.
- Take photographs of the scene.
- Interview witnesses and obtain written statements where appropriate.
- Analyze all of the available information to determine the causes.
- Look for causes where "the system failed the worker", not only for those where "the worker failed the system".
- Determine what corrective action will prevent recurrence.
- Complete the report.
- Follow-up to ensure corrective action of completed.

Accident/Incident Investigations are not conducted to fix blame. They are conducted to find facts to help prevent reoccurrence.

Owner

Date

Serious Accident Reporting And Investigation

Practice Statement

O'CANADA PAINTING's "Reporting and Investigation" practice for O'CANADA PAINTING has been prepared to meet the requirements as legislated by O'CANADA PAINTING for the immediate Reporting and Investigating of Injuries or Accidents" as described in the following subsections.

Serious Accident Reporting and Investigative Procedures

If an injury or accident occurs at a worksite - the General Contractor, Owner/Client or O'CANADA PAINTING shall notify **as soon as possible** the O'CANADA PAINTING Owner of the following:

1. The time of the injury or accident, and 2.
Place and nature of the injury or accident.

Injuries and Accidents to be Reported to the O'Canada Painting Owner

The injuries to be reported are:

- An injury or accident that results in death.
- An injury or accident that results in an employee being admitted to hospital for more than 2 days.
- An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has a potential of causing a serious injury.

Owners Responsibility

Prior to commencing work on site, O'CANADA PAINTING'S Site Supervisor will identify the General Contractor or Owner/Client's site representative and contacts for reporting injuries or accidents that will be required to report to the O'CANADA PAINTING Owner. It is the responsibility of O'CANADA PAINTING Site Supervisor to report the injury or accident to the General Contractor or Owner/Client's senior representative **as soon as possible**.

Internal Reporting and Follow Up

It is the responsibility of O'CANADA PAINTING's Site Supervision, employees (that accident occurred to or witnessed) and any other witnesses to the accident or incident, to document the accident, injury or incident by filling out and submitting the O'CANADA PAINTING Accident Report, O'CANADA Incident Report) or the O' Canada Painting Near Miss Report to the Owner **immediately after the situation is under control and the insured worker is able to make a statement**.

The Owner, in cooperation with Supervision, and responsible employee(s) will investigate the accident/incident and prepare a detailed report of the accident/incident complete with recommendations for corrective, preventative and/or disciplinary action of the resulting action taken by all of the above parties to prevent similar accidents or incidents of this nature from occurring again.

Motor Vehicle Operation Practice

To ensure all employees and contract staff whose work requires operation of an O'CANADA PAINTING company owned or leased motor vehicle to do so safely and are in compliance with all vehicle codes, traffic laws, company procedures and manufacturer's recommended operating guidelines.

This practice applies to operation of all motor vehicles to conduct company business matters.

Purpose

The purpose of O'CANADA's practice for safe Driving is to make the driver aware of the consequences of misuse and exposure to accident risks.

Driving is a privilege, but it comes with a hefty price tag that can impact the costs of operating an O'CANADA PAINTING vehicle or vehicle leased by O'CANADA PAINTING and has enormous personal costs to the driver who causes an accident or near miss. Costs attributed to careless driving, impaired or use of drugs when driving or traffic violations can take away your driving privileges and have enormous cost impact on yourself personally and O'CANADA PAINTING.

HIGHWAY TRAFFIC ACT AND SPECIFIC SITE TRAFFIC REQUIREMENTS

All drivers must operate any O'CANADA PAINTING vehicle under Federal and Provincial Highway Traffic Acts - Rules and Regulations.

CRITERIA FOR OPERATING AN O'CANADA PAINTING OWNED OR LEASED VEHICLE:

- Driver must have a current (valid) driver's license.
- Driver must be a minimum of 21 years old.
- Must have less than 3 driving violations during the past 3 years.
- Must agree to random Motor Vehicle Records checks.
- Must report any traffic violations, accidents, near misses, incidents or damage to a O' Canada Painting vehicle either owned or leased/rented to O' Canada Painting.
- Must keep the vehicle in clean condition, mechanically serviced regularly and any necessary repairs done immediately. All of which must be recorded and approved/reported to your immediate Supervisor.
- All O' Canada Painting vehicles are for company use only.
- Drivers are not permitted to use any O' Canada Painting while under the influence of any alcohol, mind-altering drugs or medication or when fatigued.
- Drivers are not permitted to transport alcohol or illegal drugs in any O' Canada Painting vehicle.
- It is the driver's responsibility to check and secure any equipment or material being transported on or in a O' Canada Painting vehicle.
- Smoking is not allowed in any O' Canada Painting vehicle.
- Ensure vehicle has an Emergency Road Kit.
- Drivers and passengers must wear seatbelts at all times.

Be familiar with the vehicle and its capabilities.

- Do not offer rides to hitchhikers or strangers.
- Using a cell phone in a motor vehicle or client worksite may be hazardous to the employee and general public:
 - Make driving safely your first priority
 - Whenever possible, let our Voice Mail take your incoming calls.
 - Do not engage in stressful or emotional conversations.
 - Utilize a hands-free device if necessary.
 - Ensure you know your wireless phone and features such as speed dial/redial.
 - Avoid taking notes or looking up phone numbers while driving. ▪ Ensure cellular phones are turned off when refueling.

Supervisor Responsibility

Supervisors are responsible to facilitate and/or provide proper instruction and compliance for driving requirements for all employees driving under their direction.

Procedures in the Event of an Accident or Incident

IN CASE OF A VEHICLE ACCIDENT USE THE FOLLOWING PROCEDURES:

- If possible, stop your vehicle in a safe visible place. If the vehicle cannot be moved, turn on the hazard lights. Turn the ignition off and safely exit the car.
- Determine if anyone is injured. Assist but do not move an injured person.
- If the vehicle is on fire, move to a safe distance from the vehicle.
- Call the police 911 immediately. Report any injuries and request medical help.
- If you don't have a phone - flag down a passing motorist.
- Place any warning signals, flares, etc. promptly and properly if possible.
- Do not admit or make any comments about responsibility to any parties including the police, even if it was your fault.
- FOR EMERGENCY ASSISTANCE FROM O' Canada Painting, CONTACT YOUR SUPERVISOR. IF YOU ARE UNABLE TO CONTACT YOUR SUPERVISOR, PHONE OR HAVE THE POLICE OR A RESPONSIBLE PERSON PHONE O' Canada Painting's Owners at (780) 940-1769 or (780) 298-3007
- If able, exchange and take insurance information from the other driver.
- Get names, addresses and phone numbers of all witnesses.
- Do not agree to forget about a minor accident.
- Write an account of what happened using the O' Canada Painting "AUTO ACCIDENT FORM". Draw a picture of the site and take pictures if a camera is available.
- Note any damage to other vehicles and damage that may be from previous accidents.
- Note all property damage.
- Report all accident information to your immediate Supervisor or O' Canada Painting immediately.

Owner

Date

Emergency Preparedness and Response

Practice

All O'Canada Painting employees shall be familiar with the emergency procedures of every facility where services are performed.

Purpose

To provide all O'Canada Painting employees with all pertinent information to react to any emergency situation that may arise in any workplace.

Contents of Plan and Procedures

All O'Canada Painting employees will be aware of the Client's warning signals, sirens, location of firefighting equipment, emergency phones, emergency eye wash and shower stations, the primary and secondary routes of evacuation and assembly and the means of communication to advise all parties of their location. Employees will be reminded of these procedures daily at the Weekly Tailgate Safety Meeting

EMERGENCY TELEPHONE NUMBERS will be listed on a Site Emergency Poster that is to be posted at all job-sites for easy reference. The list will include:

- The Client Emergency Response number.
 - The First Aid Station.
 - Ambulance.
 - Nearest hospital.
 - Local clinic and doctor.
 - The Operations Manager's number.
 - The Manager, HSE & Quality Assurance's number. ▪ The POLICE number.

It is the goal of O'Canada Painting to have all permanent personnel fully trained in First Aid/CPR procedures.

Procedure

Fire/Explosion Emergency

- **Sound the alarm.**
- **Notify all personnel in the area. Contact emergency personnel and notify the Supervisor.**
- **If properly trained, and it is safely possible, fight the fire with the available means (fire extinguishers, water hose, etc.).**
- **If necessary, evacuate the area and go to the designated Emergency Assembly Area.**
- **Take attendance of the employees to ensure that all personnel have been accounted for and if separated from the crew, make sure the O'Canada**
- **Painting Supervisor is aware of the whereabouts of all personnel.**
- **Assist emergency personnel as directed.**

Rescue and Evacuation of Workers

Minor Injuries

If qualified and there is no danger, administer First Aid, notify the Supervisor and the emergency first aid facility. Stand by the injured person, and monitor vital signs until help arrives.

SERIOUS INJURIES (victim can be moved)

Survey the scene, do a primary survey of the victim, then contact emergency personnel.

- Notify the Supervisor.
- Administer first aid as necessary.
- Keep the victim as warm and comfortable as possible. ▪ Assist emergency personnel as directed.

Asbestos Area

- Decontaminate the victim (only if equipped with proper equipment and PPE). Prepare the victim for mobilization and move them to the equipment room, staging area, or other lesser asbestos area.
- Remove the contaminated clothing.
- "Inside" Personnel to assist the victim to the "outside" personnel who can help the victim exit the enclosure. ▪ Wait for emergency personnel to arrive or transport as necessary.

Equipment

- O'Canada Painting will provide workers designated personnel protective clothing and equipment appropriate to the work site and the potential emergencies identified in the emergency response system.
- **Workers who respond to an emergency must wear and use personnel protective clothing and equipment appropriate to the work site and the emergency.**
- **Administer first aid as necessary.**
- **Keep the victim as warm and comfortable as possible.**
- **Assist emergency personnel as directed.**

First Aid

First Aid Practice Statement

It is the practice of O'Canada Painting to follow procedures that will provide prompt and proper treatment of injuries to help reduce pain and suffering and save lives.

Training Standards

An employee who successfully completes the training by an approved training agency must meet the standards for a certificate in emergency first aid, standard first aid or advanced first aid that are adopted by OH&S.

Orientation and Personnel Provided

O'Canada Painting will provide employees with standard first aid training and first aid kits for minor injuries.

As O'Canada Painting does not have sufficient manpower on each site or normally does not work as the general contractor, O'Canada Painting will supply Supervisors who are qualified to perform First Aid and hold a valid certificate.

NOTE: O'Canada Painting will make suitable First Aid Service arrangements with owners or general contractors to supply adequate first aid services for each employee on site. These arrangements will be made prior to commencing work.

Procedures and First Aid Locations

To ensure that emergency first aid can be administered promptly and efficiently, O'Canada Painting personnel, upon arrival at the Customer Facility, must adhere with the following procedures:

- O'Canada Painting shall encourage each employee to obtain certification in a recognized First Aid/CPR Training course.
- Information as to the status of each employee's first aid certification must be kept on file at the Location office and each employee must be notified as to when such certificate is to be renewed.
- Pay strict attention to Site-Specific emergency procedures during Customer orientation.
- Note emergency numbers and locations for First Aid treatment, eyewash and shower stations.
- Check with orientation personnel as to the nearest hospital or medical emergency facility as well as ambulance service and emergency numbers.
- The above numbers must be posted on the Site Emergency Poster.
- Every person shall know the location of the First Aid Kit in each O'Canada Painting facility and vehicle and as part of the Weekly Tailgate Safety Meetings, will identify the most qualified person on the crew to direct the administration of first aid or conduct emergency.
- First Aid Kits will be checked and fully restocked prior to entering a work-site, and weekly while on site.
- First Aid Kits shall consist of appropriate items and stored in a weather proof container with individual sealed packages for each item.
- The first course of action in all medical emergencies is to attend to the immediate needs of the victim as quickly as possible; call the emergency number - Work is Secondary at this point.
- O'Canada Painting personnel will immediately report all injuries, regardless of how minor, to the Supervisor.
- O'Canada Painting requires that all Supervisors will have current First Aid/CPR certification and must ensure that each crew going to the job-site has at least one individual with current First Aid/CPR certification.
- Never assume someone else has called for medical assistance in the case of an accident - check with others to see if help has been summoned. ▪ O'Canada Painting will reimburse the cost of First Aid/CPR training on receipt of proof of certification.

NOTE: Customer Programs will take precedence over O'Canada Painting Programs, provided that they offer equal or superior protection to our employees.

Emergency Transportation

Before employees are sent to a work-site, the site or Plant Supervisor (O'Canada Painting) must ensure that arrangements are in place to transport injured or ill workers from the work-site (under normal conditions) to the nearest health care facility.

If ambulance service is not readily available or travel is not possible, alternate arrangements must be made to ensure that:

- The distance to be traveled and the seriousness of the injury or illness are considered.
- Occupants are protected against the weather.
- A communication system capable of communicating with the health care facility to which the injured or ill worker is being taken is available.
- A stretcher and accompanying person is accommodated. ▪ A communication system is available on site to summon assistance.

Recording of Illness or Injury

O'Canada Painting must record every acute illness or injury that occurs on the Accident Report at the work-site in a record kept for the purpose of reporting illness or injury to the Supervisor. The record must include the following:

- The name of the employee.
- The name and qualification of the person giving aid.
- A description of the illness or injury.
- The first aid given to the worker.
- The date and time of the illness or injury and when it was reported.
- Location at the work-site where the incident occurred.
- The work related cause of the incident, if any.
-

O'Canada Painting will retain the records kept under this section for 3 years from the date the incident is recorded.

First Aid Records

This applies to the records of first aid given to the employee.

A person who has custody of records must ensure that no person other than the employee has access to an employee's record unless:

- The record is in a form that does not identify the employee.
- The employee has given written permission to the person or,
- All records are to be available and ready to be produced under the act.
- The employer must give the employee a copy of the records pertaining to the employee if the employee asks for a copy.

First Aid Kits

The number of personnel normally dependent on these first aid supplies will determine the size and contents of first aid kits required to be located at any site.

1-5 Persons requires a 10 package kit which includes:

- 1pkg. Adhesive bandages, 1" - 16 per pkg.
- 1pkg. Compress bandage, 4" - single
- 1pkg. Scissors & tweezers, 1of each • 1pkg. Triangular bandage, 40", 1per pkg.
- 1pkg. Antiseptic soap or pads, 3 per pkg.
- 5 pkgs. Consulting physician's choice

6-15 Persons requires a 16 package kit which includes:

- 1pkg. Absorbent gauze, 24" x 72" - 1per pkg.
- 1pkg. Absorbent bandages, 1" - 16 per pkg.
- 2 pkgs. Compress bandage, 4" - 1per pkg.
- 1pkg. Eye dressing, 1per pkg.
- 1pkg. Scissors & tweezers, 1of each • 2 pkgs. Triangular bandage, 40", 1per pkg.
- 1pkg. Antiseptic soap or pads, 3 per pkg.
- 7 pkgs. Consulting physician's choice

30 Persons requires a 24 package kit which includes:

- 2 pkgs. Absorbent gauze, 24" x 72" - 1per pkg.
- 2 pkgs. Adhesive bandages, 1" - 16 per pkg. • 2 pkgs. Compress bandage, 4" - single
- 1pkg. Eye dressing, 1per pkg.
- 1pkg. Scissors & tweezers, 1of each • 6 pkgs. Triangular bandage, 40", 1per pkg.
- 1pkg. Antiseptic soap or pads, 3 per pkg.
- 9 pkgs. Consulting physician's choice

It is the practice of O'Canada Painting to assure that all first aid kits are maintained in a serviceable condition. Unit type kits have all items in the first aid kit individually wrapped, sealed, and packaged in comparable sized packages. The commercial or cabinet style type kits do not require all items to be individually wrapped and sealed, only those which must be kept sterile.

Items such as scissors, tweezers, tubes of ointment with caps, or rolls of adhesive tape, need not be individually wrapped, sealed, or disposed of after a single use or application. Individuals packaging and sealing shall be required only for those items, which must be kept sterile in a first aid kit.

When the eyes or body of any person may be exposed to injurious chemicals and/or materials, suitable facilities for quick drenching, showering, or flushing of the eyes and body shall be provided within the work area for immediate emergency use. Portable emergency care stations are available and contain eye and skin flushing solutions for acid and alkali burns.

A listing of emergency phone numbers and hours of operation of local doctors, clinics, and hospitals should be affixed to the cover of the first aid station at all locations.

Rescue and Evacuation of Workers Minor Injuries

If qualified and there is no danger, administer First Aid, notify the Supervisor and the emergency first aid facility. Stand by the injured person, and monitor vital signs until help arrives.

SERIOUS INJURIES (victim can be moved)

Survey the scene, do a primary survey of the victim, then contact emergency personnel.

- Notify the Supervisor.

- Administer first aid as necessary.
- Keep the victim as warm and comfortable as possible. ▪ Assist emergency personnel as directed.

Asbestos Area

- Decontaminate the victim (only if equipped with proper equipment and PPE). Prepare the victim for mobilization and move them to the equipment room, staging area, or other lesser asbestos area.
- Remove the contaminated clothing.
- "Inside" Personnel to assist the victim to the "outside" personnel who can help the victim exit the enclosure. ▪ Wait for emergency personnel to arrive or transport as necessary.

Equipment

O'Canada Painting will provide workers designated personnel protective clothing and equipment appropriate to the work site and the potential emergencies identified in the emergency response system.

Workers who respond to an emergency must wear and use personnel protective clothing and equipment appropriate to the work site and the emergency.

Administer first aid as necessary.

Keep the victim as warm and comfortable as possible.

Assist emergency personnel as directed.

Fire and Explosive Hazard

Practice

O'Canada Painting will supply employees as contractually required as Fire Watchers to watch and monitor for overheating, sparks or possible fire and explosive hazards. For extremely volatile areas it will be the responsibility of the Owner/Client or General Contractor to arrange and supply specially trained Fire Watchers/Fighters to monitor and watch over O'Canada Painting's work area. Responsibilities and preventative measures will be determined prior to any work commencing.

Prohibitions

A person must not enter or work at a work area if more than 20 percent of the lower explosive limit of a flammable or explosive substance is present in the atmosphere.

- •This does not apply to a competent employee who is responding in an emergency.
- •A person must not smoke tobacco or use an open flame in a work area where a flammable is stored, handled or processed.
- •A person must not mix, clean or use a flammable or combustible liquid at a temperature at or above its flash point in an open vessel if a potential source of ignition is in the immediate vicinity of the activity.
- •A person must not use a flammable or combustible liquid at a temperature above its flash point in a washing or cleaning operation, unless the washing or cleaning equipment is specifically designed and manufactured for the use of the liquid.

Procedures and Precautions

- •An employee must follow procedures and precautionary measures to prevent flammable substances, or combinations of them, that are stored, handled, processed, or present at a work site, from igniting unintentionally.
- • O'Canada Painting must ensure that, at a work-site, the quantity and application of the flammable substance will not be sufficient to produce an explosive atmosphere.
 - a. Flammable substances are not stored within 30 m. of an underground shaft.
 - b. Flammable substances are not stored within the immediate vicinity of the air intake of:
 - ii. A ventilation supply system.
 - iii. An internal combustion engine, or
 - iv. The firebox of a fired heater or furnace
 - c. Portable quantities of flammable liquids are stored only in approved containers.
 - d. Contaminated rags used to clean or wipe up flammable substances are stored in a covered container that has a label that clearly indicates it is to be used for the storage of contaminated rags.

O'Canada Painting must ensure that, at a work-site, metallic or conductive containers or vessels used to contain flammable or combustible liquids are electrically bonded to one another and electrically grounded while their contents are being transferred from one container to another.

Contaminated Clothing and Skin

If an employee's clothing is contaminated with a flammable or combustible liquid, the Employee must: Avoid any activity where a spark may be created.

- Remove the clothing at the earliest possible time and,
- Ensure that the clothing is decontaminated before it is used again.
- If an employee's skin is contaminated with a flammable or combustible liquid, the employee must wash the skin at the earliest possible time.

Protection and Hazardous Locations

If the hazard assessment determines there is a potential for an explosive atmosphere to be created in a location, O'Canada Painting must ensure that the atmosphere is classified as a "hazardous" or "nonhazardous" location in accordance with the applicable local Electrical Safety Code. O'Canada Painting must develop procedures and precautionary measures that will prevent a substance igniting in a location classified as hazardous.

O'Canada Painting must ensure that:

- Equipment used in a hazardous location will not ignite the flammable substance, ▪ Static electricity is effectively controlled.

O'Canada Painting must ensure that, if a hazardous location is a particular work area at the work-site, the boundaries of the hazardous location are:

- Clearly identified to warn employees of the nature of the hazards associated with the presence of the flammable substance in that work area.

Fenced off to prevent employees or equipment entering the area without authorization

Internal Combustion Engines

O'Canada Painting must ensure that an internal combustion engine in a hazardous location has a combustion air intake and exhaust discharge that are: ■ Equipped with a flame arresting device, or ■ Located outside the hazardous location.

O'Canada Painting must ensure that the temperature of all the surfaces of an internal combustion engine that are exposed to the atmosphere in a hazardous location are lower than the temperature that would ignite a flammable substance present in the hazardous location. O'Canada Painting must ensure that a vehicle powered by an internal combustion engine is not located or operated in a hazardous location.

O'Canada Painting must ensure that an internal combustion engine is not located in a hazardous location unless it's equipped with combustible gas monitoring equipment.

BLOOD BORNE PATHOGEN PROGRAM FORWARD STATEMENT

All O'Canada Painting employees will receive training on blood borne pathogens as part of the Safety Training Program.

Purpose

This program is intended to meet the requirements of OH&S standards in providing protection for O'Canada Painting employees from the hazards associated with blood borne pathogens. Practice

Training

- All new O'Canada Painting employees will receive training on blood borne
- pathogens as part of their initial orientation program; regardless of their potential for exposure to blood borne pathogens.
- Refresher training will be administered on an annual basis within one year of the ■ previous training.
- O'Canada Painting employees who are required or may be required to administer
- emergency first aid will receive refresher training at the time of their first aid refresher training. ■
- The Owner will maintain employee-training records for a period of 3 years.

BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN

In accordance with the Blood Borne Pathogens Standard, the following exposure control plan was implemented on January 1, 2010. This plan is included in the 2010 Safety Manual, which is accessible to employees at all O'Canada Painting facilities.

Exposure Determination:

OH&S requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment. Employees are considered exposed even if they wear personal protective equipment.

This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency.

At O'Canada Painting there are no job classifications in this category.

In addition, the OH&S requires a listing of job classifications in which some employees may have occupational exposure.

Because not all employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure must also be listed in order to understand clearly which employees in these categories are considered having occupational exposure. The job classifications and associated tasks for these categories are as follows:

Job Classification Task/Procedure

Level III Technicians First-Aid/CPR Level N Technicians
 First-Aid/CPR Supervisors
 First-Aid/CPR

Implementation Schedule & Methodology

O'Canada Painting requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement:

Compliance Methods:

Universal Precautions will be observed at all O'Canada Painting facilities in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of perceived status of the source individual.

Engineering and work practice controls will be used to eliminate or minimize exposure to employees at all facilities. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be used.

Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. O'Canada Painting requires that these facilities be readily accessible after incurring exposure.

In remote job-sites where hand washing facilities are not readily accessible, O'Canada Painting will equip each mobile unit with antiseptic towelettes with the understanding that hands are to be washed with soap and running water as soon as possible.

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and running water.

If employees incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water as appropriate, as soon as feasible, following contact.

NEEDLES

O'Canada Painting personnel are not trained to administer injected antibiotics or vaccinations and therefore will not be exposed to hypodermic needles or syringes.

CONTAINERS FOR REUSABLE SHARPS

O'Canada Painting personnel do not work with reusable sharps and therefore will not be exposed to potentially infectious materials in this manner.

WORK AREA RESTRICTIONS

In work areas, where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke or handle contact lenses.

Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

SPECIMENS

Specimens of blood or other potentially infectious materials will be placed in a container that prevents leakage during the collection, handling, processing, storage, and transport of the specimen. Use Universal Precautions in the handling of all specimens, the leak proof containers used will have labels attached that serve as a warning of infectious materials, the labels must be red in color and bear the biohazard warning insignia.

Any specimens that could puncture a primary container will be placed within a puncture resistant secondary container. Potentially infectious contaminated glass shards, for example, should be placed in a biohazard disposal bag and then be placed in a biohazard sharps disposal container. Biohazard containers are located with the first aid supplies.

If outside contamination of the primary container should occur, the primary container shall be placed within a secondary container that prevents leakage during the handling, processing, storage, transport, or shipping of the specimen.

CONTAMINATED EQUIPMENT

Equipment that has become contaminated with blood or other potentially infectious materials shall be examined before servicing and shall be decontaminated as necessary unless the decontamination is not feasible. All equipment shall be decontaminated with a solution of **1 part bleach to 10 parts water**.

- All garments that are penetrated by blood will be removed immediately or as soon as feasible. All personal protective equipment will be removed before leaving the work area. All contaminated personal protective equipment shall be placed in a red biohazard disposal bag before leaving the work area.
- Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood or other potentially infectious materials, non-intact skin, and mucous membranes. Disposable gloves will be available from the first-aid station.
- Disposable gloves are not to be washed or decontaminated for reuse and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse provided that the integrity of the gloves is not compromised.
- Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially

infectious materials may be generated and eye, nose or mouth contamination can reasonably be anticipated.

The OH&S standards also require that appropriate protective clothing be used, such as lab coats gowns, aprons, clinic jackets, or similar outer garments.

Personal protective equipment such as gloves, masks, eye and face shields, gowns and shoe covers are available and the first aid station and are required protection for the following activities:

- Administering First Aid/CPR
- Clean-up and/or decontamination of the workplace

All O'Canada Painting facilities and equipment will be cleaned and decontaminated as required. Using a solution of 1 part bleach to 10 parts water and washing thoroughly will accomplish decontamination.

All contaminated work surfaces will be decontaminated immediately or as soon as feasible following any spill of blood or other potentially infectious materials.

All bins, pails, cans, and similar receptacles shall be inspected and decontaminated as required. Any broken glassware that may be contaminated will not be picked up directly with the hands, but shall be picked up instead, with a dustpan and brush. **REGULATED WASTE DISPOSAL**

All contaminated sharps shall be discarded as soon as feasible in sharps containers. All contaminated waste other than sharps, shall be discarded as soon as feasible in biohazard bags. Containers and bags are located at the first aid station. All such contaminated waste must be disposed of as regulated waste.

Small amounts of contaminated gauze or dressings as used in first aid treatment, for example, may be decontaminated and disposed of as regular waste.

Laundry Procedures

Personal clothing that may become contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked bags and will not be sorted and rinsed in the area of use. All employees who handle contaminated laundry will use personal protective equipment to prevent contact with blood or other potentially infectious materials. Contaminated personal clothing must be decontaminated using **1 part bleach to 10 parts water** before removal from the premises. Such decontaminated personal clothing should be laundered separately.

Should company supplied clothing such as coveralls become contaminated with blood or other potentially infectious materials, the coveralls should be placed in an appropriately marked bag and the laundry facility be notified accordingly. **Handle contaminated clothing as little as possible and only when wearing the required personal protective equipment.**

Hepatitis B Vaccine

All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine at no cost. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials.

Employees who decline the Hepatitis B vaccine will sign a waiver.

Employees who initially decline the vaccine but who later wish to have it while still covered under the standard may then have the vaccine provided at no cost.

The Owner is responsible for assuring the vaccine is offered and administered by a local clinic or that the waiver is signed should the vaccine be refused. Unless the employee has previously had the vaccine or wishes to submit to antibody testing to show the employee has sufficient immunity.

Training

Training for all employees will be conducted before initial assignment to tasks where occupational exposure may occur. Employee training will include an explanation of the following:

- The OH&S Standard for Blood Borne Pathogens.
- Epidemiology and symptomology of blood borne disease. ▪ Modes of transmission of blood borne pathogens.
- •The exposure control plan.
- Procedures that might cause exposure to blood or other potentially infectious materials:
- Personal protective equipment available, and who should be contacted concerning exposure to blood or other potentially infectious materials. ▪ Post-exposure evaluation and follow-up.

Record Keeping

- All records required by this OH&S program. They will include dates, contents of training, names, job titles and attending persons. It will be the responsibility of the Owner to maintain all records.
- Training records shall be maintained for 3 years from the date of training and medical records shall be maintained for at least the duration of employment plus 3 years
- These records will be made available to the employees upon request.
- All medical records can only be released with the written consent of the employee.
- All provisions required by the standard will be implemented as of this date.
- Training will be the responsibility of the Owner to administer refresher training as necessary.
- Training will include written material and videotapes.

Owner

Date

Safety Records

Maintaining Worksite Records

It is the responsibility of O'CANADA PAINTING's Supervision at each office or worksite to maintain all Records of Training, Inspection Reports, Safety/Tailgate Meetings, Accident and Incident Reports/Investigations and Audits.

All records and documentation kept on file is to be complete, current and readily available as documented in the O'CANADA PAINTING SAFETY MANUAL for Supervisors and employees.

Supervisors will maintain on file the following safety related records/reports and/or any specific records as required by the client/customer:

Employee Safety Training - training records are to be filed in the employee's training file at the work site office. The records must contain the name of each course, expiry of certification if any exists and current status. Monthly and yearly summaries for all employees training must be kept at the work site office.

Safety Orientation -are to be filed by date at the work site office.

Minutes of Safety Meetings (Tool Box) -are to be filed by job at the work site office.

Job Hazard Assessments - are to be filed by contract/job at the work site office.

Worksite Inspection Report -filed by worksite and contract at the work site office.

Equipment Inspection Reports - filed by worksite and equipment log at worksite office.

Accident Investigation Reports- records filed at worksite office and copied to the Owner. Monthly and yearly summaries for all Accident, Incident or Near Miss Reports must be kept at the Owner's office as a regulatory requirement.

Vehicle Accident Investigation Report - records are to be filed at the worksite office and copied to the Owner's office. Monthly and yearly summaries for all Vehicle Accidents must be kept at the Owner's office.

Medical Treatment Reports - records are to be filed at work site office and copied to the Owner's office.

Monthly and Yearly summaries for all employees must be kept at the Owner's office as a regulatory requirement. The Owner will review all safe job procedures as well as the Safety Manual on an annual basis and revisions will be made if necessary. These revisions will be documented on the Safe Job Procedures Annual Review Form.

Safety Performance Statistics

O'CANADA PAINTING will compile summaries for the purpose of measuring safety performance as required by regulations and codes.

Indicators include:

Injury Frequency Rate (IFR) - is set is used to set the frequency of injuries.

The Injury Frequency Rate is calculated by: $\frac{\text{No. Of recordable cases lost} \times 200,000}{\text{No. Of employee-hours of exposure}}$

Injury Severity Rate (ISR) -is used to determine the lost workdays other than the day of incident.

$\frac{\text{No. Of work days lost} \times 200,000}{\text{No. Of employee-hours of exposure}}$

Lost Time Claim Rate (LTC) - is a claim for an occupational injury or disease, which disables the worker beyond the day of injury.

$\frac{\text{No. Of work LTC's} \times 100}{\text{Estimated person-years}}$

Referenced Documentation

Daily Tailgate Safety Meeting

- Job Hazard Analysis and Inspection Checklist Site Safety, Health and Environmental Audit Accident Report
- Auto Accident Form
- First Aid Treatment and Accident Log Near
- Miss Report Incident Report
- Safe Job Procedures Annual Review Form

Owner

Date



SAFETY MEETING

Attendees

Date:

Name

Signature

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Topics:

Owner

Date

