



ISLAND COASTAL SAFETY PROGRAM MANUAL

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The Health and Safety Program will be reviewed annually during winter months. Supervisors and/or group foremen will review appropriate safe work procedures. Management will ensure that all safe work practices and procedures are reviewed in collaboration with the Joint Health and Safety Committee.

New safe work procedures and practices will be developed and added to the program as required.

Island Coastal Services Ltd. is committed to providing a healthy and safe work environment for its workers and preventing occupational illness and injury. To express that commitment, we issue the following policy on occupational health and safety.

As the employer, Island Coastal Services Ltd. is responsible for the health and safety of its workers. Island Coastal Services Ltd. will make every effort to provide a healthy and safe work environment. We are dedicated to the objective of reducing /eliminating the possibility of injury and illness.

As President, I give you my personal promise to take all reasonable precautions to prevent harm to workers. Supervisors will be trained and held responsible for ensuring that the workers under their supervision follow this policy. They are accountable for ensuring that workers use safe work practices and receive relevant training to protect their health and safety. Supervisors also have a general responsibility for ensuring the safety of equipment, facilities and sites.

Island Coastal Services Ltd., through all levels of management will co-operate with the Joint Occupational Health and Safety Committee, or the representative and workers to create a healthy and safe work environment. Co-operation should also be extended to others such as contractors, owners, officers, etc.

The workers of Island Coastal Services Ltd. will be required to support this organization's health and safety initiative and to co-operate with the Joint Occupational Health and Safety Committee or representative and with others exercising authority under the applicable laws.

It is the duty of each worker to report to the supervisor or manager, as soon as possible, any hazardous conditions, injury, accident or illness related to the workplace. Also, workers must protect their health and safety by complying with applicable Acts and Regulations and to follow policies, procedures, rules and instructions as prescribed by Island Coastal Services Ltd.

Island Coastal Services Ltd. will, where possible, eliminate or minimize hazards. If that is not possible, and where there is a requirement, workers will be required to use safety equipment, clothing, devices and materials for personal protection.

Island Coastal Services Ltd. recognizes the worker's duty to identify hazards and to offer suggestions or ideas to improve the health and safety program.

As President, I have authorized the policies in the Island Coastal Safety Program included in the Island Coastal Safety Program Manual. I am personally committed to the implementation of these policies.

D. Blair MacLauchlan
President
Island Coastal Services Limited

All employees are required to use the proper PPE when and where necessary on all construction jobsites.

Island Coastal Services Ltd. will provide each employee with one hard hat and one safety vest. In cases where hearing, eye and/or respiratory protection are required, hearing protection, safety glasses and respirators will also be provided.

Employees are responsible for the proper care, cleaning and use of PPE and are to make every reasonable effort to prevent its loss, damage or abuse. However, if this equipment is no longer considered safe due to regular use or changes in safety codes, ICS will replace the vest or hardhat upon the return of the used item to the OH&S Coordinator. Replacement of lost, stolen, misplaced, or abused equipment will be deducted from the individual employee's pay at cost.

Employees will wear safety footwear that meets CSA Z195-02 when on jobsites.

Employees will wear hard hats to CSA Standards Z94.1 **and safety vests to CSA Standards Z96.02** on all construction jobsites. **When within the confines of enclosed cabs, hard hats are not required but must be used when exiting from cab.**

When working in noisy environments, employees will wear hearing protection as required in noise conservation program. Foremen will be responsible to have hearing protection available as required by workers. Operators on heavy equipment without a cab or equipment that emits noise levels above 85 decibels will be required to wear hearing protection.

When employees engaging in any other activity that could result in eye injury, workers will wear eyewear or face shields that meet CSA Z94.3 Standards. Examples: using equipment such as cut off saws, drilling, grinding, chain saws, hydraulic fluid, welding, etc

The safety information in this policy does not override the PEI Occupational Health and Safety Act, Regulations and Codes of Practice. All employees should be familiar with the Occupational Health and Safety Act and Regulations. All PPE will conform to the Prince Edward Island Occupational Health and Safety Regulations and the CSA standards.

Responsibilities within the Organization	Version 3	Last Revised on: 2012/05/10
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Throughout Island Coastal Services Ltd. there are a variety of roles for which different levels of employees are accountable. The following outlines the general responsibilities; it is not an exhaustive list but is an evolving one.

Responsibilities of Senior Management

Senior Management has responsibilities under the *Occupational Health and Safety Act* that include:

- ✘ providing a safe and healthy workplace
- ✘ ensuring that legal health and safety requirements are enforced
- ✘ establishing and maintaining an effective health and safety program and obtaining input from the Joint Health and Safety Committee
- ✘ allocating enough resources (cost, time, equipment, and people, including competent managers and supervisors) to implement the program
- ✘ making sure that supervisors and foremen are trained, supported, and held accountable for fulfilling their workplace safety and health requirements
- ✘ managing the health and safety performance of their supervisors and foremen
- ✘ making sure those persons not in the employer's service are not exposed to risks to their health or safety arising out of, or in connection with activities in the workplace
- ✘ setting up an effective Joint Health and Safety Committee and ensuring that workers have the means to allow them to participate effectively in health and safety discussions
- ✘ co-operating with other parties in dealing with health and safety issues

Responsibilities of Supervisors and Foremen

Supervisors and foremen have responsibilities under the legislation that include:

- ✘ taking all precautions necessary to protect the health and safety of workers under their supervision
- ✘ ensuring that workers under their supervision work in accordance with the procedures and measures required by the ICS Safety Program and the OHS Act and Regulations
- ✘ ensuring that workers use all devices and wear all clothing and personal protective equipment designed or provided by the employer
- ✘ advising workers of all known or reasonably foreseeable risk to health and safety in the area where the worker is involved in work
- ✘ co-operating with other parties in dealing with health and safety issues
- ✘ making sure workers have the information, training, certification, and experience to do their jobs safely
- ✘ making sure medical/first aid facilities are provided as needed

Responsibilities of Workers

The responsibilities of workers include:

- ⌘ understanding and following legislation and health and safety requirements
- ⌘ following safe work procedures
- ⌘ using safety equipment, machine guards, safety devices, and personal protective equipment
- ⌘ reporting unsafe acts and workplace hazards
- ⌘ reporting accidents, near accidents, injuries, or illnesses immediately
- ⌘ co-operating with the Joint Health and Safety Committee and others on health and safety issues
- ⌘ taking every reasonable precaution to protect the safety of himself/herself or any other person at or near the work site

The role of the Joint Occupational Health and Safety Committee

The Committee's functions include the following:

- ⌘ gather in-depth job specific practical knowledge from workers
- ⌘ compile input and advice on health and safety matters
- ⌘ review accidents and near accidents/incidents with the goal of promoting preventative measures
- ⌘ provide input and advice to management, supervisors and foremen
- ⌘ continuously assess the effectiveness of the health and safety program

The JOHSC will be composed of eight employees (approximately) representing different areas of the organization. The members will serve for a three-year term with one third of the committee members changing annually with the Chairperson and a Co-chairperson being nominated at the first meeting in April. Members can serve for two consecutive terms. Meetings will be monthly with the exception of the winter season when meetings held as required.

The role of the Committee must *not* be confused with the responsibilities of management, supervisors or foremen. The employer remains ultimately accountable for the final decision.

Responsibilities of the Health and Safety Co-coordinator

Island Coastal Services Ltd has a Health and Safety Co-coordinator to help the employer with health and safety activities. The responsibilities of the health and safety co-coordinator include:

- ✘ helping everyone to carry out his or her health and safety responsibilities
- ✘ co-operating with the Joint Health and Safety committee and helping it to be effective
- ✘ supporting health and safety systems and programs throughout the workplace
- ✘ advising managers, supervisors, and workers on health and safety matters
- ✘ coordinating interdepartmental health and safety activities
- ✘ collecting and analyzing health and safety information and statistics
- ✘ coordinating and monitoring health and safety training
- ✘ conducting research on special problems
- ✘ regularly conducting safety visits on worksites

Responsibilities of sub-contracted employers and self-employed persons

Subcontracted parties/individuals have duties under the legislation that include

- ✘ conducting their work in a way that does not endanger anyone's health and safety
- ✘ providing information that could affect the health and safety of others at the workplace
- ✘ knowing and following applicable parts of Island Coastal Services Ltd health and safety program
- ✘ knowing and following the Occupational Health and Safety legislation
- ✘ Subcontractors are to sign off on subcontractor liability form prior to commencement of work failure to do so will result in presumed compliance agreement.

The purpose of this policy is to ensure protection of employees and other persons at or near the workplace to reduce accidents thus reducing injuries and material loss. Identifying unsafe conditions and correcting unsafe acts and conditions will help in maintaining a safe and healthy workplace. Island Coastal Services Ltd. will maintain documentation of regular safety checks at the office, shop, and on job sites.

Responsibilities:

Senior Management is responsible for the overall operation of the safety program.

Management, Supervisors, and Foremen are responsible for directing and evaluating safety checks and involving employees in such activities.

The Health and Safety Coordinator is responsible for consulting with Management, Supervisors, Foremen and employees on matters pertaining to health and safety in the workplace with expert advice.

JOHSC representatives are responsible for conducting ongoing informal safety checks of worksites. They are also encouraged to participate in WCB Occupational Health and safety inspection when feasible.

All employees are encouraged to participate and contribute to safety checks.

What is a workplace safety check?

A workplace inspection is a necessary and critical part of a Health and Safety Program in which the workplace is examined closely on a regular basis for the purpose of:

- ⌘ Identifying and recording potential and actual hazards associated with worksites, equipment, environment, processes and practices.
- ⌘ identifying any hazards that require immediate attention, whether they are unsafe conditions or unsafe acts.
- ⌘ ensuring that existing hazard controls are functioning adequately.
- ⌘ Where appropriate recommending corrective actions.

Different types of safety checks

Formal, planned safety checks help to:

- Identify potential problems before they cause injuries or illnesses
- Identify equipment problems resulting from such things as wear and tear
- Identify improper work practices
- Draw attention to good safety and health practices
- Identify new hazards resulting from changes in the workplace
- Identify inadequacies in corrective action that has been taken

Formal safety checks will be done by the Health and Safety Coordinator and when possible accompanied by a member of the Joint Health and Safety Committee.

Regular preventive maintenance inspections □ These inspections help prevent equipment and machinery failure through early detection of problems and by setting priorities for service, adjustment, repair and replacement.

Hazard inspections of critical parts and materials □ These are regular inspections

Focusing on parts of equipment and machinery, materials, structures, or worker areas that are more likely than others to cause accidents when they become worn out, damaged, or are improperly used.

Housekeeping inspections □ Good housekeeping prevents many accidents.

Housekeeping inspections should be done frequently by personnel and supervisors, focusing on both the cleanliness and orderliness of the work area.

Planned general inspections of the workplace □ This inspection is a planned walk through of the entire workplace. It is a comprehensive examination of the workplace intended to draw attention to good safety and health practices, and to identify potential problems before accidents happen. These inspections may be done monthly or quarterly, however, if there is a higher level of risk, or the workplace is changing rapidly, they should be done more frequently.

Senior management inspections □ These inspections help reinforce the importance of good safety and health practices, and keep senior management □in touch□ with health and safety issues in the workplace. They are not comprehensive inspections; instead they are tours of work areas specifically designed to focus on particular health and safety issues.

Regular workplace health and safety committee inspections □ These should complement inspections done by managers, foremen, and workers. Ideally committee members will do a safety check prior to each regular meeting. These checks can focus on the general physical conditions of the workplace and should assess the effectiveness of the inspection schedule or other elements of the workplace health and safety program.

Workplace health and safety committee can support the health and safety activities of foremen and workers by finding defects foremen and workers have become □used to. In some cases, committee inspections may also focus on special problems in the workplace.

When the health and safety committee brings a problem or concern to the attention of management, management is required to resolve the problem or address the concern. If that cannot be done, management is required to give the committee a written reason within 30 days for not resolving the problem or addressing the concern.

Investigations of incidents and dangerous occurrences provide valuable information needed to prevent recurrences.

An *accident* is any unplanned event that causes injury. A *dangerous occurrence* is any event that could have injured someone, but did not. Dangerous occurrences are often called 'near misses' or 'near accidents'.

Accident investigation is an essential part of the overall Island Coastal Services Safety Program. Our company does not investigate accidents to exonerate individuals or management, satisfy insurance requirements, defend a position for legal argument, or to assign blame. The goal of the investigation process is to **prevent** a recurrence of the same type of accident.

All accidents or near misses, whether they result in personal injury, equipment or property damage or not, that occur on any project or property under the control of Island Coastal Services, *will* be investigated.

The accident investigation shall be a fact finding process, **not a fault finding process**, which shall begin immediately following an occurrence. The accident scene shall not be disturbed unless further personal injury or damage to equipment or property could result. This shall be done in accordance with applicable regulations

Investigation procedures for incidents and dangerous occurrences include the following:

- Foreman or Crew Safety Rep will investigate incident with the assistance of the ICS Health and Safety Coordinator;
- Foreman will submit reports to the Project Coordinator, Projects Manager, or Superintendent
- The Foreman and Manager shall determine and implement the appropriate measures to prevent recurrence with support of the H&S Coordinator;
- Health and Safety Coordinator will assist in the follow up;
- Information shall be shared with JOHSC to increase awareness and support.

Any accident that caused or that may cause a fatality, a worker suffering loss of a limb, unconsciousness, substantial loss of blood, a fracture, a burn to a major portion of the body, or the loss of sight of an eye, the employer shall send written notification to the Director of OHS of the WCB of PEI within 24 hours of the accident.

1) Analysis of the incident factors

- Go through the incident, in stages. Ask “why” each event happened.
- Evaluate the role of every factor involved (people, materials, systems, weather, and so forth).
- Visit the scene.
- Review the physical evidence.
- Take photographs and make drawings.

Interview witnesses and review documents.

2) Find the direct, indirect, and root causes

Direct – The direct cause(s) usually occurs immediately before the incident. For example, a direct cause might be a collapsing jack that dropped a car onto a worker.

Indirect – Indirect cause(s) sets the stage for an incident and can include:

- 1) Lack of training and supervision
- 2) Inadequate tools, equipment, and materials
- 3) Departures from safe work procedures

The JOHSC will review all accident and incident reports at regular monthly meetings.

Island Coastal’s Accident Investigation Report is contained in Appendix A of the Safety Manual.

Purpose

The purpose of this policy is to ensure that all employees share responsibility for maintaining a safe and healthy workplace. Island Coastal Services is committed to providing general and specialized safety and related training throughout all levels of the company and promoting a healthy and safe work environment.

Policy

Island Coastal Services will provide and employees will participate in all safety and related training that is necessary to minimize losses of human and physical resources of the company.

The training will include but not limited to:

New hire safety orientation

First Aid and CPR training

WHMIS training

Confined Space Entry/Rescue training (Pipe crews)

Job specific training

Training on OHS Act and Regulations (Supervisors/Foremen)

Police, Fire Department, Ambulance 911

ICS Safety Coordinator (Reggie Maddix (902) 940-7542

Island Coastal Office (& Risk Manager) (902) 892-1062

Poison Control 1-800-565-8161

Environmental Emergency 1-800-565-1633

Occupational Health and Safety (WCB) (902) 628-7513

Emergency Measures Organization 1-800-565-1633

Aircraft and Marine Distress 1-800-565-1582

EMERGENCY PROCEDURES

On-site Project

Prior to the commencement of each job, a location where employees are to gather in case of emergency is to be determined and communicated to employees through toolbox meetings. Once the hazardous area has been evacuated, each person is to be accounted for to ensure all have safely been removed from the danger area. The supervisor is responsible for ensuring the plan is established and understood by crew members.

New Haven Shop

Those at the New Haven Shop will gather in the employee parking area. The foreman shall be responsible for verifying that everyone has been safely evacuated. Signage will be posted over doorways.

Graham's Road Shop

Exits shall be clearly marked with the emergency gathering area being by the road. Employees present are to verify that all people present have been evacuated safely.

Head Office

Those in Island Coastal's Belvedere Ave. location will gather in the east corner of the parking lot. Exit signs and exit route will be posted. Employees present are to verify that all people present have been evacuated safely.

The purpose of this hearing conservation program is to prevent occupational hearing loss and comply with Occupational Noise Exposure regulations. Impacts of occupational noise include hearing loss, increased susceptibility to other workplace problems including physical and psychological disorders, speech and communication problems, and disruption of job performance. Brief exposure may cause a temporary loss; repeated exposure to high noise levels will cause a permanent loss.

Permanent hearing loss is **preventable** with the continued use of proper hearing protection and reduction of workplace noise levels to below 85 decibels. Some examples of noise levels above 85 decibels include: a) lawnmower, shop tools, truck traffic □ 8 hours per day is the maximum exposure to protect 90% of people; (b) chainsaw, pneumatic drill, snowmobile □ 2 hours per day is the maximum exposure without protection; (c) sandblasting, loud rock concert, auto horn □ 15 minutes per day is the maximum exposure without protection. (http://www.entnet.org/healthinfo/hearing/noise_hearing.cfm).

The administration of this program will be the responsibility of Health and Safety Coordinator in collaboration with the Joint Health and Safety Committee and management. Administrative responsibilities include:

- a) Coordination and supervision of noise exposure monitoring.
- b) Identification of employees to be included in the Hearing Conservation Program.
- c) Coordination and supervision of audiometric testing program.
- d) Supervision of hearing protector selection.
- e) Development of policies relating to the use of hearing protectors.
- f) Supervision of hearing related training.
- g) Coordination and supervision of required record keeping.
- h) Periodic evaluation of overall program.
- i) Coordination of required changes/improvements in the program.

I NOISE MONITORING

When information indicates that any employee's exposure may equal or exceed an 8-hour time-weighted average of 85 decibels, ICS will develop and implement a monitoring program.

Input will be gathered from a variety of employees in the selection of appropriate hearing protection.

All continuous, intermittent and impulsive sound levels from 85 decibels and higher shall be included in the noise measurements.

Noise monitoring instruments will be accurate and properly calibrated.

ICS will notify each employee exposed at or above an 8-hour time-weighted average of 85 decibels of the results of the monitoring.

ICS will provide affected employees with an opportunity to observe noise measurements conducted.

The Health and Safety Coordinator will coordinate monitoring with assistance from applicable managers and supervisors.

The results of the noise exposure measurements will be recorded and made available to internal personnel and related regulatory bodies upon request.

II AUDIOMETRIC TESTING

ICS will establish and maintain an audiometric testing program which will be available to all employees whose exposures equal or exceed an 8-hour time-weighted average of 85 decibels. The testing will be conducted by a qualified professional at no cost to employees.

ICS will establish a valid baseline audiogram against which subsequent audiograms can be compared. Testing will be conducted at least annually after obtaining the baseline audiogram for each employee exposed at or above an 8-hour time-weighted average of 85 decibels.

The Health and Safety Coordinator will maintain a record of all employee audiometric test records. This record will include:

- a) Name and job classification of the employee.
- b) Date of the audiogram.
- c) The examiner's name.
- d) Employee's most recent noise exposure assessment.

III AUDIOMETRIC EVALUATION

Each employee's annual audiogram will be compared to his/her baseline audiogram by qualified evaluator to determine if a Standard Threshold Shift (STS) has occurred.

The audiologist shall review problem audiograms and shall determine whether there is a need for further evaluation. ICS will provide to the person performing this evaluation the following information:

- a) A copy of the requirements for hearing conservation as set forth in the standard.
- b) The baseline audiogram and most recent audiogram of the employee to be evaluated.

If the annual audiogram shows that an employee has suffered a standard threshold shift, ICS may obtain a retest within 30 days and consider the results of the retest as the annual audiogram.

Unless a physician determines that the standard threshold shift is not work related or aggravated by occupational noise exposure, the employer shall ensure that the following steps are taken when a standard threshold shift occurs:

- a) Employees who are not using hearing protectors will be trained, fitted, and required to use hearing protectors if they are exposed to an 8 hour TWA average sound level of 85 decibels or greater.
- b) Employees already using hearing protectors shall be retrained, refitted, and required to use hearing protectors and provided with hearing protectors offering greater attenuation if necessary.
- c) The HR Manager will inform the employee, in writing, within 21 days of this determination, of the existence of a permanent Standard Threshold Shift. A copy of the STS letter will also be sent to the employee's supervisor.

- d) The HR Manager will counsel the employee on the importance of using hearing protectors and refer the employee for further clinical evaluation if necessary.

III PROTECTION EQUIPMENT

1. The Foremen shall ensure that hearing protectors are worn:
 - a) By any employee who is subjected to sound levels *equal to or exceeding* an 8-hour TWA of 85 decibels.
 - b) By any employee who has experienced a persistent Standard Threshold Shift and who is exposed to 8-hour TWA of 85 decibels or greater.
 - c) By any employee who has not had an initial baseline audiogram and who is exposed to 8-hour TWA of 85 decibels or greater.
2. Employees will be given hearing protection that meets CSA Standard Z94.2-02.
3. The Health and Safety Coordinator will ensure training in the use and care of all hearing protectors.
4. The Health and Safety Coordinator will ensure proper initial fitting and supervise the correct use of all hearing protectors.
5. Employees will be held accountable for not properly using and maintaining the equipment furnished.
6. It is the responsibility of the Foremen to ensure that hearing protectors are worn by all employees who are exposed to noise levels at or above an eight hour TWA of 85 decibels.

IV EMPLOYEE EDUCATIONAL TRAINING

An annual training program for each employee included in the hearing conservation program will be coordinated the HR Manager and will include information on:

The effects of noise on hearing.

The purpose and use of hearing protectors.

The advantages, disadvantages, and attenuation of various types of protection.

Instruction in the selection, fit, use and care of protectors.

The purpose of audiometric testing and an explanation of the test procedures.

Form #4 will be used to record the training dates and the employees in attendance.

Information provided in the training program shall be updated to be consistent with changes in protective equipment and work processes.

RECORDKEEPING

Noise exposure measurement records will be retained for thirty years. Audiometric test records will be retained for the duration of the affected workers employment plus thirty years.

Reference: *Occupational Health and Safety Regulations*

This respiratory protection program is in place for the health and wellbeing of Island Coastal employees. Included is the provision of personal protective equipment and work practices that reduce hazardous exposure.

I. SCOPE

This program applies to all employees who may be working with potential respiratory hazards and environments. Duties and areas that have been identified include:

1. cutting concrete or plastics which create dust
2. cutting galvanized material
3. working in dusty confined spaces
4. changing brake shoes
5. welding in a confined space
6. jack hammering on concrete surfaces
7. areas where fumes or toxic gases may be present (e.g. paint shop)
8. areas near controlled products at or above relevant Threshold Limit Values¹.

As awareness and information is continually evolving, reasonable efforts will be made to include any other areas and/or activities where exposure to fumes, dust, particles, and/or toxic gases may be deemed in the future to be a potential respiratory hazard.

II. ASSIGNMENT OF RESPONSIBILITY

Island Coastal Services will provide respirators that are applicable and suitable for the intended purpose.

Island Coastal Services' *Health and Safety Coordinator* is responsible for the following:

- a) Identify hazardous work areas, processes or tasks that require workers to wear respirators and select respiratory protection options.
- b) Evaluate hazards in cooperation with employees.
- c) Arrange for and/or conduct training.
- d) Ensure proper storage and maintenance of equipment is available.
- e) Provide advice to the safety committee in evaluating and updating the program as needed.
- f) Research prevalent TLV's.
- g) Maintain required records

¹ Threshold Limit Value (TLV) is concentration in air value that it is believed most workers can be exposed daily without an adverse effect; therefore, the threshold between safe and dangerous concentrations)

Supervisors must ensure that the program is understood and followed by employees under their charge. The supervisor shall:

1. Ensure that employees under their supervision (including new hires) have received appropriate training, fit testing.
2. Ensure the availability of appropriate respirators and accessories.
3. Be aware of and monitor tasks requiring the use of respiratory protection.
4. Enforce the proper use of respiratory protection when necessary.

Each *employee* is responsible for properly wearing his or her respirator as required. Employees must also:

1. Maintain respirators as advised, guard them against damage, and store them in a clean, sanitary location.
2. Report any defects in the respiratory protection equipment as soon as possible.
3. Promptly report to the supervisor and Safety Committee any symptoms of illness that may be related to respirator use or exposure to hazardous atmospheres.
4. Inform supervisor or Safety Coordinator of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding this program.
5. In dangerous situations, immediately evacuate to a safe area and report malfunction
6. Report any changes in health status relating to respiration to family doctor. Symptoms may include but are not limited to:
 - ⊘ **Headache**
 - ⊘ **Impaired attention and thought processes**
 - ⊘ **Decreased coordination**
 - ⊘ **Impaired vision**
 - ⊘ **Nausea**
 - ⊘ **Unconsciousness, convulsions**

VII. PROGRAM

A. Hazard Assessment and Respirator Selection

The H&S Coordinator in collaboration with the Joint Health and Safety Committee will select respirators to be used on site, based on the hazards to which workers are exposed². The H&S Coordinator will conduct hazard evaluations³ for various operations, process, and work areas where airborne contaminants may be present in routine operations.

The H&S Coordinator will arrange for the proper type of respirator for the specific hazard involved and will document appropriate selection.

² *in accordance with CSA standard Z94.4*

³ *The hazard evaluations shall include (a) identification and development of a list of hazardous substances used in the workplace by department or work process; (b) review of work processes to determine where potential exposures to hazardous substances may occur, and (c) survey the workplace, review the process records, and liaise with employees and supervisors.*

B. Training

The H&S Coordinator will ensure users and their supervisors are aware of this program and their responsibilities under it, as well as relevant standards and regulations. All affected employees and their supervisors are to be trained prior to working in areas requiring respirator use in the workplace. (See *Appendix I*)

C. NIOSH Certification

All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. Also, all filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced while the respirator is in use.

D. Fit Testing

Employees will be fit tested with the make, model, and size of respirator that they will actually wear and will be provided with several models and sizes of respirators so that they may find an optimal fit.

Type of Respirator	Department/Process
Filtering face piece (dust mask)	
Half-face piece APR	Prep and Assembly Voluntary use for maintenance workers when cleaning spray booth walls or changing filter
Continuous flow SAR with hood	Spray booth operations Prep (cleaning)
Half-face piece APR with organic vapor cartridge	Spray Booth Operators (gun cleaning) Welders as required

Employees who are required to or who voluntarily wear half-face piece will be fit tested:

- a) Prior to being allowed to wear any respirator with a tight-fitting face piece;
- b) Annually; or
- c) When there are changes in the employee's physical condition that could affect respiratory fit (e.g. obvious change in body weight, facial scarring, etc.).

Employees with any conditions that would prevent a proper seal such as facial scars, facial hair, or missing dentures are not to wear tight-fitting respirators. Wearing headphones, jewelry, or other items that may interfere with the seal between the face and the face piece is not permissible when wearing tight-fitting respirators.

E. General Respirator Use Procedures

Employees will use their respirators under conditions specified in this program, and in accordance with the training they receive on the use. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.

Before and after each use of a respirator, an employee must inspect tightness or connections

and the condition of the face piece, headbands, valves, filter holders and filters. Employees shall use either the positive or negative pressure check (depending on which test works best for them) as specified in the CSA standard.

_ *Positive Pressure Test.* Closing off the exhalation valve with your hand performs this test. Breathe air into the mask. The face fit is satisfactory if some pressure can be built up inside the mask without any air leaking out between the mask and the face of the wearer.

_ *Negative Pressure Test.* This test is performed by closing of the inlet openings of the cartridge with the palm of you hand. Some masks may require that the filter holder be removed to seal off the intake valve. Inhale gently so that a vacuum occurs within the face piece. Hold your breath for ten (10) seconds. If the vacuum remains, and no inward leakage are detected, the respirator is fit properly.

A. Cleaning

Respirators are to be regularly cleaned and disinfected. Respirators issued for the exclusive use of an employee shall be cleaned as often as necessary. The following procedure is to be used when cleaning and disinfecting reusable respirators:

- a) Disassemble respirator, removing any filters, canisters, or cartridges.
- b) Wash the face piece and all associated parts (except cartridges and elastic headbands) in an approved cleaner-disinfectant solution in warm water.
- c) Rinse completely in clean, warm water.
- d) Air-dry in a clean area.
- e) Reassemble the respirator and replace any defective parts. Insert new filters or cartridges and make sure the seal is tight.
- f) Place respirator in a clean, dry plastic bag or other airtight container.

The supervisor will ensure an adequate supply of appropriate cleaning and disinfection materials at the shop. If supplies are low, employees should notify their supervisor.

B. Maintenance

All respirators shall be inspected routinely before and after each use. Worn or deteriorated parts will be replaced prior to next use. No components will be replaced or repairs made beyond those recommended by the manufacturer. The manufacturer will conduct repairs to regulators or alarms of atmosphere-supplying respirators (i.e. gas detectors, etc.). Respirator cartridges shall be replaced as determined by the H&S Coordinator, supervisor(s), and manufacturers' recommendations.

C. Storage

After inspection, cleaning, and necessary repairs, respirators shall be stored appropriately to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals.

- a) Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations. Each employee will clean and inspect their own air-purifying respirator in accordance with the provisions of this program, and will store their respirator in an individually designated plastic bag in the designated area. Respirators shall be packed or stored so that the face piece and exhalation valve will rest in a near normal position.
- b) Respirators shall not be placed in places such as lockers or toolboxes unless they are in carrying carton.

D. Program Evaluation

The H&S Coordinator will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluations will include regular consultations with employees who use respirators and their supervisors, site assessment, air monitoring and a review of records. Identified problems will be noted in an inspection log and addressed by the H&S Coordinator. Items to be considered will include:

- a) comfort;
- b) ability to breathe without objectionable effort;
- c) adequate visibility under all conditions
- d) provisions for wearing prescription glasses;
- e) ability to perform all tasks without undue interference; and
- f) confidence in the face piece fit.

Findings of frequent or repetitive issues with equipment and/or usage will be reported to Management and the report will list plans to correct deficiencies in the respirator program and target dates for the implementation of those corrections.

E. Documentation and Recordkeeping

A written copy of this program shall be kept in the H&S Coordinator's office and made available to all employees who wish to review it. Furthermore, the H&S Coordinator shall maintain copies of training and fit test records. These records will be updated as new employees are trained, as existing employees receive refresher training, and as new fit tests are conducted.

To ensure employees are working in the safest possible environment, all employees must follow Island Coastal's policies, rules, procedures or practices or the current Occupational Health and Safety Act, Regulations or Codes of Practice. Employees must also make every reasonable effort to protect themselves and their coworkers. In cases where an employee does not comply with the above-mentioned, progressive discipline will be administered in four (4) steps as outlined below:

1. **Verbal reprimand** – Supervisor will tell the employee what they did wrong and ensure the employee understands the proper way of doing it or not doing it.
2. **Written warning** – If the same issue or similar issue is repeated, the Employee will receive a written warning from the Supervisor. A record of the written warning with reference to the original offence will be kept in the employee's personnel file.
3. **Suspension** – The employee will be temporarily dismissed for a specified amount of time not to exceed one week, except in cases that require investigation. An outside party may also use suspension when an employee is under investigation if the incident is related to the employee's work or to ICS or other MacLauchlan Group company.
4. **Termination** – Careless or deliberate actions that may endanger the safety of others and could have been prevented through due diligence is cause for permanent dismissal if the issue has not been resolved prior to step 3.

Example situations where the Disciplinary Process is to be implemented include refusal to wear personal protective equipment as required, operating equipment while under the influence of drugs or alcohol, engaging in reckless behavior, etc.

Resolving the problem is the focus of each step before escalating to the next. Supervisors must record each action for each stage in order to effectively move to the next step of discipline. Because incidents may vary depending on severity, frequency, degree of seriousness and time involved, Senior Management or HR may approve an alternative arrangement to the progressive discipline structure.

Island Coastal's Disciplinary Form is contained in of the Safety Manual.

* Please note that all disciplinary information is strictly confidential and is not part of Safety Committee reviews.



ACCIDENT INVESTIGATION REPORT

Investigating and reporting are important tools for identifying and controlling potential safety hazards. The investigating report should explain the circumstances of the accident. Identify the causes and recommend controls to prevent a recurrence. Take pictures whenever possible. Prevention is the goal, not laying blame.

In *all cases*, please contact Reg Maddix, ICS Health and Safety Coordinator, at 940-7542 **as soon as possible**. During off-season contact the office at 892-1062. In case of vehicle or property damage also notify ICS Risk Manager Don MacFadyen, at 394-4261.

Incident Description Near miss and accident causing injury

Explain what happened (who, what, when, where, how)

Were there any specific procedures involved? Yes No

Description of machinery or equipment involved: _____

Sketch/Diagram

Injured Employee (if more than one, please identify on an additional sheet)

Name _____ Occupation _____
Phone # _____ Address _____
Injury _____

Witness

Name _____ Occupation _____
Address _____ Phone # _____
Name _____ Occupation _____
Address _____ Phone # _____

Causes of incident _____

How can the accident be *prevented* from happening again? _____

Submit to Health and Safety Coordinator.

Report prepared by: _____
Print

Sign *Date*



NEW EMPLOYEE ORIENTATION

Name _____ Date hire _____
 Address _____ Date of Birth _____
 _____ Tel Number _____

Emergency Contact Name and Number _____

ICS Safety Policy
 Personal Protective Equipment Policy
 Disciplinary Policy
 Review of additional policies _____

JOHS Committee Members
 Employee's rights and responsibilities
 Payroll process
 Letter of employment
 Employee Association Agreement
 Safety booklet issued

First Aid Certificate (Valid) _____ (Expires) _____
 CPR training (Valid) _____ (Expires) _____
 WHMIS Year _____
 Drivers license Class _____ Drivers abstract _____ (1st provided by employee)

Other training _____

Comments _____

Any change in contact information, training/certification, driver's record, etc. is to be submitted to the office as soon as possible.
 This will certify that I have been given new employee orientation and that I will follow the company's safety policy and program.

Signature of employee _____ Date _____

Oriented by: _____ Date _____



ISLAND COASTAL SERVICES LTD

Confined Space Entry Permit

Project _____ Date _____

Confined space _____

Atmospheric Monitoring

Oxygen Level _____ % Time _____ _____
Signature

Combustible _____ % Time _____ _____
Gas Level Signature

Specific Air _____ % Time _____ _____
Contaminants Signature

Rescue equipment available on site _____

Emergency response available _____

Employee entering confined space _____

Employee attending confined space _____

Project Foreman _____

Special Requirements:



HAZARD REPORTING FORM

This form is to assist employees in identifying potential hazards and provide suggestions for corrective actions. The purpose is to be proactive in recognizing hazards and communicating them to the internal Joint Occupational Health and Safety Committee, management and employees.

Name: _____ | Date: _____

Location: _____

Equipment: _____

Description of the hazard: _____

Suggested corrective action:

Employee's Signature:

Foreman/Supervisor remarks:

Corrective action taken:

Signature of Foreman/Supervisor: _____ | Date: _____

Appendix E



TOOL BOX MEETING

Shop or Project: _____

Date: _____ # Attending: _____

Foreman: _____ Absent: _____

Review Last Meeting:

Topics Discussed	Attendees Must Sign or Initial

Suggestions Offered:

Action(s) to be Taken:

Injuries/Accidents Reviewed:

Crew Safety Rep Signature: _____ Date: _____



DRIVER'S VEHICLE INSPECTION REPORT RAPPORT DE LA INSPECTION DU VÉHICULE

DATE: _____ TIME / HEURE: _____

CHECK ANY DEFECTIVE ITEM AND GIVE DETAILS UNDER "REMARKS"
 POINTEZ LES ITEMS DÉFECTUEUX ET DONNEZ UNE DESCRIPTION SOUS "REMARQUES"

TRACTOR — TRUCK #
TRACTEUR — CAMION

ODOMETER
ODOMÈTRE

- Air Compressor
Compresseur d'air
- Air Lines
Canalisations circuit pneumatique
- Battery
Accumulateur
- Body
Carrosserie
- Brake Accessories
Accessoires de freins
- Brakes
Freins
- Carburetor
Carburateur
- Clutch
Embrayage
- Defroster
Dégivreur
- Drive Line
Pièces d'entraînement
- Engine
Moteur
- Fifth Wheel
Selle d'attelage
- Front Axle
Essieu avant
- Fuel Tanks
Reservoirs à carburant
- Generator
Générateur
- Heater
Chauffeferette
- Horn
Klaxon

- Lights
Eclairage
- Head - Stop
Feux avant - arrêt
- Tail - Dash
Feux arrière - tableau de bord
- Turn Indicators
Feux de direction
- Mirrors, Rear Vision
Rétroviseurs
- Muffler
Échappement
- Oil Pressure
Pression d'huile
- Radiator
Radiateur
- Rear End
L'arrière
- Reflectors
Réfecteurs
- Safety Equipment
Équipement de sûreté
- Fire Extinguisher
Extincteur
- Reflective Triangles
Triangles réflecteurs
- Flags - Flares - Fusees
Drapeaux - Fusées éclairantes - Fusées
- Spare Bulbs & Fuses
Ampoules de rechange et fusibles
- Spare Seal Beam
Phare avant de rechange

- Springs
Ressorts
- Starter
Démarrreur
- Steering
Direction
- Tachograph
Tachographe
- Tires
Pneus
- Tire Chains
Chaines de neige
- Transmission
Transmission
- Wheels, Rims, Fasteners
r
- Windows
Fenêtres
- Windshield wiper, Washer
Essuie-glace, lave-glace
- Other
Autres

TRAILER(S) / REMORQUE(S) # _____

- Brake Connections
Connexions de freins
- Brakes
Freins
- Coupling Chains
Chaines d'accouplement
- Coupling (King) Pin
Axe de rotule
- Doors
Portières

- Hitch
Attelage
- Landing Gear
Béquille
- Lights - All
Eclairage -
- Roof
Toit
- Springs
Ressorts

- Tarpaulin
Bâche
- Tires
Pneus
- Wheels, Rims, Fasteners
Roues, jantes, attaches
- Other
Autres

REMARKS/REMARQUES

CONDITION OF THE ABOVE VEHICLES IS SATISFACTORY
 L'ÉTAT DES VÉHICULES CI-DESSUS EST STAISFAISANT

DRIVER'S SIGNATURE
 SIGNATURE DU CONDUCTEUR: _____

ABOVE DEFECTS CORRECTED
 DÉFAUTS RÉPARÉS.

ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE
 IL N'Y A PAS BESOIN DE RÉPARER LES DÉFAUTS POUR L'OPERATION PRUDENTE DU VÉHICULE.

MECHANIC'S SIGNATURE:
 SIGNATURE DU MECHANICIEN _____ DATE _____

DRIVER'S SIGNATURE:
 SIGNATURE DU CONDUCTEUR _____ DATE _____



WORKING ALONE PROCEDURE

This procedure is to be followed when an employee is working in an isolated environment to ensure that they are safe and accounted for. The dispatcher is the main contact for the isolated employee and is responsible for checking their status on a scheduled basis. The workday begins at 7:00am and ends at 6:00 pm unless otherwise noted.

Working alone call-in procedure for:

Employee Name _____ Method of contact: <input type="checkbox"/> Two way radio <input type="checkbox"/> Phone # _____	Workplace Site _____ Address _____
---	---------------------------------------

Type of job

<input type="checkbox"/> Stumping <input type="checkbox"/> Wood Cutting <input type="checkbox"/> Pit Other _____

Person responsible for checking on above noted employee if not the Dispatcher

Check in times:

Monday	Tuesday	Wednesday	Thursday	Friday
10 am ()				
12 pm ()				
3 pm ()				
5 pm ()				

Additional equipment check

- Forestry cab
- Fire Extinguisher
- Communication

Sign

Date



DISCIPLINE NOTICE

This form is to be used in coordination with the Disciplinary Procedures as outlined in the [Island Coastal Safety Manual Section 12: Disciplinary Procedures](#). Island Coastal believes in a progressive approach to discipline to ensure that the employee

Employee's Name	Date
Date of Incident	
<input type="checkbox"/> Verbal	<input type="checkbox"/> Written Warning
<input type="checkbox"/> Suspension: # of Day(s) _____ From _____ through _____	<input type="checkbox"/> Discharge Effective _____
Reason(s) for warning or discipline, including specific details of incident or violation; include prior warning(s).	
I hereby acknowledge that I have received this discipline form.	
_____ <i>Employee's Signature</i>	_____ <i>Date</i>

has opportunity to correct behavior prior to dismissal.

Supervisor or Human Resources

Date

Appendix I



Safe Work Practices

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TITLE	Motor Vehicle Operation
GENERAL	To ensure all employees and contract staff whose work requires operation of a motor vehicle do so safely and are in compliance with all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.
APPLICATION	This practice applies to all operation of motor vehicles to conduct business matters.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Traffic Safety Act and Regulation ▪ Company Rules ▪ Manufacturer's recommendations
SELECTION AND USE	As per safe work procedure Company Rules Manufacturer's recommendations
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to employees on protection requirements Compliance Enforcement
EMPLOYEE RESPONSIBILITY	<ol style="list-style-type: none"> 1. Ensure you have a valid Prince Edward Island operator's license. 2. When operating a motor vehicle (personal/company/rental) on company business, employees will report all vehicle accidents, or any other circumstances. 3. Assure compliance with Working Alone Safety legislation. 4. Lock doors. 5. Drive defensively. 6. Back in when practical. 7. The operation of any motor vehicle for company business is prohibited when the driver is fatigued, consumed alcoholic beverages or drugs causing impairment, or when the road authority does not recommend travel. 8. Drivers and passengers must wear seatbelts at all times. 9. Be familiar with the vehicle and its capabilities. 10. Do not offer rides to hitchhikers or strangers.



TITLE	Driving
GENERAL	Protecting workers from injuries associated with driving operations.
APPLICATION	Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe work procedure ▪ Highway Traffic Act ▪ Company Rules ▪ Manufacturers Recommendations
SELECTION AND USE	As per safe work procedure Company Rules Manufacturers Recommendations
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Compliance Enforcement
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Ensure you have a valid operator's license. 2. Be conversant with traffic laws and regulations. 3. Drive defensively. 4. Back in when practical. 5. Ensure you are not under influence of alcohol or drugs. 6. Avoid driving when fatigued. 7. Ensure seatbelts are worn at all times when traveling. 8. Be familiar with vehicle and its capabilities. 9. Avoid offering rides to strangers or hitchhikers. 10. Perform a "walk around" prior to traveling. 11. Use good judgment and understand the basic recovery skills appropriate to the vehicle you are driving. 12. Refer to SWP for "Cell Phone Use in Vehicles".



TITLE	Driving (Winter)
GENERAL	Protecting workers from injuries associated with winter driving
APPLICATION	Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe work procedure ▪ Highway Traffic Act ▪ Company rules ▪ Manufacturers recommendations
SELECTION AND USE	As per safe work procedure Company Rules Manufacturers Recommendations
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Compliance Enforcement
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Ensure you have a valid operator's license. 2. Be conversant with traffic laws and regulations. 3. Drive defensively. 4. Back in when practical. 5. Ensure to clear snow from all windows, lights and mirrors. 6. Avoid using cruise control on icy roads. 7. Accelerate and brake gently to reduce skids or spinouts. 8. Ensure winter clothing does not restrict movement, vision or hearing. 9. Ensure fuel tank is full when possible. 10. Monitor weather reports. 11. Refer to SWP for "Cell Phone Use In Vehicles". 12. Refer to <i>Working Alone</i> policy when driving in isolated areas.



TITLE	Cell Phone Usage
GENERAL	Protecting workers from injuries associated with the IMPROPER use of cell phones while operating a motor vehicle.
APPLICATION	Using a cell phone improperly while operating a motor vehicle may be hazardous to the worker and general public.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe work procedure ▪ Highway Traffic Act ▪ Local Regulations ▪ Manufacturers Recommendations
SELECTION AND USE	Safe work procedure Manufacturer recommendations
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Enforcement Compliance
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Make driving your first priority. 2. Whenever possible, let your Voice Mail take your incoming calls. 3. Do not engage in stressful or emotional conversations. 4. Utilize a hands-free device if necessary. 5. Ensure you know your wireless phone and its features such as speed dial and redial. 6. Avoid taking notes or looking up phone numbers while driving. 7. Ensure cellular phones are turned off when refueling.



TITLE	Refueling Equipment
GENERAL	Protecting workers from injuries associated with refueling operations
APPLICATION	Refueling of equipment is a daily task in construction industry which may be hazardous if not carried out properly
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe work procedure ▪ PEI Fire Code ▪ Applicable Legislation ▪ PPE ▪ ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure Applicable Legislation
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Ensure you are conversant with regulations 2. Refueling area is ventilated 3. Ensure equipment is shutoff prior to refueling 4. Ensure there is no smoking or open flames in vicinity 5. Avoid spillage on equipment or ground 6. Ensure cellular phones are turned off



TITLE	Transportation Of Flammable Liquids
GENERAL	Protecting workers from injuries associated with transporting flammable liquids
APPLICATION	Transportation and handling of flammable liquids is an integral part of daily construction activity involving workers and equipment.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe work procedure ▪ TDG (Transportation of Dangerous Goods) Legislation ▪ PPE ▪ WHMIS
SELECTION AND USE	Manufacturers specifications As per safe work procedure
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Ensure TDG trained. 2. Ensure documentation in place. 3. Ensure placards as per TDG regulations. 4. Flammable liquids must be transported and stored in approved containers bearing the CSA, ULC and WHMIS labels. 5. Ensure flammable liquids are not carried in passenger compartment of a vehicle. 6. Ensure that the containers are not damaged and that caps or fittings are properly secured after filling. 7. Ensure contained in an upright position and are secured to prevent overturning.



TITLE	Manual Lifting And Carrying
GENERAL	Protecting workers from injuries associated with material lifting and carrying.
APPLICATION	Most lifting accidents are due to improper lifting methods. All manual lifting should be planned and safe lifting procedures followed.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe work procedure ▪ Safe lifting procedures ▪ PPE
SELECTION AND USE	As per safe work procedure Safe lifting procedure
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Selection of lifting equipment
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Ensure that you know your physical limitations and the approximate weight of materials. 2. The use of power equipment or mechanical lifting devices should be considered and employed where practical. 3. Obtain assistance in lifting heavy objects. 4. Ensure a good grip before lifting and employ proper lifting technique. 5. Avoid reaching out. 6. Pipes, conduit, reinforcing rods and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors. 7. Be aware of hazardous and unsafe conditions.



TITLE	Planned Lifts And Suspended Loads
GENERAL	Protecting workers from injuries associated with lifting operations
APPLICATION	Lifts involving mechanical assistance must be planned to ensure the proper use of equipment and rigging.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe work procedure ▪ Crane and hoisting equipment operation trade regulations ▪ Standard crane and hoist signals ▪ Engineered lift procedure ▪ PPE ▪ Barricades and warning signs
SELECTION AND USE	As per safe work procedures
FOREMAN RESPONSIBILITY	<p>Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.</p> <p>Determine type of equipment Hazard analysis Work site inspection</p>
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Ensure barricades and warning signs are in place. 2. Determine the weight of the load. 3. Determine the shape and the size of the load. 4. Determine the maximum height and final position of the load to be raised. 5. Determine the centre of gravity of the load so proper length of slings can be determined 6. Ensure that safety inspections are completed on equipment and rigging. 7. Ensure potential hazards are identified within the work area. 8. Communicate with all personnel involved of potential hazards. 9. Ensure clear communications with equipment operators are in place. 10. Ensure tag lines are utilized and constructed of non-conductive material. 11. Ensure atmospheric conditions are monitored such as temperature, humidity and wind may affect the operator. 12. Ensure you are conversant with proper hand signals. 13. Ensure ground is firm and level.



TITLE	Rigging
GENERAL	Protecting workers from injuries associated with rigging operations
APPLICATION	Rigging of equipment, piping and valves is an integral part of construction operations.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe work procedure ▪ Rigging regulations ▪ PPE
SELECTION AND USE	As per safe work procedure Rigging regulations
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Worksite inspection
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Be conversant with hand signals. 2. Be aware of pinch points. 3. Ensure you are in view of operator. 4. Utilize a tag line. 5. Ensure load is centered. 6. Never stand under a load. 7. Ensure wire chockers, slings and other equipment are in good condition. 8. Be aware of the direction of the swing and roll of load.



TITLE	Towing
GENERAL	Protecting workers from injuries associated with towing operations
APPLICATION	Towing vehicles or equipment requires proper training and tools
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe work procedure ▪ PPE ▪ Warning signals and flags ▪ Manufacturers specifications ▪ Highway Traffic Act
SELECTION AND USE	As per safe work procedure
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Ensure warning devices are in place 2. Ensure you are conversant with proper hand signals 3. DO not stand between vehicles 4. Ensure equipment is in good condition 5. Wear proper PPE (High visibility vests, gloves, etc.)



TITLE	Portable Ladders
GENERAL	Protecting workers from injuries associated with the use of portable ladders
APPLICATION	Portable ladders should only be used when there are no permanent or temporary stairways or work platforms available for task.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe work procedure ▪ Manufacturers specifications ▪ PPE
SELECTION AND USE	As per safe work procedure Manufacturers specifications Provincial Regulations
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Work site inspection Selection of equipment
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. All ladders shall be inspected prior to performing a task. 2. Wooden ladders shall not be painted. 3. Conductive metal ladders or wire or wire reinforced wooden ladders shall not be permitted in energized areas. 4. Ensure surface is level and firm. 5. Ensure ladder is tied off and set at the proper angle. 6. Ladders should not be climbed higher than the third step from the top. 7. Three points of contact should always be maintained when climbing up or down. 8. Ladders should not be erected on boxes, tables, scaffold platforms, man lift platforms or on vehicles. 9. A ladder shall not be placed against an unsafe support.



TITLE	Lowering Pipe Into A Trench
GENERAL	Protecting workers from injuries associated with lowering of pipe operations
APPLICATION	Pipeline pipe must be lowered into trenches safely by utilizing adequate lifting equipment and trained personnel.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe work procedure ▪ Hazard analysis
SELECTION AND USE	As per safe work procedure Site condition
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Work site inspection Determine type of equipment
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Conversant with lowering procedure. 2. Ensure proper lifting capabilities of equipment. 3. Ensure you are not between pipe and trench. 4. Be conversant with hand signals. 5. Ensure you are visible to the operator. 6. Be aware of changing conditions.



TITLE	Opening And Guarding Manholes
GENERAL	Protecting workers from injuries associated with opening manholes
APPLICATION	Whenever the cover is to be removed from a manhole or when obstruction to traffic exists, precautions must be undertaken.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe work procedure ▪ Traffic control mechanisms ▪ Breathing air apparatus ▪ Air movers and monitors ▪ PPE ▪ Barricades and warning signs ▪ Confined Space Code of Practice/Permit system
SELECTION AND USE	As per safe work procedure
FOREMAN RESPONSIBILITY	<p>Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training</p> <p>Hazard analysis</p> <p>Work site inspection</p>
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Ensure adequate signs, barricades, lights, flares or flags, shall guard obstructions to traffic. 2. Ensure a blow torch or other open flame is not utilized to melt ice around a manhole or vault cover. 3. Ensure covers are removed and replaced by means of approved hooks or hoists. 4. Ensure forced ventilation is used for oxygen deficiency. 5. Ensure equipment is in good working conditions. 6. Ensure you are trained in the use of breathing air apparatus. 7. Before any work is done on a cable, it shall be identified by an approved method.



TITLE	Confined Space Entry
GENERAL	Protecting workers from injuries associated with working in confined spaces
APPLICATION	Primary function is something other than human occupancy; and has restricted entry and exit; and may contain potential or known hazards.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe job procedure ▪ PPE ▪ Site specific entry program ▪ ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement and site specific entry
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements including Confined Space Entry and Emergency Egress procedures
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Worker must be competent in confined space entry to identify the work procedures required to enter the confined space. 2. Ensure that there is reasonable means of egress from all parts of the confined space. 3. Ensure that ventilation and purging is established and allows acceptable air levels to be achieved and maintained. 4. Establish method of communication to allow immediate contact with necessary personnel if rescue or assistance is required, confirm alarm system. 5. Before entry, the vessel or confined space must be tested by a competent worker wearing breathing apparatus, for oxygen content, combustible gas (L.E.L.) and hydrogen sulfide. 6. Continuous monitoring may be required of the vessel or confined space atmosphere to detect changing conditions. 7. Worker must be conversant with Rescue Procedures.



TITLE	Lockout and Tagout Systems
GENERAL	Protecting workers from injuries associated with working on various pressure systems.
APPLICATION	Where there is or may be a danger to a worker by the inadvertent release of energy or a hazardous substance, into a pressure system, then that system must be locked out.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Lockout devices ▪ Safe work procedure ▪ PPE
SELECTION AND USE	As per safe work procedure
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. Work site inspections.
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Isolate system. 2. Depressurize and drain system. 3. Purge the system if combustible materials or hazardous gas, vapour, dust or fumes exist. 4. Isolate all lines tying into the system. 5. Install locking devices and tags on all valves that would affect the system if operated. 6. Continually monitor the area for combustible material and hazardous gases. 7. Remove Lock Out Devices. 8. Locked out devices can only be removed by the persons that installed them.



TITLE	Use Of Fire Hydrants
GENERAL	Protecting workers from injuries associated with the operation of fire hydrants
APPLICATION	The use of fire hydrants is an integral part of road building industry
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe work procedures ▪ Manufacturer specifications ▪ PPE
SELECTION AND USE	As per safe work procedure Manufacturer specifications
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Work site hazard assessment
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Park your apparatus/ vehicle to protect the work crews. 2. Use traffic cones if required. 3. Perform a visual inspection of the fire hydrant, before working on it. 4. Ensure the hydrant is shut off, "before" removing the port cap(s). 5. Position yourself to the side, away from the port cap(s) when removing them. Never position your head near any of the port caps. 6. Remove the port cap(s) "slowly". 7. Remove all port caps, check the threads and ensure each port cap has a rubber gasket. 8. Reposition and tighten all unused port caps, attach the hose and gate valve to the desired discharge port and tighten it "before" opening the hydrant. 9. Attach a water control device to the hose line "before" opening the hydrant. 10. When using a Fire Hydrant, open the hydrant "slowly" and "fully". 11. Never straddle or step over a hose when it is "charged" with water under pressure. 12. After use, close the hydrant "slowly" and "fully". 13. Remove the pressure from the hose by opening the water control device. 14. Check to confirm the hydrant is draining properly by placing your bare hand over the discharge port. You should feel suction. 15. Do not reapply the port cap to this discharge port until there is no longer any suction and the water level "inside the hydrant barrel" has been checked with a weighted string.



TITLE	Excavating To Expose Existing Lines
GENERAL	Protecting workers from injuries associated with excavating underground lines and cables
APPLICATION	When it is necessary to disturb soil within existing cable pipeline conduit, then that pipeline, cable or conduit must be exposed before work is allowed in that area.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Notification of owner ▪ Surveyor report ▪ P.P.E. ▪ Safe work procedure ▪ Barricades and warning signs
SELECTION AND USE	As per job requirement
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. Also to contact proper utilities.
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Locate all lines and determine the probable depth of the lines to be crossed. 2. Existing pipeline(s) and/or cables should be exposed when possible "BEFORE" commencing any mechanical excavation. 3. Probe for existing lines. 4. If for any reason these hand excavations are temporarily filled in, they shall be marked. 5. Worker a/o operator must be conversant in proper hand signals.



TITLE	Excavating and Trenching
GENERAL	Protecting Workers from injuries associated with excavating and trenching
APPLICATION	No worker shall enter any trench or excavation until the walls have been adequately cut back or temporary protective structures have been installed unless said trench or excavation is shallower than four feet and the soil is stable.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe job procedures ▪ Manufacturers specifications ▪ PPE ▪ ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and to pre-plan trench/excavation soil condition
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Prior to commencement of any excavation ensure that all underground and/or overhead lines being crossed have been identified, exposed and well marked/flagged. 2. Control traffic near roads or busy access ways. 3. Use traffic controllers/flag persons. 4. Set up barricades. 5. Provide ladders in immediate area for access/egress. 6. Where the cut back method is not possible, provide trench box, or other approved method.



TITLE	Rebar Protection
GENERAL	Protecting workers from injuries associated with rebar projections is an important consideration in the construction industry's Hazard Control System.
APPLICATION	In the absences of specific regulatory requirements, rebar end protectors shall be installed in areas traversed by workers where rebar projections represent a personal hazard.
PROTECTIVE MECHANISMS	Rebar protective mechanisms vary from specific on-site engineering design to over-the-counter commercially available cap protectors.
SELECTION AND USE	The most popular protective method is the utilization of end caps, which are easily installed by slipping them over the rebar ends. Specifically, there are tow types that are generally used and include the "Mushroom Cap:" and/or the "Square Cap". Mushroom Caps are generally installed on horizontal rebar projections and Square Caps on vertical rebar projections.
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	1. Workers must not remove rebar end cap protectors without permission from their FOREMAN and must report situations where rebar projections (which may cause personal injury) have not been adequately protected.



TITLE	Equipment Activities Near Overhead Power Lines
GENERAL	Protecting workers from injuries associated with equipment activities near overhead power lines
APPLICATION	Do not excavate deeper than four feet or closer than ten feet, from a utility pole until approval has been obtained by MECL.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe job procedure ▪ PPE ▪ Barricades, warning signs, delineators
FOREMAN RESPONSIBILITY	<p>Foremen are responsible to ensure proper instruction to their workers on protection requirements and Power Line Hazard training</p> <p>Notifying MECL before work begins</p> <p>Ensuring that MECL has visited site and completed assessment</p>
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Maintain minimum safe clearances. 2. Install warning devices and signs. 3. Immediately notify foreman of any findings (guide wires, underground utilities, etc) 4. Position signs or other devices to determine the "Danger Zone". 5. Be conversant with allowable clearances. 6. Adhere to all site-specific regulations. 7. Beware of atmospheric conditions such as temperature, humidity and wind, which may dictate more stringent safety procedures. 8. Take direction from foreman.



TITLE	Working In Hills And On Slopes
GENERAL	Protecting workers from injuries associated with working in hills and on slopes
APPLICATION	Working in hills and on slopes is an integral part of pipeline/construction activity, requiring proper planning prior to work.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe work procedure ▪ Manufacturers specifications ▪ Government Regulations ▪ Barricades and warning devices ▪ PPE
SELECTION AND USE	As per safe work procedure
FOREMAN RESPONSIBILITY	<p>Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training</p> <p>Hazard analysis</p> <p>Work site inspection</p>
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Ensure warning signs/devices are in place. 2. Ensure you are familiar with restraining devices and rigging. 3. Ensure you are familiar with the use of anchors, bridals and winches. 4. Be familiar with anchoring of pipe/equipment. 5. Ensure you are in view of operator at all times. 6. Ensure you wear appropriate PPE (including high visibility vests). 7. Ensure wheel chocks are utilized. 8. Be aware of rolling boulders or loose rocks. 9. Wear seat belts if available.



TITLE	Control Of Traffic Flow On Work Sites
GENERAL	Protecting workers from injuries associated with traffic congestion on work sites
APPLICATION	Traffic at work sites must be regulated in such a manner to protect the safety and well being of all personnel and equipment.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe job procedure ▪ PPE ▪ Signs and barricades ▪ ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and to identify potential hazards
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Ensure you have a valid operator's license. 2. Erect signs and barricades to direct traffic safely around worksite. 3. Restrict on site traffic. 4. Obtain authorization to enter restricted work areas, leases or plant sites. 5. Vehicles should park pointed towards the exit with the doors closed, unlocked and the keys in the ignition. 6. Prior to operation, the operator must perform a walk around check of the vehicle. 7. Operate vehicles in a safe, courteous manner.



TITLE	Use of Chain Saws
GENERAL	Protecting workers from injuries associated with use of chain saw
APPLICATION	Chain saws are primarily used in logging industry and to some extent in construction environment
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Workers must be trained in safe use of chain saws. ▪ PPE
SELECTION AND USE	As per manufacturer's safe job procedures.
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	<p>This training must include a minimum of the following elements:</p> <ol style="list-style-type: none"> 1. The proper personal protective equipment to be worn is set out in the manufacturer and Occupational Health & Safety Legislation. 2. Ensure that the chain brake is functioning properly and adequately stops the chain. 3. The chain must be sharp, have the correct tension and be adequately lubricated. 4. The correct methods of starting, holding, carrying or storage and use of the saw as directed by the manufacturer must be used. 5. The chain saw must not be used for cutting above shoulder height. 6. Fueling must be done in a well-ventilated area and not while the saw is running or hot. 7. An approved safety container must be used to contain the fuel used along with a proper spout or funnel for pouring. 8. When carrying/transporting a chain was the bar guard must be in place, the chain bar must be toward the back and the motor must be shut off.



TITLE	Power and Hand Tool Use
GENERAL	Protecting workers from injuries associated with the use of power and hand tools
APPLICATION	Power tools and hand tools to be used and maintained in compliance with manufacturer's guidelines.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe work procedure ▪ PPE ▪ Manufacturers specifications
SELECTION AND USE	As per job requirement
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Review the project and prepare a list of required tools.
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Electrical tools must have 3 wire (grounding) cord and plug, excluding double insulated tools. 2. Grinder discs, buffers and stones to be used only for designed application and at rated speed. 3. Stationary grinders must have properly adjusted tool rests and stones to be properly dressed. 4. Angle grinders to have Original Equipment Manufacturer (O.E.M.) guard. 5. On/off switches must be functional and positioned so Operator has access. 6. Accessories can only be used that are designed for use with the tools specified. 7. Saw blades must be designed for the product being cut and at the rated speed, O.E.M. guards must be in place and functional. 8. Chisels, punches, hammer, wrenches, etc. to have all burrs ground from striking area. 9. Chisels, punches, screwdrivers, etc. to have tips properly dressed. 10. Cracked a/o splintered handles to be replaced. 11. All tools must be cleaned after use and repairs made before being properly stored. 12. Tools to be used for designed purpose only.



TITLE	Portable Arc Welders
GENERAL	Protecting workers from injuries associated with the use of portable arc welders
APPLICATION	Portable arc welders should be treated as a vehicle and not operated indoors
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe job procedure ▪ PPE ▪ Manufacturers instructions ▪ PEI Fire Code
SELECTION AND USE	As per job requirement
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Worker must be trained in use of welder. 2. Perform a “walk around” inspection before starting equipment. 3. Ensure welder is firmly attached to the transporting unit. 4. Check all fluid levels to ensure they are at acceptable levels for operation. 5. Do not fuel the machine while it is running. 6. When fueling, DO NOT “top off” the gas tank. Gasoline expands as the outside temperature rises, this may result in seepage and an ensuing fire. 7. Ensure the side covers are kept closed to protect equipment from any damage from external objects, as well as to protect the operator and others from the moving parts of the machine. 8. Ensure sure all cables are wound securely when transporting equipment. 9. Any repairs should be done by qualified mechanics or technicians. 10. Ensure <i>Working Alone</i> policy is followed, where applicable.



TITLE	Operation of air tools
GENERAL	Protecting workers from injuries associated with operation of air tools
APPLICATION	Air tools are powered by compressed air supplied by rubber hoses.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe job procedure. ▪ PPE
SELECTION AND USE	As per job requirement
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Regularly inspect tools and hoses before using. 2. Wear suitable clothing and personal protective equipment. 3. Get assistance before lifting or moving heavy objects. 4. Practice good housekeeping. 5. Loose fitting clothing should be kept away from rotating equipment. 6. Bleed air before disconnecting hoses. 7. Shut-off equipment while re-fuelling. 8. Do not use an air tool for any purpose other than what it is intended for.



TITLE	Grating Removal (Barricade)
GENERAL	Protecting workers from injuries associated with removal grating floors or sections of floors
APPLICATION	Removal of partial or whole grating floors is an integral part of maintenance of equipment
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ PPE ▪ Barricades ▪ Safe work procedure
SELECTION AND USE	As per safe work procedure
FOREMAN RESPONSIBILITY	<p>Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training</p> <p>Hazard assessment</p> <p>Worksite inspection</p>
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Ensure you are conversant with safe work procedures 2. Install barricades IMMEDIATELY after any removal of grating 3. Ribbon off hazardous area



TITLE	Cleaning solvents
GENERAL	Protecting workers from injuries associated with the use of cleaning solvents.
APPLICATION	Cleaning solvents are used in construction work to clean tools, equipment and within shop, for general cleaning.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ WHMIS ▪ MSDS in place & current ▪ PPE ▪ Respiratory protection {if required}
SELECTION AND USE	As per job requirement
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Ensure all WHMIS requirements are met. 2. Check toxic hazards of all solvents before use. (M.S.D.S.) 3. When breathing hazards exists, use the appropriated respiratory protection. 4. Use non-flammable solvents for general cleaning. 5. Store flammables and solvents in special storage areas. 6. Ensure that proper containers are used for transportation, storage and field use of solvents/flammables. 7. Do not use solvents in areas where food may be contaminated.



TITLE	Care And Handling Of Propane Cylinders
GENERAL	Protecting workers from injuries associated with the care and handling of propane cylinders
APPLICATION	No person shall handle propane cylinders or use propane cylinders until they are fully aware of the potential hazards and the precautions necessary to handle propane safely.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe work procedure ▪ TDG (Transportation of Dangerous Goods) Legislation ▪ WHMIS ▪ PPE
SELECTION AND USE	<p>TDG Manufacturers specifications As per safe work procedure</p>
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training TDG compliant
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Ensure WHMIS and TDG labels are attached and visible. 2. Cylinders are transported and secured in an upright position in a ventilated area. 3. Cylinders will not be stored inside buildings, or carried in closed canopies, vehicles, and tool vans. 4. Regulator to be installed on cylinder prior to use. 5. When checking for leaks use a soapy water solution. 6. When not in use, cylinder to be secured in upright position, valve closed and regulator removed. 7. Cylinders should not be used if shoulder label/stamp is not legible. 8. When not in use, a plug or cap must be used to seal opening of valve. 9. Ensure cylinders in storage or transit must be equipped with valve cap or collar and regulator removed. 10. Cylinder not to be painted over in any fashion.



TITLE	Batteries/Charging and Servicing
GENERAL	Protecting workers from injuries associated with charging and servicing batteries
APPLICATION	Batteries contain sulphuric acid and should be handled by trained personnel and are charged in approved battery charging areas.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe work procedures ▪ MSDS ▪ PPE ▪ Eyewash station
SELECTION AND USE	As per safe work procedure
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Ensure the charger is off before attaching or removing clamp connections. 2. Attach clamps to the battery in proper polarity. 3. Ensure proper ventilation is in place where batteries are charged. 4. Inspect for defective cables, loose connections, corrosion, cracked cases or covers, loose hold-downs and deformed or loose terminal posts. 5. Replace worn or unserviceable parts. 6. Tighten cable clamp nuts with the proper size wrench. 7. Utilize a cable puller to remove a cable clamp from the battery terminal. 8. Remove corrosion on the terminal posts, hold-down tray and hold-down parts. 9. Use a tapered brush to clean battery terminals and the cable clamps. 10. Clean dirt from the battery with baking soda solution. 11. Utilize a battery carrier to lift a battery. 12. Ensure battery cells are not filled above the level in indicator.



TITLE	Use And Care Of Respiratory Equipment
GENERAL	Protecting workers from injuries associated with the improper use and care of respiratory equipment
APPLICATION	When hazardous airborne contaminants or an oxygen deficient atmosphere exists, proper respiratory equipment must be utilized.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe work procedure ▪ Manufacturer specifications ▪ Air quality monitors ▪ PPE ▪ WHMIS
SELECTION AND USE	As per safe work procedure Manufacturer specifications
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. Selection of equipment Hazard analysis Work site inspection
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Ensure you are fully trained on respiratory equipment. 2. Ensure you are conversant with safe work procedures and/or site-specific procedures. 3. Inspect before each use. 4. Inspect after each use. 5. Ensure work masks are cleaned and disinfected after each use. 6. Ensure equipment is stored properly.



TITLE	Spray Painting
GENERAL	Protecting workers from injuries associated with spray painting operations
APPLICATION	Spray painting is an integral part of construction work, which must be performed by trained workers.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe work procedure ▪ Chemical hazards regulations ▪ Occupational exposure limits ▪ MSDS ▪ WHMIS ▪ PPE
SELECTION AND USE	As per safe work procedure MSDS
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. Selection of equipment Hazard analysis
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Ensure you are fully trained. 2. Ensure you are conversant with safe work procedures. 3. Follow manufacturer's recommendations. 4. Ensure all sources of ignition are eliminated. 5. Ensure equipment is grounded. 6. Ensure area is ventilated. 7. Do not smoke around spray painting operations. 8. Ensure warning signs are in place. 9. Practice good housekeeping.



TITLE	Sandblasting
GENERAL	Protecting workers from injuries associated with sandblasting operations
APPLICATION	When sandblasting operations occur strict guidelines must be followed to ensure protection to the worker, environment and/or the public.
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Compliance to Legislation ▪ MSDS ▪ WHMIS ▪ Breathing apparatus ▪ Safe work procedure ▪ Manufacturers specifications [Sand] ▪ Barricades and warning signs
SELECTION AND USE	As per safe work procedure Manufacturers specifications
FOREMAN RESPONSIBILITY	Foremen are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Establish "Critical Areas " Equipment selection Hazard analysis Inspect worksite
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Ensure no other activity is taking place adjacent to or on the item you are working on. 2. Rope off, barricade, or post signs of "No Entry" to restrict access to area. 3. While sandblasting, another employee will be on safety watch to monitor conditions and traffic. 4. Be conversant with communication systems. 5. Ensure proper sized air supply with regulated pressure and functional shut off readily accessible to Safety watch. 6. Ensure proper size and length of air hose c/w pins to secure twist lock connectors. 7. Operator is required to use approved supplied air system. 8. Be conversant with safe work procedure.



TITLE	Office Safety
GENERAL	Protecting workers from injuries associated with office environment
APPLICATION	To ensure employees are aware of the potential and existing hazards in the office environment
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> ▪ Safe work procedures ▪ ERP (Emergency Response Plan) ▪ Manufacturers recommendations ▪ PEI Fire Code ▪ Local Legislation ▪ MSDS ▪ Working Alone Policy
SELECTION AND USE	As per safe work procedure ERP MSDS
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Ensure you are conversant with emergency evacuation. 2. Ensure that all electrical cords are in good condition and are not overloaded. 3. Ensure that computer monitors are adjusted to correct height and kept clean. 4. Ensure fans/space heaters are used to manufacturer specifications. 5. Ensure floors and aisles are kept clear and not cluttered. 6. Ensure that only one drawer of filing is open at one time and that drawers are closed when not in use. 7. Ensure proper type of fire extinguisher is available. 8. When transporting materials of a heavy nature ensure that handcarts and trolleys are used properly. 9. Operate microwave according to manufacturer's specifications. 10. Ensure coffee makers are used according to manufacturer specifications. 11. Ensure photocopier is maintained according to manufacturer's specifications. 12. Ensure chairs are in good repair. 13. Ensure rugs are kept clean and in good repair – free of tripping hazard. 14. Ensure paper cutter blade is placed in closed lock position. 15. Ensure all loose clothing is tied back when using paper shredder.



Safe Work Procedures

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Safe Work Procedure

Hydro Seeding Operation

Procedure

- 1.) Ensure that Hydro Seeder operator has reviewed work procedure and that he is familiar with equipment.
- 2.) Workers have to review Material Safety Data Sheets for controlled products to be used.
- 3.) Workers to wear appropriate Personal Protective Equipment as required in company safety policy and as required on Material Safety Data Sheets.
- 4.) Before changing nozzles the operator is to ensure that the hydro seeder pump is shut down and the control switch is in the OFF position.
- 5.) Fill tank one quarter full with water using pump or water truck.
- 6.) Start adding ingredients, mulch, fertilizer, seed, etc. If jamming occurs stop agitator and slow the process down.
- 7.) When tank is between half and three quarter full, add the tackifier.
- 8.) Fill tank to fill mark, under grating.
- 9.) If you need to change from hose to fixed nozzle, ensure that the pump is shut off. Ensure that there is no pressure on the hose or nozzle. Remove clamps and securing wires and remove the hose or piping. Install hose or nozzle and replace clamps and secure holding wires.
- 10) Operate sludge flow using valve control.
- 11) To clean out the equipment, fill the tank with water half full. Spray water with nozzle and hose until water is clear and tank is empty.

Ensure to wash deck and outside of equipment after use.





Safe Work Procedure

Working near overhead power lines and utility poles

Procedure:

1. Assess the task and identify the hazards
2. Before digging, ensure that the foreman or supervisor has contacted all utilities in question and that utilities are satisfied with work that has to be completed.
If an excavation near a utility pole is closer than ten feet and deeper than four feet, the foremen shall ensure that the pole is adequately secured at the base of the pole.
3. No worker shall operate a boom truck, crane or similar equipment within the minimum safe distance as specified in the PEI OHS regulations unless MECL representative has visited the work site, recommended the necessary steps to provide a safe work environment and documented the visit.
4. Know the voltage and height of overhead lines, as well as the voltage and location of underground lines.
5. Maintain minimum safe work distance.
6. The foreman shall assign a competent signal person whenever he or she does not have a clear view of the path to be traveled or the distance from the overhead lines.
7. Ensure proper monitoring of clearance.
8. Operators of excavation equipment must constantly be aware of both underground and overhead power lines.
9. No Island Coastal employee shall tamper with MECL, pole, guard wires or wires.

Maritime Electric Limited

1-800-670-1012

Nominal Phase-to-Phase
Voltage of Live Power Lines

Minimum Distances

Up to 750 volts
751 to 100,000 volts
100,001 to 250,000 volts

900 mm (3 ft)
3600 mm (12 ft)
5200 mm 17 ft





Safe Work Procedure

Floating Equipment

Procedure

- 1) Review work procedure and become familiar with equipment.
- 2) The float operator ensures that the location for loading or unloading is safe from traffic or other hazards, if needed; additional help may be required to ensure a safe environment. The loading and unloading process requires a firm level area.
- 3) Ensure that the immediate area is clear when disengaging the float (drop) from the truck.
- 4) Unhook float from truck; unhook air and electrical lines, remove safety pins and disengage trailer lock. Drive truck away and clear from float.
- 5) ENSURE THAT YOUR FEET ARE CLEAR FROM UNDER FLOAT.
- 6) Load the equipment by lining up straight and proceeding slowly to the planned position on the float. If the equipment gets out of position on the float, then withdraw from the float and try again. Ensure there are no bystanders near float while loading or unloading equipment.
- 7) Ensure that the float is capable of handling the load. (Weight, width and length)
- 8) Install outriggers on float as required for larger equipment.
- 9) Engage the safety brake on the loaded equipment.
- 10) The procedure requires at least four chains to tie down the equipment. Tie down points are determined by the manufacture, if none are marked then select solid parts of the equipment to secure. Hook the chains using a crisscross pattern to tie against lateral movement. Secure ends of chains around chain binders. Regularly inspect chain and binders and replace or repair as needed.
- 11) Attach the float to the truck and lock the pin. Connect the airlines and light. Check the height and widths of the load to ensure that they are within the limits of the permit. If required install flagging, D-signs and arrange escorts on the truck and float if applicable.
- 11) Activate revolving lights on truck and on trailer if required.
- 12) Ensure you do a pre check at the start of each shift.

Ensure to sweep the deck of the float and the tracks on the equipment before traveling on to the roadway.

Stop to check load security on long hauls. (Approximately every 100 kms)





Safe Work Procedure

Abrasive Grinding and Cutting Wheels

INTENT: To outline the hazards and regulations relating to abrasive grinding and cutting wheels.

SCOPE: All ICS personnel using abrasive grinding and/or cutting wheels.

STORAGE, HANDLING & INSPECTION:

- a) Abrasive wheels clearly marked as to specified speed, must be stored in a manner whereby they will not be subjected to extremes of temperature and humidity or damage from impact.
- b) Care must be taken when handling abrasive wheels to prevent damage from impact.
- c) Abrasive wheels must be inspected for possible defects prior to being used.

OPERATING PROCEDURE 1: Mounting

- a) Abrasive wheels and retaining flanges shall have good contact over the surface area.
- b) All abrasive wheels must be mounted between flanges which should not be less than 1/3 the diameter of the wheel.
- c) Work rests for grinding wheels shall have a maximum clearance of 1/8" from the grinding wheel and be in a position above the centre line of the wheel.

PROCEDURE 2: Use

- a) Abrasive wheels must never be operated at a speed which exceeds the manufacturers recommendations.
- b) The governor on portable grinding or cutting tools must never be tampered with.
- c) Where possible, persons operating abrasive cutting wheels should avoid standing in direct line with the wheel.
- d) New abrasive and grinding wheels shall be run at full operating speed for a few seconds before applying any work.
- e) Work shall be applied gradually against 'cold' abrasive wheels to allow the wheel to warm up.
- f) Grinding on the sides of straight abrasive or grinding wheels shall not be permitted except on wheels designated for that purpose.

PROCEDURE 3: Personal Protection

- a) Eye protection shall be worn by persons operating abrasive grinding or
- b) All abrasive grinding or cutting wheels will be fitted with protective hoods which enclose the wheel as closely as the work allows.
- c) Mechanical exhaust or respiratory protection shall be employed by persons working with abrasive tools under dusty or confined conditions.





Safe Work Procedure

Compressed Gas Cylinders

INTENT: To outline hazards and regulations relating to compressed gas cylinders.

SCOPE: All ICS personnel using compressed gas cylinders.

HAZARDS: Compressed gas cylinders present three major safety hazards:

- a) A falling cylinder may cause injury.
- b) If a valve is sheared off a cylinder it may become a projectile due to release of pressure.
- c) Damaged or faulty valves may cause release of toxic, flammable or otherwise hazardous gas.

Procedure:

1. All cylinders shall display a Workplace Hazardous Materials Information System (WHMIS) supplier label describing the contents and hazards. A Material Safety Data Sheet (M.S.D.S.) shall be readily available for each gas in use.
2. Cylinders shall be stored and used in a vertical position, secured by a restraining strap or chain.
3. Cylinders shall be stored away from ignition or heat sources, flammable gases and corrosive materials. Oxidizing gases must be stored separately from each other. Storage rooms shall be cool, dry and well ventilated.
4. Full and empty cylinders shall be stored in separate areas.
5. A cylinder of compressed gas shall not be used without the pressure being reduced by means of a regulator attached to the cylinder valve. Whenever a cylinder is not in use the regulator must be removed and the valve cap replaced. A regulator should never be used as a shut-off valve.
6. Regulators and pressure gauges shall be used only for the gas for which they are intended. Oil and grease must never be allowed to come in contact with oxygen cylinders or their attachments.
7. Hose lines and cylinder fittings shall be in accordance with the CGA/CSA Standard.
8. Cylinders shall be transported on wheeled carts to which they are secured by a chain. When moving cylinders short distances they may be rolled on their bottom edge while held in an upright position. At no time may a cylinder be dragged or rolled on its side. (PEI Occupational Health & Safety Regulations)





Safe Work Procedure

Portable Electric Tools and Equipment

INTENT: To outline the hazards and regulations associated with portable electric tools and equipment.

SCOPE: All ICS personnel required operating portable electric tools and equipment.

HAZARDS: The use of ungrounded portable electric tools and equipment can result in fatal electrical shock. This is especially true with portable tools where the metal frame can become energized as a result of the insulation breaking down or by bridging from motor parts to the frame.

Procedure:

- a) All portable electric tools and equipment shall be effectively grounded by means of a ground wire connecting the metal frame of the tool to a 3-wire polarized plug or be double insulated.
- b) All electric extension cords used in conjunction with portable electric tools and equipment shall be of standard heavy duty 3-wire cord, one wire of which shall be grounding conductor, and shall be equipped with a 3-pronged grounding plug.
- c) Electric extension cords shall not be used for permanent extension of electrical service in a building.
- d) All portable electric tools and extension cords shall be inspected daily and maintained in a safe condition.
- e) Employees shall not wear gloves, loose clothing or jewelry while using revolving power tools; eye protection shall be used.
- g) Electrical lines, extension cords or hoses shall not cross aisles or work areas creating a hazard to other employees.
(PEI Occupational Health & Safety Regulations)



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Safe Work Procedure

Confined Space Entry

1. Before deciding to enter a confined space foremen to ensure that there are two employees on site with confined space entry training.
2. Workers to ensure that tripod, with rescue gear and air testing equipment is on site, readily available besides opening and that the equipment is inspected and in good condition.
3. Employees to wear appropriate personnel protection equipment.
4. Air in confined space to be tested and results noted on confined space entry form provided.
5. Watch person to be in constant attendance at the entrance with no other assigned job.
6. Employees to ensure that there are other employees available to assist with a rescue.
7. Employees to ensure that they have a means of communication to notify emergency services if required.
8. Employees to have a current first aid and CPR training certificate.





Safe Work Procedure

Ladders

INTENT: To define requirements for approval, inspection and use of ladders.

SCOPE: All ICS personnel using ladders.

PROCEDURE 1: Inspection

Ladders must be inspected and unsafe conditions corrected before use.

PROCEDURE 2: Use

- a) Metal ladders shall not be used by persons working on or near any electrical power source. Only ladders manufactured from non-conductive material, e.g., wood, may be used for this type of work.
- b) Ladders must be placed on a firm footing.
- c) When not securely fastened, the ladder shall be inclined so that the horizontal distance from the top support to the foot of the ladder is at least one quarter of the length of the ladder; where a ladder in use is liable to move, an employee shall stabilize the bottom of the ladder.
- d) Both hands must be used during both ascent and descent.
- e) Ladders shall not be used as scaffold flooring. (PEI Occupational Health & Safety Regulations)





Safe Work Procedure

Trenching

INTENT: To outline the hazards and regulations related to trenching.

SCOPE: All ICS employee required working around trenches.

HAZARDS: Entering an unprotected trench deeper than four feet could cause serious injury or death in case of a cave in. Also with an unprotected trench there is a risk of a worker or a passerby of falling into the trench.

PROCEDURES:

- 1) Before starting any excavation ensure that the foreman has verified if there are any underground services in the area of the excavation.
- 2) Foreman to ensure that the equipment operator is familiar with OHS Regulations on trenching.
- 3) Spoil pile to be kept back from the edge of the trench. Distance depends on the depth of the excavation. See Trench Box Designations 2007 Manual.
- 4) Foreman shall ensure that if a utility pole is located closer than ten feet, and that the excavation is deeper than four feet that the pole is properly secured as recommended by the utility company.
- 5) If excavation is deeper than four feet (1.2m) the foreman has to ensure that a suitable trench box is available unless that the sides of the trench can be sloped 1/1 above the four foot (1.2m) level. *Benching is not permitted*
- 6) **No Employee enters unsecured excavation in excess of 1.2m straight walls.**
- 7) Foreman to ensure that the excavation is kept reasonably free of water.
- 8) If the trench is deeper than four feet (1.2m) a ladder shall be installed for safe access and egress to the trench. Ladder is to be inspected daily.
- 9) Before a worker enters trench ensure that the sides of the trench are free of loose rocks or boulders that might fall into the trench.
- 10) The foreman shall ensure that adequate barricades are erected around an open excavation.





Safe Work Procedure

Forklift Trucks

INTENT: To outline the hazards and regulations related to forklift trucks.

SCOPE: All persons required to operate forklift trucks.

PROCEDURES: Operating

- 1) Only authorized and trained personnel shall operate a forklift truck.
- 2) Forklift trucks shall not be loaded beyond the truck capacity rating, which must be indicated on the vehicle.
- 3) Forklift trucks shall not be operated in enclosed areas containing flammable liquids or explosive mixtures of combustible dust.
- 4) Passengers shall not be permitted on forklift trucks. Personnel shall not be elevated on the forks except when the truck is steadied with a platform designed for this purpose.
- 5) When it is necessary to leave a forklift truck unattended, the engine shall be stopped, the brakes applied, operating controls locked, the wheels blocked if on an incline and the forklift mechanism lowered to the floor.

Maintenance

- a) All forklift trucks shall be serviced on a regular basis.
- b) Daily checks shall be made by the operator or person in charge of a forklift truck and all defects, e.g., fuel or hydraulic oil leaks, brakes, horn and steering malfunctions, etc., shall be reported and the appropriate steps taken to have the vehicle repaired before it is used.

Safety Devices

- a) All forklift trucks shall be equipped with a horn which shall be maintained in working order at all times.
- b) All forklift trucks shall be equipped with a canopy guard to protect the operator.
- c) All forklift trucks shall be equipped with a sound device which signals when vehicle is operated in reverse.





Safe Work Procedure

Compressed Air

INTENT: To outline safe procedures in the use of compressed air.

SCOPE: All ICS personnel using compressed air.

HAZARD: The practice of using compressed air to remove dust from clothing is extremely dangerous and entrained particles may puncture the skin or enter the eyes. Using compressed air to clean machinery or equipment can also be hazardous and should only be done under controlled conditions.

PROCEDURE 1: Compressed air shall not be used to clean clothing.

PROCEDURE 2: Where compressed air must be used to clean machinery, equipment or any surface, e.g., engine carburetors, the following precautions must be taken:

- a) Eye protection shall be worn by any person using compressed air for cleaning machinery, equipment or any surface.
- b) Any area where compressed air is used for cleaning machinery or equipment must be maintained clear of persons who are not directly involved with the work at hand.
- c) A blowpipe, complete with control valve, shall be installed on the end of the hose.
- d) The compressed air supply shall be limited to 69 kPa or safety nozzles shall be used to have the same pressure limiting effect.





Safe Work Procedure

Lockout of Machinery

SCOPE: All ICS personnel working on machinery.

PROCEDURE:

Before starting any maintenance on any equipment the mechanic shall lock out tag out the piece of equipment.

1. Shut off the machinery or equipment.
2. Shut off the power source(s) at the control device(s).
3. Place multiple lock attachment(s) in lock-out loop or alternate locking device. Combination locks cannot be used for this procedure.
4. Apply personal lock(s) to multiple lock attachment(s). Each personal lock must be marked or tagged to identify the person using it.
5. Procedures must be implemented for shift or personnel changes, including the orderly transfer of control of locked out energy isolating devices between outgoing and incoming people.
6. Test control buttons to be sure that the power source has been disconnected.
 - a. Push start button.
 - b. Push stop button.
7. Perform repairs and/or maintenance.
8. All employees working on a machine are to remove their lock(s) as soon as they have completed their maintenance.
9. Upon completion, clear away all tools and personnel.
10. Replace all guards and protective devices.
11. Ensure that everyone is clear of the machine and start the equipment to return it to normal.
12. Refer further to the PEI Occupational Health & Safety Act & Regulations



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Safe Work Procedure

Electrical light base/manhole installation

Check for any underground utilities.

Ensure adequate clearances for equipment near overhead electrical lines

Ensure proper supports for utility poles within ten feet of excavation'

Excavate hole to grade. 1.2 m sidewalls with 1:1 side slope as per regulations.

If sloping is not possible proper trench box will be installed

Employee uses ladder to access excavation and levels ground.

Ensure that equipment has adequate lifting capacity.

Ensure that proper lifting devices are inspected.

Ensure lifting devices have adequate lifting rating.

Never use chains with slip hooks. (Clevises only)

Ensure no workers in excavation when lowering base into place.

Worker enters excavation and levels structure and unhooks lifting device.

Employee exits excavation and excavator begins backfilling structure

Maritime Electric Limited

1-800-670-1012

Nominal Phase-to-Phase
Voltage of Live Power Lines

Minimum Distances

Up to 750 volts

900 mm (3 ft)

751 to 100,000 volts

3600 mm (12 ft)

100,001 to 250,000 volts

5200 mm 17 ft

No excavation deeper than four feet within ten feet of utility pole unless pole is secured as required by local utility.



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Safe Work Procedure

Changing excavation bucket to tamper (308 Excavator)

- 1) Ensure that equipment operator is wearing proper PPE
- 2) Lower work tools to the ground
- 3) Shut off the engine
- 4) Turn the key to the On position before moving the joy stick
- 5) Move the joy stick through the full range of travel. This will relieve any pressure that may be present in the hydraulic system.
- 6) Slowly loosen the filler cap in order to release the pressure in the hydraulic tank.
- 7) Tighten the filler cap.
- 8) The pressure in the hydraulic system has been released. Lines and components can be removed.

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Safe Work Procedure

Changing excavation bucket to tamper (Cat 420D Backhoe)

- 1) Ensure that equipment operator is wearing proper PPE
- 2) Pull pin and remove excavating bucket
- 3) Release excavating bucket
- 4) Install tamper and install holding pin
- 5) Fully stretch boom out on ground level
- 6) Shut off backhoe
- 7) Turn ignition on
- 8) Move levers and peddles to release any hydraulic pressure
- 9) Hook up hydraulic hoses
- 10) Ensure that equipment is greased and regularly maintained

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Safe Work Procedure

Dumping Tractor Trailers

1. Train all drivers and site personnel in tip over prevention
2. Develop safe dumping procedures
3. Ensure the dumping unit is on firm and level ground
4. Use alternate equipment for the job such as belly dumps, live bottoms, or tandem trailer pups
5. Do regular maintenance; particularly check tire pressure, hinge pins and bushings, suspension systems, hoist cylinders and boxes
6. Develop training topics for tailgate safety talks
7. Employ trained signalers to guide the driver and communicate ground conditions to drivers unfamiliar with the site
8. Consider the wind. It can exert lateral forces on the side of long trailers
9. Train drivers to recognize hazards and follow work procedures.
10. Foreman should do hazard analysis as conditions warrant
11. Ensure loads are evenly distributed particularly if they are likely to flow poorly.