

## **HEALTH AND SAFETY POLICY**

It is the policy of this company to perform work of the highest caliber and in the safest manner possible while maintaining compliance with the Occupational Health and Safety Act. Protecting the health and safety of our employees will be a continuing objective.

Every employee will be held accountable to adhering to the regulations made under the company policies and programs. Violations will be recorded and addressed.

It is this company's policy to do everything possible to ensure that each employee works in a safe and healthy environment. Our commitment will be to protect our company, our employees and our clients.

**CC: KAT ENGINEERING LIMITED.**

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## **RESPONSIBILITIES OF EMPLOYER**

- 1.01 Prepare and/or review at least annually a written company Health and Safety policy.
- 1.02 Assign the necessary resources and support to the Health and Safety representative to make programs effective in accordance with the Health and Safety Act.
- 1.03 Supply such items as protective glasses, hearing protection, and fall arrest equipment.
- 1.04 Promote safe work practices in order to ensure the protection of worker Health and Safety.
- 1.05 Meet all legal requirements for investigating and reporting critical injuries, accidents and occurrences.

## **RESPONSIBILITIES SAFETY OFFICER**

- 2.01 Ensure that all workers comply with the protective devices, measures, and procedures required by the Occupation Health and Safety Act.
- 2.02 Ensure that all workers use or wear the equipment, protective devices and clothing as required by **KAT ENGINEERING LIMITED** and by the requirements of the Occupation Health and Safety Act.
- 2.03 Provide orientation for the new crew members.
- 2.04 Support and enforce safety programs.
- 2.05 Identify specific site hazards and instruct workers in proper work practices and update instructions as required.
- 2.06 Ensure all workers work in a manner that doesn't endanger themselves or their co-workers or company clients.
- 2.07 Report health and safety concerns to Health and Safety representative and/or employer.
- 2.08 Assist in the investigations of accidents and take corrective action.
- 2.09 Accompany inspectors during site visits.
- 2.10 Inspect safety equipment, tools and sites at least weekly.
- 2.11 Ensure housekeeping is done on a daily basis.

2.12 Initiate emergency response plans when necessary.

**3.00 Health and Safety Representative shall:**

3.01 Inspect the workplace monthly to identify hazards.

**4.00 Health & Safety Representative has the power to:**

4.01 Identify and report hazards to supervisors.

4.02 Make written recommendations to management regarding his or her findings.

4.03 Receive the response from management to the written recommendations within 21 days.

4.04 Attend and participate in health and safety meetings at the workplace.

4.05 Assist management in the annual review of the company health and safety program.

4.06 Help implement the company health and safety program.

4.07 Assist the supervisor in accident investigation where a worker is killed or critically injured and then shall report his or her findings in writing.

4.08 Obtain information regarding safe work procedures from the employer or other sources.

4.09 Be consulted about testing procedures to ensure the validity of such testing.

**RESPONSIBILITIES OF WORKERS**

3.01 Supply and wear at all times certified hard hat and certified grade 1 footwear as prescribed in Occupation Health and Safety Act.

3.02 Work in compliance with the company Health and Safety policy as well as regulations set forth by the Occupation Health and Safety Act.

3.03 Report hazards and unsafe working conditions to supervisors and assist if requested in taking corrective action.

3.04 Assist in site clean-up on a daily basis.

3.05 Work in a manner that will not endanger themselves, their co-workers or clients of the company.

3.06 If necessary the worker may exercise their “right to refuse” or to “stop work” if the worker believes that the condition of the workplace or equipment may endanger himself, herself or another worker.

3.07 Must never engage in pranks, rough-housing, feat of strength contests, or boisterous conduct.

3.08 Communicate to the site supervision about any concerns regarding Health and Safety.

3.09 Assist in emergency response procedures.

3.10 Wear appropriate protection at all times where there is risk of injury.

#### **RESPONSIBILITIES OF SUB-CONTRACTORS**

4.01 Must supply to the General Contractor a current copy of Health and Safety policy of **KAT ENGINEERING LIMITED**.

4.02 Must comply with the Occupation Health and Safety Act regulations as well as the company Health and Safety policy.

4.03 Provide, inspect and maintain personal protective equipment as required by direct-hire employees.

4.04 Provide the appropriate supervision and training as required.

4.05 Co-ordinate all activities through the site superintendent.

4.06 Monitor site conditions daily.

4.07 Clean up work areas daily.

4.08 Machine operators must inspect equipment daily and make record of such inspections.

4.09 Record and report where required as an employer all injuries, accidents, and misses.

4.10 Notify site supervisor of any lost time injuries, medical aid cases and reportable occurrences on the project.

4.11 Co-operate in accident investigation and reporting.

4.12 Make clear to all employees that failure to comply to the company Health and Safety policy and program could result in contract termination.

#### **DISCIPLINARY ACTION**

The focus of Installation procedures and communication between workers must be the safe completion of each project. Responsibilities must be accounted for at each level of employee to ensure that everyone is contributing to the health and safety of all workers and our clients.

The quality of health and safety is directly affected by careless work and irresponsible behavior. Even absenteeism can influence safety by placing additional duties on co-workers. It is every worker's responsibility to notify their site supervisor regarding future days of absence, (sickness excluded).

Two weeks notice is required by management.

The disciplinary process is as follows:

1. Verbal warning.
2. Written warning.
3. Two (2) day suspension without pay.
4. Termination of employment.

The following items shall be cause for disciplinary action up to and including termination depending upon severity.

1. Absenteeism without cause.
2. Violation of Health and Safety rules.
3. Poor conduct.
4. Carelessness.
5. Willful damage to company property.
6. Use of drugs and/or alcohol during work hours.
7. Failure to inspect company equipment.
8. Theft of company property (ie: tools).

### **EMERGENCY RESPONSE PROCEDURES**

- 1.01 Take command (anybody), assign duties to specific personnel.
- 1.02 Call ambulance and any other emergency services as required.
- 1.03 Give First Aid as soon as possible.
- 1.04 Protect the accident scene from continuing or additional hazards.
- 1.05 Guide the ambulance to accident scene.
- 1.06 Get the name and phone number of hospital where injured is being taken.
- 1.07 Advise management so that relatives and authorities can be notified.  
Maintain contact as changes occur.
- 1.08 Isolate the accident scene for investigation. DO NOT DISTURB ANYTHING.
- 1.09 Provide debriefing. Professional counseling may be required.

### **ADDITIONAL PROCEDURES FOR FALLS**

- 2.01 May need ladders and or elevated work platform to reach a suspended worker.
- 2.02 In extreme cases an aerial ladder may be required from local fire department.
- 2.03 Move injured party to safe area A.S.A.P.

### **PERSONAL CONDUCT**

- 1.00 **Communication**

1.01 Communication between management supervisors and workers is strongly encouraged in order to increase safety and productivity.

Suggestions, observations and information are encouraged in order to produce a better and safer job site. It is everybody's responsibility to report hazardous site conditions.

## **PUBLIC RELATIONS**

2.01 During the course of a project, professional relations are established with the client, construction trades and the general public. An open, polite and courteous manner should be adopted to promote communication and safety to customers as well as co-workers.

## **ALCOHOL AND DRUGS**

3.01 No person under the influence of, or carrying drugs or alcoholic beverages is to enter or knowingly be permitted to enter a project.

Neither will they be allowed to operate a company vehicle or equipment.

## **DRESS CODE**

4.01 Neat and respectable attire is required on all job sites. Clothing should not be in such a condition as to become tangled with tools or equipment; creating a hazardous condition.

During warmer months hemmed working shorts will be allowed provided the worker is not engaged in tasks where injury could to exposed skin. Shirts must be worn at all times.

## **SWEARING, JEWELRY AND LONG HAIR**

5.01 The company requires that no one is to have excessively long hair, piercings, or wear excessive jewelry. Such items can become tangled and become a hazard. Female workers on-site must tie up long hair.

Swearing will not be tolerated.

## **MISCELLANEOUS**

6.01 Procedures such as accident reporting the formation of a Health and Safety committee and any regulations relating to installation projects will be carried out according to the Occupation Health and Safety Act and Regulations for Construction Projects.

6.02 An individual client may request that workers follow the client's guidelines which are more stringent than the regulations as set for in the Occupation Health and Safety Act. In such cases, all personnel must adhere to the client's guidelines.

## **INSPECTIONS**

7.01 An inspection shall be made at least once a week or more frequently as the supervisors determine is necessary in order to ensure that the machinery and equipment referred to in subsection.

## **EARLY RETURN TO WORK POLICY**

8.01 Our company is committed to developing and maintaining a safe and healthy work environment and to providing a fair and consistent policy for the rehabilitation of workers who have been injured at our workplace.

### **PROGRAM OBJECTIVE**

Our primary goal is to have each injured worker receive prompt and timely access to the services required to enhance and facilitate their return to work.

This will be done in the following manner:

9.01 Encouraging effective rehabilitation.

9.02 Helping maintain contact with co-workers.

9.03 Reducing the sense of estrangement from the company.

9.04 Reducing the time needed for return to full capacity.

9.05 Helping to maintain a sense of identity and self-respect.

9.06 Ensure that communication is maintained between all parties.

9.07 Ensure all workers are treated fairly and consistently.

9.08 Promote greater health and safety.

9.09 Ensure compliance with legislation and any other related legislation.

9.10 Promote productivity and efficiency through the use of experienced workers.

### **ROLES AND RESPONSIBILITIES**

#### **1.00 Employer**

1.01 Report the injury to the nearest clinic (if injury is of a critical nature).

1.02 Pay full wages during the day of injury.

1.03 Arrange for suitable transportation to receive medical help.

1.04 Contact worker as soon as possible after the injury and maintain weekly contact. Document contacts.

1.05 Discuss and offer suitable work that:

- a. Is safe for the worker's abilities.
- b. Your worker has the skills to do.
- c. Restores your worker's pre-injury earnings as closely as possible.

1.06 Provide the clinic with any information requested.

1.07 Supervisor to submit a weekly supervisor's report: (return to work progress).

1.08 Notify the Clinic of:

a. Any earnings changes during Return to Work process.

b. When Return to Work ends.

## **INJURED WORKER**

2.01 Seek proper medical attention immediately.

2.02 Follow the recommendations of health care provider.

2.03 Report the injury to employer and Clinic

2.04 Maintain weekly communication with employer.

2.05 Co-operate and assist the employer as required to identify suitable work that may be available, consistent with the worker's functional abilities.

2.06 Provide the Clinic any information requested regarding return to work.

## **HEALTH CARE PROVIDER**

3.01 Provide the workplace parties and Clinic with functional abilities information.

3.02 Provide the worker and the clinic with medical information.

3.03 Identify the most appropriate method of treatment.

3.04 Ensure the worker receives timely treatment.

3.05 Ensure the possibility of a return to work is discussed throughout the treatment period.



**WORKER HEALTH AND SAFETY REPRESENTATIVE  
RECOMMENDATION FORM**

Recommendation No:

Date Submitted:

Recommendation:

Reasons for Recommendation:

Signed: \_\_\_\_\_  
Worker Health and Safety Representative

## JOINT HEALTH & SAFETY COMMITTEE

### 1.00 When Required:

1.01 The *Employer* shall ensure that a Joint Health & Safety Committee (J.H.S.C.) is established at a workplace where 20 or more workers are regularly employed.

1.03 The *Constructor* shall ensure that a J.H.S.C. is formed at a *project* where 20 or more workers are regularly employed for at least 3 months.

**Note:** All *Workplace* J.H.S.C.'s must have "certified members"- 1 worker rep. and one management rep.

**Project:** J.H.S.C.'s do not need "certified member" until 50 or more workers are regularly employed for more than 3 months.

### 2.00 Composition of Committee:

2.01 A joint Health & Safety Committee of at least four people is required.

The committee would represent the workers at projects, industrial workplaces and the office workplace. If the workplace or project exceeds 50 workers than a minimum of 4 committee members are required by legislation.

2.02 At least half the committee members shall be workers who do not exercise managerial functions.

2.03 The worker member(s) shall be selected by the workers they are to represent, or by the trade union or unions if any which represent them.

2.04 The employer shall select the remaining members from among workers who exercise managerial functions.

2.05 The employer shall post the names and work locations of committee members on a bulletin board.

2.06 The employer shall ensure that 1 worker representative and 1 management representative receive approved applicable "Certification" training. Worker members will

determine who will receive the worker member training and management members will determine the other member to be trained.

### **3.00 Agendas and Minutes**

3.01 The J.H.S.C. will meet at least once every three (3) months.

3.02 The J.H.S.C. will maintain written minutes of the meetings. Management will supply a recording secretary.

3.03 The J.H.S.C. will appoint a person to prepare an agenda prior to each meeting.

### **4.00 Functions**

4.01 Conduct an inspection of the work areas monthly to identify hazards (worker member).

4.02 Review monthly inspection reports conducted by a worker member.

4.03 Review inspections and make written recommendation to management. All recommendations must be the result of a "Consensus" process.

4.04 Ensure that management responds to the written recommendations of the J.H.S.C. within 21 days.

4.05 Determine the time needed to conduct inspections.

4.06 Support the implementation and proper functioning of the company safety program.

4.07 Assist management in the annual review of the company health and safety policy and program.

4.08 Review accident investigation reports completed by supervisors.

4.09 Review committee membership to keep it representative of workforce. If a member has not attended 3 consecutive J.H.S.C. meetings that member must be replaced.

4.10 Ensure that a quorum of at least a majority of members is present each meeting, providing that at least half are worker representatives.

4.11 Post copies of meeting minutes on the company Health and Safety bulletin boards.

4.12 Ensure that the employer has posted the names of all members of the J.H.S.C. in a conspicuous location likely to come to the attention of all workers.

4.13 All J.H.S.C. members will be paid at the proper or premium rate for time spent doing J.H.S.C. work.

4.14 Designate a worker member to investigate a death or critical injury and report their findings to the J.H.S.C.

4.15 Advise all workers via posting of J.H.S.C. minutes or bulletins on bulletin boards of actions taken to prevent recurrences of injuries.

4.16 As necessary ensure the replacement of certified members.

#### 5.00 Committee Officers

5.01 The J.H.S.C. will appoint alternating chair persons between worker representative and management representatives for a term of 6 months to 1 year.

### JOINT HEALTH & SAFETY COMMITTEE RECOMMENDATION FORM

**RECOMMENDATION NO:**

**DATE SUBMITTED:**

**RECOMMENDATION:**

**REASONS FOR RECOMMENDATION:**

Signed: \_\_\_\_\_  
Worker, Co-Chair Management

## **RESPONSIBILITIES OF VISITORS**

### **All Supervisors and/or Management shall:**

- 1.01 Ensure that all guests and visitors sign in and sign out using the visitor and guest registry form.
- 1.02 Escort all visitors through the workplace.
- 1.03 Ensure that all visitors wear the required personal protective equipment supplied by Otter Valley Concrete.
- 1.04 Ensure that all visitors provide and wear their own protective footwear.
- 1.05 Ensure that all visitors remain in designated areas.
- 1.06 Report injuries suffered by a visitor to Head Office of Otter Valley Concrete.
- 1.07 Ensure that the activities of visitors do not endanger the health and safety of workers at Otter Valley Concrete workplaces.
- 1.08 Young children and pets are not allowed on a construction project.
- 1.09 Ensure that the project is prepared for visitors by checking all guardrails, floor openings, temporary stairs, ramps, no protruding nails, and slipping hazards are all corrected.

**Visitor & Guest Registry**

**Location:**

**Visitors and/or Guests Must:**

Be escorted at all times by Otter Valley Concrete assigned host.

Wear designated personal protective equipment as determined by Otter Valley Concrete and/or legislation.

Remain in designated areas.

Sign the Visitor & Guest Registry.

Disregard for any of the conditions will result in the termination of the visit.  
Your signature constitutes acceptance to the conditions regarding your visit.

**Date..... Visitor Name of Company..... Signature..... Time In..... Time Out.....**

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Civil works, Earthworks and More.



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