

CROSSTOWN METAL INDUSTRIES LTD.

OCCUPATIONAL HEALTH & SAFETY PROGRAM

REVISED 2009



CROSSTOWN METAL INDUSTRIES LTD.

SECTION 1 ADMINISTRATION.....	9
1.2 DUE DILIGENCE POLICY.....	9
1.3 ASSESSING WORKPLACE HAZARDS	10
MANDATED RISK ASSESSMENTS.....	10
FIRST AID ASSESSMENT	11
VIOLENCE IN THE WORKPLACE.....	11
RISK ASSESSMENT	11
MUSCULOSKELETAL INJURY (MSI) (WCB REGULATION 4.48)	11
<i>Definition</i>	11
EXPOSURE TO HARMFUL SUBSTANCES (WCB REGULATION 5.53)	12
EMERGENCY WASH FACILITIES (WCB REGULATION 5.88)	12
EXPOSURE TO HAZARDS DURING EMERGENCY PROCEDURES (WCB REGULATION 5.99)	12
BIOHAZARDOUS MATERIALS (WCB REGULATION 6.35)	12
<i>Definitions.....</i>	12
ASBESTOS (WCB REGULATION 6.6)	13
VIBRATION (WCB REGULATION 7.25)	13
HEAT STRESS (WCB REGULATION 7.55).....	13
COLD STRESS (WCB REGULATION 7.63).....	14
CONFINED SPACE (WCB REGULATION 9.5).....	14
ABRASIVE BLASTING AND HIGH PRESSURE WASHING (WCB REGULATION 12.98).....	14
SECTION 2 RESPONSIBILITIES AND ACCOUNTABILITIES	15
<i>Employer's Responsibilities.....</i>	15
2.2 <i>Supervisors' Responsibilities</i>	16
2.3 <i>First Aid Attendant Responsibilities</i>	16
2.4 <i>Worker's Responsibilities</i>	17
SECTION 3 JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE.19	
<i>Safety Committee Members</i>	19
Participants:	19
Committee Objectives:	19
<i>Safety Meetings</i>	20
Joint Occupational Health and Safety Committee Meetings.....	20
Site Safety meetings	20

CROSSTOWN METAL INDUSTRIES LTD.

SECTION 4 EDUCATION AND TRAINING.....	21
4.1 <i>Policy</i>	21
<i>Positive Health and Safety Attitudes.....</i>	21
4.2 <i>New Employee Orientation.....</i>	21
4.3 <i>New Employee Orientation Package</i>	22
4.5 <i>WHMIS.....</i>	22
4.4 <i>General Employee Education</i>	22
4.6 <i>Lock-out</i>	23
4.7 <i>Supervisors.....</i>	23
<i>Training</i>	24
<i>Orientations</i>	24
<i>On the job training.....</i>	24
<i>Supervisor Training</i>	24
SECTION 5 SUPERVISION OF EMPLOYEES	26
5.1 <i>Policy</i>	26
5.2 <i>Management Meetings.....</i>	26
5.3 <i>Staff (Team) Meetings.....</i>	26
<i>Guidelines</i>	27
5.4 <i>Behavior Modification</i>	27
5.5 <i>Disciplinary Policy</i>	28
5.6 <i>Employee Conduct Policy.....</i>	28
SECTION 6 INSPECTIONS AND HAZARD IDENTIFICATION	30
<i>Inspections</i>	30
6.1 <i>Policy</i>	30
<i>Tools and Equipment</i>	30
TYPES OF INSPECTIONS	31
<i>Planned General Inspections</i>	31
<i>Equipment Inspections.....</i>	31
<i>Annual Inspections.....</i>	31
<i>Special Inspections</i>	31
<i>Supervisor Inspections.....</i>	31
<i>Employee Inspections</i>	32
INSPECTION PROCEDURES	32
<i>Conducting an Inspection</i>	32

CROSSTOWN METAL INDUSTRIES LTD.

SECTION 7 ACCIDENT INVESTIGATION AND DOCUMENTATION	33
INCIDENT REPORTING AND INVESTIGATIONS	33
<i>Investigations</i>	33
7.1 <i>Policy</i>	33
7.2 <i>Accident Investigation and Documentation</i>	33
<i>Accidents to be Investigated</i>	33
<i>Informing Workers' Compensation Board</i>	34
<i>Guidelines for Investigations</i>	35
<i>Management Review</i>	35
<i>Investigation Review</i>	35
SECTION 8 HAZARDOUS MATERIALS AND SUBSTANCES	36
WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)	36
<i>Hazardous Substances</i>	36
SECTION 9 MONITORING WORKPLACE EXPOSURES	37
<i>Noise Levels</i>	37
<i>Dust and Fumes</i>	37
<i>Allergies</i>	38
SECTION 10 FIRST AID ASSESSMENT AND EQUIPMENT	39
INJURY REPORTING AND WORKERS' COMPENSATION CLAIMS MANAGEMENT	39
<i>First Aid Facilities</i>	39
<i>Access to First Aid</i>	39
<i>First Aid Records</i>	39
<i>Access to Records</i>	40
<i>Reporting Injury and Claims Management</i>	40
<i>First Aid Only</i>	40
<i>Medical Treatment Required</i>	40
<i>Time Loss Injury</i>	41
<i>First Aid Services and Equipment</i>	41
FIRST AID BIOHAZARDOUS PROCEDURES	42
<i>First Aid Assessment</i>	43
TRANSPORTATION OF INJURED WORKERS.....	44
SECTION 11 RECORDS AND STATISTICS.....	45
SECTION 12 MODIFIED RETURN TO WORK PROGRAM.....	46
12.1 <i>POLICY</i>	46
12.2 <i>PROGRAM BENEFITS</i>	46
12.3 <i>GRADUATED RETURN TO WORK</i>	46
12.4 <i>MODIFIED DUTIES</i>	46

CROSSTOWN METAL INDUSTRIES LTD.

SECTION 13 SUPPLEMENTAL SAFETY INFORMATION.....	48
PERSONAL PROTECTIVE EQUIPMENT (PPE)	48
<i>Types of PPE</i>	48
OPERATION AND MAINTENANCE OF EQUIPMENT.....	50
<i>Vehicles and mobile equipment</i>	50
<i>Power Tools</i>	50
<i>Audiometric Testing Program</i>	51
PUBLIC SAFETY AND PROTECTION OF PRIVATE PROPERTY.....	52
<i>Fencing</i>	52
<i>Overhead activities</i>	52
<i>Machinery lock down</i>	52
<i>Electrical boxes</i>	52
<i>Excavations</i>	52
<i>Access to dangerous areas</i>	52
<i>Covered walkways</i>	53
<i>Traffic control</i>	53
<i>Control of waste material</i>	53
<i>Clean-up</i>	53
CRANES AND HOISTS.....	54
ELECTRICAL POWER LINES	54
UNDERGROUND ELECTRICAL HAZARDS.....	54
EXCAVATIONS AND TRENCHES.....	55
<i>Sloping and shoring</i>	56
<i>Concrete Formwork</i>	56
<i>Form stripping</i>	58
<i>Concrete Pumping</i>	58
CONFINED SPACE	59
<i>Law</i>	59
RESPONSIBILITIES:	60
<i>The Owner</i>	60
<i>The employer</i>	60
<i>Supervisors Responsibilities</i>	60
<i>Employees Responsibilities</i>	60
TYPES OF HAZARDS	61
<i>Hazard Identification</i>	61
LOCKOUT AND ISOLATION.....	62
VERIFICATION AND TESTING	63
CLEANING, PURGING, VENTING	64
VENTILATION.....	64
STANDBY PERSON.....	65

CROSSTOWN METAL INDUSTRIES LTD.

CONFINED SPACE RESCUE	65
LIFELINES, HARNESES AND LIFTING EQUIPMENT	67
PROCEDURES.....	67
<i>WELDING IN CONFINED SPACES.....</i>	67
GENERAL PROCEDURE WHEN WELDING IN A CONFINED SPACE.....	67
GENERAL PROCEDURES: LOW HAZARD CONFINED SPACE ENTRY	69
GENERAL PROCEDURES: MODERATE HAZARD ATMOSPHERE ENTRY	70
GENERAL PROCEDURES FOR HIGH HAZARD ATMOSPHERE CONFINED SPACE ENTRY	71
TRAFFIC CONTROL.....	73
SECTION 14 ANNUAL REVIEW.....	74
PART II SAFETY RULES AND WRITTEN PROCEDURES.....	75
GENERAL SAFETY RULES AND REGULATIONS	75
SITE SAFETY RULES.....	76
DISCIPLINARY PROCEDURE	77
ORIENTATIONS.....	78
SUBCONTRACTORS	80
ACCIDENT INVESTIGATIONS.....	81
PROCEDURES.....	81
REQUIRED PAPER WORK FOR FIRST AID	82
<i>All injuries.....</i>	82
FIRST AID CHECKLIST.....	83
EMERGENCY FIRST AID PROCEDURES.....	84
<i>Emergency Preparedness</i>	85
AREAS REQUIRING SPECIFIC WRITTEN PROCEDURES	86
ASBESTOS REMOVAL	86
MOTORIZED LIFTING DEVICES AND WORK PLATFORMS	89
LOCK OUT POLICY	92
<i>Lock-Out</i>	92
<i>Lock-Out Procedures.....</i>	92
<i>Hazardous Energy Sources.....</i>	93
<i>When Lock-out is Required.....</i>	93
<i>Lock Out Procedures</i>	93
<i>Labeling and Assigning Locks</i>	94
<i>Multiple Person Lock-out</i>	94
<i>Lock Removal.....</i>	94
<i>Before removing a lock:.....</i>	94
<i>When Lock-out Not Required.....</i>	95
<i>Working on Energized (running) Equipment.....</i>	95
EMERGENCY LOCK REMOVAL.....	96

CROSSTOWN METAL INDUSTRIES LTD.

FALL PROTECTION PROGRAM.....	97
FALL PROTECTION SYSTEM	97
RESPONSIBILITIES	98
TRAINING OF WORKERS:.....	98
FALL PROTECTION SYSTEMS:.....	99
1) Guardrails	99
2) Fall Restraint System.....	99
3) Fall Arrest System:	99
4) Control Zones:.....	99
CONTROL ZONE SAFETY MONITOR.....	100
DUTIES AND RESPONSIBILITIES	100
USE OF FALL RESTRAINT AND FALL ARREST EQUIPMENT	100
Training	100
Inspection.....	100
Daily inspections.....	101
EXPOSURE CONTROL PLAN AMENDMENT NO. 1.....	103
Purpose:.....	103
Hazard:	103
SAFE WORK PROCEDURES FOR DRILLING CONCRETE	106
SCAFFOLDS	108
PART III FORMS.....	112
DISCIPLINARY DOCUMENTATION SHEET.....	112
TRAINING RECORD.....	113
SAFETY ORIENTATION	114
SAFETY INSPECTION CHECKLIST.....	116
SAFETY MEETING MINUTES.....	119
TOOLBOX TALK RECORD	121
HEPATITIS B IMMUNIZATION DECLINATION	122
FIRST AID ASSESSMENT FORM.....	123
EMPLOYEE ORIENTATION.....	124
SAFETY ACKNOWLEDGEMENT.....	125
EMPLOYEE INDIVIDUAL TRAINING RECORD	126
SUPERVISOR ORIENTATION.....	127
CONTROLLED PRODUCTS INVENTORY FORM	128
MOBILE EQUIPMENT PRE-USE INSPECTION SHEET.....	129
HEALTH & SAFETY COMMITTEE RECOMMENDATION FORM.....	131
ATTENDANCE RECORD.....	132
CREW MEETING REPORT	133