



DUNCOR
ENTERPRISES INC.

Health and Safety
Program Manual

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1. Health and Safety Policy

Duncor Enterprises is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. Duncor will make every effort to provide a safe, healthy work environment. All supervisors and workers must be committed to reducing the risk of injury at work.

Duncor, as employer, is ultimately responsible for worker health and safety. Duncor shall ensure that every reasonable precaution will be taken for the protection of its workers.

Supervisors will be held accountable for the health and safety of workers under their supervision.

Supervisors are responsible to ensure that machinery and equipment are safe and that workers work in compliance with the law and safe work practice and procedures. Supervisors must ensure that workers receive adequate training in their specific work tasks to protect their health and safety.

All workers are expected to actively participate in the goal of eliminating work place injury. Workers must protect their own health and safety by working in compliance with the law and with safe work practices and procedures established by the company. It is in the best interest of everyone at Duncor to regard health and safety as the top priority.

Health and safety will be an integral part of Duncor and all parts of the organization will be involved.

Bruce A. Duncan
President

Date

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Introduction

Program Application

This manual applies to all employees of Duncor Enterprises Inc. and is intended to provide guidelines and summarize information about our company's policies, procedures, and rules of conduct.

It is important that you read, understand, and become familiar with this policy manual and comply with the standards that have been established.

Please talk with your supervisor or the human resources department if you have any questions or need additional information.

All of the work practices and instructions outlined in this program have been decided upon with safety as a primary consideration. Some work instructions are mandated by law, and thus are non-negotiable. Other rules are based on an industry "best practice" or the employer's evaluation of appropriate behaviour.

If you wish to know the reason for any particular rule you are asked to comply with, please speak to your supervisor. If you feel that a work instruction should be changed in order to make a job safer, easier and more effective, we welcome that feedback. However, you are strictly forbidden to make changes to any work instruction or practice without first receiving permission from your supervisor. In cases where such changes would contravene applicable laws, you are forbidden to implement them regardless of your supervisor's response.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, Duncor Enterprises Inc. reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate.

Young Workers

Duncor Enterprises shall abide by all applicable Canadian employment regulations and laws, and shall only employ such persons that have reached the legal age of employment. In general, Duncor Enterprises will not provide employment to any persons under the age of 16.

At all times, Duncor Enterprises Inc. shall meet our legislative obligations when employing young persons, and will act reasonably in assigning duties taking into account the age, knowledge, education and work experience of the young person, identifying any potential danger and giving appropriate instructions, supervising the work by ensuring a competent worker does so, and provides adequate training before authorizing a young person to perform unsupervised work.

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2. Responsibilities

Executive Management

- Provide policy direction and planning.
- Provide a safe and healthy workplace.
- Delegate responsibility and authority.
- Allocate budget.
- Hold middle management accountable.
- Report accidents and injuries to authorities as required by law.
- Provide first aid facilities.
- Demonstrate commitment to accident prevention.

Further employer responsibilities, as found in sections 25 and 26 of the OHSA:

(note: in this context, 'Director' refers to a Ministry of Labour representative. 'Prescribed' refers to specific instructions given in applicable regulations. Not all regulations apply to all workplaces.)

- 25 (1) An employer shall ensure that,
- a. the equipment, materials and protective devices are provided as prescribed;
 - b. the equipment, materials and protective devices provided by the employer are maintained in good condition;
 - c. the measures and procedures prescribed are carried out in the workplace;
 - d. the equipment, materials and protective devices provided by the employer are used as prescribed; and
 - e. a floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the Building Code Act.
- 25 (2) Without limiting the strict duty imposed by subsection (1), an employer shall,
- a. provide information, instruction and supervision to a worker to protect the health or safety of the worker;
 - b. in a medical emergency for the purpose of diagnosis or treatment, provide upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;
 - c. when appointing a supervisor, appoint a competent person;
 - d. acquaint a worker or person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or biological, chemical or physical agent;
 - e. afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any other functions.
 - f. only employ in or about a workplace a person over such age as may be prescribed;

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- g. not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;
- h. take every precaution reasonable in the circumstances for the protection of a worker;
- i. post in the workplace, a copy of the Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers;
- j. prepare and review, at least annually, a written occupational health and safety policy and develop and maintain a program to implement that policy;
- k. post at a conspicuous location in the workplace a copy of the occupational health and safety policy;
- l. provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety; and
- m. advise workers of the results of a report referred to in clause (1) and, if the report is in writing, make available to them, on request, copies of the portions of the report that concern occupational health and safety.

25 (3) For the purposes of clause (2) (c), an employer may appoint himself or herself as supervisor where the employer is a competent person.

25 (4) Clause (2) (j) does not apply with respect to a workplace at which five or fewer employees are regularly employed. R.S.O. 1990, c. 0.1, s. 25.

Additional duties of employers:

- 26 (1) In addition to the duties imposed by section 25, an employer shall,
- a. establish an occupational health service for workers as prescribed;
 - b. where an occupational health service is established as prescribed, maintain the same according to the standards prescribed;
 - c. keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed;
 - d. accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed;
 - e. notify a Director of the use or introduction into a workplace of biological, chemical or physical agents as may be prescribed;
 - f. monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed;
 - g. comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed;
 - h. establish a medical surveillance program for the benefit of workers as prescribed;
 - i. provide for safety-related medical examinations and tests for workers as prescribed;
 - j. where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace;

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- k. where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and
- l. carry out such training programs for workers, supervisors and committee members as may be prescribed.

26 (2) For the purposes of clause (1) (a), a group of employers, with the approval of a Director, may act as an employer. R.S.O. 1990, c. 0.1, s. 26 (1,2).

Managers

- Train operators and others in the work practices required by law and by the program, and ensure that they are followed.
- Monitor the health and safety performance of subcontractors.
- Investigate accidents and take action to prevent recurrence.
- Supervise employees to ensure that correct work procedures are followed.
- Monitor safety behaviour and performance of foreman and workers and ensure they have adequate resources and support.
- Assist the health and safety representative
- Provide feedback to executive management.
- Hold a valid first aid certificate.
- Ensure that protective equipment, safety materials, and first aid supplies are provided and appropriately used.
- Wear personal protective equipment as required.

Full legislative responsibilities as described in the Occupational Health and Safety Act (Section 27) for supervisors (this applies to both Managers and Foremen), as follows:

- 27 (1) A supervisor shall ensure that a worker,
- a. works in the manner and with the protective devices, measures and procedures required by the Act and the regulations; and
 - b. uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn

Additional duties of supervisor:

- 27 (2) Without limiting the duty imposed by subsection (1), a supervisor shall,
- a. advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
 - b. where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and
 - c. take every precaution reasonable in the circumstances for the protection of a worker.
- R.S.O. 1990, c. 0.1, s. 27.

Foremen

- Train operators and others.
- Communicate hazard information and control procedures.

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- Supervise employees to ensure that correct work procedures are followed.
- Consult with employees.
- Provide feedback to managers and executive management.
- Consult with the health and safety representative.
- Hold accountable workers reporting to them.
- Wear personal protective equipment as required.
- Ensure injuries are treated and reported.
- Full legislative duties, as described above

Employees

- Work in accordance with the safety program.
- Work in a manner that will not endanger anyone.
- Report unsafe situations.
- Comply with the Occupational Health & Safety Act and all relevant regulations.
- Report injury or illness immediately to a supervisor.
- Help new employees recognize job hazards and follow proper procedures.
- Inspect PPE before use and report defects or damage to a supervisor.

And, as described in the Occupational Health and Safety Act:

- 28 (1) A worker shall,
- work in compliance with the provisions of the Act and the regulations;
 - use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
 - report to his or her supervisor the absence of, or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
 - report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.
- 28 (2) No worker shall,
- remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
 - use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or
 - engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
- 28 (3) A worker is not required to participate in a prescribed medical surveillance program unless the worker consents to do so.

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Health and Safety Worker Representative

The selection of H&S Representatives and their roles, rights and responsibilities are outlined in the Occupational Health and Safety Act.

Specifically, the H&S representative at Duncor Enterprises Inc. is selected through consensus or vote by the non-managerial workers. A standard term of service as H&S representative will be 2 years, after which time a vote will be called.

If the company is having difficulty selecting an H&S rep, management will:

- Make additional efforts to promote the benefits of becoming an H&S rep.
- Educate and train the workers in health and safety.
- Provide information to workers on the roles and responsibilities of the H&S rep.

H&S Representatives are perceived by legislation as being "employer advisors" for workplace health and safety, and have been provided some specific duties and entitlements to assist this function.

Our H&S representative was selected and trained to assist his/her performance in accordance with the Act, as follows:

- Inspect the jobsite.
- Make recommendations to the employer.
- Help mediate disputes over unsafe conditions.
- Assist in accident investigations.
- Identify situations that may be a source of danger.
- Assist in resolving work refusals and reports of "dangerous circumstances".

The H&S rep will make recommendations to the employer as follows:

Submission of Recommendations:

Why:

A function of the Health and Safety Representative is to make recommendations to Duncor Enterprises Inc. and the workers for the improvement of the health and safety of workers.

Who can submit:

The Health and Safety Representative will submit their recommendations on Duncor Enterprises Inc.'s Recommendation Form within 3 days of the hazard identification.

Who is it submitted to:

Management

What can be submitted:

Any health and safety recommendation to rectify a situation that may be a source of danger or hazard to a worker(s).

When:

As soon as the source of danger or hazard is identified which must be within 3 working days.

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How:

In writing on the Worker Rep Recommendation Form.

Recommendation Response:

Upon receiving a written recommendation from the worker health and safety representative, management will respond in writing within 21 days.

The management response will be completed using the Management Response to Worker Rep Recommendation Form. The original will be sent to the worker representative, with a copy to the health and safety coordinator.

If management accepts the recommendation(s), a timetable for action must be outlined and provided to the health and safety representative. The response must also include actions taken and actions to be taken.

If management decides against acting on the health and safety representative recommendation, reasons must be given in writing, on the Management Response to Worker Rep Recommendation Form.

Health and Safety Coordinator

The Health and Safety coordinator is accountable to the president for ensuring that all aspects of the Health and Safety program are being applied and that all established safety policies and procedures are administered and enforced at all levels of our organization. The Health and Safety coordinator assists with the development, implementation and monitoring of the health & safety program with the assistance of the management team.

Responsibilities

- Advise all employees on health and safety matters.
- Coordinate health and safety activities throughout the project/company.
- Collect and analyze health and safety statistics.
- Conduct research on special problems.
- Ensure that senior management is kept up to date with all Health and Safety activities and issues.
- Conduct, review and document workplace inspections.
- Report safety infractions to management.
- Assist with investigations of safety issues.
- Assist supervisors with the preparation of agenda and material for regular safety meetings.
- Suggest and help implement improvements to the safety program and procedures.
- Review reports for accuracy and distribution.
- Verify that the supervisors have adequately prepared their workers to act appropriately in emergency situations.
- Arrange for training and education as required.
- Develop and coordinate worker safety orientation.

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- Monitor and manage WSIB claims — assist with the Early and Safe Return To Work Program (ESRTW).
- Liaise with professional organizations and government agencies concerned with Health and Safety.

Contractors and Subcontractors

- Must comply with the project health and safety policy and program
- Provide training to their employees to meet the requirements of the policy and program.
- Provide, inspect, and maintain PPE as required.
- Monitor site conditions daily and record all injuries, accidents or near misses.
- Conduct and/or participate in regular safety talks.
- Cooperate in accident investigations.
- Read, understand and sign-off the Duncor Enterprises Inc. H&S Program and Agreement and communicate applicable Duncor Enterprises Inc. standards and OHS&E regulatory requirements to their workers.
- Ensure that their workers perform in accordance with any applicable Federal, Provincial and Municipal regulations
- Demonstrate leadership and ensures that all H&S standards regulations and codes are understood and followed.
- Provide experienced and qualified supervision.
- Ensure that all personnel are qualified through appropriate competency based job training or direct supervision.
- Ensure that their workers have the minimum required PPE and also provide any other task specific PPE.
- Provide current Material Safety Data Sheets for any controlled products they might be using.
- Report and investigates all accidents, refusals and near-misses to Duncor Enterprises Inc. supervision promptly.
- Communicate any issues that do not comply with Duncor Enterprises Inc. H&S or regulatory requirements to Duncor Enterprises Inc. supervision immediately
- Adequately identify and control all hazards that have the potential to cause losses to themselves or to others.
- Stop work when a hazardous condition poses a risk to any individual's health and safety or to the environment.

The subcontractor shall actively promote safe work practices and procedures among their employees. ***All subcontractors must ensure their crew supervisory personnel have received appropriate training in Health & Safety practices and legislation and that they are competent to perform all required work in a safe and legal manner.*** Subcontractor supervisors are required to abide by our specified supervisory responsibilities as listed in our safety policy.

All subcontractors shall ensure that our safety policy and guidelines are communicated, understood, and enforced by their supervisors, workers and subcontractors/suppliers.

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In the event of a death or critical injury of a worker, all subcontractors are to **ensure that the accident scene is not disturbed or tampered with** (except as may be necessary to preserve life or prevent suffering).

In addition to subcontractors providing competent supervisors for their crews, workers should be oriented to the work site safety rulings and requirements by the subcontractor supervisor. All supervisors on our sites, whether working directly or sub contractually for ***Duncor Enterprises Inc.*** are expected to perform their duties and responsibilities in a manner which ensures that workers under their authority have the knowledge, training or experience to perform their job tasks in the safest manner possible. All supervisors must ensure their workers are familiar with the actual and potential hazards of the job and with an understanding of the safety standards and regulations that apply to their work.

Subcontractors on our projects shall attend all safety meetings or safety talks/ tool box talks that take place while they are onsite.

Visitors

Safety in the workplace is the top priority at Duncor Enterprises Inc. not only for its staff but also for their guests, customers, and clients. It is for this reason we must control unsupervised access to our yard, shop, and job sites. Shop/yard entry is prohibited without an escort by authorized personnel. When required, the supervisors will inform all visitors of the safety requirements and travel restrictions within the Head Office shop and yard areas to ensure the safety of visitors.

Visitors may include sales representatives, government inspectors, and suppliers.

The following company policies and procedures will be described to them:

- The general health and safety rules:
 - Observe and obey all signs and labels.
 - Make employees aware of their presence in their immediate work areas.
 - Stay within designated areas; restricted areas are clearly marked with yellow borders.
 - Wear required personal protective equipment (protective foot wear, appropriate eye protection, etc.)
- Emergency response plan;
- If necessary; any safe operating procedures contained within the **Health and Safety Program Manual**.

All visitors must follow company rules or they will be asked to leave the premises.

Non-Compliance and Enforcement

The supervisor shall take disciplinary action when necessary for non-compliance with the health and safety policy or program, and with the *Occupational Health and Safety Act*.

The discipline will be applied in a graduated manner consisting of the following steps:

1. Consultation
2. Written warning
3. Disciplinary action

The degree of discipline will depend on the seriousness of the infraction and upon the employee's safety record.

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Disciplinary action may include any of the following:

- Change of duties
- Retraining
- Suspension
- Dismissal
- Other

Enforcement and discipline issues should be discussed at the regular supervisor health and safety meetings.

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3. Standards

Attendance

The purpose of this policy is to establish, for each employee, the requirement that they work all scheduled hours as deemed necessary by his or her position. Duncor Enterprises Inc. places a high value on attendance and punctuality, and expects all employees to arrive at work at the scheduled time of day on each work day. Regular attendance and consistent punctuality are critical to the goals, objectives, effectiveness, and standards of Duncor Enterprises Inc. and its business operations. Employees who are chronically absent or tardy adversely affect Duncor Enterprises Inc. productivity and staff morale, thus diminishing the quality and level of normal business operations. This policy's goal is to address and/or correct absenteeism and attendance issues before they become counterproductive and/or disruptive to Duncor Enterprises Inc.

Guidelines

Duncor Enterprises Inc. considers an employee absent if he or she does not attend work as scheduled, regardless of cause. The primary objectives of this policy are to:

- Reduce instances of unscheduled and/or disruptive absenteeism/attendance, as well as foster responsible leave usage by employees.
- Improve employee morale by reducing the negative effects of absenteeism on employees who perform the duties of their absent colleagues.
- Enhance service to clients and customers by promoting excellence in employee attendance.

Policy

Each employee is responsible for notifying his or her supervisor/manager of absence for each day that the absence occurs, regardless of cause. Each employee is also responsible for reporting when he or she is likely to return to work. Absences without excuse will not be tolerated and are subject to progressive corrective action.

Duncor Enterprises Inc. reserves the right to terminate any employee who is absent for two (2) or more consecutive working days without notification.

- An employee who does not intend to report to work because of illness (or any other reason) must notify his or her immediate supervisor as soon as possible. Failure to provide required notification of any absence whatsoever may result in disciplinary action.
- Any employee absent for three(3) or more consecutive days must submit a doctor's note stating the nature of the illness and/or medical condition that led to the absence, and whether the employee can perform his/her duties to their full potential. Physical injuries may require a physical examination before returning to work to prevent re-injury and minimize liability to Duncor Enterprises Inc.

Any employee who remains absent for more than five (5) consecutive business days, without excuse or authorization, shall be considered as having abandoned and resigned his or her position.

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For absence due to family or spousal death, it will be at the discretion of the employer as to the amount of time given based on the circumstances and whether this time off will be paid leave.

Exceptions to this policy include absence due to jury duty. The law does not require employers to pay your salary during jury duty. If you are required to attend for more than 10 days, you will begin to receive a daily fee starting on the 11th day which is payable to the employee directly from the Ministry of the Attorney General.

At any time, Duncor Enterprises Inc. reserves the right to make exceptions to these rules in extenuating circumstances as the case may be.

Disciplinary Action

Each supervisor is required to maintain their own set of accurate attendance/absenteeism records. Disciplinary action for excessive absenteeism, poor attendance, or other violations of this policy shall be administered accordingly.

Cell Phone Use

Cell phones today are a major part of our day to day lives. Although very convenient, they are also very distracting.

It is for this reason;

- New Provincial Regulations prohibit drivers from talking, texting, typing dialing or emailing while operating a motor vehicle.
- Equipment operators are required to use hands free devices when possible. Otherwise they must bring the machine to a complete stop and ensure the safety of yourself and others before proceeding with their phone call.
- Workers/ Labourers/ Traffic Control Personnel are required to remove themselves from the designated work area to a safe location before making or receiving a call.

Some managers may, at their discretion, prohibit the use of cell phones or communication devices during working hours.

Non-compliance of this policy will not only result in disciplinary action internally but possibly a fine under the Provincial Offences Act up to \$500.

Duncor Enterprises will ensure that every worker at each project has ready access to a telephone, two-way radios or other system of two way communications in the event of an emergency.

Company Credit Card Use

Company credit cards will be issued to users who will be ultimately responsible for the usage of these cards. Company credit cards are intended for Duncor Enterprises Inc. business use only.

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1. Employees must sign off that they have received the company credit card. This form will be on record in the employee file.
2. All receipts must be handed in to the Head Office.
3. Unit #'s must be noted on all receipts.
4. Cards will not be given to others without the consent of Supervisors.
5. In the event of lost or stolen cards – you must inform your Supervisor **immediately**.

Violation of this policy can result in disciplinary action up to and including termination of employment.

Company Vehicles

Duncor Enterprises Inc. is committed to safe, accident -free driving. Every worker who drives a vehicle as part of their employment is responsible for its safe operation and condition; Drivers must practice defensive driving and take every possible precaution to avoid accidents.

To ensure that no one is injured because of a mechanical defect, the supervisor is responsible for maintaining the company vehicles in a mechanically safe condition and ensuring that they meet all legislative requirements at all times.

Employer/Supervisor Responsibility

Each employer/supervisor is responsible for the safety performance of persons reporting to them. They will:

1. Explain the company's commitment to safe driving before allowing a worker to drive a company vehicle.
2. Explain the policies and procedures in the **Health and Safety Program Manual** and ensure that they are being followed. Any worker failing to comply will be subject to disciplinary action.
3. Ensure that all reported vehicle problems or concerns are corrected.

Driver Responsibility

The employee will comply with the company **Health and Safety Program Manual** in accordance to operation of company vehicles and will not operate any vehicle for which they do not possess a current and valid license, and will also comply to the following:

1. All drivers are responsible for ensuring that they are in possession of a valid driver's licence. A copy of the licence must be submitted at the time of hire along with an updated abstract for truck driver positions.
2. Drivers who operate vehicles on company business are representing Duncor Enterprises Inc. and are personally responsible for driving in a safe and legal manner. All local, provincial, and federal regulations and proper procedures must be followed. Consideration must be shown for the rights of pedestrians, cyclists and other drivers.
3. No driver may operate a vehicle while impaired by the influence of alcohol, drugs or medicine, excessive fatigue or extreme stress.

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4. All drivers must immediately report and document accidents, damage, problems or concerns to the supervisor within 24 hours.
5. Each driver must wear a seat belt and shoulder harness while operating a vehicle. The driver is responsible for ensuring that seat belts are worn by all passengers in the vehicle.
6. No worker shall ride in the back of a truck or in any vehicle that does not have a seat belt. The vehicle must have enough seats and seat belts equal to the number of workers being transported.
7. Drivers must not exceed the posted speed limit. Speed should be adjusted depending upon adverse road and/or weather conditions to ensure that control of the vehicle is maintained, and that the vehicle can be safely stopped.
8. Responsibility for parking and/or speeding tickets will be the sole responsibility of the driver. Also, any vehicle infraction or ticket issued for any other reasons will be subject to review and if the driver is found at fault, will be the responsibility of that employee for payment.
9. It is the responsibility of the driver to maintain a valid licence. If, at any time during active employment the employee's licence is suspended for any reason, they shall contact their supervisor and cease operating any company vehicle until further notice.

Accident Reporting and Investigation

When an accident occurs, a thorough investigation is necessary to determine the cause and to prevent future accidents. The accident investigation procedures will be followed accordingly.

Conduct

Employees of Duncor Enterprises Inc. become a representative of the company by association. It is for this reason, as well as safety, we expect an employees' personal conduct and appearance to be appropriate on the worksite and after hours while travelling.

Say No to Drugs

To prevent injuries to themselves and others employees will not drink intoxicants, or use illegal drugs in the work place and must not bring or permit anyone else to bring intoxicants or illegal drugs to the work place.

Any employee found to have done so will not be permitted to work and /or will be sent home with disciplinary action to follow.

Horseplay

Employees are not to engage in any pranks, contests, feats of strength, unnecessary running, or rough and boisterous conduct in the work place.

Avoid Entanglement

Loose, torn clothing or jewellery must not be worn as it may become a hazard around rotating parts and become a potential entanglement.

Long hair, including facial hair, must be confined to avoid entanglement with any moving parts.

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Personal Protective Equipment

All employees are responsible for using all Personal Protective Equipment (PPE), unaltered as required by the regulations, job, and workplace needs. This shall include but not be limited to head, eye, hearing, respiratory, hand, skin, and foot protection. The supervisor shall insure that all PPE required by regulations or company policy is worn and that all equipment procedures recommended by the supplier or manufacturer are followed.

Company Provided Accommodation

While working away lodging will be supplied by the company. Employees are required to share accommodation with fellow employees. Rules of the host are to be respected, and failure to do so may result in disciplinary action by both the host and Duncor Enterprises Inc. Any charges incurred due to the wrongdoing of an employee will be charged back to the employee found at fault.

Company Provided Transportation

Company trucks are for company business, not a taxi service. Although some supervisors allow them to be used for evening use (i.e.: meals) it is to be considered a privilege, not a right. Misuse will terminate any extracurricular transportation.

Drug and Alcohol use

Duncor Enterprises Inc. has adopted a zero tolerance policy towards the use of street drugs, alcohol, and the misuse of prescription drugs and other substances.

It has long been recognized that the use of illegal drugs, alcohol, medications, and other substances can significantly impair a person’s ability to work in a safe manner.

For this reason, workers believed to be under the influence of drugs/ alcohol will be asked to stop working immediately and may be required to submit to a drug and alcohol test prior to their return to work.

Employees who are taking prescribed medication which could impair their ability to work safely are required to notify their supervisor of the prescription contents *prior* to resuming work.

In general, we will not perform ongoing tests for drugs and/or alcohol. Nevertheless, the use and/or possession of the above noted substances while at work or prior to reporting to work or being unfit for work due to the substances is a major breach of Company policy and is grounds for immediate dismissal.

This policy is designed to ensure your continued safety and also the safety of your fellow workers. Although this may seem intrusive to some, it is our moral and legislated responsibility to ensure your safety. We take this responsibility seriously. We look forward to your cooperation in this matter.

Definitions:

Illegal drugs are those that, if you were found in possession of, would violate the Criminal Code of Canada and include all of the following categories of drugs. Possession and/or use of any of the below listed substances are considered grounds for immediate dismissal.

- o Amphetamines

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- Barbiturates
- Benzodiazepines
- Cannabinoids
- Cocaine
- Methadone
- Methaqualone
- Opiates
- Phencyclidine
- Propoxyphene

Prescription drugs are those prescribed by a doctor. The following activities constitute the misuse of prescription drugs, and are grounds for dismissal.

- Taking amounts that exceed the prescribed amount.
- Taking the medication improperly (i.e. with alcohol).
- Taking other person(s) medication.
- Taking medication for reasons other than for the intended purpose.

Any prescription drug use that impairs your ability to perform your work safely must be reported to your supervisor.

Non Prescription Drugs and other Substances are items such as intentional inhalation of gasoline, solvents, paint thinners, adhesives, aerosols, etc., for the purpose of creating a psychoactive effect (to get high). Misuse of these products will be grounds for immediate dismissal.

Alcohol: this refers to beverages regulated by the Liquor Control Board’s Legislation and includes beer, wine and spirits. Other products such as mouthwash, cough syrups, etc., may contain an alcohol base so you must use caution when taking medication in combination with these other products.

Drug and Alcohol Policy Violations

Your immediate supervisor has been given the responsibility to enforce our substance abuse policy. If they feel there is “reason to believe” that you are under the influence of drugs and/or alcohol, or you are in an unfit state to perform your assignments in a safe manner due to the use or after effects of drug and/or alcohol use, you will be asked to stop working immediately and may be required to submit to a drug and alcohol test prior to your return to work. Any actions will be discussed with the person violating the policy, the supervisor and a member of senior management prior to deciding a course of action. Any test must be conducted as soon as possible after the alleged violation. If you, the employee, are taking prescribed medication, you must notify your immediate supervisor of your prescription and its contents prior to returning to work.

If a drug and/or alcohol test confirms the presence of any illegal drugs, your employment will be terminated immediately. If the test shows a blood to alcohol level that exceeds 0.04% (40mg/dl) your services will be terminated immediately. Any other substances uncovered by the test, which exceed accepted levels, will result in further medical inquiries. Re-employment with our Company will depend on a person’s ability to demonstrate that they can comply with this policy.

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Any person who requests professional assistance for a problem with drugs, alcohol, medication, or substance abuse will be directed to a facility that specializes in the problem area. Educational programs are available from a variety of sources.

- The Addiction Research Foundation, at 416.595.6000.
- The Construction Safety Association of Ontario, at 416.674.2726.

Some of the “Reason to Believe” an employee is in violation can include, but are not limited to, the following.

- Visual confirmation by one or more witnesses that drugs and/or alcohol are being used contrary to this policy.
- The discovery of drugs, alcohol, drug paraphernalia or non-prescribed drugs in an area that can be associated with an individual(s).
- Character or personality changes observed by one or more witnesses such as, slurred speech, balance problems, the smell of alcohol on someone’s breath, extreme drowsiness, incoherent response to questions, the arrest or conviction of a person for drug or alcohol related offenses while on Company premises, disruptive behavior or horseplay, etc.
- Failure to observe safe work practices on a repeated basis.

The sole purpose of this policy is to protect the safety and well being of all employees. Drug and alcohol misuse continues to be a leading cause of accidents in our industry. We recognize that we have no authority to tell you how to live your life while off the job. We do however have a vested interest in this area while you are at work. We look forward to your input and cooperation in this matter.

Fire Protection

Fire spreads very quickly, and the protection provided by a fire extinguisher is limited.

ALL EMPLOYEES MUST BE NOTIFIED IMMEDIATELY OF THE SITUATION AND EVACUATE.

EMERGENCY SERVICES MUST BE NOTIFIED AS SOON AS IT IS POSSIBLE TO DO SO SAFELY!

- Fire extinguishing equipment shall be provided at readily accessible and adequately marked locations at a project.
- Every worker who may be required to use fire extinguishing equipment must be trained in its use.
- Fire extinguishers must be provided:
 - i. Where flammable materials are stored, handled or used.
 - ii. Where temporary oil-fired or gas-fired equipment is being used (other than permanent furnace equipment).
 - iii. Where welding or open flame operations are being carried on.
 - iv. For at least every 300 square meters of floor area in shops.
- **Fire extinguishing equipment should be suitable type and size to permit the evacuation of workers during a fire.**
- The four classes of extinguishers are:

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- i. **Class “A”**- for fires in ordinary combustible materials such as wood, paper, and textiles where a quenching, cooling effect is required.
- ii. **Class “B”**- for flammable liquid and gas fires, such as oil, gasoline, paint and grease where oxygen exclusion or flame interruption is essential.
- iii. **Class “C”**- for fires involving electrical wiring and equipment where the non-conductivity of the extinguishing agent is critical.
- iv. **Class “D”**- for fires in combustible metals such as sodium, magnesium, and potassium.

- Fire extinguishing equipment shall be protected from physical damage and freezing.
- After extinguisher is used, it should be refilled or replaced immediately.
- Every fire extinguisher shall be inspected for defects or deterioration at least once a month by a competent worker who shall record the date of inspection on a tag that is attached.

Heat Stress

Every employee of Duncor Enterprises is susceptible to heat stress. It is caused by working outside in extreme heat, or in a hot building; and it occurs when the body overheats and cannot effectively cool itself down.

There are five key elements to preventing heat stress:

Water- Workers should drink 250ml of water per hour (half a bottle). Dehydration has already set in if you feel thirsty.

Acclimatization- It is important for workers to get used to working in heat gradually. It takes approximately 7 days for the body to acclimatize to the heat, and another seven days to un-acclimatize when out of the heat as well.

Rest Breaks- Take regular breaks in the shade or in air conditioned buildings or vehicles.

Personal Protective Equipment- Light summer clothing should be worn to allow free air movement and sweat evaporation, hats should be worn to provide shade, and light colours should also be worn. It is also important to consider wearing sunscreen with an SPF of 30 or higher.

Monitoring- Watch your fellow workers and know how to recognize signs of **heat illness**.

Heat Illness – Signs and Treatment

Sunburn: redness, pain, swelling of skin, blisters, fever and headaches.

Treatment: leave water blisters intact to speed healing and avoid infection. If breaking of blister occurs, apply dry sterile dressing. Serious cases should be seen by a physician.

Heat Cramps: heavy sweating can cause painful muscle spasms usually in the legs but possible in the abdomen.

Treatment: get person out of sun, move person to a cooler environment, lay person down and loosen clothing, apply cool wet cloths, give sips of water. If nausea occurs, discontinue sips of water; if vomiting continues, seek immediate medical attention.

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Heatstroke: severe medical emergency, high body temperature (41 degrees Celsius or higher), hot, dry skin, rapid and strong pulse, possible unconsciousness.

Treatment: CALL 911, if unable to get person to medical help immediately, do the following:

- *Move person to a cooler environment.*
- *Remove outer clothing.*
- *Reduce body temperature using lukewarm (not cold) water to bathe/sponge the person.*
- *Do not give fluids.*

Hygiene

The *Occupational Health and Safety Act* requires a reasonable supply of potable drinking water be kept accessible at a project for the use of workers, with a sanitary means of drinking. Water will be made available on site for each crew. It may or may not be bottled, so should it be preferred it will be self supplied.

Washroom facilities will be provided or arranged for workers before work has started at a project, and workers will have reasonable access to these facilities.

Lockout and Tagging Procedures

Lock out and tagging ensures that hazardous energy sources are under the control of each worker. Serious or fatal accidents can occur when people assume that machinery is turned off or made harmless – but it isn't.

Lockout is a procedure that prevents the release of hazardous energy. It often involves workers using a padlock to keep a switch in the “off” position, or to isolate the energy of moving parts. This prevents electric shock, falling counterweights, and other actions that can endanger lives. Lockout is a physical way to ensure that the energy source is de-energized, de-activated, or otherwise inoperable.

Tagging tells others that the device is locked out, who has locked it out, and why. Tagged devices on systems must not be re-energized without the authority of those named on the tag.

Forms of Energy

- **Electrical** – electrical panels, generators, lighting systems etc.
- **Mechanical** – (the energy of moving parts) – flywheels, blades, fans, conveyor belts, etc)
- **Potential** – (stored energy that can be released during work) - suspended loads, compressed air, electrical capacitors, accumulated bulk goods, coiled springs, chemical reactions, changing states (solid-liquid-gas), etc.
- **Hydraulic** – presses, rams, cylinders, cranes, forklifts, etc.
- **Pneumatic** – lines, compression tanks, tools, etc.
- **Thermal** – steam, hot water, fire, etc.
- **Chemical** – flammable materials, corrosive substances, vapours, etc.

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Procedures

- a) Locate work area and identify equipment, machinery, or other system components to be worked on.
- b) Identify all energy sources.
- c) Identify the parts to be locked out or isolated.
- d) Determine lockout methods.
- e) Notify all personnel affected.
- f) Shut down equipment and machinery.
- g) Install lockout devices.
- h) Attach tag to lockout device and record particulars.
- i) Verify Zero-energy state.
- j) Perform the task.
- k) Communicate that work is complete and that all personnel are clear.
- l) Restore power.
- m) Return control to operating personnel.
- n) Record date/time lockout removed and system restored.

ENERGY FORM	ENERGY SOURCE	GENERAL LOCKOUT GUIDELINES
Electricity	Power transmission lines; machine power cords; motors; solenoids; capacitors (stored electrical energy)	Turn off power at machine first (i.e. at point of operation switch) and then at the main disconnect switch (or remove fuses from box and then lock and tag box.) Fully discharge all capacitive systems, (i.e. cycle machine to drain power from capacitors) according to manufacturer’s instructions.
Fluid Pressure	Hydraulic systems (i.e. hydraulic rams, presses, cylinders and hammers)	Shut off, lock (With chains, built in lockout devices or lockout attachments) and tag valves; bleed off and blank lines as necessary
Air Pressure	Pneumatic systems (i.e. lines, pressure reservoirs, accumulators, air surge tanks, rams, cylinders.	Shift off, lock (With chains, built in lockout devices or lockout attachments) and tag valves; bleed of excess air; if pressure cannot be relieved, block any possible movement of machinery.
Kinetic Energy (Energy of a moving object. Moving object may be powered by coasting.)	Blades, flywheels, materials in supply lines of bins and silos.	Stop and block machine parts (i.e. stop flywheel and make sure it doesn’t recycle. Review entire range of motion, and make sure that all motions are stopped. Block material from moving into area of

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		work, blank as required.
Potential Energy (Stored energy that an object has the potential to release due to it's position.)	Springs (in air brake cylinders) actuator; counterweights; top or movable part of a press or lifting device.	If possible, lower all suspended parts and loads to its lowest (rest) position, block parts that might be moved by gravity; release or block spring energy.
Pressurized gas and liquids (Including steam and chemicals)	Supply lines; storage tanks and vessels	Shut off, lock (With chains, built in lockout devices or lockout attachments) and tag valves; bleed off excess liquids or gas; blank lines as necessary.

Personal Protective Equipment

PPE	Acceptable	Who must wear	When must it be worn	Who supplies	Replacement process
Hard hat	CSA, class B or E	All workers	Mandatory on all projects/ pits and quarries	Company	Seasonally/ As required
Safety footwear	CSA Green patch	All workers	At all times except in office and designated safe walkways in shop	Worker	As required by supervisor
Safety eyewear	CSA/ clear or sunglasses	Workers on road and in shop	*All times outside safe walkways in shop *when using hand or air tools *when loading and unloading distributors	Company	As required (constant supply)
Chemical gloves	Nitrile or natural rubber impervious gloves	Workers in lab/ shop/ on road	Handling emulsions, propane, solvents/ any other hazardous liquid	Company	As required (constant supply)
Hearing protection	Class A	Workers on road and in shop	*When using air tools, power tools, and any road work that exceeds 85Db.	Company	As required (constant supply)

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Retro-reflective vest	According to regs (see below)	All workers on road	While on the road/ pits/ quarries	Company	As required
Retro-reflective wrist and ankle straps	According to regs (see below)	Flagging personnel	Night work	Company	As required
Insulated Gloves	Heat resistant	Lab workers/ drivers	When handling hot Asphalt Cement	Company	As required
Welding Shield, Apron and Gloves	CSA	Shop workers/ repair personnel	When welding	Company	As required
Respiratory protection	CSA	Shop personnel	When painting/ spraying chemicals	Company	As required
Dust mask	CSA	Road workers	When loading Portland Cement	Company	As required

The majority of work at Duncor Enterprises Inc. involves working with heavy equipment and vehicular traffic. Both, if disrespected for just a split second, could have tragic outcomes. It is because of this we utilize all measures possible to ensure the safety of our workers. Personal Protective Equipment (PPE) is one line of defence to help protect us from these amongst other safety hazards. Traffic Control Persons (TCP's) and any other worker who may be endangered by vehicular traffic must wear;

Safety Vest - A garment with reflective materials which meets the requirements of OHS A Reg. 213/91, Section 69.1.

69.1 (1) A worker who may be endangered by vehicular traffic shall wear a garment that covers at least his or her upper body and has the following features:

1. The garment shall be fluorescent blaze or international orange in colour.
2. On the front and the back, there shall be two yellow stripes that are 5 centimetres wide. The yellow area shall total at least 500 square centimetres on the front and at least 570 square centimetres on the back.
3. On the front, the stripes shall be arranged vertically and centred and shall be approximately 225 millimetres apart, measured from the centre of each stripe. On the back, they shall be arranged in a diagonal "X" pattern.
4. The stripes shall be retro-reflective and fluorescent. O. Reg. 145/00, s. 23.
 - (2) If the garment is a vest, it shall have adjustable fit. O. Reg. 145/00, s. 23.
 - (3) On and after January 1, 2001, a nylon vest to which this section applies shall also have a side and front tear-away feature. O. Reg. 145/00, s. 23.
 - (4) In addition, a worker who may be endangered by vehicular traffic during night-time hours shall wear retro-reflective silver stripes encircling each arm and leg, or equivalent side

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visibility-enhancing stripes with a minimum area of 50 square centimetres per side. O. Reg. 145/00, s. 23.

Hard Hat- CSA Certified, Class B or Class E. Orange Hard Hats will be issued to workers and drivers, White to management. Reflective tape is required for night work.

Safety Boots- CSA Certified. This is easily identified by a Green Triangular Patch.

Eye Protection- Safety glasses will be issued and will be used with discretion to protect from such things as fine projectiles, dusty/ windy conditions, or sunshine. Workers or visitors outside the grey paint in the shop area **MUST** wear certified eye protection.

Hearing Protection- Exposures to noise greater than 85 dB for extended periods of time can be damaging to the human ear. To put things into perspective, the voice volume of an average conversation is approximately 60dB.

Hearing protection will be supplied, and will be used with discretion, as noise in our work environment changes numerous times at any given time or day.

Hand Protection- Gloves will be issued as required to protect hands from such things as heat, cold, or sharp objects.

Personal Protection Equipment supplied by Duncor must be cared for and maintained by each individual employee, and will be replaced on a “wear and tear” basis only. It will be the responsibility of the employee to replace misused or misplaced equipment.

It is mandatory that Hard Hats, Safety Boots, and Reflective Garments be worn on all Duncor Projects.

Other Agencies (pits, quarries, liquid terminals, etc.) have strict policies as well and must be followed. Failure to do so will result in disciplinary action such as a monetary fine from the Ministry of Labour, expulsion from an agency in question, and suspension or termination internally.

Preventative Maintenance

Do not perform any work on units unless qualified and/or authorized.

Trucks

Daily inspections are required by law. Check all fluids and inspect for physical damage. The driver is to complete a Daily Vehicle Inspection Report and record any deficiencies, as well as notify his supervisor and/or the Shop Manager so it may be rectified immediately. These reports must be **complete and accurate** and filed daily, or by the end of each week if working away, in the file for that unit in *chronological order*.

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All Heavy trucks and trailers owned and operated by Duncor Enterprises will be inspected, serviced and maintained in accordance with performance standards set out in the Highway Traffic Act Regulations 199/07, 587 and 611.

Trucks will be inspected and maintained every 10,000 km, 300 hrs, or monthly, (whichever comes first), and trailers will be inspected and maintained every three months, according to Duncor Enterprise's *Performance and Maintenance Schedule*. This shall consist of alternating an "A" (Dry) Service and a "B" (Wet)Service. Service Schedule Sheets will be completed in full and filed in chronological order in the same file as the Daily Vehicle Inspection Sheets for future reference.

It is the Drivers responsibility to notify his supervisor and/or the Shop Manager of a required service so their vehicle can be attended to as soon as possible. It is also their responsibility to keep their trucks clean inside and out, on a daily basis.

Equipment- Daily Maintenance

Operators are to report problems or deficiencies with equipment;

- a) (Local work)- On problem board complete with date and unit number.
- b) (On the road)- To a supervisor.

250Hr Maintenance

Every 250hrs, equipment requires service. This will include a more thorough fluid level inspection, an oil change, lube/hydraulic/fuel/air filter replacement, and grease job. Any other small maintenance tasks will be completed at this time.

The equipments hours and maintenance completed will be recorded and filed for future reference.

Smoking

New Provincial Regulations prohibit smoking in any enclosed workplace.

"Enclosed Workplace" is defined as the inside of **any place, building or structure or vehicle** or conveyance or a part of any of them,

(i) that is covered by a roof,

(ii) that employees work in or frequent during the course of their employment whether or not they are acting in the course of their employment at the time.

It also legislates that the Employer ensures compliance with this section. It is for this reason that Smoking of cigarettes, cigars, pipes or any other lighted equipment are prohibited in any building or vehicle of Duncor Enterprises.

Non-compliance may not only result in disciplinary action internally but also a fine under the *Provincial Offences Act*.

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Training

The company shall provide the **Health and Safety Program** orientation to all employees at time of hire and again during annual refreshers.

Upon completion of orientation, all new employees will be required to complete and sign an acknowledgement form to confirm that they have understand the Duncor Health and Safety Program and fully understood the company's health and safety policies and procedures.

Whenever a health and safety policy or procedure is changed significantly, those affected will be retrained on the new policy or procedures.

All new policy communication or training will be documented, including date and time, topics covered, attendance, and comments or concerns brought forward.

Also included in the training will be, but not limited to the following components;

- Introduction to immediate supervisors, and fellow employees,
- Explanation of projects and of employee duties,
- Be provided a copy of the Health & Safety Program,
- Supply and explain required personal protective equipment,
- Location of first aid, fire extinguishers, telephones, and emergency numbers,
- Emergency procedure details,
- Location and details of specific project hazards,
- Instructions on tool handling and storage area, and
- Name of employee Health and Safety Representative

Job-Specific Training

New employees (or existing employees transferred to a new job) will be trained on the standard operating procedures (SOPs) for that job. Both practical and verbal training on equipment will be provided as required to the new employees. Retraining will also be provided on an ongoing basis and as required. Copies of all SOPs will be available in the health and safety program manual for all employees to review as needed.

SOPs will be reviewed and revised as required, but at least once every year, and with worker input. Each employee must receive practical training, verbal training, and have read the operator's manual for each respective piece of equipment.

Upon completion of training, the "Employee Training Agreement" will be filled out and signed by both the employee and management under the respective piece of equipment or task

New Worker Orientation

Management at Duncor Enterprises Inc. will provide orientation to all new employees immediately after signing on. Items to be included, but not limited to are:

- Head office location of first aid station, fire extinguishers, telephones and emergency numbers;
- Location of parking, lunch area, restricted areas and washroom facilities;
- Telephone numbers and absentee procedures; and
- **Health and Safety Program Manual** training.

Ultraviolet Radiation

The majority of work at Duncor Enterprises is done in the outdoors, therefore making all employees susceptible to ultraviolet radiation (UV).

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UV radiation is invisible to the eye but is beaming down on us from the sun every day. Due to constant depletion of the ozone layer we are exposed more and more everyday to these harmful rays. Overexposure to UV radiation can lead to a painful reddening of the skin commonly known as sunburn. Long term exposure to UV radiation has been known to be related to a number of health effects such as:

Skin Cancer- Multiple blistering sunburns are believed to be the trigger for a dangerous form of skin cancer called melanoma. People with fair skin, blond or red hair, or freckles are most susceptible.

Skin aging- Some UV radiation penetrates more deeply to damage underlying structures of the skin and accelerate skin aging. Every exposure to UV rays is stored in our skin, so unlike tans, which fade in the winter, the damage done by UV exposure is cumulative.

Eye Damage- Studies show that people who do not protect their eyes from the sun are three times more likely to get cataracts.

UV Index

The UV index is a way to measure the intensity of ultraviolet radiation under sunny and light cloud cover conditions. Rainy, overcast days will result in a low rating whereas a hot, hazy day will result in a very high rating. White surfaces such as sand, concrete and snow reflect upward, also causing extreme exposure.

UV CATEGORIES	UV INDEX RANGE	AVERAGE TIME TO SUNBURN
Extreme	9.0 or higher	Less than 15 minutes
High	7.0 to 8.9	Approximately 20 minutes
Moderate	4.0 to 6.9	Approximately 30 minutes
Low	Less than 4.0	More than 1 hour

Protection

To best protect ourselves from ultraviolet radiation, the following measures should be taken;

- Cover up exposed skin
- Wear your hardhat
- Wear sunglasses
- Apply sunscreen with a SPF of 30 or greater* 15 to 30 minutes before exposure, and reapply every 2 to 4 hours
- Minimize direct sun exposure during late morning and early afternoon when the sun’s rays are most intense

*Sunscreens are labelled according to their sun protection factor (SPF). The number represents how many times longer you can stay in the sun than if you were wearing no sunscreen and still get the same tan or burn.

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Vacations

Duncor Enterprises Inc. understands the importance of personal time off for its employees. Employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits. As such, the purpose of this policy is to explain the standards, guidelines, and procedures for paid vacation time for all staff members.

Policy

All regular full-time employees are expected to use their allotted vacation time in full every year. Due to the nature of the business, vacations should be taken during the non-peak work season, normally between November to April unless otherwise authorized.

- If a statutory holiday or a company recognized holiday occurs during an employee's vacation period, the employee will use one day less of vacation pay entitlement.
- Seasonal employees shall receive vacation pay at the rate of four (4) percent of their earnings for the pay period. Entitlement increases will be reviewed in the fifth year of service and increased at the discretion of Duncor Enterprises Inc. Seasonal workers will be paid out their vacation pay on a weekly basis.

Violence and Harassment

Duncor Enterprises Inc. has adopted a zero-tolerance policy towards violence and harassment.

At Duncor Enterprises Inc., we are committed to providing a workplace free from violence and harassment in which everyone can expect to be treated with dignity and respect. Workplace violence and harassment will not be tolerated for any reason- they are serious matters which will give rise to disciplinary action, up to and including termination of employment.

This includes violence and harassment both at and away from the actual work site, as long as there is some connection with the work relationship.

All incidents of workplace harassment or violence must be reported to your immediate supervisor. If your supervisor is involved in the incident or otherwise inappropriate to report to, you may report to:

- Another supervisor
- The President
- Human Resources/ Payroll

In cases of harassment, clearly inform the harasser that his or her behaviour is unacceptable and that it must stop immediately. In cases of violence or in other cases where the complainant is not comfortable informing the respondent personally, this may be done by a supervisor to whom the incident is reported.

All complaints or reports of inappropriate behaviour that could be considered harassment or violence will be fully investigated.

We will not discriminate or retaliate against an employee because he or she has been or is perceived to be a victim of workplace violence.

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Under the Occupational Health and Safety Act, we have an obligation to warn employees of the identity and personal details of an individual with a history of violent behaviour where there is a risk of workplace violence being perpetrated by that person. Such information will only be provided where the employees concerned could reasonably be expected to encounter that person at work, and where the risk of workplace violence is likely to expose those employees to injury.

Confidentiality will be maintained wherever possible. Information which relates to potentially violent individuals will be shared with employees only on a need to know basis. Employees are therefore expected to maintain confidentiality where they are in receipt of this type of sensitive personal information.

While there is a fine line between “strong management” and bullying, most reasonable and objective bystanders know bullying when they see it. Bullying can have many negative effects on the individual concerned, including stress, feelings of helplessness, fear, low productivity, physical illness and anxiety. Therefore, Duncor Enterprises Inc. does not tolerate workplace bullying in any form. Supervisors, employees and contractors who engage in such conduct will be subject to disciplinary action, up to and including termination of employment.

Workplace bullying (otherwise known as “psychological harassment”) includes, but is not limited to, the following types of conduct:

- Character assassination; spreading rumours, gossip and innuendo, especially that which is malicious, hurtful and untrue.
- Social isolation; ostracizing or ignoring an individual.
- Violence, intimidation or threats of violence.
- Deliberately undermining someone or stopping that person from completing his or her work.
- Belittling an employee’s work or achievements or constantly taking credit for that person’s accomplishments; removing responsibilities and accountabilities without reason.
- Constantly changing work requirements and/or standards.
- Assigning unreasonable duties or workload to an employee; assigning demeaning and/or insulting work; establishing impossible deadlines designed to set up an employee for failure.
- Withholding necessary information or deliberately giving false information.
- Spying on someone, stalking the person, sabotaging or tampering with his or her equipment or belongings, or otherwise invading that person’s privacy.
- Regularly shouting or using profanity, especially when directed towards the individual concerned.
- Constantly or persistently criticizing an individual; regularly criticizing someone in public.
- Unwarranted, unjust or unreasonable punishment; constantly threatening someone with being fired where termination is not warranted.
- Falsely accusing an employee of misconduct, criminal activities or harassment.

Unless an individual has been unfairly singled out for especially harsh treatment, workplace bullying generally **does not** include situations such as the following:

- Holding people accountable for their performance through the provision of routine coaching and feedback, fair and objective performance appraisals, performance improvement/corrective action plans, or through appropriate and justifiable disciplinary action.

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- Providing fair and reasonable constructive feedback or evaluation of the work completed by a colleague or a direct report.
- A manager assigning additional work of a reasonable scope and quantity to his or her direct reports, or requesting an employee to work reasonable overtime hours when required.
- Minor differences of opinion and/or the occasional workplace conflict which does not get out of hand.
- Occasionally showing slight frustration or annoyance, where such behaviour is justified and displayed in a respectful manner with no threat of violence, intimidation or other reprisals.

We all have a role to play in preventing workplace violence and harassment and in dealing with such allegations when they do occur. The roles and responsibilities of the relevant stakeholders are detailed below.

Supervisors:

- To maintain a workplace free from violence and harassment.
- To take allegations of violence or harassment seriously and follow-up appropriately.
- To maintain confidentiality wherever possible.
- To be familiar with the requirements of the Violence and Harassment in the Workplace Policy.
- To be aware of the signs of workplace violence and harassment and be prepared to intervene when appropriate.
- To refer victims or perpetrators of violence or harassment to appropriate resources where applicable.
- To set a good example and maintain a high standard of conduct in all dealings with others.

Workers:

- To treat everyone in the workplace with dignity and in a manner that is respectful and free of violence, threats, intimidation and harassment.
- To make changes to their own behaviour where they become aware that there is potential for such behaviour to harm, intimidate, threaten or cause offence to others.
- To refuse to accept violent or harassing behaviour from others, regardless of whether that behaviour is perpetrated by one’s manager or co-workers, or by a customer/client, supplier or member of the public.
- To intervene and/or report instances of inappropriate behaviour on the part of others which could amount to workplace violence or harassment.
- To be supportive of others who are victims of workplace violence or harassment.
- To cooperate fully with any and all workplace violence and harassment investigations.

Complainants/Victims of Violence or Harassment:

- In cases of harassment, to clearly inform the harasser that his or her behaviour is unacceptable and that it must stop immediately. In cases of violence or in other cases where the complainant is not comfortable informing the respondent personally, this may be done by a supervisor to whom the incident is reported.
- To preserve evidence and document dates, times and the names of any witnesses, as well as any attempts to resolve the situation.
- To cooperate fully with any and all workplace violence or harassment investigations.

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Respondents/Employees Accused of Violence or Harassment:

- To cooperate fully with any and all workplace violence or harassment investigations.
- To preserve evidence related to instances of alleged violence or harassment, documenting dates, times and the names of any witnesses - especially that which would help prove that any alleged incidents did not occur, or that such events did not constitute violence or harassment.

Investigators:

- To carry out fair and impartial investigations into allegations of workplace violence and harassment.

Health and Safety Representative:

- To be informed where incidents of workplace violence occur which result in personal injury. Wherever possible, the identities of the individuals concerned will be protected.
- To participate in an investigation where there is a work refusal as a result of workplace violence.
- To obtain the results of workplace violence risk assessments.
- To provide recommendations in relation to policies, procedures and programs with regard to the prevention of workplace violence and harassment.
- To respond to employee concerns related to workplace harassment or bullying.

Summoning help:

In cases of violence or impending violence, employees can summon help by calling 911 on their cellular phones. If 911 service is not available, an alternate emergency number will be made available as part of the pre-job planning. See also the section on ‘Working Alone’ for additional information on summoning help.

How to report an incident:

All incidents involving workplace violence must be reported to the employee’s supervisor, even if the complainant believes that the problem has been resolved satisfactorily.

If the employee does not wish to file a formal complaint of violence or harassment, the problem may be resolved informally through mediation or discussion with a supervisor or manager. Many disputes involving workplace harassment in particular can be successfully resolved through informal discussion and dialogue or some form of mediation.

If allegations of violence or harassment are serious, if efforts to resolve a dispute informally prove to be unsuccessful, or if the employee wishes to do so from the outset, a formal complaint can be filed.

Formal complaints include:

- Filing a written complaint for internal investigation under this Policy (normally by filling out and submitting a Workplace Violence and Harassment Incident Reporting Form).
- Filing an application before the Human Rights Tribunal of Ontario, where complaints relate to one or more prohibited grounds of discrimination under the Ontario Human Rights Code.

Investigations:

All complaints of harassment shall be dealt with by Duncor Enterprises Inc. quickly, fairly and confidentially. Any third party who is advised of a complaint of harassment shall promptly inform

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Head Office, who will conduct an investigation into the alleged harassment. As part of this investigation, the complainant and the alleged harasser shall be interviewed. All information concerning the incident will be documented fully and accurately and will be kept strictly confidential. The information will be maintained in a file separate from general personnel files.

The purpose of an investigation is to gather evidence and interview both parties to the dispute as well as any witnesses. All relevant information will be gathered, including dates, times and the details of any alleged incidents.

It is our intention to conclude investigations as soon as possible, and to give anyone accused of workplace violence or harassment an opportunity to provide a defence to the allegations and to present his or her side of the story. Both complainants and respondents have the right to seek independent legal advice and/or representation with respect to any investigation, and will be notified in writing of the outcome of the investigation.

If a complaint of harassment is substantiated, Head Office will determine the appropriate action necessary in conjunction with the appropriate supervisor.

If a complaint of harassment on the basis of a protected characteristic is not dealt with to the satisfaction of the complainant, he/she may take it to the Canadian Human Rights Commission.

WHMIS

The Workplace Hazardous Materials Information System (WHMIS) provides information about many hazardous materials used in the workplace. WHMIS calls these hazardous materials **controlled products**. Under WHMIS, workers have the right to receive information about each controlled product they use---its identity, hazards, and safety precautions.

INVENTORY

1. An inventory of hazardous materials at each workplace will be completed and updated yearly or as new hazardous materials are brought in.
2. The inventory of hazardous materials will;

List all hazardous materials and provide:

- a) Chemical names,
- b) Common name,
- c) Manufacturers name and address, and
- d) MSDS number

3. A supervisor will be responsible for maintaining the hazardous materials list.

SUPPLIER LABELS

Supplier labels must be present in a prominent position on all containers of hazardous material over 100 ml.

The following information can be found on a full information supplier label:

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Product Identifier: Name of the product (common name, chemical name, generic name, trade name, brand name, code name, or code number). Note: the same product name must appear on the MSDS for the product.

Hazard Symbol: One or more of the eight hazard symbols which apply to the product. The symbols must be exact reproductions of the prescribed WHMIS symbols, except for size and colour.

Risk Phrases: Descriptions of the effects which may result from exposure.

Precautionary Measures: Specific information about what precautions to take to avoid risks associated with the product. Such as what Personal Protective Equipment to wear.

First Aid Measures: Description of how to treat a person who has been overexposed to the product.

MSDS Statement: Statement that an MSDS is available for the product.

Supplier Identifier: Name and address of the supplier.

WORKPLACE LABELS

Work place labels are required when:

1. The controlled product is produced at the workplace.
2. The controlled product is transferred from an original supplier container into a workplace container.
3. A supplier label has become illegible or accidentally removed.
4. A controlled product arrives in bulk without a supplier label.
5. Work place labels must contain the following information:
 - a) Product identifier: The name of the product
 - b) Safe handling Instructions
 - c) MSDS statement

MATERIAL SAFETY DATA SHEETS (MSDS)

1. Material safety data sheets are required for every product on the hazardous materials list.
2. Must be less than three years old.
3. MSDS sheets must be available to all employees.
4. MSDS sheets must contain the following information:
 - a) **Product Identification and use:** Identification of the product by generic name, trade name, brand name, common name, chemical name, code name, or code number. Also a description of product use.
 - b) **Hazardous Ingredients:** Names, concentrations, and other details of known hazardous ingredients, and of other ingredients which the employer or supplier suspects may be hazardous or whose dangers to the body are unknown.

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- c) **Physical Data:** Physical properties of the material, such as physical state (gas, solid, or liquid), odour, and appearance.
- d) **Fire or Explosion Hazard:** Information such as flashpoint of the material, and upper and lower flammable limits.
- e) **Reactivity Data:** Details of stability and reaction to conditions such as light, heat, moisture, and vibration.
- f) **Toxicological Properties:** Adverse health effects from exposure.
- g) **Preventative Measures:** Instructions for safe use, handling and storage.
- h) **First Aid Measures:** Instructions for initial treatment of anyone overexposed to the material.

TRAINING



Training will be provided to the employees to ensure that:

- a) They understand the content and purpose of WHMIS labelling and MSDS sheets.
- b) They are able to safely handle controlled substances.
- c) They are able to respond appropriately in the event of an emergency.

WHMIS Hazard Symbols

There are eight WHMIS hazard symbols.

Employees will be trained to recognize these symbols and to know what they mean.

	<p style="text-align: center;">CLASS A: COMPRESSED GAS</p> <p style="text-align: center;">This class includes compressed gases, dissolved gases, and gases liquefied by compression or refrigeration.</p>
	<p style="text-align: center;">CLASS B: FLAMMABLE AND COMBUSTIBLE MATERIAL</p> <p style="text-align: center;">This class includes solids, liquids, and gases capable of catching fire in the presence of a spark or open flame under normal working conditions.</p>

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	<p style="text-align: center;">CLASS C: OXIDIZING MATERIAL</p> <p>These materials increase the risk of fire if they come in contact with flammable or combustible materials.</p>
	<p style="text-align: center;">CLASS D: POISONOUS AND INFECTIOUS MATERIAL Division 1: Materials Causing Immediate and Serious Toxic Effects</p> <p>These materials can cause death or immediate injury when a person is exposed to small amounts. Examples: sodium cyanide, hydrogen sulphide</p>
	<p style="text-align: center;">CLASS D: POISONOUS AND INFECTIOUS MATERIAL Division 2: Materials Causing Other Toxic EFFECTS</p> <p>These materials can cause life-threatening and serious long-term health problems as well as less severe but immediate reactions in a person who is repeatedly exposed to small amounts.</p>
	<p style="text-align: center;">CLASS D: POISONOUS AND INFECTIOUS MATERIAL Division 3: Biohazardous Infectious MATERIAL</p> <p>These materials contain an organism that has been shown to cause disease or to be a probable cause of disease in persons or animals.</p>
	<p style="text-align: center;">CLASS E: CORROSIVE MATERIAL</p> <p>This class includes caustic and acid materials that can destroy the skin or eat through metals. Examples: sodium hydroxide, hydrochloric acid, nitric acid</p>

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CLASS F: DANGEROUSLY REACTIVE MATERIAL

These products may self-react dangerously (for example, they may explode) upon standing or when exposed to physical shock or to increased pressure or temperature, or they emit toxic gases when exposed to water.

Working Alone

1. Working alone means a worker who is working far enough from others that he/she, or the equipment he/she is operating, cannot be heard or seen by others (using their ears alone and not radios).
2. The worker working alone will have some means of electronic communication on-site (radio or cell phone).
3. The worker working alone will inform the supervisor of his/her travel plan. This includes when and where he/she is working, what he/she will be doing, and who is monitoring his/her return after completion of the work. If a planned return time changes during the shift, the worker must inform the person monitoring the worker's safe return.
4. The supervisor has the right to limit the work being done, how it is to be done, when it is to be done and any other conditions if necessary to ensure the worker's safety. The supervisor should try to communicate daily with the worker working alone to confirm that all is well, and/or to provide additional instruction if needed.
5. Should a worker working alone not return at the designated time, the person monitoring his/her return must notify the supervisor immediately. The supervisor will try to communicate with the worker first, then if unsuccessful, must travel to the worker's last known location. At his/her discretion, the supervisor may also call emergency services.
6. The worker working alone cannot attempt difficult tasks or assignments, and must follow any safety precautions given to worker by the supervisor. The worker must be properly trained for the work to be done.
7. The machinery and equipment used by the worker working alone must be in good condition and all safety equipment must be in place and in a state of readiness.

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4. Emergency Response

Injury Response Procedures

1. All employees are required to notify the supervisor of any work-related injury or illness no matter how minor in nature.
2. When anyone is injured in the workplace the following steps will be taken:
 - a. First person on the scene will call for help and check that the area is safe.
 - b. First aid will be administered.
 - c. If necessary an ambulance will be called or the injured person will be driven to the hospital by a supervisor or available employee.
 - d. The scene will be made secure for the investigators if required.
 - e. The supervisor will call family members and the Ministry of Labour as required.
3. In the event of a critical or fatal injury, the Ministry of Labour will be notified by the supervisor immediately after the scene is secured. The scene will also not be disturbed until the Ministry of Labour inspector gives permission to do so. A written report including the required items in Section 8 of the Construction Regulation 213/91 will also be sent to the Ministry of Labour within 48 hours.

Critical Injury Defined

Ontario Regulation 213/91 of the *Occupational Health and Safety Act* defines a critical injury as follows:

For the purposes of the Act and the Regulations, critically injured means an injury of a serious nature that,

- places life in jeopardy;
- produces unconsciousness;
- results in substantial loss of blood;
- involves the fracture of a leg or arm but not a finger or toe;
- involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- consists of burns to a major part of the body; or
- causes the loss of sight in an eye.

Emergency Resources

Depending on the nature of the emergency, the appropriate emergency service will be contacted:

Ambulance	911
Fire	
Police	
Hospital	Area Specific
Ontario Hydro	1-800-434-1235
Union Gas	1-877-969-0999
MOEE Spills	1-800-268-6060
HEAD OFFICE	705-730-1999

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Once the emergency is under control contact your supervisor immediately. It is the supervisor's responsibility to contact the appropriate company officials.

In the absence of your supervisor, contact Head Office at the number above.

Verification of the 911 systems in project areas will be done by the supervisors at the start of every project.

If no service is provided in remote areas, the local emergency services will be obtained by the supervisor and communicated to the staff.

- Fire extinguishers and first aid kits will be on each piece of equipment or truck and will be well maintained.
- Fire extinguishers and first aid facilities at the shop will be well maintained and clearly marked.

Chemical spill response procedures

- All employees must immediately stop any fuel/oil/chemical leak to minimize the size of the spill, and then report it to the supervisor.
- Every attempt must be made to contain the spread of the spill using the spill kit and any equipment available. On-site workers must know the location of the spill kit.
- The supervisor must report spills to the Ministry of Environment Spills Action Centre (1-800-268-6060). When in doubt, report it.

Communications

- Communication of the emergency to others should be verbally if the area is small enough, or by two-way radio or cellular phone.
- Once the emergency is under control the appropriate ministry officials and other agencies will be notified.

Medical/First Aid Requirements

Trained personnel

Duncor Enterprises is committed to provide first aid by trained and knowledgeable workers.

- Training will be provided by an "accredited" training provider and in accordance to the Regulation 1101 guidelines.
- The trained personnel will be posted on the health and safety board.
- Re-certification will be arranged as necessary.
- At least one trained member will be available on each crew while working away from the head office while on mobile work projects.

Equipment

A first aid station will be provided in the workplace, which will be accessible at all times.

All service vehicles will be provided with appropriate first aid kits, and will be in a reasonable distance and available at all times to employees who are operating heavy construction and maintenance equipment in accordance to Regulation 1101.

As per the first aid requirements regulation (Regulation 1101) each first aid kit will contain a current edition of the St. John Ambulance First Aid Manual. The first aid provider can use this as a reference for specific protocols.

The first aid kit will contain the minimum first aid items required and shall be maintained in good condition.

First aid kits and their contents will be inspected quarterly and the inspection documented in the first aid box by the person performing the inspection.

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Asphalt Burns

Asphalt Emulsion is applied on the road at approximately 60- 80 degrees Celsius. Asphalt Cement is stored and hauled much hotter. Contact with skin at these temperatures will cause severe burns. Should someone have the misfortune of suffering a serious burn;

- Depending on the severity of the burn, call 911.
- Do not remove the persons clothing, and don't apply antiseptics, salves, or lotions.
- Bathe the wounded area with cold water for at least ten minutes.
- If person's eyes are burned, flush with cool water for at least five minutes.
- Do not try to remove solidified asphalt from the skin.
- Do seek medical attention for extensive burns as they are exceptionally vulnerable to infection.

Accident and Incident Reporting

It is required by law for all employees of DUNCOR to report all accidents and injuries, regardless of severity, to their supervisor immediately.

As per the Emergency Response Plan - After being notified, the Supervisor will address the injured workers immediate first-aid requirements, supplying transportation to the nearest medical facility if required, or in the case of a more severe injury, calling an ambulance.

Accident/Incident Reporting

Any accident or incident, regardless of severity, must be recorded in full detail, on a *Duncor Enterprises Inc. Accident/Incident Report* by the **supervisor, employee and any witnesses.**

If the accident or incident involved personal injury and the employee required medical attention, but was not critically or fatally injured, the employer must report the incident, in writing via Form 7 to the Ministry of Labour.

Should the unfortunate happen and a person is killed or critically injured from any cause at our workplace, the Ministry of Labour must be notified immediately and the employer will, within forty-eight hours, send a written report of the circumstances.

Accident/Incident Analysis and Investigation

Analysis and Investigations will be initiated within 24 hours of the incident following the incident investigation procedures.

Its purpose will be to determine the cause of the accident/incident and to prevent re-occurrence by correcting unsafe acts, procedures and/or equipment.

Should neglect be determined then the employee may be subject to disciplinary action.

Insurance Information Cards

Insurance Information Cards are kept with the Ownership and Insurance Slips in all company vehicles, and are to be used as a reference in case of accident.

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SAMPLE COPY

In an accident ?

1. Do not admit fault.
2. Get information on other party.
3. If you are unable to obtain witness's name & address record their licence plate number.
4. Tow vehicle to a collision reporting centre if not driveable.
5. Call our office and collision reporting centre to report.

Call Police for instructions.

If no one is injured and total damages appears to be under \$1,000, the police may instruct you to report to a Collision Reporting Centre.



OTHER DRIVER INFORMATION

OWNER			
ADDRESS			
REG. #		BUS. #	
INSUR. #		POLICY #	
DRIVER		DR. LICENSE #	
VEHICLE	YEAR	MAKE	LICENSE PLATE #
WITNESS		PHONE #	
OTHER INFORMATION			

1. A full incident investigation will be conducted on serious accidents and/or injuries including critical, fatal or lost-time injuries. Job-related occupational illnesses will also be fully investigated.
2. In the case of critical or fatal injuries the Ministry of Labour must be notified immediately, and the scene must not be disturbed until the Ministry of Labour inspector releases it.
3. The supervisor will conduct a full investigation by filling out all sections of the Injury/Incident Investigation form. He/she will also be trained on how to conduct a proper investigation using the following investigative steps:
 1. Survey the scene for perishable evidence and take measurements, pictures, sketches.
 2. Interview witnesses including any injured persons.
 3. Examine company records for additional information.
 4. Fill out the Injury/Incident Investigation form, sign it, and then implement recommendations.
4. In the event of a critical or fatal injury, the completed first page of the Injury/Incident Investigation report will be submitted to the Ministry of Labour within 48 hours of the injury.
5. Minor injuries (first aid or medical aid), or near misses/incidents with high injury severity potential, will also have the details recorded on an Injury/Incident Investigation form.
6. Other incidents involving major losses (but not injuries), or have the potential for major losses, will also be investigated at the supervisor's discretion – including fires, chemical spills or property damage.

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Early, Safe Return to Work

To provide a fair and consistent policy for rehabilitating employees who have been injured on the job, Duncor Enterprises Inc. recognizes the benefits of a formal rehabilitation program.

When an injury prohibits an employee from performing their regular job function, efforts will be made to work closely with the employee, the attending physician, and Workplace Safety and Insurance Board (WSIB) physicians to modify the workers regular job or develop a job which will allow the employee to return safely to work, and then to their pre-injury job in accordance with the WSIB Legislative requirements.

It is a requirement for Duncor Enterprises Inc. and the injured worker to work collectively on an early and safe return to work plan. Workers who decline an offer of appropriate modified duties may forfeit their eligibility for compensation.

Definitions:

Modified Work is any job, task, function, or combination thereof that a worker who suffers from a diminished capacity may perform safely without risk of re-injury or exacerbation of disability or risk to others. The work must be productive and the result of the work must have value.

Modified Work Program is a process which gives structure and organization to the activity of returning injured workers to the workplace as soon as possible after the accident. It is a company wide plan that recognizes the employer's responsibility and participation in the effective rehabilitation of its employees. The programs works best when mutually supported by management and labour, with agreed upon objectives contained in a well publicized policy.

Work Hardening

A systematic program of gradually progressive, work related activities performed with proper body mechanics to physically and psychologically recondition the worker in order to facilitate return to full employment.

Benefits:

Worker:

Injured workers benefit because Modified Work Programs allow them to return to the work force as quickly as possible thereby:

- Encouraging speedier rehabilitation;
- Helping them maintain contact with co-workers;
- Reducing the time needed for the rehabilitated worker to return to full work capacity;
- Helping them maintain their identity and self-respect;

Employer:

Employers benefit because Modified Work Programs get skilled workers on the job as quickly as possible after an accident thereby:

- Improving the financial status for the company through:
 - Reduced WSIB insurance costs
 - Cost of re-training the injured or replacement worker.

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- Maintaining high productivity levels through the use of already-trained workers;
- Reducing the cost involved in hiring and training replacement workers.

Responsibilities:

Management: appointed to run the company’s Modified Work Program, responsible for both it’s overall management and its day-to-day operations.

It is important that the Manager communicates with the injured workers as soon as possible after the accident. Early and regular contacts in person assure the worker that he or she is still a value to the firm and relieves anxiety about financial uncertainty.

Management’s chief responsibilities include:

- Meeting with the worker to get program goals and objectives;
- Establishing individual programs for workers with the help of other professionals;
- Advising the supervisor of an employees imminent return to work and providing a full briefing on the program;
- Meeting with the employee on the first day back and facilitating the return to work;
- Monitoring the progress of the worker placed in the modified job;
- Establishing and maintaining effective communication with the claims adjudicator, the rehabilitation caseworker and other WSIB personnel;
- Publicizing the Modified Work Program
- Accessing WSIB resources as required:
 - Work Site Analyst
 - Social Rehabilitation Worker
 - Rehabilitation Caseworker
 - Modified Work Specialist

Worker:

The worker’s main responsibility include:

- Maintaining weekly contacts with the Manager;
- Communicating any concerns to the Manager so that potential problems can be worked out early;
- Obtaining clearance from the treating physician for the return to work;
- Insuring that other scheduled activities - such as physiotherapy - do not interfere with the return to work;
- Arriving at the job on time and ready for a punctual start.

Supervisor:

Co-operation and support from all supervisors and some key responsibilities:

- Facilitating recommendations between the operating area and the Manager;
- Participating when required to promote and to provide modified work;
- Assisting with data collection for job descriptions and workplace modifications;
- Reviewing the results of the Modified Work Program.

The direct supervisor of a rehabilitated worker has to provide the Manager with on going evaluations of the worker’s performance (re: quantity/quality of work).

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Health Care Provider:

- Provide up-to-date medical attention.
- Fill in the forms as requested.
- Act as a resource.

Workplace Safety and Insurance Board:

- Process a claim in a timely manner.
- Act as a resource.
- Follow the Workplace Safety and Insurance Act.

Workplace Safety and Insurance Board Reporting Requirements:

- Report any wage changes in a timely manner.
- Changes in duties/duration of the program.
- Employee failure to cooperate.
- End of the program.

PLAN DEVELOPMENT

When medically supported information is presented that the employee is able to commence with ESRTW, a Personalized Plan shall be developed between Duncor Enterprises Inc. and the worker.

- A suitable modified position will be identified by Duncor Enterprises Inc. to ensure that the position is within the worker's functional abilities so as to prevent re-injury or aggravation to the worker's condition.
- The worker must provide Duncor Enterprises Inc. with a "Functional Abilities Form" or FAF outlining detailed physical restrictions to perform modified duties.
- Employees may be required to attend an independent medical review to determine their physical capabilities in order to perform the required duties.
- When medical clarification is required, various specialists may be consulted to ensure the worker is able to perform the assigned tasks.
- Employees may be required to return to work on a graduated basis. Overtime hours are not available to workers on an ESRTW Plan.
- The ESRTW Plan will be closely monitored to ensure no further disability is developing and to ensure that the worker's physical restrictions are maintained in compliance with the plan.
- ESRTW Plans will be monitored to determine the long term implications on the employee.

Modified Positions

Duncor Enterprises Inc. has prepared a list of several sample modified duties which can be selected by the Medical Practitioner, if appropriate. However, we will evaluate each case individually to develop an Early and Safe Return to Work Plan (ESRTW) in order to match modified duties to the employee's functional abilities.

The modified work plan may include:

- Altered or reduced work hours.
- Changes to the worker's shift.
- Modifications to their regular job duties.

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- Alterations to rest periods, or exercise breaks.
- Temporary re-assignment to a different job.
- Matching the worker's functional abilities to a totally different job.

Key Factors:

Some key factors could be considered in the establishment of modified work programs;

- Individual accountability of every section of the company (budget, responsibility to locate modified work positions);
- An ongoing liaison between senior management and the Program manager of the Modified Work Program should be maintained.

When an accident happens the responsible supervisor should issue a modified work description so that the employee can get his doctor to write in the medical restriction(s) and agree or refuse possible modified work. When an employee has been injured at work and requires medical treatment by a Physician, that employee shall be required to bring with them this report for completion by the attending Physician. These forms will be provided to the employee by their supervisor, in the form of a Hospital Package. Once completed & returned they are to be forwarded to head office.

Transitional Work

When appropriate, gradual re-introduction of the worker's regular duties will be arranged in consultation with the Health Care Practitioner.

Long term plans

ESRTW plans that exceed (8) eight weeks in duration, or where permanent physical restrictions have been identified by the Workplace Safety and Insurance Board, the following actions may be taken:

- If a permanent position exists within Duncor Enterprises Inc. that meets the long-term physical restrictions of the worker, it may be offered to the employee as a permanent position, depending on current and future work volume.
- If no permanent position is available, the worker may be referred to the Workplace Safety and Insurance Board for enrolment in the Labour Market Re-Entry Program.
- If the requirement for a permanent position does not exist, or the employee does not reside within Duncor Enterprises Inc. 's permanent operating area, the worker will be referred to the Provincial Labour Market Re-Entry Program.

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5. Rules

General Head Office Rules

Employee access to 101 Big Bay Point Road will be via the west gate and parking is along the west fence, starting just inside the gate. Building access will be through door's 2 and 4. Trucks and heavy equipment are to enter/exit through the east gates.

It is essential that all employees;

- Stay within the buildings designated areas. Restricted areas are clearly marked with yellow borders. For safety reasons only authorized personnel are permitted in the truck servicing area.
- Are aware of where first aid stations, first aid kits, fire protection equipment and telephones are located in case of emergency.
 - **First Aid Room-** is located adjacent to the lunchroom. There you will find a first aid kit and an eye wash station. Additional eye wash stations are located in the men's washroom and the east area of the main shop.

All injuries that require supplies from any first aid kit must be recorded and a supervisor should be advised immediately.

- **Fire Protection Equipment-** Fire Extinguishers are located at every exit as well as various locations in the shop and office area. There are three hose stations on the shop floor and one upstairs in the storage room. These are to be used for emergency purposes only, and only by trained personnel.
- **Telephones-** Are located in the office area, downstairs in the Fleet Managers office, and under the stairs in shipping/receiving. These are to be used in emergencies only unless authorized by a supervisor.

Should an evacuation be required, exit the building through the nearest exit then assemble near door four (4) so we can ensure everyone is accounted for.

- Wear protective foot wear. CSA-certified grade 1 work boot must be worn beyond the lunchroom area.
- **Ensure overhead doors are completely open before entering or exiting shop area.**

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6. Safe Operating Procedures- Shop

Air Tools

Precautions required while using air tools are often overlooked, and potential injuries are often under estimated.

Because of this only properly trained, competent persons will be authorized by their supervisor to operate equipment.

Tools must be in good working order before being used and damaged tools must be reported to a supervisor for immediate repair or replacement.

Accidental injury may result if an air tool is removed from its supply hose while the hose is under pressure. To avoid this type of accident use the following safe procedures when removing an air tool from its hose:

1. Shut off the valve supplying air to the hose.
2. Hold the air tool in a safe position; open the throttle or trigger. Vent the hose to the atmosphere through the air tool.
3. When all air pressure is exhausted, immediately disconnect the tool from the hose. Prompt removal is necessary to avoid pressure buildup in the hose because of a leak in the air supply valve.

Tools equipped with quick disconnect fitting may be removed without observing procedures 1, 2, or 3 above. However, the fitting should be held tightly away from oneself.

Preventative Measures to prevent possible injuries include;

Eye Protection- High revolutions & torque can result in metal projectiles from both the air tool and the part being worked on.

Hearing Protection- Exposures to noise greater than 85 dB for extended periods of time can be damaging to the human ear. The high pitch or an air wrench is measured at 103 dB, the sound of a jack hammer reaches 110 dB.

Housekeeping- Ensure hoses are clear of traffic and pose no tripping hazards and never kink a hose to stop air flow. Replace hose when not in use.

Never use air to blow dust or debris from work clothing- compressed air can enter the blood stream and be lethal.

Compressed Gas and Flammable Liquids

Compressed Gas

- Only competent persons authorized by their supervisor shall handle cylinders.
- Propane or any propane appliance (BBQ being an exception) must only be handled by licensed persons.
- Propane tanks must be stored outside.
- A storage cylinder for compressed gas shall be secured in an upright position.

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- The control valve of a cylinder for compressed gas, other than a cylinder connected to a regulator, supply line or hose, shall be covered by a protective cap that is secured in its proper position.
- A spent storage cylinder shall not be stored inside a building.
- No storage cylinder for propane shall be placed closer than three meters to a source of ignition or fire unless :
 - The cylinder forms part of a hand held tool or piece of equipment.
 - It forms part of propane powered or propane heated vehicle.
 - It is protected from a source of ignition by a barrier, wall or other means of separation.

Flammable Liquids

- A flammable liquid or gas shall be stored in a building or storage tank that is suitable for the purpose.
- A portable container used to store or transport flammable liquids;
 1. Shall be approved for use for that liquid by a recognized testing lab
 2. Shall have a label stating the use for which the container is approved and the name of the testing lab which gave the approval.
- Ensure motors are shut off and cooled down when the situation could allow flammable liquids to come in contact with hot parts. (i.e. refuelling small motors)

Defective Tools

If a tool is defective in some way, - DO NOT USE IT!

Inspect all tools prior to use and ensure defective tools are repaired.

Watch for problems like:

- a) Broken or inoperative guards
 - b) Insufficient or improper grounding due to damage on double insulated tools – eg. cracked casings
 - c) Missing ground wire (broken ground post) on plug or frayed cords
 - d) On/off switch is not in good working order – eg. jams, releases.
- Improper grinding wheel speeds or chipped/cracked blades.

Hand Tools

- a) Always use the proper tool for the job.
- b) All hand tools are to be carried in tool pouches or tool bags. Tools such as utility knives, chisels, or screwdrivers shall not be carried in pockets as a worker may fall on these tools and cause a serious puncture wound.
- c) Cutting tools shall always be kept sharp. Care must be taken to work cutting tools away from the body not towards it. Hands should be kept behind the tool not in front of them.
- d) Utility knives must have spring-loaded retractable blades unless specifically approved by senior management.

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- e) Prior to use, hand tools must be inspected for damage and any damaged tool is to be tagged with “Do Not Use” red tag and removed from service for repairs or replacement.
- f) Handles on hand tools shall be kept in good repair. Loose handles can create a hazard if the striking or cutting attachment comes free. A hazard could also be created from the damaged handle.
- g) Ends of metal impacting tools such as chisels that are mushroomed shall be dressed to prevent fragments from flying off and causing injury when struck. Eye protection is to be worn at all times.
- h) Wrenches are not to be used with “Snipes” or metal tubing over the end to increase leverage. Hammer wrenches, pneumatic impacts or nut splitters should be used if unable to free stuck nuts.
- i) Gloves must be worn at all times when utilizing hand tools.

Housekeeping

- a) All major pathways and work areas shall be kept clean and free of obstructions at all times.
- b) Disposal of any and all chemicals including used lubricants, paints, etc. must be done in accordance with local bylaws.
- c) Use extension cords, air hoses, ladders, etc, in such a way as to minimize tripping hazards or obstructions to traffic. Extension cords should not be run across aisles or through oil or water.
- d) All employees, and especially those working with hazardous chemicals, are strongly advised to wash hands before handling food.
- e) Do not let materials and supplies that are no longer needed accumulate. If it is not needed, return it to its rightful place.

Manual Material Handling

- a) Size up materials to be handled. If an object appears to be awkward in shape or too heavy, it may require additional help to be handled safely. When in doubt, ask for assistance.
- b) When attempting to handle materials with co-workers, communicate with each other prior to handling the material to eliminate guessing. Workers who communicate well are less likely to be injured.
- c) Maintain the lift as close as possible to your center of gravity.

The following are considerations which should be made prior to and during manual material lifting:

- d) Assess the lift (size, shape, etc.) and plan the route.
- e) Keep your feet apart with one foot beside and one foot behind the load. Tuck arms and chin in.
- f) Pelvic tilt.
- g) Tilt the object forward, test weight and bring object close to your stomach.
- h) Using your leg muscles to lift, straighten up.
- i) Turn with your feet. Don’t twist your back.

If you feel that you are unable to lift a load safely, do not hesitate to find someone to assist you.

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Power tools

- a) All power tools must be CSA approved. Power tools must be 3-prong ground or double insulated.
- b) When using power tools read and follow the manufacturer's instructions.
- c) Cutting or abrasive attachments such as blades, discs or bits shall be of proper size.
- d) Never force or put pressure on power tools; always let the tool do the work. Applying too much pressure may cause the blade, disc or bit to fail.
- e) Always disconnect the tool from the power source when making adjustments or changing the attachment.
- f) Trigger locking device shall be removed from all tools.
- g) Guards shall be used on all equipment as equipped by the manufacturer. Guards and other safety devices shall not be modified, tampered with, or removed.
- h) Power tools shall not be hoisted or handled by the cord. Cords shall be removed from the receptacles by removing the plug, not by pulling the cord.
- i) When handling power tools, always use eye protection appropriate for the job. Activities that may cause flying particles- such as grinding and buffing- require goggles and a face shield.
- j) Power tools must be held firmly and material must be properly secured before turning on and starting work. Always use handles provided to help control the tool and prevent twisting.
- k) Never wear loose clothing or dangling jewelry when using power tools.

Overhead Cranes

Overhead Cranes are used for indoor hoisting activities and have a variety of lifting capacities. They must be operated by trained personnel only.

- **Ensure the work area is clear** of by-standers or free-lancers before operation.
- **Try crane before lifting**- Ensure it has appropriate travel, lift and capacity.
- **Confirm load weight**- This will ensure load weight does not exceed the crane, chain and sling capabilities.
- **Inspect Crane, Chains and Slings**- Visually and physically inspect equipment for deficiencies before use. Any cranes deemed unsafe must be disabled and tagged out for immediate repair and any hardware shall be removed and discarded.
- **Designate a Signaller**- Use clear, distinctive signals from one person only. This person should be in position to view the crane operator's blind side.
- **Avoid Pinch Points**- Keep hands and fingers clear of chains and slings. Pinch points are created as the crane raises and tightens chains and slings.
- **Centre Crane Hoist**- This will help ensure a level lift
- **Be Graceful**- Avoid sudden movements that cause the load to swing uncontrollably.
- **Protect Hoisting Equipment**- Avoid contact between sharp edges and slings and chains while lifting. The pressure caused by the weight may cause cutting, jeopardizing its strength. Set loads down on blocking to avoid damage to slings and chains.

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Welders and Torches

Welding is a process where gases are used to heat steel anywhere from 260 degrees Celsius to 2760 degrees Celsius to either attach or reattach steel to steel.

Cutting Torches use a combination of regulated gases to maintain a uniform and controlled flame for the purpose of cutting metals. These flames can reach temperatures of 3300 degrees Celsius. Both processes have both obvious and some not so obvious hazards, with a wide range of consequences. It is for this reason that only competent people will be authorized by their supervisor to operate the welding and cutting equipment, and only with proper precautions and safety equipment.

Ultraviolet Rays

Both your skin and eyes require protection from UV rays. Flame retardant long sleeves, with a pair of Class 1b safety glasses are required for cutting, while a Class 3 or 4 welding helmet is required for welding. The darker glass prevents “welders flash”, which refers to a watery painful eye irritation that can last 2-24 hours.

Extreme Heat

Extreme heat from the open flame of a cutting torch, melting steel while cutting or welding, and sparks caused by both require flame retardant long sleeves, gloves, and safety glasses to protect the skin from heat exposure.

Ventilation

Welders must avoid breathing fumes created by welding or cutting. Ventilation is required for all welding, cutting, and brazing to reduce airborne contaminants in the workers breathe zone and to dissipate combustible gases and vapours. In most cases natural ventilation is acceptable but sometimes forced ventilation such as roof or wall exhaust fans may be required to force fresh air either in or out of a building.

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7. Safe Operating Procedures- Commercial and Light Duty Trucks

Backing Up

Every project at DUNCOR shall be planned and organized so that vehicles, machines, and equipment can back up in a safe manner.

Operators of vehicles, machines, and equipment shall be assisted by signallers if either of the following applies;

1. The operator's view of the intended path of travel is obstructed.
2. A person could be endangered by the vehicle, machine or equipment or by its load.

It is required by law that all dump trucks be equipped with an automatic audible alarm that signals when the truck is being operating in reverse.

Some other tips to be considered by all drivers;

- Make eye contact with the driver or operator before approaching equipment.
- Make sure that all mirrors are intact, functional and properly adjusted for the best view.
- Blow the horn twice before backing up.
- Stop the vehicle when a worker or anyone else disappears from view.

Distributors

Asphalt Distributors are used to apply a variety of products, which include Asphalt Emulsion, Tack Coat and Granular Sealing.

They are to be operated according to the owner's manual, and *Duncor Enterprises Inc. Safe Operating Procedures for Commercial Vehicles*.

Loading - Wear appropriate Personal Protective Equipment when loading- emulsions are hot and can burn.

- Make sure hatch on tanker is open; care should be taken as pressure can build up in tankers during transport.
- Make sure loading switches are in proper position; be familiar with the unit you are operating.
- Change control setting to rear (at back control panel).
- Slowly increase pump pressure.
- Hook up loading hose.
- Open tanker valve slowly.
- Increase pump speed.
- Make sure distributor tank is venting (steam will come from vent underneath the unit).
- When tank is full close tanker valve (avoid over filling).
- Suck back hose; take care not to cause foaming.
- Remove hose, place in a safe position.
- Replace filler cap on distributor.
- Decrease pump pressure, change control to front.

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- Change switches in cab to spray position.
- Make sure computer is off while driving between loading site and job site.

Unloading and Transferring can be dangerous- always refer to the operation manual before attempting to unload or transfer.

Housekeeping

- Make sure pumps are dieweled down at the end of the day.
- Clean up spills as soon as possible (cover with aggregate).
- Place loading hose on unit at end of day.
- Make sure tanker hatch is closed, and all valves are closed, at the end of the day.
- Make sure bar is up and in the locked position before driving.
- Make sure wings are up before driving.
- Always drive with care, liquids can shift and cause instability.

Commercial Vehicle Operation

Only competent persons with an A or D license, complete with Z endorsement will be authorized by their supervisor to operate a tandem or tri-axle dump truck.

Only competent persons with an A license, complete with Z endorsement will be authorized by their supervisor to operate a tandem or tri-axle dump truck towing a pup trailer or float trailer, or any fifth wheel combination.

It is the driver’s responsibility to read and understand operator’s manual before operating.

Daily Inspections

Daily inspections are required by law. Check all fluids and inspect for physical damage. The driver is to complete a Daily Vehicle Inspection Report and record any deficiencies, as well as notify his supervisor and/or the Shop Manager so it may be rectified immediately. These reports must be **complete and accurate** and filed daily, or by the end of each week if working away, in the file for that unit in *chronological order*.

Driver’s Log

Drivers are required to keep a log on a daily basis which shows an accurate account of time off duty, on duty not driving and driving, all in accordance with the Highway Traffic Act. These logs must be **complete and accurate**, and filed daily, or by the end of each week if working away, in the Drivers file in *chronological order*.

STARTING AND OPERATION:

- Maintain 3-point contact when mounting and dismounting.
- Know all controls and gauges before operating and where they should be for normal range.
- Start only from the seat with clutch depressed.
- Let engine warm up, if you do not have sufficient time to let it warm up, operate gently until normal operating temperatures are reached.

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- Do not lag engine.
- Avoid sudden starts, stops, and turns.
- Maintain control at all times. Adjust speed for the conditions. The actual Speed Limit may not be acceptable for the existing road conditions.
- Always obey the **Highway Traffic Act**.
- Always maintain a safe distance between vehicles.
- Park on level ground whenever possible.
- Communicate with other drivers to be aware of any upcoming hazards.
- Ensure windows and mirrors are clean and adjusted properly to maximize visibility

Gross Weights must not exceed Allowable Gross Vehicle Weight sheet stamped by the MTO. Loads must be tarped at all times.

Idling vehicles must not be left unattended. Keys must be removed from parked, unattended vehicles at all times.

Trucks must be full of fuel at the end of each work day. This not only prevents condensation but ensures the vehicle is ready for the next shift.

It is the driver's responsibility to keep truck clean on a daily basis, inside and out. Any trash accumulated during the day shall be thrown out and dirt or mud will be swept.

Post-trip inspections should be conducted at the end of each day. This not only ensures any minor deficiencies that may have occurred are fixed before the next shift, but that nothing has been overlooked after parking such as headlights left on, etc.

Dump Trucks/ Trailers/ Live Bottoms

Dump Trucks/Dump Trailers/Live Bottoms are used to supply products including asphalt, and an assortment of aggregates and soils to various crews and customers. They may be required to stockpile, spread, or supply directly to road maintenance equipment. Whichever the case, care must be taken while being operated, loaded and unloaded.

They are to be operated according to the owner's manual.

Gross Weights must not exceed Allowable Gross Vehicle Weight sheet stamped by the MTO. Loads must be tarped at all times.

Only Dump on Level, Stable Ground - Anticipate your exit before you enter. A loaded truck may be able to back into an area loaded but may not be able to drive out empty. Ensure the ground is level, as the higher a loaded box is in the air, the less stable.

Check For Overhead Obstructions- Overhead wires and tree branches are obstacles that need to be avoided for the health and safety of the operator and to prevent damaging the vehicle.

Understand and follow the operators or front end mans visual/verbal instructions while unloading in a chip spreader, micro-paver, or asphalt paver. Ensure box is completely lowered before leaving.

Be Truck Specific-If operating a fifth wheel unit, keep the tractor and trailer in line while dumping. Trucks pulling pup trailers must jack knife the pup trailer enough to unload the powered unit, but be able to avoid pulling the pup over the pile when leaving.

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Boxes Are To Be Kept Clean At All Times- Materials required for Slurry Seal, Micro-Surfacing, and Surface Treatment have a zero tolerance for contamination. All boxes and are to be kept clean and cleaned out in designated areas only.

Float Trailers

Only competent persons with an A license, complete with Z endorsement will be authorized by their supervisor to pull a float trailer exceeding 4600kg.

Daily inspections are required by law. Inspect for physical damage.

Report any problems or deficiencies to a supervisor immediately.

DO NOT PERFORM ANY WORK ON UNIT UNLESS QUALIFIED AND/OR AUTHORIZED.

Loading/ Unloading

- Always load and unload equipment on a level surface.
- Never load or unload by yourself.
- Keep all non-essential people clear of loading/unloading area.
- Use ramps of adequate size and strength. Be sure ramps are wide enough and long enough to provide a safe loading slope.
- Make sure ramps are securely positioned. Both ramps should be at the same level.
- Keep trailer bed clean of loose or foreign material.

Load Security

- Proper tie down instructions should be followed, see manufacturer's manual for instruction.
- Lower and secure to the vehicle all accessory equipment (hydraulic shovels, booms, etc.).
- Set the parking brake on the equipment being transported. On articulated machines, attach the steering frame lock after loading, and remove before unloading.
- Only use chains and bear traps/binders supplied by Duncor. This will ensure they meet proper weight requirements.
- Ensure enough chains and bear traps are used to safely secure equipment. A minimum of four chains are required per piece of equipment plus one for each attachment. Bear traps must be chain wrapped and wire tied.
- Use care and common sense when working with binders/bear traps. Keep your head and body clear of pipes which are often used for leverage to open/close a binder, as this becomes a dangerous projectile should your hands slip.

Light Duty Trucks

Only competent persons with a G2 license will be authorized by their supervisor to operate *any Light Duty Truck*.

Only competent persons with an A license will be authorized by their supervisor to operate any truck towing trailer that exceeds 4600 kg, or any fifth wheel combination.

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It is the driver's responsibility to read and understand operator's manual before operating.

Daily Inspections -It is the responsibility of the driver to conduct and record a daily circle check. This is not only compulsory by law but it helps to ensure their vehicle is properly maintained and/or repaired when required.

Maintaining fluid levels, tire pressures and any other preventative maintenance procedures are also the responsibility of the driver.

Report any problems or deficiencies to a supervisor immediately.

Starting and Operation

- Maintain 3-point contact when mounting and dismounting.
- Know all controls and gauges before operating and where they should be for normal range.
- Start only from the seat with clutch depressed.(if equipped)
- Let engine warm up, if you do not have sufficient time to let it warm up, operate gently until normal operating temperatures are reached.
- Do not lag engine.
- Avoid sudden starts, stops, and turns.
- Maintain control at all times. Adjust speed for the conditions. The actual Speed Limit may not be acceptable for the existing road conditions.
- Always obey the **Highway Traffic Act**.
- Always maintain a safe distance between vehicles.
- Park on level ground whenever possible.
- Communicate with other drivers to be aware of any upcoming hazards.
- Ensure windows and mirrors are clean and adjusted properly to maximize visibility

Idling vehicles must not be left unattended. Keys must be removed from parked, unattended vehicles at all times.

Trucks must be full of fuel at the end of each work day. This not only prevents condensation but ensures the vehicle is ready for the next shift.

It is the driver's responsibility to keep the truck clean on a daily basis, inside and out. Any trash accumulated during the day shall be thrown out and dirt or mud will be swept.

Post-trip inspections should be conducted at the end of each day. This not only ensures any minor deficiencies that may have occurred are fixed before the next shift, but that nothing has been overlooked after parking such as headlights left on, etc.

Slurry Seal Units

Slurry Seal Units are to be operated according to the owner's manual. They require additional care and inspection before starting and operation:

Before starting the engine

- Check that all hydraulic valves are in the off or neutral position (jackshaft, pug mill, water pump, box lift and side shift, box augers, mix start switch, water spray bar and power washer)
- Check that all machine guards are in the operational position.

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- Inspect hoses, fittings, and hydraulic components for leaks and potential hazards.

General

- Be alert of pinch points when working around the spreader box.
- Disconnect auxiliary hydraulic quick couplers before performing maintenance on the spreader box.
- Never perform maintenance or cleaning on the pug mill with the machine running.
- Do not insert objects into the pug mill or fines feeder with the engine running.

Loading:

Emulsion

1. Make sure tanker is clean and that the hatch is open.
2. Attach hoses to pump and slurry unit (emulsion valve).
3. Open valves on slurry machine and on the hose.
4. Start loading pump.
5. Open supply tank.
6. Do not leave loading unattended.
7. Turn off supply tank valve; avoid overflowing the emulsion tank on the machine.
8. Turn off loading pump.
9. Turn off valves on machine and hose.
10. Remove hoses and place in safe location.

Aggregate

1. Note loading equipment for emulsion and water and move if necessary.
2. Avoid contamination of screenings with pad material.
3. Load aggregate into hopper.
4. Tarp load.
5. When possible load aggregate before cement.

Cement

1. Place cement bags in loader bucket.
2. Position bucket over cement hopper so unloading is as easy as possible.
3. Cut bags and pour into hopper.
4. Dismount machine.

Water

1. Open tanker hatch if equipped.
2. Attach hoses to pump and slurry unit(water valve).
3. Open valves on tanker and slurry machine.
4. Run load pump until tank is full.
5. Shut off load pump.
6. Close all valves.
7. Remove hose from slurry machine and place in a safe place.

Jobsite

1. Follow flag persons direction on job site, two-way traffic may not be possible.

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2. Turn around only in appropriate places (no paved drive ways, steep grades, sharp curves, etc.).
3. Always back in and drive out when turning around, when possible turn around when empty.
4. Never reverse into spreader box without a spotter.
5. Know and understand the operators signals, when possible communicate with two-way radio.

Slurry and Micro Box operation and maintenance

Microsurfacing and slurry seal boxes are used to apply an even layer of product to a road surface. They ensure the product is applied in the specified manner, and they are responsible for the final appearance of the surfacing. Because the outcome of the work relies heavily on the boxes it is very important that they are kept clean and in good working order. The cleaning and maintenance procedures are dirty and could be dangerous without proper procedures in place. For these reasons it is important that all persons working around or on these boxes are familiar with the boxes and their safe operating procedures.

- Never work on or operate a spreader box without proper training. Review Operation and Safety Manual with supervisor before working or operating on box.
- Never attempt to repair or maintain a spreader box while it is suspended in the air. Always ensure that the appropriate jack stands or sufficient sturdy blocking is used to support the box.
- Portions of the box are operated hydraulically. Be sure to disconnect hydraulic power to the boxes before performing any maintenance or cleaning procedure. Check with your supervisor if you are unsure of how to disconnect hydraulic power to the box.
- Inspect box hydraulic lines and fittings daily for leaks or other potential hazards, hydraulic oil is often hot and under great pressure. Leaks can be hazardous.
- When cleaning the box, ensure that proper PPE is worn. This includes safety glasses and in cases where heat is used it includes gloves.
- Only operate boxes with all supplied guard in place. Make sure personnel are clear of moving parts before operating spreader box controls.
- Avoid getting between spreader box and obstructions. Keep in full sight of the operator.
- Inspect lift and pull chains for damage or wear. Replace worn components with appropriate components of equal load capacity.

Tankers

Tankers are used to supply a variety of products, which include asphalt Cements and Asphalt Emulsions.

They are always to be operated according to the owner's manual.

Loading

- Personal Protective equipment is essential. Hard hat, safety glasses, face shield, long sleeved shirt, buttoned at the collar and cuffs, heat resistant gloves, long pants without cuffs, and high top safety boots must be worn.
- Do not mix products. Be aware of the prior product, the product to be loaded and their compatibility.

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- Hot Asphalt and Water do not mix. Check for signs of condensation on hatch before loading.
- Beware of overflow. Know how much product is remaining in the tanker before topping up.
- Be sure to load from the proper loading rack.
- Engage parking brake, turn off engine, pocket the keys and chock the wheels to avoid accidental movement of tanker while loading.
- Stand clear of the hatch while loading and stay upwind to avoid fumes and steam.
- Once the tanker is loaded, secure all hatches/covers before moving the vehicle.
- Always drive with care, liquids can shift and cause instability.

Unloading

- Engage parking brake, turn off engine, pocket the keys and chock the wheels to avoid accidental movement of tanker while unloading.
- Open hatch. If not a vacuum can form inside the tanker and collapse it. Care should be taken while opening as pressure can build up in tankers during transport.
- Hook up loading hose.
- Open tanker valve slowly.
- Make sure distributor tank is venting (steam will come from vent underneath the unit).
- When tank is full close tanker valve (avoid over filling).
- Clean up spills as soon as possible (cover with aggregate).
- Place loading hose on unit after emptying or at end of day (in most cases hose from distributor is used).
- Make sure tanker hatch is closed; all valves are closed, and replace caps after emptying or at the end of the day.

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8. Safe Operating Procedures- Heavy Equipment

Heavy Equipment Operation, General

Only competent persons with proper training and experience will be authorized by their supervisor to operate equipment. It is the operator's responsibility to read and understand operator's manual before operating.

Daily Maintenance/ Inspections

Maintaining fluid levels, tire pressures, track tension and any other preventative maintenance procedures are the responsibility of the operator, and must be performed daily, preferably before start up.

Report any problems or deficiencies to a supervisor immediately.

Greasing is also required at least once a day. Units that are equipped with automatic greasers still have some fittings that require grease manually.

Starting and Operation

- Maintain 3-point contact when mounting and dismounting.
- Know all controls and gauges before operating and where they should be for normal range.
- Start only from the seat with clutch depressed.
- Let engine warm up, if you do not have sufficient time to let it warm up, operate gently until normal operating temperatures are reached.
- Do not lag engine.
- Seatbelts must be used at all times.
- Avoid sudden starts, stops, and turns. Always look before reversing
- Maintain control at all times
- Ensure windows and mirror's are clean and adjusted properly to maximize visibility

Idling equipment must not be left unattended. Keys must be removed when parked or unattended at all times.

Equipment must be full of fuel at the end of each work day. This not only prevents condensation but ensures the vehicle is ready for the next shift.

It is the operator's responsibility to keep machine clean on a daily basis, inside and out. Any trash accumulated during the day shall be thrown out and dirt or mud will be swept and all steps and platforms are kept clean and free from mud and ice.

In the winter months tracks (if equipped) must be shovelled out at the end of each day to prevent freezing.

Asphalt Paver

Asphalt pavers are to be operated according to the owner's manual. Some additional rules are required for safe operation:

Operating the Machine

- Before moving or operating the machine make sure that the way is clear.

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- Remain with the machine while burners are on; always turn off burners while operating the machine.
- Stay clear of all moving parts (chains in receiving hopper, augers at rear, tracks, drive shafts).
- Make sure way is clear before backing truck into paver.
- Make sure way is clear before engaging truck hooks.
- Take care to avoid overfilling front hopper while dumping trucks.
- Make sure truck box is down and way is clear before disengaging truck hooks and releasing truck.
- Always shut off paver before getting in front hopper to shovel out asphalt
- Make sure pinch points are clear before operating screed extensions

Around the Paver

- Be alert!
- Hazards include traffic, moving machinery (rollers, paver, trucks, hot asphalt, moving parts).

Backhoe/ Loader

Backhoes/loaders are to be operated according to the owner’s manual.

Some additional rules are required for safe operation:

- Know the pinch points and rotating points on machine.
- **Call before you dig.** Be sure of underground obstacles before starting.
- Never operate machine from outside the cab.
- Ensure the truck drivers is whereabouts before loading the trucks
- Never allow anyone to enter the backhoe swing area.
- Never lift, move, or swing a load over anyone
- Do not dig under the machine or stabilizer.
- Never leave machine unattended with a bucket/boom in the air.
- When using loader, be sure backhoe is in the transport lock position, to prevent backhoe movement.
- Carry bucket low for maximum stability and visibility when traveling.
- Only lift a loaded bucket high enough to clear obstacles. Lower the load as soon as possible.
- Care must be taken when handling objects. Lifting bucket too high or rolling bucket too far back could cause objects to slide back down on operator.
- Avoid turning on inclines. If necessary, slowly make a wide turn with the bucket carried low.
- Stay in gear when traveling downhill. Do not use neutral.
- Caution should be used when working along tops of banks or slopes. Keep away from edge.
- Never undercut a high bank.

Bulldozer

Bulldozers are to be operated according to the owner’s manual.

Some additional rules are required for safe operation;

- Know the pinch points and rotating points on machine.

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- Maintain engine RPM to provide steering and braking functions
- Keep away from edges when working along top of banks and slopes.
- To maintain a safe distance from the edge of cliffs, leave a small windrow near the edge.
- Push material downhill when possible.
- When making a side hill cut across a slope, tilt the blade into the hill so the blade is level. Then make successive cuts to form a level, stable shelf.
- Be careful when backfilling trenches as the weight of the fill material plus the weight of the machine could cause new construction to collapse.
- Backfilling can be done by;
 1. running parallel to the trench and angling blade
 2. pushing material into trench from a 90 degree angle
- Drive straight up and down steep slopes.
- Never leave machine unattended with blade/ bucket in the air.
- Always shovel tracks in cold weather to avoid freeze up.

Chipsreader

Chip Spreaders are to be operated according to the owner's manual.

Some additional rules are required for safe operation:

- Know rotating points on machine.
- Maintain engine RPM to provide steering and braking functions.
- Operate machine only on relatively level and hard surfaces only.
- Make sure truck is in neutral as soon as it is hooked into the chip spreader.
- Tow chip spreader by following towing instructions in the operator's manual.
- Always install locking control box cover when leaving machine unattended
- Tow trucks only in 1st or 2nd gear, never in travel.
- Change gears only while the machine is in park.
- Always use steps platforms and handrails provided.
- Always have shields, covers, and guards in place when operating.
- Make sure everyone is clear of machine before starting or operating.
- Keep loose clothing and limbs away from conveyor area when operating conveyors.
- Never place hand between spread roll and gates.
- When attaching or detaching hopper ensure adequate overhead clearance.
- Always ensure that the hopper is well secured before lifting.
- Always ensure that the area is clear of personnel and equipment, and that only trained persons are used to install the hopper.
- Always ensure that hands and feet are kept clear of potential pinch points on the front of the chip spreader during hopper installation.

Excavator

Excavators are to be operated according to the owner's manual.

Some additional rules are required for safe operation:

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- Know the pinch points and rotating points on machine.
- Never operate machine from outside the cab.
- Never allow anyone to enter the excavator swing area.
- Be sure there are no obstructions and sufficient clearance for counter weight.
- Ensure the truck drivers whereabouts before loading the trucks
- Do not dig under the machine or stabilizer.
- Place the undercarriage up or down a slope, rather than across a slope for maximum stability.
- Never leave machine unattended bucket in the air.
- Always shovel tracks in cold weather to avoid freeze up

Grader

Graders are to be operated according to the owner’s manual, and *Duncor Enterprises Inc. Safe Operating Procedures for Heavy Equipment*.

Some additional rules are required for safe operation;

- Do not start the engine or operate controls unless seated in the cab.
- Ensure all steps and platforms are kept clean and free from mud and ice.
- Always engage parking brake before dismounting machine.
- Do not dismount while machine is in motion.
- Park on level ground whenever possible.
- Know the pinch points and rotating points on machine.
- Activate all warning lights when operating.
- Operate machine slowly until fully familiar with its operations.
- Maintain control at all times, and adjust speed according to conditions.
- Avoid sudden starts, stops, and turns. Operate smoothly.
- Do not lag engine
- Select proper gear before climbing or descending steep grades.
- Do not leave any equipment in the raised position when leaving the grader.
- Grader shall be equipped with the following safety equipment: first aid kit, emergency flares, and fire extinguishers.

Loader

Loaders are to be operated according to the owner’s manual.

Some additional rules are required for safe operation:

- Know the pinch points and rotating points on machine.
- Never operate machine from outside the cab.
- Check that the steering frame lock has been removed and properly stored.
- Never lift, move, or swing a load over anyone.
- Ensure the truck drivers whereabouts before loading the trucks
- Never leave machine unattended bucket in the air.
- Carry bucket low for maximum stability and visibility when traveling.

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- Only lift a loaded bucket high enough to clear obstacles. Lower the load as soon as possible.
- Care must be taken when handling objects. Lifting bucket too high or rolling bucket too far back could cause objects to slide back down on operator.
- Avoid turning on inclines. If necessary, slowly make a wide turn with the bucket carried low.
- Stay in gear when traveling downhill. Do not use neutral.
- Caution should be used when working along tops of banks or slopes. Keep away from edge.
- Never undercut a high bank.

Rubber Tire, Double Steel, and Smooth Drum Rollers

Rubber Tire Rollers, Double Steel Drum Rollers and Smooth Drum Rollers are to be operated according to the owner’s manual, and *Duncor Enterprises Inc. Safe Operating Procedures for Heavy Equipment*.

Some additional rules are required for safe operation;

- Never mount or dismount a machine while in motion.
- Always engage parking brake before dismounting machine.
- Park on level ground whenever possible.
- Look before reversing
- Know the pinch points and rotating points on machine.
- Operate machine slowly until fully familiar with its operations.
- Maintain control at all times, and adjust speed according to conditions.
- Avoid sudden starts, stops, and turns. Operate smoothly.
- Loaded trucks have the right of way.
- Operate from the position that gives the greatest visibility
- Always maintain a safe distance between vehicles and other equipment
- *When operating a machine, edges of road must be rolled in the forward motion only, reversing should be done down the center of the road*
- Do not lag engine
- Caution should be taken when working along the tops of banks and slopes
- Avoid side hill travel. Try to operate up or down a slope
- Select proper gear before climbing or descending steep grades.

Skid Steer

Skid steers are to be operated according to the owner’s manual, and *Duncor Enterprises Inc. Safe Operating Procedures for Heavy Equipment*.

Some additional rules are required for safe operation;

- Know the pinch points and rotating points on machine.
- Never operate machine from outside the cab.
- Never mount a skid steer unless the lift arms are lowered or locked by a lift arm support device.
- Do not use steering or control lever as a handhold when you enter or leave a skid steer
- Keep all body parts inside the operators cab while operating.

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- Ensure door is shut on cab before operating
- Never modify or alter Roll Over Protection System
- Avoid sudden stops, starts, turns.
- Follow manufacturer's instructions when changing bucket or attachments.
- Different attachments can change the weight distribution of the machine. It can affect the stability and handling response.
- Always have the lift arms down when traveling.
- Travel up and down slopes with heavy end of the loader pointed uphill
- Never ram the bucket into a material pile.
- Never undercut a high bank.
- Never operate the machine too close to an edge.
- Never leave machine unattended with the bucket in the air.

Sweeping

Brooms are to be operated according to the owner's manual.

Some additional rules are required for safe operation;

- Sweep against traffic only if traffic control is in place otherwise sweep with traffic
- If the dissemination of dust is a hazard to a worker, the dust shall be adequately controlled, or each worker who may be exposed to the hazard shall be provided with adequate PPE.
- Visibility should be maintained at all times, if conditions are too dusty the dust shall be adequately controlled.
- Sweeping will be conducted in such a way that traffic is not in the path of the debris.
- Sweeping will be conducted in such a way that roadside obstacles are not damaged (that is slow the broom speed down so debris is not thrown at high speed).
- Remove large objects from the path of the sweeper.
- The broom should be operated at full hydraulic power
- The broom should have adequate bristles so that the broom head is not damaged.
- When angling the broom pinch points should be noted and avoided.
- Always disengage the broom when not in use; never untangle debris from the broom with engine running.

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9. Safe Operating Procedures- Jobsites

Traffic Control

Safety on a project that involves workers amongst vehicular traffic lies not only on a *quality Traffic Control Plan* and the workers involved in *Traffic Control*, but with all employees taking part in the project. It is for this reason that each person gives their utmost attention to the task at hand, and at his/her surroundings. They must also understand that:

- Traffic control plans are required whenever workers are exposed to hazards from vehicular traffic, according to Temporary Conditions - Book 7 considering traffic volumes, traffic speed, number of lanes and any special circumstances.
- Traffic control plans must be composed by a manager or supervisor.
- The supervisor shall review the work site with the traffic control person and shall indicate where to stand, the escape route available and shall ensure that all signing is in place.

A worker who is required to direct vehicular traffic;

- Shall be in sound health, with good vision and hearing,
- Shall be a competent worker,
- Shall be given adequate written and oral instructions for the task at hand,
- Will be provided with Handbook for Construction Traffic Control Persons.
- Shall wear CSA certified grade 1 work boots, nylon reflective tear away safety vest, and hard hat. Additional reflective attire for night time work.
- Shall stay alert at all times, mentally and physically,
- Shall not perform any other work while directing traffic,
- Shall be positioned in such a way that he or she is endangered as little as possible by traffic,
- Shall maintain proper communication with supervisor, crew, trucks, pilot vehicles and other TCP'S.
- Shall be courteous,
- Shall have an understanding of the project at hand so you can answer simple questions, or give directions to motorists.

Pilot Vehicles

Pilot Vehicles play a very important role in Traffic Control. The primary purpose is to lead traffic through a predetermined route at a speed that ensures complete safety to both workers and passing traffic.

A worker who is required to operate a Pilot Vehicle;

- Shall be a competent worker,
- Shall hold a valid G license,
- Shall have a clean drivers abstract,
- Shall wear CSA certified grade 1 work boots, nylon reflective tear away safety vest, and hard hat .when outside the vehicle,
- Shall be given adequate written and oral instructions,
- Shall conduct daily inspections on the vehicle that will ensure;
 - fluid levels, including oils, coolants and fuel are adequate for an entire shift,
 - all lights, including 360 degree beacons, are clean and in good working order,

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- Required “Do Not Pass When Flashing” signs are properly mounted, clean and in good condition.

While operating a pilot vehicle;

- Obey the Highway Traffic Act. Always wear your seatbelt and do not exceed the posted speed limits.
- Maintain proper communication with supervisor, crew, trucks and other TCP’S.
- Begin to slow traffic in advance of work area, maintaining a safe speed until all traffic has passed,
- Signal all intended vehicle movements well in advance, not to surprise following traffic
- Turn around between TCP’s in the designated work area, after all following traffic has passed. Back into designated turnarounds.
- If the pilot vehicle is left stationary or unattended, shut off engine and remove keys.
- Do not consume food, or engage in any kind of personal, non- driving activities such as phone calls or text messaging.
- Do not allow unauthorized passengers.

CELL PHONE USE BY ANYONE INVOLVED IN TRAFFIC CONTROL, UNLESS FOR EMERGENCY, IS STRICTLY PROHIBITED!!

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10. Hazardous Conditions

Right to Refuse Unsafe Work

Workers have the right to refuse work where they feel their health or safety is in danger.

Section 43(3) of the Act gives a worker the right to refuse work that they believe is likely to endanger themselves or other workers.

A worker may refuse to work where the worker has reason to believe that:

- a. Any equipment, machine, device or thing he/she is to use or operate is likely to endanger himself/herself or another worker;
- b. The physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself;
- b.1 workplace violence is likely to endanger himself or herself; or
- c. Any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of Health and Safety legislation and such contravention is likely to endanger himself, herself or another worker.

Steps to be taken

- Worker refuses to work and immediately notifies supervisor of the reasons.
- The supervisor will investigate, in the presence of the worker and the worker safety representative.
- Worker withdraws to a safe place while all attempts are made to resolve the perceived problem to the satisfaction of all parties.
- If problem is resolved to the worker's satisfaction, he/she returns to work.
- If not resolved, the work refusal is escalated and the Ministry of Labour must be called to make a decision. Workers in an escalated work refusal must have 'reasonable grounds' for refusing (they must be able to explain *why* they think there is a hazard).
- If not resolved and worker continues to refuse work, another worker may be asked to perform the same task.

Note: Another worker may be asked to perform the job only if that worker is advised of the refusal to work and circumstances, in the presence of the worker safety representative selected by the workers.

- The Governing Authority (Ministry of Labour) investigates the refusal in the presence of the worker, employer, supervisor and the worker representative of the JHSC.
- Pending the outcome of the investigation, the worker shall stay in a safe location near to their workstation, or may be asked to perform reasonable alternate work.
- The worker may **not** be sent home or disciplined for their actions.
- A decision will be made in writing by the Governing Authority and provided to all parties.

While the parties wait for the inspector to investigate and make a decision,

- The worker may be assigned reasonable alternative work, or remains in a safe place near the jobsite.

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- Another worker cannot be assigned the work in question unless that worker has been told about the first worker's refusal and their reasons for it. The health and safety rep must be present when the other worker is being told.

Workplace Inspections

The company supports proactive methods of identifying actual or potential hazards. All employees are required to speak up about hazards they find.

Workplace inspections

Unless otherwise required by the regulations or by an order by an inspector, a health and safety representative, supervisor or designate will inspect the physical condition of the workplace at least once a month. Any hazards or sources of danger that are identified will be noted in a report along with any recommendations. These findings will be made available to the employer and the workers.

Any written recommendations will be followed up within twenty-one days.

The response will contain a time table for implementing the recommendations that are agreed upon and will give reasons for disagreeing with the recommendations that are not accepted.

Equipment Circle Checks

Operators of mobile equipment must circle check their equipment prior to operating it to determine if it is in safe operating condition.

If mechanical or safety problems are identified, the operator must attempt to address the problem prior to starting work. Corrective measures must be reported to the supervisor.

If the operator is unable to correct the problem, he or she must notify the supervisor immediately who will then schedule repairs to be done and determine if the mobile equipment is fit to operate.

Hazard Identification/Assessment

An emergency condition is most likely to be created by, but not limited to:

1. Traffic hazards
2. Loading and unloading of equipment and materials
3. Chemical or liquid handling (including fuel)*
4. Environmental conditions (flood, tornado, earthquake, etc.)
- 5.

*Hazardous materials on the job site will be identified using WHIMIS labelling and material safety data sheets will be available for these specific site hazards.

Possible Hazard	Possible Consequences
Traffic Hazard <ul style="list-style-type: none"> • Person struck by traffic • Traffic accident, resulting in injury, fire explosion or chemical leak • Hydro damaged by collision, risk of electric shock 	<ul style="list-style-type: none"> • Death or serious injury • Environmental contamination • Property damage
Loading and Unloading – Equipment and Materials <ul style="list-style-type: none"> • Personal injury 	<ul style="list-style-type: none"> • Death or serious injury

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<ul style="list-style-type: none"> • Spill of material • Equipment damage and possible fire 	<ul style="list-style-type: none"> • Environmental contamination • Property damage
Chemical or Liquid Handling <ul style="list-style-type: none"> • Spill of hazardous substance • Fire • Explosion 	<ul style="list-style-type: none"> • Death or serious injury • Environmental contamination • Property damage
Environmental Conditions <ul style="list-style-type: none"> • Personal Injury • Fire • Explosions • Risk of electric shock (lightning or damaged hydro) 	<ul style="list-style-type: none"> • Death or serious injury • Property damage • Environmental contamination

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11. Safety Communication

Safety Talks

Ongoing Safety Talks will be given by a supervisor and should be conducted once weekly, or more often as required. Safety talks deal with specific problems on site, they do not replace formal training, but are intended to help workers recognize and control hazards on the project.

A safety talk report form will be filled out for each meeting and will be kept on file at head office.

Safety talks will be straight forward, hands on, and to the point; approximately five minutes in length. They may include:

- Talks suited to the job sites and the work conditions
- Tools or equipment being talked about
- Pinpointing of hazards
- Questions from employees – These will be answered to the best of the supervisor's knowledge and more information will be obtained as necessary.
- Demonstrations by workers to acknowledge what they have learned.

On Site Safety Meetings.

Charter for the *Duncor Enterprises Inc.* safety meetings: These safety meetings will encourage safety awareness among all employees & trades. They will be established to monitor safety performance and inspections, and to aid in administering the company safety program.

- To reduce injuries and save lives.
- To constantly be aware of conditions in all work areas that can produce injuries.
- To aid the company in complying with all laws pertaining to safety.
- To ensure that no employee is required to work at a job that is not safe or healthful.
- To place the personal safety and health of each employee of this company in a position of primary importance.
- To aid in the prevention of occupational injuries and illnesses.
- To the greatest degree possible, aid management in providing all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.
- To maintain a safety and health program conforming to the best management practices of organizations of this type.
- To establish a program that instills the proper attitudes toward injury and illness prevention not only on the part of supervisors and employees, but also between each employee and his or her co-workers.
- To ultimately achieve a safety program maintained in the best interest of all concerned.

Posted Materials

The following materials will be posted or made available at all jobsites and head office:

- The Occupational Health and Safety act and Construction Regulations (current)

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- This health and safety program, with the Policy Statement signed and dated within one year
- All applicable Material Safety Data Sheets, dated within 3 years
- WHMIS Regulation
- WSIB Form 82 (“1,2,3,4” in case of injury at work poster).
- Monthly Safety Rep Workplace Inspections
- Map to nearest hospital
- First Aid kit and requirements of Ontario Regulation 1101
- Ministry of Labour explanatory materials:
 - A guide to the act
 - A guide to H&S committees and representatives
- Emergency services numbers

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12. Program Administration

Date of most recent revision: March 7, 2011

Program Responsibility: The Company Safety Consultant is *Greg Leader*. He will be working with *Duncor Enterprises Inc.* in all facets of this program and has full authority to make necessary decisions to ensure success of the program. Safety is also the responsibility of every employee of this company.

Program Content

The *Duncor Enterprises Inc.* health and safety program will include, but is not limited to, development and maintenance of the following:

- 1. Company Health and Safety Program Guidelines.**
- 2. Written Programs.**
- 3. Safety Rep responsibilities.**
- 4. Routine Safety and Health Inspections.**
- 5. Safety Meetings.**
- 6. Accident and Incident Reporting.**
- 7. Accident Investigation.**
- 8. General Safety Rules.**
- 9. Record keeping Requirements.**
- 10. Disciplinary Actions for Willful Unsafe Acts.**

Company Health and Safety Program Guidelines

Duncor Enterprises Inc. will review and evaluate this document:

- On an annual basis.
- When changes occur to The Occupational Health & Safety Act & Regulations that prompt a revision.
- When changes occur to any related regulatory document that prompts a revision of this document.
- When internal operational changes occur that require a revision of this document

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