



Safety Policy

As part of everyday business activities health and safety is vitally important and Derksen Mechanical Services Inc is committed to ensuring, so far as is reasonably practicable the safety, health and well being of all employees therefore sacrificing safety for the sake of expediency is not acceptable. Striving to take a pro-active approach rather than a reactive approach our everyday attitudes must never reflect the misconception that accidents are an acceptable unavoidable consequence of doing business.

Derksen Mechanical Services Inc stands behind the development, implementation and maintenance of an up-to-date safety and health program consistent with what we believe to be the best established management practices in a sincere effort to prevent the pain, suffering and economic losses attributable to accidents. This program will not take precedence over the Workplace Safety and Health Act or any Regulations under this Act.

We realize that accident prevention is a shared responsibility and in order to achieve our goal all employees must take the responsibility to work together in identifying, eliminating or controlling the hazards present in our work environment.

Through conscientious contribution and continuous wholehearted support we can, and will, improve our safety performance and assure a healthier, happier and more secure future for all concerned.

Assignment for Responsibility and Accountability for Safety

Basic responsibilities include, but are not limited to the following outline.

Management

1. Provide and promote a safe workplace;
2. Comply with all policies, Acts and regulations;
3. Assist with the maintenance of the safety program;
4. Ensure there is proper training of workers;
5. Consult and co-operate with the Safety Co-ordinator, Committee, and worker representative;
6. Set a good example.

Foremen/Supervisors

1. Promote safety awareness;
2. Comply with all policies, Acts and regulations and enforce them;
3. Inspect for hazards, report and correct unsafe conditions including ;
4. Provide required PPE, equipment and systems along with training and instructions for those not familiar with their job procedure;

5. Consult and co-operate with the Safety Co-ordinator, Committee and worker representative;
6. Set a good example.

Worker

1. Create a safe workplace by complying with all policies, Acts and regulations;
2. Know your three rights as an employee – Right to Know, Right to be Heard and Right to Refuse Dangerous Work;
3. Report unsafe conditions, acts and all injuries;
4. Use the correct work procedures, ask for training;
5. Make safety suggestions;
6. Consult and co-operate with the Safety Co-ordinator, Committee and worker representative.

SAFETY COORDINATOR

- Responsible for daily management and administration of the company safety program.
- Ensure the safety and health of workers.
- Participate in the identification and awareness of hazards in the workplace.
- Develop and promote measures to protect the safety, health and welfare of the workers and check the effectiveness of such measures.
- Remain Knowledgeable with current trends and legislation. Co-operate with the Workplace Safety & Health Officers.
- Maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the safety, health and welfare of the workers.

SAFETY COMMITTEE

The Company Safety Committee is comprised of no less than four and no more than 12 members comprising of no less than half representation from worker representatives. The Safety Committee convenes on a regular basis, usually once a month and the minutes for all Safety Committee Meetings will be posted in the shop and on major construction projects.

Duties of the Committee in accordance with The WORKPLACE SAFETY AND HEALTH ACT are:

- The receipt, consideration and disposition of concerns and complaints respecting safety in the workplace;
- Participate in the identification of risks arising out of or in connection with activities in the workplace;
- Assist in the development and promotion of measures to protect the safety of persons and check on the effectiveness of such measures;
- Cooperate with the Safety Coordinator and the Workplace Safety and Health Officers.
- Assist in the development and promotion of programs for education and information concerning safety.
- Attend the meetings regularly and set a good example.
- All Committee members after being appointed must undergo a training program outlining their duties and responsibilities under The Act and the company program. In assuring the understanding of the training program a brief test will be provided followed by a Certificate of Completion. Committee members must remain for one complete year after such time a new member may be elected.
- Foremen will appoint a worker representative at all job sites and inform the Safety Coordinator of who the representative is.

GENERAL RULES

All parts of this manual are considered 'Rules' below highlights some important points to remember. Failure to comply with any rules will result in disciplinary action starting with warnings, and ultimately further non-compliance ending with termination. Although some points may require immediate action, this will be the discretion of Management and the Safety Coordinator.

The following is a guideline only under which non-compliance of any Rule, Policy or Procedure with in the company safety program may be dealt with. Termination may occur immediately depending on the severity of the offence.

First Offence: Verbal (documented for records only)

Second Offence: Written

Third Offence: Written, sent home without pay and a copy given to the union

Fourth Offence: Termination, clearly shows disregard for safety

1. Accidents, injuries or "near misses", regardless of their nature (damage or injury) or severity will be immediately reported to supervisors that same day. An Investigation form will be filled out, signed and returned to the Safety Coordinator within 24 hours.
2. First aid must be taken care of promptly.
3. All personnel will wear approved hard hats unless the Safety Coordinator has given special permission in writing.
4. Work boots are to be worn at all times on ALL sites. If work boots do not meet legislated standards, permission to enter site will be denied until proper footwear is produced.
5. Hearing protection is mandatory on all sites at all times. Earplugs are to be worn when noise levels reach 85dba or higher. Direct disregard for this rule will initiate disciplinary action.
6. Safety glasses are mandatory at all times on all sites. Face shields and/or goggles are to be used when flying debris is present.
7. Personnel will wear clothing appropriate for duties being performed. This means long pants (preferably jean material) and ¾ length t-shirts or long sleeved shirts. Any rips/tears or loops in clothing are grounds for immediate removal from site.
8. Tools shall only be used for the purpose that they are intended for. Qualified, authorized personnel will be permitted to operate power and actuated tools. Proof of certification to be given to Safety Coordinator for personnel file.
9. Electrical tools must be grounded or double insulated.
10. All damaged or worn parts shall be promptly tagged for repair and reported. Only by authorization may personnel repair or replace damaged parts.

11. Riding on equipment designed for carrying materials is prohibited and is cause for immediate removal from site.
12. Only authorized, qualified personnel with appropriate PPE and in authorized areas shall carry out welding and burning operations. All Compressed gas cylinders will be secured in an upright position.
13. Possession or use on the job of intoxicating beverages or unauthorized drugs is strictly forbidden and constitutes grounds for immediate dismissal. All prescription medication to be reported to the on site supervisor.
14. Smoking is permitted only in designated areas. "Strike Anywhere" matches are prohibited and will be discarded.
15. Running is not permitted anywhere, except in the case of an emergency. Horseplay, fighting, gambling, and possession of firearms are strictly forbidden on the job and constitute grounds for immediate dismissal.
16. Theft, vandalism or any other abuse or misuse of company property is prohibited and constitute grounds for immediate dismissal and criminal charges laid.

PERSONAL PROTECTIVE EQUIPMENT POLICY

Purpose

This policy is to aid in the minimization of injuries to all employees through the use of proper personal protective equipment (hereinafter referred to as PPE).

Policy

All personnel are to wear the items of PPE as required in each department and as each job may dictate. General and job specific PPE should conform to standards referenced by the Act, Regulations and Codes. In the spirit of The Workplace Safety and Health Act, Derksen Mechanical Services Inc will consult with the Safety Committee concerning the selection of PPE items.

Responsibility

Managers:

Make the Safety Committee aware when general or specific PPE is required.
Assure that the PPE in use is in good condition and if not, to have it repaired or replaced.
Enforce the use of PPE on all job sites
Set a good example

Foreman/Supervisors:

§ Ensure that required PPE is on the job site and readily available.

§ Make sure that all workers are trained and knowledgeable in the use of the PPE.

§ Assure that the PPE in use is in good condition and if not, to have it repaired or replaced.

§ Enforce the use of PPE.

§ Set a good example

Worker:

§ Wear the appropriate PPE for the task at hand.

§ Inform foreman/management when general or specific PPE is required.

§ If PPE is not in good condition report it immediately and have it repaired or replaced.

Non compliance with this policy will result in disciplinary actions as outlined in Section 4 of the Safety Program.

NO WORK IS TO PROCEED WITHOUT THE USE OF PROPER PPE

INSPECTION POLICY

Purpose

This policy is to control losses of human and material resources by identifying and correcting unsafe acts and conditions through the development and implementation of a recognition and control program.

Policy

Inspections are an important part of the Safety Program. All job sites including machinery, tools and equipment fall under this policy.

Through ongoing (or informal) inspections employees can correct a problem by discussing an unsafe act or by issuing instructions to have an unsafe condition corrected. Situations that can not be rectified immediately must be recorded for follow-up on the Inspection Form.

Planned (or formal) inspections are planned inspections. At Derksen Mechanical these will be done on a monthly basis requiring the Foreman/Supervisor to be responsible or assign someone to be responsible on site to conduct the inspection using the prescribed inspection form.

An audit of the safety program will be done biannually by the Safety Coordinator which at this time an extensive inspection will take place on each job site.

Responsibility

Managers:

§ Review and sign inspection forms.

§ Participate in inspections when on site.

§ Rectify any unsafe conditions immediately.

Foreman/Supervisors:

§ Conduct formal inspections once a month on every job site.

§ Conduct informal inspections everyday record findings on tailgate meeting form.

§ Inform workers of any unsafe conditions or acts and suggest immediate correction.

§ Submit all inspection forms immediately upon completion to the Safety Coordinator.

§ Post copies of all inspections on safety board for workers to review.

Worker:

§ Participate in the ongoing/informal inspections by reporting all unsafe acts and conditions.

§ Cooperate with the inspection program.

SAFE WORK PRACTICES and PROCEDURES POLICY

Purpose

Derksen Mechanical Services Inc. fully endorses safe work practices and procedures being developed and implemented as a way to control hazards and doing jobs with a minimum of risk to people and property.

Policy

A set of work practices outlining the proper operating and maintenance of tools and equipment shall be readily available at all times. These practices shall be written up with the cooperation of worker reps and coordinated by

the Safety Coordinator.

Work procedures are written step-by-step description of how to do a job from start to finish. These are to be readily available for review by all employees. In conjunction with investigation, inspection and audit results a team consisting of worker reps, management shall write these procedures with assistance given by the Safety Coordinator.

It is vital that this information remains current and thus must be updated as required any omissions or errors are to be brought to the attention of the Safety Coordinator or Committee member.

Responsibility

Managers:

§ Promote and enforce the use of safe work practices and procedures;

§ Assist in the development of these practices and procedures;

§ Bring awareness to workers of practices and procedures required;

Foreman/Supervisors:

§ Promote and enforce the use of safe work practices and procedures;

§ Assist in the development of these practices and procedures;

§ Bring awareness to workers of practices and procedures required;

§ Bring forward any omissions or errors within the practices or procedures in place.

Worker:

§ Refer to the safe work practices and procedures when necessary;

§ Assist in the development of these practices and procedures;

§ Bring forward any omissions or errors within the practices or procedures in place.

INVESTIGATION POLICY

Purpose

Almost every incident is the result of a combination of causes. The primary purpose of investigation is to identify these causes so that corrective action can be taken to prevent a recurrence of the incident, information collected will be valuable in the event that an explanation to the Workers Compensation Board or The Workplace Safety & Health Division is required.

Policy

Investigations vary in scope, depending on the severity or potential severity of the consequences of the incident. Initial investigations will be conducted on all types of incidents such as accidents or “near misses” regardless of their severity resulting or possibly resulting in personal injury, occupational illness, fire/explosion, property/equipment damage and environmental damage.

An Initial Investigation Report will be completed and returned to the Safety Coordinator no longer than 24 hours after the incident occurs. From this report it is necessary to examine briefly ideas on the underlying factors and at this point the Safety Coordinator or Manager may initiate a full investigation. A team comprised of Supervisors, committee members and the Safety Coordinator will conduct formal investigations.

All completed reports will be reviewed during the committee meetings and necessary copies will be distributed to management, Workplace Safety & Health and kept on file.

Responsibility

Managers:

- § Review and sign all investigation reports.
- § Participate in the inspection process.
- § Volunteer corrective actions to be implemented.

Foreman/Supervisors:

- § Review and sign investigation reports.
- § Conduct investigations.
- § Cooperate with the investigation team.
- § Volunteer corrective actions to be implemented.

Worker:

§ Report incidents immediately to the supervisor.

§ Review and sign investigation reports.

§ Volunteer corrective actions to be implemented.

TRAINING POLICY

Purpose

The need to provide for general and specialized safety and related training throughout all levels of the company is vital to the ongoing success of the company's safety program

Policy

Derksen Mechanical stands firm in believing that all training is safety training as doing it right also means doing it safely. It is important that all policies are known and understood by each employee and each employee has the correct training for their job related activities. Documentation, record keeping and consultation with the safety Coordinator or representative are mandatory for all training and all documentation is to be given to the Safety Coordinator. Training within Derksen Mechanical will include, but not be limited to the following modules:

§ Safety orientations:

All new employees prior to beginning work will undergo a safety orientation conducted by management, foreman or the Safety Coordinator. This package will review all company policies, procedures and rules and a copy will be given to the employee. Both the trainer and trainee will sign results of the orientation. Those who have not been employed for 6 months or more shall undergo orientation again.

§ Job specific training:

Job specific training is important to keep employees up to date with current job related trends this may include, tool demonstrations, or specific job site orientations. All training will be documented with date, location and attendance and handed into the Safety Coordinator. Further job specific training will be offered as required and will follow necessary criteria with a written or verbal test to confirm the training results.

§ Toolbox/Tailgate Meetings:

This is the primary vehicle for ongoing safety awareness and exchange of safety information. These meetings are to occur each week for 15 minutes when working with a crew of 3 or more. Safety topics should include company policy and procedures as means of a review and topics that may relate to the project performed. All

meetings will be documented and submitted to the Safety Coordinator for review.

Responsibility

Managers:

§ Participate when necessary.

§ Enforce orientations, job specific training and tailgate meetings.

§ Conduct orientations.

Foreman/Supervisors:

§ Agenda to follow for tailgate meetings: review previous minutes and inform workers the status of previous concerns, review incidents and inspections occurring on site, allow for worker contributions and present a weekly safety topic as a mean of training.

§ Conduct orientations.

§ Document all training and meetings and send them to the Safety Coordinator immediately.

Worker:

§ Participate in job specific training and tailgate meetings.

§ Read and understand rules, procedures and policies of Derksen Mechanical.

§ Contribute ideas for safe solutions.

EMERGENCY PLANNING and PROCEDURE POLICY

Purpose

Having a policy to outline the responsibilities and procedures to follow in case of an emergency is important because no matter how careful we are, there is always a risk of an emergency.

Policy

Derksen Mechanical will make sure that the resources to deal with emergency situations at the workplace are implemented and maintained. Adequate first aid supplies will constantly be available. Transportation and outside

communication systems will be placed. Fire extinguishers will be adequately available and will be mandatory at all fire hazard areas such as welding sites. Derksen Mechanical will ensure that there is adequate number of personnel trained and capable in first aid and fire extinguisher use at each project location. All emergency preparedness policies and procedures shall be drafted with the consultation of the Safety Coordinator. Any emergency situations shall undergo initial investigation by the foreman and the safety investigation team will investigate severe situations.

Responsibility

Managers:

§ Make sure there are adequate first aid kits, fire extinguishers and personnel trained in the practice and use of these.

§ Implement training where required for emergency preparedness.

§ Assist with the implementation of all Emergency Preparedness policies at each project location.

§ Consult with the Safety Coordinator to ensure that legislation is being followed when implementing plans or policies.

Foreman/Supervisors:

§ Post the Emergency Contacts list where it is visible and inform workers of its location and the data it contains.

§ Implement an Emergency Preparedness policy at each project location.

§ Return all discharged fire extinguishers with an incident report to the Safety Coordinator immediately.

§ Make sure all fire extinguishers are properly maintained and there is an adequate supply of first aid materials.

§ Consult with the Safety Coordinator when implementing any plans or procedures.

Worker:

§ Become familiar with the location of all emergency resources.

§ Use the first aid station when sustaining an injury and report it to the foreman immediately.

§ Know the Emergency Preparedness plan at the project location.

§ When unsure, ask.

MAINTENANCE POLICY

Purpose

All construction activity involves people working with tools and equipment thus it is vitally important to impose a maintenance program to aid in the prevention of injuries, damage and lost production. Derksen Mechanical in compliance with legislation will enforce a complete maintenance program of its tools, vehicles and equipment.

Policy

Prior to use, and in conjunction with other parts of the safety program, vehicles, tools and equipment will be given pre-operating inspections and any faults are to be documented. Vehicles and equipment will also undergo monthly inspections, and maintenance will be conducted as per the operation and maintenance manuals. Management is to approve and only qualified personnel will carry out repairs. All inspection reports and service records will be recorded and kept on file.

Responsibility

Managers:

§ Ensure that all equipment, tools and vehicles are in a safe working condition;

§ Provide the necessary training to personnel conducting inspections;

§ Review required repairs and initiate action;

§ Ensure that only qualified personnel are carrying out repairs.

Foreman/Supervisors:

§ Perform initial inspections on all tools, equipment and vehicles once received on the job site;

§ Perform all necessary inspections for preventative maintenance;

§ Document all inspections and ensure that required action is reported immediately;

Worker:

§ Inspect all tools, equipment and vehicles prior to operation;

§ Document and report any unsafe conditions immediately;

§ Cooperate and assist with inspections.

SAFETY RECORDS, REPORTS and STATISTICS POLICY

Purpose

Safety program management is a dynamic and constantly evolving process. Maintaining records to keep track of this process is not only required but can give a proud demonstration of the company's safety achievements.

Policy

The records and statistics component of a safety program should contain reports on file, summaries and statistics.

Reports:

Reports that will be kept on file (by date) are minutes of tailgate meetings, safety committee meetings, inspection reports, first aid logs and accident/incident reports. Training and orientation reports will be filed in two locations, the personnel's file and a course specific file.

Summaries:

Summaries of safety related reports provide an overview of the program's activities and results that will help in determining trends and setting priorities for future safety program measures. Therefore, monthly and yearly summaries of the company's safety performance will be prepared and analyzed by the Safety Coordinator and presented at each safety committee meeting and to management for review.

Statistics:

Statistics is a means of measuring safety performance and allowing for comparisons over different time periods, with other departments within the company and with other similar organizations.

Injury Frequency Rate (IFR) and Incident Severity Rate (ISR) used in OSHA systems are the statistic equations used for Derksen Mechanical. These are calculated each month and charted to show the company's safety trend.

Responsibility

Managers:

§ Review and sign all necessary reports;

§ Discuss and propose to resolve safety issues during management meetings;

Foreman/Supervisors:

§ Hand all forms in immediately upon completion;

§ Review statistics and summaries and assist to resolve safety issues.

Worker:

§ Report all necessary information immediately;

§ Give input to resolve any safety issues;

HAZARD ASSESSMENT POLICY

Purpose

Conducting hazard assessments allows for the identification of what actual and potential hazards exist and is an essential part of any safety program.

Policy

The control of hazards is prominent throughout the Derksen Mechanical safety program and must be adhered to. Each inspection form will contain a hazard rating to identify what hazards are present in the workplace. Pre-job hazard assessments will be mandatory for all project start-ups.

Hazard control will be conducted through five (5) separate approaches:

Elimination: Removing or eliminating the hazard is obviously the best method of control; however not all hazards can be totally eliminated and other approaches may need to be taken.

Substitution: Substituting an unsafe condition for a safer one has proven to be the most effective hazard control.

Engineering Controls: Engineering controls consists of redesigning an unsafe condition or installing equipment or barriers to protect from unsafe conditions.

Administrative Controls: The most prominent administrative control is the safety program. Since engineering controls are not always practical or feasible, administrative controls are used.

Personal Protective Equipment: This must be the last line of defense or as back-up protection. PPE may be used to supplement the other controls but not as a substitute for them.

Combining the above control methods may be required to eliminate or sufficiently reduce the risk of hazards to an acceptable level.

Responsibility

Managers:

§ Assist with pre-job hazard assessments and inform workers of results;

§ Implement control methods required.

Foreman/Supervisors:

§ Perform pre-job hazard assessments and inform workers of results;

§ When conducting assessments always ask “what if”.

Worker:

§ Constantly inform foreman/supervisor about existing hazards.