



## HEALTH AND SAFETY MANUAL

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## **SECTION 1 – SAFETY POLICY**

At Morpac Mechanical, we all want to have a safe and happy workplace. To ensure this, we need everybody's participation.

The management of Morpac Mechanical is committed to providing safe and healthy working conditions, and to promoting positive attitudes toward safety and health within the organization.

Management is responsible for providing a safe worksite and for establishing and maintaining adequate standards of maintenance of site and equipment to ensure that physical and health standards are guarded against or eliminated, and for developing work procedures conducive to a safe and healthy workplace.

Superintendants / foremen are responsible for ensuring that workers are properly instructed to do their work safely; for enforcing safe work procedures and regulations; and for correcting all unsafe activities.

All workers and subcontractors are required to work safely, to know and follow all rules and safe work procedures.

Everyone is expected to correct or report unsafe conditions and activities, and to work co-operatively toward the prevention of accidents.

## SECTION 1- SAFETY POLICY

### Objectives

The objective of any safety activity is to STOP PEOPLE FROM GETTING HURT.

To accomplish this objective, we must strive to eliminate the two major factors to work injuries:

- Unsafe conditions
- Unsafe acts

An on the job injury occurs in the following manner:

- A hazardous situation (one of the above factors), resulting in
- An incident, resulting in
- An injury

How successful we are in reducing accidents and injuries depends on how effective we are in our efforts to eliminate hazardous conditions.

How effective we are depends on whether each and every one of us plays his or her full part in accident prevention

### Goals

It is the goal of Morpac Mechanical, to:

- Avoid accidents and / or personal injuries resulting in suffering, loss of time, and possible impairment of earning power.
- Maintain neat, clean, safe, and healthful working conditions.
- Comply with WCB regulations pertaining to accident prevention, working conditions and safety committee requirements.
- Fully utilize the talents of each employee toward making our company a safe and successful place in which to work.

## SECTION 2 – WRITTEN AND PRACTICAL SAFE WORK PROCEDURES

### General company safety rules

The following company rules are based on an assumption that all employees are mature personnel with a thorough knowledge of the required standards of performance for their job. This safety booklet is to be used as a supplement to WCB Occupational Health & Safety Regulation.

1. All employees are to arrive at their place of work promptly and properly prepared to undertake their assigned duties
2. Employees are responsible for the safe operation of any machines and equipment they are operating, and for the quality of work that the equipment produces. This includes strict adherence to the established work practices and safety procedures for that equipment
3. Employees, while in the employment of Morpac Mechanical, must show up for work in the appropriate work clothes and use all necessary personal protective equipment when required or instructed to do so. This includes, but is not limited to, high visibility vests, hard hats, and safety protective footwear at all times, while on any Morpac Mechanical, Drainage and Heating Ltd. work location
4. Employees are not to report to work under the influence of alcohol or drugs, and are not to consume either alcohol or drugs during the work day.
5. Within the realms of reasonability employees are to follow the instruction of supervisors.

### Personal Safety – General Conduct

#### **-Responsibility to your fellow worker.**

The fellow worker concept is one of the major ways we can avoid accidents and injuries (i.e. if a fellow employee is observed working without the proper protective equipment for the job, or in an unsafe manner it is your duty to correct the issue. Saying nothing or covering up for unsafe acts of your fellow employee will result in your suspension.)

#### **-Improper conduct**

No person shall engage in any improper activity or behaviour, that might create or constitute a hazard to him/herself or any other worker, for the purpose of this regulation, improper activity or behaviour, includes horseplay, scuffling, fighting, practical jokes, unnecessary running or jumping, tripping others, throwing objects, or similar conduct that may startle or distract other employees.

#### **-Working alone**

Where a worker is employed under conditions which present a significant hazard of disabling injury and when the worker might not be able to secure assistance in the event of an injury or other misfortune, the worker must make himself aware of and comply with periodic check in procedures, as determined by the company.

## SECTION 2 – WRITTEN AND PRACTICAL SAFE WORK PROCEDURES

### - **Appropriate clothing.**

All field employees, subcontractors and dependant contractors must report to work in appropriate work clothing. No portion of the leg is to be exposed to hazards and the content of the fabric consist of a material that will not melt when in contact with hot materials (i.e. no nylon tear away type pants, no shorts). Shirts, depending on the hazards on site (burns and abrasions), long sleeves, short sleeves, (sleeves must be a minimum of 3" length below the shoulder). Chest and back area must be covered. Clothing should not be of a type that it would get caught on the tools or equipment being used.

### - **Alcohol and Drugs**

No person shall enter or remain or be permitted to remain on the premises of any place of employment while his / her ability of work is affected by alcohol, drugs or other substances as to endanger his / her health or safety or that of any other person.

The impaired employee is a definite hazard and a risk to him / herself and a risk to the safety and well being of his / her workmates and the general public. For this reason, any employee who reports to his / her workplace or is found working while under the influence of alcohol, drugs, or other substances, will be removed from site and employment will terminate immediately.

### - **Theft**

Any theft by a Morpac Mechanical employee is cause for immediate suspension and termination may follow.

### Personal Protective Equipment

Personal protective equipment must:

- a) be selected and used in accordance with the manufacturer's instructions and recognized standards, and provide effective protection
- b) not in itself create a hazard to the wearer
- c) be compatible, so that one item of personal protective equipment does not make another item ineffective, and
- d) be maintained in good working order and in a sanitary condition.

If the use of personal protective equipment creates hazard equal to or greater than those its use is intended to prevent, alternative personal protective equipment must be used or other appropriate measures must be taken.

## **SECTION 2 – WRITTEN AND PRACTICAL SAFE WORK PROCEDURES**

### **- Footwear**

Workers footwear must be of a design, construction and material appropriate to the protection to the protection required. Factors must be considered when determining appropriate protection. These factors can be found in Part 8: Personal Protective Clothing and Equipment of the WCB Occupational Health and Safety Regulation.

### **- Safety Headgear**

Safety headgear must be supplied by workers, and worn in any areas where there is a danger of head injury from falling, flying or thrown objects, or other harmful objects. Damaged headgear with missing, mismatched, or modified components will render the equipment un-approved and should be replaced.

### **- Hearing Protection**

Employees exposed to excessive noise from operating mobile equipment, jack hammers, chipping guns, coring tools, power tools or other excessive noise levels, must wear hearing protection as set out by WCB Occupational Health and Safety Regulation Part 7 Noise, Vibration, Radiation and Temperature.

### **-Limb and Body Protection**

All persons handling materials likely to puncture, abrade, or otherwise adversely affect the skin, or are absorbed through it must wear appropriate skin, hand, foot, or body protection to prevent such injuries. If a glove, apron, or other protective equipment used to protect the skin against contact with a hazardous substance is rendered ineffective due to contamination with the substance, the protective equipment must be promptly replaced with clean or decontaminated equipment to maintain the required protection.

### **-Eye and Face Protection**

Properly fitting goggles, face shields or other eye protective equipment, appropriate to the work being done (i.e. grinding, spraying, welding, air hoses) or is a risk of injury to the eye may result.

If there is a risk of face injury, suitable face protection must be worn and meet WCB requirements as set out in the regulation.

### **-Respiratory Protection**

Employees exposed to high concentration of dust or noxious gasses shall wear appropriate respiratory as set out in the WCB Occupational Health and Safety Regulation part 8.32- 8.44

## SECTION 2 – WRITTEN AND PRACTICAL SAFE WORK PROCEDURES

### **-High visibility & Distinguishing Apparel**

All workers must wear a high visibility vest when working near machinery or in poorly lit areas, or where there is a danger of being struck by a vehicle.

### Mobile Equipment

No person shall operate any mobile equipment unless the operator possesses all necessary licences and certificates and has received adequate training and has demonstrated to his / her supervisor or instructor that he / she is a competent operator and is familiar with the WCB Occupational Health & Safety Regulation Part 16: Mobile Equipment

Operators must inspect the equipment before start of operation on the shift to ensure the safe operating condition of the equipment. Operators are responsible for reporting to the appropriate supervisor all unsafe or defective conditions of their equipment for prompt repair on the Equipment / Vehicle Condition or Pre-Trip Inspection forms. Any repair or adjustment necessary for the safe operation of the equipment must be made prior to use

### Tools Machinery and Equipment

A machine, piece of equipment and industrial process must be operated in accordance with the manufacturer's recommendations and instructions, and with WCB Regulation Part 12: Tools, Machinery and Equipment. A safeguard must not be removed or made inoperable until the equipment it is safeguarding has been locked out as required by WCB Regulation Part 10 De-energization and Lockout and the Morpac Mechanical Lockout policy.

### Compressed Air

Compressed air or steam must not be used for blowing dust, chips, filings, or other substances from a work area, equipment, or any other structure if any person could be exposed to the jet, or the material it expels or propels and an injury or health hazard due to fire, explosion or other cause is likely to result.

Compressed air may not be used for blowing harmful or hazardous dusts or other harmful substances from clothing being worn by employees.

Blowing dust from clothing on the body can cause skin damage, ruptured Ear Drums, Eye injuries and, if used on skin where a small cut is evident, it can allow air to enter the bloodstream. Horseplay with air hoses such as using the feet to disconnect them or startling others by blowing air at them is extremely dangerous and will not be tolerated. Employees not complying by the aforementioned regulations will receive formal write-ups and be disciplined according to the judgement of the foreman and superintendent.

## SECTION 2 – WRITTEN AND PRACTICAL SAFE WORK PROCEDURES

### Housekeeping / Safety

- a.) Each worker must maintain good housekeeping procedures in his/her areas, or vehicle
- b.) Work areas must be arranged to allow the safe movement of worker's equipment or materials
- c.) If you spill any liquid (or see a spill) wipe it up and if necessary apply a non-skid material over the spill
- d.) Keep aisle clear of materials that could cause slips or falls
- e.) Throw garbage in the containers provided
- f.) Dispose of oily or used rags in approved containers
- g.) Remove parts, materials, tools after you have completed your job in the area
- h.) Pick up any tripping hazards such as nuts, bolts, pencils, paper clips etc.
- i.) Recoil hoses after use
- j.) Replace covers on grates or barricade holes if you have not completed the job
- k.) Do not store heavy items on overhead shelves
- l.) Use only guarded fans or electrical appliances and machinery
- m.) Boards with nails protruding from them must not be left lying around. If you notice them , bend the nails over even if you were not the one who left them like that
- n.) Screwdrivers carried loosely in pockets results in injuries, they should be kept out of pockets
- o.) Aerosol cans are hazardous in temperatures over 120 degrees F 48 degrees C. Damage to an aerosol may increase the pressure enough to rupture the can causing bits of metal to be sprayed in all directions. Puncturing the can, tampering with the nozzle, or leaving it lying around to rust can cause the same problem. Don't Leave empty aerosol cans lying around. Dispose of them in garbage receptacles
- p.) You are responsible for cleaning up after yourself and for maintaining your own area housekeeping

### Building Regulations / Safety

- a.) Fire drills are to be conducted annually
- b.) All buildings must be equipped with proper fire extinguishers, all extinguishers will be tested and certified annually
- c.) It is the responsibility of each employee to be aware of the location and operation of fire extinguishers in their work area
- d.) Any worker who uses a fire extinguisher must report to his/ her supervisor that the extinguisher has been used. The supervisor must have any used fire extinguisher recharged immediately

## SECTION 2 – WRITTEN AND PRACTICAL SAFE WORK PROCEDURES

- e.) All welding/ soldering in buildings must be carried out in accordance with the Fire Marshalls Act. Anyone carrying out welding must make themselves familiar with WCB Occupational Health and Safety Regulation Part 12: Tools, Machinery and Equipment
- f.) All flammable liquids in buildings must be kept in approved safety vessels. The storage and handling of hazardous substances must be done in accordance with WCB Regulations
- g.) All work areas in buildings to be kept in a clean and tidy condition

### Confined Spaces / Manholes

The employer must:

- a.) ensure that each confined space in the workplace is identified, and
- b.) Determine whether any such space will require entry by a worker, either in scheduled work activities or as a result of foreseeable system failures or other emergencies

Familiarize yourself with WCB Occupational Health and Safety Regulation Part 9: Confined Spaces before any entry. If left open, all manholes, pits, hatchways, catch basins and channels must be barricaded indicating a hazard exists. If the roped off area is outside and requires illumination to call attention to it, lights must be provided. Always replace the covers when the job is done

### Lifting

Lifting incorrectly is a major cause of back injuries. Correct Lifting Consists of 5 main steps:

- 1.) Size up the load and get help if needed
- 2.) Have a good secure footing
- 3.) Lift with legs, not your back; keep your back as straight as possible
- 4.) Keep your balance; don't twist under the strain or jerk the load
- 5.) Don't turn while lifting; lift first then turn

### Lockout / Tag out

Workers required to conduct work on electrical equipment must be thoroughly familiar with WCB Regulation Part 10 De-energization and Lockout as well as the Morpac Mechanical Lockout policy.

## SECTION 2 – WRITTEN AND PRACTICAL SAFE WORK PROCEDURES

### Lockout Policy

- 1.) Only authorized employees may work on equipment
- 2.) Employees must follow the established written lockout procedure during all maintenance as defined in w.c.b. occupational health and safety part 10: de-energization & lockout
- 3.) This policy is a supplement to the WCB regulation
- 4.) All authorized employees **MUST CUT OFF THE POWER SUPPLY** at the main control panel and place their personal lock on that control **PRIOR** to performing any maintenance or repairs on any power actuated machinery or equipment where starting that machine could injure a person
- 5.) Each authorized employee must use locks assigned to him / her and must be labelled with his / her name
- 6.) An employee is not permitted to use another employee's lock nor allow another employee to use his / her locks
- 7.) If you require additional locks obtain them from your immediate supervisor you are required to attach a label to identify the lock as being used by you.
- 8.) When working on a machine, each person must lock each lockout point with his / her assigned lock (s)
- 9.) The person applying the first lock in a lockout procedure is responsible to immediately test to ensure that the locked out machinery cannot be operated
- 10.) Each employee must remove his / her own lock when his / her maintenance procedure is complete. **EMPLOYEES ARE FORBIDDEN TO REMOVE LOCKS BELONGING TO OTHER EMPLOYEES**
- 11.) In an emergency, the superintendant jointly with the foreman on shift (both must be present and must agree on the **ACTION TO BE TAKEN**) are the only persons authorized to remove locks belonging to other employees.
  - a.) the superintendant and foreman must make every effort to contact the employee before taking any action to remove the lock and if they do take action, the superintendant, assumes full responsibility for removal of the lock and must ensure that the machinery or equipment can be operated safely and will not endanger any employee
  - b.) The superintendant and foreman must also ensure that before the employee returns to work the employee is informed that his /her lock has been removed.
12. The removal of the last lock on a locked out switch is a **SERIOUS ACT**. Prior to removing the last lock, the person is responsible to ensure that the machinery or equipment can be operated **SAFELY AND THAT ALL PERSONS ARE CLEAR AND OUT OF HARMS WAY**.

## SECTION 2 – WRITTEN AND PRACTICAL SAFE WORK PROCEDURES

- 13.) All contractors working for Morpac Mechanical shall follow Morpac Mechanical LOCKOUT PROCEDURE and shall use Morpac Mechanical locks assigned to him / her.
- 14.) The superintendant shall ensure that a list of machinery and equipment, showing specific lockout procedures for each piece of equipment, and the corresponding written lockout procedures are maintained and are available to all employees.
- 15.) Before beginning any maintenance or repairs on power actuated machinery, the machine must be LOCKED OUT inform employees affected by the shut down and lockout of the extent and duration of the shut down
- 16.) Use the start / stop switch on the machine to turn it off. Ensure the machine is no longer running
- 17.) Disconnect From Power Supply
- a.) Where the machine utilized a PLUG disconnect the plug and place the male end of the plug on the machine in a location readily visible to the person performing the work
  - b.) This method may only be used where the worker completes the maintenance without leaving the machine
  - c.) If the employee performing the maintenance may be interrupted during the task, then the plug should be secured by a lock
  - d.) where the machine is supplied power from an electrical panel and circuit breaker, determine the correct breaker and switch it to the OFF position, and (1) lockout the individual circuit breaker, or (2) if the individual breaker is not lockable, close and lock the panel door. A tag identifying the worker locking out the panel must be securely attached to the door lock.

*Method (2) may only be used*

- A.) *Where the door lock is operable only by that employees key and by a master key in case of emergency.*
- B.) *Where the employee who does the original lockout is the only employee required to lockout*
- C.) *Where the door key is secured by a key box(or similar system) when more then one employee is involved in the maintenance work*
- D.) *Where the machine is supplied power from a disconnect switch, determine the correct disconnect and switch it to the off position. Apply your safety lockout scissor clip*  
*Note: use left hand and turn your face away form the switch when opening or closing it.*

## SECTION 2 – WRITTEN AND PRACTICAL SAFE WORK PROCEDURES

18. Disconnect from Material flow (piping system)
  - a.) Where the machine is connected to a piping system containing hazardous material, the supply valve shall be closed and locked out before work starts
  - b.) Suitable personal protective equipment shall be used where exposure to hazardous materials may occur
  - c.) Where applicable, WCB regulations for confined space entry (note: a valve is not an acceptable control device for confined space work)
19. After applying your locks, test the effectiveness of the lockout:
  - a.) Make certain everyone stands clear, then have the equipment controls (push buttons, switches etc.) to ensure that the machine will not move
  - b.) Ensure the equipment controls are turned to the off or neutral position immediately after the test, and
  - c.) Relieve or restrain any residual or stored energy, and
  - d.) Ground electrical energy stored in capacitors, and
  - e.) Test with appropriate test equipment and/or visually check to determine energy sources have been neutralized
20. If you are required to work on machinery or equipment that is locked out, apply your own lock to the lockout scissor clip
  - a.) In the event that a previously locked out switch does not have a scissor clip, contact the person whose name appears on the lock Both employees will together apply a scissor clip and apply their assigned locks to it
21. Proceed with the necessary maintenance work. If it is necessary to test run the equipment, follow a safe work procedure to ensure the safety of others
22. When the maintenance works is complete, and before you remove your lock ensure:
  - a.) Any defective guards or safety devices are repaired or replaced and
  - b.) All components are properly installed, including guards and safety devices, and
  - c.) The equipment process is free of incomplete work, obstructions, and
  - d.) You know the sequence for lock removal and start up, particularly if you are the employee removing the last lock (s),
  - e.) Everyone is clear and remain clear of danger during start-up
23. On completion of work, remove your assigned lock, (and lockout scissor clip where applicable) and restore power to the machine or equipment
24. EMPLOYEES ARE FORBIDDEN TO REMOVE LOCKS BELONGING TO OTHER EMPLOYEES.

## SECTION 2 – WRITTEN AND PRACTICAL SAFE WORK PROCEDURES

### Respiratory Protection

- a.) The employer must provide appropriate respiratory protective equipment if a worker is or may be exposed to concentrations of an air contaminant in excess of an applicable exposure or excursion limit, or to an oxygen deficient atmosphere
- b.) The employer, in consultation with the worker and the O.H. & S. committee must select appropriate respiratory protective equipment in accordance with CSA standards or other standard acceptable board
- c.) A worker required to wear a respirator which requires an effective seal with the face for proper functioning must be shaven where the seal meets the face
- d.) A respirator which requires an effective seal with the face for proper functioning must not be issued to a worker unless a fit test demonstrates that that the face piece forms an effective seal with the wearers face. This does not apply to a single use (disposable) respirator unless the manufacturer's instructions indicate that a fit test can be performed
- e.) Other personal protective equipment that is to be worn at the same time as a respirator which could interfere with the respirator must be worn during the fit test
- f.) After a respirator is issued to a worker, the fit test must be repeated at least annually to ensure that the face seal remains effective.
- g.) Familiarize yourself to WCB Regulation 8.32 to 8.44 before using a respirator

### Immobilization of Vehicles

- a.) The carrier vehicle of an elevating work platform must be secured against inadvertent movement before worker occupy the platform
- b.) If it is permitted by the elevating work platform manufacturer to elevate the work platform while working on sloping ground , the vehicles wheels must be secured according to the manufacturer's instructions or, in the absence of such instructions, the wheels must be chocked
- c.) An elevating work platform must have braking systems meeting the requirements of part 16 Mobile Equipment

## SECTION 2 – WRITTEN AND PRACTICAL SAFE WORK PROCEDURES

### Protection from falling

- a) During the erection or maintenance of buildings or structures, workers must be protected from injury through falling from the unguarded portions of the structure at all elevations 10 feet or more above grade. Such protection must be afforded by means of barriers, guardrails, fibre or wire guard ropes, safety belts and lifelines, personal safety nets, or other effective means.
- b) Guards must be in conformity with the requirements of the WCB Regulation Part 4: General Conditions
- c) Every floor and roof opening constitutes a hazard to workers must
  - i) be securely covered
  - ii) be guarded by fixed or movable guardrails , which must be identified as such and kept in place except when necessarily removed to work in the opening or pit
  - iii) if a worker must enter an area not normally accessible an that has openings that are a danger, such openings must be guarded or personal fall protection must be used while the worker is in the area
- d) When there is a danger of material falling into work areas:
  - i) Such areas must be barricaded against entry by workers, and warning signs shall be prominently displayed on all sides and approaches, or
  - ii) Protective Canopies must be installed, or
  - iii) Catch platforms must be provided as per WCB Regulation 20.9
- e) Safety headgear meeting the requirements of part 8: personal protective Clothing and Equipment must be worn by workers in all work areas where there is danger of head injury from falling, flying or thrown objects, or other harmful contacts and not to be removed except in areas that have been designated by the employer as being free of head injury hazards.

LET'S KEEP MORPAC MECHANICAL THE SAFEST COMPANY TO WORK FOR.

READ THIS HANDBOOK OFTEN AND REMEMBER,  
THINK COMMON SENSE AND SAFETY

## SECTION 3 – SUBCONTRACTOR SAFETY RESPONSIBILITIES

All Morpac Mechanical subcontractors must meet the criteria established in the owner's guidelines for safety prequalification prior to the awarding of contracts

### Subcontractor Management Responsibilities

Subcontractors are largely responsible for their own employee's health and safety at the jobsite as well as those workers assigned to them

They are required to abide by Morpac Mechanical (MML) health and safety manual or any superseding contractual or regulatory requirements.

Subcontractors are to ensure that:

- They and their workers attend MML pre-job orientation meeting
- They attend all health & safety committee meetings
- They work in conditions that comply with WCB regulation and MML Health and safety manual
- They contact MML prior to the job starting, to receive special instructions regarding site specific hazards & applicable safe work instructions particular to the work site
- They enforce their own safety program
- They perform their own safety induction to their employees
- They provide and enforce the use of adequate personal protective equipment
- They report all accidents & near misses to MML safety co-ordinator as soon as reasonably possible & investigate all accident & near miss accidents as required by WCB
- They provide first aid services & emergency transportation for their workers or make prior arrangements with MML
- They immediately correct any unsafe work practices or conditions reported or observed within their scope of work
- They report to MML all reported or observed unsafe practices & conditions beyond their control
- They cooperate with Health & Safety representatives having jurisdiction on site
- They communicate & cooperate with MML to ensure overall coordination of the Health & Safety Program
- Where their work activities interface with those of other subcontractors
- On the same or adjoining work sites creating a hazard to workers, the affected subcontractors shall immediately bring the matter to MML's attention to ensure health and safety coordination is assured and safe performance of the work is accomplished

### **SECTION 3 – SUBCONTRACTOR SAFETY RESPONSIBILITIES**

- Weekly toolbox safety meetings are to be held by their supervisors or crew leaders. Potential hazards which may be encountered by work crews during ongoing or upcoming work, accidents / incidents, inspection reports, rules, regulations etc. are to be addressed by crew leaders
- The subcontractor and workers are to be represented at MML monthly Health and safety committee meeting
- They supervise their supervisory personnel
- Visitors are cleared through MML superiors
- The general public is protected from inadvertent harm arising from contractor activities during the course of their contract
- They provide written safe work procedures for work performed
- They provide written safe work procedures for work performed
- They provide documentation pertaining to controlled products anticipated to be used on the project which will include safe work procedures to ensure site workers / public and the environment will not be at risk
- They report all injuries sustained on the work site

## SECTION 4 – TRAINING OF WORKERS AND SUPERVISORS

### Employees / Owner Operators / Subcontractors

The regulations in this safety manual have been adopted by Morpac Mechanical in conjunction with the WCB Occupational Health and Safety Regulation

It is the responsibility of all employees / owner operators and sub contractors to make themselves familiar with these regulations and the portions of the WCB Regulations in the Occupational Health and Safety Regulation Book that affect their work.

You and your foreman / Superintendant are responsible for ensuring that you know the and proper means of doing your work

If you have any questions or doubts about specifics on safe work practices or controlled products used, consult your foreman

### New Employee induction

It is the responsibility of the superintendant / foreman of the new employee to train and familiarize them on safety and how to do their job in a safe manner

## SECTION 4 – TRAINING OF WORKERS AND SUPERVISORS

### Foreman and Supervisors Duties to the New Employee

Some of the responsibilities included are listed below but are not limited to these

- go over verbally the general safety rules of Morpac Mechanical (seat belts, hard hats, steel toes, hi viz vests, etc.) this is done through reviewing the “induction checklist”
- Hand out the drivers abstract information package, which explains the reason why MML obtains drivers abstracts from employees
- Distribute Morpac Mechanical Safety handbook to new employees and have employee and yourself sign receipt and send into office to the safety officer within one week
- Have new employee fill out “employee hire form”
- Inform employees where the WCB issue of “REGULATIONS” can be found on the job site. Encourage workers to read these regulations as they are there for their safety. If you require more copies, call the safety officer at the office
- Distribute personal protection equipment (ear plugs, eye goggles) and ensure the shoes on their feet are CSA approved as well as their hard hat.
- Explain their job to them, what you expect and introduce them to the other employees.
- Watch him / her do the job to ensure that they actually do it correctly and safely, Especially if they are using a piece of equipment that they ARE NOT FAMILIAR WITH
- Introduce Him / her to the First Aid person, so they know who to speak to in case of injury to themselves or others
- Show him / her where the First Aid kit is located
- Show him / her where the W.H.I.M.I.S. binder is located and familiarize them with the controlled products they will be in contact with.

## SECTION 5 – SUPERVISION OF WORKERS

### Discipline

If a worker is not working safely or not in compliance with WCB and or Morpac Mechanical's Regulations You **MUST** react with a form of discipline

-1<sup>st</sup> VIOLATION – VERBAL WARNING

-2<sup>ND</sup> VIOLATION – WRITTEN WARNING, WHICH IS TO BE SIGNED BY EMPLOYEE AND FOREMAN “DISCIPLINARY ACTION MEMO” FORMS ARE PROVIDED

-3<sup>RD</sup> VIOLATION- SENT HOME WITHOUT PAY FOR BALANCE OF SHIFT

-4<sup>TH</sup> VIOLATION- SUSPENSION WITHOUT PAY, WHICH COULD INCLUDE DISMISSAL WITHOUT PAY

Exception to this rule would be that if the worker reported to his / her job duties while under the influence of alcohol or drugs, then discipline would immediately be considered the third violation and include a written Disciplinary action memo

Disciplinary Action memos will be given directly to the President for review, and signature, and then copies are sent to the employee, personal worker file and to the safety officer

We **MUST** have a record of all the disciplinary actions taken and reason for them.

## SECTION 6 – REGULAR INSPECTION AND MONITORING

### Job Site Inspections by W.C.B

From time to time, WCB officers may come on your jobsite to do an inspection

These WCB officers **MUST** be treated with respect.

There should be a company representative accompanying the board officer at the time of inspection. The officer must inform you of the nature of inspection (i.e. safety or hygiene, medical, occupational environment or a combination). The board officer will write up an ``inspection report`` and list the violations if any. Try to rectify these violations before they ``write you up``. Usually you retain a copy of the report, one is sent to the office, and WCB keeps the remaining copies. You or your worker representative will be required to sign a copy to acknowledge that you accompanied the officer on the inspection.

The board officer, after inspection, after inspection may write orders requiring immediate correction of some potential hazard, recommend a financial penalty against the company for violation of regulations, or repeat violations or if the condition of immediate danger threatens the health or safety of any worker, issue a 24 hour closure order

If there are any situations that arise when the W.C.B. board officer is on site that you feel you cannot handle, call the safety officer at the office for assistance

### Job Site Inspections by Morpac Mechanical

The Morpac Mechanical safety officer will come to your job sites form time to time (approx 1 per month) to ensure workers are wearing personal protection equipment, First Aid supplies are topped up, first aid books are kept up to date, signage on roadways are adequate etc.

A `job site inspection list` will be filled out at each inspection site. Copies of this report will go to the Occupational Health and Safety Committee for review. If there are any corrective measures to be taken, the safety officer will delegate to the appropriate person. The safety officer will also do follow up to ensure the problem is rectified

The foreman should be included in this inspection. If the foreman is busy at the time, he or she will be notified of any safety concerns

The inspection should not interfere with the workers duties unless there is and emergency situation that needs to be rectified right away.

## SECTION 7 – INVESTIGATION OF ACCIDENTS AND OCCUPATIONAL DISEASES

### Accident / Injury Investigation

In the event of a fatal accident, the following injury is to be followed.

Report immediately to: Morpac Mechanical Head office

Local Police

WCB

Other regulatory agencies as required

Do not disturb the accident scene other than necessary to affect rescue or prevent deterioration in the situation until released to do so by the police or WCB

The safety officer and site superintendant conduct injury investigations for time loss or potential time loss injuries.

The shop superintendant, site superintendant and safety officer will conduct the accident investigations involving a company vehicle or a piece of equipment

In the case of a serious or fatal accident or injury, the company management will be involved in the investigation along with the site superintendant and safety officer

The results of the accident or injury reports will be discussed at the O.H. and safety Committee meetings who will make recommendations and present to the management.

### Accident / Injury Reports

Each worker is responsible for reporting an accident or injury to his or her foreman or superintendant no matter how minor the injury may seem. Failure by an employee to report an injury on the 1<sup>st</sup> day of the injury may result in any claim for WCB benefits to be challenged.

The foreman or superintendant is responsible for filling out the necessary WCB form 7 and forwarding it into the office to the attention of the safety officer. It is the management's responsibility to have the form 7 is submitted to the board within 3 days of notification of the injury. \*\* Please note: a visit to the doctor, hospital, physiotherapist, or chiropractor may trigger a claim that may seem unimportant to you but when you mention the injury occurred at work, it is automatically considered to be a WCB claim

If the accident involves any company vehicle or equipment, an accident Information Report Form is to be filled out and sent into the office to the attention of the equipment manager. These forms can be obtained from your foreman or superintendant.

## SECTION 7 – INVESTIGATION OF ACCIDENTS AND OCCUPATIONAL DISEASES

### What to do in case of an Accident / Injury

In case of any accident or injury your 1<sup>st</sup> responsibility is to the worker

1. take the necessary steps to ensure the worker is medically taken care of (i.e. first aid, ambulance, hospital)
2. If first aid has been administered, ensure that it has been recorded in your first aid record book

In case of any accident or injury your second responsibility is to the environment

1. Take the necessary steps if the accident will have an impact on the environment. Consult your M.S.D.S for product information for material cleanup.

The next steps to take:

- Investigate the accident / injury and keep records of the time and place, extent of the injury / damage, get workers statement and the statement of the witnesses, if any. Use the accident Investigation Checklist. There is a camera available at the office, if required. Any accident should be reported to the President of Morpac Mechanical Your superintendent and the safety officer as soon as possible. They will also be involved in the accident investigation.
- Send the accident report to the safety officer with pictures, if any were taken. Ensure you get as many details as possible. Assume the person who is reading the accident report has no knowledge of the job site and what happened there to cause the accident. When they read the report, they will have a good understanding of what happened without having to ask what happened
- Send in a "W.C.B form 7" to the office. Fill out all the information on these forms except address and payroll information. The office will complete these portions of the Form 7. It is important to have names of witnesses, if any, also a full description of what happened or if you have any objections to the claim.
- It might be beneficial for the worker to fill out "W.C.B form 6A" which is his / her statement detailing the incident that caused the accident / injury.
- If you have an injured worker recovering from an injury at home, make an effort to call regularly to check on his / her progress.

## **SECTION 8 – OCCUPATIONAL HEALTH AND SAFETY/ TAILGATE/ MANAGEMENT MEETINGS**

### OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

- a) consists of both representatives of the workers and management
- b) the functions and duties of these meetings are as outlined in OHS regulation 3.5
- c) minutes will be taken and distributed to those on the committee, and posted in dispatch and shop notice boards

### Tailgate Safety Meetings

- a) it is the responsibility of the superintendant to ensure that tailgate safety meetings are held with his crews once a month
- b) Notes of these meetings are to be kept on the forms provided and sent into the office. It is important to note who attended these talks and who from the regular crew are absent. If you have any subcontractors or independent operators present, please make a note of this as well, the O.H. and safety committee will review these monthly meetings.
- c) There are 4 topics on the tailgate safety meeting form that are to be discussed every month. We do this for a reminder for all to wear personal protective equipment. These topics are as follows.
  - Seatbelts, on equipment supplied with seatbelts, it is mandatory that workers wear their seatbelts at all times
  - Hearing protection, workers must use hearing protection when working in close proximity to operating equipment
  - Hi-viz vests or shirts must be worn at all times while on our job sites
  - Hard hats are to be worn at all times
  - New business, the O.H. & safety Committee will choose a topic of discussion for you. If there are other items that come up, add it to the bottom of the form.

Try to involve everyone in these talks. The more participation in the talks, the more involved in safety we all get and as an end result, the less time loss injuries we have.

### Management Meetings

Management meetings will be held from time to time for the purpose of reviewing health and safety activities and accident trends and for the determination of necessary courses of action.

## **SECTION 9 – RECORDS AND STATISTICS / REVIEW OF OCCUPATIONAL HEALTH AND SAFETY PROGRAM**

### Records and Statistics

The Following records are located at the office. The responsibility of collecting and keeping these documents are of the safety officer unless otherwise indicated

- a) First Aid Reports
- b) WCB Inspection Reports
- c) Accident / Investigation Reports
- d) Material Safety Data Sheets
- e) Work Site Inspection Reports
- f) Hearing test records
- g) Tailgate Safety meetings
- h) Employee Induction Forms
- i) Safety Handbook Receipts
- j) Notice of Project ( WCB Form #52E49 [R2/96]
- k) Form 30m33
- l) All engineering reports (see Project manager)
- m) Minutes of the occupational health and safety meetings
- n) Minutes of the management's safety meeting
- o) Jobsite specific Hazard Checklist & Daily tailgate safety meeting Form
- p) Statistics
- q) Vehicle Log Books/ pretrip inspection report books – responsibility of drivers of company trucks to perform the inspection, records are held with dispatch
- r) Workers hours and daily equipment inspection log – workers responsibility to maintain on a daily basis and booklets are to be kept with the worker
- s) Maintenance Records – equipment and trucks

### Review of Occupational Health and Safety Program

A systematic and critical written examination of all elements of this program must be carried out at least annually.

## **SECTION 10 – LIST OF FORMS**

- WCB 30M33
- WCB Notice of Project
- WCB 6A
- WCB 7A
- WCB 7
- New employee induction checklist
- New employee hire Form
- Equipment Operator Checklist
- Disciplinary Action Memo
- Morpac Mechanical Job site Inspection Report
- Accident Investigation Checklist
- Accident Information Report (VEHICLE)
- Tailgate Meeting Form
- Trip Inspection Report
- Drivers Abstract Information
- Above ground inspection Report
- Workers hourly & daily Equipment Pre - Trip log
- Jobsite specific Hazard Checklist