STRUCTURE SCAN

SAFETY AND HEALTH POLICY

2020

1868 Springfield Rd.
Sunnyside, Manitoba
R5R 0J3
Ph: (204) 777-6590
Fax: (204) 222-7177

Table of Contents

Section 1

Safety and Health Policy

Company Health and Safety Policy

The management at Structure Scan is committed to ensuring the safety, health and well being of all employees.

We sincerely believe that good safety performance is one of the leading factors in ensuring a well managed, efficient, and profitable operation. We consider health and safety to be one of the most important responsibilities. Compromising it for the sake expediency is not acceptable under any circumstance, and must be preserved before all else.

To the best of our ability and understanding our objective is to conduct all of our business activities in accordance with the applicable safety and health regulations and to strive toward the control of foreseeable hazards and/or unsafe working condition, therefore eliminating them whenever possible.

Our safety program will include:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting safety and health inspections to find and eliminate unsafe working conditions and practices.
- To control health hazards, and to comply fully with the safety and health standards of each and every job.
- Training all employees in workplace health and safety practices.
- Providing necessary personal protective equipment and instruction.
- Developing and enforcing safety and health rules and enforcing these rules as a condition of employment.
- Investigating every accident promptly and thoroughly and taking corrective action to ensure similar accidents do not occur.

We will develop, implement, and maintain an up-to-date safety and health program in an effort to prevent any losses attributable to accidents.

Accident prevention is a shared responsibility which means that:

- Structure Scan accepts the responsibility for leadership of the safety and health program for its effectiveness and improvement, and for providing the safeguards and necessary information required to ensure safe condition at work.

- Structure Scan supervisors are responsible for developing the proper attitudes towards the safety and health applicable to them and those who they supervise, and for ensuring all operation are performed with the utmost regard for the safety and health of all personnel involved.
- Structure Scan employees are responsible for the wholehearted, genuine cooperation with all aspects of the safety and health program, including compliance with all rules and regulations and for continually practicing safety while performing their duties.

I trust that all of you will cooperate fully and join me in a personal commitment to make safety a way of life.

Note: The safety information in this policy does not take precedence over the Manitoba Workplace Safety and Health Act and Regulation.

Tony Brunette
Owner
Structure Scan Inc.

Signature:			
Date:			

Assignment of Responsibility and Accountability for Safety

Management

- Provide a statement of policy relative to the safety program. The statement provides a commitment and philosophy setting the levels of safety performance throughout the organization.
- Maintain overall control of the safety and loss prevention program.
- Ensure all established safety policies are enforced and preserved.
- Ensure all employees are aware of and effectively practice the policies and procedures set out in the safety program.

Superintendent

- Implement and maintain Structure Scan's safety policies on projects within their respective areas of jurisdiction.
- Implement site safety program and develop a clear understanding of the safety responsibilities for each supervisor/foreman on their respective jobsites.
- Provide information, instruction, and assistance o all supervisory staff in order to protect the health and safety of all our employees.
- Provide all supervisory staff with proper, well maintained tools and equipment, plus any other special protective devises that may be required.
- Understand and enforce our accident prevention policy as well as the occupational health and safety legislation.
- Conduct safety meetings with other supervisory personnel and ensure toolbox meetings are being held as outline in the Manitoba Workplace Safety and Health Act.
- Accompany government safety inspectors during project inspections.
- Ensure all new employees receive detailed safety instruction before starting work.
- Provide ongoing safety educational programs and approved first aid training courses as required.

Supervisor/Foreman

- Provide safe work conditions for all employees under his/her supervision.
- Provide instruction to all employees regarding safe work procedures.
- Ensure that all workers are wearing appropriate personal protective equipment at all times.
- Correct any physical conditions which are liable to cause or have caused accidents.

- Investigate accidents, incidents, or near misses and determine underlying causes. Complete all report forms and advise the management in a timely manner.
- Lead by example by always directing and performing work in a safe manner.
- Conduct regular inspections for unsafe practices and ensure prompt corrective action.
- Advise workers of job-site hazards and how to avoid, prevent, and remove them.
- Maintain/preserve proper cleanliness standards with all workers.
- Enforce all established safety regulation and work methods. Take corrective action as necessary to ensure consistent compliance with safety rules.
- Hold regular toolbox meeting (as outlined in the Manitoba Workplace safety and Health Act) and arrange for the recording of the meeting minutes to be forwarded to the management.

Employees

- Carry out all work in a responsible and safe manner.
- Assist site supervisors in the reduction and control of accident producing conditions and unsafe acts on the work site.
- Report any accidents, incidents, near misses, and/or injuries immediately to the supervisor.
- Report any anticipated loss or work time to a supervisor as soon as possible after being treated by a physician following an injury.
- Comply with all implemented safety rules, safe work practices, procedures, and legislation.
- Wear all safety equipment and PPE required by regulation and Structure Scan.
- Report any unsafe acts/work conditions to supervisors or employee safety representative immediately.
- Promote safety on all jobsites. Fellow employees not following general safety rules should be reminded of what the safety rules are. Safety is everyone's responsibility.

Safety Administrator

- Responsible for the daily administration of the safety program activities.
- Ensure all safety bulletins, posters, rules and regulations are readily accessible to all employees.
- Assist in accident investigation, analysis, and preparation of accident reports and summaries.
- Ensure pertinent safety reports are submitted as required.
- Prepare descriptions of identified unsafe conditions and the steps taken to correct those conditions.
- Maintain a list of all safety equipment purchased.
- Prepare a copy of inspection reports on equipment.
- Prepare a copy of field inspection checklists.

- Follow up to ensure corrective action has been taken wherever deficiencies have been identified.
- Assist in safety seminars and training as directed.
- Maintain updated documentation on safety regulation, codes, and practices.
- Establish inspection schedules accordingly.
- Review all incident reports as necessary for documentation and records.

Section 2

Hazard Assessment

Subcontractor Management Program

Purpose

To ensure subcontractors are properly trained and prepared for all workplace situations.

Policy

Subcontractors must provide the following information before being hired by Structure Scan Inc.

- Up-to-date Worker's Compensation Board (WCB) information
- The company's Health & Safety program/guidelines

Once this information is received, Structure Scan Inc. will review the statistics and will either hire or replace the selected subcontractor. If the company does not have a Health and Safety Program in place, the subcontracted company will abide by the program put in place by Structure Scan Inc.

Once the subcontractor has been selected, Structure Scan Inc. will provide the following for any new workers on site:

- Site Orientation
- Pre-job meetings & Hazard Assessments
- Post-job performances

If a workplace incident involving a subcontractor occurs, Structure Scan Inc. will report it to the client immediately and will actively participate in all investigations until the matter is settled. Workers will also be expected to follow Structure Scan Inc. as well as the Owner's Client's Drug & Alcohol Policy.

Note: The safety information in this policy does not take precedence over the Manitoba Workplace Safety and Health Act and Regulation.

Tony Brunette
Owner
Structure Scan Inc.

Signature:			
Date:			

SUB-CONTRACTOR ORIENTATION

The site supervisor for EVERY Sub-Contractor must receive this orientation and ensure he/she conducts an orientation with all his/her workers coming on site

Company: _____ Name: _____ Date: _____

Introduction

☐ Company Commitment to Safety
☐ Small Employer COR Certification

Responsibility on Site

☐ Prime Contractor
☐ Employer
☐ Supervisor
☐ Worker
☐ Supplier
☐ Worker Safety Representative

Emergency Planning

☐ First Aid
☐ Contacting Outside Agencies
☐ Transport to Medical Facility
☐ Fire

Personal Protective Equipment REQUIRED AT ALL TIMES

☐ Hard Hats
☐ Safety Boots/Shoes

Personal Protective Equipment REQUIRED as needed

☐ Fall Protection
☐ Hearing Protection
☐ Safety Glasses
☐ Respirators

ON SITE SAFETY FORMS REQUIRED

Safety Forms Submitted PRIOR to Start-up

☐ Compliance Declaration
☐ Hazard Assessment
☐ Contractor Orientation Form
☐ MSDS Sheets

Safety Forms Submitted WEEKLY

☐ Inspection
☐ Toolbox Talk

Forms Submitted IMMEDIATELY

☐ Incident or Accident
☐ STOP Work Order (WSH Division)
☐ IMPROVEMENT Order (WSH Division)

Confirmation of your Worker Training SAFETY PASSPORT or other certificates

☐ Fall Protection
☐ WHMIS
☐ Safe Job Procedures
☐ Other

_____ Contractor Supervisor Signature

_____ Orientation Conducted By:

STRUCTURE SCAN

STATEMENT OF SAFE WORK FOR SUBCONTRACTORS

Compliance with Government Regulations

All applicable government acts, regulations, laws and codes shall be followed, including licensing of all applicable workers, inspections, and certifications of equipment when required. Violation of these regulations is subject to penalties by law. Contracting and inspection supervisors shall become familiar with these regulations and ensure that their workers follow them.

Subcontractor

Subcontractors that are contracted by Structure Scan will comply with all Manitoba Provincial Regulations as well as the Structure Scan Safety Rules and Policies. Any non-compliance may result in disciplinary action.

SAFETY COMPLIANCE AGREEMENT

Company Name: _____

Address: _____

Construction Safety Association of Manitoba Registration or Certification #: _____

Workers Compensation Number: _____

_____ _____

Name (print) Signature

_____ _____

Title Date

Hazard Assessment

Purpose

To Identify the hazards and/or potential hazards that are present in the workplace so that we can work toward reducing, and if at all possible, eliminating the frequency and severity of accidents.

Policy

Job Hazard Assessment Checklists will be completed every day prior to commencing work at the job-site. These Hazard Assessment Checklists will help identify hazards and assess the level of risk for each hazard identified. For jobs lasting in excess of 5 days 1 formal jobsite inspection will be required.

Employees will be trained and certified on hazard inspection prior to visiting any job site. This training will be done once a year to ensure employees are current with policies.

Structure Scan will implement strategies to reduce the risk of identified hazards and will monitor and follow up to ensure that the control strategies chosen are implemented and effective. Hazards shall be ranked from 1-5 (one being low, 5 being high) with hazards ranked higher than 3 having management involvement to ensure proper safety procedure is being adhered too.

In addition to the Job Hazard Assessment Checklist and Workplace Hazard Assessment Corrective Action Report, the following areas of our safety program are geared toward hazard assessment and control:

- Safe Work Practices and Safe Job Procedures
- Safety rules
- Equipment maintenance policy
- Training/Toolbox talks
- Inspections

Note: The safety information in this policy does not take precedence over the Manitoba Workplace Safety and Health Act and Regulation.

Signature:			
Date:			

Section 3

Safe Job Practices

Safe Work Practices/Procedures

Purpose

Safe Work Practices/Safe Job Procedures are tools used to control hazards and do jobs with a minimum of risk to people and property. Structure Scan is committed to the development and implementation of Safe Work Practices and Safe Job Procedures.

Policy

Structure Scan is committed to the development of Safe Work Practices and Safe Job Procedures that either meet or exceed legislation for all critical tasks undertaken by our organization.

Structure Scan is dedicated to performing and developing job hazard analysis for jobs that have the potential to cause harm to any Structure Scan employee. Job hazard analysis will be performed in cooperation with Structure Scan employees, the management, and the safety coordinator.

We have developed a list of critical tasks for Safe Work Practices, Safe Job Procedures, and Job Hazard Analysis, and have been prioritized based on:

- Potential to cause harm
- Potential to incur loss
- Frequency of accidents associated with these tasks

The list of critical tasks will be continually reviewed, modified, and updated. The development of these practices and procedures will also follow suit accordingly.

Responsibilities

All employees at Structure Scan will be responsible for anticipating in the development of these practices and procedures.

The safety and health committee will review Safe Work Practices and Safe Job Procedures. Safe Work Practices and Safe Job Procedures will be approved by the management prior to implementation and on a regular basis thereafter to ensure they are up to date.

Tony Brunette
Owner
Structure Scan Inc.

Signature:			
Date:			

Task: Using Fall Protection

Fall Protection is mandatory when working at heights of 2.5m (8') or higher		
PPE: Safety boots, hard hats, hearing protection, safety glasses, gloves		
TASK/ACTIVITY:	**POTENTIAL HAZARDS:**	**RECOMMENDED PROCEDURES:**
1. Inspect and test all dall protection devices for any defects	**a) Pinch points**	**a) Test lanyard retraction and tension**
2. Plan area for fall protection equipment and anchorage		
3. Seat anchorage connection with the anchor point		**a) Anchor must be capable of holding 5000lbs** **b) Test with a firm tug**
4. Install overhead or horizontal lines	**a) Slips and falls** **b) Overhead hazards**	**a) Limit or eliminate pendulum effect if a fall occurs**
5. Hook personal harness onto lifelines	**a) Pinch points**	**a) Wear gloves**

Workers must be trained in the use of fall protection equipment and must be familiar with the risks of working at heights

Experienced workers should mentor new and/or inexperienced workers until they are comfortable with working at heights

Task: Ladder Procedure

PPE: Hard hat, Safety Glasses, Hearing Protection, Safety Boots		
Task/Activity:	**Potential Hazards:**	**Recommended Procedures:**
1. Choose the right ladder for the job: Step or extension		
2. Inspect ladder	**a) Bent or damaged parts** **b) Loose steps** **c) Rubber stoppers missing**	**a) Tag ladder, include defects**
3. Check duty rating	**a) Working heavier than ladder rating could topple ladder**	**a) 220lb (light duty) grade 3** **b) 222lb (med duty) grade 2** **c) 250lb (heavy duty) grade 1** **d) 300lb (extra duty) grade 1A**
4. Ensure ladder is correct length for job	**Incorrect size could result in accident**	**a) Step ladders – do not step on top step/paint tray** **b) Extension ladders – must overlap top of building or support by:** **3 rungs for under 32'** **4 rungs for 32' – 36'** **5 rungs for 36' – 48'** **6 rungs for 48'+**
5. Position ladder correctly	**a) Steel ladder could conduct electricity** **b) Improperly positioned ladder could rock and/or roll**	**a) Stay away from power lines; if not, use fiberglass ladder** **b) Lean at 75 degree angle with ground*** **c) Do not overload ladder** **d) Ensure spreader arms are correctly fastened and secure**
6. Tie ladder in with a secure device	**a) Ladder could rock and/or roll**	**a) Ensure ladder is anchored at top and bottom**
7. Climb ladder	**a) Slips/falls could occur**	**a) Ensure boots are clean and have sufficient grips on soles** **b) Maintain 3-point contact at all times** **c) Only one person on ladder at a time**

***to ensure correct ladder angle: divide the height from the ground to the top ladder support by 4.**

LOCKOUT PROCEDURES – MACHINERY

ANY EMPLOYEE who has to repair, adjust or maintain machinery or other equipment may be taking a big risk unless he is certain that the machine or equipment cannot be started up, energized, or activated until his job is finished.

The most practical and positive guarantee that men will not be injured while preforming such work, is the use of lockout devices and lockout procedures.

What are lockout devices and procedures?

A **lockout device** is a mechanism or arrangement that allows the use of key or combination locks (most commonly padlocks) to hold a switch lever or value handle in the "off" position. Some switches and valves have lockout devices built in; others require modification before locks can be used.

A lockout procedure consists of the steps that must be taken by both management and the worker to assure that lockout devices are used and used properly.
What circumstances dictate the employment of lockouts? The list of examples could be endless:

- Making repairs on electric circuits.
- Cleaning or oiling the movable parts of production machinery (particularly where dangerous rip points are involved).
- Clearing blocked or jammed mechanisms.
- Work on lines carting hazardous substances or high pressure (sometimes safeguarded by locking out valves; sometimes by capping or "blanking off" lines), in short, any situation that requires maintenance men, repairmen, electricians, millwrights, pipe fitters, etc., to work on potential hazardous equipment.

There is another application for the lockout principle: to prevent unauthorized use of hazardous equipment. Examples:

- Taking the keys out of vehicle ignition locks.
- Locking off power to equipment, such as woodworking power tools, that might tempt after-hours use.
- Locking the doors to areas presenting hazards to unauthorized personnel.

Lockout Devices
Lockout procedures cannot be followed unless lockout devices are provided for the main power controls to all potentially hazardous machinery.

In the case of electrically-powered machines, the "main power control" is the remote disconnect or breaker, not the push-button controls or switch on the machine itself. The disconnects are safer – there is less likelihood of a short of other electrical malfunction.

For further information, see the current occupational and health and safety regulations

Since the concept of locking out is most frequently associated with electrical circuits, most disconnects and breakers are designed so that the switch lever can be padlocked in the “off” position. When an electric breaker or disconnect is opened, the circuit is dead.

The existence of locks, lockout devices and multiple-lock adapters does not make a lockout program. They are of no use if they are not properly employed on every appropriate occasion.

Following is step-by-step lockout procedure:

1. Before any equipment is locked out, the supervisor/foreman must be advised that a specific piece of machinery has been taken out of operation. The supervisor/foreman may be required to oversee lockout procedures.
2. Turn off the point-of-operation controls. (Disconnect switches should never be pulled while under load, because of the possibility of arcing or even explosions.)
3. Turn the main power controls (switch, breaker, or valve) “off”. (where high voltages are involved thus may be the responsibility of an electrician.)
4. After the switch has been opened or the valve closed, the person or persons who will be involved in the job will snap their locks on the control lever. At this point, locks should be tagged. Tags can describe the type of work the lock-user is engaged in how long the job will take, and who the supervisor is.
5. Try the disconnect or valve to make sure it cannot be moved to “on”.
6. Try the machine controls themselves as a test that the main controls are really “off”. As each employee completes his repair or maintenance work, he removes his own lock and supplemental tag. The man who removes the last lock should notify the foreman that the work is finished and the equipment is ready to go again.

Lockout don’ts:

Lockout procedure can be “short circuited” in a number of ways. Supervisors and employees whose work requires locking out equipment should be aware of the dangerous mistakes so they can make extra effort to avoid them.

- Pulling fuses is not a substitute for locking out. A yanked fuse is no guarantee that the circuit is dead. Even if it were, there’s nothing to stop someone from unthinkingly replacing the fuse.
- Locking out one source of power to equipment may not be enough. Many machines use a combination of power supplies. In such cases it is up to the supervisor to be aware of auxiliary power sources and have them locked out too.
- Employees should not be expected to guess what controls apply to what machines, or to trace piping or wiring to find the correct main controls. All disconnects and valves should be clearly marked. This is doubly important when controls are remote from equipment or on master panels containing several controls.
- Don’t assume that because equipment isn’t functioning, it will stay that way.
- Do not yield to temptation to bypass lockout procedures. No job is too small to merit locking out. Bypassing lockout procedures can cost lives.

For further information, see the current occupational and health and safety regulations

Task: Manual Lifting

PPE: Hard Hats, Safety Glasses, Gloves, Hearing Protection, Safety Boots		
Task/Activity:	**Potential Hazards:**	**Recommended Procedures:**
1. Size up the load to be lifted, seek assistance if necessary		
2. Use legs to lift load. Ensure back is straight, not bent	a) Pulled back/arm muscles b) Slips/falls	a) Get help if needed b) Clear area around load
3. Keep load close to your body		
4. Lift in a smooth, fluid motion	a) Overexertion could result in injury	a) Lift slowly and smoothly and breathe properly
5. Turn feet to move, do not twist or move back	a) Twisting your back could result in injury	a) Ensure that only your feet move, not your back
6. If possible, push, pull, roll or slide rather than lift		
7. Use levers or other lifting equipment whenever possible		

Note: It is the individual's responsibility to determine their ability to lift loads

Task: Mobile Equipment, Equipment, Backing Up

Includes: forklifts, skid-steers, bobcats, company trucks/vans		
PPE: horns, reverse beeper/alarm, lights, seatbelt		
Tasks/Activity:	**Potential Hazards:**	**Recommended Procedures:**
1. Ensure a clear, unobstructed view of entire space into which vehicle is moving	**a) Property/material damage could occur** **b) Personal injury/death may also occur**	**a) Do circle check of vehicle** **b) Communicate your intentions to other workers**
2. Stop moving if reverse beeper/alarm does not sound when vehicle is put into reverse gear	**a) Other worker(s) may not be aware of moving vehicle**	**a) Tag vehicle for repair and inform supervisor**
3. Report any alarm/horn malfunctions immediately to supervisor and do not use		
4. Use a signalman/backup guide if necessary		

Note: workers in the vicinity of mobile equipment must be aware of procedures and must maintain eye contact with operator. Workers must stay clear of equipment being loaded/unloaded

Note: all operators of mobile equipment must first be trained and pass testing to be certified

Task: Mobile Equipment, Getting On/Off

Includes: forklifts, skid-steers, bobcats, company trucks/vans		
PPE: horns, reverse beeper/alarm, lights, seatbelt		
Task/Activity:	**Potential Hazards:**	**Recommended Procedures:**
1. Ensure boots are clean of mud/ice and sufficient grip on the soles	**a) Slips, trips that fall could result in injury**	**a) Ensure boots are clean and in good condition**
2. Ensure vehicle is not in motion when getting on/off	**a) Fall, sprain/strain could result in injury**	**a) Refrain from jumping – step on/off** **b) Ensure vehicle is completely still, in either "P" or neutral, with the parking brake on**
3. Face the entrance when getting on/off	**a) Slips, trips or falls that could result in injury**	**a) Ensure boots are clean and in good condition**
4. Use grab rails and steps	**a) Same as above**	**a) Same as above**
5. Maintain 3 point contact at all times (2 hands, 1 foot or 2 feet, 1 hand)		
6. Be extra cautious in wet or icy conditions		

Note: workers in the vicinity of mobile equipment must be made aware of procedures and must maintain eye contact operator. Workers must stay clear of equipment being loaded/unloaded

Note: all operators of mobile equipment must first be trained and pass testing to be certified

Task: Mobile Equipment, General Procedures

Includes forklifts, skid-steers, bobcats, company trucks/vans		
PPE: horns, reverse beeper/alarm, lights, seatbelt		
Task/Activity:	**Potential Hazards:**	**Recommended Procedures:**
1. Do a walk around check to ensure vehicle is in good order (ie. No flat tires, loose wheels or other moving parts) Ensure vehicle is secure and safe for use, check all fluid levels		
2. Do not overload trailers or lifting equipment		
3. Place vehicle in "P" or neutral with the emergency brake on	a) Vehicle could roll while being loaded/unloaded	a) Test vehicle to ensure that it will not roll
4. Ensure loads are adequately blocked and secured	a) Load could fall, resulting in injury to worker(s) b) Vehicle could flip or tip over c) Damage to load or vehicle could result	a) Make sure load and equipment capacities are fully understood before proceeding
5. Use a signal person when reversing if into traffic area or where vision is limited		
6. Use mirrors and shoulder checks		
7. Ensure all workers in the area are clear of vehicle's path before proceeding		
8. Do not exceed maximum yard speed	a) Load could fall/become unstable b) Damage to equipment/load c) Accident with another vehicle	a) Maintain a safe and steady speed at all times

Note: workers in the vicinity of mobile equipment must be made aware of procedures and must maintain eye contact with operator. Workers must stay clear of equipment being loaded/unloaded

Note: all operators of mobile equipment must first be trained and pass testing to be certified

Task: Working in the cold

Some jobs will require working in cold conditions		
PPE: Insulted boots, wool socks, winter parka/pants, mitts/gloves, head/face/neck coverings		
Task/Activity:	**Potential Hazards:**	**Recommended Procedures:**
1. Be aware of weather conditions for the duration of the work period	a) Freezing, hypothermia	a) Wear appropriate clothing
2. Ensure clothing is dry and without defect	a) Same as above	
3. Dress in layers, so that clothing can be easily removed or added as required		
4. Take short breaks indoors whenever possible		
5. Maintain movement to increase circulation, especially to hands and feet		
6. Be aware of early signs of hypothermia	a) Shivering b) Muscle tension c) Fatigue, lethargy d) Slurred speech, slowed motor skills e) Erratic behaviour, irritability	a) Go indoors immediately b) Warm up before returning outside c) Let someone know!

Task: Lockout Procedure

PPE: Hard Hats, Safety Glasses, Gloves, Hearing Protection, Safety Boots, specific equipment for being locked out		
Task/Activity:	**Potential Hazards:**	**Recommended Procedures:**
1. Lockout devices are provided for maintenance crews	a) Extra keys may be available for other workers	a) Ensure spare keys are managed securely
2. Ensure lockout procedures are clearly understood before starting	a) A missed step could result in severe injury or death	a) Understand all lockout procedures or ask for assistance
3. Identify equipment and power source to be locked out		
4. Ensure equipment is fully unpowered in sequence or running controls to power source to complete shutdown	a) An alternate power source/pressure source may activate equipment while being worked on	a) Turn off all equipment controls, power switches, as well as master controls b) Depressurize hydraulics/air and lower equipment to rest position
5. Apply personal lock and tag to the power source control If more than one person in working on the equipment ensure a scissor clip is used so others can lock out as well		
6. Stand clear and try to start equipment to ensure lockout is effective	a) Equipment may power up if incorrectly locked out	a) Repeat steps 1-6
7. Turn control off after testing		
8. When work is completed, remove lockout		
9. Return lockout equipment to proper location		

DEFECTIVE TOOLS

TAG-OUT

General

Defective tools can cause serious and painful injuries. If a tool is defective in some way, DON'T USE IT, TAG IT OUT.

Be aware of problems like:

1. Chisels and wedges with mushroomed heads
2. Split or cracked handles
3. Chipped or broken drill bits
4. Wrenches with worn out jaws
5. Tools, which, are not complete, such as files without handles.

To ensure safe use of hand tools, remember:

1. Never use a defective tool
2. Double check all tools prior to use
3. Ensure defective tools are tagged out, then repaired

Air, gasoline or electric power tools, require skill and complete attention on the part of the user even when they are in good condition. Don't use power tools when they are defective in any way, tag them out and send for repair.

Watch for problems like:

1. Broken, or inoperative guards
2. Insufficient or improper grounding due to damage on double insulated tools
3. No ground wire (on plug) or cords of standard tools
4. The on/off switch not in good working order
5. Tool blade is cracked
6. The wrong grinder wheel is being used, or
7. The guard has been wedges back on a power saw

For further information see the application current Occupational Health and Safety Regulations.

Section 4

Safe Work Procedures

Safe Work Practices/Procedures

Purpose

Safe Work Practices/Safe Job Procedures are tools used to control hazards and do jobs with a minimum of risk to people and property. Structure Scan is committed to the development and implementation of Safe Work Practices and Safe Job Procedures.

Policy

Structure Scan is committed to the development of Safe Work Practices and Safe Job Procedures that either meet or exceed legislation for all critical tasks undertaken by our organization.

Structure Scan is dedicated to performing and developing job hazard analysis for jobs that have the potential to cause harm to any Structure Scan employee. Job hazard analysis will be performed in cooperation with Structure Scan employees, the management, and the safety coordinator.

We have developed a list of critical tasks for Safe Work Practices, Safe Job Procedures, and Job Hazard Analysis, and have been prioritized based on:

- Potential to cause harm
- Potential to incur loss
- Frequency of accidents associated with these tasks

The list of critical tasks will be continually reviewed, modified, and updated. The development of these practices and procedures will also follow suit accordingly.

Responsibilities

All employees at Structure Scan will be responsible for anticipating in the development of these practices and procedures.

The safety and health committee will review Safe Work Practices and Safe Job Procedures. Safe Work Practices and Safe Job Procedures will be approved by the management prior to implementation and on a regular basis thereafter to ensure they are up to date.

Tony Brunette
Owner
Structure Scan Inc.

Signature:			
Date:			

SAFE WORK PRACTICE

Air Compressor

TITLE	Air Compressors
GENERAL	Protecting workers from injuries associated with using the air compressor
APPLICATION	Using the air compressor in a safe and secure manner. Ensure equipment is used properly and accordingly.
PROTECTIVE MECHANISMS	PPE No Loose Clothing Long Hair Tied back No Jewelry
SELECTION AND USE	As per job requirement Soil and Weather conditions
SUPERVISOR RESPONSIBILITY	Permits and Work Agreements To facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	1. Wear appropriate PPE. 2. Make all adjustments with POWER OFF. Start the compressor noting pressure increase and cut-out/cut-in pressure. 3. Listen for any air leaks from any flexible airlines and immediately report if any leaks are observed. 4. Adjust pressure regulator to suit work requirements. 5. Check the compressor at regular intervals. 6. Do not leave air hose pressurized when unattended.

SAFE WORK PRACTICE

Alcohol Torch

TITLE	Alcohol Torches
GENERAL	Protecting workers from injuries associated with the use of alcohol torches
APPLICATION	Alcohol torches should be used safely and under proper supervision
PROTECTIVE MECHANISMS	PPE – Safety Glasses, Closed Toed Shoes Long Hair tied back, Jewelry removed
SELECTION AND USE	As per job requirement
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements Hazards Assessments Manitoba Fire Code
WORKER RESPONSIBILITY	1. Place alcohol torch on an area of the counter that is free of papers and dry tissues. 2. Remove cap that covers wick. 3. Light wick with flame. 4. For mouth guard: Hold lecron carver in flame to heat then cut the mouth guard material on the cast. Wipe lecron carver with wet paper towel and reinsert carver into flame. Repeat these steps until mouth guard has been trimmed. 5. For bleach tray: Hold vestibular surface of bleaching tray and cast above flames for a few seconds. Place index finger in a blow of 50/50 mouthwash and cold water. Press finger against warmed surface in order to create seal. Rotate cast and repeat steps until vestibular of bleaching tray is sealed. 6. Put flame out, replacing cap over wick. 7. Empty bowl, rinse, and dry. 8. Check level of alcohol in torch and notify instructor if it needs to be filled.

SAFE WORK PRACTICE - Manual and Scissor Lifts

TITLE	Operation of Manual lifts (Manlift) and Scissor Lifts
GENERAL	Protecting workers from injuries associated with operation of manlifts and scissor lifts
APPLICATION	No person shall operate a Manlift or Scissorlift until they have received adequate training, in accordance with manufacturers specifications.
PROTECTIVE MECHANISMS	Manufacturers specifications ERP [Emergency Response Plan] Safe work procedures P.P.E. Barricades and warning signs Part 18 OH&S Code
SELECTION AND USE	As per safe work procedure Manufacturers specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Determine type of equipment required.
WORKER RESPONSIBILITY	1. Erect warning devices. 2. Erect barricades and warning signs 3. Ensure Flag-person on site. 4. Swamper to be utilized and identified. 5. Ensure means of communication between operator and swamper. 6. Fall arrest protection in place. 7. Follow manlift / scissor lift specific make / model safe work procedures step by step. 8. Do not use hand-held devices (cell phone, two-way radio etc.) while operating the piece of equipment.

SAFE WORK PRACTICE

Angle Grinder

TITLE	Angle Grinders
GENERAL	Protecting workers from injuries associated with the use of angle grinders
APPLICATION	Angle grinders should be used safely and under proper supervision
PROTECTIVE MECHANISMS	PPE Face Shield is Required Long Hair tied back, Jewelry removed
SELECTION AND USE	As per job requirement
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements Hazards Assessments
WORKER RESPONSIBILITY	1. Do not leave this equipment unattended while running. 2. Wear appropriate PPE. 3. Make sure all guards are in place, properly adjusted, and secured. Check grinding wheel carefully for cracks or damage before operation. 4. Make all adjustments with power cord unplugged. 5. Ensure power switch is on OFF position before plugging in. Check that cord is away from the path of tools. 6. Remove any wrenches and adjusted tools before turning ON. 7. Ensure that work piece is properly secured, clamp if necessary. 8. During use, keep power cords clear of tools and the path that the tool will take. 9. Keep power cords away heat, water, oil, sharp edges and moving parts. They can damage the insulation and cause a shock. 10. Turn power ON and allow motor to come to full speed before using. (Anticipate torque on start-up.) 11. Perform operation safely and at a moderate pace; use the specified surface of the wheel to perform the grinding. 12. Turn power OFF and allow machine to stop before setting down. 13. Clean up dust and debris with POWER OFF.

SAFE WORK PRACTICE

Portable Arc Welders

TITLE	Portable Arc Welders
GENERAL	Protecting workers from injuries associated with the use of portable arc welders
APPLICATION	Portable arc welders should be treated as a vehicle and not operated indoors sue to exhaust fumes
PROTECTIVE MECHANISMS	Safe Job Procedures Working Alone Policy PPE Manufacturer's Specifications Manitoba Fire Code ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement Provincial OH&S Legislation
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements Hazards Assessments Workplace Inspections
WORKER RESPONSIBILITY	1. Worker must be trained in use of the welder. 2. Perform a "walk around" inspection before starting equipment. 3. Ensure welder is firmly attached to the transporting unit. 4. Check all fluid levels to ensure they are at acceptable levels for operation. 5. Do not fuel the machine while it is running or hot. 6. When fueling, DO NOT "top off" the gas tank. Gasoline expands as the outside temperature rises, this may result in seepage and an ensuing fire. 7. Ensure the side covers are kept closed to protect equipment from any damage from external objects, as well as to protect the operator and others from the moving parts of the machine. 8. Ensure all cables are wound securely when transporting equipment. 9. Any repairs shall be done by qualified mechanics. 10. Ensure *Working Alone* policy is followed, where applicable.

SAFE WORK PRACTICE

Cordless Impact Driver

TITLE	Cordless Impact Driver
GENERAL	Protecting workers from injuries associated with the use of cordless impact drivers
APPLICATION	Usage of Impact Drivers in a safe and secure method. Prevention of cuts, lacerations and amputations. Foreign materials may be present in the concrete.
PROTECTIVE MECHANISMS	PPE – Eye protection, safety footwear, hearing protection No Loose fitting clothes No Jewelry, and long and loose hair must be tied back Approved Dust Mask
SELECTION AND USE	As per job requirement Proper training and certification
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements Hazards Assessments
WORKER RESPONSIBILITY	1. Inspect required PPE and replace if required. 2. Ensure no slip/trip hazards are present in workspaces and walkways. 3. Make sure guards, if present, are installed and are working properly. 4. Faulty equipment must not be used. Immediately report suspect machinery. 5. Locate and ensure you are familiar with the operation of the ON/OFF starter. 6. Disconnect power supply before changing or adjusting bits. 7. Ensure insulated gripping surfaces are in working condition. 8. Use only sockets and other accessories specifically designed for use on impact wrenches and drivers. 9. Wear appropriate PPE. 10. Make all adjustments with battery unplugged. 11. Ensure batteries are installed and handled correctly, and the attachments (example: drill bits and auxiliary handles) are secured properly to tool. 12. Remove any wrenches and adjusting tools before turning on a tool. 13. To start the tool, pull the trigger. 14. To vary the driving speed, simply increase or decrease pressure on the trigger. The further the trigger is pulled, the greater the speed. 15. To stop the tool, release the trigger and the electric brake stops the tool instantly. 16. Clean up debris with the power OFF.

SAFE WORK PRACTICE

Horizontal Auguring, Boring, and/or Punch Crossing

TITLE	Horizontal Auguring, Boring, and/or Punch Crossing
GENERAL	Protecting workers from injuries associated with boring/auguring/punch crossing
APPLICATION	All directional auguring, horizontal bores and punch crossings must be performed in a safe manner, protecting employees, subcontractors, and the public
PROTECTIVE MECHANISMS	Permit Crossing Agreements Safe Job Procedures Manufacturer's Specifications Environmental Protection Legislation PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement Soil and Weather conditions
SUPERVISOR RESPONSIBILITY	Permits and Work Agreements Establish type of product and pressure in lines being crossed Prior to job start, profiles of line crossings and elevations of the ground are to be developed and reviewed To facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	1. Control traffic on roads and busy access ways near the work site. 2. Prior to commencement of any excavation, ensure that all underground and/or overhead lines being crossed have been identified, follow job plan for trench excavation, and bore. 3. Identify hazards which will be created when auguring equipment is set into position. 4. Prior to auguring, determine stability and anchoring equipment of auguring equipment. 5. Prior to auguring, provide adequate visual inspection holes in front of each cable, set of cables, and/or line crossing. 6. Maintain visual inspection at all holes when removing augur bit and rod or when pulling back cable or pipe. 7. Upon pull back, maintain proper clearances and desired line of path.

SAFE WORK PRACTICE

Battery Charging and Servicing

TITLE	Battery charging and servicing
GENERAL	Protecting workers from injuries associated with charging and servicing batteries
APPLICATION	Batteries contain sulphuric acid and should be handled by trained personnel and be charged in approved battery charging areas.
PROTECTIVE MECHANISMS	Safe Work Procedures MSDS PPE as per Company Policy Safety Shower and Eyewash Station ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	1. Ensure the charger is off before attaching or removing clamp connections. 2. Attach clamps to the battery in proper polarity (ie. Negative to negative) 3. Ensure proper ventilation is in place where batteries are charged. 4. Inspect for defective cables, loose connections, corrosion, cracked cases or covers, loose hold-downs and deformed or loose terminal posts. 5. Replace worn or unserviceable parts. 6. Tighten cable clamp nuts with proper size wrench. 7. Utilize a cable puller to remove a cable clamp from the battery terminal. 8. Remove corrosion on the terminal posts, hold-down tray and hold-down parts. 9. Use a tapered brush to clean battery terminals and the cable clamps. 10. Clean dirt from the battery with a baking soda solution. 11. Utilize a battery carrier to lift a battery. 12. Ensure battery cells are not filled above the level indicator.

SAFE WORK PRACTICE

Chain Saws

TITLE	Use of Chain Saws
GENERAL	Protecting workers from injuries associated with use of chain saws
APPLICATION	Chain saws are primarily used in the logging industry and to some extent in the construction environment
PROTECTIVE MECHANISMS	Workers must be trained in safe use of chain saws Manufacturer's Specifications PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	1. The proper PPE set out in the Manufacturer and Occupational Health & Safety Legislation. 2. Ensure that the chain brake is functioning properly and adequately stops the chain. 3. The chain must be sharp, have the correct tension and be adequately lubricated. 4. The correct methods of starting, holding, carrying or storage and use of the saw as directed by the manufacturer must be used. 5. The chainsaw must not be used for cutting above shoulder height. 6. Fueling must be done in a well-ventilated area and not while the saw is running or hot. 7. AN approved safety container must be used to contain the fuel used along with a proper spout or funnel for pouring. 8. When carrying/transporting a chain, the bar guard must be in place, the chain bar must be toward the back and the motor must be shut off. 9. Follow chainsaw safe work procedures step by step.

Safe Work Practices

Defective Tools

General

Defective tools can cause serious and painful injuries. If a tool is defective in some way, **DON'T USE IT**.

Be aware of problems like:

1. Chisels and wedges with mushroomed heads.
2. Split or cracked handles.
3. Chipped or broken drill bits.
4. Wrenches with worn out jaws.
5. Tools which are not complete, such as files without handles.

To ensure safe use of hand tools, remember:

1. Never use a defective tool.
2. Double check all tools prior to use.
3. Ensure defective tools are repaired.

Air, gasoline or electric power tools require skill and complete attention on the part of the user even when they are in good condition. Don't use power tools when they are defective in any way.

Watch for problems like:

1. Broken or inoperative guards.
2. Insufficient or improper grounding due to damage on double insulated tools.
3. No ground wire (on plug) or cords of standard tools.
4. The on/off switch not in good working order.
5. Tool blade is cracked.
6. The wrong grinder wheel is being used
7. The guard has been wedged back on a power saw.

SAFE WORK PRACTICE

DIRECTIONAL DRILLING

TITLE	Directional Drilling
GENERAL	Protecting workers from injuries associated with directional drilling operations
APPLICATION	The use of drilling equipment that can travel a directed path through the use of accurate tracking and guiding systems. That can be guided over, under and around utilities, structures, rivers, and highways.
PROTECTIVE MECHANISMS	Safe work procedure Permit system Manufacturer specifications PPE Barricades and warning signs Surveyor Inspection ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	1. Barricades and warning signs in place. 2. Ensure to expose utilities before boring. 3. Ensure proper placement of mats, stakes, and cones. 4. Ensure groundling stakes are utilized. 5. Test the strike alert system. 6. Do not use pipe wrenches to uncouple drill rod. 7. Do not modify any equipment.
*The information presented in this publication is intended for general use and may not apply to every circumstance. It is not a definitive guide to government regulations and does not relieve persons using this publication from their responsibilities under applicable legislation. Structure Scan Inc. does not guarantee the accuracy of, nor assume liability for, the information presented here.	

SAFE WORK PRACTICE

Equipment Activities near Overhead Power Lines

TITLE	Equipment activities near overhead power lines
GENERAL	Protecting workers from injuries associated with equipment activities near overhead power lines
APPLICATION	Do not operate heavy equipment near or under a power line until a permit and/or crossing agreement has been issued
PROTECTIVE MECHANISMS	Safe Job Procedure Permit System PPE Crossing Agreement Barricade Warning Signs ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement and crossing agreement
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and training Perform worksite inspection
WORKER RESPONSIBILITY	1. Maintain minimum safe clearances. 2. Install warning devices and signs. 3. Install telescopic non-conductive posts and flagging across R.O.W. at the minimum allowable clearance as allowed by *regulations* for the line voltage. 4. Position signs or other devices to identify the “Danger Zone”. 5. Be conversant with allowable clearances. 6. Adhere to all site-specific requirements. 7. Beware of atmospheric conditions such as temperature, humidity and wind which may dictate more stringent safety procedures.

Safe Work Practices

Equipment

General

Getting on and off vehicles and equipment is often taken for granted but, unfortunately a variety of injuries including broken ribs, ankles and wrists have occurred through improper mounting and dismounting.

Do:

1. Clean boots of mud before climbing onto a machine or vehicle.
2. Use grab rails and steps.
3. Always face the machine or vehicle when getting on or off.
4. Maintain 3-point contact at all times. This means two hands and one foot, or two feet and one hand.
5. Be extra cautious under wet or icy conditions.
6. Remember only designated persons are authorized to operate or ride on equipment.

Don't:

Do not jump from the machine or vehicle or get off while it is motion.

SAFE WORK PRACTICE

Excavating and Trenching

TITLE	Fall Protection
GENERAL	Protecting workers from injuries associated with excavating and trenching
APPLICATION	No worker shall enter any trench or excavation until the walls have been adequately cut back or temporary protective structures have been installed unless said trench or excavation is shallower than the legal minimums and the soil is stable
PROTECTIVE MECHANISMS	Safe Job Procedures Manufacturer's Specifications PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and to pre-plan trench/excavation soil conditions
WORKER RESPONSIBILITY	1. Prior to commencement of any excavation, ensure that all underground and/or overhead lines have been identified, exposed and well-marked/flagged. 2. Control traffic near roads or busy access ways. 3. Use traffic controllers/flaggers. 4. Set up barricades. 5. Provide ladders in immediate area for access/egress of trenches, excavations. 6. Where the cut back method is not possible, provide timber shoring, trench jacks, sheet piling, cages, or other approved methods.

SAFE WORK PRACTICE

Excavating to Expose Existing Lines or Underground Line Crossings

TITLE	Excavating to expose existing lines or underground line crossings
GENERAL	Protecting workers from injuries associated with excavating underground lines and cables
APPLICATION	When it is necessary to disturb soil within existing cable pipeline conduit, then the pipeline, cable or conduit must be exposed before work is allowed to proceed.
PROTECTIVE MECHANISMS	Crossing agreement. Notification of Owner. Permit System. Survey Report. PPE Safe Work Procedure Barricades and Warning Signs ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	1. Locate all lines and determine the probable depth of the lines to be crossed. 2. Sweep R.O.W. using radio detection units for line alignment, where applicable. 3. Existing pipeline(s) and/or cables must be exposed “BEFORE” commencing any mechanical excavation. 4. Hydrovac to expose the line(s) within the critical area to allow for mechanical excavations as per regulations. 5. If for any reason hand excavations are temporarily filled in, they shall be re-exposed before excavation takes place. 6. A signal person must be present at all times to direct the mechanical excavation during line crossings. 7. Workers and operators must be conversant with proper hand signals.

Safe Work Practices

Extension Ladders

General

Ladders can be used safely if they are given the respect they deserve. Before using any ladder make sure that it is in good condition and is the right ladder for the job to be done.

Do:

1. When setting up a ladder, secure the base and walk the ladder up into place.
2. The ladder should be set at the proper angle of 1:4. (One foot horizontal for every 4 feet vertical).
3. Before using a ladder, make sure it is secured against movement.
4. When in position the ladder should protrude 1 meter above the intended landing point.
5. Always face the ladder when using it. Grip it firmly and use the three-point contact method when moving up or down.
6. The minimum overlap on an extension ladder should be 1 meter unless the manufacturer specifies the overlap.
7. Keep both metal and wood ladders away from electrical sources.

Don't:

1. Workers shall not work from the top two rungs of a ladder.
2. Don't overreach while on a ladder. It is easier and safer to climb down and move the ladder over a few feet to a new position.

SAFE WORK PRACTICE

Fall Protection

TITLE	Fall Protection
GENERAL	Protecting workers from injuries associated by not utilising proper fall arrest protection
APPLICATION	Fall arrest protection shall be utilized where there is or may be a danger to workers falling. NO person shall use fall protection devices until they have received adequate training
PROTECTIVE MECHANISMS	Permit System ERP (Emergency Response Plan) Fall Protection Plan PPE Manufacturer's Specifications Safe Work Procedure Barricades and Warning Signs
SELECTION AND USE	Manufacturer's specifications As per safe work procedure
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Work site inspection Determine type of equipment required
WORKER RESPONSIBILITY	1. Be fully conversant with fall protection systems. 2. Ensure you know capabilities of fall protection equipment. 3. Ensure barricades, ribbons and signs identify restricted areas. 4. Ensure you understand the procedures for rescue of workers who may be unable to rescue themselves from an elevated work area. 5. Ensure you know your anchor points. 6. Ensure you do not wrap the lanyards and/or rope around beams, girders, pipe, etc. 7. Utilise buddy system and continually check each other's harness and D ring to ensure that the harness is not too loose and/or the D ring has not slipped down the back.

SAFE WORK PRACTICES

USE OF FIRE EXTINGUISHERS

GENERAL

Good housekeeping is essential in the prevention of fires. Fires can start anywhere and at any time, This is why it is important to know which fire extinguisher to use and how to use it.

Always keep fire extinguishers visibly and easy to get at. Fire extinguishers have to be properly maintained to do the job. Where temperature is a factor, ensure that care is taken in selecting the right extinguisher.

Types of Fires:

Class/Symbol	Materials	Recommended Extinguisher	Fighting the fire
A 	Wood, paper, rags, rubbish and other ordinary combustible materials	Water from a hose, pump type water or pressurized extinguisher and soda acid extinguishers.	Soak the fire completely – even the smoking embers
B 	Flammable liquids, oil and grease	ABC units, dry chemical, foam and carbon dioxide extinguishers	Start at the vase of the fire and use a swinging motion from the left to the right, always keeping the fire in front of you
C 	Electrical equipment	Carbon Dioxide and dry chemical (ABC units) extinguishers	Use short bursts on the fire. When electrical current is shut off on a Class C fire, it can become a Class A fire if the materials around the electric fire are ignited
D 	Combustible materials such as sodium, magnesium and potassium	Dry Powder	Follow the manufacturer's instructions

General Precautions

Do's:

1. Store dry chemical recharge materials in a dry location
2. Blow dry chemical from the extinguisher hose after hose, by fuming the extinguisher upside down and squeezing control level
3. Inspect all extinguishers at regular intervals. They should be tagged with the date of inspection and/or refill.
4. All extinguishers shall be promptly refilled after use
5. The contents of all extinguishers shall be projected on a fire from the windward side and directed at its base or outer edge of fire with a sweeping motion.
6. All extinguishers shall be recharged and maintained as per manufacturer's specifications

Don’ts:

1. Do not interchange fire extinguisher caps.
2. Do not use water or water extinguishers on electrical fires
3. Do not place a straight stream of water on hot oil or steam lines or other normally hot surfaces

For further information, see the appropriate current Occupation Health and Safety Regulations

SAFE WORK PRACTICE

Fire Hydrants

TITLE	Use of Fire Hydrants
GENERAL	Protecting workers from injuries associated with the operation of fire hydrants
APPLICATION	The use of fire hydrants is an integral part of road building industry
PROTECTIVE MECHANISMS	Safe work procedure Manufacturer's Specifications Permit System PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure Manufacturer's Specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Work site hazard assessment
WORKER RESPONSIBILITY	1. Park your apparatus/vehicle to protect work crews. 2. Use traffic cones, if required. 3. Preform a visual inspection of the fire hydrant, before working on it. 4. Ensure the hydrant is shut off, "before" removing the port cap(s). 5. Position yourself to the side, away from the port cap(s) when removing them. Never position your head near any of the open port caps. 6. Remove the port cap(s) "slowly". 7. Remove all port caps, check the threads and ensure each port cap has a rubber gasket. 8. Reposition and tighten all unused port caps, attach the hose and gate valve to the desired discharge port and tighten it "before" opening the hydrant. 9. Attach a water control device to the hose line "before" opening the hydrant. 10. When using a fire hydrant, open the hydrant "slowly" and "fully". 11. Never straddle or step over a hose when it is "charged" with water under pressure. 12. After use, close the hydrant "slowly" and fully". 13. Remove the pressure from the hose by opening the water control device. 14. Check to confirm the hydrant is draining properly by placing your bare hand over the discharge port. You should feel suction. 15. Do not reapply the port cap to this discharge port until there is no longer any suction and the water level "inside the hydrant barrel" has been checked with a weighed string.

SAFE WORK PRACTICE

Transportation of Flammable Liquids

TITLE	Transportation of Flammable Liquids
GENERAL	Protecting workers from injuries associated with transporting flammable liquids
APPLICATION	Transportation and handling of flammable liquids is an integral part of daily construction activity involving workers and equipment
PROTECTIVE MECHANISMS	Safe work procedure TDG (Transportation of Dangerous Goods) Legislation Spill Kit PPE WHMIS (MSDS) ERP (Emergency Response Plan) Fire Extinguisher
SELECTION AND USE	As per safe work procedure Manufacturer's specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	1. Ensure TDG trained. 2. Ensure shipping documentation is in place. 3. Ensure labels and placards as per TDG regulations. 4. Flammable liquids must be transported and stored in approved containers bearing the CSA, ULC, and WHMIS labels. 5. Ensure flammable liquids are not carried in passenger compartment of vehicle. 6. Ensure that the containers are not damaged and that caps or fittings are properly secured after filling. 7. Ensure contained in an upright position and are secured to prevent overturning. 8. Follow flammable liquid transportation safe work procedure step by step.

Safe Work Practices

GPR Equipment

General

Inspect the area to be surveyed and gather as much information about the slab to be investigated while completing the JHA before starting the survey. Look on both sides of the slab/wall whenever possible.

Do:

1. Confirm purpose of survey.
2. Confirm type of reporting required. (paint, markers, tape, written etc…)
3. Review area to survey with customer.
4. Ensure a clean flat work area.
5. Inspect data collection unit, antenna and cables prior to use.
6. Connect cables and power source prior to powering up.
7. Check quality of data before leaving.

Don't:

Do not work on hands and knees for extended periods of time without knee pads. Take breaks and stretch out as needed when collecting data in awkward positions.

SAFE WORK PRACTICE

HYDROVAC OPERATIONS

TITLE	Hydrovac Operations
GENERAL	Protecting workers from injuries associated with hydrovac operations
APPLICATION	Hydrovac Units are used for daylighting of underground structures and pipelines and doing the primary excavations in restricted areas
PROTECTIVE MECHANISMS	Safe work procedures Environment legislation Barricades and warning signs Locate procedure PPE Permit system ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard assessment Work site inspection
WORKER RESPONSIBILITY	1. Ensure barricades and warning signs are in place. 2. Ensure lines are identified. 3. Determine if the soil the hydrovac is working in is contaminated by hazardous substances or not. 4. Ensure you do not stand near edge of excavation. 5. Keep all unnecessary personnel and equipment out of the area the hydrovac is working in. 6. Additional care must be taken when locating and exposing fibreglass lines.

SAFE WORK PRACTICE

Opening and Guarding Manholes

TITLE	Opening and Guarding Manholes
GENERAL	Protecting workers from injuries associated with opening manholes
APPLICATION	Whenever the cover is to be removed from a manhole or when obstruction to traffic exists, precautions must be undertaken.
PROTECTIVE MECHANISMS	Safe work procedures Traffic Control Mechanisms Breathing Air Apparatus Air Movers and Monitors PPE Barricades and Warning Signs Confined Space Code of Practice/Permit System ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Work site inspection
WORKER RESPONSIBILITY	1. Ensure obstructions to traffic shall be guarded by adequate signs, barricades, lights, flares or flags. 2. Ensure a blow torch or other open flame is not utilized to melt ice around a manhole or vault cover. 3. Ensure covers are removed and replaced by means of approved hooks or hoists. 4. Ensure forced ventilation is used for oxygen deficiency. 5. Ensure equipment is in good working conditions. 6. Ensure you are trained in the use of breathing air apparatus. 7. Before any work is done on a cable, it shall be identified by an approved method.

SAFE WORK PRACTICE

Manual Lifting and Carrying

TITLE	Manual Lifting and Carrying
GENERAL	Protecting workers from injuries associated with material lifting and carrying.
APPLICATION	Most lifting accidents are due to improper lifting methods. All manual lifting should be planned and safe lifting procedures followed.
PROTECTIVE MECHANISMS	Permit System Safe Work Procedure Safe Lifting Procedures PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure Safe lifting procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Selection of lifting equipment
WORKER RESPONSIBILITY	1. Ensure that you know your physical limitations and the approximate weight of materials. 2. The use of power equipment or mechanical lifting devices should be considered and employed where practical. 3. Obtain assistance in lifting heavy objects. 4. Ensure a good grip before lifting and employ proper lifting technique. 5. Avoid reaching out. 6. Pipes, conduit, reinforcing rods and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors. 7. Be aware of hazardous and unsafe conditions.

SAFE WORK PRACTICE

Power and Hand Tools

TITLE	Power and Hand Tool Use
GENERAL	Protecting workers from injuries associated with the use of power and hand tools
APPLICATION	Power and hand tools to be used and maintained in compliance with manufacturer's guidelines
PROTECTIVE MECHANISMS	Safe work procedures PPE Manufacturer's Specifications ERP (Emergency Response Plan)
SELECTION AND USE	As per manufacturer's safe job procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Required Tools
WORKER RESPONSIBILITY	1. Electrical tools must have 3 wire (grounding) cord and plug, excluding double insulated tools. 2. Grinder discs, buffers and stones to be used only for designed application and at rated speed. 3. Stationary grinders must have properly adjusted tool rests and stones to be properly dressed. 4. Angle grinders to have Original Equipment Manufacturer (O.E.M.) guard. 5. On/off switches must be functional and positioned so operator has access. 6. Accessories can only be used that are designed for use with tools specified. 7. Saw blades must be designed for the product being cut and at the rated speed, O.E.M. guards must be in place and functional. 8. Chisels, punches, hammer, wrenches, etc. to have all burrs ground from striking area. 9. Chisels, punches, screwdrivers, etc. to have tips properly dressed. 10. Cracked a/o splintered handles to be replaced. 11. All tools must be cleaned after use and repairs made before being properly stored. 12. Tools to be used for designed purpose only. 13. Repairs to tools must be performed by qualified personnel, using O.E.M. parts or equivalent. 14. Follow tool safe work procedures step by step.

Safe Work Practices

Moving Equipment and Trucks

General

A large percentage of construction site accidents and injuries involve mobile equipment and trucks. Many accidents occur while machines are being backed up. Operators must be continually aware of people and traffic movements, and obstacles around them.

Do:

1. Circle your machine before mounting, particularly when in residential and commercial areas.
2. Always look back on both sides of the vehicle before backing up. Back door is to be opened when backing up.
3. Where ground workers are involved, ensure all are clear of the machine and accounted for before moving.
4. Use a signal person to guide when:
    a. Backing up in traffic areas, or in an area where vision is limited.
    b. You need assistance in judging distance between the machine and obstacles.

5. Try to keep the operator in your line of sight. If you can see him, he can see you. Make eye contact.
6. Stay clear of equipment when it is motion.
7. Stand clear of equipment being loaded or unloaded from trailers.

Equipment movements can be difficult to predict. Sometimes the equipment will be turned, swung, or reversed in a direction you do not anticipate.

Don't:

1. Never walk directly behind moving equipment. The operator may not be able to see you as he prepares to back up.

SAFE WORK PRACTICE

Refuelling Equipment

TITLE	Refuelling Equipment
GENERAL	Protecting workers from injuries associated with refuelling operations
APPLICATION	Refuelling of equipment is a daily task in the construction industry which may be hazardous if not carried out properly
PROTECTIVE MECHANISMS	Safe work procedures Manitoba Fire Code Applicable Legislation PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure Applicable Legislation
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	1. Ensure you are conversant with regulations. 2. Refuelling area is ventilated. 3. Ensure equipment is shutoff prior to refuelling. 4. Ensure there is no smoking or open flames in vicinity. 5. Avoid spillage on equipment or ground. 6. Ensure cellular phones and/or hand-held devices are turned off.

SAFE WORK PRACTICE

Restricted Work Areas

TITLE	Restricted Work Areas
GENERAL	Protecting workers from injuries associated with working in restricted areas
APPLICATION	A work area will be designated as a “Restrictive Area”, where there is a danger of contact with energized electrical equipment or hazardous substance
PROTECTIVE MECHANISMS	Safe work procedures ERP (Emergency Response Plan) PPE Permit System Hydrocarbon monitors Fire Extinguishers Barricades and warning signs Lookout procedures
SELECTION AND USE	As per safe work procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Designate limits of restricted area Hazard analysis Worksite inspection
WORKER RESPONSIBILITY	1. Establish and maintain clear exits. 2. Have safety and emergency breathing air apparatus available. 3. Place continuous gas monitors at strategic points. 4. Place fire extinguishers at strategic points. 5. Isolate system to be worked on. 6. Purge system. 7. Check for hydrocarbon leaks. 8. Ensure no alternate power sources. 9. Continually monitor area for changing conditions.

SAFE WORK PRACTICE

Rigging

TITLE	Rigging
GENERAL	Protecting workers from injuries associated with rigging operations
APPLICATION	Rigging of equipment, piping and valves is an integral part of construction operations.
PROTECTIVE MECHANISMS	Safe work procedures Rigging OH&S Code Part 21 PPE Permit System ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure Provincial OH&S Legislation
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Designate limits of restricted area Hazard analysis Worksite inspection
WORKER RESPONSIBILITY	1. Ensure you are competent in rigging procedures. 2. Be acquainted with hand signals. 3. Be aware of pinch points. 4. Ensure you are in view of operator. 5. Utilize a tag line. 6. Ensure load is centred. 7. Do not walk under suspended loads. 8. Ensure wire chokers, slings and other equipment is in good condition. 9. Be aware of the direction of the swing of load. 10. Follow rigging safe work procedure step by step.

SAFE WORK PRACTICE

Scaffolding

TITLE	Scaffolding
GENERAL	Protecting workers from injuries associated with erecting and working with scaffolding
APPLICATION	All scaffolding used shall be erected, maintained and dismantled by a competent worker, in accordance with manufacturers specifications and legislation
PROTECTIVE MECHANISMS	Permit System Manufacturer's specifications Fall protection devices Safe work procedure PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure Manufacturer's specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Determine the type of scaffold required
WORKER RESPONSIBILITY	1. Ensure grounding on a firm and level base. 2. Maintain the established minimum clearances from all power lines. 3. Provide a safe access ladder. 4. Ensure scaffold has a platform perimeter handrail. 5. Anchor or tie a *free standing* scaffold according to legislation. 6. Do not use a ladder sloped against the side of a scaffold at any time. 7. A toe board is required on all platforms. 8. Ensure tube and clamp modular construction is utilized. Wood construction is to be used only when absolutely necessary. 9. Ensure proper safe scaffolding tags are installed. 10. Utilize a tag line when hoisting materials. 11. Minimize tools, material and debris on the platform. 12. Ensure a hand line with a tool bag for tools is utilized. 13. When working at 3m (10ft), fall protection system must be used. 14. Follow scaffold safe work procedure step by step.

SAFE WORK PRACTICE

Working with Snow Fence

TITLE	Working with Snow Fence
GENERAL	Protecting workers from injuries associated with the erecting and dismantling of snow fences.
APPLICATION	The erecting or dismantling of snow fences requires heavy manual labour with many inherent hazards
PROTECTIVE MECHANISMS	Safe work procedure Permit System Manufacturer's Recommendations PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure Manufacturer's Recommendations
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Work Site Inspection
WORKER RESPONSIBILITY	1. Ensure proper PPE is worn. 2. Ensure equipment is in good working condition. 3. Utilize appropriate tools. 4. Practise good housekeeping. 5. Ensure to block rolls from rolling. 6. Ensure to stand or post side in case of wire break. 7. Ensure post holes are refilled when posts are removed.

Safe Work Practices

Step Ladders

General

As with all ladders, make sure that the stepladder is in good condition and is the right ladder for the job to be done..

Do:

1. Stepladders are to be used only on clean and even surfaces.
2. When in the open position ready for use the incline of the front step section shall be 1:6. (1 foot horizontal for every 6 feet vertical.)
3. The stepladder is only to be used in the fully opened position with the spreader bars locked.
4. Only CSA Standard ladders will be used.

Don't:

1. No work is to be done from the top two steps of a stepladder, counting the top platform as a rung.
2. Don't overreach while on a ladder. It is easier and safer to climb down and move the ladder over a few feet to a new position.
3. The tops of stepladders are not to be used as a support for scaffolds.

SAFE WORK PRACTICE

TIGER TORCHES

TITLE	Use of Tiger Torches
GENERAL	Protecting workers from injuries associated with the use of tiger torches
APPLICATION	The primary function of the tiger torch is to preheat piping systems prior to welding
PROTECTIVE MECHANISMS	Safe work procedure Permit System Manufacturer's Specifications PPE Fire Protection ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure Manufacturer's Specifications Provincial OH&S Legislation
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard Assessment Work Site Inspection
WORKER RESPONSIBILITY	1. Ensure you are acquainted with the operation of equipment. 2. Ensure fuel lines are in good working conditions. 3. Ensure proper cylinders are secured and regulators in place. 4. When not used for pre-heating operation, shut off torch. 5. Torches are not to be used for heating or thawing of lines where known hydrocarbons are present. 6. Follow tiger torch safe work procedure step by step. 7. Use proper PPE as per manufacturer's specifications.

SAFE WORK PRACTICE

Towing

TITLE	Towing
GENERAL	Protecting workers from injuries associated with towing operations
APPLICATION	Towing vehicles or equipment requires proper training and tools
PROTECTIVE MECHANISMS	Safe work procedure Manufacturer's Specifications Warning signals and flags PPE ERP (Emergency Response Plan) Manitoba Safety Act
SELECTION AND USE	As per safe work procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	1. Ensure warning devices are in place. 2. Ensure you are conversant with proper hand signals. 3. DO not stand between vehicles. 4. Ensure equipment is in good condition. 5. Wear proper PPE (High visibility vests, gloves, etc.) 6. Follow appropriate hooking and load securing practices.

SAFE WORK PRACTICE

Weed Eaters

TITLE	Use of Weed Eaters
GENERAL	Protecting workers from injuries associated with the use of weed eaters
APPLICATION	Weed eaters are common both in the landscape industry and in the home environment and should be utilized within manufacturers recommendations
PROTECTIVE MECHANISMS	Safe work procedure Manufacturer's Specifications PPE Working Alone Policy
SELECTION AND USE	As per safe work procedure Manufacturer's Recommendations Provincial OH&S Legislation
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Work Site Inspection
WORKER RESPONSIBILITY	1. Ensure the right mix of fuel is used. 2. Ensure the string is installed correctly before starting. 3. Check fuel. 4. Shut down equipment when refuelling or servicing. 5. Ensure that string mechanism is away from you and all others before starting. 6. Ensure string does not hit fences, trees or rocks. 7. Ensure guards and protective devices are in place. 8. Follow *Working Alone* policy when applicable. 9. Use proper PPE as per manufacturer's specifications. 10. Follow week eating safe work procedure step by step.

Section 5

Rules of Conduct

Rules of Conduct

All employees shall receive a copy of the rules of conduct upon hire and a copy shall be posted on the communication board for all to view at any time. Follow-up training shall occur every year on their hire date.

Violation of the following rules is subject to disciplinary action and could result in immediate dismissal:

1. Employee is responsible for reporting any unsafe working conditions they observe. Employee must advise supervisor or employee safety representative of any broken or defective personal protective equipment.

2. Accidents, injuries, or near misses, regardless of their nature/severity, shall be promptly reported to supervisors.

3. Falsifying or refusing to give testimony when accidents or incidents are being investigated.

4. Removing or defacing any notice or any other information posted in the workplace.

5. Malicious mischief resulting in injury to other personnel or destruction of property.

6. Sleeping while on duty.

7. Stealing company or others property.

8. Equipment running while unattended.

9. Driving a company vehicle without a valid driver's license. Any driving infraction that results in points against your license must be reported.

10. Use of company vehicles and/or equipment for personal use without permission.

11. Loaning company equipment/tools to other trades.

12. Fluids in vehicles, water pumps, generators, etc. Must be checked before employee leaves the shop.

13. End of day requirements: fuel all vehicles and equipment that was used, prepare truck for next day, return to the shop any tools that are not assigned to a truck, report any vehicle property or equipment concerns to your supervisor.

14. All vehicles are to be free of debris and garbage at the end of the shift. Vehicles requiring washing should be cleaned in the wash bay.

15. Horseplay, fighting, gambling and possession of weapons are strictly forbidden.

16. Theft, vandalism, neglect, carelessness, or any other abuse resulting in damage to project sites, equipment, company property or vehicles is prohibited.

17. Consumption or possession of alcohol or drugs that slow down response time or illegal drugs on company premises, in or while operating company vehicles or equipment on any job site is strictly forbidden.

18. Hard hats and safety boots are to be worn on all construction job-sites.

19. To avoid getting caught in moveable parts on machinery, all employees should wear clothes that fir tightly around the body, and not allow any jewellery (necklaces, chains, bracelets, rings etc.) to be exposed. Take precautionary measures to ensure long hair does not create a hazard.

20. Specialized Personal Protective Equipment (supplied by Structure Scan) must be worn if required for the safety and health of all personnel during a given task.

21. If an injury occurs, employee shall report to location where first aid kit is available. First aid treatment is to be obtained promptly for any injury. A Notice of Injury form must be completed and submitted to supervisor.

22. All work shall be carried out in accordance to safe work practices, safe job procedures and your supervisor's direction.

23. Only those tools that are in proper working order, with all guards and safety devises in place shall be used. All tools that are unsafe to use must be tagged for repair.

24. No employee is allowed to use tagged out equipment until it has been properly repaired.

25. Only qualified personnel should repair damaged parts or equipment.

26. All electrical hand tools must be grounded or double insulated.

27. Tools must not be used for any purpose other than that intended.

28. Only individuals who have been trained and certified will operate power tools.

29. Material Safety Data Sheets (MSDS) that are no older than three years will be required for all regulated materials that Structure Scan uses either in their warehouse or on job sites. No product goes onto a jobsite or enters our warehouse unless it is accompanied by proper MSDS documentation.

30. Smoking is permitted only of designated areas.

31. Every worker shall keep is/her work area clean, orderly, and free of obstructions.

Disciplinary Action

All Structure Scan employees are required to follow the Rules of Conduct outlined above. All incidents of non-compliance will be documented. Offenses will be documented as follows:

First offense:	Verbal documented warning
Second offense:	Written warning
Third offense:	Suspension or termination

These rules have been written and discussed in accordance with Structure Scan's Health and Safety Committee regulations.

Note: The safety information in this policy does not take precedence over the Manitoba Workplace Safety and Health Act and Regulation.

Tony Brunette
Owner
Structure Scan Inc.

Signature:			
Date:			

Company Vehicle Policy

Purpose

Company vehicles are provided to support business activities and are to only be used by qualified and authorized employees. The use of a company vehicle is not considered a job perk, and will not be used during hiring processes. The authorized driver is expected to obey all traffic laws, ensure that they (and all passengers) are wearing seatbelts and to drive using the utmost care.

Driver Licensing

Company drivers must possess a valid driver's license from the province they are currently living in for the class of the vehicle being operated. Obtaining this license is a personal expense and Structure Scan employees will not be compensated for any fees regarding application, testing, renewal, or fines.

Driver Qualifications

Provided the employee has the correct driver's license for the vehicle they will be operating, the use of said vehicle will be dependent on the review of a driver's abstract. This is to be provided during the interview process and will be reviewed by management before the use of any company vehicles is authorized. The abstract will be reviewed annually with the hire date of the employee being used as the date.

Driver Responsibilities

Each driver is responsible for the actual possession, care and use of the company vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, the following:

- Operation of the vehicle in a manner consistent with reasonable practices that avoid theft, abuse, neglect or disrespect of the vehicle.
- Obey all traffic laws
- The use of a seat belt is mandatory for the driver and all passengers.
- The use and consumption of drugs or alcohol is strictly prohibited before and during the operation of company vehicles.
- The use of cell phones and or texting devices must be completed before starting the engine and is strictly prohibited while driving the vehicle.

- All cell phone use (including hands-free) is prohibited while driving on customer/client property.
- All cargo being transported (if any) must be securely fastened down to ensure it will not move during the vehicle's operation.
- The driver will utilize the pull-through parking technique when possible. If pull-through is not possible, the driver will back into the parking spot.
- Attention to and practice of safe driving techniques and adherence to current safety requirements.
- Restricting the use of the vehicle to authorized drivers only.
- Reporting the occurrence of moving violations.
- Accurately and timely reporting of all accidents, thefts or damages of the company vehicle to the company's owner, Tony Brunette.

Failure to comply with any of these responsibilities will result in disciplinary action, up to and including termination of employment.

Maintenance

Authorized drivers are required to properly maintain their company vehicles at all times. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Daily pre-use inspections will be done for preventative maintenance such as, but not limited to oil changes, lubrication, tire pressure, tire replacement, brake pad & rotor replacement, fluid checks and day-to-day wear and tear. These inspections will be signed off by a supervisor and kept on file for 2 years.

Traffic Violations

Fines for parking or moving violations, towing storage, or impoundment are the **personal** responsibility of the employee. Structure Scan will not condone nor excuse ignorance of any motor vehicle violations that result in court summons being directed to itself as owner of the vehicle.

Each driver is expected to report all violations to Tony Brunette within 24 hours. This requirement applies to violations involving the use of any vehicle (commercial, personal or other) while on company business. Failure to report violations will result in appropriate disciplinary action, including revoking of driver privileges, and possible termination of employment.

Please be aware that violations incurred during non-business activities (personal use) will also affect your driving status and these issues are subject to review.

Accidents Involving Company Vehicles

In the event of an accident:

- **Call MPI to report the accident, immediately. If a police report is needed, contact them as well.**
- Do not admit negligence or liability
- Do not accept settlement, regardless of how minor
- Get the name, address, and phone numbers of any injured people and witnesses
- Exchange personal, vehicle, and insurance information with the other driver(s)
- If possible, take a photograph of the damage to each vehicle, the weather and road conditions
- Complete an accident report, and inform management within 24 hours

Preventable Accidents

A preventable accident is defined as any accident involving a company vehicle – whether being used for company or personal use – or any vehicle while being used on company business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every **reasonable precaution** to prevent the accident.

Safety Guidelines to Prevent Accidents

- Do not follow too close
- Do not drive too fast for conditions
- Do not fail to observe clearances
- Do not fail to obey signs
- Do not make improper turns
- Do not fail to observe signals from other drivers
- Do not fail to reduce speed
- Do not pass improperly
- Do not fail to yield
- Do not back up improperly
- Do not fail to obey traffic signals or directions
- O not exceed the posted speed limit
- Do not drive while intoxicated (DWI) or drive under the influence (DUI) or similar charges

Signature:			
Date:			

VEHICLE POLICLY AGREEMENT

I have read and will abide by the conditions as stated in this document regarding the operation of any vehicle during company business.

Name (print)	Signature
Job Title	Date

This file will be placed in the employee's file until the end of employment.

Employee Disciplinary Notice

Employee Information

Employee Name: _____ Date: _____

Job Title: _____ Department: _____

Type of Warning

- ❑ First Warning
- ❑ Second Warning
- ❑ Second Warning

Type of Offense

- ❑ Insubordination
- ❑ Unsafe work practice
- ❑ Poor work
- ❑ Other _____
- ❑ Absenteeism
- ❑ Conduct
- ❑ Tardiness
- ❑ Failure to use PPE
- ❑ Unfit to work

Details

Description of infraction:

Plan for improvement:

Consequences of further infractions:

Acknowledgement of Receipt of Warning

By signing this form you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

_____ _____

Employee Signature Date

_____ _____

Manager Signature Date

_____ _____

Witness Signature (if employee understands warning but refuses to sign) Date

Safe Return to Work

Policy (Return to work program {RTWP})

The management and staff at Structure Scan Inc are committed to developing and maintaining a safe and healthy work environment.

In keeping with this goal, it is the policy of this company to make every reasonable effort to provide suitable employment to any employee unable to perform his/her duties as a result of a work-related injury.

The purpose of this Return to Work (RTW) policy is:

a. To provide the early rehabilitation and return to work of injured employees
b. To provide gainful employment for employees who are permanently disabled due to an injury in the workplace.
c. To restore at least the worker's ability to perform the essential duties of their pre-injury job

Terms of Reference

Temporarily Disabled Employees

Employees who are temporarily unable to do their regular duties due to a compensable injury will be offered suitable work if:

a. A productive work assignment suitable to the employee's limitations is available
b. The work assignment will have a rehabilitative effect on the employee's condition
c. Complete rehabilitation Is expected to occur within four weeks. This placement may be extended if there is progress in his/her rehabilitation. (Complete rehabilitation means the ability to perform the essential duties of the pre-injury job but it is preferable if the worker is able to perform all his pre-injury job duties)

Permanently Disabled Employees

Employees who are permanently disabled due to a compensable injury will be offered suitable work if a work assignment suitable to the employee's limitations, education and training is available. It may be necessary for some employees to obtain additional training before they are qualified to perform the work assignment.

Return to Work Plan (RTWP)

Management and their injured employee will develop a RTWP, once a suitable work assignment is identified and agreed to. The company will send a copy to the WCB. This work plan will consistent with restrictions provided by the health care provider with all options being discussed with the employee.

Periodic Review

The company management and injured employee should review the employee's progress once a week while on a suitable work assignment. The management and employee should complete the follow-up tracking form.

Placement

When a suitable match is found, an offer of suitable work assignment will be made using the RTW plan. The RTW plan shall include the number of weeks of a RTWP, hours of work to be performed, breaks, any job assistance to be provided and pay structure.

No Lost Time Procedures

1. The employee will inform their health care provider that a RTW plan is provided by the employer.
2. The employee and employer shall maintain contact on a weekly basis if the employee is not able to return to any suitable work. The employee should also advise the manager of any changes in his/her condition. The employer can request the employee to have completed a Functional Abilities Form (FAF) by their health care practitioner at any time. The employee shall request the main health care practitioner complete his form and return to the manager.
3. All information regarding the injury is considered confidential and must remain between the employee, employer, heath care practitioner and WCB contact.
4. When the injured worker return the FAF, the employer and employee shall meet to discuss the functional precautions and identify tasks the employee could perform. The manager shall draft a return to work plan with the employee. Both parties shall meet once a week (at least) to discuss the worker's progress during the plan. The employee will be provided time to attend any appointments for treatment. The plan is intended to last between four and twelve weeks which can be extended or shortened in individual cases.
5. If, upon conclusion of the Return to Work plan, the employee is not able to return to pre-injury employment, the manager shall notify the WCB claim adjudicator.
6. The manager will maintain regular contact with the WCB and will ensure the necessary documentation is sent.
7. The manager will maintain regular contact with the employee and with the WCB until there is a successful resolution, involving either a return to pre-injury duties or suitable work.

Responsibilities:

Employee:

- Inform health care provided that a RTW plan is provided by the employer.
- Report as promptly as possible all work-related injuries and complaints to immediate supervisor.
- Obtain necessary paperwork prior to leaving site.
- Maintain regular contact with his/her supervisor and keep advised of any change in the medical condition.
- Advise the treating physician of the availability of modified duties.
- Actively participate in developing a specific Return to Work plan.
- Communicate any difficulties or concerns regarding the duties provided to the immediate supervisors and to the WCB.

Employer:

- Keep employees informed on the existence of the RTW policy and how it may be implemented
- Investigate the injury/complaint. Take preventative measures to ensure it does not happen again.
- Ensure immediate completion of incident report.
- Work with employee to design the RTW policy.
- Meet with returning employee at the start and end of the first shift to review and discuss any concerns the employee may have.
- Maintain progress chart or documentation relating to employee's injury.
- Maintain regular contact with the employee during his/her absence from work.
- Liaise with WCB personnel.
- Co-ordinate the development staff to discuss required accommodation/assistance.
- Attend regularly scheduled meetings with the employee during the work plan to discuss progress.
- Conduct an evaluation of the modified work program on a yearly basis, to determine its effectiveness.

Signature:			
Date:			

Timely return to work assists injured workers to return to suitable job tasks as part of their rehabilitation. The return-to-work (RTW) plan progresses the worker back to their regular duties in a specified time frame. The primary focus is safe, timely return to work.

Date of plan: _____

Worker last name	**First name**	**Middle initial**	**WCB claim number**

Occupation	**Normal job tasks:**
Type of Return to work plan: (modified or alternate)	**Area and Date of injury:**
WCB officer; (if known)	**Plan prepared by:**
RTW start date	**RTW end date**
Length of RTW plan	**Date worker will return to regular full-time duties**

Date/hours	**Job tasks**

Fatigue Management

Introduction

Fatigue is a complex issue that arises from regular working hours and activities in the work place, however, is also influenced by factors outside of work (e.g. family, stress, lifestyle, personal health, etc.). As the management of fatigue is a shared responsibility between supervisors and employees, anyone working with Structure Scan Inc. will receive proper training to prevent incidents relating to it.

Signs of fatigue may include, but not limited to the following: long eye blinks, repeated yawning, frequent blinking, bloodshot eyes, poor reaction time, slow speech, loss of energy, and an inability to concentrate. Chronic fatigue can also lead to long term health issues.

Most adults need 7 to 8 hours of sleep in every 24 hours to feel well rested. A sleep debt is built up when someone consistently gets less than the 7 to 8 hours of sleep a night. This debt can only be repaid with well rested sleep.

Fatigue contributes to accidents by impairing performance and in extreme cases causing people to fall asleep. Fatigue related to “micro sleeps” are very hard to predict or prevent and can place the individual and others safety at risk.

Managing fatigue requires the following measures to be undertaken:

- Create a management plan to eliminate or mitigate, with controls, identified risks.
- Ensure personnel are educated and informed of fatigue risk.
- Address work schedules to manage worker fatigue
- Ensuring workers are taking periodic breaks to minimize fatigue and increase mental fitness
- Any worker fatigue issues must be reported to their supervisors immediately and the worker abstain from operating vehicles or heavy machinery during this state.

Signature:			
Date:			

Section 6

Personal Protective Equipment

Personal Protective Equipment Policy

Purpose

The purpose of this policy is to minimize injuries to employees through the use of proper personal protective equipment.

Policy

It is the policy of Structure Scan to have all employees use approved personal protective equipment (PPE) on an "as required" basis. In other words, if a certain job requires the use of a certain type of PPE, then it must be used.

Further to this, it is the policy of Structure Scan that the following PPE must be worn on all worksites:

- CSA approved hard hat
- CSA approved footwear
- CSA approved high visibility safety apparel when working around moving equipment.

The following pieces of personal protective equipment will be provided by Structure Scan at no cost to the employee.

- Hard hat
- Eye protection
- Dust masks
- Hearing protection

All employees will be properly trained on the correct usage, selection and care of all personal protective equipment supplied by Structure Scan. Training on the proper use, selection and care of all PPE will be provided (either in-house or by use of third party) by Structure Scan's Management before any employee is on a job-site.

All personal protective equipment either provided by Structure Scan shall conform to occupational health and safety regulations and applicable standards referenced to them.

It is each employee's responsibility to wear all personal protective equipment as outlined by this policy, by our clients, by MSDS sheets, by equipment user manuals, and by the Manitoba Workplace Safety and Health Act and Regulation.

1. CSA approved hardhats are required where there is a danger overhead, or in areas designated "Hard Hat Required."

2. Footwear must be CSA approved for sole puncture protection and grade 1 toe protection (Green triangle), as well as resistance to electrical shock (white rectangle with orange lettering).
3. CSA certified safety glasses with side shield must be worn where there is the potential for injury or irritation from flying debris.
4. Ear protection must be worn when ambient noise exceeds 85 db.
5. Breathing protection must be worn where there is the potential for injury or irritation.
6. Cut-off pants or shorts are not allowed. Proper fitting overalls/workpants will ensure protection in the work environment.

It is the responsibility of all Structure Scan personnel to wear the items of personal protective equipment as required in each department and as each job and task may dictate.

It is the shared responsibility of the employee and supervisor to assure that the protective equipment to be used is in good condition, and if not, to have it repaired or replaced.

Standard and job specific personal protective equipment adopted for general use should conform to occupational health and safety regulations and applicable standards. However, Structure Scan reserves the right to sample new equipment that it believes is equivalent to the equipment currently available or in use, provided that it meets the equivalent standards in the country of origin and is in the process of being certified for use in Canada.

Furthermore, in the spirit of The Workplace Safety and Health Act, the Company will consult the Workplace Safety and Health Committee concerning the selection of personal protective items.

Note: The safety information in this policy does not take precedence over the Manitoba Workplace Safety and Health Act and Regulation.

Tony Brunette
Owner
Structure Scan Inc.

Signature:			
Date:			

Personal Protective Equipment Maintenance Schedule

Item to be Maintained	Schedule of Completion					
	Notes	Before each use	Daily	Weekly	Monthly	Yearly
Eye and face protection	Ensure that there are no cracks or deep scratches and no loose parts	✓				
Gloves	Ensure that there are no holes or defects in the gloves	✓				
Steel toe boots	Ensure that boots are in good condition with no steel showing	✓				
Head protection	Ensure that all hearing protection is in good working condition	✓				
Hearing protection	Ensure that all hearing protection is clean	✓				
Lanyards and life-lines	Ensure that all parts are in good working condition	✓				
Limb and body protection	Ensure that there are no holes or defects	✓				
Respiratory protective equipment	Ensure that filters are correct and clean	✓				

Equipment Maintenance Schedule

Items to be Maintained	Schedule of Completion				
	Before Each Use	Daily	Weekly	Monthly	Yearly
Vehicles		✓			✓
Mobile Equipment		✓			✓
Power and Hand Tools	✓				
Air Compressors		✓			✓
Ladders	✓				✓
Scaffolding	✓	✓			
Power Cables		✓			
Temporary Lighting Equipment	✓	✓			
Temporary Heating Equipment	✓	✓			
Ropes	✓				
Slings	✓				
Hoses	✓				
Clamps	✓				
Hitches	✓				
Fire Protection Equipment				✓	✓
First Aid Kits	As Necessary				

PPE – PROGRAM

Designing a PPE Program

- ENSURE engineering controls are considered first. PPE is the last line of defense.
- SECURE active participation of all parties.
- ENSURE a program coordinator has been appointed.
- OBSERVE the gradual phasing in of the PPE program on a pre-arranged time schedule.
- RE-EVALUATE program on an ongoing basis.

Promotional Strategy

- PUBLIICIZE commitment to the program.
- ENSURE a clear, concise company policy has been formulated.
- EXAMINE the education program.

Workplace Survey

- REVIEW work practices, job procedures, equipment, and plant layout.
- USE job hazard analysis techniques to integrate accepted safety and health principals into specific operations.

Selection

- CHOOSE PPE to match the hazard
- OBTAIN advice on proper selection
- INSTITUTE workplace trials
- CONSIDER the physical comfort of PPE
- EVALUATE cost considerations of PPE usage
- ENSURE PPE meets standard/certification (CSA, CGSB, NIOSH, ANSI)

Fitting and Wearing

- ENSURE program includes the individual fitting of PPE
- SURVEY users to ensure PPE is worn properly

Maintenance

- INSPECT PPE before and after each use
- TAKE care of PPE at all times
- CLEAN all PPE after each use
- REPAIR damaged or broken PPE
- STORE PPE in clean dry air, free from exposure to sunlight or contaminants

Training

- ENSURE you have been trained in how to fit, wear, and maintain PPE
- ENSURE training program includes information that explains when and what PPE should be worn and why it should be worn
- VERIFY that all users, supervisors, selectors, buyers, and storekeepers are trained

Support

- ENSURE education programs are ongoing

Auditing the program

- REVIEW the program annually
- REVIEW and compare production and safety performance records

PPE – HAND PROTECTION

Hand protection is designed to protect hands against a wide variety of hazards. The protection can be provided in a number of different ways: barrier creams, finger guards, cots and thimbles, hand pads, mitts and gloves. The correct hand protection **must always** be used in any situation where damage may occur.

- CHOOSE hand protection that adequately protects from the hazard.
- FOLLOW manufacturer's instructions for care and maintenance of gloves.
- ENSURE gloves git properly.
- ENSURE all exposed skin is covered by gloves. Gloves should be long enough so that there is no gap between the glove and sleeve.
- DO NOT WEAR gloves with metal parts near electrical equipment.
- DO NOT USE worn or torn gloves.
- DO NOT WEAR gloves while working on moving equipment; they can become caught.
- WASH off all chemical-protective gloves with water before removing them.
- INSPECT and test gloves for defects before using them.
- TEST all rubber or synthetic gloves for leaks by inflating them.

GUIDE TO THE SELECTION OF HAND PROTECTION		
Hazard	**Degree of Hazard**	**Protective Material**
Abrasion	Severe Less Severe	- Reinforced heavy rubber, staple-reinforced heavy leather - Rubber, plastic, leather, polyester, nylon, cotton
Sharp Edges	Severe Less Severe Mild w/ delicate work	- Metal Mesh, staple-reinforced heavy leather, Kevlar-steel - Leather, terry cloth (Aramid fiber) - Lightweight leather, polyester, nylon, cotton
Chemicals and fluids	Refer to ACGIH Guideline for the selection of chemical protective clothing, the manufacturer, product MSDS or CCOHS	- Dependant on chemical job-rated rubber or synthetic of the following material - Natural rubber, neoprene, nitrite butyl rubber, Viton, polyvinyl chloride, polyvinyl alcohol, and others
Cold		- Leather insulated plastic or rubber, wool, cotton
Electricity		- Rubber insulated gloves tested to appropriate voltage with leather outer glove
Heat	Higher temps (+350C) Med High (up to 350C) Warm (up to 200C) Less warm (up to 100C)	- Asbestos neoprene-coated asbestos - Nomex, Kevlar, neoprene-coated asbestos, heat resistant leather with linings - Nomex, Kevlar, heat-resistant leather, terry cloth (Aramid fiber) - Chrome tanned leather, terry cloth
General Duty		- Cotton, terry cloth, leather
Product Contamination		- Thin flim plastic, lightweight leather, cotton, plyester, nylon
Radiation		- Lead-lined rubber, plastic or leather

PPE – CHEMICAL PROTECTIVE GLOVES

- CHOOSE a material and style of glove that adequately protects hands from hazards.
- REVIEW the following sources to determine the material's ability to protect hands against the hazard.
    - MSDS/Label Chemical Manufacturer
    - Manufacturer of gloves (review recent permeability information)
    - CCOHS Databases/Inquiries Service
- INSPECT and test gloves for defects before using
- FOLLOW manufacturer's instructions for care and maintenance.
- ENSURE gloves fit properly
- WASH off all chemical-protective gloves with water before removing them
- EVALUATE material resistance under conditions of use. Resistance of specific materials can vary from product to product.
- MAINTAIN gloves carefully

***CHEMICAL PERMEATION OF GLOVE MATERIAL** Breakthrough time in hours is calculated as an average.

Pure Chemical	Butyl Rubber	Neoprene	PVC	Natural Rubber	Nitrile	Viton	Poly-Ethylene	Pure Chemical	Butyl Rubber	Neoprene	PVC	Natural Rubber	Nitrile	Viton	Poly-Ethylene
PCBs	>8	>8		<1		>8	>1	Ammonium hydroxide		>4	>2	>2	>4		
Sulphuric acid >70%		>1	<1	>1	>1	>1	<4	Xylene	<1	<1	<1	<1	<1	>8	
Hydrochloric Acid	>8	>4	>2	>2	>4	>1	<1	Toluene disocyanate	>8			<1	>4	>8	
Sodium Hydroxide <70%	>8	>4	>4	>2	>4	>4	>8	Trichloroethane	>4	<1	<1	<1		>8	<1
Nitric Acid <30%		>4	>4	>4	>4		>1	Formaldehyde	>8	>2	<1	<1	>8	>8	>4
Ethylene glycol		>2	>1	>2	>2		>2	Perchloroethylene	<1	<1	<1	<1	>4	>1	>4
Vinyl chloride					>4	>4		Phenol >70%	>8	>4	<1	<1	<1	>8	>4
Pentachlorophenol		>1	>2		>4			Acetic Acid		>4	>2	>2	>4	>1	>4
Methanol	>8	<1	<1	<1	<1	>1	>8	Chromic acid		>1	>4	>1	>4		
Phospgoric Acid >70%		>4	>4	>4	>4		>4	Hydrogen Peroxide		>1	>4	>4			

<1 (0 – 0.9) >1 (1 – 1.9) >2 (2- 3.9) ¼ shift >4 (4 – 7.9) ½ shift >8 (>8) full shift

*GLOVE MATERIAL RATINGS							
Material (Designation in Matrices)	**Abrasion Resistance**	**Cut Resistance**	**Flexibility**	**Heat Resistance**	**Ozone Resistance**	**Puncture Resistance**	**Tear Resistance**
Butyl Rubber (Butyl)	**F**	**G**	**G**	**X**	**X**	**G**	**G**
Chlorinated Polyethylene (CPE)	**X**	**G**	**G**	**G**	**X**	**G**	**G**
Natural Rubber	**X**	**X**	**X**	**F**	**P**	**X**	**X**
Nitrile-Butadiene Rubber (NBR)	**X**	**X**	**X**	**G**	**F**	**X**	**G**
Neoprene	**X**	**X**	**G**	**G**	**X**	**G**	**G**
Nitrile Rubber (Nitrile)	**X**	**X**	**X**	**G**	**F**	**X**	**G**
Nitrile Rubber/Polyvinyl Chloride	**G**	**G**	**G**	**F**	**X**	**G**	**G**
Polyethylene	**F**	**F**	**G**	**F**	**F**	**P**	**F**
Polyurethane	**X**	**G**	**X**	**G**	**G**	**G**	**G**
Polyvinyl Alcohol (PVA)	**F**	**F**	**P**	**G**	**X**	**F**	**G**
Polyvinyl Chloride (PVC)	**G**	**P**	**F**	**P**	**X**	**G**	**G**
Styrene-butadiene Rubber (SBR)	**X**	**G**	**G**	**G**	**F**	**F**	**F**
Viton	**G**	**G**	**G**	**G**	**X**	**G**	**G**

X – Excellent G – Good F – Fair P – Not Recommended

Ratings are subject to variation depending on the formulation thickness, and whether the material is supported by fabric.

*Adapted from ACGIH Guidelines for the Selection of Chemical Protective Clothing

PPE – CARE OF SAFETY BELTS, HARNESSES

AND LANYARDS

Equipment

- INSPECT your equipment daily.
- REPLACE defective equipment
- REPLACE any equipment involved in a fall.
- REFER any questionable defects to a trained supervisor.

Webbing (Body of belt, harness, or lanyard)

- INSPECT entire surface of webbing for damage. Beginning at one end, bend the webbing in an inverted "U". Holding the body side of the belt towards you, grasp the belt with your hands six to eight inches apart.
- WATCH for frayed edges, broken fibers, pulled stiches, cuts or chemical damage. Broken webbing stands generally appear as tufts on the webbing surface.
- REPLACE according to manufacturer's guidelines.

Buckle

- INSPECT for loose, distorted or broken grommets. Do not cut or pinch additional holes in waist strap or strength members.
- CHECK belt without grommets for torn or elongated holes which could cause the buckle tongue to slip.
- INSPECT the buckle for distortions and sharp edges. The outer and center bars must be straight. Carefully check corners and attachment points of the center bar. They should overlap the buckle frame and move freely back and forth in their sockets. The roller should turn freely on the frame.
- CHECK that rivets are tight and cannot be moved. The body side of the rivet base and outside rivet burr should be flat against the material.
- INSPECT for pitted or cracked rivets which indicate chemical corrosion.

Rope

- ROTATE the rope lanyard and inspect from end to end for fuzzy, worn, broken, or cut fibres. Weakened areas have noticeable changes in the original rope diameter.
- REPLACE when rope diameter is not uniform throughout, following a short break-in period

Hardware (Forged steel snaps, “D” rings)

- INSPECT hardware for cracks or other defects. Replace the belt if the “D” ring is not at a 90 degree angle and does not move vertically independent of the body pad or “D” saddle.
- INSPECT tool loops and belt sewing for broken or stretched loops.
- CHECK bag rings and knife snaps to see that they are secure and working properly. Check tool loop rivets. Check for thread separation or rotting, both inside and outside the body pad belt.
- INSPECT snaps for hook and eye distortions, cracks, corrosion, or pitted surfaces. The keeper (latch) should be seated into the snap nose without binding and should not be distorted or obstructed. The keeper spring should exert sufficient force to close the keeper firmly.

Safety Strap Inspection

- INSPECT for cut fibres, or damaged stiches inch by inch by flexing the strap in an inverted “U”. Note cuts, frayed areas or corrosion damage.
- CHECK friction buckle for slippage and sharp buckle edges.
- REPLACE when tongue buckle holes are excessively worn or elongated.

Cleaning

Basic care prolongs the life of the unit and contributes to its performance.

- DRY belt and other equipment away from heat, steam, and out of long periods of sunlight/
- STORE in a clean, dry area, free from fumes, sunlight, or corrosive materials.

Nylon and Polyester

- WIPE off all surface dirt with a sponge dampened in plain water. Rinse sponge and squeeze it dry. Dip the sponge in a mild solution of water and commercial soap or detergent. Work up a thick lather with a vigorous back and forth motion.
- RINSE webbing in clean water.
- WIPE the belt dry with a clean cloth. Hang freely to dry, but away from excessive heat.

Cotton

- CLEAN like nylon. For heavy dirt or grease, soak belt in a solution of one tablespoon of grease to one gallon of water. Consult supplier.
- After soaking, rinse again, then hang to dry.

PPE – SELECTION AND CARE OF HEADWEAR

Headwear consists of a shell and the suspension. These work together as a system and both need regular inspection and maintenance.

- CHOOSE the correct headwear for the job. Refer to CSA Standard Z94.1 “Industrial Protective Headwear”
    - Type I – Hat (full Brim)
    - Type II – Cap (with or without peak)
    - Class A – General use, Limited voltage protection
    - Class B – High voltage protection
    - Class C – General use, metallic no voltage protection
- DO NOT TRANSPORT headwear in rear windows of vehicles
- INSPECT headwear before each use

SHELL

The Shell is rigid and light, and is shaped to deflect falling objects. Correct maintenance is important.

DOS:

- INSPECT and replace a shell that shows signs of wear, scratches or gouges. Shells exposed to hear, sunlight and chemicals can become stiff or brittle. There can be a visible pattern of tiny cracks. Hats can be dull in colour or have a chalky appearance.
- REPLACE headwear when hairline cracks start to appear. These cracks will spread and widen.
- REPLACE headwear that has been struck, even if no damage is visible.
- REMOVE and destroy any headwear if its protective abilities are in doubt

DO NOTS:

- DO NOT DRILL holes, alter, or modify the shell. Alterations may reduce the protection provided by the headwear.
- DO NOT PAINT the plastic shell. Paint solvents can make plastic headwear brittle and more susceptible to cracks. Instead, use reflective marking tape to make numbers or symbols for identification purposes. Metal headwear may be painted.
- DO NOT USE winter liners that contain metal or electrically conductive material.
- DO NOT USE metal labels on Class B headwear.
- DO NOT DRAW chin strap over brim or peak of Class B headwear.

SUSPENSION

The suspension system is as important as the shell. It holds the shell away from the head and acts as a shock absorber. It also holds the shell in place on the head and allows air to flow freely.

- ADJUST headband size so that headwear will stay on when wearer is bending over, but not so tight that it leaves a mark on the forehead.
- ENSURE that the suspension is in good condition. The main purpose of the suspension is to absorb energy.
- LOOK closely for cracked or torn adjustment slots, frayed material or other signs of wear.
- CHECK suspension lugs carefully. Perspiration and hair oils can cause wear. Long periods of normal use can damage the suspension.
- REPLACE suspension that has torn or broken treads.
- DO NOT PUT anything inside headwear. There must be a clearance inside the headwear while it is being worn. In the event of a blow to the head, that space helps absorb the shock.

MAINTENANCE AND INSPECTION

The care and maintenance of headwear is needed if the headwear is to protect as designed. Its lifespan is affected by normal use and by heat, cold, chemicals, and ultraviolet rays.

- CLEAN the suspension and shell regularly
- USE a wet sponge or soft brush with mild dish detergent and thoroughly rinse with water to remove dirt and stains.

PPE – HEARING PROTECTION

Hearing protectors reduce the amount of sound energy reaching the ears. Improper fit and low percentage of time worn greatly reduces the effectiveness of hearing protection.
Select hearing protection that is:

- Correct for the job. Refer to CSA Standard Z94.2, “Hearing Protectors”
- Capable of adequately reducing sound frequencies. Check manufacturer’s literature.
- Comfortable enough to be accepted and worn during all exposure to noise.

Ear plugs are inserted to block the ear canal. They may be pre-molded (preformed) or mouldable (such as glass down, foam plastic, waxed cotton)
Canal caps are comprised of two ear plugs held over the ends of the ear canal by a rigid headband.
Ear muffs are comprised of sounds-attenuating material and soft ear cushion which fit around the ear and hard outer cups. They are held together by a head band.

- DO NOT USE radio headsets as a substitute for hearing protectors.
- DO NOT MODIFY hearing protectors.

Care

- REFER to manufacturer’s instructions.
- CHECK hearing protection regularly for wear and tear.
- REPLACE ear cushions or plugs that are no longer pliable.
- REPLACE unit when head bands are so stretched that they do not keep ear cushions snugly against the head.
- DISASSEMBLE ear muffs to clean.
- WASH hearing protectors with a mild liquid detergent in warn water, and then rinse in clear warm water.
- ENSURE that sound-attenuating material inside cushions does not get wet.
- USE a soft brush to remove skin oil and dirt which can harden ear cushions.
- SQUEEZE excess moisture from the plugs or cushions and then place on a clean surface to air dry.

FIT

- FOLLOW manufacturer's instructions.
- ENSURE hearing protector tightly seals within the ear canal or against the head.

Comparison of Hearing Protection	
Ear Plugs	**Ear Muffs**
Advantages: - Small and easily carried - Convenient to use with other personal protective equipment (can be worn with ear muffs) - More comfortable in hot, humid work areas. - Convenient for use in confined work areas.	**Advantages:** - Less attenuation variability among users. - Designed so that one size fits most head sizes. - Easily seen at a distance to assist in the monitoring of their use. - Not easily misplaced or lost. - May be worn with minor ear infections.
Disadvantages: - Require more time to fit - More difficult to insert and remove - Require good hygiene practices - May irritate the ear canal - Easily misplaced - More difficult to see and monitor usage	**Disadvantages:** - Less portable and heavier - More inconvenient for use with other personal protective equipment - More uncomfortable in hot, humid work areas - More inconvenient for use in confined work areas

PPE – CARE OF RESPIRATORS

- INSPECT before and after each use and during cleaning
- INSPECT equipment designated for “emergency use” at least monthly, in addition to after each use
- REPLACE all parts that are cracked, torn, broken, missing or worn
- FOLLOW manufacturer’s instruction and CSA Standard Z94.4 for care and maintenance

Face piece

- ENSURE that there are no holes or tears
- INSPECT for cracked, scratched or loose-fitting lenses. For full face piece, check for missing mounting clips
- ENSURE that metal nose clip forms easily over the bridge of the nose on disposable respirators

Head strap/Harness

- CHECK webbing for breaks
- LOOK for deterioration of elasticity
- TEST excessively worn head harness

Inhalation and Exhalation Valves

- ENSURE valve and valve seat are free of detergent residue, dust particles, or dirt which may cause a poor seal or reduce efficiency
- REPLACE missing or defective valve cover

Filter Element

- ENSURE that filter and mask are certified for use together
- CHECK filters to see that they are approved for the hazard
- INSPECT both filter threads and face piece threads for wear
- CHECK filter housing for cracks and dents
- CHECK end of service life indicator for gas masks. Check expiration date

Air Supply System

- INSPECT air-supply hose and end-fitting attachments for breaks, cracks or kinks
- TEST the tightness of connections
- ENSURE proper operation and condition of all regulators values or other air-flow devices
- CHECK for proper settings of regulators and valves. Consult manufacturer’s recommendations
- MONITOR operation of air-purifying elements and carbon monoxide or high-temperature alarms
- CHECK seams in suit or blouse for rips and tears
- ENSURE that protective screens are intact and fit correctly over face piece (abrasive, blasting hoods ,and blouses)

Respirator Battery Pack

- FOLLOW manufacturer's instructions for charging/discharging
- FULLY discharge NiCad batteries before charging
- ENSURE batteries are fully charged before using

Repair Cleaning and Storage

- DO NOT clean with solvents
- FOLLOW manufacturer's instructions
- WASH with a mild dish detergent or a combination of detergent and disinfectant. Use a brush and warm water (49-60 degrees)
- RINSE with clean water, or rinse once with a disinfectant and once with clean water. The clean water rinse removes excess detergent or disinfectant that can cause skin irritation or dermatitis
- DRY on a rack, clean surface or hang from a clothes line. Position the respirator so that the face piece rubber will not "set" crookedly as it dries
- STORE respirator at the end of each shift to protect it from dust, sunlight, heat, extreme cold, excessive moisture, and chemicals
- CLEAN and disinfect shared respirators after each use
- PERMIT only trained and qualified personnel to repair respirators
- DO NOT MIX parts from different manufacturers
- RECORD repairs and/or inspections
- REMOVE dirt
- CHECK for distortion caused by improper storage

PPE – SAFETY FOOTWEAR

Safety footwear is designed to protect feet against a wide variety of injuries. Impact, compression and puncture are the most common types of foot injury.

- CHOOSE footwear according to the hazard. Refer to CSA Standard Z195 “Protective Footwear”
- SELECT CSA-certified footwear. Ensure that it has the proper rating for the hazard and the proper sole for the working condition
- WALK in new footwear to ensure it is comfortable
- LACE up boots fully. High-cut boots provide support against ankle injury
- USE a protective coating to make footwear water-resistant
- USE metatarsal protection (top of the foot between the toes and ankle) where there is a potential for injury
- INSPECT footwear regularly for damage
- REPAIR or replace worn or defective footwear

<table>
<tr><th colspan="3">SELECTION OF SAFETY FOOTWEAR</th></tr>
<tr><td>GRADE I (green)
Grade 1 will withstand 125 joules or 93 ft lbs: A 50 lb weight dropped from a height of 22 inches.</td><td>GRADE II (Yellow)
Grade II will withstand 90 joules or 65 ft lbs: A 50lb weight dropped at a height of 16 inches.</td><td>GRADE III (Red)
Grade III will withstand 60 joules or 45ft lbs: A 50lb weight dropped at a height of 10.5 inches.</td></tr>
<tr><td colspan="2">Ω ELECTRIC SHOCK RESISTANT FOOTWEAR carries

this CSA marking tag. Footwear must withstand (under dry conditions) a test potential of 18kV (18,000 volts), 60 Hz for a period of one minute, without discharge to ground of more than one milliampere (1 mA).
Use where there is danger of high voltage.</td><td>Designates a puncture resistant sole able to withstand 135kg of pressure, (300ft lbs) without being punctured by a 5cm nail.

Use where there is a danger of punctures.</td></tr>
<tr><td>GRADE I
Freight companies
Steel Mills
Construction
Mining
Auto Industries
Paper Mills
Lumbering</td><td>GRADE II
Warehousing
Machine Shops
Auto Industries
Aircraft Industries
Paint Companies
Home Appliance Co
Fire Departments</td><td>GRADE III
Light Manufacturing
Retail Stores
Supervisors
Office Staff
Hospitals
Service Stations
Security
Ambulance Staff</td></tr>
</table>

FOOTWEAR SOLE RATINGS									
Sole	**Abrasion**	**Metal Chips**	**Chemical**	**Cushion**	**Cement**	**Slipping**	**Water**	**Oil**	**Heat**
Blown Rubber	**G**	**F**	**F**	**X**	**X**	**G**	**G**	**G**	**F**
Vulcanized PVC	**G**	**G**	**F**	**G**	**G**	**F**	**G**	**G**	**G**
Vibram	**X**	**X**	**G**	**X**	**X**	**X**	**X**	**G**	**X**
Leather	**F**	**F**	**F**	**G**	**G**	**G**	**P**	**F**	**P**
Vinyl Flex	**G**	**F**	**F**	**X**	**X**	**X**	**G**	**G**	**F**
Chemigum (Ambergum)	**X**	**G**	**G**	**X**	**X**	**X**	**X**	**X**	**X**
Neoprene	**X**	**G**	**X**	**G**	**X**	**G**	**X**	**X**	**G**
Krayton	**X**	**F**	**F**	**X**	**G**	**G**	**G**	**F**	**F**
Neo Crepe	**G**	**F**	**F**	**X**	**G**	**X**	**G**	**G**	**P**
Rubber (Vulc Rubber)	**X**	**G**	**G**	**X**	**X**	**G**	**X**	**G**	**G**
Nitrile (Nitrilegum)	**X**	**G**	**X**	**G**	**X**	**X**	**X**	**X**	**G**
Dynatread	**X**	**X**	**G**	**G**	**X**	**X**	**X**	**G**	**G**
Sur-Sport Rubber	**G**	**G**	**X**	**X**	**G**	**X**	**X**	**X**	**G**
Polyurethane	**X**	**F**	**X**	**X**	**X**	**G**	**X**	**X**	**G**
Vylyt	**F**	**P**	**X**	**G**	**G**	**X**	**X**	**X**	**F**
Crepe	**G**	**X**	**G**	**G**	**X**	**G**	**X**	**G**	**G**

X – Excellent G – Good F – Fair P – Not Recommended

PPE – SAFETY GLASSES

How to Recognize Safety Glasses

Lenses: CSA-certified glasses have glass, plastic or polycarbonate lenses. They are stronger than regular lenses, are impact-resistant and come in prescription and non-prescription (Plano) forms

Lens Marking: The manufacturer's logo is marked (or etched) on all approved safety lenses

Frames: Safety frames are stronger than street-wear frames and often heat resistant. They are designed to prevent lenses from being pushed into the eyes

Frame Imprint: All CSA-certified safety frames have the imprint "Z94-3" stamped on them and may have SCA logo imprinted on the temple

FIT

- ENSURE your safety glasses fit properly. Eye size, bridge size, and temple length all vary, so safety glasses need to be individually assigned and fitted
- WEAR safety glasses so that the temples fir comfortably over the ears. The frame should be as close to the face as possible and adequately supported by the bridge of the nose.

CARE

Safety glasses need maintenance.

- CLEAN your safety glasses daily. Follow the manufacturer's instructions. Avoid rough handling which can scratch lenses. Scratches impair vision and can weaken glass lenses
- STORE your safety glasses in a clean, dry place where they cannot fall or be stepped on. Keep them in a case when they are not being worn
- REPLACE scratched, pitted, broken, bent or ill-fitting glasses. Damaged glasses interfere with vision and do not provide adequate protection

COMPARISON OF LENS MATERIALS		
MATERIAL	**ADVANTAGES**	**DISADVANTAGES**
Glass	• Scratch resistant • Superior visual transmission • Superior infra-red/ultraviolet filter • Greatest number of special-purpose lenses available	• General-grade impact resistance • Pits weaken impact resistance • Heavier than polycarbonate or plastic
Polycarbonate	• Strongest material for impact resistance • Lightweight – 37% lighter than glass • More flexible than glass; lenses easier to change • High Visual transmission (91 percent)	• Scratches more easier than glass • Limited choices in tints
Plastic	• Stronger than glass • More choice of tints than polycarbonate • Lightweight – 40% lighter than glass • Sheds metal splash and splatter the best	• Scratches more easier than polycarbonate • Weaker on impact than polycarbonate

NOTE: Polycarbonate and plastic are the only two lenses which are CSA-certified

PPE – Selection of Eye and Face Protection

HAZARD	HAZARDOUS ACTIVITIES INVLOVED	RECOMMENDED PROTECTION					
		Spectacles	Eye-Cup Goggles	Cover Goggles	Welding helmet	Face shield	Hood
Group A **Flying objects and impacts**	Chipping/Drilling	√	√	√		√	
	Grinding/Polishing	√	√	√		√	
	Riveting/Punching/Shearing	√	√	√			
	Crushing	√	√	√			
	Heavy Sawing/Planning		√	√		√	
	Wire & Strip Handling	√	√	√			
	Hammering/Unpacking	√	√	√		√	
	Punch Press/Lathe Work	√	√	√		√	
Group B **Flying Particles Dust/Fumes**	Woodworking	√	√	√		√	
	Light Metal Working/Machining	√	√	√		√	
	Exposure to Wind/Dust	√	√	√			
	Resistance Welding	√	√	√		√	
	Sand/Cement Handling		√	√			√
	Painting		√	√		√	
	Plastering/Concrete Work		√	√		√	
	Material Batching/Mixing		√	√		√	
Group C **Heat/Glare/Molten Metal**	Babbiting/Casting/Pouring		√	√		√	
	Soldering/Brazing	√	√	√		√	
	Spot/Stud Welding		√	√		√	
	Hot Dipping Operations		√	√		√	
Group D **Chemical Splash**	Acid/Alkali Handling		√	√		√	√
	Pickling/Plating		√	√		√	
	Glass Breakage		√	√		√	
	Chemical Spraying		√	√		√	√
	Liquid Bitumen Handling		√	√		√	
Group E **Abrasive blasting**	Sandblasting		√	√			√
	Shot Blasting						√
	Shotcreting						√
Group F **Glare**	Reflection Sun/Light	√	√	√			
	Welding Flash	√	√	√			
	Metal Pouring/Furnace Work	√	√	√		√	
	Spot/Stud Welding		√	√		√	
	Photogenic Copying	√	√	√			
Group G, H **Radiation**	Gas Cutting/Welding		√	√		√	
	Furnace Work	√	√	√		√	
	Electrical Arc Welding	√			√		
	Heavy Gas Cutting	√			√		
	Plasma Spraying/Cutting	√			√		
	Inert Gas Shielded Arc Welding	√			√		
	Atomic Hydrogen Welding	√			√		

PPE – PERSONAL PROTECTIVE EQUIPMENT

CHECKLIST

Do you know what PPE is required by government regulations for the jobs you preform?

Do you know your organization's written policy or practice governing the proper use of PPE?

Do you know the written standards/rules governing the use of PPE for specific jobs?

Are you aware of management's commitment to the PPE program?

Do you or your health and safety committee or representatives review the PPE rules and procedures?

Do you or your health and safety committee or representatives help identify the need for PPE?

Do you review MSDSs and labels when working with chemicals to find out what PPE is required?

Is your PPE certified for its intended use by a standards authority (CSA, CGSB, NIOSH, ANSI)?

Have you been properly instructed in the need for and use of PPE?

Have you been involved in discussions about usage?

Do you select the proper PPE from a number of choices?

Is the appropriate PPE available to you?

Are you using the PPE subscribed?

Are you being individually fitted for the appropriate PPE?

Does your PPE fit properly?

Have you been instructed on how to test that PPE is being worn properly?

Have you been instructed on how to properly care for and maintain your PPE?

Do you have proper storage and cleaning facilities?

Do you receive incentives to encourage usage?

So you return used or damaged equipment to receive a reissue?

Do you maintain PPE regularly?

Does the PPE program record usage of PPE?

Does your workplace annually review usage in order to re-evaluate the need for selection and use of PPE?

Section 7

Preventative Maintenance

Maintenance Program Policy

Purpose

The purpose of this policy is to ensure that all Structure Scan tools, equipment and vehicles are maintained in a condition that will reduce, even eliminate, the risk of injuries, damage, and lost production.

Policy

To accomplish this Structure Scan has developed a system of regular inspections and checks for all equipment, systems and tools. Qualified personnel on a regulary scheduled basis will conduct the inspections.

Objective

To ensure that all of Structure Scan's equipment, systems and tools are safe and without risk.

Structure Scan documents the following information for all maintenance and repair work that is conducted on any of Structure Scan's equipment, systems and tools:

- The date of inspection/repair
- Who did the inspection/repair
- What, if anything, required repair or replacement

Responsibilities

Management

Management will provide the tools to implement an integrated equipment maintenance program and document any repairs/maintenance performed on our equipment.

Warehouse manager

The warehouse manager will:

- Comply with Structure Scan's system of regular inspections to ensure all equipment, systems and tolls are in good working condition and safe to use.
- Ensure that all required qualified personnel perform maintenance on tagged equipment in a timely manner
- The safety committee will help establish parameter for equipment and tool inspections and review any safety issue pertaining to tool/equipment maintenance.

Employees

Employees shall check all tools and equipment they are working with and shall tag any tools and/or equipment that pose a hazard due to a need for repair.

Note: The safety information in this policy does not take precedence over the Manitoba Workplace Safety and Health Act and Regulation.

Tony Brunette
Owner
Structure Scan Inc.

Signature:			
Date:			

Equipment Maintenance Schedule

Item to be Maintained	Schedule of Completion				
	Before each use	Daily	Weekly	Monthly	Yearly
Vehicles					✓
Mobile equipment					✓
Power and hand tools	✓				
Air compressors					✓
Ladders					✓
Scaffolding	✓	✓			
Power cables		✓			
Temporary lighting equipment	✓	✓			
Temporary heating equipment	✓	✓			
Ropes	✓				
Slings	✓				
Hoses	✓				
Clamps	✓				
Hitches	✓				
Fire protection equipment				✓	✓
First aid kits	As Necessary				

DEFECTIVE TOOLS

TAG-OUT

General

Defective tools can cause serious and painful injuries. If a tool is defective in some way, DON'T USE IT, TAG IT OUT.

Be aware of problems like:

1. Chisels and wedges with mushroomed heads
2. Split or cracked handles
3. Chipped or broken drill bits
4. Wrenches with worn out jaws
5. Tools, which, are not complete, such as files without handles.

To ensure safe use of hand tools, remember:

1. Never use a defective tool
2. Double check all tools prior to use
3. Ensure defective tools are tagged out, then repaired

Air, gasoline or electric power tools, require skill and complete attention on the part of the user even when they are in good condition. Don't use power tools when they are defective in any way, tag them out and send for repair.

Watch for problems like:

1. Broken, or inoperative guards
2. Insufficient or improper grounding due to damage on double insulated tools
3. No ground wire (on plug) or cords of standard tools
4. The on/off switch not in good working order
5. Tool blade is cracked
6. The wrong grinder wheel is being used, or
7. The guard has been wedges back on a power saw

For further information see the application current Occupational Health and Safety Regulations.

Safe Work Procedures

Task: Utility Locating

- When using Direct Connect method on live lines ensure line is either locked out/tagged out or disconnected from power source
- Check for power with line tester
- Ensure transmitter is turned off
- Connect output lead to Cable/Pipe to be traced
- Connect return lead to ground
- Turn on transmitter
- Control path to ground via frequency selection, signal output strength, and ground placement
- Follow field with receiver to logical termination to confirm field has not jumped to another conductor
- Paint, stake, flag as required
- Turn Power off before disconnecting leads
- Sketch out locates for customer and review

Task: Lockout Procedure

PPE: Hard Hats, Safety Glasses, Gloves, Hearing Protection, Safety Boots, specific equipment for being locked out		
Task/Activity:	**Potential Hazards:**	**Recommended Procedures:**
1. Lockout devices are provided for maintenance crews	a) Extra keys may be available for other workers	a) Ensure spare keys are managed securely
2. Ensure lockout procedures are clearly understood before starting	a) A missed step could result in severe injury or death	a) Understand all lockout procedures or ask for assistance
3. Identify equipment and power source to be locked out		
4. Ensure equipment is fully unpowered in sequence or running controls to power source to complete shutdown	a) An alternate power source/pressure source may activate equipment while being worked on	a) Turn off all equipment controls, power switches, as well as master controls b) Depressurize hydraulics/air and lower equipment to rest position
5. Apply personal lock and tag to the power source control If more than one person in working on the equipment ensure a scissor clip is used so others can lock out as well		
6. Stand clear and try to start equipment to ensure lockout is effective	a) Equipment may power up if incorrectly locked out	a) Repeat steps 1-6
7. Turn control off after testing		
8. When work is completed, remove lockout		
9. Return lockout equipment to proper location		

Section 8

Training and Communication

Short Service / New Employees

Purpose

The purpose of this policy is to ensure all new and short term employees are properly trained and understand each situation that may arise.

New Employees

Employees will be on probation for the first 6 months of their employment, and will be considered "new" until that time. While the employee is still considered "new", they will be accompanied by an experienced employee (trainer) or supervisor at all times when on a job site. The new employee will be required to wear a red hardhat indicating such. The trainer or supervisor will inform the owner's client that a trainee will be accompanying them. All employees (including new employees) will ensure to follow all guidelines set out in Structure Scan Inc.'s Health and Safety Policy as well as the site company's Health and Safety Program. Subcontractors hired by Structure Scan Inc. will be required to adhere to this policy as well. The trainer/supervisor from Structure Scan Inc. will ensure all new employees are following regulations.

Short Service Employees

An employee shall be deemed "short service" if the employment contract is signed for under one week. While on site, all short service employees will be accompanied by a supervisor from Structure Scan Inc. and will be required to wear a red hard hat indicating as such. The supervisor will inform the owner's client that they will be on site. They will be supervised at all times, and will not be able to work alone. Short service employees will be required to follow all Health and Safety policies laid out by Structure Scan Inc. as well as the client's site Health and Safety policy. If a subcontractor has hired short service employees, they will be required to adhere to this policy as well. The supervisor from Structure Scan Inc. will ensure all short service employees are following regulations.

Tony Brunette
Owner
Structure Scan Inc.

Signature:			
Date:			

Safety Training Policy

Purpose

The purpose of this policy is to ensure that all employees receive proper safety and job specific training throughout all levels of the organization.

Policy

In order to help maintain the safe wellbeing of our employees, Structure Scan requires all employees to be trained in the safe and proper operation of all tools and equipment, and in the safe handling of any hazardous materials required by the job. This training includes, but is not limited to:

- New hire safety orientation;
- Site orientation training;
- Job-specific training;
- Safety training for supervisors and management;
- Safety training for Safety Committee Members and Employees Safety Representatives;
- Task- and trade-specific training and certification;
- Specialized safety and related training;
- Training on WHMIS, TDG (Transportation of Dangerous Goods), First Aid, Forklift and confined space entry.
- Toolbox Meetings (to be held for fifteen minutes on a weekly basis at Di-Tech) and on job-sites where there are five or more employees.

Tony Brunette
Owner
Structure Scan Inc.

Signature:			
Date:			

Employee: _____ **Hire Date:** _____

Position: _____ **Supervisor:** _____

TOPICS COVERED:	
1. Employee Personal Documentation	
➢ Driver's Abstract	☐
➢ Driver's Licence	☐
➢ New Employee Information form	☐
➢ Void check	☐
➢ Pay Period	☐
2. Company Safety Policy	
➢ Safety & Health Regulations	☐
➢ Working While Alone	☐
➢ Safety Policy/ binders/ kits	☐
➢ Company Rules	☐
3. Employee's Rights and Responsibilities for Safety	
➢ Safety Committee/ toolbox meetings	☐
➢ Right to know, participate, and refuse.	☐
➢ Safety Committee	☐
➢ Equipment maintenance	☐
➢ Lockout/tagout	☐
➢ Job Hazard Assessment	☐
➢ Reporting unsafe Acts/Conditions	☐
➢ Reporting Incidences and Near misses	☐
4. Safe Work Practices/Procedures	
➢ Ladders	☐
➢ Vehicles	☐
➢ Fire extinguishers	☐
5. Personal Protective Equipment	
➢ Hard Hat	☐
➢ Safety Boots	☐
➢ Safety Glasses	☐
➢ Hearing Protection/testing	☐
➢ Dusk Mask	☐
➢ Reflective Vest	☐
6. Employee Training	
➢ Safety Orientation	☐
➢ WHIMIS	☐
➢ TDG	☐
➢ Back Care	☐
➢ Equipment specific training	☐
7. Tour of office/shop	
➢ Location of first aid and fire extinguishers	☐
➢ Time clock	☐
➢ Change rooms/ training room	☐
8. Safety Officer/Rep	☐

Trainer _____ **Employee Signature:** _____

Date: _____ **Date:** _____

Equipment Training Certification

Date Trained: _____
Trainer: _____

Procedure Trained on: _____

- ☐ Introduction/Purpose
- ☐ Items to be checked prior to operating this tool
- ☐ Steps for safe handling and operation of this tool
- ☐ Associated Hazards
  - ☐ Safe work practices (checklist of things to do and what not to do.)
  - ☐ What to do in order to avoid associated hazards
- ☐ Cleaning, storage and handling of this tool.
- ☐ Review
- ☐ Skill test.

My signature below indicates that I have been trained on the above piece of equipment. I have fully reviewed all the information provided to me and I feel confident in my abilities to perform tasks assigned to me using this piece of equipment.

EMPLOYEE NAME	SIGNATURE

Trainer's Signature: _____
Trainer's Name: (Please Print) _____

Toolbox Meeting Minutes form

Date:	**Company Name:** . Structure Scan Inc.	
Project Name/Number:	**Meeting Location:**	**Person Conducting Meeting:**
Meeting Length:	**Meeting Time:**	**# Of Workers Attending Meeting:**

Weekly Safety Topic:

Items Discussed/Problem Areas or Concerns:

Attendees:

Comments:

Section 9

Inspections

Inspection Policy

Purpose

The purpose of this policy is to control losses of human and material resources by identifying and correcting unsafe acts and conditions.

Policy

It is Structure Scan's policy to maintain a comprehensive program of safety inspections in the warehouse and on all job sites. Formal shop inspections will be held every three months. Formal job site inspections shall be conducted by the manager or designate on a regularly scheduled basis. The Employee Safety Representative is required to participate on all formal job-site inspections. Informal inspections shall be conducted by supervisors on an ongoing basis in their areas of responsibility. In cases where an employee reports an unsafe condition, an inspection and action necessary to remedy the dangerous condition will be taken immediately. The warehouse manager will regular inspect machinery and equipment that is being returned from job sites. All "tagged" machinery/equipment will be examined and repaired before it is used again.

Responsibilities

Management

Management is responsible for the overall operation of the program.

Supervisors/ Workers

Supervisors and workers are jointly responsible for conducting and participating in formal and informal inspections on job sites.

Warehouse manager

The warehouse manager will be responsible for scheduling repairs on broken/damaged equipment in a timely manner.

Note: The safety information in this policy does not take precedence over the Manitoba Workplace Safety and Health Act and Regulation.

Tony Brunette
Owner
Structure Scan Inc.

Signature:			
Date:			

Daily Task Schedule

Unit Number _____ **Operators Signature** _____

Date	Task To Be Completed	Check
	1. Walk around vehicle/trailer to inspect tires and lights are working properly and for significant wear or damage.	❑
	2. Put batteries on chargers.	❑
	3. Clean interior and exterior of vehicle as necessary.	❑
	4. Tag any equipment in need of repair and add a notation on back of sheet.	❑
	5. Place a notation on back of sheet for any vehicle/trailer repairs that are required.	❑
	6. Load equipment for next days job.	❑
	7. Complete all paperwork including invoicing.	❑
	8. Lock all doors and gates if your are the last one left in the shop.	❑
	Dispatchers comments	
	Operators comments	

FORKLIFT / SKID STEER / ZOOM BOOM
PRE-OPERATION INSPECTION CHECKLIST

The forklifts, skid steer loaders, and zoom booms shall be checked daily prior to operating for any problems or possible defects that might affect the safe operation of the equipment. All defective conditions and corrective action must be recorded below.

Note: the vehicle should not be used if conditions prevent it from being operated safely.

Inspected By: _____ **Date:** _____

Inspection Procedure		OK	No	N/A	Comments
Walk-Around					
Tires	Check for air pressure, cuts, gouges, embedded objects loose wheel nuts, etc.	❑	❑	❑	
Battery	- Terminals secure and not corroded	❑	❑	❑	
	- Cables are wires are not frayed	❑	❑	❑	
Chassis	Check for excess oil, grease, garbage, or debris that might affect the safe operation.	❑	❑	❑	
	Check for cracked, bent or broken:				
	- Locking pins	❑	❑	❑	
	- Forks	❑	❑	❑	
	- Boom arm / Mast assembly	❑	❑	❑	
	- Overhead guard	❑	❑	❑	
	- Counterweights	❑	❑	❑	
	- Chains and cables	❑	❑	❑	
Labels and nameplates	Check to ensure that all the proper labels and nameplates are present and legible.	❑	❑	❑	
Fluids	- Engine oil level	❑	❑	❑	
	- Hydraulic fluid level	❑	❑	❑	
	- Engine coolant level	❑	❑	❑	
	- Transmission fluid level	❑	❑	❑	
	Check for fluid leaks and/or damaged hoses or fittings.	❑	❑	❑	
Start-Up					
Controls	Check to ensure proper working order.				
	- Instrument gauges, displays	❑	❑	❑	
	- Instrument lights	❑	❑	❑	
	- Switches, knobs	❑	❑	❑	
	- Controls, levers	❑	❑	❑	
Safety Features	Check to ensure proper working order.				
	- Horn	❑	❑	❑	
	- Back-up alarm, lights	❑	❑	❑	
	- Headlights, brake lights	❑	❑	❑	
	- Signals	❑	❑	❑	
	- Seatbelts	❑	❑	❑	
	- Seat and door interlocks	❑	❑	❑	
	- Limit switches	❑	❑	❑	
Operation	Check to ensure proper working order.				
	- Steering	❑	❑	❑	
	- Forward, reverse, neutral	❑	❑	❑	
	- Brakes, parking brake	❑	❑	❑	
Lifting Mechanics	Check to ensure proper working order.				
	- Lift and tilt	❑	❑	❑	
	- Boom extend	❑	❑	❑	

Office Inspection Report

Inspected By: _____ **Date:** _____

Inspection Procedure	Yes	No	N/A	Comments
Are desks and file cabinets kept closed when unattended?	❑	❑	❑	
Are all office materials accessible without the use of a stepladder?	❑	❑	❑	
If not, is there a stepladder with safety feet available?	❑	❑	❑	
Are sharp tools such as scissors, letter openers and pins stored appropriately?	❑	❑	❑	
Are chairs and desk surfaces at a good working height?	❑	❑	❑	
Do chairs and other wheeled equipment roll easily?	❑	❑	❑	
Is furniture arranged to provide an unobstructed passageway?	❑	❑	❑	
Are all electrical cords arranged to provide an unobstructed passage to prevent tripping?	❑	❑	❑	
Are fire exits unobstructed?	❑	❑	❑	
Do staff know how to report a fire?	❑	❑	❑	
Do staff know the location of the following:				
- The nearest fire alarm	❑	❑	❑	
- The nearest emergency exit	❑	❑	❑	
- The nearest fire extinguisher	❑	❑	❑	
- The nearest first aid kit	❑	❑	❑	
- The nearest muster point	❑	❑	❑	

Additional comments:

Section 10

Investigations

Investigation Policy

Purpose

To investigate incidents, and contributing factors so that root causes can be determined and corrective actions can be implemented prevent recurrence.

Policy

At Structure Scan, the following types of incidents will be fully investigated:

- Accidents/Incidents that result or have the potential to cause personal injuries requiring medical aid.
- Accidents/Incidents that cause or have the potential to cause or interrupt operation with a potential loss of $500.00 or greater.
- Accidents/Incidents that result or have the potential to result in equipment/tool damage.
- Accidents/Incidents that cause a fire and/or explosion.
- Accidents/Incidents that cause environmental damage and/or pollution.
- All “near miss” incidents.
- Accidents/Incidents that cause Occupational Illness.
- All incidents that, by regulation, must be reported to the Workplace Safety and Health Division or other regulatory agencies.

Responsibilities

Management

- Management shall review all investigation reports, determine who should receive a copy of the report, decide what corrective action will be taken, and ensure that such action is implemented in a timely manner.

Supervisors/ Workers

- All employees shall immediately report all accidents/incidents to their direct supervisor or any member of management available.

Health and Safety Committee

- The Safety and Health Committee will review all accident/incident reports that deal with disabling or other serious incidents. They will assess recommendations made on the investigation report and consider what actions they can take to ensure the same accident/incident will not occur. They will also follow up with management to ensure corrective action has been taken.

Safety Officer

- The Safety Officer shall conduct initial investigations and submit their reports to the Safety Committee within 24 hrs from the time that the incident is reported. If the incident occurs on a weekend, the report must be complete the first day after the weekend.
- The Safety officer will also be responsible for documenting all incidents, notifying the management, employee's family and Workplace Safety and Health Workers Compensation Board.
- The Safety Officer will determine the need for and, if necessary, direct a detailed investigation. He/she will also determine cause, recommend corrective action and report to the President of Structure Scan and also to Structure Scan's Safety and Health Committee.

All employees and management will be fully trained on their roles and proper investigation techniques and procedures. Training will occur the time of hire, if a new position is taken, or on their annual anniversary date of their hire.

Note: The safety information in this policy does not take precedence over the Manitoba Workplace Safety and Health Act and Regulation.

Tony Brunette
Owner
Structure Scan Inc.

Signature:			
Date:			

Incident and Injury Report

Date of Incident: ____/____/____ (dd mm yy) **Time:** _____ **AM/PM** **Name of Person Involved:** _____

Date of Reported: ____/____/____ (dd mm yy) **Time:** _____ **AM/PM**

1. Type of Incident: ❑ **Injury** ❑ **Property Damage** ❑ **Both** ❑ **Near Miss**

2. Location of Incident:

3. First Aid/Medical Aid Required: ❑ **First aid** ❑ **Medical Aid** ❑ **None**

❑ **First aid** (Describe) _____

❑ **Medical aid** (Describe) _____

Medical Facility **Doctor**

4. What Happened: **(Describe in detail the events of the incident. Use the reverse side for drawings if necessary)**

6. Why did it happen: **(Identify all root causes that contributed to the incident)**

7. Corrective Action at Job-Site: **(List all action taken at the worksite to control the hazard and deal with injuries and/or damage)**

8. Future Preventative Measures: **(Identify how to prevent this type of incident from occurring again)**

Name (print) **Signature** **Witness Name (print)** **Witness Signature**

Supervisor Name (print) **Supervisor Signature** **Safety Committee Name (print)** **Safety Committee Signature**

4. What Happened (continued) **provide diagram of incident if necessary.**

Section 11

Emergency Preparedness

Emergency Planning Procedure Policy

Purpose

The purpose of this policy is to ensure that Structure Scan has implemented safe emergency planning procedures in case of an unplanned event.

Policy

Structure Scan has, as outlined in MR 140/98 of The Workplace Safety and Health Act, a General Emergency Response Plan in place that:

- Provides first aid to injured employees;
- Provides transportation to a medical facility;
- Conducts an initial attack on fire;
- Summons outside agencies for assistance in any of the above matters.

Provide first aid to injured employees.

All injuries, no matter how small must be reported to the First Aid Attendant on site, if there is one. If no First Aid Attendant is on-site, all injuries must be reported to the immediate supervisor. First Aid Kits that conform to the standards set out in MR 140/98 will be available on all Structure Scan job-sites.

Provide transportation to a medical facility.

Structure Scan will have available a means of transportation that is readily available to transport a seriously ill or injured worker to a hospital or medical facility on all distant job-sites.

Conduct an initial attack on fire.

Fire-fighting equipment of the appropriate type, size and capability, is in good working condition, as outlined by The Fire Commissioner for Manitoba, will be available on all Structure Scan job-sites.

Contact outside agencies for assistance in an emergency.

Structure Scan will ensure that there is a means of communication to outside sources readily available on all our job-sites.

To this end, Structure Scan will ensure that the following are posted on Structure Scan's Safety board located in the employee lunchroom in Structure Scan's head office.

- The general Emergency Response Plan.
- A list of all Structure Scan employees that are qualified in First Aid.
- A list of emergency telephone numbers.

Responsibilities

Management:

- Management is responsible to ensure that fire extinguishers, first aid kits, and emergency response procedures are in accordance to the First Aid Regulation MR 140/98, and are available to our employees on all our job sites.
- Ensure the Emergency Response Plan is updated whenever changes are made to operations, equipment, and/or personnel.
- Management will ensure all Supervisors and Workers are fully trained and competent in Structure Scan's Emergency Response Plan.
- Management will also ensure that enough employees are trained in first-aid to accommodate the number of total employees currently employed.
- If a media response is warranted, Management will be responsible to provide statement/interview
- If an emergency occurs, Management, Supervisors and Workers will all work together on a formal review of the current plan to ensure its efficiency.

Supervisors/Superintendents:

Supervisors and superintendents are responsible for:

- Ensuring signs showing where first aid is available are posted;
- Maintaining an updated list of all qualified first aid employees;
- Posting this list in a place visible to all employees in the workplace;
- Providing this list to the employee safety representative;
- Documenting all illness/injury suffered by Structure Scan Inc. employees
- Planning and implementing initial firefighting requirements at each jobsite.

Workers:

Workers are responsible for:

- Identify any potential emergencies before work commences
- Identify any and all unique emergency procedures to the job site and review with supervisor
- Tagging any fire extinguisher that is discharged or overcharged
- In the case of an injury, report to a location where first aid is readily available; and
- If first aid is not required, he/she should report their injury to their immediate supervisor.

Note: The safety information in this policy does not take precedence over the Manitoba Workplace Safety and Health Act and Regulation.

Tony Brunette
Owner
Structure Scan Inc.

Signature:			
Date:			

Emergency Response Plan

1. Hazard Identification Assessment

- Identify and control imminent danger so that nobody gets hurt.

2. Render First Aid

- To be performed by qualified/trained personnel only.

3. Emergency Resources

- Transport injured employee to medical facility. If an injury is severe call for an Ambulance.
    i. Give clear and accurate directions.
    ii. Have someone at project entrance guide the ambulance and/or EMS personnel.

4. Communication Systems

- Notify senior management. They will contact:
    - Immediate family
    - Workplace Safety and Health
- Call police if necessary
- Call fire department if necessary
- Call utilities if necessary

5. Administration of the plan/Emergency Response Procedure

- Restrict immediate area of the accident scene to authorized personnel only.
- Clear area if danger exists
- Do not disturb the accident scene except to preserve life
- Begin conducting formal investigation
- Send a responsible management representative to determine the victim's condition and progress.

6. Investigation

- Do not let any person leave the site until he is interviewed as to the knowledge of the situation that led to the accident.
- Obtain signed statements from witnesses
- When accident-related items are found, have them tagged and identified before being removed or cleaned up
- Document all information regarding the accident: take photographs

7. Debriefing and Post-Traumatic Stress Procedure.

- Talk to witnesses and people that were on site at the time of the accident/emergency
- Assist them in maintaining composure and resuming operations

FIRE DRILL PROCEDURE

Reason for procedure

To set out the procedure secondary to the policy entitles “Health & Safety” in connection with the protection of all staff in the event of a fire or other emergency requiring the evacuation by ensuring fire wardens are properly designated and trained for every building and that fire drills are conducted on a regular basis.

Procedures

For each building or special event at Structure Scan Inc. a sufficient number of *fire wardens* shall be appointed to ensure the procedures to be laid out in the Building Fire Safety Plan are duly carried out in the event of a fire alarm of fire emergency.

Definitions

- ***Building Fire Safety Plan*** is an information booklet identifying the life safety features of a building, staff responsibilities and procedures to be taken by occupants in the event of a fire alarm or other emergency in a building based on those life safety features.
- ***Chief Fire Warden*** is a staff member, who has training in BCIT (or other credited program) regarding fire safety and is capable of implementing the emergency procedures in the event of a fire alarm or other emergency including the determining safe area of refuge for all staff.
- ***Disciplinary Action*** means action taken in accordance with Structure Scan Inc.’s policies against the staff that fail to obey the directives of the Chief Fire Warden or Fire Warden in event of a fire alarm or other emergency or fail to evacuate the building when the fire alarm sounds.
- ***Evacuation*** means leaving the building via the nearest safest exit route in event of a fire alarm or other emergency or when notified to evacuate by either the Chief Fire Warden or Fire Warden.
- ***Fire Alarm*** is a life safety system in a building compromising of distinct audible signal devices indicating the possibility of a fire or other emergency. The fire alarm is activated through the operation of manual pull stations and/or strategically located smoke or heat detectors. In the event the fire alarm is inoperative, notification by a Fire Warden to evacuate the building shall also be considered a fire alarm.
- ***Fire Drill*** is a review of the fire safety plan by supervisory staff and must include annually the activation of the fire alarm system and total evacuation of a building. The Manitoba Fire Code requires fire drills to be conducted at the following intervals. Not more than **12 months** in all buildings.

- ***Fire Emergency*** is a condition in a building where there is a presence or odor of smoke that cannot be identified or the presence of fire where it is not controlled, requiring emergency intervention. Outdoors, a Fire Emergency is a condition where there is presence of heavy smoke or fire that is not controlled requiring emergency intervention.
- ***Other Emergency*** is any condition requiring emergency intervention; any may include the evacuation or "Stay-in-Place" of building occupants.
- ***Fire Warden*** is a staff member, who has received training from ***Chief Fire Warden*** regarding fire safety and is capable of performing duties outlined in the Building Fire Safety Plan. The duties will include assisting the Chief Fire Warden with determining safe area or refuge.
- ***Safe Area or Refuge*** means a location protected from weather outside the building in alarm where staff congregates or a dedicated/approved area inside a building in alarm where people with disabilities may seek refuge while awaiting the arrival of emergency responders.

Responsibilities:

The Chief Fire Warden:

- In co-operation with the department heads, develop a functional building fire safety plan for each building.
- Assist the department heads with establishing a Fire Warden Program in their area of responsibilities.
- Provide the necessary training to the Chief Fire Warden and Fire Wardens so they may perform their duties competently.
- Establish a schedule for fire drills in each building and assist the Chief Fire Warden and Fire Wardens with conducting fire drills.
- Maintain a list of Fire Wardens in each building
- Maintaining the fire safety plan as developed by Structure Scan Inc. *and reviewing the plan with the Fire Warden as necessary*.
- In consolation with EHSO schedule and conduct fire drills in their building on an annual basis.

The Fire Warden

- Competently performs duties outlined in the Safety Plan.
- Making sure the Building Fire Safety Plan is available to all staff and periodically reviewing with all building, personal/ or occupants.
- Perform building inspections to ensure exits, corridors, life safety systems (such as extinguishers, fire emergency procedures and evacuation plans are clear and unobstructed.

General Requirements:

Training shall be provided or arranged by the Chief Fire Warden and Fire Wardens
Training for Fire Warden shall be valid for a period of two (2) years.
The Chief Fire Warden shall make arrangements for training of Fire Wardens.

Accountability

- The safety director is responsible for advising the President that a formal review of the procedure is required.
- The Safety Officer is responsible for the communication and interpretation of the Procedures.

Review

- Formal procedure reviews will be conducted every five (5) years.
- In the interim, these procedures may be revised or rescinded if:
    - The president deems necessary
    - The requirements of the Manitoba Code have changed significantly requiring revision of this procedure; or
    - The relevant policy is revised or rescinded.

Effects on Previous Statements

- These procedures supersede the following:
    - All previous procedures and resolution on the subject matter contained herein; and,
    - All previous administration procedures and resolution on the subject matter contained herein.

Fire Drill – Procedures and Frequency

Manitoba Fire Code Definition:

- As per A-2.8.3.1 (1) of the Manitoba Fire Code, a fire safety plan is of little value if it is not reviewed periodically so that all supervisory staff will remain familiar with their responsibilities. A fire drill team, then, is at least a review of the fire safety plan by supervisory staff. The extent to which non-supervisory staff participates in a fire drill should be worked out in co-operation with the fire department. The decisions as to whether all occupants should leave the building during a fire drill should be based on the nature of the occupancy.
- **Fire Drill Procedures**
  The procedure for conducting fire drills shall be determined by the Chief Fire Warden taking into consideration;
    - The building occupancy and its fire hazard
    - The safety features provided in the building
    - The desirable degree of participation of occupants other than supervisory staff
    - The requirements of the fire department

- **Fire Drill Procedures** shall be one of the following;
  Evacuating the building by the activation of the fire alarm system,
    - Required annually
    - The Chief Fire Warden will develop a schedule for annual fire drills
    - The Chief Fire Warden shall complete and submit a fire drill report for each fire drill

Structure Scan Inc.		Winnipeg, Manitoba, Canada

FIRST AID TREATMENT RECORD					Under legislation these records must be kept for 12 months	
TREATMENT CARD FOR (kit location):					OFFICER IN CHARGE:	
Please complete each time you use the First Aid Kit. Thank you.						
DATE/TIME	NAME OF INJURED	NATURE OF INJURY	PARTS INJURED	TREATMENT AND SUPPLIES USED	LOCATION	TREATED BY

All first aid materials moved from first aid kit MUST be recorded

Please report all injuries to your supervisor immediately.

FIRST AID TREATMENT RECORD					Under legislation these records must be kept for 12 months	
TREATMENT CARD FOR (kit location):					OFFICER IN CHARGE:	
Please complete each time you use the First Aid Kit. Thank you.						
DATE/TIME	NAME OF INJURED	NATURE OF INJURY	PARTS INJURED	TREATMENT AND SUPPLIES USED	LOCATION	TREATED BY

All first aid materials moved from first aid kit MUST be recorded

Please report all injuries to your supervisor immediately.

FIRST AID KIT INVENTORY

Contents	Qty	Indicate Supplies Used (Quantity and Initial)										
First aid manual	2											
Disposable gloves	2											
Resuscitation mask	2											
Disposable cold compress	2											
Safety pins	24											
Splinter forceps	2											
Bandage scissors	2											
Antiseptic swabs	50											
Sterile Gauze pads 3”x3”	32											
Sterile Gauze pads 2”x2”	10											
Sterile Non-adherent pads 3”x4”	8											
Large plastic strip bandages	64											
Compress bandage 4”x4”	4											
Triangular bandages	6											
Sterile Conform bandages	3 rolls											
Adhesive tape	4 rolls											
Fabric dressing strip	2 roll											
Elastic support bandage	4 rolls											
Burn Free Gel	1 bottle											
Iodine Ointment	5											
Sting relief pads	6											

FIRST AID KIT INVENTORY

Contents	Qty	Indicate Supplies Used (Quantity and Initial)						
First aid manual	1							
Disposable gloves	1							
Resuscitation mask	1							
Disposable cold compress	1							
Safety pins	12							
Splinter forceps	1							
Bandage scissors	1							
Antiseptic swabs	25							
Waterless hand cleaner	1							
Waterproof waste bag	1							
Sterile Gauze pads 3"x3"	16							
Sterile Non-adherent pads 3"x4"	4							
Large plastic strip bandages	32							
Compress bandage 4"x4"	2							
Triangular bandages	3							
Sterile Conform bandages	2 rolls							
Adhesive tape	2 rolls							
Fabric dressing strip	1 roll							
Elastic support bandage	2 rolls							

FIRST AID KIT INVENTORY

Contents	Qty	Indicate Supplies Used (Quantity and Initial)						
First aid manual	1							
Disposable gloves	1							
Resuscitation mask	1							
Disposable cold compress	1							
Safety pins	12							
Splinter forceps	1							
Bandage scissors	1							
Antiseptic swabs	25							
Waterless hand cleaner	1							
Waterproof waste bag	1							
Sterile Gauze pads 3"x3"	16							
Sterile Non-adherent pads 3"x4"	4							
Large plastic strip bandages	32							
Compress bandage 4"x4"	2							
Triangular bandages	3							
Sterile Conform bandages	2 rolls							
Adhesive tape	2 rolls							
Fabric dressing strip	1 roll							
Elastic support bandage	2 rolls							

Structure Scan Inc.

Emergency Response Plan – Workers Working Alone

PURPOSE:

The purpose of this policy is to provide a safe environment for any Structure Scan Inc. employee working alone.

BACKGROUND:

In compliance with Manitoba Regulation 105/88R under the Workplace Safety and Health Act regarding workers working alone, Structure Scan Inc. has established a number of procedures as a means of ensuring, as far as is reasonably practicable, health and welfare of any employee working alone.

SCOPE:

This policy and procedures outlined herein apply to all employees working for Structure Scan Inc.

RESPONSIBILITY:

It is the responsibility of any individual working for Structure Scan Inc. to be aware of the procedures herein, and to ensure that these procedures are complied with. Structure Scan Inc.'s Safety Coordinator is responsible for the communication, administration, and interpretation of this policy. Structure Scan Inc.'s Management is responsible for providing appropriate training (either in-house, or through use of a third party) before any employee is to work alone. Management will also conduct a proper risk assessment outlining and identifying all appropriate control measures to ensure the utmost care is taken.

WORKERS WORKING ALONE – EMERGENCY RESPONSE PLAN:

- A method of checking in with the worker has been established
- Check-in intervals are clearly understood
- The designated contact person is aware of the work schedule
- Any communication equipment used is in good working order
- No obstructions or interference may block phone or radio communications

PLAN OF ACTION IF WORKER IS INJURED:

I. Call for outside assistance. The following must be clarified:
   - Construction project location and area;
   - Nature of the emergency;
   - Emergency meeting point. Structure Scan Inc. employee must meet emergency assistance personnel at this point. Direct emergency vehicle crew to the scene;

II. Advise supervisor and safety coordinator of the accident.

III. At the scene of the accident, ensure:

- No further damage or injury occurs;
- Injured person is properly cared for. One person will accompany the injured worker to a medical facility and advise injured parties family of the accident.
- Secure the scene of the accident to ensure physical evidence is not disturbed.

LIST OF EMERGENCY TELEPHONE NUMBERS WILL BE POSTED OR BE PROVIDED FOR EVERY EMPLOYEE WORKING ALONE BEFORE JOB STARTS

IF THE EMPLOYEE FAILS TO CONTACT STRUCTURE SCAN INC. AT REGULARLY SCHEDULED INTERVAL, STRUCTURE SCAN INC. WILL CONTACT EMPLOYEE TO ENSURE THAT NO INJURY OR MISFORTUNE HAS OCCURRED.

I HEARBY AGREE TO THE SAFETY MEASURES OUTLINED BY STRUCTURE SCAN INC. FOR ALL SITUATIONS WHERE I AM WORKING ALONE.

_____ _____

EMPLOYEE SIGNATURE **DATE**

Section 12

Records and Statistics

Records and Statistics Policy

Purpose

The purpose of this policy is to maintain a record of safety program activities and report these results to management on a continuous basis. This will provide the information necessary to assess Structure Scan's safety program to make the necessary modifications and to plan for future activities.

Policy

Reports that will be kept on file and be readily available include:

- Safety Orientation forms (filed by employee)
- Job Specific Training (filed by employee)
- Safety courses/seminars taken (filed by employee)
- Violation of Safety Rules/PPE log (filed by date)
- Minutes of Toolbox Meetings (filed by date)
- Reports on formal Inspections (filed by date)
- Incident Investigations reports (filed by date)
- First Aid Treatment records (filed by date)
- Preventative Maintenance Schedule Reports (filed by date)
- Invoices on repairs done on machinery and tools (filed by date)
- Report showing time frame between machine tag and machine repair (filed by date)
- Emergency Action taken (filed by date)
- Pre-Job Safety Checklist (filed by job)
- Site Orientation Checklist (filed by job)
- Workers Working Alone log (filed by job)
- Emergency Response Plan (filed by job)

Summaries that will be kept on file include:

- Monthly Injured Record: Nature of Injury
- Monthly Injury Summary
- Monthly Safety Summary
- Monthly Injury Summary
- Year End Injury Summary
- Summary of lost time injuries

Structure Scan will use the information compiled in the summaries to make comparisons over different time periods and with other companies. We will also document our Injury Frequent Rate and our Injury Severity Rate.

Responsibilities

Management:
It will be management's responsibility to maintain these documents and summaries up to date and easily accessible..

Supervisors/Superintendents:
It is the supervisor's and the warehouse supervisor's responsibility to fill out the reports as outlined in our safety and company policies and procedures.

Workers:
It the employee's responsibility to report all accidents and incidents, tag all equipment that requires repair, and report all unsafe conditions in order to ensure proper documentation is kept.

Note: The safety information in this policy does not take precedence over the Manitoba Workplace Safety and Health Act and Regulation.

Tony Brunette
Owner
Structure Scan Inc.

Signature:			
Date:			

Monthly Frequency Rate

Year: _____

Month	# of Incidents	Employee Exposure Hours	Monthly Rate Stabilizer	Frequency Rate
January			16,667	
February			16,667	
March			16,667	
April			16,667	
May			16,667	
June			16,667	
July			16,667	
August			16,667	
September			16,667	
October			16,667	
November			16,667	
December			16,667	

Monthly Frequency Rate = $\frac{\text{Number of Incidents} * (16{,}667)}{\text{Exposure Hours}}$

Average monthly exposure hours (if a 40 hour work week) = 165

Average monthly exposure hours (if a 50 hour work week) = 210

Average Severity of Lost Time Incidents

Year: _____

Month	Number of Lost Time Incidents	Total # of Workdays Lost	Average Severity
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Total Lost Workdays

Total Lost Time Incidents

MONTHLY INJURY RECORD: NATURE OF INJURY													
Year:	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
NATURE OF INJURY:													
Head Injury													
Eye Injury													
Neck Injury													
Shoulder Injury													
Back Injury													
Rib Injury													
Arm Injury													
Elbow Injury													
Wrist Injury													
Hand Injury													
Leg Injury													
Knee Injury													
Ankle Injury													
Foot Punctures													
Foot Bruises & Crushes													
Hernia													
Other Sprains & Strains													
Fractures (Except Hand & Foot)													
Burns													
Infections, Chemical Exposure													
Misc. Cuts and Lacerations													
Miscellaneous													
Fatalities													
TOTAL:													

MONTHLY INJURY RECORD: TYPE OF INJURY													
Year:	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
TYPE OF ACCIDENT:													
Fall From Elevation													
Fall Same Elevation													
Objects Falling													
Stuck by Object													
Struck Against Object													
Over Exertion													
Stepping on Object													
Flying Particles													
Welding or Burning													
Dust, Fumes or Gases													
Caught in or Under													
Chemical Contact/Exposure													
Power Line Contact													
Inhalation													
Vehicular													
Machinery or Equipment													
Explosives													
TOTAL:													

MONTHLY SAFETY SUMMARY

Date: _____

1. Number of Workers Hired _____
   Number of completed orientations _____

2. Number of toolbox meetings scheduled _____
   Number conducted _____
   Percentage attendance _____

3. Number of formal inspections scheduled _____
   Number completed _____
   Total unsafe act/conditions identified _____
   Number corrected _____
   Number Outstanding _____

4. Number of incidents _____
   - Damage only _____
   - Injury only _____
   - Injury and damage _____
   - Near miss _____

   Number of Investigations _____
   - Outstanding _____

   Number of recommendations made _____
   - Complete _____
   - Outstanding _____

Manager's Signature: _____

Section 13

Workplace Safety and Health Act and Regulation

Workplace Health and Safety Legislation Policy

Purpose

To ensure copies of all relevant Health and Safety Legislation are readily available to all Structure Scan employees at all times..

Policy

Copies of all relevant legislation will be located in the Structure Scan corporate safety kit, as well as the head office. Structure Scan employees are encouraged to review this legislation so that they are aware of their rights and responsibilities regarding safety.

Responsibilities

Management:

It is management's responsibility to make the legislation readily available to all employees and adhere to all safety legislation when preparing to start a job.

Supervisors/Superintendents:

It is the supervisor's responsibility to have a basic knowledge of the Manitoba Workplace Safety and Health Act and Regulation.

Safety and Health Committee:

It is the Safety and Health Committee's and the Employee Safety Representative's responsibility to have basic working knowledge of the Act and Regulation.

Employees:

It the employee's responsibility to know what his/her rights and responsibilities are as outlined in the Workplace Safety and Health Act and Regulations.

Note: The safety information in this policy does not take precedence over the Manitoba Workplace Safety and Health Act and Regulation.

Tony Brunette
Owner
Structure Scan Inc.

Signature:			
Date:			

Section 14

Manitoba Supplement

Safety Committee Representative Policy

Policy

Structure Scan has established a centralized workplace Safety Committee. On jobsites, notwithstanding the requirements for a Safety and Health Committee, a Worker Safety and Health Representative will be designated.

Responsibilities

Safety Representative:

The duties and responsibilities of the Safety Representative include, but are not limited to:

- Notifying of any concerns that workers may have regarding safety conditions
- Notifying complaints, decisions, and recommendations made by the committee
- Participating in the inspection of dangerous conditions
- Notifying all employees of any dangerous working conditions.
- Participating in all routine and non-routine inspections
- Accompanying of Safety and Health Officers that are inspecting or investigating a job-site
- Representing Structure Scan at all safety meetings held by the General Contractor on a job-site
- Ensuring the correct execution of all other duties as specified in the Workplace Safety & Health Act or regulations

Workplace Safety Committee:

The Workplace Safety Committee will meet on a quarterly basis. The duties and responsibilities of the Safety Committee/Workplace Safety and Health Representatives include but are not limited to:

- Ensuring that all safety concerns and complaints are taken care of in a timely and appropriate manner.
- Identifying the risks to the safety and health of workers or other personnel in regards to the activities in the workplace.
- Developing and promoting measures to protect the health and safety of all workers or other personnel in the workplace.
- Ensuring the effectiveness of such measures.
- Ensuring the co-operation with an occupational health service, if such a service exists in the workplace.
- Developing and promoting programs for the education and information concerning safety and health in the workplace.
- Participating in the inspection of new equipment, materials, and processes and appropriate recommendations accordingly.
- Recording all information regarding the receipt and disposition of concerns and complaints and attending all other matters relevant to the committee.
- Reviewing Incident Reports pertaining to incidents, regardless of severity.

- Distributing and displaying safety and health information on educational materials relevant to the workplace.
- Ensuring the correct execution of all other duties as specified in the Workplace Safety & Health Act or regulations.

Note: The safety information in this policy does not take precedence over the Manitoba Workplace Safety and Health Act and Regulation.

Tony Brunette
Owner
Structure Scan Inc.

Signature:			
Date:			

WORKPLACE HARASSMENT

Purpose

Every worker is entitled to work free of harassment. The management of Structure Scan is therefore, committed to ensuring a safe and healthy workplace that is free from harassment. No one may be harassed and no one has the right to harass anyone else at work or in any situation related to employment with Structure Scan. This policy is a step toward ensuring that our workplace is a respectful and safe place for all of us, free from harassment. It is important to note that this policy is not intended to discourage or prevent the complainant from exercising any other legal right pursuant to any other law.

Policy

The management of Structure Scan shall ensure, so far as is reasonably practicable, that no worker is subject to harassment in the workplace. As such, we will take corrective action respecting any person under the employer's direction who subjects a worker to harassment.

Harassment:

Harassment is defined as follows:

1. Any inappropriate conduct, comment display, action or gesture by a person that is made on the basis of race, creed, religion, colour, sex, sexual orientation, gender determined characteristics, marital status, family status, source of income, political belief, political association, political activity, disability, physical size or weight, age, nationality, ancestry or place of origin.

2. Conduct, that may be referred to as "bullying", that is severe, repeated and that adversely affects a worker's psychological or physical well-being if it could reasonable cause a worker to be humiliated or intimidated, or a single occurrence if it can be shown to have a lasting harmful effect on a worker.

Actions that could be construed as harassment include but are not limited to the following:

- Verbal or written abuse or threats.
- Insulting, derogatory comments, jokes or gestures
- Personal ridicule or malicious gossip
- Malicious or uncalled-for interference with another's work
- Refusal to work or co-operate with others
- Interfering with or vandalizing personal property.

Actions that are **NOT** considered harassment include:

- Reasonable day-to-day actions by a manager or supervisor that help manage, guide or direct workers or the workplace.
- Appropriate employee performance reviews, or counseling.
- Appropriate disciplinary actions by supervisors and managers.

Signature:			
Date:			

Complaint process:

- If you feel that you are being harassed at your workplace the first thing to do is try and deal with the person directly. This can be done directly or indirectly depending on your level of comfort in confronting the individual.
- If you feel unable to deal directly with the individual, or if you feel that this will not, or has not rectified the situation, you should speak to your direct supervisor.
- If the situation has still not been dealt with appropriately or in a timely manner, the next step is to raise the issue with management. In such situations where management is involved, a third impartial person shall observe the meetings/discussions at all times. It is important that all such discussions remain strictly confidential to protect the rights of all those involved. It is management's responsibility to then address the issue in a time frame acceptable to the complainant.
- If after all these measures have been unsuccessful in addressing the harassment, the last step is to file a written complaint (see below) with Workplace Safety and Health (1-866-888-8186) or the Manitoba Human Rights Commission (1-888-884-8681). An independent third party will then investigate the complaint and produce a written report to management.

It is important to note that the management, supervisory staff, and any other persons privy to the complaint will not disclose the names of the complainants, alleged harassers, nor the circumstances related to the complaint, to any person except where disclosure is necessary to investigate the complaint or take corrective action with respect to the complaint or where required by law.

Disciplinary Action:

Employees who harass other employees will be subject to disciplinary action by the employer suitable to the nature of the harassment. All disciplinary action shall be documented and conducted in accordance with the Structure Scan "Rules of Conduct" disciplinary policy. A record of the incident will be recorded in the harasser's employment file.

Anyone who retaliates in any way against a person who has complained about workplace harassment or given evidence in a harassment investigation, will be considered to have committed harassment and thus subject to disciplinary action.

Roles and Responsibilities

Management:

It is the employer's responsibility to help prevent harassment in their workplaces by:

- Developing and following a written policy and action plan to prevent and/or stop harassment in the workplace.
- Taking corrective action to address any issues in the workplace, whether a complaint is made or not.
- Making sure all workers know and follow the harassment prevention policy at all times.
- Ensuring that the names of a complainant, alleged harasser, and circumstances of the complaint remain confidential, except where disclosure of information is necessary to investigate the complaint, take corrective action, or required by law.

Supervisors:

It is the responsibility of all supervisors to help prevent harassment in the workplace by:

- Taking correction action to address any issues in the workplace, whether a complaint is made or not.
- Actively promoting a work environment that is free of harassment.
- Ensuring that the names of a complainant, alleged harasser, and the circumstances of the complaint remain confidential, except where disclosure of information is necessary to investigate the complaint, take corrective action, or required by law.

Employees:

It is the employees' responsibility to help prevent harassment in the workplace by:

- Acting in a reasonable manner in the workplace.
- Treating each other with respect.
- Reporting to their supervisor or manager if they feel they have been harassed or if they see it happening to other workers.
- Co-operating if there is an investigation into a harassment complaint.

Harassment Complaint Form

Name: _____ Date: _____

Job Title: _____

Company name: _____

Details of the harassment:

Date of incident(s): _____

Persons involved:	Person(s) Harassed	Harasser(s)
	_____	_____
	_____	_____
	_____	_____

Details of Incident: _____

Complainant's Signature: _____ Date: _____

Employee shall sign 2 copies. 1 copy shall be forwarded to Manitoba Workplace Safety and Health. 1 copy shall be retained for the employee's own records.

Written Ergonomics Program
For Structure Scan Inc.

1. INTRODUCTION

Ergonomics is the study of people and their interaction with the elements of their job or task including equipment, tools, facilities processes, and environment. It is a multidisciplinary field of study integrating industrial psychology, engineering, medicine, and design.

In a more practical sense, ergonomics is the science of human comfort. When aspects of the work or workplace insult the human body, the result is often a musculoskeletal disorder (MSD). To help avoid MSDs, work demands should not exceed the physical capabilities of the worker. MSDs are also known by several other names including:

- CTDs (cumulative trauma disorders)
- RSIs (repetitive stress or repetitive strain injuries)
- RMIs (repetitive motion injuries
- Overuse syndrome

The most common, recognizable name for MSDs is cumulative trauma disorders or CTDs. Whatever the name used, these injuries belong to a family or group of wear and tear illness that can affect muscles, nerves, tendons, ligaments, joints, cartilage, blood vessels or spinal discs of the body. MSDs do not include slips, trips and falls, cuts, motor vehicle accidents or other similar accidents; although a close look at the reasons for acute injuries often reveals design problems that can be corrected.

2. POLICY

It is the policy of Structure Scan Inc. to provide all employees with a safe and healthy workplace. A proactive ergonomics program is integrated into our company's written safety and health program.

Records documenting the identification, prevention, and control of employee exposure to ergonomic risk factors will be maintained pursuant to all regulations.

This program is a collaboration effort that includes managers, supervisors, and labor. The ergonomics program coordinator is responsible for the program's implementation, management, and recording keeping requirements.

3. ERGONOMICS PROGRAM

The purpose of an ergonomics program is to apply ergonomic principles to the workplace in an effort to reduce the number and severity of MSD's, thus decreasing workers' compensation claims, and where possible, increase

productivity, quality, and efficiency. An ergonomically should work environment maximizes employee comfort while minimizing the risk of undue physical stress.

A proactive approach focuses on making changes when risks have already been identified, as well as to incorporate ergonomics into the design phase of a new facility or process, into purchasing new equipment or tools, and into the contemplation of scheduling changes. Structure Scan Inc. has such a program which includes the following components:

A. Management Leadership. The management of Structure Scan Inc. is committed to the ergonomics process. Management supports the efforts of the Ergonomic Program Coordinator by pledging financial and philosophical support for the identification and control of ergonomic risk factors. Management will support an effective MSD reporting system and will respond promptly to reports. Management will regularly communicate with employees about the program.

B. Employee Participation. An essential element to the success of the ergonomics program, employees will be solicited for their input and assistance with identifying ergonomic risk factors, worksite evaluations, development and implementation of controls, and training. Employee participation in the program will occur only during company time.

C. Identification of Problem Jobs. Collecting data that identifies injury and illness trends is called surveillance. Surveillance can be either *passive* or *active*. Conducting a records review is an example of passive surveillance, which looks at existing data such as OSHA Logs, workers' compensation claims, trips to the medical facility and absentee records. Active surveillance uses observations, interviews, surveys, questionnaires, checklists, and formal worksite evaluation tools to identify specific high-risk activities. Structure Scan Inc. will be using both passive and active surveillance to identify problem jobs.

D. Worksite Evaluations:

(1) Triggers for a worksite evaluation:
   (a) When an employee reports an MSD sign or symptom
   (b) Jobs, processes, or work activities where work-related ergonomic risk factors have been identified which may cause or aggravate MSDs.
   (c) Any change of jobs, tasks, equipment, tools, processes, scheduling, or changes in work shift hours (for example going from a traditional 5-day, 8-hour shift to a compressed 4-day, 10 hour shift).
   (d) When a safety walk-through or scheduled inspection or survey has uncovered potential MSD hazards.

(2) Work-related risk factors to be considered in the evaluation process include, but are not limited to:
   (a) Physical risk factors including force, postures, (awkward and static), static loading and sustained exertion, fatigue, repetition, contact stress, extreme temperatures, and vibration.

(b) Administrative issues including job rotation/enlargement, inadequate staffing, excessive overtime, inadequate or lack or rest breaks, stress from deadlines, lack of training, work pace, work methods, and psychosocial issues.
(c) Environmental risk factors including noise, lighting, glare, air quality, temperature, humidity, and personal protective equipment and clothing.
(d) Combination of risk factors such as, but not limited to, highly repetitive, forceful work with no job rotation or precision work in a dimly lit room.

E. Setting Priorities. Worksite evaluations will be scheduled based upon the following:

(1) Any job, process, operation, or workstation which has contributed to a worker's current MSD;
(2) A job, process, operation, or workstation that has historically contributed to MSDs; and
(3) Specific jobs, processes, operations, or workstations that have the potential to cause MSDs.

F. Worksite Evaluations Methods. Various methods will be used to valuate problem jobs including:

(1) Walk-through and observations
(2) Employee interviews
(3) Surveys and questionnaires
(4) Checklists
(5) Detailed worksite evaluations

G. Control of the Ergonomic Risk Factors: Structure Scan Inc. will take steps to identify ergonomic risk factors and reduce hazards by using a three-tier hierarchy of control (in order of preference):

(1) Engineering Controls. The most desirable and reliable means to reduce workplace exposure to potential harmful effects. This is achieved by focusing on the physical modifications of jobs, workstations, tools, equipment, or processes
(2) Administrative controls. This means controlling or preventing workplace exposure to potentially harmful effects by implementing administrative changes such as job rotation, job enlargement, rest breaks, adjustment of pace, redesign of methods, and worker education.
(3) Personal Protective equipment (PPE). Not recognized as an effective means of controlling hazards and does not take the place of engineering or administrative controls. Acceptable forms of PPE include kneepads and various types of gloves including anti-vibration.

H. Training. Training is intended to enhance the ability of managers, supervisors, and employees to recognize work-related ergonomic risk factors and to understand and apply appropriate control strategies. Training in the recognition and control of ergonomic risk factors will be given as follows:

(1) To all new employees during orientation
(2) To all employees assuming a new job assignment
(3) When new jobs, tasks, tools, equipment, machinery, workstations, or processes are introduced.
(4) When high exposure levels to ergonomic risk factors have been identified.

The minimum for all managers, supervisors, and employees will include the following elements:

(1) An explanation of Structure Scan Inc.'s ergonomics program and their role in the program;
(2) A list of the exposures which have been associated with the development of MSDs;
(3) A description of MSD signs and symptoms and consequences of injuries caused by work and non-work related risk factors;
(4) An emphasis on the importance of early reporting of MSD signs and symptoms and injuries to management, and;
(5) The methods used by Structure Scan Inc. to minimize work and non-work related risk factors.

Training will be provided in one, or a combination, of the following formats:

(1) Oral Presentation
(2) Videos
(3) Distribution of educational literature
(4) Hands-on equipment and work practice demonstrations

Trainers will be experienced in delivering training programs that address all work and non-work related risk factors, and will be familiar with Structure Scan Inc.'s operations. Training will be provided from one, or a combination of the sources listed below:

(1) Internally developed resources
(2) The workers' compensation carrier
(3) An outside consultant

All training will be documented:

(1) All employees will be required to sign a training sign-in roster.

I. <u>MSD (Medical) Management and Early Return to Work.</u>

Pursuant to the law, Structure Scan Inc. provides medical care to all employees injured at work. Structure Scan Inc. maintains a good working relationship with our medical care provider. All work-related injuries and illnesses will be referred to WORKERS COMPENSATION BOARD OF MANITOBA unless the injured employee has notified Structure Scan Inc. in writing that other provisions have been made prior to an injury or illness.

In the event of a work-related injury or illness, the health care provider/professional will:

(1) Provide diagnosis and treatment for Structure Scan Inc. employees;
(2) Determine if reported MSD signs or symptoms are work-related;
(3) Comply with Structure Scan Inc.'s early return to work program by recommending restricted, modified, or transitional work duties when appropriate;

(4) Refer to Structure Scan Inc. injured employees to other clinical resources for therapy or rehabilitation;
(5) Provide Structure Scan Inc. with timely work status reports, and;
(6) Develop a positive working relationship with Structure Scan Inc. workers' compensation carrier, WORKERS COMPENSATION BOARD OF MANITOBA.

Structure Scan Inc. has an aggressive early return to work program and will offer return to work opportunities to all injured employees in accordance with work restrictions identified by a recognized medical provider.

J. Program Evaluation and Follow-Up. In order to ensure that issues have been addressed and that new programs have not been created, monitoring and evaluations will be conducted on an on-going basis. The methods include use of individual interviews and checklists to revaluate the job/task to ensure that risks have been reduced, minimized, or eliminated.

4. INDIVIDUAL RESPONSIBILITIES

A. Ergonomics Program Coordinator. The Ergonomics Program Coordinator will report directly to upper management and be responsible for this policy and program. All evaluations, controls, and training will be coordinated under the direction of the Ergonomics Program Coordinator in collaboration with Management. The Ergonomics Program Coordinator will monitor the results of the program to determine additional areas of focus as needed.

The Ergonomics Program Coordinator will:

(1) Ensure that evaluators preforming worksite evaluations and training are properly trained;
(2) Ensure that control measures are implemented in a timely manner;
(3) Ensure that a system is in place for employees to report MSD signs or symptoms and suspected work-related risk factors to managers and supervisors;
(4) Ensure that accurate records are maintained and provide documentation upon request;
(5) Schedule manager, supervisor, and employee training and maintain records to include date, name of instructor, topic and materials used, and;
(6) Monitor the program on a quarterly basis and provide an annual review.

B. Managers. Duties of all managers will include:

(1) Accountability for the health and safety of al employees within their departments through the active support of the ergonomics program;
(2) Allocating human and/or financial resources;
(3) Attending ergonomics training to familiarize themselves with the elements of the program, recognition and control of work-related ergonomics risk factors. MSD signs and symptoms, early reporting requirements and procedures, and medical management;
(4) Ensuring that supervisors and employees have received the appropriate training;

(5) Ensuring that ergonomics practices and principles are considered when conducting worksite evaluations, and;
(6) Ensuring that recommended controls are implemented and/or used appropriately.

C. Supervisors. Duties of all supervisors will include:

(1) Attending ergonomics training to familiarize themselves with the elements of the program, recognition and control of work-related ergonomics risk factors, MSD signs and symptoms, early reporting requirements and procedures, and medical management;
(2) Ensuring that employees have received the appropriate training;
(3) Ensuring that employees are provided with and use the appropriate tools, equipment, parts, and materials in accordance with ergonomic requirements;
(4) Ensuring that employees understand the MSD signs and symptoms and early reporting system;
(5) Responding promptly to employee reports;
(6) Providing appropriate workers' compensation documentation to employees as required by all regulations;
(7) Seeking clarification from Human Resources when return to work directives from the healthcare provider/professional are unclear, and;
(8) Maintaining clear communication with managers and employees

D. Employees. Every employee of Structure Scan Inc. is responsible for conducting himself/herself in accordance with this policy and program. All employees will:

(1) When provided, use the appropriate tools, equipment, parts, materials, and procedures in the manner established by managers and supervisors;
(2) Ensure that equipment is properly maintained in good condition and when not, reported immediately;
(3) Attend ergonomic training as required, and apply the knowledge and skills acquired to actual jobs, tasks, processes, and work activities;
(4) Report MSD signs or symptoms and work-related MSD hazards to the supervisor as early as possible to facilitate medical treatment and proactive interventions, and;
(5) Take responsibility in their personal health and safety.

5. ANNUAL PROGRAM REVIEW

The ergonomics program coordinator will conduct an annual program review to assess the progress and success of the program. The review will consider the following:

(1) Evaluation of all training programs and records.
(2) The need for retraining of managers, supervisors, and employees.
(3) The jobs, processes, or operations which have produced a high incidence rate of work-related MSDs.
(4) The length of time between a request for an ergonomic evaluation and the actual evaluation.

(5) The length of time between the point at which the results of the evaluation are known and when implementation of control begins.
(6) The length of time between the beginning and completion of implementation of controls.
(7) The program's success based upon comparison to previous years using the following criteria:
    (a) Number and type of lost workdays associated with OSHA recordable cases.
    (b) Cost of workers' compensation cases.
    (c) Employee feedback through direct interviews, walk-through observations, written surveys and questionnaires and revaluations.

Task: Lockout Procedure

PPE: Hard Hats, Safety Glasses, Gloves, Hearing Protection, Safety Boots, specific equipment for being locked out		
Task/Activity:	**Potential Hazards:**	**Recommended Procedures:**
1. Lockout devices are provided for maintenance crews	a) Extra keys may be available for other workers	a) Ensure spare keys are managed securely
2. Ensure lockout procedures are clearly understood before starting	a) A missed step could result in severe injury or death	a) Understand all lockout procedures or ask for assistance
3. Identify equipment and power source to be locked out		
4. Ensure equipment is fully unpowered in sequence or running controls to power source to complete shutdown	a) An alternate power source/pressure source may activate equipment while being worked on	a) Turn off all equipment controls, power switches, as well as master controls b) Depressurize hydraulics/air and lower equipment to rest position
5. Apply personal lock and tag to the power source control If more than one person in working on the equipment ensure a scissor clip is used so others can lock out as well		
6. Stand clear and try to start equipment to ensure lockout is effective	a) Equipment may power up if incorrectly locked out	a) Repeat steps 1-6
7. Turn control off after testing		
8. When work is completed, remove lockout		
9. Return lockout equipment to proper location		

DEFECTIVE TOOLS

TAG-OUT

General

Defective tools can cause serious and painful injuries. If a tool is defective in some way, DON'T USE IT, TAG IT OUT.

Be aware of problems like:

1. Chisels and wedges with mushroomed heads
2. Split or cracked handles
3. Chipped or broken drill bits
4. Wrenches with worn out jaws
5. Tools, which, are not complete, such as files without handles.

To ensure safe use of hand tools, remember:

1. Never use a defective tool
2. Double check all tools prior to use
3. Ensure defective tools are tagged out, then repaired

Air, gasoline or electric power tools, require skill and complete attention on the part of the user even when they are in good condition. Don't use power tools when they are defective in any way, tag them out and send for repair.

Watch for problems like:

1. Broken, or inoperative guards
2. Insufficient or improper grounding due to damage on double insulated tools
3. No ground wire (on plug) or cords of standard tools
4. The on/off switch not in good working order
5. Tool blade is cracked
6. The wrong grinder wheel is being used, or
7. The guard has been wedges back on a power saw

For further information see the application current Occupational Health and Safety Regulations.

SAFE WORK PRACTICE

CONFINED SPACE ENTRY

TITLE	Confined Space Entry
GENERAL	Protecting workers from injuries associated with working in confined spaces
APPLICATION	Primary function is something other than human occupancy: and – has restricted entry and exit; and may contain potential or known hazards
PROTECTIVE MECHANISMS	Safe job procedure Permit system PPE Site Specific entry program ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement and site specific entry
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements including Confined Space Entry and Emergency Process procedures
WORKER RESPONSIBILITY	1. Must be competent in confined space entry to identify the work procedures required to enter the confined space 2. Ensure there is reasonable means to exit from all parts of the confined space. 3. Ensure that ventilation and purging is established and allows acceptable air levels to be achieved and maintained. 4. Establish method of communication to allow immediate contact with necessary personnel if rescue or assistance is required, confirm alarm system. 5. Must be trained in H2S Alive or equivalent (if required). 6. Before entry, the vessel or confined space must be tested by a combustible gas (L.E.L) and hydrogen sulfide. 7. Continuous monitoring may be required of the vessel or confined space atmosphere. 8. Must be conversant with rescue procedures.

Workplace Violence Policy and Procedure

Definition of Violence:

"Violence" means the attempted, threatened, or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behavior that gives a worker reasonable cause to believe that the worker is at risk of injury.
The definition refers to the conduct of all people who come into contact with employees while performing their work duties. This includes fellow employees and any member of the public, and includes threats delivered by phone, e-mail or fax, as well as those made in person. In the definition, "injury" refers to physical injury or mental trauma suffered as a result of violence.

Company's Commitment:

Structure Scan Inc. recognizes that the potential exists for violent acts or threats of violence against its employees. Supervisors and management will make every effort to identify potential sources of violence and have implemented procedures to eliminate or minimize risk. Structure Scan Inc. acknowledges its responsibility to support and assist employees subjected to such violence.
All employees will be made aware of the potential hazards of violence and the appropriate action to protect themselves. In addition, management is responsible for training employees who are at higher risk of coming into contact with hostile, angry, or potentially violent individuals to deal with the situation.

Employees Commitment:

All employees will take responsible steps to minimize risk for themselves and others. All employees will follow established procedures to minimize the risk of violence and will report incidents to their supervisor as soon as possible, as outlined in this policy.

II. Availability of violence prevention policy document

- Management will ensure that the policy is readily available to all employees.

III. Risk Assessment

- A hazard risk assessment attempts to gauge the probability and severity of potential incidents and dangerous occurrences. Any staff members who have contact with the public may, from time to time, deal with angry clients; however, these situations do not necessarily constitute a risk of violence.
- A hazard risk assessment was conducted through informal interviews with various employees. Discussions included job functions, incident experience, similar industry treads and existing policies, procedures, and systems.

Job Functions and their potential risk

Field Staff:

There is potential for verbal threats and physical violence from irate customers that can occur at the office or remote worksites. Staff may be especially vulnerable at remote worksites as they are usually alone. These positions therefore carry a higher risk of violence, particularly for female staff.

Administrative Staff:

There is some potential for threats and physical violence from irate customers. Employees in these positions include persons who deal directly with the public and could potentially be exposed to violent situations, although they face a lower overall risk of violence.

Management:

There is potential for threats or violence from irate clients as management may be required to assist in "mediating" an explosive situation.

IV. Procedures to Inform/Train Staff

All staff shall be informed of the following:

- Procedures on how to minimize the risk of violence;
- Procedures on how to react appropriately to violent situations that may occur;
- Specific procedures and security measures that the company has implemented;
- Specifics on how to report incidents of violence;
- Details on how the follow-up investigation of a reported incident; and
- Details on the type of post-incident trauma assistance that is available to the victim.

Additional training for staff at greater risk:

The Structure Scan Inc. head will be responsible for training staff in higher-risk positions and administrative support staff, including new employees or existing staff who are transferred to these positions, on how to deal with the situation. This will be conducted as part of the job-orientation process and will include:

- Notifying them on the risk of violence related to their positions;
- Specific company policy and procedures on how to minimize the risk of violence;
- Procedures to diffuse hostility before it escalates into violence; and
- Procedures to deal with threats or actual incidents of violence, including reporting

The Structure Scan Inc. head will ensure that new employees entering into these positions receive a copy of Structure Scan Inc.'s violence prevention procedures immediately. Staff beginning work in a higher risk position will be adequately supervised until the required violence prevention policy and procedure training is given. The Structure Scan Inc. head will ensure that no employee is missed, and that affected staff is updated on changes to the policy and procedures.

V. Actions to Minimize Risk

A number of preventative measures are in place to minimize risks, including security equipment, controlled access to entrances, and mobile phones for field staff. Administrative controls include working alone provisions, money handling controls, and training. Structure Scan Inc. is looking for better ways to improve the security and the personal safety of all employees. Each employee must comply with existing security provisions to ensure the personal safety of all employees.

VI. Company-wide Procedures

General security provisions/principals apply to all employees.

Threats of Violence:

1. Threats of violence in person or on the phone are not acceptable.

Telephone Security Procedures:

1. If an employee receives a threatening phone call, use the “Call Trace” feature once the call has ended.

Actual Incident of Violence:

1. Employees should take all reasonable steps to protect their personal safety and remove themselves from the situation.
2. In the office, help should be summoned by using the pre-arranged distress signal or any other appropriate means, such as duress alarm system or panic buttons.
3. The supervisor or next available management employee must be notified immediately.
4. If a physical assault occurs, the supervisor/manager must contact police (911).
5. If an incident occurs outside the workplace, the employee shall follow the specific company working alone plan.

Notification of Employees at Risk:

When violence occurs, the following steps shall be taken.

1. The division head will advise staff who are at risk of violence, and will review current security procedures to minimize risk.

VII. Procedures to Report Violent Incidents.

1. Report all incidents of threats and attempted or actual violence to your immediate supervisor.

VIII. Recommendation to Seek Medical Aid

1. Any employee who has been a victim of violence will be;
    a. Encouraged to seek medical attention;
    b. Given the opportunity to be examined by his/her physician;
    c. Provided with transportation if needed.

IX. Investigating Violent Incidents

1. The Structure Scan Inc. head will review all incidents that are reasonably expected to escalate into actual violence in the future. The current procedures in place will be reviewed and additional steps may be taken to prevent the escalation to actual violence.
2. The division company head will investigate all reported incidents of actual violence. The existing procedures will be reviewed and revised as necessary to prevent a reoccurrence.

X. Review of the Violence Prevention Policy:

1. The policy statement must be reviewed and, where necessary, revised every three (3) years whenever there is a change of circumstances that may affect health or safety of the employees.

The Safety Officer will co-ordinate a review and regular subsequent reviews of the violence prevention policy. Recommendations will be presented to the Structure Scan Inc. management for review and action.
In addition to the guidelines outlined in the review policy, any employee may at any time bring forward recommendations to the Structure Scan Inc. head.

Structure Scan Inc.

Emergency Response Plan – Workers Working Alone

PURPOSE:

The purpose of this policy is to provide a safe environment for any Structure Scan Inc. employee working alone.

BACKGROUND:

In compliance with Manitoba Regulation 105/88R under the Workplace Safety and Health Act regarding workers working alone, Structure Scan Inc. has established a number of procedures as a means of ensuring, as far as is reasonably practicable, health and welfare of any employee working alone.

SCOPE:

This policy and procedures outlined herein apply to all employees working for Structure Scan Inc.

RESPONSIBILITY:

It is the responsibility of any individual working for Structure Scan Inc. to be aware of the procedures herein, and to ensure that these procedures are complied with. Structure Scan Inc.'s Safety Coordinator is responsible for the communication, administration, and interpretation of this policy. Structure Scan Inc.'s Management is responsible for providing appropriate training (either in-house, or through use of a third party) before any employee is to work alone. Management will also conduct a proper risk assessment outlining and identifying all appropriate control measures to ensure the utmost care is taken.

WORKERS WORKING ALONE – EMERGENCY RESPONSE PLAN:

- A method of checking in with the worker has been established
- Check-in intervals are clearly understood
- The designated contact person is aware of the work schedule
- Any communication equipment used is in good working order
- No obstructions or interference may block phone or radio communications

PLAN OF ACTION IF WORKER IS INJURED:

I. Call for outside assistance. The following must be clarified:
   - Construction project location and area;
   - Nature of the emergency;
   - Emergency meeting point. Structure Scan Inc. employee must meet emergency assistance personnel at this point. Direct emergency vehicle crew to the scene;

II. Advise supervisor and safety coordinator of the accident.

III. At the scene of the accident, ensure:

- No further damage or injury occurs;
- Injured person is properly cared for. One person will accompany the injured worker to a medical facility and advise injured parties family of the accident.
- Secure the scene of the accident to ensure physical evidence is not disturbed.

LIST OF EMERGENCY TELEPHONE NUMBERS WILL BE POSTED OR BE PROVIDED FOR EVERY EMPLOYEE WORKING ALONE BEFORE JOB STARTS

IF THE EMPLOYEE FAILS TO CONTACT STRUCTURE SCAN INC. AT REGULARLY SCHEDULED INTERVAL, STRUCTURE SCAN INC. WILL CONTACT EMPLOYEE TO ENSURE THAT NO INJURY OR MISFORTUNE HAS OCCURRED.

I HEARBY AGREE TO THE SAFETY MEASURES OUTLINED BY STRUCTURE SCAN INC. FOR ALL SITUATIONS WHERE I AM WORKING ALONE.

_____ _____

EMPLOYEE SIGNATURE **DATE**

WHMIS

Introduction:

The Workplace Hazardous Materials Information System (WHMIS) applies to hazardous materials that are intended for use at workplaces. It was developed to make sure that you have that information you need to work safely with hazardous materials.

The materials included in WHMIS are known as controlled products. There are 8 hazard symbols that represent the hazards in 6 WHMIS classes.

WHMIS has 3 components:

1. Training
2. Labels
3. Material Safety Data Sheets (MSDS)

Responsibility:

Structure Scan Management must:

- Make sure that all controlled products at the workplace have the right WHMIS labels,
- Ensure that supplier labels must be affixed to the original containers of the controlled products and;
- Ensure that the proper labels are affixed if a controlled product is transferred from its original container to a new container. If the label is missing or damaged, it will be replaced with a workplace label
- Make sure that there's an up-to-date MSDS for each controlled product at the workplace, and that employees have easy access to those MSDSs
- Make sure that all employees have received the required WHMIS training (either in-house or by third party) and that they understand it.

Structure Scan Employees must:

- Use the WHMIS information to protect themselves from the hazards of the controlled products they handle each and every day.

Signature:			
Date:			

Thermal Stress

Purpose

The purpose of this policy is to ensure that all Structure Scan Inc. employees are provided with the training and information necessary to work safely in both cold and hot weather.

Policy

In Manitoba, outside temperatures can range from -40^{0}C in winter to +40^{0}C in summer. These conditions can be made ever more severe depending on wind chill and humidity levels for example. To that extent Structure Scan provides employees with the training necessary to manage the temperatures that might be experienced as part of a normal day's work. However, it is ultimately the employee's responsibility to ensure their own safety when pertaining to thermal stress. A person's ability to cope with thermal conditions is dependent upon a number of factors including, but not limited to, health, medication use, acclimatization etc. As part of the daily Job Hazard Assessment process, employees are required to identify environmental hazards and take the necessary precautions to control these hazards. If working alone, it is imperative that the employee assess the risk of thermal stress, and address that with their monitoring plan.

Working in the Heat

Typical control measures include but are not limited to the following:

Substitute:
- Work in shaded area where possible.

Engineering controls:
- Use fans for air circulation.
- Create shade screens.

Administrative controls:
- take frequent rest breaks in cool shaded areas.
- Schedule work for earlier in the day when temperatures are cooler.

PPE:
- drink 1-2 cups of water per hour. Avoid drinks with caffeine and sugar.
- Wear lightweight breathable clothing.
- Eat foods with natural salts such as fruits and vegetables.
- Wear cool/wet bandanas.

The following chart outlines the various stages of heat stress and how to prevent and treat the conditions:

Signs & Symptoms	Causes	Prevention	Treatment
HEAT FATIGUE - Irritability, tiredness, loss of skill for fine or precision work. - Lower ability to concentrate. - No change in body temperature.	- Lack of acclimatization. - Other emotional or psychological stresses. - Discomfort in heat.	- Acclimatization. - Rest breaks.	- None unless other heat illness present. - Removal may be necessary if acclimatization ineffective.
HEAT RASH - Prickling sensation during heat exposure. - Itchy, tiny red spots on skin covered by clothing. A result of plugged sweat glands.	- Skin continuously wet from sweat. - Humid heat.	- Shower to keep skin clean. - Apply powder and mild drying lotions (eg. Calamine).	- Keep skin dry. - Rest in a cool place. - It may take several days to subside.
HEAT SYNCOPE - Giddiness and fainting while standing in hot environment.	- Pooling of blood in legs causing a drop in blood pressure. - Lack of acclimatization. - Loss of body fluid from sweating.	- Periodic movement. - Acclimatization. - Drink extra fluids	- Rest in a cool place. - Recovery is usually fast. - May need to see a physician.
HEAT CRAMPS - Sharp pains in muscles or arms, legs or abdominal muscles. May occur during or after work.	- Heavy sweating causing a loss of salt. - Drinking large amounts of water without salt replacement.	- Add salt to foods. - Drink fluids naturally containing salt (eg. Fruit and vegetable juices).	- Rest in a cool place. - Give salted fluids. - If severe, may need to see a physician.
HEAT EXHAUSTION - Headache, nausea, dizziness, weakness, and intense thirst. - Skin moist and clammy. - Rapid and weak pulse.	- Loss of water and salt from heavy sweating. - Lowered volume of circulating blood. - Lack of acclimatization. - Sustained exertion in high temperatures.	- Drink cool fluids often. - Extra salt intake in food. - Drink fruit juices. - Acclimatization.	- Lay down in a cool place. - Replace body fluids and salt. - If vomiting, see a physician.
HEAT STROKE or HEAT HYPERPYREXIA - Nausea, headache, dizziness. - Hot dry skin (moist in hyperpyrexia). - Body temperature >40^{o}C - Rapid strong pulse. - Convulsions, coma may occur.	- Failure of central control of sweating. - Prolonged work in hot environment. - Unfit un-acclimatized worker. - High humidity. - Pre-existing medical conditions, use of medications. - High alcohol intake.	- Medical assessment prior to hot work. - Acclimatization. - Monitoring of workers during periods of work in heat. - Work/Rest regimes. - Adequate fluid/salt replacement.	- **Immediate medical attention!** - **Immediate first aid** - **Remove clothing, spray with cool water, fanning, cool wet sheets.**

Working in the Cold

Typical control measures include but are not limited to the following:

Substitute:
- If possible, work indoors

Engineering controls:
- Use heaters, heated tents or warming shelters.
- Build wind breaks to shelter workers.

Administrative controls:
- Take frequent rest breaks to warm up as required
- Reduce the workload to prevent sweating.
- Communication with coworkers to watch out for symptoms of frostbit and/or hyperthermia.
- Reschedule work.
- Drink warm sweat liquids frequently. Avoid caffeine.

PPE:
- Wear warm clothing. It is best to wear multiple layers of loose fitting clothing that are designed to help wick moisture away from the body.
- Keep a spare pair of dry gloves.
- Wear balaclavas to protect head, face and ears.
-

The following chart outlines the various stages of cold stress and how to prevent and treat the conditions:

Signs & Symptoms	Causes	Prevention	Treatment
FROSTBITE - **1st degree:** Mild prickling, itching or burning sensation. Skin will turn white with red and yellow patches. Numbness. - **2nd degree**: Skin blisters and turns black. - **3rd degree:** Skin becomes hard and waxy. Often loss of feeling and/or function.	- Tissue freezes when the temperature drops below freezing. - Extreme cold, inadequate clothing, wet clothing, poor fitting clothes and footwear. - Poor health, poor circulation and certain medications. - Can be accelerated by wind, humidity, and moisture.	- Wear appropriate clothing. - Avoid working in direct wind. - Always keep a spare pair of dry clothes when working with water. - Warming shelters. - Minimize exposed areas of skin. - Acclimatization -	- warm stable environment. - Depending on the severity of the frostbite, it is not advisable to move or rub the affected area to improve circulation - For more severe cases immediate seek medical attention
HYPOTHERMIA - **Mild:** Sensation of cold, shivering - **Moderate:** Severe shivering, pale skin, extremities turning blue, labored movement, confusion, reduced coordination. - **Severe:** Loss of coordination, slurred speech, amnesia, incoherent speech, inability to walk, drowsiness. - Can be fatal.	- Occurs when the core body temperature drops below a level that allows it to maintain normal metabolic function. - Extreme cold, inadequate clothing - Poor health, alcohol - Immersion in water - Sweating. - Can be accelerated by wind, humidity, and moisture.	- Layered clothing. - Wear loose fitting clothes with materials designed to remove moisture from your body. - Warming shelters - Warm sweet drinks and soups - Limit caffeine consumption. - Don't overexert oneself to prevent sweating. - Acclimatization	- In mild cases slowly warm yourself in a warm stable environment free from wind exposure - Gradually drink warm sweet liquids - Avoid alcohol and caffeine. - In severe cases immediately seek medical aid.

A	2015-04-14	Initial Release	
Revision	**Date**	**Description**	**Structure Scan Inc. Approved**

Tony Brunette, Owner
Structure Scan Inc.

Date: _____

Note: The safety information in this policy does not take precedence over the Workplace Safety and Health Act or the Regulations.

Mike Brunette, Supervisor
Structure Scan Inc.

Date: _____

Notes

Notes

Notes

Notes

Emergency Contact Information

Fire **Police** **Ambulance** **Poison Treatment**	**911**	**Structure Scan**	
		Tony **Brunette**	**795-1014** (cell) **777-6590** (office)
Winnipeg Water/Waste	**986-2626**		
Manitoba Hydro/Gas	**480-5900**		
Workplace S&H	**1-866-888-8186** **945-0581** (after hrs)	**Daryl Swirsky**	**471-8031** (cell) **222-7400** (office)
Working Alone (Tigertel)	In Town: **989-4577** Out of Town: **1-888-293-5106**	**Safety Officer** (Tim Chevrier)	**232-2508** (cell) **222-7400** (office)

WHMIS Hazard Symbols

CLASS A
Compressed Gas

CLASS D2
Poisonous and Infectious Material
(causing other toxic effects)

CLASS B
Flammable and Combustible Material

CLASS D3
Poisonous and Infectious Material
(Biohazardous Infectious Material)

CLASS C
Oxidizing Material

CLASS E
Corrosive Material

CLASS D1
Poisonous and Infectious Material
(causing immediate and serious effects)

CLASS F
Dangerously Reactive Material