
GREAT NORTHERN PLUMBING

Trade Partner Safety Orientation



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1. COMPANY SAFETY POLICY

Great Northern Plumbing is committed to providing a healthy and safe workplace, and to promoting positive attitudes towards health and safety within the company.

The health and safety of the employees and Trade Partners is of primary importance to Great Northern Plumbing and it is our belief that health and safety ranks equally with production, quality and cost. In order to maintain our high standards of health and safety, the combined participation of management, supervisors and workers and Trade Partners is required.

Trade Partner Foremen/Supervisors are responsible for ensuring that workers are properly instructed to do their work safely, for enforcing safe work practices, job procedures and regulations, and for correcting all unsafe activities.

The individual worker is also a very important factor in work site safety. Work must be performed in a manner that will provide safety for oneself, safety of other workers, and protection to the public and environment. Compliance with safety rules, practices, and the legislation is a condition of employment.

Everyone is expected to correct or report unsafe conditions and activities, and to work cooperatively toward the prevention of accidents. In all instances, worksite safety will never be jeopardized to increase production.

***The safety information in this policy does not take precedence over OHS regulation. All employees should be familiar with the OHS act and regulations.**

2. GENERAL RULES

- General Safety Rules will be clarified with employees and contractors at indoctrination and on a site-specific basis.
- Be alert at all times on job sites.
- All workers must report to work in a fit and healthy condition.
- No worker shall report to work, enter or remain on the job site when under the influence of alcohol or drugs.
- See your Supervisor if your ability to work or perform a certain job is affected by ill health, medications or disabling personal factors.
- Accidents, injuries or "near misses", regardless of their nature, shall be promptly reported to supervisors.
- Watch footing for slippery areas, slopes, loose surfaces and tripping hazards.
- Look up and be aware of overhead hazards, men working above or suspended loads.

- Watch for moving equipment and workers carrying loads.
- Be cautious as you round corners and enter rooms and passageways.
- Be cautious around machinery and rigging.
- Never enter the pinch points where the rotation or movement of equipment could trap you.
- Obey all posted warning signs and warning barriers.
- Do not carry loads that obstruct your vision to a degree that creates an unsafe condition.
- Do not assume objects in place are securely attached and safe to walk or climb.
- All workers must wear clothing appropriate for the job.
- All Personal Protective Equipment required on a job site shall be worn or used and must be maintained in good condition.
- All Personal Protective Equipment required for specific tasks must be worn.
- Use hearing protection when you are exposed to high noise levels, even if it's brief.
- Wear hand protection whenever sensible for the work you are doing.
- Do not enter excavations deeper than 4 feet (1.2m) unless the excavation is protected in accordance with the OH&S Regulations.
- Compliance with all Safety Regulations and the whole Great Northern Plumbing Safety Program is mandatory and will be enforced.
- Any unsafe conditions or acts are to be reported immediately to your supervisor.
- Any theft from an employee is cause for immediate suspension/dismissal.
- No employee shall remove someone's lock-out or tag except Supervisors in strict adherence to the Lock-Out Procedure.
- No worker shall act in a manner that could cause an accident or a health or safety injury to another worker.
- Do not do any job you are unauthorized to do or operate any equipment you are not authorized to use.
- Do not exceed speed limits or equipment or rigging capacity limits.
- Unrestrained long hair, loose clothing and jewelry are not permitted when operating machines.
- Horseplay or fighting will not be tolerated.
- No employee shall threaten or intimidate another employee.
- No employee shall possess firearms or weapons on company premises.
- Use the right equipment or tools for the job.
- Inspect your equipment before using.
- Know the location of emergency equipment and know how to use it.
- Maintain good housekeeping and do not block access to:
 - First Aid Rooms
 - Electrical Rooms
 - Storage Rooms
 - Shut-off Valve Stations
 - Fire Fighting Equipment
 - Any Access or Exit Points
 - Electric Panels and Disconnects
 - Machinery

- Guardrails are not to be removed unless required to perform work in the immediate area, any guard rails removed must be replaced at the conclusion of the task.
- The use of poorly constructed or defective ladders and scaffold are prohibited. All ladders must be secured and the top two steps/rungs of the step ladder must not be used.
- Safety glasses, goggles, or face shield shall be worn when breaking concrete, metal chipping, welding, grinding and for other operations where eye protection is required.
- Hand tools shall not be used for any purpose other than originally intended. All damaged or worn parts shall be promptly repaired or replaced.
- Power tools shall be operated only by authorized personnel, with guards furnished by the manufacturer. Tampering or removal of guards is prohibited.
- Explosive and powder actuated tools shall be operated only by persons who have been instructed and trained in their safe use.
- All electrical hand tools shall be grounded or doubled insulated.
- Compressed gas cylinders shall be secured in an upright position
- Possession or use of intoxicating beverages or unauthorized drugs are strictly forbidden and constitutes grounds for dismissal.
- Riding equipment is prohibited. No personnel shall ride any hook, hoist or other material handling equipment, which is used primarily for handling material and is not specifically designed to carry riders.
- WHMIS/SDS must accompany all controlled products brought to site and shall have valid revision dates.

3. ROLES AND RESPONSIBILITIES

Managers:

- To provide information, instructions, and assistance to all supervisory staff in order to protect the health and safety of all our employees.
- To understand and enforce our policies and the occupational health and safety legislation.
- To provide all supervisory staff with an understanding of our policies as well as relevant occupational health and safety legislation.
- To provide all supervisory staff with proper, well maintained tools and equipment, plus any other special personal protective devices which may be required.
- To provide ongoing safety education programs and approved first aid training courses as required.
- To monitor departments and projects and hold them accountable for their individual safety performance.

4. VIOLENCE IN THE WORKPLACE

Violence, whether at a work site or work related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury. Workplace Violence and Harassment can occur in the form of:

1. Verbal Abuse (Emotional/psychological abuse)
2. Sexual Harassment
3. Physical Aggression
4. Physical Assault

Great Northern Plumbing is committed to the prevention and promotion of a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of violence committed by or against any worker or member of the public is considered unacceptable conduct and will not be tolerated.

We are committed to:

- a) Investigating reported incidents of violence in an objective fashion
- b) Taking the necessary action
- c) Providing appropriate support for victims

No action shall be taken against an individual for making a complaint, unless it is made without reasonable and probable grounds. No individual associated with this organization shall subject any other person to violence.

Procedures:

1. **Right to Assistance:** Any person subjected to violence has the right to access assistance in communicating their objections and in pursuing the complaint more formally;
2. **Steps Prior to Formal Reporting:**
 - a. The victim is to make his/her feelings known to the offender
 - b. The victim is to carefully record details of the incident
3. **Formal Reporting:** This requires the victim to document concerns, adding the written record to a record of any previous incidents.

5. REPORTING OF UNSAFE WORK

Immediately Report unsafe conditions to your Supervisor.

6. REFUSAL OF UNSAFE WORK

The provisions of Provincial Legislation obligate a worker to refuse to undertake unsafe work and to report the circumstance to the employer or Supervisor. The same Legislation obligates the Employer/Supervisor to investigate and remedy the situation.

A worker may refuse to work if continuing to do so would endanger the health or safety of the worker, or fellow workers. The right to refuse work exists if the machinery or physical conditions of the work place would endanger themselves or their fellow workers. The right is a duty under the Provincial Legislation and no worker is permitted to carry out work that is deemed unsafe.

7. ENFORCEMENT POLICY

All Trade partners of **GREAT NORTHERN PLUMBING** must be aware of the enforcement policy this company follows in dealing with worker negligence and behavior. All violations of company rules will be documented by management and can result in an initial warning issued by a supervisor or management followed by a progression of discipline:

1st Offense – Verbal Warning

2nd Offense – Written Warning

3rd Offense – Removal from site

Management is required to document each offense.

8. GROUNDS FOR IMMEDIATE REMOVAL OF SITE

The following are prohibited at all times on all company property and all company job sites:

- Possession or consumption of alcohol or illegal drugs
- Arriving for work or remaining at work when ability to perform the job safely is impaired.
- Possession of a weapon or firearm
- Theft and/or vandalism
- Damaging, disabling or interfering with safety, fire-fighting or first aid equipment
- Speaking to the media, or responding to media inquiries regarding work related matters without prior written consent of management

9. TRAINING POLICY

All Trade Partners must have a minimum training of company specific WHMIS 2015. As well have one worker on site trained in Standard First Aid Level C with AED. All workers must carry on them valid training certificates for any job specific tasks E.I Fall Protection, Aerial Lift, Confined Space. Failure to present a ticket can result in removal from site.

10. ENVIRONMENT

Great Northern Plumbing recognizes the importance of our environment and therefore continues to implement proper safeguards in our practices. While doing our work, we shall consider the appropriate protection of humans, animals, plant life, air, water, and soil. We expect all workers to do their best to prevent harm to the environment. Our goals on the job can be met without risking harm to the environment.

Workers will use, store, and dispose of products in such a manner that will provide appropriate protection to the environment. Workers are responsible for immediately reporting any discharge or release of a pollutant into the natural environment which has caused or may cause an adverse effect on people, property or the environment.

11. EVACUATION PROCEDURES

The Prime Contractor will select a location for all workers to gather if an evacuation is necessary. This location to be known as the Muster Point should be chosen with the following considerations:

All workers are required to stay at the muster point for attendance and until given permission from the general contractor to return to site safely.

12. PERSONAL PROTECTIVE EQUIPMENT POLICY

It is mandatory for all workers to wear the proper Personal Protective Equipment (PPE) when and where required. The mandatory PPE required is: CSA/ANSI approved hard hats, safety glasses and steel-toed boots as well as long pants, and sleeved shirts.

13. CONFINED SPACE POLICY

All workers entering confined spaces must be protected by proper training and protective equipment. A worker may not enter a confined space unless he/she is certified, the appropriate documentation is completed and an effective rescue can be carried out.

Before anyone enters the confined space, a competent person must first complete a hazard assessment. This hazard assessment will identify the potential hazards the worker may run into while in the space, the necessary tests to be completed before entry, and the personal protective equipment that will be worn by the worker while in the space and by the worker performing the rescue operations. If a confined space is deemed unsafe, no one is to enter it. This action could put the person entering at risk as well as the rescue personnel.

A competent worker must also be in communication with the worker in the confined space at all times so that assistance may be summoned.

14. FALL PROTECTION POLICY

To ensure worker safety, adequate fall protection is required. Fall protection equipment worn must be in compliance with the Occupational Health and Safety code.

Where there is the potential to fall 3m or more and workers are not protected by guardrails, a Fall Protection Plan must be completed and all workers must be aware of this plan. In an instance where employees are working at a permanent work area and there is the potential of falling more than 1.2m and less than 3m, a guardrail must be in place.

Workers must tag-out any Fall Protection Equipment they deem deficient and immediately report any problems or deficiencies in the Fall Protection Equipment to the supervisor so they can be corrected or replaced.

15. DAILY FIELD LEVEL HAZARD ASSESSMENTS

All Trade Partners must complete daily hazard assessments to identify existing and potential hazards before work begins on site each day. All hazards must be effectively communicated to any worker who may be exposed to those hazards. All identified hazards must be eliminated or controlled before work can commence. These assessments must be available on the worksite and produced when requested. For additional information regarding hazard assessments please refer to Part 2 of the Alberta OH&S Act, Regulation and Code.

All workers are required to fill out a daily field level hazard assessment prior to beginning work. This assessment is to be re-evaluated when; returning from break, environment changes, task changes.

16. MAINTENANCE

All contractors shall verify that all vehicles, equipment and tools are maintained in a safe operating condition as per the manufacturer's specifications, legislation and are being operated by competent individuals. Great Northern Plumbing has the right to remove any worker from site.

17. INSPECTION POLICY

17.1. PURPOSE

To investigate accidents/incidents so that causes can be determined and corrective actions can be implemented to prevent recurrence. All accidents must be reported immediately to Great Northern Plumbing as well as the Prime Contractor.

17.2. POLICY

At Great Northern Plumbing Inc., the following types of incidents shall be full investigated:

- Incidents that result in injuries requiring medical aid
- Incidents that cause property damage or interrupt operations with potential loss.

A modified investigation shall be conducted for the following incidents:

- Incidents that have the potential to result in (1) or (2) above, such as close calls or near misses

All incidents that fall under Section_18_ of the OH&S Act must be reported to the OH&S and to the WCB or other regulatory agencies as defined by the OH&S Act. Modified investigations are conducted with the intention of identifying underlying causes for potential incidents and shall include corrective actions and preventative measures to limit current and future hazards.

17.3. RESPONSIBILITIES

- All workers shall report all incidents as soon as possible to their immediate supervisors and assist in the investigation when requested.
- Supervisors shall conduct initial investigation and submit their report(s) to their project manager promptly. Supervisors should be trained in conducting investigations.
- Project managers shall determine the need for, and if necessary shall direct, detailed investigations. They shall also determine causes, recommend corrective action, and report to the manager.
- The manager shall review all the project manager's reports to determine the corrective action to be taken, and ensure that such action is implemented.

Supervisors:

- To know and apply the company's safety policy and relevant occupational health and safety legislation.
- To ensure that all employees are educated to work in a safe manner and that they use all protective devices and procedures required by the company, and by legislation to protect their health and safety.
- To advise all employees of any potential or actual dangers, and how to isolate, prevent and remove them.
- To arrange for medical treatment as required, in the case of injury or illness, including transportation to a doctor or hospital as necessary.
- To report all accidents immediately, to investigate all accidents fully, and to advise management on how to prevent similar accidents in the future.

- To carry out regular inspections of the work place to ensure a safe and healthy environment.
- Workers:
- To read, understand, and comply with this company's safety policy, safe work practices, procedures and rules.
- To wear the safety equipment and personal protective devices and clothing required by regulations by his/her employer.
- To use the correct tools and equipment for the job.
- To keep tools in good condition and report any defects in equipment.
- To notify his/her supervisor of any unsafe conditions or acts that may be of danger to other workers or himself/herself.
- To report all accidents, near misses and injuries to his/her supervisor as soon as possible.
- To take every reasonable precaution to protect the safety of other workers and himself/herself.
- To provide supervisors and management with concerns or suggestions regarding safe work practices and procedures.

Trade Partners:

All Trade Partners working for Great Northern Plumbing Inc. must follow minimum safety standards on site. Failure to do so will result in expulsion from job site.