



A Division of 1422022 ONT. Inc.

HEALTH AND SAFETY POLICY MANUAL

www.sierra-construction.ca



A DIVISION OF 1422022 ONT.INC

SIERRA CONSTRUCTION

BOX 28
KENORA, ON
P9N 3X1

PHONE: (807) 468-5038
FAX: (807) 468-3906
EMAIL: info@sierra-construction.ca
WEBSITE: www.sierra-construction.ca

HEALTH AND SAFETY POLICY

It is our policy to perform work in the safest manner possible consistent with the Occupational Health and Safety Act and the regulations made under the act. Protecting employees from workplace injury and disease is a major continuing objective.

Supervisors will be held accountable for the health and safety of workers under their supervision. All employees must work in compliance with health and safety legislation and with the practices and procedures spelled out in the health and safety program of Sierra Construction.

It is in the best interest of all parties to consider accident prevention in every activity. Commitment to health and safety is an integral part of this company. Compliance with the company health and safety policy and program will be regularly reviewed at all employee levels and violations will be recorded and addressed.

SIGNED: _____

DATE: _____



A DIVISION OF 1422022 ONT.INC

BOX 28
KENORA, ON
P9N 3X1

PHONE: (807) 468-5038
FAX: (807) 468-3906
EMAIL: info@sierra-construction.ca
WEBSITE: www.sierra-construction.ca

SIERRA CONSTRUCTION

HEALTH AND SAFETY PROGRAM FOR SIERRA CONSTRUCTION

DUTIES AND RESPONSIBILITIES OF MANAGEMENT

1. Be familiar with the Company Safety Policy, The Occupational Health and Safety Act and Regulations, and all relevant applicable legislation.
2. Make regular job site inspections, both planned and unplanned to ensure that the Company Safety Policy and all relevant applicable legislation is being complied with and take disciplinary action when necessary to ensure compliance.
3. Sierra Construction as the Contractor on a project shall ensure that regular job site and Safety Committee meetings are held at least once every month, or as the need arises with owners and sub-contractors and that a Health & Safety representative from each contractor participate on the committee.
4. Investigate, review and analyze all accidents involving fatalities, critical injuries, lost time injuries requiring professional treatment, acute or chronic illness, regardless of the nature or circumstance.
5. Investigate, review and analyze all occurrences involving property damage, near accidents with potential for serious injury or lost time, fire explosion.
6. Ensure that an injured workers' progress is monitored and that modified duties are provided during rehabilitation period, if possible. Correspond with and adjudicate the WSIB claim. Obtain written information of the injured workers' physical restrictions, if any, prior to creating modified work.
7. Support and promote any action taken by a Health and Safety representative, committee, or by anyone in the workplace in the interest of Health and Safety.

8. Ensure adequate training for Sierra Construction employees is provided, e.g., WHMIS, proper use of equipment, materials, and protective devices.
9. Ensure that information, instruction, and supervision is provided for the protection of all Sierra Construction employees.
10. Hold company safety meetings at least once every six months.
11. Periodically review the company Safety Policy and Procedures. Document and implement measures if improvement can be made to the current Safety Policy and Program.
12. In co-operation with the Sierra Construction supervisor, ensure that all relevant necessary documents, drawings, information, approvals are conspicuously posted or available for review on site, i.e.:

Notice of Project (where applicable)
Occupational Health & Safety Act & Regulations for Construction
WHMIS Act and Regulations
WHMIS Symbol poster (posted)
Ministry of Labour Construction Health and Safety Reports (Where applicable)
Relevant site engineering drawings relating to re-shoring tower or mobile crane and any other as deemed necessary.
Emergency service locations and phone numbers, e.g.: hospital, walk-in clinic, ambulance, police, fire and emergency and the nearest Ministry of Labour Construction Health and Safety Branch.

13. Ensure that the equipment, materials, tools and protective devices provided by Sierra Construction are maintained in good condition and in co-operation with the company site supervisor, ensure that they are used in the manner intended to protect the workers from the particular hazard to which they may be exposed or subjected while using said equipment, materials, etc.
14. Provide on a project a first-aid box with provisions as prescribed by Workers' Compensation Board Reg. 950.
15. Provide on a project general purpose fire extinguishing equipment and specifically rated equipment as the need arises.

**RESPONSIBILITIES
DUTIES OF SIERRA CONSTRUCTION SITE SUPERVISOR**

The Site Supervisor shall:

1. Be responsible for Sierra Construction site operations in its entirety.
2. Be familiar with Sierra Construction's Safety Policy, The Occupational Health and Safety Act, and Regulations for Construction Projects and all other relevant applicable legislation.
3. Implement and enforce Sierra Construction Safety Policy and legislation, take disciplinary action when necessary to ensure compliance.
4. When Sierra Construction are the contractors on a project, conduct job site meetings prior to start up and at least once every two months or as the need arises, thereafter with the owners and sub-trades and ensure that a Health and Safety representative is appointed that he attend the site Health & Safety Committee meetings.
5. Take immediate action to rectify any unsafe or hazardous conditions, any dangerous practice personally observed or reported to you in the area of your direct control and inform the person you believe to be responsible and the sub-trade supervisor.
6. Ensure that any orders left by a Ministry of Labour Construction Health & Safety Officer are complied with as soon as possible.
7. Assign specific responsibilities to company field engineers, company labour, or carpentry foreman/workers, sub-contractors and their foreman regarding safety.
8. Endeavour to provide safe and healthy work environment and by actions and example promote a sincere, positive safety attitude in all personnel.
9. Record daily in a daily journal observations of site activity relating to the site safety and accidental injuries and first aid treatment.
10. Ensure that all first aid requirements are provided on the project (see WSIB 950), i.e.: first aid box, evacuation equipment, etc.
11. In co-operation with management, ensure that at least one company employee on site has a valid first aid certificate.
12. Ensure that the equipment, material, tools, and protective devices required to protect the worker are provided and maintained in good condition and that the worker uses same in the manner intended to protect the workers.

13. Ensure that housekeeping and clean-up is carried out as often as is necessary to prevent a hazardous condition and in a manner that permits the other contractors access to their work area (s).
14. Investigate all accidents and occurrences. Immediately inform the Ministry of Labour when requiring to do so. (see O H & S Act 51, 52, 53 and Ont. Reg. 10/11).
15. Where an injured person requires medical attention, provide transportation if required and ensure a responsible person accompanies the injured person.
16. Attend training programs as instructed by Sierra Construction.
17. Ensure that all relevant drawings, documents, and information approvals are available for review on the project.
18. Ensure that a Material Safety Data Sheet, i.e.: WHMIS are provided for any hazardous material that Sierra Construction employees use on a project or brings to a project for others to use.
19. Make knowledgeable to all employees and sub-trades that visitors should report to the site office and be properly equipped to enter the project, i.e.: hard hat and safety footwear.

RESPONSIBILITIES AND DUTIES OF SIERRA CONSTRUCTION FOREMAN AND SUB-CONTRACTORS

The above shall:

1. Be familiar with Sierra Construction Safety Policy and the Occupational Health and Safety Act and Regulations for construction and all relevant legislation.
2. Ensure that every worker under their control works safely and that required safety equipment, materials and safety devices are provided and used as intended.
3. Conduct regular safety inspections in the area of their control and take immediate action to rectify any unsafe or hazardous conditions, any dangerous practice observed or reported, and inform the Sierra Construction site supervisor.
4. If a hazardous condition or unsafe practice is observed or reported in an area outside your direct control, inform the person you believe to be responsible and the Sierra Construction site supervisor.
5. Attend site safety committee meetings when instructed by their employer and Sierra Construction site supervisor.
6. Ensure that every worker under their control understand Sierra Construction's Safety Policy and sub-contractors' safety policy.
7. Investigate immediately any accident in their area under their direct control or occurrence with potential to cause an accident. Take immediate action to rectify or alleviate the situation. Inform their immediate supervisor or the Sierra Construction site supervisor.
8. Keep the area under their control clean and tidy.

RESPONSIBILITIES AND DUTIES OF A WORKER

1. Work in compliance with the Occupational Health and Safety Act and Regulations for Construction Projects and all relevant applicable legislation.
2. Be familiar with Health & Safety Policy and Program and where applicable be familiar with the sub-contractors' Health and Safety Policy and Program, if any.
3. Use or wear the equipment, protective device or clothing that your employer requires be using or wearing.
4. Do not use any equipment, protective device or clothing that is known to be defective.
5. Do not work in a manner that will endanger yourself or any other person.
6. Report all accident, hazardous conditions that you may observe or is known to you immediately to the supervisor and foreman.
7. Do not use or be under the influence of alcohol or drugs while on the work site. Medical prescriptions that may cause an impaired performance will not be permitted.
8. Keep your immediate work area clean and tidy and practice good housekeeping, i.e.: materials and storage.
9. Refuse to perform work that would create a hazard or endanger the health and safety of any person or yourself. Reporting procedures are required under the Occupational Health and Safety Act.
10. If required to go off site to receive medical attention due to an injury received at work be accompanied by a responsible person and if required or requested be given transportation. A copy of the medical and/or the Sierra Construction site supervisor report must be given to the Sierra Construction management.
11. Inform immediate supervisor and/or Sierra Construction site supervisor of any previous accident or illness so that suitable modified work may be offered.
12. Sign an acknowledgement of your receipt and understanding of their policy prior to commencing work.
13. Attend training programs when instructed by Sierra Construction or your foreman.
14. Understand and acknowledge by continuing to work for Sierra Construction that failure to comply with the Company Policy and Program instructions by the site supervisor or foreman shall result in disciplinary action against the offending person. This may include termination of employment or periodic lay off notice.

15. No worker shall remove or make in effect any protection device required by the regulations or by your employer without providing an adequate temporary protective device in its place.
16. Workers required to use a fall arrest system consisting of a life line securely fastened to the project and a safety belt or body harness as the case may be when working at a height of more than 6 feet or in the vicinity of hazardous objects when a guard railing cannot be provided. Please refer to Reg. 26 of the Act.

**SIERRA CONSTRUCTION SAFETY PROGRAM
ALL EMPLOYEES**

- I. Chemical and Biological Hazards**
- a. Sierra Construction employees and management shall take all measures reasonably necessary in the circumstances to protect workers from exposure to a hazardous biological or chemical agent because of the storage, handling, processing, or use of such agent in the workplace. The measures to be taken shall include the provision and use of, (a) engineering controls; (b) work practices; (c) hygiene facilities and practices; and (d) personal protective**
 - b. A Sierra Construction employee who may be exposed to a biological, chemical, or physical agent that may endanger their safety or health shall be trained, (a) to use the precautions and procedures to be followed in the handling, use, and storage of the agent; (b) in the proper use and care of required personal protective equipment; and (c) in the proper use of emergency measures and procedures.**
 - c. An employee exposed to the hazard of injury from contact of the worker's skin with a noxious liquid shall be protected by wearing apparel sufficient to protect the worker from injury.**
 - d. An employee working near potential hazards that could cause injury to the eye due to contact with a biological or chemical substance, an eyewash fountain shall be provided. If such exposure arises, the employee shall be removed and washed with a deluge shower to prevent further injury.**

II. Cranes, Hoists and Lifting Devices

a. No Sierra Construction worker shall operate a crane or similar hoisting device that is capable of raising, lowering or moving material that weighs more than 7.260 kilograms unless the worker is certified as a hoisting engineer under the Trades Qualification and Apprenticeship Act.

b. Every crane or similar hoisting device operated by a Sierra Construction employee shall have affixed to it a load rating plate, (a) that the operator can read while at the controls; and (b) that contains enough information for the operator to determine the load that can be lifted for each configuration of the crane. All Sierra Construction workers must provide and carry proof of training at all time when working with cranes and other lifting devices.

c. All lifting devices or similar hoisting device shall maintain a permanent record of all inspections of, tests of, repairs to, modifications to, and maintenance of the lifting or hoisting device. The Sierra Construction operator of the crane or similar hoisting device shall prepare a log book for it for use at a project covering the period that is the greater of, (a) the immediately preceding twelve months; and (b) the period the crane or similar hoisting device is on the project. The log book shall be kept with the crane or similar hoisting device. Sierra Construction will maintain all logs for all lifting and hoisting devices and keep them readily available to contractors upon request.

d. At Sierra Construction, a competent worker shall visually inspect the crane's structural elements and the rigging equipment for defects before each use of the crane or lifting device.

e. At Sierra Construction, operators of all types vehicles, machines, and equipment shall be assisted by a signal person if either of the following applies: 1. The operator's view of the intended path of travel is obstructed. 2. A person could be endangered by the vehicle, machine, or equipment or by its load.

III. Fire Protection

- a. At Sierra Construction, fire extinguishing equipment shall be provided at readily accessible and adequately marked locations at a project. At least one fire extinguisher shall be provided, (a) where flammable liquids or combustible materials are stored, handled or used; (b) where oil-fired or gas-fired equipment, other than permanent furnace equipment in a building, is used; (c) where welding or open-flame operations are carried on; and (d) on each storey of an enclosed building being constructed or altered. At least one fire extinguisher shall be provided in a workshop for each 300 or fewer square meters of floor area.**
- b. All Sierra Construction employees who may be required to use fire extinguishing equipment shall be trained in its use.**
- c. Fire extinguishing equipment shall be of a suitable type and size to permit the evacuation of workers during a fire. Every fire extinguisher (a) shall be a type whose contents are discharged under pressure; and (b) shall have an Underwriters' Laboratories of Canada 4A40BC rating.**
- d. Once per month, every fire extinguisher shall be inspected for defects or deterioration at by a competent employee who shall record the date of the inspection on the tag attached to it.**

IV. First Aid

- a. All Sierra Construction job sites will have a first aid box that contain as a minimum the first aid items required by Regulation 1101. All items in the box shall be maintained in good condition at all times. The box shall be large enough so that each item is in plain view and easily accessible. All kits will be supplied by Sierra Construction at no cost to the employees.**
- b. A Sierra Construction, a record of all circumstances related to an accident as described by the injured worker, will be kept. It will show the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time, and nature of each first aid treatment given.**
- c. If Sierra Construction employs not more than five workers in any one shift at a place of employment at one time, shall ensure that the first aid station is at all times in the hands of a worker who is the holder of a valid St. John Ambulance Emergency First Aid Certificate or its equivalent training. If Sierra Construction employs more than five workers and not more than fifteen workers in any one shift at a place of employment shall ensure that the first aid station is at all times in the hands of a holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent. Every employer employing more than fifteen and fewer than 200 workers in any one shift at a place of employment shall ensure that the first aid station is at all times in the hands of a worker who is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent. Currently, it is not mandatory that all employees are CPR Certified; however one per job site is required.**

V. Hot Work

- a. At Sierra Construction, all precautions to prevent a fire shall be taken when using a blow torch, welding or cutting equipment or a similar piece of device. All areas where electrical welding is performed will be kept free of electrode stubs, metal scrap and flammable debris. If an employee is working with flammable liquids or combustible materials, one fire extinguisher shall be stored on site in case of an emergency. All work performed in a building operating a sprinkler system, will be checked and tested to protect against freezing and exterior surface corrosion. It will be checked that all dry sprinkler pipes and fittings are installed so that the system may be totally drained and that approved sprinkler systems are used. If a sprinkler is changed, an engineering review of the altered system will be obtained. Emergency evacuation procedures will be posted and escape routes will be laid out at the start of employment at each job site.**
- b. At Sierra Construction, storage cylinder for compressed gas shall be secured in an upright position at all times. The control valve of a storage cylinder for compressed gas, other than a cylinder connected to a regulator, supply line or hose, shall be covered by a protective cap that is secured in its proper position. A spent storage cylinder shall not be stored inside a building. No storage cylinder for propane shall be placed closer than three meters to a source of ignition or fire. This means that all compressed gas cylinders will be free from being dropped, hoisted, transported or stored in a horizontal position. All valves on compressed gas cylinders will be closed when not being used or when spent.**

VI. Lockout Tagout

- a. When performing maintenance activities, every worker of Sierra Construction must ensure the machine has come to a complete stop and he/she must lock out the machine so it cannot be started by another individual. When the lockout procedure uses a lock and key, an employee or management must ensure that the lock used has a unique mark or identification tag on it that identifies the worker to whom the lock is assigned. All tags will not be removed and secured. All tags will be made of non-conductive materials, placed in a visible location, shall state the reason for disconnection/lockout, and will show the date of occurrence. All lockout tags will comply with XV-d and be visible and clearly written to avoid miscommunication.**
- b. The worker must not perform maintenance activities on a machine until the machine is tested to ensure that it is inoperative, and the worker is assured that it is inoperative. Before beginning work, the workers must confirm that the energy source has been properly locked out or without energy. All power supplies will be disconnected or locked out of service prior to work being done.**
- c. When more than one worker are performing maintenance activities on a machine, each worker must attach a personal lock and tag to the energy isolating device. Only one worker will be responsible for lockouts, there will be no group lockouts for miscommunication.**

VII. Machine Guarding

- a. At Sierra Construction, machines will be guarded when a machine or prime mover or transmission equipment has an exposed moving part that may endanger the safety of any worker, the machine or prime mover or transmission equipment shall be equipped with and guarded by a guard or other device that prevents access to the moving part. An in-running nip hazard or any part of a machine, device, or thing that may endanger the safety of any worker shall be equipped with and guarded by a guard or other device that prevents access to the pinch point.**
- b. All Sierra Construction employees that have long hair shall keep it suitably confined to prevent entanglement with any rotating shaft, spindle, gear, belt or other source of entanglement. Jewelry or clothing that is loose or dangling or rings shall not be worn near any rotating shaft, spindle, gear, belt or other source of entanglement.**

VIII. Noise

- a. All Sierra Construction employees will take all measures reasonably necessary in the circumstances to protect themselves from exposure to hazardous sound levels. The employer shall protect workers from exposure to a sound level greater than the limit without requiring them to use and wear personal protective equipment.**
- b. Any measurement of sound level in the workplace that is done in order to determine what protective measures are appropriate shall be done without regard to any use of personal protective equipment. Sierra Construction will clearly and visibly post warning signs at every approach to an area in the workplace where the sound level regularly exceeds 85 dBA.**
- c. Sierra Construction will ensure that no worker is exposed to a sound level greater than an equivalent sound exposure level of 85 dBA. All employees shall wear and use personal protective equipment appropriate in the circumstances to protect them from exposure to a sound level greater than the limit. This applies if engineering controls, (a) are not in existence or are not obtainable; (b) are not reasonable or not practical to adopt, install, or provide because of the duration or frequency of the exposures or because of the nature of the process, operation, or work; (c) are rendered ineffective because of a temporary breakdown of such controls; or (d) are ineffective to prevent, control, or limit exposure because of an emergency.**

IX. Personal Protective Equipment (PPE)

- a. All Sierra Construction employees are required to wear protective clothing or use personal protective equipment or devices shall be adequately instructed and trained in the care and use of the clothing, equipment, or device before wearing or using it.**
- b. All Sierra Construction employees that are exposed to the hazard of head injury shall wear head protection appropriate in the circumstances. All employees exposed to debris that may fall must at all time wear protective head gear. The shell of the gear must withstand a dielectric strength test at 20000 v phase to ground. All protective hard hats will be supplied by Sierra Construction and inspected for proper use and wear and tear.**
- c. All Sierra Construction employees exposed to foot hazards must wear protective gear. Boots with steel toe are required, boots with sufficient sole to protect against puncture and heat are required and to be supplied by employee.**
- d. All Sierra Construction employees working in areas where there are eye hazards, i.e., flying debris, dust, shrapnel, etc. must at all time wear protective eye gear. Protective eye gear will be supplied by Sierra Construction.**

X. Traffic Control

- a. If a Sierra Construction employee is working on a highway that may be endangered by vehicular traffic unrelated to the project, the project shall make use of as many of the following measures as is necessary to adequately protect the worker with either: Barriers, Barricades, Delineators,, Lane control devices, Warning signs, Flashing lights, Flares, Traffic control devices, Blocker trucks, Crash trucks, Sign trucks, Speed control devices, and/or Longitudinal buffer areas.

The following requirements apply with respect to a sign used by a worker to direct vehicular traffic:

1. It shall be octagonal in shape, measure 450 millimeters between opposite sides, and be mounted on a pole that is 1.2 meters long.
2. It shall be made of material with at least the rigidity of plywood that is six millimeters thick.
3. On one side it shall be high-intensity retro-reflective grade red in colour, with the word "STOP" written in legible high-intensity retro-reflective grade white letters 150 millimeters high in a central position on the sign.
4. On the other side it shall be high retro-reflective micro-prismatic fluorescent chartreuse in colour, with a black diamond-shaped border that is at least 317 millimeters by 317 millimeters, and with the word "SLOW" written in legible black letters 120 millimeters high in a central position on the sign.
5. It shall be maintained in a clean and legible condition.

An employee who may be endangered by vehicular traffic shall wear a reflective garment that covers at least his or her upper body and has the following features:

1. The garment shall be fluorescent blaze or international orange in colour.
2. On the front and the back, there shall be two yellow stripes that are 5 centimeters wide. The yellow area shall total at least 500 square centimeters on the front and at least 570 square centimeters on the back.
3. On the front, the stripes shall be arranged vertically and centered and shall be approximately 225 millimeters apart, measured from the centre of each stripe. On the back, they shall be arranged in a diagonal "X" pattern.
4. The stripes shall be retro-reflective and fluorescent.

All employees will take precautionary measures when traveling and use proper signaling when hauling heavy or large equipment. Vehicles needing will be supplied with lights, flashers, speed limiters, warning

signs, fire extinguishers, flares, protective vests, cellular phones, roof top flashing lights and delineators.

- b. A worker who is required to set up or remove control measures on a roadway or a shoulder of a roadway, (a) shall be a competent worker; (b) shall not perform any other work while setting up or removing the measures; and (c) shall be given adequate written and oral instructions, in a language that he or she understands, with respect to setting up or removing the measures. If ever a time arises that employees are exposed to vehicular hazards while on the job site, a traffic protection plan will be created specific to the job and employees safety. Only skilled workers shall perform set-up and removal of traffic control measures. This will be their only job function and have formal training/instruction on the safety to do so.**

XI. Transportation Commercial Vehicles

- a. A load carried on a Sierra Construction commercial vehicle on a highway must be secured by means of, (a) sides, sideboards or stakes and rear stakes, endgate or endboard that are securely attached to the vehicle, are strong enough and high enough to ensure that the load will not shift on or fall from the vehicle, and have no opening large enough to permit any of the load to pass through; (b) at least one tie-down that meets the requirements for each 3.04 linear metres of lading or fraction thereof, and as many additional tie-downs that meet the requirements as are necessary to secure each part of the load, either by direct contact between the load and the tie-down or by contact between the load and dunnage; or (c) any other means that prevents a load from shifting or falling that is similar to and at least as effective as the means specified in clause (a) or (b). A tie-down or dunnage in contact with exterior, topmost items of a load and securely holding each interior and lower item shall be deemed to comply with the requirements for contact in clause (1) (b). If the load may shift in transit, the load must be blocked, restrained, or contained in such a manner that it will not shift in a forward direction when the vehicle decelerates at a rate of six metres per second per second or more and must be, (a) securely blocked or braced against the sides, sideboards, or stakes of the vehicle; or (b) secured by devices that conform to the requirements**
- b. A daily inspection of a Sierra Construction motor vehicle or trailer must include an inspection of every system and component listed in the applicable Schedule found in Ontario Regulation 199 and/or NSC Standard 13. A daily inspection must be adequate to determine whether there is a major or minor defect as set out in the appropriate daily inspection schedule. A daily inspection is valid for 24 hours and is to be updated on the log book in the mentioned Sierra Vehicle.**
- c. The above mentioned log/report completed when the daily inspection is completed must include any major and minor defects found during the inspection or, if none were found, a statement that no major or minor defects were found.**
- d. After a Sierra Construction truck driver has accumulated 13 hours of driving time in a day, the driver shall not drive again on the same day. After a driver has accumulated 14 hours of on-duty time in a day, the driver shall not drive again on the same day. A driver shall take at least 10 hours of off-duty time in a day. Off-duty time that is in addition to the mandatory eight consecutive hours of off-duty time may be distributed throughout the day in blocks of no less than 30 minutes each. The off-duty time shall be at least two hours and may be added to the mandatory eight consecutive hours of off-duty time but cannot form part of it.**

- e. All Sierra truck drivers shall keep a daily log each day that accounts for all of the driver's on-duty time and off-duty time for that day. An operator shall require every driver to keep a daily log. A driver is not required to keep a daily log for a day if the driver, (a) on the operator's instructions, drives a commercial motor vehicle solely within a radius of 160 kilometres of the location at which the driver starts the day; and (b) returns at the end of the day to the same location from which he or she started. All driver records, abstracts, licensing and logs will kept on file and updated as required by Ontario. Log books will confirm drivers are working under the maximum number of hours allotted by Ontario. All above records from employees and vehicles will be retained for a minimum of two years.**

XII. Transportation of Dangerous Goods

- a. All Sierra Construction employees before allowing a carrier to take possession of dangerous goods for transport, the consignor must determine the classification of the dangerous goods.**
- b. Before allowing the above mentioned carrier to take possession of dangerous goods for transport, the Sierra Construction employee must prepare and give to that carrier a shipping document or, if the carrier agrees, an electronic copy of the shipping document**
- c. All Sierra Construction employees must not offer for transport, transport, or import a means of containment that contains dangerous goods unless each dangerous goods safety mark is displayed on it**
- d. All Sierra Construction employees must not handle, offer for transport or transport dangerous goods in a means of containment unless the means of containment is designed, constructed, filled, closed, secured and maintained so that under normal conditions of transport, including handling, there will be no accidental release of dangerous goods that could endanger public safety.**
- e. All Sierra Construction employees must load and secure dangerous goods in a means of containment and must load and secure the means of containment on a means of transport in such a way as to prevent, under normal conditions of transport, damage to the means of containment or to the means of transport that could lead to an accidental release of the dangerous goods**
- f. All Sierra Construction employees who handle, offer for transport, or transports dangerous goods must be adequately trained and hold a training certificate or perform those activities in the presence and under the direct supervision of a person who is adequately trained and who holds a training certificate. An employer must not direct or allow an employee to handle, offer for transport, or transport dangerous goods unless the employee is adequately trained and holds a training certificate or performs those activities in the presence and under the direct supervision of a person who is adequately trained and who holds a training certificate.**

- g. In the event of an accidental release of dangerous goods from a means of containment, the Sierra Construction employee who has possession of the dangerous goods at the time of the accidental release must make an immediate report of the accidental release if the accidental release consists of a reportable quantity of dangerous goods or a reportable emission of radiation as described in the Table in Section 8.1 of the TDG Regulations. The report must be made to: (a) the appropriate provincial authority; (b) Sierra Construction Mangement; (c) the consignor of the dangerous goods; (e) for an accidental release from a cylinder that has suffered a catastrophic failure, CANUTEC at (613) 996-6666. In the event of accidental spill or release of dangerous goods, the employee must notify the Province of Ontario MTO immediately of the incident. Sierra Construction will document and keep record of any spills as well for a two year period.**

XIII. WHMIS

- a. At Sierra Construction, we will ensure that every worker who works with or in proximity to a controlled product is instructed in, (a) the contents required on a supplier label and workplace label, and the purpose and significance of the information contained on the labels; (b) the contents required on a material safety data sheet and the purpose and significance of the information contained on a material safety data sheet; (c) procedures for the safe use, storage, handling, and disposal of a controlled product; d) procedures for the safe use, storage, handling, and disposal of a controlled product when it is contained or transferred in, (i) a pipe, (ii) a piping system including valves, (iii) a process vessel, (iv) a reaction vessel, or (v) a tank car, a tank truck, an ore car, a conveyor belt or a similar conveyance; (e) procedures to be followed when fugitive emissions are present; and (f) procedures to be followed in case of an emergency involving a controlled product.**
- b. At Sierra Construction we shall ensure that every controlled product not in a container and every container of a controlled product, received at a workplace from a supplier is labeled with a supplier label. If a label applied to a controlled product or a container of a controlled product becomes illegible or is removed, an employer shall replace the label with either a supplier label or a workplace label.**
- c. If a controlled product that Sierra Construction receives is in a container from a supplier that is transferred to another container, we shall ensure that the other container has a workplace label.**
- d. A Sierra Construction employee who receives a controlled product from a supplier for use at a workplace shall obtain a supplier material safety data sheet for the controlled product.**

XIV. Electrical Safety

- a. All electrical work performed by Sierra Construction or their sub contractors shall permit only competent, qualified electrical workers to construct, install, alter, repair, or maintain electrical equipment. Only qualified electrical workers may enter electrical rooms and enclosures containing live parts.**
- b. All Sierra Construction employees shall be provided basic electrical safety training. Employees will be provided training on working safely with electricity, recognition of electrical hazards, prevention of electrical shock and arc flash, and recognition of electrical shock and arc flash hazard labels**
- c. Sierra Construction will ensure that electrical equipment shall be of a type and rating approved for the specific purpose for which it is to be used or intended.**
- d. Sierra Construction shall ensure that an electrical extension or power supply cord used for supplying energy to any electrical equipment: (a) is approved for the intended use and location of the electrical extension or power supply cord; (b) is fitted with approved cord end attachment devices that are installed in an approved manner; (c) is provided with a grounding conductor; (d) is maintained and protected from physical or mechanical damage; and (e) is plugged into an approved GFCI plug adapter or GFCI receptacle (if used in a damp location).**
- e. Sierra Construction shall mark/tag as unsafe and remove from service any equipment with damaged or defective electrical components that may render it unsafe for use.**
- f. When used outdoors or in a wet or damp location, portable electrical equipment shall be protected by an approved, CSA Certified, ground fault circuit interrupter.**
- g. It is Sierra Construction company standard that flammable material must not be stored or placed close to electrical equipment**
- h. Before any work begins on an electrical conductor or electrical equipment and during the progress of that work, Sierra Construction shall ensure that the electrical conductor or electrical equipment is isolated, locked out, and connected to ground. If it is not reasonably practicable to de-energize electrical equipment before performing electrical work, alternative hazard controls must be implemented and approved before electrical work begins.**

- i. At Sierra Construction, Personal Protective Equipment requirements within the arc flash boundary shall be determined by completing an arc flash hazard analysis. PPE must cover the entire body when working within the arc flash boundary. This may include arc flash suit with face shield, safety glasses, non-conductive head protection, and leather gloves and footwear. Rubber insulating gloves shall be worn for protection from electric shock due to inadvertent contact with an energized electrical conductor or circuit parts. For more information, please refer to CSA Standard Z462.**