



*Work Safe for **Life***



Contractor's Toolkit

RESOURCES TO HELP YOU COMPLY WITH

Occupational Health and Safety Act

Construction Regulations

Ministry of Labour inspections

WSIB audits

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- the *Occupational Health and Safety Act*
- Construction regulations
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This toolkit is designed to help contractors comply with the *Occupational Health and Safety Act* and the regulations made under the Act, including the points that Ministry of Labour inspectors frequently look for on construction projects. The information is intended as a general guideline only. Companies vary in the work they do and each project is different. Contractors will have to supplement and customize the information presented here to suit their specific company operations. The toolkit is also available at ihsa.ca where it can be downloaded for reference and reproduction.

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Health and Safety Policy and Program

Every company should have a health and safety policy and a program to implement that policy.

Ontario's *Occupational Health and Safety Act* requires companies with more than five employees to

- 1) prepare and review at least annually a written occupational health and safety policy
- 2) develop and maintain a program to implement that policy
- 3) post the policy at a conspicuous location in the workplace.

The policy is a one-page statement expressing senior management's commitment to health and safety. The policy by itself is not enough. You need a program too. The program assigns responsibilities, sets out specific requirements, and defines procedures to protect workers' health and safety.

Policy

The health and safety policy should be a straightforward statement of senior management's commitment to workplace safety and health. It should be broad enough to cover all aspects of the company's activities.

There are no hard and fast rules about what to include in a company policy. Sample policies are shown on the following pages. Create a policy that suits your firm and your views on health and safety.

Program

The program you develop to support your policy should address the basics required for safe, healthy work. This benefits your employees and your business.

As a general rule, the program should

- indicate how the policy will be implemented on site
- include written procedures and company practices regarding health and safety
- assign specific health and safety roles and responsibilities
- be reviewed and evaluated no less than once a year.

Policy and Program

Sample Policies

A

It is the policy of this company to perform work in the safest manner possible and in accordance with the *Occupational Health and Safety Act* and the regulations made under the Act.

Protecting employees from workplace injury and disease is our major continuing objective.

All employees must work in compliance with health and safety legislation and with the practices and procedures spelled out by this company.

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 health and safety procedures will be regularly reviewed. Violations will be recorded and addressed.

It is this company's policy to do everything possible to ensure that each employee works in a safe and healthy environment.

Signed _____ Date _____
company owner, president, or chief executive officer

B

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 _____.

company name

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 _____
company owner, president, or chief executive officer

C

The management of _____ is vitally interested in the health and
company name

safety of every employee. Our philosophy is that the well-being of our company depends on the health and safety of our workforce.

To enable us to keep our quality and production at the highest levels, we must ensure that the health and safety of our workforce is maintained at all times.

To achieve this goal, we shall endeavour to develop, implement, and evaluate our health and safety program to be as effective as possible.

At all times, employees must adhere to the requirements of the *Occupational Health and Safety Act* and the regulations made under the Act.

We will ensure the safest, healthiest workplace possible by requiring that all employees receive ongoing training in health and safety, by maintaining communications between management and staff, and by leading through actions rather than words.

The responsibility to ensure a safe and healthy workplace is everyone's responsibility, from the president to the newly hired employee.

Your assistance and support are needed and expected to protect the health and safety of our workforce, our clients, and our company.

Signed _____ Date _____
company owner, president, or chief executive officer

D

It is the policy of _____ that no job is so important that it cannot be
company name

done safely. Every reasonable effort will be made to ensure that the health and safety of our workers and our clients is protected at all times.

To achieve this objective, we require compliance with the *Occupational Health and Safety Act*, the regulations made under the Act, and the procedures set out in the health and safety program of

company name

Concerns or comments about any health and safety issue should be directed immediately to your supervisor for prompt and effective action.

As _____ of _____
owner, president, or chief executive officer *company name*

I give you my assurance that safety will not be compromised.

Signed _____ Date _____
company owner, president, or chief executive officer

Sample Responsibilities

An effective program must assign health and safety responsibilities for every level of employee. This helps to ensure that commitments made in the health and safety policy are implemented in the workplace.

The general duties of employers and other people in the workplace are outlined in the *Occupational Health and Safety Act*. Additional duties are specified in the regulations made under the Act, including the Construction Regulation (O.Reg. 213/91). Refer to the duties in the Act and regulations when assigning responsibilities to people in your workplace.

Among other provisions, the Act requires that employers provide workers with information, instruction, and supervision. Specific requirements for training are outlined in the regulations. All employees should be trained on their responsibilities and held accountable for meeting them.

The following lists include both required and suggested responsibilities for various workplace parties.

Company Owner, President, CEO

- ☐ Prepare and review at least annually a written company health and safety policy.
- ☐ Assign and review the development of a program to implement the health and safety policy.
- ☐ Provide the necessary resources to implement, support, and enforce the company health and safety policy and program in accordance with the *Occupational Health and Safety Act* and the regulations made under the Act.
- ☐ Promote the exchange of health and safety information with outside groups such as regional labour-management health and safety committees and trade associations.
- ☐ Meet all legal requirements for investigating and reporting critical injuries, accidents, incidents, occurrences, and other events.
- ☐ Conduct an annual health and safety review with project manager and superintendent.
- ☐ Cause a joint health and safety committee (JHSC) to be established and represent management on the committee.
- ☐ Attend at least one joint health and safety committee (JHSC) meeting at a project each year.
- ☐ Review site training plans for health and safety and ensure that adequate resources are available.

For more information, refer to the *Occupational Health and Safety Act* and construction regulations made under the Act.

Project Superintendent or Supervisor

- ☐ Implement, support, and enforce the health and safety program at the project level.
- ☐ Communicate with the president, owner, or CEO on Ministry of Labour requirements such as notice of project and notices of accidents and injuries.
- ☐ Review the site health and safety program with supervisors and subcontractors before they start work — identify responsibilities and promote cooperation.
- ☐ Oversee site planning and approve a site plan that covers access, traffic control, materials handling, storage, and sanitation.
- ☐ Prepare fire protection and emergency response plans.
- ☐ Review safe work procedures for the site.
- ☐ Direct accident investigations on site. Review and forward reports to head office.
- ☐ Ensure that site security and public way protection are provided.
- ☐ Identify special site hazards and outline appropriate safe work procedures and training. Create a job safety analysis (JSA) or job hazard analysis (JHA).
- ☐ Establish an on-site system for maintaining and processing injury reports, Ministry of Labour orders, WHMIS, inspection reports, and other administrative requirements.
- ☐ Coordinate health and safety functions (for example, safe work procedures and accident investigations) involving owner/client, subcontractors, and direct-hire personnel.
- ☐ Perform site inspections at least weekly.

Supervisor (Foreperson)

- ☐ Provide orientation for new crew members.
- ☐ Implement, support, and enforce the health and safety program at crew level.
- ☐ Conduct weekly health and safety talks available from various sources, including IHSA (*Safety Talks – V005*).
- ☐ Inspect health and safety equipment weekly.
- ☐ Review the tasks on the JSA or JHA with each crew member.
- ☐ Assist in incident investigations.
- ☐ Report health and safety problems to superintendent and correct hazards immediately where possible.

For more information, refer to the *Occupational Health and Safety Act* and construction regulations made under the Act.

Sample Responsibilities

- ☐ Inspect tools and equipment at least weekly and ensure proper maintenance.
- ☐ Inspect the work area for hazards prior to each shift.
- ☐ Ensure that housekeeping is done at least daily.
- ☐ Review MSDSs with crew before using hazardous materials.
- ☐ Review minutes of JHSC meetings, Ministry of Labour orders, and health and safety directives with crew.

Health and Safety Representative

A health and safety representative is required when the number of workers exceeds five and where no joint health and safety committee (JHSC) is required. IHSA offers a comprehensive training program for health and safety representatives.

- ☐ Inspect work areas weekly to identify any hazards.
- ☐ Report hazards and make written recommendations to supervisor or superintendent.
- ☐ Attend and participate in health and safety meetings on site.
- ☐ Help in reviewing and implementing the health and safety program for the project.
- ☐ Assist in accident investigation.

Joint Health and Safety Committee

A JHSC is required when there are 20 or more workers regularly employed on a project and the project is expected to last more than 3 months. Refer to *Guidelines for the Structure and Function of a Joint Health and Safety Committee* (B026), available from IHSA. On projects employing more than 50 workers and lasting more than three months, at least one management member and one worker member of the JHSC must be certified by the Workplace Safety and Insurance Board (WSIB). Certification training is available through IHSA.

- ☐ Meet once every two weeks or as otherwise agreed.
- ☐ Make written recommendations on health and safety matters to the superintendent or project manager.
- ☐ Assist in reviewing the site health and safety program.
- ☐ Help to implement and maintain the site health and safety program.

For more information, refer to the *Occupational Health and Safety Act* and construction regulations made under the Act.

- ☐ Review inspection and accident reports.
- ☐ Review reports from the worker trades committee.
- ☐ May assist in arbitrating enforcement issues.
- ☐ Periodically review JHSC membership to ensure that it fairly represents the workforce on site.
- ☐ Conduct a monthly inspection of the workplace.

Workers

- ☐ Work in accordance with the company health and safety policy and program, the project health and safety program, the *Occupational Health and Safety Act*, and the regulations made under the Act.
- ☐ Report hazards or unsafe conditions to their supervisor.
- ☐ Report all accidents, injuries, and near misses to their supervisor.
- ☐ Follow emergency response plans when necessary.
- ☐ Clean up their own work area at least daily.
- ☐ Inspect personal protective equipment (PPE) before use and report any defects or damage to their supervisor.
- ☐ Wear or use the equipment, protective devices, or clothing that the employer requires on site.

Worker Trades Committee

A JHSC must establish a Worker Trades Committee to assist it on all projects employing more than 49 workers and lasting more than three months. Members of the Worker Trades Committee must be employed on the project. Refer to *Guidelines for the Structure and Function of a Worker Trades Committee* (B028), available from IHSA.

- ☐ Identify hazards within their trades.
- ☐ Notify site supervisor and the JHSC of their findings.
- ☐ Make written recommendations to the JHSC.
- ☐ Meet as often as required by the JHSC.
- ☐ Assist in developing safe work procedures when appropriate.

For more information, refer to the *Occupational Health and Safety Act* and construction regulations made under the Act.

Sample Responsibilities

Subcontractors

A subcontractor is an employer who hires workers and is hired in turn by a contractor.

- ☐ Before starting work, ensure compliance with the project health and safety policy and program. Make it clear to employees that failure to comply can result in termination of contract.
- ☐ Provide training in the requirements of the project health and safety program.
- ☐ Coordinate all activities through the site superintendent.
- ☐ Provide, inspect, and maintain personal protective equipment (PPE) as required for direct-hire employees.
- ☐ Monitor site conditions daily.
- ☐ Record—and report where required as an employer—all injuries, accidents, and near misses.
- ☐ Clean up work areas at least daily.
- ☐ Conduct regular safety talks for employees—for example, *Safety Talks* (V005) available from IHSA.
- ☐ Provide site-specific training as required.
- ☐ Provide compensation and time necessary to employees who participate on the JHSC.
- ☐ Provide adequate facilities (toilets, wash-up, tool storage, first aid, etc.) for employees.
- ☐ Notify site superintendent of any lost-time injuries, medical aid cases, and reportable occurrences on the project.
- ☐ Cooperate in accident investigation and reporting.

For more information, refer to the *Occupational Health and Safety Act* and construction regulations made under the Act.

Rules

The Construction Regulation (Ontario Reg. 213/91) under the *Occupational Health and Safety Act* sets out minimum requirements for health and safety on construction projects. These form the basis for a construction company's health and safety rules.

Depending on your company's scope and operations, it may be necessary to supplement the Construction Regulation with specific rules to ensure a safe, healthy workplace.

Examples of health and safety rules appear throughout this toolkit. For instance, page 19 lists rules for the selection and operation of elevating work platforms.

Below are some guidelines for establishing health and safety rules.

- ☐ Rules should be stated in clear, easily understood terms.
- ☐ Rules are best expressed in positive terms.
- ☐ Where the intent is not obvious, reasons for each rule should be stated.
- ☐ Rules must be realistic and enforceable.
- ☐ Ideally the health and safety program should spell out rules for every level of employee.
- ☐ Rules should be available in writing to all employees. In addition, responsibilities and procedures regarding compliance and enforcement should be explained to all employees.
- ☐ Rules should be explained to new employees during orientation.
- ☐ Compliance with the rules should be considered a condition of employment. Repeat violators should be disciplined and discharged if necessary.
- ☐ Like the health and safety program, rules should be reviewed at least once a year or more often when necessary.

As a best practice, involve the joint health and safety committee (JHSC) or health and safety representative when formulating rules.

Sample Practices and Procedures

This section outlines practices and procedures for work and equipment common in construction. The information is offered as a general guideline only. As an employer, you will have to supplement and customize these practices and procedures to suit your company's specific operations.

Scaffolds

Responsibility	Item
Employer	Ensure that resources are available to accomplish the task safely and that the work is performed according to the company health and safety program.
Supervisor/Employer	Determine experience level of crew in erecting and using type of scaffold required.
Supervisor	<p>Determine weight of workers, tools, and equipment.</p> <p>Evaluate site conditions.</p> <p>Determine scaffold required for type and duration of work.</p> <p>Check for clearance from overhead powerlines and other hazards overhead.</p> <p>Determine tie-in requirements.</p> <p>Obtain drawings of all scaffold parts.</p> <p>Ensure that competent worker supervises scaffold erection and dismantling.</p> <p>Ensure</p> <ul style="list-style-type: none">• proper footings• inspection before use• workers trained in erection and dismantling• workers aware of hazards. <p>Make sure that workers</p> <ul style="list-style-type: none">• are equipped with fall-arrest equipment• are trained in its use, including inspection• wear and secure it properly• tie off while erecting and dismantling the scaffold• install all scaffold components, including guardrails.
Worker	<p>Obtain assembly instructions. Comply with instructions.</p> <p>Inspect scaffold parts for damage. Do not use any damaged or defective parts; report them to supervisor.</p> <p>Before erecting the scaffold, review</p> <ul style="list-style-type: none">• tie-in to structure• fall protection procedures• platform loading capacity as provided by supervisor or employer• assembly instructions• overhead hazards, including powerlines. <p>Wear fall-arrest equipment and tie off where there is any risk of falling.</p> <p>Don't overload the scaffold.</p> <p>Keep working level fully planked and clear of tripping hazards.</p>

For more information, refer to IHSA's *Construction Health and Safety Manual* (M029).

Confined Spaces

<i>Responsibility</i>	<i>Item</i>
Constructor	Have procedures in place to ensure that all employers and workers enter confined spaces in compliance with the <i>Occupational Health and Safety Act</i> , the regulations under the Act, and the constructor's health and safety program.
Employer	<p>The employer must develop a written program for confined space entry. It must be provided to the constructor and made available to subcontractors.</p> <p>Ensure that subcontractors and workers entering a confined space</p> <ul style="list-style-type: none"> • are adequately trained to do so • follow the employer's health and safety program. <p>Have procedures in place to</p> <ul style="list-style-type: none"> • notify the local utility of any work to be done in electrical vaults • identify confined space locations on site plan and determine work procedures required • obtain work permit from client in industrial settings if required and follow in-plant procedures • appoint a competent person to supervise confined space entry.
Supervisor	<p>Before work begins</p> <ul style="list-style-type: none"> • have a checklist or plan for entering the confined space that complies with the employer's health and safety program • review safe work permit, work procedures, and controls with crew • provide confined space training where necessary • arrange for atmospheric testing and monitoring of confined space • inspect and test respiratory and rescue equipment • identify confined space hazards • provide workers with equipment for atmospheric monitoring, rescue, respiratory protection, ventilation, spark- or explosion-proof work, two-way communication, and any other functions requiring special equipment • have a person with adequate knowledge, training, and experience carry out an assessment of hazards in the confined space—inspect rescue equipment, perform tests to ensure atmospheric levels are acceptable, and inspect PPE. • ensure that a worker trained in rescue procedures and cardiopulmonary resuscitation (CPR) is available outside the space when any worker is inside.
Subcontractors	Take responsibility for any confined space training and equipment required for employees.
Worker	<p>Comply with the <i>Occupational Health and Safety Act</i>, the regulations made under the Act, and the employer's health and safety program.</p> <p>Use all the equipment and follow all the procedures specified by management and supervision.</p>

A confined space is defined as a place

- that is partially or fully enclosed
- that is not both designed and constructed for continuous human occupancy, and
- where atmospheric hazards may occur because of its construction, location, or contents, or because of work that is done in it.

All three criteria have to be met before a space is defined as a confined space.

For details, refer to Ontario Regulation 632/05—Confined Spaces.

For more information, refer to IHSA's *Construction Health and Safety Manual* (M029).

Sample Practices and Procedures

Housekeeping and Storage

Housekeeping

Responsibility	Item
Constructor	Before work begins, determine contractual responsibilities for housekeeping with the general contractor, contractors, and subcontractors.
Superintendent	Plan and provide adequate temporary lighting, access routes, waste storage locations, garbage chutes, and garbage containers such as dumpsters. Assign and enforce responsibilities for keeping work and access areas clean.
Subcontractors, Supervision	Ensure all debris that might create a hazard is cleaned up. Arrange for work areas to be kept clean as required and for debris to be dumped in garbage containers for scheduled disposal.
Superintendent, Supervision	Conduct regular inspections as required to monitor housekeeping and to identify related hazards.
Supervisor	Review housekeeping problems and requirements as a specific agenda item in safety meetings with all workers.
Worker	Follow the cleanup and disposal procedures specified by supervisor.

Storage

Responsibility	Item
Constructor/Superintendent	When planning the site, include adequate storage areas and enclosures.
Subcontractors	Before job begins, establish storage requirements, delivery schedules, material safety data sheet (MSDS) precautions, and quantities for all materials.
Superintendent	At pre-job meeting, allocate storage and delivery areas and identify handling facilities and equipment available on site. Provide adequate lighting, security, and fire protection for storage areas.
Supervisor	Inspect regularly to ensure that material is stored <ul style="list-style-type: none">• to prevent tipping and collapsing• away from overhead powerlines• according to manufacturers' instructions. Inspect regularly to ensure that gas cylinders are stored according to regulations and that flammable liquids are stored in containers approved by the Canadian Standards Association (CSA) or Underwriters' Laboratories of Canada (ULC).
Worker	Follow procedures specified by supervisors, MSDSs, and the site storage plan.

Refer to *Whose Job Is It Anyway?* (FD019), the video on housekeeping and storage from IHSA.

For more information, refer to IHSA's *Construction Health and Safety Manual* (M029).

Traffic Control

Responsibility	Item
Employer	<p>Designate competent worker.</p> <p>Determine emergency plan/response.</p> <p>Ensure that supervision and workers are equipped with all the devices, vehicles, and equipment legally required for traffic control on Ontario roadways by the MTO's <i>Ontario Traffic Manual, Book 7 – Temporary Conditions</i> and the MOL's Construction Regulation (O.Reg. 213/91).</p> <p>Before the job begins</p> <ul style="list-style-type: none">• recognize and assess possible hazards.• obtain necessary local government approvals.• develop a written traffic protection plan based on the MTO's <i>Ontario Traffic Manual, Book 7 – Temporary Conditions</i>.• keep a copy of the plan on the project at all times. <p>Cover general traffic control and safety procedures in worker orientation.</p> <p>Prepare written traffic control instruction in a language the traffic control person understands and provide training.</p> <p>Plan for and issue all necessary traffic control equipment and materials, including personal protective equipment (PPE).</p>
Supervisor	<p>Review and modify traffic control procedures daily or as required for the protection of workers and the public.</p> <p>Ensure that the employer's program for traffic control is implemented and maintained.</p>
Worker	<p>Use all the equipment and follow all the procedures specified by management and supervision.</p>

For more information, refer to sections 67-69 of the Construction Regulations (O.Reg. 213/91)

Sample Practices and Procedures

Fall Protection

Responsibility	Item
Employer	Ensure that <ul style="list-style-type: none">resources are available to accomplish the task safely and that the work is performed according to the company health and safety programworkers are trained in fall protection equipment and follow the procedures specified for the task(s) to be done.
Supervisor	Ensure that, where required, every worker in the crew has appropriate safety harness, lanyard, shock absorber, and rope grab. Inspect safety harnesses at least once a month and replace any damaged components immediately. Check guardrails and covers of floor/roof openings daily to ensure they are installed properly and adequate for the situation. Identify fall hazards with the crew for each job. Identify anchor points to be used and configuration of lifelines or other systems. Ensure that workers are trained to use the equipment and follow the procedures specified for the task or project. Ensure that workers are using fall protection when working from ladders above 3 m. Look for ways to eliminate the fall hazards if possible.
Employer/Supervisor	Check on prior training and knowledge of new hires.
Supervisor/Workers	Keep debris and materials away from ladders and floor/roof openings or edges.
Worker	When guardrails must be removed temporarily <ul style="list-style-type: none">use fall protection equipment that is properly tied offalways replace the guardrail as soon as possiblerestrict access to the unguarded area temporarily. Inspect safety harness and attachments before each use and report any defects to supervisor. Report any new fall hazard to supervisor.

For more information, refer to sections 26 of the Construction Regulations (O.Reg. 213/91)

For more information, refer to IHSA's *Construction Health and Safety Manual* (M029).

Trenching and Excavation

Responsibility	Item
Employer	<p>Notify Ministry of Labour as required by sections 6-7 of the Construction Regulation (O.Reg. 213/91).</p> <p>Ensure that resources are available to do the job safely and that the work is performed according to the health and safety program.</p> <p>Arrange locates of possible underground services (gas, electric, telephone, water, etc.) at least two weeks before job starts.</p>
Supervisor	<p>Personally check that all locates are complete before excavating.</p> <p>Review soils report (if available) to assess need for shoring systems, trench box, etc.</p> <p>Ensure that excavator operator knows the location of all underground services in the area to be excavated.</p> <p>Comply with any restrictions stated on the locate report regarding machine excavating near buried utilities.</p> <p>Check for overhead powerlines that may pose hazards during excavation. Where necessary, arrange for de-energizing or other protection.</p> <p>Set up traffic control plan if necessary. Ensure that traffic control person is adequately equipped and trained.</p> <p>Ensure that shoring system, trench box, and ladders are in good condition.</p> <p>Ensure that workers are trained in installation and removal procedures for any shoring system that will be used.</p>
Supervisor/Workers	<p>Use trench box or shoring system if walls of trench can't be adequately sloped (depends on soil type—check regulatory requirements for different soils).</p>
Workers	<p>Do not enter or work in areas of the trench that are not properly sloped or that are outside the trench box or shoring system.</p>

For more information, refer to sections 222-242 of the Construction Regulations (O.Reg. 213/91)

Sample Practices and Procedures

Designated Substances

Responsibility	Item
Management	<p>Before entering into a binding contract, ensure that the owner has listed all designated substances on the project.</p> <p>When acting as the constructor, provide the required list of designated substances to prospective contractors and subcontractors before entering into a binding contract with them.</p> <p>If any designated substances are present on the site where work is to be done, ensure that supervisors are informed and that they enforce the appropriate safe work practices in affected areas.</p> <p>Maintain records of worker exposure to any designated substances.</p>
Supervisor	<p>Before starting work on a site where designated substances are present, review appropriate safe work practices with workers.</p> <p>Ensure that workers use appropriate personal protective equipment at all times, including respirators where necessary.</p> <p>If a designated substance is encountered unexpectedly (or is suspected) during the course of a project, stop work, remove workers from the area, and contact management immediately.</p>
Worker	<p>When working around designated substances, use the personal protective equipment provided by your supervisor.</p> <p>If you encounter a designated substance unexpectedly (or suspect you have encountered one) during the course of a project, stop work and notify your supervisor immediately.</p> <p>Do not enter an area containing designated substances unless you have been trained to work with or around such substances.</p>

“Designated substance” – a biological, chemical, or physical agent or combination thereof to which the exposure of a worker is prohibited, regulated, restricted, limited, or controlled. In Ontario some hazardous substances such as arsenic, asbestos, benzene, isocyanates, lead, mercury, and silica have been designated for special attention under specific regulations. Some of these regulations apply to construction; others do not. However, construction employers and workers should be aware of designated substances and take appropriate precautions when performing work in industrial or other settings where such substances may be present. Refer to the *Occupational Health and Safety Act*, section 30 and IHSA’s *Owner’s Duties: Designated Substances on Construction Projects* (W130).

For more information, refer to IHSA’s *Construction Health and Safety Manual* (M029).

Personal Protective Equipment (PPE)

Responsibility	Item
Management	<p>Ensure that workers wear</p> <ol style="list-style-type: none"> 1) CSA-certified Grade 1 footwear at all times on the project 2) CSA or ANSI standard Class E Type I or II head protection at all times on the project. <p>Provide CSA-certified eye protection.</p> <p>Provide any other PPE that is necessary to protect workers against the hazards to which they will be exposed.</p> <p>Provide training in PPE, including fall protection, for all workers and for any new hires starting work on a project.</p> <p>Keep records of workers trained in PPE and provide records to constructors when requested.</p>
Supervisor	<p>Ensure that all PPE used by workers on site meets CSA or other applicable standards under the Construction Regulation (O.Reg. 213/91).</p> <p>Include the inspection, maintenance, and use of PPE in worker orientation.</p> <p>Provide or arrange with management for any specialized training in PPE—for instance, respirator selection, fit testing, use, and maintenance.</p> <p>During job hazard analysis, identify any hazards arising from work or materials and make appropriate PPE available to all exposed workers.</p> <p>Ensure that workers understand that failing to use, or improperly using, any required PPE will result in disciplinary action.</p>
Worker	<p>Wear</p> <ol style="list-style-type: none"> 1) CSA-certified Grade 1 footwear at all times on the project 2) CSA or ANSI standard Class E Type I or II head protection at all times on the project 3) any additional PPE, such as gloves or eye protection, provided or required by your employer <p>Inspect PPE daily for wear and damage. Report any defective employer-supplied PPE to your supervisor so that it can be replaced.</p> <p>Wear fall protection equipment and tie off where guardrails or other protection is not in place and there is a risk of falling.</p>

Sample Practices and Procedures

Asbestos Awareness and Work Practices

<i>Responsibility</i>	<i>Item</i>
All personnel	Refer to <i>Designated Substance—Asbestos on Construction Projects and in Buildings and Repair Operations</i> (Ontario Regulation 278/05), here abbreviated as the “asbestos regulation.”
Owner	<p>Before arranging for work, an examination shall be carried out to establish whether any material that is likely to be handled, disturbed, or moved is asbestos-containing material, regardless if it is friable or not.</p> <p>An examination is not required if</p> <ul style="list-style-type: none"> • it is known that the material is not asbestos-containing material, or • it is already known that the material is asbestos-containing material, or • the work will proceed as though the material were asbestos-containing material. <p>Prepare a report</p> <ul style="list-style-type: none"> • indicating whether asbestos-containing material is present, or stating that the work is to be performed as though the material were asbestos-containing material • describing the condition of the material and if it is friable or non-friable • containing drawings and plans showing the location of the material. <p>Give prospective bidders a copy of the complete report before requesting tenders or contracting for any work.</p>
Constructor, Employer	<p>Where asbestos-containing material not identified in the owner’s report is discovered during work</p> <ul style="list-style-type: none"> • immediately notify—orally and in writing—an inspector at the Ministry of Labour office nearest the workplace, the owner, the contractor, and the Joint Health and Safety Committee, or Health and Safety Representative. • stop work until it is determined if the material contains asbestos OR • continue work as though the material contains asbestos and in the case of sprayed-on material, as though it contains a type of asbestos other than chrysotile. <p>Before starting a Type 3 operation or a Type 2 operation involving a glove bag,</p> <ul style="list-style-type: none"> • notify—orally and in writing—an inspector at the Ministry of Labour office nearest the workplace. • identify the location of the work, the nature of the work, the starting date, the expected duration, and the other information required in section 11(3) of the asbestos regulation.
Employer	<ul style="list-style-type: none"> • Provide workers with respirators and all the other protective equipment and clothing required by the particular type of asbestos operation being conducted. • Train workers in the health and safety procedures required by the particular type of asbestos operation being conducted. All workers who perform a Type 3 asbestos operation, and the supervisors of the operation, must be certified to do their work.
Worker	Follow all the procedures specified by the employer and use all the protective clothing and equipment provided by the employer.

For more information, refer to IHSA’s *Construction Health and Safety Manual* (M029).

Elevating Work Platforms (EWPs)

<i>Responsibility</i>	<i>Item</i>
Management	Ensure that resources are available to accomplish the task safely and that the work is performed according to the company health and safety program.
Supervisor	<p>Determine reach, capacity, and dimensions of equipment required to access work locations.</p> <p>Identify machine features required—regular or extendable platform? ability to rotate? boom type or scissor lift?</p> <p>Determine personal protective equipment required and provide emergency plan.</p> <p>Ensure that control panel lists operational limits regarding load, surface, outriggers, booms, and other conditions.</p> <p>Check for clearance from overhead powerlines and other hazards overhead.</p> <p>Verify that platform is designed by a professional engineer and meets applicable standards.</p> <p>Inspect platform and confirm that it's in good working order.</p> <p>Ensure that equipment is used and maintained according to manufacturer's manual and that manual is kept on the machine while it's being used.</p> <p>Train workers on specific class of machine to be used, as required by section 147 of the Construction Regulation (O.Reg. 213/91).</p> <p>Warn workers of any hazards on site.</p> <p>Ensure that</p> <ul style="list-style-type: none"> • maintenance log is up to date • machine is regularly inspected and maintained • workers board, operate, and move the machine safely. <p>Make sure that workers</p> <ul style="list-style-type: none"> • are equipped with fall-arrest equipment • are trained in its use, including inspection • wear and secure it properly • tie off whenever required.
Worker	<p>Receive</p> <ul style="list-style-type: none"> • training on machine to be used • training on fall protection • information on site hazards. <p>Be</p> <ul style="list-style-type: none"> • equipped with fall protection. • competent to operate machine, including knowledge of limitations regarding capacity, surface conditions, etc. • aware of site hazards, including overhead powerlines. • aware of other workers in the area. <p>Determine how to get machine to work area.</p> <p>Inspect machine before mounting and using it.</p> <p>Do not hoist material with the lift unless the lift is equipped with manufacturer-approved material racks.</p> <p>Report any deficiencies to supervisor immediately.</p>

For more information, refer to IHSA's *Construction Health and Safety Manual* (M029).

Sample Practices and Procedures

Supervisor Safety Meetings

Responsibility	Item
Management	Ensure that all supervision (site superintendents, forepersons, etc.) participate in the company's annual meeting. Assess supervisors' attendance at safety meetings as part of their yearly performance evaluation. During orientation for supervisors, explain requirements for meeting attendance. Ensure that records of all safety meetings, including safety talks, are received and kept at head office.
Supervisor	Attend the company's annual meeting. Attend all monthly supervisors' meetings held at the company office. Hold weekly safety talks on sites, using the topic provided by the company for that week. Record and submit attendance sheets for weekly safety talks to head office. When requested to do so, attend joint health and safety committee (JHSC) meetings on the project. Implement the Internal Responsibility System on the job by promptly responding to health and safety issues raised by workers, health and safety rep, or JHSC.

Vehicle Safety

Responsibility	Item
Management	Plan access routes, crane locations, delivery areas, storage areas, and other parts of site to facilitate safe traffic flow, usually in one direction only. Implement and monitor site plan and make any corrections necessary.
Supervisor	Designate approved parking areas on site. Where practical, establish drive-through zones. Monitor emergency access routes at all times to ensure that they are open and usable. Ensure that site vehicles are maintained in good working condition. Verify and authorize only competent operators. Designate and train competent signaller(s). Prohibit unauthorized riders on site vehicles and equipment.
Worker	Before operating your vehicle or equipment, do a circle-check. Get help from a designated signaller when you don't have a clear view of your path of travel, your load, or workers in your immediate vicinity. Keep clear of designated traffic routes. Report any concerns with site traffic to your supervisor.
Subcontractors	For vehicles and equipment, provide qualified operators and implement an inspection and maintenance program.

For more information, refer to IHSA's *Construction Health and Safety Manual* (M029).

Hoisting and Rigging

Responsibility	Item
Management	Ensure that resources are available to accomplish the task safely and that the work is performed according to the company health and safety program.
Supervisor	<p>During site planning, specify required reach and capacity for all lifting and hoisting operations.</p> <p>Identify overhead powerlines and other dangers to hoisting and rigging. Ensure that all workers follow the constructor's written measures and procedures to prevent equipment or the load from encroaching on the minimum permitted distance from an energized conductor.</p> <p>Identify soil stability or have it inspected where needed.</p> <p>Inspect—or designate a competent person to inspect—equipment and hardware weekly or more often as needed.</p> <p>Check periodically to ensure that</p> <ul style="list-style-type: none">• inspection and maintenance programs are being followed• equipment is regularly inspected and in good working condition. <p>Provide signaller when necessary.</p> <p>Ensure that</p> <ul style="list-style-type: none">• operators are licensed and fully qualified• riggers are competent• operators and riggers use personal protective equipment required• other workers are not endangered by lifting and hoisting operations.
Worker	<p>Obtain training required to</p> <ul style="list-style-type: none">• operate lifting and hoisting equipment• work as a signaller. <p>Inspect lifting, hoisting, and rigging devices before each use.</p> <p>Ensure that all equipment is in good working order.</p> <p>Inspect, maintain, and use personal protective equipment correctly.</p> <p>Before lift</p> <ul style="list-style-type: none">• be aware of hazards• secure load• know load weight and centre of gravity. <p>During lift</p> <ul style="list-style-type: none">• never exceed working load limits• never suspend load unattended• never swing load over workers• use taglines to control load• keep signaller within visual or voice contact at all times.

For more information, refer to IHSA's *Construction Health and Safety Manual* (M029) and *Hoisting and Rigging Manual* (M035).

Sample Practices and Procedures

Lockout and Tag

Responsibility	Item
Management	Ensure that lockout and tag procedures are established, followed, and maintained to protect workers.
Supervisor	<p>Before any work begins, identify all potential or actual energy sources on the project requiring lockout and tag.</p> <p>Apply your company procedure or follow the in-plant procedure—whichever is more rigorous.</p> <p>If necessary, develop a job-specific procedure for lockout and tag to meet any special conditions or hazards that may be present.</p> <p>Verify that energy sources are isolated before work begins on any system to be locked out and tagged.</p> <p>Identify workers deemed competent to conduct lockout and tag. Provide job-specific training for these workers. Equip them with company-approved tags and lockout devices and maintain inventory.</p>
Worker	<p>If energy source cannot be securely locked out, consult supervisor.</p> <p>For ready identification, use tags and locks approved by and issued by employer.</p> <p>Review circuit diagrams and process control schematics with supervisor or competent worker before locking out system.</p> <p>Obtain supervisor's approval before re-energizing any system and, where necessary, consult with owner as well.</p> <p>Make sure that all personnel are clear of the work area before re-energizing the system.</p>
Management Supervisor Worker	<p>For more information, refer to</p> <ul style="list-style-type: none">• Sections 181-195 of the Construction Regulation (O.Reg. 213/91)• <i>Electrical Utilities Safety Rule Book</i>• "Lockout/Tagout" training program from IHSA.

For more information, refer to IHSA's *Construction Health and Safety Manual* (M029).

Employee Orientation

Employees may be new to the site, new to the trade, new to the company, or new to construction. Any worker coming to a project for the first time should be considered a “new worker.”

Responsibility	Item
Management	Develop orientation checklist for new workers (see sample on next page). <ul style="list-style-type: none">• Review checklists completed and submitted by site supervisors.• Take action to rectify deficiencies.
Supervisor	Review items on checklist with new workers before they start work. Identify items of concern or requiring follow-up such as training in fall protection and WHMIS. Explain tasks so that workers understand what is required—comprehension is essential to health and safety. If necessary, assign the new worker to a competent worker to assist and ensure compliance with health and safety requirements during first few days on the job. Monitor performance and take appropriate action to ensure that worker can do job and identify hazards. If necessary, provide additional instruction. Provide orientation for sub-trade supervisors.
Worker	Listen to instructions and ask questions to ensure proper understanding. Inform supervisor of any concerns or special experience regarding work assignments. After completing orientation, confirm instructions or ask for clarification.
Subcontractor	Orient employees to ensure compliance with constructor’s policy and procedures.

For more information, refer to IHSA’s *Construction Health and Safety Manual* (M029) and the Training, Orientation, and Communications web page in the **Policy and Program Templates** section of IHSA’s website.

Sample Practices and Procedures

Employee Orientation Checklist

Orientation by: _____		Date: _____		
Employee Data				
Name: _____		Job title: _____		
Home address: _____		Date hired: _____		
Home phone: _____		In case of emergency contact: _____		
Workplace Orientation				
<i>With employee, reviewed</i> <input type="checkbox"/> Health and safety policy and program <input type="checkbox"/> Health and safety duties under the Act <input type="checkbox"/> Job duties <input type="checkbox"/> Fire protection equipment <input type="checkbox"/> Site-specific hazards _____ _____ _____		<input type="checkbox"/> First-aid facilities and first-aiders' names <input type="checkbox"/> Name of health and safety representative <input type="checkbox"/> Names of JHSC members <input type="checkbox"/> Reporting injuries <input type="checkbox"/> Reporting unsafe acts and unsafe conditions <input type="checkbox"/> Emergency evacuation <input type="checkbox"/> Right to know, participate, and refuse unsafe work <input type="checkbox"/> Other _____		
Health and Safety Procedures				
<i>With employee, reviewed</i> <input type="checkbox"/> Personal protective equipment (PPE) <input type="checkbox"/> Housekeeping <input type="checkbox"/> Proper lifting techniques <input type="checkbox"/> Restricted areas		<input type="checkbox"/> Material handling and storage <input type="checkbox"/> Safe operation of equipment, including inspection <input type="checkbox"/> Emergency response <input type="checkbox"/> Other _____		
Health and Safety Training				
Subject	Previously trained	Requires training	Training arranged	Training completed
WHMIS				
Asbestos				
Electrical				
Fall protection				
Working at Heights				
Confined space				
Traffic control				
Trenching				
Rigging and hoisting				
First aid				
Other				
Employee Acknowledgment				
As an employee of _____, I understand the requirement to work in compliance with the <i>Occupational Health and Safety Act</i> , the construction regulations, and the rules and guidelines included in the company health and safety program.				
Employee signature _____		Supervisor signature _____		

Maintain copy in employee file

Inspections

Supervisors, competent persons, and JHSC members can use this form as is or customize it for their site.

Weekly Inspection				
Completed by:		Site:		
Accompanied by:		Date:	Last inspection:	
Report				
Item	Comment	Area	Contractor	Action taken
1 Housekeeping				
2 Storage				
3 PPE				
4 Ladders				
5 Guardrails				
6 Scaffolds				
7 Other work platforms				
8 Fire protection				
9 Electrical				
10 Gas cylinders				
11 Stairs				
12 Public protection				
13 Lighting				
14 Machine guards				
15 Material handling				
16 Ventilation				
17 Traffic control				
18 Elevators				
19 Floor/roof openings				
20				
21				
Copies provided to:				

Health and Safety Representative

Section 8 of the *Occupational Health and Safety Act* defines the role and duties of a health and safety representative.

General Duties

The health and safety rep

- performs site inspections
- helps to mediate disputes over unsafe conditions
- may assist in investigating serious accidents
- confers with supervisors, workers, and Ministry of Labour inspectors when necessary.

Requirements

- The constructor must cause the workers on a jobsite to select at least one health and safety representative where the number of workers on the site regularly exceeds five.
- The selection must be made from among workers who do not exercise managerial functions.
- The selection must be made by workers or by unions representing them.
- The employer and workers must provide the representative with any information and assistance necessary to carry out site inspections.

Training

IHSA offers a training program called *Construction Health and Safety Representative*. The program is available in classroom or home-study format.

Participants learn how to be effective health and safety reps. This includes the ability to identify hazards and take action to protect workers on the job. Training covers

- legislation
- safety and health hazards
- the health and safety rep's role
- jobsite inspections
- communication
- accident investigation.

The classroom program takes a minimum of 35 hours over five days. The days may all be in one week or one day each week for five weeks. IHSA records participant attendance and issues a certificate to those successfully completing the program and the performance review. The maximum class size is 20.

Participants in the home-study version complete the program at their own pace. After completing the exercises, participants register for a performance evaluation. IHSA offers an optional review before each evaluation. Successful trainees receive a certificate.

Joint Health and Safety Committee

Section 9 of the *Occupational Health and Safety Act* defines the role and duties of a joint health and safety committee (JHSC).

Requirements

On construction projects where twenty or more workers are regularly employed for more than three months, a joint health and safety committee (JHSC) is required. The JHSC must include at least two members: one worker representative on the project and one management representative on the project, if possible. Worker representatives are selected by workers or trade unions; management representatives are selected by the constructor or employer.

Duties

Duties of the JHSC include the following:

- Identify situations that may be a source of danger or hazard to workers.
- Make recommendations regarding health and safety matters.
- Recommend the establishment, maintenance, and monitoring of health and safety programs.
- Obtain information from constructors or employers regarding testing of equipment or environments.
- Be present when such testing is conducted.

Certification

On projects where 50 or more workers are regularly employed for more than three months, the JHSC must have a minimum of four members. At least one worker member and one management member must be certified by completing a special training program.

Certification Training

IHSA's *Construction Certification* program consists of three parts:

1. *Construction Health and Safety Representative* (5 days) covers general health and safety for all workplaces (available in classroom or home-study format).
2. *Sector-Specific—Construction* (5 days) addresses issues unique to construction (available in classroom format).
3. *Simulated Hazard Analysis—Construction* (3 days) requires participants to perform a hazard analysis and health and safety profile based on jobsite videos and other information provided in a classroom setting.

Successful participants receive a certificate administered by the Workplace Safety and Insurance Board (WSIB).

A worker will be reimbursed for time spent in certification training if he or she is subsequently selected to be a certified member of a JHSC. Only worker certified members will be reimbursed. The WSIB reimburses the worker's union or employer, who in turn reimburses the worker. A worker can only be reimbursed once for certification training.

For more information, refer to IHSA's *Training Catalogue* (IHSA002) and online training schedule.

Management Orientation

Seminars

IHSA seminars allow contractors to gain practical information on accident prevention. Seminars benefit small- and mid-sized companies, especially those with an injury in recent years.

Seminars include

- Due Diligence
- Managing Health and Safety in Construction
- Hiring Construction Personnel

Contact your IHSA consultant to arrange for training.

Basics of Supervising

Owners of small companies and crew-level supervisors in larger companies will benefit from *Basics of Supervising*. IHSA offers this program in both classroom and home-study format. Successful participants receive a record of completion.

Topics include

- elements of supervising
- motivation and communication
- legal responsibilities
- health and safety programs
- site emergencies and incident investigation
- construction injuries and fatalities.

Contractor Safety Essentials

This one-day course demonstrates to owners and senior managers of construction firms that making more time for safety will not only prevent workplace injuries, but will also improve their bottom line and reduce their liabilities. It is aimed at owners and senior managers of small- to medium-sized construction firms.

Topics include:

- Improving your bottom line (hidden costs of an injury, etc.)
- Reducing your liabilities (contractor pre-qualification, etc.)
- Controlling the jobsite hazards (making time for safety, etc).

For more information, refer to IHSA's *Training Catalogue* (IHSA002) and online training schedule.

New Worker Orientation

The new worker may be new to the site, new to the trade, new to the company, or new to construction. Any worker coming to a project for the first time should be considered a “new worker.”

New hires must be told and, if necessary, trained and shown what is expected of them in

- work performance
- safe operation of tools and equipment
- procedures around hazardous materials
- proper use of personal protective equipment or clothing.

To help employers with new worker orientation, IHSA offers the following.

- *New on the Job* (FD043) – a video that can be shown as part of the employer’s program
- *Safety Talks* (V005) – more than 100 short talks from which contractors can select and deliver what their employees need to know
- *Training, Orientation, and Communications* – This webpage is located in the Policy and Program Templates section of the website under Tools and Resources (ihsa.ca/resources/training_orientation_communications.cfm). It contains helpful resources to help ensure that new workers have received proper orientation.

In addition to structured programs, IHSA can deliver information sessions on virtually any health and safety subject. These sessions provide basic facts and can be

- adjusted to the time and space available
- customized for different trades and sectors
- tailored to suit an employer’s specific requirements
- included in a contractor’s orientation program.

Health and Safety Legislation

For the *Occupational Health and Safety Act*, IHSA offers classroom training that is free to Ontario construction.

Occupational Health and Safety Act

The half-day program enables participants to identify the legislative requirements relating to their workplace. Topics include

- legal definitions and intent
- joint health and safety committees
- health and safety representatives
- work refusals
- workplace responsibilities.

For more information, refer to IHSA’s *Training Catalogue* (IHSA002) and online training schedule.

WHMIS (Workplace Hazardous Materials Information System)

Federal and provincial legislation requires employers to

- Develop and provide worker training in WHMIS.
- Ensure that workers are trained to apply the information.
- Supply all hazard information requested.
- Review the education program at least annually or more frequently if conditions at the workplace change or new information on a controlled product becomes available.
- Provide updates as new controlled products are introduced to the workplace.

To help contractors meet their WHMIS requirements, the IHSA offers the following.

- ❑ **WHMIS** – participants successfully completing this half-day program will be issued a record of completion. Topics include
 - the responsibilities of workplace parties
 - legislative requirements
 - information delivery
 - worker education and training
 - occupational health
 - hazard recognition, assessment, and control options.
- ❑ **WHMIS Update and Review** – a program for construction personnel who have taken WHMIS training. Upon successful completion, participants will meet the requirement for an annual review of WHMIS training. Also available online (ihsa.ca/training/elearning.cfm).
- ❑ **WHMIS Update Review Workbook** (M034) – ideal for contractors conducting WHMIS update training; includes review material, questionnaire, sample label, sample MSDS, and punch-out card to issue to employees upon completion of training.
- ❑ **WHMIS in Construction** (DS028) – This 86-page data sheet provides a comprehensive explanation of hazard symbols, labels, MSDSs, worker education, and other WHMIS requirements.

Note: Employers must provide additional WHMIS training tailored to the specific controlled materials and products which their workers may encounter on the job.

Incident Investigation and Reporting

Investigating incidents is an important part of preventing them.

Whether the incidents involve injury, property damage, or are only near misses, investigation can identify primary and secondary causes, the controls that should be applied, and the procedures that need to be implemented or modified to prevent a recurrence.

In some cases, incident investigation and reporting are required by law.

IHSA offers training and information.

Incident Investigation and Reporting – training program

Upon completion, participants will be able to conduct an incident investigation and prepare an accident or incident report based on their investigation.

Topics include

- securing and surveying the incident scene
- finding witnesses and conducting interviews
- information gathering and report writing
- determining causes and making recommendations.

IHSA will record participant attendance and completion of the performance review. Successful participants will receive a record of training.

Incident Investigation – (DS029)

This 60-page booklet shows how to conduct a thorough incident investigation, from securing the scene to preparing the report. Case histories provide an opportunity to apply the principles learned and record the results on a report form that can be used on the job.

Accident Investigation DVD – (FD052)

A simulated accident scenario illustrates a step-by-step procedure for accident investigation and the actions you can take to prevent a recurrence. 15 minutes. Colour.

For more information, refer to IHSA's *Training Catalogue* (IHSA002) and online training schedule.

Training

First Aid

Training is available from St. John Ambulance or an equivalent training provider. First aid requirements are outlined in Regulation 1101.

Personal Protective Equipment

IHSA offers training and information.

Working at Heights – Fundamentals of Fall Prevention

This one-day course addresses the basic fall-prevention information workers need to know to work safely in areas where they may be exposed to fall hazards. It covers

- common fall hazards
- fall protection and types of equipment
- working with ladders, scaffolds, elevating work platforms, and suspended access equipment
- related laws and regulations.

Construction Health and Safety Manual (M029)

This book includes a comprehensive chapter on PPE that covers head, foot, and eye protection; hearing and respiratory protection; fall protection; hand/skin protection and high-visibility clothing.

Asbestos

IHSA offers a half-day program called *Asbestos Work in Construction*. Upon completion, participants will be able to identify locations where asbestos may be present. They will also be able to locate sections of the asbestos regulation which deal with the classification of asbestos work.

Topics include:

- Asbestos uses and locations in construction
- Health hazards and controls
- Legislative requirements.

The program involves a slide presentation and video review. Each participant will complete classroom exercises and a review. Full attendance is mandatory. IHSA will issue proof of completion.

Note: This course does not qualify participants for Type-3 asbestos removal. Every worker and supervisor involved in a Type-3 operation must successfully complete the applicable Asbestos Abatement Training Program or programs approved for this purpose by the Ministry of Training, Colleges and Universities (MTCU).

For more information, refer to IHSA's *Training Catalogue* (IHSA002) and online training schedule.

Asbestos (continued)

IHSA offers two programs—one for workers and one for supervisors—to help people involved in Type-3 asbestos work to meet the training requirements of the MTCU. There are fees for these programs. The two courses are:

Asbestos Abatement Worker

All workers, including construction tradespeople, who perform Type-3 asbestos work as defined in Regulation 278/05 under the *Occupational Health and Safety Act* must successfully complete the in-school training component of the Ministry of Training, Colleges, and Universities (MTCU)-approved *Asbestos Abatement Worker* Training Program.

This course covers the mandatory in-school component of the program. Upon successful completion of the course, workers will be able to write the MTCU Asbestos Abatement Worker test administered by an MTCU-recognized Test Administrator.

All participants will be provided with a full-facepiece air-purifying respirator as part of the course fee.

Note: People who enter a Type-3 work area but do not perform Type-3 work are not required to complete the MTCU-approved *Asbestos Abatement Worker* Program, but the Ministry of Labour requires employers to provide such individuals with asbestos hazard-awareness training.

Asbestos Abatement Supervisor

Supervisors of those workers, including construction tradespeople, who perform Type-3 asbestos work as defined in Regulation 278/05 under the *Occupational Health and Safety Act* must successfully complete the in-school training component of the Ministry of Training, Colleges, and Universities (MTCU)-approved *Asbestos Abatement Supervisor* Training Program and pass the MTCU Asbestos Abatement Supervisor test.

The following are the mandatory prerequisites for the in-school training component of the Asbestos Abatement Supervisor program:

- Certification in the MTCU-approved *Asbestos Abatement Worker* program, and
- Completion of IHSA's *Basics of Supervising* course, or proof of completion of an equivalent formal construction supervisor course having a minimum duration of 16 hours lesson time.

The *Asbestos Abatement Supervisor* course covers the mandatory in-school component of the program requirements. Upon successful completion of the course, supervisors will be able to write the MTCU Asbestos Abatement Supervisor test administered by an MTCU-recognized Test Administrator.

For more information, refer to IHSA's *Training Catalogue* (IHSA002) and online training schedule.

Documentation

To meet legal requirements, a health and safety program must include documentation. For example, employers are required to

- have a written plan for emergency response
- keep records and submit reports of critical injuries
- post certain documents on site.

The following sections outline some points to consider regarding health and safety documentation.

Emergency Response Plan

An effective plan must include

1. hazard identification/assessment
2. emergency resources
3. communication systems
4. administration of the plan
5. emergency response procedure
6. communication of the procedure
7. debriefing and post-traumatic stress procedure.

Hazard Identification/Assessment

Identify hazards and assess potential risk by answering

- What can go wrong?
- What are the consequences?

Emergency Resources

Determine the resources available for the hazards identified and assessed. Verify that 911 operates in area. If not, make alternate arrangements. Maintain on-site resources such as fire extinguishers, spills containment equipment, and first aid kits. Outside help may be so far away that on-site resources are necessary, such as fire protection or ambulance/medical resources in remote areas.

Communication Systems

To relay accurate information quickly, reliable communications equipment must be used, procedures developed, and personnel trained. A backup system is a good idea in case the emergency destroys phone lines, for instance.

The type and location of emergency communication systems must be posted on the project. Emergency phone numbers and the site address/location should be posted beside all site phones. The poster Emergency Response (P103), available from IHSA, can be used to record this and other information.

For more information, refer to the *Occupational Health and Safety Act*, construction regulations made under the Act, and IHSA's *Construction Health and Safety Manual* (M029).

Administration of the Plan

The person in charge of administering and organizing the plan must ensure

- that everyone clearly understands their roles and responsibilities within the plan
- that adequate emergency resources are kept in step with the progress of the project
- that the plan is reviewed regularly and always after an emergency to correct any shortcomings.

Emergency Response Procedure

- Stay calm to provide an example to others.
- Assess the situation.
- Take command. Call emergency services and assign tasks to control the emergency, maintain order, and prevent panic.
- Provide protection to eliminate further losses, safeguard the area, control energy sources, protect victims, and preserve the accident scene for investigation later.
- Provide first aid and direct workers to a safe location.
- Maintain contact with emergency services, management, and any utilities involved.
- Guide emergency services to the emergency scene and explain any ongoing or potential hazards.

Communication of the Procedure

- Review with subcontractors, workers, and suppliers to ensure that it covers their activities.
- Review with owner/client in operating plants to ensure that hazards are identified and covered.
- Review with JHSC or health and safety rep on a regular basis to address new hazards or significant changes in site conditions.
- Post the procedure in a conspicuous location.

Debriefing and Post-Traumatic Stress Procedure

Emergency tasks may be handled by people who have seen fellow workers badly injured and suffering great pain. These people may need assistance to recover. In some cases professional counselling may be needed. For advice or counselling, contact the Ontario Association of Social Workers at 416-923-4848.

For additional information, refer to IHSA's *Emergency Response Planning* booklet (B030) or our *Emergency Response Planning DVD* (FD053).

Fire and Explosion Prevention

- ☐ From the start of the project, ensure compliance with local fire protection and prevention regulations, the company health and safety program, the *Occupational Health and Safety Act*, and the construction regulations made under the Act.
- ☐ Ensure that fire-fighting stations are in place and that fire extinguishers are inspected at least monthly.
- ☐ Ensure that fire routes are kept clear and in good repair.
- ☐ Regularly review the requirements for work with flame- or spark-producing tools and equipment. Ensure that such work is isolated from flammable or combustible material wherever possible.
- ☐ Ensure safe storage of flammable and combustible material and compressed gases.
- ☐ For service, repair, or other work in an existing plant, ensure that all workers comply with the owner/client's requirements for fire safety.
- ☐ Set up a fire brigade if project size warrants one.
- ☐ Post warning signs for all fire and explosion hazards.
- ☐ For all materials on site, including process materials, review MSDSs for any special firefighting precautions and provide necessary equipment and training.

Toxic Spills

- ☐ Anticipate chemical spills by having appropriate cleanup and safety equipment on hand.
- ☐ Paper towels and sponges may be used as absorbents, but this should be done cautiously. Appropriate gloves must be worn when cleaning up with towels. Sponges should be chemical-resistant.
- ☐ Commercial clean-up kits are available with instructions, absorbents, neutralizers, and protective equipment. Kits should be kept where spills may occur.

In the event of a spill:

- Attend to contaminated personnel.
- Alert workers in adjacent areas.
- Confine the spill and evacuate non-essential personnel.
- If spilled material is flammable, extinguish any sources of ignition.
- Secure appropriate cleanup supplies.
- During cleanup, wear appropriate personal protection.

If the spill constitutes a more serious hazard or involves the release of gas or fumes, contact emergency services and advise appropriate environmental agencies.

Critical Injury

Critical injuries are described in Regulation 834: Critical Injury – Defined. A critical injury

- places life in jeopardy
- produces unconsciousness
- results in substantial loss of blood
- involves the fracture of a leg or arm but not a finger or toe
- involves the amputation of a leg, arm, hand, or foot but not a finger or toe
- consists of burns to a major portion of the body, OR
- causes the loss of sight in an eye.

In the event of a critical injury, the employer must immediately notify

- a Ministry of Labour inspector
- the joint health and safety committee
- the health and safety representative, and
- trade union, if any.

Notification may be by telephone, telegram, fax, or any other direct means.

Within 48 hours after the critical injury, the employer must send a written report to the Ministry of Labour. The report must include

- the name and address of the constructor and the employer, if the person involved is a worker
- the nature and the circumstances of the occurrence and the bodily injury sustained by the person
- a description of any machinery or equipment involved
- the time and place of the critical injury
- the name and address of the person involved
- the names and addresses of all witnesses
- the name and address of any legally qualified medical practitioner by whom the person was or is being attended for the injury, AND
- the steps taken to prevent a recurrence.

Post on Site

Construction employers are required by law to have certain items posted in the workplace. The following must be posted:

- ☐ *Occupational Health and Safety Act* and Regulations for Construction Projects (the “Green Book”)
- ☐ Company health and safety policy and program
- ☐ Ministry of Labour (MOL) inspector’s orders and reports
- ☐ Emergency response plan
- ☐ *In Case of Injury* poster issued by the Workplace Safety and Insurance Board (P085 available from IHSA)
- ☐ *Health & Safety at Work: Prevention Starts Here* poster issued by the MOL
- ☐ MOL *Notice of Project* (Form 0175) if the project is valued at more than \$50,000 or falls under one of the other conditions in Section 6 of the Construction Regulation (Ontario Reg. 213/91)
- ☐ MOL *Registration of Constructors and Employers Engaged in Construction* (Form 1000) for every employer on the jobsite
- ☐ Address and phone number of nearest MOL office
- ☐ DANGER signs in hazardous areas
- ☐ Location of toilet facilities
- ☐ Valid certificate of first aider on duty
- ☐ Name, trade, and employer of (as applicable):
 - health and safety representative
 - each member of the joint health and safety committee.

For more information refer to the *Occupational Health and Safety Act*, construction regulations made under the Act, and IHSA’s *Construction Health and Safety Manual* (M029).

About IHSA

IHSA's vision is workplaces without injuries, illnesses, or fatalities.

We engage with our member firms, workers, and other stakeholders to help them continuously improve their health and safety performance. We do this by providing effective and innovative sector-specific programs, products, and services.

We offer

- Training programs
- Consulting services
- Health and safety audits
- Publications and e-news
- Posters and stickers
- Reference material
- A resource-rich website
- Solutions to high-risk activities
- Due diligence solutions.

Find out what we can do for you at ihsa.ca

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