BuiltRite Tech Inc. Health & Safety Policy Statement

We are committed to the prevention of occupational injury and illness to our employees. We recognize our responsibility to implement and maintain a safe and healthy work environment. Nothing is more important than the safety of those who work on our behalf.

A safe and healthy work environment can only be achieved through the cooperation, consultation and participation of everyone. Each of us must take an active part in ensuring our own safety and the safety of those who work around us through the elimination of hazards and the reduction of occupational health and safety risks.

Health and safety regulations provide a minimum safety standard. We are committed to meeting and exceeding this standard wherever practicable. To help achieve a high standard of safety, we hold our supervisors strictly accountable for providing the planning, direction and control of employees needed to maintain a safe working environment and ensure adherence to all safety regulations and policies.

We provide our employees with the training and equipment needed to work safely. We hold our employees accountable for applying this training and obeying the local government safety laws and our company's safety procedures.

Violence, harassment, bullying, and any form of discriminatory behaviour is illegal and will not be tolerated. Whether you are directly involved or merely an observer, you must report incidents that violate these policies to your supervisor immediately where it will be acted on swiftly and decisively.

We want everyone to go home as healthy as they arrived in the morning. By working together to make safety an integral part of production, we will ensure the safety of everyone.

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Elias F. Mancebo, President - Co-owner

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Allan Ortuño, Vice-President - Co-owner

June 23, 2024

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1. HEALTH AND SAFETY PRINCIPLES

1.1 THE INTERNAL RESPONSIBILITY SYSTEM

Workplace health and safety is built on the principle that safety is the responsibility of the people in the workplace; the employer, the Supervisor and the employee. Our safety is not the responsibility of government or consultants.

We are responsible for our health and safety.

1.2 RIGHTS AND RESPONSIBILITES

The Right to Know

You have the right to be trained in the hazards of the work and the workplace. You must apply that training and work safely at all times.

The Right to Participate

You have the right to participate in the safety of your work and workplace.
You must correct or report hazards.

The Right to Refuse

You have the right to refuse to do work or work in a place you believe is unsafe.
You must follow the Safe Work Procedures.
You must not take shortcuts or do anything unsafe or put yourself at risk.

1.2.1 RESPONSIBILITIES OF THE EMPLOYER

The Act, Section 25 and 26 including but not limited to, the following points:

1. Ensure that the equipment, material and protective devices used are inspected regularly and maintained in good condition.
2. Provide employees with the training and supervision needed to protect their health and safety.
3. Ensure that employees are supervised by a person who knows our work and the law.
4. Take every reasonable precaution for the protection of the employees.
5. Keep, maintain and make available to the worker accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed.
6. Provide written instructions and training of the measures and procedures to be taken for the protection of the worker.

1.2.2 RESPONSIBILITIES OF A SUPERVISOR

The Act, Section 27 including but not limited to, the following points:

1. Ensure an employee is familiar with all of the actual and potential hazards of the work and the workplace before the employee starts to work.
2. Ensure the equipment, materials and protective devices or clothing used are inspected regularly, used correctly and maintained in good condition.
3. Provide written instructions to the workers for the Safe Work Procedures.
4. Ensure that an employee works according to the law and Safe Work Procedures.

1.2.3 RESPONSIBILITIES OF AN EMPLOYEE

The Act, Section 28 including but not limited to, the following points:

1. Work in accordance with the law and the Safe Work Procedures of this company.
2. Correct or report a hazard immediately to our Supervisor.
3. No worker shall work in a manner that may endanger themselves or others, such as taking short cuts, the improper use of machinery, horseplay and practical jokes.
4. In the event of an injury, each worker must report the injury immediately to their Supervisor. This includes small cuts and abrasions. This is necessary to avoid infection and provides a record in accordance with Workplace and Safety Insurance Board regulations.
5. If something is unclear, ask your Supervisor questions before starting the job.
6. Make suggestions to improve health and safety.

Think Safety: Safety Comes First, Arrive Safe, Work Safe, Go Home Safe Rectangular - Floor Sign, Creative Safety Supply, 2021, https://www.creativesafetysupply.com/think-safety-safety-comes-first-arrive-safe-work-safe-go-home-safe-rectangular-floor-sign/.

2. ADMINISTRATIVE PROCEDURES

2.1 PERSONAL CONDUCT

2.1.1 Weapons, Violence

- Weapons of any sort are absolutely forbidden.
- Violence of any sort is absolutely forbidden.
- Weapons or violence will result in immediate termination.
- Fighting with, shouting at, swearing at and/or threatening someone is absolutely forbidden.
- Do not get into an argument with anyone or allow a situation to escalate to the point of potential violence or altercation. If you have a problem, walk away. Report it to your Supervisor. They will determine the course of action.

2.1.2 Harassment

- Harassment is defined as engaging in a course of vexatious comment or conduct which is known or ought reasonably to be known to be unwelcomed.
- Harassment is a course of conduct that is antagonistic or sexual in nature.
- Harassment of another employee is forbidden both during and after work.
- Harassment of another employee may result in suspension or termination.
- You must report harassment to Elias or Allan immediately.
- Elias or Allan will investigate and determine the appropriate action.
- Should you be experiencing harassment from or involving Elias or Allan or your Supervisor, report the harassment to a 3rd party.
- A reasonable action taken by Elias, Allan, a Supervisor or a Manager relating to the management and direction of employees, workplace or as it relates to the health and safety is not harassment.

2.1.3 Racism in the Workplace

Racism involves both the attitudes or beliefs held by an individual or group of people and the overt behaviour prompted by those attitudes or beliefs. Prejudice, discrimination, jokes, offensive language or overt behaviour directed against a person or people on the basis of their individual membership in a particular racial or ethnic group is racism.

Workplaces must be free from racism and discrimination of any kind. We can achieve a safe workplace by treating everyone with respect and dignity. Everyone wants to work in an environment where they can complete the work assigned to them based on their knowledge and experience and not based on their physical attributes or characteristics.

2.1.4 Fit for Duty

Fit for duty is a condition in which an employee's physical, mental and emotional state enables them to continuously perform assigned tasks safely. Coming to work fit for your duties ensures your personal safety and the safety of others around you. Suffering from emotional distress can affect your fitness for work.

- Physical requirements – physical demands (loss of strength due to injury, blurred vision, etc.).
- Mental requirements – fatigue/exhaustion can lead to you being lightheaded, lose focus, become more irritable and tired.
- Emotional requirements – emotional distress can be an outcome of many different scenarios. Some examples may include fighting with your partner, financial worries or the loss of a loved one. This may obstruct your ability to think clearly and act accordingly.
- Be well rested and be physically and mentally able to perform the work assigned to you.
- Inform your Supervisor immediately if you have reason to believe a co-worker is unfit for work.

2.1.5 Alcohol, Drugs, Prescription Drugs and Over-the-Counter (OTC) Drugs

Coming to work fit for your duties ensures your personal safety and the safety of others around you. Our installation work is safety critical and requires that all workers be free from the influence of drugs (prescription or otherwise) and alcohol, be well rested and be physically and mentally able to perform the work assigned to them. Suffering from emotional distress can affect your fitness for work.

You must inform your Supervisor of any prescription drugs, including the use of cannabis, which may cause potential impairment, affect alertness or coordination of movement.

Do not wear construction related clothing or safety equipment while under the influence of alcohol, drugs, prescription drugs, cannabis and/or OTC Drugs.

It is prohibited to:

- Be under the influence of drugs or alcohol.
- Have drugs or alcohol in your possession including in your lunch box.
- Consume alcohol or drugs during your working hours or on the job site.

The following disciplinary actions may occur as a result:

- You may be suspended or terminated pending the results of the investigation.

2.1.6 Safety Contraventions

- The act and regulations must be obeyed at all times. The Safe Work Procedures must be followed at all times. The Progressive Discipline Rules of Labour law apply.

2.1.7 Ministry of Labour

- Inspectors have a job to do. Answer their questions. Be polite. You can ask them questions, but do so politely. Do not argue. Elias or Allan can call The Safety Department of the GC.

- Never complain about what someone else is doing.

2.1.8 Safe Work Practice

1. **If it is not safe to work – STOP!**
2. **Make it safe yourself, or,**
3. **Report it to our Supervisor and wait until others make it safe for you.**

As an individual employed in Ontario, you have the ability and the responsibility of initiating a STOP WORK immediately, without being disciplined or punished by your employer if you believe a situation puts yourself, a co-worker, any equipment or the environment at risk or in danger.

Taking these actions is critical to the success of our company and contributes to ensuring the safety of everyone including you.

2.1.9 Sources of Safety Information

Infrastructure Health & Safety Assoc.	ihsa.ca
Min of Labour, Health & Safety	www.labour.gov.on.ca/english
Office of the Worker Advisor	www.owa.gov.on.ca/en

2.2 MENTAL AND EMOTIONAL HEALTH

Stress can be a big negative contributor to mental and emotional health and is normal in our day-to-day lives from deadlines at work, issues at home, financial concerns, or major life changes like declining health, moving home, or changes in relationships.

When stress becomes too overwhelming, it can affect our concentration and focus on work, it affects our ability to manage our emotions, and can negatively impact our relationships.

Understand that you need to take steps to reduce your stress so that it does not become a larger problem.

Managing your stress starts with healthy routines.

Eat healthy well-rounded meals daily which include fruits and vegetables.
Exercise regularly and participate in active hobbies which you enjoy.
Sleep at least 7-8 hours per night.
Being under the influence of alcohol can interfere with effective problem solving.
Take the time to properly deal with problems otherwise, they could become much worse.
Talk with trusted friends and loved ones. This helps work through emotions and lets others know that their support is valuable to you.
Accept the help of others, don't try to take on everything yourself.
If stress becomes too much, reach out for professional help through the guidance of your doctor or gain insight through resources such as books, courses, or workshops.
Be kind to yourself. Don't get caught in a cycle of negative thinking.

If you are in distress or need emotional support, call the Distress Center of greater Toronto at: 416-408-4357 or text 45645. If it is an emergency, call 911.

2.3 TRAINING

2.3.1 All Employees:

- Must complete Ministry of Labour *Worker or Supervisor Awareness* training *or* provide proof of training before they begin work.
- Must have *WHMIS* training.
- Must have current *Working at Heights* training.
- Must be trained in this Safety Manual at the beginning of their first day on the job site.
- Will be trained in the hazards of our work and in the job site hazards.
- Will start with the least hazardous work and progress as they learn.
- Will be given a site orientation during their first day on the job site.
- To be trained in site specific Safe Work Procedures.
- All equipment trainings must be refreshed every three years or before as defined by the training provider.
- Must carry proof of training with them at all times. Photos of training cards are acceptable.

2.3.2 Approved Trainings

All trainings must have a theoretical and practical assessment in order to be approved by the Ministry of Labour.

Online equipment trainings that do not have a practical skills assessment are not approved. Practical assessments determine a worker's competency in the subject matter.

A training certificate must include:

1. The name of the company provider.
2. A sign-off from the trainer.
3. The type of equipment used and model number.
4. Date the course was completed/date of expiry.

2.4 ON-SITE SUPERVISION

A Supervisor is required on site or is required to appoint a competent person as the Assistant Supervisor with Supervisory training and understands their responsibilities under the law, regardless of the size of the crew.

2.5 YOUNG WORKERS

**This information has been derived from the YMCA of Greater Toronto Healthy Adolescence Development Resource.*

Developmental Stage of Adolescence and Young Workers

- Adolescence is a stage in development when the brain is open to the learning of impulse control, analytic thought, relationships and communication. It can be a time of aggression and

quick anger, emotional mood swings, poor choices and miscommunication all of which are in part related to brain development.

- Researchers have found that sleep patterns of teens are different from both children and adults. When interacting with youth in the early morning, recognize that they may not be fully awake to the point that they do not fully hear you. Always check-in to ensure that instruction given first thing in the morning is being followed later in the day.
- Adolescents are just beginning to think about, analyze and use their experience in their thinking. Common sense is a learned sense. Common sense is developed when experiences are analyzed, learned from and when learning is generalized and applied to similar situations. With adolescence being in a prime time of learning, patience and empathy are needed. Judgement and wisdom take time to develop, this period of brain development and learning extends into emerging adulthood.

2.5.1 The Young Worker Buddy System:

- Always team them up with a "buddy". The buddy system allows the youth to interact with other adults and gain alternative feedback. When choosing a buddy for the young worker, consider someone who will demonstrate safe and healthy behaviours – a positive role model.
- Always have them start with the least hazardous work and progress as they learn.
- Discuss ways to reduce the risk of activities and talk about the outcomes of potential choices.
- Set clear boundaries and expectations. Provide fair and clear parameters.
- Consistently give positive, encouraging and constructive feedback. Listen in a non-judgmental way to any questions or concerns.
- Recognize unsafe situations or practices by the young worker and correct them immediately.

2.6 WHMIS (Workplace Hazardous Materials Information System)

- All employees must receive annual refresher for WHMIS training.
- Any chemicals decanted into a smaller container must have a workplace label affixed to the smaller container identifying:
  1. The name of the chemical (product identifier),
  2. The Signal Word,
  3. Precautionary measures.
- NEVER decant a chemical into a former food or drink container.
- The SDS are in the Job Box. The site office also has a copy.

Example of a workplace label.

2.7 WSIB – INJURY REPORTING

- All injuries, including non-critical or critical, **must** be reported immediately so that first aid or medical attention can be provided. All workers will be offered modified job duties suitable to the recommendations contained in the Functional Abilities Form (FAF).
- The Supervisor must report the injury to the site office immediately, or according to the requirements of the client.
- The injury must be reported to Toro's Health and Safety Department immediately.

2.8 FIRST AID

- A First Aid Kit is available in the Job Box. Ensure the First Aid Kit is in a weather proof container. Please use our First Aid Kit before you go to the site office for First Aid.
- We rely on the site office for eye wash and advanced First Aid.
- Inform Merabi or Gaga and a First Aid Representative of injuries, no matter how minor, when they occur. A minor injury may become worse if not properly treated in a timely fashion.
- A competent person shall inspect and restock First Aid Kits no less than every three months and mark the inspection card with the date of the most recent inspection along with the name and signature of the competent person.

2.9 EARLY AND SAFE RETURN TO WORK PROGRAM

- The law requires that employees participate in the Early and Safe Return to Work (ESRTW) Program.
- Participation in our ESRTW Program is a condition of your employment.
- Report all injuries to your Supervisor immediately. Seek First Aid from a certified First Aider. You must report any injury before you go home.
- Should you require advanced medical attention, the Supervisor will arrange transportation to a hospital, clinic or call 911 if required. Supervisor to complete the Form 7 and submit to WSIB.
- From the time the incident occurs, Elias or Allan has 72 hours to submit the Form 7 to WSIB.
- If you see a doctor, request a completed Form 8 along with the Functional Abilities Form (FAF) listing the modified job duties available to you and return to your Supervisor.

2.10 HAZARD IDENTIFICATION

- A hazard is anything that can cause harm, damage, or adverse health effects to people in the workplace. These hazards are ultimately derived from either an unsafe act (working off the top of a step ladder) or an unsafe condition (icy sidewalk).
- When a hazard is observed, report it immediately to the Supervisor. This way, the Supervisor can address the issue. The steps taken to eliminate the hazard are called corrective actions.
- It is both an employer's and Supervisor's legal responsibility to address these hazards in the workplace and an employee's duty to report them.

2.11 WORK REFUSAL (The Right to Refuse Unsafe Work)

This is one of your fundamental rights – the right to refuse to do work that you believe is dangerous for you or for anyone else on the site. You will never be criticized for refusing to do work that you believe is dangerous for you or anyone else on site.

With this right comes the responsibility to follow the law. The law says you must report your concern to your Supervisor before you talk to anyone outside our company.

Follow these steps:

1. Stop working when you think it is dangerous.
2. Report the dangerous condition to your Supervisor. The law says you must do this. This is also a condition of your employment.
3. You and the Supervisor should be able to investigate the dangerous condition in the presence of a Joint Health and Safety Committee (JHSC) member, a health and safety representative or a competent worker chosen by a trade union that represents the worker.
4. If you can't resolve the dangerous condition, Elias or Allan must be called immediately.
5. The Supervisor will give you other work to do until Elias or Allan arrives or you can stay in a safe place until a resolution is provided.
6. Someone can do the work you think is dangerous but must be told you refused to do it.
7. Elias or Allan will solve the dangerous condition with you.
8. If you and Elias or Allan cannot solve the dangerous condition, you have the right to continue to refuse to do the work. This is now a formal "Work Refusal".
9. The Ministry of Labour must be called. 1-877-202-0008.
10. Section 43 of the Occupational Health & Safety Act must be followed.
11. See "the green book" in our job box or the site office.
12. Violence and Harassment are also grounds to refuse to work.
13. The law protects you from being punished for refusing to do dangerous work.

2.12 HEALTH AND SAFETY REPRESENTATIVE

The Act, Section 8 including but not limited to, the following points:

- When the number of employees regularly exceeds five workers, Elias or Allan must ensure the workers select a health and safety representative who does not exercise managerial functions.
- This health and safety representative shall receive training to enable them to effectively exercise the powers and perform the duties of a health and safety representative.
- The selected representative must inspect the physical condition of the workplace once a month.
- The health and safety representative has the power to identify situations that may be a source of danger or hazard to workers and to make recommendations or report their findings to the employer.
- If Elias or Allan receives written recommendations from a health and safety representative, they shall respond in writing within 21 days.

2.13 JOINT HEALTH AND SAFETY COMMITTEE (JHSC)

The Act, Section 9 including but not limited to, the following points:

A JHSC is required at a workplace where 20 or more workers are employed. The JHSC has the power to assist in identifying situations that may be a source of danger or hazard to others and make recommendations for the improvement of the health and safety of the workers.

- In the event of an unsafe act or condition or a concern which affects your health and safety on the job site involving other trades or situations that are outside of our control, report the situation to the Site Superintendent and/or the JHSC member. Names of JHSC members are posted in the site office.
- Select a member of your crew to attend the site JHSC meetings to express any health and safety concerns associated with the job site.

3. STANDARD OPERATING PROCEDURES

3.1 INCIDENT REPORTING

All incidents including but not limited to, injuries, accidents, violence, and harassment, near misses, property damage and/or spills MUST be reported as soon as possible to the following parties: our Supervisor, the site office, and any member of the Toro field staff.

All injuries, including non-critical or critical, **must** be reported immediately so that first aid or medical attention can be provided. All workers will be offered modified job duties suitable to the recommendations contained in the Functional Abilities Form (FAF).

For the respect of the individual and the families involved in any injuries, incidents, accidents or near misses, do not post any information, pictures, film (video) or comments online or on social media platforms.

Complete the Incident Summary Document and the Injury Details Form.

3.1.1 MEDICAL AID NEEDED NOW – CRITICAL INJURY

The Act, Section 51

For the purpose of The Act and Regulations (R. 834) "critically injured" is defined as:

Injury of a serious nature that:

- Places a life in jeopardy,
- Produces unconsciousness,
- Results in substantial loss of blood,
- Fractured leg or arm but not a finger or toe,
- Amputated leg, arm, hand or foot but not finger or toe,
- Consists of burns to a major portion of the body, or
- Causes the loss of sight to an eye.

In the event of a critical injury:

1. Ensure breathing, control bleeding. Never move an unconscious person – except to save their life.
2. Call 911.
3. Call the Site Superintendent or the site office. They need to get the hoist ready and send someone to direct the ambulance.
4. Call Elias or Allan.
5. Do not disturb the scene; the Ministry of Labour must be called.
6. Supervisor: Put the Site Super and site office phone numbers in your cell phone.

Please reference Appendix B Critical Injury Flow Chart for further instructions.

3.1.2 MEDICAL AID NEEDED NOW – NON-CRITICAL INJURY

The Act, Section 52

- Get the person to a doctor immediately, call 911 if necessary.
- Never let the injured person drive themselves to the hospital.
- If 911 is called, site management must be notified.

3.1.3 FIRST AID

- Note the particulars in your First Aid Log.

3.1.4 PROPERTY DAMAGE/SPILL

- Hiding damage only makes everything worse later.
- Tell Elias, Allan or your Supervisor so it can be reported to Toro – they need to know.

3.2 EMERGENCY PLAN (Job Site Evacuation)

An emergency may require the evacuation of the job site. Leave the building quickly and meet our Supervisor at the designated muster point. **Everyone must be accounted for during a site evacuation.** Our Supervisor must inform site management that we are all out of the building.

3.3 EXTREME WEATHER

Plan ahead and stay informed. Weather systems can change quickly creating a hazardous environment from what were normal working conditions.

- If you can hear thunder, you are within striking distance of lightening. Seek shelter immediately and do not resume work until 30 minutes after hearing the last clap of thunder.
- High heat, subzero temperatures or wet conditions can take a toll on the body and accelerate fatigue and dehydration. Rest when you need to rest.
- High winds, rainstorms and blizzard conditions can send material flying off of the building. Ensure all equipment, tools, material, and any equipment mounted on wheels is properly secured.
    - *Equipment:* secure equipment by chaining it to the tool box. Alternatively, position it in an area away from any high wind potential.
    - *Tools:* properly store all tools in the tool box.
    - *Material:* use strapping on the end of windows to secure the group of frames together and pin the stack with a pressure post if posts are available on site. Bundle material together and store it away from high wind areas. No material can be stored within a foot of the safety fence.
    - *Equipment mounted on wheels:* apply the wheel lock and secure it to an anchor point if one is available. Otherwise, store the equipment away from any high wind areas.
    - All material on upper floors must be inspected at the beginning and end of each day.

3.4 COLD WEATHER AND HYPOTHERMIA

Hypothermia occurs when the body cannot produce more heat than it is losing. It does not take sub-zero temperatures for hypothermia to occur. Wet, windy or cold conditions can cause the body to lose its heat quickly and may lead to a life-threatening situation.

Prevention

Dress properly for the weather and seek shelter to warm up. Take breaks often to eat snacks and drink warm fluids. The body uses more energy to keep warm than to cool down. Use the buddy system to monitor each other for signs and symptoms of hypothermia. Adjust the pace of work according to the conditions.

Signs and Symptoms

- Overall shivering in your body or loss of sensation in your arms, legs or face.
- Tingling or loss of feeling in fingers or toes and difficulty using your hands.
- You may feel groggy or have difficulty understanding instructions or paying attention.
- You may lack coordination in your movement.
- Breathing may slow down or become restricted.

Take Action!

Get out of the cold and into a dry, warm environment. If you cannot change out of your wet clothing, use blankets to help the warming cycle. Drink a warm beverage but avoid alcohol or caffeine. Slowly warm your hands and feet. It takes time for the body to warm up and for the brain to return to a normal level of alertness.

⚠ **AVOID** rubbing the skin in an effort to speed up the warming cycle or using sources of high heat like hot water as this can damage the tissue of the skin.

3.4.1 HOW TO DRESS FOR COLD CONDITIONS

The Layering Principle

The key to keeping warm in cold conditions is dressing in layers. Choose clothing which wicks away moisture from the skin and helps keep body-warmed air trapped in the layers.

⚠ **AVOID** wearing cotton garments in your layering system for cold weather.

Base Layer - Moisture Wicking

This is the first layer next to your skin which should be lightweight and snug fitting to wick away moisture. This is the most important layer. Base layer fabric types may include merino wool, synthetics (polyester or polypropylene) or merino synthetic blends.

Mid Layer - Insulating

This is the insulating layer which traps the body heat in and continues to move moisture away from the body. Fabrics include fleece or wool. This layer should be roomy enough to allow for movement but still fit comfortably on the body.

Outer Shell Layer - Protection from the Elements

This is your final layer to protect you from wind and rain. It helps block the wind and repels rain or may do both. It should be breathable to allow the moisture to escape and roomy enough to fit over the other layers. Some shells have zippers under the armpits to allow for easy venting to cool down when overheating. Fabrics include nylon and polyester treated with a durable water repellant (DWR) finish or Gore-Tex membrane for breathability and water resistance.

Dress Properly for Cold Weather, *ShutterStock,* 2022, https://www.shutterstock.com/image-vector/cold-weather-layered-clothes-flat-vector-458523721.

3.5 HEAT STRESS – HEAT EXHAUSTION AND HEAT STROKE

During the summer months, it is imperative that everyone is mindful of the signs and symptoms of heat exhaustion and heat stroke, as well as the workplace procedures and responsibilities.

Heat stress occurs when the body's cooling system is overloaded. Hot temperatures combined with high humidity, high physical work, medical condition or medication and acclimatization can contribute to heat related illnesses such as heat exhaustion or heat stroke.

Prevention

Sufficient amounts of fresh, pure and potable water shall be available at all times. Water containers must be clean and a source of potable water must be readily available. Ensure water is as close as practicable to where employees are working.

⚠ **IMPORTANT:** Drink water often and do not wait until you are thirsty to drink. Cool-down and rest when you need to.

- Seek a shaded area and organize the work to avoid being in the direct sunlight. Supervisors to regularly check the weather conditions and adapt the schedule and tasks accordingly.
- Work/rest cycles – work requiring the most strenuous physical activity shall be scheduled for cool periods of the day (early morning). Scheduling of tasks will ensure that workers are rotated in a manner that allows for sufficient break periods in a cool or shaded area.
- Personal Protection Equipment (PPE) such as wearing sunglasses and sunblock is recommended. Choose lightweight, light coloured clothing that is loose fitting. Fabric such as cotton and linen are recommended.
- All workers shall have access to water. When working in areas with excessive heat, it is recommended to intake 250ml (one cup) of water per 20 minutes.

Signs and Symptoms

Heat exhaustion:

- High body temperature.
- Heavy sweating.
- Dizziness or lightheadedness.
- Headache.
- Nausea and vomiting.
- Muscle cramps.

Heat stroke:

- Hot, dry skin.
- Inability to sweat.
- Confusion or agitation.
- Slurred speech.
- Very high body temperature.

⚠ **DANGER:** Heat stroke requires immediate medical attention and may be fatal.

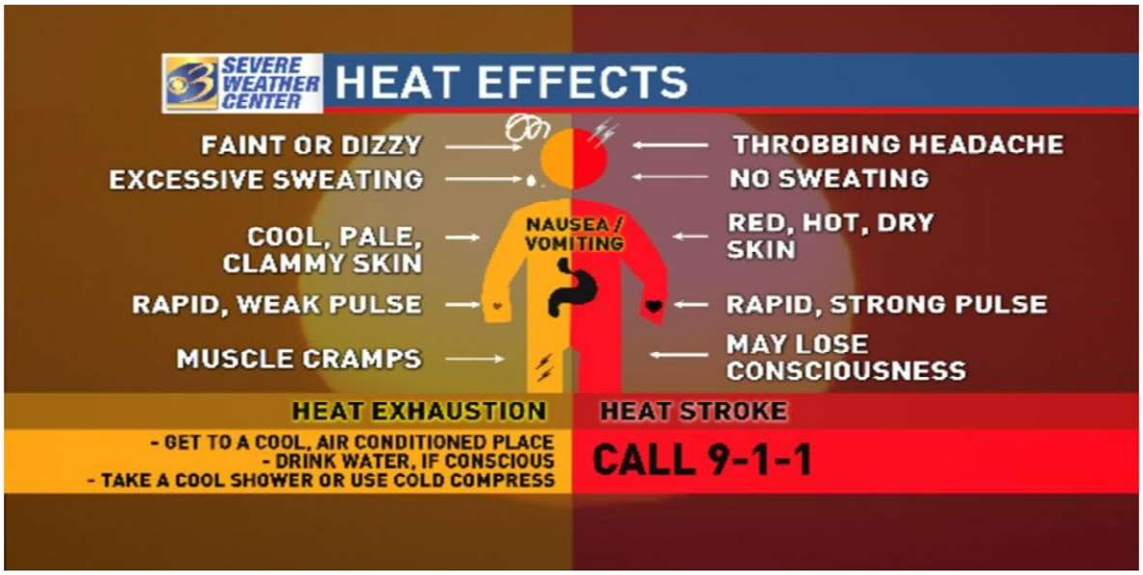
Take Action!

When the humidex is forecast to exceed 36°C, Supervisors to conduct a pre-shift meeting to review the signs and symptoms of heat exhaustion and heat stroke with the crew. Monitor each other for alertness and signs or symptoms of heat illness regularly.

Supervisors to allocate sufficient break times for workers to ensure they drink extra water. Use the buddy system with pre-determined checks on individuals who may be working alone. Monitor yourself for signs of dehydration.

Signs of dehydration:

- Feeling thirsty.
- Dark yellow and strong-smelling pee or not peeing very much.
- Feeling tired.
- A dry mouth, lips and eyes.



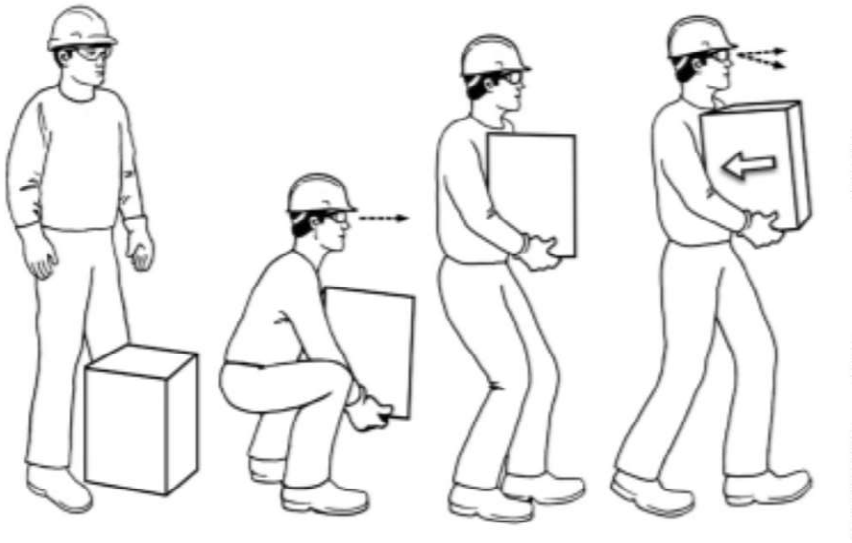
Heat exhaustion vs. heat stroke: knowing the difference is key to preventing illness. *News Channel 3,* Will Haenni, 2019, https://wwmt.com/news/local/heat-exhaustion -vs-heat-stroke-knowing-the-difference-is-key-to-preventing-illness.

3.6 ERGONOMICS

CAUTION: Any worker who has experienced back injuries in the past should not participate in the safe movement of the material.

When manually handling tools and materials remember to:

- Plan ahead to reduce the time handling material.
- Utilize dollies, hoists, pallet jacks, etc. when moving heavy objects that could place strain on the body.
- Get assistance from your coworker when lifting heavy material or awkward loads.
- Stretch your muscles before lifting heavy loads.
- Use proper lifting techniques.
    - Establish communication and coordination with your coworker before lifting and moving the load.
    - Lift from your knees, keep your back as straight as you can and use your stomach muscles when lifting and carrying material.
    - Keep the load close to your body.
    - Avoid twisting motions or awkward positioning.



IHSA (2019). *Chapter 8.* Construction Health and Safety Manual. https://www.ihsa.ca/rtf/health_safety_manual/pdfs/health/Back_Care.pdf

- Overexertion is spraining or straining a ligament, tendon or muscle occurs when the amount of exertion applied exceeds the capacity of the body parts doing the work. Many workplace injuries are a result of overexertion caused by lifting, pulling or pushing objects. In some cases, individuals will overuse one body part to make-up for the limitations of another body part.
- When you are in an awkward position, muscles operate less efficiently, and you exert more force to complete the task. The further the body bends, the less force you can apply to your tool.
- *Hand-Arm Vibration Syndrome (HAVS)* is a Musculoskeletal Disorder (MSD) related to the repeated and frequent use of vibrating tools (EX: power drills, aluminum saws, and hammer drills) which causes damage in the fingers, hands and arms.

Signs and Symptoms

- Bluish colouring of the finger tips.
- Finger tips become white after a cold or damp exposure (known as Raynaud's phenomenon).
- Numbness.
- Pain.
- Reduced sense of touch.
- Decreased grip strength.

3.7 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The following PPE are mandatory to be worn on all job sites:

1. Green tag (CSA) safety footwear. Choose a boot that ties above the ankle.
2. Hard hat and hard hat tether.
3. High visibility vests during overhead crane operations and where you may be struck by moving vehicles.



The following PPE are site specific or task specific:

1. Safety glasses are required where any drilling or cutting of material occurs.
2. Wear suitable gloves for the task at hand.
3. Hearing protection is required where the noise level exceeds 85 DBA. Use hearing protection when working with or near a hammer drill or an aluminum saw.
4. Face shield when cutting with saws and grinders.

General clothing guidelines:

1. During the summer wear long pants and a shirt with a sleeve that covers the shoulders.
2. During the winter wear layers for protection from the elements.

3.8 EQUIPMENT INSPECTION

- Fall Protection equipment inspection starts at the harness and works all the way back to the anchor point. The CSA logo/stamp must be legible, and the CSA number must be current as per the latest standard which can be found in the O. Reg. 213/91 s.26.1 (3).

- All Self Retracting Lifelines (SRLs) being used must be inspected prior to each use and be re-certified annually. Proof of certification must be available upon request by any governing body.
- Protect the CSA tags on your equipment.
- Any piece of Fall Protection equipment that appears worn, has abrasions, shows signs of discolouration, or is damaged in any way shall be removed from use.
- Complete a Fall Protection Equipment checklist daily.

⚠ Harnesses made by Workhorse (the brand) are prohibited.

Scissors Lift, Boom Lift, Cranes inspection requires a check of the operating controls and all things specified in the operating manual. Complete a daily equipment checklist.

Swing Stage inspection starts at one anchor point, works out the beam, down the cable, across the stage, up the other cable and into the anchor point. You must tie-back before starting a swing stage inspection. Only a 30-inch max. length shock absorbing lanyard can be used on vertical lifelines dropped from above. Complete a daily equipment checklist.

⚠ Never use damaged equipment. Report it to your Supervisor so it can be fixed.

3.9 HOUSEKEEPING

Housekeeping is important. Our work area must be kept clean. Coffee break and lunch debris must be cleaned up. Empty sealant or epoxy tubes and other installation litter must be cleaned up. Poor housekeeping attracts unwanted attention. Please do your part.

Ensure your material is well organized and protected from extreme weather.

3.10 FLAMMABLE LIQUIDS

1. Primers are flammable liquids.
2. Decant only what you need.
3. Put the lid back on the container as soon as possible.
4. Be sure you know where the nearest fire extinguisher is located.
5. Store flammable liquids overnight in a well-ventilated and secure area.

3.11 PROPANE, NATURAL GAS AND OTHER GASES

The use of propane shall be used in accordance with the OHSA, TSSA Regulations and Job Site specifications.

⚠ Those who handle, store, connect or operate propane or natural gas fueled devices must be trained and carry a record of training with them at all times.

Propane gas presents three hazards if misused:

1. High flammability and explosive potential.
2. Displacement of breathable air in confined spaces (also, being heavier than air, propane will collect in low areas).
3. Contact injury from accidental exposure to a substance under high pressure.

Gas storage and use

As per section 42 and 43 of the 213/91 Construction regulation:

1. A storage cylinder for compressed gas shall be transported, secured and stored in an upright position.
2. 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.
3. A spent storage cylinder shall not be stored inside a building.
4. No storage cylinder for propane shall be placed closer than three metres to a source of ignition or fire or as otherwise stated in section 42.
5. No more than one workday's normal supply of a flammable liquid shall be stored in a building or structure on a project unless it is stored as per section 43's requirements.
6. "DANGER" signs must be located in prominent locations and in sufficient numbers to warn workers of a hazard on a project.
   - A sign shall be at a means of access to a place where there may be a noxious gas, vapour, dust or fume, noxious substance or lack of oxygen.

https://www.seton.ca/no-smoking-danger-signs-danger-propane-no-smoking-or-open-flame-s0705.html#22663

Other Requirements:

1. Ensure proper ventilation in order to prevent the potential build up of carbon monoxide.
2. An approved 4A40BC fire extinguisher must be readily available.

CAUTION: Always handle compressed gas cylinders and their contents with extreme caution.

3. After using a compressed gas cylinder, ensure the valve has been closed.
4. Upon discovery of a gas leak from a cylinder, hose, valve or other connection, close the valve. If safe to do so, warn others, leave the area and notify the site office and your Supervisor immediately.
5. Consult with the site office for propane storage requirements.

3.12 TEMPORARY HEAT

The following precautions must be taken when using a fuel-fired heater:

1. You must have an adequate record of training (ROT) before you hook up and light a propane-fired heater.
2. A fuel-fired heating device shall be located, protected and used where there is no risk of igniting a tarp, or any similar temporary enclosure to it. It must not be located adjacent to combustible materials.
3. No fuel-fired heating device shall be used in a confined or enclosed space unless there is an adequate supply of air for combustion and adequate general ventilation. Ensure circulation of fresh air in the unit (open windows while working in a suite).
4. A fuel-fired heating device shall be protected from overturning and from damage.
5. No fuel-fired heating device shall prevent any means of egress.
6. If your fuel-fired heating device generates noxious combustion, it must be vented outside the building.
7. The fuel supply lines must be constructed, guarded and protected in a way that prevents damage.
8. A 4A40BC fire extinguisher must be readily available for use.
9. Upon discovery of a gas leak, leave the area and notify the site office and your Supervisor immediately. Shut the valve if safe to do so.

If other gases are required for use on-site, consult with the Toro Health and Safety Department and the Site Office prior to use to ensure all laws and regulations are being followed.

3.13 FIRE EXTINGUISHERS

- Every worker who may be required to use a fire extinguisher is to be trained in its use.
- A fire extinguisher is needed when using oil-fired or gas-fired equipment on-site (i.e., propane heaters, gas generators).
- Every fire extinguisher is to be a type whose contents are discharged under pressure; and have an Underwriters' Laboratories of Canada (ULC) rating of at least **4A40BC**.
- Fire extinguishers are to be protected from physical damage and from freezing.
- Fire extinguishers are to be inspected at least once a week by a Supervisor and once a month by a competent worker. Record the date of the inspection on a tag attached to it.

4. SAFE WORK PROCEDURES

There are two major hazards in our installation work:

1. A person falling.
2. Tools and material falling on a person.

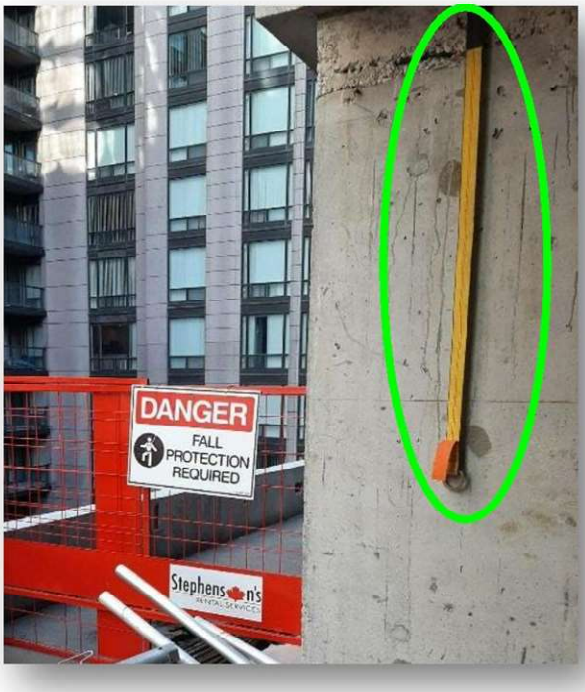
4.1 ANCHOR POINTS FOR FALL PROTECTION

- Your anchor point must be able to take a 1,800 lbs. (8kn) load to stop your fall.
- There are two types of anchor points: engineered and structural; nothing else is allowed.

4.1.1 ENGINEERED it was designed by a Professional Engineer and must be used according to manufacturer's instructions.

ONLY ONE PERSON per engineered anchor point.

- Your anchor point must be behind you. If not, you are exposed to a "swing fall".
- Anchor points provided by site: Safe-T-Strap, orange box and ring in the wall, roof anchor.



- Anchor points provided by you: temporary removable concrete anchor or door jamb bar.
- Follow the manufacturer's instructions, keep a copy of the manual in your tool box.
- Keep two removable anchors in your tool box so you have them if you need them.

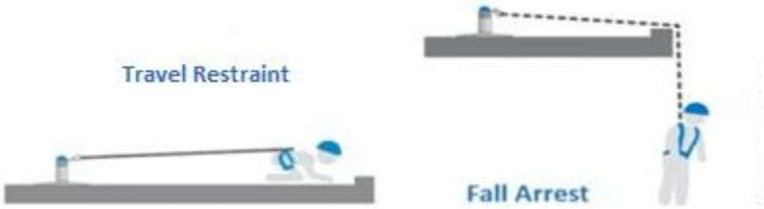
4.1.2 STRUCTURAL (The building itself)

- More than one person can tie back to a structural anchor point.
- A column. Your rope must be protected from sharp edges on the column.
- Holes (min. 6 in. apart) through the slab. Your rope must be protected from the slab edge.

DO NOT USE: anchor points made by other trades or left behind by other trades, damaged anchor points, any kind of pipe, pre-cast bolts or hoisting loops, or railing posts.

4.2 FALL PROTECTION

1. **Safety is everyone's responsibility.** Anyone not tied back within 10 feet (3 metres) of an open edge will be removed from site and be re-trained in Working at Heights. Anyone within eye line of a co-worker not tied back will also be re-trained in Working at Heights. Take care of each other and watch out for one another.
2. Always check each part of your fall protection equipment before using it. (Protect the CSA label on your harness and lanyard.) Each worker is required to complete a daily Fall Protection Equipment Inspection checklist.
3. Remember the difference between *Travel Restraint* and *Fall Arrest*. The law says you must be in Travel Restraint if possible. Keep your rope short.



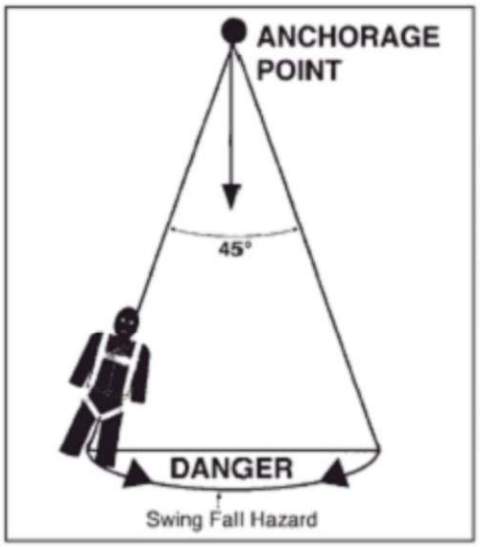
Best Safety Harness & Lanyard, *MTN Shop*, MTN Productions LTD, 2020, https://shopmtn.eu/blogs/news/checkmate-safety-harnesses-lanyards-are-essential-for-working-at-height.

4. Do not join two lanyards together. Get a rope and a rope grab.
5. Do not hook your lanyard directly onto a rope. Get a rope grab.
6. A window opening (punch out) is not a guard rail unless it is 36 inches (.9 m) high. You must tie back if the bottom of the window opening is less than 36 inches (.9 m) high.
7. You must tie back within 10 feet (3 metres) of any open edge. Check to see that your co-workers are tied back if they are within 10 feet (3 metres) of the open edge.
8. You must tie back if you stand on a bench or a ladder "near" a guard rail. "Near" means that you could fall over the safety fence if you fell off the ladder or if the ladder fell toward the safety fence.
9. Workers CANNOT be alone when using fall protection equipment at the open edge under any circumstances.

4.2.1 SWING FALLS

Tying back sideways to the edge creates "swing fall". If you fall, you will swing down and sideways like a clock pendulum. "Tying Back" means just that, tying BEHIND where you are going to work.

- Swing falls can be minimized by working as directly below the anchor as possible.
- Maintain a maximum angle of 22.5° to the left or right of the overhead anchor point.
- Move your temporary concrete anchor point as often as necessary to maintain a safe work zone and prevent swing falls.



4.2.2 SAFE WORK ZONE – EFFECTIVE WORK POSITIONING

1. Stand at your anchor point and look straight forward to the edge.
2. Hold your arms straight out sideways.
3. Bring your arms half way toward the edge.
4. Now bring your arms half of that distance toward the edge.
5. Look where your hands are pointing.
6. The area between your hands is your Safe Work Zone at the edge.
7. If you need to work to the left or the right of your Safe Work Zone, you have to move your anchor point.

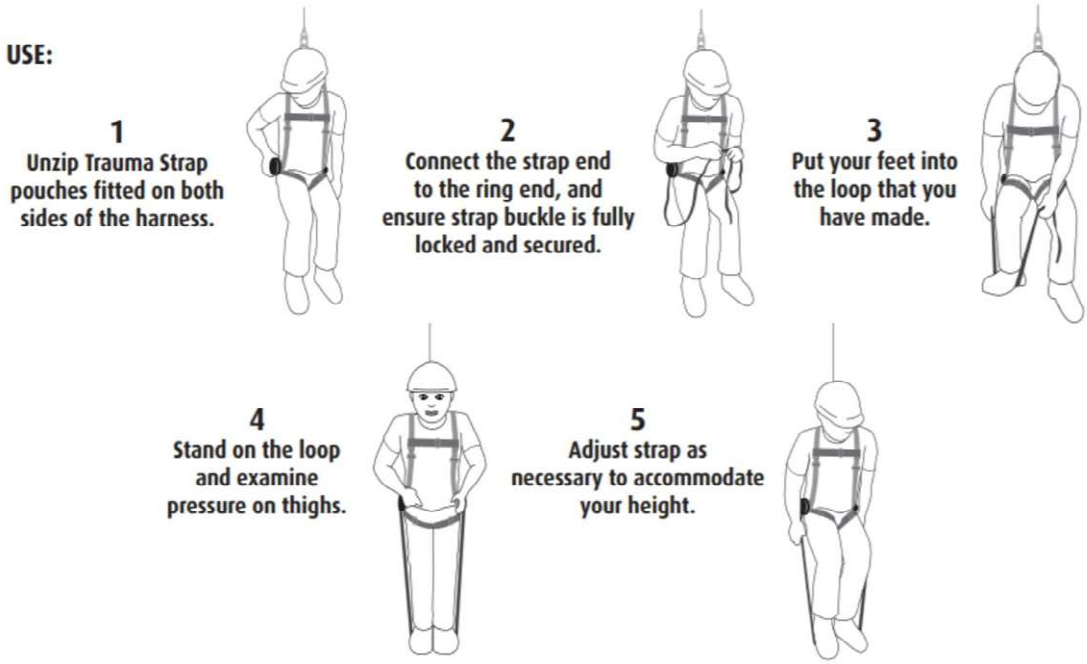
4.2.3 FALL RESCUE

Each worker must be equipped with **suspension trauma straps** attached to their harness when working at the open edge. Ensure the straps are in good condition by inspecting them daily. Each worker must review the manual for the straps, inspect the straps and have adjusted their straps to their height.

4.2.3.1 RESCUE SEQUENCE

Assess the Situation

a. Is the worker conscious?
   i. If yes, they must deploy their suspension trauma straps and step onto the strap to reduce the pressure of the harness on the legs and increase circulation/blood flow.
b. Can the worker's lifeline be pulled to a balcony?
c. Can the worker's lifeline be pulled to the adjacent suite opening?
d. Can you position a scissor or boom lift below to reach the fallen worker?
e. Can you reach the fallen worker with a ladder?
f. Can you deglaze (break) a window to access the fallen worker?
   i. Ensure area below is clear before breaking glass. Once the window is broken, clean the opening of glass shards to prevent further injuries during rescue.



Trauma Strap. Guardian Trauma Strap Manual, 2021. https://www.engineeredfallprotection.com/pdf/guardian-trauma-strap-manual.pdf

IMPORTANT: You must be able to perform the rescue within five minutes. Choose a method which works best for the situation. All workers involved in the rescue must don their fall protection equipment and tie-back before performing the rescue. Secure the area below the rescue.

If you think you can do it, tie-back. Do not risk your safety at the edge.

Performing a Rescue

1. Call 911 and notify the job site's Superintendent.
2. Ensure an extra lifeline (rope), rope grab and lanyard are available in the rescue access point. Ensure the lifeline is attached to a proper anchor point for the fallen worker.
    a. One worker to remain with the fallen worker and speak to them, reassure them regardless of their response. If they regain consciousness, advise the fallen worker to deploy their suspension trauma straps.
3. If the fallen worker is unconscious, at least two strong rescue workers will be needed. A ladder may be required to reach the fallen worker.
    a. Identify a third anchor point for the fallen worker and attach the extra fall protection equipment including: the lifeline, lanyard and rope grab.
    b. **Tie-back and maintain travel restraint.** Do not risk your safety at the edge.
    c. If the fallen worker is higher than arms reach, situate a ladder close to the edge where the worker is located.
    d. Attach the extra lanyard to the fallen workers D-ring.
    e. Workers on the slab edge get hold of the fallen worker to reduce tension on their lifeline while the worker on the ladder prepares to release the primary lanyard on the fallen worker or cut the lanyard to release the worker.
    f. Upon confirmation that the primary lanyard is set to release by the worker on the ladder, workers on the slab edge prepare to pull the fallen worker into the building.
4. If the fallen worker is conscious, explain the method of rescue.
    a. Get hold of the worker's rope and move the worker towards the rescue access point.
    b. Help the worker get their hands on the slab edge, building opening or balcony railing.
    c. Now help them get their arms over the slab edge, building opening or balcony railing.
    d. If possible, attach the secondary lanyard to the fallen worker's harness to assist in pulling them into the rescue access point.
    e. Then while the worker pulls on their lanyard, rope or building, reach down and pull their waist sideways up to the opening or over the balcony railing so they can get their leg up and roll onto the slab, into the building or over the railing.
5. In the event of an actual fall, safety fence is to be used to **secure the area** and block off access to the suite for the investigation to begin. Do not replace the safety fence at the edge. Do not remove anything from the scene.
6. In the event that glass is deglazed (broken) in order to access the fallen worker:
    a. Ensure the area below is delineated and glass will not rain down on other workers.
    b. Once the glass is broken, clean the window opening of shards of glass to prevent further injuries.
    c. Glass disposal – properly dispose of glass below the area and at the opening where the fallen worker was rescued.

Why go to the hospital? They may think they are not hurt but they could have internal injuries. They must go to the hospital to get checked out. Every fall must be reported to Elias or Allan and the Site Office. They must call the MOL.

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911 Rescue

If you don't think you can perform the rescue, **call 911 immediately.**

The Fire Department ladder truck can reach a worker up to the 7th floor.
The Fire Department has "High Angle" Emergency Rescue personnel readily available.

911 Rescue – Emergency Call – Crew Leader

1. Call 911 immediately.
2. Notify the Job Site Superintendent of the situation.
3. Say that a person is suspended in a harness.
4. Then say you need an ambulance to the address of the job site.
5. Ask the dispatcher to repeat the address back to you.
6. The 911 dispatcher will want you to stay on the line. Tell the dispatcher you must direct our rescue work and are giving the phone to another employee.
7. Tell that employee to stay on the line with the dispatcher.
8. Assign workers to show the fire department the way to the suspended worker.
9. Notify any Toro site staff.
10. Ensure the rescued worker receives immediate post rescue medical attention.

4.2.4 RESCUE DUE TO MOBILE ELEVATING EQUIPMENT MALFUNCTION

Assess the Situation

If the basket controls cease to function and the worker remains in the elevated basket:

- Can the scissor or boom lift platform be lowered from the base controls?
- Can a ladder be positioned to reach the worker?
- Is there another power elevated work platform in the area (scissor or boom lift) that can be used to rescue the worker?
  - Ensure an additional lanyard is available for the worker to maintain fall protection when transferring from basket to basket.
- Can the worker be accessed from the building by de-glazing a window?
  - Ensure fall protection equipment is available for the worker when transferring from basket to building.

*Should none of these options work, call 911 for a high angle rescue from the Fire Department.

If a worker falls out of the basket/off of the platform:

- Lower the platform to the ground using the controls at the base.
- If the platform cannot be lowered using the controls at the base, use a secondary power elevated work platform (scissor or boom lift) or ladder to rescue the worker.
    - Ensure an additional lanyard is available for the worker to maintain fall protection when transferring from basket to basket.
- If the worker fell from the scissor or boom lift, they must be checked for internal injuries by a doctor as soon as possible.

4.2.5 POST RESCUE

Medical Examination

1. The rescued worker may feel fine but have serious internal injuries.
2. The rescued worker must be taken to a hospital's emergency department.
3. Tell the attending paramedic that the worker may have Suspension Trauma.

Suspension Trauma

- A harness is not a tourniquet. A harness cannot cut off the blood flow to the leg.
- Being suspended in a harness makes it difficult for the heart to pump blood to the feet and back to the heart again.
- The blood cells in the feet and then the lower legs can run out of oxygen and die.

Reflow Syndrome

- After the worker is rescued and the circulation is restored through their feet and lower legs, the dead blood circulates through the body.
- Dead blood cannot carry oxygen.
- Blood without oxygen can cause a heart attack.

Treating Reflow Syndrome

1. Do not lay the worker down and do not allow the worker to walk around.
2. The worker needs to sit on the floor or ground with their back supported so they can lean back about 45 degrees and with their knees raised. This will put the worker’s head level in line with their knees.
3. Have the worker bring one knee in toward their face, then back at a moderate pace. Alternate with the other leg.

PPE Involved in a Fall Arrest

- In the occurrence of a reportable event to the Ministry of Labour, no personal protection equipment (PPE) can be removed from site until instructed to do so.
- The rescued worker's PPE cannot be used again.
- The best way to prevent reuse is to tag and bag the equipment and give the bagged equipment to the Supervisor. The Supervisor to place it in a secure area. The PPE must remain on site until an investigation has been completed.

Post-Rescue Documentation

The Supervisor must:

- Secure the area. The site must not be altered before an investigation is completed and released by the MOL Inspector.
- Take many photographs of the area. Photos help tell the story.
- Note all communication with fire, police, EMS and others involved.
- Record the names, phone numbers, addresses of the people involved along with what they were doing before the incident and what role they played.
- Record the weather, general site conditions and anything you think relevant.

Ministry of Labour – Reporting Requirements

- The site office must be notified immediately.
- Toro's site staff must be notified immediately.
- Notifying the Ministry of Labour is the Constructor's responsibility.
- We are required to make a report for the MOL if there is an injury (s. 51, 52).

4.3 SAFETY FENCE

- Check pressure posts to ensure they are secure before you remove the safety fence. Properly secure the posts according to your training before you leave site for the day.
- Do not take down more than two pieces of the safety fence at one time.
- Use your cart and the piece of fence to create a barrier behind your work.
- ALWAYS replace the fence before you leave the suite, even for “just a minute.”
- NEVER leave an open slab edge.
- Never rest your body weight or stack material on any part of the safety fence.
- Some sites require specialized training in safety fence removal. Check with the site office.

Edge Protection Systems, Impact Fence Rentals Inc., 2021, https://www.impactfencerentals.com/edge-protection-systems/

4.4 CARTS AND WHEELED STORAGE DEVICES

- The wind can move a cart. The wind can roll a cart over the edge.
- When using a cart, dolly, trolley or wheeled storage devices inside a suite, you must secure the cart or the wheeled storage devices safely before proceeding with installation. Apply the wheel lock and tether the cart, dolly, trolley or wheeled storage device to a fixed structure.
- Carts must be secured before any fence is taken down in a suite.
- Carts must remain secured at all times.
- At the end of the day, verify that the wheel lock is applied and secured to an anchor point if one is available. Otherwise, store the equipment away from any high wind areas.

4.5 DANGER SIGNS – WORK OVERHEAD

- The law requires warning signs "shall be posted in prominent locations and in sufficient numbers" wherever material and tools can fall on people below.
- Set out the DANGER – OVERHEAD WORK warning signs below your work area in the morning.
- Create an exclusion zone rectangle below your work with danger signs and danger tape.
  Join the signs to each other and to the building with red DANGER tape.
- Move your signs as your work progresses. One move at lunch is usually all it takes.

END OF THE DAY

- Put the signs away before you leave the site!
- Store the signs inside the building in a secure area. Lock them together to ensure other trades do not take them.
- Signs being left out in the same area can create false deterrents.
- Workers will not respect signs that are constantly observed in the same location when installation is not occurring above.
- You are responsible for your signs.

⚠ **REMEMBER:** Danger signs warn worker of a hazard on a project. If the hazard is no longer present, remove the signs and exclusion zone.

4.5.1 DANGER – FALL PROTECTION REQUIRED

- The law requires warning signs "prominently displayed" wherever people can fall.
- Put the DANGER – FALL PROTECTION REQUIRED warning signs at the entrance to the bay where you are working before you take down a guard rail.
- Stand a piece of fence with the sign to restrict access by others to your work.

4.6 MATERIAL RETENTION (Suction Cups and Handles)

⚠ **REMEMBER:** A suction cup on a window and a handle on a panel is your last chance to grab a window or panel that is getting away from you at the slab edge.

- All tools, material and equipment used when working at an open edge, punch out, on a balcony or from heights, must be secured (tied back, tethered, blocked or temporarily anchored) from dropping.
- For a window: dust off a spot on the glass, plant the suction cup.
  For a panel: screw on the handle.
- A falling window or panel can sail a long way out from the building. This is an accident that can kill. You can prevent it!

WARNING: Partially installed material cannot take a strong wind load. All material must be fully installed before you leave site for the day.

- Material that cannot be tethered, such as bolts and screws, should only be taken out on an as needed basis. Do not store extra material at an open edge, punch out opening, on a balcony or from heights.

4.7 TOOL TETHERING

People have been killed by falling tools.

- All tool tethers must be designed for their specific use and have a rated capacity that exceeds the weight of the tool.
- All tool tethers are to be used as per manufacturer's instructions.
- All tool tethers are to be inspected daily. Any tether showing signs of wear, abrasion, discolouration or damaged shall be removed from use.
- Tools **UNDER** 10lbs can be tethered to a person. Tools **OVER** 10lbs must be tethered to a structure.
- All tools used while working at heights must be tied back.
- Corded power tools should not be tethered by the electrical cord.
- Elimination first – if you don't need a tool, leave it in your tool box or secure it away from the open edge.
- Scissors lift, Boom lift and Swing Stage – all tools must be tied back when used at heights and kept in a crate or bucket when not being used.

4.8 WORKING ALONE

NEVER work alone at heights. Always use the "buddy system" when a fall rescue may be required.

- You must work with a partner who is not more than three floors above or below you and not more than three balconies to either side of you.
- There should always be at least one Supervisor present on site at any given time, with current Supervisor Awareness training.

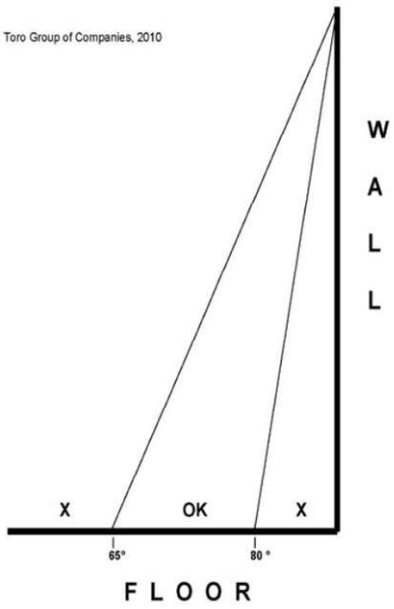
4.9 WINDOW STACKING

CAUTION

- Workers must maintain control of the window/panel during transportation from one area to the next until the window can be properly stacked and secured.
- Do not stack windows where other trades will need to move them to do their work.
- Do not stack windows with the ends sticking out beyond the shear wall. The wind can blow windows over if they stick out more than one foot (1') beyond a wall.
- Do not leave a window freestanding on its edge without the support of a worker.

Procedure

1. Stack the windows in groups from smallest at the front to tallest against the wall.
2. Lean windows against a wall at an angle of 65° to 80° (that is your boot length to hip height) with a floor to ceiling pressure post at the front of the stack to additionally secure the stack when practicable and available. See photo below.

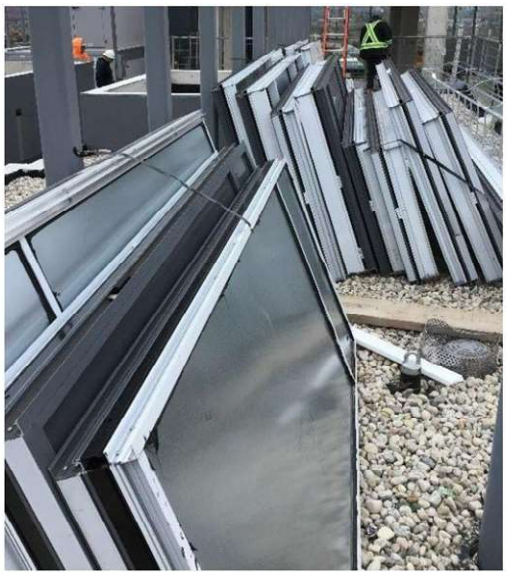


   a. Alternatively, where shear walls are not available, sandwich the windows together and pin them in place using multiple posts (minimum three posts per side) and use strapping material to join the ends of the window frames together.
3. Lean strips of trim and flashing into a corner or lay them down.
4. Do not lean strips of trim and flashing in an area where they may be exposed to high winds.

Securing the Stack

Once the windows are stacked and properly leaning against a concrete wall, high curb or structural building element use banding, tie-wire or angle brace to bundle the windows together when and where pressure posts cannot be used.

Windows that are being stacked and stored on the roof, terrace or are exposed to high winds, must have additional means of securement, such as the use of ratchet straps for bundling.



4.10 OVERHEAD WIRES

1. Where energized overhead electrical conductors (wires) are present around an active installation area, workers are to obtain a copy of the constructors written measures and procedures to familiarize themselves with the precautions taken to protect workers.
2. All work near energized overhead electrical conductors must have a site-specific safe work procedure.
3. The worker shall follow the written measures and procedures.
4. All workers should treat electrical conductors as if they are energized, until confirming with the site office. Workers are to report any utility that appears to be damaged to the Site office.
5. A legible sign visible to the operator and warning of the potential electrical hazard must be posted at the operators work location.
6. A competent worker, designated and trained as a signaler, shall be present during the active installation and have full view of the operator, electrical conductor and the vehicle/equipment and shall warn the operator each time any part of the vehicle, equipment or load may approach the minimum distance.
7. Workers should not come into contact with energized overhead electrical conductors that are rated for less than 750 volts.
8. Should equipment come into contact with an energized overhead electrical conductor, the operator must remain in the equipment until the conductor has been de-energized and it is deemed safe by the site to exit.

Item	Nominal phase-to-phase voltage rating	Minimum Distance
1	750 or more volts, but not more than 150,000 volts	3 m
2	More than 150,000 volts, but not more than 250,000 volts	4.5 m
3	More than 250,000 volts	6 m

4.11 WORKING FROM/WITH:

4.11.1 WORK PLATFORMS

- A proper work platform can be used when adjusting tops of windows and completing installation. Workers shall be using proper fall protection if they are exposed to a fall hazard while on the work platform.
- A work platform must be 18 inches in width and cannot be overloaded beyond the design capacity.
- Follow the manufacturer's specifications for use and limitations.
- The work platform must be situated on a level, unobstructed surface.

⚠ **DO NOT USE:** An overturned painter's pail, milk crate, saw horse and/or purchased work platforms which are not 18 inches in width.

4.11.2 SCAFFOLD OR BAKER SCAFFOLDS

1. All scaffolds must meet the requirements in the Construction Regulation (s. 126 – 135).
2. Close off your work area with danger signs and tape.
3. A competent worker trained in scaffold erection must lead the set up and the take down.
4. You must use two lanyards with large hooks during set up and take down so you are always hooked onto a scaffold frame and cannot fall to the floor or ground.
5. The platform must cover the full width of the scaffold working level.
6. You must use a ladder to climb on and off a scaffold platform.
7. A scaffold mounted on castors or wheels shall have the brakes applied when a worker is on the scaffold.
8. You must have a complete guard rail on a scaffold platform that is higher than 8 ft above the floor or ground.
9. You must hook up on the platform if it does not have a complete guard rail.
10. Complete the daily Fall Protection Equipment Inspection checklist.
11. A worker must never be on the Scaffold or Baker Scaffold when it is being moved.
12. A Baker Scaffold must be securely tied back when used at or near the open edge.
13. DO NOT dismantle or remove any parts of the scaffolding system without written permission from a professional engineer for any site-specific scaffolding.

4.11.3 SWING STAGES

- All swing stage work must have a site-specific Safe Work Procedure, risk assessment, rescue procedure and accompanying swing stage documentation for all equipment used.
- All workers must have up-to-date Swing Stage USER training cards with them.
- All swing stages must be secured to anchor points when not in use. All tools and materials must be removed from the stage.

4.11.4 SCISSOR LIFT OR BOOM LIFTS (Power Elevated Work Platforms)

1. All lifts and lift operators must adhere to the requirements in the Construction Regulation (s. 143 - 149).
2. You must have your training card with you when you operate scissors/boom lift.
3. You must not work alone while operating a lift in case of an emergency rescue. A co-worker must be present on site and must have valid training in power elevated work platforms.
4. You must read the operating manual before you use any lift.
5. Close off your work area with danger signs and tape.
6. Clear debris from your work area, then look around for holes in the floor or ground.
7. The scissors lift must not be able to drive off a slab edge (set up wheel blocks).
8. Look up for pipes, ducts and electrical wires.
9. Complete daily Fall Protection Equipment Inspection checklist for each operator.
10. Inspect the equipment, perform a circle check and complete the pre-start checklist including all of the operating controls. Keep the completed checklists with the lift.
11. Tie down when you get into the scissors or boom lift. Attach your lanyard to the designated anchor points when you get into the lift. Stay attached until you get out of the lift.
12. Do not by-pass safety switches and safety devices.
13. Keep your feet on the floor of the lift. The lift cannot be used as an anchor point if your feet leave the floor.

14. Do not hang anything on the outside of the lift. Do not overload the lift.
15. The basket of an elevated work platform CAN NOT be used as a crane/material hoisting device to lift or transport material by use of straps, chains or other securing devices.
16. Use the manufacturer's glazing brackets to lift windows and frames.
17. Check the retention straps on your tools as per manufacturing instructions. Tools must be tied back.
18. Stay a minimum of 3 metres (10 ft) away from high voltage wires to prevent arching.
19. Plan your work and work according to your training.
20. Lock your boom lift at the end of each day so that other trades DO NOT use the lift.

DO NOT drive the scissor lift with the basket raised.
DO NOT lend out any equipment to other trades without written permission from Toro.

4.11.5 SPYDER AND JEKKO MOBILE CRANES

1. Workers must provide written proof of training in the safe operation of the crane. DO NOT operate the crane without carrying proof of approved training.
2. All cranes and crane operators must adhere to the requirements in the Construction Regulation (s. 150).
3. The operator must review the crane manual in its entirety. Adhere to the safety precautions within the user manual, specific to the crane you are using, before use.
4. Inspect the equipment and complete the daily pre-start checklist. Keep the completed checklists with the crane.
5. A current annual inspection sticker must be visible on the crane. If any warning, caution, functional or informative stickers have come off the crane, replace it with a new sticker.
6. Conduct a pre-start coordination meeting with the Supervisor, crane operator, swamper/rigger and all crew members involved in the installation sequence.
7. Confirm the environment around the crane is safe for work before starting the engine, including being aware of any high voltage wires in the area.
8. Do not operate the crane if the winds are blowing greater than 35km/hr.
9. A fire source, such as smoking a cigarette is strictly prohibited during inspection, refueling and operation.
10. When starting the engine in a small, limited area or indoors, open the windows and doors for improved ventilation.

Poor ventilation may cause exhaust gas (carbon monoxide) poisoning.

11. Make sure that the ground on which outriggers of the Spyder crane are to be set up on is solid and firm. When setting up the outriggers on an unleveled ground or on a slope, be sure to place a support (such as a plank, steel plate, etc.) under the outrigger foot flanges to keep the crane level.
    - When the crane is to be operated on a soft ground, take the same measures to prevent the outrigger foot flanges from sinking into the ground when material is lifted up.
    - In normal crane operation, be sure to set up the crane level with the outriggers fully extended.

12. Make sure that the Jekko or mini crane is positioned so that it cannot roll off the building by ensuring wheel blocks are in place, situated away from the edge.
13. Clear communication is essential. The crane operator and the swamper/rigger must have voice contact.
14. A swamper/ rigger must be with the crew handling the frame or glass when flying and landing.
15. Designate a clear and secure area for the rigging and hoisting of the material.
16. Any workers not involved in the safe handling of the material shall remain out of the path of travel during the hoisting. Do not stand under the suspended load.
17. A site-specific Safe Work Procedure will indicate the max weight of the material being lifted.
18. Always refer to the rated load chart and working range chart when extending the boom.
19. The swamper/rigger directs the crane operator to begin the lift. Operate each lever slowly and smoothly. An abrupt crane operation while a load is being lifted up gives an excessive shock to the crane which may cause the crane to be damaged.
20. When the material is lifted off the ground, stop lifting it temporarily to ensure the load is kept balanced, the crane maintains its stability and the rope slinging up the material is positioned properly.
21. For clarity, the swamper/rigger and the crane operator are in complete control of the lift from the moment the crane starts the lift until the material is situated at the installation location.
22. When paying out the wire ropes, be sure that more than 3 turns of rope must always be left on the drum.
23. Stop the crane operation when the hydraulic oil temperature exceeds 176 °F (80 °C). Oil temperature is apt to rise easily if repeated operation of winding up/down of the hook, especially if a high lift, is carried out.
24. When storing the crane for long periods of time, store it indoors where it will not be exposed to the elements.

REMINDER: If any other trades are using any Toro equipment without written permission, please contact a Toro site staff immediately.

4.11.6 GLASS LIFTING MACHINE (SmartLift)

1. Workers must provide written proof of training in the safe operation of the machine. DO NOT operate the machine without carrying proof of approved training. Training can be completed through Up and Down Lifting Solutions.
2. All glass lifting machines and the operators must adhere to the requirements in the Construction Regulation (s. 150).
3. The operator must review the user manual in its entirety. Adhere to the safety precautions within the user manual, specific to the model you are using.
4. Inspect the equipment and complete the daily pre-start checklist. Keep the completed checklists with the machine.
5. A current annual inspection sticker must be visible on the machine. If any warning, caution, functional or informative stickers have come off the machine, replace it with a new sticker.
6. Confirm the environment around the machine is safe for work before starting the engine, including being aware of any high voltage wires in the area.
7. Discontinue use of the machine should temperatures reach below - 10 C.
8. Do not operate the machine if the winds are blowing greater than 35km/hr.

WARNING: Refer to the user manual which provides an indication of how to consider wind impact. It is the operator's responsibility to assess the other environmental and physical factors and to determine whether it is safe to operate or not.

9. When both driving and handling objects, the machine must be set up on a solid surface.
10. Never stand below the machine when it is moving up or down a slope.
11. Do not operate the machine in areas where there is risk of explosion.
12. If the machine loses vacuum, the load must immediately be lowered and placed on a solid surface.
13. When driving the machine to the installation location, the support legs must be deployed and locked.
14. Designate a clear and secure area for the rigging and hoisting of the material.
15. Any workers not involved in the safe handling of the material shall remain out of the path of travel during the hoisting. Do not stand under the suspended load.
16. A site-specific Safe Work Procedure will indicate the max weight of the material being lifted.
17. Always refer to the rated load chart and working range chart when extending the boom.
18. The suction cups should be adjusted to fit the object, while the distance between the suction cups must be as great as possible.

WARNING: **Never lift dirty, dusty, greasy or wet objects. Never use the machine to lift items that are not airtight.**

ATTENTION: An alarm signal sounds until sufficient vacuum has been achieved.

19. Keep the object as close to the surface and to the machine as possible during transportation.

20. **Before the load is lifted,** the yoke must be centered relative to the load's center of gravity. If it is not centered, there is a risk the load will be pulled off the suctions cups and the machine will tip over.
21. Any workers not in involved in the safe handling and movement of the glass shall remain out of the path of travel during the hoisting of the glass and ensure a clear path to exit should the glass release from the vacuum lifter.

Battery Charging

WARNING: Using and charging the machine at the same time is forbidden. This will damage the charger and batteries.

22. Charging must take place somewhere with good ventilation.
23. Charging can never take place in a location where there are sparks, flames or smoking.
24. The machine must be switched off at the main switch before charging.

CAUTION: The machine's batteries contain acid.

25. If the machine tips over, there is a risk that battery acid will leak out.
26. If skin or eyes come into contact with battery acid, rinse them with plenty of clean water and consult a doctor.

4.11.7 POWER GRIP / VACUUM LIFTERS

This section only covers the general use of power grips. Any work requiring a power grip must be accompanied with a site specific Safe Work Procedure

1. All power grip/vacuum lifters and the equipment operators must adhere to the requirements in the Construction Regulation (s. 93).
2. A competent worker must operate the power grip according to the operating manual. The operating manual must be kept with the equipment. All instructions and safety rules must be read, understood and followed before using the power grip.
3. Inspect the equipment before use each day and complete the daily pre-start checklist. Keep the completed checklists with the power grip.
4. A current annual inspection sticker must be visible on the power grip.
5. A power grip cannot be used when temperatures are below 0°C. Refer to the manual of the power grip for temperature specifications.
6. Clean the vacuum pads and the surface of the material being lifted before each lift.
7. Arrange the pads of the power grip to best suit the width and weight of the glass being lifted by the power grip and center the equipment on the glass to avoid unexpected rotation/tilt.
8. The designated and competent Swamper/Rigger to attach the crane hook to the shackle on the vacuum lifter.
9. The operator must keep the vacuum meters in view and monitor them at all times.

10. Check that all suction cups on the surface have full contact and if necessary, press on or align a suction cup that is not making contact until it is in the correct position.

WARNING:

- Never attempt to lift the glass while the warning buzzer is sounding alarm.
- Never attempt to lift the glass unless the green lift light is illuminated.
- The weight of the load must not exceed the maximum load capacity.

11. Any workers not involved in the safe handling and movement of the glass shall remain out of the path of travel during the hoisting of the glass and ensure a clear path to exit should the glass release from the vacuum lifter.

4.12 HOISTING AND RIGGING

- Workers must provide written proof of training in the safe operation of hoisting and rigging.
- All equipment used for hoisting must be done in compliance with manufacturers specifications and engineered drawings.
- All slings, cables or similar devices used for rigging or hoisting must be inspected for damage, defects and deformities.
- All rigging equipment must be labelled to indicate its load rated capacity.
- All rigging must be arranged to balance out the weight of the load, prevent the object from slipping/falling and be carried out according to your training.

4.13 MEMBRANE INSTALLATION SEQUENCE

Membrane installation follows the same sequence as Window Installation.

WARNING! The primer is flammable.

1. Warning signs are required below your work. Warning signs are required in the suite.
2. Put a piece of fence with the warning sign to limit access to your work area.
3. If you use a cart, secure it or block the wheels so the wind cannot move it.
4. Tie back any tools used at the open edge.

4.14 WINDOW INSTALLATION SEQUENCE

1. The ground below must be delineated with DANGER – WORK OVERHEAD signs prominently displayed and attached with red DANGER tape.
2. Put a DANGER – FALL PROTECTION REQUIRED sign at the entrance to the bay.
3. Get your material ready.
4. Check the retention straps on your tools as per manufacturing instructions.
5. Check your fall protection equipment all the way back to the anchor point. Complete a daily Fall Protection Equipment Inspection checklist.
6. HOOK UP!
7. Check for people below you.
8. If there are people below you, do not work until they move. Call the Site Superintendent if they won't move.
9. Take down one or two panels of the safety fence – not more.
10. Put the 1st piece of fence with the DANGER SIGN at the entrance to the bay to block access to your work area.
11. Put a suction cup on the glass or handle on the frame.
12. Position the window or panel and install according to your training.
13. Do not take short cuts with safety!
14. Replace and secure the safety fence if you are leaving the slab edge even for "just a second" before the installation is complete.

4.15 GLASS REMOVAL AND REPLACEMENT

1. The ground below must be delineated with DANGER – WORK OVERHEAD signs prominently displayed and attached with red DANGER tape.
2. If the glass is broken, all loose pieces must be removed before or secured with an adhesive film so that no pieces can fall during removal.
3. Ensure that no one has entered the drop zone below your work area. Do not install if other trades or workers are below your work location.
4. Put a DANGER – FALL PROTECTION REQUIRED sign at the entrance to the work area.
5. Check your fall protection equipment all the way back to the anchor point. Complete a daily Fall Protection Equipment Inspection checklist.
6. Ensure all workers are tied back before glass removal begins.
7. Ensure all tools used at the open edge are tied back.
8. Clear a path and designate an area for the glass.
9. For a window: dust off a spot on the glass, plant the suction cup.
10. With assistance of suction cups, maneuver the glass out of the frame and place in designated storage or disposal area.
11. Position the replacement glass prior to lifting, adding suction cups to suitable height.
12. Coordinate the lift in sequence with other worker(s), placing glass into the frame.
13. Once glass has been placed into the window frame, secure glass according to your training.
14. Follow Appendix A for ladder use, should one be required.
15. If ladders are to be used at an open edge they must be tied back.

4.16 WINDOW INSTALLATION NEXT TO THE HOIST

1. Communication is essential. The Supervisor of the crew must communicate with the Site Superintendent to request for any part of the hoist assembly to be moved or adjusted. Only a site representative may adjust, move or alter the hoist fencing or assembly.

WARNING: If any part of the hoist assembly has been moved or adjusted, the hoist car must completely STOP operation until the window installation work is complete until all parts of the hoist assembly have been returned to their original positioning by a site representative.

2. Confirm with the Site Superintendent and the hoist operator via two-way radio or by cell phone that the installation of the windows next to the hoist is to begin to ensure the hoist car stops.
3. Once installation next to the hoist has completed, the Supervisor to request that the hoist assembly be returned to the original position by the site representative.
4. Once the hoist assembly has been returned to its correct position, the site representative to communicate to the hoist operator that the hoist car may resume service as usual.
5. Repeat steps #1-5 until all hoist suite frames are installed on all floors.

5. APPENDIX A – LADDER USE

The Ministry of Labour says ladders cannot be used for installation work unless it is not practical to use a scaffold, scissors lift or a boom lift AND the ladder can be used safely.

Ladder use during installation work is usually limited to short intervals drilling screws into straps or applying trim before moving to the next location. Space restrictions and the short duration of the work make the erection and dismantle of scaffolds impractical and the use of scissor lifts and boom lifts impossible for the residential floors of high-rise installation work.

Step ladders are designed and intended for doing work. When used properly, step ladders are very safe. Straight and extension ladders are not as safe for work as step ladders. Straight and extension ladders require a site-specific Safe Work Procedure.

The larger spaces and higher ceilings of the commercial areas often make the use of moveable scaffolding, scissors lifts and boom lifts possible and practical for installation work. Those devices must be used where practical.

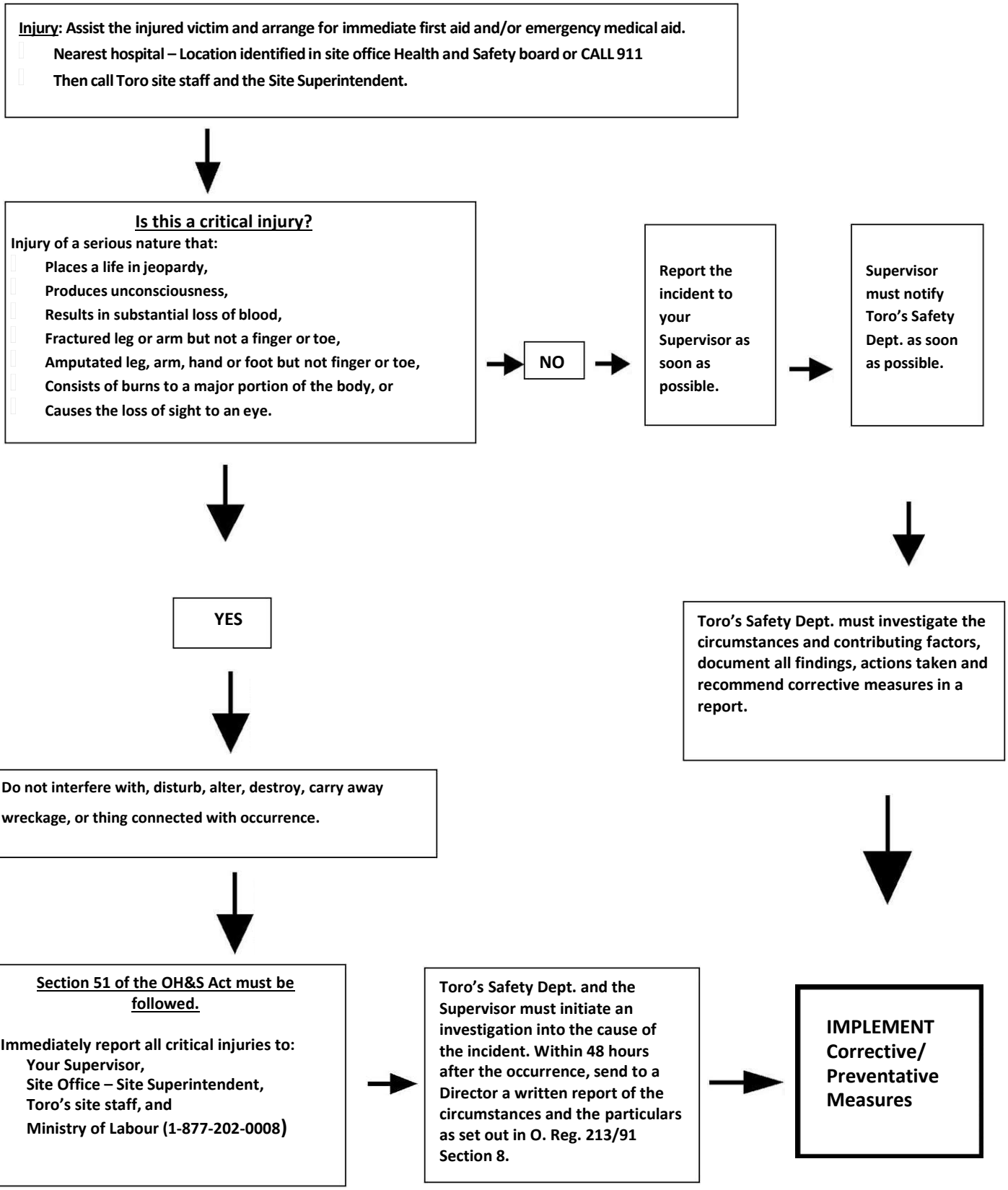
Choosing the Right Step Ladder

- Ladders must be Grade 1. Grades 2 and 3 are not allowed on a construction site.
- The ladder must be in good condition (no dents, cracks, loose rungs or broken braces).
- A worker cannot stand higher than the 3rd rung down from the top of the step ladder.
- Choose a step ladder that suits the height of the work.

SAFE USE TRAINING: The worker must understand the following instructions:

1. Set up the step ladder on a clean, level floor. (Do not set up a ladder on snow or ice).
2. Is there mobile equipment in the area?
    a. Use signs, cones, and danger tape to protect the ladder.
    b. Ladders to be tied back when used at the open edge.
3. Open the step ladder and lock the arms. It's illegal to use a closed step ladder.
4. Climb the step ladder using both hands.
    a. Do not carry materials while climbing the ladder.
5. Do not climb higher than the third rung from the top.
6. Always work facing the ladder.
7. Do not reach sideways past the center of your chest.
8. Anything heavier than a drill makes you top heavy on a step ladder. Do not lift windows into place while on a step ladder.
9. You must hook up if you could fall off any ladder and go over the safety fence.
    a. Your feet must be 1 meter + 45 degrees from the floor back from the fence.
    b. You must hook up if you are closer than that.

6. APPENDIX B – CRITICAL INJURY – FLOW CHART



INCIDENT SUMMARY DOCUMENT

Name:	**Date:**	**Title/Role:**	**Site/Location:**	**GC:**
Date/Time of Occurrence:	**Date/Time Reported:**	**Reported To:**	**Weather Conditions** (i.e. rain, wind, snow)	**Temperature:**

Incident Categories: (check all that apply)

☐ Fall from Height	☐ Violence	☐ Contact with Overhead Wires
☐ Dropped Tool (specify) _____	☐ Harassment	☐ Electrical (specify) _____
☐ Dropped Material (specify) _____	☐ Equipment Malfunction	☐ Natural Disaster
☐ Fallen Material (specify) _____	☐ Damage to Equipment	☐ Spill
☐ Crushed by/ Struck by	☐ Damage to Property (Building)	
☐ First Aid (fill out Injury Details Form)	☐ Damage to Vehicle	☐ Other (specify) _____
☐ Critical Injury (fill out Injury Details Form)	☐ Safety Fence Related	

Incident Details: (Describe what happened. Be as specific as possible.)
(i.e. who, what, when, where, how, WHY?) – see reverse side for more space

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Hazard Categories: (check all that apply)

☐ Unsafe Act (specify) _____

☐ Unsafe Condition (specify) _____

Corrective Actions: (should eliminate the cause of incident)

_____

_____

_____

_____

Assigned To:	**Date to be Completed:**

Name: _____ Signature: _____

Further Details:

INJURY DETAILS FORM

Injured Worker	Title/Role	Site	GC	First Aider ☐N/A

Who was the incident reported to?	Returned to Work? ☐Yes ☐No If no, modified duties must be offered. ☐Completed	Date/Hour of Injury: Date	Month	Year	Time	Date/Hour Reported to TORO: Date	Month	Year	Time

Nature of Injury
☐No treatment
☐First Aid (on-site)
☐Medical Aid (off-site)
☐Critical Injury
MOL called ☐Yes ☐No

☐ Head	☐ Abdomen	☐ Leg(s) L R	☐ Arm(s) L R
☐ Eye(s) L R	☐ Pelvis/Hip	☐ Knee(s) L R	☐ Wrist(s) L R
☐ Neck	☐ Upper Back	☐ Ankle(s) L R	☐ Hand(s) L R
☐ Shoulder(s) L R	☐ Mid Back	☐ Foot/Feet L R	☐ Finger(s) L R
☐ Chest	☐ Lower Back	☐ Toe(s) L R	☐ Other _____

What caused the injury? Describe the worker's activities at the time of injury. Include details of equipment or materials used and specific work tasks performed (use back of sheet if necessary). Describe the injury/illness, the body parts involved (be specific).

Did anyone witness the injury? List names and contact information.

Corrective Action Taken (should eliminate cause of injury)	Responsible Individual	Target Date	Date completed
	Notified ☐		
	☐		
	☐		

Employee's Signature _____ Print Name _____ Date _____

Supervisor/Manager Signature _____ Print Name _____ Date _____

2024 Safety Training Record

First Name _____ Last Name _____

Safety Manual - Copy Provided _____ Provided By (Initial) _____ DD, MM, YYYY _____ Employee Initial

Safety Manual - Training _____ Trained By (Initial) _____ DD, MM, YYYY _____ Employee Initial

Mandatory Safety Training	Date Trained (DD, MM, YYYY)	Name of Training Company or Union
WAH - Working at Heights		
WHMIS 2015 Training		
Supervisor Awareness Training		
Worker Awareness Training		

Optional Safety Training	Date Trained (DD, MM, YYYY)	Name of Training Company or Union
Scissors Lift (required before operating a scissors lift)		
Boom Lift (required before operating a boom lift)		
0-8 Ton Crane (required before operating a mini crane)		
Swing Stage - USER (required before doing swing stage work)		
Hoisting and Rigging (required when rigging a crane hook)		
Telehandler (required before operating a telehandler)		
Smartlifter (required before operating a smartlifter)		
Fire Extinguisher (required before using a fire extinguisher)		
Propane Use (required before working with propane fueled equipment)		

This employee is acting as our:

- ☐ Health & Safety Representative
- ☐ JHSC Certified Member (optional)

_____ Employer's Signature _____ Date _____ Employee's Signature

I certify that WSIB premiums are paid for this employee.