



Health and Safety Policy and Program

HARDWARE SPECIALTIES Inc.

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ProAble Hardware Specialties Inc. - Health and Safety Policy

The management of ProAble is very committed to maintaining an internal responsibility system throughout the company that ensures the health and safety of every employee, customer, visitor and subcontractor.

As president of the company, I want to ensure that each employee works in a safe and healthy environment and that all work is performed in the safest manner possible. Every reasonable effort will be made to ensure that the health and safety of our workers is protected at all times. The well-being of our company depends on the health and safety of our workforce.

All supervisors and workers must be dedicated to health and safety in every activity. No job is so important that it cannot be done safely. As a minimum acceptable standard all work must be done in accordance with the Occupational Health and Safety Act and the regulations made under the Act.

Supervisors are responsible to ensure for the health and safety of workers under their supervision and must ensure that workers receive appropriate training, personal protective equipment and that all tools and equipment are in safe working condition. In addition, supervisors must ensure that workers follow established work practices and procedures.

All employees, sub-contractors and employees of a sub-contractor must comply with the Health and Safety Policy and Program of Pro-Able Services Inc. All hazards must be reported immediately.

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



Brian H. Landon

President

October 20, 2009

Introduction

The company's Health and Safety Policy and Program are intended as a reference for all employees, supervisors and sub-contractors. Its purpose is to define the rules, guidelines and basic information that you need to know with regard to health and safety.

Management acknowledges that employee participation in development, implementation and maintenance of this program is critical to its success and therefore we welcome discussion and suggestions to improve the program.

This program will be reviewed on an annual basis to determine its effectiveness and to make any necessary changes/improvements.

Every employee, when they are hired, will receive a copy of this document. Every employee is also required, as a condition of employment, to sign an agreement which states that they have received the document, understand the requirements, agree to abide by the program and understand that any repeated violations will be cause for disciplinary action or even termination of employment.

Standards

The standards contained in this handbook have been developed to ensure:

- that hazards are recognized and eliminated or controlled.
- that equipment is maintained to ensure its safe operation.
- that training needs are identified.
- that changes in the workplace are identified.
- that health and safety awareness in the workplace is increased.
- that employees have the knowledge and training to perform their job tasks.

All employees will follow the standards contained in this handbook. All employees have roles and responsibilities for health and safety. The success of this program relies on the participation of all employees.

Communication of Standards

Company standards are communicated verbally through group and one-on-one training sessions.

All employees will receive training that outlines health & safety requirements. The training will be acknowledged by both the employee and employer and will be repeated as may be required.

Any changes to the program will be communicated to employees at staff training sessions/staff meetings.

Training

Employees will be provided with appropriate training to allow them to perform their necessary job tasks satisfactorily and in a safe and healthy manner.

New employees will receive detailed orientation with regard to the company Health and Safety Policy and Program.

Training records will be completed during the training sessions and kept on file by the Employer. The training record will be signed by both that Employee and their Supervisor to indicate completion and understanding.

If an employee feels that they require further training, the employee will notify their supervisor immediately.

Required Training

Worker Health and Safety Representative:

- Occupation Health and Safety Act and Regulation.
- Additional Health and Safety training as required to address the needs of this position and ensure worker safety.

Management Health and Safety Representative:

- Occupation Health and Safety Act and Regulation.
- Additional Health and Safety training as required to address the needs of this position and ensure worker safety.
- Personal training as required to address the needs of this position and ensure effectiveness.

All Employees:

- New employees will receive Health and Safety Policy and Program orientation.
- Annual review of the company Health and Safety Policy and Program.
- WHIMIS.
- All employees are encouraged to obtain First Aid training.

Office Staff:

- At least one person working in the office must have current First Aid training.

Production Staff (Drivers, Fabrication, Service, Shipper/Receiver):

- All production staff are encouraged to obtain the following training to make them more flexible and valuable: Forklift, Safe Driving and Working at Heights.
- Safety Talks.

Service Department:

- At least one person per vehicle must have current First Aid training.
- All service staff must have Working at Heights training.

Subcontractor:

- This Health and Safety Policy and Program.
- Training as required by the work that they are to be doing.

Health and Safety Action Plan

The company will develop an annual health and safety action plan to support the maintenance of this program. A copy of the action plan will be posted on the Health and Safety Board.

Items to be included on the annual action plan are:

- Review, re-date and re-post the Health and Safety Policy
- Review the Health and Safety Program
- Review Employee Health and Safety Induction Checklist
- Review workplace specific WHMIS training
- Review Material Safety Data Sheets (MSDS)
- Review listing of Health and Safety Forms
- Review accuracy of Health and Safety Forms
- Health and Safety Staff and First Aider Listing
- Schedule monthly workplace inspections
- Review training needs
- Complete annual fire drill
- Schedule inspections of first aid kits and fire extinguishers
- Schedule maintenance of equipment
- Review Emergency Response Telephone Numbers
- Emergency Response Annual Review
- Review First Aid Reports and take appropriate actions if patterns are identified
- Review First Aid Kit locations**
- Review Fire Extinguisher locations**
- Review Floor plan and update if required**

Listing of Health and Safety and Related Forms

Form	Locations	
	Blank Forms	Completed Forms
Employee Health and Safety Orientation Checklist	Attached to this Document	Employee Employee File
Health & Safety – Emergency Contact Listing	Not Required	H & S Bulletin Board Vehicle First Aid Kits Lunchroom Phone
Health & Safety – Monthly Mobile Inspection Form	H & S Bulletin Board Area	H & S Bulletin Board H & S Binder (lunch room)
Health & Safety – Monthly Workplace Inspection Form	H & S Bulletin Board Area	H & S Bulletin Board H & S Binder (lunch room)
Health & Safety – Jobsite Workplace Inspection Form	H & S Bulletin Board Area Service Vehicles	H & S Bulletin Board H & S Binder (lunch room)
Health & Safety – First Aid Kit/Equipment Inspection Form	H & S Bulletin Board Area	H & S Bulletin Board H & S Binder (lunch room)
Health & Safety – Personal Protective Equipment Inspection Form	H & S Bulletin Board Area	H & S Bulletin Board H & S Binder (lunch room)
Health & Safety – Posted Safety Rules	Electronic File	Warehouse/Shop Entrances Service Vans Large Truck
Health & Safety – Hazard Report	H & S Bulletin Board Area Service Vehicles Delivery Vehicles	H & S Binder (lunch room)
IAPA-First Aid Report	H & S Bulletin Board Area Service Vehicles Delivery Vehicles Yellow Medical Aid Folder	White-Employee File Pink-Supervisor Blue-Completed First Aid Report Folder
Health & Safety – First Aid Summary Form	H & S Bulletin Board Area	H & S Bulletin Board Area
WSIB Employer's Report of Injury/Disease (Form 7)	Yellow Medical Aid Folder	WSIB & Emp File
WSIB Employers Subsequent Statement	Yellow Medical Aid Folder	WSIB & Emp File
Health & Safety – Incident Investigation Report	H & S Bulletin Board Area Yellow Medical Aid Folder	H & S Binder (lunch room) Man. H & S Rep Worker H & S Rep Other?
Health & Safety – Workplace Injury Functional Abilities Report For Timely Return To Work	Yellow Medical Aid Folder	WSIB Employee File Man. H & S Rep Other?
Health & Safety – Equipment Out of Service Form	Hourly Staff Office Service Vehicles Delivery Vehicles	Supervisor PO-if issued

Worker Responsibilities

Per the Occupational Health and Safety Act (OHSA) that apply to our Company:

****ALL** persons (workers, supervisors, managers, etc) employed by the company are workers.

- Workers must elect a Worker Health and Safety Representative to represent them. This person must not perform managerial functions (8.5).
- Workers and employer shall provide the worker health and safety representative with such information and assistance as the representative may require for the purpose of carrying out an inspections of the workplace (8.9).
- Workers must work in compliance with the provisions of the OHSA and Industrial Regulations (28.1.a).
- Workers must use or wear the equipment, protective devices or clothing that the company requires to be used or worn. (28.1.b)
- Workers must report to their supervisor, the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself or herself or another worker (28.1.c).
- Workers must report to his or her supervisor, any contravention of the OHSA or Regulations or the existence of any hazard of which he or she is aware (28.1.d).
- No worker shall remove or make ineffective any protective device without providing an adequate temporary protective device. When the work is completed, the original protective device shall be replaced immediately (28.2.a).
- No worker shall use or operate any equipment, machine, device or thing or work in any manner that may endanger himself, herself, or another worker (28.2.b).
- No worker shall engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct (28.2.c).

Per our Company:

- Workers must work in compliance with the company Health and Safety Policy and Program.
- Workers must report to his or her supervisor, any contravention of the company Health and Safety Policy and Program.
- Workers must understand and implement safe work practices and procedures.
- Workers must use equipment and materials only in the manner intended.
- Workers must report all injuries, illnesses, incidents and unusual conditions immediately to their supervisor.
- Workers must inspecting work area/vehicle daily and report any hazards immediately to supervisor.
- Workers must participate in return to work program if injured at the workplace.

Supervisor Responsibilities

Per the Occupational Health and Safety Act (OHSA) that apply to our Company:

****Supervisors are competent staff members who lead and manage workers.**

- Supervisors must ensure workers work in the manner and with the protective devices, measures and procedures required by the OHSA and regulations (27.1.a).
- Supervisors must ensure workers use and/or wear the equipment, protective devices or clothing as instructed (27.1.b).
- Supervisors must ensure workers are advised of the existence of any potential or actual danger to the health or safety of which the supervisor is aware (27.2.a).
- Supervisors must ensure workers are provided with written instructions as to the measures and procedures to be taken for their protection (27.2.b).
- Supervisors must ensure every precaution reasonable in the circumstances is taken for the protection of a worker. (27.2.c)

Per our Company:

- Develop and demonstrate a positive “health and safety” attitude and working climate.
- Be interested in and involved with the organization’s health and safety policy and program.
- Implement, support, and enforce the Health and Safety Policy and Program at all levels.
- Communicate with management on Ministry of Labour requirements such as notices of accidents and injuries.
- Uphold safety rules and procedures and support enforcement including disciplinary action.
- Develop a working relationship with the Worker Health and Safety Representative and support their role.
- Review the site Health and Safety program with employees and subcontractors before they start work, identifying responsibilities and promote cooperation.
- Ensure that workers are trained in safe work practices and job safety requirements associated with a particular job process and provide written instructions where appropriate.
- Correct unsafe acts and unsafe conditions.
- Report and investigate all injuries, illnesses, incidents to employees and guests and any property damage or loss of process.
- Ensure that a maintenance program for any equipment and machinery in the workplace is carried out.
- Review each worker's PPE using the Monthly PPE Inspection Checklist.
- Ensure medical aid is received when necessary.
- Implement emergency plans when necessary and ensure that workers have been properly trained to comply.
- Inform management of any known occupational health and safety concerns.
- Regularly evaluate worker performance and provide periodic feedback with respect to Health and Safety.
- Prepare fire protection and emergency response plans.

Employer Responsibilities

Per the Occupational Health and Safety Act (OHSA) that apply to our Company:

- At workplace where the number of workers regularly exceeds 5 the employer shall cause the workers to select at least one Worker Health and Safety Representative from among the workers at the workplace. This representative must not exercise managerial functions (8.1).
- The employer and workers shall provide the worker health and safety representative with such information and assistance as the representative may require for the purpose of carrying out an inspection of the workplace (8.9)
- Respond to written recommendations received from the Worker Health and Safety Representative within twenty one days (8.12).
- A response to written recommendations received from the Worker Health and Safety Representative shall contain a timetable for implementation of recommendations that the employer agrees with and reasons why or a reason why the employer disagrees (8.13).
- The Employer is required to pay the Worker Health and Safety Representative for time spent carrying out the required health and safety duties (8.14).
- Provide equipment, materials and protective devices (e.g. guards on machines, safety harnesses, eye wash stations, gloves, etc.) as required (25.1.a).
- Ensure equipment, materials and protective devices provided are maintained in good condition and used safely, as prescribed/required (25.1.b+d).
- Ensure floor, roof, wall, support (ladder, scaffold, lift, etc) are safely capable of supporting loads (25.1.e).
- Provide information, instruction and supervision to workers to protect the health and safety of the worker (25.2.a).
- In the event of a medical emergency, upon request, provide information, including confidential business information to a legally qualified medical practitioner, and to such other persons as may be required by law (25.2.b).
- Appoint competent supervisors. Definition of competent; is qualified because of knowledge, training and experience to organize the work and its performance, is familiar with the OHSA and regulations that apply to the work, and has knowledge of any potential or actual danger to health or safety in the workplace (25.2.c).
- Acquaint workers or a person in authority over a worker with any hazard in the workplace and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent (25.2.d).
- Ensure that a Worker Health and Safety Representative is elected and maintained. This representative must receive assistance and co-operation in the carrying out of their functions (25.2.e).
- Only employ workers over the age of 15 (25.2.f).
- Not knowingly permitting in or about the workplace anyone under the age of 15 (25.2.g).
- Take every precaution reasonable in the circumstances for the protection of a worker (25.2.h).
- Post a copy of the Occupational Health and Safety Act and Industrial Regulations in an accessible workplace location (25.2.i).
- Prepare and review at least annually a written Health and Safety Policy and develop and maintain a program to implement the policy (25.2.j).

- Post a copy of the current Health and Safety Policy in an accessible workplace location (25.2.k).
- Provide to the Health and Safety Representative, the results of a report respecting occupational health and safety that is in the employer's possession and if that report is in writing, a copy of the portions of the report that concern occupational health and safety (25.2.l).
- Advise employees of the results of a report respecting occupational health and safety and, if the report is in writing, make copies available to them on request (25.2.m).

Management Health and Safety Representative Responsibilities

Per our Company:

- Cause a Joint Health and Safety Committee (JHSC) to be established and represent management on the committee.
- The JHSC is to consist of the Management and Worker Health and Safety Representatives.
- Manage all employer and supervisor responsibilities per the Occupational Health and Safety Act and the company Health and Safety Policy and Program.
- Document all training.
- Keep accurate Health and Safety records.
- Attend at least one JHSC meeting at a project each year.
- Review training plans for Health and Safety and ensure that appropriate training is carried out.

Worker Health and Safety Representative Responsibilities

Per the Occupational Health and Safety Act (OHSA) that apply to our Company:

- Inspect the workplace at least monthly (8.6).
- Scheduling workplace inspections with the company (8.8).
- Identify situations that may be a source of danger or hazard to workers and make recommendations (8.10).
- Obtain information concerning the conducting or taking of tests of any equipment, machine, device, etc., in or about the workplace for the purpose of occupational health and safety (8.11.a).
- To be consulted about or present when testing is being performed if the representative believes that their presents is required to ensure that testing results are valid (8.11.b).
- To obtain information respecting the identification of potential or existing hazards (8.11.c.i).
- To obtain information respecting the health and safety and work practices in similar or other industries (8.11.c.ii).

Per our Company:

- Follow the guidelines outlined in the Occupational Health and Safety Act and the company Health and Safety Policy and Program.
- Report hazards and make written recommendations to management.

- Attend and participate in Health and Safety Meetings.
- Assist in reviewing and implementing the Health and Safety Policy and Program.
- Assist in accident investigation and reporting.
- Review data, forms, and reports and make recommendations to management.
- Provide advice and recommendations to management on health and safety programs in general and for any items not already identified. Recommend corrective action, listing suggested solutions.
- Responsible for ensuring the written recommendations are received by the employer.
- Encourage fellow employees to work safely and to report hazardous or unsafe conditions immediately to their supervisors.
- Identify areas of health and safety training for all employees.
- Be available to accompany a Ministry of Labour Officer on his/her inspection tour of the workplace.

Subcontractor Responsibilities

Per the Occupational Health and Safety Act (OHSA) and our Company:

- Ensure all work is completed in accordance with the Occupational Health and Safety Act and the company Health and Safety Policy and Program.
- Make it clear to employees that failure to comply can result in termination of contract.
- Provide training in the requirements of H&S program.
- Provide, inspect, and maintain personal protective equipment (PPE) as required for direct-hire employees.
- Monitor site conditions daily.
- Record and report where required as an employer all injuries, accidents, and near misses.
- Clean up work areas at least daily.
- Provide site-specific training as required.
- Provide compensation and time necessary to employees who participate on the JHSC.
- Provide adequate facilities (toilets, wash-up, tool storage, first aid, etc.) for employees.
- Notify Pro-Able coordinator of any lost-time injuries, medical aid cases, and reportable occurrences on the project.
- Cooperate in accident investigation and reporting.

Reporting Hazards

All employees are responsible for reporting any hazardous acts or conditions that may exist in the workplace to their supervisor immediately. The workplace supervisor is responsible for responding to the employee's concern and ensuring the hazardous condition is resolved.

If you discover a hazardous situation:

- The employee will report the hazardous act or condition to their supervisor immediately.
- The supervisor is expected to deal with the matter promptly, consult with others as needed, and advise the employee of the plan to resolve the matter.
- If the supervisor is unable to resolve the concern, he/she will bring it to the attention of the owner.
- If the employee's concern is not resolved after a reasonable period of time, the employee is encouraged to bring the concern to the attention of the Worker Health and Safety representative.
- The Worker Health and Safety Representative and the employee's supervisor are responsible for ensuring the employee is informed of the steps taken to resolve the concern.

Daily Workplace Inspections

Workers must ensure that before using any personal protective equipment (PPE), tools, machinery/equipment or vehicle, a visual inspection should be completed to check for any abnormalities. Any malfunctions or unusual conditions that occur during use of the equipment must be reported immediately. If you are unfamiliar with a piece of equipment, contact your supervisor for further instruction. If PPE is damaged see supervisor for replacement.

Forklift must be reviewed daily and noted on the Forklift Checklist.

All substandard, unsatisfactory conditions or hazards are to be documented and reported using the HEALTH & SAFETY – HAZARD REPORT.

New Equipment

All new equipment brought in to the workplace will be inspected prior to use.

The Employer and the workers that will use the equipment shall conduct the inspection. The pre-use inspection will be documented and maintained in the equipment file.

A schedule for regular maintenance inspections shall be determined in consultation with the manufacturer's directions and added to this program.

The Employer will consult Section 7 of the Industrial Regulation prior to purchasing or installing any new company equipment.

Monthly Workplace Inspections

The **Worker Health and Safety Representative** is responsible to perform these inspections. The purpose of these inspections is to identify health and safety hazards, equipment maintenance issues, hazard control effectiveness, training needs and housekeeping issues.

- Prepare for inspection by reviewing previous reports.
- Wear the required PPE.
- Use Monthly Workplace Inspection Checklist as a guide to ensure a thorough inspection.
- All substandard, unsatisfactory conditions or hazards are to be documented and reported using the HEALTH and SAFETY HAZARD REPORT.
- Recognition of good practices and adherence to procedures should also be noted.
- Suggestions for resolving items noted on the inspection to be documented on the Workplace Inspection Report.
- Take corrective action immediately when possible/necessary.
- Workplace Inspection Report must be submitted to the Management Health and Safety Representative (MHSR) once the inspection is complete.
- The MHSR will review the Workplace Inspection Report and initiate/plan appropriate corrective action where necessary within one week.
- The MHSR will post a copy of the completed Workplace Inspection Report identifying action taken to resolve hazards noted during the inspection.
- Copies of the completed Workplace Inspection Report will be:
 - 1) Posted on the Health and Safety Board
 - 2) Maintained on file by in the Company Information Binder

Injury/Illness/Incident Reporting and Investigation

The following occurrences will be investigated to prevent recurrence:

- injury
- occupational illness
- property damage
- near miss

If an injury, occupational illness, property damage or near miss incident occurs:

- 1) It must be reported to the supervisor.
- 2) The supervisor will ensure the safety of employees, public, equipment and facilities from further injury or damage and follow the steps laid out in this procedure.

There are four categories of injuries:

- No Treatment
- First Aid
- Health Care
- Critical

No Treatment Injury:

A 'No Treatment Injury' occurs when there is an injury that does not require any treatment (e.g., bruised finger, scrape, etc.).

- 1) The employee will report the injury to the supervisor.
- 2) The supervisor will ensure that a First Aid Report form is completed and distributed as follows: white-personnel file, pink-supervisor, blue-Completed First Aid Report folder, which is located at the Main First Aid Station.

First Aid Injury:

A 'First Aid Injury' is an injury that can be treated at the work site and does not require treatment from a health care professional (cut finger that requires a band-aid only, etc.).

- 1) The employee will report the injury to the supervisor.
- 2) First aid treatment will be provided.
- 3) The supervisor will ensure that a First Aid Report form is completed and distributed as follows: white-personnel file, pink-supervisor, blue-Completed First Aid Report folder, which is located at the Main First Aid Station.

Health Care Injury:

A 'Health Care Injury' is an injury that requires treatment (e.g., a cut finger that requires stitches, etc.) from a health care professional (e.g., physician, chiropractor, etc.) but is not of a critical nature.

A supervisor is to arrange for:

- 1) First aid treatment.
- 2) The supervisor will ensure that a First Aid Report form is completed and distributed as follows: white-personnel file, pink-supervisor, blue-Completed First Aid Report folder, which is located at the Main First Aid Station.
- 3) Transportation (taxi, ambulance, etc.) of the employee to a location where professional health care can be delivered (doctor's office, Walk-in Clinic, Hospital, etc.).
- 4) The Functional Abilities Form to be taken to the attending physician. The Functional Abilities Form will list the worker's restrictions, if any, to aid in returning the worker to work.
- 5) The employee will fill out an Employee Injury/Illness/Incident Report and hand in to their supervisor, as soon as possible following treatment.
- 6) The supervisor is to conduct an investigation using the Health and Safety Injury/Illness/Incident Investigation Report immediately, or as soon as possible following the notification of the injury.
- 7) The supervisor will notify the employer that a Health Care injury has taken place and that a WSIB Form 7 must be submitted to WSIB within 3 days of the injury.
- 8) The Employer will submit a Form 7 to WSIB within 3 days of the injury.

Critical Injury:

A 'Critical Injury' is an injury of a serious nature that:

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

The supervisor is to arrange for:

- 1) First aid treatment for the injured employee and record the treatment in the First Aid Report Book, which is located at the Main First Aid Station.
- 2) Transportation (taxi, ambulance, etc.) of the employee to a location where professional health care can be delivered (e.g., hospital, etc.)
- 3) Immediate notification of the Ministry of Labour, Worker Health and Safety Representative and the Management Health and Safety Representative.
- 4) Functional Abilities Form to be taken to the attending physician. The Functional Abilities Form will list the worker's restrictions, if any, to aid in returning the worker to work.
- 5) The employee will fill out an Employee Injury/Illness/Incident Report and hand in to their supervisor as soon as possible following treatment.
- 6) The supervisor is to conduct an investigation using the Supervisor's Injury/Illness/Incident Report immediately, or as soon as possible, following the notification of the injury. ** The Ministry of Labour must receive a report within 48 hours when a person is killed or critically injured – see Section 51 of the OHS Act for details.**
- 7) The Employer will submit a WSIB Form 7 to WSIB within 3 days of the injury.

Conducting the Investigation:

Investigations will be conducted by the Supervisor, with the optional assistance of the Worker Health and Safety Representative and the Management Health and Safety Representative.

Findings will be documented on the Employee Injury/Incident Report whenever any of the following occur:

- Health Care
- Critical Injury
- Fatality
- Fire or Explosion
- Injury/illness/incident/property damage involving possible public liability
- Other injury/illness/incident/property damage

When conducting the investigation it is important to:

- preserve the injury/illness/incident/property damage scene where practical and possible
- identify witnesses or others having knowledge of the accident/incident
- interview the injured employee where practical and possible
- identify any primary/secondary causes
- identify any primary/secondary unsafe actions
- identify any primary/secondary hazardous conditions
- complete the investigation within 48 hours of the occurrence

Copies of the Employee Injury/Incident Report will be:

- 1) Given to the Employer to be kept on file.
- 2) Posted on the Health and Safety Bulletin Board.
- 3) Given to the Worker Health & Safety Representative for review.
- 4) Given to the Management Health & Safety Representative for review.

Corrective Actions:

- corrective actions will be completed by, or assigned by the supervisor
- confirmation of completed corrective action, if any, must be noted on the investigation form

General Information in Case of Emergency

In an emergency, the number one priority is the minimization of injury and/or damage to people and property and a quick recovery to normal business operation. The emergency plan outlines the procedure for a coordinated, safe and orderly evacuation of the building in the event of an emergency. Following the proper procedure will ensure the safety of all personnel at all times.

In the event of a fire, the employer assumes full control of the building. If the employer is unavailable, the Management Health and Safety Representative takes control. Everyone must follow the instructions of the person in charge. Failure to do so will result in disciplinary action.

The responding emergency department will take complete charge of the situation upon arrival. Only the officer in charge shall authorize re-entry of the building.

Evacuation of the building must be a disciplined process based on an understanding of the emergency procedures, knowledge of the floor layout, the exits and the location and proper use of the fire extinguishers.

Emergency Response Plan Review

This plan must be thoroughly studied and reviewed at a minimum of every year by all those concerned. Records of annual drills will be kept on file. A post drill de-briefing will take place to analyze the exercise and correct any deficiencies.

Periodic updates of the plan must be made as necessary.

Emergency Response In Case of Fire

- 1) If you feel the fire can be contained and you have had training in the operation of a fire extinguisher, obtain a fire extinguisher and attempt to extinguish the fire by using short bursts at the base of the flame. Use extreme caution to avoid being trapped by the fire.
- 2) Stop trying to extinguish the fire if you feel it cannot be contained.
- 3) The code to be used to announce a fire over the Paging system is "CODE RED"
- 4) Call 911.
- 5) Notify your supervisor.
- 6) Exit the building immediately in a calm fashion.

- 7) Meet at the first east to west ball diamond fence to the north of the building for a head count. Remain at the meeting location until released by management. Never leave the premises without permission. All employees must be accounted for. No exceptions are permitted.

Should injuries occur during an evacuation, the person must be taken outside the building and then provided with first aid.

Fire Extinguisher Locations

- 1-In each company vehicle
- 1-Main Entry Interior (lobby side, beside door)
- 1-Keying Area (stock room)
- 1-Lunch Room
- 1-Office/Warehouse Corridor
- 1-Communications/Server Room
- 1-Rear Man Door
- 1-On rack beside air compressor
- 2-North Fabrication Shop Wall (1-west end, 1-east end)

Fire Prevention

In order to avoid fire hazards follow these precautions:

- do not put burning materials such as ashes into the garbage containers
- do not dispose of flammable liquids in garbage containers
- dispose of oily rags in the fireproof disposal unit
- do not use unsafe electrical appliances, frayed extension cords, over-loaded outlets
- do not weld or cut in areas not designated for this purpose
- do not block fire exit doors
- do not leave articles such as shoes, boots, mats, boxes, etc. in the building halls corridors

Emergency Response In Case of Medical Emergency

- Render first aid if trained.
- The code to be used to announce a medical emergency over the Paging system is "CODE BLUE".
- The first person to the scene trained in first aid shall take charge of the scene and direct other parties to:
 - 1) Call for an ambulance if necessary.
 - 2) Assist with rendering first aid.
 - 3) Wait for the ambulance and direct them to the scene.
 - 4) Get the name of the hospital where the injured person is being taken.
 - 5) Isolate the accident scene.

The supervisor must notify the Ministry of Labour if the accident is a critical injury as defined under Regulation 834 of the Occupational Health and Safety Act.

Emergency Response In Case of Chemical Spill

- In the event of a chemical spill notify your supervisor immediately.
- Do not go near the chemical.
- Warn other employees in the immediate area.
- The supervisor will decide whether evacuation is necessary.
- The code to be used to announce an emergency evacuation over the Paging system is "CODE BLACK".
- If necessary, follow the evacuation procedure for a fire emergency.
- The supervisor shall inform the fire department if necessary.
- Render or seek first-aid as necessary.

Emergency Response In Case of Gas Leak

- The code to be used to announce an emergency evacuation over the paging system is "CODE BLACK".
- Notify your supervisor immediately.
- Turn off the main gas supply line.
- Eliminate all sources of ignition.
- If possible, ventilate the area by opening all the doors and windows.
- Follow the evacuation procedure for a fire emergency.
- Call 911 and Union Gas from outside the building.

Emergency Response In Case of Explosion

- Explosions include those caused by leaking gas, faulty equipment or flammable vapors.
- Take immediate shelter wherever possible that will offer protection against flying glass or debris. Lay on the floor face down and cover your face and head with your arms.
- Remain under cover until the effects of the explosion have subsided.
- The code to be used to announce an emergency evacuation over the paging system is "CODE BLACK".
- Follow the evacuation procedure for a fire emergency.
- Render or seek first aid as necessary.
- Call 911 from outside the building.

First Aid Kits

The Main First Aid Kit is located in the Lunch Room. There is also a kit in each company vehicle. First Aid items are supplied by the company for proper/emergency use only.

A record must be maintained of all visits to the First Aid Station on the First Aid Report. Completed reports are to be filed in the Completed First Aid Report folder.

At the Main First Aid Kit, in the lunch room, you will find:

- 1-First Aid Kit
- 2-Blanks
- 1-Stretcher
- 1-An inspection card which records the most recent inspection of the First Aid Kit and the signature of the person making the inspection
- 1-Copies of the First Aid Certificates of all trained workers
- 1-WSIB (form 82) Poster "IN All CASES OF INJURY/DISEASE"
- 1-First Aid Regulation (WSIB Regulation 1101)
- 1-A record book for recording visits to the First Aid Station

Eye Wash Station

The eye wash station is located in the lunch room

If you get something in your eye, yell for assistance and go to the eye wash station and rinse eyes. Continue to rinse eyes until the object/substance is removed or a determination is made by the first aid attendant to seek medical assistance.

Health and Safety Bulletin Board

The Health and Safety Bulletin Board is located in the company lunch room.

The following posted on the Health and Safety board:

- 1) A current copy of the company Health and Safety Policy.
- 2) A copy of the Occupational Health and Safety Act and Industrial Regulations (little green booklet).
- 3) Pocket Extracts from the Occupational Health and Safety Act.
- 4) WHMIS Regulation and WHMIS symbols.
- 5) Emergency Phone Numbers.
- 6) A poster entitled "In All Cases of Injury/Disease" which outlines employer and worker responsibilities in the event of workplace injury or disease.
- 7) Copies of the most recent workplace inspection.
- 8) Annual Health and Safety Action Plan .
- 9) Other notices/information regarding Health and Safety.

This information is there for your use. However, these items must be posted on the Health and Safety board AT ALL TIMES, so please do not remove them.

Control of Hazards

A workplace hazard can be controlled in many different ways, depending on the nature of the hazard and on the work process that causes it.

Each control measure must meet several requirements:

- it must adequately control the hazard
- it must allow workers to do their jobs without undue discomfort or distress
- it must protect every worker who might be exposed to the hazard
- it must not create a hazard in the surrounding community

Control at the source:

This means that the hazard is eliminated from the workplace altogether or isolated completely from the worker. This is the most effective control method.

Control along the path:

Examples of control along the path of the hazard are: ventilation, barriers and housekeeping.

Control at the worker:

There are two kinds of worker controls; personal protective equipment (PPE) and administrative controls (scheduling of work, etc.).

Control at the worker is the least satisfactory control method because it is applied farthest from the source and does not eliminate the hazard from the workplace. If the control at the worker fails, an injury will result.

Health and Safety Practices and Procedures Hazards in Our Workplace

Cigarettes and Lighters:

- NO SMOKING IN BUILDING OR COMPANY VEHICLES.
- For all staff performing welding, cutting, grinding, or producing flames or sparks in any way; these items must not be kept on your person (i.e. in pockets).

Clothing:

- All staff must wear shirt and pants at all times. No cut-offs, frays, holes or muscle shirts.
- All hourly staff must wear long-pants at all times.

Electrical:

- All electrically powered equipment and power cords must be in good condition.

Electric and Air Powered Tools:

- Inspect tools before use and if found not to be in good working condition DO NOT USE and complete an EQUIPMENT OUT OF SERVICE FORM immediately.
- Only use power tools as intended by the manufacturer.

- Use only the attachments that the manufacturer recommends for the tools you are using.
- Be careful to prevent hands, feet, or body from injury in case the machine slips or the tool breaks.
- Reduce physical fatigue by supporting heavy tools with a counter-balance wherever possible.
- Use the proper hose and fittings of the correct diameter.
- Check hoses/cords regularly for cuts, bulges and abrasions.
- Blow out the air line before connecting a tool. Hold hose firmly and blow away from yourself and others.
- Make sure that hose/electrical connections fit properly and are equipped with a mechanical means of securing the connection (e.g., chain, wire, or positive locking device).
- Attach the male end of the connector to the tool, NOT the hose.
- Do not operate the tool at a pressure above the manufacturer's rating.
- Turn off the air pressure to hose when not in use or when changing power tools.
- Unplug (disconnect power supply) when not in use or when changing power tools.
- Do not carry a pneumatic/electrical tool by its hose/cord.
- Avoid creating trip hazards caused by hoses/cords laid across walkways or curled underfoot.
- Do not use compressed air to blow debris or to clean dirt from clothes. Cleaning with compressed air is dangerous.

Flammable Materials:

- Ensure proper care, storage and disposal.
- Flammable materials must be kept out of welding/fabrication areas.

Food & Drinks:

- These items must be consumed in a clean environment (lunch room) and are not to be consumed in production and warehouse areas.

Forklift:

- This unit must be operated by authorized staff members only.
- This unit is to be inspected daily before use.

Gas Bottles:

- Must be secured in place with safety chains at all times.

Gloves-Work:

- Must be worn when handling metal, glass or similar hazardous items.

Gloves-Welding/Leather:

- Must be worn at all times when welding and/or grinding.

Hard Hats:

- CSA or ANSI standard Class B or Class E head protection must be worn on all jobsites.

Hearing Protection:

- Must be worn by all staff that work in the Shop and Warehouse areas.

HM Saw:

- This unit must be operated by authorized staff members only.
- This unit is to be inspected daily before use.

HM Press:

- This unit must be operated by authorized staff members only.
- This unit is to be inspected daily before use.

Ladders/Climbing (also see Working at Heights):**

- Use appropriate step stools or ladders to reach high places.
- Inspect the ladder for defects or damage prior to use.
- Keep the area at the base of the ladder clear.
- Make sure the spreader arms lock securely in the open position.
- Stand no higher than the second step from the top of a ladder.
- Never stand on the top step, the top, or the pail shelf of a step ladder.
- When climbing up or down a step ladder, always face the ladder and maintain 3-point contact.
- Never straddle the space between a step ladder and another point.
- Do not use an unopened step ladder as a straight or extension ladder.
- Do not stand on any object other than a ladder or step stool.
- Store ladders/step stools in their assigned location when not in use.
- Only qualified/trained staff is to work more than 10 feet above ground.
- Harness and Lanyard must be used when 10 feet or more above ground.

Leather Aprons:

- Must be worn by staff working in the Fabrication area.

Lifting:

- Care must always be exercised whenever lifting, even when lifting lightweight items.
- Always bend your knees and lift by straightening your knees, being sure to keep your back straight.
- If it is necessary to lift or move something that is in an awkward place, get help.
- Do not lift anything that is too heavy for you, get help.
- If you need to turn, be sure to move your feet, do not twist.
- Lifting Belts are available and recommended for use.

Personal Protective Equipment (PPE):

- This equipment must be put away (locker) when not in use.
- This equipment must be used as required.
- This equipment must be inspected daily/regularly and maintained in good condition.

Safety Footwear:

- All staff working in Truck Driving and Warehouse must wear CSA approved, grade 1, green patch, safety BOOTS at all times.

- All staff working in the Service Department or Fabrication Shop must wear CSA approved, grade 1, green patch, burn resistant (leather) safety BOOTS at all times.
- All staff visiting jobsites must wear CSA approved, grade 1, green patch, safety BOOTS at all times.
- Laces must be tied at all times.

Safety Glasses:

- Must be worn at all times by all staff in the fabrication area.
- Must be worn at all times when performing any labour task requiring the use of any type of tool or equipment regardless of location.
- Must be kept clean at all times.

Safety Glasses and Face Shield must both be worn when:

- Cutting or Grinding wood or metal with tools such as Jig/Reciprocating-Saws, Circular Saws, etc.
- Drilling, grinding, sanding, etc. overhead.

Spills:

- If a spill occurs have a coworker stand guard at the spill.
- Immediately get a mop, broom, etc. to clean up the spill
- Do whatever is necessary to ensure that no one could happen unsuspecting onto the spill, until it is cleaned up (e.g., a person stand guard, yellow hazard cones, yellow caution tapes, etc).

Vehicles/Driving:

- Ensure Vehicles are always in good condition.
- Checklist must be completed daily before use.
- Checklist must be completed as required.
- Vehicles must always be locked when unattended.
- You must always drive safely and courteously. Always be prepared to help others.
- Drivers must have a valid driver's license.

Visitors/Customers:

- Employees are required to ensure that safety of visitors and customers.
- Employees are to ensure that visitors and customers comply with this program.
- Employees are to ensure that visitors and customers are kept from hazardous or production areas whenever possible.
- In the event that a visitor or customer is in a hazardous or production area they must be accompanied by an employee.

Welding and Torch Cutting:

- When performing these tasks employees must always wear proper Helmet or Goggles.
- Protective clothing, welding sleeves and/or aprons are to be worn without exposed pockets.
- Skin must not be exposed.

When Working During Off-Hours:

- Ensure all doors are locked while you are in the building.
- Another staff member must be in attendance if any machinery, equipment or tools are to be used.

Work Areas:

- You must keep the Work Area clean, tidy and safe.

Working at Heights (also see Ladders/Climbing):

- Only qualified/trained staff is to work more than 10 feet above ground.
- Harness and Lanyard must be used when 10 feet or more above ground.
- Only qualified/trained staff is to work with equipment such as lifts, zoom-booms and scaffolding.

Job-Site Safety:

- Always ensure that the site is safe for both you and others.
- In addition to site specific Safety Rules, all above Safety Rules apply when on site.
- Mark the site safely with Caution Tape and/or signs as required.

Signs and Barricades:

- Employees are required to post signs, tape and barricades to warn the public to of potentially hazardous conditions.
- They must be obeyed by workers and visitors.
- Signs and symbols required shall be visible at all times when work is being performed, and shall be removed or covered promptly when the hazards no longer exist.
- Danger signs shall be used only where an immediate hazard exists.
- Caution signs shall be used only to warn against potential hazards or to caution against unsafe practices.
- Safety signs shall have a yellow background and a black panel with yellow letters. Any letters used against the yellow background shall be black.
- Exit signs are to have legible red letters.
- Safety instruction signs shall have a white background with a green upper panel and white letters that convey the principal message. Any additional wording on the sign shall be in black letters on the white background.
- Directional signs, other than automotive traffic signs, shall have a white background with a black panel and a white directional symbol. Any additional wording on the sign shall be in black letters on the white background.
- Accident prevention tags shall be used as a temporary means of warning employees of an existing hazard, such as defective tools, equipment, etc. They should not be used in place of, or as a substitute for, accident prevention signs.
- Do not remove or destroy any sign, tags, signal or barricade unless you have the permission of the employee who places it, or the supervisor.

Hot Weather Work Plan

1. Shop / Warehouse humidex readings shall be monitored from May 1 to September 30.
2. The thermal hygrometer used to calculate humidex readings shall be installed on the East Shop wall above the eyewash station.
3. Using the first table below, shop staff shall calculate the humidex reading 4 times daily: prior to commencing work, and immediately following both scheduled breaks and lunch.
4. All staff working in the Shop / Warehouse area shall abide by the required response that is outlined in the second table below.
5. Should the humidex reading reach 34 or greater, the Management Safety Representative shall be notified and humidex readings shall be taken hourly. The Management Safety Representative shall ensure that all staff working in the Shop / Warehouse area abides by the required response that is outlined in the second table below. Breaks as required shall not take place in air conditioned areas to avoid thermal shock. Announcements shall be made by intercom as required.

TEMP.	% RELATIVE HUMIDITY																		
	100	95	90	85	80	75	70	65	60	55	50	45	40	35	30	25	20	15	10
45 °C																	50	47	45
44 °C																	49	46	43
43 °C																	49	47	45
42 °C																50	48	46	43
41 °C																48	46	44	42
40 °C															49	47	45	43	41
39 °C													49	47	45	43	41	39	37
38 °C												49	47	45	43	42	40	38	36
37 °C											49	47	45	44	42	40	38	37	35
36 °C									50	49	47	45	44	42	40	39	37	35	34
35 °C								50	48	47	45	43	42	40	39	37	36	34	33
34 °C							49	48	46	45	43	42	40	39	37	36	34	33	31
33 °C					50	48	47	46	44	43	41	40	39	37	36	34	33	32	30
32 °C			50	49	48	46	45	44	42	41	40	38	37	36	34	33	32	30	29
31 °C	50	49	48	47	45	44	43	42	40	39	38	37	35	34	33	32	30	29	28
30 °C	48	47	46	44	43	42	41	40	39	37	36	35	34	33	31	30	29	28	27
29 °C	46	45	43	42	41	40	39	38	37	36	35	33	32	31	30	29	28	27	26
28 °C	43	42	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	
27 °C	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25		
26 °C	39	38	37	36	35	34	33	33	32	31	30	29	28	27	26	25			
25 °C	37	36	35	34	33	33	32	31	30	29	28	27	26	26	25				
24 °C	35	34	33	33	32	31	30	29	28	28	27	26	25						
23 °C	33	32	31	31	30	29	28	28	27	26	25								
22 °C	31	30	30	29	28	27	27	26	25	25									
21 °C	29	29	28	27	26	26	25												

Cross reference Temperature with Humidity for HUMIDEX READING

HUMIDEX READING	RESPONSE
25 – 29	workers shall drink water on an “as needed” basis
30 – 33	in addition to above, workers shall be encouraged to drink extra water and monitor for symptoms of heat exhaustion/stroke (as listed below)
34 – 37	in addition to above, workers shall drink extra water, humidex readings shall be taken hourly
38 – 39	in addition to above, workers shall take a 15 minute break for every hour worked and consume 1 cup of water every 20 minutes, a hot weather alert sign shall be posted at Shop / Warehouse entrances
40 – 41	in addition to above, workers shall take a 30 minute break every hour worked
42 – 44	in addition to above, workers shall take a 45 minute break every hour worked
45 +	work shall cease until humidex reading drops below 45

Symptoms of heat exhaustion often begin suddenly and include: feeling faint; nausea; ashen appearance; rapid heartbeat; low blood pressure; hot, red, dry or sweaty skin; a low-grade fever, generally less than 40°C.

Symptoms of heat stroke include: a markedly elevated temperature, generally greater than 40°C; hot, dry skin; changes in mental status ranging from personality changes to confusion and coma; rapid heartbeat; rapid and shallow breathing; elevated or lowered blood pressure; cessation of sweating; irritability, confusion or unconsciousness; fainting.

Lock-Out Procedure

The following procedure establishes the minimum requirements for lockout of energy sources that could cause injury to personnel. All employees will comply with these procedures. All equipment and/or circuits will be locked out to protect against accidental or inadvertent operation when such operation of the equipment and/or circuits could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device bearing a lock. Any employee found to be working, or causing others to work on, equipment and or/circuits that, in the opinion of management should have been locked out, will be subject to severe disciplinary actions up to and including termination.

Lockout Responsibility:

All hourly/production staff is responsible to properly lockout equipment and/or circuits. When on site this is the responsibility of the Site Supervisor/Foreman, however, this does not alleviate the field employees from insuring that proper lockout procedures are followed at all times. Leadhands/Supervisors must ensure that each worker is properly instructed in the safety significance of lockout procedures.

Preparation for Lockout of Circuits and Equipment:

Employees will be certain as to which switch, valve, or other energy isolating devices apply to the equipment and/or circuits being locked. More than one energy source (electrical, mechanical, or others) may be involved. Any questionable identification of sources will be cleared by the Supervisor, or when on site, the Site Supervisor/Foreman. When on site, authorization from the customer and/or Site Supervisor must be obtained before lockout commences.

Sequence of Lockout Procedures:

Special Note: In the following steps, when more than one individual is involved with the required lockout of equipment and/or circuits, each individual involved will place their own personal lock on the energy isolating devices. A lock for each involved is the preferred method for locking out energy sources. If this is not feasible, the designated individual with complete knowledge of who is involved may be designated as the individual responsible for carrying out all steps of the lockout procedure. That individual will inform all involved when it is safe to work on the equipment and/or circuits. Additionally, the designated individual will not remove a lock until it has been verified that ALL individuals are clear.

- 1) Notify all affected individuals that a lockout is required and the reason therefore.
- 2) If the equipment is in operation, after obtaining approval, shut it down by the normal stopping procedures.
- 3) Operate the switch, valve, or other energy isolating devices so that all energy sources (electrical, mechanical, hydraulic, etc.) are disconnected or isolated from the equipment and/or circuits. Stored energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc., must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
- 4) All affected individuals are then required to lockout the energy devices with their individual lock.

- 5) After insuring that no personnel are exposed, ensure all energy sources are disconnected by operating the push button or other normal operating controls to make certain the equipment will not operate. In the event that electrical circuits have been locked out, insure that the circuits are de-energized by applying an appropriate voltage tester that itself has been tested on live circuits. Be sure to return all operating controls to the neutral position.
- 6) The equipment and/or circuits are now locked out.
- 7) When the job is complete and the equipment or circuits are ready for testing or normal service, check the equipment and/or circuits to insure that no one is exposed.
- 8) When the equipment and/or circuits are clear, remove all locks. The energy isolating devices may be operated to restore energy to the equipment and/or circuits.

Any Equipment Unfamiliar to You

If you have not received training to use a piece of equipment properly and safely, you must not use it until training is received.

If you notice any defects or maintenance problems with any piece of equipment, you must notify your supervisor immediately. Do not use the equipment until the problem has been fixed.

Workplace Hazardous Materials Information System (WHMIS)

WHMIS is a Canada-wide system to provide employers and workers with information about the hazardous materials they work with on the job, in order to protect their health and safety. It does this by means of:

- Warning labels on containers of hazardous materials.
- Separate material safety data sheets providing further detailed information, known as Material Safety Data Sheets (MSDS).
- Worker training on how to use this information.

Hazardous Materials covered under WHMIS include six classes. Each class has its own symbol, WHICH MUST APPEAR ON THE SUPPLIER LABEL so that the hazard is easily identified.

Class A Compressed gas (e.g., acetylene, nitrogen, oxygen):



Class B Flammable and combustible material (e.g., solvents):



Class C Oxidizing material (e.g., epoxy hardeners):



Class D Poisonous and infectious material:

Division 1: Immediate and serious toxic effects (e.g., ammonia, carbon monoxide gas, carbon tetrachloride, some pesticides).

Division 2: Other toxic effects (e.g. asbestos, silica).

Division 3: Biohazard, infectious material.



Class E Corrosive material (e.g., acids and alkalis):



Class F Dangerously reactive material (e.g., acetylene):



There are two (2) types of WHMIS Labels: 1) Supplier Label, 2) Workplace Label

Supplier Labels:

Any container of hazardous material brought into a Canadian Workplace must carry a supplier WHMIS label.

Following are the components of a supplier label.

- Product Identifier: The name of the product which may be its common trade name, brand name, code name or code number.
- Supplier Identifier: The name of the supplier. (A distributor who buys from a supplier and re-sells without repackaging need not be mentioned on the supplier label).
- MSDS Statement: A statement to the effect that a MSDS is available for the product. For example: "SEE MATERIAL SAFETY DATA SHEET".
- Hazard Symbol: One or more of the eight hazard symbols which apply to the product.
- Risk Phrases: These are descriptions of the effects which may result from exposure. They give further information about the hazard indicated by the symbol. For example "dangerous if inhaled."
- Precautionary Measures: This section explains how to avoid the risks associated with the product. For example: "wear appropriate eye protection".
- First Aid Measures: This section explains how to treat a person who has been overexposed to the product. For example "wash affected area under running water".

WHMIS labels are always surrounded by this distinctive border:

Example of Workplace Label:



There are no specific requirements on the colour, size or shape of the workplace label.

It is important that it be distinctive and easily seen.

Workplace Labels:

Workplace labels are used on hazardous materials or their containers, instead of supplier labels, in the following circumstances:

- The material is produced in the workplace for use in the workplace or for export.
- The material is produced in the workplace and intended for sale in Canada and will therefore have a supplier label attached before shipment.
- The material is decanted from a supplier's labeled container into another container after its arrival in the workplace.

- The original supplier label is missing or becomes unreadable.

Following are the components of a workplace label.

- Product Identifier: the name of the material.
- Precautionary Measures: how to handle it safely.
- MSDS Statement: a statement telling the reader that a Material Safety Data Sheet is available for this material.

Material Safety Data Sheets (MSDS):

The MSDS is the backup to the label. The label alerts a worker with a brief profile of a hazardous material. The MSDS contains detailed information about the product.

Material safety data sheets are considered current if dated within 3 years.

Nine categories of information are required on a MSDS.

- 1) Hazardous Ingredients: to provide information on the name, concentration and toxicity of each hazardous ingredient of a controlled product.
- 2) Preparation Information: the name and phone number of the person or group who prepared the MSDS and the date of preparation.
- 3) Product Information: to identify the product, the supplier/manufacturer and to describe the use of the product.
- 4) Physical Data: a description of the physical properties of the product, such as whether the product is a solid, liquid or gas.
- 5) Fire or Explosion Hazard: which includes information on how likely the product is to ignite or explode under various conditions.
- 6) Reactivity Data: to provide information on the chemical stability of the product and how likely it is to react with other chemicals.
- 7) Toxicological Properties: to provide information on how the product enters the body and what its short and long-term effects are.
- 8) Preventative Measures: to provide information on the measures to protect worker health and safety during the transportation, storage, use of the product, as well as emergency procedures.
- 9) First Aid Measures: to provide information for the safe evacuation and immediate treatment of anyone overexposed to a controlled product.

In addition to these categories, the supplier or employer must include any other hazard information of which he/she should be aware.

The company MSDS are maintained in the lunch room. You must see your supervisor or safety representative if you require more information on a WHMIS controlled product.

Specific instructions and precautionary measures for working with all products will be provided to all employees.

Household products are exempt from WHMIS. However, hazardous household products still contain warning information and symbols. When we use any hazardous products in our shop, then WHMIS applies.

Return to Work Program

Pro-Able Services Inc. has a Return to Work (RTW) Program for employees who have experienced injuries or illnesses resulting from work or the workplace.

The company values the goal of prevention of injuries and illnesses through maintaining a safe and healthy workplace. Consistent with this value is the company's commitment to the successful recovery of injured and ill employees by taking all reasonable steps to return injured and ill employees to their pre-injury job as quickly as possible.

Where the employee is unable to return to the pre-injury job, the goal will be to return them to alternative work which is consistent with their functional abilities.

The company and its employees are committed to co-operate and participate in the success of the RTW program. The RTW process begins immediately after the injury or illness occurs.

Under this program, an employee must:

- Immediately report all accidents and illnesses and obtain necessary first aid and/or health care.
- Sign the consent to disclosure of functional abilities information to qualify for benefits.
- Obtain a "Return to Work Treatment Memorandum" from a supervisor take to a Health Care Practitioner to complete.
- Return completed form or communicate information before start of next shift to a supervisor.
- Assist in identifying suitable work consistent with their functional abilities.
- Co-operate in their RTW process and communicate updates to their functional abilities.

The company will:

- Provide a Functional Abilities Form.
- Identify suitable work.
- Develop a modified work plan with the employee.
- Meet daily to discuss the employee's progress.
- Report progress to the WSIB.

The WSIB should be contacted when:

- A dispute over suitable work arises.
- The employee does not participate in the RTW program.
- There is a change in wages paid to the employee.
- A change in duties/duration of the modified work plan takes place.
- The employee returns to regular duties and regular hours of work.

Modified work consists of work consistent with the workers functional abilities. All attempts will be made to offer and provide modified work for the injured/ill employee.

Employee Health and Safety Induction Checklist

Employee Name: _____ Supervisor Name: _____

Employee initials below indicate that the employee understands the corresponding Health and Safety item.
 Supervisor initials below indicate that the supervisor believes that the employee understands the corresponding Health and Safety item.

Health and Safety Item	Page No.	Date Reviewed	Employee Initials	Supervisor Initials
Introduction, Standards & Communication of Standards	4			
Training	5			
Required Training	5			
Health and Safety Action Plan	6			
Listing of Health and Safety and Related Forms	7			
Worker Responsibilities	8			
Supervisor Responsibilities	9			
Employer Responsibilities	10			
Management Health and Safety Representative Responsibilities	11			
Worker Health and Safety Representative Responsibilities	11			
Subcontractor Responsibilities	12			
Reporting Hazards	13			
Daily Workplace Inspections	13			
New Equipment	13			
Monthly Workplace Inspections	14			
Injury/Illness/Incident Reporting and Investigation	14			
General Information in Case of Emergency	17			
Emergency Response Plan Review	17			
Emergency Response In Case of Fire	17			
Fire Extinguisher Locations	18			
Fire Prevention	18			
Emergency Response In Case of Medical Emergency	18			
Emergency Response In Case of Chemical Spill	19			
Emergency Response In Case of Gas Leak	19			
Emergency Response In Case of Explosion	19			
First Aid Kits	20			
Eye Wash Station	20			
Health and Safety Bulletin Board	20			
Control of Hazards	21			
Health and Safety Practices and Procedures	21			
Hazards in Our Workplace	21			
Hot Weather Work Plan	26			
Lock-Out Procedure	27			
Any Equipment Unfamiliar to You	28			
Workplace Hazardous Materials Information System (WHMIS)	28			
Return to Work Program	32			
Posted Safety Rules	N/A			

As an employee of ProAble Hardware Specialties Inc., I understand the requirements to work in compliance with the Occupational Health and Safety Act and the rules and guidelines outlined in the company Health and Safety Policy and Program.

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

A copy of this checklist will be maintained in the employee's personnel file-Done By: _____ Date: _____