



# PK Construction Inc.

## Health & Safety Policy *Abridged copy*

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## **HEALTH & SAFETY POLICY STATEMENT**

The Management of PK Construction Inc. is committed to the health and safety of its employees and for all who are involved in our projects. Protection of employees from injury or occupational disease is a major continuing objective. We are committed to continuing improvement toward an accident-free workplace through effective administration, education and training.

All supervisors, employees and subcontractors must protect their own and fellow workers' health and safety by working in compliance with the *Occupational Health and Safety Act* and all applicable regulations and safe work practices and procedures established by our company.

We recognize that a safe work environment can be established and sustained only through a united effort by all employees and subcontractors and that the assistance of each person is required. Your attitude and cooperation in promoting accident prevention will assist in achieving our goal: "no one gets hurt", and make our company the best place to work, one where employees share in corporate growth and success.

PK Construction Inc.  
May 24, 2011

*Our Goal: "No One Gets Hurt... Health & Safety Matters at PK Construction Inc."*

## **RESPONSIBILITIES**

### **Employers and Subcontractors**

The employers and subcontractors shall ensure:

1. Work safely in accordance with the O.H.S.A and all applicable regulations, client, PK Construction Inc. and subcontractor Health & Safety Policy and Program.
2. Obtain a copy of the C.S.A.O. Construction Health and Safety Manual. *This will serve as a minimum standard if subcontractor, PK Construction Inc. and/or client procedures do not address a specific safe work procedure.*
3. Provide training to their workers in the requirements of the site safety policy and program.
4. Complete the Subcontractor Orientation form as requested by PK Construction Inc.
5. Provide, inspect, and maintain necessary safety equipment as required for their direct-hire workers.
6. Notify PK Construction Inc. supervisors of any lost-time injuries or medical aid cases occurring on the project.
7. Conduct clean-up of work areas daily (*NOTE: If waste and debris create a hazard and are not cleaned up in a reasonable time, they will be cleaned up at the expense of the subcontractor.*)
8. Conduct toolbox talks in addition to specific hazard training as requested by PK Construction Inc.
9. Fully comply with W.S.I.B. Ont. Reg.1101 – First Aid Requirements. All subcontractors must have trained first-aiders on site as required by this regulation.

### **Supervisors**

The supervisors shall ensure:

1. Provide orientation for new workers.
2. Ensure that workers use or wear the equipment, protective devices or clothing that are required to be used or worn by PK Construction Inc. and all applicable legislation.
3. Ensure that workers work in the manner required by the Health and Safety program of PK Construction Inc. and the Occupational Health & Safety Act and all applicable Regulations.
4. Conduct monthly safety talks and ensure that the necessary record of topics and attendance are received at the office.
5. Conduct regular workplace inspections as required by PK Construction Inc.
6. Conduct accident and incident investigations.
7. Report safety problems to senior management.
8. Ensure housekeeping is done at least daily.
9. Review MSDSs with workers before using hazardous materials for the first time.
10. Review Ministry of Labour orders and safety directives with workers.
11. Commend worker contributions to employer health and safety program.
12. Appoint a competent replacement before leaving the work place.

## **ACCIDENT PREVENTION**

### **Housekeeping**

- Working areas are to be kept free from all unnecessary debris and waste materials.
- Pieces of lumber with protruding nails are to be promptly piled out of the way and nails withdrawn or bent over.
- All scrap is to be removed and deposited daily in proper designated containers. Keep all materials piled neatly.
- All tools and other equipment are to be returned to their proper place after use.
- Special attention is to be given to disposal of oily or solvent laden rags, paint cans and any container that may have held flammable liquids.
- Eliminate the slipping and falling hazards cause by liquid spillage by immediately wiping or spreading an absorbing material on the spill area immediately.
- Walkways, scaffold and stairways must be kept clear of electric cords, hoses, small tools, and equipment.

### **Ladders and Scaffolds**

- Ladders are to be placed with care. The bottom of the ladder should be away from the wall, never more than one-fourth of the perpendicular height of the ladder, and project at least four feet above the level.
- Scaffolds must be erected, used, and maintained in a reasonably plumb condition.
- The base of ladders and scaffolds should be on a firm level surface, or a mudsill should be used on uncompacted or rough soil.
- Ladders or scaffolds should not be placed at a blind corner or a doorway where it could be displaced. If it is necessary to use a ladder in such places, the area is to be blocked off.
- Ladders and scaffolds are not to be placed upon unstable objects such as boxes, loose lumber, loose rock, etc. This is usually done to obtain additional height.
- Portable ladders are to be securely fastened, anchored or made secure when being used, by ropes, ladder shoes or other effective means.
- Ladders erected between levels must extend 900 mm above the top landing and afford clear access at the top and bottom.
- Do no use a stepladder as a straight ladder.

## Workers

### All Workers shall:

- Work in accordance with the legislated requirements of the O.H.S.A. and all regulations and PK Construction Inc. Health & Safety Policy and Program.
- Use or wear the equipment, protective devices, or clothing that is required to be used or worn.
- Report hazards or unsafe conditions to their supervisor after taking appropriate immediate action.
- Report all accidents, injuries, and near misses to their supervisor.
- Clean up work area daily.
- Inspect personal protective equipment before use and report defects or damage to their supervisor.
- Ensure that all guards and protective devices are operating properly.

### No Worker Shall:

- Work in a manner that may endanger himself or herself or any other worker.
- Participate in any prank or such like actions, which could harm a worker.
- Remove or make ineffective any protective devices or guards.

## Personal Protection

Employees should wear suitable clothing for the type of work in which they are engaged, shirts and long pants shall be worn at all times.

For your personal protection at the job site, do not wear:

- loose clothing or cut-offs,
- greasy or oily clothing, gloves or boots,
- torn or ragged clothing,
- rings or neck chains.

Approved safety boots or shoes are required to be worn at all times, and shall:

- be laced and fully tied,
- be replaced when badly worn or deteriorated.

Approved safety hats will be worn by everyone in the work area of the project at all times.

Safety hats shall:

- not be painted or have holes drilled in to the hat,
- be replaced immediately if cracked or damaged.

Wear gloves when handling acids and caustic, rough or sharp materials, or where any activity requires proper hand protection.

Suitable goggles and/or face shields will be worn when welding, grinding, buffing, sanding, cutting, chipping, drilling, handling acids and caustics, using powder actuated devices and while working in areas where there is a possibility of injury to eyes or face.

Hearing protection must be worn where continuous exposure to excessive noise from construction activities can cause hearing loss.

Respirators should be worn when there is a high concentration of dust, cement or toxic fumes, in accordance with W.H.I.M.I.S. requirements.

When working beside unprotected openings and edges, a worker must wear a safety belt, harness, or restraint lines tied off to a fixed support whenever the worker is more than 3 meters above the next level, or above operating equipment, hazardous substances or objects regardless of height.

Employees are not allowed to ride on running boards, fenders, side rails, tops of vehicles, extended legs over the side or back of any truck bed, or stand up in the bed of any vehicle while in motion.

When lifting, use the large muscles of your legs rather than the small muscles of your back. Take a firm grip, secure a good footing, place the feet a comfortable distance apart, keep the load close, keep your back straight, bend your knees and lift with your legs.

If the load is too heavy, 'get help' – do not strain.