

Power-Tek

Electrical Services Inc.

Maintenance

Service

Construction

Commercial

Industrial

Residential



Health & Safety Program

David Lindsay
President

Walter Pamic
Vice-President

Power-Tek

Electrical Services Inc.

Maintenance

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Construction

Commercial

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Title: Health and Safety Policy Statement			No.: 101
Rev.: 6	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Feb 23, 2011

It is the policy of Power-Tek Electrical Services Inc. to perform work in the safest possible manner consistent with the Occupational Health and Safety Act (OHSA) and applicable Regulations for Construction Projects. Protection of employees, from injury or occupational illness, is a major continuing objective. All management staff, supervisors and workers must be dedicated to the continuing objective of reducing risk of injury. As presidents of Power-Tek Electrical Services Inc., David and Walter give you their personal promise that every reasonable precaution will be taken for the protection of workers.

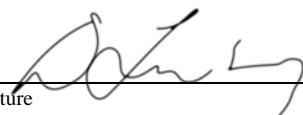
Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors will be held responsible for ensuring that machinery and equipment are safe and that workers work in compliance with established Safe Work Practices. Workers will receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the OHSA and its applicable Regulations and Safe Work Practices and procedures established by Power-Tek Electrical Services Inc. The company's Health and Safety Program will be reviewed with employees upon hiring. At monthly reviews, a review of selected Health and Safety sections will be examined.

It is the goal of Power-Tek Electrical Services Inc. to eliminate or minimize the hazards that cause accidents and injuries as well as those which create health hazards. All incidents and accidents will be reviewed and serious matters will be thoroughly investigated. If necessary, changes will be adopted to minimize the likelihood of a repeat incident and / or accident.

Compliance with this policy will be reviewed annually at all employee levels. Violations will be recorded. Repeated disregard or wilful violations of this policy by any subcontractor or employee, at any level, may be considered cause for discipline in accordance with the OHSA and existing laws.

Power-Tek Electrical Services Inc. recognizes that working in a safe environment is a right for its employees and further recognizes that the benefits of working in a safe and healthy work environment extends to Power-Tek Electrical Services Inc. employees, their families, suppliers, sub-contractors, clients, visitor and communities.



Signature

David Lindsay


Printed Name

President

Position

February 23, 2011

Date



Signature

Walter Pamic

Printed Name

Vice President

Position

February 23, 2011

Date

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Electrical Services Inc.

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Title: Environmental Assurance Policy			No.: 102
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov 24, 2010

We at Power-Tek Electrical Services Inc. are committed to a safe and healthy environment and believe this to be of prime importance to our employees, their families and our clients.

It is for this reason that we will:

- Attempt to exceed all government laws, regulations and guidelines, recognizing that environmental risk management and pollution prevention are proactive activities governed by best management practices.
- Provide leadership through all levels of management that fosters environmental protection through proper procedures and programs where management will be responsible and accountable for identifying and minimizing the effects of company operations on the environment.
- It is expected that employees of Power-Tek Electrical Services Inc. will conduct themselves and their work with the highest standard of environmental protection and control. Educating our employees in this regard is part of this commitment.
- Annually monitor and assess our operations and services implementing environmentally sound, practical business practices. We support the sustainable use of resources and actively encourage strategies to reuse, reduce, and recycle to minimize the impact on the environment.
- Communicate with our employees, suppliers, customers, communities, public interest groups and others with relevant and appropriate factual information about the environmental impact of our operation and services and the actions we are taking to minimize this impact.

Power-Tek Electrical Services Inc. is committed to this proactive, comprehensive approach to environmental assurance, providing leadership by example in this important area.

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Title: Code of Conduct Policy			No.: 103
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov. 24, 2010

It is essential that all management and workers work together as a team in reaching our goal of creating the safest and healthiest workplace environment. It is for that reason that Power-Tek Electrical Services Inc. has adopted a code of conduct to be followed by all of our team (employees, sub-contractors, and visitors) who enter our workplace environment.

All members of the Power-Tek Electrical Services Inc. team will:

- 1) Treat others as you would want to be treated (mutual regard and respect).
- 2) Be honest with yourself and with others.
- 3) Be fair and open-minded in your dealings with others.
- 4) Be courteous and polite in your activities with others.
- 5) Demonstrate a greater trust and confidence in others, as this will make us more productive and make the workplace more fun.
- 6) Seek first to understand, then together, work towards solutions.
- 7) Distribute and share appropriate information on a regular basis.
- 8) Deliver feedback and criticism in a respectful manner.
- 9) Accept feedback without being defensive.
- 10) Participate in discussions, decision making, and support the implementations.
- 11) Deliver on your commitments.

“Attitude is a little thing that makes a big difference.”

Sir Winston Churchill

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Title: Ethics and Business Conduct Policy			No.: 104
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov 24, 2010

It is the policy of Power-Tek Electrical Services Inc. to conduct its business with honesty and integrity and in strict compliance with applicable laws, rules and regulation of the places where it does business. The company is strongly committed to the highest standards of ethical conduct in every aspect of its dealings with its constituencies; employees, customers, communities and suppliers and will rigorously enforce compliance with its policies and procedures.

In furtherance of this policy, all employees at all levels will adhere to the policies and procedures of the company and will conduct business affairs within both the letter and the spirit of the law. This company will not condone conduct by any employee in the course of business that violates any law, regulation, Power-Tek Electrical Services Inc' policies or procedures.

It is also a Power-Tek Electrical Services Inc. policy to foster a free and open atmosphere that allows and encourages employees to make inquiries, express work-related personal concerns regarding ethic issues, or to report business ethics violations or violations of the law, regulations, policies or procedures without fear of retribution or retaliation for making such reports or inquiries.

Management will:

- Maintain a company-wide ethics education and communication venue designed to ensure that employees are aware of their personal responsibilities with regard to ethical behaviour in the conduct of business.
- Maintain an information archive designed to provide employees with knowledge sufficient to comply with applicable laws, regulations, policies, procedures and other standards of business conduct that pertain to their jobs and to understand the potential consequences of any violation.
- Ensure that no worker will suffer retaliation because of a report he or she makes.
- Ensure that all reports be handled with highest degree of confidentiality possible, except when the disclosure is required by law, regulation of legal process or is necessary to allow an outside government agency to investigate the complaint.
- Ensure that workers receive appropriate ethics education and to foster an atmosphere that encourages ethical behaviour.

Superiors and workers will:

- Adhere to the company's principles of integrity, ethical behaviour, policies and procedures.
- Consult with supervisors or the company president concerning ethics inquiries.
- Report to the company president any ethic violations or violations of law, regulations, policies or procedures.

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Title: Harassment Policy			No.: 105
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov. 24, 2010

Power-Tek Electrical Services Inc. is committed to providing a work environment free from harassment and discrimination based on race, creed, colour, national origin, political or religious affiliation, sex, sexual orientation, age, marital status, family and disability.

The law in virtually all Provinces clearly states that harassment is a form of unlawful discrimination. The law defines harassment as “vexatious (annoying) comment or conduct that is known or ought reasonably to be known to be unwelcome.”

Management will:

- Be held accountable for their own actions and for dealing with the actions of their staff.
- Ensure supervisors complete and submit a written, detailed account of any complaint to management.
- Thoroughly investigate any and all allegations of harassment
- Discipline any worker proven to be guilty of harassment, or of making false allegations of harassment, in accordance with the company Enforcement Policy.
- Ensure that any worker lodging the complaint and any witnesses will be protected from any form of retaliation by either co-worker or management.

Workers will:

- Immediately report any discomfort or disapproval to your supervisor and / or management.
- Report any repeated acts of harassment to your supervisor and / or management
- Keep records of incident dates, times, locations, possible witnesses and your response.

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Title: Continuous Improvement Plan Policy			No.: 201
Rev.: 5	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov 24, 2010

At Power-Tek Electrical Services Inc. we believe that we have developed a Health and Safety Program that complies with, if not surpasses, government legislation. We further understand that in the construction industry work environments and manpower are forever changing. Therefore, we believe that our Health and Safety Program will always be evolving to better adapt to the workplace environment.

Each year we will commit to our Continuous Improvement Plan that will.

1. Set annual health and safety goals.
2. Include target dates for attaining those goals.
3. Allocate the time, people and resources necessary to ensure improvement.

We will also review company reports and records from a *Safety First* approach with the intent of revealing our weaknesses so that we can revise our existing policies and procedures or implement new policies and procedures that will hopefully prove to be more effective in preventing illnesses and/or injuries.

Power-Tek Electrical Services Inc. recognizes the wealth of experience in our workers. We encourage suggestions and recommendations pertaining to health and safety of our workforce and workplaces. We make a commitment to our workers that all suggestion / recommendation will be fairly considered and evaluated.

The management of Power-Tek Electrical Services Inc. ensures that whenever changes to our Health and Safety Program are necessary, those changes will be communicated to all employees in a timely manner.

Working together we can all take comfort in knowing that we have done everything within our power as employees and as a company to ensure a safe and healthy work place.

Power-Tek Electrical Services Inc. thanks our workers for their attention to safety and for their active participation in the Power-Tek Electrical Services Inc. Health and Safety Program.

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Title: <u>Networking Policy</u>			No.: 301
Rev.: 5	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov. 24, 2010

Networking as it applies to Health and Safety, involves the gathering of acquaintances or contacts to share information regarding Health and Safety in the workplace.

Networking provides an excellent opportunity for Power-Tek Electrical Services Inc. to capitalize on external resources for the purpose of obtaining information about products and technical skills. This also allows us to gather data, both positive and negative, on issues that should help us to improve our Safe Work Practices.

Networking is accomplished through:

- Personal contact with peers;
- Individual membership in professional associations;
- Attendance at conferences and workshops;
- Contracts with technical specialists, suppliers and consultants as well as;
- Participation in information sharing, media, subscriptions and organizational memberships.

Power-Tek Electrical Services Inc. will take every effort to provide the resources and direction necessary to ensure that an effective networking program is encouraged. The company, in conjunction with its JH&SC, will assume the primary lead, responsible for the co-ordination of networking opportunities. Supervisors and designated employees will be encouraged to participate in peer associations meetings. Power-Tek Electrical Services Inc.'s goal will be to network (as per above), for the purpose of improving our Health and Safety Program annually.

This policy will be reviewed annually to ensure that its goals and objectives are being attained.

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Title: Management Policy: Roles & Responsibilities			No.: 401
Rev.: 6	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov 24, 2010

The Occupational Health and Safety Act (OHSA) regulates all responsibilities for all employers, supervisors, and workers. Power-Tek Electrical Services Inc. shall work in compliance with the OHSA and do everything **reasonably possible** to establish and maintain a safe and healthy work environment.

Power-Tek Electrical Services Inc. will:

- Establish a Health and Safety Program and, where required, train personnel.
- Take every reasonable precaution to prevent personal injury.
- Provide and maintain a safe, healthy work environment.
- Review, at least annually, and revise when necessary, the Power-Tek Electrical Services Inc. Health and Safety Program.
- Ensure all workers are over the age of 16.
- Provide resources to implement, support and enforcement of the Power-Tek Electrical Services Inc. Health and Safety Program.
- Promote the exchange of health and safety information with outside groups.
- Assign a JH&SC to coordinate the Power-Tek Electrical Services Inc. Health and Safety Program and to designate funding for its operations.
- Review Power-Tek Electrical Services Inc.'s Health and Safety Program with supervisors prior to commencement of work on a project.
- Specifically review site training plans for health and safety concerns to ensure an effective Site Specific Safety Plan (SSSP).
- Provide competent supervision for all Power-Tek Electrical Services Inc. workers. Supervisors are to be adequately trained in supervisory duties as well as Safe Work Practices.
- Provide support, compensation, training and time to the Power-Tek Electrical Services Inc., JH&SC.
- Provide and maintain in good working order:
 - Company owned equipment and tools
 - Materials
 - First Aid and personal protective equipment (PPE).
- Ensure compliance with the Power-Tek Electrical Services Inc. Health and Safety Program.
- Establish written emergency procedures.
- Take corrective measures to correct substandard acts and / or conditions.
- Ensure compliance with WHMIS regulations.
- Report accidents and injuries to authorities as required.
- Investigate all injuries and accidents and take corrective measures.
- Review incident reports at least quarterly.

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Occupational Health and Safety Act

Last amendment: 2007, c. 8, s. 221.

Duties of employers

25. (1) An employer shall ensure that,

- a) the equipment, materials and protective devices as prescribed are provided;
- b) the equipment, materials and protective devices provided by the employer are maintained in good condition;
- c) the measures and procedures prescribed are carried out in the workplace;
- d) the equipment, materials and protective devices provided by the employer are used as prescribed; and
- e) a floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the *Building Code Act*.

Idem

(2) Without limiting the strict duty imposed by subsection (1), an employer shall,

- a) provide information, instruction and supervision to a worker to protect the health or safety of the worker; in a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;
- b) when appointing a supervisor, appoint a competent person;
- c) acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;
- d) afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions;
- e) only employ in or about a workplace a person over such age as may be prescribed;
- f) not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;
- g) take every precaution reasonable in the circumstances for the protection of a worker;
- h) post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers;
- i) prepare and review at least annually a written occupational health and safety policy and develop and maintain a
- j) program to implement that policy;
- k) post at a conspicuous location in the workplace a copy of the occupational health and safety policy;
- l) provide to the committee or to a 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; and
- m) advise workers of the results of a report referred to in clause (l) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.

Idem

(3) For the purposes of clause (2) (c), an employer may appoint himself or herself as a supervisor where the employer is a competent person.

Idem

(4) Clause (2) (j) does not apply with respect to a workplace at which five or fewer employees are regularly employed. R.S.O. 1990, c. O.1, s. 25.

Additional duties of employers

26. (1) In addition to the duties imposed by section 25, an employer shall,

- a) establish an occupational health service for workers as prescribed;

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- b) where an occupational health service is established as prescribed, maintain the same according to the standards
- c) prescribed;
- d) keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed;
- e) accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed;
- f) notify a Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed;
- g) monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed;
- h) comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed;
- i) establish a medical surveillance program for the benefit of workers as prescribed;
- j) provide for safety-related medical examinations and tests for workers as prescribed;
- k) where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace;
- l) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and
- m) carry out such training programs for workers, supervisors and committee members as may be prescribed.

Idem

(2) For the purposes of clause (1) (a), a group of employers, with the approval of a Director, may act as an employer. R.S.O. 1990, c. O.1, s. 26 (1, 2).

Idem

(3) If a worker participates in a prescribed medical surveillance program or undergoes prescribed medical examinations or tests, his or her employer shall pay,

- a) the worker's costs for medical examinations or tests required by the medical surveillance program or required by regulation;
- b) the worker's reasonable travel costs respecting the examinations or tests; and
- c) the time the worker spends to undergo the examinations or tests, including travel time, which shall be deemed to be work time for which the worker shall be paid at his or her regular or premium rate as may be proper. R.S.O. 1990, c. O.1, s. 26 (3); 1994, c. 27, s. 120 (3).

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Title: Supervisors Policy: Roles and Responsibilities			No.: 402
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Rev.: 5	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov. 24, 2010
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As a condition of employment with Power-Tek Electrical Services Inc., supervisors must accept their responsibility to ensure that safe and healthy worksites are established and maintained.

Power-Tek Electrical Services Inc. supervisors will:

- Provide orientation for all new workers assigned to their work site
- Ensure all new workers receive a copy and understand the Power-Tek Electrical Services Inc. Worker Health and Safety Manual.
- Review workers' training qualifications to ensure they are adequate for the tasks they will be performing.
- Ensure that Personal Protective Equipment (PPE) is worn, as required, at all times.
- Ensure Safe Work Practices are being followed.
- Advise workers of actual and potential hazards on site. Review with each worker, how to recognize, assess and control hazards in the work place.
- Review Material Safety Data Sheets (MSDS) with workers before using a hazardous material.
- Ensure all required posted materials are posted or available on the jobsite.
- Inspect the workplace at least weekly and record findings on company inspection form.
- Inspect safety equipment before every use. If necessary remove / replace / repair damaged equipment.
- Inspect company tools and equipment before every use. If necessary remove / replace / repair damaged equipment.
- Ensure housekeeping is performed daily.
- Perform safety talks weekly or as required.
- Encourage workers to discuss safety issues openly and at Health and Safety meetings.
- Review minutes of safety meetings, M.O.L. orders and safety directives with workers.
- Correct and / or control safety hazards immediately and, when necessary, report hazards to management and make recommendations as to ways to control.
- Investigate all accidents, injuries and near misses.
- Communicate, in a timely manner, to all workers and any additions / revisions to the Power-Tek Electrical Services Inc. Health and Safety Program.
- Ensure that a competent person is assigned to assume the supervisors duties when he or she is not on the site.
- Cooperate fully with the JHSC members when applicable.

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- Ensure all visitors are protected while on site.
 - Do everything reasonably possible to protect the workers on the job site.
-

Occupational Health and Safety Act

Last amendment: 2007, c. 8, s. 221.

Duties of supervisor

27. (1) A supervisor shall ensure that a worker,

- a) works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and
- b) uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.

Additional duties of supervisor

(2) Without limiting the duty imposed by subsection (1), a supervisor shall,

- a) advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
 - b) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and
 - c) take every precaution reasonable in the circumstances for the protection of a worker. R.S.O. 1990, c. O.1, s. 27.
-

Ontario Regulations – Construction Projects 213/91

14. (1) A constructor shall appoint a supervisor for every project at which **five or more workers** will work at the same time. O. Reg. 213/91, s. 14 (1).

(2) The supervisor shall supervise the work at all times either personally or by having an assistant, who is a competent person, do so personally. O. Reg. 213/91, s. 14 (2).

(3) A supervisor or a competent person appointed by the supervisor shall inspect all machinery and equipment, including fire extinguishing equipment, magazines, electrical installations, communication systems, sanitation and medical facilities, buildings and other structures, temporary supports and means of access and egress at the project to ensure that they do not endanger any worker. O. Reg. 213/91, s. 14 (3).

(4) **An inspection shall be made at least once a week or more frequently** as the supervisor determines is necessary in order to ensure that the machinery and equipment referred to in subsection (3) do not endanger any worker. O. Reg. 213/91, s. 14 (4).

(5) A competent person shall perform tests and observations necessary for the detection of hazardous conditions on a project. O. Reg. 213/91, s. 14 (5).

15. (1) An employer of five or more workers on a project shall appoint a supervisor for the workers. O. Reg. 213/91, s. 15.

(2) The supervisor shall supervise the work at all times either personally or by having an assistant, who is a competent person, do so personally. O. Reg. 145/00, s. 10.

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Title: JH&SC Policy: Roles & Responsibilities			No.: 403
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov 24, 2010

Power-Tek Electrical Services Inc. recognizes that an effective Health and Safety program is like a living organism; it is always changing and therefore, requires constant attention. For that reason, we have established a JH&SC. It is the responsibility of the JH&SC to make recommendations to ensure the health and safety of all employees as well as ensuring that all employees of Power-Tek Electrical Services Inc. work in compliance with government legislation and the Power-Tek Electrical Services Inc. Health and Safety Program.

It is the responsibility of the JH&SC members to:

- Assist management in the continuous development and improvement of the Health and Safety Program for Power-Tek Electrical Services Inc.
- Conduct an annual audit / review of the company's Health & Safety Program.
- Communicate to management and / or workers, any additions / revisions resulting from reviews.
- Provide, as requested, information dealing with H&S issues.
- When requested, provide training or arrange for training to ensure all workers' training requirements are current and adequate as required by the OHSA and applicable Regulations.
- Assist the management of Power-Tek Electrical Services Inc. on the proper processing and filing of documents as required.
- Conduct monthly inspections of worksites to ensure safe work practices and procedures are being followed.
- Correct and / or control safety hazards immediately and, when necessary, report hazards to management and make recommendations as to ways to control.
- Issue "Stop Work Order" when he / she deems necessary and report this order to the supervisor in charge and to management.
- Work in full cooperation with other JH&SC members and other construction company's Health and Safety and committee members. (or general construction sites)
- Be a liaison between Power-Tek Electrical Services Inc. and the Ministry of Labour (MOL).
- Investigate all accidents, injuries and near misses.
- Accompany MOL inspectors when necessary.
- Acknowledge and recommend positive H&S behaviour by any party.

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Title: Individual JH&SC Member: Roles & Responsibilities			No.: 404
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Rev.: 5	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov 24, 2010
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The Management of Power-Tek Electrical Services Inc. will ensure a JH&SC member is selected by the workers, in any company workplace, where the number of employees regularly exceeds five (5). The employees' assigned JH&SC member will not hold a managerial position within Power-Tek Electrical Services Inc.

The JH&SC member will be available at all times to assure a safe and healthy workplace. In the event that site JH&SC member is away due to illness, holidays or other, Power-Tek Electrical Services Inc. will have an alternate JH&SC member available on that site.

Sub-contractors will ensure a JH&SC member is selected by their co-workers, where the number of employees regularly exceeds five (5). The Sub-contractor will communicate the name of their JH&SC member to Power-Tek Electrical Services Inc.

JH&SC members represent an integral part of the *Internal Responsibility System*, which is a system designed to enable workers and management to work jointly in the resolution of workplace health and safety problems.

The management of Power-Tek Electrical Services Inc. encourages workers to take up any and all of their health and safety concerns with their JH&SC member. The company further commits to ensuring its full support and cooperation to all JH&SC members.

JH&SC members will:

- Hold a valid First Aid Certificate
- Be familiar with the requirements of the OHSA and applicable Regulations for Construction
- Be familiar with the Power-Tek Electrical Services Inc. Health and Safety Program
- Receive any and all other trainings required for them to perform their functions effectively
- Attend and participate in health and safety meetings on site
- Assist management in the annual review of the company's Health and Safety Program
- Perform on site inspections in order to compliment the site inspections performed by the supervisor
- Assist the supervisor in any accident investigations
- Assist to educate and enforce the company's Health and Safety Program
- Recognize hazards and make recommendations to management on how to control hazards

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Title: <u>Worker Policy: Roles and Responsibilities</u>			No.: 405
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov 24, 2010

It is not enough for management to implement safety policies to protect the workers. All employees of Power-Tek Electrical Services Inc. must accept their responsibilities for creating a healthy and safe working environment for both themselves and for their co-workers. Power-Tek Electrical Services Inc. employees will be required to:

- Work in accordance with the Power-Tek Electrical Services Inc. Health and Safety Program.
- Work in accordance with the Occupational Health and Safety Act and applicable Regulations.
- Be accountable for their safety and work in a manner so as not to endanger fellow workers.
- Help new employees to recognize job hazards and encourage the following of Safe Work Practices.
- Wear, use and properly maintain Personal Protective Equipment (PPE) required by Power-Tek Electrical Services Inc.
- Clean up their work area as necessary, but at least daily.
- Report immediately to their supervisor:
 - Any condition, practice or hazard that may cause injury to a worker or damage to equipment.
 - Any injury or accident, no matter how minor, to their supervisors.
 - All health hazards to their supervisor.
 - Any defective tools and / or equipment.
 - Any emergency work.
 - Any non-routine work.
- All Employees must obtain approval from their supervisor for any work after normal working hours.

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Occupational Health and Safety Act

“**Worker**” means a person who performs work or supplies services for monetary compensation but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program; (travailleur)

28. (1) A worker shall,

- (a) work in compliance with the provisions of this Act and the regulations;
- (b) use or wear the equipment, protective devices or clothing that the worker’s employer requires to be used or worn;
- (c) report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
- (d) report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows. R.S.O. 1990, c. O.1, s.28 (1)

(2) No worker shall,

- (a) remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
- (b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or
- (c) engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct. R.S.O. 1990, c. O.1, s.28 (2)

(3) A worker is not required to participate in a prescribed the medical surveillance program unless the worker consents to do so. R.S.O. 1990, c. O.1, s.28 (3)

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Title: Subcontractor Policy: Roles & Responsibilities			No.: 406
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Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov 24, 2010
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All subcontractors and all employees of subcontractors are expected to protect their own health and safety by working in compliance with the Occupational Health and Safety Act and Regulations as well as the Safe Work Practices and procedures established by Power-Tek Electrical Services Inc.

Every new subcontractor will be asked to review the Power-Tek Electrical Services Inc. Health and Safety Program and Procedures before beginning work for the company. A *Statement of Agreement of Compliance* will be issued and must be signed by a member of the subcontractor's upper management team before the subcontractor may begin work with company. Two copies of this agreement must be signed – one to remain with the subcontractor and the other to be on file with Power-Tek Electrical Services Inc.

Subcontractors are responsible for

- Providing up-to-date proof (clearance certificate) that their account with the Workplace Safety & Insurance Board is in good standing.
- Providing an up-to-date liability insurance certificate, listing the company as a certificate holder. The subcontractor must have adequate coverage per occurrence of public and property liability insurance to satisfy Power-Tek Electrical Services Inc.
- Ensuring that their machinery and equipment are safe and that workers work in compliance with safe work policies.
- Ensuring that their workers receive adequate training in their specific work tasks to protect their own health and safety.
- Ensuring that their workers are educated and familiar with Power-Tek Electrical Services Inc. Health and Safety Program.
- Provide any and all material safety data sheets (MSDS) for all WHMIS products used on the project.
- Reporting any and all accidents or near misses to Power-Tek Electrical Services Inc. supervisors immediately.

Should any circumstances result in the issuance of MOL or any other fines against Power-Tek Electrical Services Inc. due to non-compliance of a worker(s), the subcontractor of the worker(s) will be held liable by Power-Tek Electrical Services Inc. for full or part compensation of the fines.

A list of all Approved Subcontractors (has signed and returned all required documents) will be kept by Power-Tek Electrical Services Inc. Copies will be kept with the office head and the JH&SC.

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Title: Visitors Policy: Roles and Responsibilities			No.: 407
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov 24, 2010

Anyone, other than a direct hire employee of Power-Tek Electrical Services Inc., who is entering the workplace and may be admitted to areas generally off limits to the public, is considered a visitor. Visitors on a Power-Tek Electrical Services Inc. work site will receive the same protection entitled to all employees of the company.

Visitors must agree to certain responsibilities before they will be allowed entry onto any Power-Tek Electrical Services Inc. workplace:

Visitors will:

- Complete and sign a “Visitors Agreement” form prior to entering a Power-Tek Electrical Services Inc. worksite.
- Wear all Personal Protective Equipment (PPE) required by PTESI.
- Be accompanied by a Power-Tek Electrical Services Inc. employee at all times.
- Remain with their escort for the duration of their visit.
- Remain in designated areas.
- Unless otherwise authorized, refrain from touching equipment.
- Obey all signage posted on the site.
- Be aware of hazards.
- Report to their escort, any injury sustained on the visit regardless of how minor.
- In the event of an emergency, remain with their escort until given the all-clear.

Supervisors will:

- Inform the visitor of any general on specific hazards associated with the workplace and explain the health and safety behaviours necessary to control these hazards.
- Instruct the visitor on the SSSP.
- Provide the visitor with any PPE required to be on the site.
- Assign a co-worker to remain with visitor at all times.
- Do everything reasonable to provide for the safety of the visitor.

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Title: Internal Responsibility System (IRS) Policy			No.: 501
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov 24, 2010

The Internal Responsibility System (IRS) establishes roles and responsibilities within the company which ensure the early detection of potential hazards, the control or elimination of those hazards, and finally, the management of those identified hazards to ensure they are not repeated. The IRS encourages employee participation and guarantees the right of all workers to be heard. The IRS is a right within the Occupational Health and Safety Act (OHSA).

The principle of the IRS means that employers and workers each have responsibility for health and safety in the workplace. IRS is built on the self-reliance of workplace parties and means that employers and employees must be responsible for eliminating hazards in their workplace, and for achieving optimum health and safety performance.

Communication is essential for the IRS to function effectively. Within Power-Tek Electrical Services Inc., workers should feel free to express any health and safety issues with their JH&SC, supervisor, co-worker or management. Reporting to any of these people will ensure that all concerns will be addressed.

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Title: Health and Safety Consultant Policy			No.: 601
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov 24, 2010

Health and Safety Management

Power-Tek Electrical Services Inc. is committed to ensuring a healthy and safe workplace for its employees. To achieve this goal we have contracted S.P. Safety Solutions to assist on managing our comprehensive Health and Safety Program. Power-Tek Electrical Services Inc. is committed to providing the resources necessary to ensure the successful constitution of the Power-Tek Electrical Services Inc. Health and Safety Program.

Though the contract is with S.P. Safety Solutions, Stan Pokrywa will be the Health and Safety Consultant for SP Power-Tek Electrical Services Inc. Stan will report directly to David Lindsay or Walter Pamic. When dealing with the day to day operations of the program, Stan or any S.P. Safety Solutions representatives may deal with Teal Renals or any PTESI employee.

Qualifications

Stan Pokrywa:

- Certified Member as recognized by WSIB
- Current First Aid and CPR
- Certificate of Qualification – Electrician (construction / maintenance / industrial)
- CSAO Train-the-Trainer certified for:
 - WHMIS
 - Chainsaws
 - Propane
- Competent Person, as defined by Occupational Health and Safety Act Section 1, to train
 - Fall protection
 - Others as required
- 30 years experience in on-site construction
- 5 years experience in coordinating health and safety for a number of companies

Roles and Responsibilities

- Conduct an annual audit of company's Health & Safety Program
- Review and revise the program annually as necessary
- Develop and implement H&S standards and procedures
- Generate forms, checklists and any other paper work necessary to support new standards and procedures as well as update of standards and procedures
- Provide resources for the Health and Safety program
- Conduct monthly on-site inspections including ensure required documents are posted and Acknowledge commendable H&S performance
- Train and / or arrange for training necessary to ensure worker safety (as requested)

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- Accompany MOL inspectors as well as be a liaison between company and MOL

SP Safety Solutions requires immediate notification about:

- Any accidents and / or injuries
- Any MOL orders issued against the company
- Any work involving confined spaces
- Any Work Refusal
- SP Safety Solutions will provide certificate of training on Safe Work Practice presented by SP Solutions

All information can be reported by phone: 613-259-5575 or by fax: 613-259-9953

Health and Safety Budget

Item	Annual Budget	Item	Annual Budget
Training		H&S Equipment	
PPE		Consulting Fees	
Miscellaneous		Total Budget	

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Title: Safety Committees Policy			No.: 701
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov 24, 2010

Joint Health and Safety Committee

A Joint Health and Safety Committee (JHSC) is a committee composed of equal representation of management and workers. The JHSC addresses safety concerns in the workplace and makes recommendations to management on actions to be taken to eliminate / control any hazards presented in the work environment.

To further assist in promoting job safety, the management of Power-Tek Electrical Services Inc. and its employees will provide their full co-operation to any members of JH&SC or Worker Trades Committees on projects where they may be established.

(As per: Sec 9 (2) of the OHSA and Regulations for Construction)

Where a project lasts three months or more and where twenty or more people are regularly employed, Power-Tek Electrical Services Inc. shall cause a Joint Health & Safety Committee to be established and maintained.

A committee will be comprised of equal representation of workers and management with worker members chosen by the workers or trade unions and management members chosen by the president. The term for a committee member will be for the duration of the project, 2 years or for a term to be decided by workers.

On projects of three months or more with at least twenty but less than 50 employees there will be:

- at least two members
- one management and one worker.

On projects of three months or more and with more than 50 employees there will be:

- at least four members:
- two management and two worker members
- one management and one worker member are Certified Members*

Committee member's names and work locations will be posted in a conspicuous spot on the jobsite.

Official minutes of the meeting will be recorded on the Power-Tek Electrical Services Inc. JH&SC Meeting Minutes form. A copy of the completed minutes will be posted on the jobsite.

Committee meetings will be held at least once every three months.

Certification of Safety Representatives and members of the Joint Health & Safety committees will be in accordance with requirements of the Workplace Safety and Insurance Board.

- A JHSC member who has successfully completed a prescribed training program and has been certified by the WSIB.

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Worker Trade Committee

A Worker Trade Committee is a committee of workers representing every trade on site which identifies hazards and assists the JHSC.

For Construction projects that are expected to last three months or longer and employ fifty or more workers the JH&SC will establish a Worker Trades Committee.

Power-Tek Electrical Services Inc JHSC

PTESI's commitment of a successful Health & Safety Program has established a JH&SC that will address safety concerns in the workplace and makes recommendations to management on actions to be taken to eliminate / control any hazards present in the workplace environment. Our requirements do not demand this but we feel as it's the right thing to do.

JHSC Members:

David Lindsay	Management	Cell: 613-859-4204	Pager: 613-760-3103	Tel: 613-763-7961
Garth Clement	Worker	Cell: 613-295-1096	Pager: 613-751-4909	
Teal Renals	Worker			Tel: 613-836-4311

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Title: Posted Materials Policy			No.: 801
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov. 24, 2010

The Occupational Health and Safety Act and applicable Regulations state that workers have a right to know and a right to participate. To ensure workers have access to any and all knowledge concerning health and safety in the workplace the Act stipulates that some materials *must be posted* on the jobsite, while other information *must be available* at the jobsite.

Due to the nature of Power-Tek Electrical Services Inc.; some projects are long term, while other jobs are short term, and often only requiring one worker. On long term projects; a H&S Bulletin Board will be established containing all required materials. On short term jobs; it is impracticable to post materials at each site. Therefore, Power-Tek Electrical Services Inc. has taken measures to ensure access to all information for every employee.

Jobsite Kits will be made available to all supervisors and a job kit will be located in each service vehicle. These kits will contain all required information.

Furthermore, all Power-Tek Electrical Services Inc. workers will receive a Workers H&S Manual. It is recommended that workers keep these manuals in a convenient place. The manuals may remain in a workers car or at the Iber Rd office in the Health & Safety Library. A copy will also be placed in each jobsite kit.

Information to be contained in each kit includes but is not limited too:

- Copy of the OHSA and Construction Regulations
- Copy of Workers H&S Manual
- Any applicable Industry Regulations
- WHMIS Regulations
- Designated Substances Regulations when applicable
- MSDS sheets when applicable
- Form 82 "In Case of Injury" poster
- First Aid Regulation 1101
- Names of all First Aiders with photo copied of certificates
- Generic Emergency Plan containing emergency procedures, information on all areas hospitals, primary numbers as outlined below
- Primary Phone Numbers to include:
 - 911, fire, police, ambulance
 - Poison control center
 - Ministry of Labour
 - Ministry of the Environment

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- Local Utilities
- Internal company contact numbers

Other information available at Head Office:

- All H&S inspection reports
- MOL orders
- Workplace incident summaries
- JHSC meeting minutes
- DVD's, video tapes, pamphlets, Health and Safety course, documentations, reference materials

All are available for any worker who may be interested in gaining greater Health and Safety knowledge.

Supervisor's Jobsite Kits will be reviewed annually to ensure accuracy and functionality.

Related Forms and Procedures:

- [402-2 Supervisor Jobsite Kit Checklist](#)
- [402-9 Receipt of Jobsite Kit](#)

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Title: PPE Rules and Regulations Policy			No.: 901
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov 24, 2010

General Personal Protection

For personal protection on the job site workers shall avoid:

- wearing greasy or oily clothing including gloves and boots
- loose, torn or ragged clothing
- wearing rings, neck chains, dangling earrings and other jewellery that may become entangled with equipment
- shirts and long pants shall be worn at all times
- gloves, respirators and specially designed protective clothing shall also be worn under certain hazardous conditions

Alcohol and Drugs

The Construction Site Policy on Alcohol and Drugs, (B034) produced by the Construction Safety Association of Ontario will be used as a guide for this purpose.

No alcohol or drugs (illicit or prescription), that may impair a worker, are permitted while working in the course of your employment. Anyone under the influence of alcohol or drugs (illicit or prescription) that may impair will not be permitted to work and are liable for termination.

Personal Protective Equipment (PPE)

Basic safety equipment required on all Power-Tek Electrical Services Inc. projects by all workers, supervisors, sub-contractors, sub-contractor's employees and visitors include:

To be supplied by the worker:

- Certified green triangle 6"-8" footwear, steel toe and steel sole plate.

To be supplied by Power-Tek Electrical Services Inc.:

- CSA Class "E" industrial hard hats type I or type II.
- Any worker exposed to the hazard of a fall as defined by regulations must wear a CSA approved safety harness and shock absorbing lanyard firmly attached to an adequate anchor point or support system.
- CSA approved eye protection, face shields, hearing and respiratory protective devices must be worn where the task presents a hazard.
- Any worker required to do electrical work must refer to the "Task vs. Hazard vs. PPE" procedure to determine the appropriate PPE and Equipment to use for the job.
- Safety glasses (As per Eye Protection description later on in this document).

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PPE Safe Work Practices

- When selecting PPE, ensure that it meets the required standards outlined in the Power-Tek Electrical Services Inc. PPE Policy.
- PPE Should fit the wearer comfortably, but must also stay securely in place. When PPE is available in varied sizes or is adjustable, be sure to choose a size/adjustment to ensure a proper fit.
- Inspect and replace PPE when it is showing signs of wear or when it has been exposed to trauma i.e. when a hard hat is struck by a falling object.
- Work boots must be laced securely to the top eyelet at all times.
- Do not use any PPE unless you have been trained in its use and maintenance.

Head Protection

Workers shall wear, at all times on the job site, a CSA-certified or Class E safety hat. Workers shall not paint or drill holes in the safety hat and shall replace damaged or cracked hats immediately.
(As per: Sec 22 (1) of the OHSA and Regulations for Construction)

Foot Protection

Workers shall wear CSA-certified Grade 1 footwear or CSA-certified footwear with heavy-duty toe and sole protection at all times on the job site. Work boots should be laced to the top, tied and replaced when badly worn or deteriorated.
(As per: Sec 23 of the OHSA and Regulations for Construction)

Note: Due to the nature of Power-Tek Electrical Services work, any worker(s) footwear with the steel toe exposed can be refused to work until proper footwear is used.

(As per: Sec 28 (1) (b) of the OHSA and Regulations for Construction)

Eye Protection

The use of eye protection is required at all times on all construction sites.

- Protection shall be; Minimum- Grade 1 industrial quality glasses with side shields.
- Workers using cut off saws or grinders shall use a full-face shield.
- Workers shall wear proper welding safety glasses when working with welders.

(As per: Sec 28 (1) (b) of the OHSA and Regulations for Construction)

Hearing Protection

Continuous exposure to excessive noise from certain construction activities can lead to hearing loss. Therefore, workers will wear appropriate hearing protections whenever there is a threat of hearing damage due to continuous exposure to excessive noise.

Hearing protection is available in three general types:

- Disposable earplugs
- Reusable earplugs
- Earmuffs

(As per: Sec 28 (1) (b) of the OHSA and Regulations for Construction)

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Respiratory Protection

Work areas should be ventilated to reduce hazards from dust, fumes, gases or vapours.

Where ventilation is not practical; respirators appropriate to the hazard shall be provided to and shall be used by the worker and be trained to use and maintain the respirators properly.

(As per: Sec 46, 59, of the OHS Act and Regulations for Construction)

Workers are often exposed to respiratory hazards in the form of dangerous dusts, gases, fumes, mists and vapours. Power-Tek Electrical Services Inc. will make every effort to control hazardous respiratory hazards if possible. When this is not possible, workers must depend on respiratory protective equipment. For the purposes of work generally performed by Power-Tek Electrical Services Inc., workers should only require filtering half face pieces or Elastomeric face pieces.

Supervisors will train workers to properly use and maintain respirators.

Hand and Skin Protection

Appropriate protection shall be used whenever injury or illness due to absorption of dangerous substances is possible.

(As per: Sec 25 of the OHS Act and Regulations for Construction)

When wearing gloves be sure to select gloves appropriate for the hazards presented by the task.

Hazard	Gloves
Cuts and abrasions	Work gloves
Hot/cold objects	Insulated Gloves
Chemical	As specified on MSDS
Electrical –500 / 750 volts AC	Class ‘00’ rubber insulating gloves
Electrical –500 / 1,500 volts AC	Class ‘0’ rubber insulating gloves
Electrical –7,500 / 11,250 volts AC	Class “1” rubber insulating gloves
Electrical –17,000 / 25,500 volts AC	Class “2” rubber insulating gloves
Electrical – 26,500 / 39,750 volts AC	Class “3” rubber insulating gloves
Electrical – 36,000 / 54,000 volts AC	Class “4” rubber insulating gloves

*Electrical gloves specification reference: ASTM D120

Fall Protection

All employees shall use and be trained in Fall Protection. – See Fall Protection Policy

(As per: Sec 26 of the OHS Act and Regulations for Construction)

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Title: Education and Training Policy			No.: 1001
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov. 24, 2010

Power-Tek Electrical Services Inc. believes that a trained employee is a safe employee and is therefore, committed to educating and training its employees. This will be done in a number of ways, not the least of which will include:

- Informal discussions at monthly safety meetings.
- One-on-one training from supervisors and the JH&SC.
- Organized and topic-specific trainings such as WHMIS, fall protection and first aid.
- External presentations by H&S experts in the construction industry.

All Power-Tek Electrical Services Inc. employees will receive training on (includes the following but is not limited to):

- Legislated Health and Safety responsibilities.
- Right to Refuse Work.
- Company Health and Safety Program.
- Early and Safe Return to Work Obligations.
- Materials Handling.
- WHMIS.
- Fall Protection.
- Prescribed Designated Substances when necessary.
- The use and maintenance of Personal Protective Equipment (PPE).
- Any other training necessary to provide for the safety of a worker will be supplied before work commences.

Assessing training qualifications in an ongoing task, however, at least annually, management will review workers training needs to develop training goals and objectives for the upcoming year. From these goals and objectives a timetable will be established with management committing to the completion of this timetable within the timeframes established and as outlined in the Power-Tek Electrical Services Inc. Training Matrix. All training will delivered by competent persons as outlined in the Occupational Health and Safety Act and applicable Regulations.

Power-Tek Electrical Services Inc. will require measurable results to ensure worker understanding. Furthermore, Power-Tek Electrical Services Inc. realizes that the value of the training is only as good as the quality of the training and therefore will give employees an opportunity to evaluate all trainings. The evaluation results will then be reviewed and trainings will be adapted to meet the needs of our employees.

Power-Tek Electrical Services Inc. will keep accurate records of training (ROT) for all employees training. These records will be reviewed at least annually.

Additional training will be provided for those promoted i.e. Supervisors or those who assume responsibilities for a new position i.e. JH&S Reps.

Employees will be notified prior to the expiration of their training qualifications Power-Tek Electrical Services Inc. will either provide re-certification training or will assist the employee in arranging for the training.

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Title: Keeping A-Head of it All Policy			No.: 1101
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov 24, 2010

Keeping *A-Head* of it All, is a program implemented by Power-Tek Electrical Services Inc. to provide proof of training while at the same time providing critical emergency information for health care providers should the injured worker be unable to relay the information personally.

With the full cooperation of the workers, management will compile medical information and training qualifications and record them on an individual Worker Emergency Information / Qualification forms. These forms will be attached to the inside of each workers hard hat. As hard hats must be worn, at all times while on any construction site, this method is perfect for ensuring all necessary information is always available.

The Worker Emergency Information / Training Qualification forms will be reviewed and updated annually or whenever there are changes in the individual workers medical information and / or training qualifications.

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Title: Worker Orientation Policy			No.: 1201
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov 24, 2010

Legally, every employee is entitled to information and training to prepare them to perform their work in a safe and healthy environment. Power-Tek Electrical Services Inc. is committed to ensuring its employees receive information and training which exceeds required standards.

Health and Safety Worker Orientation

Health and Safety Worker Orientation is the process which familiarizes the worker with legislated, company and industry standards necessary for the worker to perform their job safely. Orientation will take place within two weeks of employment. Workers will undergo Health and Safety Orientation by either their supervisor or a competent person.

Power-Tek Electrical Services Inc. will:

- Prepare and fulfill the "Orientation Checklist" for all new workers signing on, and compile records of orientation
- Provide orientation to all direct hire employees and subcontractors
- Make sure that new employees and subcontractors receive a written copy of the company's "Worker Health and Safety Manual"
- Require workers to successfully complete quizzes to ensure understanding of supplied information.
- Require workers to acknowledge receipt of training by completing the "Confirmation of Receipt and Understanding form"
- Provide workers the opportunity to evaluate Worker Orientation using the company evaluation form.
- Ensure the worker have required training and carry proof of training. If worker fails to be adequately trained, Power-Tek Electrical Services Inc. will make arrangements for training to be delivered in a timely manner.
- Ensure that all training, including Worker Orientation, is provided by a competent person.
- Ensure workers complete the Worker Emergency Information sheet.

Health and Safety Worker Orientation will:

- Familiarize new workers with the OHSA and Regulations for Construction.
- Familiarize new workers with the Power-Tek Electrical Services Inc. Health and Safety Program.
- Explain worker responsibilities and rules.
- Explain standard procedures for:
 - Reporting injury / illness
 - Recognizing and controlling hazards
 - Emergency Plan

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- Early and Safe Return to Work Plan
- JH&SC Representative roles
- Power-Tek Electrical Services Inc. has developed a Health and Safety Orientation Checklist and requires it to be signed by the new employee and the person who delivered the training before the employee can begin work on the project.

Site Specific Worker Orientation

Site Specific Worker Orientation is the process which familiarizes the worker with the jobsite and work task necessary for the worker to perform their job safely. Site Specific Worker Orientation will take place whenever a worker enters a new workplace. Site Specific Orientation will be delivered by the Power-Tek Electrical Services Inc. Supervisor in charge of the project.

Site Orientation will:

- Familiarize new workers with the project and duties expected.
- Familiarize the worker with:
 - The site specific emergency plan.
 - The location of emergency equipment to include: First aid kits, fire extinguisher, eye wash station and any other emergency equipment specific to the project.
 - The location of the H&S Bulletin Board or H&S Jobsite Kit.
 - The location of the WHMIS MSDS'S. The supervisor will identify any WHMIS identified hazardous materials specific to the project and review safe handling and emergency procedures concerning the materials.
 - Site Specific hazards and control measures.
 - PPE requirements
 - Operation, instructions for tools and equipment

Supervisors will review proof of training required to be carried by every worker, to include but not to be limited to:

- Trade Qualification
- Current WHMIS certification
- Fall Protection – worker may be required to demonstrate proper wearing of a fall arrest harness.
- PEWP if applicable
- LOTO if applicable
- Any other training applicable to the work tasks required of the worker.

Supervisors or their designate will take the worker on a tour of the jobsite, paying special attention to hazards and location of emergency equipment. Whenever possible, the new worker will be introduced to the First Aiders, JH&SC reps and the other crew members.

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Power-Tek Electrical Services Inc. has developed a Site Specific Orientation Checklist and requires it to be signed by the new employee and the person who delivered the training before the employee can begin work on the project.

This policy will be reviewed at least annually.

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Title: Safety Talks Policy			No.: 1301
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov 24, 2010

Safety Talks are often referred to as Tailgate Meetings or Toolbox Talks. Whatever they are called, they are short information talks delivered to workers. Safety Talks may take place on the jobsite, during inspections, during monthly safety meetings, during training etc. They may be strictly instructional or may have a practical component which may include a demonstration on the proper use of a specific tool. Safety Talks serve as reminders to reinforce information the worker should have already obtained through a more formal training session. In no way is a Safety Talk to replace formal training required by law.

Power-Tek Electrical Services Inc. recognizes the objective of a Safety Talk is to help workers to recognize and control hazards which they may be currently exposed to or that they might be exposed to in the near future.

Safety Talks will be held regularly by the supervisors. JH&SC may conduct safety talks with workers at the time of the monthly site inspections.

Workers are encouraged to actively participate during the Safety Talk as this is a time to capitalize on the wealth of knowledge workers have obtained over the years.

No question will be considered 'dumb' and will be answered respectfully and to the best ability of the person facilitating the meeting.

Safety talks will contain three main elements. They will:

- Provide information considered relevant to ensure the work can be performed safely,
- Discuss the hazards associated with the procedure / task and
- Address measures to be taken to eliminate or control the hazards.

The JH&SC has put together a collection of H&S topics for Safety Talks. This collection has been organized in binders. The JH&SC will continually add information, news worthy and fresh insights into the Safety Talks topics. These binders will be housed in the H&S library for any references or work to access.

All workers Power-Tek Electrical Services Inc. are required to attend any and all safety meetings. Failure to do so may result in disciplinary action being taken against the worker by the company as per the Power-Tek Electrical Services Inc. *Enforcement* policy.

This policy will be reviewed at least annually.

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Title: WHMIS Policy			No.: 1401
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov 24, 2010

WHMIS is a Canadian wide Workplace Hazardous Materials Information System designed to ensure that all workers have access to uniform information about hazardous materials used in the workplace. Every employee has the right to know about hazardous materials they are required to work with. WHMIS provides access to that information through the use of labels, Material Safety Data Sheets (MSDS) and through worker training and education.

Labels

- Power-Tek Electrical Services Inc. will ensure that materials delivered to the worksite have WHMIS supplier or workplace labels.
- Power-Tek Electrical Services Inc. will instruct workers on the need for workplace labels. Workers will be instructed on when workplace labels are necessary and the minimum information they should contain.

Material Safety Data Sheets

- Power-Tek Electrical Services Inc. will obtain and annually review MSDS for materials to be used at the worksite.
- MSDS will be kept in a readily accessible binder located at Head Office and at the worksite.
- Supplier MSDS and Subcontractor's MSDS's will be provided before the hazardous materials arrive on site.

Training and Education

- Management shall ensure that all workers and supervisors have identification of completed WHMIS training. This proof must be carried with the worker at all times.
- Subcontractors shall ensure that all employees have identification of completed WHMIS training.
- For workers without WHMIS training, Power-Tek Electrical Services Inc. will provide instruction prior to working with or near hazardous materials.
- An annual refresher course will be provided to all workers.
- Workers will be required to successfully complete a WHMIS Quiz to ensure understanding.
- Workers will be required to acknowledge receipt of training
- Training evaluations will be recorded.
- Accurate records will be kept of all current employee training qualifications.
- All employee certificates will be photo copied and filed

The JH&SC for Power-Tek Electrical Services Inc. will conduct an annual review of current WHMIS training certification and MSDS updates. If a non-current WHMIS training certification has been identified, they will immediately be scheduled for a full WHMIS course training within the next two weeks.

It is the workers responsibility to carry proof of WHMIS training at all times while on the worksite.

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Failure for any employee to participate in this program may result in disciplinary action being taken against the worker under PTESI's Enforcement Policy.

WHMIS Hazardous Symbols



Class A
Compressed Gas



Class B
Flammable & Combustible



Class C
Oxidizing Metal



Class D – 1
Material Causing Immediate & Toxic Effects



Class D – 2
Material causing other toxic effects



Class D – 3
Biohazardous infectious material



Class E
Corrosive Metal



Class F
Dangerously Reactive Material

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Title: Fall Protection Policy			No.: 1501
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Nov 24, 2010

In construction, falls account for approximately 40% of all injuries. Legislation requires that all workers who are exposed to fall hazards must be trained (OHS Regulations Section 26). Power-Tek Electrical Services Inc. has developed a Fall Protection Policy which must be followed by all workers. Any worker found in a position of non-compliance will be dealt with according to the company discipline policy.

Two terms are often used and understood when discussing fall protection:

- 1. Fall Restraint:** A fall restraint system consists of the equipment used to keep an employee from reaching a fall point, such as the edge of a roof or the edge of an elevated working surface.
- 2. Fall Arrest:** A personal fall arrest system means a system used to arrest an employee in a fall from a working level. (stop them from falling to the ground)

<http://www.toolboxtopics.com/Gen%20Industry/Personal%20Fall%20Arrest%20and%20Fall%20Restraint%20Systems.htm>

Power-Tek Electrical Services Inc. requires all workers to protect themselves from fall hazards. Acceptable protection methods include but are not limited to:

- Adopting procedures which will remove the fall hazard. ie Constructing structures at ground level and upon completion, use a lifting device to raise the structure and then have workers secure it.
- Using guardrails or bump lines to limit a workers access to a fall hazard.
- Using proper ladder and scaffolding practices.
- Using fall protection equipment when no other method of protection is possible.

Management will:

- Hold workplace parties accountable.
- Provide training to supervisors and workers.
- Provide necessary equipment to workers.
- Review standard / fall protection / prevention program on an annual basis in relation to performance and desired outcome.
- Make improvements to the Fall Protection Policy and Procedures when necessary..
- Retain PTESI equipment maintenance.

Supervisors

- Communicate the Power-Tek Electrical Services Inc. Fall Protection Policy and Procedures to workers and sub-contractors.
- Monitor and enforce compliance to this policy
- Provide training and discipline to monitor and enforce compliance to this policy and procedure.

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- Identify fall hazards with the workers for each job.
- Train workers to identify potential fall hazards.
- Use a priority approach to fall protection, prevent falls from happening in the first place and if this is not practical, ensure the worker is protected in the event of a fall.
- Ensure that employees and Sub-contractors use fall arrest systems whenever a fall-from-height risk cannot be eliminated.
- Ensure that workers who use fall protection equipment are adequately trained in its use and maintenance.
- Ensure workers carry proof of training on their person at all times.
- Ensure that a written rescue plan for fallen workers is provided on a project or in a workplace in advance of all work requiring a fall arrest system.
- Inspect fall arrest and fall protection equipment before every use and tag, remove, repair and /or replace damaged equipment.

Workers

- Work in compliance with this policy.
- Adopt fall protection strategies whenever you are at risk of falling from heights.
- Never work in an area where fall protection is missing / inadequate, unless wearing fall arrest / travel restraint equipment.
- Inspect fall protection and fall arrest equipment before every use and report defects to supervisor.
- Report any new fall hazards to supervisor.

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Title: Access and Egress Policy			No.: 1600-001
Rev.: 5	Approved By: PTE H & S Committee	Date Originated: Dec 1, 2007	Date Revised: Nov 24, 2010

Power-Tek Electrical Services Inc. would like to ensure that all corridors, walkways, stairs, routes and doorways, etc, used for movement and circulation in and around a workplace (e.g. building, scaffold or site) must be in general:

- Clean and clear of obstructions.
- Adequately lit for normal and emergency use.
- Provided with adequate direction signs for members of the public and staff.
- Free from a risk of slipping, tripping or falling.
- Kept in good repair.

Management will:

- Ensure that the Access and Egress Policy is being followed at all times.
- Educate and revisit this policy on an annual basis.
- Communicate, discuss and enforce the importance of this policy with all workers.
- Provide the workers with all necessary tools that will enable the workers to follow this Access and Egress Policy, as per Safe Work Practices.
- Facilitate proper instruction to their workers on protection requirements.

Supervisors will:

- Provide workers with all instructions (emphasizing the importance of this policy) and any additional tools, or equipment, which may be needed to perform their work.
- Ensure and enforce that the company's Safe Work Practices are followed as intended.
- Ensure that necessary signage is present at all work areas where necessary.
- Ensure that no unauthorized personnel enter the workplace

Workers will:

- Abide by the rules and recommendations of this policy.
- Comply with any and all Safe Work Practices required by management and the supervisor.
- Guide, educate, inform, illustrate, review, others who may not have the expertise or experience you may have.
- Review Work Refusal Policy. Your "buddy" should be practicing proper and safe work habits. A partner's lack of due diligence is not to be accepted by the other party.
- Be willing and able to receive the "value" from others.
- Obey signage restricting access to work areas such as electrical rooms. If a worker is required to perform work in an area where access is denied, they must get permission from the supervisor.
- Ensure no other unauthorized workers enter the work area when working in a restricted access area.
- Evaluate hazards prior to the start of any work where hazards have been identified
- Wear any and all protective clothing / equipment required by management
- Inspect all PPE and protective equipment for damage or wear. Tag and remove any damaged or worn PPE / protective equipment and report it to the supervisor.

Reasons for an Access / Egress Policy:

- Ensure that supervisors, workers, and visitors are aware of the Safe Work Practices that must be followed to ensure that all personnel remain in a safe work place.

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Occupational Health and Safety Act and Regulations for Construction Projects:

- Access to Work Area.....34, 45, 70, 80, 98, 240, 285, 302
- Egress from Work Area.....70, 71, 72, 240, 285

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Title: Aerial Devices Policy			No.: 1600-002
Rev.: 5	Approved By: PTE H & S Committee	Date Originated: Dec 1, 2007	Date Revised: Nov 24, 2010

Aerial devices are used by Power-Tek Electrical Services Inc. workers to control the risks of working at heights beyond safely using a ladder for any work related activity. The protection provided by an aerial device depends on Safe Work Practices, aerial equipment maintenance, user qualification testing, and operator training.

Management will:

- Ensure that the Aerial Devices Policy is being followed at all times.
- Educate and revisit this policy on an annual basis.
- Communicate, discuss and enforce the importance of this policy with all workers.
- Provide the workers with all necessary tools that will enable the workers to follow this Aerial Device Policy, as per Safe Work Practices.
- Facilitate proper instruction to their workers on protection requirements.

Supervisors will:

- Provide workers with all instructions (emphasizing the importance of this policy) and any additional tools, or equipment, which may be needed to perform their work.
- Ensure and enforce that the company's Safe Work Practices are followed as intended.
- Ensure that necessary signage is present at all work areas where necessary.
- Educate workers with the manufacturer's (Aerial Device Supplier) usage, safety and maintenance recommendations.
- Ensure that no unauthorized personnel enter the workplace

Workers will:

- Abide by the rules and recommendations of this policy.
- Comply with any and all Safe Work Practices required by management and the supervisor.
- Guide, educate, inform, illustrate, review, others who may not have the expertise or experience you may have.
- Review "WRP". Your "buddy" should be practicing proper and safe work habits. A partner's lack of due diligence is not to be accepted by the other party.
- Be willing and able to receive the "value" from others.
- Supply and erect the necessary signage restricting access to the work areas. (For where the Aerial Device's to be used)
- Obey signage restricting access to work areas such as electrical rooms. If a worker is required to perform work in an area where access is denied, they must get permission from the supervisor.
- Ensure no other unauthorized workers enter the work area when working in a restricted access area.
- Evaluate hazards prior to the start of any work where hazards have been identified
- Wear any and all protective clothing / equipment required by management
- Inspect all PPE and protective equipment for damage or wear. Tag and remove any damaged or worn PPE / protective equipment and report it to the supervisor.

Reasons for an Aerial Devices Policy:

- Ensure that supervisors, workers, and visitors are aware of the Safe Work Practices that must be followed to ensure that all personnel remain in a safe work place.
- Inform workers of the requirements for operating aerial devices safely.

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Occupational Health and Safety Act and Regulations for Construction Projects:

- Elevating Work Platforms.....143
- http://ohs.csa.ca/standards/electrical/Aerial_Devices/dsp_Aerial-Devices.asp
- http://www.ccohs.ca/oshanswers/safety_haz/platforms/bucket.html
- <http://www.acsa-safety.org/Portals/0/safeworddocs/PDFS/SWP00003.pdf>

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Title: Asbestos Policy			No.: 1600-003
Rev.: 5	Approved By: PTE H & S Committee	Date Originated: Dec 1, 2007	Date Revised: Nov 24, 2010

Asbestos is a material once used extensively in construction. Exposure to asbestos has proven to be very dangerous to a person's health. Constructors are obligated to inform Power-Tek Electrical Services Inc. employees that they will be doing work in a building that contains asbestos. The Ministry of Labour must be informed and strict procedures must be followed. The regulations for handling, working with, removing and disposing of asbestos and asbestos-containing products are spelled out in *Asbestos on Construction Projects and in Buildings and Repair Operations* (Ontario Regulation 838)

It is possible that workers may come across undetected asbestos when working in older buildings. If you suspect that materials may contain asbestos, stop work safely, leave the area and notify your supervisor.

Reasons to suspect asbestos presence include:

- If the building was constructed prior to 1970.
- If the building is a structural steel frame building.
- If there are high-pressure steam lines or other equipment exposed to extreme conditions such as high temperatures and corrosive environments.
- The presence of a substance, which crumbles easily, and is loose in composition (friable).

Once notified, the supervisor will contact management. Management will notify the constructor / building owner. It is the responsibility of the constructor / owner to provide proof that the substance is not asbestos or must arrange for testing to identify the composition of the material.

Only when written proof is provided that there is no asbestos or asbestos containing products should a worker return to the area to resume work. There may be situations that workers can return to a work environment that contains asbestos; however, those procedures are detailed elsewhere. See "Working with Asbestos" Doc#1600-003A.

When asbestos is detected

Management will:

- Ensure that the Asbestos Policy is being followed at all times.
- Educate and revisit this policy on an annual basis.
- Communicate, discuss and enforce the importance of this policy with all workers.
- Provide the workers with all necessary tools that will enable the workers to follow this Asbestos Policy, as per Safe Work Practices.
- Facilitate proper instruction to their workers on protection requirements.
- Contact the owner / general contractor and inform them that this electrical contractor will not perform electrical work while this hazard (asbestos) is "on" the work site **OR** we will work under PTE SI's "Working with Asbestos" guidelines.

Supervisors will:

- Provide workers with all instructions (emphasizing the importance of this policy) and any additional tools, or equipment, which may be needed to perform their work.
- Ensure and enforce that the company's Safe Work Practices are followed as intended.

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- Ensure that necessary signage is present at all work areas where necessary.
- Ensure that no unauthorized personnel enter the workplace
- Ensure that all reusable PPE / equipment / tools etc are cleaned or vacuumed that may have been in contact prior to the identification of asbestos.

Workers will:

- Abide by the rules and recommendations of this policy.
- Comply with any and all Safe Work Practices required by management and the supervisor.
- Guide, educate, inform, illustrate, review, others who may not have the expertise or experience you may have.
- Review Work Refusal Policy. Your “buddy” should be practicing proper and safe work habits. A partner’s lack of due diligence is not to be accepted by the other party.
- Be willing and able to receive the “value” from others.
- Obey signage restricting access to contaminated work areas. If a worker is required to perform work in an area where access is denied, they must get permission from the supervisor.
- Ensure no other unauthorized workers enter the work area when working in a restricted access area
- NOT enter an “asbestos” contaminated area until the supervisor gives permission.
- Turn over any tools or equipment to the supervisor that may have been in contact with asbestos.
- Evaluate hazards prior to the start of any work where hazards have been identified
- Wear any and all protective clothing / equipment required by management
- Inspect all PPE and protective equipment for damage or wear. Tag and remove any damaged or worn PPE / protective equipment and report it to the supervisor.

FYI: For detailed information on working with asbestos related to a specific task consult the supervisor or refer to the Construction Safety Association of Ontario’s *Asbestos controls for Construction, Renovation, Demolition (revised May 2007)*

Reasons for an Asbestos Policy:

- Ensure that supervisors, workers, and visitors are aware of Power Tek Electrical Services Inc. “No Contact Policy” and that it must be followed to ensure that all personnel remain in a safe work place.
- Inform workers of the severe dangers that are associated with asbestos.
- Ensure supervisors, workers, subcontractors and visitors that any asbestos possibility will be handled by experts and Power Tek Electrical Services Inc. will not engage in any work in this environment.

Occupational Health and Safety Act and Regulations for Construction Projects:

- Hazardous Substances.....21-25, 41, 42, 43
- Occupational Health and Safety Act – Part IV Toxic Substances

Power-Tek

Electrical Services Inc.

Maintenance Service Construction Commercial Industrial Residential

Title: Buddy System Policy			No.: 1600-004
Rev.: 5	Approved By: PTE H & S Committee	Date Originated: Jan 25, 2008	Date Revised: Nov 24, 2010

Power-Tek Electrical Services Inc. may have work performed in pairs or in a “Buddy System”. The determination of whether this working arrangement is to be implemented is either mandatory, as in the details noted below or voluntary. The voluntary choice of working in a Buddy System can come from either the workers or the supervisor on site. If a Buddy System is being used, ensure the following guidelines are met.

Mandatory Buddy System:

Section 191

Live Work

(8) If the electrical equipment, installation or conductor is rated at a nominal voltage of 300 volts or more, an adequately equipped **competent worker** who can perform rescue operations, including cardiopulmonary resuscitation, shall be stationed so that he or she can see the worker who is performing the work. O. Reg. 627/05, s. 7.

(9) Subsection (8) does not apply if the work consists only of diagnostic testing of the equipment, installation or conductors. O. Reg. 627/05, s. 7.

Section 190

(9) Locking out is not required under subsection (4) if, (a) in the case of a conductor, it is adequately grounded with a visible grounding mechanism; (b) in the case of equipment or an installation, (i) the power supply is less than 300 volts, the equipment or installation was not manufactured with provision for a locking device for the circuit breakers or fuses, and a written procedure has been implemented that is adequate to ensure that the circuit is not inadvertently energized, or (ii) the power supply is 300 or more volts but not more than 600 volts, the equipment or installation was not manufactured with provision for a locking device for the circuit breakers or fuses, a written procedure as to how work is to be done has been implemented and the work is supervised by a **competent worker** to ensure that the circuit is not inadvertently energized. O. Reg. 627/05, s. 7.

[“competent worker”, in relation to specific work, means a worker who, (a) is qualified because of knowledge, training and experience to perform the work, (b) is familiar with the Occupational Health and Safety Act and with the provisions of the regulations that apply to the work, and (c) has knowledge of all potential or actual danger to health or safety in the work]



Don't work alone Watch for others

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Management will:

- Ensure that the Buddy System Policy is being followed at all times.
- Educate and revisit this policy on an annual basis.
- Communicate, discuss and enforce the importance of this policy with all workers.
- Provide the workers with all necessary tools that will enable the workers to follow this Buddy System Policy, as per Safe Work Practices.
- Facilitate proper instruction to their workers on protection requirements.
- Retrieve any documentation of the “buddy” arrangement so that the benefits of each experience can be forwarded to the next possible situation and save valuable creativity, knowledge and time.

Supervisors will:

- Provide workers with all instructions (emphasizing the importance of this policy) and any additional tools, or equipment, which may be needed to perform their work.
- Ensure and enforce that the company’s Safe Work Practices are followed as intended.
- Ensure that necessary signage is present at all work areas where necessary.

Workers will:

- Abide by the rules and recommendations of this policy.
- Comply with any and all Safe Work Practices required by management and the supervisor.
- Guide, educate, inform, illustrate, review, others who may not have the expertise or experience you may have.
- Review “WRP”. Your “buddy” should be practicing proper and safe work habits. A partner’s lack of due diligence is not to be accepted by the other party.
- Be willing and able to receive the “value” from others.
- Obey signage restricting access to work areas such as electrical rooms. If a worker is required to perform work in an area where access is denied, they must get permission from the supervisor.
- Ensure no other unauthorized workers enter the work area when working in a restricted access area.
- Inform the supervisor that this arrangement is being used / requested.
- Evaluate hazards prior to the start of any work where hazards have been identified
- Wear any and all protective clothing / equipment required by management
- Inspect all PPE and protective equipment for damage or wear. Tag and remove any damaged or worn PPE / protective equipment and report it to the supervisor.

Reasons for a Buddy System:

- Experienced employee / New hire.
- Licensed electrician / Apprentice.
- Teacher / Student.
- Situation experienced / Situation less experience.

Valuable “Tools” for the Buddy System (listed below but not limited to):

- Building layout.
- Site Specific Safety Plan.
- Power-Tek Electrical Services Inc. Worker Health & Safety Program.
- Electrical drawings.
- Electrical Code book.

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Examples of passing on valuable documentation:

- Power-bump tour (this laminate card lists all of the UPS', alarms and other key places at Carling Campus. Bill G made these up for the maintenance team and their back-ups).
- The outdoor lights at Carling Campus were researched as a project and this documentation included the fixture make and model, the lamps in use, the voltage, the circuit and panel numbers as well as the lighting relay number that control that light.
- The indoor lighting is currently being documented in the same fashion as the outdoor lights.
- The exit lights at Carling Campus was documented with the same detail
- The Emergency Battery Units (Ebu's)

Occupational Health and Safety Act and Regulations for Construction Projects:

- Section 190
- Section 191

Related H&S Program Policies:

- 103 Code of Conduct
- 405 Worker
- 1101 Keeping A-Head of it All
- 1201 Worker Orientation
- 1301 Safety Talks
- 1501 Fall Protection
- 1600 Safe Work Practices
- 1610 Live Wire Work
- 1620 LOTO
- 1650 Carling Campus Procedures
- 1660 IR Scanning
- 1801 Work Refusal
- 1810 Worker Rights
- 2201 Emergency Plan & Procedures
- 2410 Hazard Assessment
- 2430 SSSP
- 2801 Definitions

Power-Tek

Electrical Services Inc.

Maintenance Service Construction Commercial Industrial Residential

Title: Respiratory Protection Policy			No.: 1600-005
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Dec 1, 2007	Date Revised: Nov 24, 2010

Workers are often exposed to respiratory hazards in the form of dangerous dusts, gases, fumes, mists and vapours. Power-Tek Electrical Services Inc. will make every effort to control hazardous respiratory hazards if possible. When this is not possible, workers must depend on respiratory protective equipment. For the purposes of work generally performed by Power-Tek Electrical Services Inc., workers should only require filtering half facepieces or Elastomeric face pieces.

- Work areas should be ventilated to reduce hazards from dust, fumes, gases or vapours.
- Where ventilation is not practical; respirators appropriate to the hazard shall be provided to and shall be used by the worker and be trained to use and maintain the respirators properly.
- (As per: Sec 46, 59, of the OHSA and Regulations for Construction)

Management will:

- Ensure that the Respiratory Protection Policy is being followed at all times.
- Educate and revisit this policy on an annual basis.
- Communicate, discuss and enforce the importance of this policy with all workers.
- Provide the workers with all necessary tools that will enable the workers to follow this Respiratory Protection Policy, as per Safe Work Practices.
- Facilitate proper instruction to their workers on protection requirements.

Supervisors will:

- Provide workers with all instructions (emphasizing the importance of this policy) and any additional tools, or equipment, which may be needed to perform their work.
- Ensure and enforce that the company's Safe Work Practices are followed as intended.
- Ensure that necessary signage is present at all work areas where necessary.
- Ensure that no unauthorized personnel enter the workplace.

Workers will:

- Abide by the rules and recommendations of this policy.
- Comply with any and all Safe Work Practices required by management and the supervisor.
- Guide, educate, inform, illustrate, review, others who may not have the expertise or experience you may have.
- Review "WRP". Your "buddy" should be practicing proper and safe work habits. A partner's lack of due diligence is not to be accepted by the other party.
- Be willing and able to receive the "value" from others.
- Obey signage restricting access to work areas. If a worker is required to perform work in an area where access is denied, they must get permission from the supervisor.
- Ensure no other unauthorized workers enter the work area when working in a restricted access area.
- Evaluate hazards prior to the start of any work where hazards have been identified.
- Wear any and all protective clothing / equipment required by management.
- Inspect all PPE and protective equipment for damage or wear. Tag and remove any damaged or worn PPE / protective equipment and report it to the supervisor.

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Reasons for a Respiratory Protection Policy:

- Ensure that supervisors, workers, and visitors are aware of the Safe Work Practices that must be followed to ensure that all personnel remain in a safe work place.

Occupational Health and Safety Act and Regulations for Construction Projects:

- First Aid.....261, 262

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Electrical Services Inc.

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Title: Extension Cords and Cables Policy			No.: 1600-006
Rev.: 3	Approved By: PTE H & S Committee	Date Originated: Dec 1, 2007	Date Revised: Nov 24, 2010

Power-Tek Electrical Services Inc.'s Extension Cord and Cables Policy ensures safe work while using electrical extension cords and cables. The protection provided by this policy depends on proper work habits, common sense practices, and the provision of quality tools and equipment.

Management will:

- Ensure that the Extension Cords and Cables Policy are being followed at all times.
- Educate and revisit this policy on an annual basis.
- Communicate, discuss and enforce the importance of this policy with all workers.
- Provide the workers with all necessary tools that will enable the workers to follow this Extension Cords and Cables Policy, as per Safe Work Practices.
- Facilitate proper instruction to their workers on protection requirements.

Supervisors will:

- Provide workers with all instructions (emphasizing the importance of this policy) and any additional tools, or equipment, which may be needed to perform their work.
- Ensure and enforce that the company's Safe Work Practices are followed as intended.
- Ensure that necessary signage is present at all work areas where necessary.
- Ensure that no unauthorized personnel enter the work area.

Workers will:

- Abide by the rules and recommendations of this policy.
- Comply with any and all Safe Work Practices required by management and the supervisor.
- Guide, educate, inform, illustrate, review, others who may not have the expertise or experience you may have.
- Review "WRP". Your "buddy" should be practicing proper and safe work habits. A partner's lack of due diligence is not to be accepted by the other party.
- Be willing and able to receive the "value" from others.
- Obey signage restricting access to work areas such as electrical rooms. If a worker is required to perform work in an area where access is denied, they must get permission from the supervisor.
- Ensure no other unauthorized workers enter the work area when working in a restricted access area.
- Evaluate hazards prior to the start of any work where hazards have been identified

Reason for the Extension cords and Cables Policy:

When working with extension cords, select the right cord for the job and inspect it daily for signs of damage and wear:

- Use outdoor heavy-duty cords.
- Check for cuts to the insulation.
- Make sure that plugs and cords are in good condition.
- Ensure the ground pin is intact. Never cut off, bend back or cheat the ground pin on three-prong plugs.
- Ensure extension cords are the right gauge to prevent overheating, voltage drops and tool burnout.
- Outdoors or in wet or damp locations indoors, cords must be used with GFCI's. This is the law.
- Use cords fitted with dead-front plugs to reduce risk of shock and short circuit.
- Do not "wire" plugs into outlets, disconnecting will take too long in an emergency.

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- Protect cords from traffic, equipment, water, sharp edges, closing doors and other pinch points.
- Cables running from panels must be protected from traffic, equipment, closing doors and other pinch points.
- Cables running overhead must be identified by warning signs. Dump trucks, boom trucks and cranes delivering materials must be advised of any overhead lines as they are often difficult to see in bright sunshine or dim light.
- Always store extension cords in a dry safe area.
- Protect bulbs (used for temporary lighting) with cages.

Related Safe Work Practices:

- 1600-004- Buddy System Policy
- 1600-010- Housekeeping Policy
- 1600-010P- Housekeeping Procedure
- 1600-017- Temp Panel and Lighting Policy
- 1600-017P- Temp Panel and Lighting Procedure
- 1600-022- Working Alone Policy
- CSAO Construction Health & Safety Manual 526-13

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Electrical Services Inc.

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Title: Guardrails and Barricades Policy			No.: 1600-007
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Dec 1, 2007	Date Revised: Nov 24, 2010

A Power-Tek Electrical Services Inc. worker at risk of falling more than 10 feet must be protected by a guardrail system or, if not practical, by some other adequate means of protection such as travel restraint or fall-arrest. In most cases, guardrails are the most reliable and convenient means of fall protection. Guardrails and barriers keep people and equipment out of harm's way; they reduce accidents and stop costly damage to machinery and equipment with protective guards and barriers.

Management will:

- Ensure that the Guardrails and Barricades Policy is being followed at all times.
- Educate and revisit this policy on an annual basis.
- Communicate, discuss and enforce the importance of this policy with all workers.
- Facilitate proper instruction to their workers on protection requirements.
- Provide the workers with all necessary tools that will enable the workers to follow this Guardrails and Barricades Policy, as per Safe Work Practices.

Supervisors will:

- Provide workers will all instructions (emphasizing the importance of this policy) and any additional tools, or equipment, that may be needed to perform their work.
- Ensure and enforce that the company's Safe Work Practices are followed as intended.
- Ensure that necessary signage is present at all work areas where necessary.
- Ensure that no unauthorized personnel enter the work area.
- Ensure that barricades and guardrails are present at all work areas when necessary.
- Supply extra man power to "police area" if required.

Workers will:

- Abide by the rules and recommendations of this policy.
- Comply with any and all Safe Work Practices required by management and the supervisor.
- Guide, educate, inform, illustrate, review, others who may not have the expertise or experience you may have.
- Review "WRP". Your "buddy" should be practicing proper and safe work habits. A partner's lack of due diligence is not to be accepted by the other party.
- Be willing and able to receive the "value" from others.
- Obey signage restricting access to work areas. If a worker is required to perform work in an area where access is denied, they must get permission from the supervisor.
- Ensure no other unauthorized workers enter the work area when working in a restricted access area.
- Make sure that all guardrails and barricades are secure and safely installed in the required locations.
- Evaluate hazards prior to the start of any work where hazards have been identified
- Wear any and all protective clothing / equipment required by management
- Inspect all PPE and protective equipment for damage or wear. Tag and remove any damaged or worn PPE / protective equipment and report it to the supervisor.

Reasons for a Guardrails and Barricades Policy:

Guardrails or, if guardrails are impractical, other appropriate methods of fall protection must be used when:

- A worker could fall more than 3 metres (10 feet) from any location

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- There is a fall hazard of more than 1.2 metres, if the work area is used as a path for a wheelbarrow or similar equipment
- A worker could have access to the unprotected edge of any of the following work surfaces and is exposed to a fall of 2.4 metres (8 feet) or more:
 - A floor, including the floor of a mezzanine or balcony
 - The surface of a bridge
 - A roof while formwork is in place
 - A scaffold platform or other work platform, runaway, or ramp
- There are openings in floors, roofs, and other working surfaces not otherwise covered or protected
- There are open edges of slab formwork for floors and roofs
- A worker may fall into water, operating machinery, or hazardous substances

Occupational Health and Safety Act and Regulations for Construction Projects:

- Barriers.....35(4)(d), 213(2), 207, 282, 45(5)(d), 67, 233(4)
- Guardrails and Protective Coverings.....26.3, 144(7), 209, 138
- http://www.valumotion.com/index.php/cPath/700_815_831

Power-Tek

Electrical Services Inc.

Maintenance Service Construction Commercial Industrial Residential

Title: Hearing Protection Policy			No.: 1600-008
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Dec 1, 2007	Date Revised: Jun 10, 2009

[Hearing Protection Policy](#)

Power-Tek Electrical Services Inc. wants to improve the level of protection to employees and staff who use hearing protection to protect them from noise exposure. Hearing protection will be used in situations where the employee is exposed to a time weighted average (TWA) of 85 decibels for an 8-hour work day, and in some cases where an employee chooses to use hearing protection even when it is not required.

Management will:

- Ensure the Hearing Protection Policy is followed at all times.
- Educate and revisit this policy on a regular basis.
- Discuss with the workers the importance of this policy.
- Provide the workers with all necessary knowledge, instruction and equipment to allow the workers to practice safe work place operations.
- Ensure that all workers are aware of the detrimental effects of loud noises that may be present in some work areas.

Supervisors will:

- Ensure that company safe work practices and procedures are followed as intended.
- Discuss with the workers the importance of this policy.

Workers will:

- Wear any and all protective clothing/equipment required by management.
- Inspect all PPE and protective equipment for damage or wear. Tag and remove any damaged or worn PPE/protective equipment and report it to the supervisor.
- Comply with any and all safe work practices and procedures required by management and the supervisor.
- Use the information they learn from the training they receive.
- Additionally, employees are responsible for the appropriate storage, disposal, and cleaning of their hearing protection that is consistent with the training they received.

Reasons for a Hearing Protection Policy:

- Ensure that supervisors, workers, and visitors are aware of the safety practices that must be followed to ensure that all personnel remain in a safe work place.

Related Policies, Forms and Procedures:

- http://www2.worksafebc.com/pdfs/hearing/hpd_construction.pdf
- <http://www.chs.ca/info/noise/rules.html>
- http://www.gov.mb.ca/labour/safety/pdf/standards/standardcsa_hearing_z94_2_02.pdf
- <http://www.ehs.uci.edu/programs/safety/ppsprogram.html>
- <http://oehs.uoregon.edu/policies/Hearing%20Conservation/UO%20Hearing%20Conservation%20Program.html>

Power-Tek

Electrical Services Inc.

Maintenance Service Construction Commercial Industrial Residential

Title: Heat and Cold Stress Policy

No.: 1600-009

Rev.: 4

Approved By: PTE H & S Committee

Date Originated:
Dec 1, 2007

Date Revised:
Jun 10, 2009

Heat and Cold Stress Policy

Power-Tek Electrical Services Inc. workers required to work in high temperatures or cold environments must take precautions against exposure. Prolonged exposure to a hot environment may cause heat exhaustion or heat stroke while prolonged exposure to a cold environment may cause frostbite or hypothermia.

Management will:

- Ensure the Heat/Cold Stress Policy is followed at all times.
- Educate and revisit this policy on a regular basis.
- Discuss with the workers the importance of this policy.
- Provide the workers with all necessary knowledge and equipment to allow the workers to practice safe work place operations.
- Facilitate and/or provide proper instruction to their workers on protection requirements.
- Ensure that all workers are aware of the detrimental effects of extreme temperatures that may be present in some work areas.

Supervisors will:

- Identify employees with potential exposure to heat or cold stress.
- Ensure that training is provided.
- Ensure that plenty of portable water is available to employees exposed to heat stress.
- Allow a period of acclimatization to heat or cold.
- Assess the day-to-day heat or cold stresses on employees.
- Assess workload and assign work/rest schedules, if needed.
- Ensure that company safe work practices and procedures are followed as intended.

Workers will:

- Evaluate hazards prior to the start of any work where hazards have been identified.
- Wear any and all protective clothing/equipment required by management.
- Inspect all PPE and protective equipment for damage or wear. Tag and remove any damaged or worn PPE/protective equipment and report it to the supervisor.
- Comply with any and all safe work practices and procedures required by management and the supervisor.

Reasons for a Heat/Cold Stress Policy:

- Ensure that supervisors, workers, and visitors are aware of the safety practices that must be followed to ensure that all personnel remain in a safe work place.

Related Policies, Forms and Procedures:

- Occupational Health and Safety Act and Regulations for Construction Projects:
 - First Aid.261, 262
- <http://72.14.205.104/search?q=cache:KTsr8w3KIPUJ:w3.ouhsc.edu/ehso/HeatColdStress.pdf+heat+and+cold+stress+policy+role+of+the+supervisor&hl=en&ct=clnk&cd=1&gl=ca>

Power-Tek

Electrical Services Inc.

Maintenance Service Construction Commercial Industrial Residential

Title: Housekeeping Policy			No.: 1600-010
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Dec 1, 2007	Date Revised: Jun 10, 2009

Housekeeping Policy

Neatness and good housekeeping are signs of efficiency. Many injuries result from poor housekeeping and cluttered work areas. To maintain a clean, hazard-free workplace, the management, supervisors and workers of Power-Tek Electrical Services Inc. must work together. Special attention to clear walkways and stable footing must be exercised at all times.

Management will:

- Ensure the Housekeeping Policy is followed at all times.
- Educate and revisit this policy on a regular basis.
- Discuss with the workers the importance of this policy.

Supervisors will:

- Ensure that work and travel areas are kept tidy.
- Arrange for specific clean-up tasks to be assigned to individual workers.
- Ensure that work and travel areas are well lit and ventilated.
- Arrange to have rubbish removed as required.
- Ensure that signs are posted to warn workers of hazardous areas.

Workers will:

- Clean up their work area as needed but at least daily.
- Ensure that work and travel areas are kept tidy.
- Keep equipment and the areas around equipment clear of scrap and waste.
- Keep stairways, passageways and gangways free of material, supplies and obstructions at all times.

Reasons for a Housekeeping Policy:

- Ensure that supervisors, workers, and visitors are aware of the safety practices that must be followed to ensure that all personnel remain in a safe work place by maintaining a clean and acceptable working environment

Related Policies, Forms and Procedures:

- OSHA Standard, 29 CFR 1926.25 Housekeeping
- Occupational Health and Safety Act and Regulations for Construction Projects:
 - Housekeeping.....35(4)(5), 42, 43, 36, 41, 39, 37, 40, 38, 35(2)(3)(4), 35(1)
- <http://www.byui.edu/Safety/Policies/Housekeeping%20Policy.htm>

Power-Tek

Electrical Services Inc.

Maintenance Service Construction Commercial Industrial Residential

Title: [Ladders Policy](#)

No.: 1600-011

Rev.: 4

Approved By: PTE H & S Committee

Date Originated:
Dec 1, 2007

Date Revised:
Jun 10, 2009

Ladders Policy

Every year in the Ontario construction industry more than 800 lost-time injuries are caused by ladder accidents. It is our goal at Power-Tek Electrical Services Inc. not to contribute to those statistics.

Management will:

- Ensure the Ladders Policy is followed at all times.
- Educate and revisit this policy on a regular basis.
- Discuss with the workers the importance of this policy.

Supervisors will:

- Ensure that company safe work practices and procedures are followed as intended.
- Train workers on the proper maintenance and use of ladders.
- Evaluate and choose the best means for access requirements of a specific work assignment. (Example: Provide the proper ladder(s) for specific tasks).

Workers will:

- Visually inspect the ladder prior to its use.
- Use the proper ladder for a specific task.
- Follow the Proper Use of Ladders procedure outlined.
- Store ladders properly after use.
- Ensure that the Ladders are identified as Power-Tek Electrical Services Inc. ladders.
- Wear a safety belt and safety harness with the lanyard tied off to either a fixed support or a lifeline whenever they are:
 - 10 feet or more above the floor or ground.
 - Working above operating machinery.
 - Working above hazardous substances or objects.

Reasons for a Ladder Policy:

- Ensure that supervisors, workers, and visitors are aware of the safety practices that must be followed to ensure that all personnel remain in a safe work place.
- To promote the inspection, safe use, and maintenance of portable ladders and fixed access structures.

Related Policies, Forms and Procedures:

- <http://www.uoguelph.ca/ehs/policies/07-03.pdf>
- Occupational Health and Safety Act and Regulations for Construction Projects:
 - Ladders.....78-84, 240, 78(5), 78(3), 286, 83, 84, 81, 82

Power-Tek

Electrical Services Inc.

Maintenance Service Construction Commercial Industrial Residential

Title: [Materials Handling Policy](#)

No.: [1600-012](#)

Rev.: 4

Approved By: PTE H & S Committee

Date Originated:
Dec 1, 2007

Date Revised:
Jun 10, 2009

[Materials Handling Policy](#)

Nearly 25% of the lost-time injuries in construction are related to the back. Most of those result from heavy lifting. Proper lifting techniques can minimize the stress on the muscles and spine providing the best protection against back problems. Materials, articles or things required to be lifted, carried or moved, shall be lifted, carried or moved in such way, with such precautions and safeguards, including protective clothing, guards and other precautions as will ensure that the lifting, carrying, or moving of the material, articles or things does not endanger the safety of worker.

Management will:

- Ensure the Materials Handling Policy is followed at all times.
- Educate and revisit this policy on a regular basis.
- Discuss with the workers the importance of this policy.
- Job plan to reduce unnecessary material handling. (Example: mechanize (e.g. use of lifting devices); reduce re-handling).

Supervisors will:

- Ensure that company safe work practices and procedures are followed as intended.
- Train workers on the proper techniques.
- Provide information to employees on proper lifting techniques, exercise conditioning, back care, and injury prevention. Occupational Health Services shall also provide such information to employees and supervisors upon request.

Workers will:

- Know of their physical limitation and the approximate weight of materials they are trying to lift.
- Be encouraged to get help when a lifting task may be more than they can safely handle.
- Where the weight, size, shape, toxicity, containment, or other characteristics of the load, or the nature of the lift may endanger an employee, the load shall be moved by a work team (e.g. professional material handlers) or by mechanical means.

Reasons for a Materials Handling Policy:

- Ensure that supervisors, workers, and visitors are aware of the safety practices that must be followed to ensure that all personnel remain in a safe work place.

Related Policies, Forms and Procedures:

- <http://72.14.205.104/search?q=cache:TuxM8ruC1pYJ:www.uoguelph.ca/ehs/policies/06-08.pdf+materials+handling+policy&hl=en&ct=clnk&cd=1&gl=ca>
- Occupational Health and Safety Act and Regulations for Construction Projects:
 - Material Handling, Storage.....35-43

Power-Tek

Electrical Services Inc.

Maintenance Service Construction Commercial Industrial Residential

Title: Powder-Actuated Fastening Tools Policy			No.: 1600-013
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Jun 10, 2009

Powder Actuated Fastening Tools Policy

Powder Actuated Fastening Tools use a powder charge to fire a fastener into hard materials such as concrete, mild steel and masonry. Used improperly, powder-actuated tool pose obvious hazards. The tools should be treated with the same respect as a firearm. It is the policy of Power-Tek Electrical Services Inc. that only authorized workers may use powder actuated fastening tools. Authorized workers must have successfully completed a comprehensive training program. Proof of training must be carried with the worker at all times on a construction site.

Management will:

- Ensure the Powder Actuated Fastening Tools Policy is followed at all times.
- Ensure that only trained and authorized employees will use powder-actuated tools.
- Educate and revisit this policy on a regular basis.
- Discuss with the workers the importance of this policy.

Supervisors will:

- Ensure that company safe work practices and procedures are followed as intended.
- Train workers on the proper techniques for using powder actuated fastening tools.
- Ensure that all tools will be tested according to the manufacturer's recommendations before loading to see that the safety devices are working properly. If the tool develops a defect during use it should be tagged and taken out of service immediately until it is properly repaired.
- Make sure that powder-actuated tools are stored in their own locked container when not being used.
- Ensure that all powder-actuated tools will be left unloaded until they are actually used.

Workers will:

- Be trained and certified by the supplying manufacturer in the use of the particular tool they will operate.
- Evaluate hazards prior to the start of any work where hazards have been identified.
- Wear any and all protective clothing/equipment required by management.
- Comply with any and all safe work practices and procedures required by management and the supervisor.

Reasons for a Powder Actuated Fastening Tools Policy:

- Ensure that supervisors, workers, and visitors are aware of the safety practices that must be followed to ensure that all personnel remain in a safe work place.

Related Policies, Forms and Procedures:

- <http://72.14.205.104/search?q=cache:DgMEE-Cfb4IJ:www-group.slac.stanford.edu/esh/eshmanual/references/toolsReqPowder.pdf+use+of+powder+actuated+power+tools&hl=en&ct=clnk&cd=4&gl=ca>
- <http://cc.ysu.edu/eohs/safety%20programs/powertool/POWER00.YSU.htm>
- Occupational Health and Safety Act and Regulations for Construction Projects:
 - Personal Protective Clothing, Equipment and Devices.....21, 22, 24

Power-Tek

Electrical Services Inc.

Maintenance Service Construction Commercial Industrial Residential

Title: Proximity Testing Policy			No.: 1600-014
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Jun 10, 2009

Proximity Testing Policy

Power-Tek Electrical Systems Inc. cannot stress enough: 1. **Every worker must test for power before entry into an electrical device**, box or piece of equipment and 2. **Every Worker must test for power in your** surrounding workplace in order to identify any electrical hazard nearby.

Management will:

- Provide each worker with all information, and equipment that may be needed to perform this work.
- Train all workers who may work on these procedures.
- Evaluate the effectiveness of this procedure to ensure worker and management compliance.
- Communicate and enforce all safe work practices.
- Ensure the workers have adequate first aid training.

Supervisors will:

- Provide each worker with all instruction and additional training that may be needed to perform this work.
- Retrieve any documentation of the tools being used such as the manufacturer's recommendations.
- Review "Live Work" Policy and Procedures with the workers.
- Review "HV" Policy and Procedures with the workers.

Workers will:

- Inform the foreman that this scope of work is acceptable to them.
- Must conform to this procedure.
- Be willing and able to receive the "value" from others on this matter.
- Guide, educate, inform, illustrate, review, others who may not have the expertise or experience you may have.
- Review right to refuse work. Your "buddy" should be practicing documented, proper and safe working habits and one partner's lack of due diligence cannot be accepted by the other party.

Valuable "Tools" for the Proximity Testing (listed below but not limited to):

- Manufacturer's Tool documentation.
- Site Specific Safety Plan.
- Power-Tek Electrical Inc. Worker Health & Safety Program.
- Electrical drawings.
- Electrical Code book.

Testing procedures:

1. **Proximity tester (pen tester).**
2. **"Multi-meter" tester.**
3. **"Ideal Voltage Tester" or similar.**
4. **"High Voltage Tester".**
 - See "HV Proximity Testing Procedures" under the section of HV Work.

Power-Tek

Electrical Services Inc.

Maintenance Service Construction Commercial Industrial Residential

Title: Scaffolds Policy			No.: 1600-015
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Jun 10, 2009

[Scaffolds Policy](#)

In the National Census of Fatal Occupational Injuries (CFOI) in 2005, an average of 88 fatalities occurred in the years 2000-2004 from scaffolds, staging. In a Bureau of Labor and Statistics (BLS) study, 72% of workers injured in scaffold accidents attributed the accident either to the planking or support giving way, or to the employee slipping or being struck by a falling object. All of these can be controlled by compliance with OSHA standards, which all Power-Tek Electrical Services Inc. Employees are required to follow.

Management will:

- Ensure the Scaffolds Policy is followed at all times.
- Ensure that only trained and authorized employees are working with scaffolding.
- Educate and revisit this policy on a regular basis.
- Discuss with the workers the importance of this policy.

Supervisors will:

- Ensure that company safe work practices and procedures are followed as intended.
- Train workers on the proper techniques for using scaffolding.
- Ensure that employees are provided with PPE as necessary for their job.
- Ensure that a competent person is in charge of scaffold erection according to the manufacturer's specifications.
- Ensure adequate risk assessments are in place and carried out effectively by the employees to prevent accidents.

Workers will:

- Use and wear all safety equipment and protective clothing issued (minimum of hard hat, safety boots, gloves and harnesses).
- Work in accordance with risk assessment/method statement written or verbal.
- Comply with all applicable guidelines contained in this safety policy.
- Report damaged scaffolds, accessories, and missing or lost components.

Reasons for a Scaffolding Policy:

- Ensure that supervisors, workers, and visitors are aware of the safety practices that must be followed to ensure that all personnel remain in a safe work place.

Related Policies, Forms and Procedures:

- http://www.fmins.com/pdf/safety_SERVICES/Scaffold.pdf
- <http://72.14.205.104/search?q=cache:BjCxLj8hmqkJ:www.koscaffolding.purplemouse.co.uk/HealthSafetyPolicy.pdf+scaffolding+policy+supervisor%27s+responsibilities&hl=en&ct=clnk&cd=5&gl=ca>
- <http://www.osha.gov/SLTC/scaffolding/index.html>
- Occupational Health and Safety Act and Regulations for Construction Projects:
 - Scaffolds, Work Platforms.....1, 126-132, 134-136

Power-Tek

Electrical Services Inc.

Maintenance Service Construction Commercial Industrial Residential

Title: Static Electricity Policy			No.: 1600-016
Rev.: 3	Approved By: PTE H & S Committee	Date Originated: Dec 1, 2007	Date Revised: June 10, 2009

[Static Electricity Policy](#)

Power-Tek Electrical Services Inc.'s Static Electricity Policy ensures safe work while working under electrical environments. The protection provided by this policy depends on proper work habits, proper education, and the provision of quality tools and equipment.

Static Electricity is caused when two dissimilar substances come in contact with each other and then separate. The separation results in an electrical charge on the subjects separated. These charges, if they cannot escape, are static; hence the term "Static Electricity". If static electricity is not neutralized or eliminated as rapidly as it is produced, the charge will continue to build. It will eventually develop energy enough to jump as a spark to some nearby grounded or less highly charged object.

The principle hazard of static electricity is as a source of ignition to flammable or combustible materials that could cause and explosion or fire.

Management will:

- Provide each worker with all information, and equipment that may be needed to perform work.
- Educate all workers on this policy.
- Communicate and enforce all safe work practices.

Supervisors will:

- Provide workers with all instruction and additional tools and equipment that may be needed to perform their work.
- Educate workers with the manufacturer's safety and maintenance recommendations.
- Communicate and enforce all safe work practices.

Workers will:

- Abide by the rules and recommendations of this policy.
- Be willing and able to mentor others on this subject.
- Be willing and able to receive the "value" from others.
- Determine the static electricity hazards of each work environment.

Reasons for a Static Electricity Policy:

- Ensure that supervisors and workers are aware of the safety practices that must be followed to ensure that all personnel remain in a safe work place.

Related Policies, Forms and Procedures:

- Occupational Health and Safety Act, under the Construction Regulations Section 185.

Power-Tek

Electrical Services Inc.

Maintenance Service Construction Commercial Industrial Residential

Title: Temporary Panels and Lighting Policy		No.: 1600-017	
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Dec 1, 2007	Date Revised: June 10, 2009

Temporary Panels and Lighting Policy

Power-Tek Electrical Services Inc.'s Temporary Panels and Lighting Policy ensures safe work while using temporary electrical devices or equipment while performing electrical work. The protection provided by this policy depends on proper work habits, common sense practices, and the provision of quality tools and equipment.

Management will:

- Provide each worker with all information, and equipment that may be needed to perform work.
- Educate all workers on this policy.
- Communicate and enforce all safe work practices.

Supervisors will:

- Provide workers with all instruction and additional tools and equipment that may be needed to perform their work.
- Educate workers with the manufacturer's safety and maintenance recommendations.
- Communicate and enforce all safe work practices.

Workers will:

- Be willing and able to receive the "value" from others on this matter.
- Guide, educate, inform, illustrate, review, others who may not have the expertise or experience you may have.
- Review right to refuse work. Your "buddy" should be practicing proper and safe working habits. A partner's lack of due diligence cannot be accepted by the other party.

Reasons for a Temporary Panel and Lighting Policy:

- Ensure that supervisors and workers are aware of the safety practices that must be followed to ensure that all personnel remain in a safe work place.

Related Policies, Forms and Procedures:

- Occupational Health and Safety Act, under the Construction Regulations Section 45(2) for lighting and Section 194 for panels.

Power-Tek

Electrical Services Inc.

Maintenance Service Construction Commercial Industrial Residential

Title: Tool Use and Maintenance Policy			No.: 1600-018
Rev.: 3	Approved By: PTE H & S Committee	Date Originated: Dec 1, 2007	Date Revised: June 10, 2009

Tool Use and Maintenance Policy

Power-Tek Electrical Services Inc.'s Tool Use and Maintenance Policy ensures safe work while using electrical tools and equipment. The protection provided by this policy depends on proper work habits, common sense practices, and the provision of quality tools and equipment..

Management will:

- Provide each worker with all information, and equipment that may be needed to perform work.
- Educate all workers on this policy.
- Communicate and enforce all safe work practices.

Supervisors will:

- Provide workers with all instruction and additional tools and equipment that may be needed to perform their work.
- Educate workers with the manufacturer's safety and maintenance recommendations.
- Communicate and enforce all safe work practices.

Workers will:

- Be willing and able to receive the "value" from others on this matter.
- Guide, educate, inform, illustrate, review, others who may not have the expertise or experience you may have.
- Review right to refuse work. Your "buddy" should be practicing proper and safe working habits. A partner's lack of due diligence cannot be accepted by the other party.

Reason for the Tool Use and Maintenance Policy:

- Ensure that supervisors and workers are aware of the safety practices that must be followed to ensure that all personnel remain in a safe work place.

Related Policies, Forms and Procedures:

- Occupational Health and Safety Act, under the Construction Regulations Section 18A.
- Manufacturer's maintenance manuals or documentation.

Power-Tek

Electrical Services Inc.

Maintenance Service Construction Commercial Industrial Residential

Title: Traffic Control and Signaller Policy			No.: 1600-019
Rev.: 3	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Jun 10, 2009

Traffic Control and Signaller Policy

At Power-Tek Electrical Services Inc. it is our goal to minimize the safety hazards associated with traffic control, allow the work to proceed safely and efficiently, ensure that public traffic has priority over construction equipment and to facilitate the safe movement of vehicles and equipment within the work zone.

Management will:

- Ensure that supervisors and workers are equipped with all the devised, vehicles, and equipment legally required for traffic control Occupational Health and Safety Act (OHSA) and Regulations.
- Ensure that all drivers are qualified and keep records of their qualification.
- Ensure that all workers are adequately trained in traffic control and signalling.
- Ensure that trucks are regularly maintained as required and keep accurate records.
- Ensure all trucks are equipped with functioning back-up alarms, where required.

Supervisor

- Review and modify traffic control procedures daily or as required for the protection of the workers.
- Where practical, establish drive-through zones.
- Verify that all drivers are qualified.
- Designate and train competent signallers.
- Supply any PPE required by the workers to provide maximum protection.
- Ensure that all subcontractors comply with the Power-Tek Electrical Services Inc. Traffic Control Policies and Procedures.
- Prohibit unauthorized riders on any Power-Tek Electrical Services Inc. vehicles.

Workers

- Recognize and assess possible hazards which may occur and develop procedures to eliminate or if not practical, to minimize hazards.
- Use any and all PPE required by Power-Tek Electrical Services Inc. including seat belts.
- Follow all the procedures specified by Power-Tek Electrical Services Inc.
- Before operating your vehicle perform a circle check and record results.
- Get help from a designated signaller before:
 - Before backing-up.
 - when you don't have a clear view of your path of travel.
 - when you don't have a clear view of workers in your vicinity.

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Traffic Signallers

The most significant factor in deaths and injuries from equipment backing up (primarily dump trucks) is lack of visibility on the driver's part. The use of traffic signallers is vital to reducing the hazards associated with backing up. One way traffic flow and the avoidance of backing up are the best methods to eliminating this hazard. Traffic Signallers are to be used as a last resort and as regulated in the OHSA and Regulations Section 69:

- Shall be a competent worker.
- Shall not perform other work while directing traffic.
- Shall be position in such a way that he or she is endangered as little as possible by vehicular traffic.
- Shall be given adequate written and oral instruction, a language that he or she understands, with respect to directing vehicular traffic, and those instructions shall include a description of the signals that are to be used.

Signaller will:

- Know and use the standard hand signals for on-site traffic.
- Understand manoeuvring limitations of vehicles.
- Know driver blind spots.
- Warn workers on foot to keep clear of blind spots.
- Make eye contact with driver before signalling or changing locations.

Workers will:

- Make eye contact with vehicle operators before approaching.
- Signal their intended movements to the vehicle operator.
- Be aware of blind spots around the vehicles.
- Avoid standing and talking near vehicle paths and other areas where equipment is moving back and forth.

Reasons for a Traffic Control and Signaller Policy:

- Ensure that supervisors, workers, and visitors are aware of the safety practices that must be followed to ensure that all personnel remain in a safe work place.

Related Policies, Forms and Procedures:

- http://64.233.167.104/search?q=cache:sUKk0lBA5i4J:wx.toronto.ca/intra/hr/policies.nsf/9fff29b7237299b385256729004b844b/0062fd60774a35fa85256d08006e0634/%24FILE/TrafficControlPolicy_Standards_approved.pdf+construction+traffic+control+policy&hl=en&ct=clnk&cd=3&gl=ca

Power-Tek

Electrical Services Inc.

Maintenance Service Construction Commercial Industrial Residential

Title: Underground Utilities Policy			No.: 1600-020
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Jun 10, 2009

Underground Utilities Policy

It is the goal of Power-Tek Electrical Services Inc. to maintain a high level of safety awareness and to promote safe underground utility practices. Contact with underground utilities such as gas, electrical, telephone and water lines can cause injury and/or considerable expense and must be avoided. It is the responsibility of the contractor to ensure that all underground utilities are located and clearly marked. Underground utilities may be marked using labelled stakes, flags and/or paint lines. These markers will be placed at the centerline of the underground utility.

Management will:

- Ensure the Underground Utilities Policy is followed at all times.
- Educate and revisit this policy on a regular basis.
- Discuss with the workers the importance of this policy.

Supervisors will:

- Ensure that company safe work practices and procedures are followed as intended.
- Train workers on the proper techniques for dealing with underground utilities.
- Ensure that employees are provided with PPE as necessary for their job.
- Ask utilities to locate and mark their underground services. That includes gas, water, electrical, cable TV, telephone, and pipelines.
- Ask utilities to provide a diagram of the locate information. Once the service has been located and marked, it's our job to uncover it. This must be done by hand digging. Never use excavating equipment to find the service.

Workers will:

- Never work in an area where underground utilities are not clearly marked.
- Never work outside of the area covered by the locate stakeout information.
- Whenever possible, not work within one meter of a stakeout area.
- Use and wear all safety equipment and protective clothing issued.
- Take reasonable steps to ensure they do not adversely affect the health and safety of themselves or others whilst carrying out their duties.
- Comply with all applicable guidelines contained in this safety policy.
- To avoid the risk of serious injuries and fatalities, always **call supervisor before digging**.

Reasons for an Underground Utilities Policy:

- Ensure that supervisors, workers, and visitors are aware of the safety practices that must be followed to ensure that all personnel remain in a safe work place.

Related Policies, Forms and Procedures:

- http://72.14.205.104/search?q=cache:q5T2Cp1x30UJ:www.whscc.nb.ca/docs/ST25_e.pdf+underground+utilities&hl=en&ct=clnk&cd=7&gl=ca
- Occupational Health and Safety Act and Regulations for Construction Projects:
 - Scaffolds, Work Platforms.....1, 126-132, 134-136

Power-Tek

Electrical Services Inc.

Maintenance Service Construction Commercial Industrial Residential

Title: Vehicles Policy			No.: 1600-021
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Jun 10, 2009

Vehicles Policy

Vehicle safety is of extreme importance to Power-Tek Electrical Services Inc. It is the goal of Power-Tek Electrical Services Inc. to maintain a high level of safety awareness and to promote responsible driving behaviour by its employees. Driver safety awareness and responsible driving behaviour will significantly decrease the frequency of vehicle accidents and reduce the severity of personal injury and property damage.

Management will:

- Ensure the Vehicles Policy is followed at all times.
- Educate and revisit this policy on a regular basis.
- Discuss with the workers the importance of this policy.
- Make sure that insurance (adequate to meet provincial requirements) coverage will include coverage for:
 - Personal injury, property damage, medical coverage to protect the technician.
- Ensure that authorized drivers carry current drivers licenses.
- Ensure that licensed technicians perform all vehicle inspections and repairs.
- Ensure that drivers are reimbursed for any out of pocket expenses required to ensure the safety and maintenance of the company vehicle.

Supervisors will:

- Ensure that company safe work practices and procedures are followed as intended.
- Ensure that only authorized drivers operate company vehicles.
- Make sure that vehicles are regularly inspected and maintained to the highest standard.
- Ensure that a reliable source of two-way communication is available to each driver.

Workers will:

- At no time alter or modify his vehicle in any manner.
- Remove, deface, obscure or obliterate any inscription or cause any other person to do so.
- Keep the vehicle clean orderly and in a presentable state at all times.
- Report any and all mechanical defects to Power-Tek Electrical Services Inc. immediately.
- Report any traffic violations, both moving and parking, to management immediately.
- Pay all fines received during those times where they are deemed the authorized driver is responsible for the vehicle, as established by Power-Tek Electrical Services Inc.
- Attend all staff meetings and training sessions as required by Power-Tek Electrical Services Inc.
- Ensure company vehicles are secure when left unattended.
- Refrain from smoking in any company vehicle.

Reasons for a Vehicles Policy:

- Ensure that supervisors, workers, and visitors are aware of the safety practices that must be followed to ensure that all personnel remain in a safe work place both on and off the road.

Related Policies, Forms and Procedures:

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Electrical Services Inc.

Maintenance Service Construction Commercial Industrial Residential

Title: Working Alone Policy			No.: 1600-022
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Jun 10, 2009

Working Alone Policy

Due to the nature of the work performed at Power-Tek Electrical Services Inc., it may be necessary for workers to work alone. Whether a worker is doing a small job or working alone from the service truck we are committed to taking every reasonable precaution to provide for all workers performing services on our behalf.

Management will:

- Train all workers who may work alone in these procedures.
- Evaluate the effectiveness of this procedure to ensure worker and management compliance.
- Provide a worker working alone and/or each vehicle with a first aid kit.
- Ensure the worker working alone has adequate first aid training.
- Develop emergency procedures specifically for workers working alone.
- Assess the hazards, which might be encountered while working alone, and develop corrective actions to minimize or eliminate these hazards.
- Provide each worker with all information that would be available to worker not working alone.

Supervisors will:

- Know the whereabouts of each of its workers working alone.
- Keep in regular contact with workers working alone.
- Take the appropriate actions if a worker reports any hazards encountered while working alone.
- Provide the worker with a method of contact – phone or two-way radio.
- Communicate all safe work practices.

Workers will:

- Report all hazards immediately to the supervisor.
- Wear all personal protective equipment required by the employer.
- Report to the supervisor at the pre-scheduled check-in times.
- Report all incidents to the supervisor immediately.
- Work in a manner that will not cause harm to self or others present.
- Report any concerns of this program to the supervisor or head office immediately.

Reasons for a Working Alone Policy:

- Ensure that supervisors, workers, and visitors are aware of the safety practices that must be followed to ensure that all personnel remain in a safe work place.

Related Policies, Forms and Procedures:

Power-Tek

Electrical Services Inc.

Maintenance Service Construction Commercial Industrial Residential

Title: Power Elevating Work Platforms (PEWP) Policy			No.: 1600-023
Rev.: 3	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Jun 10, 2009

Power Elevating Work Platforms Policy

In accordance with Section 147 of the Regulations for Construction Projects, a worker who operates a power elevating work platform (PEWP) must, before using it for the first time, be given oral and written instruction on the operation of the elevating device.

Management will:

- Enforce the Power Elevating Work Platforms (PEWP) Policy.
- Educate and revisit this policy on a regular basis.
- Provide the workers with all necessary knowledge and equipment to allow the workers to practice safe Power Elevating Work Platforms (PEWP) operation and discuss with the workers the importance of this policy.

Supervisors will:

- Ensure that company safe work practices and procedures are followed as intended.
- Provide the workers with all necessary instruction and training to allow the workers to practice safe PEWP operation.
- Instruct the worker in:
 - Operating the machine.
 - The daily inspections and maintenance required by the manufacturer.
 - The types of working surface on which the machine is designed to be used.
 - The maximum rated working load.
 - Special conditions or limitations of the machine.
 - The location of emergency controls.

Workers will:

- Abide by the rules and recommendations of this policy.
- Be willing and able to mentor others on this subject.
- Be willing and able to receive the “value” from others.

Reasons for a Power Elevating Work Platforms Policy:

- Ensure that supervisors, workers, and visitors are aware of the safety practices that must be followed to ensure that all personnel remain in a safe work place.
- Inform workers of the requirements for operating Power Elevating Work Platforms safely.

Related Policies, Forms and Procedures:

- Occupational Health and Safety Act and Regulations for Construction Projects:
 - Elevating Work Platforms.....143
- http://www.ccohs.ca/oshanswers/safety_haz/platforms/bucket.html
- <http://www.acsa-safety.org/Portals/0/safeworddocs/PDFS/SWP00003.pdf>

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Electrical Services Inc.

Maintenance Service Construction Commercial Industrial Residential

Title: CFL Materials Handling Policy			No.: 1600-024
Rev.: 2	Approved By: PTE H & S Committee	Date Originated: March 3, 2009	Date Revised: June 10, 2009

CFL Materials Handling Policy

Compact Fluorescent Lights (CFLs) are linked to Ill health

Many of the new energy efficient compact fluorescent light bulbs produce high levels of radio frequency radiation “dirty electricity” (GS). Most also produce a harmful high frequency electric field (V/M) radiating several feet. Without question these electrical polluters are having an adverse impact on the health of those who’ve installed them in their homes.

CFL’s operate at high frequency using an electronic switching ballast to “chop up” our 120 volt AC electricity to low-voltage power - that’s how they are able to use less energy when compared to an old-style incandescent bulb. This chopping result in voltage fluctuations (micro surges) that produce a ringing in the electromagnetic spectrum and is often measured in the radio frequency (RF) range frequencies above 3 kHz. A typical operating frequency for an electronic ballast in a CFL would be in the region of 50kHz to 100kHz. This frequency range is known to produce adverse effects on one’s health. Muscle and joint pain, headaches, nausea, sleep disorders, respiratory problems, rashes along with anxiety and depressions are just a few of the symptoms noted by some individuals.

CFLs and their hazards are a relatively new safety concern that lack guidance and education. Precautions and safeguards, including protective clothing, guards and other precautions will ensure that the handling of a damaged CFLs will not endanger the safety of worker.

Management will:

- Ensure the CFL Materials Handling Policy is followed at all times.
- Educate and revisit this policy on a regular basis.
- Discuss with the workers the importance of this policy.

Supervisors will:

- Ensure that company safe work practices and procedures are followed as intended.
- Train workers on the proper steps to be taken in the advent of a damaged CFL.
- Provide information to employees; even if they are only news articles. Occupational Health Services shall also provide such information to employees and supervisors upon request.

Workers will:

- Know “How should I clean up a broken fluorescent bulb”.
- Be encouraged to get help when uncertain of the procedures.
- Call your Supervisor and inform him / her of an “incident” of a damaged CFL.

Reasons for a CFL Materials Handling Policy:

- Ensure that supervisors, workers, and visitors are aware of the safety practices that must be followed to ensure that all personnel remain in a safe work place.

Related Policies, Forms and Procedures:

- http://www.ccme.ca/pollution.html?category_id=120

Power-Tek

Electrical Services Inc.

Maintenance Service Construction Commercial Industrial Residential

Title: Fire Watch Procedures			No.: 1600-030P
Rev.: 3	Approved By: PTE H & S Committee	Date Originated: Jun1, 2008	Date Revised: June 01, 2009

Fire Watch Procedure

Scope

This procedure outlines the requirement of a fire watch should the fire alarm system in any building becomes inoperative for any reason. The primary goal of this procedure is to ensure the property and its occupants are provided with an early warning fire detection and alarm system during a fire emergency.

When Required

A fire watch shall be established in a building when any portion of the fire alarm system is temporarily shut down for any reason, including maintenance or periodic inspection for a period of more than four hours. In occupied buildings under renovation and where the fire alarm system is not operational, a fire watch shall be established.

When Acceptable

A building fire alarm system may only be shutdown on approval and if a fire watch service can be provided. Approval to shutdown a system will be given only with sufficient prior notice, where a demonstrate need is shown and the occupants or the building are not exposed to undo risk.

Definitions

- Fire Watch Service is a qualified person who shall patrol the entire building and be conversant with the Fire Emergency Procedures. This person will function as the fire alarm system to report fires or similar emergencies, to the proper authorities and initiate the evacuation of the building if a fire occurs.
- Patrol shall mean walking the entire area of the affected building so that all areas are observed every hour.
- Operational Fire Alarm System is an approved and verified system with components of combustion detectors, manual pull stations, signal appliances, fire suppression flow indicators and a fire alarm control panel (FACP). When activated, the fire alarm system will initiate an alarm condition in the building.
- Alarm Condition is a signal notification of a fire alarm within a building and initiated by the FACP or the Fire Watch Service.
- Trouble Condition is a signal notification of a system malfunction within a building and initiated by the FACP or the Fire Watch Service.

Procedures

- Site Supervisor to inform local Fire Department, Client Representative and PTES Project Manger prior to isolation or shutdown of the Fire Protection system and upon restoration of normal operation.
- Site Supervisor to ensure that adequate fire extinguishers are available in the building.

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- During the period prior to the installation of a fire alarm , arrangements shall be made to provide temporary fire alarm service to alert persons throughout the construction project in the event of a fire or other emergency by means of mechanical or electrical gongs, horns, sirens or other means acceptable.
- Area to be patrolled once per hour during the time the Fire Protection system is disabled.
- Fire watch to be documented using the Fire Watch Log.
- Site Supervisor to ensure that all devices are fully functional upon restoring to normal operation.

Visitors

All visitors to the construction site shall report to the Site Supervisor or delegate and sign the Visitor log book.

Documentation

The person performing the Fire Watch shall document each inspection on the Fire Watch Log (Form # 1600-030-001).

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Title: Live Wire Work Policy			No.: 1610
Rev.: 3	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: June 10, 2009

Live Wire Work Policy

Power-Tek Electrical Services Inc. has developed a Live Wire Work Policy for workers working on or near energized electrical equipment, installations and/or conductors. Secondary procedures addresses safe work practices to be followed for work being done near energized overhead electrical conductors. These procedures must be strictly adhered to.

Management will:

- Provide each worker with all information, and equipment that may be needed to perform this work.
- Train all workers who may work on these procedures.
- Evaluate the effectiveness of this procedure to ensure worker and management compliance.
- Communicate and enforce all safe work practices.
- Ensure the workers have adequate first aid training.

Supervisors will:

- Provide each worker with all instruction and additional training that may be needed to perform this work.
- Retrieve any documentation of the tools being used such as the manufacturer's recommendations.
- Review Proximity Policy and Procedures with the workers.
- Review "HV" Policy and Procedures with the workers.

Workers will:

- Inform the supervisor that this scope of work is acceptable to them.
- Be willing and able to receive the "value" from others on this matter.
- Guide, educate, inform, illustrate, review, others who may not have the expertise or experience you may have.
- Review right to refuse work. Your "buddy" should be practicing documented, proper and safe working habits and one partner's lack of due diligence cannot be accepted by the other party.

Valuable "Tools" for the Live Wire (listed below but not limited to):

- SLD's and other owner document for electrical equipment.
- Site Specific Safety Plan.
- Power-Tek Electrical Inc. Worker Health & Safety Program.
- Electrical drawings.
- Electrical Code book.

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Electrical hazards are all too common on electrical sites. Accidents from inadvertent human and equipment contact with live circuits occur regularly. **The Ministry of Labour has identified the elimination of electrical hazards as a primary target in the reduction of construction fatalities.** The *Electrical Hazards* part, sections 181 - 195 of the *Regulations for Construction Projects*, which came into effect as of April 1, 2006, has been revised to reflect this commitment. Failure to implement and enforce these legal obligations will result in severe fines and/or criminal charges against the constructor, employer, supervisor and/or worker. **There will be a zero tolerance for non-compliance to these regulations.**

Power-Tek Electrical Services Inc. has developed a Live Wire Work Policy for workers working on or near energized electrical equipment, installations and/or conductors. A second policy addresses safe work practices to be followed for work being done near energized overhead electrical conductors. These procedures must be strictly adhered to. Copies of these policies will be distributed to every employee on a project. It is the responsibility of each employee to communicate these procedures to all personnel who may be required to work on live wire, or required to assist workers working on live wire and to those who may be required to work in the vicinity of exposed energized electrical equipment, installations and/or conductors.

The Power-Tek Electrical Services Inc. site supervisor will monitor all supervisors, subcontractors and workers to ensure these policies are being implemented and enforced. Failure to work in accordance with these policies or, in the case of subcontractors, failure to ensure that your employees will work in accordance with these policies may result in severe disciplinary action taken against the worker/subcontractor.

The success of this program depends on the participation and heightened awareness of employers, supervisors, vehicle operators and workers. **The active participation and leadership of all employees is critical to the success of this program.**

Power-Tek

Electrical Services Inc.

Maintenance Service Construction Commercial Industrial Residential

Title: Lock Out / Tag Off (LOTO) Policy			No.: 1620
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Mar 2, 2007	Date Revised: Jun 10, 2009

Lock Out / Tag Off (LOTO) Policy

The purpose of this lockout policy is to establish a procedure-based lockout process to prevent inadvertent release or transmission of machine, equipment or process energy. Sources of stored energy, such as capacitors or springs shall be relieved of their energy and a mechanism shall be engaged to prevent the re-accumulation of energy.

Application:

This policy applies to:

- Activities such as, but not limited to, erecting, installing, constructing, repairing, adjusting, inspecting, cleaning, operating and maintaining the machines, equipment and processes; and
- Energy sources such as, but not limited to, electrical, mechanical, hydraulic, pneumatic, chemical, radiation, thermal and compressed air energy sources, energy stored in springs, and potential energy from suspended parts (gravity).

Management will:

- Enforce the LOTO Policy.
- Educate and revisit this policy on a regular basis.
- Discuss with the workers the importance of this policy.
- Provide the team with all necessary “tools” that will enable them to perform their work in a safe manner.

Supervisors will:

- Ensure that company safe work practices and procedures are followed as intended.
- Provide the workers with all necessary instruction and training that allow the workers to perform LOTO.
- Instruction and training is also required for workers assisting on others’ LOTO.
- See LOTO for the list of supervisors who are allowed to authorize the LOTO.

Workers will:

- Workers assisting or performing diagnostic testing must be qualified and competent workers.
- Abide by the rules and recommendations of this policy.
- Be willing and able to mentor others on this subject.
- Be willing and able to receive the “value” from others.
- Abide by the LOTO procedures 1620-001.
- Review “Hazard Assessment Policy”; Document 2411

Reasons for the LOTO Policy:

- To ensure that workers are protected from electrocution while carrying out their work.

Related Policies, Forms and Procedures:

- OSHA – R.S.O. 1990 / OSHA – Regulation 851, Industrial Establishments / CSA Z460-05 – Control of Hazardous Energy – Lockout and Other Methods / NFPA (National Fire Protection Association) 70E-2004 Standard for Electrical Safety in the Workplace / Ontario Electrical Safety Code

Power-Tek

Electrical Services Inc.

Maintenance Service Construction Commercial Industrial Residential

Title: High Voltage (HV) Policy			No.: 1630
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Oct 24, 2007	Date Revised: Jun 10, 2009

High Voltage (HV) Policy

Power-Tek Electrical Systems Inc. cannot stress enough: **The ONLY “HV Work” we perform is:**

- **HV Switching,**
- **HV Proximity Testing,**
- **HV Discharging and**
- **HV Grounding.**

HV Work is classified as “Live Work” for Power-Tek Electrical Services Inc.

Management will:

- Authorize the HV work.
- Provide each worker with all information, and equipment that may be needed to perform this work.
- Train all workers who may work on these procedures.
- Evaluate the effectiveness of this procedure to ensure worker and management compliance.
- Communicate and enforce all safe work practices.
- Ensure the workers have adequate first aid training.
- Develop emergency procedures specifically for working under these conditions (HV work).

Supervisors will:

- Provide each worker with all instruction and additional training that may be needed to perform this work.
- Retrieve any documentation of an equipments history / manufacture’s documents / PM data from the owner / client that are critical in the performance of HV work.
- Review “Live Work” Policy and Procedures with the workers.

Workers will:

- Inform the foreman that this scope of work is acceptable to them.
- Conform to this procedure.
- Be willing and able to receive the “value” from others on this matter.
- Guide, educate, inform, illustrate, review, others who may not have the expertise or experience you may have.
- Review right to refuse work. Your “buddy” should be practicing documented, proper and safe working habits and one partner’s lack of due diligence cannot be accepted by the other party.

Valuable “Tools” for the Buddy System (listed below but not limited to):

- Site Specific Safety Plan.
- Power-Tek Electrical Inc. Worker Health & Safety Program.
- Electrical drawings (SLD / as-build prints...).

HV Procedures:

- HV Switching.
- HV Proximity Testing.
- HV Discharging.
- HV Grounding.

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Electrical Services Inc.

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Title: IR Scanning Policy			No.: 1640
Rev.: 3	Approved By: PTE H & S Committee	Date Originated: Jan 22, 2008	Date Revised: June 10, 2009

IR Scanning Policy

Power-Tek Electrical Systems Inc. performs Infrared Thermography (IR Scanning) for many of its clients. This procedure uses electronic cameras and devices to see heat patterns and, in special cases, to measure temperature. When we discuss the rules and practices of the thermographer; it is assumed that this is an employee who has been sent on a course for formal training. IR scanning is being used by all major industries throughout the world to help solve maintenance problems, improve safe working conditions, and control manufacturing costs. IR scanning helps identify many problems in their early stages often before they can be detected / found in any other way.

Definitions:

Thermography, from its root words, means “heat pictures”.

Thermograph is a visual picture of thermal data; a thermal image.

Thermographer is a person who is qualified to use thermography equipment.

Management will:

- Send designated employees for proper training.
- Provide the employees with current and capable thermography tool to perform this work safely and efficiently.
- Provide the task with all necessary equipment (computer, printer and software) and labour.
- Archive any documentation on IR Scanning, so that the benefits of each experience can be forwarded to the next possible situation and save valuable creativity, knowledge and time.

Supervisors will:

- Provide each worker with all instruction and additional training that may be needed to perform this work.
- Retrieve any documentation of the tools being used such as the manufacturer’s recommendations.
- Review “Live Work” Policy and Procedures with the workers.
- Review “HV” Policy and Procedures with the workers.

Workers will:

- Maintain current and safe working procedures when IR Scanning.
- Be willing and able to mentor others.
- Be willing and able to receive the “value” from others.
- Access any site documentation / scheduling that will able the task to be performed efficiently and safely. (Example: IR Scanning heating equipment in the summer may not produce effective results).

Reasons for a Housekeeping Policy:

The primary benefits of inspecting electrical systems include:

- Increased safety / Improved system reliability or uptime / Reduced unscheduled outages or downtime / Reduced repair costs / Reduced Maintenance costs / Improved production rates and quality / Quality assurance of new installations and repairs.

Related Policies, Forms and Procedures:

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Title: Diagnostic Testing Policy			No.: 1660-001
Rev.: 4	Approved By: PTE H & S Committee	Date Originated: Dec 1, 2007	Date Revised: June 10, 2009

Diagnostic Testing Policy

Power-Tek Electrical Services Inc.'s Diagnostic Testing Policy ensures safe work while testing electrical installations and equipment. The protection provided by this policy depends on proper work habits, "Live Wire" testing, and operator training.

At no time does this allow any worker the permission to work on live electrical components. After the diagnostic testing is complete the worker must follow Power-Tek Electrical Services Inc.'s "Live Work Policy".

Management will:

- Ensure the diagnostic Testing Policy is followed at all times.
- Educate and revisit this policy on an annual basis.
- Provide the workers with all necessary knowledge and equipment to allow the workers to practice safe diagnostic testing and discuss with the workers the importance of this policy.
- To monitor supervisors and workers to ensure this policy is strictly adhered to.

Supervisors will:

- Ensure that company safe work practices and procedures are followed as intended.
- Provide the workers with all necessary instruction and training that allow the workers to practice diagnostic testing safely; while controlling the electrical hazards.
- Instruction and training is also required for workers assisting of others performing diagnostic testing.
- Authorize the diagnostic testing.

Workers will:

- Workers assisting or performing diagnostic testing must be qualified and competent workers.
- Abide by the rules and recommendations of this policy.
- Be willing and able to mentor others on this subject.
- Be willing and able to receive the "value" from others.
- Determine the hazards of the situation while conducting diagnostic testing.

Reasons for a Diagnostic Testing Policy:

- Ensure that supervisors and workers are aware of the safety practices that must be followed to ensure that all personnel remain in a safe work place.

Related Policies, Forms and Procedures:

- Occupational Health and Safety Act, under the Construction Regulations Section 189 and 191.

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Title: Entry Into Confined Space Policy			No.: 1670
Rev.: 2	Approved By: PTE H & S Committee	Date Originated: Jun 25, 2005	Date Revised: June 01, 2009

Entry Into Confined Space Policy

The purpose of this procedure is to establish a method for the identification and control of entry into confined spaces in order to protect the health and safety of workers.

Management will:

- Ensure the Confined Space Policy is followed at all times.
- Educate and revisit this policy on an annual basis.
- Provide the workers with all necessary knowledge and equipment to allow the workers to identify and/or safely perform work in a “confined space” as per the regulations.
- To monitor supervisors and workers to ensure this policy is strictly adhered to.

Supervisors will:

- Ensure that company safe work practices and procedures are followed as intended.
- Provide the workers with all necessary instruction and training that allow the workers to properly identify a “confined space”.
- To determine whether a “space” meets the definition of a “confined space”.
- To conduct or have a competent person conduct a written hazard assessment on any identified “confined space”.
- To ensure that no worker enter a “confined space” unless fully qualified and only after all health and safety precautions have been taken, as per the procedures.

Workers will:

- Immediately inform their supervisor of any “space” that may possibly be a “confined space”.
- Under no circumstances enter into a “confined space” unless fully qualified to do so AND instructed by their supervisor.
- Abide by the rules and recommendations of this policy.
- Be willing and able to mentor others on this subject.
- Be willing and able to receive the “value” from others.

Reasons for an Entry Into Confined Space Policy:

- Ensure that supervisors and workers are aware of the safety practices that must be followed to ensure that all personnel remain in a safe work place.

Related Policies, Forms and Procedures:

- Occupational Health and Safety Act
- Construction Projects Regulation 632/05 Confined Spaces.

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Title: Tools & Equipment Policy			No.: 1701
Rev.: 3	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Jun 1, 2009

Tools and Equipment Policy

Every year workers are injured by faulty or damaged tools or equipment. It is the goal of Power-Tek Electrical Services Inc. to ensure that all tools/equipments required for use by workers will be in good working order and adequately maintained as to protect the worker from injury.

Management will:

- Provide tool/equipment which meet CSA standard
- Keep a list of all tools/equipment requiring pre-use inspections
- When necessary, provide training to those required to perform inspections.
- When required, provide written form for the recording of inspections to include:
 - Tool/equipment being inspected
 - Date of inspection
 - Name of inspector
 - List of components to be inspected
 - Place to record comments/recommendations regarding defects detected
- Keep written documentation of repairs on tools/equipment performed prior to return to service.
- Ensure tools/equipment are re-tested and inspected before they are put into use. Documentation must be available to prove that testing and inspections have been done.

Supervisors will:

- Instruct workers on which tools/equipment require pre-use inspections and maintenance.
- Inform the worker as to what form a pre-use inspection must take i.e. visual or written form.
- Ensure pre-use inspections are being performed by the workers.
- Ensure that pre-use inspections are conducted by competent workers.
- When a tool/equipment does require maintenance or repair ensure that it is tagged and removed from the site.

Workers will:

- Perform a visual inspection as required by the company of any tool/equipment before it is put into use.
- When a tool/equipment does require maintenance or repair tag it and move it to a location where it is not likely to be accidentally used prior to its removal from the jobsite.
- Never perform a pre-use inspection if you are not competent to do so.

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Designated technician/inspector

Power-Tek Electrical Services Inc. will ensure that only competent and qualified technician(s)/inspector(s) perform the inspection and/or repairs required on any and all equipment. When repairs are required on tools/equipment technicians are required to:

- Perform testing and maintenance to the highest standards recommended by the manufacturer or as outlined by Industry Standards, Legislated Standards or standards outlined by Power-Tek Electrical Services Inc.
- Use a standardized checklist form approved by Power-Tek Electrical Services Inc.
- Keep the form in a place where it is available to all employees required to use the tool/equipment.

This policy will be reviewed at least annually to ensure effectiveness.

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Title: Work Refusal Policy			No.: 1801		
Rev.: 3	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Jun 1, 2009		

[Work Refusal Policy](#)

Power-Tek Electrical Services Inc. takes every reasonable precaution to ensure the safety of their workers, however, it is possible that a worker may find themselves in a position where they *believe* that the work to be performed, the equipment to be used, or the physical condition of the workplace is likely to place themselves, or another worker, in a dangerous situation. The Occupational Health and Safety Act, section, 43 identifies that at this time, the worker has the right to refuse unsafe work.

This policy will be reviewed annually and changes will be made when deemed necessary.

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Title: Work Rights Policy			No.: 1811
Rev.: 3	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Jun 1, 2009

Worker Rights Policy

Under the Occupational Health and Safety Act, everyone in the workplace has roles and responsibilities for health and safety. This is called the Internal Responsibility System (IRS). It is based on the principle that people in the workplace are in the best position to identify health and safety problems and develop effective solutions. At Power-Tek Electrical Services Inc. we will support the rights of the workers at all times.

The Occupational Health and Safety Act define the three rights of workers to be:

1. The right to Know
2. The right to Participate
3. The right to refuse unsafe work.

The Right to Know

Workers have the right to know about any potential hazards in the workplace. They have the right to training information on machinery, equipment, working conditions, processes and hazardous substances.

Management will:

- Ensure workers complete a comprehensive Worker Orientation upon commencement of worker for Power-Tek Electrical Services Inc. This program familiarizes the worker with all Power-Tek Electrical Services Inc. health and safety policies, procedures, rules and regulations and safe work practices.
- Workers have the necessary training qualifications necessary to meet legislated requirements and to ensure the safe performance of work.
- Ensure supervisors provide new workers to their site with a site orientation emphasizing existing and potential hazards, which may be present on the site. Emergency procedures, identification of emergency equipment and training review of any procedures or processes, which may be required on the site.

The Right to Participate

Workers have the right to be part of the process of identifying and resolving workplace health and safety concerns.

Management will:

- Adopt an open door policy encouraging workers to approach management/supervisors/H&S coordinator at any time regarding hazardous conditions, equipment or processes.
- Ensure a Health and Safety Representative is selected by the workers when required.
- Ensure the implementation of a Joint Health and Safety Committee when required.
- Hold at least one annual all-company health and safety meeting.
- Ensure workers are consulted during routine inspections.

The Right to Refuse Unsafe Work

Workers have the right to refuse work they believe is dangerous to their own health and safety or to another worker.

Management will:

- Develop and implement as Right to Refuse policy and ensure supervisors and workers are trained in the process.
- Ensure that there will be no reprisals against any worker invoking their right to refuse unsafe work.

Power-Tek

Electrical Services Inc.

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Title: Enforcement Policy			No.: 1901
Rev.: 3	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Jun 1, 2009

Enforcement Policy

Power-Tek Electrical Services Inc. recognizes that despite all the effort that goes into creating a comprehensive Health and Safety Program, the most critical part of the program itself is the enforcement of policies and procedures. Therefore, Power-Tek Electrical Services Inc.'s management has implemented a strict disciplinary process to deal with employees found to be in a position of non-compliance with the Company Health and Safety Program and/or the OSHA and applicable Regulations.

It is the policy of Power-Tek Electrical Services Inc. that workers must comply with all company policies and the OSHA and applicable regulation. A worker found in a position of non compliance may be disciplined in the manner outlined in this policy.

Actions which may result in disciplinary actions include, but are not limited to:

- Health and Safety violations.
- Wilful damage to property, tools, equipment and/or machinery.
- Drugs or alcohol consumption on the job.
- Disrespect to authority /client/MOL inspectors etc.
- Absenteeism without reasonable cause.

For a first offence, the employee will be given a verbal warning indicating that their behaviour is in direct contravention of the company Health and Safety Program. The employee will be instructed to alter their behaviour to ensure compliance. Written documentation of this warning will be provided to the worker and placed in the employee's personal file.

For a second offence, the employee will be given written notice and will be instructed in, and expected to comply with, expected behaviours. Documentation will be provided to the worker and filed in the employee's personal file. At this time the worker may be instructed to participate in a training course to refresh the worker as to expected behaviours. The worker may also be required to attend an interview with upper management.

For a third offence, the employee will be sent home from the jobsite immediately. The worker will be paid for the duration of the day. The worker will not be permitted to return to work until completion of an interview with upper management. At this time management will either suspend, for a fixed period of time, or terminate the worker's employment with Power-Tek Electrical Services Inc.

Should the non-compliance of an employee be of such a serious nature that it may cause injury to themselves or someone else, or may cause serious damage to property; the employee may be suspended or terminated immediately.

Should an employee be suspended or terminated they will not be eligible for consideration of re-employment unless they can prove, to the satisfaction of Power-Tek Electrical Services Inc., that they have taken measures to change their behaviours. For example, an employee may elect to enrol in an independent Health and Safety course at their own expense. If the employee is returned to employment with Power-Tek Electrical Services Inc. they will undergo a period of probation where their work performance will be monitored and evaluated for a period of time to be determined by Power-Tek Electrical Services Inc.

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Title: First Aid and Medical Services Policy			No.: 2001
Rev.: 3	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Jun 1, 2009

First Aid and Medical Services Policy

It is the goal of Power-Tek Electrical Services Inc. to ensure the prompt and correct treatment of injuries. By provided trained first aiders and the necessary first aid supplies it is our goal that in the event of an injury, workers will be in the best position to preserve life, prevent injuries from getting worse and to promote a quick recovery.

Regulation 1101 of the Workplace Safety and Insurance Act states the obligations of workplace parties as outlined below.

Management will:

- Develop, communicate and implement a Power-Tek Electrical Services Inc. First Aid Policy.
- Ensure First Aid Kit(s) and all other required first aid equipment is available to all workers on a jobsite.
First Aid Kits: will be provided by Power-Tek Electrical Services Inc. and will be:
 - Located within quick and easy access for all employees.
 - The appropriate size and suitably stocked for each location as stipulated in WSIB regulation 1101.
 - Pointed out to all new employees.
 - Inspected and restocked at least four times a year. Records of the date of inspection and name of the inspector will be logged and kept within the first aid kit.
 - Adequately stocked and maintained to its original contents.
 - Equipped with a treatment logbook.
 - Located in all company vehicles.
- Ensure treatment logs are provided and completed in the event of any and all treatment requiring the use of any of the contents of the first aid kit.
Treatment logbooks: must contain all entries of any medical treatment given. Entries must include:
 - Date and time of injury.
 - Name of worker treatment is administered on.
 - Name of First Aider.
 - Nature of treatment given.
 - Location of treatment given.
 - Names of those who witnessed the injury occurring.
 - Any other information deemed to be significant.
- Ensure that at least one worker on a jobsite be in possession of a valid first aid certificate.
Trained First Aiders:
 - Will hold a valid First Aid Certificate.
 - Will be available to workers on every shift.
 - Names and copies of certification will be posted.
 - Will be introduced to new employees.
 - Will work in close proximity to First Aid Stations.

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- Will keep accurate records.
- Ensure that transportation is provided to any and all workers who are injured on the job and require medical treatment to be administered at a location other than the job site.

Transportation of Injured/Sick Worker:

- The employee to be transported by ambulance or by company vehicle.
- The employee to be accompanied by an employee of Power-Tek Electrical Services Inc. if available.
- If the wait is significant, and the employee's injuries are not serious, the driver will return to work. Upon completion at the hospital the employee will call Power-Tek Electrical Services Inc. Head Office to arrange to be picked up and driven home.

This policy applies to all workers. Failure to comply with this policy may result in disciplinary actions in accordance with the Power-Tek Electrical Services Inc. Enforcement Policy.

This policy will be reviewed at least annually to ensure accuracy and functionality.

First Aid Procedure

In case of an injury the First Aid Procedure is as follows:

The worker shall:

- Obtain first aid promptly*.
- Notify the supervisor and Power-Tek Electrical Services Inc. immediately.
- If necessary, be accompanied to hospital or clinic by designated individual.
- Obtain a WSIB Functional Abilities Form to be completed by the **first** doctor that provides treatment.
- Return Functional Abilities Form to the office or to the supervisor **without delay**.

The supervisor shall:

- Take the necessary steps to ensure the hazard causing the injury is either eliminated or contained.
- Notify management, the H&S Committee and, if applicable, the Health and Safety Rep, of the situation.
- Ensure the injured worker is not left unattended.
- Arrange immediate transportation of the worker to the nearest hospital or medical clinic.
- If at all possible, accompany the worker to the hospital or clinic or if not possible, arrange for someone to accompany the worker.
- Provide the injured worker with the WSIB Functional Abilities Form.

*The first worker qualified as a first aider shall administer first aid to the injured worker.

Related Forms and Procedures:

- **2701-2 Modified Work Program**
- **2101-1 Legal Requirements for Reporting Accidents**

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Title: Incident Reporting Policy			No.: 2101
Rev.: 3	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Jun 1, 2009

Incident Reporting Policy

It is the goal of Power-Tek Electrical Services Inc. to create safe and healthy workplaces for our workers. If improvements to our health and safety program occur as a response to accidents, this is not enough.

Power-Tek Electrical Services Inc. is committed to controlling or eliminating hazards, which we believe are probable to occur but we aim to address all hazards even those unlikely to occur. To attain this goal it is essential that all occurrences, both actual and potential, be reported to management.

Incidents are an event that results in only minor harm to an individual or minor damage to the environment, equipment, property and/or material. It is essential for all workers to realize that events leading up to an incident may repeat resulting in a more serious harm.

Near Misses are an event that under different circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and /or material. Near misses must be reported.

Once an incident or near miss is reported, management will investigate the causes leading up to the near miss and take appropriate actions to control or eliminate the chances of the near miss be repeated.

If changes to policies, procedures and/or safe work practices occur as a result of any investigation, management will inform workers of the changes in a timely manner. Should an investigation reveal that worker are inadequately trained, then management will ensure proper and adequate training be delivered to the workers in a timely manner.

This policy will be reviewed at least annually.

Without exception, all accidents, injuries and near misses must be reported to the supervisor who will then immediately report to head office.

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Title: Emergency Plan Policy			No.: 2201
Rev.: 3	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Jun 1, 2009

Emergency Planning Policy

Knowing the Emergency Plan and being aware of surrounding conditions can mean the difference between quick action and the wrong action. Power-Tek Electrical Services Inc. has developed an Emergency Plan to ensure its employees are trained to effectively handle any emergency situation.

Management will:

- Post or have available a list of emergency telephone contact numbers at every job site to include at least:

Fire	Poison Control	Ottawa Hydro
Ambulance	Bell Canada	Ministry of Labour
Police	Enbridge Gas	Power-Tek contact numbers

- On projects with a duration in excess of three months the plan will include:
 - An accurate job location description.
 - A site plan of the work place – for jobs with duration of three months or more.
 - Exit routes – for jobs with duration of three months or more.
 - Necessary training qualifications.
 - Location of:
 - Fire extinguishers/hoses/fire suppression systems – for jobs with duration of three months or more.
 - Fire exits and pull stations – for jobs with duration of three months or more.
 - Eye wash stations.
 - Employee Assembly Point.
 - Any other job specific required emergency equipment.
- Ensure all workers are trained in the Emergency Plan.
- Ensure all emergency equipment is provided and in good working order.
- Ensure there is a sufficient supply of emergency equipment.
- Ensure equipment is placed in appropriate locations.
- Ensure workers are trained in the proper use of the equipment.
- Equip all supervisors will be equipped with an adequate means of communication.

Supervisor

- All emergency equipment is in place as outlined in the Emergency Plan.
- The supply of emergency equipment is adequate.
- The emergency equipment is placed in appropriate and accessible locations.

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- The workers are properly trained in the use of all emergency equipment.
- Checks, inspections, replacements and/or calibrations for all emergency equipment are done on a schedule that meets the manufacturer's requirements.
- A designated meeting spot (muster station) is arranged where workers will meet and be accounted for in the event of an emergency.
 - In the event of an emergency ensure that: Emergency Response Units are called.
 - Emergency Response Units are met at the site entrance and accompanied to the location of the emergency.
 - All workers are accounted for.
 - No workers re-enters the location of the emergency until the location has been declared safe and free of all hazards.

Workers will:

- Work in accordance with this policy and/or the Nortel Emergency Policy and Plan.
- Attend all trainings as required by Power-Tek Electrical Services Inc.
- Report all hazards to management.
- In the event of an evacuation, workers will meet at the designated muster station to receive further direction from their supervisor.

The Nortel crews will follow and abide by the Nortel Emergency Plan and Procedures. The procedures are posted throughout the buildings. Workers must still inform their supervisor of any emergency.

This policy will be reviewed at least annually.

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Title: Fire Protection Policy			No.: 2301
Rev.: 3	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Jun 1, 2009

Fire Protection Policy

Should a fire break out on the jobsite the results can be deadly. It is the goal of Power-Tek electrical Services Inc. to provide the equipment and the training to ensure that workers response to fire will be swift and effective resulting in minimal damage and injury. Power-Tek electrical Services Inc. will ensure that fire extinguishers are placed in easily accessible locations throughout the jobsite and in every company vehicle. Fire extinguishers shall be inspected by the company on a regular basis and should an extinguisher be discharged, it will be re-filled immediately.

Power-Tek electrical Services Inc. will ensure that:

- All workers are trained in the use and maintenance of a fire extinguisher.
- Adequate fire extinguishers are available on each job site as required.
- Fire extinguishers are available at head office as required.

The site supervisor shall ensure that fire extinguishers are placed:

- Where flammable materials are stored, handled or used.
- Where temporary oil or gas-fired equipment is being used.
- Where welding or open-flame cutting is being done.
- In shops, for at least every 300 square metres of floor area.

How to Use the Extinguisher

The primary purpose of a fire extinguisher is to clear a path for the worker to get out of the building. Only in the case of very small fires should the worker attempt to extinguish the fire.

To extinguish the fire in your path follow the PASS procedure:

1. Pull the pin
2. Aim the nozzle to the base of the fire
3. Squeeze the trigger
4. Sweep the base of the fire with back and forth motions.

Extinguishers have a very short duration of discharge, usually less than 60 seconds and are not intended to put out fires but to clear an escape route for the worker. Therefore, do not attempt to put out a fire but aim at the base of the flames that are restricting your escape.

Emergency Procedures

- Supervisors will ensure workers under their direct supervision are aware of the site-specific evacuation routes in case of an emergency.
- Call 911
- Sound alarm. (if any)

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- Use fire extinguisher to put out fire if it can be done without jeopardizing your safety. If not, use it to clear a path for your escape.
- Begin evacuation.

Important Tips

Protect escape route	Position yourself between fire and an EXIT to use extinguisher.
When trapped	Place cloth under door. Close door between you and the fire. Be prepared to signal from a window if applicable.
When caught in smoke	Drop to hands and knees, crawl, hold breath as much as possible and breathe shallow through nose using clothing as a filter.
Use stairs to exit building	
Use the back of hand	Check the exit door. If door is hot then do not open.
If door is not hot	Open the door slowly while standing behind and to the side of the exit door. If fire is present when door is open, close door quickly.

In the Event of a Minor Fire

- Use fire extinguishers in the immediate area
- Send someone for help
- Contact the supervisor, H&S Coordinator or Management immediately
- Cooperate with emergency personnel when they arrive

In the Event of a Major Fire

- Sound alarm. If no alarm is available sound three long blasts on car horn.
- Leave the area and warn others on the way out.
- Contact 911, the supervisor and or safety coordinator and tell them the exact location, type of fire and if any potential explosive materials are in the area.
- Keep well back of the fire.
- Cooperate with emergency personnel and investigators.

Any employee found tampering with fire extinguishers or treating them carelessly such that they may fail to function adequately will be subject to disciplinary actions as outlined in the Power-Tek electrical Services Inc. Enforcement Policy.

This policy will be reviewed annually to ensure effectiveness. Should it be found necessary, revisions to this policy will be made and communicated to all workers in a timely manner.

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Title: Hazard Assessments Policy			No.: 2411
Rev.: 3	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Jun 1, 2009

[Hazard Assessments Policy](#)

Power-Tek Electrical Services Inc. will perform a Workplace Hazard Analysis to identify potential hazards prior to the commencement of a long-term project. Supervisors and workers will be acquainted with the potential hazards in the workplace of which it is aware. All staff at Power-Tek Electrical Services Inc. is expected to report any previously unidentified or unknown hazards to which they may come across on any worksite. These hazards will be dealt with in the manner outlined in our Hazard Reporting Procedure.

Power-Tek Electrical Services Inc. has developed a standard Hazard Analysis form to be used to assist in the process of hazard analysis. All hazards will be ranked as to their potential for injury or illness and the severity of injury likely to be sustained. Working in conjunction with the H&S Coordinator and supervisor, safe work procedures will be developed to reduce or eliminate identified hazards.

Prior to the commencement of work on a long-term project, Power-Tek Electrical Services Inc. will provide the supervisor with copies of the Hazard Analysis form and the safe work procedures developed. Power-Tek Electrical Services Inc. will ensure that workers are adequately trained for the jobsite specific tasks required prior to the job start up.

Power-Tek Electrical Services Inc. encourages and accepts any and all recommendations from any workers concerning the improvement of any standards.

Power-Tek Electrical Services Inc. will ensure supervisors are trained in hazard identification.

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Title: Hazard Reporting Policy			No.: 2421
Rev.: 3	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Jun 1, 2009

Hazard Reporting Policy

In order to ensure a safe and healthy workplace the Occupational Health and Safety Act mandates responsibility for safety to both employers and employees. Both are expected to be observant for any foreseeable risks and unsafe situation in the workplace, and take reasonable and practical steps to correct or avoid unsafe situations.

Power-Tek Electrical Services Inc. shall ensure that thorough investigations of all reported workplace hazards are under taken. The investigation process attempts to determine the cause(s) of hazards such that once identified the appropriate corrective actions can be taken to prevent recurrence. All staff at Power-Tek Electrical Services Inc. is expected to report any and all hazards to which they may come across on any worksite.

Reporting hazards and dealing with them in a swift and effective manner is essential to a safe work environment. Every work party has roles and responsibilities, which must be strictly adhered when hazards are identified.

Management will:

- Ensure all hazards are ranked using the following:

Hazard Rating	
A	Major – high risk (immediately dangerous to life and health.)
B	Moderate – medium risk (potential for non-life threatening injury or illness)
C	Minor – low risk (potential for light injury or illness)

- In the case of an “A” ranked hazard, initiate a **Stop Work** order.
- Ensure that the safety of its employees is not compromised before a **Back to Work** order is issued.
- Develop and implement safe work procedures and communicate the standards to all workers in a timely manner.
- Review all processes and procedures to evaluate their effectiveness. Changes will be made and communicated when warranted. Re-training will be provided if necessary.
- If a worker’s or H&S Rep’s recommendation is not to be implemented, issue a written response within 14 days explaining why the recommendations were not accepted.
- Monitor all new processes and procedures to ensure their enforcement. Disciplinary action will be taken against those in non-compliance.
- Acknowledge success by recognizing the contribution of individual who followed the guidelines set forth above.

Workers will:

- a. Report defects or lack of equipment to properly and safely perform duties.
- b. Report any potential hazards, which may endanger themselves or another worker.

Hazardous conditions shall be reported to the health and safety representative or management, who will conduct an investigation. A Power-Tek Electrical Services Inc. Hazard Report form will be used to document the hazard and list steps taken to correct it. Copies are to be given to management and the H&S Committee.

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Title: Site Specific Safety Plan (SSSP) Policy			No.: 2431
Rev.: 3	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Jun 1, 2009

Site Specific Safety Plan (SSSP) Policy

The Site Specific Safety Plan (SSSP) establishes the overall Safety Plan specific to a particular project and /or project location. The SSSP provides a means to systematically identify access and eliminate or control identified safety risks and hazards involved in a particular project and/or project location. Additionally, it provides a management approach for assuring safe operation throughout all activities associated with the completion of the job.

A SSSP covers the life cycle of a project and therefore, should be considered a living document requiring updates as the project progresses and new or different information becomes available.

Power-Tek Electrical Services Inc. management is responsible for the development of a SSSP. Supervisors are responsible for ensuring the plan is implemented and workers have the responsibility to work the plan as directed.

The SPSS may include, but is not limited to, the following elements:

Part One:

1. Scope of Work
2. Responsibilities
3. Project Site Orientation
4. Hazard Identification
5. PPE and Control Measures
6. Inspections
7. Enforcement
8. Training
9. Employee Communication system
10. Record Keeping
11. Accident/Incident reporting and investigation
12. Emergency Plan
13. Permits
14. WHMIS
15. Waste Management Procedures
16. Procedures Specific to the project

Part Two

17. Subcontractors

SSSP will be developed at the request of the constructor/client. SSSP may also be utilized as a tool for long term projects. Distribution of copies will be as follows:

- One to remain at head office
- One to be delivered to the client
- One to be readily available on site.

This policy will be reviewed at least annually.

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Title: Workplace Inspections Policy			No.: 2501
Rev.: 3	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Jun 1, 2009

Workplace Inspections Policy

At Power-Tek Electrical Services Inc. our goal is to eliminate or control hazards to create the safest and healthiest workplaces for our employees. Hazards must be identified. One of the most effective methods of identifying hazards are workplace inspections. The Occupational Health and Safety Act Section 8 require workplace inspections to be done at least monthly. Workplace inspections provide for a systematic visual review of a worksite with the sole intent of identifying workplace hazards and recognizing commendable H&S behaviours.

Workplace inspections identify actual hazards and potential hazards, which may cause harm to workers. Once identified, measures can be taken to either eliminate or control the hazards.

Power-Tek Electrical Services Inc. will ensure that at least one Workplace Inspection be conducted monthly by the company H&S Committee using the company standard inspection form. From time to time management may conduct Workplace Inspections.

It is the responsibility of the H&S Committee to conduct Workplace Inspections at least monthly. If at all possible the H&S Committee will attempt to visit every jobsite at least monthly. If, during the inspection, hazards are identified then recommendations will be made to the supervisor and/or management on how to effectively control the hazards. If a hazard is of such a serious nature that failure to immediately implement corrective actions could result in the injury of a worker the supervisor will be instructed to stop work until corrective measures are implemented. If the worker appears to be insufficiently trained to conduct the task at hand the H&S Committee will:

- Instruct the supervisor to reassign the worker.
- If possible, provide task specific training immediately, or
- Arrange for the worker(s) to receive formal training. (The worker will be reassigned until receipt of training)

The Health and Safety Committee will follow-up to ensure that any and all corrective actions have been implemented and maintained.

Supervisors must conduct weekly inspections. Once a hazard is identified it is the supervisor's responsibility to implement controls and to communicate any changes in safe working procedures to all affected workers. The supervisor will further ensure that sufficient follow-up is completed to ensure the corrective measures are sustained and to ensure that the new measures do not create new hazards.

Health and Safety Representatives will also conduct monthly inspections of their worksite. These inspections will be submitted to the supervisor who will forward copies to Head Office. If the H&S rep identifies H&S concerns, the supervisor will address the issue with the H&S rep at the time of submission. Working together they will develop and implement control strategies to eliminate or control the identified concerns.

As stated in the OHS Act Section 28 workers have an obligation to report hazards immediately to their supervisors, H&S Rep., H&S Committee or any member of Power-Tek Electrical Services Inc. Management.

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Any corrective actions resulting from inspections will be communicated to workers by the H&S Committee or the supervisor. Changes will be communication through:

- Tailgate meetings.
- Safety meetings.
- Written notices to be included with pay stubs.
- Postings at Head Office.
- One-on-one notification by the supervisor, management or H&S Committee.

Power-Tek Electrical Services Inc. has developed Inspection forms to be used by the H&S Committee, Supervisors and H&S Representatives. All Health and Safety Workplace Inspection forms will be filed at Head Office and available to any worker upon request.

All employees are expected to give their full cooperation to any person(s) conducting a Workplace Inspection on behalf of Power-Tek Electrical Services Inc. Failure to cooperate is grounds for disciplinary action in accordance with the company discipline policy.

This policy will be reviewed annually to ensure effectiveness. Workplace Inspections results will be reviewed quarterly with the intent of recognizing patterns of hazardous situations so corrective measures may be taken to stop the pattern from continuing.

Related Forms and Procedures:

- [402-5 Supervisor's Site Inspections Form](#)

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Title: Accident Investigation Policy			No.: 2601
Rev.: 3	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Jun 1, 2009

Accident Investigation Policy

Even with the best Health and Safety Planning accidents may still occur. In the event of a fatality, critical injury or lost time injury Power-Tek Electrical Services Inc. will conduct an investigation into the accident to identify the contributing factors, which led to the accident.

Management will also review, on a regular basis, all incident reports and near-miss incident reports. The information and knowledge acquired from the investigations and reviews will be used to develop new procedures to control or eliminate the chances of the incident or accidents being repeated.

All accidents, regardless of severity, must be reported immediately to the supervisor. It is the responsibility of the supervisor to ensure the injured worker receives adequate medical care and to notify management.

In the event of an accident involving a critical injury or fatality, the supervisor will notify head office who will contact the Ministry of Labour to conduct an investigation. All employees will cooperate with the inspector.

The supervisor and/or the H&S Committee will investigate all other accidents within twenty-four hours of its occurrence. Investigations will consist of four steps:

- Collecting of Information - This will be achieved by conducting interviews. Supervisors will document all interviews and ensure the confidentiality of the workers.
- Assessing the Scene – Photographs and/or sketches will be taken to provide a visual description of the scene.
- Identification of the Contributing Factors– Investigators will consider the people, equipment, materials, environment and policies and procedures (PEMEP) which may have contributed to the accident.
- Write a Report – All reports will be written using the Power-Tek Electrical Services Inc. Accident Report form. Reports will be filed in Head Office and will be available to workers on request.

Working together management, the H&S Committee, the supervisor and worker representatives will utilize all the information resulting from the investigation to develop corrective measures to eliminate or reduce the risk of re-occurrence.

Power-Tek Electrical Services Inc. will communicate corrective measures:

- By providing written instructions to all employees.
- Introducing changes in procedures at safety talks.
- Making appropriate amendments and additions to the company Health and Safety Program and booklets.

All resulting changes in procedures will be carefully monitored by the company to ensure that the new procedures are effective in adequately controlling the hazard and to ensure that they do not create new hazards.

Related Forms and Procedures:

- [2101-1 Legal Requirements for Reporting Accidents](#)

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Title: Early and Safe Return to Work (ESRTW) Policy			No.: 2701
Rev.: 2	Approved By: PTE H & S Committee	Date Originated: Nov 28, 2007	Date Revised: Jun 1, 2009

Early and Safe Return to Work Policy

Power-Tek Electrical Services Inc. 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. Often an injured worker will be capable of performing duties that will not aggravate the injury. It is the policy of Power-Tek Electrical Services Inc. to encourage and help injured workers return to the workplace, as soon as possible, by assisting in an early intervention and return to safe work program. Where and when it is physically possible, light duties will be provided for these workers. This will be referred to as a modified work.

The injured employee is responsible for having the WSIB Functional Abilities Form for Timely Return to Work completed and returned to Power-Tek Electrical Services Inc. so management and supervisors can jointly develop an Early and Safe Return to Work Plan (ESRTW).

The Worker shall:

- Contact Power-Tek Electrical Services Inc. during the recovery period **at least** once a week.
- Provide such medical information as is required by management.
- Participate in the ESRTW Plan and immediately report any task difficulties.

The Supervisor shall:

- Promote, participate in and encourage the success of any ESRTW Plan.
- Provide modified work for workers within their assigned areas.
- Monitor the progress of all workers participating in an ESRTW Plan and maintain records of the worker's progress and up-to-date restrictions.

Power-Tek Electrical Services Inc. shall:

- Promote and implement and ESRTW Plan in cooperation with any injured employee and monitor the plan.
- Communicate with the employee regularly throughout recovery.
- Complete all forms, as necessary, by the WSIB.

The co-operation and positive attitude needed to maintain the effectiveness of this program is essential by everyone. The program also requires respect for the injured worker by all employees and management.

Related Forms and Procedures:

- [2701-2 Modified Work Program Form](#)

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Definitions

TERM	MEANING
“A”, “B” “C” ranking system	A system of ranking hazards that have the potential to cause injury <ul style="list-style-type: none">• “A” – major injury – may cause death, critical injury or a lost time injury.• “B” – moderate injury – requires medical aid but not so great as to create a lost time injury.• “C” – minor injury – may require first aid or no treatment.
Accountability	Being held responsible for performance.
Approved Contractor	A contractor which has satisfied all the requirements of the company.
Audit	A systematic check or assessment, especially of the efficiency or effectiveness of an organization or department.
Certified Member	A JHSC member who is certified by the WSIB.
Common Hazards	Hazards that are common to different activities/job/occupations.
Compensation	Money given, at regular pay rate, to pay for work done.
Competent Person	A person who, because of knowledge, training and experience, has the acquired skills to organize specific activities and is familiar with the Occupational Health and Safety Act and applicable Regulations.
Competent Worker	A worker who because of knowledge, training and experience, has the acquired skills to <i>perform the work</i> and is familiar with the Occupational Health and Safety Act and applicable Regulations.
Confined Space	A confined spaces can be described as places which meet <i>all three</i> of the following three criteria: <ul style="list-style-type: none">• Partially or fully enclosed.• Not designed nor constructed for continuous human occupancy.• In which atmospheric hazards may occur because of its construction, location, or contents or because of work that is done in it.
Continuous Improvement Plan	A document outlining a timetable for the company to

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	implement its health and safety goals and objectives.
Controls	An administrative, mechanical or electronic device that regulates actions within the workplace.
Corrective Action	An action to eliminate undesired behaviours/actions/hazards.
Critical Injury	An injury of a serious nature that: <ul style="list-style-type: none">• places life in jeopardy.• produces unconsciousness.• results in substantial loss of blood.• involves the fracture of a leg or arm but not a finger or toe.• consists of burns to a major portion of the body• causes the loss of sight in an eye.
Designated Host	A person who is formally chosen to accompany a visitor.
Designated Substance	Specific chemicals that, due to their hazards, are regulated in Ontario for their use, handling, exposure control and training.
Early and Safe Return to Work Agreement	A formal commitment to comply with the terms agreed upon by the injured worker and the company.
Early and Safe Return to Work Plan	An ESRTW program designed for an individual worker.
Early and Safe Return to Work Program	Company standards and procedures developed, to provide meaningful work while facilitating the limitations of the worker.
Entry Permit	A required document which documents that necessary provisions have taken place and which allows for a controlled entry into a confined space.
Environmental Release	An accidental discharge of a physical, biological or chemical substance into the workplace and/or community.
Explosive Range	The range in which a given gas or vapour in air will explode upon ignition. If the atmosphere is below the <i>lower explosive limit</i> (LEL), there is not enough of the gas or vapour to support and explosion. If the atmosphere is above its <i>upper explosive limit</i> (UEL), there is too much for an explosion to take place.
Fall Arrest	A system designed to keep a worker from hitting the ground, the next level below or any other objects below.

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Fall Restraint	A system designed to limit a worker's free fall distance to two (2) feet using a safety grab or belly hook that attaches to a safety rail on a fixed ladder.
Fatality	An injury that results in loss of life.
Form 82 "In Case of Injury"	A WSIB poster listing the responsibilities of both the employer and the worker when an injury occurs in the workplace.
H&S Team	Trained and /or experienced individuals working together in relation to Health and Safety. May include management, supervisors, H&S reps, H&S coordinators, JHSC members and/or workers.
Hazard Analysis/Assessment	A process of evaluating hazards.
Hazardous Workplace	A workplace where hazardous conditions are present but the area does not meet all the necessary criteria to be considered a confined space.
Health and Safety Coordinator	A person who is responsible for developing, implementing and monitoring the company H&S program.
Health and Safety Program	A systematic approach to attaining all legislated requirements for health and safety.
Health and Safety Representative	An individual who is selected and/or elected by the workers they will represent. A requirement of both Provincial and Federal legislation.
Incident	An event that results in injury to people and/or damage to the environment, equipment, property and/or material.
Incremental	That which increases in value in regular intervals.
IRS	Internal Responsibility System - A system in which workers and management work jointly to resolve workplace health and safety problems.
JHSC	Joint Health and Safety Committee – A committee of equal representation of management and workers that addresses safety concerns in the workplace.
Legislation	Law that governs how activities must be performed. Setting the minimum standards an employer must meet to be in compliance.
Liability Insurance Certificate	A document issued by an insurance company upon request, verifying the limits of a company's insurance coverage.
Lost Time Injury	A work related injury that results in the injured employee missing scheduled time from work resulting

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	in a wage loss.
Meaningful Work	Work which is significant and has value (you would pay to have the work performed).
Modified Duties	The modification of an employee position that allows for the employee to carry out the work assigned within the employees' capabilities.
MOL	Ministry of Labour – A provincially legislated agency that monitors provincial regulated workplaces.
Near Miss	An event that under different circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and /or material.
Networking	The gathering of acquaintances or contacts to share information.
Objective	A method of attaining a goal.
Occupational Illness	A condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that normal physiological mechanisms are affected and the health of the worker is impaired.
Offence	To be found in non-compliance with the company H&S Program.
OHSA	Occupational Health and Safety Act .
Primary Telephones	Telephones that would be used by employees in the event of an emergency.
Procedures	An established step-by-step description of how to do something.
Property Damage	An event where contact is made between tow objects resulting in an alteration to one or both of the objects.
Qualified Person	A person who, because of knowledge, training and experience has acquired the skills to organize specific activities.
Qualified Worker	A worker who, because of knowledge, training and experience has acquired the skills to perform specific activities.
Regular employee	One which is regularly employed with the company for the duration of the year/season.
Rehabilitation Activities	Medical activities prescribed to aid in the treatment of injury or illness.
Rescue Plan	Written procedures for safe onsite rescue that can be implemented immediately.

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Safe Work Practices	Activities performed in a manner that minimizes the likelihood of injury/incident.
Safe Work Procedures	An established method to perform activities to minimize the likelihood of injury/accident.
Standard	Level of performance expected as the norm.
Statement of Agreement of Compliance	A formal commitment by a contractor/subcontractor to comply with the terms outlined by the company they will do work for.
Stop Work Order/Back to Work Order	An order issued by a supervisor instructing workers to cease/resume work due to unsafe/safe conditions.
Substandard Act/Condition	An act or condition that may increase the likelihood of injury/accident.
Supervisor	A person who is in charge of a workplace or has authority over a worker.
Timely manner	As quickly as possible but not more than two weeks.
Trained	An individual who has received training which has been identified in the H&S Program as a requirement by legislation, employer or industry.
Training	A systematic approach to explain and demonstrate to another individual the safe and proper way to perform an activity.
Training Matrix	A chart which defines training requirements, who will train, timeframes, evaluation of trainings given and how records will be kept.
Travel Restraint	A system designed to prevent a worker from reaching a fall hazard.
Visitor	A person temporarily entering the workplace and may be admitted to areas generally off limits to the public. Usually in on business but is not under contract.
WHMIS	Workplace Hazardous Materials Information System - Canadian wide Workplace Hazardous Materials Information System designed to ensure that all workers have access to uniform information about hazardous materials used in the workplace.
Worker Orientation	A training which takes place upon employment or when a worker begins work on a new site, which familiarizes the worker with legislated, company and industry standards necessary for the worker to perform their job safely.
Worker Trade Committee	A committee of workers representing every trade on

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	site which identifies hazards and assists the JHSC.
Workers	Persons who are in the direct employ of an employer or who are working as a worker under contract of employment.
WSIB Clearance Certificate	A document issued by the WSIB upon request, verifying that a firm's account is in "Good Standing" with the WSIB.
WSIB Form 7	A WSIB form an employer uses to report injury/disease.
WSIB Functional Abilities Form	A WSIB form to be used to determine what physical limitations an injured worker has so that early and safe return to work can be facilitated.
WSIB	Workplace Safety and Insurance Board.