



# ESCC

**ENVIRONMENTAL SYSTEMS CORPORATION**  
Design / Build & Maintenance of Controlled Environmental Systems

## Health & Safety Policy

# Health & Safety Policy

Revision Date:  
October 6<sup>th</sup>, 2007

122 Commerce Park Drive, Unit F, Barrie, ON, L4N 8W8  
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**ENVIRONMENTAL SYSTEMS CORPORATION**  
Design / Build & Maintenance of Controlled Environmental Systems

# Health & Safety Policy

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## Health & Safety Policy

### *Health & Safety Policy Statement*

Date: October 6<sup>th</sup>, 2007

Management of Environmental Systems Corporation is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. Environmental Systems Corporation will make every effort to provide a safe, healthy work environment. All associates must be dedicated to the continuing objective of reducing risk of injury.

Environmental Systems Corporation, as employer, is ultimately responsible for worker health and safety. As president of Environmental Systems Corporation, I give you my 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 are responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the Occupational Health and Safety Act and applicable Regulations and with safe work practices and procedures established by this company, its clients, and the general contractors.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the president to the workers.

Vernon Solomon  
President

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## Health & Safety Policy

### **Health & Safety Responsibilities**

#### *Senior Management*

#### *Senior management shall:*

- Ensure that equipment, materials, and protective devices are provided and maintained in good condition
- Review Environmental Systems Corporation's written health and safety policy
- Provide the necessary resources to implement, support, and enforce Environmental System's Corporation's health and safety policy and program within the company
- Review all accident reports at least quarterly
- Promote the exchange of health and safety information with outside groups
- Review site training plans for health and safety to ensure adequate measures are available
- Review the site health and safety program with all Environmental Systems Corporation's supervisors and all subcontractors to Environmental Systems Corporation, identifying their responsibilities and emphasizing co-operation among all parties
- Provide compensation and time necessary to Environmental Systems Corporation employees who are selected as a health and safety representative or as a safety committee member

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## Health & Safety Policy

### Health and Safety Responsibilities (Cont'd)

#### *Supervisors*

#### *All Supervisors shall:*

- Ensure that workers use or wear the equipment, protective devices or clothing that Environmental Systems Corporation requires to be used or worn
- Ensure that workers work in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and applicable Regulations
- A worker is advised of the existence of any potential or actual danger to the health and safety of the worker of which the supervisor is aware.
- Where so prescribed, a worker is provided with written instructions, information, and training as required
- Conduct monthly Safety Talks at monthly meetings scheduled on the first Friday of the month 7:30 AM unless a holiday then it moves to the following Friday
- Inspect safety equipment weekly
- Inspect tools and equipment at least weekly and ensure that they are properly maintained
- Accidents requiring medical attention must be fully investigated and a written report submitted in 24 hours
- Report safety problems to Environmental Systems Corporation's senior management
- Ensure housekeeping is done at least once daily
- Every precaution reasonable in the circumstances is taken for the protection of the worker
- Review MSDS sheets with crew before using hazardous materials

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## Health & Safety Policy

### Health and Safety Responsibilities (Cont'd)

#### *Workers*

#### *All Workers Shall:*

- Work safely in accordance with Environmental Systems Corporation's health and safety policy and program, and with the project or client's health and safety program (including the Occupational Health and Safety Act and Regulations)
- Use or wear the equipment, protective devices or clothing that Environmental Systems Corporation requires to be used or worn
- They report to the employer or supervisor any hazardous or unsafe conditions including, but not limited to the absence of or defect in any equipment or protective device of which, they are aware that may endanger themselves or another worker.
- They report to the employer or supervisor any contravention of the act or the regulations or the existence of any hazard of which they know
- They do not use or operate any equipment, machine, device or thing or work in a manner that may endanger themselves or any other worker
- Report all accidents, injuries and near misses to their supervisor regardless of the severity
- Clean up their own work area at least daily

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## Health & Safety Policy

### Health and Safety Responsibilities (Cont'd)

#### *Subcontractors*

#### *All Subcontractors to Environmental Systems Corporation Shall:*

- Work safely in accordance with Environmental Systems Corporation health and safety policy and program, and the project or client's health and safety program (including the Occupational Health and Safety Act and applicable regulations)
- Ensure that all their employees comply with the site health and safety policy and program
- Provide training to their employees in the requirements of the site safety policy and program
- Ensure that their employees are properly licensed, qualified as required by contract, or trained for their duties
- Provide, inspect, and maintain necessary safety equipment as required for their direct-hire employees
- Monitor site conditions daily and record all injuries, accidents, or near-misses regardless of the severity
- Notify Environmental Systems Corporation's supervision immediately of any lost-time injuries or medical aid cases occurring on the project
- Conduct clean-up of work areas daily (if waste and debris create a hazard and are not cleaned up in a reasonable time, they will be cleaned up by Environmental Systems Corporation at the expense of the subcontractor)
- Conduct regular weekly tool box talks in addition to specific hazard training when required
- Provide compensation and time necessary to employees who are selected as a health and safety representative or a safety committee member

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## Health & Safety Policy

### Safety Committees and Representatives

To promote accident prevention and company safety program objectives, the company endorses the formation of a Joint Health and Safety Committee ( JH & SC).

The following are workplace requirements:

#### # of Workers Employed

6 to 19

20-49

50 & Over

#### General Requirements

Health & Safety Representative

JH&SC – 2 Representatives

JH&SC – 4 Representatives – 2 are Certified

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## Health & Safety Policy

### Accident Reporting & Investigation

All accidents are considered a serious matter and must be reported by the employee immediately to the supervisor. The supervisor will then report the accident immediately to Senior Management and to the health and safety representative.

Senior Management will initiate an investigation of all:

- Critical Injuries
- Lost-Time Injuries
- Medical Aid Accidents
- Near Misses
  - Any Workers Fall-Arrested by a Harness
  - Property Damage Exceeding \$500
  - Supporting Structure collapse(scaffold, stairs, shelving)
  - Stored materials shift or collapse
  - A person slips on water or ice but is not injured
  - A minor traffic accident
  - Materials being hoisted slip or fall from a sling
  - Electrical discharge that does not result in an accident
  - Any incident that could have potentially caused bodily harm or property damage

The supervisor shall report all accidents or incidents in complete detail on the COMPANY ACCIDENT AND INJURY REPORT FORMS to the Health and Safety Representative.

The investigation report will assess the occurrence as preventable or non-preventable.

Preventable (definition): where there is evidence of failure by individual (s) to observe regulations or the company safety policy or industry accepted safe work practices.

Non- Preventable (definition) : Where the company determine that individual(s) did everything that could reasonably be expected to prevent the occurrence,

Where the accident is assessed as preventable, the Company Accident and Injury Report along with any disciplinary action taken, shall form part of the responsible employee's record. In all cases, the investigation shall result in steps taken to prevent occurrence.

Detailed accident reports are to be submitted to Senior Management within 24 hours.

### Accident Investigation Report Form

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## Health & Safety Policy

### Part A: Identifying Details

Employer	
Name:	Address:
Type of Business:	
Injured Employee	
Last Name:	Address:
First Name:	
Doctor:	Nature of Injury:
Hospital Taken To:	
Other Employee Involved:	
Last Name:	Address:
First Name:	
Doctor:	Nature of Injury:
Date of Accident:	Time:
Project & Location:	
Description of Machinery or Equipment Involved:	
First Aider:	Medical Treatment:

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## Health & Safety Policy

<b>Part B: Accident Description</b>	
Describe the Accident & Injury (Who, What, Where, When, Why & How):	
Who:	
What:	
Where:	
When:	
Why:	
How:	
What caused the accident?	
How can the accident be prevented from happening again?	
Actions taken to prevent recurrence:	
Accident witnesses: (Names & Contact Numbers):	
Date accident reported to Senior Management:	
Today's Date:	Supervisor:
Signature:	

**PLEASE SUBMIT THIS REPORT TO HEAD OFFICE WITHIN 24 HOURS**

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## Health & Safety Policy

### Bird Droppings- Precautions to be Taken When Working Around

**Note: In-plant procedures specified by the owner or client take precedence over the procedures outlined here, providing there is no contravention of existing codes or statutes.**

Definition: While often not regarded as pests, birds can infect humans with up to 40 viruses and 60 transmutable diseases, including salmonellosis, histoplasmosis, and encephalitis. Dried bird droppings can become airborne when disturbed. They can then be inhaled by workers or enter a building's ventilation system to be inhaled or ingested by occupants.

1. All employees should recognize the inherent dangers of inhaling or ingesting the dust from bird droppings.
1. When an employee notices an excess of bird droppings and or carcasses on a roof he/she should make the owner/ facilities manager aware of the problem. The office would be happy to send information to the responsible party if required
2. Workers must wear PPE including mask, gloves and glasses when disturbing droppings. *Please note that a major cleanup requires further PPE not addressed in this policy.*
3. Keeping the dust wet with a low pressure hose minimizes the amount of dust that becomes airborne.
4. Clothing should be washed before wearing again. Boots and equipment should be cleaned with a 5.25% hypochlorite solution (1:9 Javex/water).

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## Health & Safety Policy

### Confined Spaces Responsibilities

#### Senior Management

Senior Management shall, before work begins:

- Notify the local utility or Ontario Hydro for work on electrical units
- Identify confined space locations and work areas and identify confined space work procedures required
- Provide confined spaces training for direct-hire employees
- Conduct or arrange for gas testing and monitoring of the confined space atmosphere

➤

#### Supervisors

Supervisors shall, before work begins:

- Obtain "Safe Work Permit" from client if required and follow the confined space work procedures appropriate for the worksite
- Provide necessary ventilation, breathing apparatus, safety staff and rescue equipment

#### Workers

All Workers shall, before work begins:

- Test respiratory and rescue equipment before use

#### Subcontractors

All Subcontractors shall before work begins:

- Take responsibility for any confined space equipment and training for their employees

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## Health & Safety Policy

### Confined Space Entry Procedures

1. Before work begins in any manhole, vault or other confined space, the air must be tested by a person properly trained to use the appropriate gas detection equipment.
2. Where proper tests competently performed indicate a safe atmosphere, workers may be allowed to enter.
3. Where proper tests competently performed indicate a hazardous level of fumes, gases or oxygen deficiency in any confined space, entry must not be allowed until the space has been adequately ventilated and subsequent tests indicate a safe atmosphere.
4. Where possible, mechanical venting should be continued in any confined space found to contain hazardous levels of fumes, gases or oxygen deficiency, even after mechanical venting has corrected the hazard. The confined space must also be continuously monitored while personnel are working there.
5. Where mechanical venting has corrected hazardous levels of fumes, gases or oxygen deficiency in a confined space but cannot be continuously provided, workers entering the confined space must wear rescue harnesses attached to individual lifelines and a worker must be posted at the entrance prepared and equipped to provide rescue in case of emergency.

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## Health & Safety Policy

### Critical Injuries - (Ontario Reg. 714/82)

Critical injury in the Occupational Health and Safety Act is defined as:

An injury of serious nature that:

- Places life in jeopardy
- Produces unconsciousness
- Results in a substantial loss of blood
- Involves the fracture of a leg or arm, but not a finger or toe;
- Involves the amputation of a leg or arm, hand or foot, but not a finger or toe;
- Consists of burns to a major portion of the body
- Or causes the loss of sight in an eye

“Any time an injured worker is taken by outside emergency services we will assume that the injury is critical in nature, until such time as we have information to confirm otherwise.”

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## Health & Safety Policy

### Critical Injury Reporting – Responsibilities

#### Supervisors

*All Supervisors will ensure that when they are reporting a critical injury they:*

- Assess the situation and keep the injured person still and warm. Arrange and co-ordinate immediate emergency response.
- Call an Ambulance at **911**
- Call the police at **911**
- Call the office at **705-722-3220, or Vern Solomon 705-720-0030**
- Notify the health and safety Committee/Representative and the Local Union office (if applicable)
- Head office will notify the Ministry of Labour at 416-965-6664 or 1-800-268-8013
- Co-operate with all emergency response crews and officials from the Ministry of Labour.
- Only after the injured person has been removed from the workplace shall we begin our investigation. A thorough written report of all findings is required.
- Follow- up with Head Office as details become available.

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## Health & Safety Policy

### Critical Injury Reporting – Responsibilities

#### Senior Management

*Senior Management will ensure that when they are reporting a critical injury they:*

- Will submit a report to a Director of the Ministry of Labour within 48 hours providing the following information:
  - a) The name and address of the contractor and the employer, if the person involved is a worker
  - b) the nature and the circumstances of the occurrence and the bodily injury sustained by the person.
  - c) A description of the machinery or equipment involved.
  - d) The time and place of the occurrence.
  - e) The name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury, and whom the person was or is being attended for the injury
  - f) The steps taken to prevent a recurrence.

**THIS REPORT WILL BE SIGNED BY A MEMBER OF A SENIOR MANAGEMENT.**

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## Health & Safety Policy

### Early and Safe Return to Work Policy

Environmental Systems Corporation is committed to ensuring that it provides for safe and timely return to work by our employees.

It is our policy to:

Provide suitable employment that is compatible with the injured /ill individuals' responsibilities.

Work with each individual who is injured to develop an individualized return to work plan as soon as possible following an injury or illness.

We will offer modified work that the employee can perform on a temporary basis without risk of re-injury to themselves or others. This work may consist of regular tasks that have been changed or redesigned for employee participation in a modified work program. Consideration will be made to modified work hours, abilities and restrictions. This work will be productive and the results will have value.

Individual assessment will be determined in consultation with the employee, management, WSIB and a physician. A plan with target dates will be made for all activities and evaluations done weekly.

The employee is responsible for fully cooperating with the return to work process and for ensuring that the employer is provided with such medical information or functional abilities information that will assist on a successful and safe return to work.

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## Health & Safety Policy

### Emergency/Crisis Management

There may be a time when a serious accident occurs and it is essential for everyone to be prepared to deal with the situation. **Our primary concern and first priority is to attend to the injured worker. In cases of major equipment failure it is to ensure public safety of the workers in the immediate area.** Regardless of the circumstance, head office must be notified immediately. We ask that you follow the procedure outlined on Page 13, critical injury reporting for supervision, and we will immediately begin the coordination of our crisis response.

Be aware that you may be dealing with the Ministry of Labour, Police, Fire Department (possibly), Ambulance, Site safety personnel and the Press which can include T.V. and News media. We would ask that you guide anyone looking for an official statement of details on the situation, to the senior management/company official for assistance. We will provide whatever information we have at the time by coordinating this effort with the authorities present, ensuring that all details of the event are noted in a written report.

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## Health & Safety Policy

### First Aid & Medical Aid Procedures

#### In All Cases of Injury

The worker shall:

- Promptly obtain first aid
- Notify their supervisor or employer immediately of any injury
- If requiring health care, obtain from the employer a completed "Treatment Memorandum" (Form 156) to take to the doctor or the hospital

#### When an Accident Occurs:

1. The trained person on location will administer first aid
2. The trained person will assess the severity of the injury and ensure that protection has been provided against continuing or further hazards
3. This trained person will have someone notify Vernon at Environmental Systems Corporation and the health and safety representative
4. The trained person will stay with the injured person until help arrives, and will inform medical personnel of first aid treatment given
5. The trained person will provide immediate transportation to a hospital, doctor's office, or the worker's home, if emergency vehicle transportation vehicle is not available
6. The trained person will complete and give to the injured worker a "Treatment Memorandum" (Form 156) if health care is needed.

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## Health & Safety Policy

### First Aid Requirements

#### First Aid Boxes

1. Every work site must have a first aid box maintained in accordance with the Workers' Compensation Act
2. The size and contents of the box will vary with the number of workers at the worksite
3. Service crews must keep a first aid box in the service vehicle
4. Where the site is in the charge of a general contractor, the general contractor shall provide and maintain the first aid box and first aid station

#### Trained First Aider

5. Management will ensure that the first aid kit is at all times in the charge of a worker who:
  - a. Is a holder of a valid WSIB recognized Emergency First Aid Certificate and
  - b. Works in the immediate vicinity
6. Management will ensure that the person(s) administering first aid has completed first aid training and that their names are known to all workers and posted in a designated location.

#### Inspection of First Aid Boxes

7. The trained person will inspect the first aid boxes and their contents at least once every 3 months
8. Each first aid box will contain an inspection card with the date of the most recent inspection signed by the trained person
9. The trained person will monitor the first aid box/first aid station

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## Health & Safety Policy

### Fork Lift Procedures

#### Responsibilities

##### *Management*

1. Will ensure that all the forklift is in good working condition and is used only within its safe working capacity
2. Ensure that inspection and maintenance programs are kept up to date and that all licenses and maintenance logs are signed and up to date.

##### *Supervisors*

1. Ensure that equipment operators and service personnel are fully trained and competent.

##### *Workers*

2. Will complete the daily checklist prior to using the forklift and notify supervisor of any issues.
3. Forward completed form to office before using the forklift.

#### ***Loaning out of our fork lift***

It is our policy to refrain from loaning our fork lift to persons not employed by Environmental Systems Corporation. However should circumstances arise where we may wish to let our device be used by another party we must:

1. Advise the office the circumstance of the loan
2. Provide the office with copies of the potential operators license to operate the device  
Complete a through walk around of the unit with the potential operator and the Daily check list filled out.

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# ESCC

**ENVIRONMENTAL SYSTEMS CORPORATION**

Design / Build & Maintenance of Controlled Environmental Systems

## Health & Safety Policy

### Hazard Identification and Reporting

Consistent and competent management of workplace hazards is perhaps the single most effective way that workplace health and safety can be improved.

#### SAFE WORK PROCEDURES:

- Recognize and identify potential or actual hazards to be managed.
- Evaluate all the risks associated with it.
- Control the hazards by the best approach to be able to proceed with work in a safe manner.

Report all hazards to the supervisor so that the hazard can be eliminated and the situation rectified immediately.

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# ESCC

**ENVIRONMENTAL SYSTEMS CORPORATION**

Design / Build & Maintenance of Controlled Environmental Systems

## Health & Safety Policy

### Health and Safety Representative

#### Selection

1. We follow the OH&S act which states:

"At a project or other workplace where no committee is required under the Occupational Health and Safety Act and where the number of workers regularly exceeds five, the constructor or employer must cause the workers to select at least one Health and Safety Representative from among the workers at the workplace who do not exercise managerial functions"

2. The selection must be made by the workers or by the trade union which represents them.
3. Management and workers must provide the Health and Safety Representative with any information and assistance necessary to carry out inspections in the workplace.

#### Responsibilities

The Health and Safety Representatives shall:

- Inspect the work areas at least monthly to identify hazards
- Report hazards and make written recommendations to the constructor or employer
- Attend and participate in health and safety meetings on site
- Assist Senior Management in the annual review of the company's health and safety program
- Help to implement the company's health and safety program
- Assist the supervisor in accident investigation

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# ESCC

**ENVIRONMENTAL SYSTEMS CORPORATION**

Design / Build & Maintenance of Controlled Environmental Systems

## Health & Safety Policy

### **Lifting Devices Responsibilities**

#### *Management*

1. Will ensure that all lifting devices (scissor lift, zoom boom, cranes) brought on site are in good working condition and are used only within its safe working capacity
2. Ensure that inspection and maintenance programs are kept up to date and that all licenses and maintenance logs are signed and up to date.

#### *Supervisors*

1. Ensure that equipment operators and service personnel are fully trained and competent.
2. Ensure that rigging personnel are competent and know proper hand signals.
3. Keep all workers, except those involved in a lift, clear of hoisting equipment during operation.
4. Ensure that adequate storage and regular inspection is provided for slings, chokers and rigging hardware.

#### *Training*

1. Management will ensure that workers using the scissor lift have documentation indicating completion of proper training.
2. Subcontractors will ensure that their employees have identification indicating completion of lifting devices training.

#### *Loaning out of our scissor lift*

It is our policy to refrain from loaning our lifting devices to persons not employed by Environmental Systems Corporation. However should circumstances arise where we may wish to let our device be used by another party we must:

3. Advise the office the circumstance of the loan
4. Provide the office with copies of the potential operators license to operate the device
5. Complete a through walk around of the unit with the potential operator.

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## Health & Safety Policy

### Loading and Unloading Freight

Environmental Systems Corporation recognizes that materials handling is the activity most frequently connected with injury. Improper or excessive materials handling can result in sprains, strains, and overexertion in shoulders, arms, and back, as well as bruises, abrasions, and crushed fingers. Prevention starts with proper housekeeping and materials handling

Every employee will receive training on proper loading and unloading techniques, material handling and back care.

### Training will include

- Exercise
- Proper Posture
- Correct Lifting Techniques
- Weight Transfer
- Housekeeping
- Sheet Materials
- Two-Person Lift
- Mechanical Lifting Devices

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## Health & Safety Policy

### Maintenance of Walkways

#### Interior Walkways

Walkways in the shop will be identified with marking of the walkway. Nothing is to be left on walkways. It is every employee's responsibility to ensure walkway is kept clear at all times. Cylinders are not to be stored near walkways where they may be damaged or knocked over.

#### Exterior Walkways

It is the responsibility of the Service Coordinator to ensure walkways are cleared and salted during winter months. It is every employee's responsibility to identify to the Service Coordinator when clearing and deicing is required.

It is the responsibility of the Service Coordinator to report to the landlord any damage to the walking surface of the sidewalk and pavement outside our unit(s) and to ensure it is repaired in a timely fashion.

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## Health & Safety Policy

### Mould Recognition and Procedures

Mould may play a practical role in the outdoors - breaking down fallen trees and leaves, however mould growth indoors, can have harmful affects on both property and the health of the people inside. Mould can gradually damage building materials and furnishings and even cause structural damage, as well as pose health risks to people in the building it invades.

All employees will be trained on the following

Awareness of the health effects of mould

Conditions which permit mould to grow indoors

How to recognize a suspected mould problem

Protocol to follow if mould is suspected

HVAC Technicians will be trained on steps to take to prevent mould from occurring in HVAC systems.

Once mould is detected the technician shall report the occurrence to the building owner for appropriate action.

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## Health & Safety Policy

### Networking

Networking is the opportunity to capitalize on external resources for the purpose of obtaining information about products, best practices and technical skills.

Networking is accomplished through: personal contact with peers; membership in professional associations; attendance at conferences and workshops; contacts with technical specialists, suppliers and consultants; participation in information sharing exchange mechanism such as subscriptions and organizational membership.

### Responsibilities

Senior Managers shall provide the resources and direction to ensure that an effective Networking Program is strictly adhered to.

Health and Safety Manager is primarily responsible for the coordination of networking opportunities. As a minimum the Health and Safety Manager should participate in: a Safety Group, Subscribe and read publications such as Canadian Occupational Safety, CSAO newsletter, TSSA directives, and attend appropriate seminars and conferences.

Supervisors are responsible to review information brought to them regarding Health and Safety issues and forward applicable items to the Health and Safety Manager.

Workers shall identify areas for improvement and any information to their Health and Safety manager for a coordinated communication link.

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# ESCC

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Design / Build & Maintenance of Controlled Environmental Systems

## Health & Safety Policy

### Orientation Program

Environmental Systems Corporation will ensure that all new employees and subcontractors have an Orientation Program within 1 week of hiring. The subjects covered in the orientation will be reviewed after 3 months of employment.

The Orientation Program will include:

- Administration Procedures
- Health and Safety Policy
- Reporting Chain of Command
- Emergency Contacts
- ISO Review

A checklist of items to be covered will be prepared and signed by the employee and the Manager.

The Orientation Book and checklist will be reviewed and updated annually by the Management Team.

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# ESCC

**ENVIRONMENTAL SYSTEMS CORPORATION**

Design / Build & Maintenance of Controlled Environmental Systems

## Health & Safety Policy

### Tagging and Lockout

#### Responsibilities

##### Senior Management

Senior Management shall:

- Develop a written corporate Tagging and Lockout Procedure
- Ensure that work-specific or site-specific tagging and lockout procedures conform with requirements of the company's health and safety program
- Provide general and system-specific tagging and lockout training

##### Supervisors

Supervisors shall:

- Provide workers with tags, individual keys, padlocks and scissors
- Consult with management and/or the owner/client if a secure lockout is not possible
- Check that all workers are clear of work area before re-energizing the system
- Obtain the owner/client's authority to re-energize any system

##### Workers

All Workers shall:

- Comply with the corporate tagging and lockout procedure and/or the owner/client's tagging and lockout procedure or risk disciplinary action.

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**ENVIRONMENTAL SYSTEMS CORPORATION**

Design / Build & Maintenance of Controlled Environmental Systems

## Health & Safety Policy

### Tagging and Lockout Procedures

**Note: In-plant procedures specified by the owner or client take precedence over the procedures outlined here, providing there is no contravention of existing codes or statutes.**

1. Review drawings of the system to be de-energized and de-activated to determine the switches, power sources, controls, interlocks, or other such devices necessary to isolate the system. Confirm with the client/owner where required.
2. All apparatus capable of being electrically energized or dynamically activated must be de-energized or de-activated by locking out, physically disconnecting or otherwise rendering the apparatus inoperable.

Switches, power sources, controls, interlocks, and other such devices must be appropriately tagged and personally locked out by each worker involved with the operation.

3. Test the system with a CSA-certified potential test indicator to ensure that all components are de-energized and de-activated, including interlocking or dependent systems which could feed into the system being isolated, either mechanically or electrically. Potential test indicators should not be used beyond the voltage limits for which they are rated.
4. Observe the following safeguards for locking out and tagging:
  - a) After the circuit has been de-energized, locked out by the person in charge, workers must be protected by personally placing their own safety lock on the disconnect switch. The key for this lock must be retained by the worker while lock is in place.
  - b) Where several workers or trades are working on the circuit, provision for additional locks must be made through the use of the lockout bar. This arrangement can accommodate any number of locks by placing another lockout bar in the last hole of the previous bar.
  - c) In accordance with Section 188 of the current Regulations for Construction Projects, each worker must attach to their lock a durable tag filled out with the following information.

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## Health & Safety Policy

- i. Reason the switch is open
  - ii. Name of person responsible for opening the switch
  - iii. Date on which the switch is opened
5. A record must be kept of the devices opened, locked out or otherwise rendered inoperable so that all of these devices can be reactivated once work is complete. This information is documented on the Work Order.
6. Place signs on the system indicating that it is not to be energized or operated and that guard, locks, temporary ground cables, chains, tags, and other safeguards are not to be tampered with or removed until work is complete.
7. Workers testing electrical equipment must:
  - a) Remove all watches, rings, neck chains or other current-conducting jewelry
  - b) Wear electrical shock resistant footwear
  - c) Wear safety glasses with side shields

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# ESCC

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## Health & Safety Policy

### Training Needs Analysis

Training needs analysis begins with the New Employee Orientation Program. A Training Details and Needs (Form 100014) will be prepared. The training and experience of each employee will be assessed to ensure that personnel are adequately.

Prior to beginning work all employees will be trained on WHMIS, Fall Prevention, PPE, Housekeeping and Material handling.

Training will be by means of in-house training and formal courses as applicable. Where additional training is undertaken, the details and results will be recorded on the Training Record - Subsequent Training form (100015).

All training must be assessed by the Administration Manager and associated supervising manager to check that it was effective. The Post Training Questionnaire (100018) will be completed by all personnel following completion of training, and will be subsequently reviewed by the Administration Manager and the applicable supervising manager to confirm training effectiveness.

Personnel records must be maintained to show all qualifications, experience and training undertaken (Form 100014). Where appropriate, copies of certificates or other evidence to show that training has been carried out will be maintained.

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# ESCC

**ENVIRONMENTAL SYSTEMS CORPORATION**

Design / Build & Maintenance of Controlled Environmental Systems

## Health & Safety Policy

### Worker Training & Supervision

To assist you in the areas of health and safety, we have prepared this policy, which we ask you to read thoroughly. Even though most workers bring to their job some sort of work experience, you may at some time find a certain job duty you are not familiar with, please contact your immediate supervisor for instructions and assistance.

The Occupational Health and Safety Act is the standard we follow and the regulations provide us with our minimum procedural standards. We require all employees to work in compliance with the legislation and should therefore make themselves aware of these requirements. A copy of the Act and Regulations is available to you at all work locations for this purpose,

Supervision of work is mandatory when there are 5 or more workers on a project. You have access to supervision at all times during the working day so please make yourself aware of your immediate supervisor's name and where he or she can be reached (in the event that they are temporarily away from the work area). The supervisors at this company have full authority to enforce not only this safety policy but the Act and Regulations. They will not tolerate breaches or policy or safe work practices so we encourage you to make use of their expertise.

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# ESCC

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## Health & Safety Policy

### **W.H.M.I.S.**

(Workplace Hazardous Materials Information System)

WHMIS gives everyone the right to know about hazardous materials they work with and provides access to that information. The method involves:

1. Labels
2. Material Safety Data Sheets (MSDS)
3. Worker Training and Education

### **Responsibilities**

#### *Labels*

1. Environmental Systems Corporation will ensure that materials delivered to the worksite have WHMIS supplier or workplace labels.
2. Environmental Systems Corporation will keep blank workplace labels in a WHMIS supplies file with the MSDS binder.

#### *Materials Safety Data Sheets*

3. Environmental Systems Corporation will obtain and review MSDSs for materials to be used at the worksite.
4. MSDSs will be kept in a readily accessible binder located in the Health & Safety Representatives office.
5. Subcontractors must provide MSDSs for their materials before materials arrive at the worksite.

#### *Training*

6. Management will ensure that workers and supervisors have identification indicating completion of WHMIS training.
7. Subcontractors will ensure that their employees have identification indicating completion of WHMIS training.
8. For workers without WHMIS training, the supervisor will provide instruction in specific hazards prior to work with or near hazardous materials.
9. The employer will provide WHMIS training for untrained, direct-hire employees within 1 week of hiring.

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# ESCC

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## Health & Safety Policy

### Working Alone Procedures

**Note: In-plant procedures specified by the owner or client take precedence over the procedures outlined here, providing there is no contravention of existing codes or statutes.**

Definition: A person is alone at work when they are on their own; when they cannot be seen or heard by another person; and when they cannot expect a visit from another worker or member of the public for some time,

1. All employees should recognize the inherent dangers of working alone; particularly when working with hazardous materials, at heights, with electricity, hazardous equipment, materials at great pressure or where there is a potential for violence.
2. Whenever possible higher risk tasks will be scheduled during normal business hours, or when another worker capable of helping in an emergency is present.
3. Technicians working alone must carry their Mike's with them at all times.
4. Technicians must call in to the dispatcher following each service call and at least every 3 hours.
5. Dispatcher will fill out log recording all call ins and whereabouts of mechanic
6. Should a mechanic not check in the dispatcher will attempt to call him on the radio. If the call is not answered the dispatcher will page him to call in, Page will say –“Please report on your safety”. If no response the dispatcher will contact the site contact to begin a search for the mechanic.
7. After hours calls – Mechanics should advise customer of his whereabouts and who to call in case of an emergency.
8. Employees working alone at the office will lock office door prior to 7:30 AM and after 5 PM.
9. All employees will report all near misses or incidents where being alone increased the severity of the situation. This information will be reviewed at the following Safety meeting and appropriate changes to company policy made

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# ESC

**ENVIRONMENTAL SYSTEMS CORPORATION**

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## Health & Safety Policy

### Workplace Inspections

***Note: In-plant procedures specified by the owner or client take precedence over the procedures outlined here, providing there is no contravention of existing codes or statutes.***

Environmental Systems Corporation recognizes its responsibility as the employer to ensure that the Health and Safety of workers is protected. [OH&SA Section 23 (1)(c)].

Our goal is to minimize/eliminate human suffering and economic losses by identifying unsafe workplace acts and conditions through regular workplace inspections using an ESC inspection checklist. Inspection responsibilities and frequency will be set out to meet or exceed the minimum requirements of the OHSA and appropriate regulations

Workplace inspections will be required monthly for the shop and all service vehicles. Construction job sites will be formally inspected weekly.

The company will ensure that each worker has received Workplace Inspection training including;

- Structures – floors stairs
- Lighting, electrical
- Storage areas, containers, WHMIS
- Materials Handling and housekeeping
- Ladders, scaffolds, guardrails, ramps etc.
- Safety Training- Fall Protection, propane etc.
- PPE
- Lifting devices and equipment
- Vehicle Safety

The worker will be responsible to report to his or her 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. [OH&SA Section 28 (1)(c)].

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# ESCC

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Design / Build & Maintenance of Controlled Environmental Systems

## Health & Safety Policy

### ***Rules and Regulations***

The Occupational Health and Safety Act and the appropriate regulations ( usually the construction or industrial regulations) forms the basis and minimum standards for our company. A copy of this legislation is available on all jobs and you are encouraged to make yourself familiar with the provisions of the Act and Regulations. If you are unsure of procedure or process we encourage you to ask for assistance. Guessing or assuming that it is safe is a major cause of accidents.

### ***SPECIFIC RULES***

1. All accidents must be reported immediately to your supervisor/foreman, and prior to leaving workplace.
2. All workers must have a recognized certificate indicating that they are trained in W.H.M.I.S.
3. Working under the influence of drugs, alcohol or other intoxicants is strictly forbidden and is ground for immediate discipline up to and including discharge.
4. Misuse of company property or equipment will not be tolerated
5. All employees must familiarize themselves with the contents of this policy and acknowledge receipt of this policy prior to starting their employment
6. Violating safety laws and/or guidelines will be considered as a major rule violations and can results in disciplinary action up to and including discharge.
7. Use common sense when it comes to health and safety. If you are not sure a procedure or what safety hazards may be, please ask for assistance and/or instructions.

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# ESC

**ENVIRONMENTAL SYSTEMS CORPORATION**

Design / Build & Maintenance of Controlled Environmental Systems

## Health & Safety Policy

### ***Acknowledgement***

The undersigned has received and read the information in the safety policy. I agree to abide by the guidelines set out in the policy and the Occupational Health and Safety Act. I understand that health and safety practices are part of my job and I will work towards preventing accidents on the job.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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