# HEALTH & SAFETY, VIOLENCE & HARASSMENT POLICY & PROGRAM

*Version 2025.01*

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## OFFICIAL HEALTH & SAFETY, VIOLENCE & HARASSMENT POLICY

The Management of Frecon is vitally interested in the health and safety of its employees. Protection of employees from injury and illness is a major continuing objective. Frecon will make every effort to provide a safe work environment free from Hazards, Workplace Violence and Workplace Harassment. All employees must be dedicated to the continuing objective of reducing risk of injury and illness.

Frecon, as an employer, is responsible for an employee's safety. As president of Frecon, I give you my personal promise that every reasonable precaution will be taken for the protection of employees and prevention of injuries and illness. It is the policy of Frecon that all work executed be planned and performed in the safest manner reasonably possible and collectively all employees and subcontractors co-operate in behaviors that supports a strong, proactive safety culture.

Superintendents will be held accountable for the health and safety of employees under their supervision. Superintendents are responsible to ensure machinery and equipment are safe and all employees' work in compliance with established safe work practices and procedures set out in this manual. Employees must receive adequate training in their specific work tasks to protect their health and safety.

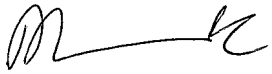
Every employee must protect his or her own safety by working in compliance with the law and with safe work practices and safe job procedures established by the company. Frecon recognizes the right of workers to work in a safe, healthy work environment and any employees that consider work to be unsafe are to stop work and promptly notify management.

It is in the best interest of all parties to consider safety in every activity. Commitment to safety must form an integral part of this organization, from the president to the employees. We encourage all parties to co-operate in Frecon's Safety Program.

## POLICY COMMITMENT

Copies of this Health & Safety, Violence & Harassment Policy & Program will be posted, distributed and explained to all workers. Compliance with this Health & Safety, Violence & Harassment Policy, Program and Employee Handbook will be regularly reviewed at all employee levels and violations will be recorded. Repeated disregard or willful violations of this Policy and Program by any employee or subcontractor at any level may be considered cause for discipline in accordance with Frecon's disciplinary policy set out in this Health & Safety, Violence & Harassment Policy and Program.

Reviewed & Approved



Douglas Drevniok
President

February 10th, 2025
Date of Approval

## 1.0 INTRODUCTION

Frecon takes safety very seriously and it forms an integral part of our planning every day. This policy sets the standards of safety that are expected of all employees and subtrades, and outlines the procedures for responding to any potential safety hazards. To this end, Frecon has established targets to help achieve a culture of working safely. Frecon will endeavor to meet the following targets:

1. Have zero lost-time injuries.
2. Have zero prescribed incidents.
3. Decrease the need for First Aid treatments.
4. Include safety performance as part of employee reviews.
5. Make every site a safe environment.
6. Make safe practices and safety consciousness part every workers work habits.

## 2.0 COMPANY RULES

To ensure the safety of its employees, Frecon requires that the safety protocols outlined henceforth be followed at all times. This includes wearing proper safety equipment as required, operating machinery as per the manufacturer recommendation and following their supervisor's directions.

In addition, workers must complete work in an ethical manner and deal with colleagues in good faith and in a fair and respectful way; complete required safety training as required along with any associated paperwork deemed necessary by management, behave in a way that does not compromise your professionalism and most importantly, your integrity. Workers are to attend work when scheduled and adhere to prescribed work periods in a punctual manner.

Employees are still bound by the requirements as outlined in the employee handbook.

## 2.0 RESPONSIBILITIES

Every team member of Frecon has a responsibility as part of their employment to fulfill and ensure the safe work environment of all employees and subtrades as part of Frecon's safety program. Specifically, the following responsibilities have been assigned but it is incumbent of all employees to self-monitor accordingly.

### 2.1 MANAGEMENT'S RESPONSIBILITIES

1. Conduct a review no later than the first quarter of the year and update this Health & Safety Program with input from the Risk & Safety Manager.
2. Consider safety as well as production in all planning.
3. Take every reasonable precaution to prevent personal injury.
4. Provide and maintain a safe, healthy work environment.
5. Ensure any accident or incident occurring in the workplace is thoroughly investigated and that remedial steps are taken to prevent a recurrence.
6. Ensure compliance with all applicable regulations.

7. Provide competent supervision.
8. Assist and co-operate with Superintendents, Health & Safety Representatives, the Risk & Safety Manager as well as members of Joint Health and Safety Committees.

## 2.2 SUPERVISOR'S/SUPERINTENDENT'S RESPONSIBILITIES

1. Be familiar with the requirements of the Occupational Health & Safety Act, Regulations for Construction Projects as well as this company's Health & Safety, Violence & Harassment Policy and Program.
2. Be responsible for the safety of the entire project under their charge including accident investigation and reporting.
3. Co-operate fully with the Safety Representative and Joint Health & Safety Committee members, where applicable.
4. Cooperate with the Risk & Safety Manager.
5. Actively on a continual basis ensure that all aspects of the Occupational Health & Safety Act, Regulations for Construction Projects, Frecon's Health & Safety Policy and Program, Safe Work Practices and Safe Job Procedures are being followed by everyone on site.
6. Ensure that all employees new to a site receive a Site Orientation, including introduction to the Safety Representative and locations of emergency equipment, telephone, first aid station, fire extinguishers, toilets, parking, building exits, potential or actual dangers on the project and hazardous materials. Using Form S1001 review all points with all workers coming onto site, as they come on site and have the workers fill in the information and sign off (initials) on each point. Once completed the site supervisor initializes then issues a sticker for the worker's hard hat indicating they went through site orientation.
7. Train and explain safety procedures and policies to their direct workers, particularly to workers new to the industry.
8. Advise their direct workers of potential or actual dangers including hazardous materials specific to the workplace on a continuous basis.
9. Ensure required personal protective equipment is used by workers properly in order for the workers to perform their work in a safe manner.
10. Ensure that all equipment, including safety and protective equipment, is in good operational condition and that any defective equipment is immediately tagged & removed for repair.
11. Report all accidents and incidents immediately to Senior Management and to the Risk and Safety Manager and complete Form S1002, Accident & Incident Report and submit to Senior Management and the Risk and Safety Manager. This includes incidents that do not require First Aid or Medical Aid Treatment. This type of injury may include possible pulled muscle(s), bruised body part(s); for example head, hands, ribs, arms, feet or legs.
12. Investigate thoroughly using Form S1002 any accident or incident occurring in the workplace and implement the remedial steps necessary to prevent a recurrence.
13. Immediately inform Senior Management and the Risk & Safety Manager if a worker cannot perform their regular work duties and is given alternate work, including yourself.
14. When a worker or you cannot perform their regular duties complete a Form S1002, Accident & Incident Report and submit to Senior Management and the Risk and Safety Manager.
15. Maintain a current Standard First Aid certificate.
16. Inspect the workplace using Form S1003 on the first workday of the week and review their findings at the weekly Health & Safety Meeting talk.
17. Ensure the Health & Safety Representative or JHSC Member completes a workplace inspection on the first workday of the first full week of the month and submits it to the Site Supervisor.

18. Conduct a weekly health & safety meeting talk with all workers on site on the first workday of each week using Form S1016 after their weekly inspection has been completed. Include the H&S/JHSC Representative's monthly inspection when applicable.
19. Issue Safety Warning Notices Form S1005 to workers & supervisors when they are in contravention of the Act, Regs, Company Policy & Program, Safe Work Procedures or Safe Job Procedures.

## 2.3 RISK & SAFETY MANAGER'S RESPONSIBILITIES

1. Be familiar with the requirements of the Occupational Health & Safety Act and its Regulations as well as the company's Health & Safety, Violence & Harassment Policy and Program.
2. Obtain and maintain required training certificates.
3. Train employees as per Sections 3.0 and 4.0.
4. Maintain a current First Aid certificate.
5. Assist Site Supervisors, Safety Representatives/JHSC Members and other employees in Health & Safety matters.
6. Record minutes of Safety Meetings/JHSC Meetings when attended.
7. Investigate all accidents, incidents, close calls and first aid treatments.
8. Confer with superintendents, employees, sub-contractors and Ministry of Labour inspectors as required.
9. Inspect/audit sites to verify that all applicable Legislation is being complied with. Review findings with the Site Superintendent to ensure corrective action is taken on any outstanding items.
10. Submit Health & Safety Workplace Inspection Reports.
11. Review on an annual basis the H&S, V&H Policy & Program with input from employees and ensure it is in compliance with the current legislation.

## 2.4 EMPLOYEE'S/WORKER'S RESPONSIBILITIES

1. Be familiar with the requirements of the Occupational Health & Safety Act, Regulations for Construction Projects, Frecon's Health & Safety, Violence & Harassment Policy & Program, Safe Work Practices and Safe Job Procedures.
2. Perform work with a safety-first attitude.
3. Participate in the site orientation and company training programs.
4. Comply with the Occupational Health & Safety Act, Regulations for Construction Projects as well as this company's Health & Safety, Violence & Harassment Policy & Program, Safe Work Practices and Safe Job Procedures.
5. Cooperate with the Site Supervisor, JHSC Members, Risk & Safety Manager and Safety Representatives.
6. Wear a hard hat and safety footwear at all times on project. Inspect, wear and use properly maintained personal protective equipment whenever required whatever the task at hand.
7. Immediately report any accident or close call to their supervisor.
8. Report any and all injuries to the Site Superintendent as soon as safely possible and at the latest by the end of the day of injury.
9. Immediately, without delay, report to their supervisor any condition, practice or hazard that may cause injury to a worker or damage to equipment.
10. Immediately report any condition that may cause a loss of work time (i.e. sore back) to the superintendent so that a modified work program can be implemented if required.
11. If you seek medical aid for a work related injury you must ensure the Superintendent (if not available then Senior Management & the Risk & Safety Manager) is aware of it and you are to obtain page two

of the Doctor's WSIB Form 8 which is to be given to the Site Superintendent (if not available then Senior Management & the Risk and Safety Manager) immediately after seeing the doctor. On all follow up visits to the doctor(s) a FAF (Functional Abilities Form) part one needs to be completed by you and the rest by the doctor and submitted to the Site Superintendent (Senior Management or the Risk & Safety Manager).

12. Use site washrooms in a responsible and hygienic manner.
13. Be accountable for your own safety and work in a manner so as not to endanger fellow workers.
14. Be aware of the OHSA procedures for refusal to work if the employee feels his or her safety is in jeopardy.
15. Maintain a tidy and hazard-free work area.
16. Personal cell phone usage is limited to when workers are not on the clock. This essentially means before & after the work day or during the lunch period. Personal cell phones are not to be used during paid break periods or while working. Company cell phones are allowed to be used during the work day for work purposes and will be limited to circumstances when the worker can safely use the cell phone, all workers are not to continue to work while using a company cell phone.
17. Video and/or audio recording without prior consent is strictly prohibited. This means that camera, microphone, or a recording device must not be used without the express permission of the person being recorded. Additionally, the recording must not be used for any nefarious purposes, such as blackmail, fraud, or harassment.
18. No radios will be allowed on the construction project, unless the Site Superintendent specifically approves their use. No personal CD player, MP3 players, tape players or radios with earphones are permitted.
19. Horseplay or dangerous behavior will not be permitted. No person under the influence of intoxicating alcohol or drugs will be permitted to work. Any person thought to be under the influence of alcohol or drugs will be asked to leave the site immediately and will be subject to his/her employment being terminated.
20. Employees shall know their own physical limitations and the approximate weight of materials they are trying to lift. Use correct lifting techniques and get help to lift or move objects not safely handled alone.

## 3.0 TRAINING AND ORIENTATION

All new employees must attend a mandatory Safety Orientation in which they will be briefed on the contents of Frecon's Health & Safety, Violence & Harassment Policy and Program and the Employee Handbook. The New Employee Safety Orientation Check List (Form S3001) is to be completed for each new employee.

All personnel working on any of the field sites will be required to attend the mandatory Safety Orientation and will be subject to additional mandatory training based on the employees' position, duties, tasks and legislative requirements. Training may be, but not limited to, Frecon's standard curriculum (WHMIS, Worker Health and Safety Awareness, AODA, Asbestos Awareness, Fire Extinguisher, Ladder Safety, PPE, Workplace Violence and Harassment). Employees under the age of 25 will receive Health and Safety Awareness for Young Workers. Superintendents will receive Supervisor Health and Safety Awareness, Respirator Protection, Due Diligence, Incident Investigation, Confined Space Awareness, Scaffold Safety, Lock-out and Hot Work.

Employees Working at Heights and/or Elevated Work Platforms are required to hold valid certificate prior to commencing the work. Employees performing work without valid certification that is legislatively required will be subject to disciplinary action. Frecon's Safety Department will hold record of training and expiries to coordinate with employee's new training and refreshers. Refreshers on Frecon's Health & Safety, Violence & Harassment Policy & Program and the Employee Handbook are mandatory for all employees as deemed by senior management.

It is imperative that after an employee has received new training that the employees' duties associated with the new training be monitored until they are deemed competent to perform duties associated with new training. This applies to all training under Safe Work Practices and Safe Job Procedures. Employees interested in obtaining additional training will coordinate with Frecon's Safety Department.

## 3.1 SAFETY TALKS

Site safety talks provide an opportunity to discuss safety issues with employees and to ensure that everyone is aware of the potential risks associated with their job. Safety talks will include an overview of the job site, including any special hazards or potential dangers. This is a good time to discuss any safety equipment that is necessary to perform the job safely, any safety rules that apply to the worker and a reminder of emergency procedures. Safety talks are performed on a regular basis.

Employees are encourages to read Frecon's monthly newsletter to stay up to date on any changes or updates to safety policies, safety tips, and remind everyone of the importance of workplace safety. Examples include information on the proper use of protective gear, how to safely lift heavy objects, and how to avoid potential hazards. Frecon's newsletter is a proactive approach in delivering safety talks.

## 3.2 SAFETY INCENTIVES

Frecon recognizes its employees who put safety to the forefront of their work. To this end, workers who demonstrate such behavior will be recognized during their annual reviews.

# 4.0 EMPLOYEES' HEALTH & SAFETY REPRESENTATIVE

On projects where the number of workers regularly exceeds five but is not more than 20, the constructor shall have the workers select/elect a Health & Safety Representative from amongst the workers. The Safety Representative shall not hold managerial functions but shall have the following responsibilities:

1. Shall be familiar with the requirements of the Occupational Health & Safety Act and Regulations for Construction Projects as well as this company's Health & Safety Program.
2. Shall perform site inspections using Frecon Form S1003, Jobsite Inspection Checklist once a month, on the first workday of the first full week of the month or as required by the Occupational Health & Safety Act and Regulations for Construction Projects and submit it to the Site Supervisor for possible corrective actions. It is to be reviewed during that week's Health & Safety Meeting talk.
3. May investigate a critical incident or death, confer with the Risk & Safety Manager, superintendents, and Ministry of Labour inspectors and report his or her findings in writing to a (MOL) Director.
4. May receive additional training useful to support their HSR responsibilities.
5. Will receive the full co-operation and respect of both management and the workforce.

# 5.0 JOINT HEALTH & SAFETY COMMITTEE

In certain circumstances Frecon shall form a Joint Health and Safety Committee (JHSC). These conditions are as follows:

1. A JHSC shall be formed at each workplace at which 20 or more workers are regularly employed.
2. When Frecon is the constructor at a project that lasts three months or more and where 20 or more workers are regularly employed, a JHSC is to be established and maintained. The JHSC shall consist of at least one worker and one management.

3. When the project is expected to last three months or longer and employ 50 or more workers, the JHSC must establish a Worker Trades Committee (WTC). The JHSC shall consist of at least two workers and two management and meet at least monthly

Where a JHSC has been established, the following criteria will be used.

1. Worker members of the Committee will be selected/elected by the workers and they will not hold managerial functions.
2. Management members of the Committee will be appointed by the employer and at no time shall they outnumber the workers at a JHSC Meeting.
3. To further assist in promoting job safety, the management of this company and their employees will provide their full co-operation to any members of JHSC or WTC on projects where they may be established.
4. Where a project regularly employs 50 or more workers, the JHSC on the project must have at least one member representing workers and one member representing the employer/constructor certified by the Workplace Safety and Insurance Board.
5. A worker of the JHSC shall perform site inspections using Frecon Form S1003, Jobsite Inspection Checklist once a month, on the first workday of the first full week of the month or as required by the Occupational Health & Safety Act and Regulations for Construction Projects and submit it to the site supervisor for possible corrective actions and it is to be reviewed during that week's Health & Safety Meeting talk.
6. A worker member may investigate a critical incident or death, confer with the Risk & Safety Manager, superintendents, and Ministry of Labour inspectors and report his or her findings in writing to a (MOL) Director and to the JHSC.

## 6.0 HAZARD REPORTING SYSTEM

Frecon is committed to identifying and removing or adequately mitigating hazards. The purpose of hazard reporting is to prevent accidents before they occur. Workers must be aware of their surroundings and potential hazards to reduce the risk of injury where possible.

When an employee discovers a hazard or potential danger, he or she is expected to immediately and without delay correct the situation if possible, and alert the site superintendent.

Frecon Form S1004, Hazard Reporting Form is available on the site Health & Safety board or from the site superintendent so that the employee or site superintendent may document the hazard and the control(s) put in place to eliminate or minimize the hazard.

Hazard assessments are conducted by the site superintendent at the beginning of every project and/or when significant changes arise and/or at least annually. All employees are to abide by the safe work practice put in place for removing or adequately mitigating the hazard. When feasible and practical, subcontractors are also to conduct hazard assessments prior to commencing work activities on site.

Hazard reporting is a vital part of Frecon's Risk Rating and Assessment and are used by management to prioritize control measures and accurately reflect safety best practices.

## 7.0 SITE INSPECTIONS

In continuing Frecon's commitment to identifying hazards, the Risk & Safety Manager will complete inspections on site. The Risk & Safety Manager will verify that all applicable legislation is being complied with, ensure work is being performed in a manner that complies with Frecon's Health and Safety Policy and

procedures, review site conditions, identify hazards, and review findings with the site superintendent to ensure corrective action is taken on any outstanding items in a timely fashion.

Site inspections are documented using Frecon's Form S1024 and are kept on file in accordance with Frecon's document control policy. Spot checks are conducted by Frecon safety personnel. Site inspections are a vital part of Frecon's safety performance and are used by management in identifying safety gaps and performance trends.

## 8.0 DOCUMENT CONTROL

To effectively manage and continuously improve our safety performance, administrative controls are placed on document storing of safety related files. All forms and procedures related to the safety of a project are to be kept in Frecon's job related file.

It is Frecon's policy to record and review statistics in order to recognize hazard trends and monitor the success of the health and safety program. Records, reports and other performance measures are reviewed to identify areas of the safety program that need improvement. The Risk & Safety Manager will track injury frequencies and compile the data for annual review. Senior management will propose preventative measures and controls to prevent future accident and injury trends from occurring.

It is the responsibility of the site superintendent to maintain and forward all safety program documentation, provincial inspection reports, safety minutes, notice of safety violations and any other relevant documentation to safety@frecon.ca for filing.

Superintendents have access to all safety program documentation for use on site when required. If and when safety related documentation and forms are revised, amended or withdrawn, outdated documentation will be removed and replaced with the revision. In order to prevent any unintended use, site superintendents will receive adequate training on document control.

## 9.0 CONTRACT MANAGEMENT

Commitment to safety is a key attribute for any and all procurement of subcontracting. Subcontractors are required to review, respect and comply with Frecon's Health & Safety, Violence & Harassment Policy & Program, all necessary safety procedures and requirements in accordance with all applicable safety legislation and collaboratively contribute to the safety of onsite work.

Subcontractors are responsible to appoint one of their workers as a supervisor in accordance with Section 15 of Regulation 213/19 and this person must meet the OHSA definition of a "competent person" who shall be on site and is to fulfill the duties and obligations under Section 27 of the OHSA. Subcontractors are to hold record and present to Frecon when requested valid training certification that applies to work performed on site.

In the event of non-compliance, Frecon's site superintendent has the authority to halt all related work and remove from site any personnel who fail to abide by any such directives and will not return without expressed management approval. Frecon will work with subcontractors to ensure safety expectations and requirements are met prior to job start-up and engage them in site safety hazard assessments and planning where appropriate.

## 10.0 ACCIDENT/INCIDENT INVESTIGATION

It is the policy of Frecon to investigate all injuries, property damage and environmental incidents. Near misses with high risk potential are also to be formally investigated. Each site will be equipped with Frecon's *Forms & Procedures In Case of an Injury that Requires Medical Aid* package, of which contain forms for the

site superintendent and forms for the injured worker with instructions and expectations should an injury occur.

Investigation forms for the supervisor include; S2010 site supervisor responsibilities, S1002 accident/incident report, S2007 letter to worker returning to work, and S2008 return to work contact log. Investigation forms for the worker include; S2001 letter to worker, S2002 early and safe return to work policy, S2003 early and safe return to work procedures, S2004 early and safe return to work responsibilities, S2005 consent for the release of information and S2006 letter to health care practitioner

In case of emergency the following steps are to be taken:

1. Whenever an accident resulting in an injury requiring medical aid the scene shall be made safe, 911 is to be called if necessary and first aid is to be given if necessary. Senior management & the Risk & Safety Manager are to be notified immediately when medical aid will be required. If it is a critical injury *(means an injury of a serious nature that places life in jeopardy, produces unconsciousness, results in substantial loss of blood, involves the fracture of a leg or arm but not a finger or toe, involves the amputation of a leg, 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)* or death the site is to be isolated, nothing is to be moved unless to save life or property. Take note of anything that is moved and report it to the MOL Inspector, Police and Fire Department authorities as they arrive on site. Where a death or a critical injury has occurred the site/scene can only be released by a MOL Inspector.
2. All information shall be recorded and submitted to senior management & the Risk & Safety Manager immediately.
3. Frecon's president will designate a spokesperson who will speak with the media.
4. All pictures of any and all incidents and accidents are the property of Frecon and are not to be distributed anywhere or to anyone without the written consent of Frecon's president.
5. Frecon's Form S1002, Accident & Incident Report is to be completed as soon as possible and forwarded to senior management and the Risk & Safety Manager.
6. Where a person is killed or critically injured from any cause at a workplace, Frecon shall notify an inspector and the committee, health and safety representative and trade union, if any, immediately of the occurrence by telephone or other direct means and the employer shall, within forty-eight hours after the occurrence, send to a director a written report of the circumstances of the occurrence containing such information and particulars as the regulations prescribe.
7. The Health and Safety Representative / JHSC Member may investigate a critical incident or death and shall report his or her findings in writing to a (MOL) Director.

## 11.0 PROGRESSIVE DISCIPLINARY PROCEDURES

Failure to comply with Frecon's Health & Safety, Violence & Harassment Policy & Program, safety instructions or procedures and all applicable legislation will result in progressive disciplinary action.

Disciplinary action may call for any of four steps:

1. Verbal warning,
2. Written warning,
3. Suspension with or without pay,
4. Termination of employment.

Warnings are intended to give employees the opportunity to alter their behaviors to improve workplace safety before an accident occurs. Depending on the severity of the problem and the number of occurrences, there may be circumstances when one or more steps are bypassed. This policy is applicable to all workers, including subcontracted workers on site.

## 12.0 PERSONAL PROTECTIVE EQUIPMENT

Any Personal Protective Equipment (PPE) required for a job should be suitable for the task and meet the requirements established by OSHA or other applicable safety regulations.

### 12.1 GENERAL PERSONAL PROTECTION

1. For personal protection on the jobsite, employees shall avoid wearing clothing, gloves, and/or boots which are loose, greasy or oily.
2. Long or short-sleeved shirts and long pants shall be worn at all times. Muscles shirts are not to be worn. Gloves, respirators and specially designed protective clothing shall also be worn under hazardous conditions.
3. Employees shall also avoid carrying cigarette lighters or wearing torn or ragged clothing, rings, neck chains and other jewelry that may become entangled with equipment.

### 12.2 HEAD PROTECTION

Employees shall wear a CSA Class E approved safety hat at all times on the jobsite. Employees shall not paint or drill holes in the safety hat and shall replace expired or damaged hats immediately. All stickers shall be placed ½" above the rim. Metallic stickers are not recommended by the safety hat manufacturers.

### 12.3 FOOT PROTECTION

Employees shall wear properly laced and tied CSA-certified Grade 1 footwear or CSA-certified footwear with heavy-duty toe and sole protection at all times on the jobsite. Badly worn or deteriorated safety footwear must be replaced. It is highly recommended and preferred that work boots be at least 6" high to protect from ankle injuries.

### 12.4 EYE PROTECTION

Eye protection shall be worn by any employee who is exposed to the hazard of eye injury in the performance of his work or in an area where such work is being performed. For basic eye protection, wear properly fitted industrial quality glasses with side shields.

### 12.5 HEARING PROTECTION

Everyone is to wear hearing protection if noise is over 80db. Continuous exposure to noise over 80db will lead to hearing loss. Hearing protection is available in these general types:

1. Disposable Ear Plugs
2. Reusable Ear Plugs
3. Earmuffs

### 12.6 RESPIRATORY PROTECTION

Work areas should be ventilated to reduce hazards from dust, fumes, gases or vapors. Where ventilation is not practical, employees must be provided with respirators appropriate to the hazard and be trained to use and maintain the respirators properly. Respiratory protection is available in these general types:

1. Disposable Respirator
2. Respirator (half mask/ full mask) –fit test is mandatory before use.

12.7 HIGH VISIBILITY PROTECTION

Everyone on site is to wear high visibility apparel in the form of a safety vest, short sleeve, long-sleeve, sweater and/or jacket designed with retro-reflective stripes and fluorescent blaze to make the wearer more visible and noticeable in the work environment when there is vehicle traffic or machinery present as per the Regulations and as directed by management. [Please refer to O.Reg.213/91, s 69.1(1)]

12.8 FALL PROTECTION

Each Frecon site employee will be issued a CSA approved safety harness and lanyard and will be trained in its use. This equipment remains the property of Frecon, and employees are expected to use their harnesses, lanyard, lifeline & rope grab as per the Regulations and as directed by Section 21 entitled "Fall Arrest Systems".

## 13.0 FALL PROTECTION SYSTEMS

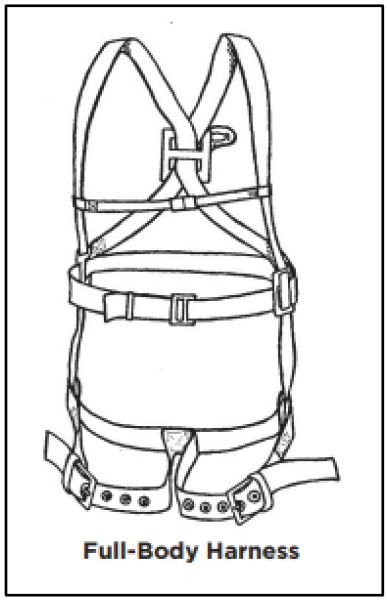
Fall Protection is required when a worker may be exposed to a fall of 2.4 meters (8 feet) or more, or exposed to an open side of any work surface and/or hazard as indicated in Section 26 of the Construction Regulation [O.Reg.213/91, s. 26.3(1)].

All Fall Protection Systems are to be inspected by a certified Working at Heights (WAH) user before each use. All systems are to be damage free and any defected system is to be taken out of use. All WAH users are responsible for notifying their supervisor of any damaged or defected product and refrain from use until a replacement is provided.

A properly built and installed guardrail is the most convenient form of fall prevention and is what OHSA suggests in any case where a fall hazard exists. If worker temporarily removes a guardrail to perform work; the area must be sectioned off and appropriate PPE must be worn.

13.1 HARNESSES & LANYARDS

The following diagram illustrates what your harness should look like when installed property.


Full-Body Harness

1. All harnesses and lanyards must be CSA-certified, and each must carry a CSA label. Safety harnesses must be snug-fitting and worn with all hardware and straps intact and properly fastened.
2. The lanyard attached to the safety harness shall be secured to a rigid support or lifeline, preferably higher than waist level. Shock-absorbing lanyards are to be used when possible, and be kept as short as possible (no more than 1.5 meters/5 feet above your head) to reduce fall distance.
3. For fall protection systems, a full body harness is required. All employees who could potentially require fall protection systems must be properly trained in their use. There must be a written rescue plan before a fall protection system or safety net is to be used. All equipment that has been involved in a fall must be removed from service.

## 13.2 LIFELINES

Lifelines are the part of a fall protection system that connects to an anchor on one end. On the other end, they connect to the user through a rope grab (fall arrester) and lanyard, which connects to the full-body harness. In some cases, especially in travel restraint systems, they can be attached directly to the full-body harness. There are three basic types:

1. Vertical lifelines
2. Horizontal lifelines
3. Self-retractable lifelines (SRLs)

### 13.2.1 VERTICAL LIFELINES

The vertical lifeline may be a temporary or fixed system used while climbing or travelling up and down a ladder, the face of a building or while using Boatswain chair.

As a minimum the vertical lifeline system must:

1. Meet current CSA standards
2. Be used by only one person at a time;
3. Free from any danger of chafing. Free of cuts, abrasions and other defects;
4. Reach the ground or a level above the ground where the worker can safely exit after the fall has been arrested;
5. Have a manufactured termination (e.g., a self-closing and self-locking snap hook or carabiner) at one end. At the other end, it must have a positive stop that prevents the fall arrester (robe grab) from running off the end. This positive stop can be a stopping device or a knot that does not damage the rope;
6. Vertical lifelines are usually made of synthetic rope that is 16 mm (5/8 in) in diameter. An example would be a three-strand twisted rope made from a polypropylene/polyethylene blend. However, a polypropylene utility rope is NOT approved to be used as a lifeline. A general rule of thumb is that an approved lifeline will have different-colored strands.

### 13.2.2 HORIZONTAL LIFELINES

A horizontal lifeline may be a temporary or fixed system however the horizontal lifeline is typically used as a travel restraint type system allowing workers to travel long distances while maintaining 100% tie off while keeping them from reaching the edge.

As a minimum the horizontal lifeline must:

1. Be designed by a professional engineer;
2. Clearly indicate how the system is to be arranged, including how and where it is to be anchored. The design must be maintained & available on site;
3. List and specify all required components;
4. Clearly state the number of workers that can safely be attached to the lifeline at one time;
5. Spell out instructions for installation, inspection, and maintenance;
6. Specify all of the design loads used to design the system.

### 13.2.3 SELF RETRACTING LIFELINES

Self-retracting lifelines (SRLs), sometimes referred to as self-retracting devices (SRDs), are widely used in construction to provide fall protection, especially where workers must move about to handle or install materials. The devices let the user move the full length of the line, but they will stop and lock at any sudden

pull. SRLs consist of a lifeline spooled on a retracting device attached to adequate anchorage. In general, SRLs have the following characteristics.

1. They are usually designed to be anchored above the worker (i.e., vertically). If it is being used horizontally, check with the manufacturer to ensure that it is designed for that type of use.
2. They employ a locking mechanism that lets the line wind off the drum under the slight tension caused by a user's normal movements.
3. They automatically retract when tension is removed, thereby preventing slack in the line.
4. They lock up when a quick movement, such as the movement caused by a fall, is applied.
5. They are designed to minimize fall distance and the forces exerted on a worker's body by fall arrest.

There are several different types of SRLs. Their classification depends on when they were manufactured (i.e., which CSA standard they were designed to meet). After 2014, they were classified as follows:

**SRL:** A self-retracting device that is suitable for applications where, during use, the device is mounted or anchored overhead and possible free-fall is limited to 2 ft (0.6m) or less. Before 2014, this type was called a Type 1 or Type 2 SRL.

**SRL-R**: This type has "integral rescue capability", which is an integral means for assisted rescue via raising or lowering the rescue subject. Previously this type was called a Type 3 SRL.

**SRL-LE:** This type has "leading edge capability". It is suitable for applications where, during use, the device is not mounted or anchored overhead and may be at foot level and where the possible freefall is up to 1.5 m (5 ft). That includes integral means to withstand impact loading of the line constituent with a sharp or abrasive edge during fall arrest and for controlling fall arrest forces on the user. This type had no previous classification.

## 13.3 ANCHORAGE

A fall protection system must be attached to appropriate anchorage. There are three basic types of anchor systems used for fall protection:

1. Designed fixed supports are load-rated anchors specifically designed and permanently installed for fall protection purposes as an integral part of the building or structure. An example is roof anchors on high-rise buildings.
2. Temporary fixed supports are anchor systems designed to be connected to the structure using specific installation instructions. An example is nail-on anchors used by roofers.
3. Existing structural features or equipment are not intended as anchor points but are verified by a professional engineer or competent person as having adequate capacity to serve as anchor points. Examples are rooftop mechanical rooms, structural steel, or reinforced concrete columns.

Designed fixed supports can be used to anchor a fall arrest system, fall restricting system, or travel restraint system if the support has been installed according to the Ontario Building Code and it is safe and practical to use.

A temporary fixed support can be used as anchorage if it meets the following conditions:

1. It can support at least 8 kN (1,800 lb) without exceeding the allowable unit stress for each material used.
2. When used with a fall arrest system incorporating an energy absorber, it can support at least 6 kN (1,350 lb) without exceeding the allowable unit stress for each material used.
3. When used with a travel restraint system, it can support at least 2 kN (450 lb) without exceeding the allowable unit stress for each material used.

In all cases, a safety factor of at least two should be applied when determining the minimum load that an anchor point must support.

When existing structural features or equipment are used as anchor points, avoid corners or edges that could cut, chafe, or abrade fall protection components. Where necessary, use softeners such as wood blocking to protect connecting devices, lifelines, or lanyards from damage.

Never anchor to the following structures or equipment:

1. Roof vents or hatches,
2. Small pipes and ducts,
3. Metal chimneys,
4. TV antennas,
5. Stair or balcony railings,
6. Fixed-access ladders.

13.4 RESCUE FROM A FALL

In the event that an employee's fall is arrested by fall arrest equipment, the following procedures will be followed:

1. The employee will be rescued in a safe manner in accordance with Frecon's rescue procedures as outlined in the project's Site Specific Safety Plan (by PEWP, scaffolding or ladder which must be readily available).
2. The employee will be sent for medical treatment.
3. Senior Management & the Risk & Safety Manager are to be notified and will notify the appropriate authorities.
4. The employee's fall protection equipment will be removed from service and will be replaced.

## 14.0 GUARDRAILS

Guardrails are often the best and most convenient means of fall protection. Where possible, guardrails should be installed along the open edges of roofs and floors, on formwork, scaffolds, and other work surfaces, around openings in floors, roofs, and around skylights and wherever workers are exposed to the risk of falling. The follow describes guardrails in more detail.

1. Guardrails, consisting of a top rail, mid-rail and toe board, must be provided around work platforms on all scaffold, floor openings, ramps and open areas where an employee can fall from one level to another.
2. Guardrails must be firmly secured to the ground and:
    a. Must be no farther than 1 ft. from the edge and resist all loads that will be applied to them.
    b. Must have a top rail b/w 36"-42", mid rail and 4" toe board.
    c. Posts are no more than 8 ft. apart if made of wood.
3. All barricades, guardrails and covers must be of adequate strength and be properly secured to withstand all potential loads likely to be applied to them.
4. Covers for openings must be labelled with "DANGER, Hole, Do Not Remove" & secured in place.
5. Before guardrails or opening covers are temporarily removed, signage warning workers of the hazard must be put up, a temporary barricade (of rope, wood, steel) must be put up/installed and the workers in the immediate area must be protected from falling by a fall arrest/travel restraint system. Danger tape may be used as signage to warn workers. Barricades, guardrails and covers must be replaced immediately after work is completed.

## 15.0 WORKING BESIDE UNPROTECTED OPENINGS AND EDGES

When a guardrail is not practical to install then a worker(s) must use a travel restraint system or a fall arrest system with the lanyard tied off to a fixed support in the following situations:

1. Whenever the employee is more than 2.4 meters (8 feet) from the next level below;
2. When working above operating machinery, regardless of the possible fall height;
3. When working above hazardous substances or objects, regardless of the possible fall height.

Work surface openings are to have a guardrail around them and if not practical then a protective covering must be installed that:

1. Completely covers the opening,
2. Is securely fastened,
3. Is adequately identified as covering an opening,
4. Is made from material adequate to support all loads to which the covering may be subjected, and
5. Is capable of supporting a live load of at least 2.4 kN/m without exceeding the allowable unit stresses for the material used.

## 16.0 POWER ELEVATING WORK PLATFORMS

Only power elevating work platforms designed specifically for their purpose are to be used - under no circumstances are forklifts or loader buckets to be used to move personnel.

In addition to the specific manufacturer's requirements for operating power elevating work platforms, such as scissor lifts and boom-supported platforms and buckets, all operators must inspect and document such equipment each day before use and:

1. Be thoroughly familiar with all operating instructions and safe load limitations;
2. Use three-point contact in mounting and dismounting the equipment;
3. Keep the equipment free of slippery substances at all times;
4. Ensure no obstructions or workers are in the direct path of the equipment's operation;
5. Keep all guardrails and gates secured during operation;
6. Maintain proper distance from live electrical conductors or equipment at all times;
7. Ensure a travel restraint system is being worn and properly attached while moving the equipment;
8. Ensure the equipment rests on a firm, level surface;
9. Ensure that the operator's manual be kept with the elevating work platform while it is on a project;
10. Keep a log of all inspections, tests, repairs, modifications and maintenance performed on the equipment.

## 17.0 SCAFFOLDS

A scaffold is to be used where work cannot be done on or from the ground or from a building or other permanent structure without hazard to the workers.

1. The erection and dismantling of scaffolds must be carried out and supervised by a competent worker.
2. Scaffolds must be erected with all braces, pins, screw jacks, base plate and other fittings installed as required by the manufacturer.
3. Scaffolds must be equipped with guardrails consisting of a top rail, mid-rail and toe board at 8 feet or more.
4. Scaffold platforms must be at least 46 centimeters (18 inches) wide. If they are over 2.5 meters (8 feet) high they must be planked across their full width.
5. Scaffolds must be tied in to a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices.
6. Where scaffolds cannot be tied in to a building, adequately secured guy lines shall be used to provide stability.

7. Where scaffold planks are used instead of platforms, planks must be installed in a manner that prevents them from sliding. Wooden planks must be of good quality, free of defects such as loose knots, splits or rot, and rough sawn. They must measure 51mm x 25.4cm (2in.x10in.) in cross section and be made of relatively new No.1 grade spruce and shall not span more than 2.1 meters (7 feet).
8. Scaffolds must be erected, used and maintained in a reasonably plumb condition.
9. Scaffolds must be equipped with a proper ladder for access. Vertical ladders must be equipped with 15cm (6 inch) standoff brackets and a ladder-climbing fall protection device or safety cage when they are more than 5 meters (16 feet) high.
10. Scaffolds over 15 meters (50 feet) in height (10 meters or 30 feet for tube-and-clamp style scaffolds) must be designed by a professional engineer and constructed in accordance with the design. These design documents must remain on site for the duration of the scaffold work.
11. Ice, snow, oil, grease and other slippery material must be removed from the platform.
12. Wheels or castors on rolling scaffolds must be equipped with braking devices and must be securely pinned to the scaffold frame and must be locked to prevent movement before a worker uses the scaffold.
13. A secured step or extension ladder is to be used to access the scaffold. End frames and braces are not to be used to obtain access.

## 18.0 PROPER USE OF LADDERS

An employee must wear a safety harness with the lanyard tied off to either a fixed support or a lifeline tied off to a fixed support whenever the employee is working from a ladder when working above 2.4 meters (8 feet) or more above the floor, or above operating machinery, or above hazardous substances or objects.

The proper use of a ladder consists of the following criteria:

1. Ladders shall be set up on a firm level surface. If the base is to rest on soft, un-compacted or rough soil, a mud sill shall be used. Portable ladders shall be equipped with non-slip bases.
2. Ladders shall be tied off or otherwise secured to prevent movement.
3. When a task must be performed with the employee standing on an extension ladder, the length of the ladder shall be such that the employee stands on a rung no higher than the fourth from the top.
4. When climbing up or down, employees shall always face the ladder.
5. Ladders shall not be erected on boxes, carts, tables, or vehicles.
6. Ladders shall be set up 1 foot out for every 3 or 4 feet up.
7. Metal ladders, or ladders with wire reinforcement, shall not be used near energized electrical conductors.
8. All ladders erected between levels must be securely fastened, extend 90 centimeters (3 feet) above the top landing and afford clear access at top and bottom.
9. Ladders with weakened, broken, bent or missing steps, broken or bent side rails, broken, damaged or missing non-slip bases or otherwise defective parts shall not be used and shall be removed from the site.
10. Ladders shall not be used horizontally as substitutes for scaffold planks, runways or any other service for which they have not been designed.
11. An employee on a ladder shall not straddle the space between the ladder and another object.
12. Three points of contact shall always be maintained when climbing up or down a ladder (two feet and one hand or one foot and two hands).
13. Only one person is to use a ladder at one time.
14. Do not stand on the top of a step ladder and do not stand on the top step of a step ladder.
15. Step ladders are to be used in the fully opened position with the arms locked.
16. Work benches, saw horses and similar equipment are not to be used as a work platform, means of access or as a step ladder.

## 19.0 ACCESS TO WORK AREAS

Ladders, stairs, swing stages, ramps and runways shall be constructed, erected and secured in accordance with the Regulations under the Act. A stair tower is preferred over an extension ladder when practical.

1. When work areas are above or below ground, access to and egress from the work area shall be provided and maintained in a safe condition.
2. Proper and sufficient warning signs, tags or lockout devices shall be installed wherever hazards, such as moving machinery, open excavations, temporarily removed manhole covers and electrical hazards may exist.
3. All work areas and routes to and from work areas shall be maintained at all times in a condition that does not endanger workers. These areas shall be kept free of obstructions, clear of snow, ice and other slippery materials, and shall be treated with sand or similar material as required to ensure firm footing.
4. Personal Protective Equipment shall be worn prior to entering the work area.

## 20.0 MATERIALS HANDLING/LIFTING

When handling materials and lifting, workers should avoid repetitive motions, poor posture, improper lifting techniques, and other forms of physical stress to reduce the risk of injuries.

Injuries to the muscles, nerves, tendons, ligaments, joints, cartilage, or spinal discs, commonly referred to as musculoskeletal disorders (MSDs) can be prevented by following proper ergonomic practices. Additionally, regular stretching and exercise can help to reduce the risk of developing MSDs.

Where practical; heavy lifts should be done with mechanical lifting devices. When this is not possible then:

1. Dollies, trucks and similar devices should be used where practical;
2. Employees shall know their physical limitations and the approximate weight of materials they are trying to lift. Employees should get help when a lifting task may be more than they can safely handle;
3. The right way to lift is the easiest and safest. Take a firm grip; secure good footing; place the feet a comfortable distance apart; bend the knees; keep the back straight and lift with the leg muscles;
4. Use gloves as required, when handling sharp, rough, heavy or hot materials;
5. Never carry a load so large that it obstructs vision or too heavy that it cannot be safely lifted without assistance;

## 21.0 HOUSEKEEPING, STORAGE AND TOOL MAINTENANCE

Housekeeping means cleaning up scrap and debris, putting it in containers, and making sure the containers are emptied regularly. It also means proper storage of materials and equipment. Effective housekeeping and storage will prevent incidents and injuries. Good housekeeping is the easiest way to ensure a safe work environment. To achieve this goal:

1. Each worker / sub-contractor is to remove to a disposal area, waste material and debris as often as necessary to prevent a hazardous condition and at a minimum at least daily.
2. Materials, tools and equipment shall be stored in areas where they will not endanger workers or pose an obstruction to walkways, and care shall be taken during use that walkways remain safe.
3. All compressed gas cylinders (oxygen and acetylene) must be stored upright and secured. Empty cylinders must be marked and stored away from full ones. Cylinders must always be used from a cart or from an upright position.

4. Waste material and debris shall not be stored in areas of access and egress. Waste material and debris shall not be thrown from one level to another. Waste material shall be lowered into containers in a controlled manner such as with a disposal chute.
5. Prior to handling lumber scheduled for reuse, all nails must be removed.
6. Material to be lifted by a crane or other hoisting device shall not be stored under overhead power lines.
7. It is the employer's responsibility to supply and maintain shop tools and other power equipment in good repair.
8. It is the employee's responsibility to use such tools properly and to report any defect to the supervisor to ensure repair is initiated and proper tagging of defective tools is carried out. Damaged, broken or defective tools or equipment are to be disposed of or sent back to the shop for repair or replacement.
9. All breakers or receptacles located outdoors or in wet conditions must be used with a GFCI (ground fault circuit interrupter).

## 22.0 EQUIPMENT MAINTENANCE

Equipment is defined as the tools, machines, instruments and other devices used for a specific purpose. In order to ensure that equipment is running in peak condition, regular maintenance and inspections are essential.

1. All equipment being used must have a pre-shift inspection before operating.
2. Any operator must be certified in the use of the equipment they are using.
3. User must ensure all safety guards and barriers are in place and all warning labels and signs are clearly visible.
4. All borrowed equipment is to be returned in the same condition as it was found.
5. When an issue arises with equipment, including a malfunction, safety concerns or other issues that need to be address, Frecon Form S1025, Equipment Repair Notice shall be filled out and returned to the office so steps can be taken to try and resolve the issue.
6. Potential problems with equipment must be reported to the equipment owner. Defective equipment is to be tagged and removed from service.
7. Equipment owners are to keep records of all their maintenance and repair work that has been completed.

## 23.0 POWER ACTUATED TOOLS

Power actuated tools must be used only by employees who have been instructed to operate the tools properly and safely and are able to show proof of training. Employees using power actuated tools must wear impact-resistant eye protection and hearing protection at all times while using power actuated tools. Employees who are not using the power actuated tools but working nearby should also wear appropriate PPE.

## 24.0 CHAINSAWS

Only trained personnel shall use chainsaws on site at any time and must be able to show proof of training. Operators shall wear all appropriate Personal Protective Equipment and take all precautions to ensure that they will not be posing any danger to themselves or other workers as per manufacturer’s manual and training.

## 25.0 LOCKOUT - TAGOUT

Frecon and all their Sub-Contractors are to follow lockout - tagout procedures that meet Regulation 213/91 to prevent accidental or unexpected energization of a system. When a worker is to work on a piece of machinery or equipment that has a source of energy these five basic steps must be followed before working on the equipment to ensure the energy sources are isolated and locked:

1. Identify all the machinery or equipment that needs to be locked out;
2. Ensure that the act of shutting off equipment does not cause a hazard to other workers. Shut off the machinery or equipment. Make sure that all moving parts have come to a complete stop;
3. Identify and de-activate the main energy-isolating device for each energy source, and ensure that all parts and attachments are secured against inadvertent movement;
4. Apply a personal lock to the energy-isolating device for each energy source, and ensure all parts and attachments are secured against inadvertent movement. Also apply a tag to the lock stating who owns the lock, the date and time of when the lock was applied and anticipated time that the work may be finished, as well how to reach them;
5. Test the lockout to make sure it's effective and to verify that each energy source has been effectively locked out. First ensure that all workers are in the clear and that no hazard will be created if the lockout is not effective. Lockout can be tested after each energy-isolating device is locked out or after a group of nearby devices is locked out.

## 26.0 SITE TRAFFIC

Employees who may be endangered by vehicular traffic shall wear traffic vests or garment, fluorescent blaze or international orange in color that meets Reg. 213/91 Section 69.1. In addition the following must be adhered to at all time;

1. Signalers shall be used when the vehicle operator's view of the path is obstructed or if a person could be endangered by the vehicle or its load, or at any time deemed necessary by the site superintendent and must wear a traffic vest or garment;
2. Care shall be taken at all times when operating any vehicle on site. The operator is responsible for site traffic and must be aware of their surroundings at all times;
3. All operators must be properly trained or licensed for the equipment they are using;
4. The site plan shall be arranged to minimize the need for vehicle reversing wherever possible.

## 27.0 SPILL KITS

All refueling of equipment on site will be performed on the roadway in order to localize any spillage with a spill kit available. An appropriate spill kit shall be kept on site when any fluid except water (i.e. gasoline, diesel fuel, hydraulic oil) is stored or transferred on the site by any means. In the event of a spill:

1. Contain the spill to prevent the spread of harmful chemicals;
2. Determine the type, location and quantity of the spill;
3. Contact the site supervisor and inform him of the spill;
4. Obtain the MSDS for the spilled product;
5. Look up the specific PPE required and the clean-up procedure when the product has been identified;
6. Determine the danger to self, proceed to stop the spread of and clean up the spill;
7. When a spill kit is used, Frecon Form S1006, Fire Protection / Spill Kit Report shall be filled out and returned to the office so that the kit may be replenished.

## 28.0 TRENCHES AND EXCAVATIONS

An unstable trench can collapse, killing or injuring workers. Trench stability is affected by a number of factors such as weather, moisture, vibration, and previous excavation. Time is also a critical factor. Some trenches will remain open for a long period, then suddenly collapse for no apparent reason. Soil type is one of the most important factors affecting trench stability. In a single trench, soil properties can vary widely from top to bottom or along its length. Even hard soil may contain faults in seams or layers that make it unstable when excavated. In order to mitigate the risk of a collapse the following should be adhered to at all times:

1. Where personnel are required to enter a trench or excavation, it shall be properly sloped or shored;
2. Trench boxes must be used where required;
3. Ensure that locates for existing services are done prior to digging.

## 29.0 CONFINED SPACES

Ontario Confined Spaces Regulation defines a confined space to be a fully or partially enclosed space that is not both designed and constructed for continuous human occupancy, and in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it.

1. Before entry into a confined space, the Risk & Safety Manager must be aware.
2. Before entry into a confined space a form S1010, Work Space Assessment must be completed by a competent worker. This will list the hazards of the confined space.
3. Before any worker enters the confined space, an adequate written plan including procedures for the hazards identified in the evaluation will be developed and implemented.
4. If more than one employer will be working in the confined space at the same time, coordination documents form S1011; Confined Space Coordination Document must be completed for each employer working in the space. As part of the coordination, all of the employers' confined space program must be distributed to each employer for review.
5. A confined space permit form S1012, Confined Space Entry Permit shall be filled out and posted at the entrance to the confined space. Rescue & emergency procedures and communication procedures shall be attached to the permit.
6. Any person entering a confined space shall be able to provide proof of adequate training according to that confined space's plan.
7. An attendant will be stationed outside the confined space and will be in constant communication with the workers inside and is to ensure workers log in and out of the confined space on the S1012, Confined Space Entry Permit.
8. Adequate rescue equipment and rescuers shall be readily available and must be trained to execute a rescue.

## 30.0 WORKING ALONE

Under no circumstance can a single worker be on a job site alone, and are prohibited from performing the following tasks:

1. Confined space,
2. Working at Heights,
3. Operating elevated work platforms,
4. Any additional tasks as specified by management.

## 31.0 LIGHTING

Adequate lighting must be provided in areas where workers are present. Entrance and exit spaces must also be illuminated. Lighting levels should be at least 55 lux (5-ft candles); that means 150-watt bulbs that are suspended 2.4 m (8 ft) high and 7.5 m (25 ft) apart or suspended 3 m (10 ft) high and 6 m (20 ft) apart. Where possible, lights should be at least 2.4 m (8 ft) off the floor. Do not hang lights by the cord unless they are designed that way. In addition the following should be followed with respect to temporary lighting;

1. Dark areas shall not be entered without the assistance of portable lighting or flashlights;
2. Stairs and work areas shall be adequately lit at all times;
3. Cords from lighting shall be placed in such a way that they will not pose a danger to workers;
4. All bulbs used in a temporary lighting system shall be protected from potential damage;
5. Where possible, temporary lighting circuits should not be used for any other purpose, to prevent loss of lighting in the event of a tripped breaker;
6. All burnt out or defective lights and bulbs shall be replaced immediately upon discovery.

## 32.0 EXTREME WEATHER

There is no definition of extreme weather in the OHSA. It is left to the judgement of each supervisor. As a general rule Frecon has established that no worker will be allowed to work when temperatures in the work environment reach the extremes of + 40ºC or -40ºC. That being said, weather affects each worker differently and as such:

1. In extreme cold weather, employees are expected to dress appropriately, and to monitor themselves for hypothermia or frostbite;
2. In extreme hot weather, employees are expected to keep themselves hydrated and avoid sunburn. The supervisor shall ensure or cause to ensure there is potable water available for everyone on site;
3. All persons at the site must always be aware of the importance of slip and fall hazards that are prevalent in the winter months. They are required to report any hazardous conditions to a supervisor for immediate assessment and immediate spot sanding;
4. All persons working in the winter months must be prepared for slippery conditions and wear appropriate footwear and take appropriate precautions daily.

The site superintendent will perform the following on site to mitigate the effects of weather;

1. Inspect the site daily to assess the need for salting, sanding and/or snow removal; inspection shall be first thing, within 30 minutes of the start of their shift and throughout the day periodically. All actual or potential snow, ice or slip and fall hazards shall be recorded on the Superintendent's Daily Construction Report (S1024);
2. If outside salting/sanding or snow removal is required, this will be recorded on the S1024. A property management company or similar company shall be called for salting, sanding and/or snow removal if spot sanding by hand will not be adequate to address the hazard or if extreme weather or accumulation has occurred. The site superintendent shall call the property management company or similar company promptly when it is determined that they are required;
3. The Site Superintendent shall verbally notify all persons on the site to be careful of known icy/slippery conditions that are not yet treated because the property management company or similar company has not yet arrived;
4. Salt and/or sand shall be available at the site for spot ice removal on a daily basis as needed;
5. Shoveling of snow in front of work areas or entrances is to be arranged by the site superintendent at the beginning of each shift and on an as needed basis throughout the day.

## 33.0 WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEMS

The Workplace Hazardous Materials Information System (WHMIS) is an essential tool for the safe handling and storage of hazardous materials in the workplace. WHMIS is used to communicate information about hazardous materials used in the workplace. It is composed of three main components:

### 33.1 LABELS

Labels are used to identify hazardous materials and provide basic information about the product, such as its name, supplier, and potential hazards. Labels must be affixed to all containers of hazardous materials and must be clearly visible, legible, and understandable. All hazardous materials will be identified in accordance with the Workplace Hazardous Materials Information System requirements of the Occupational Health & Safety Act and Regulations.

### 33.2 SAFETY DATA SHEETS (SDS)

Safety data sheets (SDS) provide more detailed information about hazardous materials, including their composition, potential health hazards, first aid measures, and precautionary measures. They are also used to provide workers with information about the safe handling, storage, and disposal of hazardous materials. SDS's are available from the project superintendent.

### 33.3 EMPLOYEE TRAINING

All employees must be trained in, and know how to**:**

1. Recognize hazardous materials;
2. Read and understand labels and SDS;
3. Work with hazardous materials in a safe manner, including how to store hazardous materials and respond to spills or other emergencies when in use.

## 34.0 FIRE

Precautions shall be taken at all times to prevent the outbreak of fire in the workplace. In the event of a fire, it is important to know the proper procedure for ensuring your safety and the safety of those around you.

1. Fire extinguishers must be readily accessible, properly maintained, regularly inspected and promptly refilled after use.
2. Each site will have a minimum rating of 4A40BC extinguisher per floor or per 30,000 square feet of working area, plus additional extinguishers close to temporary panels or open flame heaters.
3. Employees shall be familiar with the operation and location of all firefighting equipment, and aware of the various categories of fire extinguishing equipment according to their capacity for handling specific types of fires.
4. Any employee who uses a fire extinguisher for any reason must report it immediately to the site superintendent so that the extinguisher can be refilled. The site superintendent must then submit a completed Frecon Form S1006, Fire Protection & Spill Kit Report and forward it to the office.
5. Every month the supervisor is to ensure that the fire extinguishers have been inspected and the inspection tag has been filled in and every year a more detailed inspection is required by a competent person.
6. Every six years or sooner the fire extinguishers need to be checked and tested by authorized technician to ensure they are in good working order.

## 35.0 WELDING AND CUTTING

Any person intending to perform welding or cutting using acetylene torches or work that will produce smoke, sparks or excessive heat will need to complete Form S1009, Hot Work Permit prior to the work taking place.

1. Prior to beginning any hot work, a visual inspection must be performed to ensure that no potential fire hazard exists.
2. Always wear a welding shield when welding or appropriate protection when cutting.
3. Always wear welding gloves when welding.
4. Never wear clothes soiled with oil or flammable products.
5. Have a fire extinguisher within 3 metres (10 feet) of work being performed, minimum size is a 4A40BC.
6. Use fireproof blankets when required.
7. Use protective screens as necessary to protect other workers.
8. Where an assistant is required to hold material, the assistant must always wear gloves and eye protection.

## 36.0 PROPANE

Propane is an incredibly useful and versatile fuel source, but it is also highly flammable and must be handled with extreme care and caution. Propane-fired equipment releases carbon monoxide (CO), that even in small doses, is deadly. Proper propane handling and safety measures are essential for the safe use of propane.

### 36.1 CYLINDER STORAGE

1. Cylinders not connected for use must be stored outdoors.
2. Storage area must be secured, well-ventilated and above grade.
3. No smoking is permitted around cylinder storage areas. Signs are required.
4. Cylinders must be stored upright, secured to prevent tipping over and outdoors and kept 3 meters (10 feet) from a source of ignition.
5. Empty cylinders must be stored separately from full cylinders.
6. The control valve of the storage cylinder for compressed gas shall be covered by a protective guard.

Cylinders may be used indoors only under the following conditions:

1. Provided that pressure regulators are connected directly to the appliance and the total capacity of cylinders does not exceed 300 lbs (136 kg). Example: 3 x 100 lb cylinders. Only one such manifold of cylinders may be located on the same floor area unless separated by a distance of at least 16.5 metres (50 feet);
2. Provided that cylinders are equipped with an excess flow valve and protective collar;
3. Provided that they are secured upright;
4. Provided that they are not situated near an exit, stairway, or evacuation route.

### 36.2 PROPANE CONSTRUCTION HEATERS

Propane construction heaters are used on construction sites to keep areas warm during colder months. It is important to read the manufacturer’s safety instructions and warnings before operating a propane construction heater.

1. Workers who connect and disconnect must hold valid proof of training,

2. CH-O2 must have proof of training for Handheld Torches and to change liquid fired equipment such as fork lifts and PEWP's as well.
3. Heaters must be on solid, level, non-combustible bases.
4. Heaters may only be used in areas of the building that are unoccupied and under construction.
5. Heaters shall have a hose length of not less than 5 meters (15 feet) or more than 16.5 meters (50 feet).
6. Cylinders should be kept at least 3 meters (10 feet) from the heater.
7. Propane heaters shall have proper ventilation of 1 square inch for every 1000 Btu/h input.

36.3 PROPANE VEHICLES & DEVICES

When using propane vehicles and devices it is important to ensure that all equipment and appliances are in good working order and that they are being used properly. Ensure adequate ventilation whenever vehicles or devices using propane are used indoors.

If propane equipment goes out:

1. Shut off gas and leave the area until the area has been ventilated;
2. Do not attempt to relight the equipment or operate any other equipment that could create a spark until the area has been ventilated.

Explosion and asphyxiation are the main risks with propane. Asphyxiation means loss of consciousness and suffocation. Propane gas by itself is odorless, but suppliers add a strong-smelling chemical to the gas so that you can smell leaks. The smell is like rotten cabbage. Propane gas is heavier than air. If it leaks from equipment or cylinders, it can accumulate in low-lying areas such as basements, pits, and trenches. If enough propane gas collects in a low-lying area, it will displace the air. If you enter that area you may be overcome and lose consciousness. Propane will explode if ignited. Simply turning on a light switch or an electric drill can ignite propane in high concentrations such as in a basement or trench.

## 37.0 ASBESTOS

Asbestos is a fiber that was used in many building materials up until the 1980s. Some products that are installed today still contain asbestos. Breathing in asbestos fibers can cause asbestosis, lung cancer and mesothelioma. Frecon does not perform asbestos removal with its own forces, we always contract this type of work out to certified sub-contractors. For greater clarity:

1. All building owners are responsible to provide a hazardous materials survey prior to construction if asbestos could be present;
2. Disturbing this material during renovation, maintenance or retrofitting can release hazardous dust;
3. If asbestos is discovered or suspected, advise the supervisor who will advise the project manager.
4. For further information, refer to the Regulation Respecting Asbestos on Construction Projects 278/05 from the Ontario Ministry of Labour.

## 38.0 LEAD

Lead is a heavy metal toxin found in a variety of sources. Many buildings contain various areas where products containing lead were used (such as lead lined drywall, paints and lead pipes). You are most at risk when there's lead dust, fume, or vapor in the air. Lead is a designated substance under Ontario law (Reg. 843). It requires special precautions and handling procedures:

1. Building owners are required to provide a hazardous material survey prior to construction/demolition which should include lead if present in any form;

2. Extreme caution should be exercised if disturbing or handling this material, as it could release hazardous dust particles, hazardous fumes if heated or be absorbed into the skin which can cause adverse health effects;
3. If you suspect or discover lead, advise the site superintendent. For further information, refer to Regulation 843 Designated Substance – Lead;
4. The site superintendent will notify all persons of a lead hazard if it is present on a project site, and ensure that all activities that take place around or with the hazard are done safely and correctly to ensure no employee is exposed to lead. Lead can affect the health of a worker if it is inhaled or ingested.
5. If lead is or will be airborne Frecon will practice the following;
    a. Prevent lead from becoming airborne
    b. Remove lead particles from the air
    c. Prevent employees from breathing in lead particles.
    d. Ensure compliance with the Ontario guidelines for lead on a construction site;
6. Employees on projects where lead is present will also need to follow good hygiene practices to ensure that lead is not ingested or inhaled. Proper training, engineered controls, along with protective clothing and Personal Protective Equipment will also help prevent employees from being exposed. In the event of lead being present on a Frecon project, a site specific set of guidelines will be developed, communicated to employees and implemented for the duration of work.

**39.0 SILICA**

Silica is a designated substance (Reg. 845). This substance can be found in many construction materials; blasting abrasives, brick, concrete, cement mortar, granite, sand, rock and stone, topsoil and asphalt to name a few. All workers are to be aware of the following:

1. Exposure to silica dust can cause adverse health effects over time;
2. Control of silica dust is a priority. The control of silica dust can be done with mechanical ventilation, wetting (water spray) or the use of a dust collection system. When these methods will not control the dust hazard, respirators should be used;
3. Clean up of the area should be done after each operation. Do not use compressed air to clean off dust from work surfaces or clothes. Silica dust on personal protective clothing and equipment should be removed by damp wiping or HEPA vacuuming. To clean exposed areas of skin, use soap and water;
4. For further information refer to Regulation 845 – Silica.

**40.0 MOULD**

Moulds can be a health hazard in buildings that are already built or under construction. Some moulds are toxic. Touching them or breathing in their spores can be harmful. Moulds are colorful and woolly. They can be almost any color: red, blue, brown, green, white, or black. They reproduce by releasing spores into the air. More mould may grow where the spores land.

Exposure to mould can cause adverse health effects, both long-term and short-term.

1. Store building materials, especially lumber and drywall, with moisture control in mind. If a roofed area is not possible, ensure that building material is raised and covered with a tarpaulin such that it will provide adequate ventilation. Storage of lumber and drywall in poorly-ventilated but sheltered areas such as concrete foundations is not recommended.
2. If mould is encountered on building materials, the site superintendent shall be advised and the materials shall be returned to the supplier or the mould shall be removed.
3. If mould is encountered on building framing, the site superintendent shall be advised, the mould shall be removed, and the framing shall be permitted time to dry out before enclosing the structure.

4. If the mould returns after removal, there is a moisture issue that must be taken care of.
5. If mould is present wear an appropriate mask to prevent inhalation of spores.
6. Refer to section 12.6 Respiratory Protection for mask protection.

## 41.0 DUST

Precautions shall be taken when work is likely to generate dust, as dust can be an irritant or can contain allergenic, harmful or toxic substances. Dust control options include but are not limited to:

1. Mechanical ventilation;
2. Using a dust-control sweeping compound indoors;
3. Erecting a dust control barrier system;
4. Water spray.

Workers must prevent dust from accumulating and reduce the amount of dust created to reduce inhalation. Where the above methods are not practical, employees must be provided with respirators appropriate to the hazard and be trained to use and maintain the respirators properly.

## 42.0 INFECTION CONTROL

To help protect yourself and those around you, workers are to manage the spread of infectious disease in the workplace by:

1. Regularly clean and disinfect work equipment.
2. Sanitize lunch area surfaces before and after meal periods
3. Use sanitation services on site in a clean and hygienic manner.
4. Do not come to work and notify the site superintendent if experiencing symptoms of an infectious disease.

When working in a facility where procedures are present for controls of infection, the procedures are to be reviewed during the site orientation and followed at all times. Infection control during construction, renovation, and maintenance of health care facilities are specific to regulation CSA Z317.13-12 and as such Frecon will abide by legislation. When required the following procedures are coordinated with health care facilities:

1. Every worker on site will self-assess for signs of illness daily and monitor symptoms accordingly.
2. A designated worker will monitor and coordinate the infection control procedures on site and will be responsible for infection prevention and control before, during, and after the project. This person will receive training to demonstrate knowledge in infection prevention as follows:
    a. Infection Control: Part 1 - Fundamentals of Infection Control during Construction, Renovation and Maintenance of Healthcare Facilities
    b. Infection Control: Part 2 - Effective Implementation and Practical Applications

## 43.0 FIRST AID

First aid is intended to provide initial assistance for minor injuries or illnesses that do not require medical attention. The following are procedures to be taken in cases of first aid not requiring medical aid:

3. Risk & Safety Manager is to be notified of all first aid incidents;
4. A first aid station with required contents including first aid kit, WSIB Poster 82, copy of employees' First Aid Certificates, and first aid kit inspection card shall be available at each workplace;
5. There will be a person certified in first aid on each shift;

6. All employees will be advised of the location of the first aid station, and the identity of at least one person holding a first aid certificate;
7. Each first aid kit shall contain Frecon Form S1007, Injury Treatment Form;
8. It is to be documented that the first aid kit has been inspected every three months to ensure the kit has the proper contents (the form to use is inside the first aid kit).
9. The designated first aid person shall be record using Form S1007, including details of the injury, the injured person's name, the date and time of first aid treatment, the nature of the treatment and the name of the person rendering treatment.
10. Each time there is an incident requiring first aid, the First Aid Person will notify the site superintendent and the Risk & Safety Manager. Form S1007 are sent to safety@frecon.ca;
11. Each employer/sub-contractor is to have their own first aid kit.

It is important to remember that first aid is not a substitute for professional medical care and should only be used in minor cases. If the individual is in a severe or life threatening condition, medical attention should be sought immediately.

## 44.0 PROCEDURES IN CASE OF INJURY REQUIRING MEDICAL AID

Whether it's a minor scrape or a major incident requiring medical help, it's important to know what to do in case of an emergency. The following procedures shall be taken in the event of an injury requiring medical attention:

### 44.1 SUPERINTENDENT'S RESPONSIBILITIES

1. Take command of the situation.
2. Provide protection from continuing or further hazards.
3. Give first aid as soon as safely possible.
4. Arrange for an ambulance or any other required emergency services to be called.
5. If the ambulance is required, arrange for guidance to the scene.
6. Ask the worker if there is someone he/she wants to call or be called to notify them of the injury (if yes, then senior management will call them, senior management does not want you making the call.
7. Other items to consider:
    a. Does the worker have their identification, their medical card with them?
    b. Does the worker have a vehicle? Are the windows closed and is it locked? Where are the keys?
    c. Does the worker have or want their lunch box? Is the worker's wallet or cell phone in there?
8. Get the name of the hospital for follow-up.
9. If an ambulance is not required, arrange for employee's transportation to obtain medical attention.
10. Obtain and provide employee with appropriate documents out of the "Forms & Procedures in Case of an Injury" envelope for employee to follow and bring to medical facility.
11. Go with or to the medical aid facility, stay with the injured person until they are released or if you get other information from senior management.
12. Notify senior management as soon as possible, once the injured is safe and in no danger; see back of yellow sheet entitled site supervisor's responsibilities for phone numbers, give them your location and your phone number.
13. Update senior management at a minimum of once an hour or as circumstances change.
14. Make sure the worker obtains page two from the doctor's report (Form 8) or that the worker has the doctor complete the FAF (Functional Abilities Form) which is part of the documents in the envelope

(worker is to obtain a FAF each subsequent visit to the doctor and submit it to his'/her supervisor). (it doesn't matter if the worker can or cannot perform his/her regular work duties – it needs to be filled out).

15. Notify any Health and Safety Representatives or Committees on site.
16. If possible, obtain the completed form S2005, Consent for the release of FAF (Information) Form from the injured worker.
17. Once the worker has been release from the doctor's care, update senior management with a status report and before the worker is out of your care.
18. The site superintendent is to complete Frecon Form S1002, Accident & Incident Report and submit it and the FAF to the Head Office and to the Risk and Safety Manager.

44.2 INJURED WORKER'S RESPONSIBILITIES

1. Remain Calm and allow First Aid to be administered.
2. Where possible advise health care professional of the following:
   a) Frecon has an Early and Safe Return to Work program.
   b) Provide health care professional with form S2006 (letter to health care practitioner).
   c) Obtain contact information for follow-up questions.
3. Upon leaving the health care professional's care, advise office and or site superintendent of your status.

## 45.0 EARLY AND SAFE RETURN TO WORK

It is the policy of Frecon to provide accommodations for a worker who is temporarily disabled as a result of an accident that arose in the course of employment. Our focus is to prevent all workplace accidents and injuries. However, in the event of an occupational injury, we have adopted the policy of returning an injured worker to meaningful and productive work, where possible, in order to protect the worker's earning ability and minimize the disruption to his or her personal life. A workplace injury can be devastating to any worker and his or her family. Our goal is to return and rehabilitate the worker to his or her maximum level of ability.

An Early and Safe Return to Work program has been developed to provide suitable work consistent with the functional capabilities of an injured worker. In almost every case, we will be able to immediately accommodate the worker with modified work within their physical capabilities. The goal of the program is to return the worker to their pre-injury position through fair and consistent treatment in the provision of modified rules and good communication with all parties involved.

Modified work may include: altered or reduced work hours, changes to the worker's shift, modifications to regular job duties, alterations to rest periods or exercise breaks, temporary reassignment to a different job, and/or matching the worker's functional abilities to a completely different job.

The employer is responsible for keeping the Workplace Safety and Insurance Board (WSIB) informed of the availability of modified work and of the worker's progress during the return to work and the rehabilitation process.

The worker is responsible for calling the office or their supervisor immediately after the injury's severity has been assessed to arrange for alternate work for the next work day wherever possible. The worker may call senior management or their supervisor at home at any time. The worker is also responsible to fully co-operate with the return-to-work process and must ensure that the employer is provided with any medical information and/or functional abilities information that will assist in a successful and safe return to work.

The cooperation and positive attitude needed by everyone to maintain the effectiveness of the program is essential. The program requires respect for the returning injured worker by senior management and all employees and we therefore ask that everyone does their part in keeping our valuable team together and keeping us all working.

Please see Forms S2001 through S2009 for the complete program.

## 46.0 WORKPLACE HARASSMENT PROGRAM

It is the policy of Frecon to ensure that all employees understand the importance of proper behavior in the workplace. Definition from OHSA Section 1: "workplace harassment" means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Any employee can raise concerns and make reports without fear of reprisal or retaliation, in person, by phone or by using the Hazard Reporting Form S1004 regarding workplace harassment.

If raising concerns or making reports is malicious in nature (doesn't meet the definition above at all) senior management will take appropriate action.

To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.

### 46.1 WORKPLACE HARASSMENT PROCEDURE

If a worker believes that workplace harassment has been done against them (action(s) needs to meet the definition above) then:

1. The worker needs to inform the offender to stop immediately (if the worker doesn't want to state it to the person (for whatever reason) they would need to have their supervisor or senior management do it for them).
2. Report the incident immediately to their supervisor (if the supervisor is involved then they are to report it to his/her supervisor, senior management or the Risk & Safety Manager).
3. The worker and supervisor will review the definition of "workplace harassment".
4. If the worker wants the person charged they must inform their supervisor at this time so senior management can call the police and the police will deal with the incident.
5. The supervisor will complete an Accident/Incident Report Form (S1002) with the worker's input.
6. The worker will print/write out a statement of what in their opinion occurred, date and sign it then submit it to the supervisor.
7. The supervisor will contact senior management.
8. Senior management and the supervisor shall discuss/review the issues.
9. Senior management and/or the supervisor shall speak with the alleged offender in private completing a separate Accident/Incident Report Form (S1002).
10. The alleged offender shall print/write out a statement of what in their opinion occurred, date and sign it then submit it to the supervisor.
11. Senior management and/or the supervisor shall speak with any witnesses or possible witnesses.
12. The supervisor and senior management will review all the issues in private (they may call a specialist if needed, i.e. MOL Inspector, Police, Lawyer) to determine what actions will be taken.
13. When the investigation is completed, all parties involved will be informed of the outcome of the investigation, and appropriate actions implemented.

14. Anyone engaging in workplace harassment will be subject to disciplinary action, up to and including termination of employment.

All allegations of workplace harassment will be quickly and discreetly investigated using the Accident/Incident Report Form S1002 and action in normal circumstances will conclude on the same day of the incident, in other words - as soon as possible, without delay.

Any supervisor or manager who becomes aware of possible workplace harassment must immediately advise senior management so it can be investigated in a timely and confidential manner.

Our Health & Safety, Violence & Harassment Policy and Program which are posted in the workplace will be reviewed with all new employees and annually at our Annual Training Session with all employees.

## 47.0 WORKPLACE VIOLENCE PROGRAM

It is the policy of Frecon to ensure that all employees understand the importance of proper behavior in the workplace. According to the definition from OHSA Section 1: "workplace violence" means:

a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
c) a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

To summon help when there is violence in your workplace, excuse yourself from the situation area if possible and call your supervisor, their supervisor or the police if necessary.

Frecon is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Frecon has adopted the following guidelines to deal with violence that may occur during business hours or on its premises. This program will be reviewed as often as necessary to continue to protect workers from workplace violence.

All employees, including supervisors and temporary employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Frecon without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated.

### 47.1 WORKPLACE VIOLENCE PROCEDURE

All workplace violence is to be reported as soon as possible to your immediate supervisor and senior management in person, by phone or by using the Hazard Reporting Form S1004. This includes but is not limited to workplace violence by employees, as well as by customers, vendors, solicitors, or other members of the public. When reporting workplace violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril if you see or hear a commotion or disturbance near your work station, do not try to intercede.

Frecon will promptly and thoroughly investigate all reports of any type of workplace violence and of suspicious individuals or activities using the Accident/Incident Report Form S1002 and the police may be called. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Frecon may suspend employees, either with or without pay, pending the outcome of the investigation.

Anyone determined to be responsible for workplace violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Frecon encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or to senior management before the situation escalates into potential violence. Frecon is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

All allegations of workplace violence will be quickly and discreetly investigated using the Accident/Incident Report Form S1002 and action in normal circumstances will conclude on the same day of the incident, in other words - as soon as possible, without delay.

Any supervisor or manager who becomes aware of possible workplace violence must immediately advise senior management so it can be investigated in a timely and confidential manner.

Our Health & Safety, Violence & Harassment Policy and Program which are posted in the workplace will be reviewed with all new employees and annually at our Annual Training Session with all employees.

## 48.0 AMENDMENT HISTORY

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