

HEALTH & SAFETY

Policies and Procedures



Vanos Insulations Ltd.
643 Railroad Street
Mount Brydges, ON N0L 1W0
P - 519-652-5427
www.vanosinsulations.com



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OCCUPATIONAL HEALTH AND SAFETY POLICY

Vanos Insulations Limited recognizes the right for all employees to work in a safe and healthy environment. We are committed to the health and safety of all employees. Protection of workers from injury or occupational disease is a major continuing objective and Vanos Insulations Ltd. will make every effort to provide a safe and healthy work environment. Vanos Insulations Ltd. supports the concept of an Internal Responsibility System; responsibility for occupational health and safety is shared by management, supervisors and workers.

Management at Vanos Insulations Ltd. is ultimately responsible for the health and safety of all their employees. Vanos Insulations Ltd. promises that every reasonable precaution will be taken to ensure the protection of all workers according to the Occupational Health and Safety Act. Additionally, we are committed to continuous improvement to ensure injury-free performance.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery, equipment and the worksite are safe. They will also ensure that the workers work in compliance with the Occupational Health and Safety Act and established safe work practices and procedures. They will ensure workers receive adequate training in their specific work tasks to protect everyone's health and safety.

Workers must protect their own health and safety and that of their co-workers by working in compliance with the Occupational Health and Safety Act and Regulations and with the safe work practices and procedures established by Vanos Insulations Ltd.

It is in the best interest of all parties to consider health and safety in every activity. It is our goal that management, supervisors, and workers commit to make health and safety an integral part of the organization and ensuring everyone returns home without harm. Please join me in making safety a personal priority every day.

A handwritten signature in black ink that reads "Matt Vanos". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Matt Vanos, President
January 5, 2016



BILL 168-WORKPLACE VIOLENCE AND HARASSMENT POLICY

BILL 132-SEXUAL VIOLENCE AND HARASSMENT POLICY

The management of Vanos Insulations Ltd. is committed to providing a work environment in which all workplace parties are protected from workplace violence/harassment, sexual violence/harassment.

Workplace harassment will not be tolerated from any person.

Violent behavior in the workplace will not be tolerated from any person.

Sexual harassment in the workplace will not be tolerated from any person.

Vanos Insulations Ltd. has a workplace violence/harassment, sexual violence/harassment program that implements this policy. It includes measures and procedures to protect workplace parties from violence/harassment, sexual violence/harassment, and a means of summoning immediate assistance, training and a process to report incidents or raise concerns.

Vanos Insulations Ltd. as the employer will ensure that this policy and supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence/harassment, sexual violence/harassment in the workplace.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence/harassment, sexual violence/harassment and to report such.

Management will conduct an appropriate investigation and record the results, take corrective action if required with all incidents and complaints of workplace violence/harassment, sexual violence/harassment in a fair and timely manner respecting the privacy of all concerned as much as possible.

A handwritten signature in black ink that reads "Matt Vanos". The signature is written in a cursive style and is positioned above the typed name.

Matt Vanos, President
January 5, 2016



SECTION I

OCCUPATIONAL HEALTH AND SAFETY



Responsibilities

Management responsibilities:

- Ensure that equipment, materials, and protective devices are provided, maintained in good working condition and used properly in a safe manner
- Annually review the health and safety policy and make any necessary changes and/or amendments, documents changes and sign off
- Employ workers over the legally prescribed age
- Appoint competent supervisors based on knowledge, training and experience
- Provide training, instructions and supervision to employees to protect their health and safety
- Provide the necessary resources to implement, support, and enforce the health and safety policy and program
- Provide an “Open Door” policy for communication for all levels of employees
- Monitor subcontractors for compliance with our health and safety policy
- Monitor safety performance of each worker/subcontractor and take any corrective actions necessary
- Ensure that the Health and Safety Policy and any updates and/or changes have been communicated to all employees
- Take every reasonable precaution for the protection of all workers
- Ensure that all workers are properly trained to perform their specific duties
- Establish and maintain an employee profile which will include copies of all safety and training records
- Review all accident/incident/near miss situations and take appropriate action
- Provide workers with jobsite specific hazards and conditions
- Inspect projects and meet regularly with supervisors to monitor the health and safety program and take corrective actions as required
- In a medical emergency provide information to a qualified medical practitioner
- Communicate with the Joint Health & Safety Committee (JHSC) to provide them with any relevant safety information in management’s possession
- Respond in writing within 21 days to any health and safety recommendations submitted by the JHSC
- Post a copy of the Occupational Health and Safety Act and pertinent Regulations in an accessible workplace location
- Post a copy of the Vanos Insulations Ltd. Health and Safety Policy in an accessible workplace location. Review, revise and repost the policy as updates and amendments are made
- Perform unscheduled site visits to ensure Health & Safety Policy and Procedures are being adhered to



- **Supervisor responsibilities:**
- Provide orientation for new employees and ensure that every employee is aware of the company policies and procedures
- Ensure that employees use or wear equipment, protective devices or clothing that is required to be used or worn and is in good condition
- Ensure that employees work in accordance as required by the Occupational Health and Safety Act
- Successfully complete the Supervisor Health & Safety Awareness Program provided by the Ministry of Labour within one week of assuming Supervisor duties
- Make every reasonable attempt to resolve the health and safety concerns of employees
- Correct all unsafe acts and conditions and uphold safety rules and procedures including enforcement by disciplinary action
- Ensure that workers are advised of potential or actual health and safety dangers
- Inspect safety equipment, tools and equipment at least weekly and ensure that they are properly maintained
- Report and communicate any safety issues or concerns to management
- Conduct weekly tool box talks with employees, record suggestions and forward suggestions to management
- Provide training and explanation for all safety procedures and policies to all employees; provide written instruction if necessary
- Develop and demonstrate a positive Health & Safety attitude, responsible and safe working behavior and encourage employees to do the same
- Be responsible for on-site accident prevention
- Review Emergency Response Plan and safe work procedures for each jobsite with employees
- Monitor the health and safety performance of subcontractors and report and communicate to management regarding safety concerns
- Report and communicate accidents and injuries to management
- Consult and cooperate with management and the Health & Safety Committee
- Evaluate apprentice performance and provide feedback with respect to Health and Safety
- Provide employees with jobsite specific hazards and conditions
- Perform jobsite inspections at least monthly on each site



Workers responsibilities:

- Work safely in accordance with the company's Health and Safety Policy and Procedures
- Use or wear the equipment, protective devices or clothing that the company requires to be used or worn
- Comply with the Occupational Health and Safety Act and all relevant Regulations
- Immediately report all observed hazards or unsafe conditions to their supervisor, including any defects in tools, equipment and protective devices and fill out relevant forms to document
- Immediately report all accidents, injuries and near misses to their supervisor and fill out appropriate form
- Take every reasonable precaution necessary to prevent injuries and accidents
- Work in a manner that will not endanger themselves or others
- Refrain from engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct
- Participate in weekly toolbox talks
- Know, understand and implement safe work practices
- Request replacement for worn, damaged or defective equipment and fill out relevant forms to document
- Carry out repairs to equipment only when authorized
- Know their 3 Basic Rights:
 - Right to refuse unsafe work
 - Right to participate in workplace health and safety activities
 - Right to know about workplace materials and hazards
- Sign off on weekly Health & Safety documents as needed

Subcontractors shall:

- Maintain their own health and safety program as required under the OHSA
- Adhere to the Vanos Insulations Ltd. Health and Safety Program, including the submission of safety inspection forms
- Monitor site conditions in their work area and take corrective action where required
- Report accidents, incidents, lost-time injuries and any hazards immediately to the supervisor and fill out paper work accordingly
- Provide upon request a copy of their H&S policy, WSIB clearance certificate, proof of adequate insurance
- Sign and Receive a Subcontractor Agreement Package upon request



JHSC / Health and Safety Representative shall:

- Review health and safety policy at least yearly or upon changes to the Act
- Maintain health and safety records for each worker
- Maintain records of workplace inspections
- Relay concerns from workers and make recommendations to the employer
- Identify situations that may be a source of danger and report them to the supervisor
- Assist in resolving work refusals and reports of dangerous circumstances
- Work closely with supervisors and management in all health and safety matters including return to work programs and accident investigations

Health & Safety Communication

Our Policy

Vanos Insulations has established a policy with respect to networking in order to converse with as many people as possible about health and safety both within and outside of the company. To encourage communications and ensure the safety of all workers, we maintain an Open Door Policy with respect to all Health and Safety issues. All workers shall feel free to discuss any health and safety ideas or concerns with a member of the Joint Health and Safety Committee or a Supervisor without fear of repercussions.

Process

- An open door policy will be supported by all supervisors, management and the members of the Joint Health and Safety Committee to address all concerns or ideas communicated to them.
- All concerns and ideas will be addressed immediately with the worker and any other necessary parties.
- To initiate discussion concerning health and safety issues, Tool Box Talks will be conducted weekly at each job site and the head office shop facilities.



Training

Our Policy:

Vanos Insulations Ltd. will provide government legislated training as well as safety and related training that is necessary and appropriate to minimize loss of human and physical resources of the company. Employees are required to participate in this training before beginning work or to provide proof of prior completion of this training.

Procedure:

Training will include, but not be limited to:

- Health and Safety Awareness for Workers & Supervisors
- Workplace Violence & Harassment
- Accessibility for Ontarians with Disabilities
- WHMIS training and annual review training
- Hazard Identification and Risk Assessment
- Working at Heights, when applicable
- Fall Protection, where applicable
- Equipment use and maintenance, where applicable
- First Aid, as applicable
- Basics of Supervising, as applicable
- Incident/Accident Investigations, as applicable
- Confined Space Hazard Awareness, as applicable
- Propane in Construction, as applicable

In addition, each jobsite Forman will conduct a weekly Tool Box Talk with all workers under his supervision. Tool Box Talk topics and material will be provided by head office and the Foreman and each worker is required to sign the Tool Box Talk form. The completed form must be returned to head office weekly by the Foreman.

Vanos Insulations Ltd. will maintain a record of each employee's training documentation and will arrange certification renewals as required.

Joint Health & Safety Committee / Health and Safety Representative

Our Policy

In support of the safest possible workplace, Vanos Insulations Limited conforms to the Joint Health and Safety Committee requirements as outlined in the Occupational Health and Safety Act.



Process

As Vanos Insulations often employs at least 20 workers, a Joint Health & Safety Committee (JHSC) will be maintained with members representing management and workers. The JHSC will have one certified worker member and one certified management member at all times. Member's names and contact information will be posted on the H&S bulletin board and in the H&S Resources binder

The Joint Health & Safety Committee will meet at least quarterly and will maintain minutes of all meetings.

Should a member of the committee cease to be employed by the company, they will also cease to be a member of the committee and shall be suitably replaced. Should a certified worker or management member cease to be a member of the JHSC for any reason, another member will be certified to take their place.

Any employee of Vanos Insulations can submit, either verbally or in writing, health and safety ideas, issues or potential hazards to the JHSC.

Responsibilities

The Joint Health and Safety Committee shall have the following responsibilities and entitlements:

- Inspect the workplace on a regular basis
- Identify actual and potential hazards in the workplace
- Receive workers concerns, complaints and recommendations
- Investigate when a worker is critically injured or killed in the workplace
- Be present for the investigation following a work refusal
- Recommend to management and workers the establishment, maintenance and monitoring of programs, measures and procedures respecting the health and safety of workers
- Obtain information from management regarding potential or existing hazards and develop suggestions for improvements
- Be consulted about all matters relating to health and safety on the jobsite
- Meet regularly to develop and maintain an effective health & safety program and address workplace issues
- Be allowed time away from their normal duties to attend to H&S responsibilities

Management shall have the following responsibilities:

- Respond in writing to all recommendations received from the Joint Health and Safety Committee within twenty-one days
- Provide meeting space and support resources



- Provide relevant health and safety information
- Cooperate with efforts to reduce or eliminate workplace hazards

First Aid

Our Policy:

In order to preserve life, prevent injuries from worsening and promote recovery, at least one worker on each jobsite will have an Emergency First Aid Certificate and fully stocked first aid kits will be located on every jobsite. Vanos Insulations Ltd. will provide First Aid training and refresher training for all workers who require it.

Procedures:

In the event that a worker is injured, the supervisor must be immediately advised of the injury. When an accident occurs, the following steps will be taken immediately:

1. The trained First Aid Provider on location will administer first aid
2. The Supervisor will assess the severity of the injury and ensure that protection has been provided against further accidents at the location
3. The Supervisor will notify the Joint H&S Committee Chairperson, or Health & Safety Representative, and Management
4. The Supervisor will stay with the injured person until help arrives, and will inform medical personnel of first aid treatment given
5. The Supervisor will provide immediate transportation to a hospital, doctor's office or the worker's home, if emergency vehicle transportation is not available

First Aid kits will be recalled to head office every three months for inspection and replenishment if required.

Note: Replenishment supplies for First Aid Kits can also be obtained from head office as and when required.

Incident/Accident Investigation

Our Policy:

In an effort to eliminate or reduce losses, all accidents and/or injuries, *including near misses*, must be reported immediately to the Supervisor.



Procedure:

If an accident or injury occurs, or an unsafe condition exists which may cause injury, the following procedure must be followed:

1. Report any injury, accident, near miss or unsafe conditions to the Supervisor no matter how small it seems
2. The Supervisor must fill out an Accident Investigation form, gathering and documenting the information outlined in the steps below. The form is to be submitted to the office to be kept on file
3. The Supervisor shall immediately investigate the cause of the accident and/or injury and take corrective measures to avoid similar or further accidents or injuries
4. The Supervisor must notify management of the incident immediately if the incident is critical or fatal. In the event of an unsafe condition or non-critical (injury which does not cause lost time) the Supervisor must notify management by the end of the working day
5. The Supervisor together with the management team will determine the root cause of any lost time incidents/major accidents and develop recommendations to ensure that similar accidents or injuries are prevented from occurring again or that unsafe conditions or work practices are corrected
6. A final report will be written by management that will include:
 - Project location, injury date & time
 - Name & address of injured employee; nature of injury
 - Contact information for all persons involved, including witnesses
 - Contact information for constructor and employer(s)
 - Description of incident including circumstances, equipment
 - Identification of primary and underlying causes, and
 - Recommendations for corrective actions
7. The Supervisor will review all incidents and injuries and any related recommendations with all workers

Hazard Assessment, Analysis and Control

Our policy:

Vanos Insulations Management and Supervisors are committed to ensuring all work is safely planned and executed. The Supervisor for each jobsite will conduct a Job Hazard Identification and Risk Assessment inspection prior to work beginning at each new jobsite and daily thereafter. The purpose of the Job Hazard Identification and Risk Assessment is to identify and control or eliminate potential or actual dangers associated with each job task specific to the individual jobsite. Workers and Supervisors will



receive training on hazard recognition as part of the mandatory Health & Safety Awareness training program. Supervisors will receive additional hazard assessment and control training as part of the mandatory Basics of Supervising course content.

Procedures:

The jobsite Supervisor, in conjunction with his work crew, will use the Job Hazard Identification & Risk Assessment form to complete the following steps:

1. Breakdown each job into a series of tasks.
2. Identify hazards associated with each task; include site-specific conditions.
3. Assign a risk level to each task by using the Risk Matrix on the form.
4. Use the risk level to prioritize the process of establishing control measures for each hazard.
5. Determine methods to eliminate or control each hazard.
6. Ensure all hazards and control methods are communicated to all workers before work begins each day.
7. Record all workers names and signatures daily on the Job Hazard Identification Sign-Off section of the form.
8. Ensure control methods are implemented and followed by workers.
9. Repeat the Job Hazard Identification and Risk Assessment exercise daily before beginning work.
10. Submit the forms to Project Manager for review and sign off.
11. Additional hazards discovered during the course of the day must be dealt with using the Hazard Reporting procedure below.

Hazard Reporting

Our policy:

It is everyone's responsibility to keep all workers and job sites as safe as possible. In an effort to reach this goal, all hazards/concerns discovered during the course of the workday must be immediately reported to the jobsite Supervisor so that the appropriate corrective action can be taken.

Procedures:

1. Worker reports hazard/concern to Supervisor.
2. Supervisor must take immediate action to investigate the reported hazard/concern and implement methods to control or eliminate the chance of injury or accident.
3. If the hazard/concern cannot be remedied immediately, the area in question must be cordoned off until such time as it can be remedied. The Supervisor must contact Management immediately for assistance with a plan for remedy.
4. It is the Supervisor's responsibility to ensure that all workers are aware of the hazard situation and potential dangers.



5. The Supervisor must complete a Hazard Investigation form for all hazards or concerns that are brought to his attention. This form must be forwarded to the Project Manager for review or assistance with resolution.
6. If the hazard or concern cannot be eliminated it must be added to the daily Job Hazard Identification and Risk Assessment inspection, along with the implemented controls, on the next work day.

Workplace Inspections

Our Policy

Vanos Insulations will conduct scheduled, documented workplace inspections for the purpose of identifying and correcting unsafe conditions and behavior. The inspections will cover physical conditions, work methods and practices at head office premises and applicable job sites.

Procedures

- **Head Office Premises:**
 - Planned inspections will occur monthly at the office, shop and warehouse.
 - Inspections will be conducted by 2 members of the JHSC and will include consultation with office and shop employees.
 - A Workplace Inspection checklist form will be used to facilitate the inspection, with space for including additional or unusual circumstances as they arise.
 - A copy of the completed Workplace Inspection checklist will be posted on the Health & Safety bulletin board.
 - A Workplace Inspection Findings & Recommendations Report will be submitted to management for follow-up on identified, unresolved issues.
 - Management will respond to recommendations identified in the report within 21 days of receipt.

- **Job Sites:**
 - The Vanos Insulations Supervisor for each job site will conduct a workplace inspection once per month.
 - An additional workplace inspection will be conducted monthly thereafter until the project is complete.
 - The workplace inspection will be recorded using the Jobsite Inspection Checklist form. All workers will sign the inspection form.
 - The workplace inspection will be conducted with input from work crew members.

- Unsatisfactory items resulting from the workplace inspection will be immediately communicated to all workers by the Vanos Insulations Supervisor.
- Where possible, correction of unsatisfactory items will be undertaken immediately by the Vanos Insulations Supervisor.
- A copy of the Jobsite Inspection Checklist will be submitted to the Vanos Project Manager for review and follow-up on problems the Supervisor is unable to resolve.
- Management will respond to unresolved problem items within one week of receipt or immediately in the case of serious issues.
- Results of any jobsite inspection follow-up issues and corrections will be reviewed with all workers at the weekly Toolbox Talk.
- The workplace inspection forms will be retained at the jobsite until the project is complete.

Right to Refuse Unsafe Work

Our Policy:

Any employee of Vanos Insulations Ltd. has the right, under the Occupational Health & Safety Act (OHSA), to refuse to do particular work if he/she has reason to believe that:

- Any equipment, machine, device or thing the worker is to use or operate is likely to endanger him/herself or another worker; or
- The physical condition of the workplace or part thereof in which he/she works, or is to work, is likely to endanger him/herself; or
- Any equipment, machine, device or thing the worker is to use or operate, or the physical condition of the workplace or part thereof in which he/she works or is to work, is in contravention of the Occupational Health & Safety Act or associated Regulations and such contravention is likely to endanger him/herself or another employee

Procedure:

- The employee will immediately tell the supervisor or employer that the work is being refused and explain why
- The supervisor or employer will immediately investigate the situation, in the presence of the employee and one of the following people:
 - a Joint Health & Safety Committee (JHSC) member who represents workers, preferably a certified member, or
 - a worker Health & Safety Representative if no JHSC exists, or
 - another worker who, because of knowledge, experience and training, has been chosen by the workers to represent them

- The employee who refused the work must remain in a safe place near the site of the investigation
- If the situation can be resolved to the employee's satisfaction, he/she will return to work
- If the situation cannot be resolved to the employee's satisfaction, the employee or employer will notify a Ministry of Labour (MOL) inspector
- The MOL inspector will investigate the work refusal and provide a decision in writing to the worker, JHSC worker member and employer
- While the MOL inspector conducts the investigation, the worker must remain in a safe place near the site of the investigation, unless the employer assigns him/her some other reasonable work
- While the MOL inspector conducts the investigation, the employer may ask another employee to undertake the work that was refused as long as the second worker is informed of the work refusal and reason(s) why it was refused. This must be done in the presence of a worker member of the JHSC, a worker Health & Safety Representative or a worker representative chosen because of knowledge, experience and training
- If the MOL inspector determines that the work is not likely to endanger anyone, the worker will return to work
- If the MOL inspector determines that the work is likely to endanger, a corrective action order will be issued to the employer

Note: The Occupational Health & Safety Act stipulates that once a worker has refused unsafe work, he/she cannot be forced to do the work nor can he/she be disciplined or threatened with reprisal for refusing the work.

Emergency Response Plan

Jobsite - Our Policy:

Vanos Insulations Ltd. will abide by the emergency response protocol established by the job site general contractor or the existing emergency/evacuation plan of the business owner.

In the absence of a general contractor or business owner plan, Vanos Insulations will develop an Emergency Response Plan for each project. This plan shall include potential issues and how they will be dealt with and all emergency contacts and phone numbers will be included. This plan will be posted at each jobsite.

Jobsite - Procedures:

- Prior to the beginning of all projects, an Emergency Information form will be completed and posted on site
- In case of emergency, the site foreman shall take the following steps:



- Assess the situation- *determine what the problem is and who is involved*
- Take Command- *assign duties to specific persons*
- Provide Protection- *protect the accident scene from further hazards*
- Give First Aid- *foreman shall administer first aid or assign someone else*
- Call Emergency Services- *foreman shall direct someone to call necessary parties*
- Call Applicable Utilities- *foreman shall direct someone to call necessary parties*
- Guide Emergency Vehicles- *foreman shall direct someone to meet emergency vehicles and guide them to location of emergency*
- Get Name of Hospital- *foreman shall get location of hospital*
- Advise Management- *foreman shall call office and management in order that the appropriate parties can be notified*
- Isolate the Accident Scene- *foreman shall secure the accident scene until authorities release scene*

Head Office – Our Policy

Vanos Insulations has established an emergency response plan for our head office to ensure staff and visitor safety and minimize loss. All head office employees are required to be familiar with the emergency procedures. Alarms will be tested and fire extinguishers, emergency lighting and exit signs inspected monthly.

Head Office - Procedures

In the event of an emergency evacuation of the Vanos Insulations office, shop and warehouse the Senior Manager on hand will take control and implement the following procedures:

- Employee or manager who becomes aware of fire or other hazard requiring evacuation will immediately alert all other workers and visitors, if any, to exit the building and gather at the designated meeting location
- Exits are located in several points throughout the shop, warehouse and office areas; exits are identified on facility maps posted throughout the building
- Sr. Manager will call 911 or instruct another staff member to call 911
- All managers, employees and visitors will gather at the designated meeting location (front parking lot entrance) and will remain there until instructed by Sr. Manager to leave
- Sr. Manager will conduct a head count to determine that all employees and visitors are present
- Sr. Manager will determine if vehicles can safely be moved to make room for emergency service vehicles



- Sr. Manager may determine if utilities (electrical, gas, etc.) can safely be shut down or if it is safer to wait for emergency services
- Sr. Manager will alert emergency services if any employees or visitors cannot be accounted for
- Sr. Manager will remain on scene to coordinate with Emergency Response personnel

Working Alone

Our Policy

Whenever possible, Vanos Insulations will ensure that workers do not work alone. In circumstances where a worker is entirely alone for a period of time, a check-in procedure will be implemented.

Procedure

A person is considered to be “alone” at work when they cannot be seen or heard by any other person.

Under these circumstances, the worker is required to check-in with the Vanos office by calling at the following intervals:

- Before starting work; indicate job site name and your location within the site
- At each break time throughout the day (at least 3 times); indicate you are OK
- At the end of the work day; indicate that you are leaving for the day

From Monday to Thursday between 0600 and 1630 or Friday between 0600 and 1200, call 519-652-5427, extension 0. If there is no answer follow the *after office hours/weekends* procedure below.

Check-in calls received during regular office hours will be recorded on a Working Alone Call-In Log form.

Workers working alone *after office hours or on weekends* can maintain the same check-in schedule by calling one of the following:

- Matt Vanos 519-476-0065, or
- Jeff Boere 519-872-9514

If more than 3 hours elapse without check-in by a worker working alone, a Vanos Insulations senior manager will:

- Attempt to call the worker; if no answer, then
- Immediately visit the worker or arrange for another person to visit the worker



Workplace Violence/Harassment and Sexual Violence/Harassment Process

Our Policy:

Vanos Insulations Ltd. will conduct a Workplace Violence/Harassment Assessment of each new jobsite. Additionally, Vanos Insulations Ltd. will conduct an annual Workplace Violence Risk Analysis of head office, shop and warehouse facilities. Sexual Violence/Harassment will be continually monitored on the jobsite and in the workplace. Please use form Violent/Sexual Violence Incident Report (VI-) form to report any/all incidents.

Jobsite Procedure:

- The Vanos Insulations Supervisor will conduct a Workplace Violence Assessment before work begins at each jobsite and will repeat when warranted by a change in workplace conditions.
- The violence assessment will be conducted using the Workplace Violence Assessment Form and the Workplace Risk Analysis form. Potential issues must be assigned adequate equipment, administrative or PPE controls.
- The Vanos Insulations Supervisor will review the potential issues with all workers, and ensure the controls are implemented as required. All workers will sign the Workplace Violence Risk Analysis.
- If there is an incident to report please follow the protocol:
 - Advise your direct superior verbally or in writing that you would like to report and incident
 - Direct supervisor will initiate a review and write a written report by using the Violent/Sexual Violence Report Form and take 1st steps to resolve the issue and report immediately to the owner(s) at Vanos Insulations Ltd
 - Owner(s) will investigate and review incident, report and resolve
 - Owner(s) will bring incident forward to Health and Safety Committee for review in a confidential manner to ensure we are taking every precaution necessary for our employees
- A copy of the Workplace Violence Assessment forms will be returned to the Vanos Project Manager for review and resolution of unresolved issues, if any.
- The Workplace Violence Assessment forms will be retained at the job site until the project is complete, when they are to be returned to the Vanos office.

Head Office Procedure:

- Head office Health & Safety staff will conduct annual workplace violence. Sexual violence/harassment will be continually monitored in the workplace. Please use form Violent/Sexual Violence report to report any/all incidents.
- The workplace violence assessment will be conducted using the Workplace Violence Assessment form and the Workplace Violence Risk Analysis form
- Results of the Workplace Violence will be submitted to management for review and resolution of identified issues
- If there is an incident to report please follow the protocol:
 - Advise your direct superior verbally or in writing that you would like to report and incident
 - Direct supervisor will initiate a review and write a written report by using the Violent/Sexual Violence Report Form and take 1st steps to resolve the issue and report immediately to the owner(s) at Vanos Insulations Ltd
 - Owner(s) will investigate and review incident, report and resolve
 - Owner(s) will bring incident forward to Health and Safety Committee for review in a confidential manner to ensure we are taking every precaution necessary for our employees
- All head office personnel will be required to review and sign the Workplace Violence Risk Analysis form
- The Workplace Violence Assessment and Risk Analysis forms will be retained at head office



WHMIS

Our Policy:

Vanos Insulations will ensure that all workers are aware of the potential for exposure to hazardous materials in the workplace. No product that requires a MSDS shall be permitted on the jobsite without the necessary MSDS available for review. All workers shall be provided with all necessary WHMIS training and refresher training.

Procedure:

- New workers will receive WHMIS training, or WHMIS review training if applicable, as part of orientation and before being allowed on a jobsite
- All workers will receive annual WHMIS review training
- Supervisors and workers must maintain awareness of all the hazardous materials they are working with
- Supervisors and workers will use the proper personal protective equipment as indicated by the Material Safety Data Sheet
- MSDSs will be maintained by head office with current dating, no more than 3 years old
- MSDSs will be kept in the MSDS binder at each job site and in the Vanos Insulations warehouse
- Material warning labels must not be intentionally removed or defaced
- Defaced or missing product labels will be immediately replaced with a workplace label
- Controlled products dispensed from the original packaging into another container will be labeled with a workplace label
- Workplace labels for commonly dispensed products are available near the bulk packaged product
- A combustible, corrosive or toxic substance shall be stored in a suitable container



Return to Work Policy

Vanos Insulations Ltd. will make every reasonable effort to provide suitable and available employment to every worker who is unable to perform their duties following a workplace injury. Vanos Insulations Ltd. has developed a Return to Work (RTW) Program to help workers who have been injured on the job to return to work in a timely and safe manner.

All employees will be treated fairly and consistently and are expected to participate and cooperate in the RTW program.

Managers and supervisors are expected to understand and value the importance of returning an injured worker to work and must provide assistance where required.

In accordance with WSIB legislation, the following responsibilities will be upheld.

Employee is required to:

- Contact the employer as soon as possible after the injury occurs and maintain communication and cooperation throughout the recovery and RTW process
- If required, assist the employer to identify suitable employment
- Provide the employer and the WSIB with requested appropriate information concerning the return to work process

Employer is required to:

- Contact the worker as soon as possible after receiving knowledge of the injury
- Maintain contact with the worker throughout the recovery process
- Provide suitable employment in accordance with worker recovery and abilities
- Provide the worker and the WSIB with requested appropriate information concerning the worker's return to work

All personal information received or collected will be held in strict confidence and released only if required by law or with the approval of the employee.

This policy will be reviewed at least annually and may be changed or updated if deemed necessary.

A handwritten signature in black ink that reads "Matt Vanos". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Matt Vanos, President
January 5, 2016

Procedure:

- Any worker who has a work accident or incident causing injury or illness must inform his/her supervisor immediately
- The supervisor will attend to the worker's immediate first aid needs and arrange for escorted transportation to the necessary health care facility
- The supervisor will ensure that the worker receives a WSIB Functional Abilities Form from the attending health care professional
- The supervisor will immediately and thoroughly investigate the accident/incident and complete a Vanos Report of Accident/Incident form for submission to management
- Upon receipt of notification of the accident/incident, management will complete a WSIB Report of Injury form ("Form 7") and submit it to the WSIB within 24 hours
- Management will notify the JHSC of the accident/incident within 24 hours.
- The worker will return the Functional Abilities Form (FAF) to his/her supervisor within 24 hours of injury
- If the FAF indicates the worker can immediately return to work with no limitations, the worker will do so
- If the FAF prescribes a recovery process, the supervisor and management will review the physical limitations with the worker and recommend the modified work that is available
- Management and the worker will discuss the Return to Work (RTW) program and implement a RTW plan to be signed by management, worker and supervisor

NOTE: If a worker and management cannot agree on the RTW plan, it will be forwarded to the WSIB for resolution.

Return to Work Program

The Vanos Insulations Ltd. Return to Work (RTW) Program consists of a documented series of steps that progress an employee toward the goal of returning to their pre-injury job.

1. Discussion
 - Management, supervisor and employee meet to establish return to work goal, current health status, treatment plan and functional abilities
2. Plan
 - Management, supervisor and employee develop a written return to work plan, including accommodations and/or modified duties if necessary
 - Plan is revised as necessary if recovery or treatment changes



3. Contact
 - Employee and manager or supervisor maintain contact throughout re-integration process
 - Contact log is maintained by manager or supervisor to record details of each conversation and plan for next call
4. Follow up
 - A follow up schedule is planned and executed by manager to track plan progress/revision
 - a return to work plan progress report is filed by manager at scheduled intervals
5. Closure
 - A return to work closure report is filed with the WSIB by manager once the return to work goal is achieved

Modified Duties:

In conjunction with our Return to Work Policy, Modified Duties are temporary modifications to normal job duties which allow a worker to remain at work while they recuperate from their injury.

Some examples of modified duties include:

- Working at one's normal job with a helper
- Working at one's normal job with reduced hours
- Housekeeping activities such as jobsite cleanup and organization
- Vanos warehouse activities such as cleanup, organization, vehicle maintenance or cleaning
- Attending safety training courses
- Office duties

Modified duties will be established in consultation with the worker and their health care practitioner to ensure that the worker is capable of performing the modified duties.

Data Collection, Review and Analysis

Policy

It is Vanos Insulation's policy to perform annual reviews of Health and Safety data in order to identify deficiencies and monitor the success of our Health and Safety efforts.

Process

Various forms and reports are used to gather relevant data throughout the year. These records shall be reviewed on an annual basis by both the JHSC and Management in order to make recommendations for changes or amendments to Health and Safety policies and procedures.

On an ongoing basis, any urgent matters that are reported on any of these forms shall be dealt with immediately.

Responsibilities

The Foreman for each job site is required to conduct the following safety activity and to complete the following daily form and return it to head office within 1 week:

- Job Hazard Identification & Risk Assessment

The Foreman for each job site is required to conduct the following safety activities and complete the following weekly forms and return them to the head office promptly:

- Vehicle Inspection
- Equipment Inspection
- Tool Box Talk

The Foreman for each job site is required to conduct the following safety activities and complete the following forms on an as-needed basis and return them to the head office promptly:

- Workplace Violence Assessment & Analysis (before work begins at each jobsite)
- Workplace Violence/Harassment Incident
- Hazard Reports
- Accident/Incident Investigations

The Foreman for each job site is required to conduct the following safety activity and to complete the following monthly form and return it to head office at project completion:

- Jobsite Inspection



Each Worker using the following equipment is required to complete the following forms on a per-use basis and return them to the head office promptly:

- Elevating Work Platforms Inspection (boom & scissors)
- Fall Restraint Inspection (body harness, lanyard, self-retracting lifeline)
- Pin Gun Inspection

Vanos Shop Workers are required to conduct the following safety activities and to complete and submit the following forms:

- Toolbox Talk (weekly)
- Vehicle Inspection (weekly - for any Vanos vehicle not in use that week)
- Job Hazard Identification & Risk Assessment (daily)
- Ladder inspections (weekly)
- Pin Gun inspections (when returned from jobsite)

Additional records to be kept by head office staff include the following:

- First Aid Kit Inspections
- Lost time injury reports
- Workplace inspections
- Ministry of Labor orders
- JHSC minutes
- Company Summary Report of monthly safety activities
- A monthly Project Summary Report of safety activities will be compiled for jobsites where the work is expected to last at least 6 months and employs at least 10 workers

Management shall:

- Review all records on an annual basis, before the end of the first quarter of the following year
- Consult with the JHSC to make any necessary amendments to the Health and Safety policies

Joint Health & Safety Committee shall:

- Review all records on an annual basis with Management
- Make recommendations for changes / amendments to the health and safety policies
- Ensure that changes / amendments are made to the health and safety policies and distributed to all workers

SECTION II

SAFE WORK PRACTICE & PROCEDURES



Safe Work Practices & Procedures

Adhesives and Thinners

Safe Work Practice:

- Adhesives, and the thinners used with them, are extremely flammable
- Always ensure ample ventilation when working with adhesives and thinners
- Always ensure all ignition sources are removed from the immediate area before beginning work
- Adhesive and thinner fumes can be a source of irritation if used for long periods of time. Consider using eye and hand protection such as safety glasses with side shields and gloves
- Prolonged exposure to adhesive and thinner fumes may require the use of a respirator for additional protection

Adhesive Spill Cleanup Procedure

- Adhesives are extremely flammable; eliminate possible ignition sources
- Always ensure ample ventilation
- Contain and absorb spilled adhesive with a non-combustible, inert, absorbent material such as sand or kitty litter
- Wait approximately 15 minutes for absorption
- Scoop absorbent material and dispose in trash
- If feasible, flush area with water; take care not to flush into surface water or sewer system

Asbestos

Safe Work Practice

- When the existence of asbestos has been established at a job site, and it must be removed, do not commence work until you have received a notice from the owner confirming the asbestos has been removed
- If there is confirmed asbestos in the work area and its presence does not impact the work, workers must be advised of the location and what not to disturb
- If there is any suspicion or doubt about existing pipe or duct insulation, especially in older facilities, do not commence work and notify the supervisor or project manager.



Back Care/Safe Lifting

Our Policy:

Vanos Insulation pledges to provide the safest work environment possible for the prevention of back injuries and will support all workers with information pertaining to safe back care and good lifting techniques.

Safe Work Practice:

- If the object to be lifted looks too bulky to handle, get help. Don't try to lift alone
- Try to maintain proper balance when you lift. Spread your feet to give yourself a wider base from which to lift
- Rather than bending or stooping over the load, squat down by bending at the knees
- To lift efficiently, use your powerful leg muscles and keep your arms and back as straight as possible
- Never twist your spine or body while making the lift
- Always maintain a firm grip and keep the load as close to you as possible
- Even before trying the lift, make sure that your path of travel is free of tripping hazards
- Wherever possible, make the job easier by using equipment such as carts, dollies and forklifts

Chemical Exposure

Our Policy:

Vanos Insulations will take all reasonable measures to protect workers from hazards associated with biological or chemical agents used in the workplace.

Safe Work Practice:

- Maintain annual WHMIS training renewal
- Maintain awareness of hazardous material you work with and read and comply with the MSDS requirements pertaining to handling, storage, PPE and spill cleanup, etc.



Chemical Spills

Our Policy:

In order to minimize potential health and safety effects and environmental impact, chemical spills will be immediately contained and cleaned.

Safe Work Practice:

- If you are ever in doubt about your ability to safely clean a chemical spill, secure the area and seek assistance
- Notify nearby workers and restrict access to area
- If feasible, remove potential ignition sources and unplug nearby electrical equipment
- Consult pertinent MSDS for PPE and spill clean-up requirements
- Don appropriate PPE per MSDS
- Cover spill with appropriate absorbent material
- Use a scoop or other suitable tool to remove material to appropriate disposal container
- Discard disposable PPE (e.g. gloves, mask) in appropriate disposal container
- Complete a Vanos Incident Report form and submit to Supervisor or JHSC member

Confined Space

Our Policy:

All Vanos Insulations Ltd. workers required to work in confined spaces as well as those Vanos Insulations Ltd. supervisors who authorize work in confined spaces shall receive appropriate training as per Ont. Reg.213/91.

Safe Work Practice & Procedure:

- Training in the Vanos Insulations Ltd. Confined Space Entry Program and Plan specific to the project will be provided by the Vanos Insulations jobsite supervisor
- All Confined Space Entry training will be completed at the job site before entry is permitted
- All workers requiring entry to a confined space, attendant workers and rescue workers will be trained prior to entry being permitted.

See the Vanos Insulations Ltd. Confined Space Program document for our policy/procedure and safety training requirements.



Elevating Work Platforms

Our Policy:

Elevating work platforms (scissors and booms) are to be used only by workers who have received instruction in safe operation. An elevating work platform will be inspected daily by the worker using it.

Safe Work Practice & Procedure:

An elevating work platform shall only be operated by a worker who has been instructed in:

- operating the machine
- daily inspections
- maintenance required by the manufacturer or rental company
- types of surfaces on which the machine is designed to be used
- maximum rated working load
- special conditions or limitations of the machine
- the significance of alarms
- the location of emergency controls

Each worker using an elevating work platform must inspect the machine daily, prior to use.

The results of their daily use inspection must be recorded on the appropriate form

- Aerial Scissor Inspection Log, or
- Aerial Boom Inspection Log

The completed form(s) must be returned to head office weekly or at the end of the usage period if more than 1 week.

An elevating work platform which is not working properly or which has sustained damage to critical components must not be used until repaired by a qualified mechanic.



Environmental Exposures

Our Policy:

Vanos Insulations Ltd. resolves to take every reasonable precaution for the protection of workers in environments that can produce health issues from extreme hot or cold, high winds, lightning, noise, vibration or UV exposure.

Safe Work Practice:

Heat/Cold Stress

Job site Supervisors will monitor daily environmental conditions via local radio stations and/or national weather service websites and implement the following procedures when applicable.

Heat Stress:

On days when the combination of air temperature and humidity produce an Environment Canada Humidex or Heat Advisory, implement controls as follows:

<u>Humidex Temp</u>	<u>Response & Controls</u>
30-37° C	Low risk – alert workers to potential for heat stress; ensure access to drinking water
38-39° C	Medium risk – alert workers; reduce physical activity with slower pace and more frequent breaks; encourage workers to drink a cup of water every 20-30 minutes
40-41° C	Moderate risk – alert workers; further reduce physical activity; encourage workers to drink a cup of water every 15-20 minutes
42-44° C	High risk – alert workers; ensure sufficient rest and recovery time is being taken; severely curtail physical activity; encourage workers to drink a cup of water every 10-15 minutes
45° or higher	Extreme risk – hazardous to continue physical activity

Ensure rest areas are available in shady or air-conditioned locations. Ensure an ample supply of drinking water is conveniently available.

First Aid Providers will monitor workers for symptoms of heat stress or heat stroke.

Workers with medical conditions or those taking prescription medications should discuss working in the heat with their personal physician.

Cold Stress:

On days when the combination of air temperature and wind speed produce a wind chill factor exceeding -27°C , frostbite and hypothermia become concerns. Supervisors will monitor environmental conditions and implement the following when necessary:

- Ensure workers are acclimatized and medically fit to work in excessive cold
- Have first aid attendants monitor workers for signs of frostbite and hypothermia
- Encourage consumption of high calorie foods and warm drinks
- Discourage consumption of coffee as it increases water loss and blood flow to extremities
- Ensure heated shelters are available nearby

High Winds

The National Weather Service classifies high winds as 48 kph gusts or higher.

- The jobsite Supervisor will use available weather information, common sense and good judgment to determine when working at height should cease.
- This includes any work from an elevated work platform, ladder or scaffold.
- Workers will move to a safe location, at a lower elevation or ground level if possible.

Lightning

Adequate measures will be taken to decrease the risk of an accident or incident due to lightning. This policy applies to all Vanos Insulations jobsites when workers are outdoors in large open or elevated areas.

- If storm clouds develop anvil-shaped tops, lightning is seen or thunder is heard, the jobsite Supervisor will ensure workers move to a safe location, at lower elevation or ground level if possible.
- Enclosed structures or fully enclosed metal vehicles with windows closed provide good shelter from lightning.
- Avoid contact with metal or other conducting surfaces outside or inside the vehicle.
- When inside a building avoid use of telephones, restrooms, electrical appliances or contact with conductive surfaces that have exterior exposure such as metal door or window frames.

Vibration:

Frequent use of hand-held power tools can lead to hand/arm vibration syndrome (HAVS) which is damage to nerves, blood vessels, muscles and joints. To minimize exposure to vibration, the following processes can be implemented:



- Choose the lowest vibrating tool for the job
- Avoid awkward postures that can increase stress on shoulders, arms and hands
- Alternate tasks throughout the day to avoid continuous exposure to vibration

Noise:

Notification of hearing protection requirements is provided by the general contractor on construction sites and/or by facility management at a renovation jobsite.

Earplugs are provided by Vanos Insulations Ltd.

UV Exposure:

Risks from ultraviolet (UV) light exposure from the sun have increased due to the reduction of protective ozone in our atmosphere. UV radiation can cause cancer, premature skin aging, cataracts, and other eye damage. To minimize exposure to UV, the following controls can be implemented:

- Wear a long-sleeve shirt and long pants to cover most of your skin
- Protect exposed skin with sunscreen containing a sun protection factor (SPF) of 30 or higher; reapply throughout the day, especially if you are sweating
- Use UV-blocking lip balm
- Protect your eyes with safety glasses or safety sunglasses if the tint doesn't interfere with vision

Extension Cords

Our Policy:

Extension cords appropriate for the nature of the work will be provided by Vanos Insulations Ltd. for use at jobsites.

Safe Work Practice:

- All electrical extension cords must be designed for external use and CSA approved.
- All extension cords will be inspected for wear and damage before each use.
- All frayed, cut or spliced extension cords are to be tagged as damaged and returned to the office where they will be removed from use.
- Within reason, extension cords will be protected from damage.
- All extension cords are to be positioned so they will not be a tripping or falling hazard.
- All extension cords used in hazardous areas or in damp locations are to be protected by approved ground fault protection.

Fall Protection

Our Policy:

As a condition of employment with Vanos Insulations Ltd., workers required to wear a fall-arrest system must be trained and certified in fall protection and the use and care of fall protection equipment.

Vanos Insulations will provide fall arrest equipment for the safety of all workers.

Safe Work Practice & Procedure:

A worker at risk of falling more than 3 meters or into hazardous substances, operating machinery or water must be protected by guardrails or, if guardrails are not practical, by a personal fall protection system.

Working from Scaffolds

- Scaffold platforms must be fully planked.
- Guardrails consisting of a top rail, mid-rail and toeboard are required whenever the working platform is 2.4 metres or more above floor level.
- Wheels and casters must be locked when personnel are working on the scaffold.
- If the scaffold is more than 2.4 metres high, it must not be moved with personnel on it unless:
 - a. They wear a full body harness with lanyard and shock absorber tied off to an independent fixed support, and
 - b. The floor is firm and level.

Working from Ladders

- A worker must wear a full body harness with lanyard and shock absorber tied off to either an independent fixed support or a lifeline whenever the worker is:
 - a. 3 metres or more above the floor, or
 - b. above operating machinery, or
 - c. above hazardous substances or objects

Working Beside Unprotected Openings and Edges

- A worker must wear a full body harness with lanyard and shock absorber tied off to an independent fixed support whenever:
 - a. the worker is more than 3 metres above the next level, or
 - b. the worker is above operating machinery, hazardous substances or objects regardless of the possible fall height

Full Body Harnesses, Lanyards, and Shock Absorbers

- All full body harnesses, lanyards, and shock absorbers must be CSA-certified. Look for the CSA label.



- Full body harnesses must be snug-fitting and worn with all hardware and straps intact and properly fastened.
- Chest strap should be adjusted so that it's snug and located near the middle of the chest.
- Leg straps should be adjusted so the user's fist can fit snugly between strap and leg.
- Harness straps should be adjusted to put the D-ring between the shoulder blades.
- Lanyards must be 16 millimetre (5/8") diameter nylon or equivalent.
- Lanyards must be equipped with a shock absorber.
- The personal fall-arrest system (PFAS) must be inspected before each use, using the *Body Harness, Lanyard and Self-Retracting Lifeline Inspection Sheet*.
- The PFAS must be removed from service if it fails inspection or it is involved in a fall. Return the equipment to the Vanos shop, fill out a *Defective Tools & Equipment* form and attach it to the equipment.
- Store the PFAS in a clean, dry place

Lifelines

All lifelines must be:

- 16 millimetre (5/8") diameter polypropylene or equivalent;
- used by only one worker at a time;
- free from any danger of chafing
- free of cuts, abrasions and other defects;
- long enough to reach the ground or knotted at the end to prevent the lanyard from running off the lifeline; and
- secured to a solid object

Rope Grabbing Devices

- To attach the lanyard of a full body harness to a lifeline, use a mechanical rope grab that has been CSA-certified. Look for the CSA label.

Fall Rescue

Our Policy:

Vanos Insulations will ensure that adequate means and methods are available for the rapid and safe rescue of a worker from a fall, where fall arrest equipment is involved.

Safe Work Practice & Procedure:

- An attempt to rescue a fallen worker should be performed as soon as possible, if it is safe to do so.
- The first person on the scene of a fall will immediately contact the jobsite emergency services to report the location and specifics



- The person reporting the emergency will also contact Vanos Insulations management to report the specifics
- The fallen worker, if conscious, should be advised to remain calm and that help is on the way
- All secondary hazards (e.g electrical energy, structural integrity, etc) must be identified and neutralized before a rescue can be attempted

Ladder Rescue

- Position a ladder of suitable height directly under, or within reach of, the fallen worker
- If the worker is conscious and able, they may stand on the ladder, detach their lanyard when safe to do so and climb down the ladder
- Once on the ground, the worker will receive assessment and care as required by a qualified first aid attendant

EWP Rescue

- For rescue at a height greater than can be reached by ladder, or if the fallen worker is injured or unconscious, an elevating work platform (scissor or boom lift) may be used.
- A worker qualified to operate an EWP will raise the platform or basket up from underneath the worker until the worker can be safely placed in the EWP
- Lower the worker to the ground where a qualified first aid attendant will provide assessment and care as required

Emergency Response Services Rescue

If any of the following conditions exist, specially trained responders from the local fire department should be summoned to perform an alternate rescue using aerial ladder trucks or other high-reach equipment.

- If retrieval time will be longer than 15 minutes
- If the fallen worker is unconscious
- If area conditions prevent a safe removal of the fallen worker
- If area conditions are not safe for co-workers to attempt rescue

Fire Extinguishers

Our Policy:

All personnel will be trained in the use of fire extinguishers during orientation.

Safe Work Practice & Procedure:

Fire extinguishers on construction sites and at Vanos Insulations head office must be easily accessible, inspected regularly and promptly refilled after use. Extinguishers should be located:



- Where flammable materials are stored, handled or used
- Where temporary oil or gas fired equipment is being used
- Where welding or open flame cutting is being done
- On each storey of an enclosed building being constructed or renovated
- In shops for at least every 2400 square feet of floor area

Fire extinguishers are classified according to their capacity to fight specific kinds of fire.
Class A – for fires in ordinary combustible materials such as wood and paper where you need a quenching, cooling effect

Class B – for flammable liquid and gas fires such as oil, gasoline, paint, and grease where you need oxygen exclusion or flame interruption

Class C – for fires involving electrical wiring and equipment where you need a non-conductive extinguishing agent

Class D – for fires in combustible metals such as sodium, magnesium and potassium

For most construction operations, a 4A40BC fire extinguisher will do the job.

Extinguishers have a very short duration of discharge – usually less than 60 seconds. Within that limited duration you must use the fire extinguisher effectively.

To use a fire extinguisher, just remember **PASS**:

Pull the pin at the top of the extinguisher

Aim the nozzle at the base of the fire - the goal is to smother the fuel not the flames

Squeeze the handles together to begin discharging the extinguisher

Sweep the spray toward the base of the fire in a steady side-to-side motion

- Always keep an exit between yourself and the fire.
- Always call 911(or pull the fire alarm if one is available) before you attempt to extinguish the fire yourself.
- Only attempt to extinguish a very small fire and only if you feel confident about success.
- Leave the building if the fire is growing or seems too large for effective use of a fire extinguisher. Close the doors behind you when you leave.
- Once you've discharged a fire extinguisher, report it to your supervisor to arrange for refilling.

GFCIs

Our Policy:

All portable electric tools and extension cords will be used with a GFCI.



Safe Work Practice & Procedure:

- Ground fault circuit interrupters must be used only by competent workers, who follow the manufacturer's recommendations for use
- Inspect before each use: ensure cord has no bare or exposed wires, broken insulation layers or loose connections, 3-prong connector is intact, GFI box is not cracked
- Test using the test/reset button: before each use, after suspected damage, after repair
- The cause of a ground fault or the tripping of a GFCI shall be investigated immediately by the supervisor to determine the hazard and corrective action shall be taken immediately

Housekeeping

Our Policy:

It is the responsibility of all workers to ensure that the jobsite is free from all debris and that all work areas and travel areas are clear. All scrap and debris shall be moved to the designated areas at regular intervals during the course of construction.

Safe Work Practice & Procedure:

Good housekeeping on the jobsite is the first step in accident prevention and as such is to be a primary concern of all supervisors and the entire workforce.

- Tripping hazards and slippery conditions must be eliminated. Aisles and access ways must be kept clear of any obstruction and be well-lit and properly ventilated.
- Scraps must be removed to disposal bin or designated disposal area.
- Protruding nails, screws or other sharp objects must be removed or bent over.
- Daily job site cleanup is required and individual cleanup duties must be maintained by all workers.
- Materials must be properly stored, stacked or piled away from power lines and in a manner that prevents tipping or spilling.
- Workers are prohibited from climbing up or onto stacked material.
- Stockpiles must not block the view of or access to doors, exits, fire extinguishing or safety equipment.
- Signs must be posted to warn workers of hazardous areas or materials.

Ladders

Our Policy:

Ladders of an appropriate grade for the nature of the work will be provided by Vanos Insulations Ltd. for use at jobsites.

Safe Work Practice & Procedure:

- All portable ladders must be equipped with non-slip bases.
- Ladders must be set up on a firm surface. If the base must rest on soft, un-compacted or rough soil, a mud sill shall be used.
- Straight ladders will be tied off or otherwise secured to prevent movement. If this is not possible, one worker will hold the base of the ladder while it is being used.
- The length of an extension ladder must be such that the worker stands on a rung no higher than the fourth from the top.
- Step ladders must measure no more than 6 meters along the side rail.
- When climbing up or down, workers must always face the ladder.
- Unless suitable barricades or other adequate protection has been provided, ladders must not be set up in passageways, doorways, driveways or other locations where they can be struck or bumped by persons or vehicles.
- Ladders must not be erected on boxes, carts, tables, scaffold platforms, elevating work platforms or on vehicles.
- Straight ladders must be set up at an angle such that the horizontal distance between the top support and the base is not less than one-quarter or greater than one third of the vertical distance between these points.
- Metal ladders or ladders with wire reinforcing must not be used in the proximity of energized electrical conductors.
- Wooden ladders must be unpainted or finished with a clear non-conductive wood preservative.
- All ladders erected between levels must be securely fastened, extend 90 centimeters above the top landing and afford clear access at top and bottom.
- Step ladders must have spreader arms that lock securely in the open position.
- Do not stand on the top step or shelf of a step ladder.
- Ladders with weak, broken, bent or missing steps, broken or bent side rails, damaged or missing non-slip bases or are otherwise defective must not be used and must be tagged, removed from service and returned to the office.
- Ladders must not be used horizontally as substitutes for scaffold planks, runways or any other service for which they have not been designed.
- Workers on a ladder must not straddle the space between the ladder and another object.
- Three points of contact must always be maintained when climbing up or down a ladder (two feet and one hand or one foot and two hands).



Lockout/Tagout

Purpose:

A lockout/tagout procedure is intended to help prevent:

- Contact with a hazard while performing tasks that require the removal, by-passing or deactivation of safe guarding devices
- The unintended release of hazardous (stored) energy
- The unintended start-up or activation of machinery, equipment or processes

No Vanos Insulations employee or sub-contractor shall undertake work on any equipment, machinery or system unless it is fully secured against accidental start up, movement or release of electrical, mechanical, hydraulic, pneumatic, chemical or thermal energy.

Safe Work Practice & Procedure:

Many plants or other industrial establishments will have specific procedures for lockout and tagging already in place. Vanos Insulations employees will follow these procedures but also verify that all energy sources have been considered and isolated as construction work may differ from routine maintenance requirements.

In the absence of an existing lock/tag out procedure, use the following general guidelines:

1. Prepare for shutdown
 - Identify all sources of energy which are present and must be controlled
 - Identify method of control to use
 - Various types of lock devices are commonly used, including padlocks, lockout bars, scissors, chain, blocks/cribbing, blanks/blinds
2. Notify affected employees by communicating:
 - What is going to be shut down
 - Why it is going to be locked/tagged out
 - Approximate length of time the equipment will not be available
 - Who is responsible for the lock/tag out
 - Who to contact for information if necessary
3. Shutdown equipment
 - Use manufacturer instructions or in-house methods
 - Ensure all controls are in the off position and verify that all moving parts have come to a complete stop
 - Disperse residual energy
4. Lockout equipment
 - Each lock should have only one key; the lock owner must keep the key with him
 - There should be as many locks on the system as there are people working on it



5. Tagging

- Each worker must attach a durable tag to their personal lock. The tag must identify the worker's name, employer, date and time of lockout, work area involved and the reason for the lockout.

6. Verify Zero Energy State

- Attempt, with extreme caution, to start the equipment manually
- Look for any movement and ensure that all electrical components are de-energized.

7. Perform the Work

8. Communicate Work is Complete

- Ensure personnel are clear of the locked-out equipment, machinery or system
- Remove only your own locks and tags
- Advise personnel that were originally informed of the lockout that the equipment, machinery or system is no longer locked out

9. Restore Power

- Return systems to operational status
- Have qualified personnel restart machinery or equipment

Maintenance Programs

Our Policy:

All vehicles, machinery, tools and equipment shall be maintained in a condition that does not endanger a worker. All vehicles, machines, tools and equipment shall be regularly inspected by a competent person or licensed technician where applicable.

Safe Work Practice & Procedure:

- No vehicle, machine, tool or piece of equipment shall be used while it is defective, while it is being serviced, or when interior/exterior environmental conditions are such that it is likely to endanger a worker.
- ***Vehicles, tools and equipment*** are to be inspected weekly by the job Supervisor, using the designated forms:
 - Weekly Vehicle Inspection Log
 - Tools and Equipment Inspection Form
 - Pin Gun Inspection Sheet



- Deficiencies are to be noted and repairs arranged by the Supervisor if minor or referred to the office if major. Completed inspection forms are to be returned to the office weekly.
- ***Elevating work platforms*** are to be inspected daily before each use by the worker using the equipment. Inspection results are to be recorded on the designated forms:
 - Aerial Scissors Inspection Log; or
 - Aerial Boom Inspection Log
- Deficiencies are to be noted and brought to the attention of the rental company for repair or replacement. Completed inspection forms are to be returned to the office weekly.
- ***Fall protection equipment*** is to be inspected daily before each use by the worker using the equipment. Inspection results are to be recorded on the designated form:
 - Body Harness, Lanyard and Self Retracting Life Line Inspection Sheet
- Deficiencies are to be noted and defective items must be immediately removed from service, tagged and returned to the office. Completed inspection forms are to be returned to the office weekly.
- ***Self-retracting Lanyards*** are to be inspected annually by an authorized service centre or trained technician. Equipment that fails the inspection will be immediately removed from use and destroyed.
- ***Body Harnesses and Lanyards*** must be inspected annually by a competent person. Equipment that fails the inspection will be immediately removed from use and destroyed.

Personal Protective Equipment (PPE)

Our Policy:

Personal Protective Equipment (PPE) is required to protect workers against hazards when other controls are not feasible, in emergency situations or to supplement other controls. All workers, supervisors, managers, suppliers and visitors shall provide and wear PPE clothing and devices as are necessary and are in accordance with Vanos Insulations' requirements and the requirements of the Occupational Health and Safety Act and Regulations. No worker, supervisor, manager or visitor shall be allowed on a jobsite or in the Vanos warehouse and shop without the appropriate PPE.



PPE Requirements:

Job Sites

- Basic PPE that will be worn at all times by all personnel at all jobsites includes CSA approved hard hats and safety footwear as well as appropriate clothing. *Basic PPE is to be provided by each worker for their personal use. See individual item headings for details and standards.*
- Other PPE, provided by Vanos Insulations, for use when required: safety glasses, gloves, dust masks, and earplugs.
- Specialized PPE is used only for specific jobs where warranted or required for protection from specific hazards. This includes respiratory equipment, fall arresting equipment and special clothing such as coveralls.
- Specialized PPE and instruction in its proper fit, care and use is provided by Vanos Insulations when required.
- Consult Task-Specific Safe Work Procedures section of this manual and product MSDS for required PPE.

Vanos Insulations Warehouse and Shop

- CSA approved safety footwear will be worn at all times by all personnel or visitors entering the Vanos warehouse or shop area.
- CSA approved hearing protection and eye protection must be worn when indicated by signage.
- *Safety footwear and safety glasses are to be provided by each worker for their personal use.*
- See individual item headings for details and standards.

Hard Hats

- CSA approved Class E hard hats will be worn by all personnel on all construction projects and any other areas as designated by management.
- Replace a hard hat that has been subjected to a blow, even though damage cannot be seen.
- Replace a hard hat after a maximum of 5 years of use. The protective properties of the helmet will be degraded by exposure by many common work environments such as hot/cold temperature extremes, sunlight and daily wear and tear. Use the date of manufacture stamped inside the hard hat shell as an indicator of age.
- Manufacturers recommend replacing the suspension every year or two.
- The shell, suspension and headband of the hard hat should be visually inspected daily. Look for cracks, dents, or wear that might reduce the protection of the hard hat. Check the suspension tabs (connects the suspension to the shell) for cracks and the straps for fraying or tearing. Replace the hard hat if it shows any signs of significant wear or damage.

Eye Protection

- Safety glasses with side shields, goggles or face shield must be worn when there is a risk of eye injury from: flying objects; debris; splashing liquids.
- Safety glasses must be worn in the Vanos shop where indicated by signage.
- Prescription eyeglasses or sport glasses *are not* an acceptable substitute for industrial safety eyewear.
- Contact lenses should always be worn with safety glasses as they can trap particles and gases or injure the eye if hit.

Foot Protection

- CSA grade 1 safety footwear must be worn at all times when on a construction jobsite, when working in the shop, warehouse or any other area as designated by management.
- Footwear must have a green triangular patch imprinted with the CSA logo on the outside of the boot.
- Footwear must not be cracked, torn or broken in any fashion.
- Footwear must be fully and securely laced up when in use.

Hearing Protection

- Earplugs are provided by Vanos Insulations Ltd. Suitable hearing protection must be worn at all times when working continually at 85 decibels over an 8 hour period.
- Notification of hearing protection requirements is provided by the general contractor on construction sites and/or by facility management at a renovation site.
- Earplugs must be worn in the Vanos shop where indicated by signage.

Hand Protection

- Protective gloves that provide a comfortable and secure fit should be worn at all times to protect the worker against cuts and abrasions and from contact with hazardous materials.
- Gloves appropriate for most common tasks are provided by Vanos Insulations.
- Consult product MSDS for information on suggested glove types for specific products.
- Gloves should not be worn when working near any source of entanglement.

Skin Protection

- Where there is a risk of injury to a worker's skin, the worker shall wear appropriate clothing to protect against any hazardous material or substance from contacting the skin. Disposable coveralls are provided by Vanos Insulations Ltd. for use where required.



Respiratory Protection

- Where there is a risk of exposure to dangerous dusts, gases, fumes, mists or vapors, the worker shall wear appropriate respiratory equipment for protection from these hazards.
- Respirators suitable for the work to be done will be provided by Vanos Insulations Ltd.
- Instruction in the fit, use and care of respirators will be provided by Vanos Insulations when respiratory protection equipment is required. Fit, use and care consist of :
 1. A fit test to ensure a tight seal is achieved between the facepiece and face. A fit test must be administered by a person trained and qualified to do it.
 2. User seal checks – Test negative pressure by covering the air inlets and inhaling; no air should enter the facepiece. Test positive pressure by covering the exhaust port and exhaling; no air should escape the facepiece.
 3. Clean the respirator facepiece by removing the cartridges and filters, immersing the facepiece in warm water with a mild detergent and cleaning it with a soft brush or sponge. Rinse it with warm water, then allow to air dry.
 4. Store the respirator in a clean, dry place away from dust, chemicals, sunlight, extreme heat/cold or excessive moisture.
 5. Before each use, inspect the respirator for cracking and worn out areas. Filters should be replaced at the interval specified by the manufacturer.

Pin Guns

Policy:

Pin Guns are to be operated only by competent workers. The pin gun system must be inspected daily, before beginning work, and the inspection results recorded on the Pin Gun Inspection form. Pin guns found to be defective must be immediately removed from service and returned to the Vanos Insulations shop for repair or replacement.

Safe Work Practice & Procedure:

- Comply with all electrical, fire and other applicable codes or ordinances pertaining to the use of stud welding systems
- Where possible, remove all combustible or volatile materials from the weld area
- Use caution when welding near or through combustible materials to insure that sparks do not come in contact with combustible material
- Eye protection is to be used at all times when welding; shade #3 absorptive and filter lens and side shields are suggested
- Never look directly at the weld arc without appropriate eye protection
- Ear protection is recommended; operator and anyone within 5 feet of the stud welding operation should use hearing protection



- Use of fire resistant protective clothing is recommended. At a minimum, clothing must be sufficient to protect the operator from weld sparks (e.g. long sleeves and pants)
- Keep hands and clothing away from the weld stud, chuck and all other parts in contact with them during the weld cycle
- Keep weld cable and connectors in good condition. Inspect daily, before beginning work, for bare or exposed wires, broken insulation layers and loose connections
- Do not stand in water or on damp surfaces while welding. Avoid wearing wet or sweaty clothes. Do not weld in the rain.
- Use extreme caution when servicing or troubleshooting any component of the pin gun system. Turn all power controls off and disconnect all electrical cables.

Pre-Start Checklist

Policy:

Supervisors will conduct the following jobsite reviews before beginning work each day.

Safe Work Practice & Procedure:

- Conduct Job Hazard Identification and Risk Assessment for the work area and review with all workers
- Conduct PPE inspections of all workers
- Conduct visual inspection of work area, paths of travel and storage area, if any, for housekeeping issues
- Confirm jobsite emergency preparedness information and review changes, if any, with workers

Power Hand Tools

Our Policy:

No worker shall operate a power tool without appropriate training in the use and care of the applicable tool. Any worker operating such equipment must wear the appropriate Personal Protective Equipment and clothing. Prior to using any power tools, the tool must be inspected and found to be in good order. All defects or problems with tools shall be noted and reported to a supervisor or management immediately.

Safe Work Procedure:

- training on the use and care of all tools will be provided by the job foreman
- proper grounding for each tool must be assured



- each power tool must be inspected by the job foreman weekly before its use and results of the inspection are to be recorded on the Tools and Equipment Inspection form
- the completed form must be returned to head office weekly
- tools found to be in unsafe condition must be immediately removed from use, tagged as defective and returned to head office for repair or replacement

Safe Work Practice:

- Before beginning work, determine whether or not a hot work permit is required
- Inspect all power tools before use: ensure guards are in place, cords are intact with 3-prong connectors, switch is in good operable condition
- Check that disk or blade is in useable condition: grinding wheel has no chips or gouges and blades are fully intact with no damage
- All tools are to be used in accordance with the manufacturer's recommendations and for no purpose other than what they were designed for
- Remove combustible materials from surrounding area, within spark spray field
- Warn other workers within potential spark spray field
- Use sufficient PPE: dual eye/face protection (safety glasses with side shields as well as full face shield), hearing protection, gloves, long sleeves, long pants
- Do not wear loose clothing, keep long hair tied back
- Maintain a solid, two-handed grip on the handles
- Work from a slip-free, stable surface to assist with your efforts to control torque and kick back. Adopt a well-balanced stance with a clear view of the work surface
- Position the work or yourself so the work surface is no more than waist high
- To prevent damage, do not lay down a power tool until all moving parts have come to a stop. For example, laying down a portable grinder while the abrasive wheel is turning may fracture or weaken the wheel, resulting in it disintegrating into multiple, high velocity projectiles

Propane

Policy:

Propane, and the tools or equipment used with it, must be under the control of a competent worker at all times.

Safe Work Practice & Procedure:

- Inspect before use: date on tank collar must be less than 10 years old, must have pressure relief valve (PRV) that is operational (opens and closes properly), no apparent damage to tank, hoses or equipment
- Cylinder must be installed and secured in an upright position to prevent tipping over
- Ensure a fire extinguisher (ABC type) is available in the immediate area



- Ensure all combustible material is removed from the area
- Use appropriate PPE when connecting or changing tanks – safety glasses, gloves, long sleeved shirt. Propane under pressure can cause frostbite
- Keep clothing away from flame/heat source
- Exercise extreme caution while propane-fired equipment is in operation; remain aware of other workers in the area
- All connections are to be checked daily, using a “soap test” method
- Do not use or store cylinders in low areas such as trenches, basements or manholes. Propane is heavier than air and will collect in low areas
- Transport propane tanks upright and secured in an open vehicle with valve in closed position
- Store cylinders outside in a secured area away from flammables or ignition sources. Mark storage area with “no smoking” and “flammable” signs. Keep empty and full cylinders clearly marked.
- Keep all fittings and regulators clean to ensure proper connection and functionality

Scaffolds

Policy:

Scaffolds will be erected and dismantled only by competent workers, in accordance with the manufacturer’s requirements. Scaffolds will be inspected daily before use.

Safe Work Practice & Procedure:

- Workers engaged in erection or dismantling of all scaffolds must wear a full body harness with a shock absorbing lanyard attached to an independent anchorage
- Scaffolds over 50’ in height (30’ for tube & clamp) must be erected in accordance with an engineered drawing and that drawing must be kept on site and available for inspection if required
- Scaffold must be maintained in a reasonable level and plumb condition
- Where soil supports the load of a scaffold, mudsills capable of supporting the scaffold and any loads it will bear must be used
- Frame scaffolds must be tied in to the structure at every 3rd frame vertically and every 2nd frame horizontally
- Tube and clamp scaffolds must be tied in to the structure at every 2nd node vertically and every 3rd standard horizontally
- Connecting pins must be used on towers and rolling scaffolds of two or more frames in height
- Guardrails must be installed on scaffolds over 5 feet high
- Wood scaffold planks must be of No. 1 grade SPF at least 2x10” and free of obvious defects such as loose knots, splits or rot



- Scaffold platforms must be at least 18” wide and, if they are over 8 feet high, they must be planked across their full width
- Scaffold planks must be cleated or otherwise securely fastened to prevent them from sliding
- Do not plank guardrails or use other makeshift devices to increase working height of scaffolds
- Scaffolds must be tied into a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices.
- Where scaffolds cannot be tied into a building, adequately secured guy lines should be used to provide stability.
- Remove ice, snow, grease and other slippery material from the work platform
- Rolling scaffolds must be equipped with braking devices on each castor; all brakes must be engaged when a worker is on the platform
- Do not ride on a rolling scaffold, or leave tools and materials on it, when moving it to a new location
- Scaffolds must not be loaded in excess of the allowable limits – consider the weight of workers, materials, tools and equipment
- Arrange material uniformly on the scaffold platform to ensure weight distribution
- Ensure properly secured ladders are used to access scaffolds; maintain 3-point contact when climbing up or down
- Hoist materials up to the scaffold platform, do not carry them up or down the ladder
- All scaffolds must be kept a safe distance from overhead electrical lines. Check path of travel for rolling scaffolds
- Keep the platform clean and orderly to prevent trip hazards

Silica

Our Policy:

Vanos Insulations Ltd. will use Engineering, Administrative and PPE methods to ensure that workers exposure to airborne silica is reduced to the lowest practical level.

Safe Work Practice & Procedure:

Silica is a primary component of many common construction materials. Exposure to silica poses many health concerns, primarily Silicosis. Silica dust is generated by many common construction activities, including:

- Jack hammering, chipping, drilling rock or concrete
- Cutting brick or tile
- Sawing or grinding concrete
- Loading, hauling, dumping gravel



- Sweeping concrete dust

While none of these activities are undertaken by Vanos Insulations, proximity to such work is common.

Supervisors are responsible for selecting, implementing and documenting on the daily Hazard Assessment form the appropriate control measures and providing instruction to workers on the precautions specified.

Worker exposure to silica will be reduced by the following controls:

- Engineering (e.g. ventilation)
- Administrative (e.g. relocating workers away from dusty areas)
- PPE: (e.g. respirators, protective clothing)

Steam Lines

Our Policy:

When work on live steam lines is required, all workers will follow safe work practices and procedures and use extra caution to reduce the possibility of burns resulting from contact with hot pipes.

Safe Work Practice & Procedure:

- Acquire and use specific PPE including earplugs and safety glasses
- Wear long sleeves and gloves at all times
- Ensure availability of adequate drinking water supply; stay hydrated
- Tape off work area and post signage to warn others of work-in-progress on live steam lines
- Ensure access and egress aisles are clear to allow easy exit should it become necessary
- Where possible, cover all hot surfaces at body height to minimize potential contact burns
- Take particular care to not turn any valves or knock any gauges, etc.
- Maintain strict focus on task at hand and surroundings
- Maintain good body alignment to avoid leaning or stretching which may cause contact with hot pipe
- In the event of accidental burns seek first aid help immediately and fill out all necessary forms to document the incident



Tools & Equipment Use and Maintenance

Our Policy:

Vanos Insulations will provide tools and equipment specifically required for the nature of the work we do. Tools and equipment must be signed out before use and signed in when returned. Broken or defective tools or equipment must be immediately returned and reported.

Procedure:

- Tools or equipment removed from the warehouse must be signed out by the employee using the Tools & Equipment Sign Out Log form VI-135
- Sign out /in log are located on the bulletin board beside the warehouse bay door. Items must be signed in on the same line on which they were signed out on
- The office will track and report these log sheets
- Broken or defective tools must be returned to the warehouse and documented using the Defective Tools & Equipment Repair/Removal form VI-134. A supply of the form is available in our designated Health & Safety area
- The worker or supervisor returning a defective or damaged item must fill in Section A of the form and attach it to the item.
- Warehouse/Shop workers will bring the defective/damaged item to the attention of management, who will determine if the item should be repaired or discarded.
- Warehouse/Shop workers will fill in Section B of the form, and repair or discard the item
- If item is not repairable at our shop, management will be responsible for making arrangements to have item repair
- Completed form must be returned to Vanos office for equipment inventory update

Vanos Insulations Shop and Warehouse Management

Routine Maintenance

- Keep tools and equipment in good condition; inspect regularly for defects and arrange repair or replacement as necessary
- Always wear the appropriate personal protective equipment as indicated by safety signage
- Keep floors and benches clean to reduce fire and tripping hazards
- Do not allow materials or equipment to block paths of travel
- Empty trash containers regularly
- Do not allow anyone to use tools or service equipment without proper instruction



- Keep guards and safety devices on power tools in place
- Inspect fire extinguishers monthly using the Fire Extinguisher Inspection tag affixed to each fire extinguisher

Safe Work Practice - Metal Shear

Safe use of the metal shear requires a 2-hand procedure:

- One hand on shear handle, one hand on the out-feed material at all times
- Never pass any body part beneath shear blade
- Stand back from the shear handle an adequate distance to avoid striking chest with handle

Material Movement

Carrying tasks have the potential to stress the arms, shoulders and back in particular. To help minimize these stressors:

- Keep the weight of the load acceptable
- Keep the load as close to the body as possible
- Use both hands in a power grip, rather than a pinch grip, to hold the load

Lifting tasks rely on some fundamental principles to help protect material handlers under most circumstances. The first rule is to “lift with your head before you lift with your back”.

Typically, when lifting, the material handler should:

- Test the weight of the load, its weight distribution and stability within the container. This minimizes the chance of being surprised by an unexpectedly heavy weight or having to contend with a shifting load
- Get help from someone whenever very heavy or awkward loads must be handled.
- Know where the load is going. Make sure the path is free from obstructions or hazards and ensure that adequate space is available at the destination
- Be positioned close to the load, with the feet flat and stable. Keep the load as close to the body as possible so that the center of gravity is close to the spine. Moving the load away from the torso greatly increases the risk of injury to the back, shoulders and arms
- Grasp the object with the whole hand, using a power grip whenever possible. Avoid pinching with the fingertips
- Avoid rapid, jerky or unbalanced lifts. Move the feet to avoid twisting the torso and to maintain balance and stability
- Minimize twisting, bending, stretching and reaching with the trunk while lifting.



Access Restrictions

- Entry to the warehouse or shop areas is restricted to personnel wearing CSA safety footwear
- Access to the loft area above the warehouse is restricted to authorized personnel only. Authorized entry requires two workers: one to enter the loft area and one to remain on the warehouse floor as a spotter.

Health & Safety Activities

1. The shop/warehouse supervisor is required to conduct and document the following inspections:

- Daily Job Hazard Identification and Risk Assessment see form VI-109
- Weekly Vehicle Inspection for cube van and any other Vanos vehicle not in use that week see form VI-105
- Monthly inspection of fire extinguishers see form VI-120

Job Hazard/Risk Assessment forms and Vehicle Inspection forms must be signed and deposited in the Completed Forms wall pocket. Fires extinguisher inspections are recorded on the tag attached to each fire extinguisher.

2. In addition to the above, the shop/warehouse supervisor is required to conduct a weekly Toolbox Talk, form VI-113, with all shop/warehouse workers. All participants must sign the Toolbox Talk form and the form must be deposited in the Completed Forms wall pocket.

SECTION III

ORGANIZATION INFORMATION



Employee Orientation

Our Policy:

Vanos Insulations Ltd. will conduct a worker orientation for all new workers. Orientation will be documented using the Orientation Program Checklist form.

Procedure:

The orientation shall include, but may not be limited to:

- Introduction to supervisors, management and other workers
- An explanation of the company, projects, and workers duties
- Worker will be provided with a copy of the company safety policy and program and the Employee Handbook
- Review worker responsibilities
- Requirements for personal protective equipment (PPE)
- Accident reporting procedures
- Locations of first aid kits, fire extinguishers, telephones, etc.
- Emergency procedures
- Location, handling and storage of tools
- Details of specific project hazards and location of MSDS binder
- Important telephone numbers and absentee reporting procedures
- Location of parking, lunch area, and washroom facilities
- Names and numbers of Joint Health & Safety Committee members
- Names of certified First Aid providers
- Training on Health & Safety Awareness for Workers/Supervisor, Workplace Violence & Harassment, AODA, WHMIS, Fire Extinguisher Use
- Review of Company Rules regarding alcohol/drugs, behavior, vehicles, smoking and cellular phones
- Disciplinary action procedures
- Confirmation of proof for all required training and certifications
- Reminder to workers of the open door policy and the right to refuse unsafe work

An Orientation Program Checklist form shall be completed by the supervisor providing orientation and signed by the worker. The form must be returned to head office, along with copies of test material and mandatory training & certification certificates, to be filed in the worker's Health and Safety file.



Company Rules

Alcohol and Drugs

Our Policy:

Vanos Insulations Ltd. will not tolerate drug or alcohol use. No person under the influence of or carrying alcoholic beverages or illicit drugs is to enter, or knowingly be permitted to enter, any construction site. The use of alcohol and other drugs (not prescribed by a physician) on a job or during working hours will result in disciplinary actions.

Procedures:

When a worker is perceived as possibly having a problem with alcohol or drugs, the following procedure is to be executed:

1. The Supervisor will contact management or, in the case of a sub-trade's worker, the Supervisor of the sub-trade
2. Management will attend the site and assess the worker's situation
3. If Management concurs with the Supervisor that the worker is unfit to work, the worker will be taken home
4. Management will negotiate an agreement with the worker outlining the steps to be taken by the worker (i.e. rehabilitation, sobering up, etc.) and this agreement shall be documented and signed by the worker and management
5. The worker shall not be permitted to return to the jobsite until all conditions of the agreement have been met and approval obtained from Management.
6. Where a worker does not agree with Management's assessment of the situation, the worker shall submit to assessment at an appropriate facility to determine fitness for work. If the worker agrees to the assessment, the worker should be taken to the facility rather than left to find his/her own means of transportation. If the assessment finds the worker is fit for work, the worker should be paid for the time involved at the regular rate of pay. If the assessment finds the worker is unfit, he/she should be taken home and/or referred to an appropriate facility for help with the problem
7. When a worker is found to be continually contravening our policy on drugs and alcohol, a plan for resolution shall be made between Management and the worker and signed by both parties



Behavior

Our Policy:

The following behaviors are unacceptable and will not be tolerated:

- Violence towards a co-worker
- Intimidation of a co-worker
- Bullying or harassment of a co-worker
- Horseplay, rowdiness, practical jokes, and fighting
- Riding on the back or side of a machine or truck or any other moving equipment

Procedure:

These standards are in place for the safety of all workers. In the event that a worker exhibits one of the above behaviors, disciplinary action will be taken in accordance with our progressive discipline policy.

Vanos Vehicles

Vanos Insulations Ltd. provides vehicles for use while conducting company business. Vanos-owned vehicles are subject to the following rules and restrictions:

- Smoking by drivers or passengers is prohibited at all times
- Use of cellular phones or other communication devices while driving is prohibited at all times, unless a hands-free device is used. However, the use of hands-free mobile phones should be kept to a minimum when driving.
- Vehicles are to be used only for the transport of workers, materials and supplies to and from the job site and other related duties
- Vehicles are not to be used for personal business

These rules apply 24 hours a day/7 days a week to all company vehicles, even those retained by the worker.

Vehicles are to be returned to head office when the usual operator is off work for a planned period of time such as vacation.



Smoking

Smoking on the Vanos Insulations Ltd. premises and in Vanos vehicles is prohibited at all times. Smoking at any jobsite is limited to scheduled break times (morning coffee, lunchtime and afternoon coffee) and only in specifically designated areas.

The Smoke Free Ontario Act (SFOA) prohibits smoking in enclosed workplaces and enclosed public places to protect workers and the public from the hazards of second-hand smoke. An enclosed workplace means the inside of a building, structure or vehicle that an employee works in or uses during the course of their employment. A structure with a roof is considered to be a building, even if it does not have walls. The ban on smoking is in effect at all times, even during off-hours when other people are not working.

Smoking at jobsites is controlled by both the Smoke Free Ontario Act and site specific rules. It is the worker's responsibility to familiarize themselves with the rules for each jobsite and to abide by them in order to protect the customers property and product.

Cellular Phones at Work

Definition:

This policy is intended to cover cellular telephones, PDAs, BlackBerries, two-way radios, and all other forms of portable communication devices. For the purposes of this policy, all communication devices shall be referred to as "cellular phones".

Policy:

1. Vanos Insulations Ltd. employees are directed to utilize their personal or company-supplied cellular phones for business purposes only during regular business hours.
2. Employees are directed to avoid making or receiving personal calls during work time, and use personal cellular phones only during scheduled breaks or lunch periods in non-working areas.
3. Personal calls should be made during non-work time, and employees should ensure that their friends and family members are instructed of this policy.
4. Vanos Insulations Ltd. is not liable for the loss of or damage to personal cellular phones brought into the workplace.
5. Vanos Insulations Ltd. strictly prohibits the use of cellular phones or similar devices while at any work site at which the operation of such device would be a distraction to the user and/or could create an unsafe work environment. Such work sites must be secured or the device used only by an employee who is out of harm's way at such work environments.



6. Vanos Insulations Ltd. employees are strictly prohibited from using cellular phones for any other available purpose (e.g. internet access, gaming, texting, music) during business hours. These functions may be used during scheduled breaks or lunch periods in non-working areas.
7. Vanos Insulations Ltd. employees are strictly prohibited from using any cellular phone or similar device as an unauthorized media storage device for the storage or transportation of Vanos Insulations Ltd. business information.
8. For privacy reasons, Vanos Insulations Ltd. employees are prohibited from taking photographs of company facilities or personnel using any camera functions on their cellular phone without first obtaining express written permission from the company.

Use of Mobile Phones While Operating a Motor Vehicle:

- Vanos Insulations Ltd. strictly prohibits the use of mobile phones, and PDA's while operating Vanos Insulations Ltd. owned and operated vehicles, or while operating a vehicle on Vanos Insulations Ltd. business.
- The use of hands-free mobile phones should be kept to a minimum when driving.
- To make or receive calls:
 - Pull over and stop;
 - Allow a passenger to operate the phone;
 - Use voice mail and respond to the call at a safer time; or
 - Let someone else drive, freeing you up to make or receive calls.

Employees are solely responsible for any fines and/or charges laid by the authorities for illegal use of a phone or PDA while operating a vehicle in the course of their employment. Employees who choose to violate the policy will face disciplinary measures up to termination, or face legal responsibility if in the course and scope of their duties they are involved in a car accident and there is evidence that they were using their cell phone while driving, and the employer is sued.



Disciplinary Action

Our Policy

In order to ensure that our health and safety policy is complied with at all times disciplinary action will be enforced whenever deemed necessary by management or a supervisor.

Procedure

The following items shall be cause for discipline if they are not rectified or if of a serious nature.

- Absenteeism without reasonable cause
- Health and safety procedure violations
- Poor or unacceptable conduct
- Carelessness
- Willful damage to property, tools, equipment or machinery
- Drug and/or alcohol consumption
- Non-compliance with company Health and Safety Policy or Company Rules
- Other violations not noted above as deemed necessary

Discipline shall be administered in the following sequence:

1. Verbal warning (all details to be documented in employee file)
2. Written warning
3. Suspension or termination of work

All notices shall be explained to any workers, their supervisor, subcontractors and to the union (if applicable) regarding the violation and the corrective action required to rectify the violation.

Copies shall be distributed to all applicable parties and personnel records.

No worker shall be suspended, or threatened with suspension or dismissal, for performing work in compliance with the Occupational Health and Safety Act, applicable regulations and legislative requirements, and the company health and safety policy/program.

Subcontractors

It is the responsibility of every subcontractor on our jobs to work safely and report all unsafe conditions or contravention of policy. All subcontractors and their workers will be held accountable for their performance.

Subcontractors and their employees will be subject to the same disciplinary action process as Vanos Insulations workers.



Accessible Customer Service Policy

Vanos Insulations Ltd. is committed to providing excellent customer service that respects the dignity and independence of all persons, including those with disabilities.

Vanos Insulations Ltd. will provide AODA training to all employees who deal with the public or other third parties on our behalf. Individuals in the following positions will be trained – management, office staff, site superintendents, site supervisors, workers and others as deemed necessary by management. Training will include all elements as listed in Ont. Reg. 429/07.

Vanos Insulations Ltd. welcomes all assistive devices, service animals and support persons that individuals with disabilities may require. Every accommodation within the requirements of the Occupational Health and Safety Act and Ont. Reg. 213/91 will be made if a disabled person requires access to a construction project.

People with disabilities who wish to provide feedback on the way Vanos Insulations Ltd. provides goods and services to people with disabilities can provide a written or verbal report to the president of Vanos Insulations Ltd. who will provide a written response within 21 days.

In the event of a planned or unexpected disruption to services or facilities for people with disabilities, Vanos Insulations Ltd. will clearly post a notice at the entrance containing information about the reason for the disruption, its anticipated duration and a description of alternative facilities or services if available.

Any policy of Vanos Insulations Ltd. that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

Any person may request a copy of the Vanos Insulations Ltd. AODA policy and training program.

A copy of this policy will be posted on the Health & Safety Communication Board and will be made available as part of the Health & Safety Resources at all active construction projects.

A handwritten signature in black ink that reads "Matt Vanos". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Matt Vanos, President
January 5, 2016