

ACRES

SAFETY HANDBOOK

acres

LARGE FORMAT SAFETY MANUAL AVAILABLE ON REQUEST,
AND AVAILABLE ON ALL ACRES PROJECTS.

SAFETY INFORMATION IN THIS BOOKLET DOES NOT TAKE
PRECEDENCE OVER WORKSAFE BC REGULATIONS.

ALL EMPLOYEES AND SUBCONTRACTORS SHOULD BE
FAMILIAR WITH WORKSAFE BC ACT AND REGULATIONS.

REVISION DATE:

JAN 2022

CORPORATE SAFETY POLICY

Health and Safety Policy

At Acres we are committed to fostering a culture of safe production, and work in a spirit of consultation and cooperation with our employees, and subcontractors to sustain that culture. Our health and safety program is designed to provide information, policies, practices, procedures, and training tools to ensure the health and safety of our employees, and project partners. We are actively engaged in year-round training of our employees to keep them informed of all aspects of health and safety and acknowledge that every worker is entitled to work in a safe and healthy work environment.

We believe that a safety culture begins with our leaders who have a special responsibility to demonstrate our commitment to safety. In keeping with that statement, Acres shall hold all parties accountable for their responsibility to individual safety performance, in order to maintain a healthy and safe work environment for all.

As an organization and management team, we are passionate about ensuring the health and safety of our employees and project partners, and we continuously strive to maintain high standards of safety management and provide a safe and healthy work environment. To achieve this objective Acres will comply with all applicable federal, provincial and local legislated requirements, additionally we will implement rigorous internal polices, practices, procedures and rules.

Acres acknowledges that all workers have **3 basic rights**:

1. ***The right to PARTICIPATE in the Safety Program.***
2. ***The right to KNOW or be informed about actual or potential dangers in the workplace.***
3. ***The right to REFUSE unsafe work.***

We expect all our employees and project partners to engage in our safety program. It is the primary responsibility of all workers to protect their health and safety and the health and safety of others. This is facilitated by providing the tools and opportunities for communication of conditions that may affect their ability to perform work safely. Our goal is to be injury free and we can accomplish this together by empowering our employees to take an active role in fostering a

Sincerely,

Jason Paige, President

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DRUG AND ALCOHOL POLICY

This Policy is equally applicable to subcontractors, consultants, and/or any person on Acres premises or equipment. The company reserves the right to carry out reasonable testing of any individual that

- Is in a safety sensitive position.
- There are reasonable grounds to believe that an employee or sub contractor may be under the influence.
- There are reasonable grounds to believe that an accident was the result of an employee or sub contractor being under the influence.
- Return to work program.

Drugs

Acres prohibits the use or possession of illegal drugs while on company premises, at any Acres workplace, or while conducting company business. An employee who is under the influence of illegal drugs is prohibited from being at work.

Alcohol

Acres prohibits the use of intoxicating beverages at company premises, while on company business, in company vehicles, or at any company worksite. Acres reserves the right to prohibit an employee under the influence of alcohol from working on the company's premises if in any way.

Tests

In order to administer this policy effectively, Acres reserves the right to complete urinalysis or breathe test on employees while they are on company premises, company business or on a company worksite if in the event of an accident, or an employee is believed to be under the influence. Tests will be conducted at times deemed necessary by Acres . These tests will include, but are not limited to: suspicion of being under the influence, post-accident, accommodation, return to work and as required by General Contractors and legislation.

Employee Assistance

Acres encourages the treatment for drug and alcohol dependency. The company will assist those who develop such problems to seek the professional help necessary for their return to good health and productivity. All records developed as such a result of referrals or treatment will be completely confidential and will not be included in the employee's personal file.

Please contact Human Resources for further information.

HARASSMENT & BULLYING POLICY

EVERY worker is entitled to employment free of harassment and bullying. Acres is committed to ensuring a productive work environment where the dignity and worth of everyone is respected. Workplace harassment and bullying will not be tolerated and Acres will take all reasonable steps to prevent harassment and bullying and stop it if it occurs.

This harassment and bullying policy extends to any inappropriate conduct, comment, display, action or gesture by a person:

*"Includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but **excludes** any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment".*

Any employee that displays signs or is reported to have committed any of these substandard acts shall be investigated and if proven to be or have committed these acts will be grounds for immediate disciplinary action.

This type of harassment is prohibited in *The **WORKSAFEBC** Occupational Health and Safety Act*, and *The British Columbia Human Rights Code*.

Please ensure you read the entire Harassment Policy in this publication for definitions, procedures and Acres commitment that all complaints of harassment and bullying will be taken seriously.

Harassment and bullying can exist even when there is no intention to harass or offend another. Everyone must take care to ensure his or her conduct or display is not offensive to another.

Acres Management and employees strive to maintain the worker's right to a **SAFE** and **HEALTHY** work environment.

MODIFIED WORK

Acres has implemented the following standards and procedures that establish the MWP for our facility.

The goal of the Modified Work Program (MWP) is an early and safe return to suitable and available employment that is within the worker's functional abilities and restores the worker's pre-injury earnings.

A review will be conducted annually to determine the effectiveness of the MWP. The success of any program can be measured by the outcome of the activities of the workplace parties. This includes how effectively parties work to get employees back to work in a safe and timely manner.

Safe work practices for modified work:

Light Duty Work Program is any job, task, function, or combination thereof that a worker who temporarily suffers from a diminished capacity may perform safely without risk of re-injury or exacerbation or disability or risk to others.

The object of this program is to restore workers who have had injury of illness, through progressive re-integration, into, his/her regular job wherever possible.

If it is apparent the worker cannot do his regular job, management will look for ways of modifying the regular job so it will comply with the worker's limitation.

Ensure communication with employer on injury.

Follow doctors limits at all times.

Ensure you follow up with your doctor before returning to regular work.

COMPANY RULES

Acres Company Safety Rules

1. All site visitors, subcontractors and project partners are required to report to the project site office upon arrival. Every visitor, subcontractor and project partner must sign in and out daily through the site office and or stationed Kiosk and do an on site orientation.
2. All employees and sub-contractors shall refrain from all forms of harassment, sexual harassment and or bullying
3. Employees and sub-contractors must wear personal protective equipment (PPE) when required by regulations or job conditions. The minimum **PPE** on any of Acres job sites are: hardhat, hi-vis vest or appropriate clothing, steel toed boots, and safety glasses. Gloves and hearing protection shall be required when performing task specific work. All employees and sub-contractors must provide and wear appropriate outer wear for conditions.
4. Smoking is allowed in designated areas only. Smoking is prohibited in any company vehicles, equipment, shop, project trailers or company buildings. This includes the use of smoking vaping devices.
5. Banned use of personal cell phones and ear buds on project sites are prohibited while performing work or while operating any of Acres projects, equipment and vehicles.
6. Radios shall be allowed **only at the site supervisors discretion**. Radio or boom box noise that will impede the sounding of emergency alarm or disrupt public, client or other workers will not be allowed. Music that is of vulgar or contain offensive language will not be permitted.
7. Incidents (injuries or near misses) regardless of their nature must be reported to site supervisors immediately to include promptly report all unsafe acts and conditions.
8. All employees and sub-contractors shall adhere to the Acres Drug and Alcohol Policy and procedures.
9. Employees will strictly adhere to lockout procedures, fall protection, limits of approach and confined space requirements including all permits pertaining to work activities as per Acres Policies.
10. Mandatory use of seatbelts at all times will be used while operating all equipment and vehicles. Equipment will only be used for the purpose it was designed and will be maintained without modification.

DISCIPLINE ENFORCEMENT POLICY

DISCIPLINARY PROCEDURES

The purpose of this is to provide a basis for ensuring fair and consistent handling of all situations in which disciplinary action may be deemed necessary, and to identify and correct situations where there may be barriers which prevent the employee from meeting company standards. The disciplinary procedure is intended to be corrective, not punitive.

1. **Verbal Warning**—with a summary of the discussion submitted to worker's personnel file.
2. **Written Warning**—delivered to worker, and worker is required to acknowledge receipt of written warning. A copy is retained to worker's personnel file.
3. **Suspension**—Employee suspended from work (without pay) with a notice to return on a date determined by Supervisor and Manager. Copy of correspondence to Worker's employee file.
4. **Dismissal**—Worker is dismissed, with final pay and Record of Employment sent to them at their home address. Worker retains right to speak to upper management should they wish.

CELL PHONE POLICY

To ensure all Acres employees whose work requires the use of a cell phone or other electronic communication device, do so responsibly, in accordance with legislation. The employee is responsible for all violation costs incurred while in the employment of Acres

These restrictions will be followed by all **Acres** personnel.

While on a Job Site:

1. Only Supervisors, foreman, sub-contractor supervisors and approved leads will be permitted to carry cell phones for company purposes.
2. No personal cell phones on an employee's person shall be allowed. Employee's personal calls and or texting must be done on break times.
3. All emergency calls will go to the Supervisor who will forward them to the employee.
4. No or other electronic devices such as IPod, iPads, or ear buds are allowed on site. The Supervisors will reprimand any employee or sub-contractor found using personal cell phones or other electronic devices during working hours.
5. Personal cell phones and other electronic devices are to be kept in the employee's vehicle, site trailer or employee the lunch box. They are not to be kept on the employee during, or in area of work.

WORKING ALONE AND IN ISOLATION

DEFINITION

"To work alone or in isolation" means to work in circumstances where assistance would not be readily available to the worker. All Working Alone must be documented and a working alone procedure completed on HCSS.

In case of an emergency.

In case the worker is injured or in ill health.

HAZARD IDENTIFICATION, ELIMINATION AND CONTROL

Before a worker is assigned to work alone or in isolation, the employer must identify any hazards to that worker. Acres supervisors in conjunction with all field employees will complete a daily JHA (Job Hazard Assessment) on HCSS.

Before a worker starts a work assignment with a hazard identified under subsection (1), the employer must take measures to:

Eliminate the hazard.

If it is not practicable to eliminate the hazard, to minimize the risk from the hazard.

For purposes of subsection (2) (b), the employer must minimize the risk from the hazard to the lowest level practicable using engineering controls, administrative controls or a combination of engineering and administrative controls.

PROCEDURES FOR CHECKING WELL-BEING OF WORKER

The employer must develop and implement a written procedure for checking the well-being of a worker assigned to work alone or in isolation.

The procedure for checking a worker's well-being must include the time interval between checks and the procedure to follow in case the worker cannot be contacted, including provisions for emergency rescue.

A person must be designated to establish contact with the worker at predetermined intervals and the results must be recorded by the person.

In addition to checks at regular intervals, a check at the end of the work shift must be done.

The procedure for checking a worker's well-being, including time intervals between the checks, must be developed in consultation with the joint committee or the worker health and safety representative, as applicable.

Time intervals for checking a worker's well-being must be developed in consultation with the worker assigned to work alone or in isolation.

Note: High risk activities require shorter time intervals between checks. The preferred method for checking is visual or two-way voice contact, but where such a system is not practicable, a one-way system which allows the worker to call or signal for help and which will send a call for help if the worker does not reset the device after a predetermined interval is acceptable.

Any person assigned to check on the worker must be trained in the written procedure for checking the worker's well-being.

VIOLENCE POLICY

Acres recognizes that violence is an occupational health and safety hazard at the workplace and recognizes the physical and emotional harm resulting from violence.

For the purpose of this policy “workplace violence” means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behavior which gives a worker reasonable cause to believe that he or she is at risk of injury.

Acres will not tolerate/threatening behavior or any retaliation towards those reporting such incidents. To promote an atmosphere that encourages learning and productive employment, quick responsive action will be taken if violence or the threat of violence arises.

Acres will conform with Workers Compensation Board legislative requirements Part 4 Section 4.27 to 4.31. Acres Enterprises recognizes that any form of violence in the workplace is unacceptable and is committed to minimize and, to the extent possible, eliminate the risk of violence in the workplace to ensure safety.

Examples of workplace violence include, but are not limited to:

- Threatening behavior such as shaking fists, destroying property or throwing objects.
- Verbal or written threats that express intent to inflict harm.
- Physical attacks.
- Any other act that would arouse fear in a reasonable person in the circumstances.

RESPONSIBILITY FOR SAFETY

Management

- To provide information, instructions and assistance to all supervisory staff in order to protect the health and safety of all our employees.
- To understand and promote our safety program, as well as occupational health and safety legislation, best industry practices, CSA standards and ensure it is adhered to at all times.
- To provide supervisory staff with an understanding of our safety program as well as all relevant occupational health and safety legislation, well maintained tools and equipment, and any other special personal protective devices which may be required.
- Monitor and implement the companies' health and safety program and all applicable WCB and Government regulations.

Supervisors/Foreman

- To understand, know and apply the company's safety policy and program. Provide all employees/subcontractors with an understanding and enforce the Company Safety Policy and the relevant Occupational Health and Safety Legislation.
- To provide information, instructions, training and assistance to management and employees in order to protect the health and safety of all our employees, sub-contractors and clients.
- To complete documentation of projects, job sites and hold employees and sub contractors accountable for their individual safety performance.
- Report all incidents, accidents and near misses immediately to management, cooperate in the investigation process and advice to management how to prevent similar accidents in the future.
- To arrange for medical treatment as required, in case of injury or illness including transportation to a doctor or hospital if necessary.
- To notify management of **ANY** unsafe acts or conditions.
- To document toolbox meetings once a week or more if required.
- Complete daily hazard assessments daily with crew members/subcontractors of the workplace to ensure a safe healthy environment and hand into the safety office weekly.
- To notify supervisors of **ANY** unsafe acts or conditions.

Safety Division

- Monitor and implement the companies' health and safety program and all applicable WCB and Government regulations. Monitor compliance of divisions and projects to companies' policies, standards, procedures and applicable government regulations.
- Conduct annual audits in commitment with compliance with legislative and COR requirements.
- Provide ongoing communication to management and supervision concerning the assessment of the company health and safety program performance and implementation of recommended actions.

RESPONSIBILITY FOR SAFETY

Employee

- To read, understand, and cooperate with the Company Safety Policy, safe work practices, procedures and rules.
- Comply with the Occupational Health and Safety Act and Regulations.
- To wear personal protective equipment and clothing as required.
- To notify their supervisors/foreman of any unsafe acts or unsafe conditions that may be of hazard to other workers or themselves, report all incidents, injuries and near misses to their foreman immediately.
- Participate in all required documentation such as hazard assessments, fall protection forms and all other required documentation as per legislation or company safety program.
- Participate in site inspections and safety meetings.
- Comply with the modified work program.

Subcontractors

Subcontractors on the company's jobsites shall comply with Acres policies, safety program and are responsible for their own health and safety. Subcontractors shall develop a written health and safety plan as required by Legislation. Subcontractors shall ensure the following:

- They comply with all applicable legislation.
- They can demonstrate that they are fully covered by Workers Compensation Board.
- They plan and execute all work in a manner that complies with all legislated regulations and Acres Health and Safety Policy and Safety Program.
- They report all accidents and injuries, and investigate time loss claims. They provide non-emergency transportation for their injured employees.
- They cooperate with Acres management and supervisors having jurisdiction at the site.
- That their employees hold valid training certifications, prior to commencement of work, and submit copies of that certification to the Acres office prior to the work on any Acres project.

Before commencing work, the subcontractor shall contact the job supervisor for special instructions regarding operating and applicable safe work instructions particular to the site. All sub contractors shall receive Acres safety orientation prior to commencement of work on all projects and;

- Attend the job orientation meeting.
- Provide and enforce the use of personal protective equipment.
- Hold tool box safety meetings for all their employees and provide Acres with documentation of tool box meetings, or alternatively attend Acres weekly tool box meetings.
- Attend project safety committee meetings for the purpose of coordinating their work with the health and safety activities of their employees on site.
- Immediately correct any unsafe conditions or practices reported or observed within their jurisdiction.
- Complete documentation as per Acres Safety Program such as hazard assessments, fall protection plans, site inspections or Power Mobile Equipment inspections as required.

PERSONAL PROTECTIVE EQUIPMENT

PERSONAL PROTECTIVE EQUIPMENT POLICY

The Acres Personal Protective Equipment (PPE) Policy is to have all employees, visitors and sub contractors use the proper personal protective equipment as required. Company policies, hazard assessments, site requirements, safe work practices and procedures will dictate the type of PPE that should be used.

Acres will conform to the Canadian Standards Association, NIOSH, and **WORKSAFEBC** Occupational Health and Safety requirements with all Personal Protective Equipment and specialized personal protective equipment.

Personal Protective Equipment will be provided by the company at no cost to the employee and will be regularly inspected and maintained in accordance with the manufacturer's specifications.

CSA approved Steel Toes Boots, Safety Glasses, high visibility vests and Hard Hats must be worn at all times. There may be circumstances that require other PPE as well such as respirators, gloves, face shield, full body harness and other PPE as per related to our job sites and conditions.

Safety harnesses, lines and fall protection systems that are CSA approved must be used at a height of 3.0 meters (**10 feet**) or more, when working 3 meters or less from the edge of the roof or structure and when there is a possibility of injury if a worker falls less than 3 meters.

All specialized PPE will be supplied as required and upon request. All PPE used by the Acres will be in good condition, inspected on a daily basis by the employee, maintained according to the manufacturers specifications and replaced as required. Personal Protective Equipment and specialized equipment shall have a schedule set in accordance with the manufactures specifications and documented.

The information stated in this policy does not take precedence over **WorkSafeBC** rules and regulations. All workers should be familiar with Worksafe BC rules and regulations.

CODES OF PRACTICE- FALL PROTECTION

FALL PROTECTION

Safe Work Practices

- Workers must complete a certified fall protection training program.
- Fall **prevention** configurations are the preferred form of fall protection.
- Fall **arrest** configurations should only be used when fall prevention systems are not practical or as a back-up to fall prevention.
- At least 2 workers must be present when a restraint or arrest system is used.
- Keep your free fall distance to a minimum.
- Attach the lanyard directly overhead, where practicable.
- Ensure that a fall arrest system is attached to a suitable anchorage point.
- Take into consideration obstructions that are below the work area.
- Ensure that barricades, warning tape and signs identify restricted areas.
- Fall protection equipment must comply with CSA and ANSI standards.
- Do not use defective equipment or components.
- Do not use a harness or lanyard that has arrested a fallen worker.
- Do not attach two lanyards together to make them longer.
- Do not tie a lanyard or lifeline back to itself.

Any contractor, subcontractor or employee when working at a location where workers are not protected by permanent guardrails and where a fall of 3.0m (10 ft) or greater may occur, must have a site specific fall protection plan for the tasks that affect their work before work begins.

A copy of the Fall Protection Plan/Program must be submitted to the Project Superintendent. Contractors may use Acres Specific Fall Protection Plan which must be completed by the Contractor Supervisor/Foreman and reviewed and signed by Acres Site Superintendent or the Safety Advisor as well as his/her employees before commencing work.

General Rules and Requirements

Workers must have their supervisor's permission to bypass guardrails or barriers erected to prevent them from entering areas where there is a falling hazard.

In situations where it is necessary to temporarily bypass guardrails or barriers, workers must use a lifeline, lanyard and full body harness to prevent them from falling.

In situations where fall-prevention equipment is inadequate for fall-protection workers must wear fall-arresting equipment.

Fall-prevention and fall-arresting devices must meet CSA and **WORKSAFEBC** Occupational Health and Safety requirements.

A fall protection system is to be used by all workers when work is being done at a place;

- from which a fall of 3m (10 ft), or more may occur, or
- where a fall from a lesser height involves an unusual risk or injury
- If the use of a fall restraint system is not practicable, then a fall arrest system must be used. If the use of the fall arrest system is not practicable or will result in a hazard greater than if the system was not used then;
- Other procedures acceptable to **WORKSAFEBC** standards.

HEARING CONSERVATION POLICY

Where employees are subject to excessive noise levels for long periods of time, management will review the requirement for implementing and maintaining a hearing testing program. The employer will maintain hearing testing results for the duration of the employee's employment when required. Any employee who is exposed to job site noise shall receive a least one hearing test annually, as stated in British Columbia legislation requirements.

Acres requires all workers and sub contractors who are working in areas of noise greater than 85dba to wear hearing protection.

CODES OF PRACTICE- FIRE PROTECTION

FIRE PROTECTION PREPAREDNESS

Acres completes daily hot work permits for all hot work activities on projects.

Weekly blanket permits are completed when those hot work activities do not change.

- Always ensure that workers who have been assigned fire safety duties are adequately trained in, and will implement, the fire safety plan.
- Always ensure that portable fire extinguishers are selected, located, inspected, maintained and tested so that the health and safety of workers at the place of employment is protected.
- Always ensure that portable fire extinguishers are placed not more than 35 feet away from each industrial open-flame portable heating device, propane bottle that is in use and each welding or cutting operation that is in progress. A fire watch shall be conducted and documented for 1 hour when hot work has occurred.

1. Call the Fire Department

2. Alert others in the area – activate the fire alarm.

3. Stay calm. Do not panic.

4. If you cannot safely extinguish the fire:

- a. Evacuate the area and proceed to muster point for head count.
- b. Close all doors as you leave, but do not lock them. Turn off electrical appliances or devices when possible. Leave the lights on.
- c. Walk to the closest safe stairway or exit – do not prop or wedge stairwell doors open.
- d. If there is smoke present - stay low.
- e. Do not use the elevators. Use the stairs.
- f. In a high rise building, walk down at least three floors below the fire before leaving the stairway. If it is not safe to go down, go up at least three floors above the fire floor.
- g. Follow the directions of floor evacuation personnel and listen for any public address.

GENERAL-REPORTING ACCIDENTS/INCIDENTS/NEAR MISSES

All incidents/Near Miss on or involving Acres property must be reported to the Supervisor, particularly where such incidents result in or may have resulted in injury or damage:

- To a contractor, third party property or person.
- To Company property or injury to personnel.
- Caused by Company property or personnel.

The Supervisor will inform Management, and all reports are then given to Management to be reviewed and recorded. Workers shall actively participate in near miss/BBO reporting by way of Safe Production Cards.

MEDICAL AID AND LOST TIME INCIDENTS

All employees must report incidents promptly to the Supervisor and to provide the information required to complete the Incident Investigation Report. An Acres supervisor will accompany the injured worker to seek medical attention on the date of injury. The injured worker will be required to complete a Worker 6A Report of injury to the employer and sign off on a Modified Work Agreement.

SERIOUS INJURY

Regardless of the time of day any employee, contractor or consultant, who is involved in or witnesses a serious event or situation which causes or has the potential to cause serious injury or damage to Acres Company personnel or property must report immediately to the Supervisor and Management.

When an incident occurs the employees must:

- Report immediately to the Supervisor and Management.
- Seek and attend a doctors appointment with an Acres representative on the date of injury.
- Record all information for injury on a Worker 6A Report of injury to the Employer.

All incidents require a Near Miss/Incident Report are to be completed within 48 hours or 2 business days and given to the Supervisor.

WCB FORMS

A medical aid or lost time injury requires:

- All employee WCB forms (FORM 6) will be completed by the employee in consultation with the supervisor.
- All WCB (FORM 7) forms will be completed by the Acres claims specialist.
- Management will forward off the Employer form after review.

OUTSIDE AGENCIES

Notification of outside agencies should be done as required by the level of the emergency and shall be done under the direction of the Supervisor who will determine the level of the notification.

Under no circumstances shall any statement regarding cause or liabilities be made during the investigation process.

GENERAL

EMERGENCY RESPONSE PLANNING

Acres requires that an emergency plan is written for each project as they are site specific. The plan will be developed at the time the job is being set up. The procedure will be specifically outlined to each site, made known to all workers on that job site and any supervisory staff. The procedure will take the following items into consideration:

A description of potential emergencies on site.

A map of the workplace that shows the evacuation route, as well as the location of any emergency equipment, first aid station, fire extinguishers, fire sprinklers and alarm pulls that may exist.

A method for reporting the emergency and sounding the alarm.

A list of employees whom will be responsible in the emergency situation and how to contact them.

A phone number list for support services posted in a safety manual, or weekly paperwork so it is readily accessible to workers at all times.

An evacuation, muster area, head count and rescue plan.

On each job site the supervisor will gather information such as the location of the nearest hospital, fire station, and first aid station so as to help minimize travel time to treatment for all employees.

This information is to prevent confusion during an emergency situation; for both supervisors and managers will be aware of the various procedures to follow on each job site should an accident occur.

All employees are to be aware of the action required, but should follow the instructions set by their supervisor. You will be site orientated as to muster area, first aid location, first aid attendants on site, and Material Safety Data Sheet locations. Acres office ERP Plan is located in the kitchen, and at all exits to the building, if in the event of an onsite emergency, follow the ERP and muster to the main gate entrance in the parking lot.

GENERAL- FIRST AID

The goal of first aid is to give a sick or injured worker the best possible care before professional medical attention can be provided. This care is designed to prevent further injury or illness, promote recovery, and reduce severity by providing an immediate and effective response.

First Aid training is recognized as having a positive impact on Acres health and safety performance. It can reduce the number of accidents by promoting a greater awareness of hazards and their consequences.

Acres . is committed to meeting all legislative regulations regarding First Aid facilities, training, records and reporting under the **WORKSAFEBC** Occupational Health and Safety Act and legislation.

The Policy of Acres is to encourage and promote the safe, efficient provision of first aid for minor injuries. For the purposes of Office first aid attendants, they are posted in the Office ERP Plan and posted on the shop safety board. Office and shop first aid kit locations are downstairs printer room, upstairs printer location and shop. All project location first aid attendants and first aid kit locations will be discussed during an on site orientation.

HAZARD IDENTIFICATION

HAZARD ASSESSMENT PROCESS

Hazard assessments will be conducted daily by employees performing the work. The assessments will include the following steps;

- Conducting a walk-through survey of each work area to identify hazards, including impact, penetration, compression, chemical, heat, dust and electrical hazards.
- Analyzing each job or task to identify potential hazards and to assess the need for PPE.
- Organizing and analyzing hazard assessment data from the walk-through survey to estimate the potential for injuries, including injuries from potential exposure to multiple hazards.
- Categorizing risks by type of hazard, level of risk, and seriousness of potential injuries caused by the hazard.
- Hazard assessments should consider employees who occasionally enter hazardous areas, such as clients and other trades staff who must walk through a workplace production area.
- Fall Protection assessments.

Hazard reassessments will be performed when new hazards are identified, new equipment, or processes are introduced, or when a reassessment is deemed necessary. Acres completes JHA (Job Hazard Assessments) on HCSS.

FALL PROTECTION PLAN

- (1) The employer must have a written fall protection plan for a workplace if
 - (a) work is being done at a location where workers are not protected by permanent guardrails, and from which a fall may exist of 3.0 meters or 10 feet .
 - (b) section 11.2(5) applies.
 - (c) Repealed. [B.C. Reg. 420/2004, effective January 1, 2005.]
- (2) The fall protection plan must be available at the workplace before work with a risk of falling begins.
- (3) Repealed. [B.C. Reg. 420/2004, effective January 1, 2005.]

All Acres employees must received fall protection training and training on the site fall protection plan prior to work.

INSPECTIONS

WORKPLACE INSPECTIONS

It is the policy of Acres that all employees, supervisors and managers be accountable for reporting unsafe conditions found in the workplace as soon as possible. Acres holds monthly safety inspections on each worksite location and foreman complete weekly inspections while on site.

Workplace inspections are a proactive ways to evaluate and correct safety hazards. Planned formal inspections occur on a monthly basis. Prior to the start of a new job, the worksite will be inspected by supervisor/ employee and weekly afterwards if long term. Daily informal work place observations are done through the work day, any positive, good work observations are passed on to the recipient and sub-standard act or condition is corrected immediately.

FIRE EXTINGUISHERS

All employees must be familiar with and read the instructions on the fire extinguisher they intend to use. Acres inspects all fire extinguishers monthly.

- Check the tag for the last inspection date and ensure it is current.
- Inspect it for dents.
- Check for the pin in the handle.
- Is the pressure in the green area on the gauge?

If any defect is found, the extinguisher is replaced and the safety advisor informed so they can have it fixed. Extinguishers are to be inspected monthly and documented.

Employees are only advised to fight a fire if they are comfortable doing so and it if is a small fire.

Basic Fire Extinguisher Operation:

1. **P**ull the safety pin (usually a twist/pull action)
2. **A**im the nozzle, horn or hose at the base of the fire.
3. **S**queeze the trigger handle.
4. **S**weep from side to side (watch for re-flash).

LADDERS

- Rest the top of ladder against a solid surface that can withstand the load.
- Attach a ladder stay across the back of ladder where a surface cannot stand the load. Extend the stay across a window for firm support against the building walls or window frame.
- Guard or fence off area around ladder that has been erected in an area where persons have access.
- Secure ladder firmly at the top to prevent it from slipping sideways or the foot from slipping outwards.
- Station a person at the foot of ladder when it is not possible to tie it at the top of at the foot. This is effective only for ladder up to 5m long.
- Ensure that the person at the foot of the ladder faces the ladder with a hand on each side rail and one foot resting on the bottom rung.
- Attach hooks on top of ladder rails where ladder is to be used at a constant height.
- Do not rest ladder on any rung. Only the side rails are designed for this purpose.

FLOOR OPENINGS/HOUSEKEEPING

FLOOR AND ROOF OPENINGS

All floor openings with a drop of more than 4 feet must be guarded with standard railing and toe board. Do not use covers for floor openings unless it is absolutely necessary to perform the job.

Where a floor covering is necessary, the covering must be built to withstand two times the intended load, or 360kg per square meter, whichever is greater. Floor coverings must be ¾ inch plywood secured by screws and marked “**Hole Opening**” for safety identification.

Wall openings with a drop of more than 4 feet must be guarded as required.

All open sided floors, walkways, platforms, ramps and runways with a drop of more than 4 feet must be guarded with standard railing and toe board as required.

All stairs with four or more risers must be provided with railings.

Railings, posts and wall opening barriers must be constructed to withstand force that is capable of withstanding at least 890 Newton's (200 pounds-force) applied within 5 centimeters (2 inches) of the top edge in any outward or downward direction. The guardrail can bend but must not break or separate (dislodge) from the structure to which it is attached.

Screens must be used between toe board and top rail where needed to prevent material from falling.

HOUSEKEEPING

- Housekeeping is an ongoing concern and must be completed throughout the day.
- Materials must be neatly stacked, weighted when required and placed out of the way.
- Tools and equipment should be put away after use and not left out on a job site.
- Block the wheels of rolling equipment.
- Trash and scrap are a fire hazard and must be collected and disposed of immediately in approved containers.
- Keep the materials neatly stacked and organized and see that propane cylinders are stored properly.
- All propane bottles are to be secured and locked up.

TRASH AND SCRAP ARE A FIRE HAZARD AND MUST BE COLLECTED AND DISPOSED OF IMMEDIATELY IN APPROPRIATE CONTAINERS.

JOHSC

JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE

The Joint Occupational Health and Safety Committee participate in all of the programs either directly or by data review, meeting British Columbia Occupational Health and Safety requirements.

JOINT OCCUPATIONAL HEALTH & SAFETY INFORMATION

The main duties/responsibilities of an Occupational Health & Safety Committee are:

1. Hold meetings at least four times a year, and submit minutes to the Division.
2. Participate in the identification and control of health and safety hazards in or at the place of employment;
3. Conduct Inspections and Accident Investigations.
4. Ensure that health and safety education programs are established and maintained at the work site.
5. Cooperate with the occupational health and safety service, if any, established for the place of employment.
6. Establish, promote and recommend the means of delivery of health and safety programs for the education and information of workers.
7. Deal with worker concerns about workplace health and safety.
8. Promote compliance, carry out duties and assist the employer to comply with the **WorkSafeBC** Act and Regulations.
9. Investigate Work Refusals.

ACRES Members of the Occupational Health & Safety shall have their names and numbers posted on all jobsites. Please direct any question or concern you may have directly to them, or any supervisor.

OH & S Meetings are held minimum QUARTERLY. Minutes are posted on all jobsites. Do your best to be aware of their discussions, as well as feel free to contribute—you are a valuable member of the Acres Safety Program!

Occupational Health and Safety Committee Co Chairs

Employer Co Chair:

Paul Bregoliss.....(250) 571-5535

Employee Co Chair:

Becca Peters..... (250) 572-3644

MEETINGS

SAFETY MEETINGS

A Weekly Safety Talk will be issued for review and discussion at weekly safety meetings for every crew on every job site. Agenda and discussions will include safety topics on company specific topics, as well as concerns that the crews may raise at the time or on past meeting minutes that can be added to the Safety Meeting on HCSS. Safety issues are the primary concern at these meetings; however, this forum is also where quality or other issues can be discussed.

Supervisors are to ensure as reasonable practicable all crewmembers and subcontractors attend each meeting, sign off on the weekly safety meeting, and are aware of all issues arising or that have arisen in the last week. Supervisors will welcome any and all suggestions from crewmembers and subcontractors.

Supervisors will record the minutes using **HCSS** and the attached **Weekly Safety Talks**.

Safety Meetings are held weekly on every project and shop, all employees and subcontractors are expected to attend. Office safety meetings are held monthly.

Every employee shall review Safe Work Practices and Job Procedures and or relevant legislation, polices and industry standards that apply to daily work tasks performed. Acres educates each worker with the review of these in the weekly safety meetings

SAFE PRODUCTION MEETINGS

Daily safe production meetings shall be completed prior to commencing work activities for the day. The purpose of these meetings is to outline the pertinent worksite information, assign work activities to crews and subcontractors, review incidents and safe production card submissions from the previous days, and coordinate all project activities. Supervisors are encouraged to add to the review of Safe Work Practices and or Job Procedures related to the scope of work activities, this may include any change in work scope activities. Subcontractors are required to attend daily project safe production meetings.

Superintendents are responsible to ensure that a safe production meeting is conducted prior to the start of work day although the role of meeting facilitator can be delegated to another on site supervisor such as a foreman. Minutes of the meeting and sign in sheet are to be recorded and shall be recorded and documented through the HCSS Safety system.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

GLOBALLY HARMONIZED SYSTEM 2015

WHMIS 2015

Workplace Hazardous Materials Information System (WHMIS) legislation came into effect in October 1988. The intent of the legislation was to ensure that workers know the hazards associated with the use, handling and storage of controlled products such as chemicals, physical and biological substances and precautionary measures to be taken to prevent injuries or illness.

Presently, many different countries have different systems for classification and labeling. To promote a more consistent communication of information and thereby facilitate the safe use of chemicals and lessen the barriers of trade, the *Globally Harmonized System* (GHS) is being developed.

WHMIS Labels

Supplier labels contain 7 pieces of information

Name of product, name of company that sold it, statement of MSDS, Hazard symbol, precautionary measure to use the product safely, and first aid measures.

Workplace labels contain 3 pieces of information

Name of product, precaution statement and reference to MSDS

Both Supplier label and Workplace Labels refer you to the MSDS

Material Safety Data Sheets

MSDS contain all information on the product used in the workplace, they contain specific information in each section (16) as to the PPE that should be worn when using the product, product flammability, first aid measures, fire fighting measures etc. You should not use any product that is missing its label or can not read it. Tell your supervisor right away.

MSDS binders are located on all project sites, your supervisor will show you its location when you are site orientated.

Signal Words

A signal word is a prompt that alerts you about the degree or level of hazard of the product. There are only two signal words used: "**Danger**" or "**Warning**". "Danger" is used for high risk hazards, while "Warning" is used for less severe hazards. If a signal word is assigned to a hazard class and category, it must be shown on the label, and listed in section 2 (Hazards Identification) of the Safety Data Sheet (SDS). Some hazard classes or categories do not have a signal word assigned to them.

Hazard Statement



Each hazard class and category has an assigned "hazard statement". Hazard statements are brief, standardized sentences that tell you more about the exact hazard of the product. The statements are short but they describe the most significant hazards of the product.

Examples of hazard statements are:

- Extremely flammable gas.
- Contains gas under pressure; may explode if heated.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

GHS Pictograms

		
FLAMMABLE	CORROSIVE	EXPLOSIVE
		
COMPRESSED GAS	OXIDIZING	TOXIC
		
HEALTH HAZARD	HARMFUL/ IRRITANT	DANGEROUS FOR THE ENVIRONMENT

GLOBALLY HARMONIZED SYSTEM 2015

Biohazardous



Radioactive



GLOBALLY HARMONIZED SYSTEM 2015 LABELS

SUPPLIER LABEL

EXAMPLE OF A MANUFACTURER'S LABEL:


Product Identifier – should match the name on the SDS → **n-Propyl Alcohol**

Signal Word – 'Danger' (severe) or 'Warning' (less severe) → **DANGER**

Hazard Statements – a phrase assigned to a hazard class that describes the nature of the product's hazards → Highly flammable liquid and vapor. Causes serious eye damage. May cause drowsiness and dizziness.

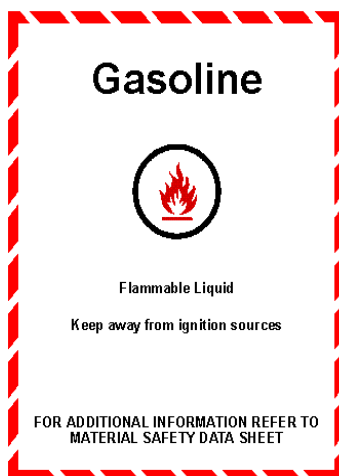
Precautionary Statements – describes recommended measures to minimize or prevent adverse effects from exposure → Keep away from heat/sparks/open flames/hot surfaces. No smoking. Avoid breathing fumes/mist/vapors/spray. Wear protective gloves/protective clothing/eye protection/face protection. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses if present. Continue rinsing.

Supplier Identification – name, address, and telephone number of the manufacturer or supplier → Acme Chemical Company • 711 Roadrunner St. • Chicago, IL 60601 USA • www.acmechem.com • 123-444-5567



Pictogram – graphic symbols intended to convey specific hazard information visually

WORKPLACE LABEL



There are some specific components that **MUST** be on the Workplace label.

- ▶ Name of the product
- ▶ How to protect yourself
- ▶ Refer to MSDS

WHMIS 2015

Precautionary Statements

Precautionary statements provide advice on how to minimize or prevent adverse effects resulting from exposure to a hazardous product or resulting from improper storage or handling of a hazardous product. These statements can include instructions about storage, handling, first aid, personal protective equipment and emergency measures. Like the hazard statements, the wording of precautionary statements is standardized and harmonized.

There are five types of precautionary statements:

- General.
- Prevention.
- Response (including first aid).
- Storage.

Disposal.

Examples of precautionary statements are:

- Keep container tightly closed.
- Wear protective gloves/protective clothing/eye protection/face protection.
- If exposed or concerned: Get medical advice/attention.
- Fight fire remotely due to the risk of explosion.

Protect from sunlight.

ACRES OFFICE CONTACTS

Mike Broadway- Director of Corporate Services (250) 299-7197

Justin Donaldson- Human Resources Advisor.....(250) 571-10671

Tammy Olsen- HSE Advisor..... (250) 571-1962

WELCOME TO OUR TEAM

ALWAYS WORK SAFE

Acres Project Contact Information:

Project Manager: _____

Cell Phone # _____

Site Superintendent: _____

Cell Phone # _____

Project Address : _____

Acres HSE Advisor: _____

A copy of all Safety Certifications are required for both new employees and Sub Contractors for all projects.

ACRES LTD.

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Web: www.acresenterprises.com

The logo for Acres Ltd. features the word "acres" in a bold, lowercase, sans-serif font. The letters are black and are positioned above a solid green horizontal bar. The bar is approximately the same width as the text above it.