



# **PCM CONSTRUCTION INC.**

## **Occupational Health & Safety Policy**

**April 2, 2010**



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**ACKNOWLEDGEMENT PAGE**

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## **ABOUT THIS SAFETY POLICY**

This Occupational Health & Safety Policy has been written and developed by Tickner and Associates Inc. It has been designed to assist **PCM CONSTRUCTION INC.** in their accident prevention efforts and addresses key areas of corporate diligence requirements in the subject matter. It is for the sole and express use of **PCM CONSTRUCTION INC.** and may not be copied or reproduced, in whole or in part, without the express written consent of Tickner and Associates Inc. as this publication is protected by Copyright laws.

The contents of this policy are presented as a guide for more detailed policies regarding the subject matter and should not be considered as legal authority. You are encouraged to customize this policy to ensure it represents your company's interests accordingly. No warranties or guarantees are made as to the absolute correctness of the information contained herein. It has been written giving proper consideration to OH&S legislation at this time. It does not remove, replace, or alter your obligations under any and all health and safety legislation in your jurisdiction.

The use of this material by PCM CONSTRUCTION INC. or person shall indicate your acceptance that Tickner and Associates Incorporated, its employees, consultants, associates, and/or shareholders shall be forever rendered harmless from any and all responsibilities and liabilities for any and all use of the information contained in this policy, errors, omissions, or the failure of any person to observe their responsibilities under Occupational Health and Safety law. It is further agreed that no actions of any kind shall be brought against Tickner and Associates Incorporated, its employees, consultants, associates and/or shareholders stemming from the use or misuse of any and all information contained herein by any person, persons, organization or company.

You are encouraged to use this policy in conjunction with all applicable and governing laws to ensure that your health and safety policies, along with any specific Safe Work Procedures you develop, reflect your corporate commitment to the subject matter. Through a proper management system, education of workers and enforcement of health and safety laws, accident prevention will succeed.

**All employers are required to establish a standard of care appropriate for their work circumstances. Once established, it is also the employer's responsibility to ensure that a program exists to implement the standards contained in the safety program. Prior to establishing safe work procedural standards, the employer must evaluate the risks involved with the work and address the degree of due diligence required for the circumstances present. The more hazardous the work, the greater degree of diligence required. Generic safe work procedures are not encouraged as they may tend to overlook specific factors such as location, weather, knowledge and experience required, time of day, other equipment involved etc. Tickner and Associates Inc. is available to assist your firm in developing specific site safe work procedures for the circumstances present.**

PLEASE REMEMBER THAT YOUR PERSONAL HEALTH AND SAFETY IS THE TOP PRIORITY. UNSAFE ACTS OR CONDITIONS ARE UNACCEPTABLE.



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<b>HEALTH &amp; SAFETY POLICY</b>	<b>Effective: 03/01/07</b>	<b>SECTION 1.0</b>
<b>TITLE: Introduction</b>	<b>Revised: 02/25/07</b>	<b>PAGE 1 OF 1</b>

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**APPLICATION:**

This policy applies to all managers, supervisors, employees, agents and subcontractors in our employ or under contract with our firm.

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**PURPOSE:**

The purpose of this section is to introduce our health and safety program, give the reasons for its existence and explain what is required for the program to be successful.

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**POLICY:**

Our Health and Safety Policy has been prepared for your use and reference. It is important that you understand our company places the health and safety of all employees, agents and subcontractors first and foremost. Success in health and safety will require the cooperation and dedication of all levels of management, our employees, agents, our subcontractors and their employees. As indicated throughout this policy, specific guidelines and policies have been developed to assist you in **making the right choice** when it comes to your health and safety.

Health and safety violations by any employee, agent or subcontractor will be viewed as a major breach of our company policy and will be grounds for immediate disciplinary action up to and including discharge. The Internal Responsibility System (IRS) means that we must all work together to ensure that health and safety is a primary focus for all our employees, agents and subcontractors and the work we are involved with. We do not, under any circumstances, expect you to work in an unsafe or unhealthy manner at any time. The municipal, provincial and/or federal laws, OH&SA and applicable regulations are the minimum standards for our work and shall be referred to for specific direction regarding certain issues and policies. Remember the following every working day.

***SAFETY & ACCIDENT PREVENTION***

***IT'S MAKING THE RIGHT CHOICE***

# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



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<b>HEALTH &amp; SAFETY POLICY</b>	<b>Effective: 03/01/07</b>	<b>SECTION 2.0</b>
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<b>TITLE: President's Message</b>	<b>Revised: 02/04/10</b>	<b>PAGE 1 OF 1</b>
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## **APPLICATION:**

This policy applies to all managers, supervisors, employees, agents and subcontractors in our employ or under contract with our firm.

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## **PURPOSE:**

The purpose of this section is to outline the President's commitment, on behalf of the company, to workplace health and safety and environmental protection.

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## **POLICY:**

On behalf of our company, I would like to thank those involved with the design and implementation of our health and safety policy and program. Health and Safety excellence, along with protecting our Environment, continues to be a fundamental principle and cornerstone of our business philosophy.

Our policies, programs and commitment to health, safety, and the environment demonstrate that we continue to act as good corporate citizens working towards an accident free workplace. Accidents are not part of our business and are never an acceptable risk. The health and safety of every employee, agent and subcontractor working for our firm is a primary concern and is the basis for our policies and directives in this area. We will review the Health and Safety Policy annually and update it as required. Any changes or revisions to the Policy shall be communicated to all parties by effective means such as staff meetings, training sessions or specific memos.

To be successful in health and safety we require the cooperation and dedication of all levels of management, supervisors, employees, agents, our subcontractors and their employees. This policy has been developed to assist you in making the right choice when it comes to your health and safety.

Health and Safety violations, by any employee, agent or subcontractor, will be viewed as a major breach of our program and will be grounds for immediate disciplinary action up to and including discharge. The Internal Responsibility System (IRS) means that we must all work together to ensure that health and safety continues as a primary focus of all our employees and subcontractors. We do not expect you to work in an unsafe or unhealthy manner at any time. I ask that you read this manual carefully and completely, raising any questions or concerns with your immediate supervisor.

Thank you for your cooperation.

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**Mr. Arnold Procaro - President**

**Date: April 2, 2010**

# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



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<b>HEALTH &amp; SAFETY POLICY</b>	<b>Effective: 03/01/07</b>	<b>SECTION 3.0</b>
<b>TITLE: Definitions</b>	<b>Revised: 02/25/07</b>	<b>PAGE 1 OF 1</b>

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## **APPLICATION:**

This policy applies to all managers, supervisors, employees, agents and subcontractors in our employ or under contract with our firm.

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## **PURPOSE:**

The purpose of this section is to define health and safety terms commonly used in the workplace and/or in health and safety legislation. These terms will be referred to throughout this policy.

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## **POLICY:**

Every employee, agent and subcontractor should be familiar with the definitions below to assist in their comprehension of this manual.

1. Worker – refers to all employees or agents of our company and includes workers employed by subcontractors performing work under contract to our company.
2. Supervisor – refers to a person who has authority over another worker(s).
3. JH&SC – refers to the company or site Joint Health & Safety Committee.
4. WHMIS – refers to the Workplace Hazardous Material Information System.
5. MSDS – refers to a Material Safety Data Sheet
6. PPE – refers to Personal Protective Equipment.
7. MOL – refers to the Ministry of Labour who enforce health & safety laws.
8. WSIB – refers to the Workplace Safety & Insurance Board in Ontario
9. OH&SA – refers to the most recent version of the Occupational Health & Safety Act.
10. LTI – refers to a Lost Time Injury (personal injury) requiring time off work.
11. Employer – refers to our firm or any subcontractor we may employ under contract.
12. Constructor – an employer who is responsible for health & safety on a project.
13. Hazard – refers to a condition or practice with the potential for accidental loss

# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



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**HEALTH & SAFETY POLICY**

**Effective: 03/01/07**

**SECTION 4.0**

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**TITLE: Responsibilities**

**Revised: 02/25/07**

**PAGE 1 OF 4**

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## **APPLICATION:**

This policy applies to all managers, supervisors, employees, agents and subcontractors in our employ or under contract with our firm.

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## **PURPOSE:**

The purpose of this section is to introduce, identify, and explain every person's responsibilities in our health and safety program.

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## **POLICY:**

**Constructors** (sometimes referred to as the General Contractor) are responsible for the protection of every worker's health and safety on a construction project. They are also responsible to ensure that all other employers and subcontractors comply with OH&S legislation and that workers are qualified to do the work being performed. It is the constructor's responsibility to ensure that all required documentation is available at the workplace prior to starting work on the project. (Constructors also have the same responsibilities as an employer)

**Employers** (our company) must also ensure that the health and safety of our employees, agents, subcontractors and their employees is protected at all times. We have the responsibility to implement and maintain an accident prevention program along with systems and procedures to promote and maintain a safe and healthy workplace. In order to accomplish this we will:

1. Appoint competent supervisors to supervise the work.
2. Provide the necessary (prescribed) equipment, materials and protective devices (PPE).
3. Explain the proper use, maintenance and limitations of PPE.
4. Advise workers of actual and potential safety hazards associated with their work,
5. Provide training in health and safety topics related to the circumstances present,
6. Update, circulate, and post this health and safety policy at work locations,
7. Discipline any worker that violates our health and safety policies or OH&S laws,
8. Post the OH&SA and Regulations for your reference,
9. Have a safety representative or a JH&SC in place, as required,
10. Develop a program to assist in implementing our company policies,
11. Develop an Early & Safe Return to Work Policy,
12. Monitor all accident and incident reports and corrective action taken,
13. Encourage the reporting of unsafe acts and/or conditions,
14. Establish a schedule for health and safety meetings and toolbox talks,
15. Take every reasonable precaution to protect workers from injury and/or illness.

# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



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<b>HEALTH &amp; SAFETY POLICY</b>	<b>Effective: 03/01/07</b>	<b>SECTION 4.0</b>
<b>TITLE: Responsibilities</b>	<b>Revised: 02/25/07</b>	<b>PAGE 2 OF 4</b>

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## **APPLICATION:**

This policy applies to all managers, supervisors, employees, agents and subcontractors in our employ or under contract with our firm.

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## **PURPOSE:**

The purpose of this section is to introduce, identify, and explain employee responsibilities in our health and safety program.

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## **POLICY:**

**Managers / Supervisors (as applicable)** must supervise the work in progress and ensure the work is done in compliance with all OH&S laws, our company health & safety policies and procedures. In addition, your supervisor will:

1. Supervise your work personally, or
2. In their absence, appoint a competent person to do so,
3. Ensure all workers comply with our policies and the OH&SA and Regulations,
4. Advise workers of actual and potential safety hazards associated with your work,
5. Provide and/or arrange for training in required health and safety topics,
6. Circulate, post and explain this health and safety policy to our workers,
7. Discipline any worker that violates our health and safety policies or OH&S laws,
8. Have a current copy of the OH&SA and Regulations available for reference,
9. Work with the safety representative, or the JH&SC as required,
10. Implement the program to ensure our company policies are known & followed,
11. Monitor and implement our Early & Safe Return to Work Policy
12. Perform routine workplace safety inspections,
13. Investigate all accidents and incidents
14. Generate accident/incident reports and institute corrective actions required,
15. Encourage the immediate reporting of unsafe acts and/or conditions,
16. Ensure corrective measures or disciplinary action are completed in a timely manner,
17. Conduct health and safety meetings and toolbox talks,
18. Recognize the efforts of workers demonstrating positive health and safety performance,
19. Ensure that all required task specific safe work procedures are in place,
20. Ensure that PPE is available, worn and used as required,
21. Ensure that safe and healthy conditions are maintained in the workplace,
22. Take every reasonable precaution to protect workers from injury and/or illness.



# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



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<b>HEALTH &amp; SAFETY POLICY</b>	<b>Effective: 03/01/07</b>	<b>SECTION 4.0</b>
<b>TITLE: Responsibilities</b>	<b>Revised: 02/25/07</b>	<b>PAGE 3 OF 4</b>

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## **APPLICATION:**

This policy applies to all managers, supervisors, employees, agents and subcontractors in our employ or under contract with our firm.

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## **PURPOSE:**

The purpose of this section is to introduce, identify, and explain employee responsibilities in our health and safety program.

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## **POLICY:**

**Workers, Agents and Sub-Contractor Employers / Workers** are expected to know and understand the basic principles of this policy and OH&S law. You have the right to work in a healthy and safe environment and are expected to comply with the following requirements at all times:

1. Read in full, and agree to comply with all OH&S laws and our company safety policy,
2. Use and wear the prescribed equipment, materials and protective devices supplied,
3. Know and understand the limitations of PPE,
4. Be aware of actual or potential safety and health hazards associated with your work,
5. Participate in training related to required health and safety topics,
6. Refer to our health and safety policy as required,
7. Do not violate health and safety policies or OH&S laws at any time,
8. Be aware of your responsibilities under the OH&SA,
9. Support your safety representative or JH&SC as required,
10. Cooperate with our program and assist in implementing our company policies,
11. Comply with Early & Safe Return to Work legislation,
12. Report any accident or incident to your Supervisor immediately (within 5 minutes),
13. Report unsafe acts and/or conditions to your supervisor,
14. Participate in health and safety meetings and toolbox talks,
15. Always work in a manner that is safe and do not endanger yourself or other workers,
16. Never engage in horseplay or report for work in an unfit manner.
17. If you are uncertain of any job or task – stop and ask your supervisor for help.
18. Never assume or guess on safety issues – be certain – be safe.

# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



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**HEALTH & SAFETY POLICY**

**Effective: 03/01/07**

**SECTION 4.0**

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**TITLE: Responsibilities**

**Revised: 02/25/07**

**PAGE 4 OF 4**

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**APPLICATION:**

This policy applies to all managers, supervisors, employees, agents and subcontractors in our employ or under contract with our firm.

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**PURPOSE:**

The purpose of this section is to introduce, identify, and explain employee and visitor responsibilities in our health and safety program.

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**POLICY:**

**Visitors** are expected to conduct themselves in an orderly manner. Visitors have the right to a healthy and safe environment throughout the duration of their stay or work at our workplace, and are expected to comply with the following requirements at all times:

1. Where required, sign in and sign out each time you visit our company or site,
2. Where required, wear and clearly display your visitor's badge at all times,
3. Report any accidents immediately (within 5 minutes) to **the person you are visiting or to a senior official from our company**, regardless of the severity,
4. Use and wear the prescribed protective devices required / supplied,
5. Remain with your assigned company escort at all times,
6. Avoid restricted areas unless you have the proper authorization to enter such areas,
7. Conduct your visit safely and do not endanger yourself or any workers,
8. Never engage in horseplay or report for your visit in an unfit manner.

# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



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<b>HEALTH &amp; SAFETY POLICY</b>	<b>Effective: 03/01/07</b>	<b>SECTION 5.0</b>
<b>TITLE: Accident Categories</b>	<b>Revised: 02/25/07</b>	<b>PAGE 1 OF 1</b>

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## **APPLICATION:**

This policy applies to all managers, supervisors, employees, agents and subcontractors in our employ or under contract with our firm.

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## **PURPOSE:**

The purpose of this section is to identify injury categories and types of injuries.

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## **POLICY:**

The following categories of injuries are for your knowledge as each one requires specific recording and reporting information.

1. **First Aid** refers to treatment for a minor injury that will not require the attention of a doctor or other qualified medical practitioner. Examples may be a minor cut or scrape.
2. **Medical Aid / Health Care** refers to an injury that will require a doctor's attention or the attention of another qualified medical practitioner. These injuries may not result in lost time from work but they must be reported to both the WSIB and the MOL within the specified timeframes. Examples may a cut and stitches are required.
3. **Lost Time Injury** refers to an injury that requires medical attention and will result in the injured worker missing one or more days of work beyond the date of injury.
4. **Critical or Fatal Injuries** refers to extreme circumstances where a worker is killed or critically injured. A critical injury (as defined) is any injury that:
  - a) places life in jeopardy
  - b) produces unconsciousness
  - c) results in a substantial loss of blood
  - d) involves the fracture of a leg or arm
  - e) involves the amputation of a leg, arm hand or foot
  - f) causes burns to a major portion of the body
  - g) causes loss of sight in an eye

**If any worker is taken to hospital by ambulance, we will assume the injury to be critical in nature until we have information to substantiate otherwise. A courtesy call to the MOL will be made to ensure they are aware of the circumstances. We can then update the MOL as information becomes available.**

# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



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**HEALTH & SAFETY POLICY**

**Effective: 03/01/07**

**SECTION 6.0**

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**TITLE: Accident & Hazard Reporting  
& Emergency Response**

**Revised: 02/25/07**

**PAGE 1 OF 2**

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**APPLICATION:**

This policy applies to all managers, supervisors, employees, agents and subcontractors in our employ or under contract with our firm.

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**PURPOSE:**

The purpose of this section is to identify the reporting requirements for each category in Section 5 and to further outline our policy on Hazard Reporting.

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**POLICY:**

The following reporting requirements are for your knowledge, as each one requires specific recording and reporting information. Any employee suffering any of the following occurrences (except critical/fatal injuries) must report as follows:

1. **First Aid** cases must be immediately reported to your supervisor or their designate, who will record the required information in the first aid logbook.
  
2. **Medical Aid / Health Care** cases must be immediately reported to your supervisor or their designate. They will ensure prompt medical attention and, if required, transportation to a medical facility and initiate an investigation into the causes of the accident. The WSIB and the JH&SC will be notified by our company as required. The MOL will be notified if and when required.
  
3. **Lost Time Injury** cases are very serious, as the injured person will require time off work to recuperate. Immediately report the injury to your supervisor (if able) in order that they can arrange for prompt medical attention, transportation to a medical facility and initiate the investigation into the causes of the accident. The WSIB, JH&SC and the MOL will be notified by our company as required. If you are the injured person, you are required to maintain contact with our company throughout the duration of your recovery.
  
4. **Critical or Fatal Injuries** present extremely stressful conditions and must be handled quickly by trained personnel. The MOL must be notified immediately. If you are first on the scene, the following crisis management steps must be followed:
  1. Send someone to notify the supervisor immediately and to call **911**,
  2. If qualified to do so, render first aid until help arrives,
  3. Send someone to guide the ambulance to the scene,
  4. Send someone to call our main office to activate our crisis response procedure,
  5. Stay with the injured person until the supervisor or ambulance arrives,
  6. Turn the scene over to the supervisor once they have arrived,
  7. Restrict access to the accident scene, (other than Emergency / MOL),
  8. Rope off the accident area for the accident investigation,
  9. Notify the Safety Representative or JH&SC and union (if any).



<b>HEALTH &amp; SAFETY POLICY</b>	<b>Effective: 03/01/07</b>	<b>SECTION 6.0</b>
<b>TITLE: Accident &amp; Hazard Reporting &amp; Emergency Response</b>	<b>Revised: 02/25/07</b>	<b>PAGE 2 OF 2</b>

**APPLICATION:**

This policy applies to all managers, supervisors, employees, and subcontractors in our employ or under contract with our firm.

**PURPOSE:**

The purpose of this section is to identify the reporting requirements for each category in Section 5 and to further outline our policy on Hazard Reporting.

**POLICY:**

5. **Hazard Reporting** requires that you immediately report any hazardous situation, including an unsafe acts or conditions, to your immediate supervisor. You may also advise your JH&SC member or WTC member. Your supervisor shall investigate and resolve the hazardous condition as required and follow-up with you regarding those steps. Hazard reports, including the corrective measures, should be recorded in writing. Record the date and names of those involved and sign the report. Your supervisor will inform you of any hazards specific to the circumstances of your daily work. Training on hazard recognition is accomplished through tool box talks and other meetings. Hazards are evaluated daily and will be addressed according to gravity of potential harm. Senior management will evaluate and communicate to all workers the progress of these elements on an annual basis.

**PLEASE ENSURE INJURIES AND/OR SAFETY HAZARDS ARE PROMPTLY REPORTED TO YOUR IMMEDIATE SUPERVISOR AND THE ON SITE PROJECT SUPERVISOR AS REQUIRED.**

**OUR HEAD OFFICE PHONE NUMBER IS 905-625-6666. Senior management must be advised of all personal injury accidents immediately.**

**EMERGENCY RESPONSE CONSIDERATIONS**

- Every supervisor should have an emergency response plan for each site.
- Emergency evacuation procedures are a part of the emergency response plan.
- Emergency numbers are posted on site in our office area
- Emergency & safe work procedures must be specific to the circumstances.
- Senior management will evaluate all emergency situations, if they occur, immediately after the occurrence and on an annual basis.
- We will acknowledge the progress of this plan on an annual basis and revise any issues that require attention.
- Any request for statements by the media shall be dealt with by a senior member of our crisis management team.

# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



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**HEALTH & SAFETY POLICY**

**Effective: 03/01/07**

**SECTION 7.0**

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**TITLE: Accident Investigation**

**Revised: 02/25/07**

**PAGE 1 OF 1**

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## **APPLICATION:**

This policy applies to all managers, supervisors, employees, agents and subcontractors in our employ or under contract with our firm.

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## **PURPOSE:**

The purpose of this section is to explain the process and format of our investigations

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## **POLICY:**

The process of investigating any accident, illness, fires, explosions or spills is for the sole purpose of establishing the causes (facts) of the occurrence which then facilitate our implementing corrective actions to eliminate or reduce the risk of other similar like occurrences. It is our policy to investigate every personal injury accident that requires medical attention, any reported occupational illness, major equipment or machine damage and any incident with the potential for serious injury or property damage including near misses. One of the reasons why we investigate accidents is that reports may need to be sent to the WSIB, JH&SC or MOL reporting the circumstances surrounding the occurrence. It is impossible to complete the WSIB and MOL forms without a proper accident investigation into the facts of the case.

Our investigations will establish who was involved, what happened, when it happened, where it happened and why it happened. In most cases, your immediate supervisor is responsible for conducting the investigation and completing the required investigation paperwork. **If an injured worker does not report their accident, we will be unable to file the necessary fully completed reports on their behalf.** This will also cause our company to notify the WSIB as to the reasons why the worker notification was not received.

Critical or Fatal injury investigations will be conducted with the assistance of one or more members of our senior management team as well as a certified member of the Joint Health and Safety Committee or the Safety Representative. We may also request assistance from outside safety specialists to ensure that we are in full compliance with all OH&S reporting requirements. We ask that you respect the serious nature of these situations and refrain from interfering with the investigation process. If you are a witness to an occurrence of this nature, please identify yourself as such to the person in charge of the investigation.

Written statements and pictures of the accident scene will be required along with the supervisor's/investigators' findings. Through your cooperation, we will be able to process the required forms and documents on a priority basis. A corrective action plan will be developed based on the facts and conclusions drawn from the investigation. All investigations shall be analyzed by senior management and result in a plan designed to eliminate or minimize the risk of future occurrences.

# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



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**HEALTH & SAFETY POLICY**

**Effective: 03/01/07**

**SECTION 8.0**

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**TITLE: Joint Health & Safety Committees**

**Revised: 02/25/07 PAGE 1 OF 2**

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**APPLICATION:**

This policy applies to the members of a Joint Health & Safety Committee (**JH&SC**)

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**PURPOSE:**

The purpose of this section is to provide a “terms of reference” for the **JH&SC** and to review the mandate and operation of the committee.

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**POLICY:**

The Joint Health & Safety Committee is an essential part of safety. The committee framework allows for management and labour (or the workers) to work together in order to identify health and safety issues in our workplace and then improve conditions through their corrective action recommendations. Our company continues to support this initiative and will support the committee members in their work.

The committee for a company shall consist of one management member and one labour member if we employ fewer than 50 workers and two management members and two labour members if we employ over 50 workers. At least one of each of the members representing employers and members representing workers shall be certified members.

Committees should meet at least once every 3 months to discuss and review the health and safety issues of concern. The meetings shall be co-chaired by management and labour and minutes of the proceedings shall be kept for review. The meetings shall have a standard format which includes, but is not limited to, reviewing the minutes of the previous meeting, reviewing and discussing each agenda topic, and providing recommendations when necessary. All meetings will commence when a quorum is achieved, which consists of two members, one of which is a worker representative and one of which is a management representative. All recommendations for corrective action from the committee should be forwarded in writing to management for review and disposition. It is the company’s intention to respond to all recommendations in an effort to expedite health and safety concerns and corrective measures on a priority basis. Please refer to the OH&SA for specifics on the responsibilities and powers of the committee.

Joint Health & Safety Committees for Construction Projects are the responsibility of the Constructor. While the operating criteria are virtually the same as those for individual companies, there are different requirements for the certification of the JH&SC members on projects. It is again suggested that you refer to the OH&SA for information and other specific requirements.

# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



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HEALTH & SAFETY POLICY

Effective: 03/01/07

SECTION 8.0

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TITLE: Joint Health & Safety Committees Revised: 02/25/07 PAGE 2 OF 2

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## APPLICATION:

This policy applies to the members of the Joint Health & Safety Committee

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## PURPOSE:

The purpose of this section is to provide a “terms of reference” for the JH&SC and to review the mandate and operation of the committee.

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Committee members representing workers shall be selected by the workers or by the trade union if represented by a union. The company will appoint the management members.

The committee shall have an equal number of management and labour members at all times. If, for any reason, a member of the committee ceases to be a member of the JH&SC, they shall be replaced as soon as possible. In the event that an accident or incident investigation is required, a member of the committee may be party to the investigation.

A JH&SC member representing workers (certified member when possible) shall inspect the physical condition of the workplace at least once a month or, if impractical to do so, shall inspect a part of the workplace each month so that over a 12 month period the entire workplace is inspected.

The JH&SC has various functions and powers within the workplace. They are able to identify hazardous situations, make recommendations to the employer and workers regarding the improvement of the worker health and safety, advise and have a designated workers’ representative present during the conducting of any test for the purpose of health and safety and to obtain information from the employer regarding various health and safety issues. For full detailed information, please refer to the OH&SA. All members of the JH&SC shall receive training annually on safety-specific issues relevant to the company’s operation.

**Note – If we have less than 20 workers, we do not require a JH&SC but we will have a safety representative chosen by the workers on site or the trade union. Their duties, although similar to those of the members of a JH&SC, can be found in the Act (RSO 1990 c 0.1 as amended) under Section 8.**



# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



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**HEALTH & SAFETY POLICY**

**Effective: 03/01/07**

**SECTION 9.0**

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**TITLE: Early & Safe Return to Work (ESRTW)**

**Revised: 02/25/07**

**PAGE 1 OF 1**

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**APPLICATION:**

This policy applies to all managers, supervisors, agents and employees in our company

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**PURPOSE:**

The purpose of this section is to explain the purpose of our Early & Safe Return to Work Policy and Program.

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**POLICY:**

Our company fully supports the practice of providing alternative work options to employees who sustain minor injuries. These work options are commonly referred to as light or modified duties and is part of the WSIB – ESRTW initiative.

Modified duties provide the injured employee with meaningful work while they are recuperating from their injury. For example, if an injured worker sustained an arm injury that prevented them from using their arm for a few days, the modified duties could be designed to ensure they would not use the injured arm in their temporary position, in accordance with their medical restrictions. The injured worker is still active and (may) maintain their full earnings capacity in this temporary position.

Modified duties do not, in any way, jeopardize the injured worker's WSIB claim or benefits or his/her rights to future benefits. In many cases, modified duties assist in reducing the recuperation time for an injured worker and are one reason why most compensation systems now require a formal plan for ESRTW.

An important component of the ESRTW policy is communication. The WSIB in Ontario requires the employer and worker contact each other as soon as possible after the injury and maintain open lines of communication throughout the recovery period. A logbook shall be kept containing a record of all communication between the employer and the worker, including the date of communication, what was said, and who the communicating parties were. We will strive to support any injured worker in his/her rehabilitation efforts and provide the most appropriate modified work to assist in this process. A competent person within our company or our safety specialists firm, with knowledge or experience in claims management, shall be assigned to manage WSIB claim files and to maintain communication with the injured worker.

The primary goal of our ESRTW program is to facilitate the recuperation process and to keep impacts to our WSIB record at a minimum.



# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



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<b>HEALTH &amp; SAFETY POLICY</b>	<b>Effective: 03/01/07</b>	<b>SECTION 11.0</b>
<b>TITLE: Environmental Protection (EP)</b>	<b>Revised: 02/25/07</b>	<b>PAGE 1 OF 1</b>

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## **APPLICATION:**

This policy applies to all managers, supervisors, employees, agents and subcontractors in our employ or under contract with our firm.

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## **PURPOSE:**

The purpose of this section is to establish the basic principles of our efforts to protect the environment.

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## **POLICY:**

The protection of our environment is an essential element of our everyday lives and is also a cornerstone of our company safety policy. As a rule, every working system and work procedure within our company will have taken environmental concerns into account prior to formalizing the policy or procedure. Each workplace we work in may have differing environmental concerns, therefore it is essential to understand and address these issues as required and with attention to the specific circumstances present.

Our primary goal in environmental protection is as follows:

1. Minimize environmental risks to workers and the general public at all times,
2. Know and protect against the environmental issues present,
3. Establish a system to measure and monitor our performance when required,
4. Form a partnership with our workers, community, and government for E.P.,
5. Ensure that we comply with all applicable E.P. legislation,
6. Where environmental impacts are unknown – stop work,
7. Liaise and communicate with the appropriate authorities for E.P.,
8. Ensure that literature and training is provided for specific concerns.
9. Remember to Reduce, Reuse and Recycle whenever possible.

# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



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**HEALTH & SAFETY POLICY**

**Effective: 03/01/07**

**SECTION 12.0**

**TITLE: Substance Abuse**

**Revised: 02/25/07**

**PAGE 1 OF 1**

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**APPLICATION:**

This policy applies to all managers, supervisors, employees, agents and subcontractors in our employ or under contract with our firm.

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**PURPOSE:**

The purpose of this section is to establish and communicate the guiding principles in our substance abuse policy.

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**POLICY:**

The protection of our workers and those working around us is of extreme importance. The use or possession of illegal drugs, alcohol or misuse of prescription drugs seriously diminishes our ability to maintain a safe and healthy working environment. Any person involved in such conduct jeopardizes not only themselves, but those working around them. It is for this reason that our policy in this area is very specific and is based on a ZERO tolerance position. The possession or use of illegal drugs, alcohol, or misuse of prescription drugs in the workplace is strictly forbidden and is grounds for immediate discipline up to and including discharge.

We will not, as a rule, test for drugs and/or alcohol use at work. We do, however, reserve the right to request a drug and/or alcohol blood level test in situations where there is clear evidence of impairment or if an accident has occurred where these substances could have been a contributing factor. Any worker who appears to be under the influence of these substances while at work will be notified of our observations and (if required) be requested to submit to an approved testing facility for testing.

In addition to the above standards, we will also provide assistance to any worker who feels that they may have a substance abuse problem. We will make every attempt to put you in contact with the appropriate treatment facilities and professionals to provide you with the assistance you require. All such requests will be held in strict confidence and we will assist you, where possible, in your recovery.

The OH&SA clearly states that all workers must work in a manner that does not endanger themselves or other workers. The use of the above substances will be viewed as a direct violation of this obligation.

# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



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**HEALTH & SAFETY POLICY**

**Effective: 03/01/07**

**SECTION 13.0**

**TITLE: Training & Education**

**Revised: 02/25/07**

**PAGE 1 OF 1**

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**APPLICATION:**

This policy applies to all managers, supervisors, employees, agents and subcontractors in our employ or under contract with our firm.

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**PURPOSE:**

The purpose of this section is to establish the training and education programs that you will have available to you and the associated requirements.

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**POLICY:**

The training and education of our workforce is an ongoing commitment and requirement. In addition to your job specific work training, you will also be required to show a basic knowledge of health and safety issues. Some workers have an extensive background and may have already received the required training while others need updating. It is our intention to provide ongoing training programs in health and safety for all workers in our company, including senior management and supervisors. Training may involve demonstrations, video training, classroom instruction or documentation review. You are asked to submit any questions about the training or information provided to the trainer or to our office in writing and we will provide further information as requested. The following lists some of the mandatory training (M) and optional training (O).

1. WHMIS – (M)
2. OH&SA / Regulations – (M) (O)
3. First Aid & CPR – Mandatory for supervision (M) (O)
4. Safety Policy – (M)
5. Workplace specific & task related safety training for the work involved (M)
6. PPE Use – (M)
7. Job specific hazards and potential hazard awareness training (M)
8. Accident Investigation – (M) Supervisors and JH&SC; (O) Others
9. Supervisory Competency - (M) Supervisors
10. Equipment, tool, and machine use and maintenance training as required (M) (O)
11. Return to Work – (M)

Your attendance at most training programs is mandatory as it will provide you with the skills required to perform your job safely. Attendance records will be maintained as will the name of the course, the nature of the topics discussed, the instructor's name, and the date of training. The employee will be required to sign the attendance sheet and in most cases, a written review or exam will be part of the course.

# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



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**HEALTH & SAFETY POLICY**

**Effective: 03/01/07**

**SECTION 14.0**

**TITLE: New Worker Orientation**

**Revised: 02/25/07**

**PAGE 1 OF 1**

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## **APPLICATION:**

This policy applies to new employees, agents and subcontractors in our employ or under contract with our firm, including temporary agency workers, summer students, and employees returning from a leave of absence.

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## **PURPOSE:**

The purpose of this section is to outline the basic orientation program that you will need to understand to be a safe and effective member of our company.

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## **POLICY:**

The following issues must be addressed **on the first day of your work** with our company. Your supervisor will go through the orientation with you and you must meet all requirements on our checklist prior to beginning work.

1. **Safety Policy Orientation** – A discussion and review of our Safety Policy outlines all required performance objectives and requirements for your work. Each new employee is required to review and acknowledge receipt of our policy. A copy of the policy may be provided to you directly but, in any case, a copy will be available on site with your supervisor at all times for your reference. If you are unsure of any operation or task assigned, do not proceed until you are aware of all safety precautions. You will also be introduced to the members of the JH&SC and be made aware of other required information before commencing any work.
2. **Equipment & Skills Orientation** – A discussion of the machinery and tools used in our work and the safety precautions **including the appropriate PPE**, required for use. We will also review what training you have had in the past and record any verification documents for this training. No employee is allowed to operate any machine, device, tool, equipment, or other item without the required certifications, knowledge, skills and/or previous training in the safe operation of the apparatus.
3. **Workplace / Site Orientation** – Once you arrive at your workplace it is very important that every employee familiarize themselves with their surroundings. Safety hazards that exist or that could present themselves during the course of your work will be outlined by your supervisor.

**You will be monitored and evaluated by your supervisor. A review of the success of our orientation program shall be done on an annual basis. You are encouraged to ask questions and to fully participate in this process.**

# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



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<b>HEALTH &amp; SAFETY POLICY</b>	<b>Effective: 03/01/07</b>	<b>SECTION 15.0</b>
<b>TITLE: Dealing with MOL / MOE</b>	<b>Revised: 02/25/07</b>	<b>PAGE 1 OF 1</b>

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## **APPLICATION:**

This policy applies to all managers, supervisors, employees, agents and subcontractors in our employ or under contract with our firm.

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## **PURPOSE:**

The purpose of this section is to establish guidelines when dealing with government agencies (Ministry of Labour – MOL / Ministry of Environment – MOE)

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## **POLICY:**

The MOL and MOE are charged with the responsibility of enforcing the laws as they pertain to OH&S and the environment. We will always encourage a spirit of cooperation with all government agencies and their officials at all times.

These officials have very broad powers when it comes to enforcing the laws. They have the right to inspect any workplace to examine the level of compliance, investigate accidents, attend to work refusals, write and issue orders to comply or issue stop work orders. It is an offence to impede or disrupt a ministry official in their efforts to perform their duties. Any worker involved in this practice, or failing to cooperate with a ministry official, will be subject to disciplinary action up to and including discharge.

Any orders issued by a ministry official shall be posted in the workplace in such a manner that it will come to the attention of the workers. If we disagree with a decision by the ministry official, never argue the point but rather raise your concerns with your immediate supervisor for their review. Violations of OH&S or EP laws and/or Regulations can result in fines to the worker, supervisor, and our company.

If an inspector has concerns, they are usually very helpful in highlighting these areas and can offer guidance as to the corrective actions to be taken. We view this as a positive approach and ask that you provide them with every courtesy at all times.

# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



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<b>HEALTH &amp; SAFETY POLICY</b>	<b>Effective: 03/01/07</b>	<b>SECTION 16.0</b>
<b>TITLE: Work Refusal</b>	<b>Revised: 02/25/07</b>	<b>PAGE 1 OF 1</b>

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## **APPLICATION:**

This policy applies to all managers, supervisors, employees, agents and subcontractors in our employ or under contract with our firm.

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## **PURPOSE:**

The purpose of this section is to review the principles of the right to refuse unsafe work.

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## **POLICY:**

The right to refuse unsafe work is not only mandated in legislation but is also a required code of conduct in our company. A work refusal, for safety reasons, is viewed by our firm as a positive effort to bring to our attention an issue that could pose a serious safety threat. It allows all involved parties to collectively review the circumstances and take the appropriate action to resolve the problem.

If any worker has **reason to believe** that their safety is in jeopardy they should advise their supervisor immediately of the concerns. The supervisor must notify a member of senior management and the JH&SC immediately of any work refusal and provide a description of the circumstances involved. An investigation into the refusal shall be conducted with the worker, JH&SC member(s), union representative (if applicable), and supervisor to establish the facts involved. If, after consulting with the above noted participants, the supervisor asks you to return to work and you feel that you have **reasonable grounds** to believe that your safety is **still in jeopardy**, you should again advise the supervisor of your refusal to work.

At this point the company will make the necessary calls to the MOL. The worker who refused the work will be given alternative work until the MOL inspector arrives. No disciplinary action or other actions will be taken against any employee who has a legitimate concern over their health and safety and exercises their right to refuse.

Copies of all investigation notes and statements will be provided to the JH&SC for review and discussion. The company will also track all refusals in order to identify any trends or common issues, which need attention. Specific information on work refusals can be found in the OH&SA.



# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



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**HEALTH & SAFETY POLICY**

**Effective: 03/01/07**

**SECTION 17.0**

**TITLE: Visitors**

**Revised: 02/25/07**

**PAGE 1 OF 1**

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**APPLICATION:**

This policy applies to all managers, supervisors, employees, agents and subcontractors in our employ or under contract with our firm.

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**PURPOSE:**

The purpose of this section is to review the requirements for allowing visitors into the work area or on our premises.

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**POLICY:**

Visitors to our company premises and/or our workplace (sites) must comply with all company rules, our safety policy and any safe work procedures required. All visitors will be required to sign in at the front desk or at the site location in our trailer or by notifying the supervisor in charge of their presence.

Visitors must use and wear the required PPE that is appropriate or regulated for the duration of their time on our site/premises. Any visitor on site should have a specific reason for being there and a specified time period for being their visit. A member of our company should accompany the visitor at all times unless they will be at one specified work location for the day.

Any visitor that arrives without the required PPE or that refuses to comply with our safety policy or procedures will be refused entry to our premises and will be refused all future entry until they receive written authorization from our senior management.

# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



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<b>HEALTH &amp; SAFETY POLICY</b>	<b>Effective: 03/01/07</b>	<b>SECTION 18.0</b>
<b>TITLE: Contractor and Subcontractor Agreement</b>	<b>Revised: 02/25/07</b>	<b>PAGE 1 OF 4</b>

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BETWEEN: **PCM CONSTRUCTION INC.**

And

\_\_\_\_\_ (Contractor or Sub-Contractor)

## TERMS & CONDITIONS

### IT IS AGREED AND UNDERSTOOD THAT,

Health and Safety is an important priority of PCM CONSTRUCTION INC. The Contractor or Sub-Contractor (herein referred to as the S.C.) shall ensure that any and all work performed by their employees and/or the employees of their Sub-Contractors meet the following requirements

1. All activities must meet the requirements of the Occupational Health and Safety Act, RSO 1990 Chapter 0.1 as amended (herein referred to as the ACT) and the applicable Regulations for Construction Projects, O.Reg. 213/91 as amended and/or the Regulations for Industrial Establishments, O.Reg. R.R.O. 1990, Reg. 851 as amended (herein referred to as the Regs.).
2. Specific duties, as outlined in the Act under Duties for Employers, Supervisors and Workers, shall be strictly observed and adhered to by the S.C. for the duration of their work on this project.
3. The S.C. shall have a sufficient number of personnel trained in Standard Level First Aid and these individuals shall be on site at all times. (Reg. 1101)
4. The S.C. shall have a Competent Supervisor on site at all times to supervise the work of their employees and any sub-contractors under their control.
5. The S.C. shall ensure that all workers have the required training in WHMIS, Fall Protection and any other specific training required by the regulations ACT. Proof of training is required to be available to be checked periodically by our safety/site personnel.
6. The S.C. shall provide PCM CONSTRUCTION INC. with a copy of all MSDS information prior to working on the project. In addition, an up to date copy of the S.C. Safety Policy, and site specific safe work procedures (SWP) for the project, WSIB Experience Rating information, (CAD-7 or MAP) and the MOL Registration Form (Form 1000) shall also be provided and approved prior to working on the project. The S.C. also acknowledges receipt (or availability upon request by S.C.),

## PCM CONSTRUCTION INC. – 2010 SAFETY POLICY

of the PCM CONSTRUCTION INC. Health & Safety Policy, which is to be strictly adhered to at all times.

7. All motorized equipment and power tool equipment shall have all appropriate logbooks, manufacturers' instruction booklet, and a record of training for those qualified to operate the machine or device.
8. Any and all accidents shall be reported to the PCM CONSTRUCTION INC. Project Manager immediately and the S.C. accident investigation report shall be completed and submitted to PCM CONSTRUCTION INC. within 24 hours of the accident. Failure to do so will result in our Health & Safety team being called on to conduct the investigation and their time shall be at the S.C.'s expense.
9. In addition, if any contractor or subcontractor's employees are in contravention of the Site Safety Program on three or more occasions, (or the Act or the Regs.) our safety professionals will investigate and report the reasons for these violations to PCM CONSTRUCTION INC. senior management team with all associated costs at the contractor's and/or subcontractor's expense.
10. All critical or fatal injuries shall result in PCM CONSTRUCTION INC. Safety Professionals being brought in to oversee the investigation process and dealings with MOL and other officials. Any and all expenses associated with this process shall be the responsibility of the subcontractor/
11. Copies of all written investigation reports and submissions to outside agencies, as they pertain to an accident on our project, **shall be submitted via fax to the PCM CONSTRUCTION INC. Head Office within 24 hours of the accident report.**
12. Copies of the S.C. weekly toolbox talk and their Supervisor's weekly equipment inspection checklist shall be submitted to the PCM CONSTRUCTION INC. Project Manager weekly.
13. **Any and all work to be performed after 4:30 p.m. on weekdays or on Saturdays or Sundays must be approved by PCM CONSTRUCTION INC. in writing prior to work continuing. Subcontractors are prohibited from working without this written approval and authorization.**
14. The S.C. shall take every reasonable precaution to protect all workers and the public from injury and illness. Standards of care appropriate for the circumstances of the work shall be communicated as required.
15. All workers on site must be covered by WSIB coverage. Independent Operators are not permitted on the project without permission from PCM CONSTRUCTION INC.2007. Any costs associated with health and safety violations or delays will be the responsibility of the contractor and/or subcontractor.

## PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



16. Any contractor(s) or subcontractor(s) to our company and their workers must comply with all company rules including relevant stipulations in our safety policy and any required safe work procedures. They are required to read and agree to the conditions set forth on PCM CONSTRUCTION INC. Safety Policy with regards to health & safety requirements.
17. All employees of any contractor(s) or subcontractor(s) must use and wear the required PPE that is appropriate, or regulated, for the duration of their time on our site or on our premises and have on their person the required training cards to verify their training. In addition, a current copy of the contractor's or subcontractor's safety policy must be on file with our office. All MSDS sheets for any WHMIS-related products the contractor or subcontractor may use on site must be available and up to date. WSIB Clearance Certificates, along with a letter verifying that all site workers are covered under the Workplace Safety and Insurance Act, must be received in our office prior to working on our projects.
18. Any worker that arrives without the required PPE or that refuses to comply with OH&S law or safe work procedures will be refused entry to our site (premises) and will be refused all future entry until they receive written authorization from our senior management. Violation of ZERO TOLERANCE rules, such as fall protection, will result in the worker's permanent removal from our projects.
19. Repeated violations of OH&S law and/or safe work procedures by any contractor(s) or subcontractor(s) may result in their removal from the job. All associated costs for violations of health and safety laws and/or project delays resulting from health and safety violations will be the responsibility of the S.C. in violation. Investigations by our safety professionals, resulting from repeated safety violations by contractors, subcontractors or their workers, shall be at the S.C.'s expense.
20. All contractors or subcontractors hereby verify that all workers to be employed on site will be covered by Workplace Safety & Insurance Board coverage and that no independent operator will be employed at any time without the express written permission of PCM CONSTRUCTION INC.2007. Violations of this requirement will result in an immediate review of your contracts with our firm. Any costs associated with rectifying violations, including indirect damages, shall be the responsibility of the contractor or subcontractor.

## PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



It is agreed and understood that all terms and conditions outlined in this agreement shall be adhered to for the duration of the subcontractors work on the project. Failure to adhere to the standards outlined or resolve violations of these standards shall result in sanctions as outlined.

Any person or corporation signing this agreement represents and warrants that it is a valid and subsisting corporation or employer duly organized and in good standing under the laws of its incorporating jurisdiction and, so far as it carries on business within the provinces and territories of Canada, is in good standing under the applicable laws of the provinces and territories and further, possesses all necessary power and authority to carry on its business, to own its properties and to execute and perform this agreement. Any individual signing this agreement on behalf of an entity represents and warrants that he or she has full authority to do so.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2010

PCM CONSTRUCTION INC.2007: \_\_\_\_\_ c/s  
Authorized Signing Officer

Contractor/Sub-Contractor Company Name: \_\_\_\_\_ c/s

Contractor/Sub-Contractor: \_\_\_\_\_ c/s  
Name (Please Print)

\_\_\_\_\_  
Signature of Authorized Signing Officer c/s

Witness: \_\_\_\_\_  
Name (Please Print) Signature



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<b>HEALTH &amp; SAFETY POLICY</b>	<b>Effective: 03/01/07</b>	<b>SECTION 19.0</b>
<b>TITLE: Disciplinary Action</b>	<b>Revised: 02/25/07</b>	<b>PAGE 1 OF 1</b>

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**APPLICATION:**

This policy applies to all managers, supervisors, employees, agents and any subcontractor(s) in our employ or under contract with our firm.

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**PURPOSE:**

The purpose of this section is to review the steps involved in our disciplinary action policy.

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**POLICY:**

The primary focus of disciplinary action is to establish that violations of our health and safety policy, safe work procedures and/or a provincial regulation are unacceptable. We cannot, and will not, tolerate violations of this nature, as it serves to weaken and diminish our entire safety program.

Disciplinary action will be administered in the following manner.

1. For a first violation – a verbal warning.
2. For a second similar or other violation - a written warning.
3. For a third similar or other violation – a one-to-five day suspension.
4. For a fourth violation of any kind – immediate termination.

Violations of major health and safety issues, which are immediately threatening to life or health, shall result in immediate suspension and/or termination. Examples of these circumstances could be (but are not limited to) failing to wear fall-arrest when required, fighting or horseplay on the job, the possession, use or sale of illegal substances on the job, failure to report accidents immediately, etc.

Initially, disciplinary action allows a person to understand and hopefully realize that health and safety is essential and is a vital part of our company’s operations. Repeated violations usually indicate the person has little or no regard for our program, and as such they will be dealt with in a swift and just manner. These actions also provide a clear commitment to the majority of our employees who comply with our program each and every day.

All disciplinary action shall be recorded by the supervisor/manager itemizing the violation(s), the name of the worker involved, date of violation, circumstances of violation, site location, and corrective actions required. A copy of this shall be provided to the worker, a copy placed on the worker’s file, and a copy placed in the disciplinary action file.

# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



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<b>HEALTH &amp; SAFETY POLICY</b>	<b>Effective: 03/01/07</b>	<b>SECTION 20.0</b>
<b>TITLE: WSIB Administration</b>	<b>Revised: 02/25/07</b>	<b>PAGE 1 OF 2</b>

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## **APPLICATION:**

This policy applies to all managers, supervisors, employees, agents and any subcontractor(s) in our employ or under contract with our firm.

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## **PURPOSE:**

The purpose of this section is to review the steps involved in our WSIB administration program.

---

## **POLICY:**

All claims made to the Workplace Safety & Insurance Board (WSIB) shall be fully investigated as per our policy. All documentation destined for the WSIB shall be submitted within the timeframes established by the Board. All information must be factual and verifiable prior to any submission. A record and copies of all submissions to the WSIB, the MOL or any other party as it relates to safety performance shall be kept for a minimum of five years from the date of original submission. Our designated WSIB administrator shall administer all submissions and senior management will be kept advised and will review, evaluate and communicate ongoing performance as required. Employees will also be advised as to the importance of proper reporting, record keeping and analysis through meetings and toolbox talks. We will acknowledge performance achievements on an annual basis and amend any issues that require revision.

Any injured worker who will require medical attention must be reminded that we have an Early & Safe Return to Work policy and program. The injured worker should be given a Functional Abilities Evaluation form for their doctor to complete. Every attempt shall be made to assist the worker in returning to work without lost time in accordance with our policy. The WSIB Report of Accidental Injury or Illness (Form 7) shall be completed using information from the accident investigation report supplied by the injured worker's supervisor. Our policy requires that all accidents be reported immediately and all workers should be aware of this. Any claim reported after 24 hours from the alleged accident date and time will cause an immediate investigation into the reasons and circumstances. Where appropriate, the WSIB investigations branch shall be contacted for their assistance in these matters.

Any appeal of a WSIB decision shall be discussed with and approved by senior management prior to launching the appeal. If access to a worker's file is required, all information shall be kept in strict confidence at all times and used for the purpose of the appeals process only. It is our intention to resolve any disputes with the WSIB in an open and professional manner at all times. All conversations and contact with the WSIB shall be recorded in a logbook which identifies the date of our contact, the person contacted and a description of the issues discussed and conclusions drawn.

# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



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**HEALTH & SAFETY POLICY**

**Effective: 03/01/07**

**SECTION 20.0**

**TITLE: WSIB Administration**

**Revised: 02/25/07**

**PAGE 2 OF 2**

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**APPLICATION:**

This policy applies to all managers, supervisors, employees, agents and any subcontractor(s) in our employ or under contract with our firm.

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**PURPOSE:**

The purpose of this section is to review the steps involved in our WSIB administration program.

---

**POLICY:**

**INDEPENDENT OPERATORS** – (Defined - workers who own a small business and are paid by a piecework or on-contract process) Effective January 1, 2007 – all pieceworkers or independent business owners who provide services to our company are encouraged to carry **OPTIONAL INSURANCE** coverage through the Workplace Safety & Insurance Board of Ontario. This will allow you to obtain WSIB coverage and provide us with the proper clearance certificates for your work. All sole proprietors / businesses must also carry a GST number for their business. We believe proper WSIB coverage will provide added benefits to your business and to the owners personally. If you have any questions please call our office.

As a rule, our company will not use Independent Operators or other persons not insured under the Workplace Safety and Insurance Board. If an Independent Operator is used, an Independent Operator Letter from the WSIB is required.



# PCM CONSTRUCTION INC. – 2010 SAFETY POLICY



## Worker Acknowledgement

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

Worker's Name: (Please Print Name Clearly)

\_\_\_\_\_

I \_\_\_\_\_ have reviewed the information in the PCM CONSTRUCTION INC. Safety Policy and do hereby agree to work in compliance with the standards of care outlined. I understand that working in a safe manner at all times is a requirement of my employment. I also agree to report unsafe conditions to my supervisor and report any accidents immediately and prior to leaving the workplace.

Worker Signature \_\_\_\_\_