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## INDEX

1. Safety Policy
  2. Hazard Assessment
    - Job Hazard Analysis (completed forms stored in FORMS binder)
    - Subcontractor Compliance (completed forms stored in Subcontractors file)
    - Site Start-up Checklist (completed forms stored in FORMS binder)
    - External Safety Violation Notice (completed forms stored in Subcontractors file)
    - Incident/Hazard Reporting (completed forms stored in FORMS binder)
  3. Safe Work Practices
  4. Safe Work Procedures
  5. Safety Rules
    - Verbal Discipline Warning (completed forms stored in FORMS binder)
    - Internal Infraction Notice (completed forms stored in FORMS binder & employee file)
  6. Personal Protection Equipment
  7. Equipment Maintenance Policy
  8. Safety Training
    - Orientation Checklist (completed forms stored in Employee file)
    - Daily Safety Meeting Report (completed forms stored in Safety Meetings binder)
  9. Inspections
    - Site Inspection Checklist (completed forms stored in FORMS binder)
  - 10A. Incident Reporting & Investigations
  - 10B. FORMS (completed forms stored in Employee file)
    - Accident/Incident Report
    - Employee/Witness Statement
    - Modified Work Program
    - Medical Treatment
    - Release Authorization for Medical Records and/or Information
    - Modified Work Offer
  11. Emergency Planning & Procedures
    - First Aid Treatment Log (completed forms stored in First Aid kits)
  12. Records and Statistics
  13. Workplace Safety and Health Legislation
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# Health and Safety Plan Cambridge Bay

## 1. Qillaq Innovations Safety Policy

Qillaq is committed to an effective safety program that protects its employees, property, worksites, environment and the public from various injuries and accidents.

Qillaq has developed a policy called "**EVERYONE GOES HOME SAFELY**" which entails employees at all levels, including supervisory and management positions. Qillaq Innovations is responsible and accountable to maintain a safe and healthy working environment by way of proper facilities, equipment, safe work procedures, evaluations, and training programs. Qillaq believes in active participation by employees, every day, in every job to ensure safety standards. Management shall support and provide coordination of safety procedures amongst all employees on the job site as well as other locations.

The information contained in this Policy Manual does not take precedence over OH & S Regulations and all employees shall know OH & S Regulations.

Qillaq Innovations objective is to maintain an accident free work place. Through continuous safety regulations and loss control approach, we will accomplish this goal.

### **Environmental Policy**

At Qillaq Innovations, our commitment to protecting the environment is an integral part of our operations. We ensure our work processes and products are environmentally cautious to ensure hazardous materials are properly disposed of and materials are recycled whenever possible. During plant upgrades and repairs, we assist clients in disposing of used materials in safe manner to maintain a sustainable company.

As part of our daily operations, our environmental program focuses on being proactive and we anticipate concerns ahead of time to prevent or reduce environmental hazards. Through education and training, our employees have a clear understanding of this focus and fully support our commitment to achieving environmental excellence.

## 2. Project HSE Goals

Qillaq Innovations HSE goal is to achieve zero incidents by implementing the Safety Program which includes hazard identification and assessment, toolbox and weekly safety meetings, FLRA's, JHA's, training and mentoring programs, defined roles and responsibilities and the promotion of our strong safety culture and attitude.

## 3. Roles and Responsibilities

### Safety Coordinator Responsibilities:

Provide a safe and healthy work place

Maintain & implement the company safety program & site safety plan

Instruct & train site personnel

Conduct regular safety inspections for the project site & safety program

- Ensure proper training for safety equipment required for work site personnel
- Ensure safety equipment meets requirements
- Investigate all incidents/accidents & provide reports
- Ensure compliance with all related government regulations
- Lead by example
- Administer JHA's & FLRA's & ensure they are complete
- Administer all safety documents
- Report & implement corrective actions for unsafe conditions & hazard reports
- Represent the company as the WCB Claims Manager
- Retain personnel training records & ensure personnel has the training required to do the work
- Coordinate safety meetings
- Assist in Toolbox Safety Meetings
- Retain safety statistics – weekly/monthly hours & LTI's, incident/accident, near misses, hazard ID's, training
- Train personnel on the safety program continually
- Provide safety documentation for head office
- Provide safety presentation for progress meeting
- Oversees subcontractor's safety program and work

#### Safety Responsibilities for the Project Manager:

- Provide a safe work place
- Maintain site safety management plan
- Ensure training for site personnel
- Conduct regular safety inspections for the project site & site safety management plan
- Provide safety equipment required for work site & personnel
- Investigate all incident/accident reports on project site
- Ensure compliance with all related government regulations
- Set a good example

#### Safety Responsibilities for the Site Superintendent:

- Provide a safe work place
- Maintain site safety management plan
- Ensure training for site personnel & coordinate this training requirement
- Conduct regular safety inspections for the project site & site safety management plan
- Provide safety equipment required for work site & personnel
- Investigate all incidents/accidents & help develop reports on project site
- Ensure compliance with all related government regulations
- Set a good example
- Assist in developing JHA's for project work
- Report & implement corrective actions for unsafe conditions & hazard reports

#### Safety Responsibilities for Tradesmen/Apprentices/Labourers

- Work safely

- Understand the company & site safety programs
- Execute the JHA's & develop FLRA's
- Read, understand & use the safe work procedures within the safety program
- Report unsafe conditions or possible hazards
- Correct unsafe conditions if possible
- Comply with & report breeches of company policy and/or government regulations
- Report all injuries
- Participate in safety program
- Set a good example

#### **Safety Responsibilities for Visitors**

- Only enter onto the worksite after a site orientation has been completed
- Wear all applicable PPE
- Be familiar with the site emergency response plan

## **4. Orientation and Certificates**

### **Safety Orientations**

Qillaq Innovations shall ensure all workers will complete and/or have on record:

- Site Orientation
- WHMIS training
- First Aid
- Ground disturbance
- Confined space entry
- H2S Alive
- Fall protection

## **5. Meetings**

### **Pre job Meetings**

A pre-job safety meeting conducted by Qillaq's representative will be held prior to start of the construction and will be attended by the following: Integral personnel and subcontractors as required.

The pre-job meeting will review all aspects of the project and its execution. The importance of all safety issues will be addressed and will reiterate the Owner/Client's and Qillaq's commitment to safety. The Pre-job meeting is to be held on the project site.

### **Daily Toolbox Meetings**

Toolbox meetings will document accountability and responsibility to designated personnel. Toolbox meetings will be delegated as per the Integral Manager's instructions.

### **Weekly Safety Meetings**

The safety commitment, from Qillaq, will be discussed with all employees at the start of construction. The attention to detail and pre-planning will be reiterated at all safety meetings. Formal safety meetings will be done weekly highlighting issues and/or important items being addressed at the time.

## **6. Incident Reports**

All incidents and near misses will be immediately reported to the Qillaq Safety Coordinator, Site Superintendent, the Owner/Client and all mandatory legislative organizations. The Safety Coordinator, in cooperation with the Site Superintendent and the Project Manager shall ensure that all required WCB reporting requirements are met.

In the event that a worker is injured and must be sent for medical treatment (either on site or to a medical facility) the worker must be escorted by the Safety Manager or an assigned designate.

An immediate assessment of the incident shall be reviewed and if it is determined that an unsafe situation is present the area shall be quarantined pending the satisfactory completion of a corrective action. The Safety Manager shall complete a preliminary incident investigation report. A detailed investigation will follow.

## **7. Safety Services**

Qillaq Innovations will ensure its work force has the correct information on site if the need arises for outside services. This information shall include the names, addresses, phone numbers, fax numbers and any other pertinent information for organizations such as:

- Walk-in Clinics

- Hospitals

- Ambulance (ground and air)

- Fire Department

- RCMP

When applicable, detailed directions and/or maps shall be readily accessible in the event of an incident.

There will be a Safety Officer assigned to the project that will be responsible for ensuring that appropriate measures are implemented to protect all individuals on site and to ensure that if the need arises that appropriate medical attention is provided in a timely manner.

## **8. Hazard Assessment Program**

The Qillaq Site Manager will use the Qillaq Hazard Assessment Program to identify any hazards on the work site. Qillaq Task Hazard Assessments, reviewed at the pre-job, will be incorporated into the Hazard Assessment. Complete participation by all employees will be encouraged. Job Hazard Analysis (JHA's) shall be developed by the appropriate foreperson in conjunction with the Site Manager prior to mobilization and the commencement of work. The individual performing the work in conjunction with the appropriate foreperson prior to starting a task shall develop Field Level Risk Assessments (FLRA). If there is a change in conditions that may have an adverse effect on the safety conditions an updated FLRA shall be developed that will incorporate the effect.

The Qillaq Innovations Hazard Assessment will be completed prior to starting new tasks, or when a change in the scope of work occurs and will be reviewed with the workers prior to commencing the new task. Copies of the Hazard Identifications shall be made available to all personnel.

## 9. Site Hazards

**Slips, falls (ladders, scaffolds)** – Crews are to wear CSA proper footwear (boots in good condition and proper grips). Workers are to use the “three point contact” rule while climbing. All tools, parts, and debris shall be kept secure.

**Manual heavy lifting** – Personnel will be educated in safe lifting as to mitigate over-exertion, muscle strains, or twisting. Personnel are instructed to lift with knees, ask for help, use machinery, etc. Personnel must assume the proper position for the required task. Emphasis on employee instruction and awareness on safe lifting techniques will take place throughout the project. Individuals shall be instructed in proper stretching techniques and this activity shall be encouraged during the tailgate meetings.

**Tripping Hazards** – Through proper housekeeping and basic site maintenance, tripping hazards will be mitigated.

**Gas Testing** – Four way monitors will be used in each work area and additional safety equipment will be brought on-site when required to ensure that there is no risk to personnel.

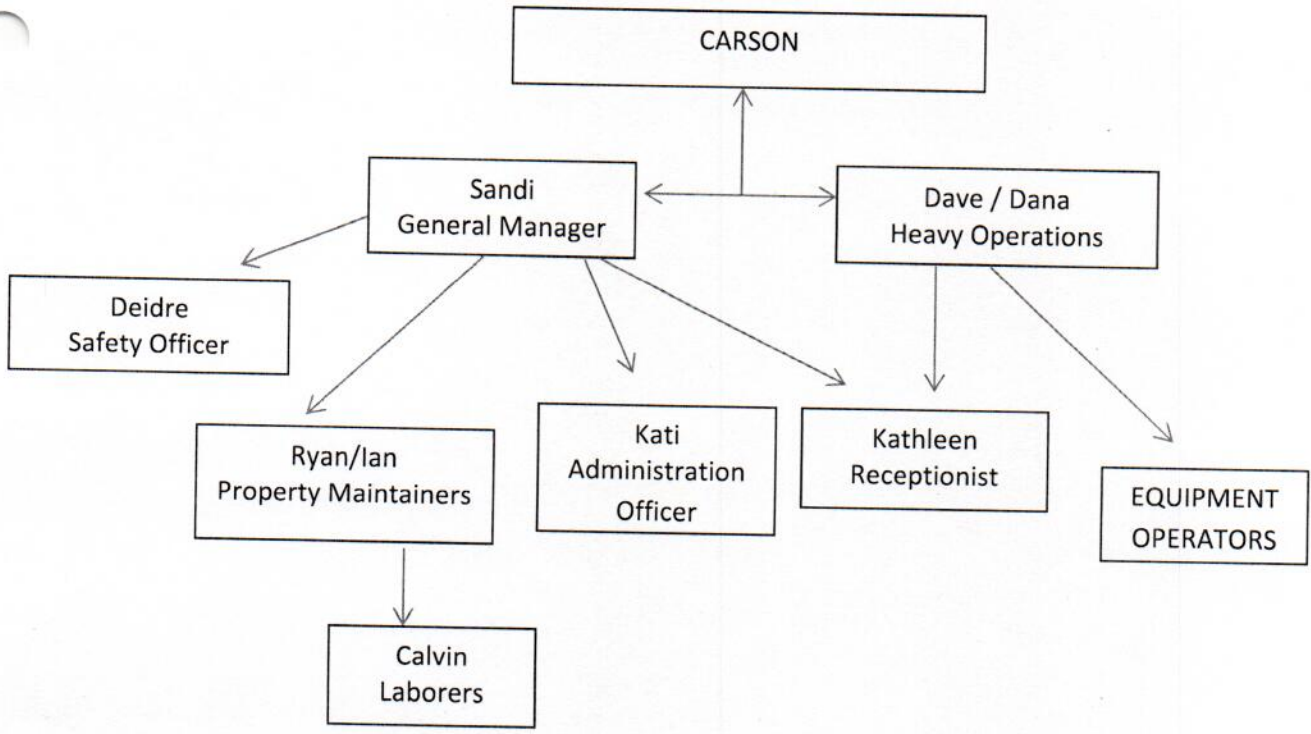
## 10. Emergency Response Plan (ERP)

In the event of an incident, the Qillaq Supervisor will be notified immediately. They will then notify the Owner/Client Site Construction Manager and further actions will be carried out. For more information see the HR manual.

## 11. Environment

All construction waste generated on this project will be disposed of in an environmentally responsible manner. Housekeeping duties will be performed regularly throughout the construction process.

Spill kits will be kept on-site where necessary. All hazardous waste shall be disposed of as per environmental regulations. Bonding cables will be used for all drip/waste pails.





# Duties

## **Duties of Managers**

1. Provide Information, instructions and assistance to supervisory staff in order to protect the health and safety of all employees.
2. Understand and enforce all company safety policies and occupational health and safety legislation
3. Provide supervisory staff with proper, well maintained tools and equipment plus any other special personal protective devices which may be required.
4. Provide ongoing safety educational programs and first aid training as required.
5. Monitor projects and hold site personnel accountable for their individual safety performance.
6. As far as reasonably practicable provide a safe and healthy workforce.

## **Duties of Supervisors**

1. Know and apply the company safety policies and relevant occupational health and safety regulation.
2. Ensure that site orientations are carried out for new hire employees, employees new to site, and subcontractors.
- 3.





## Hazard Assessment Index

- Introduction
- Policy
- Definitions
- Conducting a Hazard Assessment
- Job Hazard Analysis
- Subcontractor Safety Policy
- Visitor Safety Policy
- Forms
  - Hazard Analysis (completed forms stored in FORMS binder)
  - Sub Contractor Compliance Declaration (completed forms stored in Sub Contractor file)
  - Subcontractor Safety Violation Notice (completed forms stored in Subcontractor file)
  - Site Start Up Checklist (completed forms stored in FORMS binder)
  - Incident/Hazard Reporting Form (completed forms stored in FORMS binder)



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## **Hazard Assessment**

The identification of hazards and their control or elimination is a legal responsibility and a basic and important component of accident prevention. As such, Qillaq Innovations will do all that is reasonably practicable to ensure hazards are identified, prioritized, eliminated or controlled to reduce their risk and communicated to appropriate people.

Part of this process will include evaluating and monitoring the activities of sub- contractors and site visitors.

Supervisors and an employee representative at the beginning of each project, during the project or periodically when work or conditions change at a site, shall conduct a hazard assessment to determine the potential hazards to which employees may be exposed.

Using the forms provided in the Qillaq Innovations safety manual. Identified hazards shall be prioritized, and an appropriate method of control implemented. Results of the assessment shall be posted or communicated to workers.

All hazard assessments and corrective actions shall be on file at the site office and a copy sent to management.

For the purpose of identifying hazards Qillaq Innovations will review,;

- Previous Hazard Assessments
- Inspection reports
- Incident Investigations
- Material Safety Data Sheets communicated to others
- Exposure to Noise Levels, Asbestos, Biological/Chemicals, Environmental

Issues

### **Definitions**

**Hazard** Any circumstance or condition which poses a risk of an incident.

**Hazard Assessment** A thorough examination of an operation (job site, shop, etc.) for the purpose of identifying what actual and potential hazards exist.

**Inspection** An observation tour of the workplace for the specific purpose of determining the levels of compliance with established safe work practices, procedures and safety rules.

**Incident** Any unwanted or unplanned event which results in injury or damage,

**Note:** Identified hazards are to be ranked in order of priority according to the following ranking scale.

### **SEVERITY**

- 1 Immediate Danger** (death, disaster)
- 2 Serious** (major injury or damage)
- 3 Minor** (non-serious injury or damage)
- 4 Negligible** (first aid or less)
- 5 Not Applicable**

### **PROBABILITY**

- A Probable** (immediately or soon)
- B Reasonably Probable** (eventually)
- C Remote** (could at some point)
- D Extremely Remote** (not likely)



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## **Initial Assessment**

- Assemble the people that will be involved which should include as a minimum the Supervisor, the Project Manager, Safety Representative or the worker representative'
- Consider the range of operations that will be involved in the project.
- Think of the possible hazards originating with the environment, material, equipment and people.
- Keep asking "What if?".
- Mark on the check list all the items that need attention.
- Review the findings.
- Rank the items on the following criteria;
  - 1 = Critical Hazard, make a list of critical tasks
  - 2 = Potential Hazard
  - 3 = Requires Improvement
- Using the forms attached and the balance of the Safety Manual, develop a plan to control the hazards that have been identified.
- Copies of all Hazard Assessments to be kept on the site for reference, and examination by auditors.

## **Ongoing Hazard Assessment**

During the course of the project the Supervisor shall from time to time, review conditions on site, changes in work activity and the procedures in place. If changing conditions or other factors suggest that the existing procedures may not be adequate, a new project Hazard Assessment shall be conducted. The same procedure shall be followed as when conducting the initial assessment. Regular inspection of the site will help identify the hazards. The completed inspection forms should be reviewed as an aid for the site assessment. The personnel conducting the Hazard Assessment may also be expanded to include key sub-trades on site, foremen and provincial safety inspectors.



## **JOB HAZARD ANALYSIS (JHA)**

For the purposes of Safe Work Procedures and Work Practices a hazard analysis will be completed. It is important to evaluate and control safety and health hazards; develop solutions that will eliminate, minimize and prevent hazards and accidents.

Factors to consider when selecting jobs to be analyzed or studied include;

- Frequency of incidents, injuries and illnesses
- Potential for severe injury
- New, non routine, or modified work
- New equipment or machinery installed
- Past inspection reports

Procedures:

Every task can be broken down into steps and in a particular order and is the basis of a safe work procedure. Every step in the task is to be identified and recorded. Ensure all the key steps are included.

There are six steps involved in an analysis Procedures done by observation and discussion:

1. Select the worker (s) who is willing to share their knowledge and experience.
2. Gain cooperation by explaining what is being done and why, Not evaluating the worker.
3. Observe the task being done and record the breakdown by steps.
4. Discuss the breakdown with the worker.
5. Repeat with others as necessary and record the basic steps.
6. Check with other qualified persons to critique the basic steps.

When all the steps are identified determine where the hazards are with each step. Consider any losses to the environment, the job or equipment.

Develop safe work procedures for each step and implement with a new work procedure.

Use the form attached for ease of analysis.



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## ***Subcontractor Safety Policy***

It is the policy of Qillaq Innovation to evaluate the safety activity or programs of subcontractors where these are available. Each subcontractor will provide a copy of their written safety and health program as required by legislation, the name of their site supervisor, and the name of their safety representative. In addition, subcontractors will provide;

- an initial hazard assessment,
- ongoing assessments as work changes,
- copies of on-site inspections,
- incident investigations,
- tool box meetings,
- first aid & injury reporting
- and will submit in writing signed by their senior management a Sub-Contractor's declaration agreeing to comply with Qillaq Innovations safety and health program.

Every subcontractor and self employed person will on orientation be supplied with an Qillaq Employee and Subcontractor Handbook and will cooperate with our company safety and health program while on Qillaq Innovations sites.

Subcontractors will submit:

### **Prior to startup**

- Contractor Compliance Declaration
- Contractor Orientation Forms
- Contractor hazard Assessment Forms
- Contractor MSDS sheets for any WHMIS controlled products brought on site

### **Weekly**

- Toolbox Talk Forms

### **Bi-weekly**

- Contractor Inspection Forms

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Sandi Gills – Secretary/Treasurer

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April 5, 2014



### ***Visitor Safety Policy***

Qillaq Innovations is committed to ensuring as far as possible any one granted access to our worksites and work places is free from occupational hazards.

Visitors to our work sites will on arrival report to the site office and sign the visitors register and report to the site supervisor.

Visitors will either receive site safety orientation or be escorted while on site. Visitors will be instructed on the site emergency procedures.

Visitors will wear safety footwear or be restricted to safe aisles or walkways. Visitors must have head protection. Qillaq Innovations will supply a visitor hard hat if required.

Qillaq Innovations will supply visitor eye, face, and hearing protection if required.



## **SUBCONTRACTOR COMPLIANCE DECLARATION**

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the Builder or Prime Contractor will be undertaken in a safe manner, the following declaration must be signed and submitted prior to start-up.

Submitted To: Qillaq Innovations  
Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

COR or SECOR Certification # \_\_\_\_\_ Safety Program Registration # \_\_\_\_\_

### **DECLARATION**

I have read the information provided to me by Qillaq Innovations respecting my company's safety and health requirements when working on their site. I will do everything reasonable and practicable to help ensure a safer job site.

- As required by all employers in this province/territory, I have obtained current copies of the Workplace Safety and Health Legislation and/or Trades Safety Guidelines.
- As required by all employers in the province/territory, I will ensure workers are supervised by a competent supervisor, familiar with the WSH Act and Regulations.
- As required by all persons in the province/territory, I will share required information with the prime contractor, and those affected, necessary to identify and control both the existing and potential hazards.
- To the best of my knowledge, I and my company employees meet the minimum safety training requirements as outlined in Provincial/Territorial Workplace Safety and Health Legislation.
- Have read and understand the Subcontractor Safety Policy

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Company: \_\_\_\_\_ Date: \_\_\_\_\_



## Site Start-up Checklist

<b>Jobsite Location</b>	
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This checklist must be completed by the Site Supervisor and submitted to the Manager.

Ensure the following are readily available on site

- Safety manual
- WHMIS pamphlets, self training discs or manual
- MSDS and chemical inventory
- Fire extinguishers
- Fire hoses (if water source is available)
- First aid kit and log book
- WCB forms, tool box talks, legislation

Set up Safety Bulletin Board

- Emergency procedures
- Emergency phone numbers for posting
- Company safety policy
- Company PPE policy
- Company safety rules
- Safety & health representatives
- First aid attendants

Safety equipment & PPE

- Hard hats
- Hearing protection
- Eyewash station
- Eye protection
- Fall protection
- Safety fencing

Safety Signage

- Hard hat area
- Work boots
- Hearing & eye protection

A sign (required by legislation) that states;

The name of the prime contractor or employer

Location of first aid services

Name and telephone number of person responsible for the site

Contact information for the committee or representative

This board to be set up outside the office or entrance.

<b>Declaration: <i>Site start-up has been completed as noted above</i></b>	
<b>Supervisor signature</b>	
<b>Date</b>	





## HAZARD ANALYSIS FORM

Initial Assessment \_\_\_\_\_ During Project Assessment \_\_\_\_\_

Project Site \_\_\_\_\_ Project No. \_\_\_\_\_ Date \_\_\_\_\_

### Staff Completing this Evaluation

Project Supervisor: \_\_\_\_\_

Safety Representative: \_\_\_\_\_

Management: \_\_\_\_\_

Severity		Probability	
1	Immediate	A	Immediately or soon
2	Serious	B	Eventually
3	Minor	C	Possible
4	Negligible	D	Not Likely
5	N/A		

Analysis	Potential Hazards	Preventive Actions to be taken
	House Keeping	
	Access/Egress	
	Material Storage	
	Hazardous Material WHMIS	
	Lighting	
	Flammables	
	Electrical Hazards	
	Confined Space Entry	
	Ladders	
	Work at Heights	
	Scaffolds	
	Hoisting of Materials	
	Other Contractors	
	Excavations	

### HAZARD PRIORITY RANKING

1. Imminent Danger (i.e. causing deaths, loss of facilities)
2. Serious (i.e. severe injury, property and equipment damage)
3. Minor (i.e. non-serious injury, damage)
4. Negligible/OK (i.e., minor injury, requiring first aid or less)
5. Not applicable

- A. Likely to occur immediately or soon
- B. Reasonably probable – likely to occur eventually
- C. Remote – could occur at some point
- D. Extremely remote – unlikely to occur

**External Safety Violation Notice**  
**(Subcontractor)**

Subcontractor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor / Worker: \_\_\_\_\_ Time: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project No: \_\_\_\_\_

**Violation:** This is to advise you that employees of your firm are in violation of Provincial Workplace Safety and Health Regulations and / or Qillaq Innovations Safety Policies as noted below.

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Name of violating employee (s) \_\_\_\_\_

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Corrective action required: \_\_\_\_\_

Date for compliance: \_\_\_\_\_

**Note:** Non compliance with Provincial Legislation or continued non compliance with the Safety Policies of Qillaq Innovations may result in the removal of individuals from this site and or termination of your contract.

Issued by: \_\_\_\_\_ Signed: \_\_\_\_\_

Copies to: Subcontractor's management and site office  
Qillaq Innovations Management



# Incident/Hazards Reporting Form

This form is for use by employees of any agency who wish to report an incident/near-miss, an unsafe condition or unsafe practice.

**Reported by:** \_\_\_\_\_  
\_\_\_\_\_

**Email (optional):** \_\_\_\_\_  
\_\_\_\_\_

**Keep name confidential? Y or N (yes assumed if not checked)**

**Telephone:** \_\_\_\_\_  
\_\_\_\_\_

**Location:** \_\_\_\_\_  
\_\_\_\_\_

**Details:**  
(Describe in great detail. Include any objects or equipment involved. Continue on reverse if Necessary.)

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**Corrective Actions Proposed:**  
(Give your suggestions for ways to correct the unsafe condition reported)

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## Safe Work Practices Index

- Safe Work Practices Policy
- Safe Work Practices Protocol
- See - Appendix "A" Safe Work Practices



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## ***Safe Work Practices***

Safe Work Practices and Procedures are ways of controlling hazards and doing jobs with a minimum of risk to people and property. The Safe Work Practices included in this section of the Safety Manual are intended to provide all employees with information on how to perform their jobs as safely as possible.

Managers, Supervisors and workers should become familiar with the safe work practices and procedures to prepare themselves for job inspections and to ensure that the practices are current and applicable to site situations.

The Site Supervisor and Safety Representatives, will continue to develop Safe Work Practices and Procedures as required for other tasks and jobs which are not included in the Safety Manual. The Supervisor with the assistance of safety representatives will periodically review all Practices and Procedures to ensure that they remain current (Tool Box Topics).

The supervisor is responsible to ensure that workers are aware of and instructed in the appropriate safe work practice and will ensure that safe work practices are:

- In writing
- Readily available to all employees
- All employees understand the safe work practices that apply to them
- All equipment and tools required to work safely will be supplied
- Followed and adhered to in the work site

See - Appendix "A" Safe Work Practices



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## Safe Work Procedures Index

- Statement on Safe Work Procedures
- Safe Work Procedure for Work on Crown and First Nations Lands - Policy
- See - Appendix "B"



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## ***Safe Work Procedures***

Safe work procedures are ways of controlling hazards by doing jobs with a minimum of risk to people and property. They are very specific and detail the step-by-step procedure to follow while conducting a particular task.

A safe work procedure is a written description of how to do a job from start to finish. They are created using a Job Hazard Assessment process and writing the detailed preventative methods.

There are five basic stages in conducting a Job Hazard Assessment:

1. Select the project or work to be analyzed
2. Break the process down into a sequence of steps
3. Identify known or potential hazards
4. Determine preventative measures to eliminate or reduce the hazard
5. Write new procedure and implement

Safe work procedures are created from listing step-by-step the preventative measure outlined in step 4 of the **Job** Hazard assessment (noted above). (see Job Hazard Assessment)



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## ***Safe Work Procedure for Work on Crown and First Nations Lands***

Qillaq Innovations is dedicated to the protection of the environment and the respect of both Crown Lands and First Nations Lands on which it works. Accordingly all Qillaq and contract employees are to take all reasonable measures to minimize the impact on the environment and wildlife (both plant and animal) in the areas where work is being carried out.

### Waste Disposal

All waste is to be disposed of appropriately. This includes:

1. Any 'trash', including paper, plastics, metals, etc., is to be stored in appropriate bags or bins until it can be deposited at a location designated for waste disposal;
2. All 'organic wet garbage', including kitchen scraps and food waste is to be buried in a manner that leaves no trace and is least likely to attract wildlife;
3. All sewage and 'grey water' is to be disposed of in areas so designated;
4. Special care is to be given to the proper storage and disposal of used oil, filters and other equipment by-products, ensuring that there is no leakage or soil/water contamination from these by-products.

### Machinery Maintenance & Spills

1. Be prepared at all times to intercept, clean up and dispose of any oil or fuel that may spill, whether on land or water.
2. Keep all materials required for cleanup of spills readily accessible on-site (e.g. spill kit).
3. Notify Qillaq Innovations head office immediately if there are any spills.

### Animal and Plant life

Care is to be given to minimize the impact on all plant and animal life. This includes:

1. Where possible, avoiding the disruption of animal habitats. This includes the disruption of dens, nests, beaver dams, known feeding grounds, etc.
  - a. Where a den, nest, dam, etc. is located close to or along the work route and where proceeding with work may disrupt such areas, authorization is to be obtained from the Qillaq head office before proceeding with such work.





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2. Avoiding any clearing or disruption of plant life that is not necessary for the continuation of the work being performed.

### Streams and Lakes

1. Due to the importance and interconnectedness of lakes and rivers, extreme care is to be given when working in and around any type of waterway or marshland. This includes, but is not limited to:
  - a. no dumping of any substance into or near a water source;
  - b. where possible, minimizing work in or around waterways;
  - c. no washing of any machinery or equipment in a waterway; and
  - d. wherever possible, avoiding the disruption of rocks soils and plant life in or around a waterway.

### Hunting and Fishing

1. Hunting of any kind is strictly prohibited.
2. Fishing is allowed:
  - a. On Crown Lands, where all necessary licenses have been obtained. All rules and regulations of the province are to be strictly followed, including species restrictions and catch limits.
  - b. On First Nations Lands, where prior permission has been given by appropriate First Nations representatives. Any restrictions imposed by the First Nations with respect to fishing are to be strictly upheld.

### Cultural Sites, Burial Grounds, Trap Lines and Breeding Grounds

1. From time to time there may be areas identified during work as cultural sites, burial grounds, trap lines or breeding grounds.
  - a. In the event that these are identified in the field it must be reported to the project supervisor and contract inspector as soon as possible.
  - b. No work may proceed through these areas until permission has been received from Qillaq Innovations.

### Permissions and Reporting

Prior to undertaking any activity (whether or not directly connected to the project), which may contravene the environmental guidelines & procedures set out herein,



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permission must be obtained from the designated project manager in the Qillaq head office.

Where, due to accident, oversight or willfulness, any of the above guidelines and procedures have not been followed, such event is to be reported immediately to the designated project manager.



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## **Appendix A            Safe Work Practices – Index**

### Safe Work Practices

- Fire & use of fire extinguishers
- Use of cleaning solvents & flammables
- Use of Tiger torches
- Use of propane

### Grinders

- A01 – Handling & storage of bonded abrasive wheels
- A02 – Bench & pedestal wheel mounting
- A03 – Wheel mounting of portable grinders
- A04 – Use of portable grinders
- A05 – Use of bench & pedestal grinders

### Crane & Hoist

- B01 – Hand signals
- B02 – Common hand signals
- B03 – Vertical, choker & turning sling hitches
- B04 – Basket & bridle sling hitches
- B05 – Synthetic web slings
- B06 – Hoist wire rope

### Ladders

- C01 – Portable Ladders
- C02 – Use of portable ladders
- C03 – Extension
- C04 – Extension set-up
- C05 – Stepladders
- C06 – Inspection
- C07– Job built ladders

### Welding & Cutting

- D01 – Cylinder Storage
- D02 – Handling cylinders
- D03 – Set up
- D04 – Regulator set up
- D05 – Leaking & overheating cylinders
- D06 – Leak test
- D07 – Lighting up



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- D08 – Shut down
  - D09 – Operating faults
  - D10 – Maintenance & inspection
  - D11 – Installation
  - D12 – Set up checklist
  - D13 – Equipment use checklist
  - D14 – Ergonomics
  - D15 – Ventilation
  - D16 – Protective clothing
  - D17 – Eye & face protection

#### Woodworking Machines

- E01 – General
- E02 – Table saws
- E03 – Radial arm saws
- E04 – Push sticks
- E05 – Mitre saws

#### Powered Hand Tools

- F01 – Basic electrical safety
- F02 – Ergonomics of tool design
- F03 – Drills
- F04 – Belt sanders
- F05 – Sabre, jig & reciprocating saws
- F06 – Circular saws
- F08 – Routers
- F09 – Explosive actuated fastening tools
- F10 – Pneumatic nailing & stapling tools
- F11 – Air powered

#### Hand Tools

- G01 – General Safe Tool Operation
- G02 – Ergonomics of tool design
- G03 – Screwdrivers
- G04 – Wrenches
- G05 – Hand saws
- G06 – Hammers G07
- G07 – Wood chisels
- G08 – Pliers



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G09 – Non Cutting tools  
G10 – sparking tools  
G11 – Striking or hammering tools  
G 12 - Snips

#### Chain Saws

H01 – Safe use of chain Saws  
H02 - Basic saw operations  
H03 – Kick back  
H04 – Maintenance & service  
H05 – Transportation & storage  
H06 – Personal protective equipment

#### Forklift Trucks

J 01 – General safety rules  
J02 – Operator’s daily check  
J03 – The professional operator  
J04 – Maintaining control  
J05 – Maintaining stability  
J06 – Load handling  
J07 – Loading & unloading vehicles  
J09 – Safe handling of propane fuel  
J10 – Maintenance  
J11 – Fork safety

#### Metalworking Machines

M02 – Metal saws (cold)  
M03 – Metal saws (hot)  
M04 – Drill presses

#### Platforms

P01 – Frame scaffold components  
P02 – Frame scaffold set up  
P03 – Scaffold use  
P04 – Rolling scaffold  
P05 – Decks  
P06 – Elevating set up  
P07 – Elevating use  
P08 – Bucket (aerial use)



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## Appendix B

### Safe Work Procedures Index

Confined Space Entry  
Lock out / Tag out  
Maintenance of Air Nailing Equipment  
Backhoe Operation  
Skid Steer (Bobcat) Operation  
Cordless Drill Operation  
Extension Ladder Usage  
Manual Lifting  
Fire Extinguisher Usage  
Trenching and Excavations  
Electrical Safety  
Fire Protection  
Compressed Air  
Fuel Spill  
Fuel Oil Spills (Environmental)  
Spill Response Procedure  
**Housekeeping**  
**Ergonomics**  
**Cold Weather Safety**  
**Material Handling**  
**Cranes and Hoists Operation, Inspection & Maintenance**  
**Compressed Air Tools**  
**Compressed Gas Cylinders**  
**Chain Saws**  
**Abrasive Grinding Wheels**  
**Hand and Power Tools**



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## Appendix B

## Safe Work Procedures

### Confined Space Entry

#### Preparation

1. Secure the area by using signs, barricades, etc.
2. Do a hazard assessment of the job
3. Have a pre-entry job meeting
4. Ensure that all equipment needed is at the site and ready to use
  - testing equipment
  - harness
  - lifeline
  - communication device
  - lighting
  - rescue equipment
5. Ensure all permits are filled out
6. Identify rescue personnel and method of contacting same

#### Procedure

1. Test atmosphere and identify any toxic gases or oxygen deficiencies (19% or less, and no more than 21%).
2. Use ventilating, use lockout / tag out systems including bonding, blinding and double valving to make area safe.
3. Prepare the worker for entry, including safety harness and lifeline, communication system, SCBA or SABA (if necessary), air purifying respirator (if needed) and test each piece before use.
4. Allow worker to enter the confined space while the safety standby maintains communication from the outside while watching for changes in working conditions.
5. Keep track of time to make sure that the worker does not stay in the confined space too long. Use communication system to notify person that it is time to come out and allow for egress time.
6. In case of an emergency standby person and rescue team will follow the emergency response plan as discussed in the pre-entry meeting.
7. Remember – The safety standby shall not leave their watch station while the work is in progress; no worker shall enter the confined space without a safety standby being present.

#### Post-Job

1. Perform a head count to ensure everyone is out of the confined space.
2. Remove tools, PPE, etc. and ensure site is cleaned up.
3. Record time done on work permits and hand in to supervisor.
4. If SCBA was used, return to maintenance shop for recharging and cleaning



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## Appendix B

## Safe Work Procedures

### Lockout/Tag out – Mobile Equipment

#### Purpose

To effectively disable a piece of mobile equipment from accidentally starting, thus placing a maintenance person at risk to injury.

#### Procedure

1. Inspect the piece of mobile equipment needing repair to determine the type of repair required.
2. Turn the machine ignition off. Notify others in the area of the shut down.
3. Remove the key (if it has key ignition).
4. Close and Padlock the console if it has a cover and place the key in your pocket. Apply do not start tag.
5. If the machine has a push button start, remove the battery ground cable.
6. Repair machine as required.
7. After the repair, unlock the cover and replace the key, or reattach the battery ground cable.
8. If you require the machine running to test the repair, stand clear of any hazard locations. Do not approach any moving part while it is running. Follow a safe work practice for such events.





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## Appendix B

## Safe Work Procedures

### Maintenance of Air Nailing Equipment

#### Purpose

To provide a procedure for the inspection and maintenance of air nailing equipment.

#### Procedure

1. Check all screws to make sure they are tight.
2. Add 2 or 3 drops of oil to the gun through the connector.
3. Check the connector coupler for tightness.
4. Check all guards to ensure they are in place.
5. Check coupler to ensure it is in proper working condition.



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## Appendix B

## Safe Work Procedures

### Backhoe Operation

#### Purpose

To provide a procedure for safe operation of a backhoe on a jobsite.

#### Procedure

1. Ensure that underground lines have been checked; confirm with site supervisor.
2. Conduct a visual inspection of the backhoe; check for oil leaks, air leaks, loose bolts, lug nuts, windshields, exhaust system, breaks, etc.
3. Perform a walk around to ensure that it is safe to start the backhoe.
4. Climb onto backhoe using the three point contact method (2 hands and 1 foot or 1 hand and 2 feet).
5. Ensure that the backhoe transmission is in neutral and the emergency park brake is activated.
6. Put on the seat belt.
7. Turn ignition key to start the engine.
8. Idle engine to allow sufficient time for engine to warm up.
9. Stabilize backhoe with the outriggers and bucket.
10. Release safety lock on hoe.
11. Test all moving components of the backhoe before starting to dig.
12. Proceed with excavation using caution while operating.
13. When the project is completed or stopped, engage the hoe safety.
14. Ensure that the backhoe is parked on level ground; raise outriggers and bucket evenly.
15. Cool down the engine adequately.
16. When the engine is running at an idle, engage the park brake.
17. Turn ignition key off.
18. Dismount from the backhoe using the three point contact method.





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## Appendix B

## Safe Work Procedures

### Cordless Drill Operation

#### Purpose

To provide a procedure for safe operation of a cordless drill.

#### Procedure

1. Determine work to be completed with the cordless drill; use correct lifting procedure when working with heavy materials.
2. Use proper PPE as required to complete work safely (i.e.- gloves, safety glasses).
3. Select driver or bit and install into chuck, tightening chuck by hand; do not use the power of the drill to tighten or loosen driver or bits.
4. Proceed with work; do not change direction of tool rotation until the tool comes to a complete stop; keep battery charged for optimum performance.
5. After completing the work, remove attachments, clean tool, recharge battery if required and place tool in storage.



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## Appendix B Safe Work Procedures

### Extension Ladder Usage

#### Purpose

To provide a procedure for safe usage of extension ladders.

**\*\*\* Warning \*\*\***

Metal ladders conduct electricity

Do not let ladders of any material come in to contact with live electrical wires.

#### Procedure - Setup

1. Inspect each ladder before use for any damage.
2. Secure base when raising and never set up ladder when it is extended.
3. Set extension ladder at a proper (75 deg.) angle by placing ladder base a distance equal to  $\frac{1}{4}$  total working length of ladder away from base of vertical support; if distance is less than 3 feet, place base of ladder a minimum of 3 feet from vertical support.
4. Set ladder on firm level ground; do not lean sideways; do not use on ice or snow or slippery surfaces without non-skid devices or securing feet.
5. Erect ladder with minimum 3 feet extending above roof line or working surface; tie top at support points; extend top section only from ground, never by “bouncing” or from the roof.
6. Do not over-extend, maintain minimum overlap of sections (3 foot).
7. Do not place on boxes, unstable bases on scaffolds.
8. Do not tie or fasten ladders together to gain additional height.
9. Do not place in front of a door that could open into the ladder causing it to fall.
10. Do not lean the ladder against and overhead door – beware of automatic operation of the door.
11. Whenever possible use a second person to hold the ladder as added protection and security.
12. Do not leave a ladder set-up and unattended.

#### Procedure – Climbing

1. Securely engage ladder locks before climbing.
2. Check that top and bottom ends of the ladder rails are firmly supported.
3. Face the ladder when climbing up or down; do not over reach; keep body centered between side rails.
4. Use both hands while climbing maintaining a firm grip; utilize a three point contact with the ladder while working from the ladder.
5. Do not climb onto the ladder from the side unless secured against side motion; do not climb from one ladder to another ladder.
6. Do not use the top three feet of the ladder; never climb above the support point.
7. Do not use a ladder in high winds.



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8. Never use a ladder as a platform, plank, or hoist.
  9. Do not overload the ladder; ladders are meant for one person only.
  10. Do not “walk” or “shift” a ladder while standing on it.



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## Appendix B

## Safe Work Procedures

### Manual Lifting

#### Purpose

To provide a procedure for safe manual lifting.

#### Procedure

1. Determine size and weight of load; request help if the load is too heavy.
2. Get a good footing and set yourself square to the load to prevent slipping or twisting; take extra precaution on slippery or uneven surfaces.
3. Bend knees and get a firm grip of the load; make sure the load is evenly distributed before lifting.
4. Keep back straight, lift with your legs keeping the load as close to your body as possible.
5. Maintain balance throughout the lift taking care not to twist or turn as you lift.
6. Place object down by bending at the knees keeping your back straight.



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## **Appendix B                      Safe Work Procedures**

### **Fire Extinguisher Usage**

#### **Purpose**

To provide a procedure for the proper use of fire extinguishers.

#### **Procedure**

1. Remove extinguisher from wall hanger.
2. Carry extinguisher in upright position to fire location.
3. Grasp extinguisher securely while pulling pin.
4. Point nozzle towards base of fire and depress lever (trigger); maintaining safe distance from fire, use rapid sweeping motion of the nozzle while releasing continuous stream of extinguisher contents.
5. Move away from fire if the extinguisher is empty.
6. After fire is extinguished report use of the extinguisher to the supervisor.
7. Place the extinguisher in a designated area and tagged empty so that it can be recharged; do not return extinguisher to its normal location unless it has been recharged.





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## **Appendix B                      Safe Work Procedures**

### **Trenching and Excavations**

#### **GENERAL**

Qillaq Innovations will comply with the requirements of applicable regulations for Trenching / Excavation / Shoring

Prior to commencing any excavation or trench all underground utilities shall be located, and their positions identified.

Extreme caution and care shall be exercised when excavating or trenching in the vicinity of underground utility systems; the final 300mm (12 in.) around an existing cable or conduit and the final 600mm (24 in.) around an existing pipeline shall be excavated by hand.

Above ground hazards such as trees, buildings, boulders, and utility poles that encroach on the excavation may need to be secured or tied back.

Proper access for the excavation or trench shall be provided; if ladders are used, they shall be placed within not more than 3m of a worker's position and shall extend 1m (3 ft.) above the excavation or trench.

Spoil piles shall be placed at least 1m (3 ft.) back from the edge of an excavation or trench and sloped to prevent excavated material from sliding back into the excavation or trench or as directed by a Geotechnical Engineer retained by the excavator.

Barricades or warning devices shall be erected to protect the public and other workers from the excavation or trench.

Frozen ground does not eliminate the need for shoring or sloping unless certified by a Professional Engineer retained by the excavator.

When shoring is used it shall be installed from the top down and removed in opposite order. No person (in the excavation) shall be outside of the protective shoring system.

Water shall not be allowed to accumulate in any excavation or trench.



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The safe limits of approach for overhead electrical lines shall be observed when excavating or trenching in the vicinity of overhead power lines. If the safe limits of approach cannot be maintained the Utility Company shall be notified so the line can be de-energized.

Excavations or trenches and the shoring or sloping systems shall be inspected before entry or after any major rainfall, or other upset condition.

600mm ( 2 ft.) of clearance shall be maintained between the counterweight of any swing type of excavating machinery and the nearest object.

Employees in an excavation or trench shall not work under the suspended bucket of the excavating machine or any load placed by the machine.

Proper Personal Protective Equipment shall be used by anyone entering any excavation or trench.

Certifications and manufacturer's instructions for trench cages must be on site and followed.

### **INTERNATIONAL COLOUR CODE FOR MARKING BURIED FACILITIES**

RED	Electric Power Lines, Cable Conduit and Lighting Cables
YELLOW	Gas, Oil, Petroleum and Gaseous Materials
ORANGE	Telephone, Cable TV, Communication, Alarm and Signal Lines
BLUE	Water Mains and Service Lines
GREEN	Sanitary Sewers, Storm Sewers and Drain Lines
PINK	Temporary Survey Markings

### **ENGINEERING CERTIFICATION OF EXCAVATIONS**

Excavation work shall be carried out according to the specifications of a Professional Engineer for the following types of excavations:

- Excavations more than 3m (10 ft.) deep.
- Excavations adjacent to structures which apply loads to the soil in the excavated area.
- Excavations in soil subject to vibration or hydrostatic pressure.



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- Reshoring

The engineer who certifies an excavation shall inspect the site at intervals which allow him to recognize any change in soil conditions from the original assessment. A signed inspection report shall contain a description of such changing soil conditions and action to be taken, if any.

The engineer may designate an experienced person on the job site to recognize changing soil conditions. The designated person will report any changes in soil conditions to the engineer who in turn shall inspect the site and issue an inspection report.

The certification documents, duly signed by a Professional Engineer, shall contain the following information:

- A description or drawing of the site or location for which the certification applies, with no need for verbal clarification.
- A drawing or description of excavation slope, depth, shoring, soil anchors, surface protection, drainage, etc., if applicable.
- A geotechnical description of the soil conditions.
- The date and time period for which the certification applies.
- The influence of changing weather conditions.
- The name of a designated person on the site authorized to determine changes in soil conditions, where applicable.

The Contractor shall carry out the excavation work accurately in accordance with the engineering drawings and specifications. Any deviations from the design shall be inspected and accepted in writing by the engineer.



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## Appendix B

## Safe Work Procedures

### Electrical Safety

Supervisors shall test electrical cords for continuity and correct attachment of plugs and receptacles:

1. Before using new equipment
2. Before using repaired equipment
3. Before equipment is used after any incident that may have damaged it.

### **CAUTION**

- **Double-Insulated Power Tools do NOT protect against defects in the cord, plug or receptacle. Continuous inspection and maintenance by a competent person is required.**



### TEMPORARY LIGHTING

ALL bulbs of temporary lighting shall be protected by guards that are connected to the electrical ground system.

ALL temporary lighting systems shall be attached or suspended with non-conductive connections and not attached to any work surfaces or safety devices such as scaffolds or handrails.



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## MISCELLANEOUS

No “Y” type extension cords are allowed unless CSA approved.

ALL single phase low-voltage extension cords shall be three-wire-conductor type with a minimum size of 14/3 industrial service.

All cords, tools, and equipment shall be maintained according to the Manufacturer’s Recommendations. A competent person shall do the repair and maintenance of electrical cords, tools and appliances.

## POWER LINES

- The Supervisor shall ensure that no worker approaches and no equipment is operated within 3 metres of a live overhead power line

No equipment or materials are to be stored within the minimum power line clearances noted above.

ALL overhead power lines shall be considered as energized until the Owner of the line verifies in writing that it is not energized, and until the line is visibly grounded.



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## Appendix B                      Safe Work Procedures

### Fire Protection

The company and their subcontractors shall provide a sufficient number of fire extinguishers to adequately protect their portion of the work and their mobile equipment.

The Fire Protection Plan shall include the following:

- Proper identification, storing, handling and use of flammable material to prevent accidental ignition.
- Providing adequate fire extinguishing equipment appropriate for the operations being performed, or vehicle and equipment used.
- Using only work procedures which minimize fire hazards.
- Combustible debris and waste materials shall be collected and placed in the designated containers each day.
- Fuels, solvents, and other volatile or flammable liquids shall be stored away from the construction and storage areas in well marked safe containers.
- Good housekeeping is essential to fire prevention and shall be practiced by the Contractors and their Subcontractors throughout the construction period.
- Removing corrugated paper and fibre board cartons used for the storage or handling of materials as soon as its unpacked.
- Each operating temporary heating unit shall have a 9kg ABC fire extinguisher within 6 metres.
- Supervisory personnel and a sufficient number of workers shall be instructed in proper methods of extinguishing fires.

### GENERAL FIRE PROTECTION CONDITIONS

- No fires shall be allowed on site unless authorized by the Site Supervisor.
- All fire extinguishers shall be properly mounted and have signs indicating their presence.
- No smoking shall be allowed near any flammable storage facility.
- All flammable liquids shall be stored in Underwriters Laboratories Approved metal or plastic containers.
- Subcontractors shall be responsible for keeping their work and lay down areas free of debris and other combustible materials.
- All refueling of equipment shall be done with bonded fuel delivery hoses.



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## Appendix B                      Safe Work Procedures

### Compressed Air

- Compressed Air Tools and Systems must be maintained according to the Manufacturer's specifications and applicable regulations.
- Air hoses shall have a minimum working pressure of 150% of the maximum pressure produced in the system and be designed for compressed air service.
- Air Receiver Tanks and Manifolds shall be equipped with an "EXCESS FLOW" valve, which will automatically shut off the air in the event of a hose rupture.
- All large diameter connections are to be equipped with "Whip Checks" and SMALL diameter connections are to be pinned or provided with an alternated system to ensure a positive connection.
- Air lines and hoses are to be relieved of pressure before being disconnected or disjointed. Hoses shall not be kinked to relieve pressure.
- Breathing Air Fittings must not be compatible with Tool Air Fittings.
- Only clamps approved by the Manufacturer for compressed air service are to be used for attaching hoses to fittings, this does not include gear type clamps.
- Air pressure at the tool inlet, with the tool running, must not exceed the rated pressure capacity of the tool, as specified by the Manufacturer.
- When Quick Disconnect Couplings are used at a tool or at the end of a hose connected to the tool, the female coupling is to be installed upstream or on the pressure side. The female coupling must contain a valve, which closes automatically, when the coupling is disconnected. The male coupling shall be attached downstream of the coupling.
- Compressed air hoses are NEVER to be pointed at any part of an employee's body and are NEVER to be used for cleaning of employee's clothing or person.
- Compressed air hoses and fittings are to be inspected regularly, and damaged items are to be tagged and removed from service.
- When work involves removing debris with compressed air, the operator(s) must use the following PPE:



- 
- Eye Protection
  - Face Shield
  - Respiratory Protection
  - Hearing Protection
  - Appropriate protective clothing
- “Cleaning Up” with compressed air is to be used as a last resort. Vacuum or water should be first considerations so as not to redistribute the debris. Air pressure must be maintained at 210 kPa (30 psi) or less for clean up. Only Pressure Limiting Safety Nozzles shall be used.
  - Air hoses must be arranged so as not to create tripping hazards for employees, and where they will be protected from vehicles, tools, work processes, or mechanical damage.
  - Compressed air must not be used to transfer flammable liquids.
  - Compressed gases, such as Nitrogen, or Oxygen shall NEVER be used as a substitute for compressed air, for any purpose.
  - Air hoses shall be inspected and coiled up after use and then stored in a proper location until they are required again.
  - Internal Combustion Engine driven air compressors must only be run in well ventilated areas.





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## Appendix B                      Safe Work Procedures

### *Safe Work Procedure – Fuel Spill*

#### **Requirements for Containers**

- If a container begins to leak, transfer the contents to a container that is in sound condition, using bonding and grounding procedures to prevent static.
- Every container shall be labeled according to WHMIS regulations
- A container shall be closed at all times except when product is added or removed.
- A container shall be handled in accordance with appropriate safety requirements and any material lost during opening, handling or storage shall be contained and properly disposed

#### **Emergency Procedures**

When a spill occurs all reasonable efforts shall be made to control and contain the spilled product. Worker safety is the first consideration. Federal and provincial agencies hold the discharger responsible for reporting the incident, to contain and clean up the spill or have these actions carried out to restore the site to pre-spill condition.

#### **If a Spill should occur:**

- The site supervisor shall be immediately notified any time a spill of fuel, oil or chemicals occurs on the project.
- Alert other workers and get help
- Check Material Safety Data Sheet for the product



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## **Appendix B                      Safe Work Procedures**

### *Safe Work Procedure - Fuel Oil Spills (Environmental)*

Vapors may travel – heavier than air. Keep ignition sources away. Vapor can be ignited by static discharge.

#### **Personal Protection**

Avoid skin contact, wear long sleeves and rubber boots. Wear chemical resistant clothing if there is a possibility of skin contact.

Wear chemical resistant gloves and chemical goggles if there is a possibility of splashing.

#### **Procedure**

- Remove ignition sources
- Contain (prevent entry into waterways)
- Wear protective clothing including rubber boots
- Stop leak if there is no risk
- Pump up using explosion-proof pump
- Soak up remainder with absorbent material

#### **Disposal**

Recycle/reprocess – incinerate or dispose of product and contaminated materials in accordance with all government regulations. Remedy the adverse effects of any spill.



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## Appendix B                      Safe Work Procedures

### *Spill Response Procedure*

1. Evaluate the Spill situation (hazard level), quantities, chemical reaction).
2. Evaluate the need for personal protection (chemical resistant clothing, eye and face protection, rubber boots, chemical gloves).
3. Pump up remaining fuel using explosion proof pump. Use bonding and grounding procedures.
4. Confine spill area with absorbent sock and absorbent booms.
5. Absorb confined area with absorbent mats and/or granular absorbent.
6. Package and dispose of used material in an approved container for transportation of hazardous materials correctly labeled (see MSDS for diesel/distillate)
7. Secure the area.
8. Safely clean up the area.
9. Decontaminate re-usable equipment.
10. Prepare and restock emergency response equipment.
11. Report incident to management.

### **Spill Kit – (based on 45 gallon container)**

#### Includes:

- 50 sorbent pads 17" x 19"
- 5 sorbent socks 3" x 48"
- 3 sorbent boom 5" x 10'
- 1 bag granular absorbant
- 1 rectangular shovel
- 2 pair nitrile gloves
- 2 pair safety goggles
- 5 disposable bags
- 2 coveralls
- 1 Neoprene drain covers 36"x36"

For larger container double quantities listed.



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## Appendix B                      Safe Work Procedures

### Housekeeping

#### **Purpose**

To establish a minimum standard for the maintenance of good housekeeping on Qillaq Innovations sites.

#### **Scope**

This procedure applies to all employees on Qillaq Innovations sites.

#### **Responsibility**

The **Project Manager** is responsible for:

- Ensuring this procedure is implemented and maintained.

The **Construction Supervisor** is responsible for:

- Ensuring employees are adequately trained in the use of this procedure.
- Ensuring compliance with this procedure.

All **employees** are responsible for:

- Understanding and practicing this procedure as required.

**Contractors** are responsible for:

- Complying with all legislated requirements as well as this procedure.

Responsibilities of Employers, Supervisors and Employees are described in various Occupational Health and Safety Acts and Regulations.

#### **Procedure**

##### **1. General**

- Maintain good housekeeping at all times. This is the key to a safe and productive project. Qillaq Innovations reserves the right to maintain housekeeping by cleaning up contractor areas as required and back-charging for the service.
- Provide waste receptacles throughout the work area. Keep waste in a segregated area as required.
- Do not throw garbage or material from elevations. Lower garbage in containers or install chutes to containers below.
- Dispose of oily rags in approved oily rag metal containers. Do not place them with other garbage.



- 
- Keep the work area clean as work progresses. Do not wait until the end of the shift.
  - Keep stairways, ladders and access ways clear of material at all times. When stripping forms or other materials with nails, bend or pull the nails.
  - During windy conditions ensure materials are well secured to avoid movement, especially at high elevations.
  - Keep area in the proximity of emergency equipment, such as fire extinguishers, hoses and emergency personal protective equipment (PPE), clear at all times.
  - Organize hoses, cables and cords above areas where they may be exposed to damage. Protect these items from mechanical damage, where applicable, if they cannot be suspended.

## **2. Orderliness/Hygiene**

- Keep the work area neat – it encourages safe work habits.
- Keep tools and working materials in proper containers.
- Store trash, waste and scrap in correct containers.
- Store materials safely.
- Put cigarette stubs in butt cans (smoking is permitted in designated areas only).
- Keep small items in boxes or bins.
- Keep the floor clear of tools, rod ends and metal shavings.
- Keep walkways clear.
- Ensure that worktables are occupied only by work at hand and tools required for work being done.
- Store or contain materials so that fire has no opportunity to start.
- Clean up tools and work areas as the job progresses.
- Keep cords and hoses 2 m (6 ft 6 in) overhead or lay them flat outside walkways.
- Keep all materials, tools and equipment in a stable position (tied, stacked or chocked) to prevent rolling or falling.

## **3. Trash, Waste, and Scrap Disposal**

- Place all trash, waste and scrap (e.g. trash, scrap metal, oily rags, broken glass and aerosol cans) in properly identified containers and remove to a disposal area when necessary (at least once daily) to prevent a hazardous condition.

## **4. Access/Egress**

- Keep routes leading to all work locations free and clear, with a minimum of obstructions, and well lighted.
- Keep walkways and stairways clear, and emergency exits identified and clear. Do not block ladders.
- Check with the foreman about access in and out of excavations, process areas and buildings, and to and from roofs.
- Do not block any emergency equipment or electrical disconnect switch.



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## 5. Slips/Trips

- Stack, store or spot material so it can be reached readily by workers and material handling equipment.
- Practice safe walking skills (slow short steps), and pay attention.
- Clean up spills immediately.
- Keep hands free for balance.
- Walk at a steady pace.
- Wear slip-resistant shoes.
- Use walkways and accesses provided.
- Keep work areas well lit and clean.
- Ensure footwear is in good condition (no holes, good quality tread, appropriate soles for the work environment).
- Perform spot audits.



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## Appendix B                      Safe Work Procedures

### Ergonomics

#### **Purpose**

To help eliminate or control work-related musculoskeletal disorders (WMSD) and hazards by providing management leadership and employee involvement in the identification and resolution of hazards, and by providing ongoing training and evaluation.

#### **Scope**

This procedure applies to all employees on sites.

#### **Responsibility**

The **Project Manager** is responsible for:

- Ensuring that this procedure is implemented and maintained.

The **Construction Supervisor** is responsible for:

- Ensuring employees are adequately trained in the use of this procedure.
- Ensuring compliance with this procedure.

All **Employees** are responsible for:

- Understanding and practicing this procedure as required.

**Contractors** are responsible for:

- Complying with all legislated requirements as well as this procedure.
- Conducting work design assessments to identify problem areas (or arranging for assessments to be done by a qualified ergonomist).
- Using the results of the assessments to determine control measures, redesign workstations or equipment, and make modifications to the work environment and/or work organization.

Responsibilities of Employers, Supervisors and Employees are described in various Occupational Health and Safety Acts and Regulations.

#### **Procedure**

The best form of hazard control is to eliminate the hazard. When it is not possible to eliminate all repetitive tasks, awkward postures or forceful exertions, control measures addressing the following four aspects should be considered:



- 
- Design of the workstation
  - Design of tools and equipment
  - Work environment
  - Work organization

## 1. Workstation Design

Good work design ensures that both the shortest and the tallest worker will be comfortable at work. Ergonomic designs often accomplish this by making workstations, tools, equipment and other workplace elements adjustable to accommodate the differences of individuals.

Consider ergonomic principles in the design of all new workstations and when redesigning and retrofitting older workstations. Consider the following factors when designing or redesigning workstations:

- Reaches – Keep tools and equipment in frequent use within arm's reach. Minimize reaches by reducing dimensions of the work surface, tilting the work surface and providing cutouts into the work surface.
- Clearances – Design clearances for the measurements of the largest worker and allow enough space for the employee to work comfortably.
- Working Heights – Make multi-user workstations adjustable to ensure the proper height of the work surface. Proper heights vary depending on the size of the employee and the nature of the work.

### 1.1 Seated Workstations

Design the seated workstation to ensure that workers can maintain a neutral body posture. In multi-user workstations, make the work surface and the chair adjustable to accommodate all users.

Design seated workstations to ensure that:

- Feet are flat on the floor. Footrests can be used.
- Arms are at a 90 degree angle or lower when using a keyboard or mouse.
- The tops of computer monitors are level with the eyes when seated and are at arms length.
- Gel wrist rests are also recommended.

### 1.2 Standing Workstations

Standing is best for tasks that require a large space to be covered or large forces to be exerted. If the job/task requires prolonged standing, use a footrest or support. Anti-fatigue mats and cushioned insoles can also provide relief for workers standing or walking on hard surfaces all day. Design standing workstation height appropriate for the nature of the work and the height of the worker.





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To avoid static loading of muscles, design workstations to allow the employee to adopt several different postures during the day. A high stool allows the worker to switch easily from sitting to standing and vice versa.

## **2. Equipment and Tool Design**

Tools and equipment include such diverse items as screwdrivers, computers and heavy machinery. Where reasonably available, acquire equipment that is ergonomically designed to be compatible with the hand and arm. Maintain all tools and equipment regularly to reduce the required force to operate them.

Handle diameters should be in the range of 3 cm to 5 cm. Larger diameter is best for maximum force and smaller for dexterity and speed. Tools should be as light as possible.

Vibrating tools such as chainsaws, jackhammers and rock drills require special controls. Some vibrating tools or equipment can be mounted in cradles so that the user can control them without absorbing the vibration. Use vibration-absorbing gloves to reduce the employee's exposure to vibration (e.g. gel-lined gloves).

### **2.1 Controls**

Ensure employees who use controls to operate equipment can readily access, identify and locate controls while viewing displays or the operation itself. Place frequently used controls within a comfortable reach and easily operated by both left and right-handed workers. Controls should be well lit and easily distinguishable.

### **2.2 Displays**

Displays are used to monitor equipment operations. Displays may be visual or auditory. Ensure auditory displays can be heard above any background noise. Ensure visual displays are large enough and bright enough to be easily read.

## **3. Work Environment Design**

Inadequate lighting, extreme temperatures, noise or excessive vibration can increase the risk of injuries.

### **3.1 Lighting**

- Ensure lighting levels are appropriate for the job. The worker must have a clear view of the work, without distractions from glare or shadows.
- Lighting conditions can be improved by using the following techniques:
- Task lighting provides brighter, localized lighting focused on the areas where it is needed.
- Indirect lighting reduces glare.



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- Diffusers, blinds or shields reduce glare or eliminate shadows.
  - Less reflective materials reduce reflective glare.
  - Warm lighting/colors provide more pleasing tones.
  - Reposition lights or workstations to reduce direct or reflected light.

Video display terminals call for special lighting conditions. When lighting cannot be modified, attach suitable filters or anti-glare screens to the video display terminal screen.

### **3.2 Temperature and Humidity**

Design the workplace atmosphere to provide comfortable working conditions. Maintain indoor temperature and humidity within the comfort zone.

Consider administrative controls, such as job rotation and adequate rest breaks, to limit the time an employee is exposed to hot or cold working conditions.

### **3.3 Noise**

Design the workplace to ensure that warning signals can be heard over the background noise level. Concentrate efforts on reducing the noise at the source. When this is not possible, use personal protective equipment.

### **3.4 Vibration**

The most effective way of controlling vibration is to design equipment that does not generate vibration. Also reduce vibration through the use of cradles and vibration-absorbing materials.

## **4. Work Organization**

The way work is organized plays a major role in influencing work design. When and where people work, and the pace at which they work, may contribute to the risk of musculoskeletal injuries. Automate or reorganize repetitive work when it cannot be avoided, to control the risk of injury. Automation can eliminate high-risk tasks by substituting machines for muscle power.

Job design can prevent musculoskeletal injury by assigning workers varied tasks that provide a balanced range of physical and mental demands. Good job design gives some control or autonomy to the worker for selecting the order of the tasks.

In allocating work between people and machines, provide workers some control over the pace of work – machine-paced work can lead to stress and musculoskeletal injury.



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## **4.1 Material Handling**

The manual handling of material is a major cause of musculoskeletal injuries. Material handling hazards can be controlled through design and work organization. The elimination of manual handling by using mechanical lifting devices is the first choice. Where this is not feasible, make manual handling less hazardous by following the Materials Handling procedures.

## **4.2 Preventative Maintenance**

Preventative maintenance of all tools and equipment can reduce the physical demand of work. Ensure cutting edges of equipment are sharp so as to ensure that equipment operates smoothly and with less effort. Preventative maintenance can also reduce vibration, noise, and diminish the force required to operate the equipment.

## **4.3 Rest Breaks**

Provide workers with adequate breaks. The type, frequency and duration of breaks are dependent on the nature of the work. Breaks are particularly important for workers who must adopt static postures, where the task is repetitive or has high physical and mental demands.



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## Appendix B                      Safe Work Procedures

### Cold Weather Safety

#### **Purpose**

To establish procedures for working safely under extreme cold temperatures.

#### **Scope**

These procedures apply to all employees on Qillaq Innovations sites.

#### **Responsibility**

The **Project Manager** is responsible for:

- Ensuring these procedures are implemented and maintained.

The **Construction Supervisor** is responsible for:

- Ensuring that all personnel are aware of and practice these procedures.

All **Employees** are responsible for:

- Complying with and following the provisions of these procedures in their day-to-day activities.

**Contractors** are responsible for:

- Complying with all legislated requirements as well as this procedure.

Responsibilities of Employers, Supervisors and Employees are described in various Occupational Health and Safety Acts and Regulations.

#### **Procedure**

##### **1. Introduction**

Hypothermia, sometimes called exposure, occurs when the body can no longer produce more heat than it is losing. Wind, wet and cold are the key factors that lead to hypothermia. The single most important aspect of life threatening hypothermia is the fall in the deep core body temperature below 36 degree C (96.8 degrees F). Fatal hypothermia among workers has almost always resulted from accidents involving failure to escape from low environmental air temperatures or immersion in low temperature water. However, hypothermia can happen at less than 10 degrees C and remains a threat even in above-average winter temperatures.



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## 2. Hypothermia

When exposed to cold temperatures, the body begins to lose heat faster than it can be produced. Prolonged exposure to cold will eventually use up the body's stored energy. The result is hypothermia, or abnormally low body temperature. Low body temperature affects the brain, making the victim unable to think clearly or move properly. This makes hypothermia particularly dangerous because a person may not know it is happening or be able to do anything about it.

Hypothermia is most likely to occur at very cold temperatures. However, because water can extract heat from the body ten times faster than air. Hypothermia can occur even at cool temperatures (above 4 degrees C, 40 degrees F) if a person becomes chilled from rain, sweat or submersion in cold water.

### 2.1 Symptoms

A person with hypothermia passes through stages of severity, with increasingly dangerous symptoms.

#### 1. Mild Hypothermia:

- shivering
- goosebumps
- numb hands
- grogginess
- muddled thinking
- normal breathing and pulse

#### 2. Moderate Hypothermia:

- violent shivering or an absence of shivering
- inability to think and pay attention
- slow, shallow breathing
- slow, weak pulse
- lack of muscle coordination
- lethargy
- drowsiness
- exhaustion
- memory loss
- slurred speech

#### 3. Severe Hypothermia

- shivering stops
- weak, irregular or non-existent pulse
- rigid muscles



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- dark and puffy skin
  - irregular heartbeat
  - little or no breathing
  - unconsciousness

## 2.2 Treatment

If you notice any of these signs, take the person's temperature. If it is below 35 degrees C (95 degrees F), the situation is an emergency. Get medical attention immediately.

If medical care is not available, begin warming the person as follows:

- do not treat with direct heat
- get the victim into a warm room or shelter
- if the victim's clothing is wet, remove it
- warm the torso and head first (groin, abdomen, chest, neck and head) using an electric blanket, if available, or use skin-to-skin contact under loose, dry layers of blankets, clothing, towels or sheets.
- warm beverages can help increase the body temperature, but do not give alcoholic or caffeinated beverages. Do not try to give beverages to an unconscious person.
- after the body temperature has increased, keep the person dry and wrapped in a warm blanket, including the head and neck
- get medical attention as soon as possible
- a person with severe hypothermia may be unconscious, and may not seem to have a pulse or to be breathing. In this case, handle the victim gently and get emergency assistance immediately. Even if the victim appears dead, cardio-pulmonary resuscitation (CPR) should be provided. CPR should continue while the victim is being warmed and until the victim responds or medical aid arrives. In some cases, hypothermia victims who appear to be dead can be resuscitated.

## 3. Frostbite

Frostbite is an injury to the body caused by freezing. Frostbite causes a loss of feeling and colour in affected areas. It most often affects the nose, ears, cheeks, chin, fingers or toes. Frostbite can permanently damage the body and severe cases can lead to amputation. The risk of frostbite is increased in people with reduced blood circulation and among people who are not dressed properly for extremely cold temperatures.

Because the frozen tissue is numb, victims are often unaware of frostbite until someone else points it out.



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### 3.1 Symptoms

Symptoms vary with severity and damage.

#### 1. Mild Frostbite:

- redness or pain in any skin area
- numbness

#### 2. Moderate Frostbite:

- waxy, white, or grayish-yellow skin
- numbness
- burning sensation

#### 3. Severe Frostbite:

- skin turns blue to purple
- skin may be blistered or splotchy
- skin feels unusually firm or waxy
- numbness

### 3.2 Treatment

If you detect symptoms of frostbite, seek medical care. Because frostbite and hypothermia both result from exposure, first determine whether the victim also shows signs of hypothermia, as previously described. Hypothermia is a more serious medical condition and requires emergency medical assistance.

If there is frostbite but no sign of hypothermia, and immediate medical care is not available, proceed as follows:

- get the victim into a warm room as soon as possible
- unless absolutely necessary, do not walk on frostbitten feet or toes – this increases the damage
- immerse the affected area in warm, not hot, water. The temperature should be comfortable to the touch for unaffected parts of the body
- if warm water is not available, try to warm the affected area using body heat. For example, the heat of an armpit can be used to warm frostbitten fingers
- do not use direct heat, rub the area, break blisters or rub the frostbitten area with snow. These actions can cause more damage.
- do not use a heating pad, heat lamp, or the heat of a stove, fireplace or radiator for warming. Affected areas are numb and can be easily burned.



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## 4. Protective Measures

Proper planning and preparation for exposure to cold conditions is essential. Sudden heart attacks increase during a cold snap. Cold air can cause blood pressure to go up, especially when skin is exposed. Hypothermia and frostbite can be avoided by following these guidelines.

### 4.1 Warm Clothing

- Dress so that comfort is maintained, moisture dissipates adequately and excess heat radiates freely from the body.
- Wear layered clothing. Proper layers trap warm air near the body but do not trap perspiration next to the skin. Breathable fabrics, such as cotton and wool, fulfill both functions. Layers might include thermal underwear, undershirt, tracksuit, sweater, snowsuit, hat, scarf and mittens or gloves. Minimize sweating by changing clothing to suit the activity level.
- Wear a warm hat. At near freezing temperatures almost half of body heat lost escapes through the head if it is uncovered.
- One of the primary ways our bodies lose heat is through our breath. A scarf or mask conserves body energy and heat.
- Protect feet and hands. Wear loose waterproof boots. If the boots have felt liners, carry an extra pair to replace damp ones. Mittens warm the hands more effectively than gloves. Carry an extra pair of mittens or gloves.
- Try to stay in a heated environment, but avoid excessive sweating. Clothing wet with perspiration increases heat loss. In situations where it is likely that clothing may get wet from water exposure or excessive perspiration, it is advisable to have extra dry clothing available.

### 4.2 General

- Stay fit through good physical conditioning and good nutrition. People who are fit are less susceptible to hypothermia.
- Prevent dehydration and exhaustion, which can increase the risk of hypothermia. Drink plenty of non-alcoholic fluids, preferably water.
- Try to limit time spent inactively, notably sitting. Stand up and move around at least once every 30 minutes to allow circulation to better reach all parts of the body.
- Sitting on cold pavement or concrete can increase the risk of hypothermia. Sitting on a blanket or portable seat will reduce the risk.
- Avoid becoming weakened through fatigue.
- Eat high-energy food, such as nuts and raisins.
- Avoid alcohol, coffee, tea and tobacco, as these can increase heat loss.
- Carry emergency supplies when travelling, whether on the road or in the wilderness.
- Wear protective sunglasses in bright sunlight to avoid snow blindness.
- Wear sunscreen – winter sun can cause severe sunburn.





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- All passenger vehicles and ATVs should be equipped with an emergency cold weather survival kit.
  - Personnel on medication that might increase their risk of exposure to cold should notify their supervisors. Extra precautions should be taken where warranted.

### **4.3 Training**

All personnel with significant exposure to cold environments are to be trained on the applicable hazards and protective measures. At the minimum, training programmes should include the following elements:

- Safe work practices when working under extreme cold conditions
- Safe clothing practices
- Recognition of impending frostbite and signs of hypothermia
- Safe warming procedures and appropriate first aid
- Methods for triggering emergency response assistance if required
- Safe eating and drinking habits

### **4.4 Working in Pairs**

When exposed to cold conditions for significant periods of time, personnel shall work in pairs as much as possible. When working in pairs is not practical, personnel shall carry a suitable means of communication and shall check in with an agreed contact at pre-determined intervals. Failure to report within the agreed time will be considered an emergency situation and will initiate the appropriate provisions of the emergency response programme.

### **4.5 Provision of Warming Shelters**

Personnel exposed to extreme cold temperatures shall be given access to adequate shelter providing at least temporary warmth in cold conditions. Personnel shall be encouraged to warm up in the shelter when they feel cold, and be provided with suitable fluids for drinking. Over a short period of time, people will become acclimatized to working in cold conditions.

### **4.6 Wind Chill Protection**

Adequate insulating dry clothing, able to maintain core temperatures above 36 degrees C (96.8 degrees F), must be worn if work is performed in air temperatures below 4 degrees C (40 degrees F). The wind chill cooling rate and the cooling power of air are critical factors. The higher the wind speed and the lower the air temperature in the work area, the greater the insulation value of the protective clothing required. The equivalent chill temperature should be used when estimating the combined



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cooling effect of the wind and low air temperatures on exposed skin, or when determining clothing insulation requirements to maintain the deep core body temperature above 36 degrees C (96.8 degrees F).

#### **4.7 Water Safety**

Hypothermia may result from a fall into low temperature water. A full protection flotation device must be worn where there is a significant risk of falling into low temperature water.

#### **4.8 Working with Hazardous Substances**

Extra care must be taken when working with hazardous chemicals under extreme cold conditions. Spilling hazardous substances onto clothing could result in having to remove clothing, which could increase the likelihood of cold injury. Also, workers exposed to spills of evaporative liquids such as gasoline, alcohol or some cleaning fluids could experience added risk of cold injury due to evaporative cooling effects.



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## Appendix B                      Safe Work Procedures

### Material Handling

#### **Purpose**

To establish a minimum standard for the safe handling of material.

#### **Scope**

- This procedure applies to all employees on Qillaq Innovations sites.

#### **Responsibility**

- The Project Manager is responsible for:
- Ensuring that this procedure is implemented and maintained

#### **The Construction Supervisor is responsible for:**

- Ensuring employees are adequately trained in the use of this procedure
- Ensuring compliance with this procedure

#### **All Employees using compressed air tools are responsible for:**

- Understanding and practicing this procedure as required

#### **Contractors are responsible for:**

- Complying with all legislated requirements as well as this procedure

Responsibilities of Employers, Supervisors and Employees are described in various Occupational Health and Safety Acts and Regulations.

#### **Procedure**

##### **1. Lifting By Hand**

- Gloves are to be worn at all times while performing work
- When lifting, bend the knees and use the legs to lift
- Know the weight of the object to be handled. If weight is excessive, get help

##### **2. Mechanical Handling**

- Know the weight of the object to be handled
- Know the capacity of the handling device (crane, forklift, chain fall, come-along blocks) to be used
- Use tag lines to control loads
- Get rigging instructions from your supervisor before beginning
- Clean up ragged metal edges
- Pull all protruding nails and wires, or bend them over to reduce the hazard



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### **3. Material Preparation**

#### **3.1 Employees, Materials and Equipment**

- Ensure employees, materials and equipment are safe from unexpected movement such as falling, slipping, rolling, tipping, blowing, or other uncontrolled motion.

#### **3.2 Stability Control**

- Use taglines as required
- Protect the area and employees below
- Salt or sand icy walk areas immediately
- Clean up all grease and oil spills immediately using an absorbent
- Chock all material and equipment (such as pipe, drums, tanks, reels, trailers and wagons) as necessary to prevent rolling
- When working at heights, secure tools, equipment and wrenches against falling. Do not store materials or tools on girts, ducts, lighting fixtures, beam flanges, hung ceilings, or similar elevated locations
- When lifting, bend the knees and use the legs to lift
- Never try to lift beyond your capability
- Consider the size, shape and weight of objects before handling
- Consult a supervisor if unsure about handling material

### **4. Miscellaneous Tools and Equipment**

- Have only one hook in an eye. Use a shackle to hold two or more eyes
- Ensure all hooks have a safety latch or are moused
- Always place a load in the centre of a hook and never on the point
- Get approval from the supervisor before rigging from any structural member to ensure that it will support the load being raised
- Never use plate clamps, tongs, pipe clamps or other devices as substitutes for beam clamps
- Inspect hooks, shackles, and beam clamps before use. Do not exceed the specified capacity of any equipment

### **5. Chain Falls and Hoists**

- Use a chain hoist within its rated capacity. Chain hoists are designed so a single person can operate the hand chain to lift the maximum load for the chain hoist
- Do not leave an unscrewed and unattended load hanging on a hoist or chain fall
- Do not stand or have any part of the body below a load suspended on a chain hoist
- Do not wrap the chain around the load to be lifted
- Inspect every chain hoist before lifting material. Visually check the hooks for



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any irregularities, the chain for wear or damage, and the housing and sheaves for any signs of damage from abusive treatment.

## **6. Rope, Cables, and Slings**

- Inspect wire for frays, kinks, breaks, and wear before using
- Inspect fibre for excessive breaks, wear, and deteriorated inner and outer strands before using.
- Use softeners where possible to ensure proper 'bite' on material being wrapped



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## Appendix B                      **Safe Work Procedures**

### Cranes and Hoists Operation, Inspection and Maintenance

#### **Purpose**

To establish a minimum standard for the safe operation, inspection and maintenance of cranes, hoists and piling rigs on all Qillaq Innovations sites.

#### **Scope**

This procedure applies to all employees on Qillaq Innovations sites.

#### **Responsibility**

##### **The Project Manager is responsible for:**

- Ensuring these procedures are implemented and maintained.

##### **The Construction Supervisor is responsible for:**

- Ensuring employees are adequately trained in the use of this procedure
- Ensuring compliance with this procedure

##### **All Employees using compressed air tools are responsible for:**

- Understanding and practicing this procedure as required

##### **Contractors are responsible for:**

- Complying with all legislated requirements as well as this procedure

Responsibilities of Employers, Supervisors and Employees are described in various Occupational Health and Safety Acts and Regulations

#### **Procedure**

##### **1. General**

All cranes and hoists must be operated, tested and maintained in accordance with:

- Standards set out in CSA Standards

*Note: In the province or territory in which the project is located, all engineer approvals or certifications shall be by a professional registered engineer.*

##### **2. Operation**

Cranes or hoists shall be operated at all times with consideration for the following:

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- ground conditions
  - wind velocity
  - temperature extremes
  - weight of load including rigging
  - level of crane or hoist
  - proximity to other cranes or structures
  - boom angle and working radius
  - proximity to power lines

In addition:

- During the hours of darkness, proper lighting and signaling arrangements must be in place before hoisting
- Operators must only take signals from a designated signaler identified with a fluorescent vest. When the operator does not have a clear view of the signaler, a secondary signaler must also be used (also wearing a fluorescent vest).
- Cranes with suspected loads must not be abandoned by the operator or signal persons.
- Cranes must be provided with an alarm the operator can use to warn persons that may be endangered by a moving crane.
- Hoisting operations shall be suspended at temperatures specified by the manufacturer.
- Horizontal pull, at any angle, shall not be exerted on the boom or jib.
- Loads must not pass directly over employees in lift areas prior to hoisting. Crane horns and riggers must be used to warn employees.
- Crane and hoist operators must ensure that tag lines are used to control loads. Loads being transported by cranes must be tied back and tag lines used to control the swing. This gives the worker some control in case of sudden movement, without being in close proximity to the load.
- Crane swing area must be barricaded to prevent personnel contact.

### **3. Operator Qualifications**

Ensure all crane and hoist operators are in possession of a provincial qualification certificate of proficiency, if applicable, for the operation of cranes and hoists. An apprentice working under the control and supervision of a qualified operator may operate a crane or hoist. The operator shall be physically and mentally fit, undergo a medical examination and obtain a crane operator's medical certificate.

The supervisor shall review the proficiency and knowledge of operators when assigned to specific equipment.

### **4. Load Monitoring Device**

Equip all cranes and hoists of 18-ton capacity and above with a load monitoring device



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to verify lift weights. Prior to starting work, calibrate all load monitoring devices on the project.

## **5. Anti-Two-Block Device**

All cranes and hoists of 18-ton capacity and above shall have an anti-two-block device to warn the operator of two-block situations.

## **6. Lift Calculation Form**

When multiple picks, such as loading or unloading, are carried out from a single position, one lift calculation form may be used. The calculation must be based on the heaviest weight and largest radius, not to exceed 70% of rated capacity. Complete the lift calculation form for all lifts greater than 50% of rated capacity, for boom length and radius combination to be used.

## **7. Inspection and Testing**

- Prior to starting work, ensure each crane or hoist receives a complete inspection. Inspect each crane at least once a year and after every major assembly thereafter. Remove from service cranes involved in incidents that result in shock loading of the boom or other components and subject them to a complete inspection and certification prior to resuming work. These inspections must be completed by a third party agency and a professional engineer must stamp the certificate of inspection. Engineers shall be competent in the specific knowledge required for the certification of the cranes.
- The Operator shall conduct a pre-shift circle check of any crane or hoist before operation and shall maintain a copy of the inspection form on the equipment.
- Any mobile crane providing taxi service, used for short duration work (less than two weeks), and requiring frequent access and egress from the project will not be required to be certified every time it arrives to provide service to the project. Mobile taxi service requirements for certification will be checked initially on the project and every six months thereafter, regardless of the number of times the crane leaves and returns to the project.
- Ensure components having a direct bearing on the safety of the crane are inspected by the operator daily, or as frequently as required by the manufacturer's specification. This includes crane hooks, hoist and suspension lines, reeling control mechanisms and safety devices.
- Ensure operating systems for electrical, pneumatic, hydraulic and cooling equipment are inspected by the operator daily, or as frequently as required by the manufacturer's specification.





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## 8. Repairs

All modifications or repairs to components of a crane or hoist should be:

- Individually and uniquely identified, and referenced in a certification by a professional engineer
- Tested and certified to be not less than original capacity
- Performed under the direction of a professional engineer

## 9. Logbooks

Logbooks are required for all cranes and shall remain on the crane while on the project. Operators must be familiar with the information contained in the logbook and must sign any entries. Logbooks are required to contain:

- inspection information and testing results
- service details and maintenance work
- repair or modification records
- operator daily inspections
- incidents that may affect the safe operation such as defects or deficiencies
- wire ropes, rigging sizes and types in use
- other information required by the manufacturer or applicable legislation



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## Appendix B                      Safe Work Procedures

### Compressed Air Tools

#### **Purpose**

To establish a minimum standard for the safe use of pneumatic tools and compressed air on Qillaq Innovations projects.

#### **Scope**

This procedure applies to all employees on Qillaq Innovations sites.

#### **Responsibility**

The Project Manager is responsible for:

- Making certain these procedures are implemented and maintained

#### **The Construction Supervisor is responsible for:**

- Making certain that employees are aware of and practice these procedures
- Making certain contractors comply with this procedure

#### **All Employees using compressed air tools are responsible for:**

- Complying with these procedures

#### **Contractors are responsible for:**

- Complying with all legislated requirements as well as this procedure

Responsibilities of Employers, Supervisors and Employees are described in various Occupational Health and Safety Acts and Regulations

#### **Procedure**

##### **1. General**

- Operate and maintain pneumatic tools in accordance with manufacturers specifications
- Secure Chicago hose couplings with wire or pins to prevent them from coming undone and whipping around.
- Install automatic excess flow valves on all air lines at the compressor or header. This will prevent the line from whipping around in the event of a failure. This is especially critical in congested areas.
- Only blow concrete slabs and forms free of debris when employees are not present in the work area. Mono goggles, face shields and dust respirators must



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be worn.

- Do not use compressed air to blow off clothing.
- Keep hands away from the bit, cutting or discharge ends of pneumatic tools.
- Before using pneumatic tools, check the hose, connections and tools.
- Before connecting the tool to the hose, point the hose in a safe direction and blow it out to remove moisture and dirt.
- Ensure hose couplings for use with pneumatic tools are not compatible with hose couplings used for breathing air.
- Before changing tools, turn off the pressure and remove the hose pressure through use of the tool. Do not kink hoses to stop airflow. Always turn off the air pressure when not in use.
- Equip air tools that vibrate severely with anti-vibration grips.
- Run air compressors in well-ventilated areas.
- Use metatarsal protectors with jackhammers and jumping jacks.
- Use safety glasses and face shields with pneumatic tools such as chippers and other tools that produce flying particles.
- Always wear hearing protection when using pneumatic tools.



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## **Appendix B                      Safe Work Procedures**

### **Compressed Gas Cylinders**

#### **Purpose**

To establish a minimum standard for the safe use and handling of compressed gas cylinders on Qillaq Innovations sites.

#### **Scope**

This procedure applies to all employees on Qillaq Innovations sites.

#### **Responsibility**

##### **The Project Manager is responsible for:**

- Making certain these procedures are implemented and maintained.

##### **The Construction Supervisor is responsible for:**

- Making certain personnel are adequately trained in the use of this procedure
- Making certain compliance with this procedure
- Making certain contractors comply with this procedure

##### **All Employees are responsible for:**

- Understanding and practicing this procedure as required

##### **Contractors are responsible for:**

- Complying with all legislated requirements as well as this procedure.

Responsibilities of Employers, Supervisors and Employees are described in various Occupational Health and Safety Acts and Regulations

#### **Procedure**

##### **1. General**

- To meet requirements for compressed gas cylinders:
- Clearly label each cylinder as to its contents in accordance with WHMIS/HazCom legislation.
- During storage and transportation of cylinders, remove gauges and put protective caps in place.
- Store, use and transport cylinders in a secure, upright position.
- Shipping and receiving of compressed gas cylinders shall only be completed by personnel trained in Transportation of Dangerous Goods (Fed and Prov.).
- A device to extinguish a fire shall be provided with each oxygen-acetylene unit.



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- Hoist cylinders only with an approved device that meets the requirements of Qillaq Innovations – Rigging Design, Use, Inspection and Testing Procedure. Do not hoist from the safety cap of use magnets.
  - Do not expose cylinders to excessive heat.
  - Keep cylinder valves and gauges clean and free from oil, grease and other hydrocarbons.
  - Remove cylinder hoses from confined spaces and non-ventilated areas when not in use and during all breaks.
  - Do not place cylinders near electrical panels or in the proximity of welding groundleads.

### **1.1 Storage**

- Store oxygen cylinders, upright and secured, a minimum of 6 m (20 ft) from occupied buildings. Separate oxygen cylinders from fuel gas cylinders, hydrocarbons or other combustible materials. The minimum separation requirement is a distance of 6 m (20 ft) or a non-combustible barrier 1.5 m (5 ft) high having a fire-resistant rating of 0.5 hour.
- Identify cylinder storage areas by the contents of the cylinders. Clearly mark cylinders as full or empty.
- Ensure that storage racks have sound flooring and are capable of supporting cylinders in an upright position. Post NO SMOKING signs in the area. Place fire extinguishers in the immediate vicinity.

### **1.2 Regulators and Hoses**

- Ensure that flashback devices are installed at both the regulator and torch end of oxygen/fuel gas systems used for cutting or torch welding.
- Before opening the valve, personnel must ensure there are no sources of ignition in the area. Stand to one side of the valve to avoid any flying debris from the valve nozzle. Before connecting gauges to compressed gas cylinders, open the valve slowly to clear any debris from the valve nozzle, and then close immediately.
- When disconnecting the regulator and hose, close the valve and bleed down the hose before removing the regulator and hose for storage.
- Ensure that torch, hose and regulators are completely contained within any box for storage. Storage of a torch or hose with one end out of the box is strictly prohibited, regardless of the regulators being connected to a compressed gas cylinder.
- Any damage to the cylinders, valves, or valve stems must be immediately removed from service.

### **1.3 Refilling**

- Ensure compressed gas cylinders are refilled only by authorized personnel in compliance with statutory requirements.



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## Appendix B                      Safe Work Procedures

### Chain Saws

#### Purpose

To establish a minimum standard for the safe use of chainsaws at Qillaq Innovations sites.

#### Scope

These procedures apply to all employees on Qillaq Innovations sites who use chainsaws.

#### Responsibility

##### **The Project Manager is responsible for:**

- Making certain that these procedures are implemented and maintained.

##### **The Construction Supervisor is responsible for:**

- Making certain that all chainsaw operators are aware of and practice these procedures
- Making certain contractors comply with this procedure

##### **All Chainsaw Operators are responsible to :**

- Comply with these procedures

##### **Contractors are responsible for:**

- Complying with all legislated requirements as well as this procedure.

Responsibilities of Employers, Supervisors and employees are described in various Occupational Health and Safety Acts and Regulations.

#### Procedure

##### **1. General**

- Before using a chainsaw, a hazard assessment must be completed
- Chainsaws must comply with the CSA standard or equivalent.
- Operate and maintain chainsaws in accordance with manufacturers' specifications. Review these requirements prior to operation.
- Ensure only trained and experienced personnel operate chainsaws as per manufacturers' instruction manual. A competent individual must conduct on the job training requirements, including a demonstration of proficiency.



- 
- When carrying and transporting chainsaws, put the chain bar guard in place, engage the chain brake, shut off the motor and remove the spark plug boot.
  - Ensure the RPM of the chainsaw does not exceed the RPM rating of the blade.
  - Keep chains sharp, well-lubricated and properly tensioned.
  - Chainsaws are intended only to cut wood. Do not use on other material. Take care to avoid contact with nails or other metallic objects.
  - Fuel and use chainsaws in well-ventilated areas. Do not fuel with the motor running or while the chainsaw is hot. When re-fuelling, all drips and spills must be cleaned up immediately. All fuel or oil spills onto the ground, snow, or water must be reported to site environmental staff.
  - Make sure chainsaws are equipped with chain brakes and anti-kickback bars. Some chainsaws are equipped with a hand guard that looks like a chain brake. A chain brake will not stop the chain in the event of a kickback. Before use, test chain brakes to ensure they are functioning properly.
  - The required chainsaw personal protective equipment (PPE) includes (along with standard personal protective equipment):
    - safety glasses and face shield
    - hearing protection muffs that are Class A recommended to protect against 110dB noise levels
    - chainsaw pants or chaps
    - leather gloves
    - metatarsal protectors on boots
  - Do not use chainsaws while standing on ladders, scaffolds or other work platforms to reach the work. Do not use chainsaws when cutting above the shoulder.



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## **Appendix B                      Safe Work Procedures**

### **Abrasive Grinding Wheels**

#### **Purpose**

To establish a minimum standard for the safe use of abrasive (grinding) wheels.

#### **Scope**

This procedure applies to all employees on Qillaq Innovations site who use abrasive grinding wheels.

#### **Responsibility**

##### **The Project Manager is responsible for:**

- Ensuring that these procedures are implemented and maintained.

##### **The Construction Supervisor is responsible for:**

- Making certain employees are adequately trained in the use of this procedure
- Making certain compliance with this procedure
- Making certain contractors comply with this procedure

##### **All Employees using compressed air tools are responsible for:**

- Understanding and practicing this procedure.

##### **Contractors are responsible for:**

- Complying with all legislated requirements as well as this procedure.

Responsibilities of Employers, Supervisors and Employees are described in various Occupational Health and Safety Acts and Regulations.

#### **Procedure**

##### **1. General**

Whether they are portable or fixed, grinding wheels are designed to operate at very high speeds. If a grinding wheel shatters while in use, the fragments can travel over 300 miles per hour. The potential for serious injury, material damage and other losses from these shooting fragments is great. To ensure that grinding wheels are safely used in the workplace, know the hazards and how to control them. Grinding wheels can pose many health and safety hazards.





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## 2. Health Hazards

- Breathing in dusts can cause respiratory problems
- Contact with lubricating oils and metallic dusts can irritate the skin
- If compressed air (used with air-powered grinders) enters the bloodstream, it can be deadly
- Vibration can cause white finger disease
- Noise can damage hearing and be stressful
- Electric shock can kill

## 3. Safety Hazards

- A wheel that shatter can seriously injure the operator and those working nearby
- Shooting fragments of a wheel can injure the eyes and face
- Contact with a wheel can cause cuts and scrapes
- If a portable grinder is dropped, it can injure the legs and feet
- Sparks can cause burns
- Loose clothing, adornments and hair shall be suitably confined to prevent entanglement with any machinery, device or thing in the workplace.

## 4. Controls

- Appropriate eye, face, ear and respiratory protection must be worn while grinding.
- Wheels (especially vitrified or glass-based wheels) are easily damaged if they are bumped or dropped. Carefully handle grinding wheels following manufacturers' instructions.
- Check all wheels when they are received and before using them
- Proper sorting and storage of grinding wheels will help to ensure easy access, less handling, and less chance of error.
- Store grinding wheels in an area that is dry and protected against damage from impact, solvents, high humidity, and extreme heat or cold
- Store portable grinders on hooks or in V-shaped racks. Protect racks against damage.
- Arrange grinding wheels so that older ones will be chosen before newer ones.
- Never roll a wheel on its edge. It may be damaged by absorbing oil or dirt from the floor



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## **Appendix B                      Safe Work Procedures**

### Hand and Power Tools

#### **Purpose**

To establish a minimum standard for the safe use of hand and power tools on Qillaq Innovations sites.

#### **Scope**

This procedure applies to all employees on Qillaq Innovations sites.

#### **Responsibility**

##### **The Project Manager is responsible for:**

- Ensuring these procedures are implemented and maintained
- Monitoring the implementation of these procedures

##### **The Construction Supervisor is responsible for:**

- Ensuring employees are adequately trained in the use of this procedure
- Ensuring compliance with this procedure

##### **All Employees are responsible to:**

- Understand and practice this procedure as required.

##### **Contractors are responsible for:**

- Complying with all legislated requirements as well as this procedure.

Responsibilities of Employers, Supervisors and Employees are described in various Occupational Health and Safety Acts and Regulations.

#### **Procedure**

##### **1. General**

- Always use the proper tools for the job.
- Carry hand tools in tool pouches or tool bags. Do not carry tools such as knives, chisels or screwdrivers in pockets. Falling on tools could cause damage or a serious puncture wound.
- Take extreme care when working with cutting tools. Cut away from the body, not towards it. Keep hands behind the tools and not in front of them. Always keep cutting tools sharp.
- Ensure knives have retractable blades whenever possible and keep them



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closed when not in use. Equip large fixed-blade knives used for cutting insulation with wrist straps to reduce the chances of them slipping and being dropped.

- Before using hand tools, inspect them for damage. Remove damaged tools from storage and send them for service or repair.
- Keep tool handles in good condition to prevent injury. Loose handles can cause the striking or cutting attachment to come free.
- To prevent injury, dress tools such as chisels and other metal striking tools to prevent fragments from flying off when struck. Wear eye protection at all times.
- Do not use wrenches with snipes, or metal tubing over the end, to increase leverage. If unable to free stuck nuts, use hammer wrenches, pneumatic impacts or nut splitters.
- When using hand tools, wear gloves at all times
- Keep hand tools in peak condition – sharp, clean, oiled, dressed, and free from defects. Worn tools are dangerous; for example, the teeth in a pipe wrench can slip if the jaws are sprung, and hammer heads can fly off loose handles.
- Do not use tools as pry bars.



## Safety Rules Index

- Mandatory Requirements
- Prohibitions
- **General Rules**
- Disciplinary Policy (action)
- Forms
  - Supervisor Verbal Warning form (Completed forms stored in the FORMS Binder)
  - Safety Infraction Notice (Completed forms stored in the FORMS Binder, Copy to be stored in Employee File)



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## **Safety Rules**

### **Mandatory Requirements**

1. Hard hats to be worn at all designated areas. Designated areas will be clearly marked.
2. Safety boots at all times in all work areas.
2. Report to your supervisor all unsafe acts, unsafe conditions and near miss incidents.
3. Report all injury or damage accidents immediately.
4. Perform all work in accordance with safe work practices and your supervisor's direction.
5. Maintain good housekeeping in your work area.
6. Operate all vehicles and mobile equipment in accordance with site rules and highway regulations.

### **Prohibitions**

The following are prohibited at all times on all company property, company camps, and company jobsites.

1. Possession or consumption of alcohol or illegal drugs.
2. Possession of firearms.
3. Fighting, horseplay, practical jokes, or violence of any kind.
4. Theft, vandalism.
5. Damaging, disabling or interfering with safety, fire fighting or first aid equipment.
6. Arriving for work or remaining at work when ability to perform the job safely is impaired.
7. Sexual harassment.

### **General Rules**

1. All tools and equipment shall be maintained in a safe condition and be appropriate for their intended task. All equipment will be used only by trained and qualified employees. Subcontractors shall supply their own tools and equipment unless otherwise arranged.
2. Ground fault circuit interrupts and/or double insulated equipment must be used in wet and damp work areas and during work in any confined space.
3. Housekeeping is an individual responsibility and every person is expected to maintain a clean and orderly work area and to clean up after themselves. Housekeeping has a direct effect upon safety and fire prevention. Cords and hoses shall be routed in a manner that will not present a tripping hazard. All materials, equipment, and tools, shall be stored in a stable position to prevent rolling and falling.
4. Riders are not allowed on or in any mobile equipment unless a designated seat is provided for that specific purpose.



5. The driver is responsible for the safety of all passengers and for the stability of material being hauled or handled by this equipment.
6. Prior to initiating work with a forklift or other equipment inside a highway trailer the wheels of the trailer must be chocked. Disconnected trailers must be supported at the front of the trailer to prevent tipping.
7. All major construction equipment shall be equipped with backup alarms. A flagman should direct the backing of a vehicle in congested areas.
8. Earthmoving blades, forklift tines, loader buckets, and similar equipment parts, shall be lowered to the ground before the operator may leave the equipment.
9. Employee and subcontractor vehicles are permitted on site during their working shift. Parking is done at the operator's risk.
10. The wearing of headphones or earphones is prohibited on job sites.
11. Running is permitted only during life-threatening emergencies.
12. Smoking on Qillaq Innovations work sites is prohibited.
13. Telephone and fax usage are provided for the conduct of Qillaq Innovations business. It is recognized that personal and non-business calls are necessary, but this privilege should not be abused.
14. ***Use of cell phones while operating vehicles or equipment is prohibited.***



## ***Disciplinary Action***

Employees who fail to comply with the Safety Rules and Safe Work Practices will be subject to the following disciplinary action.

- First Infraction: Verbal Warning
- Second Infraction: Written Warning
- Third Infraction: 1 or 2 Day Suspension
- Fourth Infraction: Extended Suspension or Dismissal

**The Site Supervisor will notify senior management of a third and fourth infraction. Senior Management will decide on the discipline to be applied.**

The seriousness of the infraction and the proficiency of the employee will be considered by the company when deciding the action to be taken.

Note: Employees while suspended will not be paid wages for the time lost.



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**SUPERVISOR'S CONFIRMATION  
OF VERBAL DISCIPLINE WARNING  
(First Infraction)**

Project Number: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Violation: Rule No.: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

On this date, I \_\_\_\_\_ issued a verbal warning to the above noted employee.

Describe Violation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Supervisor

*Copy to office safety file.*





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## SAFETY INFRACTION NOTICE

(Internal)

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project **Site**: \_\_\_\_\_ Project No.: \_\_\_\_\_

**Violation:** (Company policies/rules – legislation)

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2<sup>nd</sup> NOTICE      Verbal Warning Date: \_\_\_\_\_

3<sup>rd</sup> & 4<sup>th</sup> NOTICE      Verbal Warning Date: \_\_\_\_\_

THIS NOTICE CONFIRMS THAT YOU CONTINUE TO VIOLATE COMPANY RULES OR THE APPLICABLE ACT AND REGULATIONS. THIS NOTICE WILL BE FORWARDED TO QILLAQ INNOVATIONS SENIOR MANAGEMENT FOR FURTHER ACTION.

This written warning requires that you agree to follow company policies, safety rules and applicable **Act and** Regulations put in place for worker safety and health on this site.

**Note: Wages will not be paid during any period of suspension.**

Worker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Senior Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Copies to Safety File, Employee File***



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## Personal Protective Equipment (PPE) Index

- PPE Policy
- See - Appendix "C" PPE Information sheets



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## ***Personal Protective Equipment (PPE) Policy***

### **Purpose**

The purpose of this policy is to minimize injuries to employees through the use of proper personal protective equipment.

### **Policy**

All workers are required to wear or use protective clothing and equipment that is required to perform a job safely. Workers who do not wear or use the required protective equipment will be subject to Disciplinary Action.

It is the responsibility of all employees to acquire the necessary protective clothing as required on the jobsite. Qillaq Innovation will provide protective clothing and equipment as required by Workplace Safety and Health Regulations and for specific cases beyond normal occupational tasks. Generally clothing that can be worn off the site is the responsibility of the employee. An inventory will be kept of all equipment on site. Maintenance will be carried out as per manufacturer's recommendations or as per CSA standards.

It is the responsibility of each individual to ensure the protective equipment to be used is in good condition and if not, to have it repaired or replaced. Any specialized PPE required for a given job must be maintained and cared for as specified by Legislation and the manufacturer of the PPE. A regular inspection and maintenance program will be implemented. Employees will inspect and care for their PPE on a daily basis.

Standard and job specific or specialized personal protective equipment adopted for general use should conform to occupational health and safety regulations and the standards referenced by them. However, the company reserves the right to sample new equipment which it believes is equivalent to the equipment currently available or in use provided that it meets the equivalent standards in the country of origin and is in the process of being certified for use in Canada.

Training in the use care and maintenance of PPE will be provided.



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## **Appendix C            PPE Information Sheets Index**

1. Checklist
2. Safety Glasses
3. Selection Chart
4. Safety Footwear
5. Selection & Care of Headwear
6. Hearing Protection
7. Care of Respirators
8. Care of Self-contained Breathing Apparatus
9. Care of Safety Belts, Harnesses and Lanyards
10. Hand Protection
11. Chemical Protective Gloves
12. PPE – Program
13. Welding Protective Clothing



## **Equipment Maintenance Policy Index**

- Equipment Maintenance Policy
- Motorized Equipment
- Daily Equipment/Vehicle Inspection/Maintenance Checklist/Records
- Operator's Daily Checklist



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## ***Equipment Maintenance Policy***

It is the policy of Qillaq Innovations that all tools, personal protective equipment, motorized and mobile equipment shall be properly maintained in order to reduce the risk of injuries to employees or damage to property. All deficiencies or hazards will be reported and recorded, all maintenance will be recorded. This policy applies to:

**Tools - hand tools, power tools, air tools, etc**

**Personal Protective Equipment**

**Motorized equipment - generators, power trowels, compressors, compactors, etc**

**Mobile equipment – trucks, loaders, backhoes, etc**

**Mobile cranes and hoisting equipment**

The shop foreman will keep an inventory of all items to be maintained.

All tools, motorized or mobile equipment must be in good, safe working condition prior to shipping to the job site.

On the job site, all employees shall daily, check all tools, personal protective equipment motorized equipment or mobile equipment which they use to ensure that they are in proper working condition. Tools or equipment that are not in good working order or which may create a hazard if they are used must be:

- removed from service after advising the supervisor,
- locked out and tagged to identify the defect and the date on which it was taken out of service,
- stored in an area designated by the supervisor,
- repaired on site,
- or returned to the shop for repair.
- Refer to section PPE for maintenance procedures for personal protective equipment
- Only a qualified mechanic will make repairs either on site or in the shop

Upon return to the shop from the jobsite tools and equipment must be checked, serviced and repaired if required, prior to being used again or returned to the tool room. Maintenance will meet manufacturers and/or regulatory standards.



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**- Daily Equipment/ Inspection & Maintenance Checklist -**

Booklets stored in office.



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**- Operator's Daily Checklist –**

Booklets stored in the office.





## Safety Training Index

- Safety Training Policy
- **Orientation Program**
- Orientation Checklist - completed forms are stored in the employee file
- Daily Tool Box Meeting - completed forms are stored in the Safety Meetings Binder



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## ***Safety Training***

### **Policy**

The purpose of our policy is to ensure that all employees are able to perform their duties in the safest and productive manner. Therefore workers will receive adequate safety training.

The company will provide and ensure that all full time employees participate in the following specific safety training:

- Orientation requirements (new hires, contractors and visitors)
- Workplace Hazardous Materials Information System (WHMIS)
- Responsibilities (legislation) for management, supervisors and workers

### **Other required training**

- First Aid
- Equipment Operators
- Job specific training as required
- Safety and health committee/representative responsibilities

The supervisor, together with the worker safety representative, will conduct a toolbox safety meeting once a week for 15 minutes (or alternatively, once bi-weekly for 30 minutes) during which time the workers will be trained and informed about job site safety issues.

All training will be recorded, exams completed as required and reports placed on file. A training log will be produced and a training program developed on an ongoing basis for supervisors and workers.



## **Orientation Program**

**To give effect to our training policy the following Orientation Procedure will be used:**

- **All newly hired employees will be given an orientation by the Supervisor or Safety Representative prior to them starting work on a site.**
- **During the orientation process where there is an indication of required training the Supervisor will determine if training will be on the job or in a classroom.**
- **Employees transferred from another site will also be given orientation to the new site.**
- **The orientation process will use the company's Orientation Checklist form. Supervisors will give a complete explanation of all checklist items and require employees to read the company Safety Rules and other pertinent documents.**



## Orientation Checklist \_\_\_\_\_

New Employee \_\_\_\_\_ Transferred to this site \_\_\_\_\_

Jobsite Location		
Employee	Date	

Explanation of the project site

### **Introduction to:**

Supervisor  Safety and Health Representative  First Aid Personnel

### **Emergency Procedures**

Emergency Exits incidents/  Muster point  Reporting of ALL accidents including near miss

### **Shown Location of:**

First Aid Kit  Lunchroom  
 Fire Extinguishers  Material Safety Data Sheets  
 Toilets  Emergency telephone and phone numbers

WHMIS Review (schedule training session if required)

Review of site specific hazards

Review Safety Manual including:  
- Safety Policy (**Section 1**)                      - Disciplinary procedure (**Section 5**)  
- Safety Rules (**Section 5**)                      - PPE policy (**Section 6**)

Safety Handbook (rules) provided and signed for

Tool Handling / Storage / Lockout – Tag-out systems / Maintenance

Explanation of Employee Rights, Duties and Responsibilities

1. Read, understand and comply with the company safety policy, safe work practices, procedures and rules.
2. Wear the safety equipment and personal protective devices and clothing required by regulations and the company.
3. Notify the supervisor of any unsafe conditions or acts that may be of danger to other workers or themselves.
4. Report all incidents, accidents and injuries to the supervisor as soon as possible.
5. Take every reasonable precaution to protect the safety of other workers and



- 
- themselves. Comply with the Act and regulations governing the worksite.
6. Cooperate with site Safety and Health Committees or Representatives.
  7. Take reasonable care to protect oneself and others who may be affected by an employee's actions or omissions.
  8. Make proper use of safety equipment, clothing and devices.
  9. Cooperate with other persons regarding work place safety and health matters.

<b>Employee signature</b>	
<b>Supervisor signature</b>	



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## Daily Safety Meeting Agenda

**Date:**

**Time:**

**Accidents, Injuries, near misses? Discuss:**

**Ongoing Safety Awareness:**

PPE including Safety Vests, Hard Hats, CSA Approved Footwear, Eye Protection

Awareness of Surroundings: Moving machinery and equipment, Work in progress, Environmental and wildlife concerns

**Main Topics:**

**What tasks are taking place today?**

**Persons attending this meeting:**





## Inspections Index

- *Inspection Policy*
- *Site Inspection Checklist – completed forms are stored in the FORMS binder*



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## ***Inspections***

- It is the policy of this company to maintain a program of safety inspections.
- The objective of this program is to control hazards in the workplace, ***and to ensure use of safe work practices and procedures.***
- Informal inspections shall be conducted by supervisors on an ongoing daily basis.
- Workers are to inspect their work areas on a daily basis and report unsafe conditions
- Formal inspections shall be conducted by the supervisor, together with the worker safety representative, at each jobsite on a bi-weekly basis, or as required by the territory regulations. The formal inspection should follow the guideline below:
  - Locate and review reports of previous inspections and any incident reports
  - Obtain an inspection report form
  - Proceed with the inspection tour
  - Inspect all areas, tools, and equipment as per form
  - Take the time to observe the activities of working personnel
  - Stop the work and take immediate corrective action where there is imminent danger
  - Record all unsafe acts and conditions
  - Identify and prioritize corrective action required for each unsafe act/condition
  - Assign a person responsible for each corrective action and a date for completion
  - Distribute copies of the inspection report at safety meetings, post on safety bulletin board, and fax copy to the **Project Manager** at the head office.



# SITE INSPECTION CHECKLIST

PROJECT NAME: \_\_\_\_\_  
 PROJECT NO.: \_\_\_\_\_  
 PROJECT ADDRESS: \_\_\_\_\_  
 SITE SUPERVISOR: \_\_\_\_\_  
 INSPECTED BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**1. GENERAL**

- 1.1 Site Security fence
- 1.2 Safety Policy posted
- 1.3 Tool box meeting reports posted
- 1.4 Safety & Health Committee reports posted
- 1.5 Inspection reports posted
- 1.6 Accident reports posted
- 1.7 Lockout procedures posted
- 1.8 Warning signs posted
- 1.9 Emergency procedures posted
- 1.10 Emergency call numbers posted
- 1.11 Safety news items posted
- 1.12 MSDS sheets posted
- 1.13 Personal protective equipment policy posted

S	U	N

**2. ENVIRONMENTAL**

- 2.1 Hazardous gasses, sprays, fumes, vapors present
- 2.2 Hazardous dusts present
- 2.3 Hazardous noise present
- 2.4 Hazardous radiation present

S	U	N

**3. HAZARDOUS MATERIALS**

- 3.1 Materials properly stored
- 3.2 Containers properly labeled

S	U	N

**4. ELECTRICAL**

- 4.1 Service panels properly mounted
- 4.2 Panels are in a dry location
- 4.3 Panels are free of obstructions
- 4.4 Circuit breakers can be locked out
- 4.5 Distribution cables suspended or protected
- 4.6 Power tools grounded
- 4.7 Power tools guarded
- 4.8 Extension cords in good condition
- 4.9 All areas adequately lighted
- 4.10 String lighting safely placed

S	U	N

**5. TOOLS**

- 5.1 All hand tools in good condition
- 5.2 Power tools in good condition and guarded
- 5.3 Power tool operators certified as required

S	U	N

**9. ROADS AND WALKWAYS**

- 9.1 Ramps or steps provided
- 9.2 Ramps equipped with non-slip surface
- 9.3 hand rails in place on ramps
- 9.4 Walkways free of tripping hazards
- 9.5 Aisles designated
- 9.6 Aisles free of tripping hazards

S	U	N

**10. LADDERS**

- 10.1 Regularly inspected for defects
- 10.2 Safety feet on extension ladders
- 10.3 Proper placement
- 10.4 Secured top and bottom
- 10.5 Job built properly constructed
- 10.6 Metal ladders clear of live electrical sources
- 10.7 Step ladders properly used

S	U	N

**11. SCAFFOLDS**

- 11.1 Erected on proper footings or sils
- 11.2 Structural members securely fastened
- 11.3 Safe access and egress provided
- 11.4 All guard rails in place
- 11.5 Planks in good condition and cleated
- 11.6 Braced against movement
- 11.7 Deck proper width
- 11.8 Engineering approval required
- 11.9 Wheels of rolling scaffolds locked during use
- 11.10 No riders during scaffold movement
- 11.11 Jacks used as necessary

S	U	N

**12. HOUSEKEEPING**

- 12.1 Tripping hazards controlled
- 12.2 Safe storage of materials
- 12.3 Safe aisle ways maintained
- 12.4 Nails removed on lumber
- 12.5 Regular disposal of scrap
- 12.6 Disposal bins supplied

S	U	N

**13. FLOOR AND WALL OPENINGS**

- 13.1 Hand rails provided for roof edges, Platforms, holes and wall openings
- 13.2 Roof and floor openings securely covered

S	U	N

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6. PERSONAL PROTECTIVE EQUIPMENT

- 6.1 Head protection used
- 6.2 Eye and face protection used
- 6.3 Construction safety footwear used
- 6.4 Respirators used as required
- 6.5 Safety harness & lanyards used as required

S	U	N

14. STAIRWAYS

- 14.1 Safe treads and risers
- 14.2 Hand rails in place and secure
- 14.3 No tripping hazards
- 14.4 No materials stored on stairs
- 14.5 Adequate lighting provided

S	U	N

7. PERSONAL SERVICE FACILITIES

- 7.1 First aid kit supplied
- 7.2 First aid supplies adequate
- 7.3 First aid log book used
- 7.4 Eye wash stations supplied
- 7.5 Toilets supplied and clean

S	U	N

15. MATERIAL HANDLING

- 15.1 Equipment operators certified as required
- 15.2 Back up alarms installed/operating
- 15.3 Slings, chains and ropes in good condition
- 15.4 Safe signals or communication

S	U	N

8. FIRE PROTECTION

16. EXCAVATIONS

- 16.1 Permit obtained





## **Incident Reporting and Investigations Index**

- ***Investigation Policy***
- ***Incident Reporting – Workplace Safety and Health***
- Incident Reporting – Workers Safety & Compensation Commission
- Investigation Procedures
- Return to Work Program
- Refusal to Work Procedures
- Forms – completed forms stored in Employee file
  - Accident/Incident Report
  - Employee/Witness Statement
  - Modified Wok Program
  - Medical Treatment
  - Release Authorization for Medical Records
  - Modified Work Offer



## ***Incident Reporting and Investigation Policy***

It is the policy of Qillaq Innovations to investigate all accidents, incidents and refusals to work and to provide reports for all situations.

***Site Supervisors are responsible for conducting these investigations and will be assisted by the site worker safety representative. The investigation will be reported within 24 hours to the site project manager using the Qillaq Innovations Incident/Accident Report form. All sections of the form used must be completed and signed by both Supervisor and representative.***

***Supervisors and Managers must be familiar with the appropriate provincial or territorial reporting requirements including Worker's Safety & Compensation Commission reporting procedures.***

***The purpose of any investigation is to determine what took place leading up to the accident and what corrective measures are put in place to prevent a similar incident.***

***Supervisors and Managers after reviewing the report will determine and implement corrective measures which also must be reported on the investigation form.***

***The appendices of this manual contain information on Safe Work Practices, Safe Work Procedures, and selection of Personal Protective Equipment.***



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## ***Incident Reporting: Workplace Safety and Health Division***

When a serious incident occurs at a workplace, the employer is required to notify the appropriate Labour: Workplace Safety and Health Division. The supervisor is responsible to notify the WSHD on behalf of the company.

Such notification must take place immediately after a serious incident, using “the fastest means of communication available.”

Most Workplace Safety and Health Division define an incident to be serious if it results in:

- a) Death of a worker;
- b) Injury resulting from electrical contact
- c) Unconsciousness due to concussion
- d) Fracture of the skull, spine, pelvis, arm, leg, hand or foot
- e) Amputation of the arm, leg, hand, foot, finger or toe
- f) Third degree burns
- g) Permanent or temporary loss of site
- h) Cut or laceration requiring hospital treatment
- i) Asphyxiation or poisoning
- j) Collapse or structural failure of a building, tower, crane, hoist, temporary construction support system or excavation;
- k) An uncontrolled spill or escape of a toxic, corrosive or explosive substance;
- l) Explosion, fire or flooding.
- m) Failure of an atmosphere-supplying respirator

The procedure for reporting is similar in all Territories/Provinces.



## ***Incident Reporting: Workers Safety & Compensation Commissions***

In the event of a work related injury that results in a loss of earning capacity to a worker the supervisor must complete the territorial appropriate Workers Safety & Compensation Commissions forms (see schedule below) and forward to the WSCC; copies of the forms must be faxed to the Qillaq Innovations main office. The necessary forms must be received by the WSCC office within 3 business days of the accident.

A reportable injury is an injury arising out of and in the course of employment and in respect of which any of the following conditions is present or subsequently occurs:

1. The worker loses consciousness following the accident.
2. The worker is transported or directed by a first aid attendant or other representative of the employer to a hospital or other place of medical treatment, or is recommended by such person to go to such place.
3. The injury is one that obviously requires medical treatment.
4. The worker states that he/she intends to seek medical treatment.
5. The worker has received medical treatment for the injury.
6. The worker is unable or claims to be unable by reason of the injury to return to his/her usual job function on any working day subsequent to the day of the injury.
7. An injury resulted or is claimed to have resulted in the breakage of an artificial limb, eye glasses, contact lenses, dentures, hearing aid, or any other prosthetic device.
8. The WSCC has requested that an Employers Report of Injury or Occupational Disease be forwarded to the WSCC, or where the worker has filed a claim.

The obligation of the employer to report the injury to the WSCC commences when a supervisor, first aid attendant, or other representative of the employer first becomes aware of any one of the conditions listed above, or when notification of any such condition is received at the local or head office of the employer.



## ***Investigation Procedures***

### **Serious Accident Investigation Procedure**

The procedure below is typically the responsibility of the supervisor assisted by the worker safety representative and should be used to investigate any serious accident.

1. Arrange assistance – medical & emergency
2. Lock out the equipment / machinery
3. Secure the accident site
4. Notify:
  - Ministry of Labour Inspector
  - Qillaq Innovations project manager
  - Injured worker's family
  - Health & Safety Representative
5. Supervisor assumes the responsibility of primary contact and liaison with the Ministry of Labour Inspector
6. Coordinate activities of the Inspector
7. Record Inspector's observations, comments, tests, results, measurements, and photographs
8. Copy and retain all witness statements and documents given to the Inspector
9. Prepare and send a written report to the project manager within 48 hours after the occurrence.

### **Incident Investigation Procedure**

Incident investigations should be conducted using the guidelines below:

1. Take control of the scene.
2. Ensure that any injured persons are cared for.
3. Ensure that no further injury or damage occurs.
4. Get the 'big picture' of what happened.
5. Examine equipment/materials involved.
6. Collect and safeguard any physical evidence.
7. Take photographs of the scene.
8. Interview people involved and obtain written statements where appropriate.
9. Analyze all the available information to determine the causes.
10. Look for causes where 'the system failed the worker' not only for those where





'the worker failed the system'.

11. Determine what corrective action will prevent recurrence.

12. Complete the 'Construction Industry Incident and Injury Report' form and submit to manager.

## **REFUSAL TO WORK**

### Purpose

Government Legislation gives every worker the right to refuse work that he or she believes to be a danger to him or her, or by their actions a danger to other persons. The right to refuse is a personal decision not a group decision, and relates only to safety and health issues.

Workers exercising their right to refuse are protected from discipline action by this Legislation. It is necessary that the person refusing remain on the site until the investigation is complete, the matter is resolved or assigned to other work.

### PROCESS

The worker exercising the right to refuse must notify the supervisor immediately that the work refused is considered dangerous.

The supervisor and the worker will review the work assignment and attempt to resolve the problem.

If the problem cannot be resolved, the worker or supervisor must call for the assistance of the co-chairman of the safety and health committee or worker representative. A further review of the work is made and a decision is made on the safety of the work. If the work is proven to be safe or made safe the worker can return to work.

If the problem remains unresolved the Regulatory Agency is called in. A safety and health officer will attend and provide a ruling. All parties will follow the officers instructions.

The officers ruling may be appealed. Any corrections made or required will be monitored for effectiveness.



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## ***Return to Work Program***

### Modified Work Policy

Qillaq Innovations will maintain a modified work program to assist in the rehabilitation and early return to work of all injured or ill employees.

Qillaq Innovations will make every reasonable effort to provide suitable (temporary) employment to any employee unable to perform their regular duties. This may include a modification of the employee's original position or providing an alternate position, depending on the employee's medical restrictions.

All employees, regardless of injury or illness, will be considered for placement in modified work and must acknowledge this by accepting a modified work position by signing the Modified Work Offer Form at the commencement of employment.

### Modified Work Procedures

In the case of a minor injury, the Supervisor shall make a verbal offer of modified work. If the worker accepts, the Supervisor shall arrange for suitable work and monitor the worker's performance. In the case of a more serious injury, the following procedures should be followed:

- **Medical Approval.** Medical approval is needed before an offer of modified work is made. Any injured employee should be provided with an information package to be delivered to the attending physicians.
- **Offer of Modified Work.** When the information package is returned, the information will be reviewed and an appropriate modified work offer will be made. The offer must be made in writing using the "Modified Work Offer" forms and shall be signed by both the injured worker and his/her Supervisor. If any employee refuses modified work, the reasons should be immediately reported and recorded.
- **Return to Regular Duties.** An employee may return to regular duties once medical clearance has been given by a Physician. This approval should be in writing. The appropriate provincial workers health and safety board (WCB, WSSC, WSIB) must be informed of the employee's return to work.

Note: Caution is to be exercised to ensure that injuries are not aggravated through



the modified work program.

## Forms

- Accident/Incident Report Form
- Employee/Witness Statement Form
- Modified Work Program
- Medical Treatment Form
- Release Authorization for Medical Records and/or Information
- Modified Work Offer

**\*\* All completed forms are stored in the FORMS binder\*\***



## ACCIDENT/INCIDENT REPORT FORM

Project Site Name: \_\_\_\_\_ Project No.: \_\_\_\_\_

Site Address: \_\_\_\_\_ Date of Accident: \_\_\_\_\_

Time of Accident: \_\_\_\_\_

Type of Accident:

Fire	___	First Aid	___	Medical Aid	___	Lost Time	___
Explosion	___	Illness	___	Near Miss	___	Vehicle	___
Health Emergency	___	Environmental	___	Equipment/Property Damage	___		

Supervisor's Name: \_\_\_\_\_ Accident Location: \_\_\_\_\_

Names of Witnesses: \_\_\_\_\_

Brief Description of What Happened: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief Description and Estimate of Property/Equipment Damage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Injured Employee's Name: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: Male \_\_\_ Female \_\_\_

Occupation: \_\_\_\_\_ Years of experience: \_\_\_\_\_

Description of Injury: \_\_\_\_\_

First Aid given: Yes \_\_\_ No \_\_\_ Medical Attention: Yes \_\_\_ No \_\_\_

Was training or orientation in Accident Prevention given to the injured employee in relation to the duties performed at the time of the accident/incident: Yes \_\_\_ No \_\_\_

Specify: \_\_\_\_\_

Direct Causes of Accident (list in point order form): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_







## Modified Work Program

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A modified work program assists in the rehabilitation and early return to work of an injured employee, while enabling the Company to reduce the costs of injury and illness.

Qillaq Innovations will make every reasonable effort to provide suitable (temporary) employment to any employee unable to perform their standard duties. This may include a modification of the employee's original position or providing an alternate position, depending on the employee's restricted capabilities.

All employees, regardless of injury or illness, will be required to accept suitable modified work.

I fully agree that Modified Work is a condition of my employment, and this letter authorizes the release to my employer, Qillaq Innovations, any relevant medical records and/or information regarding any diagnosis, assessment and/or treatment related to any future employment related injury or illness.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at the City of \_\_\_\_\_ in the Province of \_\_\_\_\_.

Employee's Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Employee's Name (print)

\_\_\_\_\_  
Witness Name (print)



RELEASE AUTHORIZATION  
FOR MEDICAL RECORDS AND/OR INFORMATION

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Qillaq Innovations  
Box 33  
Cambridge Bay, NU X0B 0C0

Doctor:


RE:

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Dear Sir,

I have fully agreed that Modified Work is a term and condition of my employment, and this letter authorizes you to release to my employer, Qillaq Innovations, any relevant medical records and/or information regarding any diagnosis, assessment, and/or treatment related to my current medical condition.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_ at the City of \_\_\_\_\_ in the Province of \_\_\_\_\_.

Employee's Signature \_\_\_\_\_

Witness Signature \_\_\_\_\_

Employee's Name (print) \_\_\_\_\_

Witness Name (print) \_\_\_\_\_



# MEDICAL TREATMENT FORM

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## Employee information *(to be completed by Employee's Supervisor):*

Name: \_\_\_\_\_ Are you satisfied this accident is work related? Yes No

Date of Birth: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_

Phone No.: \_\_\_\_\_

1. Date and time of injury \_\_\_\_\_

2. Date and time injury was reported \_\_\_\_\_

3. Employee's hours of work \_\_\_\_\_

4. Employee's trade/occupation \_\_\_\_\_

5. What happened to cause injury? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. What injuries were sustained? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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## *(To be completed by Employee's Physician)*

Physician's Instructions:

1. Nature of Injury \_\_\_\_\_

2. Treatment \_\_\_\_\_

3. Estimated recovery time \_\_\_\_\_

4. Light duty restrictions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Physician's Name (print)

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## Medical information release *(to be completed by Employee)*

I hereby authorize the aforementioned physician to reveal his/her findings to my employer with respect to this injury.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

## MODIFIED WORK OFFER

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Dear \_\_\_\_\_,  
(Employee's Name)

In keeping with our Modified Work Policy, suitable employment shall be offered to any employee unable to perform their regular duties. Qillaq Innovations is offering the following modified work placement:

The modified position is: \_\_\_\_\_

The duties that you will be required to perform are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The hours of work will be from \_\_\_\_\_ to \_\_\_\_\_, and from \_\_\_\_\_ to \_\_\_\_\_. Your rate of pay will be \$ \_\_\_\_\_.

The length (dates) of this modified work program will be from \_\_\_\_\_ to \_\_\_\_\_. We will continually review your progress and adjust the length of this placement as required, based on your relevant medical information.

During this period of modified work you will be supervised by \_\_\_\_\_. If you have any concerns or difficulties please notify your Supervisor. Your Supervisor will also ensure that you are only performing the duties as outlined above.

**Offer Accepted**

**Offer Declined**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (print)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Name (print)



## **Emergency Planning and Procedures Index**

- Emergency Procedures
- First aid Log
- Emergency Phone Numbers and Information



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## ***Emergency Preparedness***

Qillaq Innovations will ensure that all jobsites have plans in place to deal with emergency situations particular to the types of hazards identified. Each job site will be capable of providing:

- First aid to an injured worker
- Transportation to a medical facility
- Means of contacting outside agencies for assistance
- Means of conducting an initial attack on fire

The site supervisor is responsible for the development of emergency procedures for any unusual hazards or tasks that workers may encounter. The supervisor will ensure that all emergency preparedness information is readily available and that workers are given a site orientation to ensure they are aware of:

- Location of emergency equipment:
  - First aid supplies
  - Fire extinguishers
  - Eyewash station
  - Rescue equipment
- Location of MSDS sheets
- Escape route and muster point
- Location of site phone and contact numbers for contacting outside assistance
- Emergency phone numbers
- The supervisor will conduct a test of these emergency procedures at least once per year or during the course of the project.



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## ***Emergency Planning & Procedures***

### **First Aid**

- Any worker requiring first aid should request assistance from the First Aid Attendant (F.A.A.) for first aid treatment.
- F.A.A. should provide first aid treatment and record each treatment in First Aid Treatment Log (form is provided in Safety Manual).
- It is the responsibility of the F.A.A. to ensure that the first aid supplies are readily available and adequate provisions are maintained.

### **Transportation of Injured Personnel to Medical Facility**

- The supervisor should ensure that a vehicle is always available to transport injured personnel.
- The F.A.A. should accompany injured personnel to the medical facility if possible.

### **Fire Emergencies**

- The supervisor is responsible to plan and implement the initial fire fighting requirements for the job site. The requirements for initial fire fighting should be evaluated and updated as required as the job progresses.

### **Fire Extinguishers**

- The supervisor must ensure that all fire extinguishers on site are inspected on a regular monthly basis, and certified yearly.
- Any extinguishers which have been discharged must be removed from service and placed in a location designated by the supervisor.
- The supervisor will ensure that all workers are adequately trained in the use and inspection of fire extinguishers. Workers must be notified that any use of a fire extinguisher must be reported to the supervisor and where they should return discharged extinguishers.

### **Contacting Outside Agencies**

- Phone numbers for the following outside agencies are to be posted on the bulletin board:
  - Ambulance
  - Medical facility
  - Fire department
  - Police
- The site phone must always be made available to make phone calls to the agencies noted above.

### **Site Specific Emergencies**

- The supervisor is responsible to plan emergency procedures to be followed on jobsites where a peculiar hazard could result in a site emergency other than those previously listed.

## ***Emergency Procedures Checklist***



### **1. Take Command**

Assign the following duties to specific personnel.

### **2. Provide Protection**

Protect the accident scene from continuing or further hazards such as live wires, traffic, fire, or operating machinery.

### **3. Give First Aid**

Once protection has been provided against continuing or further hazards, give first aid as soon as possible.

### **4. Call an Ambulance**

Call an ambulance and any other emergency services required.

### **5. Guide the Ambulance**

Have someone meet and direct the ambulance to the accident scene.

### **6. Get the Name of the Hospital**

For follow-up, find out where the injured person is being taken.

### **7. Advise Management**

Inform senior management.

### **8. Isolate the Accident Scene**

Barricade, rope off, or post a guard at the scene to make sure that nothing is moved or changed until investigation is complete

*First Aid Treatment Log*



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**Any treatment using provisions from the First Aid Kit must be recorded**

<b>Job site</b>	
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<b>Date</b>		<b>Time</b>		<b>F.A.A. initial</b>	
<b>Name</b>					
<b>Injury</b>					
<b>Treatment</b>					

<b>Date</b>		<b>Time</b>		<b>F.A.A. initial</b>	
<b>Name</b>					
<b>Injury</b>					
<b>Treatment</b>					

<b>Date</b>		<b>Time</b>		<b>F.A.A. initial</b>	
<b>Name</b>					
<b>Injury</b>					
<b>Treatment</b>					

<b>Date</b>		<b>Time</b>		<b>F.A.A. initial</b>	
<b>Name</b>					
<b>Injury</b>					
<b>Treatment</b>					

<b>Date</b>		<b>Time</b>		<b>F.A.A. initial</b>	
<b>Name</b>					
<b>Injury</b>					
<b>Treatment</b>					

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<b>Emergency Phone Numbers</b>
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Ambulance	983-2222
Police	983-0123 or -1111
Fire Department	983-2222
Medical Facility	983-4500
Qillaq Innovations	983-2818
WSCC	1-877-404-4407

### Fire Extinguisher Locations:

#1	Main Office
#2	Boiler Room
#3	Main Shop

### First Aid Attendants

#1	Dana Langille
#2	David Ohokannoak





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## Records and Statistics Index

- Policy Statement

### ***Records & Statistics***

Maintenance of accurate Safety Records is an essential component of our safety program. Accurate documented records provide a resource to determine areas for further preventative action and will assist our company in demonstrating our “Due Diligence”, should the need arise.

Management will ensure all safety related information is documented and filed and conduct a review of safety statistics periodically but at least once per year.

Supervisors are responsible for submitting required safety documentation to the management as per the schedules outlined in this manual.

All forms or reports should be readily available, neat and readable, completely filled out and signed/dated by the appropriate worker, supervisor, safety rep or manager. The reports that should be kept on file include:

- Safety orientations and training records;
- Minutes of toolbox and safety committee meetings;
- Incident investigation reports;
- First aid treatment reports;
- Inspection reports;
- Safety rule and PPE violation records;
- Maintenance records;
- Hazard assessments.



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## **Workplace Safety and Health Legislation Index**

- Workers Rights
- Workers Responsibilities
- Employer Responsibilities
- Supervisory Responsibilities



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## **Workplace Safety & Health Legislation**

### **Legislation Policy**

Qillaq Innovations is committed to following the prescribed Regulations under the Territory/Provincial Safety and Health Acts of the territories/provinces where any of our projects are situated. We therefore expect all of our employees at every employment level to make themselves familiar with the applicable laws and referenced standards. Company training programs will include legislated subjects to assist employees in understanding the various sections.

**In all phases of our operations pre-planning of projects or planning each phase of project work, reviewing the legislation will be an integral part of the planning.** For projects in other provinces or territories a copy of the applicable safety regulations will be available for reference on the job site.

A copy of the current Safety and Health Act and Regulations will be posted at each work site and all workers are encouraged to read and become familiar with each section. As a minimum each worker should know the following;

All personnel will take every reasonable precaution to protect the safety, health and welfare of themselves and others. All work is to be conducted in accordance with the minimum standards outlined in the Workplace Safety and Health Acts and Regulations.

Management, Supervisors, Worker Safety and Health Representatives and Employees will be informed of their legal duties and responsibilities and are expected to participate and apply safe work practices in accordance with applicable legislation.

### **Workers Rights**

- The right to know about the hazards in the work place and the precautions to be taken to prevent injury or illness.
- The right to participate in safety and health activities at the work place including participation in a safety and health committee or as an employee safety representative.
- The right to refuse work that is believed to be dangerous.
- No discriminatory action will be taken against anyone who carries out a duty or exercises a right under the Legislation.

### **Workers Responsibilities**

- To take reasonable care to protect themselves and others who may be affected by their actions or omissions.
- To make proper use of safety equipment, clothing and devices.
- Cooperate with other persons regarding work place safety and health matters.



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## ***Workplace Safety & Health Legislation***

### **Employer Responsibilities**

- To take all necessary precautions to ensure the safety, health and welfare of workers.
- Providing and maintaining a safe work place, equipment, tools and systems.
- Ensuring all workers and supervisors are aware of the hazards in the work place as well as the precautions necessary for their protection.
- Providing workers with competent supervision.
- Providing the necessary training to protect workers safety and health before they begin a new job.
- Taking the necessary precautions to ensure that other persons are not exposed to safety and health risks due to the activities of the workplace.
- Consulting and cooperating with the work place safety and health committee or representative.
- Consulting with other persons on work place safety and health matters.

### **Supervisor Responsibilities**

- To take the necessary precautions to protect the safety and health of workers under their supervision.
- To ensure that workers comply with safety and health procedures and use safety and health equipment, clothing and devices.
- Advising workers of safety and health hazards in the work place.
- Cooperating with the work place safety and health committee or representative.
- Cooperating with other people on workplace safety and health matters.



## Annual Safety Manual Review

It is important to Qillaq Innovations keep up with the changes in technology, regulations, ongoing projects and other variables, therefore this Safety Manual is to be reviewed annually, during the month of January. Management is responsible for completing the review, but project managers, supervisors and work safety representatives are encouraged to submit suggestions for change. All suggestions cannot be less than applicable Government Regulations.

### Revision Dates:

2013 – May	Original written
2014 – April	revised all sections and added additions
2015 – January	revised all sections and made additions
2016 – January	revised all sections
2017 – January	revised all sections
2018- January	revised all sections and made additions

  
Sandi Gillis - Secretary / Treasurer

January 17, 2018