

Title: Safety Rules

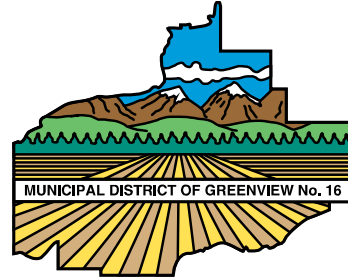
Policy No: 3016

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Purpose: The purpose of this policy is to outline the general safety rules for Greenview.

DEFINITIONS

CSA means Canadian Standards Association.

FLHA means a Field Level Hazard Assessment.

JHA means Job Hazard Assessment.

Powered Mobile Equipment is any equipment that is a self-propelled machine that assists in the movement or transport of a worker’s materials or provides a work platform for workers.

PPE means Personal Protective Equipment.

OH&S means Occupational Health and Safety

POLICY

1. Policy Statement:

- 1.1 Greenview will take every practicable action to assure safe and efficient work operations. The Greenview management team does require that each and every worker will actively participate in the Safety Program to ensure completion of work safely; to minimize exposure to personal hazard; and to provide a safe work place for all.
- 1.2 A **competent worker** means an adequately qualified, suitably trained individual and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision. Work that may endanger a worker must be completed by a worker who is competent to do the work, or by a worker who is working under the direct supervision of a worker who is competent to do the work. All workers must be trained in procedures until they are deemed competent. A competent person (Supervisors, Lead Hand, etc.) must verify that a worker is competent to perform their roles and responsibilities before being allowed to work independently.

THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS MUST BE FAMILIAR WITH THE OH&S ACT, REGULATIONS AND CODE.

2. Safety Rules:

- 2.1 The following safety rules require mandatory compliance. This list does not cover all the safety requirements workers will be expected to follow, but is intended as a reminder of the more obvious conditions. **It is the individual responsibility of the worker to practice safe working habits.** A successful Safety Program requires the total involvement of all concerned.
- 2.2 Failure to follow safety rules can lead to serious injury or death. If you have any questions regarding safety ask your supervisor. If they cannot answer the question, it will be referred to the Safety Representative or the Safety Committee.
- 2.3 No worker shall work unsafely. Greenviews workers have the right and the responsibility to refuse to do unsafe work.
- 2.4 No worker is to commence work without completing the Greenview Worker Orientation Questionnaire.
- 2.5 USE GOOD HOUSEKEEPING PRACTICES. Put everything you use in its proper place and keep your work area clean and orderly. Disorder causes injury and wastes time, energy and material.
- 2.6 No worker shall engage in any work without first conducting a Field Level Hazard Assessment (FLHA) and reviewing their Job Hazard Assessment (JHA).
- 2.7 No worker will Work Alone until completion of a detailed Hazard Assessment and an effective means of communication has been established.
- 2.8 All hazardous conditions are to be reported to your immediate supervisor without delay in order that they can be corrected.
- 2.9 All injuries, incidents and near misses (no matter how slight) will be reported IMMEDIATELY to your supervisor.
- 2.10 All PPE will be inspected daily for damage and prior to use.
- 2.11 CSA approved safety glasses will be worn at all times in areas where they are required.
- 2.12 Special eye and face protection will be worn when required by the job or in locations where airborne debris may cause eye damage.
- 2.13 Workers are required to wear appropriate gloves at all times, when their completed FLHA deems gloves necessary. Glove selection will be advised in the hazard assessment for that specific task.
- 2.14 Long pants and long sleeve shirts will be worn at all times on the job site if the FLHA deems it necessary.
- 2.15 High visible vests shall be worn at all times in the work areas excluding office administration.
- 2.16 Hearing protection devices are available and are to be used when necessary. Decibel limits will be posted along with proper hearing protection required for that area.
- 2.17 CSA approved safety footwear will be worn at all times in work areas excluding office administration.
- 2.18 Respirators will be required for certain tasks and that will be outlined in the hazard assessment.
- 2.19 Fall protection system must be in place prior to **working at heights in excess of 10 feet feet/3 metres.**

- 2.20 Harnesses and tie off is mandatory while moving or working inside the basket of any aerial work platform.
- 2.21 All Fall Protection Equipment will be inspected prior to use.
- 2.22 No worker shall prepare to enter a confined space without following the procedures as described in Confined Space Entry procedure.
- 2.23 Lockout shall not be performed without following the procedures described in Lockout Procedure.
- 2.24 Only ticketed competent workers are permitted to operate any Aerial Work platform.
- 2.25 Proper slings, chokers, etc. shall be used for all lifting. If proper gear is not readily available, take the time to find and use the proper gear.
- 2.26 Any excavation greater than 4 feet in depth must have an Excavation permit in place.
- 2.27 No worker shall enter an open excavation greater than 4 feet in depth, which is not properly sloped to the OH&S standard of 45 degrees or has a proper shoring installed.
- 2.28 Become familiar with location of all emergency exits, wash and shower stations, fire stations, and other safety equipment.
- 2.29 No worker is permitted to modify or remove safety accessories or guards from any piece of equipment.
- 2.30 No worker is permitted to tamper with, change or adjust any setting on equipment being used by other workers.
- 2.31 No Worker is permitted to operate any powered mobile equipment unless trained and competent to do so.
- 2.32 All workers must complete a visual inspection on any powered mobile equipment before starting.
- 2.33 Wear seatbelts in all powered mobile equipment and automobiles at all times.
- 2.34 A spotter is required when moving equipment in congested work areas.
- 2.35 All incidents involving powered mobile equipment and automobiles must be **immediately** reported to your supervisor.
- 2.36 All ladders must be secured against movement and placed on a base that is stable.
- 2.37 All ladders must be safely secured at the top. Maintain three-point contact when accessing ladders and equipment.
- 2.38 Work must not be performed from the top two rungs of a step ladder or cleats of a portable ladder unless specifically approved by the manufacturer.
- 2.39 Smoking is permitted only in designated areas which are outlined in Greenview smoking policy.
- 2.40 Safety Data Sheets for all hazardous materials that you may be using are available from the Supervisor or Safety Representative and should be consulted before handling any hazardous material.
- 2.41 Keep all flammable liquids in properly marked safety cans (acetone, gasoline, diesel oil, etc.) in accordance with WHMIS guidelines; store in a suitable area.
- 2.42 When working on roadways, within Greenview, all traffic control signs and barriers need to be erected to let the public know of the hazards that are within that work location.

- 2.43 Workers must attend all prescribed Safety Meetings.
- 2.44 The use of drugs or alcoholic beverages on the job site will be cause for immediate removal from job site.
- 2.45 If you are currently or have been prescribed any medication that may cause adverse effects while working for Greenview, please speak with your supervisor to ensure all appropriate precautions are taken.
- 2.46 All workers are responsible to protect the health and safety of themselves and other persons at or in the vicinity of the work site while the worker is working.
- 2.47 Working safely is a mandatory requirement.
- 2.48 All volunteers working within the perimeters of Greenview need to also adhere to these safety rules outlined in this document.
- 2.49 All Contractors working within the perimeters of Greenview need to also adhere to these safety rules outline in this document.
- 2.50 The above rules and the Occupational Health and Safety act, regulations and code are policy on all Greenview job sites.

By signing below, I acknowledge that I have read and understood this policy, and accept all responsibilities outlined within.		
Worker Print Name	Signature	Date
Witness Print Name	Signature	Date