



LANDWORKS

SAFETY POLICY MANUAL

ISSUED: MAY 2020

Purpose: to express the company's due diligence for safety-oriented workplace environments.

Scope: to have all new and existing employees understand everyone needs to work safely.

Objective: to increase awareness about safety and reduce preventable injuries.

Roles & Responsibilities: employees, supervisors and management all play a role in safety.

Manifesto

Landworks' management realizes that safety is an integral part of our business and strives to protect its workers from injury and illness. It is expected that all levels of workers are dedicated to reducing the risk of injury and illness in the workplace.

As an employer, Landworks is ultimately responsible for the health and safety of its workers. As owners, we are committed to ensuring all appropriate steps are taken to protect workers from harm. Legislative requirements will serve as minimum acceptable standards; however, all levels of employees should strive to surpass these standards.

The duties of supervisors include being responsible for the health and safety of workers under their supervision. Supervisors are also to ensure that machinery and equipment are safe and that employees follow established work procedures. Workers must receive thorough training in their work tasks to protect their health and safety.

All employees of Landworks (workers, supervisors, contractors, and sub-contractors) are required to protect their own health and safety by following the law and established safe work practices.

All parties are expected to consider health and safety in all activities. Commitment and dedication to health and safety must form an essential part of this organization from the owners to the workers.

Our official signature (s) are on the last acknowledgement page of this document (page 68).

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Section 1: Declaration of Roles & Responsibilities

§1.0) Under the Occupational Health and Safety Act (OHSA),

Management/Owner responsibilities include:

1. Providing equipment, materials and protective devices. Set the safety culture.
2. Ensuring equipment and materials are in good working order and maintained properly and used safely.
3. Overall responsibility for the policy direction and planning. Active support of the health and safety program.
4. Providing information, instruction, and supervision to employees to protect the health and safety of the employee. Delegation of responsibilities and authority.
5. Appointing competent supervisors. Hold accountable the supervisors who report to the Owners of the company.
6. Providing (upon request), in a medical emergency, information in the possession of the employer, including confidential business information to a legally qualified medical practitioner, and to such other persons as may be required by law.
7. Acquainting an employee or a supervisor with any hazard in the workplace and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
8. Giving assistance and co-operation to Health and Safety Coordinator(s) and Representative(s) in the carrying out of any of their functions.
9. Only employing a worker over the prescribed age.
10. Taking every reasonable precaution in the circumstances for the protection of the employee. Communicate or ensure communication of policies have been done.

11. Providing to the Health and Safety Representative, the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern health and safety. The employer must also make the results of the report available and, if asked, provide copies of the report that concern occupational health and safety.
12. Responding in writing, within 21 days to any health and safety recommendations submitted by the complainant. Posting a copy of the Occupational Health and Safety Act and pertinent Regulations in an accessible workplace location.
13. Posting, reviewing and re-posting annually a copy of the Landworks' Health and Safety Policy Manual in an accessible workplace location.
14. Developing and maintaining a health and safety program to implement Landworks Health and Safety policy.
15. Provide our supervisors with first aid training and supervisor training (if not already acquired).

§1.1) Under the Occupational Health and Safety Act (OHSA),

Supervisors/Managers responsibilities include:

1. Ensuring employees work in the manner and with the protective devices, measures and procedures required by the OHSA and regulations.
2. Ensuring employees use or wear the equipment, protective devices or clothing that Landworks requires.
3. Ensuring employees are advised of the existence of any potential or actual danger to the health or safety of the employee of which the supervisor is aware.
4. Ensuring employees are provided with verbal/written (DFRA, JSA) instructions as to the measures and procedures to be taken for their protection. Training and monitoring for safety and ensures procedures are followed.

5. Responsibility for operators training and final results of an employee using a piece of equipment.
6. Taking every reasonable precaution in the circumstances is taken for the protection of an employee.
7. Holding accountable those employees reporting to the supervisor. Then passes feedback on to owners/management.
8. Working in conjunction with Health and Safety Representative(s).

At the end of the day, the supervisor shall ensure that:

1. All equipment/tools/materials are returned to their designated storage area.
2. All job sites are inspected, cleaned up, and any hazards eliminated or guarded. If unable to eliminate or guard, report to management.

Supervisors are also expected to make health and safety part of their day-to-day work activities.

§1.2) Under the Occupational Health and Safety Act (OHSA),

Employee responsibilities include:

1. Working in compliance with the provisions of the OHSA, as well as internal procedures and policies.
2. Using or wearing the equipment, protective devices or clothing that Landworks requires.
3. Reporting to his/her supervisor, the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself/herself or another worker.

4. Reporting to his/her supervisor any contravention of the OHSA, regulations, Landworks' policies and procedures.
5. Reporting to his/her supervisor the existence of any hazard of which the employee is aware of. Including near miss incidents and any injuries no matter how minor.
6. Not removing or making ineffective any protective device without providing an adequate temporary device. When the work is completed, the original protective device shall be replaced immediately.
7. Not using, operating any equipment, device, machine or thing in such a way as to endanger themselves or others, or without prior experience or training. Employees must notify their supervisor if they are not competent.
8. Not engaging in any prank, contest, tests of strength, unnecessary running or rough and boisterous conduct.

Section 2: Subcontractors

§2.0 Bidding Process Required Submittals

Landworks requires all subcontractors, as part of bidding work with us, to submit their WSIB certification number, safe work procedures (can be reviewed by estimator), examples of risk assessments (can be reviewed by estimator), and training certification (s) for their employees. For specialty work, mandatory training and accreditations must be from a reputable source (not in-house, unless has been certified by a professional organization, such as IHSA, etc). For example, tree clearing contractors must provide all first aid, WHMIS etc and chain saw training, man lift (cherry picker) certification, supervisor training etc, along with their other documents required by law for low-medium risk (for example: utility locates).

§2.1 Prior to Starting Work

Landworks requires these items to be submitted prior to starting work. The subcontractor will be expected to provide the above-mentioned documentation, filled and signed (if necessary) on site to Landworks prior to starting work. If the subcontractors JSA, risk assessments or other inspection sheets are not like Landworks, we will provide ours to the subcontractor to be used. Section 9 §1.0 also applies to this section.

§2.2 Three Strike Policy

Subcontractors will be subject to our 3-strike policy. Subcontractors who have surpassed 3 strikes will no longer be allowed to subcontract to Landworks.

Section 3: Emergency Action Plan

§3.0 Preamble

At Landworks, the emergency action plan covers three separate possible work locations. These locations are on-site, at the shop, and at the office. Each location has separate specific protocols.

The Emergency Action Plan must be filled out prior to starting any work on site and can be filed on site in a public location that can be easily accessed by any personnel on site.

§3.1 Work Site Protocols (also applies to site offices)

At the jobsite, the muster point will always be either the nearest Landworks' vehicle, or if applicable, the site trailer (unless otherwise noted). Fire extinguishers, spill kits, first aid kits and all extra PPE (dust masks, hearing protection, and safety glasses) along with WSIB forms and MOL regulation books are provided in the truck safety kit or in the site trailer. NONE OF THESE ITEMS ARE TO EVER BE REMOVED FROM THESE LOCATIONS.

Every supervisor must have each other's phone numbers and call each other in the event of an emergency, notifying all Landworks' supervisors on site. Head-count can be done using the morning safety talk documentation.

When established office permanently on site, hospital routes are posted, along with all required Ministry of Labour documentation.

§3.2 Shop Protocols

At the shop, the muster point will always be the front gate. Fire extinguishers, spill kits, first aid kits and all extra PPE (dust masks, hearing protection, and safety glasses) along with WSIB forms and MOL regulation books are provided in the shop office. The shop MSDS is more comprehensive than the site version and is located at the safety board in the shop office. **NONE OF THESE ITEMS ARE TO EVER BE REMOVED FROM THESE LOCATIONS.**

Every supervisor must have each other's phone numbers and call each other in the event of an emergency, notifying all Landworks' supervisors that have left or returned from the shop that day. Head-count can be done using the morning safety talk documentation.

§3.3 Office Protocols (not including site offices)

At the office, the muster point will always be the parking lot. Fire extinguishers and first aid kits are available to the office, as well as an MSDS binder. **NONE OF THESE ITEMS ARE TO EVER BE REMOVED FROM THESE LOCATIONS.**

§3.4 Emergency Action Plan Template

**(THIS MUST BE FILLED AND POSTED AT EVERY WORK LOCATION AND
UPDATED EVERY 3 MONTHS).**



Emergency Action Plan

Although Landworks takes precautions to prevent them, emergencies do occur. When they do, they require quick, correct and decisive responses. Employees have been informed of the company's planned response to emergency situations, and they are expected to adhere to these guidelines for the duration of this project.

The elements of this plan, are as follows:

- I. Emergency evacuation plan
- II. Critical operations
- III. Methods to account for Landworks employees
- IV. Rescue and medical duties
- V. Means of reporting emergencies
- VI. Company representative(s) responsible for plan

I. Emergency Evacuation Plan

Typical projects are in enclosed job-sites or open areas (circle which apply).

Enclosed jobsite procedures are as follows: _____

Open Areas procedures are as follows: _____

II. Critical Operations

If any emergency occurs on a project involving explosive liquids (gasoline, other fuels, propane), combustion engine equipment or electrical tools, Landworks employees will shut off propane sources at the cylinders and turn off all equipment before evacuating, provided employee safety is not jeopardized by doing so.

- | | | | |
|--|-----------|----------|-------------|
| Does this project involve the use of gasoline, other fuels, or propane? | Yes _____ | No _____ | Maybe _____ |
| Does this project involve the use of combustion engine equipment? | Yes _____ | No _____ | Maybe _____ |
| Does this project involve the use of electrical tools or other ignition sources? | Yes _____ | No _____ | Maybe _____ |
| Does this project involve the use of other critical operations not listed? | Yes _____ | No _____ | Maybe _____ |

Explain: _____

-If our employees are not able to shut mitigate the explosion risks, the fire department or other responding emergency agency will be notified of the presence and locations of those fuel sources

-List locations of fuels on this site: _____

III. Methods to Account for Landworks Employees

-Employees have been instructed to meet at a designated location (Muster Point) so that they can be accounted for on the project. If it is determined that any employees are missing, the responding emergency agency will be notified. The agency also will be informed about the last approximate whereabouts of missing employees.

-The meeting location will be chosen based on the type of emergency involved. The project manager will account for wind direction and potential hazards in determining the meeting place.

The meeting location for this project will be: _____

IV. Rescue and Medical Duties

This crew has been specifically trained to rescue and/or attend to injured employees. Yes _____ No _____

If "No" has been checked, our employees will rely on paramedics or other emergency rescue teams.

-If "Yes" has been checked, those employees trained in rescue operations will perform duties according to the training they have received. The remaining employees will meet at the designated meeting area.

V. Means of Reporting Emergencies

-When a fire or emergency occurs, it is our intention to notify all employees, affected contractors, building owners and homeowners about the crisis.

-The first call will be made to the local fire department by using 911. If 911 is unavailable in the job's area or there is an on-site fire department, such as remote projects, that emergency telephone number will be used instead. Emergency telephone numbers are included in this plan.

-If there are 10 employees or fewer in the area, a human voice will be used to notify those on the job. For projects involving more than 10 employees, airhorns or similar equipment will be used.

VI. Company Representative(s) Responsible for Plan

-The job foreman is the responsible person to contact with any questions regarding this plan. If additional information is needed, the project manager should be contacted.

Emergency Contacts

Project Address:

Project Telephone: ()

Home Office Telephone: ()

Local Police Telephone: ()

Local Fire Telephone: ()

Local Paramedics Telephone: ()

Local Hospital Address:

Local Hospital Telephone: ()

Post Hospital Route Maps Here

Section 4: Workplace Harassment, Violence, and AODA Policy

§4.0 Workplace Harassment Policy

The Occupational Health and Safety Act defines workplace harassment as “engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.”

Workplace harassment includes:

- Bullying or psychological harassment
- Sexual harassment
- Racial/ethnic harassment
- Harassment based on any protected ground under the Ontario Human Rights Code

Some of the types of harassment that workers could experience in the workplace include sexual harassment, teasing, intimidating or offensive jokes or innuendos, display or circulation of offensive pictures or materials, unwelcome, offensive, or intimidating phone calls, or bullying. Leering, unwelcome gifts or attention, offensive gestures, or spreading rumors could also be considered harassment.

Landworks ensures the fair and equal treatment of all persons and makes it a priority that we establish an inclusive and fair culture that does not discriminate based on race, national or ethnic origin, color, religion, age, sex (includes pregnancy), sexual orientation, marital status, family status, disability, a conviction for which they were pardoned or had a record suspended.

§4.1 Violence in the Workplace Policy

The Occupational Health and Safety Act defines workplace violence as:

- “the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or,
- A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Some of the types of violence that workers could experience in the workplace include hitting, pushing, physical assault, sexual assault, stalking, criminal harassment, robbery, or threats of violence.

Sources of workplace harassment or workplace violence can come from a variety of sources, such as other employees, supervisor, or clients.

Landworks has zero tolerance for workplace harassment and workplace violence. Any employee engaging in such prohibited behavior will be subject to immediate disciplinary action. Please report any such behaviors to your supervisor directly. Please note that all involved parties will be addressed confidentially. Supervisors will also report suspected incidents of violence stemming from the home of affected employees.

§4.2 AODA Compliance Policy

Landworks strives to be fully accessible and accommodating to all citizens. It is mandatory as part of the company’s initiation training that our employees complete the AODA training module. Landworks yearly ensures our compliance with the AODA via form 009-0057E “Accessibility Compliance Reporting Form.”

§4.3 Commitments

Employees, upon beginning employment at Landworks will have upon signing acknowledgment of this policy also agreed to the following pledge:

I have read both the Workplace Harassment, Violence, and AODA policy outlined above. I am aware that I am to report any such behaviors known or observed personally or by a co-worker to my immediate supervisor. Complete confidentiality will be maintained through the reporting and disciplinary procedure.

Section 5: Criminal Behavior, Drug and Alcohol Policy

§5.0 Criminal Behavior

Landworks employees who are convicted of a crime will be immediately considered for termination pending review.

§5.1 Drug and Alcohol Policy

All employees, shall be aware that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is prohibited in all company work places, and that disciplinary action will be taken against employees for violation of this statement. Adherence to this statement/policy will also apply to any employee who is representing the company at any social function that may be held away from the workplace.

Your employer has a vested interest in attracting and keeping well adjusted, productive employees, but more importantly, we are generally concerned about your wellbeing. If you are experiencing problems with drugs or alcohol, or concerned you may have a problem, the company encourages you to seek competent/professional help. Landworks will help employees access help.

Employees who are “disabled” according to Ontario law, that are caught in an accident/incident involving drugs and alcohol (e.g.; damaged equipment, severe lack of alertness, overdose, fighting with employees, etc.) agree that in condition of continuing employment at Landworks will engage and complete a rehab program or seek competent/professional help.

Employees who are “recreational users of drugs and alcohol” and are caught breaking these rules will immediately be terminated.

Landworks reserves the right to drug test employees who are involved in accidents on the work site. Landworks reserves the right to involve local law enforcement if necessary.

Section 6: Smoking Policy

§6.0 Rules

Smoking and use of vaporizers on work sites and/or facilities is strictly prohibited at Landworks, except under the following exemptions:

- A) The site supervisor has deemed it acceptable. The criteria in which to allow smoking and vaporizer use to be acceptable is where there is, 1) an adequate amount of fresh air for non-smoker employees, 2) they will not be forced to be within proximity (less than 10') of the fumes and 3) that the employees who are smoking **MUST RETAIN AND DISPOSE OF ALL cigarette butts promptly**. The site supervisor retains the absolute authority to deem any workplace situation smoke/vaporizer free. Also, any complaints by clients, other employees and subcontractors will automatically supersede all privileges.
- B) The employee is off-site, or in the smoking area, as per supervisor’s consent.

§6.1 Exceptions

Smoking and using vaporizers in an enclosed workplace (Landworks facilities, vehicles, and machinery) is strictly prohibited under all circumstances, and has **NO** exceptions (ie; windows being open, other employees consent, etc). This is consistent with the law enforced in Ontario:

“An enclosed workplace means:

- *the inside of a building, structure or vehicle that an employee works in or frequents during their employment whether or not they are acting in the course of the employment at the time*
 - *this includes the inside of a trailer office on a construction site, the inside of a loading dock, or the inside of a delivery truck*
- *common areas such as washrooms, lobbies and parking garages”*

Also, employees are NOT entitled to smoking breaks without the consent of the site supervisor, unless the employee wishes to smoke at a break or lunch time. During break or lunch time, ALL rules applicable to subsection A will apply.

§6.2 Enforcement

Employees who do not abide by this policy will be subject to the three-strike policy. If a client/developer or general contractor enforces stricter rules, Landworks employees on that worksite will abide by the more stringent rules.

Section 7: Required Training

§7.0 Required Online Safety Training (Go Greenius)

<http://www.gogreenius.com/company/main.php>

Go Greenius is a website containing safety, compliance and training modules for employees and supervisors.

Each new employee of Landworks will be entered on the website by their immediate supervisor. An email generated from the Go Greenius site will automatically be sent to new employees or existing employees with safety modules required for training.

The office staff will check and ensure prior to a new employee's first day of work, that the employee has completed all required safety modules.

Employees hired for construction are required to complete the following on-line modules:

- Personal Safety, H.S.A.T., Engines and Fuels, Bill 168, WHMIS, Portable Stone Saw, MSDS, Plate Compactor, AODA.

Employees in construction who are driving and operating equipment, the required training is:

- all of the modules listed above, and:
- Defensive Driving, Trucks and Trailers, Skid Steer, Mini-Excavator

For all Site Foremen & Supervisors:

- extra Managerial Modules at the discretion of management:

A **hardcopy checklist** is required to be printed and completed by an employee and their supervisor for the following modules:

- Engines & Fuels, Portable Stone Saw, Plate Compactor, Trucks & Trailers, Skid Steer, Mini-Excavator

The checklist must be printed, followed through each item by employee and supervisor, signed and dated by both the supervisor and the employee. The checklist will go in the employee's color-coded file folder under the appropriate module.

§7.1 Other Required Training

Employees are not to perform tasks or be assigned tasks for which they are not specifically trained to do. If the specific tool or piece of equipment is not available for training in Go Greenius, Landworks must provide training via an experienced person.

§7.2 Tasks Requiring Professional Certification

1. Operating forklifts or telescopic handlers
2. Use of harnesses, fall arrest systems or related
3. Use and handling of propane (excluding plumber's torches)
4. Driving Landworks heavy trucks (commercial size)
5. Book 7, Traffic Control and Flagman

§7.3 Tasks Requiring In-House Training

1. Use of ANY piece of equipment
2. Use of any electric saws
3. Use of knives
4. Use of jackhammer, hammer drill or other high vibration tools
5. Use of compaction equipment (except hand packer)
6. Using chains, slings, or cables to lift ANYTHING
7. Spotting equipment or trucks (assisting in reversing)
8. Hooking up trailers
9. Use of oxy-acetylene torches
10. Inspecting trucks, inspecting equipment

Section 8: Use of Company Vehicles

§8.0 Preamble

Landworks strives to ensure company compliance with MTO and MOL regulations. As per these requirements, drivers are required to obey company policy regarding the inspection and safe operation of commercially licensed vehicles, and heavy equipment. The following list of rules and requirements outline what Landworks uses to be safe and legal.

§8.1 Drivers Responsibilities, Rights

Drivers licensed and permitted to drive commercial vehicles must inspect trucks DAILY, and file completed truck inspections in the shop office WEEKLY, in an organized fashion.

Drivers MUST understand that Landworks is not responsible for tickets and citations issued, where the driver was charged for negligent behavior or filling out inspections improperly or untruthfully. The three-strike policy may apply depending on the severity or negligence of the citation.

Drivers ALWAYS have the right to refuse operating a vehicle that has not met the Schedule 1 requirements through daily inspections, or major malfunctions. Drivers have the RESPONSIBILITY to inform Landworks of truck issues, so they can be repaired promptly. The driver will never be reprimanded for refusing to operate an unsafe vehicle and reporting it. The driver will be reprimanded for operating the vehicle, knowing that the vehicle has a major defect and is completely not road worthy. (i.e. gray offenses/major defects).

Drivers must check trailers, in accordance with their training and the inspection sheet.

Drivers MUST make use of the local time log, located on the inspection forms, and close them out by the end of day.

Drivers MUST always try to park the vehicle facing forward (i.e. backing in), to lessen the risk of accident when leaving a parking spot.

Drivers MUST always use a spotter when reversing if someone is present. Drivers must always use a spotter when hooking up to a trailer, or on a congested work site. Misuse of a spotter is subject to three strike policy.

Drivers MUST always turn all audio distractions off and roll driver windows down when reversing.

Section 9: Company Required Inspection and Assessment Forms

§9.0 Protocol

Landworks policy is that the use of internal inspection, auditing, risk assessment and checklist forms are integral to maintaining a safe and productive workplace. If we are working for a client or general contractor whose safety documentation requirements are stricter (or the client or contractor finds our insufficient) we will use and submit their forms as per their requests.

Landworks requires the use of the following documents at any job site:

§9.1 Job Safety Analysis (JSA)

(Job Safety Analysis). This is to be filled out prior to beginning the project. The purpose is to identify, categorize, and control risk on a macro perspective (beginning to completion of the project). The JSA is to be maintained in good condition and on the jobsite always. All personnel on site, including sub-contractors and visitors must acknowledge, review, and sign the JSA. If there is a substantial change in scope to the project, the JSA must be updated or a new one issued.

§9.2 Daily Field Risk Assessment (DFRA)

(Daily Field Risk Assessment). This document is to be filled out prior to beginning any task at work. For example: if the work involves pouring a concrete pad, there should be DFRA forms

filled out for 1) excavating the base and installing gravel, 2) forming the pad and tying rebar, and 3) pouring the concrete. This is to be used to identify immediate and imminent risks, and to control them. It is also an opportunity to discuss more safe and efficient methods of executing the work.

§9.3 Monthly Site and Tool Inspection

This form is to audit jobsite compliance. It is intended to ensure there is adequate safety equipment (and to check expiry), enough environmental controls, ensure that all compliance documents are posted, and/ or available, and general site housekeeping and best practices are being met. This inspection must be filled prior to starting a project. This form is also to ensure that all tools on site are in a safe and operable manner, and to report any malfunction. As noted, this sheet must be filled monthly.

§9.4 Daily Machine Inspections

These are to ensure all Landworks equipment is in a safe and working manner, to document hours worked on the machine, ensure the equipment is not leaking (environmental) and to report any malfunction. These must be filled prior to operating any piece of equipment. **For company vehicles, please see section 8.**

§9.5 Excavation Inspection Report

These are to ensure that all excavations and trenches that are deeper than 1.2m will be safely managed. Excavations that remain open are to be inspected and logged daily. A “competent person” will be promoted by a supervisor (based on their training).

§9.6 Emergency Action Plan

This must be implemented wherever crews are working and will become the reference for any emergency protocol (see Section 3).

§9.7 Spill Response Plan

This must be implemented per jobsite and will become the reference for any protocol relating to spills (minor or major), contact phone numbers and records. Spill kit availability must be recorded on the Weekly Site Inspection.

§9.8 On the Job Training Log

GoGreenius online training is recorded electronically and stored online and at the office. However, many small tasks require a competent person to train them. Keep these training logs on site.

Section 10: Forms Required (as per incidence)

§10.0 When to Use

These forms must be made available to the jobsite, supervisor, shop or any other workplace. These forms are only to be used when necessary.

§10.1 Incident and Accident Investigation Report

These forms are to be used when any incident or accident occurs. This includes injury, substantial and unsubstantial property damage, fighting, and other workplace related incidents. These forms are to be filled and submitted within 24 hours of the incident occurring.

§10.2 Safety Violation Record

This form is to be used when an employee has deliberately ignored the safety policy and is on their SECOND warning. It is to be filled and signed within 24 hours of the violation being observed.

§10.3 Near Miss Report

The near miss report is used when an incident or accident almost occurred, or had the potential to occur, and was not controlled by the DFRA. These are to be filled out the following morning and used as an opportunity to add a control or remove a risk from the jobsite. **Use the Incident/Accident Investigation Report for this documentation**

Section 11: Required PPE

§11.0 Mandatory PPE

Landworks requires new employees to provide their own CSA approved (green triangle) steel toe work boots. All other PPE will be company supplied.

It is **mandatory** that employees wear a safety vest, hard hat and work boots **ALWAYS** while at work. Employees will not be allowed on the jobsite if any of these PPE aren't present. When employees are using tools, some of these tools may constitute the use of extra PPE.

Forgetting your issued PPE will be subject to the three-strike policy. If an employee must go home for forgetting their PPE, they will not be paid for showing up.

§11.1 Use of Safety Glasses, Use of Hearing Protection, Use of Respiratory Protection

When using a gas-powered saw or doing any cutting, sweeping, using a leaf blower, in a dusty area, or using air tools, employees must wear CSA approved safety glasses.

When using a gas-powered saw, chain saw, tamper, air tools and air compressors, tools using a small gas engine, or on heavy equipment with an open cab, employees must wear CSA approved ear plugs or ear muffs. If employees are using tools not normally used at Landworks, a decibel meter will be used to determine if hearing protection is required or check the manual to determine the noise level of that tool.

When using a gas-powered saw, around large amounts of concrete or atmospheric dust, or inside a building with large amounts of dust, employees must wear a CSA approved dust mask or respirator (NIOSH N95, minimum). Landworks employees will never be required and are not permitted to enter areas which are or are suspected to lack sufficient oxygen or have harmful vapors, and as such do not employ supplied air or any specialized respiratory PPE in the company. Confined space entry is strictly forbidden without proof of training, and a specialized JSA, and pre-meeting with the supervisor, and only occurs on a highly specialized basis. Employees who are uncomfortable with confined space entry will never be forced to work in that environment.

§11.2 Other PPE Requirements

Landworks employees are not permitted to use harnesses unless they have received Working at Heights Training. Landworks supervisors are responsible for determining whether employees must use fall arrest systems.

Landworks employees must not wear flimsy or excess clothing that can easily be caught, shorts, or tank-top style shirts. This is to ensure that parts of the body not covered with PPE are adequately protected.

§11.21 Landscape PPE Provision

Landworks employees working on sites deemed “Landscape” will be allowed to wear shorts. Employees must **NEVER** arrive at work without a t-shirt, shorts (minimum) and their own provided PPE (CSA boots). If the supervisor deems it acceptable, employees may wear a high visibility vest or equivalent with no shirt. This permission expires **AT THE END OF EVERY DAY.**

§11.3 Supervisor Responsibilities

A supervisor or competent person must train new workers or workers not familiar with the PPE on the proper inspection, adjusting, use and maintenance of all PPE.

When Landworks employees are on a worksite where Landworks is the subcontractor, Landworks employees will be required to follow any rules of the client/general contractor that supersede or are stricter than our internal policies. Supervisors will be responsible for ensuring employees understand and follow those rules.

Section 12: Safe Working Practices

Landworks will refer to O.REG 213/91 for any atypical construction tasks that our crews may encounter.

§12.0 Protecting Your Muscles and Bones

The workplace poses many risks to the human body that are not always obvious right away. These kinds of risks are repetitive motion injuries, bad body positioning, bad work technique and a lack of understanding of ergonomics.

Landworks' employees may be exposed to repetitive task risks, medium-heavy lifting and muscular/joint stresses, risk of minor cuts, bruises and fatigue. Due to the type of work the company does and expectations, it is imperative that employees stretch and flex every day prior to starting work and understand and practice good physical labor techniques.

It is up to the supervisor to either 1) conduct a weekly stretch or flex with their crew, or 2) appoint a competent person to conduct the stretch and flex. The stretch and flex program Landworks uses is available at the end of the manual.

It is also the right of the employee to refuse work which is causing intolerable pain to their body. The employee will have to either speak to their supervisor to find a suitable replacement task which poses no risk to their body or go home so they can consult with a medical professional regarding the issue.

It is the responsibility of the employee to provide a doctor's note to prove that they are unable to perform certain tasks, but still be able to work. It is also their responsibility to take an interest in learning the safest way to perform tasks which may pose risk to the body.

It is the responsibility of the supervisors to monitor employees during work to ensure that they are practicing safe and proper working techniques and are responsible for the employees work techniques and well-being. It is also their responsibility to ensure no workers are being overworked or overly fatigued.

It is everyone's responsibility to monitor their own body to avoid injury and not push themselves beyond their own abilities.

§12.1 Employees Use of Hand Tools, Power Tools, and Cordless Tools and Ladders

At Landworks, employees will be required to use one or more of the categories of tools listed above. All workers will be under supervision of the supervisor or suitable authority during entire shift of work. Workers will be trained on these tools under appropriate supervision, to ensure safe, proper, and efficient use of the tool. These tools include but are not limited to:

- shovels, rakes, brooms, wedge bar, sledgehammer, pickaxe, and other hand tools
- skill saw, saw-s-all, chop saw, hand saw, knife, sander, hammer drill, gas powered saws (see §12.11)
- drills, impact guns, and other cordless tools
- ladders under 10'
- wheelbarrows, packers, other small gas-powered tools
- pumps, hoses
- generators
- extension cords
- air compressors, air hoses, air tools
- wheel grinders (see §12.11)
- some mechanics tools

Landworks strives to ensure safe use of these tools, and every employee that claims to not have used one of these tools before will be verbally and physically trained by their supervisor and monitored to ensure proper use. Every employee will be shown by a supervisor or competent person how to properly inspect each tool for defects and safety issues. These issues include but are not limited to: cut or loose power cords, leaks, missing pieces, hardware or guards, lack of user's manual, no safety labels, and general unsightly defects (missing major pieces, wrong parts etc.)

Ladders constitute a more thorough inspection. Ladders must be inspected every day prior to use. Ladders with splintering wood or fiberglass, missing hardware, or twisted or malfunctioning horizontal locks must be tagged out. Ladders with loose or missing rungs must also be tagged out.

Employees must read all warning labels on the ladder, maintain three-point contact while mounting or dismounting ladder and must always have a spotter or support person on the ground to maintain ladder stability during use. Workers must observe the four to one ladder ratio and will be trained by the supervisor or competent person on all these items.

Employees using air tools must inspect all air hoses and fittings for leaks and worn looking parts. Employees must be trained on each specific tool to ensure the hazards are understood. Employees must never point the air tool at themselves to test or diagnose the tool and employees must never use charged air to clean themselves off.

Landworks does not use powder actuated tools (such as nail guns). If these tools are required for a specific job, Landworks will enact a training program for these tools.

DO NOT OPERATE tags are available in the shop or in the site office. It is the responsibility of the person using the tool to inspect each tool for defects before use EVERY DAY, and when defects are found either 1) Notify supervisor or appropriate competent person, or 2) Tag the tool with the tag, and refrain from operating that tool.

Extension cords, chargers, and any other items with a plug that has/had a grounding pin MUST have the grounding pin and be able to be grounded properly. Without such, the cord must be tagged DO NOT OPERATE.

§12.2 Chain Saw Usage

Landworks employees are under no circumstances ever permitted to use chain saws unless they have completed an accredited chain saw safety training course and have presented their certificate to the supervisor or the office.

- When operating a chain saw, personnel must wear a Canadian Standards Association (CSA) certified Class hard hat and CSA-certified footwear with chainsaw boots that have a steel toe, sole protection and protection from side impact.
- Eye protection in the form of plastic goggles or a face shield is recommended.
- Leather gloves offer a good grip on the saw, protect hands and absorb some vibration. Gloves with ballistic nylon reinforcement on the back of the hand are mandatory.
- Since most chain saws develop a high decibel rating, hearing protection must be worn, especially during prolonged exposure.
- Trousers or chaps with sewn-in ballistic nylon pads provide excellent protection, particularly for the worker who regularly uses a chain saw. We are following Ontario provincial standards.
- When the saw is not being used, a chain guard (sometimes called a scabbard) is useful for protecting the cutting components and preventing accidental contact with the chain.

Kickback

To minimize the risk of kickback:

- use a low-profile safety chain
- run the saw at high rpm when cutting
- sharpen the chain to correct specifications
- maintain correct chain tension
- hold the saw securely with both hands
- don't operate the saw when you're tired
- know where the bar tip is always
- don't allow the cut to close on the saw
- make sure the chain brake is functioning

A few basic rules can help to avoid chain saw accidents:

- Know how to start, use, maintain and sharpen the saw properly.
- Understand the operating features of the model assigned. Most chain saws are similar, but controls may differ.
- Carry the owner's manual with the saw and refer to it when necessary.
- Check the saw for defects **before** starting.
- Keep the saw well-tuned and sharp.

- Carry fuel in CSA or UI certified containers and dispense it carefully.
- Inspect the worksite for overhead wires, obstructions and other hazards before trees are trimmed or felled.
- Clear away brush to prevent trips and falls.
- Use chain saws only to cut wood. Don't use chain saws when other types of saw would be more suitable.
- Wear clothing and protective equipment appropriate to the work.

§12.3 Heat Stress Preamble

Construction is a demanding trade and has frequent interaction with hot weather. Landworks will make a solid effort to ensure water is always available on site, but it is recommended that employees bring their own in case. Landworks will always ensure sun screen is available, and that employees are adequately handling the weather and its demands.

§12.4 When Working Indoors

- Control of the heat source using insulation and reflective barriers.
- Isolating workers from the heat by use of air-conditioning booths or cabs and or automating the process.
- Exhausting hot air or steam away from the work area.
- Using fans or air blowers to circulate air.
- Reducing the humidity and reducing the physical demands of the work by use of mechanical equipment.

§12.5 When Working Outdoors

- Tasks are scheduled to avoid heavy physical activity during the hottest period of the day. The hottest part of the day i.e. 11:00 am to 3:00 PM.
- Working in the shade whenever possible, when outdoors, or taking extra breaks.
- Additional workers or job rotation are used for the job.
- All workers and supervisors are trained to understand the signs and symptoms of heat stress, such as dizzy, irritable and inattentive. This training is documented, and the training material is available for review.
- Workers are rotated into task and areas which expose them to less heat load and where the pace of work is reduce.

§12.6 Heat Stress PPE

- Personal protective equipment includes clothing that is light in weight and color, loose fitting where possible and made of cotton or a synthetic fabric, which allows perspiration to be whisked away from the skin and evaporate.

- Insulated or cooled clothing such as cooling vest is required for short-term exposure work such as maintenance.
- Outdoor workers must wear appropriate clothing, such as hat, long sleeves and pants and or gloves to cover exposed skin and sunglasses (with a UV factor otherwise could do more damage than good).
- Additional measures include applying sunscreen with a SPF (sun protection factor) of at least 30.

§12.7 Personal Measures

- Acclimatization. This is achieved by gradually increasing the duration of heat exposure over a period of 4-7 days.
- Fluid replacement, workers are encouraged to drink at least 250 ml of cool (10-15°C, 50-59°F) water or diluted fruit juice approximately every 20 minutes.
- Rest breaks. The number and duration of rest breaks required depends on temperature and humidity as well as the physical activity being done. Rest breaks are taken in a cooler area.

Humidex range (°C)	Degree of comfort
20-29	Comfortable
30-39	Varying degrees of discomfort
40-45	UN-comfortable
46 and over	Most types of work are stopped

Remember you can get a sun burn on a cloudy day!

Heat Stress – loss of fluids/fatigue

Heat Stroke – weakness/confusion/strange behavior/dry-hot-red skin/fast pulse/headache/dizziness

Skin Cancer – monitor growths or changes in moles and seek medical attention

§12.8 Excavating

Landworks performs many kinds of excavating tasks. Almost all excavations require entry in some capacity, and it is crucial that all employees involved in excavations (supervisor, operator, labor) are part of discussing systems to avoid risks.

In general, all excavations and trenches that are less than 1.2m deep, will not be subject to safe trenching practice protocol, unless the excavation is in soil that is type 2 or 3. If the soil is type 2 or 3, it will be up to the supervisor to ensure that the excavation is safe.

The supervisor or competent person (trained in safe trenching practices) will be responsible to inspect and document excavations that are deeper than 1.2m. If the excavation is to remain open, the excavation must be barricaded and protected from public traffic and citizens to the jobsite. These excavations must be closed or protected before the end of the day.

Landworks observes the definitions in the following regulation:

226. (1) For the purposes of this Part, soil shall be classified as Type 1, 2, 3 or 4 in accordance with the descriptions set out in this section. O. Reg. 213/91, s. 226 (1).

(2) Type 1 soil,

- (a) is hard, very dense and only able to be penetrated with difficulty by a small sharp object;
- (b) has a low natural moisture content and a high degree of internal strength;
- (c) has no signs of water seepage; and
- (d) can be excavated only by mechanical equipment. O. Reg. 213/91, s. 226 (2).

(3) Type 2 soil,

- (a) is very stiff, dense and can be penetrated with moderate difficulty by a small sharp object;
- (b) has a low to medium natural moisture content and a medium degree of internal strength; and
- (c) has a damp appearance after it is excavated. O. Reg. 213/91, s. 226 (3).

(4) Type 3 soil is,

- (a) previously excavated soil; or

(b) soil that is stiff to firm or compact to loose in consistency and has one or more of the following characteristics:

- (i) It exhibits signs of surface cracking.
- (ii) It exhibits signs of water seepage.
- (iii) If it is dry, it may run easily into a well-defined conical pile.
- (iv) It has a low degree of internal strength. O. Reg. 345/15, s. 24.

(5) Type 4 soil,

- (a) is soft to very soft and very loose in consistency, very sensitive and upon disturbance is significantly reduced in natural strength;
- (b) runs easily or flows, unless it is completely supported before excavating procedures;
- (c) has almost no internal strength;
- (d) is wet or muddy; and
- (e) exerts substantial fluid pressure on its supporting system. O. Reg. 213/91, s. 226 (5).

227. (1) The type of soil in which an excavation is made shall be determined by visual and physical examination of the soil,

- (a) at the walls of the excavation; and
- (b) within a horizontal distance from each wall equal to the depth of the excavation measured away from the excavation. O. Reg. 213/91, s. 227 (1).

(2) The soil in which an excavation is made shall be classified as the type described in section 226 that the soil most closely resembles. O. Reg. 213/91, s. 227 (2).

(3) If an excavation contains more than one type of soil, the soil shall be classified as the type with the highest number as described in section 226 among the types present. O. Reg. 213/91, s. 227 (3).

Precautions Concerning Services

228. (1) Before an excavation is begun,

- (a) the employer excavating shall ensure that all gas, electrical and other services in and near the area to be excavated are located and marked;
- (b) the employer and worker locating and marking the services described in clause (a) shall ensure that they are accurately located and marked; and
- (c) if a service may pose a hazard, the service shall be shut off and disconnected. O. Reg. 443/09, s. 6.

(2) If a service may pose a hazard and it cannot be shut off or disconnected, the owner of the service shall be requested to supervise the uncovering of the service during the excavation. O. Reg. 443/09, s. 6.

(3) Pipes, conduits and cables for gas, electrical and other services in an excavation shall be supported to prevent their failure or breakage. O. Reg. 443/09, s. 6

Landworks will train competent people who will determine safe excavations and inspect those work areas. Training is comprised of onsite training. We use the IHSA Trenching Safety Module.

§12.9 Buried/Existing Utilities

Landworks employees (operators, supervisors), will not be permitted to perform any excavation activity without ensuring utility locates (public) are completed and present in the machinery or with the supervisor. Landworks goal is to implement (2018) mandatory in house yearly utility locating training and will become our standard for best practice regarding digging around all types of services.

It is up to the supervisor or management to ensure that all employees are aware of and adequately protected from accidentally hitting or obstructing any utilities, public or private. It is the job of management and supervisors to ensure that the client/developer/owner or general contractor provide as-builds and details regarding utilities that public locaters are not responsible for and provide private locating if necessary.

It is the responsibility of all employees to always ensure they have obtained these requirements prior to beginning digging. Simply, our rule is that “employees must NEVER excavate any soil on any site anywhere until the supervisor has deemed it acceptable and safe.”

§12.10 Lifting and Hoisting

Landworks employees may be required to use chains, straps, cables, and slings for intermittent lifting. Most of what Landworks lifts are medium/heavy tools (compaction equipment, toolboxes, generators, air compressors, etc) and building materials. All employees are to refer to O.REG 213/91 Part II, sections 168-180.

Employees must request supervisor approval prior to lifting anything, if:

- 1) The sling, cable, or chain is unlabeled (missing a weight rating tag)
- 2) Are unsure of the weight of the object being lifted
- 3) The object being lifted weighs more than 300 pounds.

§12.11 Use of Portable Grinders and Saws

Abrasive wheels can cause severe injury. Proper storage of new wheels, proper use of wheels and proper maintenance of wheels must be observed. Familiarize yourself with the grinder operation before commencing work. Ensure proper guards are in place and that safety glasses, face shields, gloves and safety boots are worn when using portable grinders.

Never exceed the maximum wheel speed (every wheel is marked). Check the speed marked on the wheel and compare it to the speed on the grinder.

When mounting the wheels, check them for cracks and defects, ensure that the mounting flanges are clean, and the mounting blotters are used. Do not over tighten the mounting nut. Before grinding, run newly mounted wheels at operating speed to check for vibrations.

Do not use grinders near flammable materials and glazing units. Protect glass whenever possible. Never use the grinder for jobs for which it is not designed.

When using gas powered saws, skil-saws or hand saws, all employees must not be allowed to use them without having been trained on Go Greenius (when required) or by a competent, experienced person.

Always stop the wheel/blade from spinning when putting a saw down. If it has a guard, ensure the guard has sprung back into place, protecting anyone from a spinning blade. Never rush when using a saw, always set it down gently and safely. And never walk around unnecessarily with a saw that is running.

§12.12 Working Near Powerlines

Any boomed equipment (crane, backhoe, excavator, etc) operating within the boom length of the minimum safe distance (as specified in the table below) of any electrical line shall have a competent spotter. There must also be danger due to signs posted close and when necessary, overhead delineation (ribbons on rope, etc).

When operating, no part of any machine or its boom shall be permitted to approach any closer to any power line than the distances specified unless the electrical authority has been notified and the line de-energized or insulated.

MINIMUM SAFE DISTANCE FROM LIVE ELECTRIC POWER LINES

<u>Voltage (V)</u>	<u>Distance (m)</u>
750-150,000	3.0
150,001 to 250,000	4.5
over 250,000	6

Note: Use extreme caution when working in proximity to radio transmission towers.

§12.13 Propane Tools, Propane Supplies

Since propane is heavier than air and invisible, it is a special concern when it is used on the job-site.

All use of propane on the job-site must comply with the local laws. Suppliers delivering the propane or setting up the equipment at the site must be part of the DFRA, JSA. All personnel handling propane must have propane handling training.

When in use, propane bottles are to be securely held in an upright position. Tanks are not to be hooked up and used without proper regulators. Never operate or handle tanks while smoking and always allow ventilation before lighting vaporizers.

Tiger torches, although valuable to a job-site, are sometimes misused in a manner that can make them dangerous. Tiger torches are only to be used for heating areas due to high moisture, that are 100% practically inflammable, or heating tracks with frozen material on it. When a torch is used, an adequate fire extinguisher must be present. Torches are not to be used for heating of work areas or thawing of lines and equipment, etc. when not in use. Ensure that the propane bottles are properly shut off. Fuel lines are to have regulators. Propane bottles shall be secured in an upright position.

§12.14 Fire Safety

The foreman must be aware of all solvents/flammables that are used on the job and be sure that all workers who use these materials have been instructed in their proper use and any hazard they pose. Wherever possible, solvents should be nonflammable and non-toxic.

The following instructions or rules apply when flammables are used:

- 1) Use nonflammable solvents for general cleaning.
- 2) When flammable liquids are used, make sure that no hot work is permitted in the area.
- 3) Store flammables and solvents in special storage areas.
- 4) Check toxic hazards of all solvents before use (MSDS).
- 5) Provide adequate ventilation where all solvents and flammables are being used.
- 6) Use goggles or face shields to protect the face and eyes from splashes or sprays.
- 7) Use rubber gloves to protect the hands.
- 8) Wear protective clothing to prevent contamination or worker's clothes.
- 9) When breathing hazards exist, use the appropriate respiratory protection.

10) Ensure that proper containers are used for transportation, storage and field use of solvents/flammables.

The following general safety guidelines are applicable to all worksites.

Reducing Hazards from Sources of Ignition:

- All temporary and permanent electrical wiring and equipment shall be in accordance with the Canadian Electrical Code.
- Exhaust systems of all internal combustion engines shall be located away from combustible materials and be safely isolated from building structures.
- Open flames shall be prohibited in any suspect area, and suitable warning signs shall be posted.
- Smoking is allowed in specified areas (to be determined by the Supervisor), which are posted as Smoking Areas. In all other cases refer to Section 6 of this policy.

Outside Storage of Materials:

- Combustible materials should not be stored within 3.5 m of any building. Stacked height not more than 7 m.
- Suitable fire extinguishing equipment should be located in easily accessible positions.
- All outside storage areas must be free of unnecessary combustible materials.

Inside Storage of Materials:

- All exits must remain unobstructed.
- Stacked material must provide free access for firefighting.
- All materials should be stored, handled, and stacked with due regard to combustible characteristics.
- Adequate clearance should be provided around lights and heating equipment.

Storage of Flammable and Combustible Liquids:

- Only approved containers and portable tanks should be used for storage and handling.
- No storage in personnel access areas.
- Adequate clearance should be provided around lights and heating equipment.
- A separation of materials that react with water to create a fire hazard, and also flammable and combustible materials.
- Drums, tanks, and other containers stored in quantities and with clearances as specified in OSHA standards.
- Storage areas should be graded for safe drainage of possible liquid spillage. Also, adequate drainage should be allowed for storm water and spillage when dikes and curbs are used.
- Portable tanks should be equipped with emergency venting.
- Storage areas should be kept free of weeds, debris, and any unnecessary combustible material.

Temporary Heating Devices:

- Clearance between heating devices and any combustible material to meet requirements of OSHA standards.
- Heaters not suitable for mounting on wood base to be set on heat-insulating material equivalent to concrete and extending beyond the heater at least 0.6 m in all directions.
- Sufficient supply of fresh air required to ensure health and safety of personnel, proper combustion, and no undue rise in temperature. Also, must have thermostat.

All heaters to be set horizontally and level, unless manufacturer's design permits otherwise.

Good housekeeping is essential in the prevention of fires. Fires can start anywhere and at any time. Therefore, it is important to know which fire extinguisher to use and how to use it. Always keep fire extinguishers visible and easy to get at. Fire extinguishers must be properly maintained to do the job. Fire extinguishers should be charged and checked for missing or broken pins. Where temperature is a factor, ensure that care is taken in selecting the right extinguisher.

Types of Fires

- 1) Class A: These fires consist of wood, paper, rags, rubbish and other ordinary combustible materials.

Recommended Extinguishers

Water from a hose, pump type water can, or pressurized extinguisher, and code acid extinguishers.

Fighting the Fire

Soak the fire completely - even the smoking embers.

- 2) Class B: Flammable liquids, oil and grease.

Recommended Extinguishers

ABC units, dry chemical, foam and carbon dioxide extinguishers.

Fighting the Fire

Start at the base of the fire and use a swinging motion from left to right, always keeping the fire in front of you.

- 3) Class C: Electrical equipment.

Recommended Extinguishers

Carbon dioxide and dry chemical (ABC units) extinguishers.

Use short bursts on the fire. When the electrical current is shut off on a Class C fire, it can become a Class A fire if the materials around the electrical fire are ignited.

§12.15 Fall Arrest/Tying Off

Landworks does not usually engage in work requiring tying off, and typically avoids it when possible. Landworks makes every attempt to reduce the need for fall protection on our projects. It has been successful in reducing our LTI and injuries rate to take this approach.

However, when needed, Landworks employees must write a separate safe work procedure, by referring to the IHSA construction manual (chapter 19) and document a harness inspection. Also, employees must have obtained Working from Heights training from IHSA.

§12.16 Forming Concrete/Tying Rebar

When forming concrete and tying rebar, many of the tasks have already been mentioned in this manual (excavating, use of hand tools, etc). However, concrete forming and tying rebar typically makes a quick mess out of a normally clean area.

It is imperative that all employees make housekeeping a priority when concrete forming and tying rebar. Crews should designate one person to keep an eye on housekeeping and constantly monitor the mess (scraps of wood, rebar, extension cords, screws, braces and pins etc).

Tying rebar typically involves unloading, unstrapping, cutting (if required) and staging/tying. Crews must always use spotters when unloading, and gloves when unstrapping and cutting. Always have a face shield and fire extinguisher nearby when cutting rebar. Staging and tying is easy in the beginning, however, crews must remind each other to not rush hectically once most of the rebar is in place, as the area is typically a high trip hazard. If there are exposed ends that stick up, cover the rebar with orange safety caps. When tying, always wear gloves, since the risk of pinching hands is high.

§12.17 Placing Concrete

When placing concrete, treat the area the same as would be when forming and tying: housekeeping is imperative. Pouring concrete can be calm or hectic, so the tendency to move

to fast around the area makes it more likely someone will trip or fall on rebar, braces, edge of the excavation etc. Crews should spend time planning the concrete pour to ensure it goes smoothly and safely.

Use of concrete vibrators is almost always involved. The concrete vibrator will splash concrete on your body and face, so NEVER pour concrete without safety glasses. The extension cord used for the vibrator can become an issue, so communicate with each other to help the person running the vibrator make sure it doesn't get stuck etc.

When the concrete truck arrives, ensure that they are never moving anywhere without spotters and clear communication. Except in rare circumstances (repetitive, same driver pour where there is no chance of miscommunication i.e. it is impossible for the driver to not see the crew), someone must be designated the concrete spotter, and, unless the concrete spotter confirms, no one on the crew is to spot the truck. This is so that there is no miscommunication. The concrete spotter must be familiar with the hand signals (up, down, lock chute, pour slowly/fast, forward, stop). See below for those hand signals.



§12.18 Spotters

Landworks spotters will be taught our in-house hand signals for use on site. Landworks will not stop/control traffic on the road. When traffic control is used, it will only be for delineation, and will be installed according to Book 7.

See below for hand signals (on site).



§12.19 Non-Distracted Workplace

Landworks is committed to providing everyone on all sites, from employees to visitors, a safe environment. One of the biggest dangers hidden in today's world are the many distractions available electronically. Cellphones, radios and music at high volume, music being played through ear buds, and other technology is a sneaky distraction that is the cause of many accidents on roads and highways, and worksites.

Being on a jobsite full of heavy equipment and trucks and un-coordinated action is one of the most dangerous places to be distracted. Never are any Landworks employees to have:

- 1) IPODS, streaming services, bluetooth speakers, or ear buds when on a worksite. This includes all activities from operating equipment to physical labor and everything in between.
- 2) High volume radios/speakers on site or in company vehicles or equipment especially when operating in tight areas, around other employees, or any other potential dangers. It is only acceptable to play music when crews are working together in a tight area. If there is potential to not be able to communicate, hear back up alarms or horns, or employees are managing/modifying/controlling music (i.e. constantly changing music, stations, searching) and is becoming a distraction, all music and radios will be banned (this is to the discretion of the supervisor).
- 3) Cellphones or any other electronics unless the employee is the supervisor (supervisor must always have their phones on them and charged for communication) or the supervisor has deemed it acceptable for the employee. If not, the employee must keep all electronic devices in their lunch/car/etc. The supervisor also has the discretion to enforce against excessive phone usage, using the three-strike policy.

§12.20 Backfilling, Compaction

When backfilling and compacting an excavation, it is important for the crew and supervisor to analyze the scenario, since there is a wide variance in situations involving these tasks. In general, backfilling and compaction will be done in lifts, which requires coordination and being near heavy equipment. There is in most cases an operator, and a laborer to spot the machine and remove debris, compact, and place burial tape if necessary.

Machine operators and laborers should always make a quick plan as to what direction the backfilling will go, who will measure, who will spot, etc. This is important so that the laborer never gets too close to the equipment. When a loader type machine is filling an excavation, there must be a spotter if the work is taking place in a tight area, or if the backfilling operation requires the laborer to be in the excavation. **THERE MUST NEVER BE A TIME WHEN THE LABORER TURNS THEIR BACK TO THE MACHINE, OR THE OPERATOR AND LABORER ARE NOT IN EYE CONTACT WHILE MATERIAL IS BEING DUMPED INTO THE EXCAVATION.**

When using compaction equipment always wear hearing protection. Never attempt to lift the compaction equipment out by yourself or drive it on steep inclines. Always have a machine lift it out of the excavation, using straps or chains.

Section 13: Three-Strike Policy

§13.0 Structure

In most cases, Landworks will use a three-strike policy when dealing with employees and subcontractors regarding incidents and accidents. The general structure is: verbal warning, written warning, and firing.

§13.1 Why This System Is Used

The point is basic. Landworks employees and subcontractors always need the chance to learn something that will help them be safer. Verbal warnings are a good way to help in this area, and combined with a near miss report, can often help mitigate risks that may have not been too obvious before.

A written warning is to document that the employee or subcontractor has ignored the verbal warning and did not get much value from the near miss report. The written warning means the employee or subcontractor understands that what has happened is unacceptable and will be removed from site next time they are caught.

The only time employees will not be granted this structure is in the case of obscene disregard for safety or company policies and/or multiple offences at once (i.e. employee is caught smoking in a company truck while speeding on site).

Section 14: Incident and Accident Investigation Procedure, Near Misses

§14.0 Preamble

Landworks requires all employees to **immediately** report to their supervisor all accidents and incidents that result in injury or property damage, all near misses with the potential for serious

injury or property damage, and any fighting that occurs. Always remember, that under no circumstances unless it is to rescue injured personnel, will anyone be allowed to tamper with the site until pictures are taken and the investigation is complete. Supervisors will report the accident promptly to management to ensure timely submission to WSIB, the general contractor (if applicable) and other necessary authorities (must be completed within 24 hours). Each incident will be analyzed to determine causes and contributing factors and the analysis will be used to reduce or eliminate the risk of further incident.

§14.1 Definitions

- **Lost Time Injury (LTI)** refers to any injury that prevents a worker from coming to work on the day following the day of the injury.
- **Accident** is an occurrence where there is physical harm to an affected person, where there is property damage, or where there is significant monetary damage (over \$10,000).
- **Medical Aid** refers to any injury not severe enough to warrant
- **First Aid** refers only to injuries that can be treated immediately by first aid trained employees
- An **Incident** is defined as property damage but with no injury to workers.
- A **Near Miss** is a situation in which no injury or damage occurred but might have if conditions had been slightly different.
- **Occupational Illness** is defined as a condition resulting from a worker's exposure to chemical, biological or physical agents in the workplace to the extent that the health of the worker is impaired.
- **Critical Injury** is defined as an injury of a serious nature that:
 - a) Places life in jeopardy;
 - b) Produces unconsciousness;
 - c) Results in substantial loss of blood;
 - d) Involves the fracture of a leg or arm but not a finger or toe;
 - e) Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
 - f) Consists of burns to a major portion of the body; or
 - g) Causes the loss of sight to an eye.

§14.2 Role of Supervisor in an Incident/ Accident Investigation

The Supervisor and the Site Health and Safety Coordinator if applicable must investigate all accidents and incidents that involve workers. This includes completing the Accident Investigation Report, taking statements from witnesses and collecting any other pertinent information (including pictures) and ensuring the injured worker has received the necessary medical assistance.

The supervisor is responsible for ensuring that all accident reports are transmitted to Human Resources as described below. If a worker sustaining First Aid later seeks medical aid, the supervisor must advise Human Resources and have the treating practitioner complete a Functional Abilities Form.

If we are not the Constructor, report the accident to the Constructor through their Safety Coordinator or Project Manager.

The supervisor should contact the injured worker as frequently as the injury deems, or at least once a week. If you require assistance, contact the Health and Safety Department.

§14.3 Procedure

1. The employee reports a work-related accident
2. Administer first aid as required
3. Arrange for transportation for injured employee to medical treatment if required
4. Ensure Return to Work package accompanies worker
5. Eliminate the hazard if possible or guard the accident scene if worker is critically injured
6. Investigate the cause of the accident and report findings in the Accident/Incident Report form. Ensure all areas of the form are completed.
7. Send copy of the form to Health and Safety Department
8. Report all accidents/incidents as follows:
 - Lost Time Injuries
 - Medical Aid
 - First Aid
 - Incidents and Near Misses

§14.4 Near Miss Reports

Landworks requires employees to report near misses to their Supervisors or Management. Supervisors and Management are required to document them. We want to make it clear: employees will not be written up or scolded for reporting near misses unless the near miss was a result of obscene negligence (drastic speeding, reckless operating, stunt maneuvers, or any other careless violation of safety policy or Ontario Construction Laws). We expect employees to bring attention of this behavior directly to their supervisor or management to keep the workplace safe and that no one is ever injured or affected by this unacceptable behavior.

That said, near misses are an opportunity to adjust company policy, site specific safety controls, or provide additional training if required. We strongly encourage a culture of communication at the worksite. Communicating these concerns between each other is mandatory.

Examples of Near Misses are:

- Materials, tools, or other stacked objects tipped over
- A piece of equipment is in a tight area, and has come close to hitting something on site
- An employee accidentally walked into an area they should stay away from
- A truck slid slightly on a hill, the hill was slippery from the rain

These examples may have occurred due to a missing control (DFRA), subcontractor lack of knowledge, employee lack of training, or poor planning. It is important to document these occurrences, so these risks can be controlled properly in the future.

All these occurrences are to be recorded on the **Incident/Accident Investigation Report**.

Section 15: Working Alone

§15.0 Procedure

Working alone can present many dangers that are not always obvious. Landworks has specific rules regarding working alone, although Ontario has not developed laws to govern it specifically, although:

Article I. Does Ontario have a "working alone" regulation?

Ontario does not have a specific regulation concerned with "working alone" although the [Regulation for Industrial Establishments](#) specifies a minimum number of workers for some hazardous work such as working on live electrical conductors. Instead, reliance is placed on the

employer's general duty to take all reasonable precautions for the health and safety of the worker, as specified in OSHA Section 25(2)(h).

Working alone at Landworks is allowed under the following conditions:

- 1) The worker is on a jobsite where there are other people present. There is frequent interaction with those people, and more than (1) person is aware of their location (e.g. Landworks supervisor and another company are both aware that they are on that jobsite.
- 2) The worker has a means of communication (cellphone, radio, other) and checks in at least every 2 hours.
- 3) The employee has no pre-existing medical conditions that can impede their ability to engage in previous mentioned communication (e.g. epilepsy, heart conditions, severe drowsiness for whatever reasons, and any other issues that may cause them to pass out or lose alertness). Landworks makes it a priority to provide extra care for these employees.
- 4) The task involves minor labor work, minor adjustments to worksites (warranty work that requires less than 5 hours of work), and any other task that the supervisor deems safe to be completed alone.
- 5) The task does not include hoisting, rigging, lifting, digging around utilities with equipment, digging deeper than 1.2m, operating equipment in tight spaces, operating equipment near steep slopes, operating equipment in conjunction with material trucks, or working with or near energized electrical power.
 - 5a) Use of chain saws, use of skyjack/man lifts, use of harness/ fall protection, and loading tracked equipment onto a trailer when the temperature is below 0°C/32°F, may be performed in conjunction with condition (1) above.

All other site conditions and circumstances require 2+ workers present prior to work starting.

Section 16: New Worker Program

§16.0 Preamble

Landworks frequently hires people who are either 1) new graduates of a construction or operator program (schooling) and 2) people who have never worked in construction before. This presents several challenges such as:

- 1) Employees looking lost, behaving oddly, not fitting in, creating animosity

- 2) Employees doing things that are unsafe or not best practice, and are not aware
- 3) Employees putting themselves into potentially dangerous situations, and are not aware
- 4) Employees accidentally performing tasks incorrectly

All these situations are or can be unsafe. Landworks employees who have less than 8 months of total construction experience will be placed in our new worker designation.

§16.1 New Worker Responsibilities

- 1) Wear the new worker sticker on their hard hat during the designation period.
- 2) Actively take interest in learning from more experienced employees
- 3) Actively participate in the tasks given to them
- 4) Ask questions. NO questions are considered stupid. Employees who mock new workers for asking questions will be written up.

§16.2 Supervisor Responsibilities

- 1) Ensure the new worker has displayed the new worker sticker on their hard hat. Ensure that it is removed when the designation is over.
- 2) Ensure that the new worker is learning and performing tasks safely.
- 3) Include the new worker in writing DFRA sheets
- 4) Answer questions. Also, ensure the new worker understands instructions given to them.
- 5) Report to management the new workers progress (integral to evaluation).

§17.0 COVID-19

§17.1 Covid-19 Plan

As of 4/2/2020, Landworks services continue to be considered an essential service as per the <https://www.ontario.ca/page/list-essential-workplaces>. It is Landworks intent, as best as possible, to continue working and provide our employees a safe opportunity to maintain income through working on our projects. Employees who decide that it is unsafe to work will not be penalized in any manner. Employees who cannot access government resources will be

aided, as best as possible, to register for those available benefits. In that spirit, we believe it goes without saying that this will be a challenge financially to everyone, including Landworks, and expect patience and understanding from all employees.

§17.2 Specific Requirements

Applicable to the shop, office, and site trailers and cargo trailers, we will continue to follow all latest guidelines from authorities who have jurisdiction. Someone will be nominated daily to wipe the bathrooms, shop office, and access handles to site trailers. All employees are expected to share this duty. Landworks will provide sanitizing wipes, spray, water bottles, hand soap and paper towels on all job sites. Landworks will provide portable restroom facilities on all job sites.

It is mandatory, daily, that all trucks, equipment, and hand tools which have been used, is wiped down with A) disinfecting wipes or B) an equivalent cleanser. The areas that must be wiped/disinfected are joysticks, steering wheels, dashes, door handles, seatbelts, or any other surface which has been touched by anyone. The OPERATOR IS SOLELY RESPONSIBLE FOR THIS TASK, AT BEGINNING AND END OF SHIFT.

There shall not be, at any time, more than 2 people in a vehicle. This exceeds the current recommendations. ALL employees have the right to refuse any carpooling.

Employees who refuse to carpool are thus responsible for their own transportation, and, if still uncomfortable, have the right to refuse work.

Any employees who wish to continue working, will be required to answer the following questionnaire. New employees must also fill out the following questionnaire.

Examples of all Safety Documentation

Table of Contents

Page 57, 58: Job Safety Analysis (JSA)

Page 59, 60: Daily Field Risk Assessment (DFRA)

Page 61: Daily Machine Inspections

Page 62: Truck Inspections

Page 63: Daily Excavation Inspection

Page 64, 65: Incident and Accident Investigation Report

Page 66: Spill Action Plan

Page 67: Monthly Site and Tool Inspection

Page 68: Safety Violation Record

Page 69: On the Job Training Log



Daily Field Risk Assessment (DFRA)

Project Name/Location:	Date:
------------------------	-------

Task Description:

Supervisor Name:	Foreman Name:
Supervisor Phone:	Foreman Phone:

Check ALL that apply below

X	Hazards	Controls	X	Hazards	Controls
	Bodily Harm	Glasses Face Shield Eye Wash		Electrical	Locates Hand Digging LOTO
	Noise	Ear Muffs Ear Plugs Signage		Utilities	Locates Hand Digging
	Respiratory	Ventilation Dust Masks Respirator		Fires, expl.	Fire Ext. Fire Plan Permits
	Burns, UV	Gloves Flame R. Clothing Sunscreen		Rigging	Tags Ledgeable Tagline Competent Person
	Cuts	Gloves Chaps Training		Spills	Spill Kit Spill Plan Competent Person
	Ergonomics	Stretch, Flex Work Elev. Shifts		Emergencys	Emergency Board Hospital Route
	Overexertion	Less than 50 lbs Buddy Lift		Trenching	>1.2M Sloping Locates Water Control
	Heat Exp.	Water Heat Stress Procedures		Excavations	<1.2M Locates Water Control
	Cold Exp.	Proper Clothing Warm Location		Work access	Ladders Sloping Steps
	Traffic	Signage Signal Person <25 km/h		Lighting	Portable Lighting No work in dark
	Pinch Points	Signage Stay 10' away Head-up		Equipment	Competent Person Training/Experience
	Impact	Communication with operators		Inspections	Machine Inspections PPE Inspections
	Vibration	LowVibration Tools Shifts		Contact	Foreman Phones Radio Numbers posted
	Falling Mat.	Signage Barriers Housekeeping		Sub-Trades	Orientation Reviewed/Signed Documents
	Lightning	30/30 Rule		Biological	Clean Water Review Animals/Insects

Special Permissions:

Tool List:



DAILY OPERATOR REPORT

Operator Name: _____ Date: _____

Equipment: _____ Job: _____

Legend: Checked and OK Hrs: _____

Not satisfactory--explain

NA Not applicable

DAILY CIRCLE CHECKLIST AND MAINTENANCE INSPECTION

<input type="checkbox"/>	Engine Oil Level	<input type="checkbox"/>	Safety Lever Correct Operation
<input type="checkbox"/>	Hydraulic Oil	<input type="checkbox"/>	Controls/Signals/Gauges
<input type="checkbox"/>	Coolant Level	<input type="checkbox"/>	Lights,Horn,Back up Alarm
<input type="checkbox"/>	Transmission Level	<input type="checkbox"/>	Windows/Wipers
<input type="checkbox"/>	Brake Fluid Level	<input type="checkbox"/>	Doors and Locks
<input type="checkbox"/>	Hoses and Belts	<input type="checkbox"/>	Seat and Seat belts
<input type="checkbox"/>	Tracks / Tires	<input type="checkbox"/>	Cab Cleanliness
<input type="checkbox"/>	Pedals/ Controls	<input type="checkbox"/>	Brake Operation Test
<input type="checkbox"/>	Rollers	<input type="checkbox"/>	Fire Extinguisher
<input type="checkbox"/>	Pins/Cylinders	<input type="checkbox"/>	Operators Manual
<input type="checkbox"/>	Boom and Sticks-no cracks		

Comments/ unusual Noises or Problems

Repairs Required YES NO

Expected Daily Routine	Daily circle check and maintenance inspection (above)
	Tracks cleaned
	Fuel up and service equipment at the end of the shift
	Make sure windows are clean
	Clean out cab
	Drain water separator

WINTER ROUTINE	CAREFULLY APPLY THE DRIVE TO ENSURE TRACKS ARE FREE
	Double check all rollers and carriers
	Lubricate or de-ice locks

**OPERATORS ARE RESPONSIBLE FOR THE DAILY INSPECTION PRIOR TO WORK
ALL CONCERNS ARE TO BE REPORTED TO THE SUPERVISOR IMMEDIATELY**



Point of Origin: _____
Job Location: _____

Model: _____
Plate Number: _____ **Trailer Plate:** _____
Odometer Reading: _____ km
Date & Time of Check: _____ am / pm

****THIS VEHICLE USES REGULAR GAS****

SCHEDULE 1: FOR TRUCKS & TRAILERS

Checkmark each category box = no defect. Grey items are major defect and vehicle MUST NOT be operated

<input type="checkbox"/> CAB DOORS/EMERGENCY EXISTS * occupant compartment door fails to open * any door fails to close securely	<input type="checkbox"/> HYDRAULIC BRAKE SYSTEM * brake fluid level is below indicated minimum level * parking brake is inoperative (load test)
<input type="checkbox"/> CARGO SECUREMENT * insecure or improper load covering * insecure cargo * absence, failure, malfunction or deterioration of required cargo securement device or load covering	<input type="checkbox"/> LAMPS & REFLECTORS * required lamp does not function as intended * required reflector is missing or partially missing <i>When use of lamps is required:</i> * failure of both low beam headlamps * failure of both rearmost tail lamps <i>At all times</i> * failure of a rearmost turn indicator lamp * failure of both rearmost brake lamps
<input type="checkbox"/> COUPLING DEVICES * coupler or mounting has loose or missing fastener * coupler is insecure or movement exceeds prescribed limit * coupling or locking mechanism is damaged or fails to lock * defective, incorrect or missing safety chain/cable	<input type="checkbox"/> STIERING * steering wheel (lash) is greater than normal * steering wheel is insecure, or does not respond normally * steering wheel exceeds prescribed limit
<input type="checkbox"/> DANGEROUS GOODS * dangerous goods not met * Fuel cans secure and marked "limited quantity"	<input type="checkbox"/> SUSPENSION SYSTEM * air leak in suspension system * broken leaf spring * suspension fastener is loose, missing or broken * damaged or deflated air bag * cracked or broken main spring leaf or more than one broken spring leaf * part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component * loose U bolt(s)
<input type="checkbox"/> DRIVER CONTROLS * accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly	<input type="checkbox"/> TIRES * damaged tread or sidewall of tire * tire leaking * flat tire * tire tread depth is less than wear limit * tire is in contact with another tire or any vehicle component other than mud flap * tire is marked "NOT FOR HIGHWAY USE" * tire has exposed cords in the tread or outer side wall area
<input type="checkbox"/> DRIVER SEAT * seat is damaged or fails to remain in set position * seatbelt or tether belt is insecure, missing or malfunctions	<input type="checkbox"/> WHEELS, HUBS & FASTENERS * hub oil below minimum level (when fitted with sight glass) * leaking wheel seal * wheel has loose, missing or ineffective fastener * damaged, cracked or broken wheel, rim or attaching part * evidence of imminent wheel, hub or bearing failure
<input type="checkbox"/> ELECTRIC BRAKE SYSTEM * loose or insecure wiring or electrical connection * inoperative breakaway device * inoperative brake	<input type="checkbox"/> WINDSHIELD WIPERS/WASHER control or system malfunction wiper blade damaged, missing or fails to adequately clear driver's field of vision <i>When use of wipers or washer is required:</i> * wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side field of vision
<input type="checkbox"/> EMERGENCY EQUIPMENT & SAFETY DEVICES * Emergency equipment is missing damaged or defective * fire extinguisher, first aid, WHMIS binder	
<input type="checkbox"/> EXHAUST SYSTEM * exhaust leaks, loose, noisy * leak that causes exhaust gas to go into the cab	
<input type="checkbox"/> FRAME & CARGO BODY * damaged frame or cargo body * visibly shifted, cracked, collapsing or sagging frame	
<input type="checkbox"/> FUEL SYSTEM * missing fuel cap * insecure fuel tank * dripping fuel leak	
<input type="checkbox"/> GENERAL * serious damage or deterioration that is noticeable and may affect the vehicle's safe operation	
<input type="checkbox"/> GLASS & MIRRORS * required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged missing or maladjusted * required mirror or glass has broken or damaged attachments onto the vehicle body	
<input type="checkbox"/> HEATER/DEFROSTER * control or system failure * defroster fails to provide unobstructed view through windshield	
<input type="checkbox"/> HORN * vehicle has no operative horn	

MINOR (non shaded defect listed above)		
Repaired by:		
Repaired by:		
Repaired by:		

MAJOR (shaded defect listed above)		
Repaired by:		
Repaired by:		
Repaired by:		

Declaration: I declare that the above vehicle has been inspected in accordance with Schedule 1 and that all supporting documents (driver carries valid license, original insurance pink slip, photocopy of ownership and CVOR copy are in vehicle)

PRINT NAME IN FULL: _____ SIGNATURE OF INSPECTOR: _____ DATE SIGNED/INSPECTION: _____

Defect found during transit: _____ Action Taken: _____

Transfer of driving duties: PRINT NAME: _____ SIGN NAME: _____

	Midnight	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Midnight
OFF																									
DRIVING																									
ON, NOT DRIVING																									



Daily Excavation Inspection Checklist

Job# _____ Location: _____

Foundation # _____ Date: _____

Competent Person: _____

Soil Type: Type 1 Type 2 Type 3

Sloping Benching Shoring Shielding

Y=yes N=no NA= not applicable

	Mon	Tu	W	Th	F	Sa	Su
Is the cut more than 1.2m in depth							
Is the cut more than 3.0m in depth							
If so, is it approved by a registered P. E.							
Excavation face free of cracks							
Means of egress every 9.0m							
Adjacent structures stabilized							
Is there exposure to vehicle traffic/mobile equipment							
Does mobile equipment have a warning system							
Excavation properly barricaded							
Is there water in the cut							
Is equipment operating in the cut							
Is there any potential for hazardous atmosphere							
Has atmospheric monitoring been done							
Is the spoil 1.5m or more from the edges of excavation							
Does the shield extend at least 450mm above surrounding areas?							
Is the depth of the cut more than 1.5m below the bottom of the shield							
Are walkways over the excavation at least 0.8m wide And 1.5m past both edges							
Are they equipped with guardrails?							
Is emergency equipment required?							

Corrective Action Items


Please indicate any corrective action items from the above list	Who corrected	Date Corrected




Incident/Accident Investigation Report

The incident					
Reported by			Project		
Email		Phone	Ext		
Date of occurrence			Time		
Exact location					
Accident <input type="checkbox"/>	Incident <input type="checkbox"/>	Near miss <input type="checkbox"/>	Violence <input type="checkbox"/>	Ill health <input type="checkbox"/>	Safety <input type="checkbox"/>
What happened? Report any details that may have contributed to the incident (i.e., poor lighting). Use additional paper as necessary and attach to form.					
Describe the outcome: harm/health effects/damage.					
Describe corrective measures taken to address immediate hazards related to incident.					
The affected person					
Worker <input type="checkbox"/>			other: (i.e., visitor, contractor) <input type="checkbox"/>		Name

Address		Date of birth	
Email—work:		Email—home	
Employer’s name if other than worker	Address	Phone	
Witness details			
Names(s) and contact information		Names(s) and contact information	
First aid			
First aid provided: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Time of attendance: By whom:			
Contact information: Details of provision:			
Post incident			
Where did the person involved in the incident go next? To the hospital <input type="checkbox"/> home <input type="checkbox"/> returned to work <input type="checkbox"/> other <input type="checkbox"/>			
Was a member of the joint health and safety committee notified of the incident? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Name:			
Supervisor Name:	Supervisor Signature:	Date:	
A/F Name:	A/F Signature:	Date:	
Witness Name:	Witness Signature:	Date:	

		Spill Action Plan					
Company name:	988028 Ont.Inc o/a JD Landworks	Product(s):					
Project:		Quantity:					
Site Location:		Storage:					
Site Description:		Impacted areas:					
Spill Description:	Seepage from machines and refueling (<80 Liters)						
Action Plan	For seepage and dripping from fueling up, scrape contamination and store in plastic container for proper disposal offsite. These do not have to be reported. A spill kit is in trailer if required.						
Spill Description:	For spills over 80 liters the steps below must be followed (>80 Liters)						
1) Stop and contain the spill asap with spill kit, mulch or straw if on site							
2) Call out order;	Supervisor:						
	Spill reporting centre 1 800 268 6060						
	Representative:						

 Monthly Site and Tool Inspection							
Project:				Inspector:			
Date:				G= Good R= Needs Repair N/A= Not applicable			
Hand Tools	G	R	N/A	Power Tools	G	R	N/A
Shovels				Extension Cords			
Rakes				Generator (s)			
Brooms				Cordless Drills/ Impact			
Hammers				Hammer/ Heavy Drills			
Bars				Cordless Saws			
Small Hammers				Skil-Saws			
Pliers, etc				Gas Powered Saws			
Ratchet Sets				Other Saws			
Bits				Compactors			
Chisels				Pumps			
Prying Bars				Laser Level, Tripod			
Chains, Binders, Slings				Ladders			
*				*			
Combustibles	G	R	N/A	PPE	G	R	N/A
Gasoline Cans				Safety Glasses			
Mixed Gas Cans				Hard Hats			
Diesel Cans				Vests			
Slip Tanks				Ear Protection			
Fuel Storage Area				Drinking Water			
*				*			
Site Storage Area	G	R	N/A	Project Area	G	R	N/A
Fire Extinguisher				Barricades to Public			
First Aid				Traffic Protection			
EyeWash Station				Swept, Clean			
Required Posters				Garbage Disposed			
Timesheets				Tools Left In Work Area			
Inspection Sheets				All Locks Functioning			
General Cleanliness				Open Excavations			
Hygiene Materials				Water Controlled			
Tool Storage				*			
*				*			
New Site Hazards Found:							
Corrective Actions:							
SIGN BELOW							
Supervisor:				Inspector:			



Safety Violation Record

Violation Occurrence

Employees Name	
Time and Date Occurred	
Worksite/Project	
Location of Occurrence	

Type of Violation

Failure to follow DFRA	<input type="checkbox"/>	Cellphone usage	<input type="checkbox"/>
Failure to follow policy	<input type="checkbox"/>	Using equipment not permitted to use	<input type="checkbox"/>
Uncooperative with safety policy	<input type="checkbox"/>		<input type="checkbox"/>
Speeding on worksite (truck or machine)	<input type="checkbox"/>		<input type="checkbox"/>
Horseplay, rowdy, reckless behavior	<input type="checkbox"/>		<input type="checkbox"/>

Supervisor Remarks

Describe the incident:

Employee Remarks

Describe the incident:

Action to Correct

1)	
2)	
3)	
4)	

Acknowledgment

I, _____, an employee of Landworks understand that this written warning is a record and will be stored in my file. A second repeat of this violation will be my final warning. I will implement the actions to correct this as part of continuing employment at Landworks.

Signature: _____ Date: _____

Management

Supervisor Name: _____

Supervisor Signature: _____

Date: _____



On The Job Training Log

Trainees Name:	Trainers Name:
Position:	Position:
Date Hired:	Date Hired:
Task Trained On:	Date of Training:
	Duration:
	Review of Manuals:
Trainee Signature:	Trainer Signature:

Trainees Name:	Trainers Name:
Position:	Position:
Date Hired:	Date Hired:
Task Trained On:	Date of Training:
	Duration:
	Review of Manuals:
Trainee Signature:	Trainer Signature:

Trainees Name:	Trainers Name:
Position:	Position:
Date Hired:	Date Hired:
Task Trained On:	Date of Training:
	Duration:
	Review of Manuals:
Trainee Signature:	Trainer Signature:

Trainees Name:	Trainers Name:
Position:	Position:
Date Hired:	Date Hired:
Task Trained On:	Date of Training:
	Duration:
	Review of Manuals:
Trainee Signature:	Trainer Signature:

Trainees Name:	Trainers Name:
Position:	Position:
Date Hired:	Date Hired:
Task Trained On:	Date of Training:
	Duration:
	Review of Manuals:
Trainee Signature:	Trainer Signature:

Trainees Name:	Trainers Name:
Position:	Position:
Date Hired:	Date Hired:
Task Trained On:	Date of Training:
	Duration:
	Review of Manuals:
Trainee Signature:	Trainer Signature:

2020 EMPLOYEE ACKNOWLEDGEMENT – SAFETY POLICY MANUAL & REFERENCES

I hereby acknowledge receipt of Landworks' 2020 Safety Policy Manual.

I accept responsibility for my actions at work and understand that it is everyone's responsibility to ensure a safe working environment. I will participate in working together with other employees to ensure the worksite is safe.

I further understand that all and/or any of the contents are subject to change anytime, and am willing to adapt to these changes.

I have read it, understand it, and all questions I had were answered.

Signed: _____

Print Name: _____

Date: _____

To be signed by each employee –The original of this Acknowledgement Page is to be kept in the employee's personal file.

2020 PRESIDENT, AND VICE-PRESIDENT ACKNOWLEDGEMENT – SAFETY POLICY MANUAL

Signed: *N. Yokich*

Print Name: Ned Yokich, President

Date: January 1, 2020

Signed: *P. Demrovsky*

Print Name: Peter Demrovsky, Vice President

Date: January 1, 2020