

THE GISBORNE GROUP

HEAD OFFICE
COMPANY SAFETY
ORIENTATION





THE GISBORNE GROUP

- ❖ The Gisborne Group, a 100% Canadian owned and operated company, has been a leader and innovator as an industrial construction contractor since 1953.
- ❖ Field operations and support services employ approximately 400 employees nationally with offices in both Alberta, British Columbia and numerous field offices at various projects in western Canada.
- ❖ From our Burnaby branch “Head Office”, Gisborne controls all field operations and manages a comprehensive tool supply for our construction divisions.



HEALTH, SAFETY & ENVIRONMENTAL PROGRAM

- ❖ As a construction contractor, Gisborne offers our professional skills in specific vocations and a commitment to conduct all of our activities in accordance with the most current OH&S legislation and the safest practices of the industry.
- ❖ Gisborne has developed and implemented a Health, Safety & Environmental (HSE) management system to provide specific guidelines in the safe execution of all activities related to our enterprise.
- ❖ The “HSE Program” is divided into twelve key elements that clearly define the necessary responsibilities, procedures and practices required for the prevention of injuries, damages and other forms of loss in the office setting and at field sites.
- ❖ By creating a culture within our organization that maintains safety and health as our primary focus, we instill in every employee a personal commitment to safety that’s found in the workplace and at home.

HEALTH, SAFETY & ENVIRONMENTAL CORPORATE PROGRAM

Gisborne's HSE Program is divided into the following 12 key sections:

1. Occupational Health and Safety Policy & Levels of Responsibility
2. Risk Tolerance, Hazard Assessments & Musculoskeletal Injuries
3. Rules, Disciplinary Procedures, Employee Orientation and Training
4. OH&S Regulations, First Aid Requirements & Injury Management
5. Safe Work Policies, Practices, and Job Procedures
6. Inspections & Audits
7. Hazardous Materials & Substances (WHMIS-2015)
8. Hearing Conservation & Substance Abuse Incident
9. Investigations
10. Emergency Preparedness & Environmental Protection
11. Company Vehicles & Equipment Maintenance
12. Bullying, Harassment & Violence, The Right to Refuse

The foregoing elements are specific guidelines implemented at all worksites to ensure a safe work environment for all workers. While this presentation is focussed on your activities at head office, you will be provided a safety handbook that will summarize these 12 sections.

GISBORNE'S SAFETY CHARTER

- ❖ Our Safety Charter sets out Gisborne's overriding corporate goals for Health and Safety in our workplaces, our commitments to achieve those goals and the necessary resources and strategies we will engage in our push for continuous improvement.

OUR CORPORATE GOAL

- FOSTER A CULTURE THAT ENHANCES PERSONAL ATTITUDE TOWARDS HEALTH AND SAFETY
- ELIMINATE RISK, INJURIES AND ANY INCIDENTS OF LOSS
- CREATE OPPORTUNITIES FOR EVERYONE TO BE RECOGNIZED IN HEALTH AND SAFETY

KEY CONTRIBUTORS TO ACHIEVE THESE GOALS

- UNDERSTANDING AND PERSONAL COMMITMENT TO GISBORNE'S SAFETY CULTURE
- ACCOUNTABILITY FOR SAFETY AT EVERY LEVEL OF THE ORGANIZATION
- DEDICATION TO THE HAZARD ASSESSMENT PROCESS AND THE ELIMINATION OF RISK

HOW ARE WE GOING TO DO THIS?

- PROVIDE THE NECESSARY LEADERSHIP, TRAINING AND RESOURCE TO ASSURE SUCCESS
- IMPLEMENT ALL ELEMENTS OF OUR HSE PROGRAM TO REALIZE OUR GOALS
- MEASURE AND REPORT ON KEY PERFORMANCE INDICATORS FOR CONTINUOUS IMPROVEMENT
- COMMUNICATE THIS CHARTER AND STAND BY IT ACROSS ALL BUSINESS OPERATIONS



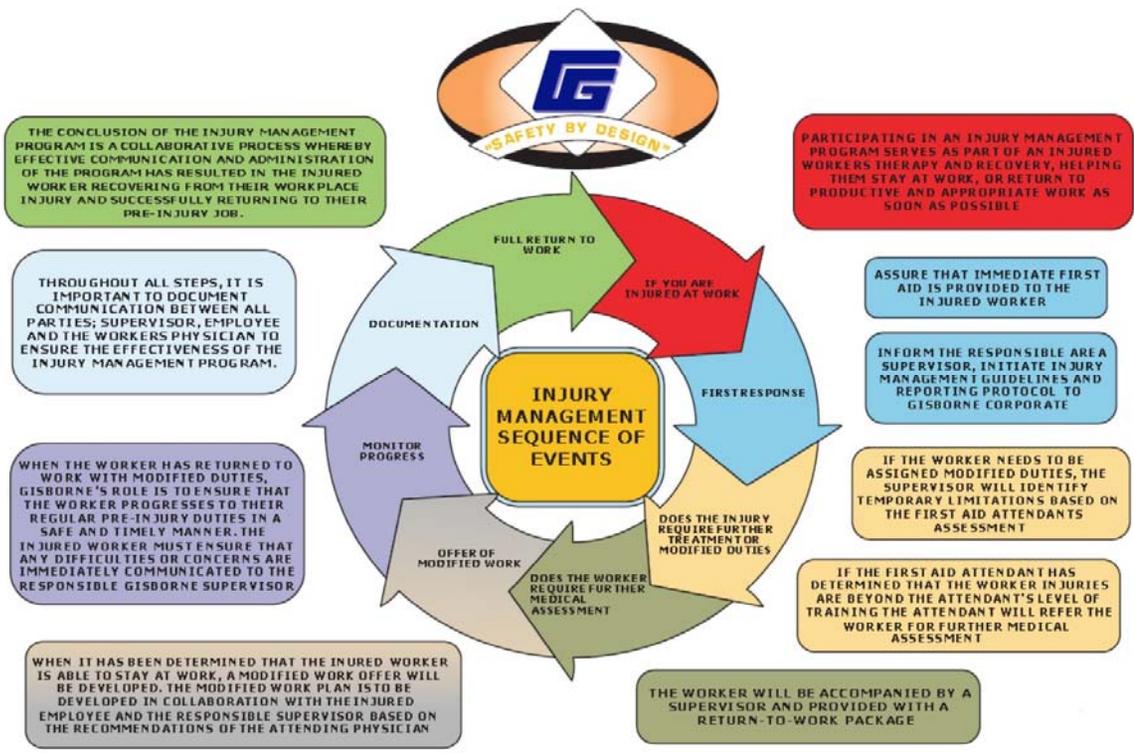
CERTIFICATE OF RECOGNITION

- ❖ The Gisborne Group is a “CERTIFICATE OF RECOGNITION” (COR) Certified Company in both Health and Safety and Injury Management.
- ❖ What this means is that our administrative systems for Health, Safety and Injury Management have been audited against a National Standard by a third-party and found to be in keeping with the requirements to achieve accreditation through multiple certifying bodies.
- ❖ Gisborne maintains COR accreditation in British Columbia, Alberta, Yukon and the NWT/Nunavut through annual recertification audits.
- ❖ For you as a Gisborne employee, this means that you can feel safe in the knowledge that our safety management systems are proven to be successful as they have been assessed as sound through partnerships between regional WCB providers and Construction Safety Association certifying partners.
- ❖ Our COR accreditation is an honor bestowed upon our company for the hard work and dedication of every employee to our safety culture. We look forward to your active participation in maintaining this achievement in years to come.



FIRST AID AND INJURY REPORTING

- ❖ As an industrial construction contractor, Gisborne's construction activities are bound by regional Occupational Health and Safety (OHS) regulations.
- ❖ Gisborne's compliance with said regulations is absolutely mandatory; therefore, every employee will be held responsible to adhere to all applicable standards as set out by the regional legislation.
- ❖ Part of maintaining compliance with OHS regulations is ensuring the provision of first aid to injured workers as such conditions arise. Whether you are injured outside of work (e.g. playing softball on the weekend) or you are injured in the course of your activities for Gisborne, it is a condition of your employment to immediately report that injury to your direct supervisor no matter how small the injury.



INJURY MANAGEMENT

INJURY MANAGEMENT

- ❖ Through partnerships with medical services providers and Worker's Compensation authorities, Gisborne manages a comprehensive program focussed on maintaining injured worker connection and rehabilitation through the workplace.
- ❖ This program ensures that all parties to a workplace injury are working in collaboration to facilitate expedited recovery for the injured while minimizing the physical, financial and social impact to a worker suffering from a workplace injury.
- ❖ Participation in the Injury Management program is a condition of employment for all Gisborne personnel.
- ❖ Questions related to the program may be directed to the **Injury Management Coordinator** – the Corporate Director of HSE for The Gisborne Group.

OFFICE SAFETY OVERVIEW

1.0 General Office Safety

2.0 Tools, Materials Handling & Safe Lifting

3.0 Electrical Safety

4.0 Ergonomics & Fatigue

5.0 Fire Safety

6.0 Office Evacuation

7.0 Earthquake Preparedness

8.0 Occupational Health & Safety Committee



1.0 GENERAL OFFICE SAFETY

What most might consider safe office activities, such as using a computer, preparing and filing paperwork, or just walking about the office building, still have inherent hazards and risks associated with them.

Remember incidents and injuries can still occur in an office setting.

Some Common Causes of Incidents:

1. - Slip, Trip, and Fall Hazards
2. - Filing Cabinet and Shelving Hazards
3. - Poor Housekeeping Hazards
4. - Horseplay, Practical Jokes, Bullying and Harassment



1.1 - SLIP, TRIP AND FALL HAZARDS

Outdoor Walkways and Parking Areas

- ❖ Trips on uneven walking surfaces and slips and falls on ice/snow due to inclement weather.

Indoor Hazards

- ❖ Trips ascending or descending stairs
- ❖ Trips on extension cords running across walkways
- ❖ Trips due to poor housekeeping (clutter left on the floor)
- ❖ Trips over filing cabinet drawers left open
- ❖ Falls from improper use of office chairs when not looking before sitting or using a chair to stand on for extra height

Remember as a Gisborne employee, your commitment to safety in all that we do is just as paramount in the office as in the field. Always assess your work environment for hazards and make choices that place safety first.

1.2 - FILING CABINETS

13. – POOR HOUSEKEEPING

14. – HORSEPLAY AND PRACTICAL JOKES

Filing Cabinet and Shelving Hazards

- ❖ Be aware of contact with open drawers or sharp corners
- ❖ Pinched fingers when closing drawers
- ❖ Remember top heavy cabinets can tip over while bottom drawers are empty
- ❖ Remove unused/redundant material to capitalize on space
- ❖ Beware of shelving limitations
- ❖ Always check to ensure shelving is properly secured

Poor Housekeeping

- ❖ House keeping throughout the office is everyone's responsibility. Remember that even small items of clutter can fall and cause injury or create tripping hazards.

Horseplay And Practical Jokes

- ❖ Joking around, such as running, throwing things, etc., can lead to unintended consequences that may include injuries and property damage. Always maintain professional dialogue and personal interactions with others.



1.4 - BULLYING AND HARASSMENT

- ❖ Gisborne is an equal opportunity employer; therefore, all personnel will be treated equally regardless of race, colour, religious affiliation or sexual orientation.
- ❖ Acts of violence, harassment or inappropriate behaviour of any kind is strictly prohibited.
- ❖ Any issues of non-compliance with the aforementioned protocol will be addressed according to Gisborne's disciplinary policies.
- ❖ Further information relative to Gisborne's Bullying, Harassment & Discrimination Policy may be found in Gisborne's Staff Policy Manual.



2.0 TOOLS, MATERIAL HANDLING AND SAFE LIFTING

Tools

In the office Setting, we employ various tools and equipment to do our jobs. Sometimes that includes sharp cutting implements (Box cutters/ Scissors/ Paper cutters). Remember to employ only those tools and equipment that are fit for purpose and designed for the task. Always;

- ❖ Use sharp blades (dull cutting tools require force and may cause injury)
- ❖ Cut away from the body- never towards
- ❖ Keep extremities out of line of fire

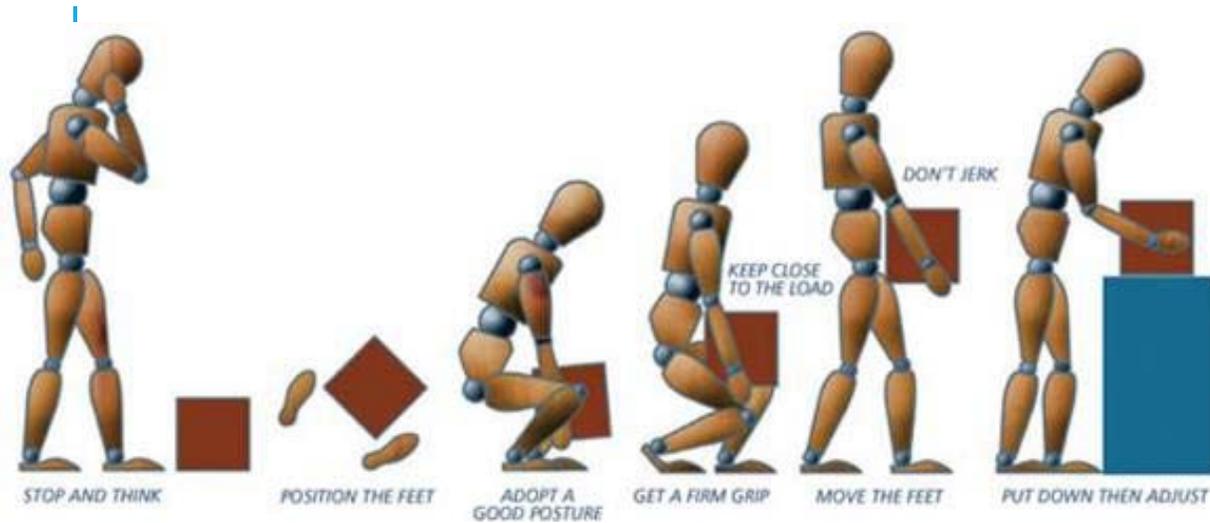
Material Handling

Office duties may require risky movements that may result in back or other musculoskeletal injuries (Strains / Sprains). At risk movements may include:

- ❖ Twisting at the waist when lifting
- ❖ Lifting or moving heavy items beyond your capability
- ❖ Bending over and lifting off of the ground
- ❖ Reaching overhead or outward while lifting

Injuries caused by these activities can be avoided by following a few simple guidelines.





2.0 TOOLS, MATERIAL HANDLING AND SAFE LIFTING

- ❖ Think about the task at hand.
- ❖ Maintain a balanced stance with feet placed shoulder-width apart.
- ❖ Squat down (bend your knees) and hug the load close.
- ❖ Grasp firmly with entire hand. Use palms and not just fingers.
- ❖ Lift gradually, using legs, abdomen, buttock muscles.
- ❖ Once standing and carrying the load, never twist at the torso. Instead, shuffle your feet to the direction desired.
- ❖ Lower the load slowly, by bending knees and keeping back straight.
- ❖ Remember:
 - ✓ Never carry loads which obscure your clear view ahead.
 - ✓ Keep eyes on path.
 - ✓ Do not lift when your grip is awkward or unsecure.
 - ✓ Never lift heavy loads above the shoulders.
 - ✓ Limit weight lifted only to what you can carry comfortably.
 - ✓ Best lifting/carrying zone: between shoulders and waist



3.0 ELECTRICAL SAFETY

- ❖ Overloading electrical circuits and extension cords can result in a fire. Always consider the power draw from a receptacle when plugging in additional equipment.
- ❖ Remember that loose electrical cords across walkways and work areas present a tripping hazard. Use a cord runner instead.
- ❖ Never pull or drag electrical cords over sharp objects that may cause cuts in the insulation. Never place on hot or wet surfaces, or through walls, windows, doors, or ceilings.
- ❖ Defective, frayed or improperly installed cords can lead to electrical shock, always inspect before use and notify your supervisor if you identify a hazard.
- ❖ Additional heaters are commonplace at workstations. Always remember to shut off and unplug at the end of your workday.

“Plumb Line” Proper head, shoulder, and hip alignment.

Make sure chair back is up to support body.

Added lumbar support can help lower back pain.

Raise chair height so legs are at 90° angle to the torso.

Chair should not put pressure on the back of legs.

Proper viewing angle

Move your screen in close so you can see it.

Use books or a stand to raise your monitor.

Keyboard and mouse should be close and at bellybutton level.

Elbow and wrist support are key.

Footstools can also help take pressure off your legs.



4.0 ERGONOMICS AND FATIGUE

ERGONOMICS

The work environment should be arranged and adjusted to fit the worker's body. Office environment risk factors include:

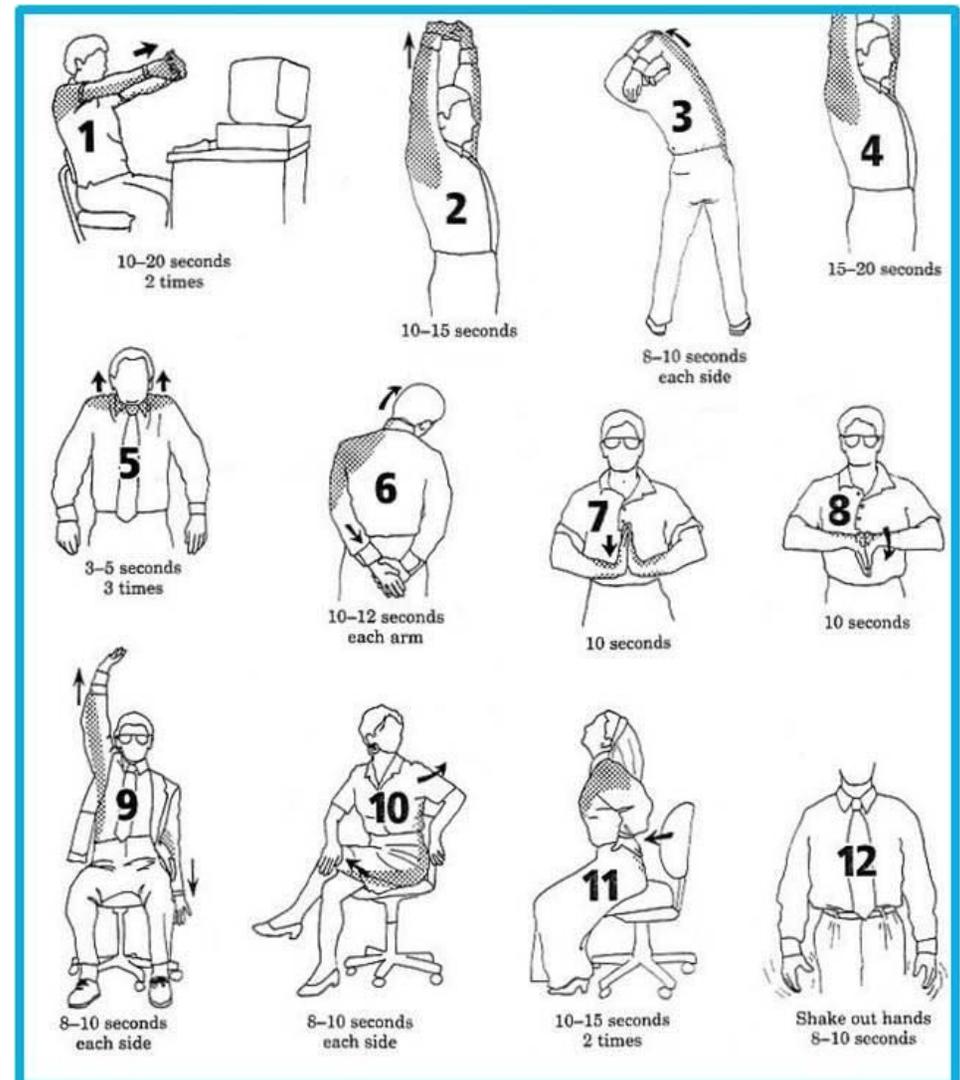
- ❖ Repetition – task or series of motions performed over and over
- ❖ Forceful Exertions - amount of physical effort required to complete task
- ❖ Awkward Postures - reaching, twisting, bending, holding fixed positions
- ❖ Contact Stress – localized pressure exerted against the skin by external force
- ❖ Signs and Symptoms include: pain, numbness, tingling, stiffness, decreased range of motion

4.0 ERGONOMICS AND FATIGUE

FATIGUE

Sitting at a desk all day, staring at a computer monitor is hard on the body and brain. Take micro breaks, stand, walk around and participate in simple stretching exercises to decrease stress and limit fatigue.

Remember that improved circulation and active engagement of the body will also aid in reducing risk factors for injury and improve cognitive ability.



5.0 FIRE SAFETY

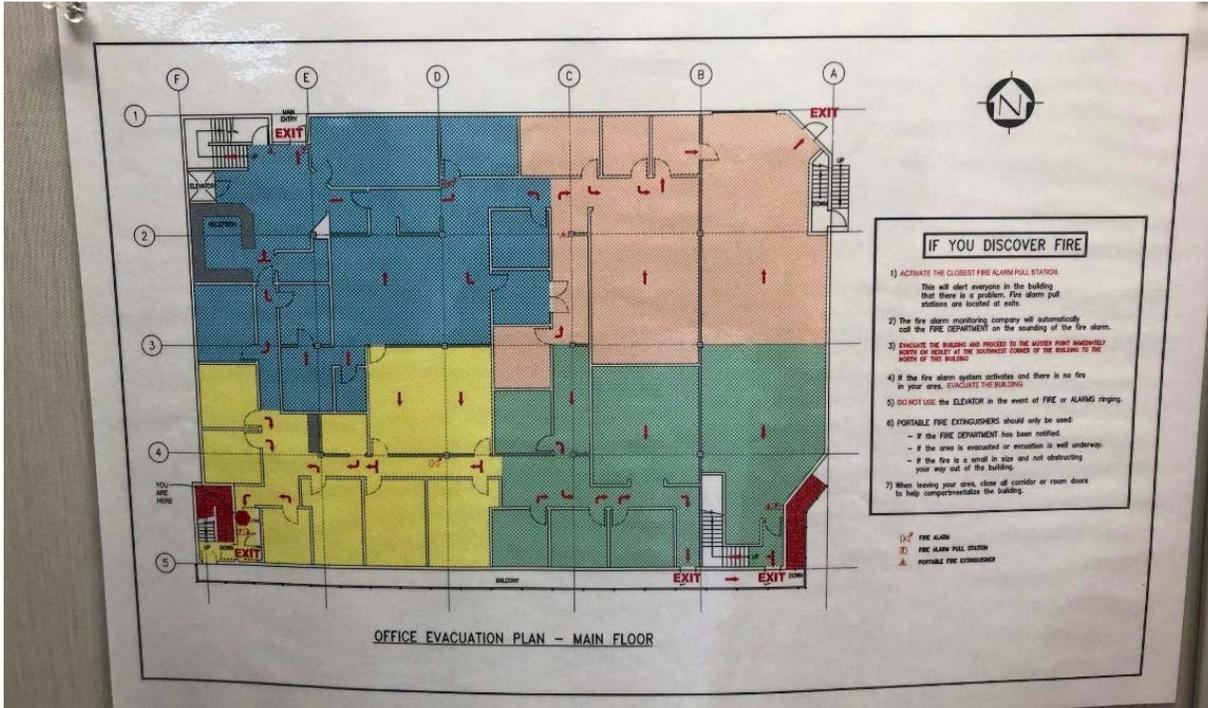
PREPAREDNESS:

- Know the location of fire alarms.
- Access to electrical panels must be free from obstructions.
- Do not hang items on fire sprinkler systems.
- Do not block or cover extinguishers, sprinkler heads or fire alarms.
- Do not block exit routes or fire doors.

UPON DISCOVERING A FIRE:

- Pull fire alarm, or otherwise alert other occupants.
- Call 911; give name, address and location of fire.
- Small fires may be fought with fire extinguishers.
- Unless you have been properly trained to use a fire extinguisher, leave firefighting to the professionals. Remember – life safety is more important than saving property.
- When in doubt, get out!





- ❖ Familiarize yourself with the office layout and routes of egress during emergencies. Plans are located at all main exits to Gisborne's Head Office.

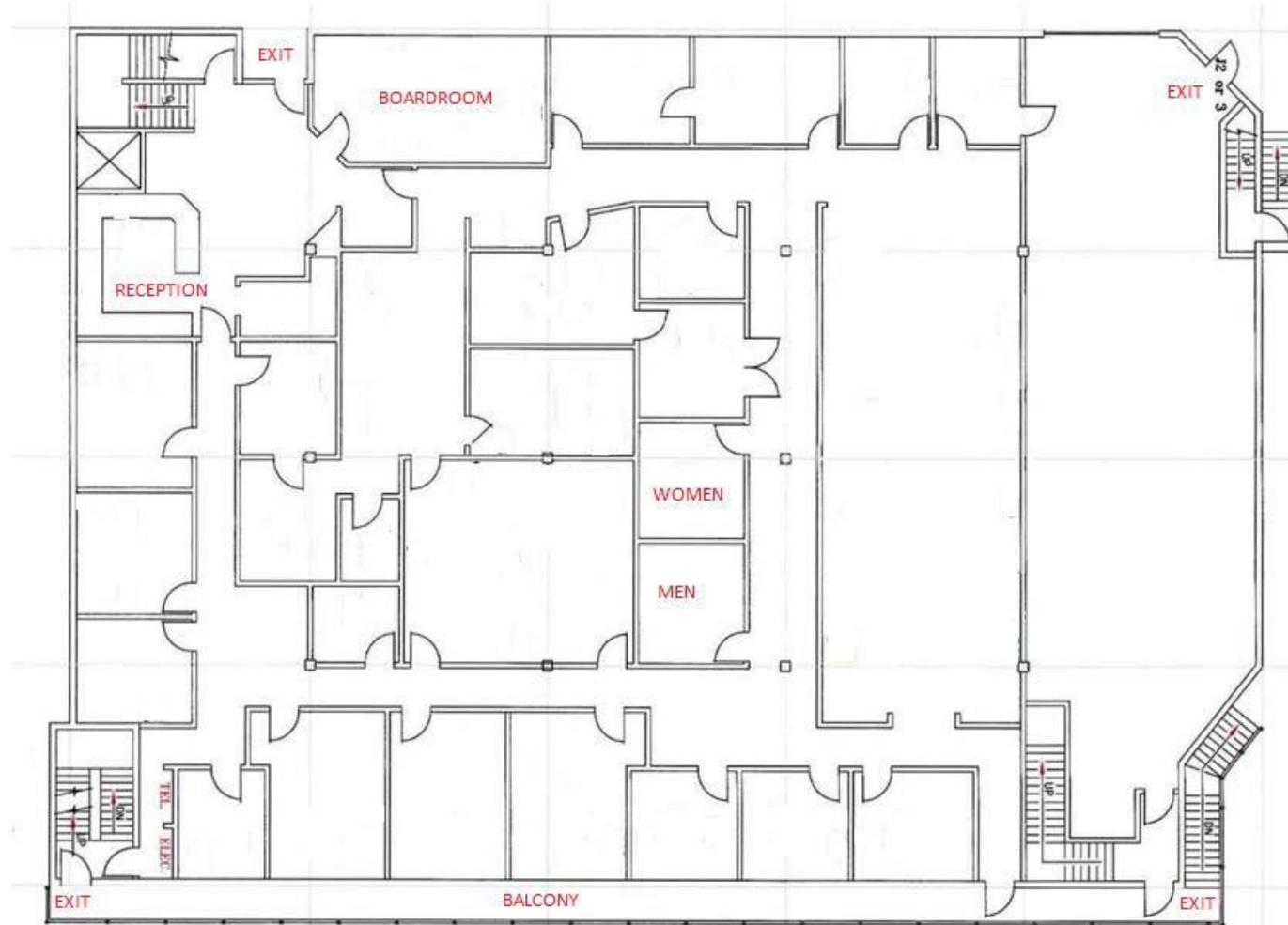
- ❖ Remember never to block aisles, passageways, hallways, stairways, or exits. In an emergency people will be moving quickly and need a safe path to travel.

- ❖ Under no circumstances are the areas listed above to be used for storage of any kind.

6.0 OFFICE EVACUATION

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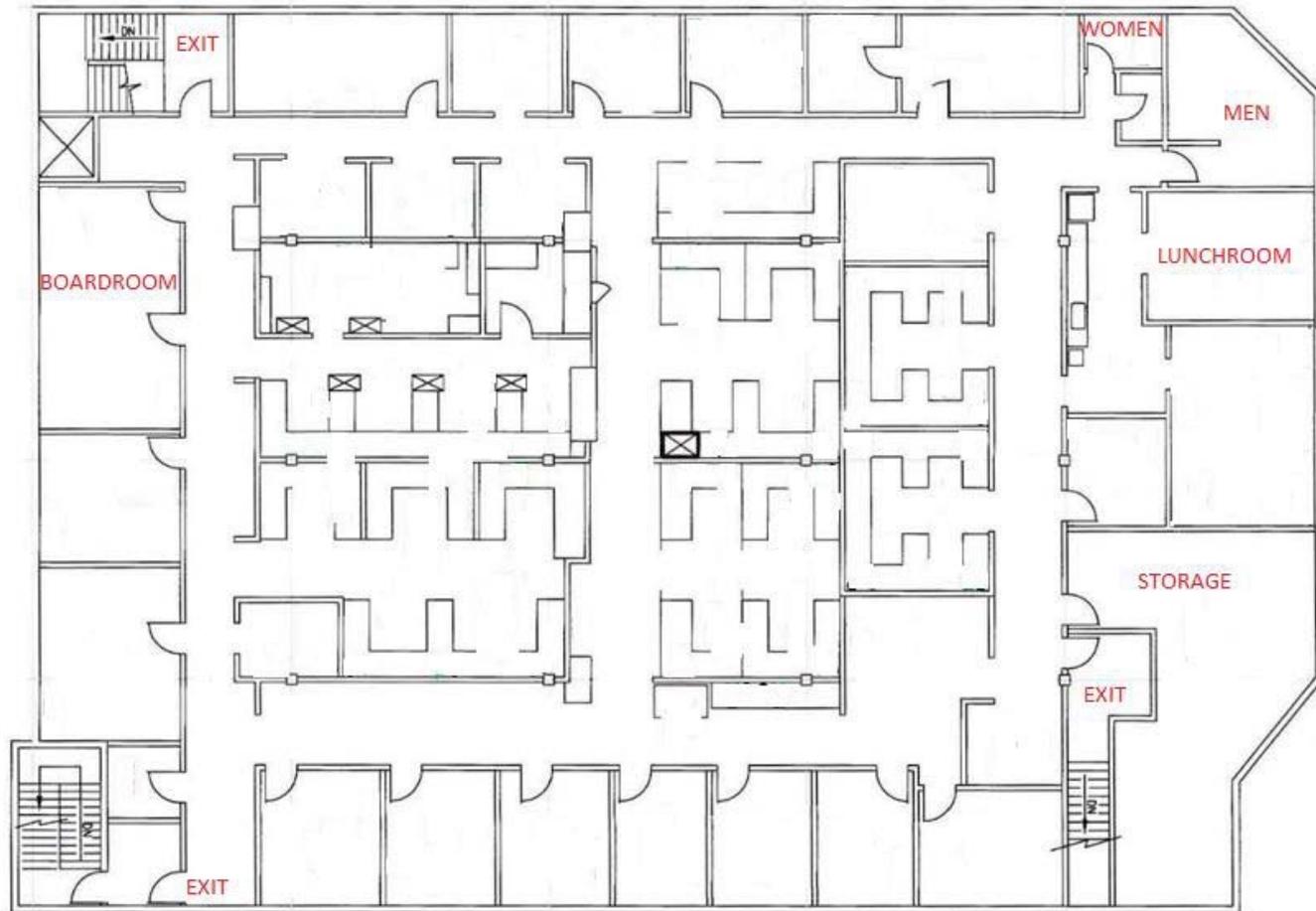
During fire alarm/evacuation, calmly evacuate the building through the safest route and proceed to the muster point immediately north on Hedley at the southwest corner of the building immediately north of Gisborne's main entrance.



FIRST FLOOR PLAN

6.0 OFFICE EVACUATION

Remember when evacuating the building it is your responsibility to engage with the Emergency Coordinator and ensure you are accounted for. Reference Gisborne's **HEAD OFFICE EMERGENCY ACTION PLAN** posted in lunchrooms for details on the assignment of Emergency Coordinator and First Aid Attendants.

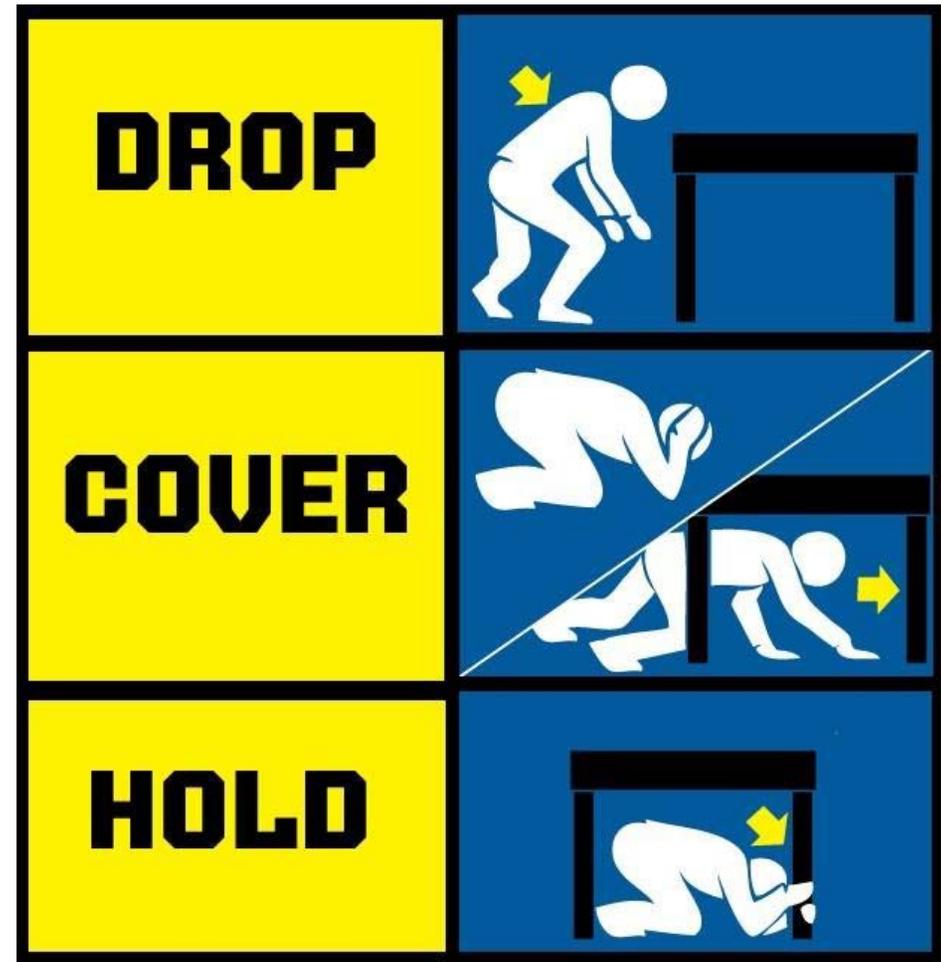


SECOND FLOOR PLAN

7.0 EARTHQUAKE SAFETY

WHEN AN EARTHQUAKE OCCURS:

- ❖ If you are inside, stay inside. DO NOT run outside or to other rooms during shaking. You will likely reduce your chance of injury from falling objects and even building collapse if you:
 1. DROP down onto your hands and knees before the earthquake knocks you down.
 2. COVER your head and neck (and your entire body if possible) under the shelter of a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you.
 3. HOLD ON to your shelter (or to your head and neck) until the shaking stops.
- ❖ Remember not to stand in a doorway as you are far safer under a table, desk or other sturdy piece of furniture as the doorway does not protect you from the most likely source of injury—falling or flying objects or the door itself.
- ❖ Most earthquake-related injuries are caused by falling or flying objects (wall pictures, lighting fixtures, shelving and table or desk contents, broken window glass), or by being knocked to the ground.
- ❖ Remember to be cautious of glass and hanging objects, bookcases and shelving, or other large furniture that could fall. If available nearby, grab something to shield your head and face from falling debris and broken glass.
- ❖ If you are outdoors, stay outdoors. Go to an open area away from buildings if possible and avoid crowded public spaces.



7.0 EARTHQUAKE SAFETY

AFTER THE SHAKING STOPS:

Aftershocks can often lead to more shaking that will continue to present hazardous conditions. Stay calm and remember to wait until the shaking stops before moving from your place of refuge or assisting others. Some key points to follow include:

- ❖ Listen for directions from the Emergency Preparedness Coordinator (EPC) or Supervision.
- ❖ Place telephone receivers back in their cradles and only make calls if requiring emergency services.
- ❖ Put on sturdy shoes and protective clothing to help prevent injury from debris, especially broken glass.
- ❖ Do not turn on light switches until you are sure there are no gas leaks or spilled flammable liquids
- ❖ Ensure that you are accounted for when you arrive at the muster point.
- ❖ Once all personnel are accounted for and any injuries are addressed, the EPC or Supervision will call for emergency assistance and/or organize rescue measures for missing or trapped personnel.



8.0 OH&S COMMITTEE

An effective health and safety program needs the cooperative involvement of all employees. An Occupational Health and Safety Committee (OHSC) is a forum for cooperative involvement of employees representing both management and the direct workforce. The requirement for an OHSC extends beyond the Legislative obligation and rather forms the foundation for a positive safety culture Gisborne wishes to promote across the entire organization.

The following departments shall be represented through volunteer members within the OHSC:

- SENIOR STAFF / MANAGEMENT
- OPERATIONS / ENGINEERING / FIRE PROTECTION / ESTIMATING
- ACCOUNTING / ADMINISTRATIVE SUPPORT / IT
- TOOL SUPPLY / YARD
- FIELD OPERATIONS (FIRE PROTECTION / CONSTRUCTION)

In keeping with the goal of all company employees working towards a health and safety system wherein all workers are actively engaged and responsible for workplace safety and health, the OHSC shall provide a forum for consultation in a cooperative spirit to identify and resolve safety and health issues in Gisborne's workplaces.



CLICK ON LINK TO GO TO ONLINE EXAM:

<https://www.classmarker.com/online-test/start/?quiz=vvb5c994bf770cf0>

Working Safely is a Gisborne core value. It is the responsibility of every Gisborne employee to understand work hazards, how to prevent them and avoid at-risk behaviours that can cause injury to themselves or to others, regardless of the work setting.

As a Head Office employee, you need to be aware of your responsibilities for safety and mindful of how your actions can impact your personal safety and that of your fellow workers.

Remember that you are now part of our team and a contributing member towards our corporate culture of safety. That means being situationally aware of safety in all that you do and ensuring that our safety culture is not only encouraged, but maintained as a core value in every Gisborne employee.