The Gisborne Group

Company Safety Orientation

INTRODUCTION

- 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 and British Columbia

INTRODUCTION – Industrial Construction

- Primary services include: CSMP, Fire Protection, and Maintenance
- Typical industrial construction projects include wood products processing and manufacturing, mining and mineral extraction, oil/gas and chemical production facilities

INTRODUCTION – Fire Protection

- Gisborne Fire Protection services encompasses engineering and construction within heavy industrial, commercial, and residential industries
- Our strong commitment to safety and quality extends to each individual of the organization, ensuring that our customers are provided with the best possible service and our employees are regarded as professionals across the industry

INTRODUCTION

- Throughout this presentation, we will review the key elements of Gisborne's Health, Safety & Environmental (HSE) Corporate Program.
- As a Gisborne employee, you will be responsible to and held accountable for, conducting your activities in accordance with the guidelines of the program and the instructions provided by your Supervisor.
- At the completion of this presentation, you will be provided with an examination of retained knowledge to ensure that you understand your responsibilities as a Gisborne employee. Should you have any questions related to this presentation or the exam, please address with your direct Supervisor for resolution.

HEALTH, SAFETY & ENVIRONMENTAL PROGRAM

- As a construction contractor, Gisborne offers our professional skills in each vocation 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 thirteen key elements that clearly define the necessary responsibilities, procedures and practices required for the prevention of injuries, damages and other forms of loss on every worksite .
- 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.

GISBORNE'S SAFETY CHARTER

HEALTH, SAFETY & ENVIRONMENTAL CORPORATE PROGRAM

Gisborne's HSE Program is divided into the following 13 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
9. Incident Investigations
10. Emergency Preparedness & Environmental Protection
11. Company Vehicles & Equipment Maintenance
12. Bullying, Harassment & Violence, The Right to Refuse
13. Mental Health Awareness

1. Occupational Health and Safety Policy & Levels of Responsibility

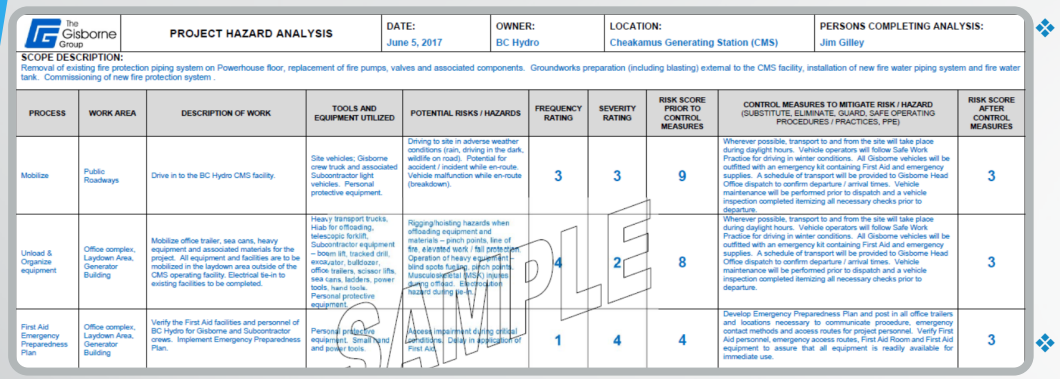
- Gisborne's safety policy clearly defines the corporate responsibility for safety in the workplace that includes a commitment by all members of the organization to maintain our operations to the highest standard of safety possible
- Such a policy in place ensures that every Gisborne employee is safe in the knowledge that Management, Supervisor and Workers believe in operating safely and professionally as a condition of employment.
- An effective HSE program requires joint effort and collaboration between all workplace parties. Only through such a cooperative and consultative process will a sound culture of safety be established for all.
- Under applicable OH&S Legislation, an OH&S Committee has been established where a workforce of 20 or more employees exists. In keeping with the requirements of the Legislation, a formal OH&S Committee with representation from all areas of our business meets monthly with input from all areas of our organization
- Copies of the HSE program are available upon request through your orientation program administrator or direct Supervisor. All Gisborne jobsites will have a copy of the HSE program available for review at all times.

1. Occupational Health and Safety Policy & Levels of Responsibility

Your essential responsibilities as a Gisborne employee include the following:

- Comply fully with all Gisborne, Owner/Client and jurisdictional health, safety and environmental policies, rules, procedures and standards in the execution of the work.
- Actively participate in continuous hazard assessment of all worksite conditions and ensure the reporting of unsafe conditions and unsafe behaviors.
- Promote Gisborne's culture of safety by actively participating in all safety-related activities and mentoring those new workers unfamiliar with Gisborne's HSE program.
- Only complete tasks that you are authorized, trained and qualified to complete.
- Report to the area Supervisor, any incident or near miss that has resulted in, or had the potential to result in, any injury, property damage or environmental impact.
- Assure that where instructions from Supervision are unclear or not understood, clarification or further explanation is requested to assure that instructions are clear.
- Actively participate in Gisborne's Injury Management program and ensure that the guidelines of the same are followed as determined by management

2. Hazard Assessments & Musculoskeletal Injuries

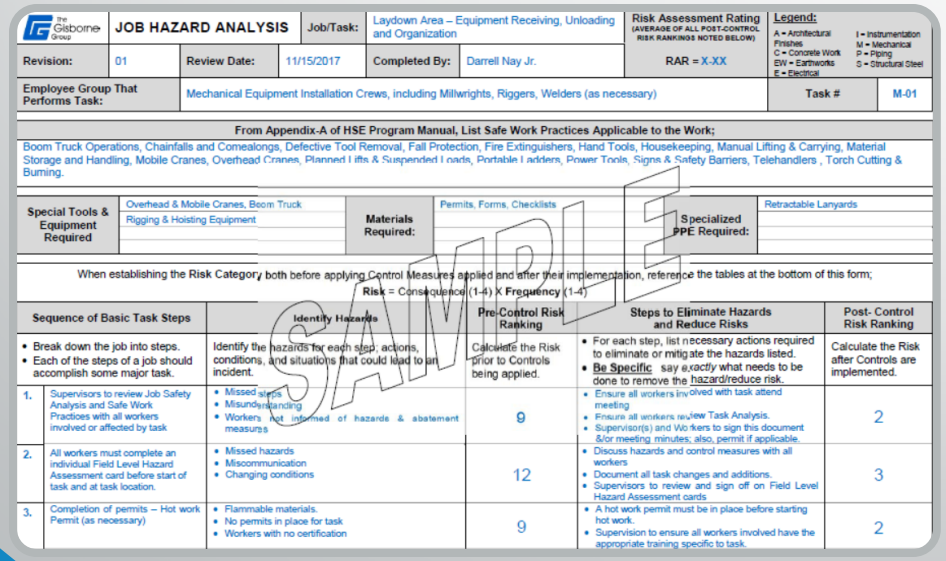


The Gisborne Group	PROJECT HAZARD ANALYSIS	DATE: June 5, 2017	OWNER: BC Hydro	LOCATION: Cheakamus Generating Station (CMS)	PERSONS COMPLETING ANALYSIS: Jim Gilley

SCOPE DESCRIPTION:
Removal of existing fire protection piping system on Powerhouse floor, replacement of fire pumps, valves and associated components. Groundworks preparation (including blasting) external to the CMS facility, installation of new fire water piping system and fire water tank. Commissioning of new fire protection system .

PROCESS	WORK AREA	DESCRIPTION OF WORK	TOOLS AND EQUIPMENT UTILIZED	POTENTIAL RISKS / HAZARDS	FREQUENCY RATING	SEVERITY RATING	RISK SCORE PRIOR TO CONTROL MEASURES	CONTROL MEASURES TO MITIGATE RISK / HAZARD (SUBSTITUTE, ELIMINATE, GUARD, SAFE OPERATING PROCEDURES / PRACTICES, PPE)	RISK SCORE AFTER CONTROL MEASURES
Mobilize	Public Roadways	Drive in to the BC Hydro CMS facility.	Site vehicles; Gisborne crew truck and associated Subcontractor light vehicles. Personal protective equipment.	Driving to site in adverse weather conditions (rain, driving in the dark, wildlife on road). Potential for accident / incident while en-route. Vehicle malfunction while en-route (breakdown).	3	3	9	Wherever possible, transport to and from the site will take place during daylight hours. Vehicle operators will follow Safe Work Practice for driving in winter conditions. All Gisborne vehicles will be outfitted with an emergency kit containing First Aid and emergency supplies. A schedule of transport will be provided to Gisborne Head Office dispatch to confirm departure / arrival times. Vehicle maintenance will be performed prior to dispatch and a vehicle inspection completed itemizing all necessary checks prior to departure.	3
Unload & Organize equipment	Office complex, Laydown Area, Generator Building	Mobilize office trailer, sea cans, heavy equipment and associated materials for the project. All equipment and facilities are to be mobilized in the laydown area outside of the CMS operating facility. Electrical tie-in to existing facilities to be completed.	Heavy transport trucks, Hiab for offloading, telescopic forklift, Subcontractor equipment – boom lift, tracked drill, excavator, bulldozer, office trailers, scissor lifts, sea cans, ladders, power tools, hand tools. Personal protective equipment.	Rigging/hoisting hazards when offloading equipment and materials – pinch points, line of fire, elevated work / fall protection. Operation of heavy equipment – blind spots for bus, pinch points. Musculoskeletal (MSK) injuries during offload. Electrocution hazard during tie-in.	4	2	8	Wherever possible, transport to and from the site will take place during daylight hours. Vehicle operators will follow Safe Work Practice for driving in winter conditions. All Gisborne vehicles will be outfitted with an emergency kit containing First Aid and emergency supplies. A schedule of transport will be provided to Gisborne Head Office dispatch to confirm departure / arrival times. Vehicle maintenance will be performed prior to dispatch and a vehicle inspection completed itemizing all necessary checks prior to departure.	3
First Aid Emergency Preparedness Plan	Office complex, Laydown Area, Generator Building	Verify the First Aid facilities and personnel of BC Hydro for Gisborne and Subcontractor crews. Implement Emergency Preparedness Plan.	Personal protective equipment. Small hand and power tools.	Access impairment during critical conditions. Delay in activation of First Aid.	1	4	4	Develop Emergency Preparedness Plan and post in all office trailers and locations necessary to communicate procedure, emergency contact methods and access routes for project personnel. Verify First Aid personnel, emergency access routes, First Aid Room and First Aid equipment to assure that all equipment is readily available for immediate use.	3

SAMPLE



The Gisborne Group	JOB HAZARD ANALYSIS	Job/Task:	Laydown Area – Equipment Receiving, Unloading and Organization	Risk Assessment Rating (AVERAGE OF ALL POST-CONTROL RISK RANKINGS NOTED BELOW)	Legend: A = Architectural Finishes, C = Concrete Work, EW = Earthworks, E = Electrical, I = Instrumentation, M = Mechanical, P = Piping, S = Structural Steel
Revision:	01	Review Date:	11/15/2017	Completed By:	Darrell Nay Jr.
				RAR = X-XX	
Employee Group That Performs Task:	Mechanical Equipment Installation Crews, including Millwrights, Riggers, Welders (as necessary)			Task #	M-01

From Appendix-A of HSE Program Manual, List Safe Work Practices Applicable to the Work;
Boom Truck Operations, Chainfalls and Comealongs, Defective Tool Removal, Fall Protection, Fire Extinguishers, Hand Tools, Housekeeping, Manual Lifting & Carrying, Material Storage and Handling, Mobile Cranes, Overhead Cranes, Planned Lifts & Suspended Loads, Portable Ladders, Power Tools, Signs & Safety Barriers, Telehandlers , Torch Cutting & Burning.

Special Tools & Equipment Required	Overhead & Mobile Cranes, Boom Truck Rigging & Hoisting Equipment	Materials Required:	Permits, Forms, Checklists	Specialized PPE Required:	Retractable Lanyards

When establishing the Risk Category both before applying Control Measures applied and after their implementation, reference the tables at the bottom of this form;
Risk = Consequence (1-4) X **Frequency** (1-4)

Sequence of Basic Task Steps	Identify Hazards	Pre-Control Risk Ranking	Steps to Eliminate Hazards and Reduce Risks	Post- Control Risk Ranking
• Break down the job into steps. • Each of the steps of a job should accomplish some major task.	Identify the hazards for each step, actions, conditions, and situations that could lead to an incident.	Calculate the Risk prior to Controls being applied.	• For each step, list necessary actions required to eliminate or mitigate the hazards listed. • **Be Specific** say *exactly* what needs to be done to remove the hazard/reduce risk.	Calculate the Risk after Controls are implemented.
1. Supervisors to review Job Safety Analysis and Safe Work Practices with all workers involved or affected by task	• Missed steps • Misunderstanding • Workers not informed of hazards & abatement measures	9	• Ensure all workers involved with task attend meeting • Ensure all workers review Task Analysis. • Supervisor(s) and Workers to sign this document &/or meeting minutes; also, permit if applicable.	2
2. All workers must complete an individual Field Level Hazard Assessment card before start of task and at task location.	• Missed hazards • Miscommunication • Changing conditions	12	• Discuss hazards and control measures with all workers • Document all task changes and additions. • Supervisors to review and sign off on Field Level Hazard Assessment cards	3
3. Completion of permits – Hot work Permit (as necessary)	• Flammable materials. • No permits in place for task • Workers with no certification	9	• A hot work permit must be in place before starting hot work. • Supervision to ensure all workers involved have the appropriate training specific to task.	2

SAMPLE

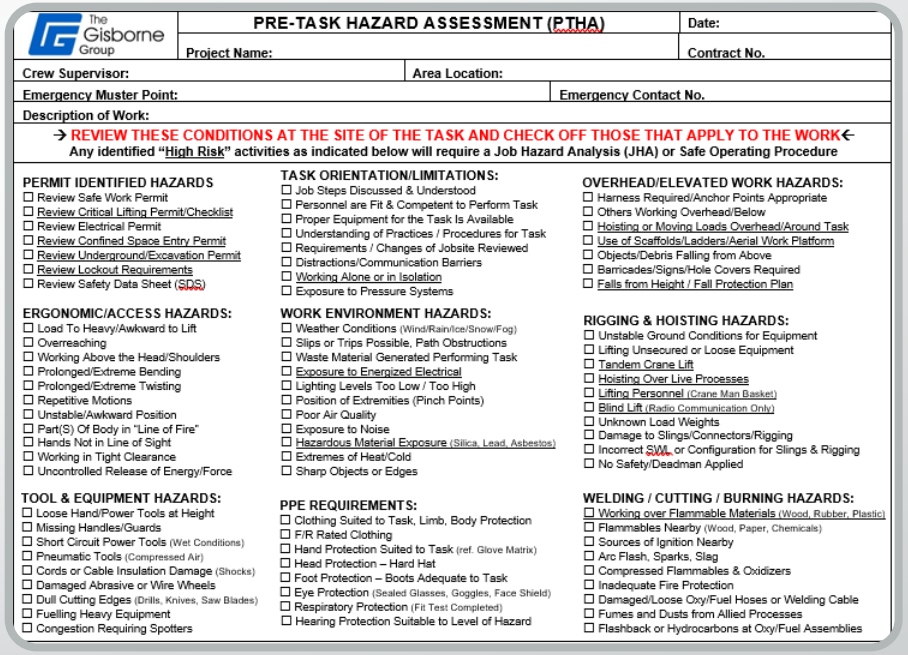
- Prior to the start of a project, a detailed process for the identification, assessment and control of hazards and their related risks shall be implemented.
- The Project Hazard Analysis shall be provided as a reference document to identify the general hazards associated with the project from beginning to end.
- Detailed Job Hazard Analyses (JHA), will break down components of the work or individual tasks into defined steps supported by detailed Safe Work Procedures and proven Safe Work Practices.

2. Hazard Assessments & Musculoskeletal Injuries

- After reviewing the Project Hazard Analysis and JHA's related to your task, you will be provided with a Pre-Task Hazard Assessment (PTHA); a tool used to identify hazardous situations, assess the causes of such conditions, and isolate and implement controls to remove the potential for incidents/accidents.

- For our Industrial operations, Gisborne employees complete a two-sided "**P**re **T**ask **H**azard **A**ssessment" card that outlines how workers will control hazards in the workplace. Prior to commencement of any task, an "PTHA" card must be completed.

- If you are ever unsure as to the method of control or if it is safe for work to begin, stop and consult your immediate Supervisor for direction before proceeding.



The Gisborne Group

PRE-TASK HAZARD ASSESSMENT (PTHA) | Date:

Project Name: | Contract No.

Crew Supervisor: | Area Location:

Emergency Muster Point: | Emergency Contact No.

Description of Work:

→ REVIEW THESE CONDITIONS AT THE SITE OF THE TASK AND CHECK OFF THOSE THAT APPLY TO THE WORK←

Any identified "High Risk" activities as indicated below will require a Job Hazard Analysis (JHA) or Safe Operating Procedure

PERMIT IDENTIFIED HAZARDS
- ☐ Review Safe Work Permit
- ☐ Review Critical Lifting Permit/Checklist
- ☐ Review Electrical Permit
- ☐ Review Confined Space Entry Permit
- ☐ Review Underground/Excavation Permit
- ☐ Review Lockout Requirements
- ☐ Review Safety Data Sheet (SDS)

ERGONOMIC/ACCESS HAZARDS:
- ☐ Load To Heavy/Awkward to Lift
- ☐ Overreaching
- ☐ Working Above the Head/Shoulders
- ☐ Prolonged/Extreme Bending
- ☐ Prolonged/Extreme Twisting
- ☐ Repetitive Motions
- ☐ Unstable/Awkward Position
- ☐ Part(S) Of Body in "Line of Fire"
- ☐ Hands Not in Line of Sight
- ☐ Working in Tight Clearance
- ☐ Uncontrolled Release of Energy/Force

TOOL & EQUIPMENT HAZARDS:
- ☐ Loose Hand/Power Tools at Height
- ☐ Missing Handles/Guards
- ☐ Short Circuit Power Tools (Wet Conditions)
- ☐ Pneumatic Tools (Compressed Air)
- ☐ Cords or Cable Insulation Damage (Shocks)
- ☐ Damaged Abrasive or Wire Wheels
- ☐ Dull Cutting Edges (Drills, Knives, Saw Blades)
- ☐ Fuelling Heavy Equipment
- ☐ Congestion Requiring Spotters

TASK ORIENTATION/LIMITATIONS:
- ☐ Job Steps Discussed & Understood
- ☐ Personnel are Fit & Competent to Perform Task
- ☐ Proper Equipment for the Task Is Available
- ☐ Understanding of Practices / Procedures for Task
- ☐ Requirements / Changes of Jobsite Reviewed
- ☐ Distractions/Communication Barriers
- ☐ Working Alone or in Isolation
- ☐ Exposure to Pressure Systems

WORK ENVIRONMENT HAZARDS:
- ☐ Weather Conditions (Wind/Rain/Ice/Snow/Fog)
- ☐ Slips or Trips Possible, Path Obstructions
- ☐ Waste Material Generated Performing Task
- ☐ Exposure to Energized Electrical
- ☐ Lighting Levels Too Low / Too High
- ☐ Position of Extremities (Pinch Points)
- ☐ Poor Air Quality
- ☐ Exposure to Noise
- ☐ Hazardous Material Exposure (Silica, Lead, Asbestos)
- ☐ Extremes of Heat/Cold
- ☐ Sharp Objects or Edges

PPE REQUIREMENTS:
- ☐ Clothing Suited to Task, Limb, Body Protection
- ☐ F/R Rated Clothing
- ☐ Hand Protection Suited to Task (ref. Glove Matrix)
- ☐ Head Protection – Hard Hat
- ☐ Foot Protection – Boots Adequate to Task
- ☐ Eye Protection (Sealed Glasses, Goggles, Face Shield)
- ☐ Respiratory Protection (Fit Test Completed)
- ☐ Hearing Protection Suitable to Level of Hazard

OVERHEAD/ELEVATED WORK HAZARDS:
- ☐ Harness Required/Anchor Points Appropriate
- ☐ Others Working Overhead/Below
- ☐ Hoisting or Moving Loads Overhead/Around Task
- ☐ Use of Scaffolds/Ladders/Aerial Work Platform
- ☐ Objects/Debris Falling from Above
- ☐ Barricades/Signs/Hole Covers Required
- ☐ Falls from Height / Fall Protection Plan

RIGGING & HOISTING HAZARDS:
- ☐ Unstable Ground Conditions for Equipment
- ☐ Lifting Unsecured or Loose Equipment
- ☐ Tandem Crane Lift
- ☐ Hoisting Over Live Processes
- ☐ Lifting Personnel (Crane Man Basket)
- ☐ Blind Lift (Radio Communication Only)
- ☐ Unknown Load Weights
- ☐ Damage to Slings/Connectors/Rigging
- ☐ Incorrect SWL or Configuration for Slings & Rigging
- ☐ No Safety/Deadman Applied

WELDING / CUTTING / BURNING HAZARDS:
- ☐ Working over Flammable Materials (Wood, Rubber, Plastic)
- ☐ Flammables Nearby (Wood, Paper, Chemicals)
- ☐ Sources of Ignition Nearby
- ☐ Arc Flash, Sparks, Slag
- ☐ Compressed Flammables & Oxidizers
- ☐ Inadequate Fire Protection
- ☐ Damaged/Loose Oxy/Fuel Hoses or Welding Cable
- ☐ Fumes and Dusts from Allied Processes
- ☐ Flashback or Hydrocarbons at Oxy/Fuel Assemblies

3. Rules, Disciplinary Procedures, Employee Orientation & Training

The Gisborne Group has developed the following set of company rules to ensure your safety. Cooperation and compliance with the rules as set out below is a condition of employment. As a Gisborne employee, you will be responsible to follow and held accountable for the following:

- **1. SAFETY COMPLIANCE:** All project employees are include to be concerned not only with their own safety, but also for the safety of fellow workers and the general public. Situations of non-compliance with the safety requirements will not be tolerated.

- **2. ATTITUDE:** Every employee shall be responsible for a personal commitment to safety, to act in a safe and courteous manner at all times, using good judgement in all decisions and promoting safe behaviors in all interactions with others

- **3. PERSONAL PROTECTIVE EQUIPMENT (PPE):** PPE will be employed for all work activities on all Gisborne jobsites. Minimum requirements will include: CSA approved hardhats, hearing protection, safety glasses, suitable gloves, CSA approved steel-toed boots covering the ankle, reflective outerwear, and clothing suitable for the work environment. JHA's and Pre-Task Hazard Assessments will be engaged to determine additional PPE requirements for the work.

3. Rules, Disciplinary Procedures, Employee Orientation & Training

- **4. FALL PROTECTION:** Effective protective systems will be employed for all work areas where a fall of 3 meters (10 ft) may occur. Suitable fall protection systems will be determined based on environmental conditions and the fall protection plan applicable to the area.
- **5. HOUSEKEEPING:** Every Gisborne jobsite will be always maintained to the highest degree of cleanliness and orderliness. Good housekeeping standards demonstrate our commitment to safety and professionalism.
- **6. IMMINENT DANGER:** If there is believed to be the possibility of any immediate danger in the execution of any work, all work activity will cease until the hazard can be removed or controlled. Employees are responsible to refuse unsafe work, or work that they have not been trained to do.
- **7. INCIDENTS:** All incidents, substandard acts, conditions, or near misses shall be immediately reported to the area Supervisor. This includes such conditions which have the potential to cause injury or damage to personnel or property.

3. Rules, Disciplinary Procedures, Employee Orientation & Training

- **8. CONDUCT:** Unprofessional behavior, horseplay, practical jokes, or otherwise interfering or distracting other workers is prohibited.

- **9. LARCENY:** Theft, or any abuse or misuse of company or client owned property is prohibited. Individuals found responsible for any such activity will be subject to immediate dismissal and the full extent of the law.

- **10. HEAVY EQUIPMENT & POWER TOOLS:** Company owned and rented tools and equipment will be maintained and used in accordance with the manufacturer's instructions. Only trained, qualified, and authorized persons are to use such equipment.

- **11. DEFECTIVE TOOLS & EQUIPMENT:** Unsafe equipment or tools, frayed, or defective electrical extension cords, and unguarded machinery are prohibited from use. Report any such condition to your supervisor and **tag** the item or equipment "**Out of Service, Do Not Use".**

- **12. RESPIRATOR PROTECTION, CONFINED SPACE, AND WORKING ALONE:** Specific protocol must be followed at all times when utilizing respiratory protection, entering confined spaces, and working alone. Such procedures will be developed site-specific based on established OH&S guidelines and proven work procedures.

3. Rules, Disciplinary Procedures, Employee Orientation & Training

- **13. SCAFFOLD:** All scaffolds shall be erected and **tagged** by a competent and authorized person. Prior to accessing any scaffolding, the tag shall be checked for current inspection and any necessary precautions. Scaffold tagging will use **GREEN**, **YELLOW**, and **RED** tags for safe to use, caution required, and danger – do not use respectively

- **14. TAGGING/LOCKOUT:** Unsafe equipment, tools, and/or machinery must be appropriately identified as unsafe for use and taken out of service. Report such conditions to your immediate supervisor for follow-up. When locking out equipment for access, full lockout procedures must be employed prior to access. See your Supervisor for detailed instructions.

- **15. GUARDRAILS & COVERED OPENINGS:** Fall protection systems in the form of guardrails and appropriate floor coverings are maintained and employed for the purposes of employee protection. Never remove or alter any such equipment without express authorization from the area Supervisor.

3. Rules, Disciplinary Procedures, Employee Orientation & Training

- **16. FIRST AID AND MODIFIED WORK:** All injuries are to be reported to your Supervisor or Safety representative immediately, regardless of the nature or extent of the injury. Whenever possible, modified duties will be made available to assist in expedient recovery and limit time loss. All employees will participate in modified work if deemed acceptable by the attending physician.

- **17. WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS):** All controlled products in use on Gisborne job sites will be labeled in accordance with WHMIS legislation. Consult the Safety Data Sheets (SDS's) for the safe handling, use, and storage of all controlled products.

- **18. SUBSTANCE ABUSE:** The use, sale, or possession of any controlled substance, alcohol or marijuana on company or client property is strictly prohibited. Any person suspected of being under the influence of controlled substances, alcohol or marijuana will be removed from the worksite immediately.

- **19. VIOLENCE & HARASSMENT:** As an equal opportunity employer, the Gisborne Group will treat all employee's equally, regardless of race, color, religious affiliation, or sexual orientation. Acts of bullying, violence, harassment, or otherwise interfering in the safe and productive work of other employees is strictly prohibited

- **20. ACCESS:** Hazardous areas within Client/Owner facilities that are not intended to be accessible to construction personnel will be secured by locked doors or equivalent means of security. Construction personnel are strictly forbidden to access these areas unless safe work procedures are in place for access and express permission is provided by the area Supervisor responsible for the work.

3. Rules, Disciplinary Procedures, Employee Orientation & Training

DISCIPLINE:

- When the need arises to implement disciplinary actions, direct supervision in collaboration with the site safety professionals and the project management team will administer progressive discipline based on the nature of the violation.
- Progressive disciplinary action may include warnings both verbal and written. Where necessary, applicable time-loss suspensions and employment termination may also be required.

TRAINING:

- All Gisborne employees shall be oriented to the company and the worksite through a detailed orientation.
- Employees new or unfamiliar to the industry shall be trained through the Construction Safety Training System (CSTS) and shall be mentored and assessed through Gisborne's Green Hand / Gold Hand Program.
  - Task or project-specific training (e.g. Fall Protection, Aerial Work Platform), shall be conducted on an as-needed basis through internal resources or external third-party providers.

4. OH&S Regulations, First Aid & Injury Management

- As an industrial construction contractor, Gisborne's construction activities are bound by all applicable regional Occupational Health and Safety (OH&S) regulations.
- Each Province or Territory has their own set of standards, regulations, and enforcement techniques. See your Supervisor or site Safety Officer for any questions that may arise regarding adherence to regional Codes and Standards
- The Gisborne Group'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 Occupational Health and Safety legislation.

4. OH&S Regulations, First Aid & Injury Management

FIRST AID

- To ensure that Gisborne's personnel are provided with expedient medical care in the event of an injury, construction projects are always provided with a First Aid attendant and appropriate medical equipment.

- Employees must pay particular attention to the site specific orientation which will determine the location of First Aid facilities and personnel, signaling devices for summoning assistance, and a means for transportation to medical facilities.

- As a Gisborne employee, it is your responsibility to report all injuries no matter how small, to your immediate Supervisor. This protocol includes any injuries sustained outside of work activity with Gisborne.

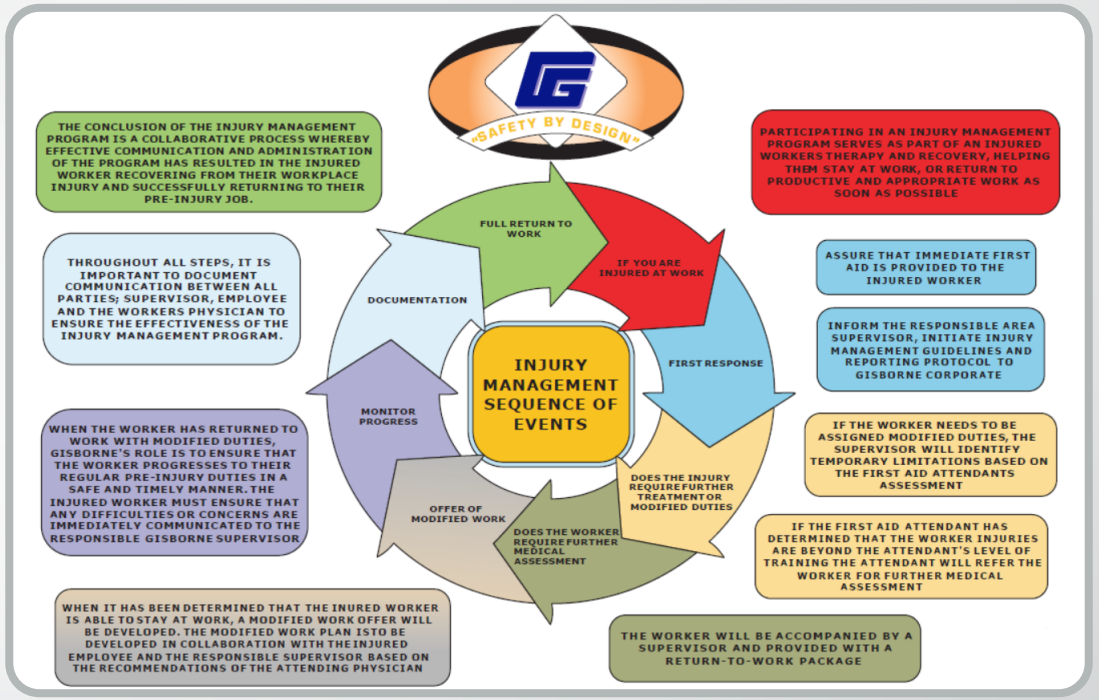
NO MATTER HOW INSIGNIFICANT THE INJURY MAY SEEM, IT MUST BE REPORTED TO YOUR SUPERVISOR

4. OH&S Regulations, First Aid & Injury Management

INJURY MANAGEMENT

- Through partnerships with medical services providers, regional Occupational Health and Safety Regulators and Worker's Compensation authorities, Gisborne manages a comprehensive program focussed on maintaining injured worker connection and rehabilitation through the workplace.

- Such a 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 all workers suffering from a workplace injury.



- Participation in the Injury Management program is a condition of employment for all Gisborne personnel. Management and Supervision are responsible for the implementation and administration of the program while all Gisborne employees are responsible for active participation in the program as a condition of employment. Questions related to the program may be directed to the **Injury Management Coordinator** – Shayne Taylor - Corporate Director of HSE-The Gisborne Group. Contact information: staylor@gisborne.com Cell: 250-802-1263

5. Safe Work Policies, Practices and Job Procedures

- To execute work safely and productively, Gisborne has developed various policies, practices and job procedures specific to our scope of work. Gisborne's various safety policies are defined throughout the Corporate HSE Manual, with which all employees shall comply.
- Gisborne's Safe Work Practices provide general recommendations for the safe execution of a work process or use of a specific tool. Safe Work Practices are generally one-page documents, found in Appendix-A of the Corporate HSE Manual and are referenced as supportive educational material within each Job Hazard Analysis (JHA).
- Safe Work Practices will at minimum provide a description of the activity, tool or process, when the practice would apply to the work, hazards associated with the practice, protective mechanisms to ensure safety and responsibilities for supervision and workers.
- Always read and understand all of the information detailed and referenced within each Job Hazard Analysis (JHA). By endorsing the document, you are accepting responsibility for maintaining the established guidelines outlined within the document.
- If ever unsure of your responsibilities, discuss with your Supervisor for clarification

5. Safe Work Policies, Practices and Job Procedures

PERSONAL PROTECTIVE EQUIPMENT POLICY

- The use of personal protective equipment is the most essential requirement of daily construction activity and makes up part of every Safe Work Practice. The Gisborne Group has implemented a Personal Protective Equipment policy to ensure that all personnel are protected from harm.

- It is the combined responsibility of management, supervision and workers to recognize potential or existing hazards of the workplace and ensure that construction personnel engage with suitable PPE to protect the wearer from identified hazards.

5. Safe Work Policies, Practices and Job Procedures

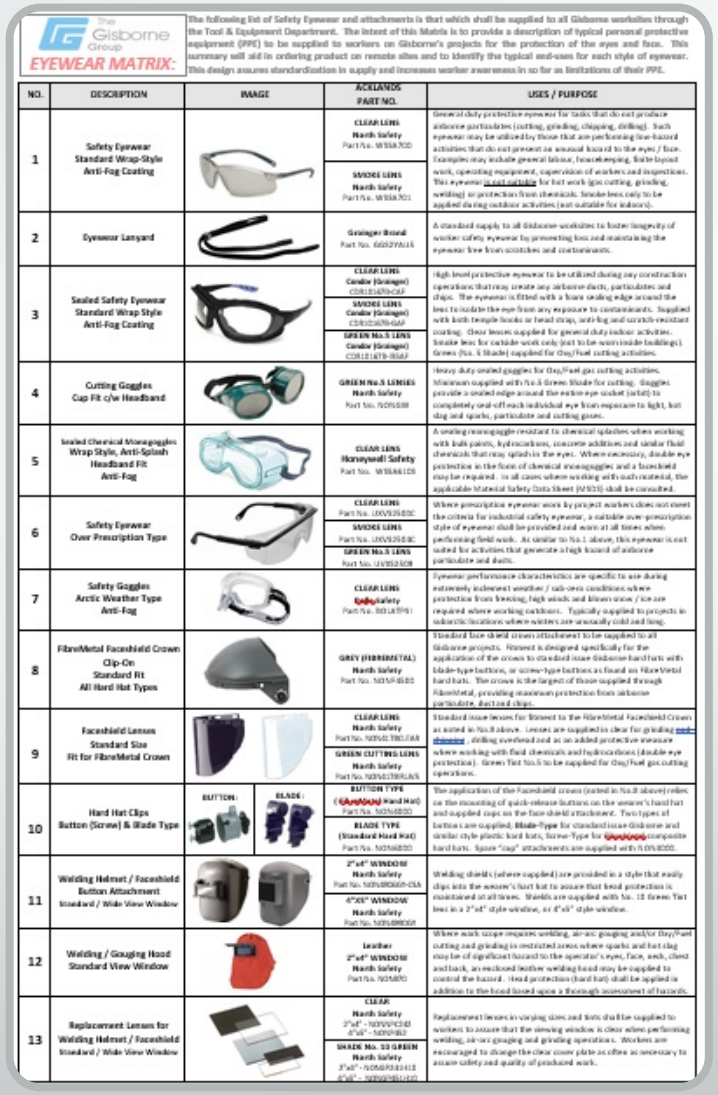
PERSONAL PROTECTIVE EQUIPMENT POLICY

Mandatory basic PPE shall include:

- CSA Approved Hard Hats.
- CSA Approved Eye Protection following Gisborne's Eyewear Matrix.
- Hand protection in keeping with Gisborne's Glove Matrix.
- Suitable CSA approved steel toed footwear covering the ankle.
- Hearing protection as necessary based upon the area auditory hazards.
- Outerwear appropriate to the environmental conditions and site requirements.
- Reflective high visibility clothing.

5. Safe Work Policies, Practices and Job Procedures

- Always remember to reference Gisborne's Glove and Eyewear Matrices to ensure that you are using the correct protective PPE for your task.
- Whenever welding, chipping, or grinding with abrasive and wire wheels, always wear an appropriately fitting face shield.

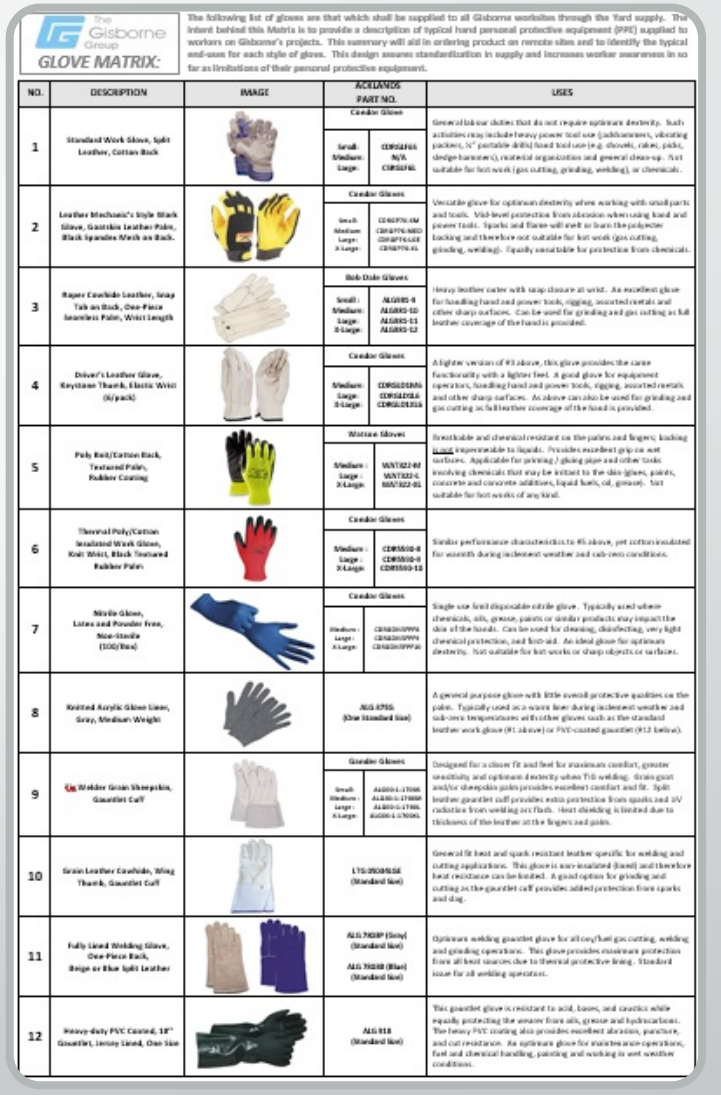


The Gisborne Group

EYEWEAR MATRIX:

The following list of Safety Eyewear and attachments is that which shall be supplied to all Gisborne worksites through the Tool & Equipment Department. The intent of this Matrix is to provide a description of typical personal protective equipment (PPE) to be supplied to workers on Gisborne's projects for the protection of the eyes and face. This summary will aid in ordering product on remote sites and to identify the typical end-uses for each style of eyewear. This design assures standardization in supply and increases worker awareness in so far as limitations of their PPE.

NO.	DESCRIPTION	IMAGE	ACKLANDS PART NO.	USES / PURPOSE
1	Safety Eyewear Standard Wrap-Style Anti-Fog Coating		CLEAR LENS North Safety Part No. W550700 SMOKE LENS North Safety Part No. W550701	General duty protective eyewear for tasks that do not produce airborne particulates (cutting, grinding, chipping, drilling). Such eyewear may be utilized by those that are performing low-hazard activities that do not present an unusual hazard to the eyes / face. Examples may include general labour, housekeeping, finish layout work, operating equipment, supervision of workers and inspections. This eyewear is not suitable for hot work (gas cutting, grinding, welding) or protection from chemicals. Smoke lens only to be applied during outdoor activities (not suitable for indoors).
2	Eyewear Lanyard		Grainger Brand Part No. 6X527	A standard supply to all Gisborne worksites to foster longevity of worker safety eyewear by preventing loss and maintaining the eyewear free from scratches and contaminants.
3	Sealed Safety Eyewear Standard Wrap Style Anti-Fog Coating		CLEAR LENS Condor (Grainger) CDR1EA70-CLF SMOKE LENS Condor (Grainger) CDR1EA70-SMF GREEN No.5 LENS Condor (Grainger) CDR1EA70-5SLF	High level protective eyewear to be utilized during any construction operations that may create any airborne dusts, particulates and chips. The eyewear is fitted with a foam sealing edge around the lens to isolate the eye from any exposure to contaminants. Supplied with both temple hooks or head strap, anti-fog and scratch-resistant coating. Clear lenses supplied for general duty indoor activities. Smoke lens for outside work only (not to be worn inside buildings). Green (No. 5 Shade) supplied for Oxy/Fuel cutting activities.
4	Cutting Goggles Cup Fit c/w Headband		GREEN No.5 LENSES North Safety Part No. N5N5HH	Heavy duty sealed goggles for Oxy/Fuel gas cutting activities. Minimum supplied with No.5 Green Shade for cutting. Goggles provide a sealed edge around the entire eye socket (orbit) to completely seal-off each individual eye from exposure to light, hot slag and sparks, particulate and cutting gases.
5	Sealed Chemical Monogoggles Wrap Style, Anti-Splash Headband Fit Anti-Fog		CLEAR LENS Honeywell Safety Part No. W550611DS	A sealing monogoggle resistant to chemical splashes when working with bulk paints, hydrocarbons, concrete additives and similar fluid chemicals that may splash in the eye. Where necessary, double eye protection in the form of chemical monogoggles and a faceshield may be required. In all cases where working with such material, the applicable Material Safety Data Sheet (MSDS) shall be consulted.
6	Safety Eyewear Over Prescription Type		CLEAR LENS Part No. L00V2510C SMOKE LENS Part No. L00V2510C GREEN No.5 LENS Part No. LV3521G5	Where prescription eyewear worn by project workers does not meet the criteria for industrial safety eyewear, a suitable over-prescription style of eyewear shall be provided and worn at all times where performing field work. As similar to No.1 above, this eyewear is not suited for activities that generate a high hazard of airborne particulate and dusts.
7	Safety Goggles Arctic Weather Type Anti-Fog		CLEAR LENS Safety Part No. 801LETP1	Eyewear performance characteristics are specific to use during extremely inclement weather / sub-zero conditions where protection from freezing, high winds and blown snow / ice are required where working outdoors. Typically supplied to projects in subarctic locations where winters are unusually cold and long.
8	FibreMetal Faceshield Crown Clip-On Standard Fit All Hard Hat Types		GREY (FIBREMETAL) North Safety Part No. N05F-B1E5	Standard face shield crown attachment to be supplied to all Gisborne projects. Fitment is designed specifically for the application of the crown to standard issue Gisborne hard hats with blade-type buttons, or screw-type buttons as found on FibreMetal hard hats. The crown is the largest of those supplied through FibreMetal, providing maximum protection from airborne particulate, ducted chips.
9	Faceshield Lenses Standard Size Fit for FibreMetal Crown		CLEAR LENS North Safety Part No. N05VELTRFLRAR GREEN CUTTING LENS North Safety Part No. N05VELTRFLR5/5	Standard issue lenses for fitment to the FibreMetal Faceshield Crown as noted in No.8 above. Lenses are supplied in clear for grinding and shielding, drilling overhead and as an added protective measure when working with fluid chemicals and hydrocarbons (double eye protection). Green Tint No.5 to be supplied for Oxy/Fuel gas cutting operations.
10	Hard Hat Clips Button (Screw) & Blade Type	BUTTON: BLADE:	BUTTON TYPE (Hard Hat) Part No. N05MB00 BLADE TYPE (Standard Hood Hat) Part No. N05MB00	The application of the Faceshield crown (noted in No.8 above) relies on the mounting of quick-release buttons on the wearer's hard hat and supplied clips on the face shield attachment. Two types of button are supplied; Blade-Type for standard issue Gisborne and similar style plastic hard hats, Screw-Type for composite hard hats. Spare "clap" attachments are supplied with N05VB000.
11	Welding Helmet / Faceshield Button Attachment Standard / Wide View Window		2"x4" WINDOW North Safety Part No. N05VBR669-CSA 4"x5" WINDOW North Safety Part No. N05VBR669	Welding shields (where supplied) are provided in a style that easily clips into the wearer's hard hat to assure that head protection is maintained at all times. Shields are supplied with No. 10 Green Tint lens in a 2"x4" style window, or 4"x5" style window.
12	Welding / Gouging Hood Standard View Window		Leather 2"x4" WINDOW North Safety Part No. N05MB00	Where work scope requires welding, air-arc gouging and/or Oxy/Fuel cutting and grinding in restricted zones where sparks and hot slag may be of significant hazard to the operator's eyes, face, neck, chest and back, an enclosed leather welding hood may be supplied to control the hazard. Head protection (hard hat) shall be applied in addition to the hood based upon a thorough assessment of hazards.
13	Replacement Lenses for Welding Helmet / Faceshield Standard / Wide View Window		CLEAR North Safety 2"x4" - N05VVC5D 4"x5" - N05VVC5D SHADE No. 10 GREEN North Safety 2"x4" - N05VBR3G10 4"x5" - N05VBR3G10	Replacement lenses in varying sizes and tints shall be supplied to workers to assure that the viewing window is clear when performing welding, air-arc gouging and grinding operations. Workers are encouraged to change the clear cover plate as often as necessary to assure safety and quality of produced work.



The Gisborne Group

GLOVE MATRIX:

The following list of gloves are that which shall be supplied to all Gisborne worksites through the Yard supply. The intent behind this Matrix is to provide a description of typical hand personal protective equipment (PPE) supplied to workers on Gisborne's projects. This summary will aid in ordering product on remote sites and to identify the typical end-uses for each style of glove. This design assures standardization in supply and increases worker awareness in so far as limitations of their personal protective equipment.

NO.	DESCRIPTION	IMAGE	ACKLANDS PART NO.	USES
1	Standard Work Glove, Split Leather, Cotton Back		Condor Glove Small: CDR5GFA5S Medium: N/A Large: CDR5GFA5L	General labour duties that do not require optimum dexterity. Such activities may include heavy power tool use (jackhammers, vibrating packers, ¾" portable drills) hand tool use (e.g. shovels, rakes, picks, sledge hammers), material organization and general clean-up. Not suitable for hot work (gas cutting, grinding, welding), or chemicals.
2	Leather Mechanic's Style Work Glove, Goatskin Leather Palm, Black Spandex Mesh on Back.		Condor Gloves Small: CDR5FPA-SM Medium: CDR5FPA-MED Large: CDR5FPA-LGE X-Large: CDR5FPA-XL	Versatile glove for optimum dexterity when working with small parts and tools. Mid-level protection from abrasion when using hand and power tools. Sparks and flame will melt or burn the polyester backing and therefore not suitable for hot work (gas cutting, grinding, welding). Equally unsuitable for protection from chemicals.
3	Rajeer Cowhide Leather, Snap Tab on Back, One-Piece Seamless Palm, Wrist Length		Sub Dide Gloves Small: ALG005-S Medium: ALG005-SD Large: ALG005-S1 X-Large: ALG005-S2	Heavy leather cuter with snap closure at wrist. An excellent glove for handling hand and power tools, rigging, assorted metals and other sharp surfaces. Can be used for grinding and gas cutting as full leather coverage of the hand is provided.
4	Driver's Leather Glove, Keystone Thumb, Elastic Wrist (6/pack)		Condor Gloves Medium: CDR5GLD5MA Large: CDR5GLD5LG X-Large: CDR5GLD5XA	A lighter version of #3 above, this glove provides the same functionality with a lighter feel. A good glove for equipment operators, handling hand and power tools, rigging, assorted metals and other sharp surfaces. As above can also be used for grinding and gas cutting as full leather coverage of the hand is provided.
5	Poly Knit/Cotton Back, Textured Palm, Rubber Coating		Watson Gloves Medium: WAT822-M Large: WAT822-L X-Large: WAT822-XL	Breathable and chemical resistant on the palms and fingers; backing is not impermeable to liquids. Provides excellent grip on wet surfaces. Applicable for priming / gluing pipe and other tasks involving chemicals that may be irritant to the skin (glues, paints, concrete and concrete additives, liquid fuels, oil, grease). Not suitable for hot works of any kind.
6	Thermal Poly/Cotton Insulated Work Glove, Knit Wrist, Black Textured Rubber Palm		Condor Gloves Medium: CDR5510-M Large: CDR5510-0 X-Large: CDR5510-LG	Similar performance characteristics to #5 above, yet cotton insulated for warmth during inclement weather and sub-zero conditions.
7	Nitrile Glove, Latex and Powder Free, Non-Sterile (100/Box)		Condor Gloves Medium: CDR5NSVPFM Large: CDR5NSVPFL X-Large: CDR5NSVPFXL	Single use food disposable nitrile glove. Typically used where chemicals, oils, grease, paints or similar products may impact the skin of the hands. Can be used for cleaning, disinfecting, very light chemical protection, and first-aid. An ideal glove for optimum dexterity. Not suitable for hot works or sharp objects or surfaces.
8	Knitted Acrylic Glove Liner, Gray, Medium Weight		ALG 8755 (One Standard Size)	A general purpose glove with little overall protective qualities on the palm. Typically used as a warm liner during inclement weather and sub-zero temperatures with other gloves such as the standard leather work glove (#1 above) or PVC-coated gauntlet (#12 below).
9	Welder Grain Sheepskin, Gauntlet Cuff		Condor Gloves Small: AA3001-LT006 Medium: AA3001-LT008 Large: AA3001-LT006 X-Large: AA3001-LT006L	Designed for a closer fit and feel for maximum comfort, greater sensitivity and optimum dexterity when TIG welding. Grain goat and/or sheepskin palm provides excellent comfort and fit. Split leather gauntlet cuff provides extra protection from sparks and UV radiation from welding arc flash. Heat shielding is limited due to thickness of the leather at the fingers and palm.
10	Grain Leather Cowhide, Wing Thumb, Gauntlet Cuff		LTS:0509/LSE (Standard Size)	General fit heat and spark resistant leather specific for welding and cutting applications. This glove is non-insulated (lined) and therefore heat resistance can be limited. A good option for grinding and cutting as the gauntlet cuff provides added protection from sparks and slag.
11	Fully Lined Welding Glove, One-Piece Back, Beige or Blue Split Leather		ALG 7020P (Grey) (Standard Size) ALG 7020B (Blue) (Standard Size)	Optimum welding gauntlet glove for all oxy/fuel gas cutting, welding and grinding operations. This glove provides maximum protection from all heat sources due to thermal protective lining. Standard issue for all welding operators.
12	Heavy-duty PVC Coated, 18" Gauntlet, Jersey Lined, One Size		ALG 918 (Standard Size)	This gauntlet glove is resistant to acid, bases, and caustics while equally protecting the wearer from oils, grease and hydrocarbons. The heavy PVC coating also provides excellent abrasion, puncture, and cut resistance. An optimum glove for maintenance operations, fuel and chemical handling, painting and working in wet weather conditions.

5. Safe Work Policies, Practices and Job Procedures

- Where deemed necessary based on the environmental conditions of the worksite and atmospheric hazards associated with the task, suitable respiratory protection may be required.

- When working in areas over water, suitable buoyancy equipment (life preservers) shall be employed to protect the wearer from the possibility of drowning.

- For all construction projects, The Gisborne Group will supply quality PPE and ensure that mandatory compliance with the PPE policy is strictly enforced.

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – POWER AND HAND TOOLS

- As industrial construction craftspeople, we rely on various power and hand tools to complete certain tasks, it is therefore imperative that we employ safe, quality, and reliable tools to facilitate our field work.

- Always use power and hand tools as they were intended and maintain the equipment in good operating condition. If damaged, missing guards, or inoperable, apply a warning tag "**Do Not Use**", remove the item from service and see your Supervisor for a suitable replacement

- Modifications to, or removal of, guards and safety devices are strictly prohibited & constitute non-compliance with Gisborne's safety program and the manufacturer's best practices for safe operation.

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – RIGGING & HOISTING

- Safe rigging and hoisting practices ensure that those involved with the lifting and placement of equipment are protected during such operations.
- Review and understand basic hand signals and always ensure that equipment used for hoisting is checked for condition and capacity prior to each lift.
- Gisborne employs several checklists for common and uncommon or critical lifts. Always consult with your supervisor to ensure that the correct formwork for your lifting operations are being completed and reviewed with all those involved in the lift.
- Remember to understand and follow all instructions prior to making any lift. If you are unsure, ask your supervisor as it is the best way to protect yourself and others.
- Only trained, qualified, and competent personnel will apply rigging techniques and a single, designated individual will provide signals to the lift operator unless it is a **STOP** signal.

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – OPERATING HEAVY EQUIPMENT

- Heavy equipment operators will be responsible for, and shall have the knowledge of:
  - Manufacturer operating requirements
  - Weight of loads
  - Clearance requirements
  - Lifting restrictions
  - Travelling with loads
  - Environmental restrictions
- Only those personnel demonstrating competency in accordance with the manufacturer's instructions, holding a valid drivers license, and authorized by Gisborne's site management, will operate any owned or rented heavy equipment.
- All operators must ensure proper function of all controls, complete a documented checklist prior to operation and always wear a seatbelt where applicable to the equipment being operated.

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – AERIAL PLATFORM OPERATION

- No worker will be permitted to operate an elevating work platform unless they:
  - Have been adequately instructed by a qualified person in the safe operation of the equipment and hold a current and valid fall protection and operator certificate.
  - Have demonstrated that they are a competent operator based on the manufacturer's best practices for safe operation.
  - Have completed a detailed and documented inspection of the aerial work platform and found that all operations and controls for the machine are sound for safe use.
  - Have obtained authorization to operate the equipment from site management.
  - Are familiar with the operating instructions and regulations pertaining to the equipment.

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – AERIAL PLATFORM OPERATION

- All occupants of elevating work platforms shall always, wear a full body safety harness and be attached to the manufacturer's designated anchor point within the basket of the platform through a suitable lanyard.
- Occupants of any elevated work platform shall ensure that they follow all applicable Safe Work Practices as defined within Gisborne's HSE manual and the manufacturer recommended instructions for safe operation.
- Where any elevated work platform is equipment found to be sub-standard at checkout or during operation, that equipment shall be isolated from service until such a time as it can be appropriately repaired.

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – HOUSEKEEPING

- A clean and organized work environment prevents workplace injuries and incidents, while promoting productive and quality work.
- Every project employee will be held accountable to maintain a safe standard of housekeeping not only in their work area, but throughout the entire worksite
- Stairwells, catwalks, ladders, and other accessways are the most prevalent accident areas. Always ensure that such areas are kept free of materials, cords, cabling and equipment that may pose tripping hazards to workers.
- Work is not to commence in an area until such time as the workstation previously in use has been left in a suitable and safe condition for others to perform assigned work.

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – SIGNS & SAFETY BARRIERS

- As construction activity is constantly changing the work environment, we must ensure that appropriate barriers and signage is employed to alert others of potential hazards in the area. Equally important is the removal of such materials when they are no longer required.
- Barrier tapes are often the chosen method of isolating hazardous work areas. In all cases, the use of barriers tapes must be accompanied by a tag identifying the date, hazard within the area, and the name of the person who erected the barrier.
- **RED** "Danger" Tape: Entry permitted only with express consent from those working within the area or the area Supervisor. Read the tag to determine the area hazards and be alert for upset conditions.
- **YELLOW** "Caution" Tape: Identifiable hazards are prevalent within the confines of the barrier. Read the tag to determine the area hazards and be alert for upset conditions.

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – HOT WORK & FIRE PROTECTION

- An abundance of ignition and fuel sources combined with an oxygen rich atmosphere can have disastrous results for both Gisborne and client personnel and property.
- Gisborne site management, in partnership with client representatives, will determine the site specific fire protection requirements for all construction projects.
- Project employees will be held accountable to follow all applicable Safe Work Practices pertaining to hot work and the associated permitting guidelines as determined by site management.
- The Fire Triangle: The most basic understanding of fire safety is based upon the principle of keeping fuel and ignition sources separated from one another

5. Safe Work Policies, Practices, and Job Procedures

SAFE WORK PRACTICE – HOT WORK & FIRE PROTECTION

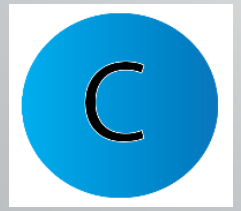
- Project personnel shall be responsible for and held accountable to maintain good housekeeping standards to limit fuel supply and erect suitable barriers to control the spread of ignition sources such as sparks and hot slag from flame heating and welding and/or oxy/fuel cutting procedures.

THE CLASSES OF FIRES

For Gisborne's construction operations, fires typically fall into one of the following (3) classes:

Wood, paper, debris, and other readily available sources of combustible materials shall be extinguished with water or an ABC (dry chemical) fire extinguisher.

Flammable liquids, oil, grease, gasses, or any combination thereof, shall be extinguished with an ABC (dry chemical), foam, or carbon dioxide fire extinguisher.



Electrical equipment shall be extinguished with an ABC (dry chemical) or carbon dioxide fire extinguisher.

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – HOT WORK & FIRE PROTECTION

If you discover a fire:

- Immediately stop what you are doing and engage with the emergency preparedness plan for the site by using the available site signaling devices to alert others in the area of the condition.
- If safe to do so, apply appropriate fire suppression measures to prevent the spread of fire.

REMEMBER P-A-S-S

P: Pull the pin on the fire extinguisher

A: Aim at the base of the fire

S: Squeeze the lever fully

S: Sweep from side to side to engulf fire with the extinguishing agent

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – LADDERS

- All ladders must be inspected prior to use. Any ladders found to be defective and requiring repair will be tagged as "**Unsafe for Use**" and removed from service.
- Always ensure that the stabilizing bracing bars of stepladders are secured prior to access.
- Never stand on the top two steps of any stepladder and always engage with three-point contact when climbing any ladder.
- Extension ladders must be erected on firm, level ground, and tied-off appropriately to prevent inadvertent movement.
- Carry tools and equipment to elevated positions through the use of tool belts, buckets, or drawn up separately through the use of suitable hand lines.

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – SCAFFOLDING

- Though there are many different types and manufacturers of scaffolding, Gisborne primarily utilizes Tube & Clamp and Frame type scaffolds on all construction projects.
- When job-built wooden scaffolds are utilized, they shall be erected in accordance with applicable regional legislation. See your Supervisor for specific requirements regarding erection & modification.

REMEMBER

- Only qualified personnel may erect or modify scaffolding.
- Always check the applicable scaffold tag for precautions before accessing any scaffold.
- Ensure the scaffold tag is dated current, and access is approved.

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – MANUAL LIFTING AND CARRYING

- Construction activities often demand heavy and repetitive tasks requiring manual lifting and carrying. Average lift and carry capacity from waist height is approximately 25 kg (57 lbs). When lifting from the floor to waist height, capacities are typically reduced by 50-60% .
- Know your limitations and always employ safe lifting practices when engaging in any manual lifting activities.
- Muscle strains and sprains are painful injuries often caused by overexertion and unsafe lifting practices. Whenever possible, engage with available mechanical lifting means to avoid over exertion.
- Avoid reaching and twisting, keep your weight centered and secure at all times and always ask for assistance whenever necessary. Always lift with your legs, not your back

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PROCEDURES – LOCKOUT

- The Gisborne Group has implemented a lockout policy through our Corporate HSE Program for the protection of all personnel working on any powered equipment.
- The policy applies to all maintenance and construction activities that pose a hazard to life and property. Lockout applies to all energy sources such as compressed air, hydraulics, steam, gravity, electricity, and pressurized pipe systems and vessels.
- With the assistance of your Supervisor, you must confirm all energy isolation points both stored and potential, then apply appropriate lockout measures as detailed in the site-specific lockout procedure.
- As a Gisborne employee, it is your direct responsibility to ensure that powered equipment is shut down, isolated, locked out, and tested for operation, prior to performing any assigned work on the identified equipment.
- Always ask for clarification when isolating equipment for lockout. Never assume that someone else will isolate the equipment for you as your safety is your responsibility.

5. Safe Work Policies, Practices, and Job Procedures

SAFE WORK PROCEDURES – FALL PROTECTION

- Many construction activities require personnel to access areas above grade at various elevated positions. In such conditions, an appropriate means of fall protection must be employed to ensure your safety.
- Effective fall protection measures may employ the use of barriers or guardrails, engineered systems, safety harnesses and lanyards, retractable and stationary lifelines, or other effective means as determined through hazard assessment.
- Though many protective methods can be used, most importantly is the proper selection and use of the equipment based on the available hazards and the classification of fall protection required for the work.
- Fall protection is classified into two distinct categories:

FALL RESTRAINT **FALL ARREST**

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PROCEDURE – FALL PROTECTION

FALL RESTRAINT

- Fall restraint systems are typically a travel limiting or restriction system used to prevent a worker from travelling to an unprotected edge from which the worker could fall.

- Guardrails are the most common and effective means of fall restraint, though other travel restricting systems such as harnesses with **fixed** lanyards may also be employed.

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PROCEDURE – FALL PROTECTION

FALL ARREST

- A fall arrest system is a series of components designed to arrest a worker's fall, preventing the worker from striking the next lowest level and minimizing the possibility of serious injury.
- Fall arrest systems can be compromised of numerous system components assembled into a system to provide the best method of prevention. Typically, a personal safety harness, shock-absorbing lanyard and anchoring cable or clamp are utilized.
- In certain cases, the use of horizontal, retractable, and vertical lifelines may be employed to provide greater range of motion for access to the work.
- Regardless of the system employed, each of personal fall protection utilized for the completed system must be checked for condition prior to each use.

5. Safe Work Policies, Practices, and Job Procedures

SAFE WORK PROCEDURE – FALL PROTECTION

- **Key points to remember when applying fall protection systems include the following:**
  - You must be trained and hold a Fall Protection Certificate to use personal fall protection systems (harnesses, lanyards, cable anchorages).
  - Typically, most regional legislation requires fall protections systems to be engaged at elevations over 3 metres (10 feet). At certain client sites, the standard is engaged at 1.8 metres (6 feet). Check with your Supervisor for the specifics of your project.
  - Always consider Swing Fall Hazard when applying the fall protection system to a suitable anchor point. Whenever possible, position the anchorage directly overhead
  - Anchor points for the purposes of attaching a **FALL RESTRAINT** system must withstand a minimum force of 800 lbs.
  - Anchor points for the purposes of attaching a **FALL ARREST** system must withstand a minimum force of 5,000 lbs.
  - Falls from heights are the most common and harmful accident in the construction industry. Ask your Supervisor for instructions if you are unsure of how to proceed with applying personal fall protection systems.

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PROCEDURE – CONFINED SPACE

- Prior to any confined space entry, a documented **Job Hazard Analysis** & associated **Confined Space Entry Permit** shall be completed. This documentation will accompany Gisborne's **Confined Space Entry Procedures** and be suitably engaged in the orientation of all personnel involved in the entry.
- The confined space shall be classified according to the hazards associated with the space and the work to be completed. Personal protective equipment shall be applied as designed for the entry based upon the hazard classification determined in the planning of the work.
- The confined space atmosphere will be purged & vented prior to entry and checked periodically for the duration of the work . Approved & calibrated gas monitoring devices will be used by qualified personnel to monitor atmospheric conditions.

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PROCEDURE – CONFINED SPACE

- Appropriate lockout and blanking procedures for all confined space entries shall be employed and documented in accordance with Gisborne's lockout protocol for your specific worksite.
- Access/egress to the space shall be continuously monitored by a safety standby person. The **Confined Space Permit**, displayed at the entry to the space, will detail specific procedures for rescue/extraction from the space.
- Confined spaces can be **DEADLY**. Remember that specific protocol and documented procedures are to be engaged for **EVERY** confined space entry regardless of the hazard classification.
- If you are uncertain as to safe entry into any vessel, tank, bin, hopper or excavation, consult with your Supervisor prior to any entry to ensure that your safety is assured.

6. Inspections & Audits

- To ensure that all construction jobsites are maintained in accordance with Gisborne's Corporate HSE program, regular worksite inspections will be conducted to demonstrate compliance to established standards for the project.
- Worksite inspections focus not only on the worksite environment, but also on the activities of those performing the work. These informal inspections/observations are opportunities for dialogue amongst then project team and foster continuous improvement of our corporate culture.
- As a Gisborne employee, your work responsibilities may include the inspections of equipment required for your activities at the jobsite. You may also be asked to engage with supervision and safety personnel to inspect the worksite and correct substandard conditions.
- All Gisborne direct employees and subcontractors will be held accountable for consistent adherence to all aspects of the site safety plan and for active participation in all inspections, observations and audits.

7. Hazardous Materials (WHMIS)

WHMIS: The **W**orkplace **H**azardous **M**aterials **I**nformation **S**ystem is a comprehensive program that provides information on the safe use of hazardous materials in Canadian workplaces to reduce exposure to industrial accidents & health problems

Under **WHMIS**, there are **THREE KEY ELEMENTS** in which information on hazardous materials must be communicated:

1. Standardized supplier or workplace **Labels** on all containers of hazardous materials
2. The provision of **Material Safety Data Sheets (MSDS)** to supplement the container label with detailed hazard & precautionary information
3. The provision of **Employee Education & Training** in the WHMIS system

7. Hazardous Materials (WHMIS)

- Controlling hazards can be accomplished through the implementation of the following:
  - Engineering controls – change the process and/or chemical, eliminate the hazard, isolation or enclosures, exhausting and ventilation, wetting down
  - Administrative controls – rotation of workers, alarm systems, monitoring systems
  - Personal protection equipment controls – respirators SCBA, protective clothing, barrier creams, aprons, footwear, gloves, or other similar protective devices and equipment to limit exposure to the material being used
- PPE is always the last line of defense – use engineering and/or administrative controls to reduce or eliminate the hazard before turning to PPE as a protective measure

7. Hazardous Materials (WHMIS)

- All controlled products in use on Gisborne construction sites MUST have an appropriate WHMIS label affixed to the product container
- Any supplier of a controlled product MUST ensure that the product is supplied with an appropriate supplier **Label** and an **SDS –S**afety **D**ata **S**heet
- At a minimum, the **SUPPLIER LABEL** must always include the following information:
  - Product Name
  - Supplier Name & Contact Data
  - Reference to an MSDS Sheet
  - Precautions for Safe Use
  - Hazard & Exposure Effects
  - Applicable Hazard Symbols
  - First Aid Information

7. Hazardous Materials (WHMIS)

- If a product is to be transferred to another container or if the suppliers label becomes illegible, a **WORKPLACE LABEL** must be affixed to the container. At a minimum the workplace label must include:

1. The name of the product
2. Precautions for safe use
3. Reference to an **SDS** sheet

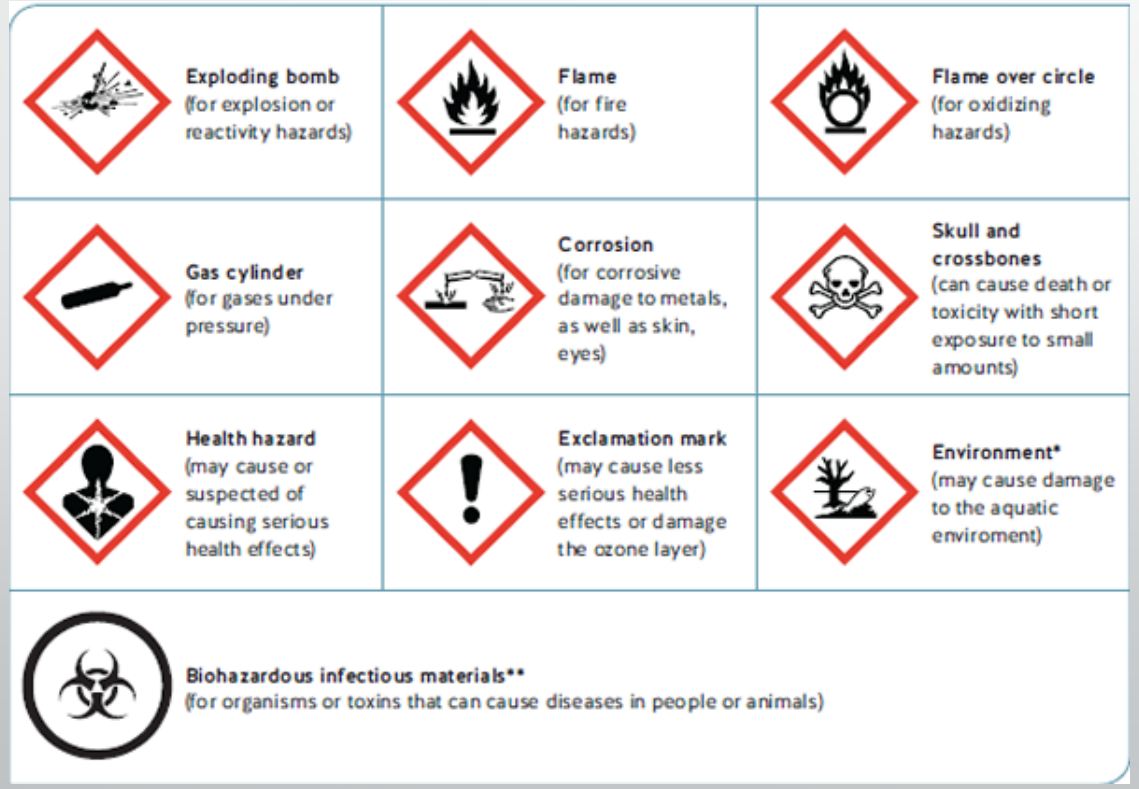
- **SDS** sheets and product labels are provided by suppliers of hazardous materials to ensure users of such materials have the appropriate information they need to ensure their safety

7. Hazardous Materials (WHMIS)

- **MSDS** sheets provide detailed technical information concerning the safe use of the product. Typically the SDS will list:
- All of the hazardous ingredients of the product
- Information related to safety and potential health effects and illnesses from exposure to the product during handling, storage, and use
- The protective measures required for the safety of workers exposed to the product
- Contact information for the supplier, including detailed information related to action in the event of an emergency
- Hazardous materials can enter your body through inhalation, ingestion of the product, or absorption through the skin. Always ensure that appropriate protective measures are followed when handling

7. Hazardous Materials (WHMIS)

- The **WHMIS** program has developed nationally recognized symbols that demonstrate certain properties of the hazardous material:
- All material received on Gisborne construction sites must be inspected for a **WHMIS** label and corresponding **SDS** sheet. **SDS'** must be organized, no more than **3 years old** and made available for review upon request



8. Hearing Conservation & Substance Abuse

- Construction workers tend to be more diligent in protecting their eyes than their hearing. Once hearing is damaged, it cannot be repaired
- The use of diesel, gasoline, electric, and pneumatically powered equipment will generate continuous noise levels in excess of 85 decibels. Without the use of proper hearing protecting, damage to the audible range of those persons in such environments will result
- All workers exposed to regular noise levels in excess of 85 decibels must undergo annual testing in accordance with Legislative Occupational Health & Safety Standards

8. Hearing Conservation & Substance Abuse

- The Gisborne Group, its agents, employees, and clients will not tolerate substance abuse in the workplace. Such activity imperils the health and well-being of our employees, compromises the reliability & quality of Gisborne's services and jeopardizes the protection of company and/or client owned property
- To eliminate risk posed by substance abuse in the workplace, the following prohibitions will apply:
  - Being under the influence of illegal or controlled drugs or alcohol on company or client property or during company business
  - Use, possession, or sale of illegal or controlled drugs or alcohol on company or client property or during company business
  - The use of drugs or alcohol off company or client property, which could adversely affect or impair the employee's performance, or their or others safety in the workplace

8. Hearing Conservation & Substance Abuse

- All Gisborne employees have the right to work in a drug & alcohol free environment and to work with persons free form the effects of drug & alcohol abuse
- For the safety of all project personnel, it is mandatory to report to work in appropriate physical & mental condition to perform assigned duties in a safe and efficient manner while complying with all applicable health, safety, and environmental standards & procedures
- Any person found to be under the influence of drugs or alcohol or displaying erratic or hazardous personal conduct from the use or previous use of such substances will be immediately removed from the work site
- It is mandatory & imperative in all case of substance abuse activity, either observed or suspected, that each be reported to the area Supervisor for immediate action

9. Incident Investigations

- Incidents resulting in personal injury or illness, damage, or loss to property, equipment, or the environment must be investigated to determine the root cause implement corrective action to assure recurrence is avoided
- Though a small injury or near miss may seem insignificant, it is these small incidents that help us to better understand where we must improve our actions to prevent serious incidents
- All Gisborne employees will be held accountable to report all injuries and near misses to their Supervisor, no matter how small they may seem
- Through the investigative process, we will establish improved procedures and practices to perform our tasks safer and more productively in the future

10. Emergency Preparedness & Environmental Protection

- In emergency situations, time is of the essence, therefore a clear understanding of emergency procedures will assure a prompt response from emergency services
- Your Supervisor or site representative will review specific requirements pertaining to the following elements of the emergency preparedness plan prior to beginning any work
  - **Communications**: Emergency phone numbers, site signaling devices, alarm signals, and their locations
  - **Medical Aid**: Locations of medical aid facilities, supplies, eye wash stations, first aid showers, and emergency response personnel
  - **Evacuation:** Safe routes of escape and locations of all muster points away from imminent danger
    - **You must be accounted for during an evacuation**

10. Emergency Preparedness & Environmental Protection

- As a responsible contractor, The Gisborne Group endeavors to minimize environmental impact in all construction activities
- By assuring the maintenance of safe environmental conditions within our construction envelope, we realize minimal environmental effect at the complete of work
- Gisborne employees help to achieve this standard by maintaining equipment in good working order and utilizing safe work practices when handling hazardous materials
    - All Gisborne endeavors are appropriately planned to ensure each project is provided with emergency response spill kits if an environmental impact situation is to arise during the course of work. See your Supervisor for locations & proper use

11. Company Vehicles & Equipment Maintenance

- Regular inspection & maintenance of Gisborne owned & rented equipment will ensure that project personnel are provided with safe, productive, and reliable equipment to complete assigned work
- All tools & equipment regardless of function, origin, and/or size will be maintained and operated in accordance with the manufacturer guidelines for safe use and care

Hand and Power Tools

- Gisborne owned tooling remains the property of The Gisborne Group & will be employed for the purposes for which they are designed & intended
- Misuse, carelessness, and disregard for the maintenance protection, and security of supplied tools will not be tolerated. All personnel will be held accountable to preserve supplied tools in the best possible condition & care

11. Company Vehicles & Equipment Maintenance

Vehicles & Heavy Construction Equipment:

- All Gisborne project vehicles and heavy construction equipment, whether owned or rented, will be maintained in good, clean, and safe working order
- Equipment maintenance will follow the manufacturer suggested maintenance schedule on an as-required basis
  - All construction equipment will have an appropriate checklist on board which **MUST** be completed and verified prior to use. Damage, loss of function, leaks, and/or disrepair **MUST** be immediately identified to the area Supervisor and noted on the checklist
  - Equipment that has been tagged as "**Unsafe for Use**" will not be used for any purpose until such time as it has been appropriately repaired

11. Company Vehicles & Equipment Maintenance

Fall Protection Equipment:

- As we depend on fall protection equipment to ensure protection when working at elevation, it is imperative that such equipment is inspected for condition prior to each use
- When utilizing full-body harnesses, a documented inspection sheet must be completed weekly to demonstrate regular examination of the equipment
- **Your life is on the line!** Harness, lanyards, retractable lifelines, carabineers, and any associated fall protection equipment MUST be inspected before each use
- Items identified as damaged or otherwise questionable will be tagged "Do Not Use" and substituted with a suitable replacement. See your Supervisor for appropriate tags and equipment checklists.

12. Violence & Harassment, The Right to Refuse

- The Gisborne Group believes in the prevention of violence and harassment and promotes an abuse-free environment in which all people respect one another and work together to achieve common goals
- Abuse, violence, or harassment in any form is a harmful practice that erodes mutual funds and confidence; both of which are essential to the effectiveness of this organization
- Any act of violence or harassment committed by or against any employee or member of the public is considered unacceptable conduct and will not be tolerated
- Gisborne is committed to investigating all reported incidents of violence and harassment and will take necessary actions to address such behavior and provide prompt resolution
- If such conditions cannot be resolved through your direct Supervisor, contact the office of the Corporate Safety Director for immediate assistance

12. Violence & Harassment, The Right to Refuse

- All employees are afforded the basic right to refuse work that they have reasonable grounds to believe may present an unusually dangerous condition to themselves or another employee
- If this right is exercise, the task or issue in question must be identified to the Supervisor responsible for the work
- A formal investigation into the matter will be conducted to ensure that all parties involved provide input into a suitable resolution
- The right to refuse must only be used for legitimate health and safety reasons
- If an appropriate agreement between all parties cannot be reached, contact the office of the Corporate Safety Director for immediate assistance

13.Mental Health Awareness

- All Gisborne employees, contractors and associates will be educated about factors in the workplace that contribute to mental health awareness and safety
- Mental health awareness includes elements of the work environment, management practices or organizational practices that impact/influence mental health and well-being. This includes understanding work stress/ fatigue and when to ask for help/education.
- Gisborne will provide company mental health leaders who will be trained in understanding and recognizing mental health issues
- All designated mental health leaders will have been given appropriate training that will allow them to perform the above direction professionally and without judgement or misinterpretation of any mental health awareness issues that may arise.

Conclusion

- Within this presentation, we have covered in broad terms, the elements of Gisborne's Occupation Health and Safety Plan. The purpose is to provide you, as a Gisborne employee, a basic understanding of your rights and responsibilities when working on Gisborne job sites
- Your Supervisor and co-workers are your most valuable resource. Their experience and guidance will assist you in making safe choices and developing yourself as a contributing member of our team.
- Gisborne believes in a team environment focused on excellence and accountability. We all work together and depend on each other to complete our clients' projects safely and productively
- Your health and safety, and that of your co-workers is your primary concern in all endeavors. It falls to each employee to ensure that unsafe conditions are not overlooked on the jobsite.
- Each day, make a diligent effort to make a difference. It is only through you and your commitment to creating a culture focused on safety, that we will succeed at becoming the best in our industry

Conclusion

- Your success with The Gisborne Group will be dependant on your adherence to the principles outlined within this orientation and the instructions provided by your Supervisor.
- We look forward to a mutually rewarding relationship in the future for all Gisborne employees and trust that through teamwork and a commitment to safety, we will share a prosperous future for all

Please click on the link below to go to the online orientation exam. Results will be automatically tabulated, and you will be emailed a copy of your results.

https://www.classmarker.com/online-test/start/?quiz=myg5b96d9f47eb2a

The Gisborne Group