

# Table of Contents

## Element 1

Introduction .....	1
Safety and Health Policy .....	2
Roles and Responsibilities.....	3

## Element 2

Hazard Assessment Policy.....	6
Hazard Assessment Considerations .....	7
Hazard Assessment Checklist.....	8
Subcontractor/Sub-trade Policy.....	9
Subcontractor Compliance Declaration.....	11
Safety Observation Form .....	12

## Element 3

Safe Work Practices Policy .....	13
Safe Work Practices List .....	14

## Element 4

Safe Work Procedures Policy .....	95
Safe Work Procedures List .....	96

## Element 5

Rules and Progressive Discipline Policy .....	361
Employee Warning Report.....	362

## Element 6

Personal Protective Equipment Policy .....	363
Personal Protective Equipment Orientation.....	364
Personal Protective Equipment Inspection.....	365
Personal Protective Equipment Monthly Inspection.....	366

## Element 7

Preventative Maintenance Policy .....	367
Pre-start Checklist.....	368
Equipment and Vehicle Checklist.....	369
Maintenance Schedule.....	370
Equipment Inventory .....	371

**Element 8**

Safety and Health Training Policy ..... 372  
Orientation Questionnaire ..... 373  
Committee Minute Form ..... 377

**Element 9**

Inspection Policy ..... 378  
Inspection Schedule ..... 379  
Inspection Forms..... 380

**Element 10**

Investigation Policy ..... 389  
Incident Investigation Reports ..... 391

**Element 11**

Emergency Response Policy ..... 396  
Fire Prevention Policy ..... 396  
Severe Weather Emergency Preparedness..... 397  
Working in Cold Environments ..... 400  
Hot Weather Preparedness ..... 403  
Emergency Evacuation for Leaking Gas ..... 405  
Emergency Drill Reporting Form..... 406  
Emergency Response Plan ..... 408  
Fire Extinguisher Monthly Inspection Form..... 411

**Element 12**

Statistics and Records Policy ..... 412  
Record Keeping Forms ..... 413

**Element 13**

Legislation ..... 419  
Right to Refuse Dangerous Work..... 420

**Element 14**

Musculoskeletal Injury Prevention Policy ..... 421  
Hearing Conservation Policy ..... 422  
Working Alone Policy ..... 423  
Harassment Prevention Policy ..... 425  
Appendix A: Disclosure of Inappropriate Conduct Form ..... 433

Appendix B: Conducting an Investigation/Addressing the Disclosure Form .....	435
Appendix C: General Guide to Receiving a Respectful Workplace Complaint.....	437
Appendix D: Resolution Process for Addressing Inappropriate Behavior .....	439
Violence Prevention Policy.....	444
Worker Safety Representative Roles and Responsibilities .....	448
Prime Contractor Responsibilities.....	449
Safety Committee Roles and Responsibilities.....	450
Lock Out and Tag Out Policy .....	451
Lock Out and Tag Out Activity Log .....	452
Lock Out and Tag Out Procedure .....	453
<b>WHMIS Program</b>	
WHMIS Program Policy .....	454
<b>Safety and Health Guidelines</b>	
Safety and Health Guidelines.....	455
Safety and Health Guidelines List .....	456
Asbestos and Vermiculite Exposure.....	457
Carbon Monoxide Airline Monitor Calibration .....	458
Cordless Battery Powered Equipment.....	459
Deep Fryers and Stoves.....	460
Electrical Safety.....	461
Emergency Eyewash Equipment.....	462
Hanta Virus.....	464
Inspection Process, Hazard Recognition and Control System .....	465
Mould.....	468
Operating Boat Under 6 Meters with more than 7.5kW or 10HP .....	471
Operating Garbage, Sewer or Water Truck .....	473
Operating a Truck Box Hoist .....	475
Pregnant and Nursing Workers.....	476
Proper First Aid to Prevent Infections .....	477
Pump Maintenance.....	478
Pumping Liquids.....	480

Roof Work.....	481
Vaccinations.....	482
Getting On or Off Equipment.....	483
Changing a Grinding Wheel .....	484
Emergency Response Plan .....	485