

**GUIDE WOODWORKING INC.**

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# **Corporate Health and Safety Policy**

## **Guide Woodworking Inc.**

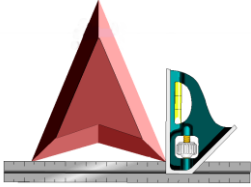
**1675 Enterprise Road  
Mississauga, Ontario  
L4W-4L4**

**Telephone: (905)-670-5659**

**Fax: (905)-670-5499**

**E-Mail: [info@guidewoodworking.com](mailto:info@guidewoodworking.com)**

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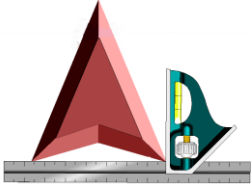
## **Corporate Statement**

This document has been developed in order to identify our commitment to, and requirements for, safety at our job sites. Its purpose is to assist all involved in understanding the actions and procedures necessary to reduce incidents/accidents, control cost and ensure that all necessary precautions have been taken to ensure the health and safety of all workers on-site.

Health and safety on our projects is of the utmost concern and we consider health and safety legislation to be the minimum requirement. All to be performing work will receive this document and this will become part of their contract. It is the responsibility of Guide Woodworking Inc. to review and abide by the Contractor Safety Document at all times, while on the project or on site. Additional guidelines and requirements may be necessary depending on specific site requirements. They may be added as an addendum to the Contract Safety Program or contract as necessary. Management of Guide Woodworking is vitally interested in the health and safety of its employees. A major on-going objective is to protect employees from workplace injury or illness.

Adherence and attention to safety policies will reduce the number of incidents in the work place and on site. Accident prevention is the main goal for both employees and employers in all of their everyday activities.

Employee's at every level, including management, are responsible and accountable for all reasonable and necessary precautions to protect their own health and the health of co-workers.



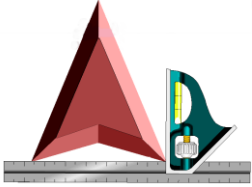
## **Responsibility and Accountability**

### **Contractor**

The contractor must provide Guide Woodworking with a safety and health plan, along with all site rules and regulations. Every project and site is different, that is why we emphasize that the contractor provides us with all the necessary tools we need to ensure safety to its full capacity.

It is imperative that Guide Woodworking Inc. receives these plans and rules from the contractor to ensure our policy is communicated to everyone in the workplace accurately and correctly. It is also important to ensure all responsibilities are clearly defined, assigned, and understood, all methods of accountability are established, and proper procedures and program activities are recognized.

It is very important that the contractor and sub-contractor work closely together as a team to ensure the highest level of safety for all people involved in a project.



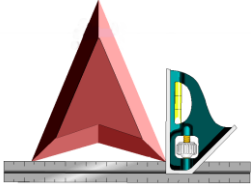
## **Sub-Contractor**

Safety is in the best interest of everyone and is a task that must never be overlooked. It is the responsibility and duty of the sub-contractor to ensure that all parties involved in a project fully understand all health and safety procedures. It is also the Sub-contractor's responsibility to ensure that all rules and regulations are enforced heavily and that any deviation be dealt with swiftly and sternly.

Guide Woodworking Inc. emphasis' safety and health greatly, that is why we enforce it very firmly in all of our projects. All rules and regulations are explained clearly to project managers and it is upon their responsibility to ensure that the rules and regulations are passed on through out the entire project. Any project manager who overlooks safety or ignores health issues will be dealt with very severely through Guide Woodworking and/or prosecuted to the full extent of the law.

## **Project Manager**

A project manager's first job when issuing a new project for the foreman is to fully explain all rules and regulations provided by both the contractor and the Sub-contractor. It is the responsibility of the project manager to follow up with the foreman to ensure that the foreman has completed this vital task. Once the foreman has understood and comprehended all these rules, it is then the foreman's responsibility and duty to carry out these procedures.



## **Foreman**

It is the foreman's sole responsibility to explain all rules and regulations fully and completely to all team leaders. He must enforce these rules at any time and place. It is his or her job to ensure that all rules are followed to a tee and make sure that everyone is working in the safest possible environment.

It is also the foreman's duty to report all incidents and deviances of unsafe or unhealthy conduct to the project manager, through both verbal and written explanation.

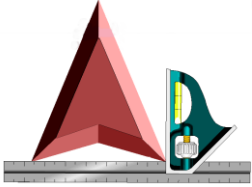
It is also expected that all foreman shall conduct periodic safety talks with their crews and address the safety concerns brought forward by employees. These safety talks should be scheduled and minutes of meeting should be taken.

## **Team Leaders and Employee's**

It is the duty of all team leaders and employee's to work and provide the safest possible working atmosphere. All employees must be cautious and aware of their surroundings and watch for their own safety and the safety of others.

It is the responsibility of the employee's to report any misconduct to the team leaders, and the team leaders must report all incidents to the foreman. The reports must be given both verbally and written, explaining all that has transpired.

Should a worker feel that the assignment given to him/her might place his/her health or safety in danger, the worker has the right to refuse what he or she



perceives to be unsafe work. The worker is to report immediately to his/her superior.

## **SAEFTY AND HEALTH PROCEDURES**

### **On Site/Shop Location**

When first entering a project site or shop all employees should make themselves aware of the following locations:

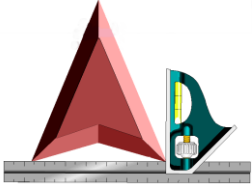
- All entrances/exits and major access routes to site/shop
- Site/Shop Superintendent and office
- All Emergency Phones
- First Aid Stations
- Washroom Facilities
- All storage and parking areas
- Fire Hydrants
- Fire Protection Equipment (ie. Extinguishers)
- Overhead wires
- All surrounding street names

### **Hospital Location**

All foreman's, supervisors and team leaders should be aware and post the nearest hospital to the site or shop. A map to the hospital should be posted along with emergency contact numbers. It is imperative that all employee's be aware of the hospital location so that in an emergency, an employee is prepared and aware.

The numbers that will be posted with map are as follows:

- Local Police, Fire and Hospital numbers



- Ministry of Labor

## **Site/Shop Evacuation Plan**

In an emergency situation the evacuation plan will proceed as follows:

- Exit the site/shop and office areas through the nearest exits
- Meet in a designated gathering zone far from any fires, spills, or other hazard as necessary so a head count can be taken. Notify adjoining neighbors.
- Contact the proper authorities for the emergency
- Notify the head office immediately of the fire, spill or other hazard.

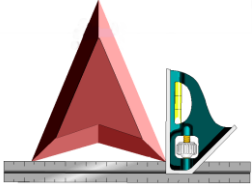
## **Hazardous Spills**

In the event of a hazardous spill the following should be contacted:

- Police and Fire Department
- Spills Action Center Emergency #1-800-268-60660
- Head office of Sub-Contract

### PROCEDURE:

- Ensure no danger to personnel – Evacuate from spill scene
- Assess the spill and contact and notify superior



- Superior will contact Spills Action Center
- Superior will contact head office

## **Fire Protection Plan**

Trade workers, trained in how to properly use fire extinguishing fire equipment may handle localized or minor fires. As a general rule of thumb, if two 50lb. Fire extinguishers cannot extinguish the fire immediately, call the fire department.

1) Fire extinguishers and fire blankets shall be readily available near all open flame operations, including welding operations, fuel fired equipment, where combustible or flammable liquids are stored, handled or used, and at each workshop of 300 or more square meters of floor area.

2) Fire extinguishers are to be marked with their appropriate manufacturer symbols designating its class and use and their WHIMS supplier label. These fire extinguishers will be routinely inspected.

### **3) Classification of dry chemical fire extinguishers**

#### **CLASS A**

##### Ordinary Flammable

Trash, wood, cloth, paper  
Rubber, plastics, ect.

#### **CLASS B**

##### Flammable Liquids&Gases

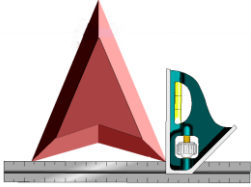
oil, oil based paint, gasoline,  
Propane gases, solvents,  
Acetylene

#### **CLASS C**

##### Electrical

Motors, switches  
wiring, gears



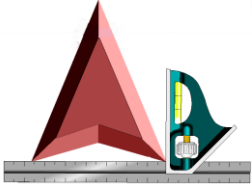


## **Tools, Equipment and Vehicle Maintenance and Safety**

All tools, equipment and vehicles belonging to Guide Woodworking Inc. and/or any other party involved with a project shall be treated with the utmost respect and value. All employees will use all equipment properly and efficiently.

When an employee signs equipment or tools or vehicles out from the tools and equipment manager, it is expected that it will be returned in the same condition. It is the employee's responsibility to ensure that the equipment or tool is used safely and accurately and returned in the same way. It is also the employee's duty to notify the equipment and tools manager if something needs maintenance or fixing.

No employee is to use any tools, equipment or vehicles if they believe that at anytime they are in danger or people in the vicinity are in danger. The employee is to notify a superior and return the tool, equipment or vehicle to the Equipment manager.



## **Emergency Notification Procedures**

### **1) Fatality/Critical Injuries**

If an accident occurs and results in the critical injury or death of an employee, the following contacts must be notified immediately:

- Guide Woodworking Supervisor
- Contractor Project Manager
- Guide Woodworking President
- Nearest provincial ministry of labor

### **2) Medical and Lost Time Injuries**

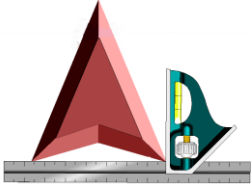
When an accident occurs resulting in an injury requiring medical aid to a worker, the following contacts should be notified:

- Guide Woodworking Supervisor
- Contractor Project Manager
- Guide Woodworking President
- WSIB

### **3) First Aid Injuries**

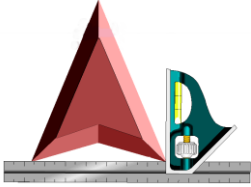
For minor injuries requiring first aid, the following contacts should be notified:

- Guide Woodworking Supervisor
- Contractor Project Manager



## PERSONAL SAFETY RULES

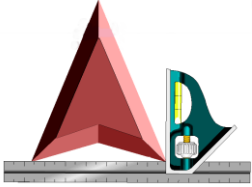
1. **Head Protection** – C.S.A Approved hard hats must be worn at all times while you are taking active part in the workshop and/or on project site.
2. **Foot Protection** – “Green Patch” C.S.A. approved footwear with toe and sole protection must be worn at all times while in the workshop or on site at a project.
3. **Skin Protection** – Appropriate work clothing must be worn when handling and using tools and materials, which may cause injuries or be a hazard to your skin.
4. **Face Protection** – Face shields goggles or glasses must be worn by workers and must be of a design to afford suitable eye and protection when:
  - Welding, burning or cutting with any torches
  - Using abrasive wheels, portable grinders or files
  - Chipping concrete stone or metal
  - Drilling or working under dusty conditions
  - Sand or water blasting
  - Waterproofing
  - Working on energized switchboards
  - Any explosive or nailing tools
  - Working with compressed air or gas
  - When in close contact with any of the above mentioned
  - In all situations Plausible
5. **Do Not Wear-** For your own protection and the safety of other workers on the job, do not wear:
  - Loose Clothing or loose cuffs



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- Greasy or oily clothing, gloves or boots
  - Torn or ragged clothing
  - Finger rings, Bracelets or neck chains
6. **Other** – Other personal protective equipment, such as safety belts and full-body harness, respirators, reflective vests, floatation devices, ear protection devices, etc., must be worn when required by the occupational health and safety act or your foreman and/or superior.
  7. **Non-Prescription Drugs or Alcohol** – Non-prescription drugs or alcohol will not be allowed on the job at any time and any employee found to be in possession or under the influence of drugs or alcohol will be refused from working and is liable to be severely disciplined or terminated from employment.
  8. **Reporting Danger** – If you should notice any unsafe practice or condition on the job, you are obligated by law and by this company to report the situation immediately to your supervisor, so corrective action can be taken.
  9. **No Jumping** – No worker shall jump from one level to another and anyone discovered jumping would be reprimanded and subject to immediate termination from employment. Use proper means of egress and access.
  10. **Edges** – Never place tools or materials near edges to openings or ledges, as these items may fall and cause serious damage to anyone below. Keep all tools and materials far from edges.
  11. **Lifting** – Always seek assistance or use mechanical lifting devices when attempting to lift heavy material. Avoid awkward positions and always lift with legs, not your back. Your back is very susceptible to injury in a bent position.
  12. **No Horseplay** – Do not engage in any prank, contest, and feat of strength, unnecessary running or boisterous conduct.



13. **Smoking Rules** – Obey all no smoking signs. Smoking is strictly prohibited any where in the shop and near any flammable or combustible gasses and materials and all storage areas. Use smoking to a wise discretion and smoke only in designated smoking areas and designated smoking times.

## 14. Ladders

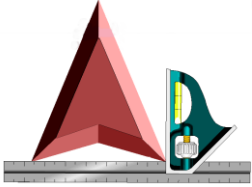
- Ladders should be set up on a firm and level surface and if the base is to rest on soft un-compacted or rough soil, a mudsill should be used.
- When working off an extension ladder, the length of the ladder should be such that the worker stands on a rung no higher than the third step from the top.
- When climbing up or down a ladder, workers should always face the ladder
- Workers should not straddle between the ladder and another object.

15. **Grinders and quick-cut saws** – Abrasive wheels can cause serious injury. Proper storage, use and maintenance of these wheels must be observed. Follow these guideline:

- Always familiarize yourself with the machine or tool through the manufacture's operations manual.
- Ensure all safety and proper guards are in place.
- Never exceed maximum power for any tools
- Before cutting or grinding, test the tool and see for irregularities and sounds.
- Never leave tools running unattended
- Always unplug grinders or saws when you are done with it

16. **Defective tools** – What to look for. If a tool is defective in some way- DO NOT USE IT ! Inspect all tools before using them. Watch for problems like:

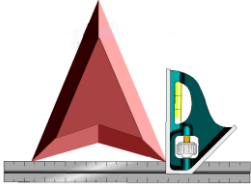
- Broken or inoperative guards
- Insufficient or improper grounding due to damage of double insulated tools.
- No ground wire on plug or frayed cords



- On/off switch is not in good working order
- Chipped or cracked blades or casings

## 17. Forklifts

- The operator shall perform daily inspection checks in accordance to the manufacture's recommendations. Only trained personnel shall operate forklifts.
- Do not drive with wet or greasy hands
- Face in the direction of travel, look behind you and all ways when traveling backwards.
- Make sure that the truck and forklift can carry the load
- Recheck the brakes on a constant agenda
- Avoid sudden stops, starts and turns. This could spill the load
- When vision is blocked, stop and sound the horn at corners, doors, exits, ect.
- When traveling keep forks close to the ground and tilted slightly back.
- Slow down or stop when your vision is blocked
- No horseplay or stunt driving
- Absolutely no passengers
- Do not lift any person on the forklift forks.
- Do not work or allow others to work under a load on the forks
- When driving up or downhill, never drive across a slope, always in an up or down direction.
- When you leave the forklift, lower the forks, set the brake, neutralize controls, and shut the power off.
- When parking the lift, do not park on a slope and do not block any exits or gateways.



## **Workplace Violence and Harassment Policy**

With the introduction of Bill 168 which comes into effect on June 15, 2010, it is required that employers specify a Workplace Violence and Harassment Policy to inform their employees on the assessment, evaluation, and consequence of violence and/or harassment in the workplace. The management at Guide Woodworking Inc. has always held a steadfast commitment to the prevention of workplace violence and/or harassment, and understands the underlying responsibilities in maintaining a healthy and safe work environment for all of its employees.

### **Workplace violence means:**

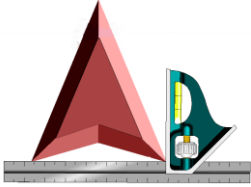
- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
- A statement or behavior that it is reasonable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

### **Workplace harassment means:**

- Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Workplace harassment may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls.

Workplace Violence and/or Harassment is unacceptable from anyone and will not be tolerated by Guide Woodworking Inc. Everyone at our workplace is expected to uphold this policy and work together to prevent workplace violence/harassment. Guide Woodworking Inc. is committed to: a) Investigating reported incidents of violence or harassment in an objective



and timely manner, b) Taking the necessary actions as a consequence of workplace violence or harassment, and c) Providing appropriate support for victims of workplace violence or harassment.

All employees have a responsibility to:

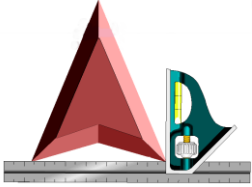
- Become familiar and fully comply with this policy
- Understand and evaluate workplace violence and harassment
- Report incidents of workplace violence or harassment to their supervisors immediately

Guide Woodworking Inc. has developed this policy, which includes measures and procedures to protect workers from workplace violence and harassment, ensuring that all supervisors and managers are aware and compliant with the program. Attached, and always available for review in the Foreman's Office, is the Workplace Violence/Harassment Assessment (attachment A) which identifies potential risks in our workplace. Along with it is a list of Measures and Procedures to prevent these risks, as well as Reporting Procedures, should an incident ever occur. Lastly, there is a list available disclosing employees with a history of workplace violence and/or harassment, which will be provided in a situation where: a) an employee can be expected to encounter any person on the list during the course of his/her work, and b) the risk of workplace violence is likely to expose the worker to injury. All of the above mentioned information will be constantly available for reference or review with Supervisors or Management.

All workers are expected to work in full compliance with this policy and program, and are further encouraged to raise any concerns about workplace violence or harassment, and to promptly report any incidents. A Report Form (attachment B) is attached, and is also readily available in the Foreman's Office, or with a Supervisor or Manager. A worker will not be punished in any way for not working in an environment that he/she believes is justifiably dangerous with regards to workplace violence or harassment. It is important to note that no negative action shall be taken against any individual for raising a concern, making a complaint, or reporting an incident, unless the report is made maliciously, or without reasonable/probable grounds. Any incidents that are reported will be provide to our joint health and safety committee within four (4) days of the occurrence.

It is important to confirm that all workers understand and comply with this policy to ensure a safe work environment. Please ensure you have been advised, reviewed, and trained





of all of the aforementioned policies and procedures, including, but not limited to, the assessment, evaluation, information, and reporting of Workplace Violence and/or Harassment as it pertains to this policy and Bill 168, as well as the policies and guidelines in our employee manual, as well as our most recent Health and Safety Policy.

***These are the corporate health and safety rules and procedures of Guide Woodworking Inc. We are obligated and compelled to ensure the safety of all employee's and all people involved.***

***Guide Woodworking Inc. takes great pride in our safety program and zero tolerance zero accidents stand. Our goal is to ensure absolute safety. We work together closely with our employee's and the contractor to see that this goal is met, and is continuously upheld.***

***Guide Woodworking Inc.  
Management***