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Welcome to CDN Power Pac (CPP).

CDN Power Pac has been in the electrical industry since 1977 and is a member of The International Brotherhood of Electrical Workers, Local 424 since 1997.

CPP is well adverse in the Commercial, Solar and Prefabrication of Electrical , and thus is committed to providing its employees consoling knowledge that their workers' safety is a high priority in the company.

CPP relies on The Local 424 to provide competent, skillful and knowledgeable electrical trades' people into its employ. This online orientation manual is here to provide the employee/worker with a brief overview of CPP's policies, guidelines and rules that help CPP operate as more of a family than just another employment opportunity.

The full version of CPP's Health and Safety Manual as well as CPP's COVID-19 Site Prevention Plan and this Orientation Program is readily available in PDF format online and can be printed off into a hard copy version , if so required.

Along with this Orientation Program is CPP's Safety Acknowledgement sign off, Health Questionnaire and Provincial/ Federal 2020 Tax Forms.

Upon review of CPP's Orientation Program if are you able to fill out, scan and e-mail back the attached documents to CPP's H&S Manager at; jpanchuk@cdnpowerpac.com that would be greatly appreciated.

If you cannot scan and email back, then please bring the documents with you to site along with the required documents below.

Please E-Mail back or bring to site the following documents:

Filled out Safety Acknowledgment Form

Filled out Health Questionnaire

Completed 2020 Federal Tax Forms

Completed 2020 Provincial Tax Forms

Void Cheque or banking institution

Copy of Government issued Photo I.D. (Driver's License/ Passport)

Copy of Trade Certificate (Journeyman/ Apprenticeship)

Copies of all relevant construction certifications. (This includes but not limited to;)

AWP (Aerial Work Platform)

Fall Protection

WHMIS2015

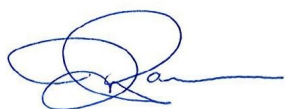
First-Aid

CSTS-09 or CSTS 2020

Any Union Electrical courses (Conduit Bending, Arc Flash, MCC, Solar etc....)

LSE (Leadership for Safety Excellence)

Confined Space



Thank you, and welcome aboard.

Jeff Panchuk (H&S Manager)

EMERGENCY CONTACTS:

CDN. POWER PAC MAIN OFFICE	780-452-0467
CDN. POWER PAC HEALTH & SAFETY EMERGENCY ONLY	780-818-7383
INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL 424	1-888-226-5821
ALBERTA CONSTRUCTION SAFETY ASSOCIATION (ACSA)	1-800-661-2272
WCB ALBERTA	1-866-922-9221 / 780-498-4697
MILLARD HEALTH (OIS PROVIDER)	780-498-3805
OH&S CANADA	1-866-225-0709
OH&S ALBERTA	1-866-415-8690
STARS AIR AMBULANCE	1-888-888-4567
POISON CONTROL CENTRE	1-800-332-1414
ENERGY & ENVIROMENTAL EMERGENCIES	1-800-222-6514
FORTIS ALBERTA	780-310-9473
EPCOR	780-310-4300
ALBERTA ENERGY & CONSERVATION BOARD	780-542-5182
ALBERTA ONE CALL	1-800-242-3447
ATCO GAS	780-420-5585

COMPANY HEALTH & SAFETY POLICY.

Our company is committed to a strong health and safety program that protects our staff, our property, the environment, and the general public from harm. It is our belief that every employee is entitled to a safe work environment free from any foreseeable hazards that may result in property damage, negative environmental impact or personal injury / illness. The personal health and safety of each employee of this company is of paramount importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given priority over operating productivity where necessary.

In fulfilling this commitment to protect both people and property, we will provide and maintain a safe and healthy work environment. We expect excellence in health and safety performance and active participation by all employees.

Management supports the program's success by providing the necessary resources including proper safety equipment, safety training, and safe work procedures. Our health and safety program has been developed in accordance with industry standards and exceeds legislative requirements. However, to be successful, such a program must begin with the proper attitude toward injury and illness prevention not only between leaders and employees, but also between fellow employees. Cooperation and positive communication amongst employees at every level within this company is vital in ensuring the success of our health and safety program, and our business.

The CDN. Power Pac Company Safety Policy statement is signed by the President, and reviewed on an annual basis. The policy is communicated and reviewed with all new employees during indoctrination. It is mandatory that the Company Safety Policy statement be posted, at all Company outlets, to remind personnel that the Company is dedicated to safety and compliance is everyone's responsibility



Harold Kinsey

February 1, 2021

COMPANY ENVIROMENTAL POLICY.

Cdn. Power Pac is committed to ensuring our business is conducted in a manner which enhances the security of our customers, employees and the public. We will meet or exceed all applicable laws and regulations pertaining to storage, handling, transportation, distribution and disposal of all hazardous materials.

Employees will be trained in accordance with applicable legislation and will be encouraged to identify and propose solutions to environmental challenges.

Environmental incidents will be reported promptly to Management, Health & Safety Advisors and relevant agencies.

Cdn. Power Pac is committed to the goal of conducting our business operations with a methodology that protects the environment.

We achieve this goal by:



complying with all legislative, regulatory and contractual requirements relating to the environment;



monitoring our compliance with those requirements;



reporting to our board of directors on our compliance with legislative and regulatory requirements;



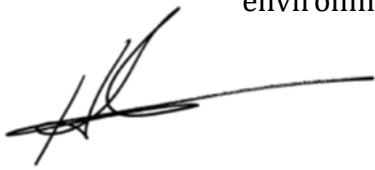
minimizing hazards to the publics' health;



taking steps to protect the environment from the adverse effects of construction operations; and,



working with the industry, government and workers to maintain and enhance environmental awareness.



Harold Kinsey

February 1, 2021

SAFETY RESPONSIBILITIES.

The company recognizes the importance of clear, concise responsibilities. Both management and employees are accountable and responsible for compliance to all aspects of safety in business conduct. There are numerous and overlapping responsibilities assigned to each discipline intentionally. The CDN. Power Pac Health & Safety Program is based on an “*Internal Responsibility System*” whereby everyone in the workplace has a role to play and a duty to actively ensure workers are safe.

Any person who fails to exercise their responsibilities are subject to disciplinary measures up to and including immediate dismissal for cause.

EMPLOYEES / WORKERS:

Company employees are responsible for:

- Protecting the health and safety of themselves and those around them.
- Compliance to Health & Safety Codes of Practice, Policies, Rules and Regulations, and Procedures, both company and legislative.
- Assist when requested in the development of Codes of Practice, Policies, Procedures, training modules, etc. that are specific to their division or area of responsibility.
- Striving for continuous improvement of work procedures and processes.
- Working safely.
- Reporting hazards and substandard conditions.
- Cooperating with CDN. Power Pac to ensure a safe and healthy workplace.
- Setting an example to all employees regarding commitment to occupational health and safety.

Safety Responsibilities (cont.)**MID-MANAGEMENT (PROJECT MANAGERS/SUPERINTENDENTS/ FOREMEN/ SUB-FOREMEN) :**

Company mid-management is responsible for:

- Ensuring the health, safety, and well-being of all employees under their supervision and others present at the site where the work is being carried out.
- Monitoring the health and safety performance of all personnel under his/her direction and intervene to commend/correct as necessary.
- Assist in the development of Codes of Practice, Policies, Procedures, Training Modules, etc. that are specific to their division or area of responsibility.
- Report accidents, injuries, and near misses as required by this program.
- Assist and cooperate in Investigations and take actions to prevent recurrence.
- Ensuring required PPE is provided, used and properly maintained by employees.
- Ensuring employees are treated with dignity, respect and shown care for their well-being.
- Develop and maintain a good working relationships and communication between management, employees, and Health & Safety Advisor.
- Ensuring that the following processes are carried out on every job under their supervision:
 - ◊ *Hazard Assessments*
 - ◊ *Equipment Checklists*
 - ◊ *Pre-Job Safety Meeting / Tool Box Talks*
 - ◊ *Incident Reports when required*
 - ◊ *All divisional requirements*

Safety Responsibilities (cont.)

HEALTH & SAFETY ADMINISTRATION:

The Health & Safety Advisor is a resource within the Company, providing assistance and/or guidance to operation groups performing various types of work within designated area or site. The Health & Safety Advisor must always conduct themselves in a professional manner while representing the Company.

The Health & Safety Advisor will be responsible to work as a resource on designated sites and/or areas. As a resource to operations this includes, but not limited to, the following responsibilities:

- Assist management in their responsibility to ensure the health and safety of all employees.
- Assist in the development of Codes of Practice, Policies, Procedures, Training Modules, etc. that are specific to their division or area of responsibility.
- Assist and/or guide in Health, Safety concerns; and work with the environmental groups to ensure the best interest of the employees and Company.
- To be fluent in, and able to give accurate advice to management on health and safety regulations within their operating jurisdiction and staying current and in compliance with applicable legislation.
- Assist and/or guide, as required, in the completion of Incident Reports & Investigations.
- Assist and/or guide in accident prevention and investigation of downgrading events.
- Setting an example to all employees regarding commitment to occupational health and safety.
- Maintain continuous communication between the Company and Client Safety Representatives for the best interest of the Client/Company relationship.
- Assist and/or guide management in monitoring for compliance of:

OH&S/WCB Rules and Regulations;

Competency Based Training Requirements

Transportation Regulations;

Company Policies and Codes of Practice;

Incident and Accident Requirements;

Client Safety Rules, Policies, and Codes of Practice;

Toolbox Talks, Work Procedures, Personal Protective Equipment; and,

Employee Safety Awareness.

Safety Responsibilities (cont.)**MANAGEMENT:**

Company management is responsible for:

- Ensuring the health and safety of all employees.
- Ensuring that all aspects of the **CDN. Power Pac Program** are fully implemented.
- Assist in the development of Codes of Practice, Policies, Procedures, Training Modules, etc. that are specific to their company/division or area of responsibility;
- Ensuring that all employees are aware of their basic rights and responsibilities under Canadian Law, including, but not limited to: The Right to Know, The Right to Refuse and the Right to Participate and the Duty to Report Hazards; The Duty to Work Safely; the Duty to Wear Protective Equipment; and the Duty to Protect those around them.
- Ensuring required paperwork is complete, accurate, and received in a timely manner.
- Ensuring employees receive applicable orientation and training; and that the records of such training are accurate and current for all employees under their company/division.
- Ensuring that supervisors fully understand and are aware of the requirements of the CDN. Power Pac Health & Safety Program.
- Ensuring employees know, understand, and follow safety procedures/policies, plus, work in a safe manner at all times.
- Ensuring employees receive adequate information respecting the process and associated hazards within a client's facility.
- Development and approval of Modified Duty assignments for injured employees.
- Ensuring that all employee concerns are dealt with professionally and with respect to the employee.
- Setting an example to all employees regarding commitment to occupational health and safety.

COMPANY RULES.

- All employees are required to read and thoroughly understand the rules pertaining to any area in which they are working.
- It is the duty of all employees to comply with the Occupational Health and Safety Association regulations of the province of Alberta or the province in which they are working.
- It is the duty of all employees to comply with the Health and Safety Regulations of CDN. Power Pac, Prime Contractors and Clients.
- Possession or use of intoxicating alcohols or drugs when reporting to work or while on duty is strictly prohibited.
- Horseplay of any kind is prohibited.
- Good Housekeeping skills and practice is required on all jobs.
- Every employee must report to his or her foreman or supervisor any unsafe conditions or methods.
- No persons shall deface or tamper with posted rules, signs, or guards placed in or about the worksite.
- Safety belts or harnesses with life lines must be used in areas where hazards of falling are present.
- No person shall refuel a vehicle or piece of equipment while it is running.
- No person shall smoke or use an open flame in a fueling station or fuel storage.
- Ragged, ripped, torn or loose clothing is not permitted.
- No person shall stand or walk under a suspended load of any kind.
- Access to all machinery switches shall be kept free of all obstructions.
- Only qualified electricians shall do electrical repairs on electrical equipment.
- If equipment is classified as broken or in need of repair it shall be taken out of use, tagged appropriately, and given to the site Supervisor for furtherance.
- No employee shall use tools for other purposes than what they are designated for.
- Equipment operation shall only be done by a competent, trained and qualified employee.
- All persons must be safely seated in a vehicle while it is in motion.
- Getting on or off any vehicle or equipment while in motion is prohibited.
- The operator of any equipment should never be impeded.
- Persons should be educated on the use and location of fire extinguishers on site.
- Never utilize the top two rungs of a ladder.
- Each and every employee is responsible to wear the PPE that is required for the task at hand.
- Each and every employee is required to inspect their PPE before every use.
- All company vehicles and equipment must be operated in a safe and courteous manner.

VIOLENCE & HARASSMENT IN THE WORKPLACE POLICY.

CPP has ***zero tolerance for violence and workplace harassment.***

If an employee engages in any act of aggression to another employee, or issues threats of violence, racial slurs, religious slurs, or any other means of making another worker feel uncomfortable, they will be subjected to disciplinary action, up to and including dismissal.

“Violence” includes physically harming another, shoving, pushing, intimidating, coercing, brandishing weapons, bullying, and threatening or talking of engaging in those activities.

It is each employee’s responsibility to prevent violence and antagonization in the workplace. Employees must report what they see in the workplace that could initiate workplace violence.

Employees are expected to report any incident that may involve a violation of any of CPP’s policies including those that are designed to provide a comfortable workplace environment. Concerns must be presented to the site superintendent/supervisor, manager or health and safety manager.

If an employee has witnessed an act of violence or harassment, they must fill out a Witness Statement Form, and if the situation has been verified to be an act of violence and/or harassment all parties involved will be required to fill out an Incident Report Form, and a Notice of Corrective Action Form.

All reports of harassment and acts of violence will be investigated and information will be kept confidential.

Events and results (no names or locations) may be presented for discussion in worksite toolbox meetings and/or safety meetings.

VIOLENCE & HARASSMENT IN THE WORKPLACE (cont.)

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination. In its broadest sense, sexual harassment is the imposition of an unwanted condition in return for continued employment, advancement in employment or receipt of an employment benefit or salary increase because of the victim's sex.

All of CPP's employees must be allowed to work in an environment free from sexual overtones and intimidation.

Sexual harassment is defined as deliberate or repeated unsolicited verbal comments, gestures and/or physical contact of a sexual nature which are unwelcome. Unwelcome sexual advances are unlawful, whether verbal or physical in nature, and constitute sexual harassment when;

- i) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.*
- ii) Submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual.*
- iii) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.*

Whether behavior constitutes sexual harassment depends not on the intent behind the behavior but also on the perceptions of those affected.

The following is CPP's rules towards sexual harassment and must be adhered to; any violation of the following rules may result in suspension and/or dismissal, and can also lead to legal action;

- You may never threaten or insinuate that another CPP employee's refusal to submit to sexual advances will adversely affect that employee's relationship with CPP, work status, evaluation, wages, advancement, assigned tasks, or any other condition of employment.*
- You may never promise, imply, or grant preferential treatment in connection with another employee engaging in sexual conduct.*
- You may never abuse the dignity of another employee through insulting or degrading sexual remarks or conduct.*

There may be sexual harassment even if the subordinate willingly participates in the arrangement, because of actual or perceived favoritism that results in discrimination toward other employees.

VIOLENCE & HARASSMENT IN THE WORKPLACE (cont.)

All employees will be instructed on how to recognize workplace violence, the policy and procedures that CPP has in place to minimize or eliminate workplace violence, how to respond to and obtain assistance in the event of workplace violence, and the procedure for reporting, investigating, and documenting incidents of workplace violence.

WORK RELATED FACTORS THAT INCREASE THE RISK OF VIOLENCE & HARASSMENT.

Certain work factors, processes, and interactions can put people at increased risk from workplace violence. Examples include but are not limited to:

- *Working with the public.*
- *Carrying out inspection or enforcement duties.*
- *Working with unstable volatile persons.*
- *Working alone, in small numbers, or in isolated or low traffic areas.*
- *Working during periods of intense organizational change.*
- *Working with personnel that are experiencing extreme personal situations*

(E.g. Marital or relationship problems, family issues, money issues, problems with drugs and/or alcohol etc.)

PREVENTIVE MEASURES AGAINST WORKPLACE VIOLENCE & HARASSMENT.

Preventive measures generally fall into three categories, *workplace design*, *administrative practices* and *work practices*.

Workplace design;

Considers factors such as workplace lay-out, use of signs, locks or physical barriers, lighting, and electronic surveillance. Building security is one instance where workplace design issues are very important.

VIOLENCE & HARASSMENT IN THE WORKPLACE (cont.)***Administrative practices;***

Are decisions you make about how you do business. For example, certain administrative practices can reduce the risks involved in handling cash.

Work practices;

Include all the things you do while you are doing the job. People, who work away from a traditional office setting, for example real estate agents or home care providers, can adopt many different work practices that will reduce their risk.

Some examples may include:

- *Prepare a daily work plan, so that you and others know where and when you are expected somewhere.*
- *Identify a designated contact at the office or on site.*
- *Keep your designated contact informed of your location.*
- *Use the “buddy system”, especially when you feel your personal safety is threatened.*
- *DO NOT enter a situation or location where you feel threatened or unsafe.*



Harold Kinsey

January 4, 2021

COMPANY SOCIAL MEDIA POLICY.

The following principles apply to professional use of social media on behalf of CDN. Power Pac, as well as personal use of social media when referencing CDN. Power Pac;

- Employees should be aware of the effect their actions may have on their images, as well as CPP's image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that CPP may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to CPP, its employees, or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Director of Communications and/or Upper Management.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized CPP spokespersons.
- If employees find or encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with employee's responsibilities at or with CPP and their jobsites. CPP's computer systems are to be used for business purposes only. When using CPP's computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, CDN. Power Pac blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
- Subject to applicable law, after-hours online activity that violates [CPP's Code of Conduct] or any other company policy may subject an employee to disciplinary action or termination.
- If employees publish content after-hours that involves work or subjects associated with CPP, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent CDN. Power Pac (CPP) positions, strategies or opinions."
- It is highly recommended that employees keep CPP related social media accounts separate from personal accounts, if practical.



Harold Kinsey

February 1, 2021

COMPANY SUBSTANCE ABUSE POLICY.

Concern for the health, safety and wellbeing of our employees, our customers and the public will continue to be a major commitment of CPP. Our company recognizes that alcohol and drug abuse is a safety, health and security problem. CPP expects all employees to assist the company and fellow employees in maintaining a work environment that is free of alcohol and illicit drugs.

The possession or consumption of alcohol or illicit drugs, or the misuse of prescription or "over the counter" drugs is prohibited on CPP's premises and/or work sites, or in circumstances deemed by CPP to present a serious risk to the interests of our company in terms of employee and public safety, CPP's financial integrity, the security and safety of its property, or the protection of its public reputation.

The use of alcohol or drugs which may affect safety or job performance, or which impairs the health of the employee, will be treated as major misconduct, a serious violation of this policy and possible cause for termination of employment.

In the event that a Contractor who has contracted work out to us has a more stringent drug and alcohol policy, their policy may take precedent over CPP's policy. Employees working in that particular situation will be notified if this is the case.

CDN Power Pac will not allow a person to work, or to remain on CDN Power Pac's premises, or on company's work sites, whenever there is reasonable cause to believe that a person has consumed alcohol, has ingested illicit drugs or is improperly using prescription or "over the counter" drugs, such that there is any risk whatsoever that such person's ability to conduct himself/herself and to discharge his/her functions properly and safely is impaired. For the purpose of this policy, reasonable cause shall mean any observation of impaired motor skill proficiency, impaired judgment or unusual conduct, or any reliable information provided to CDN Power Pac of such consumption, either at work or an inappropriately short time prior to reporting for work.

With the legalization of marijuana, it will be categorized as either;

- I. Recreational use. To be treated like alcohol.*
- II. Prescription medicinal use. To be treated as behind the counter medication.*

In either case, marijuana impairs safety sensitive duties on site and is considered a banned substance on ALL CDN. Power Pac property and sites.



Harold Kinsey

February 1, 2021

PROGRESSIVE DISCIPLINE PROCESS & ZERO TOLERANCE.

CPP expects all employees to perform their duties and responsibilities in a satisfactory manner consistent with established performance standards. CPP also expects employees to conduct themselves in a manner that adheres to established company policies, rules and regulations. Failure to observe such policies, rules, and regulations can result in disciplinary action;

FOUR STEP PROCESS OF PROGRESSIVE DISCIPLINE;

1. Verbal Warning:

A verbal warning should be given for a first offence of a minor nature. All verbal warnings should be noted in the employee's file indicating the infraction, date and time of occurrence, as well as the form and nature of the warning.

2. Notice of Reprimand:

A notice of reprimand is considered the first step of the formal disciplinary process. If a verbal warning does not correct the situation within a reasonable length of time, the supervisor/manager should then use the form "Notice of Reprimand" specifying the corrective action required and the consequences for failing to correct the problem. For more serious offences, a Notice of reprimand can bypass the initial verbal warning. Normally, not more than two (2) Notices of Reprimand should be given for the same offence.

3. Suspension:

Repeated offences or offences of a serious nature may warrant suspension from work without pay. The length of the suspension would vary depending on the seriousness of the offence, usually from one (1) to seven (7) days, but can go up to thirty (30) days. A written confirmation of the suspension should be given to the employee specifying when the employee is expected to return to work. The letter should refer to the offence committed and to any previously written or verbal warnings for the same or comparable offence. The letter should also make it clear that any further misconduct of this type will result in more discipline including dismissal.

4. Dismissal:

Progressive disciplinary action can eventually result in dismissal if the employee persists in committing offending behavior in spite of several warnings or suspensions. Termination can occur when the employee fails to take corrective action after being warned.

Zero tolerance is defined by the company as acts that mandates pre-determined consequences or punishment for specific offences, regardless of the circumstances or disciplinary history of the employees involved.

Employees can be immediately terminated, without warning or notice for just cause on acts that fall under "zero tolerance". This can include, but not limited to; *company theft, insubordination, safety violations, policy violations, company/worker defamation.*

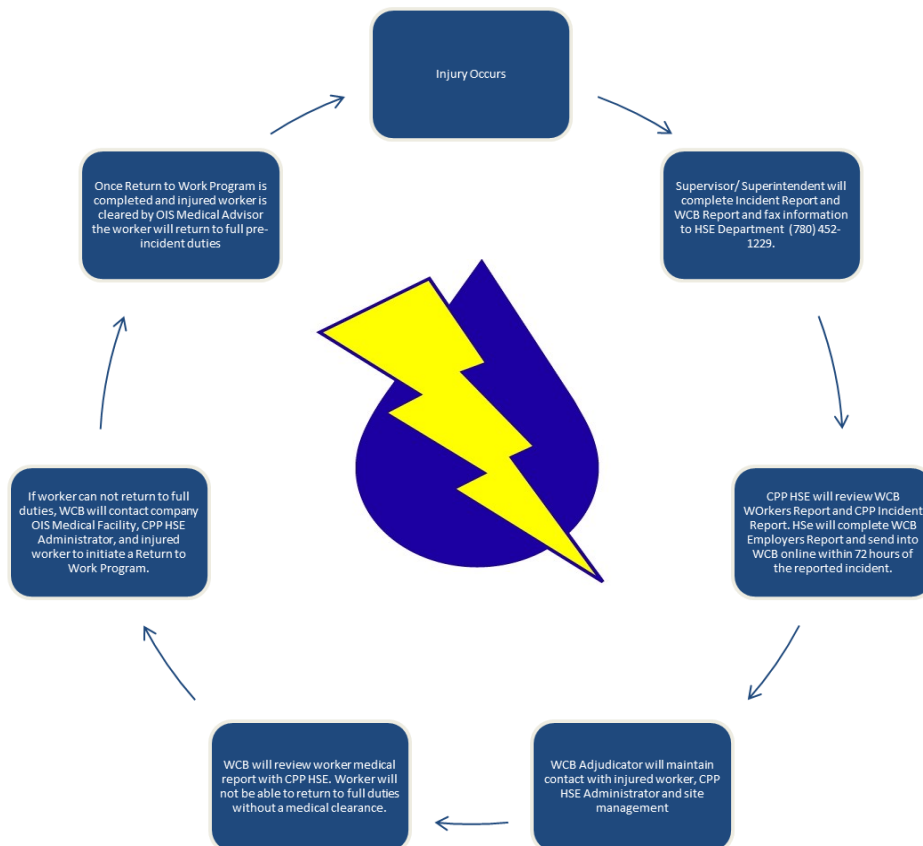
INCIDENT & NEAR MISS REPORTING.

All accidents/incidents and near misses within CPP must be reported to the immediate superintendent/supervisor, which in turn must notify the Health & Safety Advisor.

CPP understands that accidents and near misses are the result of unsafe acts or unsafe conditions, or both. CPP's commitment is to eliminate both unsafe acts and conditions to keep employees and those present at our work sites safe, while our work is conducted. Reporting of all incidents is **mandatory** in order to determine where our focus for prevention needs to be.

Incidents of a nature that require reporting to any government agency, will be done by or under the approval of the Health & Safety Advisor, and/or Superintendent/Supervisor and will be done in accordance with all required legislation such as: Department or Ministry of Environment; OH&S; etc. Examples may include; *incidents resulting in a worker being admitted to hospital; unplanned or uncontrolled fire; spills in reportable quantities; collapse or upset of a crane; etc.*

All employees of CDN. Power Pac are covered by the Workman's Compensation Board (WCB) and subject to all of the benefits and requirements of such organizations. It is the responsibility of the Health & Safety Advisor to know the WCB reporting requirements for the jurisdiction for which they are assigned.



Incident and Near Miss Reporting cont.

Unsafe Conditions are *physical* hazards such as;

- *Missing machine guards;*
- *Exposed electrical circuits;*
- *Damaged equipment;*
- *Slippery floors;*
- *Improper storage of material;*
- *Lack of supervision; and,*
- *Inadequate training.*

Unsafe Acts are the actions people do that are unsafe on the worksite such as;

- *Horseplay;*
- *Not using PPE;*
- *Running at the work site;*
- *Using damaged tools;*
- *Not lifting properly; and,*
- *Violating policies, procedures, codes of practice, etc.*

Responsibilities.

Workers - It is the responsibility of each employee that is witness to, involved in, or has knowledge of any incident or near miss which led or may have led to damage or injury, to report the events to their Supervisor immediately.

Superintendents / Supervisors - It is the responsibility of each Supervisor to whom an incident is reported, to promptly investigate and submit the Incident Report in writing to the Health & Safety Advisor and their Divisional Manager. Incidents resulting in injuries must be reported via telephone to CPP's Health & Safety Manager.

Health & Safety Administration - It is the responsibility of the Health & Safety Advisor / Manager to review, further investigate, and take such action as is deemed necessary to prevent reoccurrence of the events.

RETURN TO WORK /MODIFIED WORK PROGRAM.

Preventing workplace injuries and illness is the responsibility of everyone at CDN Power Pac. When injuries and illness do occur, however, it is important for management and the injured worker to minimize the human and financial impacts by focusing on getting the worker back to safe and productive work as soon as medically possible.

Most injured workers can return to some type of work even while they are still recovering. Returning to daily work and life activities can actually help in the recovery process.

If however the employee cannot perform his/her regular duties due to their injury, CDN Power Pac is in full compliance with assisting the employee with modified duties.

Participation in CDN Power Pac's *Modified Work Program* is a condition of employment, should the need arise and appropriate, approved, meaningful work is available.

To facilitate the rehabilitation process, CDN Power Pac makes every reasonable effort to provide;

- Suitable, productive (which may include training activities) to any worker unable to perform their regular duties because of a work related injury.
- Timely medical intervention, resulting in better care and faster recovery, with fewer recurrences of injuries.
- Daily communication with the injured worker and regular communication with medical service providers, WCB adjudicators, and WCB claim managers.

Modified duties may contain, but are not limited to the following;

- Site / Shop housekeeping (sweeping, garbage removal, putting away tools, equipment)
- Assisting in site paperwork (JHA's, Site Inspections, Purchase Orders)
- Inventory control (organizing stock in shop or material at site)
- Deliver driver for sites, shopwork.
- Estimating jobs for tender.

Before any modified duties are assigned, CDN Power Pac and the injured employee will address the type of duties that can be done and duration that will be required until the employee can go back to regular work detail. This will be based on Site Work Remaining, WCB injury reports and/or any professional physician's report.

Superintendents and Site Safety Coordinators are expected to be fully conversant with the Modified Work Program, and to implement the program on their work sites.

INSPECTIONS

Worksite inspections are an integral part of this program in order to verify compliance at the field level. Informal inspections should be completed on an ongoing basis by all supervisors and crew members. Formal inspections must be completed in a systemic manner in order to achieve effectiveness. Each division will plan inspections and develop a system to ensure that follow up on deficiencies is carried out in a timely and complete manner.

There are two formalized inspections that must be carried out and documented.

1. *Planned Inspections.*

Management and Supervisors of the Company are to conduct monthly planned inspections that affect People, Equipment, Materials, and Environment on a ongoing basis. Cdn. Power Pac has standard inspection forms for equipment and vehicles, AWP, Harness and over-all site. If a subcontractor wishes to use their own document, the following must at least be included:

Date of Inspection;

Location and description;

Hazard Classification;

Action required by;

Hazard previously noted (yes or no / complete or incomplete);

Name of person conducting the inspection; and,

Site inspected.

2. *Site Visit Reviews.*

In accordance with the Site Inspection Policy contained within the policy section of the Health and Safety Manual, Managers, Supervisors, Health and Safety Personnel, and employees must conduct regular quarterly Site Inspections. The Company has a standard Site Inspection form that should be used for site inspections.

PERSONAL PROTECTIVE EQUIPMENT (PPE).

PPE devices alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls, and sound manufacturing practices.

Except for CSA approved footwear, CPP provides all employees with required Personal Protective Equipment (PPE) to suit the task and known hazards.

The minimum required Personal Protective Equipment for all CPP projects is:

- *CSA Approved Eye Wear*
- *CSA Approved Type 1/Class E or G Hard Hat*
- *CSA Approved Foot Protection (usually boot type with ankle protection)*
- *CSA Approved Gloves*
- *High visibility stripes or vest*
- *Hearing protection (May not need to be worn at all times, but must be readily available.)*
- *Cloth Mask or other approved COVID face covering*

Some PPE does not need to be worn all the time and is mainly used when working on certain tasks. Even though this PPE can reduce the risk of incident and injury on certain tasks, if worn for all tasks it does have the potential to increase incidents and injury. For this reason we call this form of PPE; *Specialized Personal Protective Equipment* because of its requirement in “specialized” tasks.

Many different companies have their own classifications of specialized PPE, it does not usually fall under one encompassing umbrella. Specialized PPE for CDN Power Pac usually consist of, but is not limited to three types of specialized PPE; *Arc Flash, Respirators, and Confined Space.*

RULES GOVERNING PPE USE;

- Supervisors/foreman must continually monitor their jobsite for the proper use of PPE.
- Employees observed not using PPE in the proper manner shall be corrected immediately. Continued problems concerning the improper use of PPE shall be documented on the Incident/ Near Miss Report.
- Failure to use PPE in the proper manner is grounds for discipline up to and including dismissal.
- ALL employees with CPP are responsible for inspecting their PPE **PRIOR** to use!
- Any damaged, expired or faulty PPE is to be discarded immediately, and new PPE will be issued before work commences.

INSPECTION OF PERSONAL PROTECTIVE EQUIPMENT (PPE).

In addition to the inspection before each use, an in-depth inspection of each workers PPE must be carried out by a trained, competent person. The frequency of the in-depth inspection must be governed by the applicable legislation, and the type and intensity of use. CPP recommends an inspection at least once every year.

To help maintain product traceability, do not remove any markings or labels. Any PPE showing unexpected degradation should be quarantined, pending a detailed inspection.

PPE shall be inspected, cleaned and maintained by employees at regular intervals so it can be discarded, changed and/or decontaminated as deemed necessary. At a minimum, all PPE shall be discarded when it has become contaminated, worn, torn or has other integrity problems. It is important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards while ensuring compliance with appropriate regulations.

PROCEDURES:

Hardhats;

- The shell of the hard hat should be inspected for dents, cracks, nicks, gouges, or any damage due to impact, penetration, or abrasions.
- Degradation of the shell material due to ultraviolet light damage, temperature extremes, or chemical damage may be apparent when the shell becomes stiff, brittle, faded, dull in color, or exhibits a chalky appearance.
- The hard hat can be tested by compressing the shell inward from the sides about an inch, using both hands, and releasing the pressure without dropping the shell. The shell should quickly return to its original shape, exhibiting elasticity.
- The suspension should be inspected for cracks, frayed or cut crown straps, torn headband or size adjustment slots, loss of pliability or other signs of wear.
- A 4-point suspension should be used to replace a broken 4-point suspension, and a 6-point suspension should be used to replace a 6-point suspension.
- Hardhats should not be carried on the rear window shelf of an automobile or stored in direct sunlight.

Inspection of PPE (cont.)

- Never use hardhats with metal parts or clips. Such hardhats will not meet the electrical conductivity requirements of the ANSI Z89.1–1997 standard for class G hardhats or the NFPA 1977 (1998 edition) standard.
- Neither the hardhat shell nor the suspension system shall be altered or modified. The use of decals or lettering on hardhats should be kept to a minimum so cracks and defects can be easily seen.
- With the exception of face and neck shrouds, workers should never carry or wear anything inside their hardhats. Clearance must be maintained between the shell and head for the suspension system to work properly.
- The general service life of a hardhat can range from 2 to 5 years. All hardhats are susceptible to damage from ultraviolet light, extreme temperatures, and chemicals. Employees who are frequently exposed to sunlight, heat, cold, or chemicals should replace their hardhats more often.
- Remove dirt and stains from the shell and suspension system by scrubbing them with a mild detergent. Rinse the shell thoroughly with warm (not hot) water.

Steel-Toe Boots;

- Something important to look for when evaluating the fitness of a rubber safety shoe or boot is the presence of cuts, cracks or punctures on the footwear, which could cause leaking. Line the inside of the shoe with a paper towel or cloth. Place a heavy object on top of the towel or cloth to hold it in place. Fill a bucket with water so that the water level only is a few inches from the top of the shoe. (Do not let the water overflow into the opening at the top of the shoe.) Leave the shoe in the bucket overnight. The next day, take out the paper towel or cloth. If it is damp, there is a leak.
- If it's feasible, purchase two pairs and rotate between the two pairs. By giving each pair a day to rest, you allow the moisture from sweating to evaporate and dry out, preventing wear from the inside-out.
- Ensure that NO PART of the steel protection plate is visible. An exposed steel toe plate can become dislodged and render the safety boot damaged. Duct Tape or other means CANNOT be used to cover the exposed steel.
- After each use, safety footwear should be sprayed off with a hose; dipped in water; or cleaned with soap, water and a cloth or brush, depending on the type of shoes and how dirty they are.

Inspection of PPE (cont.)

- If the safety footwear is made with leather, use a shoe grease, oil or other moisturizing cream available at footwear retailers. This prevents the footwear from drying out and cracking, especially in the winter months. Consult the manufacturer's instructions first. If there are no instructions, visit the manufacturer's Web site or a shoe retailer.
- Even if the footwear doesn't show physical signs of deterioration, replacing the sock liner every 6 months will increase the life of the footwear and make them feel like new.
- If the footwear is being damaged on a consistent basis, it could be because the footwear is not designated for the tasks being done. Safety professionals can ensure that workers are outfitted with the right shoes or boots by conducting a hazard assessment for each job task to determine what kind of foot protection is needed for each job.
- The correct type of safety protection footwear should;
 - Fit comfortably, without slipping or pinching the foot or toes.
 - Be made of leather, rubber, or a strong synthetic material .
 - Provide good foot support.
 - Have low heels and non-skid soles for good traction.
 - Be in good condition, with no rips or hole.
 - Fasten securely; laces shouldn't drag on the floor.
- Decontaminate boots or boot covers that contact hazardous substances.

Electrical Gloves (Rubber Insulating, Leather Protector, Liners);

- Gloves should be inspected for any damage before each day's use. Gloves must also be inspected immediately following any incident that may have caused damage.
- Air Test rubber insulating gloves, by a certified professional, or fill the glove with air, either manually or by an inflator, and then checked for leakage. The leakage is detected by either listening for escaping air or holding the glove against the tester's cheek to feel air releasing. The procedure should then be repeated with the glove turned inside-out.
- When air testing gloves, gloves should be expanded no more than 1.5 times their normal size.

Inspection of PPE (cont.)

- Gloves should be subjected to periodic electrical tests. Gloves that are being used in the field on a constant basis should be professionally electrically tested every 6 months. Electrical testing can be conducted by certain certified Safety Outlet Retailers or Power Utility Companies.
- Before each use, gloves and sleeves should be inspected for holes, rips or tears, ozone cutting (the cutting action produced by ozone on rubber under mechanical stress cracks), UV checking, and signs of chemical deterioration.
- Gloves should be examined to determine if they show any damage as a result of chemical contamination, particularly from petroleum products. The first sign of exposure is swelling in the area of contamination. Should any rubber equipment be exposed to chemical contaminants or be suspect of any other physical damage, it should be turned in for inspection, cleaning and electrical testing.
- A leather protective glove should always be worn *over rubber insulating gloves* to provide the needed mechanical protection against cuts, abrasions, and punctures.
- If a hole is discovered in rubber insulating gloves, they **MUST BE DISCARDED!** Rubber insulating gloves cannot be patched or repaired. Patching rubber insulating gloves does not comply with ASTM, OSHA, and OH&S Standards.
- An alternating glove color program is suggested to help ensure all gloves in use are in the proper test cycle. This program creates a visual reminder of the proper test cycle by using one color for the first six months and a different color for the following six months.
- To help ensure the integrity of the gloves and worker safety, gloves need to be stored properly when not in use. Proper storage means that gloves must not be folded and need to be kept out of excessive heat, sunlight, humidity, ozone and any chemical or substance that could damage the rubber.
- Leather protectors should not be used alone for protection against electrical shock hazards.
- Protector gloves used for any other activity may not be returned to use as protection for insulated electrical gloves.
- Protectors should be worn whenever the insulated electrical gloves are worn. The only time they are not required is if the work is very small, fine material that requires dexterity, and the work will not damage the insulated electrical gloves.

Inspection of PPE (cont.)

Safety Glasses and Face Protectors;

- Ensure safety glasses fit properly. Eye size, bridge size and temple length all vary. Safety glasses should be individually assigned and fitted.
- Wear safety glasses so that the temples fit comfortably over the ears. The frame should be as close to the face as possible and adequately supported by the bridge of the nose.
- Clean safety glasses and face shields daily. Follow manufacturer's instructions. Avoid rough handling that can scratch the lenses.
- Store safety glasses and face shields in a clean, dry place where they cannot fall or be stepped on.
- Keep safety glasses in a case, and face shields in soft-cloth bag when they are not being worn.
- Replace damaged parts only with identical parts from the original manufacturer to ensure the same safety rating.
- If safety glasses are to be worn with hearing protection, they must be compatible. If earmuffs are worn, the temple piece of the glasses must not break the seal of the muff. Thin temple piece glasses must be selected to avoid compromising the noise reduction capabilities of the muff.

Specialized PPE;

Specialized PPE can vary from task to task. The most common specialized PPE that is associated with CPP's tasks, but not limited too are; *Respiratory Masks, Fall Protection Harnesses and Lanyards, Confined Space Tri-pods, Gas Detection Systems, Arc Flash Kits, Ropes, Cables and Slings.*

The procedures for inspection and maintenance on these pieces of equipment also vary. Instead of having one encompassed set of inspection procedures for specialized PPE, it is recommended that ALL Workers, Supervisors and Management that utilize Specialized PPE inspect their equipment prior to use based on manufacturer's recommendations.

If the Specialized PPE does not come with manufacturer's inspection recommendations, the inspection procedures will be obtained through the Manufacturer's web-site, Retail Outlet, or obtained through a special request with CPP's Health & Safety Department.

PREFABRICATION SAFETY.

Recently, there has been a rise in the use of prefabrication and modular construction methods, even though both have been used in the construction industry for centuries. The re-emergence of prefabrication can be credited due to the rise of building information modeling (BIM) and the influence of green building. Prefabrication methods are increasingly used in commercial and solar projects and include everything from in-floor and in-wall products to switches, receptacles and other visible components.

Prefabrication, in CPP's controlled shop environment, means that our pre-fab crew have less exposure to many potentially hazardous situations on job sites. With prefabrication, the crew spends less time working on elevated platforms or around dangerous operating equipment. Although that being said, it **DOES NOT** mean there are no risks or hazards when it comes to prefabrication work.

Risks that can be associated with prefabrication work;

LIFTING HEAVY LOADS:

- *From large spools of wire to bundles of rigid steel conduit, many components in the electrical prefab shop weigh a great deal. When workers lift loads of more than 50 pounds, their risk of injury increase.*

CONTACT STRESS:

- *Short handles on hand tools tend to press into the worker's palm. Over time, this pressure can cause pain and inflammation by restricting blood flow to the compacted tissues. Desks with sharp edges cause a similar problem when workers lean against them for long stretches.*

STRESSFUL POSTURES:

- *Certain bodily positions, such as bending or twisting, place stress on muscles and soft tissues. When a workstation isn't built to support a given task, workers can develop musculoskeletal injuries from these awkward postures. Even a more natural stance can cause problems when workers remain in the same position for long periods without breaks to move and stretch.*

REPETITIVE MOTIONS:

- *Any task can lead to strain when it's repeated over and over without variation, including the use of side cutters or crimpers. The risk of a repetitive motion injury is greater at shops that use an assembly line approach to prefabrication, unless they have staff switch stations periodically.*

Prefabrication Safety (cont.)

“Engineering Controls” is described as a process of changing tasks by adding material handling equipment, or by changing the worker’s approach to the task, to the point where the safety hazard no longer exists. By addressing the risk of ergonomics in the prefabrication shop, CPP reduces the number of injuries and their associated costs, both human and financial.

The basis of all ergonomics is simple: Match the work to the worker. Through a mixture of specialized material handling equipment, repositioning of work, and strictly enforced safe job procedures and safe work practices, incidents and near misses can be mitigated.

Common prefabrication task procedures:

START UP:

- *Ensure that you have started your Field Level Hazard Assessment (FLHA) to address and mitigate any shop hazards, prefab risks and/or environmental concerns.*
- *Ensure that all machine guards and safety dead switches are on and operational.*
- **DO NOT** *operate any machinery or tools that you are unsure or have not been certified on.*
- **Always** *keep your area clean from garbage and extra material, before, during and after your tasks.*

HANDLING WIRE & CABLE:

- *Do not attempt to lift any heavy spools or reels. Use a forklift, preferably with a reel handler attachment if available.*
- *Store commonly used spools and/or reels between waist and shoulder height, to prevent awkward postures during pulls.*

CONDUIT BENDS:

- **NEVER** *leave a PVC hot bender machine unattended while it’s operational. Although PVC conduit may not catch fire, the smoke is EXTREMELY toxic.*
- *Only lift heavy sections of conduit manually when absolutely necessary, and even then only with at least two workers.*
- *Utilize forklifts to transfer completed pieces where possible.*

BUILDING ASSEMBLIES:

- *Workstations should be suited to the worker where possible using a variable-height workstation, adjustable work step or bench and fatigue matting for extended periods standing.*
- *Mechanical assists should be used whenever possible when doing repetitive assembly work.*
- *Hand tools shall have padded handles that cover the workers entire palm.*
- *Micro stretching breaks should be done when performing repetitive work.*

AERIAL WORK PLATFORM (AWP).

PURPOSE:

To protect the workers and people within the vicinity of the Aerial Work Platform (Scissor Lift, Sky Reach, Boom Lift, Articulated Lift, Hotel Lift etc...) from injuries associated with the use of the mentioned equipment.

POLICY:

When working with any Aerial Work Platform (AWP), it is CPP's policy that the operator has current certified training from a qualified competent instructor, and adheres to all of CPP's procedures on working with AWP's, to ensure the safety of themselves, as well as the safety of others.

PROCEDURE:

- Only Certified, Trained workers will operate any AWP.
- Operators will display a professional attitude and will demonstrate the respect for personal safety and the safety of others.
- Operators will obey all procedures all the time.
- Operators will demonstrate respect for facilities and property.
- Before beginning any tasks with the AWP, the operator will make sure that the AWP has a completed Pre-Shift Inspection form. (See Sec7, Preventative Maintenance Forms, Pre-Shift Inspection). The form should indicate that the AWP is in full compliance, and that any issues have been addressed. The form should be filled out by the operator prior to start up.
- The operator should be familiar with the AWP's Safety and Operating procedures.
- The AWP is not used to transport materials, manned or un-manned. AWP's are designated to transport and raise personnel and tools to overhead work areas.
- Do not drive the AWP near drop offs, holes or loading docks.
- Do not raise platform on slope or drive AWP onto slope when elevated.
- Do not raise platform on uneven or soft surfaces (E.G. roadcrush, soil...)
- Do not drive AWP when elevated onto uneven or soft surfaces.
- Do not use AWP without guardrails, mid rails, chain, or a bar in place.
- Do not raise the platform in windy or gusty conditions.

AWP (cont.)

- Do not exceed the AWP's rated load.
- Do not use if the AWP has been red or yellow tagged, or if any parts are missing and/or damaged.
- Do not use the AWP near moving vehicles or cranes.
- Do not stand or sit on the AWP's guardrails or barriers. Keep hands inside the AWP to avoid pinch and crush points.
- Do not operate AWP under the influence of drugs, alcohol or fatigue.
- Do not over ride Safety Devices on AWP.
- Do not raise platform while machine is on a truck, forklift, or other method of mobilization. Do not occupy AWP while in transition of being re-located.
- Do not use a ladder, scaffold, or other device to increase size or working height of platform.
- Do not attach ropes or chains to guardrails to use as a crane or hoist.
- If working in a populated area, ensure proper barricading and flagging techniques are used. (See Sec 6 PPE, Barricades and Flagging)
- AWP's are equipped with a high and low range for travel. It can be used in high range in open travel ways, but should be used in low range in tight or high traffic areas.
- When not occupying the AWP, or leaving alone for an extended period of time make sure the platform has been fully lowered, the emergency stop buttons have been pushed in on the operator console and on the base control. Also make sure the key on the base is switched to off and all tools, debris is cleaned from the AWP and the unit is plugged in to regain charge.
- AWP's are usually not insulated. Maintain safe clearances from electrical power lines and energized apparatuses. You must allow for platform sway, rock or sag. The AWP does not provide protection from contact with a proximity to an electrically charged conductor. Distances are stated on the following page .
- Ensure the correct safety harness is worn and attached to the AWP when elevated.
- Site mandatory PPE is still required to be worn while in the AWP.
- While operating AWP, the operator shall not engage in any other hand held device(s) while operating motion and/or lift controls.

AWP (cont.)

Safe Working Electrical Distances for AWP's;

Voltage Range Phase to Phase	Minimum Safe Approach Distance	
	Feet	Meters
0 to 300V	Avoid Contact	Avoid Contact
Over 300V to 50kV	10	3.05
Over 50kV to 200 kV	15	4.60
Over 200kV to 350kV	20	6.40
Over 350kV to 500kV	25	7.62
Over 500kV to 750kV	35	10.67
Over 750kV to 1000kV	45	13.72

Failure to comply with any of these AWP procedures may result in immediate disciplinary actions.

FALL PROTECTION.

PURPOSE:

Fall protection is used to prevent tragedy because you can't rely on your reaction time to regain balance. Workers can lose their balance and fall due to slippery surfaces or unexpected changes to the walking surface, poor lighting, tripping hazards, spills, or activities such as pulling, pushing and manual material handling. Fall protection in the workplace addresses the questions; Is a worker at risk of falling?, and What must be done for fall protection?

Supervisors and employees must agree to a fall protection strategy whenever the workplace presents fall-from-height risks. The approach to fall protection proceeds as follows:

- ◇ Eliminate the fall-from-height risk;
- ◇ Prevent a fall-from height by using barriers, guardrail systems, protective coverings, work platforms, or travel restraint systems;
- ◇ Employ fall-arrest systems when the first two approaches are not feasible.

Travel Restraint Systems:

Prevent workers from getting too close to an unprotected edge. They incorporate a full body harness and a lanyard attached to an anchorage point. Self retracting lifelines or horizontal lifelines are used in travel restraint systems.

Fall Arrest Systems:

These are used when travel restraint systems are not feasible. These systems are professionally designed to provide vertical fall arrest, horizontal travel restraint, or a combination of both for work on sloped surfaces. Fall Arrest Systems are required for any worker who; face a fall-from-height hazard exceeding *8 feet*, is working over operating machinery, is working over water, other liquids or a hazardous substance, and/or may fall through an opening on a work surface.

Users of this protective equipment still face the fall hazard; it is the impact force at the end of a fall that is being controlled.

A fall does not injure or kill; rather it is the sudden stop at the end that causes the damage!

Fall Protection (cont.)**POLICY:**

CDN Power Pac is committed to ensuring their employees' safety is taken into high regard, and that all policies, law and regulations concerning fall protection with CDN Power Pac and/or the general contractor are adhered to. The conditions on fall protection should be implemented at all times and is not limited to the following;

- CDN Power Pac shall, whenever feasible, eliminate the need for work at elevations that present fall hazards and/or shall implement engineering solutions to create safe work environments for employees and general contractors.
- Fall protection strategies (e.g. enclosures, barriers and guardrail systems, protective coverings, travel restraint systems or fall arrest systems) shall be adopted by site superintendents, supervisors and employees wherever there is a fall-from-height risk that cannot be mitigated.
- Employees shall be trained and certified on the selection, use, care, inspection and proper storage of fall protection components. Training records shall be maintained and readily available in the employee's safety personnel file.
- Employees shall follow all fall protection strategies of CDN Power Pac unless the Prime Contractor's strategies and policies take precedence.
- All fall arrest system components and travel restraint system components shall be CSA approved.
- Fall arrest systems shall be used by employees whenever a fall-from-height risk cannot be eliminated.
- Fall arrest system components and travel restraint system components shall be inspected by a certified competent worker before and after each use. Defective components shall be taken out of service immediately.
- Temporary anchorage points for travel restraint and fall arrest shall be selected with professional engineering assistance. Permanent anchors shall be installed according to the building code and shall be labeled for purpose and load capacity.
- A written fall protection/rescue plan shall be provided by the site supervisor in advance of all work requiring a fall arrest system.
- Buddy systems shall be used, where appropriate, whenever fall arrest systems are necessary.

Fall Protection (cont.)**PROCEDURES:**

- Safety belts must never be used in fall arrest systems.
- A lanyard is used to secure a full body harness to a lifeline or anchor. A fall arrest lanyard must have a shock absorber, which prevents energy from being transferred to the worker's body via the fall-arrest process. Shock-absorbing lanyards stop a fall within 1.5 meters and are designed to limit body forces via the harness through the worker's sub-pelvic area.
- A lifeline (dog leash) is used to guide a fall arrest device. Lifelines may be horizontal or vertical depending on the nature of the work at hand. The design and installation of horizontal lifelines must be carried out under supervision of a professional engineer. Vertical lifelines should not exceed 300 feet in length. Fall arresting devices such as rope grabs are attached to vertical lifelines. Rope grab fall arresters on vertical lifelines should stop after no more than 3 feet of travel.
- Anchorages are parts of structures that happen to be located in the immediate vicinity of the workplace. They are not manufactured to technical standards. Every anchorage point for the fall arrest system must have appropriate strength, stability and location. The location of the anchorage point must assess for potential swing-fall and subsequent contact with neighboring objects. The deployment of the shock absorber, worker's height, sliding of the "D" ring, and the elastic stretch of the lifeline must be taken into account as well. Anchorage points may be permanent or temporary.
- Permanent marked anchorages should be inspected every six months.
- A rescue plan must be developed in advance of work that involves a fall hazard.
- Possibilities for rescue include self-rescue, rescue by co-workers, and rescue by a professional emergency response team.
- Unless otherwise provided, CDN Power Pac will ensure that all employees use a fall protection system when work is being done from a scissor or man-lift; from which a fall of greater than 8 feet can occur; where a fall from a lesser height involves an unusual risk of injury.
- CDN Power Pac will ensure that if guardrails are required they will meet requirements.
- If the use of guardrails or similar means of fall restraint is not practicable, CDN Power Pac will ensure that another fall restraint system will be used.
- If the use of a fall restraint system is not practicable, CDN Power Pac will ensure that a fall arrest system will be used.
- The use of a body belt for fall protection is prohibited.

Fall Protection (cont.)

- The employee's personal fall arrest system shall be inspected by the user prior to each use. The inspection shall include examination for wear, damage and other deterioration.
- If the employee's fall arrest system has defects or damage the user shall tag the component and remove it from service.
- Ropes and straps used in lanyards, lifelines and strength components of body harnesses shall be made of synthetic fibers.
- If the use of a fall arrest system is not practicable or will result in a hazard greater than if the system was not used, CDN Power Pac will ensure that a control zone is used or a safety monitor system with a control zone is used.
- Anchorage shall be designed, installed and used by a qualified, competent person.
- Anchorage used to attach personal fall arrest systems shall be independent of any anchorage being used to support or suspend platforms or scaffolding, and shall be capable of supporting 5,000 pounds.
- Remove the reason for work at heights, move the task to the floor or ground level if possible.
- Ensure that the elevated workplace is capable of supporting your weight (incl. tools/devices).
- If needed, install permanent safe access to the elevated workplace such as; walkways, guardrails, work platform and/or lift cage.
- Enclose the elevated workplace.
- Select anchorage points carefully.
- Inspect your equipment before every use, and adjust your harness accordingly.
- Use your shock absorber on your shock absorbing lanyard whenever possible.
- Connect all components of your Fall Pro PPE using only compatible connecting hardware.
- Care for your equipment as you would care for yourself.
- Ensure you are properly trained to use any fall protection equipment.
- Consider the conditions of your worksite when choosing your equipment.
- If at all possible try to keep your fall distance to a minimum.
- Know the rescue plan set in place in case you should fall.

Fall Protection (cont.)***Fall Protection Harnesses:***

Fall arrest systems consist of approved full-body harnesses, connecting subsystems, and anchorage points. The CSA standard for full-body harnesses allows for several varieties, but they must all be equipped with a dorsal mounted “D” ring for fall arrest.

The manufacturer’s label on the harness will indicate a classification in accordance with the CSA Standard;

- ⇒ Group A – for all fall arresting.
- ⇒ Group D – for controlled descent.
- ⇒ Group E – for confined space entry (raising and lowering)
- ⇒ Group L – for ladder climbing
- ⇒ Group P – for work positioning or travel restraint.

Harnesses in every group must be suitable for fall-arrest and must meet the requirements for Group A.

Fall Protection Plan:

Falls must be anticipated and rescue methods must be devised to help a fallen worker suspended by the fall arrest system used. Fall victims must be rescued promptly. If the victim is *not breathing*, you have *approximately four minutes before there is permanent brain damage* due to lack of oxygen! If the victim is breathing but *suspended motionless in a harness*, you have *approximately 15 to 30 minutes before restricted blood circulation from harness strap pressure causes possible injury*.

A fall protection plan is required if work is performed at a site at which a fall of 10 feet or greater may occur and guardrails or a similar system is not in place to protect workers. The fall protection plan must be in legible writing and available to workers. The plan must be available at the work site before work with a risk of falling begins.

CDN Power Pac has developed a Fall Protection/Rescue blank template that will be required to be completed by the Site Superintendent or Foreman prior to the start of the fall-at-height tasks.

Fall Protection (cont.)

The fall protection/rescue plan must have the following required fields completed;

- The fall hazards at the work site.
- The fall protection system to be used on site.
- The anchors to be used during the work.
- That clearance distances below the work area, if applicable, have been confirmed as sufficient to prevent a worker from striking the ground or an object.
- The rescue procedures to be used if a worker falls and is suspended by a personal fall arrest system or safety net and needs to be rescued.

A fall protection plan is not necessary when;

- Permanent work areas are equipped with guardrails or a similar fall protection system.
- The use of a boom-supported elevating work platform, or fork-mounted elevated work platform intended to support a worker is used. These situations leave no choice as to the means of fall protection, and the rescue of a worker is generally straightforward – the platform can be lowered.

WORKING ALONE.

The health and safety of all CPP personnel shall be completely protected from working in isolated areas alone.

All working situations shall be done in accordance with all Provincial, and Federal Regulations.

These regulations shall be considered the minimum standard.

CPP's policy on working alone:

- It is the responsibility of the Manager and/or the Site Superintendent/Supervisor to ensure compliance.
- No CPP worker will work on **energized electrical panels, components, or machinery ALONE EVER**.
- This policy applies to all CPP divisions that require employees to work alone.
- The employee working alone is to identify and document existing or potential hazards arising from the conditions and circumstanced work to be done.
- A hazard assessment must be written up and be communicated to all workers affected by the assessment.
- The worker shall establish an effective means of communication between other worker's and/or personnel capable of responding to the worker's needs.
- An effective means of communication can be; two-way radio, phone, or some other form of electronic communicating devices, providing it does not interfere with the worker's health and safety, and is permissible on the work site.
- If an effective means of communication is not practicable or readily available at the work site, CPP shall ensure that there is a minimum of two (2) employee's dispatched to the worksite, or a system must be put in place so that the worker is visited at regular set intervals, or that the worker contacts a company representative on regular set intervals.
- Regular set intervals cannot be greater than a half hour (30 minutes) per contact.
- If the worker working alone is being checked on by another worker, the person checking on the worker **must be available** for contact at any time during the task the worker is performing.
- The worker that is checking on the worker working alone **must also have a reliable and effective means of getting to the worker** working alone.
- The previous two (2) situations shall apply to the worker working alone if the method on contact is reversed.

LIVE WORK AND ENERGIZED ELECTRICAL SYSTEMS.

PURPOSE:

The purpose of the Live Work Procedure is to prevent injury or death to a worker performing work on a live or energized panel or equipment, and to make the worker aware of their responsibility in their safety and the safety of others when working on energized equipment.

POLICY:

It is CPP's policy to whenever possible never work on a live or energized panel or piece of equipment. In some circumstances it may be not allowed or not practical to shut down and "lock-off" an energized system. In these rare instances following the procedures for working on live/energized systems can lower the risk of injury or death, along with the due diligence of the workers involved with the live/energized work.

PROCEDURE:

- Energized electrical work may only be performed by a knowledgeable worker qualified by the appropriate training and experience required to perform the task at hand. The worker must know the risks and hazards associated with the process and have them clearly identified on their Job Hazard Assessment Form (JHA).
- No CPP Worker will work on Live Power **ALONE EVER.**
- When normally enclosed live parts are exposed for maintenance, repair or termination, they must be guarded to protect people from making accidental contact. Barricades can be used. If barricades are not sufficient, then an "Electrical Safety Monitor" must be used.
- The Safety Monitor shall not be engaged in any other work duties than the observation of the employee working on the live equipment.
- The Safety Monitor shall warn other people of the live work being conducted and ensure that all safety precautions and procedures are complied with.
- The Safety Monitor must be informed of the duties of a safety monitor and of the hazards involved in the work.
- The Safety Monitor must be instructed and trained in the procedures to follow in the event of an emergency.
- The Safety Monitor should be authorized to immediately stop any part of the work that the monitor considers dangerous.

Live Work & Energized Electrical Systems (cont.)

- The Safety Monitor **does not** need to be a licensed certified electrician or be able to perform the electrical work themselves. They do need to be made aware of the risks and hazards, be competent in the rescue of a worker involved in a live, energized incident and have the required safety training that may be required to resuscitate the injured worker.
- The qualified worker and any other workers assisting must use all required insulated protection PPE, mats and tools, where the electrical equipment has a voltage in excess of 120V but less than 600V between any two conductors or between one conductor and a ground.
- All employees working with or near the live electrical equipment must be instructed or trained in the use of the insulated PPE and tools.
- No High Voltage work shall be performed by anyone who is not properly and competently trained and certified.
- Arc Flash PPE (Face shield, rubber gloves, insulated gloves, arc flash rated cover-alls), Insulated tools, and Rubber mats must be worn and used by the worker performing the live, energized task and safety monitor.
- If the equipment is not live but has the capability of becoming live no employee is to work on the equipment unless; It is completely isolated by a locking device, a safety ground is properly connected to that equipment, and/or the equipment is locked out as per CPP's LOTO Procedures.
- Safety signs and tags must be used to warn employees of electrical hazards.
- Never approach, or take any conductive object without an approved insulating handle, closer than 1M (meter) to any exposed energized parts. Approved electrical gloves, face shield, cover-alls and/or tools must be utilized if approaching closer than 1M (meter).
- Conductive items must not be worn in the vicinity or while working on exposed energized parts. (E.g. jewelry, conductive buttons, metal zippers or zipper parts, coins, etc...)

Live Work & Energized Electrical Systems (cont.)

- Always use non conducting ladders intended for electrical work when working around electricity. Ensure the ladder is clear of oils, grease or spilled liquids which could conduct electricity.
- Do not work on circuits in wet locations or on outside outlets which do not have GFCI's (ground fault circuit interrupters).
- Ensure that all electrical boxes remain accessible at all times and never place equipment, tools, etc. ... in front of them. Flammable and combustible materials should not be stored in electrical equipment rooms at any time.
- Use instructions, signs, or barriers to protect people from electrical hazards. Always *consider electrical equipment live, or energized unless proven otherwise.*
- Never modify electrical devices beyond the intent of their design.
- A person working on live power voltage should NEVER be working alone. An "Electrical Safety Monitor" who can assist the worker, but not in the hazardous zones should be present.
- Electricity, even at voltages of 110V, can cause severe injury, nerve damage or death by causing a person's heart or lungs to stop working. Electricity can also cause minor to severe burns. Serious electrical burns often appear to be minor since most of the damage is internal.
- If a worker has come into contact with electricity the worker may not be able to remove themselves from the electrical source. ***DO NOT ATTEMPT TO PULL THE ELECTRIFIED WORKER FROM THE ELECTRICAL SOURCE WITH YOUR BARE HANDS! YOU WILL BE ELECTROCUTED YOURSELF!*** The human body is a good conductor of electricity. If you touch a person while they are in contact with the electrical source, the current will continue to flow through your body as well.
- Attempt to turn off the source of the electrical current by means of a safety disconnect switch.
- If the electrical source cannot readily or safely be turned off, use a non-conducting object, such as a fiber glass object, or a wooden 2x4 or pole to remove the person from the electrical source. Do not be afraid of using excessive force from freeing the person from the electrical source, a bruise or broken rib is minor compared to the alternative. Emergency medical services should be called as soon as possible.
- Never go near a victim that has been electrocuted by a high voltage transformer or line, even if they are no longer in direct contact with the power source. Electricity from the line or other source can arc several feet through the air and you could be electrocuted.

LOCK-OUT / TAG-OUT (LOTO).

PURPOSE:

The purpose of this lock and tag out procedure is to prevent injury and/or death to personnel by requiring that certain precautions be taken before servicing or repairing equipment. This includes shutting “off” and “locking out” the electrical power source of the equipment.

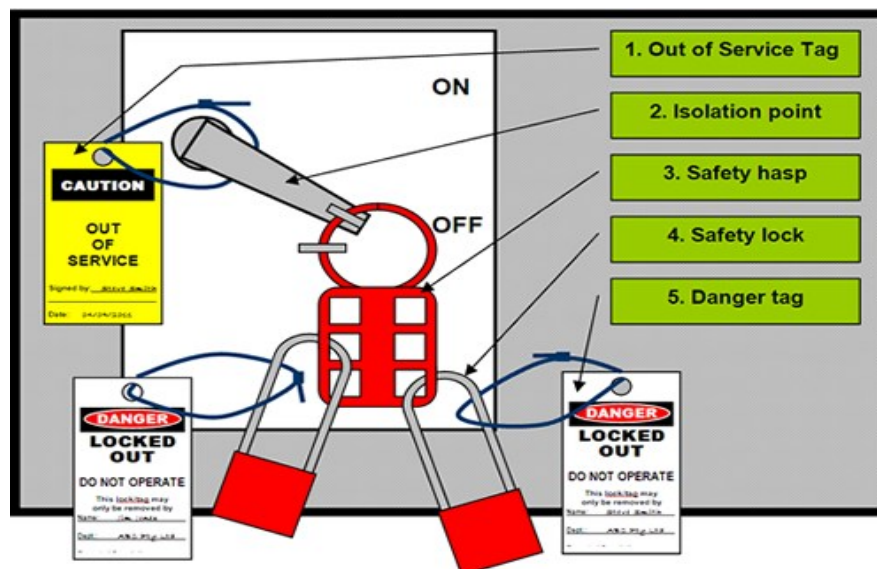
POLICY:

This policy is designed to ensure the protection of personnel working on or around any equipment and/or energy source and to prevent damage of equipment. This policy is to be understood and used by all CPP employees.

Lock-out requirements must be followed whenever there is construction, repairs, maintenance or other work on or about a machine, equipment, process, or system which represents a potential hazard to personnel, and property. It applies to the positive isolation of all energy sources (E.g. electricity, compressed air/gases, hydraulics, steam, mechanical, gravity, pipelines and vacuum).

This policy and procedures is intended to supplement but not replace the regulations set out by the Occupational Health and Safety Regulations and CPP’s contractual requirements.

When circumstances require the applications of lock-out procedures, the isolating device shall be secured in the inoperative position by the use of scissor clamps and locks (see diagram below). Such locks shall be marked and tagged to identify the person applying them. A log book must be maintained with the lock number and to whom it was issued. Each CPP Superintendent/Supervisor must ensure that contact arrangements are possible with all employees who have attached a lock on the scissor clamp, in case the need would arise to remove the lock.



Lock-Out / Tag-Out (cont.)

PROCEDURE:

- No personnel will work on any equipment that represents a safety hazard unless that equipment is properly locked out.
- CPP's Site Superintendent Site Supervision is to determine what needs to be locked-out before proceeding with any work.
- Site Supervision will be responsible to designate a competent employee to assist other workers, and other trades in locating the necessary switches, drives or piping which must be locked-out. The designated competent employee will be responsible to physically isolate the equipment/system.
- Site Supervision will ensure that a scissor clamp and lock with a lock-out permit tag on the isolating device will not be able to operate by any means necessary. Site Supervision will have the lock-out authority.
- All personnel who will be working on the equipment/system are required to place their own lock with a tag on the isolating device(s). This includes all engineering staff, maintenance workers, and vendor representatives.
- Locks used for lock-out procedures will not be used for any other purpose, and shall be permanently numbered.
- A log book entry will be made for each lock issued. Each individual requiring a lock shall sign the log book or lock-out log sheet for their lock. This will be kept in the Lock-Out Authority's possession at all times.
- No employee will work under another employee's lock.
- Lock-out tags are to be attached to advise others that the pieces of equipment or system being worked on has been isolated and locked-out. Tags will have the name of the contractor, superintendent/supervisor, worker, date and a brief description recorded on them.
- Any equipment being worked on that is held up by fluid or air pressure is securely blocked.
- Air rams are completely bled off (verify with mechanical).
- Lock(s) are applied to ***power not control circuits***.
- Blanking or blinding is in place if that is the required isolation (verify with mechanical).

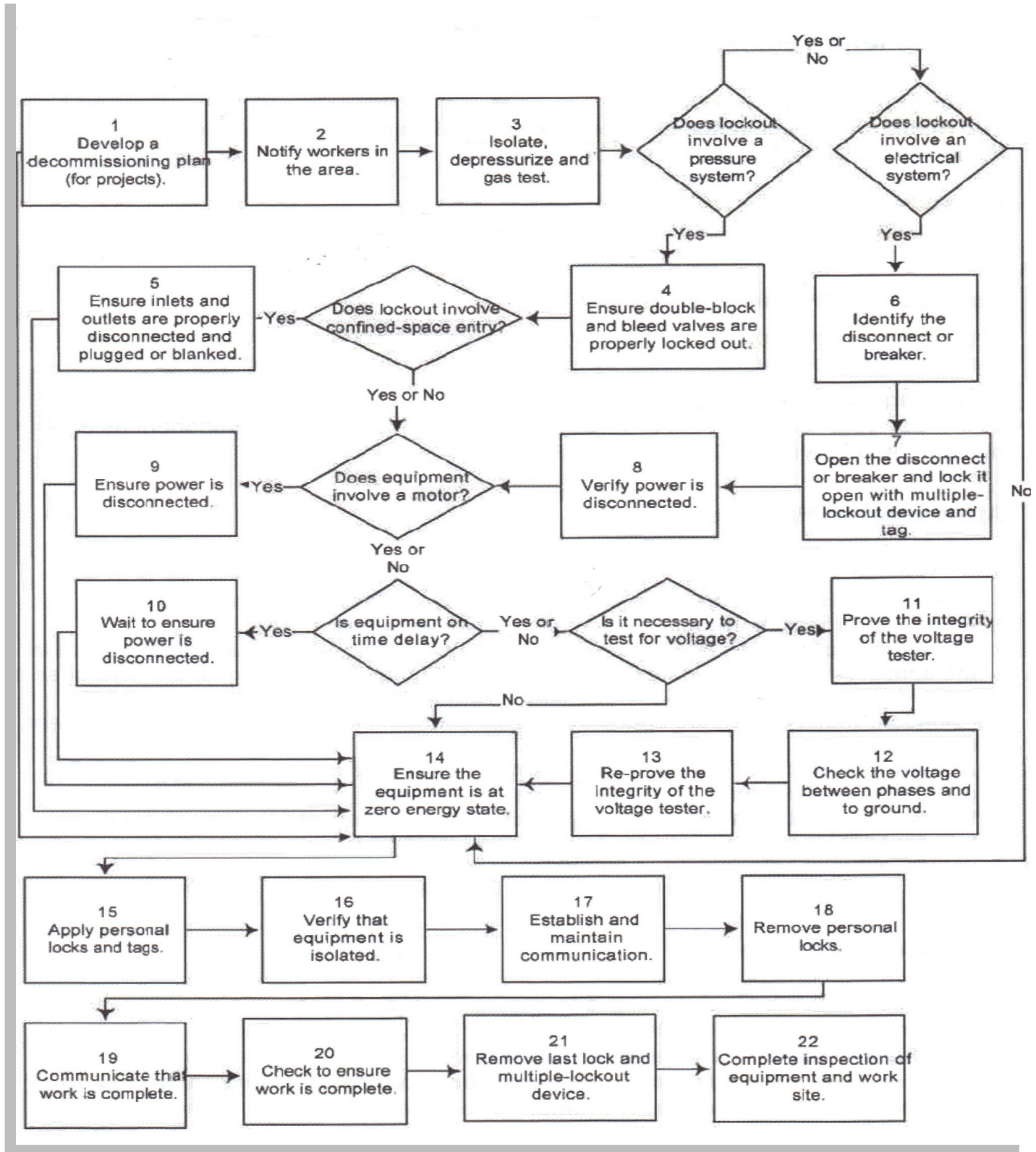
Lock-Out / Tag-Out (cont.)

- Workers will ensure that their lock and tag is removed when they leave the site of work, or are no longer working with the equipment/system.
- When the work is completed and after all personal locks have been removed, Site Supervision will make a final check of the equipment/system before removing their lock to assure that it is safe to operate and that all guards are in place before proceeding with clearing the lock-out.
- No one shall remove any personal lock other than their own, except as noted in the lock removal by other procedure (*see line #12 of the Lock-Out/Tagging procedure*).
- If the worker has suddenly left site (quit, discharged or injured), their personal lock(s) must be removed as according to the lock removal by others procedure.
- Locks and keys must be returned to the proper authority immediately following completion of work.
- If lock removal is to be completed by personnel other than the original worker who had placed the lock on the following procedures shall be in order;
 - i. The owner of the personal lock must be positively identified.
 - ii. All reasonable efforts have been made to contact the worker who placed the lock, and if possible have them come back to site to remove the lock.
 - iii. If the worker cannot be contacted or is incapable of removing the lock, the superintendent/supervisor must ensure that no other worker(s) will be endangered if the lock is removed, and that no process or machinery will be damaged.
 - iv. A representative of the site Health and Safety Department should be present when locks are removed.
 - v. All information regarding the personal lock removal must be documented on the lock-out log form.
 - vi. Any worker whose lock has to be removed by other authorities, is subject to disciplinary action(s).
- If a worker is in doubt about lock-out processes or procedures, they should contact Site Supervision, or site safety immediately.

Lock-Out / Tag-Out (cont.)

- Site Supervision will verify strict compliance with this procedure through periodic inspections. They must ensure each affected employee is instructed in the purpose and use of this procedure via tool box meetings, on-site training, and through superintendent/supervisors pre-job planning meetings.
- In regards to a shift change, all documentation must be available to both crews. For a nightshift/dayshift shift change there must be at least one (1) hour crossover to provide ample time for a well communicated change. All crossovers will require documentation.
- The first lock on will always be the *LAST LOCK OFF*, no exceptions.
- Lock boxes and scissor clamp locks will be inspected and documented prior to any use. All locks must be identifiable whether it is by a number, letter or color system.

Failure to adhere to this policy and procedures will result in disciplinary actions, up to and including dismissal.

LOCK-OUT / TAG-OUT REFERENCE PLAN.





TRENCHING AND EXCAVATION.

PURPOSE:

To protect the health and safety of the worker when conducting trenches and excavations. The main hazards associated with Excavation & Trenching include: collapse of ground, slips and trips, falls, being struck by objects or equipment, noise and over-exertion.

PROCEDURE:

- Before doing any digging, ensure all utilities have been notified and the accurate location of all underground facilities have been determined, including gas, oil, steam, water, sewer, communication and electrical. Use Alberta 1 Call at; 1-800-242-3447, and provide at least 2 full business days notice.
- Facilities must be hand exposed and visible before mechanical equipment is used within the hand expose zone.
- If possible, blunt shovels should be used to expose the facility. Take caution using spade-shaped shovels.
- Diggers should never jump on or use their entire body weight on the shovel when digging.
- Use a prying (rather than striking) motion to loosen hand dirt.
- Dig on an angle if possible, to reduce damage to the facility.
- If digger has made a reasonable attempt to hand expose a buried facility, but cannot find it, the digger must immediately contact the facility owner directly for help. Once all the buried facilities have been hand exposed and are clearly visible, the excavator may use mechanical equipment (but not within the distance specified by the facility owner).
- Always support and protect exposed facilities, unsupported exposed facilities may sag and cause breaks or damage.
- If excavating parallel to a buried facility, note that shallow buried facilities (i.e. telephone, cable, electric) are not necessarily installed in a straight alignment. Find out from facility owner the best way to proceed with excavation.
- Before starting work, ensure plans/procedures for excavation to be undertaken are in conformity with requirements of the owner of the service, i.e. ATCO Electric, Fortis, EPCOR

	WHITE - Proposed Excavation
	PINK - Temporary Survey Markings
	RED - Electric Power Lines, Cable Conduit and Lighting Cables
	YELLOW - Gas, Oil, Petroleum and Gaseous Materials
	ORANGE - Telephone, Cable TV, Communication, Alarm and Signal Lines
	BLUE - Potable Water
	GREEN - Sanitary Sewers, Storm Sewers and Drain Lines
	PURPLE - Reclaimed Water, Irrigation and Slurry Lines

Trenching and Excavation (cont.)

- Stake-outs of all nearby services must be completed prior to starting work.
- Supervisory Personnel must have proof that locates were completed.
- Clearly marked stakes must indicate the utility/service.
- In the case of any uncertainty as to specific location of services, the work is not to commence until the service is exposed or located by other means.
- Never use a sharp device to detect underground utilities and services.
- Services/Utilities that are known to be close to the foundation elements may require some type of special protection. Contact the appropriate authority to agree on such measures.
- If unanticipated services are encountered, work shall cease at that location until the service has been identified and deemed safe.
- Always follow applicable work jurisdictions' OHS Regulations for excavations, trenching and shoring. Keep in mind that there may be additional government acts and regulations that may also need to be followed.
- ***NEVER ASSUME AN EXCAVATION OR TRENCH IS SAFE.*** Any open face will eventually fail. Take all precautions necessary to protect workers working in or near the excavation, trench or shoring area.
- Positioning of mobile and heavy equipment – Parked equipment & vehicles must be parked at least 10ft away from the edge of the excavation or trench.
- Guarding of excavations, trenches and shoring – Guardrails (if exceeding a depth of more than 8ft), caution tape, barriers, warning signage.
- When digging a trench for the insertion of conduit or cable, the open trench will not exceed 24" (inches) in width and shall not exceed 4' (feet) in depth. Any openings that are required to be wider or depths that will exceed 4 feet a Certified Excavation Contractor shall be consulted.
- While trenching, inserting conduit, or cable and backfilling a spotter will be required for every 50' (feet) of open trench, to ensure no unauthorized persons enter the open excavation site.
- No trench shall remain open for any extended period of time. If by unforeseen circumstances the trench will need to remain open for an extended period of time RED caution tape or flagging will mark off the open trench with a tag at every 10' (feet).

Trenching and Excavation (cont.)

- The tag will be clearly marked; Open Excavation *DO NOT Enter!*
- The length of open trench will also be covered and secured down with $\frac{3}{4}$ treated plywood. The plywood will over-lap the open trench by 2' (feet) on each side.
- The mentioned procedures will also take effect for digging piles for light pole standards. The only difference with open excavation for light pole standards is that the width of the open excavation cannot exceed 4' (feet) in width and not exceed 6' (feet) in depth. Any pile that needs to be wider or deeper a Certified Excavation Contractor shall be consulted.
- Trenching & Excavation will require you to wear protective equipment. Always wear a hard hat, safety shoes, hearing protectors and eye protection. If working near traffic, wear reflective clothing.

POWER & HAND TOOL USE.

- Use the correct tool for the job. Do not use a file for a pry, a wrench for a hammer or a pair of pliers for a wrench.
- Keep tools in good condition. Do not use chisels with mushroomed heads, dull saws, or hammers with loose or cracked handles. Power tools must have cords and plugs in good condition, with proper ground or double insulated.
- Use tools properly - do not use a screwdriver on an object held in your hand - place them on a bench or in a vise. Do not pull knives towards the body. **DO NOT STRIKE** hardened tools (steel) together.
- Keep tools in a safe place. Do not leave tools on shelves, ladders or overhead places. Do not carry sharp tools in your pockets. Do not lay chisels or other edged tools loosely in tool boxes, on benches or elsewhere.
- When using wrenches - use the right wrench for the right job - make sure the wrench is in good condition and is the correct size. Never shim the jaws of a wrench to make it fit.
- When using an adjustable wrench - and where space permits, place it on the work with the moveable jaw toward you and pull, do not push. Never use a length of pipe or another wrench to gain leverage. Make sure of good footing.
- **HAMMERS** - Handles and heads are to be kept in good condition. The handle must be tight in the head, smooth and free from cracks or splinters.
- Where possible support a chisel with the thumb, first and second finger.
- When cold cutting bolts, nuts, rivets, etc. use a face shield.
- When required to use a bar - use the right kind and size for the job. Do not use pipes or steel rods, and do not try to get leverage by using extensions. When not in use, keep bars in proper storage place.
- Never use a file a pry, punch or chisel. Don't use a broken file or one without a handle. See that the handle fits properly.
- Screwdrivers should not be used as punches, wedges or pries. Don't use a screwdriver with a broken handle, bent blade or dull or twisted tip. Never use a screwdriver on electrical work if the blade or rivet goes all the way through the handle.
- Make sure cords and plugs are in good condition on all power tools. On saws or grinders, guards must be in place and in good working order.
- Do not jam a circular saw into the work. Start and stop the saw outside the work.
- Always pull out the plug before changing drills, saw blades or grinding wheels on power tools.
- Do not use a power tool when starting on wet surface. Provide yourself with dry planks and make sure your machine is in first class condition.
- Don't drag cords over the floor or rough objects. Keep them coiled when not in use and in the proper place.
- All unsafe tools are to be given to your foreman for repair immediately.
- Workers not certified in the use of Explosive/Powder Actuated Fastening Tools **WILL NOT** use or attempt to use in any fashion.

REMOVAL OF A DEFECTIVE TOOL FROM SERVICE.

As mentioned in power/hand tool use, you should **ALWAYS INSPECT** and ensure that the tool you are using is the correct tool for the task being performed, and that the tool is in proper working order.

If your tool(s) has a defect, or are unsure if it is working properly, the following procedures shall be adhered to;

- If the tool is confirmed with having a defect, a proper “*Out Of Service*” tag shall be applied to a secure point on the tool (*e.g. handle, beginning of power cord feed etc...*).
- A proper “*Out Of Service*” tag shall contain;
 - ***Date the tool was considered defective.***
 - ***Name of the worker that inspected the defective tool.***
 - ***Problem or part of tool considered defective.***
 - ***A clearly marked label stating: DEFECTIVE DO NOT USE!***
 - ***A space for the site superintendent/foreman to sign off.***
- The tagged tool shall then be handed over to the site superintendent or foreman for verification inspection.
- If the tool is verified as defective by the site superintendent or foreman, the “*Out Of Service*” tag is signed off and the tool is removed from site.
- The defective tool is then taken back to the shop where the shop foreman will either dispose of the tool or take it to be serviced by a qualified, competent service company.

Under no circumstances is a defective tool to be used on site.

Failure to comply may result in IMMEDIATE DISCIPLINARY ACTIONS.

LADDER USE.

All employees with CPP whose duties require them to use a ladder are required to follow the responsibilities, procedures and precautions noted below to reduce or eliminate hazards and to ensure safe work practices related to the use of ladders. The type and height of a ladder is to be determined by the needs of each work location and the ladder must be CSA approved.

- It is forbidden to use a ladder which has broken or loose rungs or cracked rails. **Inspect** the ladder carefully before using
- Where possible place the ladder so that the horizontal distance from base to wall support is one-fourth of the ladder length For example: A 12 foot ladder should be placed with its bottom 3 feet from the wall. Place securely so both sides have good, solid, even footing and top rest.
- When necessary to use a ladder at a steep angle the top must be secured.
- Always face the ladder and use both hands on the rungs. Raise or lower material by rope. Don't carry it up or down the ladder.
- Never place a ladder in front of a door that opens toward the ladder without first securing the door from the ladder side.
- Do not place a ladder against a window frame or wooden sash.
- Be sure ladder feet are not placed on moveable objects or soft ground. Base must be firm and level.
- Never lean a ladder against loose boxes, barrels, round objects or other unsafe backing.
- When using a ladder as access to a scaffold secure top and bottom. Extend ladder side rails at least 3 1/2 feet above the top landing.
- Do not use a ladder during a strong wind - unless properly secured and tied down.
- Be sure a step ladder is fully open and firm before you use it.
- Do not work on top 2 rungs of step ladder.
- Do not try reaching too far to the side - move the ladder in line with the work.
- Do not “skip” or “hop” your ladder to assist in working. Climb down and move the ladder within the workable area.
- Do not jump or slide down from a ladder, use all available rungs to get down.
- If working at heights greater than 10ft, secure the ladder to the structure, or have another worker hold and stabilize the ladder.

Training and Communication.

CPP maintains a thorough training program to bring attention to the importance of Safe Work Practices and hazard controls to the employees. A Company objective is to convey the importance of safety education, with interest and value to employees at all levels.

The training must be systematically planned and promoted on a continual basis. The training program is available to all employees to ensure that they possess sufficient competency and capability to maintain their responsibilities safely.

CPP maintains a documented training matrix or other documentation that addresses the training needs for all occupations within the organization. In addition to company requirements, CDN. Power Pac must ensure that appropriate employees have been trained to meet Legislative Training Standards.

The Company must maintain a system to track employee training records including renewals and requirements.

Managers are responsible for ensuring that the standard set is the standard met no exceptions.

CDN. Power Pac will provide and ensure that all employees are adequately trained through third party training providers. CPP utilizes Specialized Emergency Training (S.E.T) for all of it's online training **except First-Aid and first time learners with AWP and/or Fall Protection.**

When a new worker takes a position with CPP the minimum training certifications that are required are;

- *CPP Orientations for all new hires.*
- *Apprenticeship / Journeyman Certification*
- *Government issued identification eg. Driver's Licence*
- *CSTS-09 or CSTS-2020*
- *AWP (as required)*
- *Fall Pro (as required)*

On Site Project Meetings.

JOINT HEALTH & SAFETY COMMITTEE MEETINGS - These meetings are held monthly and include representatives from ALL trades on the worksite, provided that the worksite has 20 or more workers and consists of over 90 days of consecutive work. CPP will provide at least one representative as per legislative requirements. If 2 or more employees with CPP would like to attend H&S Committee Meetings than a schedule will be constructed by site supervision ensuring all employees requesting to attend will have a chance to participate.

TOOL BOX TALK - Toolbox Talks are usually held on Wednesday at the end of shift, and/or **between scope changes** on projects. Tool Box Talks may also be held for shop activities where the work does not warrant a Full Pre-Job Meeting (i.e. - Shop Clean-Up, Equipment Maintenance, etc.). Use of the CDN. Power Pac Tool Box Talk form or similar is required.

Emergency Preparedness.

The purpose of Emergency Preparedness is to promote periodic confirmation that each location is ready to handle any possible emergency situation that could arise.

All company locations must develop and maintain site-specific plans. These plans must then be tested regularly in realistic simulations to assess how well they work, train employees in their use, and identify areas for improvement. Any identified deficiencies will be rectified and re-tested, to ensure their reliability prior to any actual emergency ever arising. Neighboring businesses, government agencies (fire, police, etc.) should be notified prior to testing an emergency plan.

Before any worker with CPP conducts any tasks on the work-site, CPP Site Supervision will ensure that the worker has been orientated with site/prime contractor's orientation program and has knowledge of the site's Emergency Preparedness Plan.

If no Emergency Preparedness Plan is active on the work site then CPP Site Supervision will construct a valid and measurable plan as per OH&S legislation.

OH&S Code Part 7 Sec.115

An employer must have an emergency response plan for an emergency that may require the rescue or evacuation of workers (Section 8 of the OHS Regulation requires the plan to be in writing and available to workers). The plan establishes what the employer must do until emergency services personnel arrive.

The response plan must address the emergencies identified in the work site hazard assessment required by Part 2 of the OHS Code. The plan is to be developed by the employer with the involvement of affected workers. The procedures to be followed and the personnel involved in emergency response must be specified in the plan. All affected workers must be aware of the plan and familiar with the procedures.

A very simple emergency response plan will often be appropriate for offices, small retail shops and small manufacturing settings. There are often few or no hazardous materials or processes in such settings and workers evacuate when an alarm sounds or are ordered to leave by means of a public announcement.

Plans that are more complex are required at workplaces containing hazardous materials or at workplaces where workers fight fires, perform rescue and medical tasks, or evacuation after alarms sound is delayed as workers shut down critical equipment. The employer must keep the plan up-to-date, reflecting current circumstances at the work site.

In some situations an employer may use a "911" service as an acceptable means of providing emergency services at a worksite. Providing first aid and calling "911" may be the complete emergency response plan for this employer.

For the most part however, this approach will be limited to employers located in urban areas where the timeliness of the "911" service meets the intent of the requirement.

Using a "911" service replaces some of the employer's duties under this Part, but not all duties.

For example, an employer must still identify potential emergencies, the procedures for dealing with the identified emergencies (which will include calling "911" for particular types of emergencies), fire protection requirements, workers who will supervise evacuation procedures in an emergency, etc.

Regardless of whether or not a "911" service is used, employers must meet the first aid equipment and service requirements of Part 11 of the OHS Code. Using the "911" service does not replace the employer's obligation to provide the required first aid equipment and services.

OH&S First-Aid Requirements.

Schedule 2 First Aid

OH & S Code

Table 6 First aid requirements for medium hazard work

[See sections 178, 181(1)]

Number of workers at work site per shift	Close work site (up to 20 minutes)	Distant work site (20 - 40 minutes)	Isolated work site (more than 40 minutes)
1	Type P First Aid Kit	Type P First Aid Kit	Type P First Aid Kit
2 - 9	1 Emergency First Aider No. 1 First Aid Kit	1 Standard First Aider No. 2 First Aid Kit 3 blankets	1 Standard First Aider No. 2 First Aid Kit 3 blankets
10 - 19	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit 3 blankets	2 Standard First Aiders No. 2 First Aid Kit 3 blankets
20 - 49	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit	1 Emergency First Aider Standard First Aider No. 2 First Aid Kit 3 blankets	2 Standard First Aiders No. 2 First Aid Kit 3 blankets
50 - 99	2 Emergency First Aiders 1 Standard First Aider No. 3 First Aid Kit	2 Emergency First Aiders 1 Standard First Aider No. 3 First Aid Kit 3 blankets	3 Standard First Aiders No. 3 First Aid Kit 3 blankets
100 - 199	2 Emergency First Aiders 2 Standard First Aiders No. 3 First Aid Kit Designated area for first aid services	2 Emergency First Aiders 2 Standard First Aiders No. 3 First Aid Kit 3 blankets, stretcher, splints Designated area for first aid services	3 Standard First Aiders 1 Advanced First Aider No. 3 First Aid Kit 3 blankets, stretcher, splints Designated area for first aid services
200 or more	2 Emergency First Aiders 2 Standard First Aiders 1 Nurse or 1 E.M.T.-P. Plus 1 Standard First Aider for each additional increment of 1 to 100 workers First Aid Room	2 Emergency First Aiders 2 Standard First Aiders 1 Nurse or 1 E.M.T.-P. Plus 1 Standard First Aider for each additional increment of 1 to 100 workers First Aid Room	4 Standard First Aiders 1 Nurse or 1 E.M.T.-P. Plus 1 Standard First Aider for each additional increment of 1 to 100 workers First Aid Room

Note: Number of first aiders indicated is for a shift at all times.

Electrical Incident Procedure.

If a worker has encountered an arc flash or electric shock, they may still be in contact with energized electrical equipment.

DO NOT TOUCH the person and possibly become a second victim. Follow these procedures;

- If a worker has come into contact with electricity the worker may not be able to remove themselves from the electrical source. **DO NOT ATTEMPT TO PULL THE ELECTRIFIED WORKER FROM THE ELECTRICAL SOURCE WITH YOUR BARE HANDS! YOU WILL BE ELECTROCUTED YOURSELF!** The human body is a good conductor of electricity. If you touch a person while they are in contact with the electrical source, the current will continue to flow through your body as well.
- Assess the situation to ensure there are no continuing hazards to yourself or others.
- Sound the alarm, and/or utilize the sites' emergency protocol, alert other personnel.
- Call for immediate medical assistance e.g. EMS, Fire Department, or Police.
- Secure the area; treat all electrical equipment as energized. If possible turn off the electrical supply, isolate and lock out the electrical source following established electrical safe work procedures. If you cannot turn the power off then assess if you can safely rescue using a hot stick. If a hot stick is not available use rubber insulating gloves, PVC piping, or your hard hat (*crossover method*) to prevent accidental electrocution.
- Initiate rescue when it is confirmed safe to do so.
- When the victim has been removed to a safe area begin first aid. If the person is unconscious or breathing is erratic monitor closely. If breathing stops apply artificial respiration immediately.
- Don't leave the victim unattended.
- If burned do not touch the victim's affected area or apply any lotions or gauzes.
- Confirm emergency services have been dispatched. Notify your Supervisor.
- Call OH&S and proceed with the Incident Management Process

OH&S Legislative Rights.

The *Occupational Health and Safety Act* entitles all workers to three rights:

1. The right to know about health and safety matters.
2. The right to participate in decisions that could affect their health and safety.
3. The right to refuse work that could affect their health and safety and that of others.

1. *The Right to Know ;*

The right to know means that as a worker, you have the right to be informed by the employer of known or likely hazards in the workplace, and to be provided with the information, instructions, education, training, and supervision necessary to protect your health and safety. This information should be provided before the work begins.

For example, information can be in the form of product labels, safety data sheets, safe work procedures, or codes of practice. Instructions can be verbal or in writing, and be provided by a supervisors, another employee at the workplace, or external providers. Training can be workplace specific, delivered by someone in the workplace, on-line, or be provided by outside agencies as long as it meets the needs of the employer and worker for your workplace.

As examples, areas of information include (but are not limited to):

- Workplace hazards identified during day-to-day operations, results of workplace inspections, steps to take for daily pre-use inspections of tools, safe use of equipment and machinery, reporting mechanisms for sub-standard working conditions, procedures for various types of work (e.g., working in a confined space, working alone, working at heights, etc.) and the process for reporting hazardous conditions.
- Safe work policies, procedures and codes or practice, as required by both the legislation and the workplace itself.
- Emergency procedures, emergency evacuation, first aid procedures, incident reporting, and investigation procedures.

Meeting the requirements of WHMIS, the Workplace Hazardous Materials Information System, is often cited as an example of how to meet a worker's right to know about the chemical and biological material hazards from the products they work with.

The right to know may also include the form of communication used, and include using methods that assist workers who may need instructions in a different language, Braille, large print, audiotapes, sign language, or oral communication.

*OH&S Legislative Requirements (cont.)***2. The Right to Participate ;**

This right allows workers to have input on the steps taken by the employer to ensure health and safety.

Workers can provide input on what would make the workplace safe by:

- participating as a member of the health and safety committee (if the workplace requires one).
- being a health and safety representative for the workplace when given the opportunity.
- reporting any concerns whenever you encounter a health and safety matter that could cause harm to your health and safety or the health and safety of your co-workers.

making suggestions to the committee or employer on how to make your workplace safety.

3. The Right to Refuse ;

The right to refuse is normally used when the first two rights fail to ensure your health and safety. Exercising this right is serious and should not be done lightly or as a routine method of solving workplace problems.

However, workers should not be afraid to exercise their right to refuse when they believe that the work will endanger their health or safety, or that of others. The right to refuse process involves several steps.

Common steps include:

1. Tell your supervisor about what is unsafe about your work. The supervisor must respond to your concerns, and, if in agreement, must take corrective action(s) to resolve the matter. If your supervisor disagrees with you, they should explain why they disagree.
2. If you are not satisfied with your supervisor's action(s) and your workplace has a health and safety committee or representative, advise them of your concerns. They can conduct an investigation on your behalf and provide a decision on their findings. If they agree with you, they can make recommendations to your employer to take corrective measures to remedy the unsafe situation.
3. If you are not satisfied with the committee or representative's action(s) or if there is no committee/representative, you can contact a health and safety officer in your jurisdiction who can investigate your concern. If the officer disagrees with you, the officer will advise you to return to work.
4. If you disagree with the officer's decision, you have a right to appeal with your jurisdiction.
5. The employer has the right to temporarily reassign you to perform other work while the investigation is being conducted.
6. An employer may also assign another worker to perform the work, but only after advising the other worker of the work refusal and the reasons.
7. At all times during a work refusal process, workers can document their concerns regarding the dangerous situation or condition, persons they have spoken to, and the outcome of any conversations.

Stretching Program.

CPP's stretching program is designed to reduce the aches and pains associated with the stresses of job tasks and everyday activities. While the stretching program with CPP is not a mandatory procedure that is enforced, it is a good practice to keep to lessen the impact of sprains and strains associated with your everyday job tasks. Some tasks require standing in one position for extended periods of time, or awkward body positioning. The stretches shown in the following pages will alleviate some tension in the body which may cause sprains and strains with those tasks.

Along with stretching before a job, it is recommended to take "micro stretches" throughout the day when performing strenuous tasks.

STRETCHING INSTRUCTIONS:

The following flexibility stretches should be performed at least one time at the beginning of each day. It is strongly recommended to perform the stretches several times throughout the day (at breaks, meal times and at the end of the day).

- *Perform each stretch slowly and smoothly.*
- *Maintain each stretch for ten seconds, and then relax.*
- *Do not bounce.*
- *Repeat stretch two to three times.*
- *Each stretch should be done to the point of feeling comfortable, not pain.*
- *Breathe normally while performing the stretch; do not hold your breath.*

Stretching Program (cont.)**STRETCHES:****WARM UP TRUNK.**

- *Stand relaxed, feet slightly apart.*
- *Maintain tight abdominals.*
- *Reach overhead with fingers reaching up.*
- *Interlock thumbs and try to pull apart.*

**LATERAL NECK STRETCH.**

- *Bring right ear toward right shoulder.*
- *Repeat to other side.*
- *Stretch chin forward to chest.*
- *Do not extend head backwards.*

**LATERAL TRUNK STRETCH.**

- *Place right hand on right hip.*
- *Reach left arm up overhead.*
- *Bend upper body to the right.*
- *Keep palm turned up, stretching left arm overhead.*
- *Repeat other side.*

Stretching Program (cont.)**BACK EXTENSION.**

- *Place hands on back of hips.*
- *Gently arch upper body back.*
- *Do not over stretch the neck in a backwards direction.*
- *Bend knees slightly.*
- *Push back up with hands.*

**SHOULDER / TRICEPS STRETCH.**

- *Bring right arm up overhead with elbow pointing up.*
- *Bend right elbow so that the hand approaches the upper back.*
- *Reach across with the left hand, and gently push right upper arm and back.*
- *Repeat other side.*

**UPPER BACK / NECK STRETCH.**

- *Bring right arm across chest.*
- *Using the left hand, pull right arm across body.*
- *Turn head to the right side.*
- *Repeat on the opposite side, head turning to the left.*

Stretching Program (cont.)**HAMSTRING / CALF STRETCH.**

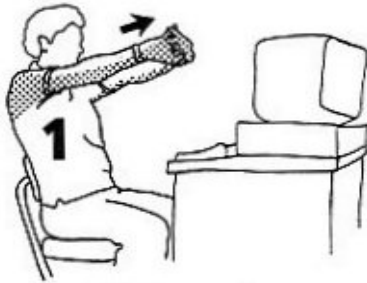
- *Start in a stride position with the left foot forward and knee slightly bent.*
- *Keep right leg straight, with knees and toes pointing forward, foot flat.*
- *Brace hands on knees.*
- *Lean forward into hands to stretch right leg.*
- *Repeat other side.*

**ANTERIOR THIGH / HIP STRETCH.**

- *Outstretch hand for balance, or use wall if needed.*
- *Bend right knee and pull back.*
- *Use the right hand to grasp the right lower leg, just above the ankle.*
- *Pull the right knee backwards.*
- *Maintain trunk in upright position.*
- *Repeat other side.*

**FINGER / THUMB STRETCH.**

- *Keep arms in comfortable position.*
- *Gently pull index finger back away from the hand.*
- *Brace finger being stretched at finger joints.*
- *Gently do the same for rest of fingers to the thumb.*
- *Repeat other side.*

Stretching Program (cont.)
DESK STRETCHES.


10-20 seconds
2 times



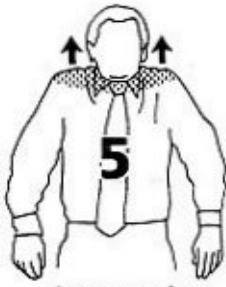
10-15 seconds



8-10 seconds
each side



15-20 seconds



3-5 seconds
3 times



10-12 seconds
each arm



10 seconds



10 seconds



8-10 seconds
each side



8-10 seconds
each side



10-15 seconds
2 times



Shake out hands
8-10 seconds

For more detailed information on CDN. Power Pac’s Health & Safety Program including the full list of Safe Job Procedures and Safe Work Practices please go to our website at;

<http://www.cdnpowerpac.com> and click the “Safety” tab at the top,

or contact the H&S Department at;

jpanchuk@cdnpowerpac.com

For more information on CDN. Power Pac projects and events please check out the bi-weekly newsletter “The Bolt”, and our Facebook page.

