

VCN Paving Limited
HEATH AND SAFETY MANUAL

ELEMENT 6: PERSONAL PROTECTIVE EQUIPMENT

REVISIONS & APPROVAL

Revision Date	Revised By	Revision Details
July 27, 2019	Stephen Thorne Health and Safety Manager	Reviewed and Updated.
August 14, 2020	Stephen Thorne Health and Safety Manager	Reviewed and Updated.

Date	Approved by	Signature
March 12, 2018	Giovanni Ventrella President	
July 27, 2019	Angelo Ventrella Vice-President	
August 14, 2020	Angelo Ventrella Vice-President	

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Personal Protective Equipment Policy

Purpose

The purpose of the Personal Protective Equipment (PPE) Program is to determine and outline the personal equipment to be utilized to assist in mitigating risk as a result of the Hazard Assessment Process. The program will provide direction for the need, selection, care, and use of personal protective equipment. Personal Protective Equipment is an essential component of risk hazard control to mitigate the risk of injury.

Scope

This program will apply to all VBN Paving Limited employees and contractors in the performance of work, where appropriate.

Program Components

The program components are:

- Selection - which protective equipment to use and when.
- Use - the correct use of the equipment.
- Maintenance - the proper maintenance of the equipment.
- Storage - the safe way to store protective equipment.
- Replacement - how and when to replace the protective equipment.

Types of Personal Protective Equipment:

Hard Hat / Head Protection

- Requirements for specific head protection shall be identified through Hazard Recognition Process, and documented on Safe Job Procedures, and/or Job Hazard Assessments.
- VBN Paving Limited will provide appropriate head protection to employees.
- Head protection shall be worn in compliance with manufacturer's specifications.
- Employees, subcontractors, and visitors shall clean, store, and maintain their head protection in compliance with manufacturer's specification.
- Employees, subcontractors, and visitors shall inspect their head protection each day, prior to first use, to ensure it will provide the intended level of protection.
- Requirements for head protection are specified in section 22 of the Construction Projects regulation (O. Reg. 213/91). Under this regulation, hard hats are mandatory for every worker at all times on a construction project in Ontario. The hard hat must protect the wearer's head against impact and against small flying or falling objects. It must be able to withstand an electrical contact equal to 20,000 volts phase-to-ground

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Selection

- Must be certified by the Canadian Standards Association (CSA)
- Ensure your hard hat fits properly, follow manufactures instructions on adjusting the size of liner.
- Wearer comfort is the second most important feature of a hard hat.

Studies have shown that uncomfortable caps are not worn consistently, leaving workers vulnerable to injury. To achieve a comfortable fit, take into account the number of suspension points, the type of suspension material and headband options. In most cases, an adjustable suspension with a replaceable, washable sweatband is preferable. To ensure a safe fit, hats must be worn as snugly as possible, so consider sizing and adjustability options as well. Sizing is most popularly adjusted by pin locks or ratchets, though other options, such as sliding bands, are available. These adjustment features make resizing the cap quick and easy

Standards Hard hats that meet the minimum criteria established by the Canadian Standards Association (CSA) and the American National Standards (ANSI) are:

CSA

- Z94.1-05: Class E, Type 1
- Z94.1-05: Class E, Type 2 (Note: CSA Type 2 is recommended for construction work because it provides extra protection against side impact.)
- Z94.1-1992: Class E

ANSI

- ANSI Z89.1-2009: Class E, Type I
- ANSI Z89.1-2009: Class E, Type II
- ANSI Z89.1-2003: Class E, Type I
- ANSI Z89.1-2003: Class E, Type II

The "Type" and "Class" of hard hat can be identified by the CSA or ANSI label. Some manufacturers also stamp the CSA or ANSI classification into the shell of the hard hat under the brim. Hard hats that comply with the CSA and ANSI standards must contain other information marked inside the hard hat such as:

- manufacturer's identity
- model
- class and type (e.g. Class E, Type 2)
- reverse orientation mark if applicable
- year and month of manufacture
- size or size range

the following wording, this protective headwear is designed to absorb some of the energy of a blow through destruction of its component parts and, even though damage may not be apparent, any partial protective headwear subjected to severe impact should be replaced. This protective headwear must not be painted or cleaned with solvents. Any decals applied to the protective headwear must be compatible with the surface material and known not to affect adversely the characteristics of the materials used in the protective headwear. Any addition or structural modification may reduce the protective properties afforded by this protective headwear.

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Styles Class E hard hats come in three basic styles:

- 1) Standard design with a front brim, rain gutter, and attachment points for accessories such as hearing protection
- 2) Standard design with a front brim and attachment points for accessories, but without a rain gutter
- 3) Full-brim design with attachment points for accessories and a brim that extends completely around the hat for greater protection from the sun.

Use

- Shall be worn by employee always while on a construction site in Ontario.
- You should normally wear your hard hat facing forward. A hard hat should be worn in reverse only if:
 - ✓ The hard hat has a reverse orientation mark.
 - ✓ The job, task, or work environment necessitates wearing it backward (e.g., when wearing a face shield or welding helmet).
- If a hard hat is struck by an object, do not keep using it.
- Don't wear a baseball cap under your hard hat.

Maintenance

- Use and Care Always consult the manufacturer's instructions for use and care instructions of your hard hat. You may also need to know which components of the hard hat must be inspected before each use.
- Inspect the shell, suspension, and liner every day before you use it. Look for cracks, dents, cuts, or gouges.
- Clean the shell, suspension, and liner regularly with mild soap and water.
- Never alter your hard hat by painting it, making holes in it, etc.
- Don't carry things inside your hard hat.

Storage

- Store in a safe place
- Don't store your hard hat in direct sunlight—it will age quicker and can become brittle.

Replacement

- Replace if there are any cracks in the helmet or damage to the internal suspension and liner.
- Check the service life of your hard hat by contacting the manufacturer or reading the manufacturer's instructions.
- If you are replacing a part, replace only with identical parts from the same manufacturer.

Safety Glasses and/or Face Shield

- Requirements for specific protective eyewear shall be identified through Hazard Recognition Process, and documented on Safe Job Procedures, and/or Job Hazard Assessments.
- VBN Paving Limited will provide appropriate protective eyewear to employees.
- Protective eyewear shall be worn in compliance with manufacturer's specifications.
- Employees, subcontractors, and visitors shall clean, store, and maintain their eyewear in compliance with manufacturer's specification.

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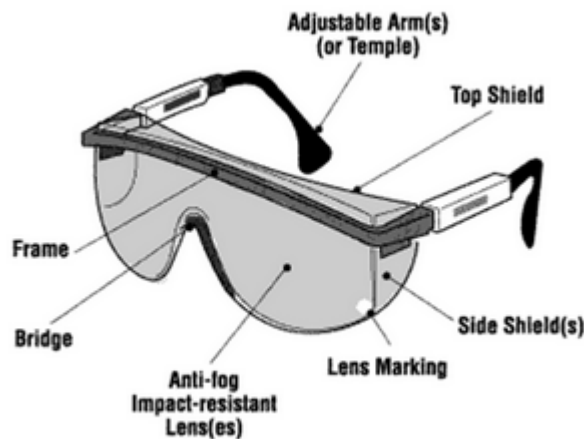
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- Employees, subcontractors, and visitors shall inspect their protective eyewear each day, prior to first use, to ensure it will provide the intended level of protection.

Selection

- Must be certified by the Canadian Standards Association (CSA)
- Ensure your safety glasses fit properly
- Eye size, bridge size and temple length may vary.
- Temples should be comfortable over the ears. The frame should be as close to the face as possible and the bridge should rest on your nose. It should not be or feel too tight.
- Lenses: CSA-certified eye and face protectors must meet the criteria for impact resistance as outlined in the standard. Only devices made of approved materials are permitted.
- Markings: The manufacturer or supplier certification mark must be present on all approved safety lenses, frames (front and temple), removable side shields, and other parts of the glasses, goggles, or helmets.
- Frames: Safety frames are stronger than street-wear frames and are often heat resistant. They are also designed to prevent lenses from being pushed into the eyes.



Use

- Shall be worn by employee at all times there is the potential risk of eye injury
- Shall be worn by employees while welding, cutting, grinding, while working under vehicles and/or where flying particles are commonly encountered.

Maintenance

- Clean glasses after each use.
- Wash in soapy water and dry with a damp non-abrasive cloth.

Storage

- Store in a safe place where lenses are protected from scratching.
- Scratches may impair vision and can weaken the lenses, do not use if scratched.
- Do not store in direct sunlight.

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Replacement

- Replace if there are any cracks or scratches on the lenses, arms or frame.
- If you are replacing a part, replace only with identical parts from the same manufacturer.

Protective Footwear

- All VBN Paving Limited employees, subcontractors, and visitors shall wear a CSA approved Grade 1 protective footwear (signified by the green patch) at all times while on worksites.
- All employees, subcontractors, and visitors shall supply their own protective footwear.
- Protective footwear shall be fully laced and tied in compliance with manufacturer's specifications.
- Employees, subcontractors, and visitors shall clean, store, and maintain their footwear in compliance with manufacturer's specification.
- Employees, subcontractors, and visitors shall inspect their protective footwear each day, prior to first use, to ensure it will provide the intended level of protection.

Selection

- Must be CSA approved, Z195-02 Protective Footwear
- Footwear must be chosen based on the hazards that are present. Assess the workplace and work activities for:
 - Shall be green tagged
 - Ensure they fit properly (Should fit snug when laced up with ample toe room)
 - Materials handled or used by the worker.
 - Risk of objects falling onto or striking the feet.
 - Any material or equipment that might roll over the feet.
 - Any sharp or pointed objects that might cut the top of the feet.
 - Objects that may penetrate the bottom or side of the foot.
 - Possible exposure to corrosive or irritating substances.
 - Possible explosive atmospheres including the risk of static electrical discharges.
 - Risk of damage to sensitive electronic components or equipment due to the discharge of static electricity.
 - Risk of coming into contact with energized conductors of low to moderate voltage (e.g., 220 volts or less).
 - Type of walking surface and environmental conditions workers may be exposed to (e.g., loose ground cover, smooth surfaces, temperature, wet/oily, chemicals, etc.).
- **Also, evaluate the risk:**
 - to ankles from uneven walking surfaces or rough terrain
 - of foot injury due to exposure to extreme hot or cold
 - of slips and falls on slippery walking surfaces
 - of exposure to water or other liquids that may penetrate the footwear causing damage to the foot and the footwear
 - of exposure to rotating or abrasive machinery (e.g., chainsaws or grinders)

The following outlines the general categories of protection provided by safety footwear:

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a) Protective Toecap Impact Resistance

Safety footwear that provides adequate protection against toe impact must be worn by those who are exposed to potential impact injury to the toes. All safety footwear must comply with CSA Standard Z195-02. CSA-approved safety footwear must have a shield incorporated into a boot or shoe that provides protection against impact to the toes. There are two grades of protective toecap impact resistance depending on the degree of impact protection provided:

Grade 1 -- withstands an impact of 125 joules (the equivalent of a 50 pound object dropped at a height of 22 inches)

Grade 2 -- withstands an impact of 90 joules (the equivalent of a 50 pound object dropped at a height of 16 inches)

Protective toecap impact resistance footwear must be worn where there are hazards of falling objects, rolling objects, sharp objects, hot objects, and saw cutting. This may include workplaces where heavy materials are handled, heavy equipment or machinery is used, construction sites, or machine shops.

b) Protective Sole Puncture Resistance

Safety footwear which provides adequate protection against penetration of sharp objects into the bottom of the foot must be worn by those who are exposed to potential puncture to the foot. All safety footwear must comply with CSA Standard Z195-02. CSA-approved safety footwear incorporates a plate into the sole of a boot or shoe.

Protective footwear with sole puncture resistance must be worn where there are hazards of sharp objects (such as nails, wire, tacks, scrap metal, or glass), hot objects, or saw cutting.

c) Metatarsal Protector Impact Resistance

Safety footwear that provides adequate protection against metatarsal impact must be worn by those who are exposed to potential impact injury to the metatarsal. All safety footwear must comply with CSA Standard Z195-02. CSA-approved safety footwear must have a shield over the top of the foot, attached to the shoe or boot, that provides protection against impact to the metatarsal area of the foot.

Protective footwear with metatarsal impact resistance must be worn where there are hazards of falling objects, rolling objects, sharp objects, hot objects, and saw cutting.

d) Electric Shock-Resistant Sole

Safety footwear that provides adequate protection against electrical shock must be worn by those who may be exposed to potential live electrical conductors. All safety footwear must comply with CSA Standard Z195-02. CSA-approved safety footwear must have a sole constructed of electrically insulating materials that provides protection against electric shock (to at least 18 kilovolts) to the bottom of the foot. Such foot protection is provided under dry conditions and the insulating properties of such footwear will deteriorate in wet environments and with wear.

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Protective footwear with electric shock-resistant soles must be worn where there are hazards of electric shock but must not be used where there are static discharge or micro-circuit hazards.

e) Static Dissipative Footwear

In some workplaces, such as where flammable or explosive materials are present or where the buildup of static electricity must be minimized, workers may be required to wear static dissipative footwear. Static dissipative footwear incorporates a sole that allows small charges of electricity to be dissipated into the walking surface, thus reducing the accumulation of static electricity.

Static dissipative footwear must be not worn where there is a hazard of electric shock (such as around open electrical circuits or highly charged electrical equipment), as static dissipative footwear offers no protection.

f) Conductive Sole

In workplaces where there is a hazard of static ignition, conductive sole protective footwear must be worn. Conductive footwear incorporates a sole that is constructed of a conductive material designed to electrically ground the foot. It should be noted that in addition to wearing conductive sole footwear, all containers and equipment in the area should be grounded. Conductive soles should not be worn where there is a hazard of electric shock, as they offer no protection. Conductive sole footwear must comply with the requirements of CSA Standard Z195-02.

g) Chainsaw Protection

Workers who use chainsaws and are exposed to saw cutting hazards must wear boots that are designed to prevent a chainsaw from cutting into the shin, ankle, foot, and toes.

Note: CSA Standard Z195-02 points out that workers must always choose footwear that will provide the protection they need. It should not be assumed that a certain type of job always demands the same footwear. Different working environments may present different hazards. In addition, some work environments may contain multiple hazards. In such cases, footwear that provides protection in more than one category (combined performance) should be selected.

Protective Footwear while working in Chemical Laboratories

Appropriate protective footwear must be worn at all times in laboratories where chemicals are used and stored. Perforated shoes, sandals and the like must not be worn in these laboratories. Appropriate shoes must cover and protect the entire foot. Shoe materials, including soles and uppers, must be compatible with the laboratory environment, the materials handled, and the tasks conducted.

Depending on the types of hazards in the laboratory, footwear which provide additional protection may be warranted. Shoes with soles that are resistant to slip, abrasion, oils or heat may need to be considered. Where the potential exists for foot injury due to impact, puncture, electrical shock, or static electricity, appropriate CSA-approved footwear must be worn (see above)

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The following symbols, or markings, will help you determine which footwear is appropriate for the job.

Selection of Safety Footwear		
Marking	Criteria	Intended Application
	Green triangle indicates sole puncture protection with a Grade 1 protective toecap.	For heavy industrial work environments, especially that of construction where sharp objects (such as nails) are present.
	Yellow triangle indicates sole puncture protection with a Grade 2 protective toecap.	For light industrial work environments requiring puncture protection as well as toe protection.
	Blue rectangle indicates a Grade 1 protective toecap with no puncture-resistant sole.	For industrial work environments not requiring puncture protection.
	Grey rectangle indicates a Grade 2 protective toecap with no puncture-resistant sole.	For industrial and non-industrial work environments not requiring puncture protection.
	White rectangle with orange Greek letter omega indicates electric-shock protective footwear.	For industrial work environments where accidental contact with live electrical conductors can occur. Warning: Electrical shock resistance deteriorates with wear and in a wet environment.
	Yellow rectangle with black SD letters indicates static-dissipative footwear.	For industrial work environments where a static discharge can create a hazard for workers or equipment. Warning: This footwear should not be used where contact with live electrical conductors can occur.
	Yellow rectangle indicates sole puncture protection with a Grade 2 protective toecap. (super-static dissipative footwear)	For industrial work environments where a static discharge can create a hazard for workers or equipment. Warning: This footwear should not be used where contact with live electrical conductors can occur.

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	<p>Red rectangle with white C letter indicates electrically conductive footwear.</p>	<p>For industrial work environments where low-power electrical changes can create a hazard for workers or equipment. Warning: This footwear should not be used where contact with live electrical conductors can occur.</p>
	<p>Dark grey rectangle with M letter indicates metatarsal protection. Note: Toe protection is required for all metatarsal protective footwear.</p>	<p>For industrial work environments where heavy objects can hurt the metatarsal region of the foot.</p>
	<p>White label with green fir tree symbol footwear provides protection when using chainsaws.</p>	<p>For forestry workers and others who work with or around hand-held chainsaws and other cutting tools.</p>

NOTE: Footwear will also be marked to indicate the level of slip resistance. These markings may be on the packaging, the footwear, or on a product sheet.

Maintenance

- For specific maintenance follow manufacturers' specifications.
- Inspect footwear after every shift for damage.
- Ensure laces are kept clean and in good condition.
- Use a protective coating to make footwear water-resistant.
- Inspect footwear regularly for damage (e.g., cracks in soles, breaks in leather, or exposed toe caps).
- Electric shock resistance of footwear is greatly reduced by wet conditions and with wear.

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Storage

- Keep in a clean and dry area.
- Do not share safety footwear if specifically fitted for personal use.

Replacement

- Replace if worn out and/or damaged in any way irreparable.
- Replace footwear if the sole becomes detached.
- Repair or replace worn or defective footwear.
- Footwear exposed to sole penetration or impact may not have visible signs of damage. Replacing footwear after an event is advisable.

Safety Gloves

- All VBN Paving Limited employees, subcontractors, and visitors shall wear suitable CSA approved protective gloves where risk of injury to hands exists.
- Requirement for specific protective gloves shall be identified through Hazard Analysis and documented on Safe Job Procedures, Job Hazard Assessments.
- VBN Paving Limited will provide appropriate protective gloves.
- Protective gloves shall be worn in compliance with manufacturer's specifications.
- Employees, subcontractors, and visitors shall clean, store, and maintain their protective gloves in compliance with manufacturer's specification.
- Employees, subcontractors, and visitors shall inspect their protective gloves each day, prior to first use, to ensure it will provide the intended level of protection.

Selection

- Gloves are to be selected based on nature of risk (product that is handled). Refer to MSDS for chemicals
- Ensure your gloves fit properly

Use

- Shall be worn by employee at all times when there is the potential risk of hand injury or risk of exposure to hands from chemicals or handling used equipment.

Maintenance

- Will vary based on glove type
- Some gloves will be disposed of after use further direction will be provided based on specific tasks

Storage

- Keep stored in a safe place (welding gloves)
- Other gloves specific to identified task and direction

Replacement

- Replace if there are any rips, tears in the glove

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Hearing Protection

- Hearing protection must be used in areas noise levels meet or exceed 85dbA.
- Double hearing protection is required in areas where noise levels meet or exceed 100dbA.
- Hearing protection shall consist of ear plugs or ear muffs with an NRR rating of 25 or more.
- Double hearing protection shall consist of both ear plugs and ear muffs with an NRR rating of 25 or more.
- Requirement for hearing protection shall be identified through Hazard Analysis and documented on Safe Job Procedures, and or Job Hazard Assessments.
- VBN Paving Limited will provide appropriate hearing protection.
- Hearing protection shall be worn in compliance with manufacturer's specifications.
- Employees, subcontractors, and visitors shall clean, store, and maintain their hearing protection in compliance with manufacturer's specification.
- Employees, subcontractors, and visitors shall inspect their hearing protection each day, prior to first use, to ensure it will provide the intended level of protection.

Selection

- Hearing Protection are to be selected based on nature of risk
- Based on periodic noise testing
- Ensure proper fit

Use

- Shall be worn by employee at all times when there is the potential risk of exposure to excessive noise is identified
- Shall be worn by employees when working in designated areas

Maintenance

- Will vary based on hearing protection type

Storage

- Keep stored according to the manufacturer instructions
- Replacement in accordance with the manufacturer guidelines
- Follow manufacturer guidelines to ensure adequate method of storage is used

High Visibility Clothing

- Requirements for high-visibility safety clothing for Canadian workers are found in the CSA Standard Z96-15 High-Visibility Safety Apparel.
- High visibility clothing shall be worn in compliance with manufacturer's specifications.
- High-visibility headwear can also be worn to increase the visibility of the wearer in situations where part or all of the wearer's body could be obscured (e.g., leaves/trees, traffic barriers, construction materials, etc.).

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Selection

Size/Coverage:

- Large, bright garments are more visible than small ones. Coverage all around the body (360° full body coverage) provides better visibility in all viewing directions.
- Stripes of colours that contrast (have a distinct colour difference) with the background material to provide good visibility. Stripes on the arms and legs can provide visual clues about the motion of the person wearing the garment.
- When background material is bright-coloured or fluorescent material, it is intended to be highly visible, but is not intended to provide retroreflective performance.
- Other requirements such as flame resistance, thermal performance, water resistance, durability, comfort, tear-away features, material breathability and flexibility that are applicable to the job.

Fit:

- For safety and best performance, garments should be fitted to the person. Don't forget to consider the bulk of clothing that might be worn underneath the garments, and how the garment should be worn (i.e., done up properly around the body with no loose or dangling components). The garments should sit correctly on your body and stay in place during your work.
- The apparel should be comfortable to wear - the parts of the apparel that come into direct contact with the worker should not be rough, have sharp edges, or projections that could cause excessive irritation or injuries. The apparel should also be lightweight.
 - Garments should be selected and worn so that no other clothing or equipment covers the high-visibility materials (e.g., glove gauntlets, equipment belts, and high-cut boots).

Brightness:

- Daylight - Bright colours are more visible than dull colours under daylight conditions (e.g. fluorescent materials are suitable for daylight).
- Low light conditions - Fluorescent colours are more effective than bright colours under low light (e.g. dawn and dusk). Under these conditions, reflective materials are also suggested.
- Dark conditions/worksites - Greater retroreflectivity provides greater visibility under low light conditions. Retroreflective materials provide high-visibility conditions and are preferred over bright colours. Fluorescent materials are ineffective at night and less visible than white fabrics.

Design:

To comply with the CSA Standard, the HVSA should meet the following criteria for the stripes/bands:

- a. A waist-level horizontal stripe/band that goes completely around the HVSA.
- b. Two vertical stripes on the front passing over the shoulders and down to the waist.
- c. A symmetric "X" on the back extending from the shoulders to the waist.
- d. For Class 3 apparel, stripes/bands encircling both arms and both legs are added.

Colour:

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For all classes, the CSA Z96-15 High-Visibility Safety Apparel Standard specifies both the colour of the background and the stripes/bands. Class 1 (e.g., harness style) must have a minimum of 0.14 metres squared of background material. Background material should be one of fluorescent yellow-green, fluorescent orange-red or fluorescent red; or one of bright yellow-green, or bright orange-red.

Use

- High-visibility safety apparel (HVSA) is clothing (e.g., vests, bibs, or coveralls) that workers can wear to improve how well other people "see" them (their visibility). Most often, high-visibility clothing is worn to alert drivers and other vehicle operators of a worker's presence, especially in low light and dark conditions.

Maintenance

- Keep your high-visibility apparel clean and well-maintained. Contaminated or dirty retroreflective materials provide lower visibility.
- Employees, subcontractors, and visitors shall inspect their high visibility clothing each day, prior to first use, to ensure it will provide the intended level of protection.

Storage

- Employees, subcontractors, and visitors shall clean, store, and maintain their high visibility clothing in compliance with manufacturer's specification.

Replacement

- Replace garments that show signs of wear and tear, soiling, or contamination as it will no longer be able to provide acceptable levels of visibility.

Respiratory Protection

- Respiratory hazards are controlled using ventilation. Respiratory protection is required when ventilation is not practical and when workers are potentially exposed to airborne contaminants.
- Types of respirators that will be used on site are as follows:
 - Paper dust mask
 - North/3m Full or Half mask;
 - If applicable; SCBA or SABA - for oxygen deficient atmospheres or toxic atmospheres, based on hazard assessment or SDS.
- Prior to using any respirator on site, employees will be adequately trained on the selection, use and care of respiratory protective equipment and fit test must be completed by competent personnel. Adequate training will be required.
- Annual review of Procedure to identify any changes to the VBN Paving Limited Health and Safety Program; Revision Page will reflect the review and update

Selection

- Must be provided by Employer
- NIOSH approved
- Fit Testing for employees to be administered by Employer

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- There are several forms available:
 - Mouth respirator (covers only the mouth)
 - Quarter-mask (covers just the nose and mouth)
 - Half-face (covers the face from nose to chin)
 - Full-face piece (covers face from above the eyes to below the chin)

Use

- Must be worn when sanding, spraying, grinding
- When using certain aerosols, glues, cleaners
- Painting in paint shop and/or in the wash bay
- In dusty environments
- Must refer to SDS for all chemicals which will identify applicable PPE and respiratory requirements

Maintenance

- Differs depending on make and model
- Follow manufactures guidelines
- Must be kept clean
- Never use solvents to clean respirators
- Rinse with clean water and allow to air dry
- Record all repairs and/or inspections to any equipment

Storage

- Always keep in a plastic sealed bag to ensure kept clean
- Keep stored at room temperature

Replacement

- As per manufactures guidelines
- Ensure there are no holes, tears, cracks or scratches
- All pieces must fit snug without being rippled or distorted

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<i>Approved by: Angelo Ventrella</i>	<i>Approved by: Angelo Ventrella</i>	

VBN Paving Limited

HEATH AND SAFETY MANUAL

Senior Management Responsibilities

- Provide guidelines based on project site requirements as determined by Hazard Recognition
- Purchase and maintain equipment as required. Ensure workers have area for storage for PPE, direction on how to use equipment
- Ensure subcontractors follow and have required PPE for task-specific
- Determination of PPE free-zone, where applicable
- Arrange for training related to specialized PPE for worker's and maintain training records

Manager/ Supervisor Responsibilities

- Uses information from Hazard Recognition process and/or job hazard assessments to review and assign PPE for specific job tasks based
- Monitors and enforces the requirement for supervisors, workers and subcontractors to use required PPE
- Ensure subcontractors follow and have required PPE for task-specific
- Ensures adequate training is provided to the workers on the safe usage, selection and care of PPE.
- Determines PPE free-zone, where applicable

Worker Responsibilities

- Awareness, understanding and acknowledgement of VBN Paving Limited. PPE requirements, storage and use.
- Maintain applicable Records of Training for specialized PPE (i.e. half-mask)
- Perform required inspection of PPE, record where and when required on equipment

Training

All new employees will receive awareness orientation with regard to the Personal Protection policy through the new hire orientation process. All existing employees will receive training on the policy through the safety manual training, through periodic safety meeting and formal safety training sessions. Verification of training will be confirmed via sign off and the HEALTH & SAFETY orientation testing

Communication

The Personal Protection Policy & Procedures will be communicated to all new hires via the new hire orientation and through periodic safety meetings. The policy will be communicated to all existing employees through the safety system manual orientation, via the JHSC, and periodic safety meetings and via periodic safety training.

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VBN Paving Limited

HEALTH AND SAFETY MANUAL

Evaluation

The Personal Protection Policy and Procedures will be reviewed on annual basis during the annual HEALTH & SAFETY audit to ensure it meets current HEALTH & SAFETY regulation standards and to ensure it is relevant with current operations. The Policy will also be evaluated throughout the year review by analyzing site safety reports, incident reports, accident investigations, safety meetings and JHSC minutes.

Acknowledgement and Improvements

After review of the policy & procedures VBN Paving Limited will acknowledge the success of the policy and procedures and compliance via an email and year-end report

After the year-end audit a thorough analysis of the gaps identified will be conducted by the Managers & Senior Management to develop an action plan toward continual improvement.

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