

VBN Paving Limited
HEALTH AND SAFETY MANUAL

ELEMENT 14: OCCUPATIONAL HEALTH

REVISIONS & APPROVAL

Revision Date	Revised By	Revision Details
July 27, 2019	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	

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To ensure VBN Paving Limited's commitment to effectively ensure occupational health, safety and hygiene are initiated and maintained in the workplace to prevent occupational illness and injuries.

SCOPE

Procedures will include:

- Roles responsibilities and procedures for VBN Paving Limited. related to occupational health hazards recognition and control, as well as occupational health and hygiene.
- Additionally, ensure that client/general contractor designated substance requirements are fulfilled.

ELEMENT GOALS

- Train workers to recognize health hazards.
- Communicate & train workers with regards to Health Hazards, risk and applicable procedures to mitigate risk.
- Include health hazard identification as part of regular workplace inspections.
- Set and monitor standards for exposure controls.
- Eliminate health hazards at the source whenever possible.
- Ensure companywide compliance with WHMIS regulations.

Roles and Responsibilities

SENIOR MANAGEMENT RESPONSIBILITIES

- Ensure that adequate hazards assessments are conducted to identify all occupational health hazards related to:
 - chemicals (solids, liquids, gases, and aerosols such as dust, mist, vapour, liquid, smoke, or fume),
 - physical hazards (heat, cold, noise, vibration, radiation),
 - biological agents (moulds, viruses, bee stings), and
 - ergonomic hazards (improper lifting, pool tool design, repetitive motion)
 - designated substances (lead, isocyanates, asbestos)
- Ensure CHA is completed as aligned with Element 2 procedure for identifying and controlling occupational health hazards.
- Effectively initiate and monitor site-specific controls as determined by CHA by means of documentation of inspection.
- Outline Action Plan related to Element 14, where deficiencies are identified.

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SUPERVISOR RESPONSIBILITIES

- Conduct Construction Hazard Assessments (CHAs) as required to identify potential occupational health hazards using form Construction Hazard Assessment (CHA).
- Implement corrective actions to minimize risk related to each hazard.
- Identify controls and communicate hazard, risk and adequate control measures to workers.
- Monitor and ensure the effectiveness of implemented controls.
- Ensure that there is adequate drinking water and washroom facilities available for all workers.

WORKER RESPONSIBILITIES

- Ensure understanding, acknowledgement and compliance of VBN Paving Limited. Health and Safety Policies and Procedures including site-specific requirements.
- Comply with all applicable Occupational Health policies and procedures.

PROCEDURE

Hazard Assessments

- Supervisor shall conduct a for occupational health hazards as part of Element 2
 - Always implement controls according to the Hierarchy of Controls:
 - Elimination of the hazard
 - Substitution
 - Implementation of engineering controls to prevent exposure to the hazard.
 - Implementation of procedural controls to prevent employees from reaching the hazard
 - Implementation of personal protective equipment to prevent exposure to employees

WHMIS/GHS:

- Provide WHMIS/GHS Training to all employees that will be exposed to chemicals.
- To have acceptable proof of annual training required
- WHMIS Training to include:
 - Hazardous substances, routes of entry, toxicity concepts and terms;
 - Labels – the information required, the purpose and significance of the information;
 - MSDSs – the information required, the purpose and significance of the information, definitions of terms, trade secret protection, exposure limits;
 - Procedures for the safe use, storage, handling and disposal of a controlled product;

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- Procedures to follow in case of an emergency involving a controlled product;
- All workers will have annual training to make sure all employees understand WHMIS and to cover any new material used at the worksite.
- A log sheet will be kept to identify all the employees trained or all the employees that attended a WHMIS/GHS Review.
- Material Safety Data Sheet or Safety Data Sheet.
- MSDS/SDS are a technical document or bulletin that summarizes the health and safety information available about controlled products. It supplements the warning information on the label.
- Annual review for project site-specific, go through these sheets to make sure all control materials on the inventory list are covered with a current SDS (not older than 3 years from the date of the verification).
- Subcontractors are to be providing valid and current SDS prior or at time of controlled substance to the project site.
- When a controlled product is transferred from the supplier container into another container at the workplace, then the second container (i.e. storage, ongoing use) must have a workplace label.
- It is not necessary to apply a workplace label when the controlled product is transferred into another container to be used immediately.
- ❑ Safe Use of Hazardous Materials
 - It is the responsibility of the Employee to read the label and wear the proper personal protective equipment as stated.
 - When a product is transferred from the supplier container to another container the proper equipment must be used. When transferring a flammable or combustible liquid from one container to another both containers must be effectively grounded to prevent discharge of sparks or static electricity, which could cause an explosion.
- ❑ Storage of Hazardous Materials
- ❑ Compressed Gas
 - All compressed gas (oxygen, acetylene, argon, nitrogen, propane) must be stored in the designated storage location. Full cylinders need to be secured with a safety chain. When moving a cylinder, the cap covering the valve must stay on until the cylinder is secured at the workstation.
- ❑ Flammable
 - All flammable liquid is to be stored in a yellow fire resistant cabinet. The cabinet must be kept closed at all times. All flammable liquid received in a 45-gallon drums must to be stored outside the building in the area assigned for this purpose.
- Chemical Spills: Emergency Procedures

Stop – Think! Do not rush. Carefully plan cleanup.

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- Decide if you can safely handle the spill. (If unsure call MOE at 416-325-3000).
- Obtain SDS sheets for the chemical for personal safety and cleanup information.
- Eliminate all ignition sources if flammable material is involved.
- Confine the spill to a small area. Do not allow the material to spread.
- Carefully remove other materials etc. from the path of the spill.
- Clean up area of spill and dispose of chemical waste as required.

Waste

- All hazardous materials not used will be disposed of as per Federal and Provincial by-laws.

Designated Substances

- Worker exposure to Designated Substances must be controlled in accordance with Legislative requirements of O.Reg. 278/05.

List of Designated Substances:

- Acrylonitrile
- Arsenic
- Asbestos
- Benzene
- Coke oven emissions
- Isocyanates
- Lead
- Mercury
- Silica
- Vinyl chloride
- Ethylene oxide

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- ❑ Use of subcontractor in means of performing activities necessary when handling (i.e. removal, abatement, disposal) any of the above designated substances in the area(s) of the project site where identified and participate in the minimum recommendations as required.
- ❑ Subcontractor will be required to provide VBN Paving Limited a program and procedure for project specific for review and awareness.
- ❑ Posting of monitoring results if needed for designated substances.
 - When required under a control program that relate to the monitoring of airborne concentrations of a designated substance and worker exposure to airborne concentrations of a designated substance, the employer shall,
 - promptly post the results in a conspicuous place or places where they are most likely to come to the attention of workers who would be affected by them and leave them posted for no less than 14 days;
 - provide a copy of the results to the joint health and safety committee; and
 - keep the results for no less than five years.
- ❑ Personal Protected Equipment
 - A worker who is exposed to any level of an airborne designated substance will be requested to wear any specified specialized personal protective equipment supplied from his or her employer.
 - An employer who provides a worker with specialized personal protective equipment shall ensure there is training and instruction to the worker in the care and use of this equipment.
- ❑ Discovery
 - In the event of discovery of any designated substance the worker shall notify the supervisor immediately. Inform all employees in the area to leave the area and follow first aid procedures, if necessary.
 - The supervisor will ensure barricading of the designated area (i.e. danger/red tape, locking area, danger signage) and engage an appropriate to conduct analysis to confirm the designated substance and recommendations.
 - It is VBN Paving Limited's interest to have a subcontractor specialized in handling the substance at the project site, if determined to be of a designated substance.

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Confined Spaces

- CHA will be conducted, if confined space hazards are identified in the workplace then measures will be followed as part of Element 2.
- Methods from a subcontractor on a project site-specific which include verification of air quality prior to entry into confined spaces, entry permits, air and personnel monitoring while in confined spaces, ventilation, entry procedures, attendant, communication, PPE, safe retrieval, emergency rescue procedures, equipment and records, etc.
- Site-Specific Training Requirements in the procedures are required prior to conducting work in confined spaces.
- At least two employees will be trained on confined space entry if such hazard exists.

Toilet and Wash-Up Facilities

- Toilet facilities will be available on-site and will be operated in accordance with the applicable regulations and be maintained in a state of reasonable cleanliness.
- Adequate amount of toilet facilities is to be identified on the project site map, minimum number as per workers and structure requirements as per the Construction Regulations 213/91 (Project constructor will usually be responsible for this requirement, if VBN Paving Limited. is constructor then VBN Paving Limited will provide facilities).
- Good hygiene practices must be strictly followed including prohibiting eating, drinking, and smoking in the work area; requiring washing of hands before eating, drinking, or smoking.

Drinking Water

- A reasonable supply of potable drinking water shall be kept readily accessible at a project.
- All water (including ice) must be taken from federal, provincial and/or local health board approved sources; otherwise testing will be required to be conducted.
- Only one-use paper cups or individual/personal receptacles should be used as drinking containers and these must be stored in a clean location.
- Portable water dispensers should be tightly sealed (not open-topped) and have a tap.
- Annual review of Procedure to identify any changes to VBN Paving Limited. Health and Safety Program; Revision Page will reflect the review and update.

REFERENCES

- WHMIS Regulation (R.R.O., Reg. 860)
- Ontario Regulation 632/05: Confined Spaces (if needed)

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