



Employee Orientation

2019

Things to Review and Know

Website: vbnsafety.ca

Job Safety Board: <https://vbnsafety.ca/Job-Safety-Board>

Toolbox Talks: <https://vbnsafety.ca/Toolbox-Talks>

Safe Work Practices: <https://vbnsafety.ca/Summer-SWP>

Safe Job Procedures: <https://vbnsafety.ca/Summer-SJP>

Workplace Violence and Harassment: <https://vbnsafety.ca/Workplace-Violence-and-Harassment-Policy/>

Company Rules: <https://vbnsafety.ca/VBN-Company-Rules>

Safety Data Sheets: <https://vbnsafety.ca/SAFETY-DATA-SHEETS>

Personal Protective Equipment Policy: <https://vbnsafety.ca/PERSONAL-PROTECTIVE-EQUIPMENT-STANDARD-POLICY>

Training Policy: <https://vbnsafety.ca/TRAINING-POLICY/>

Progressive Disciplinary Policy: <https://vbnsafety.ca/Progressive-Disciplinary-Policy>

Policies: <https://vbnsafety.ca/Policies>

New company email address and website log in information

Company Email Address

First **initial** of your first name . **last name** @ vbnsafety.ca

Sample Login: s.thorne@vbnsafety.ca

Password: **VBNsafety**

Settings to add email account on your phone

Username: s.thorne@vbnsafety.ca

Password: **VBNsafety**

Incoming Server: **mx.vbnsafety.ca**

IMAP Port: 993

POP3 Port: 995

Outgoing Server: **mx.vbnsafety.ca**

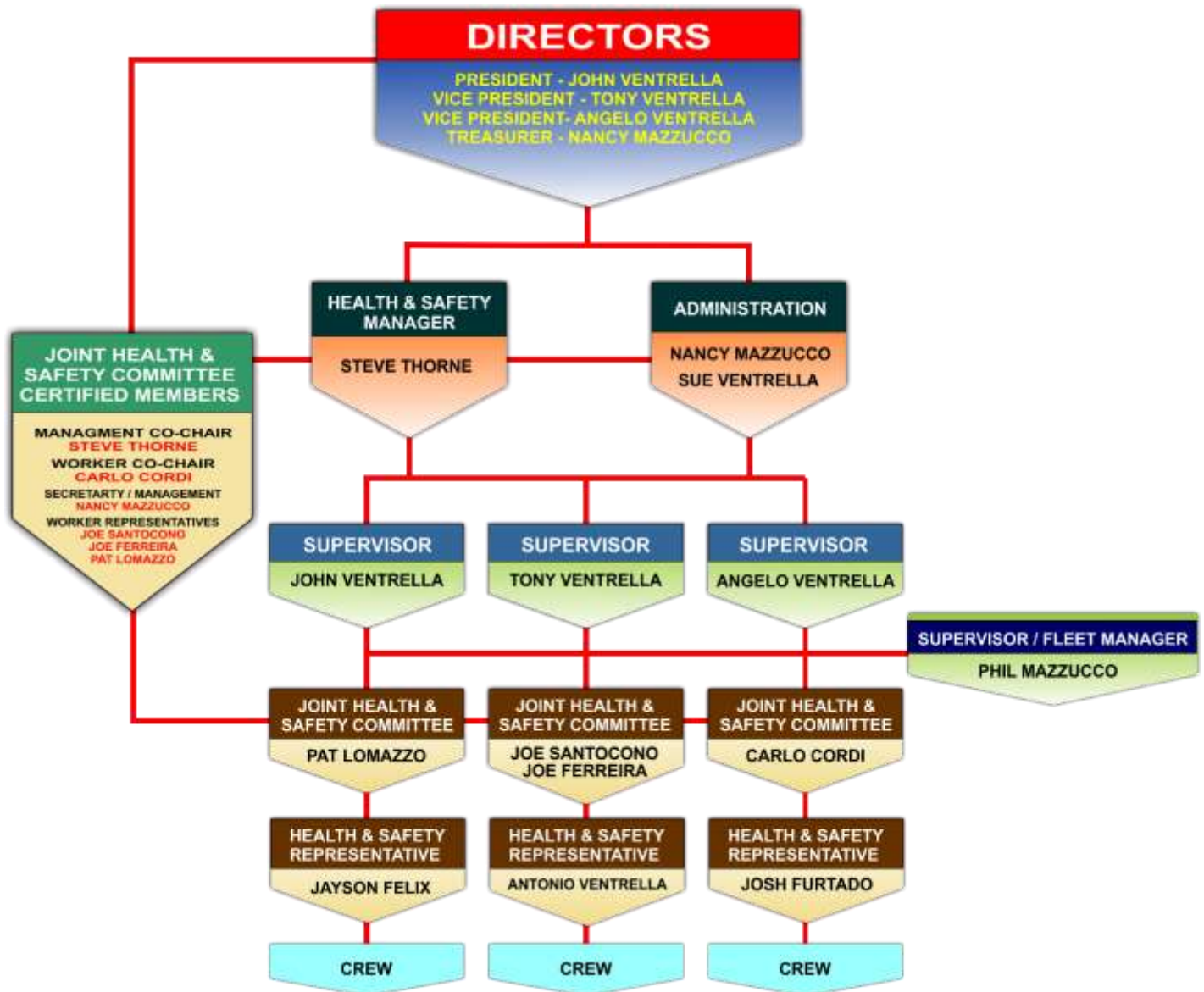
SMTP Port: 465

IMAP, POP3, and SMTP require authentication

VBN Paving – Company Resume

Founded by John Ventrella, and run by John Ventrella, Tony Ventrella and Angelo Ventrella. VBN Paving Limited is a family run business that works in heavy civil focusing on asphalt and concrete for the GTA region. Based in Richmond Hill, VBN Paving employs over seventy staff members and is dedicated to becoming an industry leader in southern Ontario.

Organizational Chart



WORKERS RIGHTS

1. Right to refuse unsafe work.
2. Right to participate in the workplace health and safety activities through the Health and Safety Committee (HSC) or as a worker health and safety representative.
3. Right to know, or the right to be informed about, actual and potential dangers in the workplace

WORKER RESPONSIBILITIES

Workers have a general duty to take responsibility for personal health and safety, which means they should not behave or operate equipment in a way that would endanger themselves or others. Section 28 of OHSA lists additional specific duties:

1. Work in compliance with the Act and regulations
2. Use any equipment, protective devices or clothing required by the employer
3. Tell the employer or supervisor about any known missing or defective equipment or protective device that may be dangerous
4. Report any known workplace hazard or violation of the Act to the employer or supervisor
5. Not remove or make ineffective any protective device required by the employer or by the regulations

VBN Paving Supplies the Following PPE to all Employees

- Hard Hats
- Fluorescent, Tear Away Vests
- Eye Protection
- Hearing Protection

VBN Paving PPE is stored at the head office. Workers are to ensure they have the correct PPE prior to commencing work each day.

Hard Hats, Fluorescent Vests, and Safety Boots are required on all VBN Paving Sites. See VBN Paving's Mandatory PPE by Task Policy for job specific PPE requirements.

If this PPE happens to get ruined in the course of work, VBN Paving will replace it. If it is lost or ruined due to negligence or personal use, the employee is expected to pay for its replacement. If your paid for PPE gets ruined in the course of work, VBN Paving will supply your next PPE replacement.

If a worker is dissatisfied with the type of PPE provided by VBN Paving, they are permitted to buy their own, provided it is of the same or higher standard than VBN Paving's supplied PPE. Personal PPE purchases must be validated by your supervisor prior to commencing work to verify compliance.

WHMIS program and How to Obtain SDS's

- VBN Paving has an annual WHMIS course that is given to all Employees
- The next Annual refresher will be in May of 2018
- If a new SDS sheet is needed, tell your supervisor. They will inform the H&S Manager, and it will be Posted as soon as possible
- New workers receive WHMIS training upon hiring
- SDS are available:

On our online Job Site Safety Board (<https://vbnsafety.ca/Job-Safety-Board>)

First Aid Equipment, Fire Extinguishers, & Eyewash Stations

All First Aid Kits and Fire Extinguishers are Inspected Monthly. Any missing items or defects are to be reported to the Health and Safety Manager on your Inspection Forms, or as noticed.

First Aid Kits and Eyewash Stations:

In Identified Site Vehicles

In VBN Paving Head Office

In VBN Paving Shop

Fire Extinguishers:

In all Identified Trucks and Equipment

At all exits in VBN Paving Head office

At all exits in VBN Paving Shop

VBN PAVING CERTIFIED FIRST AIDERS

Most Employees within the VBN Paving Crews are certified with First Aid and CPR

EMERGENCY PHONE AND CONTACT LIST

Steve Thorne

Health & Safety Manager

(647) 673-6264

steve@vbnsafety.ca

Site Specific emergency contact numbers can be found online in the Job safety board, and at VBN Paving head office

JOINT HEALTH AND SAFETY COMMITTEE AND WORKER REPRESENTITIVES

WORKER Health & Safety Representatives

Carlo Cordi

MANAGEMENT Health & Safety Representatives Steve Thorne, Health & Safety Manager

Secretary

Nancy Mazzucco

Worker JHSC Representatives

Crew 1 – Joe Santocono & Joe Ferreiro

Crew 2 – Carlo Cordi

Crew 3 – Pasquale Lomazzo

Worker Health & Safety Representatives

- Josh Furtado
- Jayson Felix
- Antonio Ventrella

Emergency and Non-Emergency Protocol

IN THE EVENT OF A NON-EMERGENCY INJURY

1. Advise your supervisor
2. Fill out an injury report
3. Fill out a first aid report
4. Fill out first aid kit log form
5. Return to work or discuss rest of work duties with supervisor

IN THE EVENT OF AN EMERGENCY

1. When an emergency occurs immediately inform your supervisor.

- **Assess the situation**
 - Determine what happened and what the emergency is
 - See the “big picture”: what has happened to whom and what will happen if not contained immediately
 - Attempt to identify the immediate cause
 - Determine best controls to use to eliminate immediate danger

2. Take command and initiate EMS contact

- a. Site Supervisor to advise the Health & Safety Manager and take command until the Health & Safety Manager arrives
- b. Call emergency services as required, generally "911"
- c. Provide situation and requirements
- d. Delegate tasks for controlling the situation, maintaining order and avoiding panic

3. Provide protection, eliminate further loss, safeguard the area

- a. If possible, control the source causing the emergency
- b. Protect victim(s), equipment, materials, environment from continuing damage or further hazards
 - i. Divert traffic
 - ii. Fire suppression
 - iii. Stop/shut down equipment or utility
- c. Preserve the scene as much as possible from this point on

4. Begin to provide first aid to those injured

- a. Administer first aid, or assist those having started

5. Manage workers on site

- a. Sound an air horn to notify workers of an emergency
- b. Have all workers come to the "safe location" or command position
- c. Organize remainder of workforce for headcount and task delegation

6. Make appropriate contacts

- a. EMS, continue contact
- b. Utilities
- c. Management

Guide responding EMS

- a. Appoint someone to wait for and guide EMS personnel
- b. Provide details about the events and victim status

Follow-up & Debriefing

- a. What occurred
- b. Who did what
- c. How individuals responded
- d. What went right
- e. Evaluate the process
- f. What improvements are going to be made

INCIDENT REPORTING PROCEDURES

1. Report the incident occurrence to the Site Supervisor
2. Provide first aid and medical care to the injured person(s) and prevent further injuries or damage
3. Site Supervisor to immediately advise the Health & Safety Manager of the incident occurrence
4. Site Supervisor or Senior Supervisor must complete the relevant Damage, Injury, or Vehicle report.
5. Advise and involve the Joint Health & Safety Committee
6. Investigate the incident
 - a. Worker and witness interviews
 - b. Site/equipment/material inspection
 - c. Occurrence area imaging (photographs, sketches, drawings)
 - d. Material failure analysis
 - e. Re-enactments
 - f. Review of process
7. Identify the causes, investigating deeper until the root cause is found.
8. Complete the Incident Investigation Report
9. Report the findings of the investigation to Senior Management
10. Develop a plan for corrective action as quickly as possible
11. Implement the corrective action plan as quickly as possible
12. Note the corrective actions applied on the Incident Investigation Report
13. Evaluate the effectiveness of the corrective action plan
14. Note the effectiveness of the corrective action plan on the Incident Investigation Report
15. Make changes for continuous improvement
16. Include the details of the incident and the corrective actions taken in future safety meetings and tool box talks
17. As little time, as possible should be lost between the moment of an accident and the beginning of the investigation. In this way, one is most likely to be able to observe the conditions as they were at the time, prevent disturbance of evidence, and identify witnesses.
18. The tools that members of the investigating team may need (pencil, paper, camera, film, camera flash, tape measure, etc.) should be immediately available so that no time is wasted.

CRITICAL INJURIES AND SITE PRESERVATION

Ministry of Labour Reportable Incidents/Accidents

The following reporting requirements are only a summary of reporting requirements from the Occupational Health and Safety Act (OHSA) and Regulations for Construction Projects (Reg. 213/91). For a complete listing of the reporting requirements refer to the OHSA & Reg. 213/91.

Section 51 of the Occupational Health and Safety Act requires the **Constructor** and the **Employer** to report "Critical Injuries" immediately.

"CRITICAL INJURY" (Regulation 834)

For the purposes of the Act and Regulations, "Critical Injury" means an injury of a serious nature that;

- a) places life in jeopardy
- b) produces unconsciousness
- c) results in substantial amount of blood
- d) involves the fracture of a leg, arm, hand or foot, but NOT a finger or toe
- e) involves the amputation of a leg, arm, hand or foot, but NOT a finger or toe
- f) consists of burns to a major portion of the body, or
- g) causes loss of sight in an eye

Section 52 of the Occupational Health and Safety Act

Requires the **Employer** provide notice of accident, explosion, fire or incident of workplace violence, which does not result in critical injury to the worker, however, disables the worker from performing regular duties or requires medical attention. This also includes the onset of Occupational Illness.

Section 53 of the Occupational Health and Safety Act

Requires that the **Constructor** provides notice in writing in the event of an accident, premature or unexpected explosion, fire, flood or inrush of water, failure of any equipment, machine device article or thing, cave-in, subsidence or other incident as prescribed.

Prescribed reportable incidents--- Section 11, Reg. 213/91;

1. A worker falling a vertical distance of three meters or more
2. A worker who falls and whose fall is arrested by a fall arrest system
3. A worker becoming unconscious for any reason
4. Accidental contact by a worker or by a workers' tool or equipment with a live electrical conductor or live electrical equipment
5. Contact by a backhoe, shovel, crane or similar lifting device or its load with energized power line rated at more than 750 volts

6. Structural failure of all or part of falsework designed by, or required by the regulation to be designed by a professional engineer
7. Structural failure of a principal supporting member, including a column, beam, wall or truss, of a structure.
8. Failure of all or part of the structural supports of a scaffold
9. Structural failure of all or part of an earth or water retaining structure, including a failure of the temporary or permanent supports for a shaft, tunnel, caisson, cofferdam or trench.
10. Overturning or the structural failure of all or part of a crane or similar hoisting device.

For a more concise listing, refer to the most current edition of the Occupational Health and Safety Act and Regulation for Construction Projects.

Apart from what is necessary in the course of providing lifesaving first aid to an injured party, no changes will be made to the scene of a critical injury or MOL reportable incident. Any attempt to make changes to the scene after a critical injury occurs can result in the termination of an employee or criminal charges.

Zero Tolerance Rules for our Drug and Alcohol Policy

1. The manufacture, distribution, dispensing, possession, sale, purchase, or use of a controlled substance on company property is prohibited.
2. Being under the influence of alcohol or illegal drugs on company property is prohibited.
3. The unauthorized use or possession of prescription drugs or over-the-counter drugs on company property is prohibited.
4. Alcoholism and other drug addictions are recognized as diseases responsive to proper treatment, and this will be an option as long as the employee cooperates. Employee Assistance Program (EAP) will be made available to assist employees.
5. Employees who violate this Policy are subject to appropriate disciplinary action including termination.
6. The Policy applies to all employees of the company regardless of rank or position and includes temporary and part-time employees.

Fit for Work Procedure

Introduction

VBN Paving Limited has a duty of care to ensure that all individuals are fit for work while they are on company sites or undertaking activities on the company's behalf. The Policy promotes fitness for work and how to deal effectively and appropriately with individuals in relation to fitness for work issues.

The purpose of this Procedure is to provide and promote a safe working environment by ensuring all employees are fit to perform their duties without putting themselves or others at risk by;

Ensuring that an individual whose condition could place her / him "at risk" of causing a danger to self or others does not return to work until the individual is fit to return to employment and is provided optimum support and supervision to minimize future risks.

Identifying impaired individuals and providing assistance in obtaining care and /or rehabilitation for impaired individuals

Ensuring impaired individuals are fit for employment upon return to work

Scope

This procedure applies to all workers of the Company and any person(s) working on or visiting the operating site. The procedure covers any and all issues that may impact on fitness for work including, but not limited to, fatigue, stress, physical wellbeing, medical issues, rehabilitation to work, drugs and alcohol.

Zero Tolerance rules with respect to our Violence and Harassment Policy

VBN PAVING and its senior management team recognizes that all workers have the right to work in a violence and harassment free workplace. As such, VBN PAVING are committed to provide a safe work environment and a work environment that free from all forms of violence and harassment.

VBN Paving has a zero-tolerance policy for the following behaviors:

- Workplace Violence
- Uttering Threats
- Bullying
- Workplace Harassment
- Written Threats
- Stalking
- Assault
- Intimidation
- Horseplay
- Threats
- Destruction of Property
- Sexual Harassment
- Discrimination

Regardless of what is stated above, workers must understand that how an action or statement is meant is not the issue, harassment depends on how it is perceived. If you are unsure if something will be perceived as violence or harassment, DO NOT DO IT.

CRITICAL TASKS

Please refer to the Critical Task List under the Job Safety Board Header

<https://vbnsafety.ca/Job-Safety-Board>



To conclude your Orientation please scan the following QR Code



or go to

vbnsafety.ca/orientation

on your internet browser

