



# **Transportation Employee Safety Manual**

**An Employee Guide to Safety Policies and Procedures  
to Support a Safety-Conscious Work Environment**

Provided by: Armour Insurance Group Ltd.

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## Commitment to Safety

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recognizes that our people drive the business. As our most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by 's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

is firmly committed to the safety of our employees. We are committed to providing a safe working environment for all employees and will do everything possible to prevent workplace accidents.

We value our employees not only as employees but also as human beings critical to the success of their families, the local community and .

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents and incidents, no matter how slight, are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, provincial, local and facility policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds in higher regard with patients and increases productivity. This is why will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and facility rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of will set a positive example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor facility health performance, safety, working environments and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this facility. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries, keeping each other safe and healthy in the workplace.

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President

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Risk Manager

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## Employee Safety Responsibilities

The primary responsibility of the employees of is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees must become familiar with, observe and obey 's rules and established policies for health, safety and the prevention of injuries while at work. Additionally, employees must learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, they are under instruction **not** to begin the task until they discuss the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, the employee is required to contact the safety coordinator.

**NO EMPLOYEE IS EVER REQUIRED** to perform work that he or she believes is unsafe or that likely to cause injury or a health risk to themselves or others.

### General Safety Rules:

#### Conduct

- Horseplay and practical jokes are prohibited. Employees are required to work in an injury-free manner displaying accepted levels of behaviour. Conduct that places the employee or others at risk, or that threatens or intimidates others, is forbidden.

#### Drugs and Alcohol

- The use and/or possession of illegal drugs or alcohol on facility property or on company time are forbidden.
- Reporting for work while under the influence of illegal drugs or alcohol is also forbidden.

### Safety on Client Property:

- Employees of are required to follow all client safety and security procedures while doing business on client property.
- If your client host does not advise you regarding safety hazards, consider the following:
  - Emergency exit location(s).
  - Keep your eyes on the path you are walking and avoid any tripping/slipping hazards; while on stairs, maintain three-point contact – hand on rail and feet on steps.
  - Wear shoes that support your feet and are slip-resistant.
  - Avoid clothing that is either constrictive or too loose; loose clothing can get caught in equipment.

These rules are established to help you stay safe and injury-free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, may result in discipline, up to and including discharge.

When dropping off or picking up goods at a location, employees are required to follow the above rules, as well as all client rules and procedures, and work in a manner that reflects positively on . Before operating any equipment not owned or normally operated by personnel, permission must be secured.

### **Injury Reporting**

All work-related injuries must be reported to your supervisor immediately. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

provides transitional return to work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while remaining productive. Employees are required to return to work immediately upon release.

## Safety Orientation Training

is committed to providing safety- and health-related orientation and training for all employees at all levels of the company. will maintain and support a program to educate and familiarize employees with safety and health procedures, rules and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but is not limited to, the following:

1. Facility-specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Operation of specific equipment
5. Personal protective equipment (PPE)
6. Emergency procedures
7. Employee accident-reporting requirements
8. Return to work program
9. Any required OH&S training not included or addressed above

### Periodic Inspections

It is the policy of that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as relates to employees, vendors and others.

All employees are responsible for cooperating during these inspections, and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

### Incident Reporting

1. Any work-related injury or suspected injury must be reported immediately to your supervisor and to human resources. A **(insert form name)** form must be completed. Failure to promptly report an injury may result in disciplinary action.
2. Human resources will issue a **(insert form name)** for the injured employee to take to the treating medical practitioner. The employee must return this form to human resources by the next business day.
3. After each practitioner appointment, the employee must report to their supervisor and human resources to review their progress.
4. provides light duty work for employees recovering from injury. Employees are required to return to light duty work immediately upon release.
5. An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.

## Return to Work Program

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both the company and its employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest feasible recovery and return to work.

The company wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a return to work program, which includes transitional or light duty work. The return to work program is temporary, not to exceed six months.

### **Employee Procedures**

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If a post-accident drug screen is not performed the same day as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign a report of injury or illness form.
- When medical treatment is sought, the injured employee must advise his or her supervisor of the intention to seek treatment and obtain a return to work evaluation form. Regardless of the choice of physicians, the return to work form must be completed for each practitioner visit. The company will not accept a general note stating only that you are to be off work.
- Under this program, temporary light duty work is available for up to 60 days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond 60 days, up to a maximum of six months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job but are capable of performing transitional duty, you must return to transitional duty.
- Employees who are unable to work and of whose absences the company approves must keep human resources informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position if one is available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a return to work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact the human resources department.

# Emergency Action Plan

## General Emergency Guidelines

- Stay calm and think through your actions.
- Know the emergency numbers:
  - Fire/police/ambulance – 911 **(If applicable)**
  - Internal emergency number **(Insert number if applicable)**
  - Human resources **(Insert number or extension)**
  - Page **(Insert number and instructions if applicable)**
  - Operator "0"
- Know where the exits are located.
- In the event of any emergency, do not take elevators; use the stairs.
- Do not hesitate to call or alert others if you believe that an emergency is occurring. If you act with good intentions, you will not be reprimanded if a situation turns out to be a false alarm.
- First aid supplies and emergency equipment are located **(insert location)** for use by those who are authorized and properly trained.

## Evacuation

- Employees will be notified of a potential fire either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a potential fire, employees should immediately evacuate the building. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. Never use elevators during fire alarm situations; always take the stairs.
- Supervisors should be the last people to leave the area and are responsible for checking the facility to be sure that all personnel have evacuated.
- Any employees having mobility, visual, hearing or any other condition that may hinder them from becoming aware of an emergency or evacuating should request special assistance through human resources.
- Upon exiting the building, all personnel should report for a head count.
- If any employee is missing, an immediate report should be made to the incident commander, who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy an area or building will be issued by the incident commander.
- In the event of inclement weather, the incident commander will make arrangements for all personnel to move to shelter.

## Fire Safety

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call **(insert name)** to page an emergency announcement.
- Have someone notify the incident commander of where the emergency is located. They will relay this information to the fire department.
- If you have been trained to, you can decide to use a fire extinguisher following these instructions:
  - P**=Pull the safety pin
  - A**=Aim the nozzle at the base of the fire
  - S**=Squeeze the operating lever
  - S**=Sweep side to side covering the base of the fire

*\*When using a fire extinguisher, always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

*\*Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*



### **Medical Emergency (For health care facilities unable to respond to medical emergencies internally)**

- Upon discovering a medical emergency, call 911.
- Notify the supervisor and report the nature of the medical emergency and location.
- Stay with the person involved, being careful not to come in contact with bodily fluids.
- Send two persons (greeters) to the entrance to await the fire department. One person should call and hold an elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire department personnel to the scene.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Human resources will make any necessary notifications to family members of the person suffering the medical emergency.

### **Severe Weather**

- The supervisor will monitor a weather alert radio. If a severe weather report is issued, he or she will immediately page the following announcement: **(insert announcement)**. This announcement will be repeated three times.
- Employees will shut down all equipment and will be instructed where to go for safety. The supervisor will take the weather radio along. When the severe weather warning is cancelled, they will send runners to advise that it is safe to return to work areas. A general announcement will also be made.

## Emergency Contact Information

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**FIRE DEPARTMENT:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**POLICE DEPARTMENT:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**EMERGENCY MEDICAL SERVICES (AMBULANCE):** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**HOSPITAL:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**DOCTOR:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

### **JOBSITE TELEPHONE NUMBERS:**

**PROJECT NAME/NUMBER:**

\_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**SITE SUPERINTENDENT:** \_\_\_\_\_

**Cell/Home TELEPHONE:** \_\_\_\_\_

**CLIENT CONTACT:** \_\_\_\_\_

**OFFICE TELEPHONE:** \_\_\_\_\_

**Cell/Home TELEPHONE:** \_\_\_\_\_

## Sexual Harassment Policy

does not tolerate harassment of our job applicants, employees, clients, guests, vendors or persons doing business with us. Any form of harassment related to an employee's race, colour, sex, religion, national origin, age, citizenship status, veteran status or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes – but is not limited to – slurs, jokes or other verbal, graphic or physical conduct relating to an individual's race, colour, sex, religion or national origin; sexual advances; requests for sexual favours and other verbal, graphic or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include, but are not limited to:

- Unwelcome sexual flirtation, advances or propositions;
- Verbal comments related to an individual's age, race, gender, colour, religion, national origin, disability or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location, including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to, or referral of, sexual overtures;
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, colour, religion, national origin, disability or sexual orientation.

Appropriate action will be taken with respect to violation of this policy by any non-employee.

If you believe that you are being subjected to workplace harassment, take the following steps:

1. If you feel comfortable enough to do so, tell the harasser that his or her actions are not welcome and that they must stop.
2. Report the incident immediately to your supervisor or the human resources department.
3. Report any additional incidents that may occur to one of the above resources.

Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action, up to and including discharge from employment.

## Workplace Violence

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- Employees that feel that they have been threatened should immediately report their concern to the supervisor and to human resources.
- If any person is observed exhibiting threatening behaviour or making threatening statements, the person discovering the situation should warn others in the area and immediately notify human resources; always stay away from the person exhibiting threatening behaviour.
- Depending upon the level of concern, the police department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behaviour.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with human resources so that a prevention plan can be developed.

## Access to Employee Exposure & Medical Records

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Employees and former employees, who are, have been or will be exposed to toxic substances or harmful physical agents, including high noise levels, can have access to exposure and medical records maintained by upon request.

## Vehicle Use Policy

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To: All drivers of  
Effective:

This policy applies to:

- Vehicles owned, leased or rented to .
- Personally owned vehicles driven by employees on behalf of .

The following policy has been established to encourage safe operation of vehicles and to clarify insurance issues relating to drivers and .

- All drivers must have a valid driver's licence.
- Motor vehicle records (MVR) will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an unacceptable driver, your employment may be terminated.
- Your supervisor must be notified of any change in your licence status or driving record.

When operating your own vehicle for business:

- Your personal auto liability insurance is the primary payer. 's insurance is in excess of your coverage.
- You should carry at least \$(**enter amount**) per occurrence liability coverage. Evidence of insurance coverage is to be provided to each year by a copy of your policy's declaration page or a certificate of insurance.
- is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- When required, you must accurately report your distance driven for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault – liability and negligence will be determined after thorough investigation.
- Report the accident to as soon as possible.

By signing this document, you are agreeing that you have read and understood the vehicle use policy and agree to comply with all of its provisions.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

## Motor Vehicle Record (MVR) Grading Criteria

The following chart serves as a guideline for evaluating an employee's motor vehicle record (MVR). An employee with an MVR grade of "poor" may not be insurable by our insurance carrier. If driving is a required part of a position at , the inability to be insured could jeopardize employment. Note that any major violation results in a poor score.

Minor Violations	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major violation	Poor	Poor	Poor	Poor

Minor Violation	Major Violations
All moving violations not listed as a major violation.	<ul style="list-style-type: none"> <li>▪ Driving under influence of alcohol/drugs</li> <li>▪ Failure to stop/report an accident</li> <li>▪ Reckless driving/speeding contest</li> <li>▪ Driving while impaired</li> <li>▪ Making a false accident report</li> <li>▪ Homicide, manslaughter or assault arising out of the use of a vehicle</li> <li>▪ Driving while licence is suspended/revoked</li> <li>▪ Careless driving</li> <li>▪ Attempting to elude a police officer</li> </ul>

OH&S regulation applies to commercial motor vehicles operating on private property or involved in intrastate trucking.

### Hazard Communication

1. All employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely.
2. Material Safety Data Sheets (MSDS) are documents provided by the supplier of a chemical. MSDS detail the chemical contents, associated hazards and general safe handling guidelines. At , the MSDS collection is located at **(insert location)**. Employees are free to use the MSDS collection as needed.
3. General rules for handling chemicals are:
  - o Read all label warnings and instructions.
  - o Follow instructions for quantity – using more of a chemical is not always better or more effective.
  - o Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin, and keep your face clear of the area to reduce inhalation.
  - o Always wash your hands after handling chemicals.
  - o If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
  - o Any questions or concerns regarding chemicals should be reported to your supervisor and human resources.
4. All chemical containers must be labelled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
  - **FIRE** - will the material burn?
  - **HEALTH** - is the material dangerous to my body?
  - **REACTIVITY** - is the material dangerously unstable?

After each hazard (fire, health and reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

- 0** Minimal
- 1** Slight
- 2** Moderate
- 3** Serious

### Personal Protective Equipment (PPE)

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

- a) Safety Glasses – must be worn at all times in designated areas in this facility.
- b) Hard Hats – must be worn at all times in designated areas.
- c) Gloves – work gloves must be worn at all times when handling sharp or rough stock, welding or performing other jobs that could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
- d) Welding – appropriate filter lens, welding helmet, gloves and sleeves are required for welders at all times.
- e) Respirators – only employees trained and authorized to use respirators are allowed to do so.
- f) Hearing Protection – is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).



### **Lockout/Tagout**

Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag or both applied to an energy control device, do not touch anything.

1. Do not perform any maintenance, inspection, cleaning, adjusting or servicing of any equipment without following the company's lockout/tagout program.
2. If required to work on powered equipment (hydraulic, electrical, air, etc.), you must have your personal padlock with your name on it and personal key on you at all times.
3. Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working "ON" or "IN" the machinery or approaching its unguarded parts.
4. When more than one employee is working on a single piece of equipment, each employee must use his or her own padlock along with lockout tongs to lock out the equipment. When the work is completed, each employee must remove only his or her lock.
5. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.
6. Replace all guards before removing personal padlocks from the control.
7. Do not use or remove another employee's protective lock – in other words, do not remove a lock from equipment unless you placed it there.
8. Before machinery is put back into use after lockout/tagout, give a verbal announcement or sound a warning to fellow employees.

### **Fire Prevention**

1. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within the facility.
3. Only space heaters provided by the facility are approved for use. Employees using space heaters are responsible for turning the heater off when leaving for extended periods of time, such as lunch, end of the workday, etc.
4. In some areas, flammable chemicals are not allowed at any time. If you work in one of these areas and feel that there is a work-related need to use a flammable chemical, contact your supervisor.

### **Electrical Safety**

1. With the exception of independently fused multi-tap cords for computers, extension cords are not allowed.
2. Keep electric cords out of areas where they will be damaged by foot traffic.
3. Turn electrical appliances off with the switch and not by pulling out the plug.
4. Turn all appliances off before leaving for the day.
5. Never run cords under rugs or other floor coverings.
6. Any electrical problems should be reported immediately.
7. The following areas must remain clear and unobstructed at all times:
  - Exit doors
  - Aisles
  - Electrical panels
  - Fire extinguishers

## General Safety Precautions

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### Lifting

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks or carts; or, get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 180 to 360 centimetres apart with one foot slightly in front of the other and face the load to lift.
6. Bend at the knees, not at the back.
7. Keep your back straight.
8. Get a firm grip on the object using your hands and fingers; always use handles when they are present.
9. Hold the object as close to your body as possible.
10. While keeping the weight of the load in your legs, stand to an erect position.
11. Perform lifting movements smoothly and gradually; do not jerk the load.
12. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body; do not twist at the waist.
13. Set down objects in the same manner that you picked them up, except in reverse.
14. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
15. Never lift anything if your hands are greasy or wet.
16. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

### Housekeeping

1. Do not place material, such as boxes or trash, in walkways and passageways.
2. Do not try to kick objects out of pathways; instead, push or carry them out of the way.
3. Do not store or leave items on stairways.
4. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
5. Straighten or remove rugs and mats that do not lie flat on the floor.
6. Use caution signs/cones to barricade slippery areas, such as freshly mopped floors.

## Job-Specific Safety Precautions

### Driver Safety

1. Do not operate a vehicle if you are fatigued or ill.
2. Do not operate a vehicle if you are taking medication whose container label indicates that the medication may cause drowsiness or other negative side effects that would impact the ability to drive a vehicle safely.
3. Obey all CDL requirements, traffic laws and signs at all times.
4. Do not exceed posted speed limits.
5. Do not make sudden lane changes except in emergency situations.
6. Do not follow other vehicles too closely.
7. Give yourself additional distance from other vehicles when it is raining, when someone is following you too closely or when you are driving faster than 72 kilometres per hour.
8. Do not drive the vehicle through, around or under any gate or barrier at a railway crossing while it is in motion to open or close.
10. Do not drive under an overhang without ascertaining proper clearance.
11. Do not jump from your vehicle; always maintain three points of contact.
12. Avoid sitting on your wallet when driving, as this can eventually result in back pain.
13. Do not park close to intersections or stop signs; your truck may block the view of oncoming traffic or pedestrians.
14. When backing from sunlight into the shadow of a dock, stop for a few minutes to allow your eyes to adjust to the change in light; always back slowly.
15. Do not unload your truck without first setting the hand brake and chocking the rear wheels.
16. Never attempt to open rear or side doors of a trailer before first tapping the doors with tightly closed fist. A change from a hollow to a muffled sound could indicate that your load has shifted.
17. Never stand directly in front of a swing door when opening; always stand to the side. Always lock doors firmly in place to prevent them from swinging.
18. Always release loadbars or other product restraining devices slowly.
19. Place heavier loads on the floor of the vehicle and not on shelves.
20. Do not try to stop falling products unless you can do so safely.
22. Secure the hand cart inside or on vehicle before driving.

### Vans and Small Delivery Trucks

1. Do not permit customers to climb into your vehicle.
2. Do not permit employees to ride in the storage compartments of vehicles unless equipped with seat belts.
3. Always secure your load before leaving each customer location.
4. Do not attempt to back into a tight or awkward location unless you have a spotter.
5. Do not overexert yourself when retrieving items; always move material as close to the back of the vehicle as possible before attempting to lift them.
6. Do not stand directly in front of the vehicle door when opening it, as the load may have shifted.
7. Before driving away from customer location, always check behind and around your vehicle for possible obstructions.
8. Do not move your vehicle without first fastening your seat belt.

### Fuelling

1. Turn the vehicle off before refuelling.
2. Do not smoke while refuelling a vehicle.
3. If you spill fuel on your hands, wash with soap and water.
4. Clean up small spills from around fuel tanks with paper towels or rags.
5. If a large fuel spill occurs, do not walk through it; follow the company's reporting and cleanup procedures.
6. Always stay near the truck when it is being refuelled.

### Aggressive Drivers

1. Do not retaliate or in any way engage the other driver if he or she is being aggressive.
2. Do not make eye contact.
2. Keep enough space between you and the vehicle in front of you.
3. Do not underestimate the other driver's potential for aggression.

### **Avoid Becoming an Aggressive Driver**

1. Be patient and courteous.
2. Allow extra time to get to your destination.
3. When possible, change your schedule to avoid congestion.
4. Give other drivers the benefit of the doubt - all drivers make mistakes.
5. Avoid conflict, even if you believe you're right.

### **Pre-Trip Inspection**

Each operator is responsible for the safe operation of his or her vehicle. Drivers must make a daily inspection of the following items:

1. Steering
2. Brakes
3. Mirrors and lights
4. Horn and back-up alarm
5. Tires
6. Windshield wipers

### **Forklift Safety**

1. Only employer-authorized personnel may operate forklifts.
2. Do not exceed the forklift capacity; refer to the lift capacity plate on the forklift.
3. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
4. Lift the load two centimetres to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
5. Do not raise or lower a load while you are in route. Wait until you are in the loading area and have stopped before raising or lowering the load.
6. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
7. Drive with the load at a ground clearance height of 10 to 15 centimetres at the tips and 5 centimetres at the heels in order to clear most uneven surfaces and debris.
8. Drive at a walking pace, and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
9. Approach railway tracks at a 45-degree angle.
10. Do not drive over objects in your pathway.
11. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
12. Steer wide when making turns.
13. Do not drive up to anyone standing or working in front of a fixed object, such as a wall.
14. Do not drive along the edge of an unguarded elevated surface, such as a loading dock or staging platform.
15. Obey all traffic rules and signs.
16. Sound the horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
17. Do not exceed a working speed of eight kilometres per hour, and slow down in congested areas.
18. Stay a minimum distance of three fork truck lengths from others operating mobile equipment.
19. When your vision is blocked by the load, drive in reverse and use a signal person.
20. Look in the direction that you are driving; proceed when you have a clear path.
21. Do not use bare forks as a man-lift platform.
22. Do not load pallets of wood onto the forklift that are not banded.
23. Do not drive the forklift while people are on an attached aerial lift platform.
24. Drive loaded forklifts forward up ramps and in reverse when driving down a ramp.
25. Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.
26. Raise the forks an additional 5 centimetres to avoid hitting or scraping the ramp surface as you approach the ramp.
27. Do not attempt to turn around on a ramp.
28. Do not shift into reverse as a braking method.
29. Lower the forks completely, turn off the engine and set the parking brake before leaving your forklift.

## Job-Specific Safety Precautions

### Mechanics – General Rules

1. No smoking or eating while performing work.
2. Before eating or drinking, wash your hands with soap and water.
3. Wear safety glasses when working on a brake drum or rotor.
4. When reaching in and around the engine or changing oil, apply barrier cream on your arms to prevent oil from penetrating your skin.
5. Use flexible tubing to vent exhaust fumes to the outdoors when running engine while indoors or in a poorly ventilated area.

### Hydraulic Lifts

1. Follow the operating instructions provided by the lift's manufacturer.
2. Wear eye protection when working under vehicles to block dirt, debris and parts from entering your eyes.
3. Use the safety latches on the hydraulic lift contact pads.
4. Do not stand in front of vehicles that are being driven onto the lift.
5. Do not raise the lift with anyone inside the vehicle.
6. Remove all tools, cords, hoses, trash and any other debris from the lift area and wipe up all grease and oil spills before driving a vehicle into your service bay.
7. Do not use any lift that has cracked contact pads, cracked lift arms or any other visible damage.
8. Do not leave the controls unattended while the lift is in motion.
9. Do not block or tie open the lift's control while the lift is in motion.
10. Do not use the engine or transmission supports or stands as a substitute for jack stands.
11. If the vehicle begins to slip off of the lift, run in the opposite direction of the fall, but not toward a wall or work bench that might trap you between the object and the vehicle.
12. Before you lower the vehicle, remove tool trays, stands and any other obstruction from under the vehicle.

### Grinders & Grinding Wheels

1. Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage by conducting a ring test. Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ring sound, do not use the wheel.
2. Do not use a grinding wheel that has chips, cracks or grooves.
3. Do not use the grinding wheel if it wobbles; tag it as out of service.
4. Adjust the tongue guard so that it is no more than 0.6 centimetres from the grinding wheel.
5. Adjust the tool rest so that it is no more than 0.3 centimetres from the grinding wheel.
6. Do not use a bench grinder if it is not firmly anchored to the work bench or other secure platform.
7. Do not install a grinding wheel whose labelled RPM is lower than the rated speed of the grinder.
8. Stand to one side of the plane of a rotating grinding wheel during the first few seconds of operation.
9. Grind on the side of the wheel only when it is made for side grinding.
10. Turn the grinder off when you have finished working with it, and stand next to the machine until it has completely stopped turning.

### Compressed Gas Cylinders – Storage & Handling

1. Do not handle oxygen cylinders if your gloves are greasy or oily.
2. Store all cylinders in the upright position.
3. Place valve protection caps on gas cylinders that are in storage or not in use.
4. Do not lift cylinders by the valve protection cap.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labelled "corrosive."
6. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
7. Do not store oxygen cylinders near fuel gas cylinders, such as propane or acetylene, or near combustible material like oil or grease.
8. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from anywhere work is being performed, and tag it to indicate the defect.

## Job-Specific Safety Precautions

### Machine Safety

1. Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as mechanical power presses, press brakes, metal working lathes, radial arm saws, drills, horizontal mills, punch presses or when bending or forming materials.
2. After making adjustments or repairing, replace guards before starting the machine.
3. Do not try to stop a workpiece as it goes through any machine; if the machine becomes jammed, disconnect the power before clearing the jam.
4. Do not wear loose clothing, jewellery or ties near machines with moving parts.
5. Read and obey safety warnings posted on or near all machinery.
6. Long hair must be contained under a hat or hair net regardless of gender.

### Hand Tool Safety

1. Tag worn, damaged or defective tools "out of service," and do not use them.
2. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
3. Do not use impact tools, such as hammers, chisels, punches or steel stakes, that have mushroomed heads.
4. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
5. Do not carry sharp or pointed hand tools, such as screwdrivers, scribes, chisels or files, in your pocket unless the tool – or your pocket – is sheathed.
6. Do not perform makeshift repairs to tools.
7. Do not throw tools from one location to another or from one employee to another.
8. Transport hand tools only in tool boxes or tool belts – do not carry tools in your hand or clothing when climbing.

### Hand Truck Safety

1. When loading hand trucks, keep your feet clear of the wheels.
2. Do not exceed the manufacturer's load rated capacity – read the capacity plate on the hand truck if you are unsure.
3. Place the load so that it will not slip, shift or fall. Use the straps, if they are provided, to secure the load.
4. For extremely bulky or pressurized items, such as gas cylinders, strap or chain the items to the hand truck.
5. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
6. Push the tongue of the hand truck all the way under the load that is to be moved.
7. Keep the centre of gravity of the load as low as possible by placing heavier objects below the lighter objects.
8. Push the load so that the weight will be carried by the axle and not the handles.
9. If your view is obstructed, ask a spotter to assist in guiding the load.
10. Do not walk backward with the hand truck unless you are going up ramps.
11. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
12. Move hand trucks at a walking pace.
13. Store hand trucks with the tongue under a pallet, shelf or table.

### Welding, Cutting and Brazing

1. Do not leave oily rags, paper (such as blueprints) or other combustible materials in the welding, cutting or brazing area.
2. Do not perform hot work, such as welding, metal grinding or other spark-producing operations, within 15 metres of containers labelled "flammable" or "combustible."
3. Use the red hose for gas fuel and the green hose for oxygen.
4. Do not use worn, burned or cracked hoses.
5. Blow out hoses before attaching the torch.
6. Ignite torches with friction lighters only – do not use a cigarette lighter.
7. Do not change electrodes with bare hands; use dry rubber gloves.
8. Bleed oxygen and fuel lines at the end of the work shift.
9. Do not wear contact lenses when welding.
10. When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants and an apron.
11. Use a welding screen to shield other employees from flying slag and intense light.

## CMV Passenger Authorization

### Scope

This policy applies to all employees authorized to drive company vehicles.

### POLICY GUIDELINES

#### Employee Responsibilities

In order to transport a passenger, the driver *must*:

- Have worked at the company for at least 90 days
- Be accident free for the last two years.
- Have received no more than two moving violations in the past three years.
- Receive written authorization from to carry a passenger.
- Authorization must include the name of the passenger, the beginning and end points of transportation and the date when the authorization expires.
- Enforce the passenger guidelines put forth in this policy.

While being transported, the passenger is expected to:

- Be at least 18 years of age.
- Follow all company safety guidelines.

Passengers are not allowed to:

- Drive the vehicle.
- Aid in any loading or unloading of cargo.
- Be on any loading docks.

#### Employer Responsibilities

To ensure the health and safety of all drivers and passengers, the employer will:

- Review all requests for passenger authorization to assess any liability the driver, passenger or type of trip presents. In those situations where the company's risk may be too great, authorization may be denied.
- Enforce the above employee guidelines to ensure that passengers are not being unnecessarily exposed to hazards and that the business does not assume avoidable risks.
- Make sure all drivers are aware of the guidelines for transporting passengers in company vehicles.
- Manage all written authorization to ensure compliance with federal regulation.

reserves the right to deny any employee from carrying passengers.

#### Exceptions

There are a limited number of situations in which the terms of this policy do not apply. Written authorization to carry a passenger is not necessary when:

- Transporting employees or other persons authorized by to drive company vehicles.
- Aid is being rendered in case of an accident or emergency.
- Transporting an attendant designated to care for livestock, if livestock is the authorized cargo.

During these situations, it is still expected that drivers take appropriate measures to ensure the safety of themselves and their passengers.



## Employee Acknowledgement Form

is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees. We value you not only as an employee but also as a human being critical to the success of your family, the local community and . You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents and incidents, no matter how slight, are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, provincial, local and policies and procedures. Failure to comply with these policies may result in disciplinary action. Respecting this, will make every reasonable effort to provide a safe workplace that is free from any recognized or known potential hazards. Additionally, subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds in higher regard with clients or other stakeholders and increases productivity. This is why will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, facility rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of will set a positive example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the facility's safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the workplace.

By signing this document, I confirm the receipt of 's employee safety manual. I have read and understood all policies, programs and actions as described, and I agree to comply with these set policies.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date