



Health and Safety Handbook

Contents

Health & Safety Policy Statement	4
Basic Rules for Safety	5
Job Site Safety Rules	6
First Aid Policy	8
Fire Prevention Policy	8
Personal Protective Equipment Policy	8
Emergency Response Plan / Injury Response Procedures	9
Emergency Response Contacts	9
General Company Health and Safety Training	9
Visitors, Suppliers and Contractors Safety Policy	10
Confined Spaces Policy	10
Planned Worksite Inspections	10
Environmental Policy Statement	11
Waste Disposal Policy	12
Return to Work Policy	12
Fuel Safety Policy/Fuel Procedures	13
Sprains and Strains Prevention Policy	14
Health and Safety Representative Policy	14
Fall Protection Policy	14
Workplace Violence and Harassment Policy	15

The safety information in this handbook does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Construction Industry Labour Relations Act*.

Health & Safety Policy Statement

Dakine Home Builders Inc. recognizes and accepts our responsibility as an employer for providing a safe and healthy working environment for all employees, trades, suppliers and customers and to avoid risks to the health and safety of others who may be affected by our activities both during and after the construction process.

Our Goal

We strive for the highest standards of health and safety consistent with industry best practices. We strongly believe that every accident is avoidable and will take all reasonable steps within our power to meet this responsibility.

Our Commitments

We pledge to:

- ✓ Place top priority on the safety of all users while on site
- ✓ Identify significant hazards and plan for their elimination, reduction and control
- ✓ Continually improve the overall health and safety performance of our projects
- ✓ Employ contractors who are professionally competent and who are compliant with relevant health and safety legislation

Our Strategies

We pursue excellence in safety through:

- ✓ Implementing a strict Project Safety Review system
- ✓ Implement and enforce a Site Visitation Policy
- ✓ Complying with statutory requirements with respect to new residential construction
- ✓ Nurturing a corporate culture that promotes health and safety
- ✓ Collaborating with our contractors and relevant institutions to enhance health and safety

Our Roles

“Health and Safety for All” must be embraced by everyone. All staff that has direct control of activities that affect health and safety is to demonstrate them explicitly in their execution of these activities.

Todd Bodnar
President

Date

Basic Rules for Safety

Tidy up construction site

- ✓ Keep entrance ways clear at all times
- ✓ Sort out materials and pile them safely; the stacks should not be too high
- ✓ Beware of floor openings and ensure that they are fenced or covered
- ✓ Remove garbage as soon as possible
- ✓ Provide sufficient lighting
- ✓ Familiarize with the location and the operation of fire-fighting equipment

Safety measures

- ✓ Before you operate a machine, ensure that the dangerous part of the machine has been installed with a guard
- ✓ Keep vigilant at all times and watch out for moving equipment
- ✓ Before you use any electrical installation or tool, check the condition of its electric cables
- ✓ Avoid dragging electrical cables on the ground or allowing the cables to come in contact with water
- ✓ Use and handle chemicals with care
- ✓ Complete regular Circle Checks of all vehicles and motorized equipment

Personal Safety

- ✓ Wear personal protective equipment
- ✓ Do not drink or take drugs while working
- ✓ Pay attention to personal hygiene
- ✓ Do not play in the workplace
- ✓ Report any unsafe conditions immediately

Public Safety

Pay attention to public safety. Members of the public are often unaware of or do not understand the work carried out on construction sites and the risks involved. Ensure on-site safety signs and warnings are visible to the public at all times. Members of the public are not permitted access to the construction site at any time.

Job Site Safety Rules



SITE SAFETY

All visitors must report to the site office **(306) 924-1576**



Harness and Tie down equipment must be used accordingly



Unauthorized entry to this site is strictly forbidden



Construction work is in progress and can be dangerous.

Parents are advised to warn their children of the dangers of entering this site.



Safety Helmets must be worn on this site at all times



Safety Footwear must be worn on this site at all times



-All sub-contractors are responsible to have a designated site supervisor.
-All accidents, injuries or near misses must be reported.
-Use of drugs or alcohol on site is strictly prohibited.



(306) 924-1576
www.DakineHomeBuilders.ca

Site Visitation Policy

To Our Customers:

Building every new home is an exciting Endeavour for our clients and us. We understand your desire to be involved in the construction process and to visit the site. However, a building site can be very dangerous with many unfamiliar hazards. Because we are concerned for you and your family's safety, Dakine Home Builders in conjunction with Progressive New Home Warranty and Federated Insurance, will only permit site visits with a Dakine Home Builders employee present.

A scheduled site visit can occur during: framing stage, electrical walk through, drywalls stage, and final turn over. Additional site visits must be schedule with our office with 24 hours' notice, and will occur during regular office hours or at a mutually agreeable time

Clients may be asked to wear safety gear as supplied by the builder

No persons under the age of 18 will be permitted on site

I have read and understand this policy.

Purchaser's Signature

Purchaser's Signature

Dakine Home Builders Inc.

Date

First Aid Policy

- ✓ At least 1 employee will have their Standard First Aid Certificate. The names, work locations and expiry date of those with a First Aid Certificate will remain on file at all times.
- ✓ A first aid kit will be in located in each work trailer and vehicle at all times.
- ✓ The first aid kit will be inspected for sufficient contents at least every six months by the designated person.
- ✓ Injuries requiring the use of first aid supplies will be documented as per the Incident Investigation Policy.

Fire Prevention Policy

- ✓ All fire prevention policies must be in line with local and provincial fire codes.
- ✓ Smoking is not permitted:
 - Indoors (once home is framed to lock up) on the job site
 - In company vehicles
 - Mobile equipment
- ✓ All heavy mobile equipment will be equipped with an operable fire extinguisher
- ✓ Operators will be responsible for checking fire extinguishers before operating equipment
- ✓ All equipment will be checked daily for any accumulation of flammable material and cleaned as needed
- ✓ Fire equipment location: every employee must know the location of all fire extinguishing equipment in his/her work area

Personal Protective Equipment Policy

Personal protective equipment refers to protective clothing, helmets, goggles or other garment or equipment designed to protect the wearer's body from injury. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards and airborne particulate matter.

The following will be observed and practiced by all those entering the work site:

- ✓ Hard hats are required to be worn by everyone while on site as per Occupational Health & Safety Regulations.
- ✓ Protective footwear is required by everyone on site as per Occupational Health & Safety Regulations.
- ✓ Hearing protection is required by workers when noise levels exceed 85 decibels.
- ✓ Eye protection is required where flying debris can injure the eyes.
- ✓ Fall protection equipment is required by anyone when working at a height of 3 metres or more.

Emergency Response Plan / Injury Response Procedures

- ✓ All on-site injuries must be reported to the office as soon as possible, including any work-related injury or illness no matter how minor in nature.
 - An Incident Report Form will be completed and submitted to the office within 24 hours of the incident
- ✓ When anyone is injured in the workplace the following steps will be taken:
 - First person on the scene will call for help and check that the area is safe
 - First aid will be administered
 - If necessary an ambulance will be called or the injured person will be driven to the hospital by an employee
 - The scene will be made secure for the investigators if required
 - The supervisor will call family members and the Workers' Compensation Board as required.
- ✓ In the event of a critical or fatal injury, the Workers' Compensation Board will be notified by the supervisor immediately after the scene is secured. The scene will also not be disturbed until the inspector gives permission to do so. A written report will also be sent to the Workers' Compensation Board within 48 hours.

Emergency Response Contacts

911	Fire, Ambulance, Police
1-800-268-6060	Ministry of Environment Spills Action Centre
1-800-787-9288	Workers' Compensation Board Injury Reports

General Company Health and Safety Training

- ✓ The company shall communicate all internal health and safety policies to its employees at time of hire and again annually.
- ✓ All subtrades and contractors will be provided with a copy of the Health and Safety Handbook and be required to sign a Health & Safety Contract
- ✓ Key company health and safety policies include:
 - Safety legislation on rights and duties of workers, supervisors, employers, including potential fines for workers
 - Company health and safety policy and general rules
 - Emergency response procedures
 - Safe operating procedures
 - Any other pertinent policies or changes as they occur
- ✓ All pertinent health and safety information will be posted on the company's website www.dakinehomesbuilders.ca and updated as required

Visitors, Suppliers and Contractors Safety Policy

- ✓ All visitors will be required to follow the Site Visitation Policy signed with the contractual agreement.
- ✓ All suppliers and sub-trades are responsible to ensure their staff is informed of all Health & Safety Regulations and Policies prior to work commencing, including but not limited to:
 - The general health and safety rules
 - Emergency response plan
 - Training requirements
- ✓ Visitors can include sales representatives, suppliers, short-term contracted workers, etc. All visitors must follow company rules or they will be asked to leave.
- ✓ Subcontractors must provide proof of Workers' Compensation registration on an annual basis as well as carry their own liability insurance

Confined Spaces Policy

This company has done a confined space assessment of the workplace and no confined space has been identified. Should a confined space be identified, the company will develop procedures that describe training requirements, responsibilities, entry procedures, entry permits, etc. as required by the confined space regulations at that time.

Planned Worksite Inspections

The company supports proactive methods of identifying actual or potential hazards. All employees are required to speak up about hazards they find.

Workplace Inspections

Spot Check Inspections will be conducted as required and no less than twice per project. Updated safety information will be provided on the company website so that customers, suppliers, subtrades, etc. can access the information on an on-going basis.

Equipment Circle Checks

A circle check is a visual and sometimes physical inspection of a piece of equipment (e.g. truck, forklift). It involves walking all the way around the equipment to ensure there are no safety concerns.

- Operators of mobile equipment must circle check their equipment prior to operating it to determine if it is in safe operating condition.
- If mechanical or safety problems are identified, the operator must attempt to address the problem prior to starting work. Corrective measures must be reported to their supervisor.

- If the operator is unable to correct the problem, he or she must notify their supervisor immediately who will then schedule repairs to be done and determine if the mobile equipment is fit to operate.
- Circle checks on vehicles and motorized equipment owned/operated by Dakine Home Builders will be conducted once a month; if the equipment is being used by someone other than a company employee, a company employee will conduct a circle check before and after its use.

Completing a circle check on any piece of equipment before using is an important step to ensuring the health and safety of those on the job. Circle checks will be recorded and kept on file in the Health and Safety Administrative Manual.

Environmental Policy Statement

We at Dakine Home Builders Inc. are committed to building sustainable homes using smart designs and eco-friendly building practices that support environmental preservation. We incorporate environmental protection in our strategic decisions and conduct our business in a manner that balances the environmental and economic needs of the communities in which we operate.

We will:

- ✓ Be sensitive to and responsible for the environment;
- ✓ Comply fully with all relevant environmental legislation and regulations and meet or exceed good environmental practices;
- ✓ Work with our partners (i.e. contractors, suppliers, interest groups) in a concerted effort to operate in an environmentally responsible manner;
- ✓ Create a cleaner and greener environment by making continuous efforts to be energy-efficient and to practice Reduce, Reuse and Recycle; and,
- ✓ Integrate environmental management into our business and continually monitor, evaluate and improve our environmental management practices to ensure efficient use of our limited resources.

This policy will be communicated to all parties interested in the performance of our environmental management system, including our employees, trades, suppliers, customers, the general public and any other individuals seeking information on our EMS approach.

WE RECYCLE

This site is part of a
CONSTRUCTION WASTE RECYCLE PROGRAM

SINGLE STREAM RECYCLING
Single-stream recycling is a system in which all recycle materials—fibers, plastics, tin and aluminum—are placed, unsorted, in the BLUE Recycle Container.

Cardboard	Plastic Containers
Boxboard	Milk Cartons
Office Paper	Plastic Milk Jugs
Newsprint	Shrink Wrap
Junk Mail	Plastic Bags
Magazines	Plastics Numbered 1-7
Catalogues	

NO OIL CONTAINERS OR CHEMICAL JUGS
(please check the bottom of container for this symbol and number)

Tin and Aluminum Cans
Must be clean, with no labels attached, and in full form.

Recycling is Everybody's job for a
Safe Workplace and Environment

please call if dumpsters are full 306-591-1608 and report to Dakine's office.

Sustainability Starts Here

Project Requirements:

- Place **ALL** recyclable materials in appropriate recycling bins
- DO NOT** throw garbage into the hole or back fill over
- Wash out concrete and paint in approved locations **ONLY**
- All subcontractors are responsible to clean up after themselves
- Subcontractors will make every attempt to utilize environmentally friendly products and materials that follow the Energy Star program

Recycling is Everybody's job for a
Safe Workplace and Environment

Waste Disposal Policy

- ✓ Dispose of all wastes and soon as possible and all unwanted materials must be disposed of at a designated place (i.e. disposal bin, recycle bin)
- ✓ Notify your supervisor of the requirement for the separate disposal of chemical or inflammable wastes

Return to Work Policy

Getting injured employees safely back to work as soon as possible is beneficial for everyone. This policy establishes channels of communication between the company and the injured employee and encourages him/her to return to light duty jobs/tasks (if any) as his/her medical condition allows.

- ✓ The company will inform the Workers' Compensation Board (WCB) that it has a return to work program when an employee suffers a lost-time injury. The company will also contact the injured worker on a weekly basis until he/she has returned to work.
- ✓ The injured employee will cooperate with the company in submitting and obtaining appropriate documentation and in returning to work for light-duty jobs that are offered and that he/she is medically able to do.
- ✓ The injured worker continues to receive the same rate of pay while on light duty work that he/she received before the injury.
- ✓ Any injured worker unable to return to work will be contacted regularly by the company to determine the availability of the worker to return to work on light duty or in his/her regular job.
- ✓ Main steps in the return to work program
- ✓ The injured worker will notify the attending physician that this company has an early and safe return to work program and ask for a functional abilities form to be filled out by the physician. This completed form will be submitted to the company.
- ✓ The injured worker will stay in touch with the company on his/her health status, while the company prepares and identifies light-duty work that meets the functional abilities form.
- ✓ When the injured worker returns to work on a light-duty job, the supervisor will monitor daily the injured worker's ability to do the light-duty job safely.
- ✓ If problems occur that jeopardize the injured worker's healing process, then the tasks in question will stop, and other more suitable light-duty work may be attempted. If none exists, the worker will go home and continue to receive compensation until his or her condition improves or a suitable job is found.
- ✓ The exit strategy involves a doctor's visit that clears the now fully recovered worker to return to his or her pre-injury job.

Fuel Safety Policy/Fuel Procedures

All Regulation requirements for the handling and storage of flammable liquids will be followed.

Storage and Transportation

- ✓ Properly labeled and coloured fuel containers will be used to contain and transport flammable liquids
- ✓ Containers will be stored outdoors in a proper storage area. They cannot be placed inside the passenger compartment of any vehicle
- ✓ Handling
- ✓ Engines must be refuelled outdoors away from sources of ignition
- ✓ Absolutely no smoking while dispensing fuel and machines or equipment must be shut off

Propane Procedures

- ✓ Propane tanks will be stored in a secure, ventilated storage area in the shade, away from sources of ignition or combustibles.
- ✓ Propane tanks will have WHMIS and Transportation of Dangerous Goods labelling.
- ✓ Handling
- ✓ Gloves and glasses must be worn while changing propane tanks.

- ✓ No smoking is allowed around the tanks. Equipment is to be shut off.
- ✓ Transportation
- ✓ Propane tanks will be secured on a truck or trailer outside the passenger compartment and visible from the outside.
- ✓ The Transportation of Dangerous Goods requirements may also apply for transportation of larger quantities.

Sprains and Strains Prevention Policy

- ✓ The company will assess jobs for sprain and strain potential and introduce safe procedures to try and avoid these types of injuries. Equipment will be ergonomically designed or redesigned as much as possible.
- ✓ Employees will be trained in the main risk factors so they can better recognize a possible sprain or strain injury before it happens. Employees must report job-related pains to their supervisor.

Health and Safety Representative Policy

This company is not required under the OH&S Act to have a health and safety representative, as there are only 2 workers regularly employed. All workers in this company work together as a team, and are always looking out for each other.

Should this company expand in the future to have more regularly employed workers, then a health and safety representative will be established, and duties and responsibilities will be developed.

Fall Protection Policy

- ✓ Falls from an elevated surface can result in serious injuries. Areas of the workplace known to have work conducted at or above 3 metres will be recognized, and controls put in place to protect workers from falling.
- ✓ No one is allowed to work on top of construction site or vehicle without the appropriate fall protection.
- ✓ The company and/or its subtrades will ensure that workers who must work at or above 3 metres will have a fall protection system put in place.
- ✓ Jobs requiring fall protection are listed below along with the system in place to prevent falls.

Workplace Violence and Harassment Policy

Dakine Home Builders Inc. is committed to the prevention of workplace violence and harassment and to providing a work environment in which all individuals are treated with respect and dignity. No employee, volunteer, subtrade or other individual working on our job sites shall subject any other person to workplace violence or harassment or allow/create a situation that would allow workplace violence or harassment to occur.

Violent behaviour or harassment in the workplace is unacceptable from anyone. Managers, supervisors and workers are expected to adhere to this policy and will be held accountable for their actions.

Workplace Violence means,

- ✓ the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- ✓ an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
- ✓ a statement or behavior that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.
- ✓ Workplace Harassment means,
- ✓ engaging in a course of aggravating comments or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Dakine Home Builders Inc. will:

- ✓ support and promote the prevention of workplace violence and harassment
- ✓ regularly assess the risks of workplace violence
- ✓ identify possible sources of violence and harassment
- ✓ strive to eliminate or reduce the risk of workplace violence and harassment
- ✓ take every precaution reasonable in the circumstances to protect workers from violence that would likely cause physical injury to the workers in the workplace
- ✓ investigate and deal with all incidents and complaints of workplace violence and harassment in a fair and prompt manner