

EXCLUSIVE FLOORS

Occupational Health & Safety Manual

COMPRESSED AIR/COMPRESSORS

Management or designated supervisors shall ensure workers are adequately trained in safe work and operating procedures as per the manufacturer's instructions for compressors and the air line hoses. Regarding cleaning with compressed air, workers shall be aware of the WorkSafe BC Regulations, "cleaning with compressed air."

Compressors, air line hoses and their connections/couplings shall be inspected prior to use, looking for bulges, cuts and other damage. Ensure damaged hoses are identified, removed and replaced.

If clothing is to be cleaned before leaving the work area, suitable cleaning equipment must be used. Although it is not recommended compressed air be used to clean workers clothing, if it is, see the following.

Where compressed air is to be used for cleaning worker's clothing the worker must ensure;

- a specially designated area is used and appropriate eye and respiratory equipment is worn.
- the air supply pressure is limited to a pressure of 70 kPa gauge (10 psig) or safety nozzles that have the same pressure limiting effect are used.

Ensure that when cleaning tools, equipment or removing dust chips, or other substances that there is no danger of injury to other workers from the jet, or from the material it expels or propels and an injury or health hazard or other cause is likely to result.

The following are some but not all the rules, procedures to follow when working with compressed air.

- Ensure that the air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools.
- All hose connectors must be of the quick disconnect pressure release type with a safety chain/cable.
- Wear appropriate personal protective equipment for the job being performed, such as eye, face and hearing.
- A proper pressure regulator and relief device must be in the system to ensure the correct/desired pressures are maintained
- Maintain the equipment as per manufacturer requirements.

Warning; compressed air can cause serious injury and death.

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DISCIPLINARY MEASURES

Management will demonstrate due diligence regarding safety as per WorkSafe BC expectations and expects your cooperation and compliance regarding our company Health and Safety Program and its policy and procedures as well as the WorkSafe BC regulations.

It is your responsibility to adhere to the safe work practices and procedures to help maintain a healthy and safe work environment for yourself and co-workers. If you have any concerns regarding the health and safety of a work process or other safety issue, talk to your immediate supervisor.

Disregard or negligence of these rules and regulations, depending on the nature and severity of the violation, will determine the result of disciplinary action to be taken. **“The employee may be suspended without pay or their employment terminated without prior verbal or written notice”.**

The following is a guideline for suggested disciplinary action:

FIRST OFFENCE:

Verbal warning for a violation of any WorkSafe regulation, company safety rule or procedure.

- The violation is to be discussed with the worker and his/her supervisor to implement corrective action.

SECOND OFFENCE:

Written warning for a repeat violation of any WorkSafe regulation, company safety rule or procedure.

- The written warning is to be presented to the offending worker.
- A copy is to be forwarded to the workers supervisor
- A copy is to be forwarded to the workers employer for review and follow-up.

THIRD OFFENCE:

Written warning for a repeat violation of any WorkSafe regulation, company safety rule or procedure.

- The written warning is to be presented to the offending worker.
- The worker and/or their immediate supervisor given suspension without pay.
- A copy is to be forwarded to the workers employer for review and follow-up.

FOURTH OFFENCE:

Written report for repeated violation of any WorkSafe regulation, company safety rule or procedure.

- The written report is to be presented to the offending worker.
- The written report forwarded to the workers employer
- The worker and/or their immediate supervisor employment terminated.

NOTE:

All written violation notices are to be forwarded to Head Office for review.

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EMERGENCY PROCEDURES

An emergency plan must be developed for each worksite. The plan must include; the care, reporting and corrective follow-up of all injuries and serious accidents. The plan must be developed at the time the job is being set-up. Check with the site superintendent or the site safety representative.

The plan must be made to all company supervisory staff and workers, and enforced. The plan must take the following items into consideration:

All employees must be safety orientated by the supervisor, first aid attendant or the designated safety representative to be made aware of a list of personnel responsible in emergency situations and how to contact them, contact phone numbers for emergency support services, the locations of the first aid room, fire extinguishers, phone location(s), the evacuation plan and the emergency procedures to be followed in the event of accident/incident.

I.e. (know the signals and procedures for summoning first aid and emergency evacuation).

The means for summoning first aid, evacuation as well as an all-clear signal may be by using an air horn with the signal determined by the appropriate safety representative.

In the event of a fire or the need for evacuation arises, the supervisor or alternate must be notified immediately. The supervisor/alternate will then organize all workers to meet at the pre-determined marshalling/muster area and ensure that all workers are present and accounted for.

DO NOT GO HOME. If necessary, the supervisor/alternate will phone 911, the fire department and assist them with the necessary information. In all cases, fires must be reported to management.

If you witness an accident, take the appropriate steps to aid the injured worker. Do not move the injured worker unless their life is in immediate danger. **“WARNING, be aware of any hazards at the accident scene. Do not become a victim yourself.”**

Emergency procedures for helping a worker who has had an accident that requires medical aid is to phone 911, providing them with the necessary information:

- Description of the accident and the nature of the injury if known.
- Notify if you want the ambulance, fire department or the police.
- Give cellular phone number if applicable.
- Give municipality, address and location.
- Notify management.
- Have designated person(s) meet the emergency response team at the front gate and direct them as necessary, to the accident scene.
- All workers shall report all injuries (even insignificant ones) to the First Aid Attendant and your supervisor.
- When necessary (death, structural failure/collapse, major toxic release) as per WorkSafe BC regulations, phone and inform the board. **Phone 604-276-3100, if after hours (4:30pm and weekends) 604- 273-7711.**

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OBSTRUCTED VISION

When a vehicle or equipment operator's vision is obstructed, the unit should not be moved until suitable precautions have been taken to protect the operator, other workers or the public from possible injury. Precautions must include but not be limited to the following:

G - Get
O - Out
A - And
L - Look

- Inspection, on foot, of the area into which the equipment will be moved, or
- Direction by a signal person stationed in a safe position in continuous view of the operator and having an unobstructed view of the area into which the equipment will move, or
- Direction by traffic control or warning system, and
- When reversing, the repeated sounding of an audible warning device while the equipment is in motion.

Note: A signal person should also be used in congested work areas and/or where there is excessive noise levels where an audible warning device may not be heard.

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PERSONAL PROTECTIVE EQUIPMENT

Management not only encourages, but also considers it a condition of employment that each employee, at every level, uses the appropriate PPE (Personal Protective Equipment) to ensure every possible means is taken to do his/her job safely.

Safety equipment provided for the protection of our employees by the company must be used on every appropriate occasion. Personal Protective Equipment that becomes inoperable or damaged in any way must be returned for repair or replacement.

The following are some of, but are not limited to the personal protection devices to be worn in the workplace on our projects as required by the WorkSafe BC regulations.

- CSA-approved hard hats must be worn where applicable by all personnel, including subcontractors and visitors.
- Workers wearing contact lenses must inform the proper supervisor so that lenses can be removed in case of an accident. Workers must not wear contact lenses where gases, vapours, flying objects, dust or other materials are present that may harm the eyes or be absorbed by the lenses.
- Workers must wear appropriate eye protection when exposed to eye hazards.
- Workers must wear protective equipment when handling materials likely to puncture, abrade, or irritate hands and arms.
- All personnel must wear CSA-approved footwear for the job being performed as per the WorkSafe regulations.
- Hearing protection (muffs or plugs) must be used in locations where there is intermittent or continuous high noise levels. Workers exposed to noise levels of 85 dB or more over an 8 hour work period must have a valid hearing test card. Hearing tests must be conducted annually.
- Workers must use additional protective equipment such as respiratory protection, as the work requires it. This equipment must be properly maintained and inspected as to the manufacturer's suggestions and procedures.
- High visibility clothing/vests must be worn when working in and around the vicinity of mobile equipment.
- Where clothing may come into contact with moving parts of equipment, tools or machinery, the clothing must not be torn, ragged or loose.

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PNEUMATIC NAILING and STAPLING EQUIPMENT

Safe Work Procedures:

- Tools must be used and maintained as to their manufacturers instructions.
- Do not bypass or remove manufacture-installed safety devices.
- Permit only trained and experienced workers to operate pneumatic nailing and stapling tools.
- Wear proper eye and hearing protection.
- Inspect tools before connecting to their power supply.
 - ✓ check the safety mechanisms.
 - ✓ ensure that screws and cylinder caps are securely tightened.
 - ✓ make sure the air pressure is as specified by the manufacturer of the tool.
- Check that the tool is properly connected to the air supply and is in working order before using.
- Ensure the safety mechanism is working.
- Always handle the tool as if it contains nails or staples.
- Never point a stapler or nailer at yourself or others.
- Disconnect the tool from the air supply and exhaust all air from the tool by squeezing the trigger when;
 - ✓ not in use,
 - ✓ cleaning or adjusting,
 - ✓ clearing a blockage
- Do not squeeze the trigger unless the nosepiece of the tool is directed at a safe work surface
- Do not carry or load with your finger on the trigger/switch
- Ensure the tool is maintained in safe operating condition
- When the tool is not working properly and safely, remove from service and have it repaired
- Do not tape the trigger/switch in the on position.

“ALWAYS HANDLE THE TOOL AS IF IT CONTAINS FASTENERS”

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PNEUMATIC and POWER TOOLS

- Only authorized, experienced and trained workers may use pneumatic tools and equipment.
- Inspect the tool before connecting to the air supply. Ensure screws and caps are securely tightened. Check hoses for cuts or bulges, and replace if defective.
- Pneumatic tools used for nailing must be held against the work surface before pulling the trigger.
- Safety features must not be disengaged or overridden.
- The air supply must be disconnected prior to making adjustments or repairs to the tool.
- Do not use compressed air to blow debris or clean dust from clothes.
- Never exceed the manufacturer-specified air pressure for tools, hoses or fittings.
- Do not lay hoses across access and egress routes.
- Never point the tool towards yourself or others.

POWER TOOLS

- Keep power cords clear of tools during use.
- Inspect tools, power cords and electrical fittings for damage prior to each use. Repair or replace damaged equipment.
- Do not carry tools by the power cord.
- Wear safety glasses, goggles, or face shields when using power tools for cutting, sanding, grinding and similar operations.
- Do not wear gloves, loose clothing or jewellery while using revolving power tools.
- Switch tools off before connecting them to a power supply.
- Do not use electric tools in wet or damp locations unless the tool is connected to a Ground Fault Circuit Interrupter (GFCI).
- Ensure tools are properly grounded (three prong plug) or are double insulated.