



# WEINMANN LIMITED

## SAFETY MANUAL

Revised December 2024

Safety  
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# Environmental Health & Safety Program

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## Senior Management Team

### **Purpose**

Senior management will conduct an annual review of the health and safety program to establish objectives for the coming year. An examination of internal documents including but not limited to; policies, procedures, incident reports, injury reports, WSIB summary reports, CVOR abstracts, first aid reports, training needs analysis and MOL reports.

### **Scope**

The Senior Management Review Team will meet annually prior to the beginning of the construction season.

The management review will be conducted for continuous improvement and to integrate health and safety throughout all aspects of the company's activities.

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### ***Roles & Responsibilities:***

The senior management team for Weinmann Limited shall consist of:

President	Dan Toppazzini
Operations Manager	Marlo Toppazzini

Senior Management will:

- Take overall responsibility and accountability for the protection of everyone's health and safety at Weinmann Limited.
- Plan for the creation and implementation of the health and safety program.
- Ensure there is a budget necessary for Weinmann Limited to establish, implement, maintain, and improve the occupational health and safety management system.
- Ensure that everyone who works at Weinmann Limited has the time, training, and support to participate in health and safety.
- Assign authority and responsibilities to ensure that the occupational health and safety management system conforms to the requirements of this policy.



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- Support effective processes to identify and eliminate hazards and control associated residual risks where elimination is not possible.
  - Support occupational health and safety participation of all workplace parties at all levels and functions.
  - Support the continual improvement of the occupational health and safety program and management system overall.
  - Define roles, assign responsibilities, and establish authorities and accountabilities for the effective implementation and continual improvement of the occupational health and safety management system.
  - Ensure the Joint Health and Safety Committee and Health and Safety Worker Representatives are consulted and provided the opportunity to participate in the establishment and maintenance of any topic of the occupational health and safety management system.
  - Ensure the health and safety policy and related objectives are established, attainable, measurable, and achieved.
  - Review and evaluate the occupational health and safety management system at regularly planned intervals.
  - Establish occupational health and safety goals and objectives annually.
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## Procedure

- The agenda for the annual review will be prepared by the health and safety consultant and approved by senior management prior to the meeting.
- A checklist can be used as a means of documenting that all relevant records have been reviewed.

The following documentation will be reviewed when developing the action plan:

- Injury/illness causes
- Workplace inspections
- Injury/Incident investigations
- Hazard Reports
- First Aid Reports
- External communications i.e., IHSA 2-minute news, MOL Newsletter



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Additionally, the team will look to establish trends within the industry and internally that may lead to additional sources of hazard, and or hazard reductions and controls. As trends are identified, they will be communicated to the joint health and safety committee for further review and corrective action development.

The health and safety consultant will prepare an action plan based on objectives as recommended by senior management. A final report will be prepared and stored electronically. This report will be communicated to all workers by way of a newsletter and a posting on the health and safety board.

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### **Resources**

COR Audit Tool

OHSA and Construction Regulations

IHSA's Contractor's Toolkit



## Accessibility For Ontarians with Disabilities

Weinmann Limited is committed to fostering an inclusive workplace where employees, subcontractors, and applicants with disabilities can fully participate without barriers. This policy outlines the company's approach to meeting the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) and promoting an accessible environment.

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### **Purpose**

The purpose of this policy is to ensure an inclusive culture at Weinmann Limited by identifying and removing barriers that hinder accessibility. The policy aligns with AODA requirements, aiming to eliminate obstacles and foster full participation for all individuals.

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### **Scope**

This policy applies to all Weinmann Limited employees, subcontractors, applicants, and work locations. It establishes standards for accessibility in all areas of the company's operations.

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### **Legislation**

This policy is developed in accordance with:

- Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11
  - Integrated Accessibility Standards Regulation (IASR), O. Reg. 191/11
  - Ontario Building Code, O. Reg. 332/12
  - Human Rights Code, R.S.O. 1990, c. H.19
  - The Blind Person's Rights Act, R.R.O. 1990, Regulation 58
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## Definitions

### **Accessibility:**

The absence of barriers that prevent individuals with disabilities from fully participating in work and society.

### **Accommodation:**

The obligation to eliminate barriers for individuals with disabilities, up to the point of undue hardship, as required by the Ontario Human Rights Code.

### **Barrier:**

Anything that limits full participation due to a disability, including physical, architectural, information/communication, attitudinal, technological, or policy barriers.

### **Disability:**

As defined by the AODA and the Ontario Human Rights Code, disability includes:

- Physical disabilities, infirmities, or illnesses.
  - Mental impairments or developmental disabilities.
  - Learning disabilities or dysfunctions in understanding or using language.
  - Mental disorders.
  - Disabilities recognized under the Workplace Safety and Insurance Act, 1997.
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## Responsibilities

### **Senior Management:**

Ensure the policy is communicated to all employees, subcontractors, and applicants. Review and update the policy annually to align with current legislation. Collaborate with employees and applicants to identify and address barriers. Work with the Joint Health and Safety Committee (JHSC) to develop and maintain a multi-year accessibility plan. Ensure the Accessibility Policy is publicly available in accessible formats upon request.

### **Supervisors:**

Facilitate effective communication and interactions with individuals with disabilities. Maintain confidentiality regarding accessibility-related information. Support accommodations and barrier removal in collaboration with management and employees.

### **Workers:**

Support accessibility initiatives by cooperating with accommodations and reporting



barriers to supervisors or management. Contribute to a barrier-free environment through collaboration and awareness.

**Joint Health and Safety Committee (JHSC):**

Conduct workplace assessments to identify barriers and recommend solutions. Develop and review the multi-year accessibility plan with senior management, ensuring it is updated at least every five years. Provide accessibility training to employees on the IASR and Human Rights Code.

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**Procedures**

Accessibility plans will be developed and reviewed every five years in collaboration with the JHSC. These plans will identify barriers, establish solutions, and track progress.

Accommodation requests must be submitted through the Worker Accommodation Form. Supervisors and management will work collaboratively to assess and implement accommodations promptly.

AODA compliance inspections will be conducted regularly using the AODA Inspection Form to ensure workplaces are free from barriers. Findings will guide updates to policies and procedures.

Training on the AODA, IASR, and Human Rights Code will be provided to all employees, subcontractors, and applicants. Training must be completed during orientation and refreshed as legislation or company policies are updated.

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**Training**

Training will cover:

- The AODA and its purpose.
- The Ontario Human Rights Code as it pertains to persons with disabilities.
- The IASR and its application.
- Best practices for communicating with individuals with disabilities.

Training records will be maintained to ensure compliance and track completion.

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## **Evaluation**

The Accessibility Policy and multi-year accessibility plan will be evaluated annually to ensure alignment with current legislation and effectiveness in removing barriers. Updates will be communicated to employees and stakeholders through training sessions, emails, and postings.

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## **Reference Materials**

- Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11
- Integrated Accessibility Standards Regulation (IASR), O. Reg. 191/11
- Ontario Building Code, O. Reg. 332/12
- Human Rights Code, R.S.O. 1990, c. H.19
- The Blind Person's Rights Act, R.R.O. 1990, Regulation 58



## Cell Phone Use

Where deemed necessary for the effective performance of job duties, Weinmann Limited shall provide the employee with a cell phone to use for business purposes only, in accordance with the terms and conditions set out in this policy.

The equipment remains the property of Weinmann Limited and must be returned immediately upon request or upon the termination of employment.

In those jobs where it is essential for an employee to have a cell phone in a motor vehicle, Weinmann Limited will provide a “hands free” device.

Employees are prohibited from operating a company vehicle while using a cell phone except for the purpose of contacting 911.

Specifically, an employee;

- Shall not operate a handheld cell phone or handheld wireless device unless operated in hands free mode or the vehicle is off the roadway, and in a stopped position.
- Shall not have a display screen of a television, computer or other device visible to the driver while the vehicle is in motion with the exception of a mounted GPS or built – in vehicle systems display.
- An employee shall not read or view printed material, text, type or write, print or sketch or engage in other distractions while driving a motor vehicle.

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### **Purpose**

The purpose of this policy is to ensure safe and appropriate use of cell phones or other hand-held wireless communication devices for business purposes and to protect company property and the safety of employees.

### **Scope**

This policy applies to all employees who have access to and/or use cell phones or other hand-held wireless communication devices in the performance of their job duties.

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### **Responsibilities**

Supervisors are responsible for ensuring employees have read and understand this policy, and for dealing with disciplinary matters arising from a breach of this policy.



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Employees are responsible for;

- The proper care and maintenance of company issued equipment which includes taking responsible care to prevent the loss, theft, or damage of the equipment. All malfunctions and or loss should be reported to the employee's supervisor as soon as possible and
  - Taking precautions for their personal safety when using a cell phone on a construction site where the risk of being struck by moving equipment or other hazards may exist.
- 

### Procedure

- Employees are to use company provided cell phones for business purposes only and then only when necessary. Employees may use company cell phones for limited personal use in cases of notifying family of lateness or emergencies, or childcare issues.
- Employees using cell phones are expected to conduct themselves in a professional and business-like manner at all times. Employees must respect those around them by turning off the device when in meetings, whenever possible and refrain from loud conversation within earshot of others.
- Employees are prohibited from making illegal transactions, threats, harassing telephone calls or messages.
- Employees are expected to obey the Highway Traffic Act of Ontario that specifically prohibits the use of cell phones and communication devices while operating a motor vehicle on a highway.
- Employees are not to remove any pre-installed applications without management's consent.
- ***Employees are financially responsible for charges that exceed the data usage allotted to their cell phone unless the charges are deemed to be business related.***
- Violations of this policy will be considered a serious offense and will be subject to disciplinary action up to and including termination of employment.



## Company Vehicle and Driver Policy

### **Purpose**

Weinmann Limited is committed to the safety and well-being of its employees and has adopted this policy to assist them in the safe, accident-free operation of company vehicles. It is expected that employees will operate company vehicles with care, due diligence and safety in mind. For our part, Weinmann Limited will strive to ensure that our employees are provided with vehicles that are safe and practical. It is expected that all workers will obey all traffic laws while operating company vehicles. A preventive maintenance program will be established in order to meet regulatory requirements. Refer to Form 8.2 in the Weinmann Standard Forms.

### **Scope**

*This Policy Shall Cover:*

- Overview of the Commercial Vehicle Operator's Registration (CVOR)
- Driver Responsibilities
- Driver and Vehicle Records
- Authorized use of company vehicles and Gas Cards
- Preventive Vehicle Maintenance
- General rules for use of all company vehicles
- Accident reporting protocol

*Weinmann Limited CVOR vehicles shall contain:*

- Vehicle registration card;
- Proof of insurance card;
- Copy of annual inspection certificate
- Copy of lease agreement for any leased vehicles
- Copy of CVOR registration certificate
- Daily vehicle inspection report log book (DVIR)

*Commercial Vehicle Operator's Registration (CVOR)*



The CVOR system is part of the Carrier Safety Rating program developed by the Ministry of Transportation. There are several regulations in the Highway Traffic Act and some Federal regulations that make up the CVOR system.

The owner or entity leasing a vehicle having a gross weight or registered gross weight over 4500 kilograms (9920 lb) must register that vehicle under the system.

The CVOR system tracks the on – road safety performance of operators and assigns each a safety rating based on several factors: collisions, inspections, convictions and facility audits.

The “operator” and “driver” have legal obligations under this system including but not limited to the following;

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### *Drivers Operating CVOR Vehicles*

- Any employee operating a company vehicle that is examined for documentation, or vehicle inspection by an MTO Inspector must notify the Health and Safety Coordinator (Darryl ext. 241). Any copies of inspection reports must be forwarded to the office immediately.
- Drivers operating the larger trucks such as the tri-axle dump truck, boom truck and tractor on a regular basis must maintain an hours of service log.
- **Drivers operating the smaller CVOR vehicles are exempt from keeping hours of service log provided they start and end their day within a 160-kilometer radius.**
- Start of shift and end of shift times must be recorded on the daily time sheets. Times of circle checks and vehicle information will be compared with the DVIR's.
- After a driver has accumulated 13 hours of driving time from the end of the most recent period of eight or more consecutive hours of off-duty time, the driver shall not drive again unless he or she takes at least eight consecutive hours of off-duty time.  
O. Reg 555/06 s. 9(1)



- After a driver has accumulated 14 hours of on-duty time from the end of the most recent period of eight or more consecutive hours of off-duty time, the driver shall not drive again until he or she takes at least eight consecutive hours of off duty time. O. Reg 555/06 s. 9(2)
  - After 16 hours have elapsed from the end of the most recent period of eight or more consecutive hours of off duty time, the driver shall not drive again until he or she takes at least eight consecutive hours of off duty time. O. Reg 555/06 s. 9(3)
  - A driver may continue to drive with a minor defect as listed in Schedule 1 if he notes it on the DVIR and notifies the office.
  - Complete the hours of service log daily for any vehicle that is registered under the CVOR (Commercial Vehicle Operator Registration) system as required by The Highway Traffic Act, O.Reg. 555
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### Daily Vehicle Inspection Report

- Every CVOR vehicle will have a Daily Vehicle Inspection Report (DVIR) book with carbonless copy. Regardless of the format or supplier of the book, it must contain a copy of Schedule 1 as per O. Reg. 199/07. This schedule provides the driver with a list of categories and the major and minor defects.
- DVIR log books can be found in the mudroom, safety office and in site trailers.
- Mechanics doing any inspections or maintenance will check the logbook and replace it with a new one if necessary.
- DVIR's showing no defects are to be kept for a period of six months, all others for two years.
- A DVIR must be completed for each calendar day that the vehicle is in operation.
- Defects as listed in Schedule 1 at the beginning of the DVIR log book must be recorded accordingly





### Load Security

Every driver is responsible for the security of any material loaded on their truck. A cargo securement handbook is available at the Penn counter. Heavy truck operators will be issued their own copy.

### Driver Record

The Health and Safety office will keep a confidential file on drivers CVOR abstracts that will be updated every six months. Points accumulated against a driver and the operator will be closely monitored and appropriate intervention steps will be taken.

### *Driver Training*

Competency checks on all drivers will be done by the safety office every three years or when a driver's record indicates otherwise.

### *Authorized Use*

- Weinmann Limited vehicles shall be used by authorized employees only, with the exception made for repair testing by a mechanic.
- Weinmann Limited shall obtain motor vehicle driving records of employees to ensure clean driving records. Employees with poor driving records shall not be authorized to operate Weinmann Limited vehicles.
- Passengers shall be limited to individuals requiring transportation for the transaction of company business, e.g. employees, vendors, customers, etc.
- Spouses, other family members, and other non-employees are prohibited from operating, or riding in/on Weinmann Limited vehicles; exceptions will be made in the case of emergencies.

### Gas Cards

- Gas cards with a pre-determined credit limit will be provided to Weinmann Limited employees that require company-owned vehicles.
- Any Weinmann Limited employee that requires the use of a company issued gas card must file a request with their immediate supervisor, manager, or Human Resources, with appropriate documentation citing cause. Documentation should include previous billing information, fuel receipts and travel requirement information that details the distances to and from work, and the necessity for a Weinmann Limited gas card.



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- Weinmann Limited issued gas cards are intended for the purpose of purchasing fuel for Weinmann Limited vehicles only.
- Weinmann Limited employees are prohibited from using company issued gas cards to purchase fuel for personal vehicles, any concession products, tobacco, lottery tickets, or any other purchases other than fuel. Any such purchases will constitute theft, and/or fraud, and will be subject to disciplinary action up to, and including termination of employment and possible legal action.

### *General Rules*

- Employees are expected to operate Weinmann Limited vehicles in a safe and responsible manner.
- Employees using Weinmann Limited vehicles must have a valid driver's license in good standing.
- Obey all posted speed limits, and rules of the road.
- Smoking is prohibited in Weinmann Limited vehicles.
- Eating while driving is prohibited in Weinmann Limited vehicles.
- Use of handheld devices are prohibited while operating any Weinmann Limited vehicle.
- Employees must report any ticket violations incurred while on company business to the fleet manager within 72 hours.
- Any employee who has his/her driver's license revoked or suspended shall notify the Health and Safety Coordinator immediately. In this event, the employee shall immediately cease any operation of Weinmann Limited vehicles.
- **Any employee operating a company vehicle that is examined for documentation, or vehicle inspection by an MTO Inspector must notify the Health and Safety Manager (Sarah ext. 238). Any copies of inspection reports must be forwarded to the office immediately.**
- Operating any company vehicle while under the influence of drugs or alcohol is prohibited.
- Leaving a company vehicle parked or unattended for an unreasonable time outside a place where alcohol is served is also prohibited.
- "RED TAG RULE" If a red tag specifying do not operate has been placed in a clearly visible location in the driver's cab it means "DO NOT OPERATE" The tag will bear the



mechanic's name and the reason for the tag. The mechanic issuing the red tag will make an entry in the vehicle maintenance binder noting the date and mileage. When repairs are made, and the vehicle is safe to operate a follow-up entry will be made in the maintenance binder.

- Operators of company vehicles and their passengers must wear seatbelts at all times when the vehicle is on a highway or otherwise being set in motion.

### Preventive Vehicle Maintenance

- Weinmann Limited believes that proper vehicle maintenance is important to the safety of our employees and will increase the life-span of the vehicle.
- Routine maintenance work shall be completed as required and will include oil change, safety checks, and any scheduled maintenance see WSF 8.2.
- Weinmann Limited vehicles should be kept clean, at all times. A clean vehicle reflects well on the company.
- Records of all maintenance and inspections are to be managed by the maintenance coordinator with the assistance of the head mechanic.  
Records are to be kept on file for the length of time as prescribed by regulation. (two years or six months after vehicle is no longer in use)
- A preventive maintenance schedule will be determined by the head mechanic that will be based on the mileage and regular use in addition to the annual inspection. See Standard Form 8.2.

### Accident Reporting

- Call for medical assistance if required.
- Regardless of the severity of the accident, it must be reported to the police.
- Accurately record the names and addresses of the driver and occupants of the other vehicle, and any witnesses.
- Provide the other party with your name, address, driver's license number and insurance information.
- Complete the vehicle accident report packet with the name and driver's license number of the other driver, their insurance carrier and policy number, make, model and year of the vehicle, date, location and time of accident, and any pertinent weather and road conditions.



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- Do not discuss the accident with anyone at the scene of the accident other than the police. Do not accept any responsibility for the accident. Do not argue with anyone.
- As soon as is humanly possible, inform the Health and Safety Coordinator of the accident, and file a written report of your account of the accident, with a copy of the accident report.
- In the event of any accident involving a Weinmann Limited vehicle, a formal review shall be conducted to assess employee involvement, and any preventative measures that may have been taken to avoid it.

### **Reporting repairs or defects**

Drivers doing their circle checks will complete the DVIR log using Geotab. When using this system properly the shop will be notified of any defects you detect.

Shop coordinator will check phone messages and emails keeping a running log of repairs needed. Coordinate repairs with mechanic.

- Ensure that repairs and maintenance logs are current.
- Mileage and date is crucial information that must be included.
- Jenn currently keeps a file on each truck and keeps parts invoices with file.
- Keep a highly visible schedule for all e tests and annual inspections (Jenn has a coded list) Use a white board posted in shop area

Mechanics will log all repairs and maintenance in the master maintenance binder.

The management of driver records for the purposes of the CVOR will remain under the control of the Health and Safety Office.



## Competency Policy

### **Purpose**

This procedure establishes requirements concerning hiring, training, performance management, and promotion to ensure that all Weinmann Limited workers are competent from a health and safety perspective. This procedure is further intended to promote a uniform standard of occupational health and safety knowledge amongst workers and supervisory staff throughout Weinmann Limited.

### **Scope**

This procedure applies to all employees, including Senior Management at Weinmann Limited. These responsibilities reflect the requirements of the Occupational Health and Safety Act (OHSA) and the specific company responsibilities for workers and supervisors.

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### **Responsibilities**

#### **Senior Management:**

- Incorporate occupational health and safety training courses into the worker training and supervisor's supervisory training.
- Establishing a mechanism for documenting and tracking worker and supervisory occupational health and safety training.
- Orient new workers to health and safety hazards, issues, and protective measures, and assign them to a competent supervisor for direction.
- Orient new supervisory staff to health and safety hazards, issues, and protective measures within their area of responsibility in advance of assigning their supervisory responsibilities.
- Ensure that all supervisory staff appointed demonstrate health and safety competency.
- Ensure that all current supervisory staff is competent.
- Include occupational health and safety competency in performance evaluations for those supervisors whose job responsibilities have a significant health and safety component.
- Conduct an annual assessment of the occupational health and safety training needs of workers and supervisory staff and provide such ongoing training as may be



needed (i.e. to address identified health and safety issues, new legislation, injury trends, etc.)

### **Supervisors:**

- Attend required supervisory occupational health and safety competence courses.
- Ensure they are fully knowledgeable of work-related hazards to which their employees are exposed and controls to protect from these hazards (as covered in worker health and safety training courses).
- Making ongoing efforts to familiarize themselves with legislative health and safety requirements
- Bring forward to senior management their occupational health and safety training needs, on an ongoing basis and during the annual needs assessment
- Apply the occupational health and safety knowledge acquired through training and other methods of communication to protect worker health and safety and ensure legislative compliance within their area of responsibility.
- Additional responsibilities are included in Section 27 of the OHSA.

### **Workers:**

- Attend required occupational health and safety courses.
- Work in accordance with the OHSA.
- Additional responsibilities are included in Section 28 of the OHSA.

### **Joint Health & Safety Committee/ Health & Safety Representative is responsible to:**

- Monitor the level of occupational health and safety supervisory competence achieved.
- Report any significant compliance concerns, with recommendations to address these concerns, to senior management.

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### **Procedure**

Worker and Supervisor health and safety responsibilities will be communicated to all during orientation, in person, or by means deemed appropriate by Weinmann Limited.



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Senior management is responsible for communicating any revisions to their worker and supervisor competencies and responsibilities at the beginning of each staff meeting.

All management requires training on their legislative and their internal health and safety responsibilities to hire and appoint individuals into supervisory positions.

A review of the worker and supervisor competencies will be done on an annual basis. This evaluation will measure compliance with health and safety responsibilities.

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## **Training**

Training provided should encompass any hazards and risks and the control measures Weinmann Limited has in place to mitigate them. The training provided should be specific to workers, supervisors, managers, etc. Competency training should be established and reviewed regularly to ensure workers are given the same level of proficiency in the following:

- Knowledge of health and safety certifications/licenses for all positions to make sure that anyone accomplishing a task is properly certified/licensed.
- Training provided for each position.

## **Resources**

- Occupational Health and Safety Act



## Contractor and Sub-Contractor Policy

### **Purpose**

The purpose of this section of our program is to set minimum standards for adherence to health and safety policy and regulations for all contractors and sub-contractors that may be engaged by Weinmann Limited.

### **Scope**

This policy pertains to the health, safety, and environment portion of each entity or sub-contractor working directly for Weinmann Limited, or any sub-contractor or entity working under any other entity or sub-contractor working for Weinmann Limited. Additionally, the entity via their managerial positions, working either directly or in-directly for Weinmann Limited will be held accountable via a predetermined system that will measure an individual entity's performance relating to Health and Safety.

A drug or alcohol policy established by the client will be communicated to all sub-contractors engaged by Weinmann Limited and will be strictly enforced.

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### **Responsibilities**

Senior Management will ultimately be responsible to review and administer this portion of the overall Safety Program, in addition to coordination of contractors to either the Project Coordinator and/or the safety coordinator(s).

It's the assigned individual(s) responsibility to ensure that the Sub-Contractor's Health and Safety package is completed. (The package includes the agreement, WSIB Clearance Certificate, a copy of their liability insurance, and the signed Pre-Meeting Form and Safety Program Pre-Job Meeting Form). The Safety Coordinator will review the sub-contractors WSIB statement and analyze the performance data.

If a sub-contractor does not have a Health and Safety Manual then a copy of Weinmann's safety policy will be made available and appropriate training on specific topics will be arranged by the H & S Coordinator.

The Safety Coordinator shall forward a copy of Weinmann Limited's Safety Program or applicable /relevant portions to the direct Sub-Contractor, but it will be that Sub-





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Contractor's responsibility to complete appropriate transfer of policy and expectation to any under their employ and direction whether directly or via a sub-contract.

Sub-Contractors must be made aware of their responsibility to report all incidents to Weinmann who will participate in the investigation. The onus to report incidents to the hiring client will rest with Weinmann.

The Safety Coordinator shall keep the list of Approved direct Sub-Contractors. (Those contractors already having worked for Weinmann Limited; in which received a favorable review).

All company personnel completing inspections on any workplace where subcontractors are working shall include those sub-contractors within their monthly inspections.

Note: Delivery persons are not required to endorse a Contractor Health and Safety Responsibility Agreement. However, they shall not perform any services, other than delivery, while on Company premises.

---

### **Procedure**

The Project Coordinators who hire any Sub-Contractor shall initially communicate this procedure to the Contractor, and to all appropriate internal and external staff as appropriate. In addition to having the hired contractor complete a sub-contract outlining the work and payment, the Sub Contractor shall be provided and required to complete the "Contractor's Health and Safety Agreement" (USF 2.1)

The "Contractor's Health and Safety Agreement" shall ensure such things as:

- The correct legal name of the Contractor.
- The Contractor has a Safety Policy and program in place.
- Up-to-date liability insurance certificate.
- Up-to-date Workplace Safety and Insurance Board (WSIB) Clearance Certificate, and;
- The Contractors agreement via signature, to the terms and conditions imposed by the "Contractor's Health and Safety Agreement".



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The Sub-Contractor shall complete and sign the “Contractor’s Health and Safety Agreement” and provide all necessary documentation as requested. (Typically, any material safety data sheets (MSDS) for all Workplace Hazardous Materials Information System (WHMIS) products used on the project, a copy of their Health and Safety Policy and/or Program, and all requested additional documentation, such as permits or notices.)

Additionally, the Sub-Contractor shall ensure that all persons under their direction or employ whether directly or via sub-contract shall be fully aware and remain compliant with this policy and all appropriate transfer of policy and expectation is completed.

The Project Coordinator shall ensure that all of the required documentation is completed and returned before the commencement of the work on any Weinmann Limited project.

The Sub-Contractor shall then be allowed to commence their work and allow inspections and monitoring thereof. The Project Coordinator and additional Company representatives shall inspect and monitor the ongoing activities of the Sub-Contractor. The Sub-Contractor will always complete necessary modifications when noted to remain compliant to all policies and legal requirements.

Where the Sub-Contractor or any of those under their direction or control are found to be non-compliant with any Health, Safety or Environmental aspect while in their performance of their activities on a Weinmann project, they will be initially warned of their infraction and then held accountable as required utilizing various methods including but not limited to internal Weinmann Limited progressive corrective actions, or contract removal with applicable financial penalties to satisfy contractual requirements.

Sub-contractors will be asked to participate in startup meetings and any safety meetings that occur throughout the project. The Project Coordinator will be tasked to ensure that sub-contractors are involved in any hazard assessments and tailboard talks.

The Safety Coordinator(s) shall keep the list of Approved Contractors, which will be updated annually at a minimum.

Senior Management will assign the overall coordination of contractors to either the Project Coordinator or the safety coordinator(s).



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## **Communication**

This Project Coordinator will communicate this procedure to the Contractor, and to all appropriate company staff where needed.

## **Reference Materials**

OHSA and Construction Regulations  
IHSA's Contractor's Toolkit, **Form 2.1**



## Crane Operations

Weinmann Limited recognizes the critical role of safe crane operations in our projects. This policy aims to ensure the safety of workers and the public by addressing the hazards associated with hoisting materials and equipment. It adheres to Ontario OHSA regulations and industry best practices to prevent accidents and injuries during crane operations.

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### **Purpose**

To establish guidelines for safe crane operations, ensuring that all employees involved in hoisting activities understand potential hazards and follow proper techniques to mitigate risks.

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### **Scope**

This policy applies to all crane operations conducted by Weinmann Limited, including the use of the 8-ton crane and other hoisting devices. It encompasses the responsibilities of crane operators, riggers, signalers, and all personnel involved in crane operations.

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### **Definitions**

#### **Crane Operator:**

A qualified individual trained to operate cranes safely, adhering to load limits and operational procedures.

#### **Signal Person:**

A designated individual responsible for directing crane movements using standardized hand or radio signals.

#### **Load Chart:**

A document specifying the safe lifting capacities of a crane under various configurations.

#### **Rigger:**

A worker skilled in selecting and securing lifting gear to ensure loads are hoisted safely.



## **Responsibilities**

### **Management:**

Ensure crane operations policies are communicated effectively and comply with all legal and safety requirements. Provide resources and training to maintain high safety standards.

### **Supervisors:**

Enforce compliance with crane operation protocols on-site. Assign qualified personnel to roles such as signalers and riggers. Monitor crane operations to ensure adherence to safety regulations.

### **Crane Operators:**

Understand the specifications and limitations of the cranes they operate. Conduct daily inspections, record findings in the crane's logbook, and ensure compliance with manufacturer guidelines and site-specific safety measures.

### **Workers:**

Participate in training sessions, follow safety protocols, and report any unsafe conditions to supervisors.

### **Joint Health and Safety Committee (JHSC):**

Conduct hazard assessments, collaborate with management to improve safety protocols, and review crane operations procedures after incidents to recommend updates.

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## **Procedures**

Crane operators must familiarize themselves with operating manuals and load charts and verify site conditions before beginning operations. Inspections and maintenance must follow manufacturer guidelines, with all findings documented in the logbook.

Riggers must ensure loads are securely rigged, using appropriate lifting gear based on load weight and type. All personnel involved must maintain clear communication and understand their roles during crane operations.

Site supervisors are responsible for planning all phases of crane operations, ensuring that workers maintain safe distances from overhead power lines, and restricting access to the operation area to authorized personnel only.



## Safe Work Practices

Before crane operations, verify site conditions, including proximity to power lines, ground stability, and load weights. Operators must communicate with signalers and maintain smooth and controlled crane movements.

All personnel must wear appropriate personal protective equipment (PPE) and follow established safety protocols. The worksite must be kept clear of non-essential personnel and the public.

If working near power lines, maintain safe distances as specified by OHSA regulations. In case of contact with power lines, operators must remain inside the crane and follow established procedures to avoid injury.

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## Training

All crane operators must complete training and certification for the 0 to 8-ton category. Training will include safe operation procedures, hazard identification, and compliance with OHSA and Ontario Regulation 213/91. Proof of training must be available upon request.

Weinmann Limited will also provide regular refresher training and updates on best practices for crane operations.

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## Evaluation

The crane operations policy will be reviewed annually or after any incident to ensure its effectiveness and compliance with regulations. Feedback from personnel and insights from incident investigations will guide updates to the policy.

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## Reference Materials

- Occupational Health and Safety Act, R.S.O. 1990
- Construction Projects, O. Reg. 213/91
- Canadian Centre for Occupational Health and Safety (CCOHS) Materials Handling Guidelines
- IHSA Riggers Pocket Guide



## Early and Safe Return to Work

### Purpose

The purpose of this policy is to establish a framework for the safe and timely return of injured employees to the workplace. It ensures compliance with Ontario OHSA regulations and WSIB policies, emphasizing collaboration between the employer, employee, and health practitioners to facilitate recovery while minimizing disruptions.

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### Scope

This policy applies to all employees of Weinmann Limited who sustain work-related injuries or illnesses, provided the injury or illness was not caused by unlawful acts or violations of company safety policies.

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### Definitions

**Early and Safe Return to Work (ESRTW):** A structured process designed to reintegrate injured employees into the workplace in a manner that accommodates their medical restrictions.

**Functional Abilities Form (FAF):** A form completed by the injured employee's healthcare provider outlining medical restrictions and capabilities.

**Modified Work:** Adjusted duties or schedules that align with an employee's medical restrictions to facilitate their return to work.

**Independent Medical Exam (IME):** An assessment conducted by an independent healthcare provider to evaluate an employee's medical condition and work capabilities.

**Healing Environment:** A workplace atmosphere that supports recovery through accommodation, cooperation, and respect for medical restrictions.

### Roles and Responsibilities



## Senior Management

- Ensure the ESRTW policy complies with OHSA and WSIB regulations.
- Provide resources to support modified work programs and accommodations.
- Oversee the implementation and effectiveness of the ESRTW process.

## Supervisors

- Ensure injured employees receive prompt medical attention and transportation if required.
- Complete and submit incident reports to the Safety Office immediately.
- Coordinate with the Safety Coordinator to assign appropriate modified duties.

## Health and Safety Coordinator

- Manage claims files and ensure compliance with WSIB reporting requirements.
- Coordinate with injured employees, healthcare providers, and supervisors to develop return-to-work plans.
- Monitor the progress of injured employees and update case documentation regularly.

## Employees

- Report injuries immediately and participate in the ESRTW process.
  - Provide timely updates on their medical condition and submit FAFs as required.
  - Adhere to modified work plans and communicate any challenges.
- 

## Procedure

### Immediate Response

- 1. Injury Reporting:**
  - Injured employees must report incidents to their supervisor immediately.
  - Supervisors must complete an Injury/Incident Report and submit it to the Safety Office.
- 2. Medical Attention:**
  - Transport the injured employee to a healthcare facility if necessary.
  - Request the completion of a FAF by the attending healthcare provider.

### Return-to-Work Planning





## **Initial Assessment:**

- The Safety Coordinator reviews the FAF and identifies suitable modified work options.
- Communicate the proposed plan to the employee and supervisor.

## **Modified Work Implementation:**

- Adjust work tasks, hours, or equipment as needed.
- Ensure accommodations comply with medical restrictions and do not endanger the employee or co-workers.

## **Monitoring and Follow-Up:**

- Use standard forms (e.g., Form 16 series) to document progress.
- Schedule regular check-ins to reassess the employee's condition and update the work plan.

## **Reintegration:**

- Gradually reintegrate the employee into full duties once medical clearance is provided.
  - Foster a supportive work environment to encourage recovery.
- 

## **Expanded Safe Work Practices**

### **Preventive Measures**

- Conduct regular risk assessments to minimize workplace hazards.
- Provide training on safe work practices and injury prevention.

### **Communication**

- Educate all employees on the ESRTW process during orientation and safety meetings.
- Ensure injured employees understand their responsibilities and available resources.

### **Accommodation**



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- Collaborate with healthcare providers to ensure accommodations meet medical requirements.
- Encourage peer support to facilitate a positive return-to-work experience.

### Resources

- **Ontario Occupational Health and Safety Act and Construction Regulations**
- **WSIB Policies and Guidelines**
- **IHSA Contractor's Toolkit**
- **Forms:** Injury Report (Form 10), WSIB Form 7, Functional Abilities Form (FAF), Form 16 Series (16.1, 16.2, 16.3)



## Electronic Monitoring

Weinmann Limited is committed to maintaining a transparent, safe, and secure work environment while respecting employee privacy. This policy outlines the use of electronic monitoring systems at Weinmann Limited to ensure compliance with safety regulations, operational efficiency, and protection of company assets.

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### Purpose

The purpose of this policy is to provide clarity on the use of electronic monitoring systems in compliance with Ontario legislation, ensuring that monitoring practices align with company objectives and respect employee rights.

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### Scope

This policy applies to all employees, contractors, subcontractors, and visitors interacting with Weinmann Limited systems, vehicles, and premises. It includes all electronic monitoring conducted through company-owned devices, systems, and facilities.

---

### Definitions

#### **Electronic Monitoring:**

The use of systems or devices to collect, store, or review data on employee activities for operational, safety, and compliance purposes.

#### **GPS Tracking:**

The use of location-based technology in company vehicles to monitor routes, ensure safety, and improve operational efficiency.

#### **Video Surveillance:**

The installation of cameras at strategic locations to enhance workplace security, prevent unauthorized access, and protect property.



## **Email and Internet Monitoring:**

Oversight of activity on company-provided devices to prevent misuse and protect against cybersecurity threats.

---

## **Policy Statement**

Weinmann Limited employs electronic monitoring systems to:

- Ensure workplace safety and compliance with health and safety policies.
- Protect company property and assets.
- Enhance operational efficiency and adherence to applicable laws.

Monitoring systems will not be used for purposes unrelated to these objectives.

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## **Methods of Monitoring**

GPS tracking in company vehicles ensures driver safety, regulatory compliance, and optimized routing.

Video surveillance monitors key areas, such as entrances, exits, warehouses, and job sites, to ensure safety and security.

Email and internet usage monitoring protects against cybersecurity threats and ensures proper use of company resources.

---

## **Employee Notification**

Employees will be informed about the use and purpose of electronic monitoring:

- During onboarding, as part of the orientation process.
  - Through periodic updates to the policy, made available in the employee handbook and posted on the Health and Safety Board.
  - Before implementing any new monitoring systems.
-



## **Data Collection and Privacy**

Data collected will be used only for the purposes outlined in this policy and stored securely, accessible only to authorized personnel. Data will not be shared with third parties unless required by law or for legal proceedings.

---

## **Employee Rights**

Employees have the right to request details about the types of monitoring in place and how data is used.

Employees must be informed if monitoring data will be used in disciplinary actions.

Employees may raise concerns about monitoring systems with their supervisors or the Joint Health and Safety Committee (JHSC).

---

## **Responsibilities**

Senior management ensures compliance with Ontario regulations, provides training on monitoring systems, and regularly updates this policy.

Supervisors address employee concerns regarding monitoring systems and ensure adherence to the policy.

Employees must use company devices and equipment responsibly and report any misuse of monitoring systems to supervisors or the JHSC.

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## **Evaluation**

The electronic monitoring policy will be reviewed annually to ensure compliance with Ontario regulations and alignment with company objectives. Updates will be communicated to employees promptly.

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## **Resources**



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- Ontario Employment Standards Act, 2000 (ESA)
- Occupational Health and Safety Act (OHSA)
- Weinmann Limited Health and Safety Manual

For any questions or concerns regarding this policy, employees are encouraged to contact the Human Resources Department or their immediate supervisor.



## Weinmann Limited Environmental Policy

Weinmann Limited recognizes environmental protection as an integral component of our business operations. We are committed to complying with all relevant federal, provincial, and municipal environmental legislation while integrating pollution prevention and best practices into our projects and activities.

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### Purpose

To establish and maintain sustainable practices that minimize environmental impact and ensure compliance with all regulatory requirements, promoting a culture of environmental responsibility within Weinmann Limited.

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### Scope

This policy applies to all employees, subcontractors, and activities conducted by Weinmann Limited. It encompasses waste management, spill response, and environmental assessments for all job sites and projects.

---

### Definitions

#### **Environmental Assessment:**

An analysis of a site to identify potential environmental hazards, conducted in two phases:

- **Phase 1:** Review of historical property records, regulatory interactions, and a site inspection.
- **Phase 2:** Collection and testing of soil, surface water, or groundwater based on Phase 1 findings.

#### **Pollution Prevention:**

Strategies to reduce or eliminate waste and emissions at the source, thereby minimizing environmental harm.



## **Waste Management:**

The process of handling, recycling, and disposing of waste materials in compliance with environmental regulations.

---

## **Responsibilities**

Management will ensure all employees and subcontractors are trained in Weinmann Limited's environmental standards and best practices. Project coordinators are responsible for implementing waste disposal and spill response procedures at job sites. Employees are accountable for adhering to environmental policies and promptly reporting concerns.

---

## **Procedure**

Before bidding on construction projects, Weinmann Limited will review whether a Phase 1 or Phase 2 environmental assessment has been conducted. Findings will guide decisions to address potential environmental risks.

Environmental awareness will be promoted through ongoing education and training programs. Employees will be informed about how their tasks impact the environment and how to mitigate these impacts responsibly.

Proper waste management practices must be followed at all job sites. Waste disposal containers will be positioned near site trailers for convenient use and monitoring. Non-recyclable materials must be disposed of in these containers, while usable materials will be transported to the Bowen Road yard for sorting and potential reuse.

Good housekeeping practices will be maintained at all job sites, as outlined in the company housekeeping policy. Construction drawings and other paper products not retained will be shredded by a commercial contractor to ensure secure and environmentally responsible disposal.

---





## Safe Work Practices

All employees must:

- Use waste disposal containers correctly, segregating recyclable and non-recyclable materials.
- Avoid improper disposal of hazardous materials to prevent environmental contamination.
- Follow spill response procedures immediately in case of any spills, reporting incidents to the project coordinator.

Project coordinators will ensure:

- The presence and proper use of waste containers at job sites.
  - Training on environmental hazards and appropriate response measures.
  - Compliance with all relevant regulations and company standards.
- 

## Spill Response

Where legislation or significant environmental hazards exist, spill response programs will be developed and maintained. Spill kits will be made available at job sites and in foremen's vehicles. Employees will be trained to use these kits effectively.

For large spills or significant environmental hazards, the local fire department or HAZMAT team will be contacted for assistance.

---

## Waste Management

Materials left over from projects will be stored and sorted at the Bowen Road yard for reuse whenever possible. All waste materials that cannot be recycled will be disposed of in compliance with municipal regulations.

Recyclable paper products, including construction drawings not retained, will be returned to the head office for secure shredding.

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## Training

All employees will receive training on Weinmann Limited's environmental policy during orientation. Regular refresher training sessions will reinforce the importance of environmental responsibility and compliance. Specific training on spill response and waste management will be provided to employees and subcontractors working at job sites.

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## Evaluation

This policy will be reviewed annually or after significant environmental incidents to ensure its relevance and compliance with current regulations. Updates will incorporate lessons learned and feedback from employees and project coordinators.

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## Reference Materials

- **Legislation:** Ontario Environmental Protection Act, OHSA Environmental Standards.
- **Guides:** IHSA Environmental Practices Toolkit.
- **Company Standards:** Weinmann Limited Housekeeping Policy.



## Fire Safety Program

### Purpose

This policy establishes fire safety measures at Weinmann Limited to protect employees, visitors, and contractors from fire hazards. It provides procedures for fire prevention, emergency response, and evacuation to ensure compliance with Ontario OHSA regulations and the Ontario Fire Code.

---

### Scope

This policy applies to all industrial and construction sites where Weinmann Limited operates. All personnel must understand and follow the fire safety procedures outlined herein.

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### Definitions

**Fire Watch:** A designated individual responsible for monitoring fire hazards during hot work operations (e.g., welding, cutting, grinding) and responding to potential fires.

**Hot Work:** Tasks that produce heat, sparks, or open flames, such as welding or cutting.

**Muster Point:** A designated safe location where personnel gather after an evacuation.

**Evacuation Plan:** A documented procedure detailing routes and actions to take in the event of a fire or other emergency.

**Fire Extinguisher:** A portable device used to extinguish small fires.

**Combustible Material:** Any material that can ignite and sustain a fire.

---



## Roles and Responsibilities

### Senior Management

- Ensure availability and maintenance of fire safety equipment.
- Oversee the implementation and compliance with fire safety policies.
- Conduct annual reviews of fire safety procedures.

### Supervisors

- Ensure fire extinguishers are inspected monthly and remain accessible.
- Provide fire safety training to all employees.
- Communicate evacuation procedures to workers and contractors.

### Employees

- Know the locations of fire extinguishers and evacuation routes.
- Participate in fire safety training and follow all fire safety procedures.
- Report fire hazards or damaged fire safety equipment to supervisors immediately.

### Fire Watch

- Monitor for fire risks during hot work operations.
  - Respond to fires within the capacity of the available equipment.
  - Maintain vigilance for 30 minutes after completing hot work.
- 

## Procedure

### Fire Prevention

- Store flammable and combustible materials in approved containers.
- Maintain clear and unobstructed access to fire extinguishers and exits.
- Prohibit smoking outside designated areas marked with appropriate signage.
- Perform monthly inspections of fire extinguishers and document findings.
- Ensure hot work is accompanied by a fire extinguisher and supervised by a trained Fire Watch.
- Ground equipment used to clean or ventilate tanks containing flammable materials to prevent sparks.



## Fire Extinguisher Use

- Inspect the fire extinguisher to ensure it is fully charged.
- Pull the pin, aim at the base of the fire from 8-10 feet away, and squeeze the handle.
- Sweep the extinguisher from side to side until the fire is extinguished.
- If the fire cannot be controlled, evacuate immediately and call 911.

## Hot Work

- Conduct a pre-task hazard assessment to identify potential fire risks.
- Remove or shield combustibles within 35 feet of the work area.
- Equip the Fire Watch with fire extinguishing equipment and ensure they are trained in its use.
- Maintain the Fire Watch for 30 minutes post-completion of hot work to monitor for smoldering fires.

## Evacuation

- Communicate evacuation routes and muster points to all employees and contractors during orientation and safety meetings.
  - Post evacuation maps in visible areas.
  - In the event of a fire, evacuate immediately and gather at the designated muster point.
  - Conduct headcounts to ensure all personnel are accounted for.
  - Await clearance from emergency responders before re-entering the facility.
- 

## Safe Work Practices

- Conduct regular fire drills to familiarize personnel with evacuation procedures.
  - Keep work areas free of unnecessary combustibles and clutter.
  - Inspect and maintain electrical equipment to prevent overheating or sparks.
  - Train employees on the proper use of fire extinguishers and other fire safety equipment.
  - Use non-combustible barriers or screens during hot work operations to contain sparks.
-



## Resources

- **Weinmann Limited Health and Safety Manual**
  - **Ontario Fire Code (Part 6)**
  - **Canadian Electrical Code**
  - **Workplace Evacuation Plan**
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## Review and Update

This policy will be reviewed annually and updated as required to comply with changes in regulations or workplace conditions.



## First Aid Policy

Weinmann Limited is committed to providing timely and effective first aid to injured or ill workers to prevent further harm, promote recovery, and reduce the severity of injuries. This policy establishes a standardized approach to first aid across all job sites, ensuring compliance with legislative requirements.

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### **Purpose**

The goal of first aid is to provide immediate care to injured or ill workers before professional medical attention is available. This care aims to stabilize the worker's condition, prevent further harm, and promote recovery.

---

### **Scope**

This policy applies to all Weinmann Limited employees, contractors, and subcontractors working at any job site. It serves as a framework for maintaining adequate first aid coverage and response capabilities.

---

### **Definitions**

#### **First Aid:**

Immediate care provided to an injured or ill person to minimize the severity of the condition before professional medical care is available.

#### **Competent Person:**

An individual with current training in Standard First Aid and CPR, as recognized by the Workplace Safety and Insurance Act (WSIA) and other relevant standards.

#### **First Aid Logbook:**

A record-keeping system documenting all first aid incidents, including details of the injury, treatment, and actions taken.

---



## Responsibilities

### **Employer:**

Identify areas requiring first aid training and ensure compliance with legal and company standards. Provide resources and organize training for field-level management and designated First Aiders.

### **Safety Coordinators:**

Source suitable training programs and maintain records of trained personnel. Ensure that all first aid documentation is securely stored and accessible for verification and compliance purposes.

### **Supervisors:**

Ensure at least one trained First Aider is available on-site at all times. Communicate first aid responsibilities to workers during orientation and when updates occur. Arrange appropriate transportation for injured workers requiring further medical care.

### **Workers:**

Know the identity and location of First Aiders on-site. Report all injuries or illnesses immediately to their supervisor or designated First Aider.

---

## Procedures

Weinmann Limited will provide Standard First Aid and CPR training to all field-level management and designated employees. Annual training sessions will be held in early spring, with supplementary sessions as needed to accommodate absentees or address worker turnover.

The names and contact details of trained First Aiders, along with WSIA Regulation 1101, will be prominently posted at all first aid stations.

All incidents requiring first aid must be documented in the First Aid Logbook, including:

- Date and time of the incident.
- Name of the injured worker and any witnesses.
- Nature and location of the injury or illness.
- Treatment or advice provided.

If an injury necessitates medical care, supervisors will arrange transportation based on the severity of the condition. In disputes about the need for medical attention, the Safety





Department will provide guidance. Workers accompanying injured colleagues must remain with them until treatment is complete.

In cases where a worker refuses medical treatment despite an apparent injury, supervisors must call an ambulance and document the refusal.

---

## **Safe Work Practices**

Ensure all job sites are equipped with:

- A fully stocked first aid kit compliant with WSIA Regulation 1101.
- The names and contact details of trained First Aiders.
- Emergency contact numbers for local medical facilities and ambulance services.

Maintain clear communication about first aid availability during orientation sessions and whenever changes occur. Regularly inspect first aid supplies to ensure readiness for emergencies.

---

## **Training**

All designated First Aiders will complete Standard First Aid and CPR training as per WSIA standards, with certification through recognized providers such as the Red Cross. Training will be updated as needed to maintain compliance and ensure skills remain current.

Supervisors and Safety Coordinators are responsible for ensuring training records are up-to-date and accessible for verification.

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## **Evaluation**

The First Aid Policy will be evaluated annually to assess the adequacy of trained personnel and the effectiveness of the response to incidents. Feedback from incident reviews will inform policy updates and improvements.

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## **Reference Materials**



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- **Legislation:** Occupational Health and Safety Act (OHSA), WSIA Regulation 1101.
- **Guides:** IHSA's Contractor's Toolkit.
- **Company Standards:** Weinmann Limited Safety Manual.



## Forklift Policy and Procedure

### **Purpose**

To define the requirements for safely operating forklifts and other industrial lifting devices, ensuring compliance with Ontario OHSA regulations and promoting a safe work environment for all Weinmann Limited employees.

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### **Scope**

This policy applies to all workers operating forklifts or powered lifting devices at Weinmann Limited job sites and facilities. It addresses all aspects of forklift use, including training, operation, inspection, and maintenance.

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### **Definitions**

#### **Forklift:**

An industrial truck used to lift, transport, or stack materials.

#### **Competent Person:**

A person who:

- Has the necessary knowledge, training, and experience to perform the task safely.
- Is familiar with the OHSA and applicable regulations.
- Understands potential hazards in the workplace.

#### **Circle Check:**

A pre-operation inspection of the forklift to identify any mechanical issues or safety concerns.

#### **Load Stability:**

The condition where a load is securely positioned to prevent tipping, falling, or shifting during operation.

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### **Responsibilities**



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## Management:

- Ensure that only competent and properly trained workers operate forklifts.
- Provide certified training programs for forklift operators.
- Maintain records of operator training and equipment inspections.

## Supervisors:

- Confirm that all forklifts are inspected daily before use.
- Enforce compliance with this policy and related safe work practices.
- Oversee maintenance schedules and ensure adherence to manufacturer guidelines.

## Workers:

- Conduct pre-operation circle checks and report any deficiencies.
  - Operate forklifts according to manufacturer instructions and safety protocols.
  - Avoid hazardous behaviors such as carrying unstable loads or allowing riders.
- 

## Procedure

### Pre-Operation Checks:

- Conduct a thorough circle check, inspecting tires, brakes, steering, controls, warning devices, and hydraulic systems.
- Ensure the load is secure, stable, and within the forklift's capacity limits.
- Address and report any mechanical issues before operating the equipment.

### Operation Guidelines:

- Always wear appropriate personal protective equipment (PPE), such as high-visibility vests and steel-toed boots.
- Ensure clear visibility and use a spotter if visibility is restricted.
- Do not exceed the forklift's load capacity or transport unstable loads.
- Avoid parking on inclines and ensure the forklift is turned off and secured when not in use.
- Never allow riders on the forklift unless equipped with a designated passenger seat.

### Load Handling:

- Position forks under the load and tilt the mast backward slightly to stabilize the load.



- Lower loads as close to the ground as possible when transporting.
- Use guide ropes to prevent load rotation or uncontrolled motion when necessary.

## **Maintenance:**

- The maintenance supervisor is responsible for scheduling regular forklift maintenance, including annual inspections per manufacturer instructions.
  - Address any mechanical issues promptly and take defective forklifts out of service.
- 

## **Safe Work Practices**

- Operate forklifts only on stable and even surfaces.
  - Maintain a safe distance from edges, ramps, and other hazards.
  - Follow designated traffic patterns in the workplace.
  - Be vigilant of pedestrians and use horns or warning signals when approaching blind spots or intersections.
  - Always keep loads balanced and within the forklift's rated capacity.
- 

## **Training**

### **Initial Training:**

- Weinmann Limited will ensure all forklift operators complete a certified training program covering operation, safety procedures, and hazard awareness.

### **Refresher Training:**

- Refresher training will be provided every three years or as needed following an incident, equipment update, or regulatory change.

### **Certified Training Providers:**

- Foran's Training: 905-529-2917
  - Select Total Service: 905-384-4184
- 

## **Evaluation**



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This policy will be reviewed annually and after any incidents involving forklift operation. Updates will incorporate feedback from incident reports, inspections, and regulatory changes.

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## Reference Materials

- **Legislation:** Ontario OHSA Sec. 25(1)(b), Sec. 25(2)(a), (c), (d), (h), and Regulation 851, Industrial Establishments Sec. 51–59.
- **Guidelines:** Ministry of Labour’s Safe Operation of Powered Lift Trucks.



## Hand and Power Tools

### Purpose

This policy ensures the safety of employees working with hand and portable powered tools, as well as other handheld equipment. It aligns with the Occupational Health and Safety Act (OHSA) of Ontario and Canadian Safety Standards.

---

### Scope

This policy applies to all Weinmann Limited employees using handheld tools and portable power tools. Employees must use these tools safely and comply with the manufacturer's guidelines and this policy.

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### Definitions

**Hand Tools:** Tools powered manually, such as anvils, axes, chisels, files, planes, pliers, punches, saws, scissors, screwdrivers, tin snips, and wrenches.

**Power Tools:** Tools powered by electricity, compressed air, or other means, equipped with guards and safety switches, and used for various tasks.

**Ergonomic Tools:** Tools designed to reduce strain and repetitive motion injuries by ensuring a natural posture and reduced effort.

**Ground Fault Circuit Interrupter (GFCI):** A safety device designed to protect against electrical shock by interrupting the circuit if an imbalance is detected.

**Repetitive Strain Injury (RSI):** Temporary or permanent injuries to muscles, nerves, ligaments, and tendons caused by repetitive motion.

**Guards:** Safety devices used to shield workers from exposed moving parts or debris during tool operation.



## **Roles and Responsibilities**

### **Senior Management and Supervisors**

- Ensure all hand and portable powered tools and equipment are free from defects and properly maintained.
- Enforce the use of tools as per manufacturer recommendations.
- Provide training to all affected employees.
- Ensure employee compliance with this policy.
- Remove damaged tools from service immediately.
- Conduct periodic inspections of work areas.

### **Joint Health and Safety Committee (JHSC) and Health and Safety Representative**

- Ensure hand and portable powered tool safety measures meet OHSA standards.
- Maintain training records.
- Periodically evaluate program implementation.

### **Employees**

- Attend required training programs.
  - Inspect tools and equipment for defects or hazards before use.
  - Tag and remove defective tools from service immediately.
  - Report any defects to their supervisor.
- 

## **Procedures**

### **General Guidelines**

- Maintain tools in safe, working condition through regular maintenance.
- Use the right tool for the job.
- Inspect tools for damage before each use.
- Do not use damaged tools; take them out of service immediately.
- Operate tools as per manufacturer's instructions.
- Wear appropriate personal protective equipment (PPE).

### **Tool Selection**

- Use tools only for their intended purposes.





- Inspect tools for defects and repair or replace defective tools.
- Avoid modifying tools.

## **Handling Tools**

- Do not carry sharp tools in pockets.
- Avoid throwing tools.
- Pass tools handle-first to others.
- Keep knives closed when not in use.

## **General Tool Use**

- Avoid cutting toward yourself when using cutting tools.
- Wear safety glasses or goggles and appropriate gloves for specific tasks.
- Keep the work environment clean and organized.

## **Repetitive Motions**

- Use ergonomic tools for repetitive tasks.
- Avoid bent wrist positions while using hand tools.
- Opt for powered tools where safe alternatives exist.
- Report repetitive strain injury (RSI) symptoms to supervisors promptly.

## **Guards**

- Ensure exposed moving parts of power tools are guarded.
  - Never remove safety guards during tool operation.
  - Protect against hazards such as in-running nip points, rotating parts, and flying debris.
- 

## **Specific Tool Guidelines**

### **Hand Tools**

- Use hand tools for their intended purpose.
- Inspect tools for damage before use.
- Keep tools free of damage and well-maintained.
- Replace tools with cracked or bent components.
- Use spark-resistant tools in flammable environments.
- Store tools securely in dry locations.



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- Wear proper PPE.

## Power Tools

- Equip power tools with guards and safety switches.
  - Follow these precautions:
    - Read and understand the owner's manual.
    - Do not carry tools by their cords or hoses.
    - Keep cords and hoses away from heat, oil, and sharp edges.
    - Use a Ground Fault Circuit Interrupter (GFCI) for corded tools.
    - Disconnect tools when not in use or before servicing.
    - Avoid accidental starting by not holding fingers on the switch button while carrying tools.
    - Inspect tools for damage before use; tag defective tools as "Do Not Use."
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## Enforcement

Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

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## Review and Update

This policy will be reviewed annually and updated as necessary to comply with changes in OSHA regulations and industry standards.



## Hazard Assessment and Reporting

Weinmann Limited is dedicated to proactively identifying, assessing, and controlling workplace hazards to ensure the safety and well-being of all employees, subcontractors, and visitors. This policy establishes a systematic approach to hazard management in compliance with legislative requirements and industry best practices.

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### Purpose

The purpose of this policy is to identify potential hazards in the workplace, establish control measures, and evaluate their effectiveness to minimize risks. It aims to ensure all employees and subcontractors work safely, free from undue hazards.

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### Scope

This policy applies to all Weinmann Limited job sites, operations, and personnel, including subcontractors. It covers hazard identification, assessment, control implementation, and ongoing monitoring to ensure a safe work environment.

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### Definitions

#### **Hazard:**

A condition or practice with the potential to cause harm to people, equipment, or the environment.

#### **Risk Rating:**

A classification system used to prioritize hazards based on their likelihood and severity:

- **High:** Potential for serious injury or death. Work must stop until controls are in place.
- **Medium:** Possibility of injury or property damage; requires analysis and controls.
- **Low:** Minimal likelihood of injury or damage; controls may be implemented to reduce risks further.



## **Control Measures:**

Steps taken to eliminate or reduce risks associated with identified hazards. Controls can occur at the source, along the path, or at the worker level.

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## **Responsibilities**

### **Project Coordinators:**

Ensure regular hazard assessments are conducted at each job site. Facilitate site inspections and provide time and access to safety personnel or JHSC members.

### **Supervisors:**

Address hazards reported by workers or identified during inspections. Ensure proper controls are implemented and maintained.

### **Workers and Subcontractors:**

Report hazards immediately to supervisors. Follow all safety protocols and avoid practices that may endanger themselves or others.

### **Joint Health and Safety Committee (JHSC):**

Collaborate with management to identify critical tasks, assess hazards, and recommend controls.

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## **Critical Tasks and Common Hazards**

Weinmann Limited has identified critical tasks that may involve specific hazards:

- Trenching and excavation
- Manhole installation
- High/low voltage work
- Wire/cable pulling
- Pole installation
- Directional boring

Common construction hazards include:

- **Safety Hazards:** Machinery and equipment operation, confined spaces, and material handling.



- **Health Hazards:** Exposure to chemical agents, physical agents, biological agents, ergonomic issues, and stress.
- 

## Procedures for Hazard Assessment and Reporting

Hazards must be reported immediately to a supervisor and documented with the following information:

- Description of the hazardous condition or act.
- How the hazard differs from previously identified risks.
- Assigned risk rating (High, Medium, or Low).
- Severity and potential consequences if unaddressed.
- Suggested control measures to mitigate the risk.

Reports will be reviewed to formulate appropriate corrective actions, which must be communicated back to the reporting party and implemented promptly.

---

## Methods of Hazard Control

Hazards must be controlled at one of three levels:

- **At the Source:** Eliminating the hazard entirely or substituting safer processes or equipment.
- **Along the Path:** Implementing barriers, ventilation systems, or other measures to protect workers.
- **At the Worker:** Providing personal protective equipment (PPE) and training to minimize exposure.

All control measures must prioritize worker safety and the prevention of damage to equipment or property.

---

## Safe Work Practices

Supervisors must ensure that:

- Hazards are identified during pre-job planning and ongoing operations.



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- Workers are trained to recognize and report hazards.
- All control measures are communicated and enforced on-site.

Workers must:

- Adhere to established control measures and safety protocols.
  - Use PPE as required for specific tasks.
  - Report hazards promptly and cooperate in implementing solutions.
- 

### **Evaluation**

Hazard reports will be evaluated individually to determine the effectiveness of corrective actions. The overall hazard assessment and reporting procedure will be reviewed annually to ensure compliance with legislative requirements and continuous improvement.

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### **Reference Materials**

- Ontario Occupational Health and Safety Act (OHSA)
- IHSA Contractor's Toolkit



## Health and Safety Accountabilities

### Purpose

The purpose of this policy is to establish clear health and safety accountabilities to ensure all workplace parties contribute to maintaining a safe and healthy work environment at Weinmann Limited. This policy reinforces expectations and recognizes contributions while addressing non-compliance in accordance with Ontario OHSA regulations.

---

### Scope

This policy applies to all workplace parties, including senior management, supervisors, employees, and the Joint Health and Safety Committee (JHSC) or Health and Safety Representatives (HSRs).

---

### Definitions

**Performance Evaluation:** A formal process to assess an individual's adherence to health and safety responsibilities, including compliance with safety standards.

**Progressive Discipline:** A systematic approach to address non-compliance with health and safety policies, providing opportunities for improvement while addressing ongoing issues.

**JHSC/HSR:** Abbreviations for Joint Health and Safety Committee and Health and Safety Representatives, responsible for supporting workplace health and safety initiatives.

**Corrective Action Plan:** A documented approach to address non-compliance, outlining specific actions, responsibilities, and timelines.

---

### Roles and Responsibilities



## Senior Management

- Develop, implement, and review health and safety accountabilities annually.
- Monitor the effectiveness of health and safety performance evaluations and discipline procedures.
- Address non-compliance issues with supervisors and workers promptly through corrective action plans.
- Recognize and reward exemplary adherence to health and safety practices.

## Supervisors

- Conduct regular performance evaluations of workers' adherence to safety procedures.
- Address non-compliance with progressive discipline and ensure corrective actions are implemented.
- Provide ongoing training and feedback to workers on health and safety practices.
- Report any unresolved issues to senior management.

## Employees

- Follow all health and safety policies and procedures as directed.
- Participate in training and comply with corrective actions when required.
- Report hazards or inability to follow instructions immediately to a supervisor.

## JHSC/HSR

- Assist in the development and monitoring of health and safety accountabilities.
- Participate in performance evaluations and provide recommendations for improvements.
- Review corrective action plans and ensure their effectiveness.

---

## Procedure

### Establishing Accountability

1. **Define Roles:** Clearly outline health and safety responsibilities for all workplace parties.
2. **Develop Tools:** Create performance evaluation and progressive discipline tools to measure compliance and address deficiencies.





3. **Train Workplace Parties:** Train all employees, supervisors, and JHSC/HSR on their roles and the procedures for performance evaluations and discipline.

## Performance Evaluations

1. Conduct evaluations on a scheduled basis (e.g., annually or semi-annually) to assess adherence to safety standards.
2. Document findings and provide constructive feedback to encourage improvement.
3. Recognize individuals or teams demonstrating exemplary safety practices.

## Addressing Non-Compliance

1. **Progressive Discipline:**
  - Verbal warning.
  - Written warning.
  - Suspension (if necessary).
  - Termination (for repeated or serious violations).
2. Document all disciplinary actions and corrective measures in the worker's file.
3. Develop and implement corrective action plans to address non-compliance.

## Monitoring and Review

1. Regularly audit the implementation of health and safety accountabilities.
  2. Review the effectiveness of performance evaluations and discipline procedures annually.
  3. Update policies and tools based on findings and feedback.
- 

## Expanded Safe Work Practices

### General Practices

- Clearly communicate accountabilities to all workplace parties.
- Provide accessible resources, including training materials and policy documents, to ensure compliance.
- Foster a culture of accountability by recognizing contributions and addressing deficiencies promptly.

### Corrective Measures

- Address hazards or unsafe practices immediately upon identification.



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- Ensure corrective actions are specific, measurable, and time-bound.
- Follow up on corrective actions to verify their effectiveness.

## **Recognition Programs**

- Implement reward systems for individuals or teams demonstrating outstanding adherence to safety practices.
  - Highlight successes in company-wide communications or meetings to reinforce positive behaviors.
- 

## **Review and Update**

This Health and Safety Accountabilities policy will be reviewed annually or as required by changes in legislation or workplace conditions.

## **References**

- Progressive Discipline Policy
- Occupational Health and Safety Act S.50



## Health & Safety Communication

Weinmann Limited is committed to fostering a safe and healthy workplace through clear and effective communication. This policy outlines the methods and responsibilities for ensuring that all employees, subcontractors, and visitors are informed about health and safety requirements, hazards, and best practices.

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### Purpose

The purpose of this policy is to establish clear communication channels to ensure health and safety information is accessible, hazards are addressed promptly, and workers are empowered to report concerns and participate in safety discussions.

---

### Scope

This policy applies to all Weinmann Limited employees, contractors, subcontractors, students, service providers, and visitors. It encompasses communication methods used to promote a safe work environment across all job sites and facilities.

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### Definitions

#### **Health and Safety Board:**

A designated area where safety-related information, such as inspection reports, emergency contacts, and legislative documents, is posted for workers' reference.

#### **Job Hazard Analysis (JHA):**

A systematic approach to identifying, assessing, and controlling hazards associated with specific tasks.

#### **Safe Work Practices (SWPs):**

Detailed instructions on how to perform tasks safely, including the use of tools, materials, and personal protective equipment (PPE).

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## Roles and Responsibilities

### Senior Management:

Conduct annual safety meetings with employees to discuss objectives and issues. Promote ongoing safety communication and ensure records of meetings are maintained.

### Supervisors:

Facilitate regular safety talks and ensure workers understand and adhere to hazard controls. Maintain open communication with workers to address safety concerns effectively.

### Workers:

Report hazards, incidents, and safety concerns to supervisors immediately. Collaborate with coworkers and supervisors to resolve safety issues and implement controls.

### Subcontractors and Service Providers:

Communicate hazards and appropriate controls to their teams and provide documentation, such as training records and site-specific safety plans, to Weinmann Limited representatives.

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## Methods of Communication

Weinmann Limited uses various methods to communicate health and safety information, including:

- Health and safety boards displaying essential documents and updates.
  - Regular safety talks facilitated by supervisors to address workplace hazards.
  - Joint Health and Safety Committee (JHSC) meetings to discuss safety concerns and solutions.
  - Email distributions, newsletters, and bulletins to disseminate updates and reminders.
  - Job Hazard Analysis (JHA) and hazard identification processes at the start of shifts or when conditions change.
  - Training programs on safe work practices, operating procedures, and hazard controls.
-



## Procedures

Health and safety boards must prominently display:

- WSIB Form 82 (In Case of Injury)
- Health and Safety Policy
- Emergency contact lists and maps to nearby hospitals
- JHSC meeting minutes and inspection results
- Safe work practices and operating procedures

Supervisors conduct safety talks regularly to provide instruction on workplace hazards, ensuring attendance is documented.

JHSC meeting minutes and inspection results are shared with all workers. Hazards identified through JHAs must be addressed immediately, with work resuming only after controls are implemented.

Safe work practices are developed collaboratively by workers and management and reviewed periodically to ensure effectiveness.

In the event of fatalities, critical injuries, or hazardous events, the Ministry of Labour and the JHSC must be notified immediately. Written reports must be submitted within the legislated timeframes.

Only the CEO or a designated representative is authorized to respond to media inquiries regarding health and safety matters.

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## Safe Work Practices

All workers must:

- Participate in safety talks and training programs.
- Follow established safe work practices and procedures.
- Report hazards and incidents to supervisors immediately.

Supervisors must:

- Ensure workers understand their roles in hazard control.
- Promote safe work practices through regular communication and reinforcement.



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## Training

All employees will receive training on this policy during their orientation. Regular refresher sessions ensure compliance with regulatory requirements and address specific needs identified through evaluations or incident reviews.

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## Evaluation

Senior Management and the JHSC will conduct quarterly evaluations of this policy's effectiveness. Reviews will include surveys, interviews, and inspection records to identify areas for improvement. Results and updates will be communicated to workers through health and safety boards, emails, and meetings.

---

## Reference Materials

- **Legislation:** Occupational Health and Safety Act (OHSA), Regulation 213 (Construction Projects), Regulation 851 (Industrial Establishments)
- **Weinmann Limited Standards:** Health and Safety Manual



## Health and Safety Management

### **Purpose**

The purpose of this portion of the policy is to establish and aid Senior Management in the application of this program.

---

### **Scope**

This portion of the program will apply to the safety program, safe work practices and safe job procedures.

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### **Responsibilities**

While it is every worker's responsibility to become familiar with the OHSA, applicable Regulations and the Weinmann Limited's Health and Safety Program and Policies, there are specific tasks identified throughout this Company's program that will be assigned to the "Safety Office".

The position of a "Safety Coordinator" or manager will then be established by Senior Management and will take on the tasks and "share" responsibilities as assigned by the Senior Management Team.

**Note:** Senior Management has the ability to delegate tasks, but not their overall responsibilities as defined under the OHSA and Regulations.

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### **Procedure**

A job description for a "Safety Coordinator" shall be developed and assigned to a specific individual within the company's employ. This created position shall coordinate activities such as inspections, investigations, training, corrective actions, evaluations, safe work



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procedures, and/or accompanying documentation for the company. The individual shall ensure they have the appropriate level of experience and knowledge, or obtain further skill sets to ensure they are capable of performing their expected tasks. Senior Management shall ensure the individual chosen has the resources and authority required to accomplish what they have asked the individual to do.

**The Safety coordinator(s)** shall be assigned the following activities:

- Develop and implement health and safety standards, procedures and policy.
- A certified Management co-chair of the Joint Health and Safety Committee where applicable.
- Ensures that any safety meeting minutes are documented and posted.
- Participates in monthly workplace inspections.
- Conducts hygiene tests or other Health and Safety monitoring activities or testing as required and ensures that the JHSC receives a copy of all testing results.
- Conduct annual audits of the Company's health and safety program.
- Qualified in first aid and CPR.
- Provide resources for company health and safety training records.
- Manage CVOR logs and hours of service.
- Participate in ongoing continuous improvement.
- Company contact for any Ministry of Labor inspections.

In conjunction with senior management, review/revise the health and safety program/policy annually.

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### **Statistics and Records**

In addition to managing company training records and CVOR records the safety coordinator will maintain an electronic file containing the following:

- Previous two years WSIB Injury Summary Report.
- WSIB CAD-7 Report.
- Previous two years company Incident and Injury Report in Excel format.





## **Reference Materials**

OHSA and Construction Regulations

IHSA's Contractor's Toolkit



## Health and Safety Objectives

### Purpose

Health and safety objectives are annual safety goals designed to enhance workplace safety and comply with Ontario OHSA regulations. These objectives are specific, measurable, achievable, realistic, and time-bound (SMART) to ensure quality health and safety performance. Achieving these objectives reduces risks and workplace harm.

---

### Scope

This policy applies to all workplace parties and locations at Weinmann Limited.

---

### Definitions

**Health and Safety Objectives:** Annual goals set to improve workplace safety and health by addressing identified risks, hazards, and deficiencies.

**Lagging Indicators:** Metrics that reflect past safety performance (e.g., incident rates, lost-time injuries).

**Leading Indicators:** Proactive measures predicting safety outcomes (e.g., completed training sessions, safety audits).

**Hazard:** A source or situation with potential to cause harm (injury, illness, or property damage).

**Risk Assessment:** Systematic evaluation of potential hazards and risks to establish controls.



## Roles and Responsibilities

### Senior Management

- Develop an action plan to implement health and safety objectives, including monitoring and review timelines.
- Ensure objectives align with OHSA requirements and company operations.
- Communicate objectives to supervisors and employees.
- Evaluate and update objectives annually.

### Supervisors

- Support the implementation of health and safety objectives.
- Train new workers on health and safety procedures aligned with objectives.
- Provide feedback to management on emerging risks or deficiencies.

### Employees

- Comply with all health and safety objectives.
- Actively participate in initiatives supporting workplace safety goals.
- Report hazards or unsafe conditions promptly.

### Joint Health and Safety Committee (JHSC)

- Assist in identifying safety objectives based on workplace trends.
  - Monitor the implementation and effectiveness of safety objectives.
  - Provide recommendations for continual improvement.
- 

## Procedure

### Setting Objectives

1. **Evaluate Trends:** Review incident reports, hazard assessments, workplace inspections, and complaints.
2. **Identify Focus Areas:** Prioritize areas needing improvement based on lagging and leading indicators.
3. **Develop Objectives:** Ensure objectives are specific, measurable, achievable, realistic, and time-bound (SMART).



4. **Create Action Plans:** Include clear steps, responsibilities, and timelines for achieving objectives.

## Implementation

1. Communicate objectives to all employees and supervisors.
2. Incorporate objectives into the annual health and safety program.
3. Assign responsibilities to appropriate personnel or teams.
4. Provide necessary resources (e.g., training, equipment) to achieve objectives.

## Monitoring and Evaluation

1. Track progress using leading and lagging indicators.
2. Conduct regular meetings to review progress with supervisors and JHSC.
3. Document findings and update plans as needed to address shortcomings.

## Annual Review

1. Reassess objectives based on:
    - Previous year's performance.
    - Current workplace safety metrics.
    - Identified hazards and risks.
  2. Develop new objectives that reflect workplace changes or emerging risks.
  3. Communicate updated objectives to all employees and integrate them into the health and safety program.
- 

## Expanded Safe Work Practices

### General Practices

- Conduct regular risk assessments to identify and mitigate workplace hazards.
- Ensure safety procedures are clear and accessible to all employees.
- Promote a culture of proactive hazard reporting and risk management.

### Training

- Provide employees with training aligned to specific safety objectives.
- Ensure supervisors and JHSC members are equipped to support objective implementation.



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- Use training sessions to address gaps identified in incident trends or hazard assessments.

## **Communication**

- Use clear signage to highlight safety objectives and initiatives.
  - Incorporate safety goals into daily or weekly toolbox talks.
  - Recognize and reward employees who contribute to achieving safety objectives.
- 

## **Review and Update**

This policy will be reviewed annually and updated as necessary to comply with current regulations and reflect workplace changes.



## Health & Safety Participation

Weinmann Limited is committed to fostering a safe and healthy workplace by encouraging active worker participation in the Health and Safety Program. Worker input is essential to identifying and mitigating hazards, improving safety practices, and fostering a culture of shared responsibility through the Internal Responsibility System (IRS).

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### **Purpose**

The purpose of this policy is to provide a structured framework for worker participation in health and safety initiatives, recognizing that collaboration between management and workers is critical for a safe workplace.

---

### **Scope**

This policy applies to all Weinmann Limited employees, including senior management, supervisors, subcontractors, and representatives serving on health and safety committees.

---

### **Definitions**

#### **Internal Responsibility System (IRS):**

A system where all workplace parties share responsibility for maintaining health and safety, emphasizing mutual accountability.

#### **Joint Health and Safety Committee (JHSC):**

A committee comprising management and worker representatives that addresses workplace health and safety concerns and compliance.

#### **Health and Safety Representative:**

An individual elected by workers to identify and address safety concerns in workplaces with more than five employees.

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## Roles and Responsibilities

### Senior Management:

Promote worker participation by implementing systems for feedback, hazard identification, and policy reviews. Eliminate barriers to participation, such as language or communication gaps, and provide resources and training to enable meaningful involvement. Consult workers and their representatives during hazard assessments, incident investigations, and policy updates.

### Supervisors:

Facilitate worker participation in safety discussions, training, and incident investigations. Address safety concerns promptly and communicate updates and resolutions to workers.

### Workers:

Report hazards, participate in safety programs, and volunteer for roles such as Health and Safety Representatives or JHSC members. Attend safety training sessions and lead by example in following safe work practices.

---

## Procedures

Weinmann Limited encourages direct worker consultation through regular meetings, feedback systems, and safety discussions. Management documents feedback and provides written responses to ensure transparency.

Health and Safety Representatives are elected by workers in workplaces with five or more employees. For larger workplaces with 20 or more workers, the JHSC ensures representation of both management and workers. In workplaces with 50 or more employees, Workers Trade Committees further support safety initiatives.

Specialized teams may be formed to address new processes, equipment, or legislative changes, ensuring worker input is considered at every step. Surveys and questionnaires are distributed to gather feedback on safety conditions and practices, with results used to refine policies and procedures.

Peer observation programs focus on non-punitive feedback, encouraging positive reinforcement of safe practices during risk assessments and near-miss reporting. Suggestion systems allow workers to propose improvements, with management providing timely responses and implementing feasible recommendations.

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## Training

Weinmann Limited monitors required training to ensure compliance with regulatory standards. Workers are notified of training needs, and arrangements are made to accommodate schedules. Training records and meeting minutes are maintained to document participation and compliance.

---

## Evaluation

Annual evaluations assess the effectiveness of worker participation programs, identifying gaps and opportunities for improvement. Success is measured by the level of engagement, feedback quality, and the implementation of safety initiatives. Results are communicated to workers, and updates are made as necessary.

---

## Resources

- **Legislation:** Occupational Health and Safety Act (OHSA), O. Reg. 213 (Construction Projects)
- **Guides:** Weinmann Limited Health and Safety Manual





## Health and Safety Responsibilities

**Policy Statement:** We are committed to providing a safe and healthy workplace for all employees, contractors, and visitors. To achieve this, we clearly define and uphold the responsibilities of all workplace parties as outlined in the Ontario Occupational Health and Safety Act (OHSA). Compliance with this policy is mandatory.

**Purpose:** This policy establishes the responsibilities of employers, supervisors, workers, and other workplace parties to ensure a safe and compliant work environment in alignment with Ontario OHSA regulations.

---

### Definitions:

- **Employer:** A person or organization that employs one or more workers or contracts for the services of one or more workers.
  - **Supervisor:** A person in charge of a workplace or with authority over a worker.
  - **Worker:** Any person who performs work or supplies services for monetary compensation.
  - **Joint Health and Safety Committee (JHSC):** A group of workers and employer representatives that promotes workplace health and safety.
  - **Hazard:** Any source of potential harm or damage to a worker, property, or the environment.
  - **Protective Equipment:** Tools, clothing, or devices designed to protect workers from injury or illness (e.g., helmets, gloves, goggles).
- 

### Employer Responsibilities

- The employer is responsible for ensuring compliance with the OHSA and all applicable regulations. Specifically, the employer must:
- Establish and maintain a health and safety program.
- Take every precaution reasonable in the circumstances for the protection of workers (OHSA, Sec. 25(2)(h)).
- Ensure that equipment, materials, and protective devices provided are properly maintained and comply with OHSA standards (Sec. 25(1)).
- Provide information, instruction, and supervision to protect worker health and safety (Sec. 25(2)(a)).
- Appoint competent persons as supervisors (Sec. 25(2)(c)).
- Ensure the development and implementation of policies, procedures, and training for workplace safety.



## **Supervisor Responsibilities**

- Supervisors are responsible for ensuring the safety of workers under their direction. Supervisors must: Ensure workers comply with OHSA and company policies (Sec. 27(1)(a)).
- Inform workers of known workplace hazards (Sec. 27(2)(a)).
- Ensure workers use the required protective equipment and devices (Sec. 27(1)(b)).
- Take every precaution reasonable in the circumstances for the protection of workers (Sec. 27(2)(c)).

## **Worker Responsibilities**

- Workers are responsible for following all health and safety protocols. Workers must:
- Work in compliance with the OHSA and company policies (Sec. 28(1)(a)).
- Use or wear protective equipment as required (Sec. 28(1)(b)).
- Report workplace hazards or violations to their supervisor or employer (Sec. 28(1)(d)).
- Not engage in any unsafe behavior that could endanger themselves or others (Sec. 28(2)).

## **Joint Health and Safety Committee (JHSC) Responsibilities**

- The JHSC plays a key role in promoting workplace safety. Members must:
- Identify workplace hazards and recommend solutions to the employer (Sec. 9(18)).
- Conduct regular workplace inspections.
- Participate in investigations of workplace incidents.
- Promote awareness of health and safety programs and policies.

## **Contractor Responsibilities**

- Contractors working on our premises are required to:
- Comply with the OHSA and company health and safety policies.
- Ensure their employees receive adequate training and supervision.
- Use required protective equipment and follow all safety procedures.
- Report any hazards or incidents to the site supervisor.

## **Visitors Responsibilities**

- Visitors must:
- Comply with posted safety instructions.
- Follow instructions from authorized personnel while on-site.



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- Report any observed hazards or incidents to the site supervisor immediately.
- 

## **Procedure:**

### **Policy Communication:**

- The employer will ensure all employees, contractors, and visitors are informed of their responsibilities under this policy.
- This policy will be posted in a visible location within the workplace and included in new hire orientation materials.

### **Training and Education:**

- Workers will receive training on their responsibilities and any applicable safety procedures.
- Supervisors will receive additional training to ensure they can competently oversee and enforce safety measures.

### **Hazard Reporting and Resolution:**

- Workers and supervisors must report hazards to the employer immediately using established reporting forms or verbal communication.
- The employer will investigate reported hazards promptly and take appropriate corrective actions.

### **Monitoring and Enforcement:**

- Supervisors will monitor worker compliance with safety protocols through regular inspections and observations.
- Non-compliance will be addressed through progressive disciplinary measures, starting with verbal warnings and escalating as necessary.

### **Review and Feedback:**

- The JHSC will conduct regular reviews of this policy and provide recommendations for improvement.
  - Employees are encouraged to provide feedback on the policy to their supervisors or the JHSC.
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**Enforcement:** Non-compliance with this policy or OHSA regulations may result in disciplinary action, up to and including termination of employment or contract. Serious violations may also result in legal penalties under the OHSA.

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### **References:**

Occupational Health and Safety Act, R.S.O. 1990, c. O.1

Ontario Regulation 851: Industrial Establishments

Ontario Regulation 213/91: Construction Projects

Ontario Regulation 297/13: Occupational Health and Safety Awareness and Training

**Review and Update:** This policy will be reviewed annually or as required to ensure compliance with the OHSA and any amendments to applicable regulations.



## Health and Safety Training

### **Purpose**

By ensuring workers have a standard of health and safety training an administrative control is in place to safeguard that only competent people are assigned to do tasks and will be less at risk of injury. Weinmann Limited shall provide targeted health and safety training for the workplace and include refresher training frequency.

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### **Scope**

Weinmann Limited will have a process to manage and track health and safety training at all levels and occupations of the organization.

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### **Legislative**

Occupational Health and Safety Act and Regulations 297/13

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### **Responsibilities**

#### **Senior Management:**

- Establish, implement, monitor, and maintain a process for a health and safety training standard. This includes but is not limited to, conforming to the health and safety policy, procedures and the occupational health and safety act and any other legal requirements.
- Assure all workers receive basic and job-specific training on hazards and controls to assure they can safely complete the tasks assigned.
- Establish, implement, monitor, and maintain a criterion to assess, evaluate, monitor, and maintain how the health and safety training is administered, maintained and managed.
- Consider the different levels of responsibility, literacy, language skills, overall ability, and likelihood of exposure to the hazards and risks of the learner.
- Retain a record of training for everyone employed by Weinmann Limited

#### **Supervisors:**



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- Assuring all workers under their direction have a clear understanding of the health and safety training requirements, roles, responsibilities, and rights at Weinmann Limited.
- Assuring all workers under their direction receive the appropriate training to complete their work safely.
- Allowing only those workers who are trained to work on those tasks, and those who have worked in non-compliance with Weinmann Limited's health and safety training requirements will be progressively disciplined.
- Encourage the importance of worker participation within Weinmann Limited.

## **Workers:**

- Take the required training and do not complete any task or work they have not received specific training to complete.
  - Be an active participant in health and safety training, and while performing the required tasks after health and safety training sessions.
  - Provide feedback on training after each session.
- 

## **Definitions**

### **Certificate of Qualification**

A Certificate of Qualification is the credential received after successfully completing an apprenticeship program or challenging the exam as a trade's qualifier. Once received a Certificate of Qualification the "journeyman" is a certified journeyman in the trade.

### **Health and Safety Talk**

A safety talk is a hands-on way to remind workers that health and safety are important on the job. Each talk takes about five minutes and can help workers recognize and control hazards on the project. Safety talks demonstrate the commitment of employers and workers to health and safety.

### **Health and Safety Training**

This type of training seeks to inform persons of the hazards and risks associated with various work activities and instructs them on how to identify, report, and address workplace incidents.



## *Journey person*

Certification is a certificate issued to tradespeople who successfully complete an apprenticeship program or who meet all the requirements of a trade and attain the prescribed pass mark on the certification exam.

---

## **Procedure**

- Senior Management or designate will conduct a comprehensive training assessment to establish the basic and Job specific requirements as required by the applicable laws and regulations. This assessment should include the requirements for any Provincial and Federal training. This assessment will include all positions within Weinmann Limited.
- Senior Management or designate should consider the differing levels of responsibility, literacy, language skills, overall ability, and the likelihood of exposure to the hazards and risks of the learner.
- Senior Management or designate should create a training profile to identify the training needs of each occupation to assure the worker can complete the tasks safely.
- All training courses must have a testing component to assure all worker's comprehension of the training material. This could be done in a quiz or test depending on worker literacy levels. Some may need to be quizzed orally by a competent instructor.
- Training shall be monitored on an annual/monthly basis and refresher training scheduled regularly for those courses, certificates and licenses that expire.
- Training can be delivered in various formats including online in-class, self-study, group participation, apprenticeship, or third-party approved provider.
- Training must be delivered by a competent person who is qualified to create, instruct, and evaluate the training comprehension of the workers.
- A record must be kept for each individual worker for all valid training.
- All training records must be entered into Weinmann Limited's training matrix.
- Any deviations or working without qualification from the health and safety training requirements will have predefined consequences, as per the progressive disciplinary policy.



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## Training

- Worker Health and Safety Awareness Training in 4-Steps:  
<https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php>
- Supervisor Health and Safety Awareness Training in 5-Steps:  
<https://www.labour.gov.on.ca/english/hs/elearn/supervisor/fivesteps.php>

## Resources

- Weinmann Limited Employee Handbook





## Health and Safety Trends

### Purpose

Reviewing health and safety trends in the workplace is critical to the safety of employees, visitors, and subcontractors on-site. This procedure identifies areas where improvements are required to enhance workplace health and safety practices and ensure compliance with Ontario OHSA regulations.

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### Scope

This policy applies to all employees, contractors, and visitors of Weinmann Limited. It encompasses all health and safety indicators to proactively address risks and prevent incidents.

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### Definitions

**Critical Injury Records:** Injuries resulting in substantial blood loss, fractures of major limbs, amputations, burns to significant body portions, or loss of sight in one eye.

**Incident Investigation:** Systematic examination of incidents to identify causes and contributing factors.

**Incident Reports:** Detailed documentation of incidents, including circumstances and contributing factors.

**Hazard Reports:** Documentation of identified workplace hazards, their potential impact, and control measures.

**Occupational Injury:** Injuries, illnesses, or fatalities resulting from workplace activities.

**Workplace Inspections:** Planned evaluations of the workplace to identify hazards and assess risks proactively.

**Trend Indicators:** Metrics used to evaluate workplace safety, including incident rates, near misses, and hazard reports.



**Lagging Indicators:** Metrics that measure past performance (e.g., lost-time injuries).

**Leading Indicators:** Proactive measures predicting safety outcomes (e.g., completed training sessions).

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## Roles and Responsibilities

### Employer/Senior Management

- Establish health and safety objectives aligned with trend analysis findings.
- Conduct quarterly and annual reviews of health and safety indicators.
- Ensure trend analysis findings are communicated and corrective actions implemented.

### Supervisors

- Submit incident and hazard reports promptly.
- Collaborate with the Health and Safety Specialist to review trends.
- Ensure employees are informed of findings and required safety measures.

### Health and Safety Specialist (HSS) / Joint Health and Safety Committee (JHSC)

- Analyze trend indicators, including inspections, incident reports, and injury data.
  - Develop trend reports with actionable recommendations.
  - Monitor implementation of corrective actions and report progress.
- 

## Procedure

### Trend Analysis Process

1. **Data Collection:**
  - Gather data from workplace inspections, incident reports, hazard reports, and WSIB records.
  - Include lagging indicators (e.g., lost-time injuries) and leading indicators (e.g., completed training).
2. **Data Review:**
  - Identify patterns, recurring issues, and areas of high risk.



- Collaborate with JHSC to validate findings.
  - 3. **Report Preparation:**
    - Summarize findings in a trend report, including graphs, charts, and recommendations.
    - Highlight areas requiring immediate attention and long-term improvements.
  - 4. **Management Review:**
    - Present trend reports to senior management during quarterly and annual meetings.
    - Document and assign corrective actions based on findings.
  - 5. **Implementation and Monitoring:**
    - Implement corrective actions using the hierarchy of controls.
    - Monitor progress through follow-up inspections and updates to trend reports.
- 

## Safe Work Practices

### Proactive Measures

- Conduct pre-task hazard assessments.
- Use leading indicators to predict and prevent safety incidents.
- Engage workers in regular safety briefings and training sessions.

### Hazard Control

- Apply the hierarchy of controls to eliminate or mitigate hazards:
  - **Elimination:** Remove the hazard.
  - **Substitution:** Replace with a less dangerous process or material.
  - **Engineering Controls:** Implement physical barriers or redesign processes.
  - **Administrative Controls:** Update policies and provide training.
  - **PPE:** Use protective equipment as a last resort.

### Communication

- Maintain clear signage for high-risk areas.
- Use incident and hazard reports to inform and educate employees.
- Foster a culture of reporting and accountability.

### Monitoring

- Regularly inspect equipment and facilities to ensure compliance.



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- Update safety procedures based on trend findings.
  - Verify employee adherence to safe work practices through spot checks.
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### **Training**

All employees, including supervisors and JHSC members, will receive training on:

- Identifying and reporting hazards.
  - Understanding leading and lagging indicators.
  - Implementing corrective actions and safe work practices.
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### **Review and Update**

The Health and Safety Trends Policy will be reviewed annually or as required by changes in workplace conditions or OHSA regulations.



## Housekeeping

### **Purpose**

Good housekeeping ensures a safe, efficient, and professional workplace, reflecting positively on Weinmann Limited while reducing the risks of slips, trips, falls, and other hazards.

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### **Scope**

This policy applies to all Weinmann Limited jobsites, shops, warehouses, and storage areas. It establishes minimum standards for maintaining clean, safe, and organized work environments.

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### **Definitions**

#### **Housekeeping:**

Routine practices for maintaining cleanliness, organization, and hazard-free environments at worksites.

#### **Hazardous Condition:**

Any physical condition (e.g., cluttered walkways, spills, misplaced tools) that poses a risk of injury or property damage.

#### **Worksite Inspection:**

A formal process conducted by supervisors or safety personnel to assess housekeeping and identify potential hazards.

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### **Responsibilities**

#### **Management:**

- Develop and enforce housekeeping policies and standards.
- Provide resources and training to ensure workers understand and follow housekeeping protocols.



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## **Supervisors:**

- Monitor worksites for compliance with housekeeping standards.
- Address and resolve hazardous conditions promptly.
- Ensure roadways and walkways remain clear for emergency and routine access.

## **Workers:**

- Maintain clean and orderly work areas.
  - Safely store and dispose of waste generated by their tasks.
  - Report hazardous conditions to supervisors immediately.
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## **Procedure**

### **General Housekeeping Rules:**

- All workers are responsible for maintaining a clean and safe work environment.
- Dispose of waste and debris promptly into designated containers.
- Store tools, materials, and equipment in their designated locations when not in use.

### **Walkways and Roadways:**

- Keep pathways clear of obstacles and hazards at all times.
- Ensure roadways are free of debris, allowing emergency and service vehicles unimpeded access.

### **Waste Management:**

- Collect and segregate waste materials according to company and regulatory standards.
- Use appropriate containers for hazardous waste and ensure proper disposal methods.

### **Spill Management:**

- Clean up spills immediately using appropriate materials and techniques.
- Report chemical spills to supervisors and follow the emergency response protocol.

### **Hazard Reporting:**



- Report hazardous conditions (e.g., cluttered areas, obstructed walkways) to supervisors or safety personnel.
- Supervisors must take immediate corrective actions to eliminate hazards.

## **Monitoring and Evaluation:**

- Conduct regular site inspections to assess housekeeping practices.
  - Supervisors must document inspections, addressing deficiencies and implementing corrective measures.
- 

## **Safe Work Practices**

- **Work Area Maintenance:**
    - Regularly clean work surfaces, floors, and equipment.
    - Ensure materials are stacked securely and do not obstruct aisles or exits.
  - **Personal Accountability:**
    - Workers must clean their work areas at the end of each shift.
    - Team leaders should verify that shared spaces are kept clean and hazard-free.
  - **Emergency Preparedness:**
    - Keep fire exits, extinguishers, and emergency equipment easily accessible and unobstructed.
    - Maintain clear access to first aid stations and spill kits.
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## **Training**

### **Initial Training:**

All employees will receive training on housekeeping policies and procedures during orientation.

### **Ongoing Training:**

Refresher training sessions will be held annually or after any incidents related to poor housekeeping.

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## **Evaluation**



Housekeeping practices will be evaluated through:

- Routine site inspections conducted by supervisors and safety personnel.
- Incident reports related to housekeeping deficiencies.
- Worker feedback and suggestions for improvement.

Performance metrics, such as the number of hazards reported and resolved, will help measure the policy's effectiveness.

## **Recognition and Incentives**

Weinmann Limited may recognize outstanding housekeeping efforts with incentives such as promotional items, certificates, or team awards.

## **Reference Materials**

- **Legislation:** Ontario OHSA and Construction/Industrial Regulations
- **Guides:** IHSA Contractor's Toolkit





## Injury Reporting

### **Purpose**

This policy ensures that all Weinmann Limited employees understand their obligation to report any injury or illness, whether work-related or non-work-related, in compliance with Ontario OHSA regulations and WSIB requirements. Timely reporting is essential to ensure proper care, prevent future incidents, and meet legal obligations.

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### **Scope**

This policy applies to all employees at Weinmann Limited and covers any injury or illness, regardless of whether it occurs on the job or off-site.

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### **Definitions**

#### **Work-Related Injury:**

An injury or illness directly resulting from tasks performed during employment.

#### **Non-Work-Related Injury:**

An injury or illness occurring outside the workplace but potentially affecting an employee's ability to perform their job.

#### **WSIB Form 7:**

The employer's report of injury or illness, required to be submitted to the Workplace Safety and Insurance Board within three days of notification.

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### **Responsibilities**

#### **Management:**

Ensure all employees are aware of their obligation to report injuries or illnesses and that reporting processes are clearly communicated during orientation and reinforced throughout employment.



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### **Supervisors:**

Receive and document injury reports promptly, ensure the worker receives first aid, and notify the office immediately. Supervisors must provide enough specific details for completing WSIB Form 7 accurately.

### **Safety Coordinators or HR Personnel:**

Maintain records of injury reports and ensure Form 7 is submitted to WSIB within the mandated three-day period. Facilitate training and ensure compliance with reporting requirements.

### **Employees:**

Inform their supervisor of any injury or illness as soon as possible, regardless of whether it occurred at work or off-site. Cooperate fully with reporting and follow-up procedures.

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### **Procedure**

Injury reporting responsibilities must be addressed during employee orientation and reinforced regularly through safety meetings and communications.

If an injury or illness occurs, the employee must inform their immediate supervisor verbally as soon as possible.

The supervisor receiving the report must:

- Notify the office immediately, ensuring all relevant details are documented.
- Provide or arrange first aid for the injured employee if needed.
- Submit a written report of the incident to the office on the same day.

The office is responsible for recording the incident and submitting WSIB Form 7 within three days of receiving the initial report.

Failure to adhere to this policy may result in corrective actions.

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### **Safe Work Practices**

- Supervisors must ensure injured workers receive appropriate medical attention without delay.



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- Maintain clear communication with employees about the importance of reporting injuries or illnesses, regardless of severity.
  - Promote a culture of openness to encourage workers to report incidents without fear of reprisal.
  - Ensure that WSIB Form 82 (In Case of Injury at Work) is visibly posted at all job sites.
- 

## Communication

Weinmann Limited will prominently display the WSIB Form 82 poster at all worksites. All employees will be informed during orientation about injury reporting procedures and the importance of compliance. Regular safety meetings will include discussions on injury reporting and any updates to the process.

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## Training

All employees will receive training on injury reporting during their initial orientation. Supervisors will receive additional training on their responsibilities, including documentation and first aid. Injury reporting procedures will be reviewed periodically during safety meetings.

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## Evaluation

This policy will be reviewed annually or after any incident to ensure compliance with current regulations and the effectiveness of the reporting process. Feedback from employees and incident reviews will inform updates to the policy.

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## Reference Materials

- **Legislation:** Ontario Occupational Health and Safety Act and WSIB regulations
- **Guides:** ECAO Contractor's Guide to Workplace Safety and Insurance (2nd Edition)
- **Forms:** WSIB Form 7, WSIB Form 82



## Leadership and Commitment

### **Purpose**

To define the health and safety responsibilities of Senior Management with various levels of authority in the organization, following obligations established in health and safety legislation, the Certificate of Recognition (COR) program, and The Companies Health and Safety Management System (HSMS).

Effective leadership and commitment from Senior Management for the health and well-being of everyone in the workplace is essential. Senior Management has the ultimate responsibility for the health and safety of all workers. Senior Management will ensure a Health and Safety Policy is developed annually in accordance with OHSA legislation and to reflect our company's commitment to health and safety.

---

### **Scope**

This standard applies to all areas of the workplace and all current, future, and newly promoted employees.

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### **Definitions**

#### **Internal Responsibility System (IRS) is defined as:**

Everyone in the workplace has a role to play, and a duty to take actions, plan, and participate in health and safety in our workplaces. It is a shared responsibility among the workplace parties (management, employees, and regulators) to actively maintain a healthy and safe workplace.

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### **Roles and Responsibilities**

#### **President & CEO:**

- Ultimately responsible for the Health and Safety of all employees.
- Ultimately responsible for ensuring all employees and management are protected from personal injury and liability.



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- Ultimately accountable for the health and safety management system (e.g., a system of policies and procedures) and ensuring it addresses and complies with all provincial acts, regulations, and requirements.
- Ultimately responsible for legislative and regulatory requirements on behalf of the Company and assumes the responsibilities of the employer in legislation.
- Ultimately responsible for the proper functioning of the Internal Responsibility System (IRS).
- Ultimately responsible for establishing the Health and Safety Policy Statement for the organization (signed and dated annually), including the setting of safety objectives and ensuring those actions are appropriately resourced.
- Ultimately responsible for setting the company safety rules, ensuring a program to ensure rules are followed, and for the performance of the health and safety system.
- Ultimately responsible for ensuring the implementation and maintenance of a program for managing and evaluating sub-contractors performing work under the organization.
- Responsible for reviewing and endorsing the company Workplace Violence and Harassment Program and ensuring that the program is appropriately resourced. The President & CEO is responsible for taking the appropriate actions to prevent incidents of violence and harassment in the workplace.
- Responsible for reviewing and endorsing the company Return to Work and Re-Employment Program to manage the procedures surrounding employee return to work following a workplace injury.
- Responsible for participating in the Annual Corporate Health and Safety Management Review process.
- Responsible for promoting, sponsoring, and supporting the Health and Safety Management System. Holds ultimate accountability to employees, management, and regulatory authorities for health and safety.

### **Senior Management:**

- Responsible for the health and safety performance of the business units under their control.
- Accountable to the President & CEO for health and safety performance and for carrying out the President & CEO's vision for health and safety for the company.
- Accountable to employees, supervisors, and management under their control and area(s) of responsibility – for health and safety.



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- Responsible for ensuring the Health and Safety Management System addresses all current health and safety legislative requirements and that an effective program is in place to ensure these requirements are being met.
- Responsible for conducting workplace inspections as per the workplace inspection schedule.
- Responsible for implementing and maintaining a program to manage the health and safety requirements of sub-contractors.
- Responsible for ensuring the company rules are adhered to.
- Responsible for ensuring employees under their control are current with required health and safety training, including health and safety orientation training for new employees.
- Responsible for promoting, sponsoring, and supporting the Health and Safety Management System.
- Accountable to the Senior Management Team for health and safety performance and for carrying out the President & CEO's vision for health and safety for the corporation (Health & Safety Policy Statement).
- Accountable to employees, supervisors, and management under their control and area(s) of responsibility – for health and safety.
- Responsible for ensuring all employees are aware of their health and safety responsibilities and that all employees put the rules, procedures, and regulations into practice.
- Responsible for cooperating with the Joint Health and Safety Committee (JHSC) where required.
- Responsible for holding meetings during which health and safety performance is reviewed, including incidents and investigations, workplace inspections, etc.
- Responsible for ensuring the Monthly Safety Performance Report is completed.

### **Managers/Supervisors/Foremen:**

- Responsibilities include their assistance in developing, implementing, and enforcing the company's policies and procedures.
- Must continually promote health and safety awareness with instruction, information, training, and supervision to ensure the safe performance of employees.
- Review Health and Safety Policy Statement with all staff.
- Utilize the process of hazard identification, risk management, and incident investigation.



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- Perform occupational health and safety inspections of the workplace to identify and control all hazards to employees.
- Held accountable for the health and safety of workers under their supervision.
- Ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.
- Ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
- Conduct health and safety meetings.

### **Health & Safety Manager:**

- Revise Health and Safety Policy Statement and forward a draft to the President/CEO.
- Liaise with government agencies to ensure workplace health and safety compliance.
- Act as an advisor to management on safety and health policy issues.
- Coordinate health and safety inspections and follow up to ensure the completion of necessary corrective actions.
- Develop best practices.
- Design and develop accident/incident reports and investigation procedures.
- Maintain an up-to-date working knowledge of health and safety regulations as mandated locally, federally, or by the province.
- Design and develop company policies and procedures on workplace safety and health issues.
- Review injury and illness trends and identify problem areas and solutions.

### **Employees:**

- Review Health and Safety Policy Statement.
- Responsible for compliance with occupational health and safety policies and procedures.
- Must notify managers of any health and safety concerns, so that they may be dealt with promptly.
- Every employee must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established.
- Use appropriate personal protective equipment as required.
- Report unsafe or potentially hazardous conditions, without fear of reprisal, to their manager or Human Resources.



## **All Staff Are Responsible for the Following:**

- Review Health and Safety Policy Statement.
- Completion of required occupational health and safety training.
- Performance of their duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Reporting of any incident, injury, or hazard as outlined in procedures.
- Report any acts of violence or harassment in the workplace.
- Promoting a hazard-free workplace.
- Learning the posted Emergency Plan detailing their facilities procedures pertaining to: Fire, Weather, or a Medical Emergency.

## **Procedure**

- Health and Safety Manager will develop a draft/revision of the Health and Safety Policy Statement and forward it to the JHSC for review. At a minimum, the statement will confirm the employer's commitment to the following areas of health and safety:
  - Commitment to preventing occupational illness and injury in the workplace.
  - Commitment to meet all legal requirements.
  - Commitment to involving workers in the development of the policy.
  - Commitment to continually improve the health and safety program and health and safety performance.
- Once the JHSC has reviewed the Health & Safety Policy Statement the draft will be forwarded to the President/CEO who will review the draft provided and adjust as required. A final approved version will be signed and dated by the most senior manager on site and sent to the Health and Safety Manager for distribution to the various areas.
- Senior Management will ensure the Health and Safety Policy Statement is posted in a high traffic area within the workplace under their control and ensure distribution to all staff.
- This process will be done every year. A documented record of the annual review will be retained.





## Communication

The company encourages open communication on health and safety issues. It is essential to providing an injury-free and productive work environment.

- Health & safety responsibilities will be communicated to all management during their health and safety management training program (completed within 3 days of hire).
  - The Health & Safety Policy Statement will be posted in high-traffic areas in all facilities. A safety meeting will be held to explain and subsequently review the Policy annually. The Policy will be introduced to new employees and reviewed with recently promoted employees during orientation.
  - Employees that voice or identify a health and safety concern will not be subject to retaliation.
  - Health and safety comments will be reviewed by a Senior Manager/Health and Safety Manager. The Senior Management & HSO will initiate an investigation on each reported and/or potential hazard.
  - Employees are encouraged to inform their supervisor or Health & Safety Manager of any matter they perceive to be an actual or potential workplace hazard.
  - Communication can be written, oral, or electronic. communication may also be anonymous if so desired.
- 

## Training

- All management requires training on their legislative and internal health and safety responsibilities.
  - Each manager must review the training record after the completion of the health and safety training session.
  - All records of any health and safety training must be kept in their personnel file.
- 

## Evaluation

Annually the Health and Safety Manager will evaluate through surveys, interviews, and observations to ensure all procedures outlined in the policy are conducted.



## **Reference Materials**

Occupational Health and Safety Act (OHSA) - section 8 Representative

Occupational Health and Safety Act (OHSA) - section 9 for the JHSC

Occupational Health and Safety Act (OHSA) – section 25 and 26



## Lock out/Tag out

### **Purpose**

This policy ensures worker safety by defining specific precautions and procedures to control hazardous energy during the servicing and maintenance of equipment, in compliance with Ontario's OHSA regulations.

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### **Scope**

This policy applies to all employees, subcontractors, and any individual performing work on Weinmann Limited premises where exposure to hazardous energy or electrical circuits may occur.

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### **Definitions**

#### **Lockout:**

A physical device (padlock) that isolates energy and prevents the inadvertent operation of machinery or equipment.

#### **Tagout:**

A visible label or tag affixed to a locked-out device, indicating the lockout's purpose and the person responsible.

#### **Hazardous Energy:**

Energy sources, including electrical, mechanical, hydraulic, pneumatic, chemical, and thermal, that could cause injury to workers.

#### **De-Energized:**

Equipment that has been disconnected and rendered incapable of releasing stored energy.

#### **Energy-Isolating Device:**

A mechanical device used to isolate equipment from its energy source (e.g., circuit breakers, disconnect switches, valves).

**Tailboard Talk:**

A pre-job safety discussion to identify hazards, establish procedures, and communicate responsibilities.

---

**Responsibilities****Employers:**

Provide adequate lockout/tagout (LOTO) devices and training to employees.  
Maintain LOTO equipment and ensure compliance with safety standards.

**Supervisors:**

Verify that workers understand and adhere to LOTO procedures.  
Ensure lockout/tagout devices are not removed without proper authorization.

**Workers:**

Follow LOTO procedures diligently.  
Report damaged or missing LOTO equipment to supervisors.

**Electricians:**

Maintain personal LOTO devices and implement procedures effectively.

---

**Procedure****Preparation:**

Identify all energy sources connected to the equipment.  
Notify all affected employees of the intent to perform lockout/tagout.

**Shutdown:**

Power down the equipment using standard operating procedures.

**Isolation:**

Disconnect or shut off all energy-isolating devices.

**Lockout/Tagout Application:**

Attach locks and tags to all energy-isolating devices. Tags must include the reason for lockout, the date, and the worker's name.

**Stored Energy Release:**

Relieve or restrain all forms of stored energy, such as hydraulic or pneumatic pressure.

**Verification:**

Test the equipment controls to ensure no energy is present and verify isolation.

**Work Completion and Lock Removal:**

Only the worker who applied the lock and tag can remove them. If unavailable, follow the supervisor-approved procedure to remove the lock safely, with documentation.

---

**Safe Work Practices****Hazard Awareness:**

Conduct a hazard assessment before beginning work.

Review emergency procedures and ensure proper tools are available.

**Communication:**

Conduct a tailboard talk before starting any work. Document the discussion and share it with the Safety Office.

**Equipment Use:**

Only use locks and tags provided by Weinmann Limited.

Ensure tags are legible and securely attached.

**Zone Management:**

Establish a safe work zone with clear signage and barriers to prevent unauthorized access.

---

**Emergency Procedures****Unauthorized Removal of Locks/Tags:**

Locks/tags may only be removed with the consent of the supervisor, client representative, and a documented review process.

**Incidents:**

Report any incident related to hazardous energy immediately to the supervisor.

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## Training

### **Mandatory Training:**

All workers must complete lockout/tagout training provided by a certified instructor. Training records must be maintained in the Safety Office.

### **Refresher Training:**

Conduct refresher training every three years or after any changes to equipment or procedures.

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## Evaluation

The LOTO policy will be reviewed annually. Incident reports, near misses, and worker feedback will be incorporated into updates to ensure compliance and efficacy.

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## References

### **Legislation:**

Ontario OHSA O. Reg. 213/91, s. 189–195.

### **Guides:**

EUSA "Grey Book."

IHSA Safe Practices Guide (Ch. 27).



## Material Handling

### Purpose

The purpose of this policy is to establish safe practices for handling materials, with the goal of reducing workplace musculoskeletal disorders (WMSDs) and other injuries associated with material handling. This policy ensures compliance with Ontario OHSA regulations and promotes a safer work environment.

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### Scope

This policy applies to all workers, supervisors, and management involved in material handling activities at Weinman Limited.

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### Definitions

- **Material Handling:** The movement, storage, control, or protection of materials or products throughout manufacturing, distribution, or disposal.
  - **Musculoskeletal Disorders (WMSDs):** Injuries or disorders affecting the muscles, nerves, tendons, joints, cartilage, or spinal discs caused by repetitive or strenuous activities.
  - **Ergonomics:** The science of designing and arranging workspaces and tools to fit the worker and minimize physical strain.
- 

### Responsibilities

1. **Weinman Limited:**
  - Provide ongoing awareness campaigns, including safety bulletins and hazard analysis.
  - Ensure tools and equipment are well-maintained and appropriate for tasks.
2. **Supervisors:**
  - Conduct regular safety talks on lifting techniques and good housekeeping.
  - Inspect tools, equipment, and workspaces to identify and mitigate risks.



- Monitor workers for proper adherence to safety practices.
  - 3. **Workers:**
    - Use required personal protective equipment (PPE).
    - Report defective tools, equipment, or unsafe conditions to supervisors.
    - Adhere to safe work practices and training protocols.
- 

## Procedures

1. **General Practices:**
    - Assess the load and environment before lifting. If the load is too heavy or awkward, seek assistance or use mechanical aids.
    - Ensure clear paths and stable surfaces for safe movement.
    - Avoid repetitive movements or awkward postures that strain muscles and joints.
  2. **Lifting Techniques:**
    - Stay balanced with feet shoulder-width apart.
    - Position one foot beside and one behind the object to be lifted.
    - Carry objects close to the body to reduce strain.
    - Bend at the knees, not the waist, when lifting or lowering objects.
    - Turn the whole body by shifting foot position rather than twisting the torso.
  3. **Handling Heavy or Awkward Loads:**
    - Raise the load upright.
    - Use knees and legs to assist in lifting.
    - Transfer weight from one leg to the other to reduce back strain.
    - Use momentum to help move the load safely.
  4. **Mechanical Aids:**
    - Use dollies, carts, or forklifts for transporting heavy or bulky materials.
    - Inspect mechanical aids before use to ensure they are in good working condition.
  5. **Special Handling:**
    - Follow specific guidelines for items like patio stones, cement blocks, and rolled sod:
      - Lift only to the necessary level.
      - Use controlled motions for pushing or pulling the load.
-





## Safe Work Practices

- Rotate tasks to minimize repetitive strain on muscles and joints.
  - Ensure adequate breaks to allow muscle recovery.
  - Wear CSA-approved gloves, footwear, and other necessary PPE.
  - Maintain good housekeeping to prevent slips, trips, and falls.
  - Use ergonomic tools and equipment to reduce strain.
- 

## Training

- Provide workers with regular training on:
    - Ergonomic lifting techniques.
    - Use of mechanical aids.
    - Identification of WMSD risk factors.
  - Include informal safety talks and distribution of workplace safety materials.
- 

## Evaluation

- Conduct an annual review of incident and injury reports to identify trends and improve practices.
  - Regularly update training and procedures based on evaluation findings.
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## References and Resources

- Ontario Occupational Health and Safety Act
- Canadian Centre for Occupational Health and Safety
- Transportation Health and Safety Brochures
- CSA Standards for Personal Protective Equipment



## Moving Equipment Awareness

### **Purpose**

To enhance awareness of the hazards associated with moving equipment and to ensure the safety of all workers, both operators and pedestrians, in proximity to moving machinery at Weinmann Limited worksites.

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### **Scope**

This policy applies to all Weinmann Limited employees, subcontractors, and visitors working in field locations, shops, or storage yards where moving equipment is present.

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### **Definitions**

#### **Blind Spot:**

An area around equipment that is not visible to the operator, even with the use of mirrors.

#### **Signal Person:**

A worker designated to communicate with equipment operators to guide movements and ensure safety.

#### **Pinch Point:**

An area where a person or object can be caught between moving parts or between a moving part and a stationary object.

#### **Swing Area:**

The area covered by the rotating or swinging movement of equipment such as excavators or cranes.



## **Responsibilities**

### **Management:**

- Provide adequate training and resources to address moving equipment hazards.
- Maintain equipment in compliance with manufacturer standards and Ontario OHSA regulations.
- Ensure all workers understand their responsibilities and the hazards associated with moving equipment.

### **Supervisors:**

- Monitor compliance with this policy and reinforce safe practices.
- Ensure equipment operators are competent and workers on foot are aware of site-specific hazards.
- Assign signal persons as needed to mitigate risks.

### **Equipment Operators:**

- Operate machinery responsibly and maintain constant awareness of surroundings.
- Adjust routes to minimize backing up whenever possible.
- Stop immediately if the signal person is out of sight.

### **Workers on Foot:**

- Stay clear of blind spots, swing areas, and equipment pathways.
- Communicate effectively with operators and make eye contact before approaching equipment.
- Avoid complacency and always respect the hazards associated with moving equipment.

---

## **Procedure**

### **Site Planning:**

- Plan site layouts to minimize the need for equipment to back up.
- Designate specific zones for equipment movement and pedestrian access.

### **Equipment Operations:**



- Operators must perform pre-operation checks, including adjusting mirrors and verifying the functionality of warning systems.
- Use signal persons for any movement requiring visibility assistance, particularly when backing up.
- Stop immediately if any worker or signal person is not visible or communication is unclear.

### **Worker Guidelines:**

- Stay out of blind spots and never walk behind or near backing equipment.
- Always make eye contact with operators and confirm intent before entering hazardous areas.
- Never walk under loads or within the intended path of a hoisted object.

### **Control Measures:**

- Use barriers, signage, and spotters to segregate pedestrian and equipment zones.
  - Store materials in areas that do not interfere with equipment movement or create the need for unnecessary backing.
- 

### **Safe Work Practices**

- Be constantly aware of your surroundings when near moving equipment.
  - Maintain an escape path at all times in case of mechanical failure or unexpected movement.
  - Never assume the operator can see you without direct communication and confirmation.
  - Avoid storing materials in equipment pathways to reduce the need for adjustments or repositioning.
  - Respect equipment speed and movements—never assume you have enough time to clear the area.
- 

### **Training**

#### **Initial Training:**

All Weinmann Limited employees working near moving equipment must complete training that includes:



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- Hazard identification.
- Safe interaction with equipment operators.
- Proper use of communication and signaling methods.

### **Refresher Training:**

Training sessions will be held annually or after any incidents involving moving equipment.

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### **Evaluation**

The policy will be reviewed annually or following any incidents to assess its effectiveness and identify areas for improvement. Site-specific feedback and incident reports will inform updates to this policy.

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### **Reference Materials**

- **Legislation:** Ontario OHSA and Construction/Industrial Regulations
- **Guidelines:** IHSA Contractor's Toolkit



## Overhead Power Lines

### Purpose

To establish uniform policies and procedures to ensure safe practices when working near overhead power lines and ground neutral wires. This policy is aligned with Ontario OHSA regulations, including O. Reg. 213/91 Sections 104, 105, 106, and 188, and Regulation 22/04 under the Electricity Act.

---

### Scope

This policy applies to all workers, supervisors, contractors, and equipment operators at sites where equipment or activities may encroach upon minimum safe distances to energized overhead power lines.

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### Definitions

- **Overhead Power Line:** High-voltage electrical conductors suspended above the ground.
  - **Minimum Safe Distance:** The legally prescribed distance from energized power lines, based on voltage.
  - **Signal Person:** A competent worker assigned to guide equipment operators to ensure safe distances from hazards.
  - **Encroachment:** Breach of the minimum safe distance from energized power lines.
- 

### Responsibilities



**1. Project Manager and Site Foreman:**

- Assign a signal person when equipment operates near power lines.
- Assess hazards and determine voltage ratings of nearby power lines.
- Ensure compliance with safe distance requirements.

**2. Weinman Limited Management:**

- Assign personnel to conduct site inspections and enforce adherence to this policy.
- Provide training to workers and contractors on safe practices near power lines.

**3. Workers and Equipment Operators:**

- Adhere to the guidance of the signal person.
  - Report unsafe conditions or potential hazards to supervisors immediately.
- 

## Procedures

**1. Site Assessment:**

- Conduct a hazard assessment before work begins.
- Determine the voltage of overhead power lines to establish safe distances.

**2. Minimum Safe Distances:**

- Maintain the following minimum distances as per O. Reg. 213/91:

Voltage Rating	Minimum Distance
750 to 150,000 volts	3 meters
More than 150,000 to 250,000 volts	4.5 meters
More than 250,000 volts	6 meters

**3. Signage:**

- Post Overhead Danger signs in clear view near power lines and on hydro poles.

**4. Use of Signal Person:**

- Assign a competent signal person to guide equipment operators.
- Ensure the signal person remains in clear view of the operator at all times.

**5. Operation of Equipment:**

- Lower or retract equipment booms and arms when near power lines.
  - Cease work immediately if safe distances cannot be maintained.
-



## Safe Work Practices

- Regularly inspect equipment and tools for safe operation.
  - Use barriers and warning tape to prevent unauthorized access near power lines.
  - Train workers to identify electrical hazards and respond appropriately.
  - Develop site-specific plans for high-risk areas.
  - Monitor weather conditions, as high winds can increase risks near power lines.
- 

## Training

- Provide mandatory training on this policy during site orientation and at project start-up meetings.
  - Distribute best practice guides and ensure workers understand their roles in maintaining safety.
- 

## Communication

- Share this policy with all workers, contractors, and suppliers operating near overhead power lines.
  - Use toolbox talks and safety meetings to reinforce key points.
- 

## Evaluation

- Review incident reports, near misses, and safety observations to improve the policy.
  - Conduct periodic audits to ensure compliance and identify areas for improvement.
- 

## References and Resources

- Ontario Regulation 213/91: Construction Projects
- Electrical Safety Authority Guidelines
- IHSA Contractor Toolkit
- Regulation 22/04: Electricity Act





## Personal Protection Equipment

### **Purpose**

The purpose of this policy is to establish comprehensive requirements for selecting, using, and maintaining personal protective equipment (PPE) at Weinmann Limited worksites. This policy ensures compliance with the Occupational Health & Safety Act (OHSA) and related regulations, minimizing workplace hazards and promoting safety.

---

### **Scope**

This policy applies to all employees, subcontractors, and visitors at Weinmann Limited worksites. It outlines the minimum requirements for PPE, including hard hats, high-visibility vests, CSA-approved footwear, eye protection, and hearing protection, as well as additional PPE as determined by specific hazards.

---

### **Definitions**

#### **Personal Protective Equipment (PPE):**

Equipment worn by workers to protect against workplace hazards, including clothing, helmets, goggles, gloves, and respiratory devices.

#### **Protective Clothing:**

Apparel designed to shield workers from physical, chemical, or environmental hazards, such as high-visibility vests, flame-resistant clothing, or full-coverage apparel.

#### **Protective Headwear:**

Hard hats or helmets that protect workers from impact or falling objects.

#### **CSA-Approved Footwear:**

Safety boots meeting Canadian Standards Association (CSA) requirements for impact, compression, and puncture resistance.

#### **Respiratory Protection:**

Devices such as disposable masks, cartridge respirators, or self-contained breathing apparatus (SCBA) to prevent inhalation of harmful substances.

**Hearing Protection:**

Earplugs, earmuffs, or other devices to reduce exposure to hazardous noise levels.

**Competent Person:**

An individual with the knowledge, training, and experience to organize work safely and ensure compliance with safety standards.

---

**Responsibilities****Management:**

- Provide adequate PPE for all identified hazards at Weinmann Limited worksites.
- Ensure PPE is properly maintained, inspected, and replaced when necessary.
- Offer training on the use, care, and maintenance of PPE.

**Supervisors:**

- Enforce the use of PPE as required.
- Train workers on proper fit, usage, and storage of PPE.
- Inspect PPE regularly to ensure compliance.

**Workers:**

- Wear PPE as required for their tasks and specific hazards.
  - Inspect PPE before each use and report any defects or concerns.
  - Participate in PPE training sessions and adhere to provided guidelines.
- 

**Procedure****Hazard Assessment:**

- Supervisors must assess the worksite for potential hazards requiring PPE.
- Appropriate PPE will be selected based on the hazard assessment, following OSHA guidelines.

**Selection and Use:**

- All PPE must be CSA-approved or meet equivalent standards.



- Workers must wear PPE appropriate for the specific task and hazards identified.

## **Inspection and Maintenance:**

- Workers must inspect PPE before each use to ensure it is in good condition.
- Damaged or defective PPE must be removed from service and reported immediately.
- Supervisors must ensure periodic inspections and maintenance of PPE.

## **Training Requirements:**

- All workers must receive training on the proper use, care, and limitations of PPE.
  - Specialized PPE (e.g., full-body harnesses, respirators) requires additional training and fit testing.
- 

## **Safe Work Practices**

- **Protective** **Clothing:**  
Always wear high-visibility vests, full-coverage pants, and long-sleeved shirts as minimum requirements. Use flame-resistant or chemical-resistant clothing as needed.
- **Protective** **Headwear:**  
Hard hats must be worn on all construction projects or other hazardous locations unless a protective structure is in place.
- **Protective** **Footwear:**  
CSA-approved steel-toed boots with puncture-resistant soles are mandatory on all worksites.
- **Protective** **Eyewear:**  
Safety glasses, goggles, or face shields must be worn in areas with flying debris, chemical splashes, or dust hazards.
- **Hearing** **Protection:**  
Earplugs or earmuffs must be used in areas where noise levels exceed 85 dBA.
- **Respiratory** **Protection:**  
Use respirators or SCBAs when adequate ventilation is not feasible, or when exposed to harmful airborne substances.



## Training

### General Training:

All workers must complete training on the proper selection, use, care, and maintenance of PPE.

### Specialized Training:

- Fit testing for respiratory protection devices.
  - Training for specialized PPE such as arc flash clothing or SCBA.
  - Annual refresher training for all PPE users.
- 

## Evaluation

This policy will be reviewed annually or after incidents involving PPE use. The review will incorporate feedback from safety audits, inspections, and incident reports. Updates will ensure continued compliance with OHSA and address any identified gaps.

---

## Reference Materials

- **Legislation:** Ontario OHSA and Construction Regulations (Sections 21–27, 59).
- **Guides:** IHSA Contractor's Toolkit.
- **PPE Standards:** CSA-approved PPE List (maintained by Weinmann Limited).



## Progressive Discipline Policy

### **Purpose**

Weinmann Limited must have a means to provide corrective actions to workers when they have either breached company rules or applicable laws. This policy will deal with the manner in which corrective actions are dispensed to provide a suitable level of discipline warranted for the specific non-compliant activity.

---

### **Scope**

This policy will outline the steps of a sound disciplinary process and identify the three streams that are considered when determining levels of discipline. These streams are:

- Attendance.
- Conduct.
- Performance.

Each “stream” requires separate attention. For example, a worker that has displayed one offence in attendance may be counseled, and upon a second offence, given verbal warning, and on the third offence, given a written warning. This is for one stream only. Where the same worker has received a written warning for attendance, and then has an initial issue with performance or conduct that requires counseling or a verbal warning, this does not necessarily dictate that the worker has had four chances and should be terminated, as these are SEPARATE STREAMS.

The nature of the incident for which a form of discipline is required will dictate what course of action will be taken. In cases of a serious breach of the law or where a worker endangers the health and safety of himself or another person the progressive form of discipline may commence at the suspension or termination level.

---

### **Procedure**

In the event that a worker violates company policy, exhibits problematic behavior, or under performs as per expected standards, a system of progressive discipline should be utilized.



Generally, workers are given three opportunities to correct the undesirable behaviors, with the final step being severance of the employment relationship.

The key figure in any successful disciplinary program is always the supervisor who in most cases can correct behavior with informal counseling. If the behavior persists, then a verbal warning is given. Although this is a verbal warning the circumstances should be documented in the event the behavior persists and the next step is required. If a supervisor believes a written warning is required, he may initiate this on his own or seek assistance from the office. Forms are available to assist in this process.

### **Steps to Effective Progressive Discipline**

- Coaching or Informal Counseling
- Verbal Warning
- Written Warning
- Second Written Warning
- Suspension with/without pay/ Final Written Warning, and
- Termination

The type of corrective action taken in each situation generally depends on four issues:

1. Nature and seriousness
2. Whether it's a first time or repeat incident
3. Past handling of similar disciplinary problems, and,
4. Whether there are special circumstances impacting the level of needed response.

### **Coaching or informal Counseling**

Unless there has been a serious violation, the most appropriate response is to have an informal yet solutions-oriented discussion with the worker. During this discussion the worker will be reminded of the policy or rules related to the incident and the actions the worker needs to take to correct the problem.

### **Verbal Warning**

If it is necessary to give a verbal warning the worker needs to understand that he is now at risk for additional disciplinary action if he does not improve. A supervisor should keep his own confidential record and be sure to include the date and time. The verbal warning means that nothing is placed in the workers file at this point.



## **1st Written Warning**

This step would follow if another incident occurs in the same stream. As with the preceding steps, the worker is advised of the policy or rules and the steps to be taken to correct the problem. A copy of the warning is given to the worker with a request that he signs one copy acknowledging that he has reviewed the document. The signed copy is then forwarded to the main office to be added to the workers file.

## **2nd Written Warning**

Its purpose is to place the worker on final notice and force a commitment to improve or face termination.

## **Final Written Warning/Suspension**

The nature of the violation will determine whether or not a worker will be suspended or if a third written warning is appropriate. Any suspension or termination will only be done on the approval of the company president.

## **Termination**

If the progressive efforts fail to correct the workers behavior, the final step is termination. Certain circumstances involving particularly dangerous behavior for example could result in termination at any time during this process.



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### Key: Disciplinary Actions

V:	Verbal warning (written documentation of such is necessary)
W:	Written warning
S:	Disciplinary suspension, or where appropriate, final written warning in lieu of suspension
T:	Termination

The following table shows a list of possible work-related violations and the responses that may occur depending on the circumstances. This table does not contain all possible violations and is to be viewed as a guide only.

Description	Violation			
<b>Remember:</b> Consideration should always be given to the nature of the incident, the frequency of the violation, and the employee's overall work record before a more severe disciplinary action is taken.	1st	2nd	3rd	4th
<b>1.</b> Poor performance of duties, including failure to follow instructions or to maintain established standards of workmanship or productivity, because of an unwillingness to perform or carelessness. (See also # 9)	V	W	S	T
<b>2.</b> Using profane, abusive, or loud/boisterous language on company premises, or actions, which may be discourteous or harmful to others, including smoking in designated non-smoking areas. (See also # 9 & 11)	V	W	S	T
<b>3.</b> Use of another's computer sign-on or computer access code or providing another the use of an individual's sign-on code without proper authorization to gain unauthorized access to confidential or privileged information.	W	S	T	
<b>4.</b> Failure of an absent employee to notify the supervisor on each day of absence, unless such notice requirement is waived or notification not provided in accordance with company procedures.	W	S	T	
<b>5.</b> Failure to adhere to company safety policies or procedures, including failure to immediately report an accident on company premises involving an on-the-job injury or property damage.	W	S	T	





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<b>6.</b> Insubordination, including refusal to accept instructions from supervisors, or proper authorities. E.g. MOL Inspector, TSSA or MTO Inspector (See also # 1)	V	W	S	T
<b>7.</b> Unauthorized or improper use of Weinmann equipment or vehicles.	V	W	S	T
<b>8.</b> Failure to appropriately interact with anyone on company premises (including visitors, customers, or other employees), when such behavior violates another's privacy or dignity, including sexual harassment.	W	S	T	
<b>9.</b> Being in an unfit condition to perform the duties of the job, including sleeping on the job or working under, or suspected of working under, the influence of cannabis, drugs, or alcohol.	W	S	T	
<b>10.</b> Falsifying any Weinmann record, including but not limited to intentional failure to accurately record time records or registering the timecard of another employee without proper authorization.	S	T		
<b>11.</b> Threats, fighting, or other physical action against another person while on W.L. premises.	S	T		
<b>12.</b> Unauthorized absence from the workplace.	S	T		
<b>13.</b> Commission of any crime on W.L premises such as theft, unauthorized removal of or willful damage to property, unauthorized possession of alcohol/weapons/explosives, gambling, being found in possession of illegal drugs.	T			
<b>14.</b> Behavior, which compromises another's or privacy or discloses confidential Weinmann Limited information, including medically related records.	S	T		
<b>15.</b> Committing any act by negligence or omission that endangers the safety of any person.	S	T		
<b>16.</b> Fail to report loss or suspension of drivers license	S	T		
<b>17.</b> Smoking or vaping marijuana in the workplace	S	T		



## Purchasing

### **Purpose**

The purpose of this program portion is to ensure that any goods purchased are assessed for existing or potential hazards and re-sourced or substituted with less hazardous goods where possible. Additionally, where hazards remain, appropriate controls are developed and put in place either along the path or at the worker in terms of personal protective equipment as required in conjunction with goods being purchased, or equipment installed or modified.

### **Scope**

This program portion applies to all fundamental purchasing activities for the company in general terms, but essentially to those purchases of items relating to safety equipment and equipment and/or materials that are technical or hazardous in nature.

Additionally, this portion of the program comes into effect where an injury has resulted to an employee due to ANY characteristic of a material or piece of equipment/tool or sly item for future considerations.

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### **Responsibilities**

*The Purchasing Department shall:*

- Review all products, goods/materials and equipment being purchased by the company to identify and make the Health and Safety Coordinator(s) aware of any hazards with these items.
- Review similar products, goods/materials and equipment to those being purchased for substitutions with fewer hazards. Review any MSDS (Material Safety Data Sheet) forwarded by the slier and send a copy to the Safety Coordinator.

*The Health and Safety Coordinator(s) shall:*

- Consult with the Purchasing Department to ensure that the new purchase or modification meets all appropriate legislation and industry standards, (i.e. CSA).
- Obtain and review of any material safety data sheets as they apply to any new products being introduced into the workplace.



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- Aid in the development of appropriate control measures including but not limited to Safe Job Procedures for new products and ensure they are being put in place to either eliminate, or control the hazard.

The Department Manager/Supervisor(s) shall assist the Health and Safety Coordinator and Purchasing Department with the hazard reviews of the new products and ensure developed control measures are implemented as required.

---

### **Procedure**

Pre-purchasing reviews (prior to the initial purchase of new products, goods/materials and equipment being purchased by the company, being modified or having a new process) should be conducted with the involvement of the:

- Health and Safety Coordinator
- Department Managers and/or supervisors
- Operators or person who has potential to operate the machinery, or involved in new or modified processes

These reviews should include all the hazards of the products, goods/materials and equipment being purchased, as well as identify all alternate products, goods/materials and equipment and their hazards for comparison. As hazards are identified, control measures should be examined and identified prior to final purchasing decisions.

Where product or material hazards are identified as contributing factors in accidents, the products should be further examined to review the purchasing requirements and options for the product or material. Where alternative goods, products or materials are available, the substitution option should be explored. Otherwise, reviews of the current controls must be examined in relation to the product hazards associated with the accidental injury.



## Reporting and Investigating Accidents

### Purpose

This policy ensures compliance with Ontario's Occupational Health and Safety Act (OHSA) and provides clear guidelines for reporting, investigating, and mitigating workplace accidents, incidents, and near misses.

---

### Policy Statement

Weinman Limited requires all employees to promptly report all workplace accidents, injuries, illnesses, property damage, and near misses. Supervisors and managers are responsible for ensuring incidents are reported to the appropriate authorities and thoroughly investigated to identify root causes and implement corrective measures to prevent recurrence.

---

### Scope

This policy applies to all employees, contractors, and visitors at Weinman Limited work sites.

---

### Definitions

- **Accident:** An unplanned event causing harm to individuals or damage to property.
- **Critical Injury:** As defined by Ontario Regulation 834/90, includes injuries that:
  - Place life in jeopardy
  - Result in unconsciousness
  - Cause substantial blood loss
  - Involve fractures, amputations, severe burns, or loss of sight
- **Incident:** Property damage without injuries.
- **Near Miss:** An event where no harm occurred but could have under different circumstances.
- **Occupational Illness:** A condition caused by exposure to hazardous agents at work.



## Procedures

### 1. Employee Responsibilities

- Immediately report any accident, injury, illness, or near miss to your supervisor.
- If seeking medical attention, ensure the WSIB Worker's Kit is completed and returned.
- Maintain regular communication with the workplace if unable to return to work.
- Participate in modified work programs if medically permitted.

### 2. Supervisor Responsibilities

- Administer first aid and arrange transportation for medical care if needed.
- Secure the accident scene in case of critical injuries.
- Conduct a thorough investigation using the Accident/Incident Report form.
- Submit completed forms to the Health and Safety Department promptly.
- Notify the Ministry of Labour (MOL) as required.

### 3. Employer Responsibilities

- Notify the MOL of critical injuries, fatalities, or occupational illnesses within required timelines.
  - Provide written reports to the MOL, JHSC, H&S Representatives, and unions as applicable.
  - Communicate investigation results and safety measures to all employees.
- 

## Safe Work Practices

- Maintain a clean and organized workspace to minimize hazards.
- Ensure all tools and equipment are regularly inspected and properly maintained.
- Utilize appropriate personal protective equipment (PPE) as required.
- Adhere to site-specific safety protocols, including hazard identification and risk assessment.
- Participate in regular safety training and toolbox talks.

## Communication of Results

Investigation findings and corrective actions will be shared through:

- Safety bulletins and postings
- Supervisor-led safety meetings
- Formal training sessions



## References and Resources

- Occupational Health and Safety Act (Sections 51, 52, 53)
- Ontario Regulation 834/90: Critical Injury Definition
- IHSA Contractor's Toolkit
- Weinman Limited's Standard Forms (e.g., Functional Abilities Form, Incident Report Form)

### *Employers Duty to Notify the Ministry of Labour*

Table 1

Occurrence	What Required	When	By Whom	To Whom
<b>Fatality or Critical Injury,</b> s. 51(1) Act Reg. 834 for definition	<b>Direct Notice</b>  Written Report Content as outlined in Reg. 213/91, s 8	Immediately, by phone, fax, any direct means  Within 48 hours	Constructor, and employer  Written report by employer	MOL JHC H&S rep Trade Union MOL
<b>Injury (non critical)</b> Causing lost time, or medical treatment s.52 (1) Act	<b>Written Notice</b> Content as outlined by Reg. 213/91 s. 9(1) in case of a worker May use notice required by s.21(2) of the WSIB Act	Within four days of the occurrence	Employer	MOL JHC H&S rep Trade Union MOL
<b>Injury (non critical)</b> Causing lost time, or medical treatment s.52 (1) Act	<b>Written Notice</b> Content as outlined by Reg. 213/91 s. 9(1) in case of a worker May use notice required by	Within four days of the occurrence	Employer	MOL JHC H&S rep Trade Union MOL



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	s.21(2) of the WSIB Act			
<b>Occupational Illness</b> s52(2) Act	<b>Written Notice</b> Content as outlined by Reg. 213/91 s. 9(2) in case of a worker May use notice required by s.21(2) of the WSIB Act	Within four days of being advised	Employer	MOL JHC H&S rep Trade Union MOL
<b>Prescribed Incident</b> s 53 Act see Reg. 213/91, s 11 for list	<b>Written Notice</b> Content as outlined by Reg. 213/91, s 11 (2)	Within 2 days of the occurrence	Constructor	MOL JHC H&S rep Trade Union MOL

### Communication

The results and the injury/incidents will be communicated to the employees in a number of ways:

- Supervisors holding safety talks with employees
- Through postings on safety bulletin boards
- Testimonial by the involved employees.

Additionally, some external sources may be interested in accident particulars which should only be completed via the senior management team or their designate

### Reference Materials

OHSA (Section 51, 52) and Construction Regulations  
Regulation 834/90: Definition of Critical Injury  
IHSA's Contractor's Toolkit



## Right to Disconnect Policy

Weinmann Limited is committed to supporting employees' mental health, well-being, work-life balance, and the prevention of burnout while fostering a psychologically safe workplace. This policy outlines the right to disconnect from work-related communications and responsibilities outside normal working hours.

---

### Purpose

The purpose of this policy is to establish fair and reasonable guidelines to support employees' right to disconnect from work. This ensures work-life balance and helps prevent burnout while aligning with Ontario's Employment Standards Act, 2000 (ESA) and applicable regulations.

---

### Scope

This policy applies to all employees of Weinmann Limited, regardless of their location or role.

---

### Definitions

#### **Disconnecting from Work:**

The act of refraining from engaging in work-related communications or tasks, including emails, phone calls, video calls, or other messaging systems, and being free from work-related responsibilities outside of normal working hours.

#### **Working Hours:**

The standard working hours at Weinmann Limited are 7:00 a.m. – 5:00 p.m. Employees should discuss any variations to these hours with their supervisors.

---

### Responsibilities





## **Employer Responsibilities:**

Weinmann Limited will foster a culture that encourages employees to disconnect from work outside their established hours. This includes:

- Monitoring employees' workloads to prevent excessive demands that interfere with their right to disconnect.
- Encouraging open discussions with staff about any challenges related to work-life balance or workload concerns.
- Refraining from contacting employees outside of normal working hours except in urgent or emergency situations.
- Ensuring managers and supervisors set an example by adhering to the right to disconnect policy.
- Avoiding preferential treatment for employees who voluntarily work outside normal hours.

## **Employee Responsibilities:**

Employees must respect their own and others' working hours. Responsibilities include:

- Establishing agreed-upon working hours with their supervisors.
  - Avoiding work-related communications outside normal working hours unless an emergency arises.
  - Turning off work devices (e.g., laptops, mobile phones) outside regular hours when not required for on-call duties.
  - Communicating with supervisors about workload issues that may hinder the ability to disconnect.
  - Reporting any concerns related to the right to disconnect to senior management.
- 

## **Procedure**

Employees, supervisors, or managers who fail to adhere to this policy may face progressive disciplinary action:

- **Verbal Warning:** Initial reminder to respect the personal time of coworkers and comply with the policy.
- **Written Warning:** Documentation of the violation, outlining corrective actions and attaching a copy of the policy.
- **Suspension Without Pay:** Imposed if prior warnings fail to resolve the issue, subject to approval by senior management.



- **Termination:** Applied if all corrective measures fail to achieve compliance with the policy.
- 

### Safe Work Practices

To uphold the right to disconnect, Weinmann Limited encourages:

- Using scheduling tools to delay sending emails or messages outside of working hours.
  - Regular discussions about workload and prioritization during team meetings.
  - Utilizing shared calendars to respect colleagues' working hours.
  - Taking proactive steps to address stress or burnout, including seeking support from supervisors or the Human Resources department.
- 

### Communication

All employees will receive a digital or physical copy of this policy during onboarding and via company communications. Posters outlining key points of the right to disconnect will be displayed in common areas at worksites.

Supervisors must regularly remind employees of the policy during team meetings and ensure its principles are followed. Employees are encouraged to reference this policy for any concerns related to disconnection or work-life balance.

---

### Evaluation

This policy will be reviewed annually to ensure alignment with legislative updates and the evolving needs of employees. Feedback from staff and management will be incorporated into revisions to improve its effectiveness.

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## Reference Materials

- **Legislation:** Employment Standards Act, 2000 (Ontario).
- **Guides:** Ministry of Labour resources on work-life balance.



## Risk Assessment

### Purpose

The purpose of the Risk Assessment Policy is to identify workplace hazards, assess associated risks, and implement effective control measures to minimize potential injuries, illnesses, and property damage, in compliance with Ontario OHSA regulations.

---

### Scope

This policy applies to all Weinmann Limited operations, employees, contractors, and visitors. It includes all areas where potential hazards may exist, both routine and non-routine tasks.

---

### Definitions

**Hazard:** A source of potential harm or damage (e.g., physical, biological, ergonomic, psychosocial).

**Risk:** The combination of the likelihood and severity of harm.

**Risk Assessment:** A systematic process to evaluate potential risks and identify controls to minimize hazards.

**Control Measures:** Steps taken to eliminate or reduce risks, such as elimination, substitution, engineering controls, administrative actions, or PPE.

**Hierarchy of Controls:** A prioritization framework for hazard control: Elimination > Substitution > Engineering Controls > Administrative Controls > PPE.

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## Roles and Responsibilities

### Senior Management

- Ensure the risk assessment process complies with OSHA regulations.
- Provide resources for effective implementation of the policy.
- Promote a culture of proactive hazard identification and control.

### Supervisors

- Communicate risk assessments to employees.
- Implement and monitor recommended controls.
- Report changes that require reassessment.

### Employees

- Participate in risk assessment training.
- Report hazards immediately.
- Adhere to safe work practices outlined in assessments.

### JHSC and Health & Safety Representatives

- Participate in risk assessments and document findings.
  - Monitor and evaluate the effectiveness of controls.
  - Ensure compliance with the risk registry process.
- 

## Procedure

### Risk Assessment Process

**Identify Hazards:** Inspect the workplace and operations for potential hazards. Use tools such as hazard identification checklists, observations, and worker input.

**Evaluate Risks:** Assess the likelihood and severity of identified hazards using a risk matrix to prioritize actions.

**Implement Controls:** Apply the hierarchy of controls:



**Elimination:** Remove the hazard completely.

**Substitution:** Replace the hazard with something less dangerous.

**Engineering Controls:** Use barriers, guards, or other physical changes.

**Administrative Controls:** Introduce procedures, training, or signage.

**PPE:** Use protective equipment as the last line of defense.

**Document Findings:** Maintain a detailed risk registry that includes identified hazards, risk ratings, and implemented controls.

**Monitor and Review:** Regularly review risk assessments and update them when workplace changes occur or after an incident.

## Expanded Safe Work Practices

- **Planning and Preparation:**
  - Conduct a pre-task hazard analysis before starting any work activity.
  - Ensure employees understand job-specific risks and required controls.
  - Verify that emergency procedures are in place and communicated.
- **Hazard Control Implementation:**
  - Clearly label and isolate high-risk areas to prevent unauthorized access.
  - Use only properly maintained and inspected tools and equipment.
  - Ensure appropriate ventilation in areas with airborne contaminants.
- **Material Handling:**
  - Use mechanical aids to reduce manual lifting where possible.
  - Follow safe lifting techniques (e.g., bend at the knees, not the waist).
  - Store materials securely to prevent slips, trips, and falls.
- **Workplace Cleanliness:**
  - Keep work areas tidy and free of clutter.
  - Immediately clean up spills or remove debris to prevent accidents.
  - Ensure pathways and emergency exits remain unobstructed.
- **Personal Protective Equipment (PPE):**
  - Wear PPE suited to the identified hazards (e.g., gloves, helmets, eye protection).
  - Inspect PPE before use and replace damaged equipment immediately.
  - Train workers on proper PPE use, care, and limitations.
- **Ergonomics:**
  - Use tools and equipment designed to reduce strain and repetitive motions.
  - Adjust workstations to promote proper posture.



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- Take regular breaks to reduce fatigue and avoid musculoskeletal injuries.

### **Communication and Reporting:**

- Encourage workers to report unsafe conditions or near-misses promptly.
  - Use safety signage and clear instructions to reinforce awareness.
  - Conduct regular safety meetings to address concerns and share updates.
- 

### **Risk Rating and Priority**

- **High (Class A):** Immediate corrective action required.
  - **Medium (Class B):** Address promptly after high-risk items.
  - **Low (Class C):** Control as resources permit.
- 

### **Training**

All employees involved in the risk assessment process will be trained on identifying hazards, assessing risks, and implementing controls.



## Substance Abuse Policy

### **Purpose**

The purpose of this procedure is to protect employees, clients, and the public from the potential effects of substance use including alcohol, drugs, and medications. Weinmann Limited wants to provide a culture and environment that does not promote or encourage the use of alcohol or social drugs.

### **Scope**

This policy applies to all Weinmann Limited workers, contractors, and visitors. This also applies to alcohol and drugs (legal and illegal).

### **Legislation**

Occupational Health and Safety Act

### **Roles and Responsibilities**

#### **Senior Management:**

- Communicate, implement, and monitor compliance with this policy and procedure.
- Maintain confidentiality regarding an employee's substance abuse, health conditions, and involvement in substance abuse programs.
- Determine if there is a requirement for assessment of an individual found to be in violation of this policy and confirm when they are fit to return to work, including providing input on any required work modifications and return to work conditions.

#### **Supervisors:**

- Assess fitness for duty.
- Respond to any situations in which there are concerns about an individual reporting to work or being on the job while impaired by alcohol or drugs.
- Maintain confidentiality regarding an employee's substance abuse, health conditions, and involvement in substance abuse programs.

#### **Employees:**

- Understand and comply with the Weinmann Limited Substance Abuse Policy.
- Ensure that they are fit for duty when reporting for work. This applies to all worksites as well as all Weinmann Limited endorsed, supported, and organized events and related activities.
- Manage potential impairment during work due to the use of prescribed medications by contacting their health care provider(s), and management to determine any negative impacts on work performance, and health and safety.





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- Have the responsibility to be fit for duty during their shift and while on Weinmann Limited premises and worksites, whether they are in a safety-sensitive position or not.

### Definitions

#### *Illicit Drugs*

The following are prohibited while working or visiting worksites:

- Reporting for work or remaining at the workplace under the influence of illicit drugs.
- Consuming any illicit drugs during meals or other breaks; and
- The use, possession, distribution, offering, or sale of illicit drugs or drug paraphernalia.

#### *Alcohol and Cannabis*

The following are prohibited while working or visiting worksites:

- The use, possession, distribution, offering, or sale of alcohol or marijuana.
- Reporting for duty or remaining on duty under the influence of alcohol or cannabis from any source; and
- Consuming any product containing alcohol or cannabis.

#### *Medications*

Workers are expected to responsibly use all medications. They should investigate (through their doctor or pharmacist) whether a medication can affect their performance adversely, which also comprises the safe operation of any equipment or machinery, including vehicles. They should also take appropriate steps to minimize associated risks, which would include notifying their supervisor of their inability to perform work safely. Any worker taking medical cannabis **MUST** inform their supervisor.

The following are prohibited while working or visiting worksites:

- The possession of prescribed medications without a legally obtained prescription.
- The distribution, offering, or sale of prescription medications (trafficking); and
- The intentional misuse of medications (e.g., using the medication not as prescribed, using someone else's medication, or combining medication and alcohol use against direction).

### Procedure

If Weinmann Limited has a reason to believe that there is a violation of this policy:

- a. Management will meet with the employee immediately to ensure that the employee does not compromise their safety or that of others.



- b. If the employee is deemed to be impaired by alcohol or drugs, they will be asked to leave the workplace. The individual will be provided safe transportation to their home, or a competent adult will come to the workplace and pick up the employee.
- c. Management will immediately investigate the incident and an Incident Report Form will be completed and processed.
- d. As a result of the investigation, a decision will be made regarding an appropriate course of action.
- e. If the situation involves the use, possession, or trafficking of illicit drugs or unauthorized medications, police services must be notified.
- f. In situations where an employee is returning to work after completing a substance abuse program, the following steps are taken prior to the return to work:
  - The individual must be alcohol or drug-free while at work.
  - The individual is required to seek an assessment by a substance abuse professional.
  - If a substance abuse issue is identified, the individual is expected to follow the recommended course of treatment/counselling that results from the assessment.
  - The individual must be cleared by management as fit to return to work with either full or modified duties as appropriate.

### **Progressive Discipline**

If an employee at Weinmann Limited has breached the Substance Abuse Policy – Progressive disciplinary action will be enforced by Senior Management or the Health and Safety Dept.

#### **Step One: Verbal Caution**

An employee will be given verbal caution when he or she engages in substance abuse while at work. As the first step in progressive discipline policy, a verbal caution is meant to alert the employee that a problem exists or that one has been identified, which must be addressed.

#### **Step Two: Written Warning**

Written warnings are considered severe disciplinary action and are issued after a verbal caution has failed to correct a concern.

Prior to issuing a written warning, the immediate supervisor shall document all pertinent facts related to the incident. A written warning shall contain a description of the facts giving rise to the warning and include the date, time, and place of the substance abuse. Written warnings and any related documentation are filed in the employee's personal file.



The written warning may also include advising the employee that fails to correct behaviours employment at Weinmann Limited is at risk.

### **Step Three: Suspension (with or without pay)**

A disciplinary suspension requires consultation with the Supervisor (and the approval of management) before being issued.

Suspension may occur only after the written warning discipline step has failed to correct the situation and the employee has been properly advised that a suspension may occur if shortcomings are not corrected.

Disciplinary suspensions may also occur, without prior warnings if in the opinion of the supervisor, the misconduct or poor behaviour was severe enough to warrant a suspension.

Immediate suspension from the job site may be warranted without the approval of Management when an employee has been deemed impaired at work.

### **Step Four: Termination**

This will occur after the formal discipline steps have been exhausted or upon the investigation of serious misconduct deemed to warrant such action.

Termination or discharge for any reason must be properly documented and approved by Senior Management.

### **Naloxone in the Workplace**

Weinmann Limited will abide by the Occupational Health and Safety Act and have a Naloxone kit on-site and readily available if deemed necessary. A Naloxone kit will be present on site if:

- Opioid use among workers has been observed in the workplace by a worker, supervisor or during a job site-inspection or investigation.
- A worker who uses opioids voluntarily discloses this risk to a supervisor, health and safety representative or Senior Management.
- An opioid overdose has occurred at Weinmann Limited.
- Opioid paraphernalia, such as used needles are identified on Weinmann Limited property or job sites.
- A Joint Health and Safety Committee Member or Union Representative deems the implementation of Naloxone Kits at Weinmann Limited Necessary.



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Please refer to Appendix A – Naloxone in the Workplace for more information on opioids and how to administer Naloxone Kits.

### **Resources**

Occupational Health and Safety Act

Weinmann Limited Health and Safety Manual.

Appendix A – Naloxone in the Workplace



## Appendix A - Naloxone in the Workplace

**Naloxone** is a drug that can temporarily reverse the effects of an opioid overdose. Opioids are often prescribed to treat pain; however, they are often used recreationally. Some commonly used opioids are:

- Morphine
- Heroin
- Oxycodone
- Fentanyl
- Codeine
- Hydromorphone

It is extremely beneficial to have a naloxone kit in the workplace because of the current opioid crisis ongoing in Canada and its ability to save lives.

### Signs of an Overdose

When someone overdoses, their breathing slows down or stops completely. Signs of an overdose include not being able to stay awake, walk, talk, or breathe. The person may be vomiting, make snoring or gurgling sounds, have a limp body, cold and clammy skin, purple or blue lips and fingertips, and/or tiny pupils. If you suspect someone has overdosed, call 9-1-1 immediately.

### How to use Naloxone Kit

Naloxone kits are portable pouches containing an opioid antidote that can be administered by injection or through the nose to revive an unresponsive person who is overdosing. The kits include enough medicine to reverse an opioid overdose for up to 15 minutes, allowing time to access emergency services. Although naloxone is only effective for opioids, if you are unsure of what someone has taken you should still give naloxone anyways if they are showing signs of an overdose. It is a safe medication that will not cause more harm, even if non-opioids have been used.

1. Shout their name and shake their shoulders. If they are unresponsive call 911
2. Give naloxone (1 spray into the nostril or inject 1 vial into the arm or leg. Opioids last longer than naloxone so it is very important to seek medical attention, even when naloxone is given, and symptoms improve.



3. If using the spray: Lay the person on their back. Support their neck and tilt their head back. Peel back the package and remove the device. Place the tip of the nozzle in one nostril. Press the plunger firmly and release naloxone into the person's nose.
4. If using the injection: Tap the ampoule (the vial containing the medicine) to send all the liquid to the bottom. Snap open the ampoule by breaking off the top. Using the syringe and needle included in the kit, pull the plunger to draw up the liquid. Inject it into the muscle in the upper arm or upper thigh. Press the plunger all the way down.
5. Give 30 chest compressions and two rescue breaths (if you are comfortable doing so).
6. If there is no improvement after 2 – 3 minutes, repeat steps 2 – 5 and stay with the person.
7. If the person begins breathing on their own or you must leave them alone, put them in the recovery position. Roll them on their side with their head tilted back slightly to open the airway. One hand is used to support their head while their knee prevents them from turning over. Monitor them, they may be confused, upset, or going through withdrawal. Do not allow them to take more drugs.

### **Training Video** (Please Watch)

Narcan nasal spray - <https://www.youtube.com/watch?v=KEOq6fUWNtA>

### **Kits are Available for Free**

Naloxone kits are available for free at any community pharmacy, including the outpatient pharmacy at Hamilton Health Sciences.



## Traffic Safety Management Plan

### **Purpose**

To safeguard workers and the public by ensuring traffic management practices align with the Ontario Traffic Manual (Book 7 - Temporary Conditions) and OHSA Construction Regulations (O. Reg. 213/91). The goal is to minimize risks associated with traffic exposure on job sites.

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### **Scope**

This policy applies to all projects requiring temporary traffic control to ensure the safety of workers, motorists, and pedestrians. Book 7 shall serve as the minimum standard for traffic control.

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### **Definitions**

#### **Traffic Control Plan:**

A documented strategy detailing the placement of signs, barriers, and personnel to ensure safe traffic movement through or around a construction site.

#### **Traffic Control Person (TCP):**

A worker designated to manage traffic flow using devices such as STOP/SLOW signs, flags, and hand signals.

#### **Buffer Vehicle:**

A vehicle equipped with flashing lights or arrow boards positioned to protect workers from oncoming traffic.

#### **Work Zone:**

The designated area where construction activities occur, requiring the establishment of traffic control measures.

#### **Lateral Intrusion Deterrence Gap (LIDG):**

A safe distance upstream from workers to protect against vehicle intrusion into the work zone.



## **Responsibilities**

### **Employer Responsibilities:**

- Develop and implement traffic safety plans following Book 7 guidelines.
- Provide necessary equipment, including PPE, traffic control devices, and signage.
- Ensure all supervisors and workers receive traffic safety training.
- Maintain records of training and incident evaluations.

### **Project Manager Responsibilities:**

- Oversee the preparation and daily review of traffic control plans.
- Modify plans as needed to address changing conditions.
- Establish emergency procedures for unplanned events or disasters.

### **Foreman Responsibilities:**

- Assist with hazard assessments and traffic control plan implementation.
- Monitor work zone conditions and adjust traffic control measures accordingly.
- Verify that all TCPs are trained and equipped.

### **Worker Responsibilities:**

- Use provided traffic control equipment and adhere to procedures.
- Report unsafe conditions or equipment issues to supervisors immediately.
- Refrain from modifying traffic plans without authorization.

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## **Procedure**

### **Hazard Assessment and Planning:**

- Conduct a hazard recognition analysis before initiating traffic control.
- Obtain necessary local government permits and approvals.
- Develop site-specific traffic control plans, including layouts and emergency procedures.

### **Traffic Control Device Setup:**

- Assemble devices (barriers, cones, signs) away from active traffic lanes.





- Deploy devices from upstream to downstream, ensuring proper spacing and visibility.
- Use buffer vehicles and crash trucks for added protection, especially on highways.

## **Traffic Management During Work:**

- TCPs must use STOP/SLOW paddles and wear high-visibility apparel per O. Reg. 213/91, s. 69.1(1).
- Maintain communication using two-way radios.
- Position vehicles with flashing lights upstream to alert oncoming traffic.

## **Device Removal:**

- Remove traffic control devices in reverse order, starting with downstream devices.
- Advance warning signs should be removed in the same direction they were installed.

## **Freeway Operations:**

- Use buffer vehicles to protect workers during lane closure setup and removal.
- Maintain a safe LIDG distance upstream of the work zone.
- Reinforce closures with tighter barrel spacing on curves, hills, or ramps.

## **Short Duration Work:**

- Comply with Book 7 layouts for very short-duration operations.
- 

## **Safe Work Practices**

- Conduct tailboard meetings daily to discuss hazards, procedures, and emergency plans.
- Establish a safe work zone with clear signage and barriers.
- Use high-visibility clothing, including reflective vests and helmets, at all times.
- Never conduct work in active traffic lanes without appropriate safety measures.

## **Training**

### **Mandatory Training:**

- All TCPs and supervisors must complete the "Book 7 Temporary Conditions" training course.



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- Supervisors responsible for traffic control planning must also complete IMSA Work Zone Safety certification.

## Refresher Training:

- Conduct annual training sessions to review changes in regulations or procedures.
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## Evaluation

The Traffic Safety Management Plan will be reviewed annually to incorporate lessons from incident reports, inspections, and worker feedback. Updates will ensure continued compliance with OHSA and industry standards.

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## References

- **Legislation:** OHSA O. Reg. 213/91, s. 67–69.1
- **Guides:** Ontario Traffic Manual, Book 7 - Temporary Conditions
- **Resources:** IHSA Contractor's Toolkit



## Take Home Vehicle Privilege Policy

### **Purpose**

The purpose of this policy is to outline the company's expectations regarding the use of work vehicles provided by Weinmann Limited during non-working hours.

### **Scope**

This policy applies to all Weinmann Limited employees who take home vehicles provided by the company.

For procedures regarding CVOR vehicles, daily vehicle inspection reports (DVIR) and accident reporting, refer to the Company Vehicle and Driver Policy

(Weinmann Limited Employee Handbook page 17)

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### **Expectations**

#### **Vehicle Maintenance**

Employees who assume a company vehicle during non-working hours are to report any deficiencies to the company's mechanic or senior management. Ensure that both regular/necessary service and maintenance are performed on the vehicle you have been authorized to take home.

#### **Documentation**

Weinmann Limited company vehicles must contain the following while operating:

- Operators' valid driver's license
- Vehicle registration card
- Proof of Insurance card
- Daily vehicle inspection report (DVIR)

#### **Driving Expectations**

The following expectations are to be followed while operating Weinmann Limited vehicles during working and non-working hours.

- Employees are expected to operate Weinmann vehicles in a safe and responsible manner.
- Employees using Weinmann vehicles must have a valid driver's license in good



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standing.

- Obey all posted speed limits, and rules of the road.
- Smoking is prohibited in Weinmann vehicles.
- There is zero tolerance for driving a company vehicle while being impaired by drugs or alcohol.
- Eating while driving is prohibited in Weinmann vehicles.
- The use of cell phones is prohibited while operating any Weinmann vehicle.
- Employees shall assume sole responsibility for any tickets (traffic or parking) incurred.
- Employees must report any ticket violations incurred while on company business to the fleet manager within 72 hours.
- Any employee who has his/her driver's license revoked or suspended shall notify the fleet manager immediately. In this event, the employee shall immediately cease any operation of Weinmann vehicles.

### **Vehicle Cleanliness**

The interior and exterior of Weinmann Limited vehicles are to be kept reasonably clean.

### **Personal Use**

Weinmann Limited employees are not prohibited from using company vehicles for personal use. However, the following terms apply.

- Company vehicles are never to be parked in front of, or in the vicinity of, an establishment that could damage the reputation of the company. For example, liquor stores, dispensaries, nightclubs, adult entertainment establishments etc. Senior management has authority in what they believe to be a conspicuous location that may damage the company's reputation.
- Only the Weinmann Limited employee who has been authorized to take the company vehicle home shall operate the vehicle. No other person shall operate the vehicle.
- Gas cards are not intended for personal use and should not be used for any non-work related trips under any circumstances.
- The employee driving the company vehicle during non-working hours will be held accountable for accidents or vehicle damage if they are found to be at fault.



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## **Note:**

An employee's privilege to take home company vehicles may be revoked at any time under any circumstances.

Failure to abide by this policy may result in loss of privilege and disciplinary action.

## **References**

Company Vehicle and Driver Policy

Progressive Discipline Policy



## Visitor Policy

### **Purpose**

This policy is designed to provide a safe experience for any visitor that may attend any Weinmann Limited workplace or property. Additionally, this policy will ensure that Weinmann Limited remains in compliance with all applicable legislative responsibilities and ensures that visitors will not:

- Pose threats to our premises or property.
- Distract employees from their work.
- Be exposed to unfamiliar dangers.

### **Scope**

This policy is applicable to all company workplaces.

### **Responsibilities**

Senior Management will be ultimately responsible to ensure compliance with this policy is maintained, as well as reviewing the policy as required to ensure accuracy, workability, and legislative compliance.

Individuals may be assigned specific tasks associated with this policy, including visitor sign-in/out, visitor accompaniment, and overall communication of this policy to potential visitors. Workers are responsible for escorting visitors when on Weinmann Limited property.

### **Procedure**

Weinmann Limited will utilize the following two policies for visitors:

#### *1) Office Facilities:*

Visitors are required to report to the reception area in the main office located at 211 Courtwright Street, Fort Erie, Ontario. Visitors will be escorted to the office of the person they are visiting and will be escorted to the exit on completion of their business. Visitors will be required to review the visitor's policy and sign the visitor's log on entering and departing the premises.



## *2) Jobsite and Project situations:*

Visitors attending active construction projects will report to the project trailer. Supervisory personnel or safety representatives shall accompany visitors and will identify all dangers and hazards as needs arise. Jobsite signage should be in place on all entry points of significance that will provide emergency procedures, emergency phone numbers and initial requirements for site attendance. Visitors should remain accompanied for the entire duration of their stay and always be treated in a professional manner throughout their visit. Visitors will be required to review the visitor's policy and sign the visitor's log on entering and departing the premises. Visitors will wear the required personal protective equipment.

## **Evaluation**

The policy may be evaluated periodically by conducting routine interviews with visitors to see if they both had a satisfactory visit, as well as if the policy components and methodology had been accurately followed.

A yearly review of the Visitor policy will be conducted during the overall program review.



## Weather Conditions

### Purpose

To address hazards posed by severe or inclement weather, this policy outlines the responsibilities, procedures, and safe work practices necessary to protect workers from weather-related risks in compliance with Ontario OHS regulations.

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### Scope

This policy applies to all outdoor and indoor work environments where extreme weather conditions may create hazards, including but not limited to high temperatures, cold environments, high winds, and lightning.

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### Definitions

- **Severe Weather:** Includes extreme temperatures, high winds, heavy rainfall, or lightning that may increase risks to worker safety.
  - **Heat-Related Illness:** Conditions like heat cramps, heat exhaustion, and heat stroke caused by exposure to high temperatures.
  - **Cold Stress:** Conditions like frostbite and hypothermia resulting from exposure to extreme cold.
  - **High Winds:** Wind conditions strong enough to endanger workers, equipment, or materials.
  - **Lightning Hazard:** The risk of injury or damage from lightning strikes.
- 

### Responsibilities

#### Supervisors:

- Monitor weather conditions and assess risks to workers.
- Implement safety measures, including suspending tasks, providing breaks, or reassigning duties.
- Notify senior management of any weather-related suspensions or incidents.





## **Workers:**

- Follow instructions provided by supervisors regarding weather hazards.
- Wear appropriate protective clothing and equipment.
- Report any signs of weather-related illnesses or hazards.

## **Senior Management:**

- Support supervisors in implementing weather-related safety measures.
  - Review and update weather safety protocols as necessary.
- 

## **Procedures**

### **High Temperatures:**

- Schedule work during cooler parts of the day when possible.
- Rotate crews to limit exposure.
- Ensure workers have access to shaded areas and plenty of water.
- Provide electrolyte-replenishing beverages and avoid salt tablets.
- Train workers to recognize signs of heat-related illnesses and administer first aid as needed.

### **Cold Environments:**

- Provide warm shelters for breaks.
- Ensure workers wear insulated, weather-resistant clothing and CSA-approved footwear.
- Monitor workers for signs of frostbite or hypothermia.
- Encourage workers to consume warm, high-energy foods and drinks.

### **High Winds:**

- Stop high-risk or elevated work during strong winds.
- Lower cranes, forklifts, and other lifting equipment to the ground.
- Secure materials and equipment to prevent them from becoming airborne.

### **Lightning:**

- Cease outdoor work when lightning is observed.



- Move workers to safe indoor shelters or vehicles.
  - Avoid tall structures, ladders, and trees.
- 

## Safe Work Practices

- Regularly monitor weather forecasts and conditions.
  - Equip workers with appropriate PPE, including hard hats, gloves, and weather-specific clothing.
  - Use windbreaks, shelters, and shaded areas to protect workers.
  - Limit time spent in extreme conditions and encourage regular breaks.
  - Educate workers on recognizing weather-related risks and symptoms.
- 

## Training

- Train supervisors and workers on weather hazard identification and emergency response.
  - Conduct regular safety talks focused on weather-related risks.
- 

## Communication

- Display weather safety protocols on bulletin boards.
  - Communicate weather hazards and safety measures during toolbox talks.
  - Provide real-time updates on weather conditions and associated risks.
- 

## Evaluation

- Review the effectiveness of weather-related safety measures after incidents or near misses.
  - Regularly update the policy based on new weather safety guidelines and worker feedback.
- 

## References and Resources



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- Ontario Occupational Health and Safety Act
- CSA Standards for Personal Protective Equipment
- Environment Canada Weather Alerts
- IHSA Safety Guidelines for Outdoor Work



## WHMIS

### Purpose

This Workplace Hazardous Materials Information System (WHMIS) policy ensures that employees are informed of and protected against workplace hazards related to hazardous materials, in compliance with Ontario OHSA and WHMIS 2015 regulations.

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### Scope

This policy applies to all employees, contractors, and visitors at Weinmann Limited who may be exposed to hazardous materials during their work activities.

---

### Definitions

**WHMIS:** A Canada-wide system designed to provide employers and workers with information about hazardous materials used in the workplace.

**Hazardous Product:** Any product, substance, or material classified under WHMIS 2015 regulations as presenting a hazard.

**Safety Data Sheet (SDS):** A document that provides detailed information about a hazardous product, including its properties, hazards, safe handling, and emergency measures.

**Supplier Label:** A label affixed by the manufacturer containing information required under WHMIS regulations.

**Workplace Label:** A label affixed to hazardous products decanted into secondary containers that provides key information about the product and its safe handling.

**Personal Protective Equipment (PPE):** Equipment worn to minimize exposure to hazardous materials, such as gloves, goggles, and respirators.



**GHS:** The Globally Harmonized System of Classification and Labelling of Chemicals, adopted under WHMIS 2015.

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## Roles and Responsibilities

### Employer/Senior Management

- Ensure compliance with WHMIS regulations by providing proper training, labeling, and access to SDSs.
- Maintain an inventory of hazardous products.
- Ensure all hazardous products are properly labeled.
- Conduct regular audits to ensure WHMIS compliance.

### Supervisors

- Ensure workers receive WHMIS training and understand how to safely handle hazardous products.
- Provide workplace labels for secondary containers.
- Monitor the use of PPE and ensure compliance with safe work practices.

### Employees

- Participate in WHMIS training and follow safe work practices.
- Report any missing or damaged labels to their supervisor.
- Use PPE as required and handle hazardous materials safely.

### Joint Health and Safety Committee (JHSC)

- Participate in audits and inspections to ensure WHMIS compliance.
  - Assist in reviewing and updating the WHMIS program.
- 

## Procedure

### WHMIS Training

1. All employees who may be exposed to hazardous products will receive WHMIS training upon hire and annually thereafter.
2. Training will include:



- Understanding supplier and workplace labels.
- Reading and interpreting Safety Data Sheets (SDSs).
- Safe storage, handling, and disposal of hazardous products.
- Emergency procedures for spills, exposure, and incidents involving hazardous materials.

## Labeling and Identification

- **Supplier Labels:** Ensure all hazardous products have supplier labels when received.
- **Workplace Labels:** Affix workplace labels to containers used for decanted hazardous products.
- Regularly inspect labels to ensure they are legible and intact.

## Safety Data Sheets (SDSs)

- Maintain an up-to-date inventory of SDSs for all hazardous products used on-site.
- Ensure SDSs are accessible to all employees at all times.
- Review and update SDSs as necessary, especially when new products are introduced.

## Storage and Handling

- Store hazardous products according to their SDS recommendations.
- Use appropriate PPE when handling hazardous materials.
- Segregate incompatible materials to prevent reactions.

## Spill Response

- Notify a supervisor immediately in the event of a spill.
- Contain the spill using appropriate spill containment materials.
- Follow SDS recommendations for cleanup and disposal.
- Report the incident and update the WHMIS inventory if necessary.

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## Expanded Safe Work Practices

### General Practices

- Always read labels and SDSs before using a hazardous product.
- Ensure proper ventilation in areas where hazardous materials are handled.



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- Keep flammable materials away from ignition sources.

### **PPE**

- Wear required PPE, such as gloves, goggles, and respirators, when handling hazardous products.
- Inspect PPE for damage before use and replace if necessary.

### **Housekeeping**

- Keep work areas clean and free of hazardous material spills.
- Store hazardous materials in designated areas only.

### **Emergency Procedures**

- Familiarize yourself with emergency eyewash and shower stations.
  - Follow evacuation procedures in the event of a large spill or release.
- 

### **Review and Update**

This WHMIS policy and procedure will be reviewed annually or when new hazardous products are introduced, or regulations are updated.



## **Work From Home Policy**

### **Purpose**

Weinmann Limited is committed to promoting flexible working arrangements to facilitate effective and efficient working. The purpose of this policy is to outline responsibilities and expectations when working from home.

### **Scope**

This applies to all Weinmann Limited staff members who are eligible to work from home on occasion or permanently. Employees in roles that do not suit remote working are not eligible for work from home privileges at Weinmann Limited.

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## **Responsibilities**

### **Senior Management:**

- Senior management will have the final say in all decisions regarding work from home agreements at Weinmann Limited.
- Remote work privileges may be uplifted at any time if senior management deems it necessary.
- Ensure a remote work agreement is completed by any Weinmann Limited employees when working from home long term.
- Ensure a supervisor or a designated member of management conducts a daily check-in at a minimum.

### **Supervisors:**

- Check in with employees working remotely at least daily.
- Ensure that the employee's duties are being fulfilled while working from home.
- Ensure a weekly summary from an employee working remotely is completed every week and review the summary of all remote work employees they are accountable for.

### **Workers:**

- An employee may be eligible to work remotely if their duties can be met without being physically present.
- An employee will not be granted work from home privileges unless they have proven to be trustworthy, diligent, disciplined, and self motivated.





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- Assign a designated workspace at home or at another specified remote work location to carry out duties related to Weinmann Limited.
  - Ensure that all expected duties are being fulfilled and that tasks are being completed with an equal or greater level of efficiency as they would while being physically present on Weinmann Limited property and submit a weekly report of tasks completed.
  - Adhere to all policies and procedures within the Weinmann Limited Employee Handbook and the Environmental Health and Safety Program (Health and Safety Manual).
  - Follow all requirements outlined in the remote work agreement if applicable.
- 

### Procedure

- a) Employees working from home for an extended period shall review a remote work agreement. (Document or letter)
  - b) While working remotely, employees must adhere to all conditions in the employee handbook. All company policies and procedures apply regardless of location while carrying out duties for Weinmann Limited. Disciplinary actions will follow policy transgressions of any kind.
  - c) Employees are to follow the work schedules or employment expectations outlined by Weinmann Limited in the work from home agreement form.
  - d) Employees working from home are expected to maintain expected productivity and consistently meet deadlines as they would when being physically present on Weinmann Limited property.
  - e) Employees working remotely are to be accessible (via phone and email) during working hours when working remotely for Weinmann Limited.
  - f) Any correspondence from co-workers, supervisors, managers, and clients must be attended to as quickly as possible.
  - g) Weinmann Limited holds the right to revoke remote work privileges at any time under any circumstances.
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### Note:

Health and Safety is the number one priority at Weinmann Limited. An ergonomics test may be arranged to ensure the well-being of an employee working remotely.

### Resources



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Weinmann Limited Health and Safety Manual

Occupational Health and Safety Act

Ontario Employment Standards Act



## Work Refusal

### Purpose

This policy ensures the safety and health of Weinmann Limited employees by outlining their right to refuse unsafe work, the process for addressing work refusals, and the responsibilities of all involved parties under the Occupational Health and Safety Act (OHSA).

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### Scope

This policy applies to all workers at Weinmann Limited. Workers have the right to refuse work if they have reason to believe:

1. Any equipment, machine, device, or thing they are to use or operate is likely to endanger themselves or others.
2. The physical condition of the workplace or part thereof is likely to endanger themselves.
3. Any condition contravenes the OHSA or regulations, posing a potential hazard.

Exceptions apply if the refusal would directly endanger another person's life, health, or safety.

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### Definitions

#### **Work Refusal:**

The act of declining to perform work due to a reasonable belief that it may pose a danger to health or safety.

#### **Supervisor:**

A person responsible for directing and overseeing the work of others and ensuring workplace safety standards are met.

#### **Ministry of Labour, Immigration, Training and Skills Development (MOL):**

The government body responsible for enforcing OHSA regulations and providing rulings on unresolved work refusals.

**Health and Safety Representative (HSR):**

A worker elected or appointed to support the health and safety program by addressing worker concerns and participating in investigations.

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**Responsibilities****Workers:**

- Understand their right to refuse unsafe work.
- Immediately report work refusals and the reasons for them to their supervisor.
- Cooperate with investigations and remain in safe areas during the process.

**Supervisors:**

- Investigate work refusals promptly and address safety concerns.
- Engage the HSR or Joint Health and Safety Committee (JHSC) where applicable.
- Notify the Ministry of Labour if the refusal remains unresolved.
- Document all steps taken to resolve the work refusal and submit reports to the Safety Coordinator.

**Management:**

- Ensure all employees are informed of their rights under OHSA.
  - Provide training on the work refusal process.
  - Correct identified hazards immediately when required by an MOL inspector or investigation findings.
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**Procedure****Initiating a Work Refusal:**

- The worker must immediately inform their supervisor of the refusal and the reasons.
- The supervisor must investigate the concern and address the issue to the worker's satisfaction if possible.

**Escalation:**



If the worker is not satisfied with the resolution, the supervisor must engage the HSR or JHSC to further investigate.

- If unresolved, the supervisor must notify the Ministry of Labour for an inspector's involvement.

### **Inspector Investigation:**

- The MOL inspector will investigate the refusal and issue a ruling.
- If the refusal is substantiated, the employer must correct the hazard before resuming work.
- If the refusal is unsubstantiated, the worker may resume their duties.

### **Alternate Work Assignment:**

- Workers may be reassigned to safe alternate duties during the investigation.
- Any worker assigned to the refused task must be informed of the refusal and the reasons.

### **Documentation:**

- Supervisors must submit a detailed report covering the refusal, investigation, actions taken, and resolution.
  - The report must be reviewed and signed by the worker initiating the refusal and submitted to the Safety Coordinator.
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### **Safe Work Practices**

- Workers and supervisors must always prioritize safety over productivity.
  - Regularly review and address potential hazards in the workplace.
  - Foster open communication to encourage reporting of unsafe conditions without fear of reprisal.
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### **Communication**

- Display the contact information for Health and Safety Representatives and the JHSC prominently at all Weinmann Limited worksites.
- Ensure all workers know the procedure for reporting unsafe work conditions.



## Training

### Worker Training:

- Understanding the right to refuse unsafe work under OHSA.
- Recognizing and reporting hazards.

### Supervisor Training:

- Investigating and addressing work refusals.
- Communicating with the HSR and involving the MOL when required.

### Ongoing Training:

- Refresher courses for all employees on work refusal rights and procedures.
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## Evaluation

This policy will be reviewed annually or after any work refusal incident to ensure continued compliance and relevance. Revisions will incorporate feedback from incident reports, worker input, and regulatory updates.

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## Reference Materials

- **Legislation:** OHSA and Construction Regulation 213/91.
- **Guides:** IHSA Contractor's Toolkit.
- **Company-Specific Resources:** Contact list for Weinmann Limited Health and Safety Representatives.



## Worker Orientation

### **Purpose**

Inexperienced workers are statistically involved in more accidents than workers who have experience in the activities they are completing. Although experience increases safety awareness, early education in health, safety, job skills and the hazards associated with the activities can improve the safety record for new workers right from the start.

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### **Scope**

This policy applies to all construction sites and facilities managed by Weinman Limited. Inspections should address hazards specific to construction activities, equipment, and operational procedures.

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### **Procedure**

New worker orientation should include:

- Explanation and review of the Company's Health and Safety Policy and Program.
- Introduction to the co-workers.
- Orientation of the project with specific attention to site-specific hazards.
- Identification of the location of the first aid kit or first aid station, fire extinguishers, telephone and washrooms, review emergency procedures specific to jobsites.
- Requirements, provisions and expectations relating to PPE.
- A reminder or workers' rights.
- Reporting requirements. (i.e. hazards, injuries, equipment problems or malfunctions)
- Explanation of emergency procedures.
- Introductory overview of the Occupational Health and Safety Act.
- Site-specific WHMIS requirements.
- Review of safe working procedures for any specific activities the worker will be involved with.



The supervisor will use Form # 6.0 “Worker Orientation Form” as a guideline during this procedure to ensure all issues within the policy are covered and the worker has adequate understanding of the covered areas.

Following or during the actual orientation, documentation should be completed to provide adequate due diligence of the orientation itself, again a checklist would be beneficial.

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## **Responsibilities**

The supervisor shall have the responsibility to ensure a new worker coming into his workplace is correctly and sufficiently oriented.

Documentation should be provided to either a safety department or human resources / payroll for future reference and safekeeping.

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## **Training**

Supervisors or the person that will conduct the orientation should be trained in their role as an orientation provider.

The new worker should have knowledge or theory-based training as an initial step; followed by actual experience or hands-on training.

- **Any worker or supervisor who has not had basic health and safety awareness training as required by O. Reg. 297/13 will attend the Safety Office and complete the training before attending a jobsite. Supervisors will use the “5 Steps to Worker Health and Safety Awareness guide produced by the Ministry of Labour and workers will follow the “4 Steps” guide.**
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## **Evaluation**

Yearly review to ensure the policy is still relevant and legally compliant.

## **Reference Materials**





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OHSA and Construction Regulations

IHSA's Contractor's Toolkit

WSIB Template 6.1g



## Working at Heights

### Purpose

This policy ensures compliance with the Ontario Occupational Health and Safety Act (OHSA) and Regulations for Construction Projects. It addresses fall protection measures to prevent injuries and fatalities related to working at heights.

### Scope

This policy applies to all activities where workers face the potential risk of falling:

#### **Hazard Categories:**

- Falling from heights greater than 3 meters.
- Falling from heights greater than 1.2 meters when using wheelbarrows or similar equipment.
- Falling into machinery, liquids, hazardous substances, or through floor openings.

#### **Excavations:**

- Properly sloped excavations (1:1 gradient) are classified as slide hazards, not fall hazards.
- Trenches requiring shoring systems are considered fall hazards and subject to this policy.

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### Definitions

**Fall Arrest System:** A personal protective system designed to safely stop a worker's fall.

**Guardrails:** Protective barriers installed at elevated work surfaces to prevent falls.

**Competent Person:** As defined by OHSA, someone qualified through knowledge, training, and experience.

**Rescue Plan:** A documented process for retrieving workers suspended in a fall arrest system.



## Responsibilities

### Employer Responsibilities:

- Provide appropriate fall protection equipment (PPE).
- Ensure training is conducted by approved providers.
- Maintain records of inspections and training.

### Supervisor Responsibilities:

- Identify fall hazards and ensure the provision and use of PPE.
- Enforce adherence to safety protocols.

### Worker Responsibilities:

- Inspect PPE before each use and report defects immediately.
  - Comply with training and use PPE as instructed.
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## Procedure

### Hazard Assessment:

- Supervisors must identify all fall hazards before commencing work.
- Ensure appropriate controls such as guardrails or fall arrest systems.

### Fall Protection System:

- Use full-body harnesses with shock-absorbing lanyards or lifelines.
- Guardrails must be installed wherever feasible.
- Follow manufacturer guidelines for equipment use and maintenance.

### Rescue Plan:

- A written rescue plan must be developed for retrieving workers from fall arrest systems.



- Rescuers must have access to appropriate equipment and training.

## **Training Requirements:**

- Workers must complete Working at Heights training from MOL-approved providers.
  - Supervisors must verify worker competency through both written and practical evaluations.
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## **Safe Work Practices**

### **General:**

- Avoid working at heights where alternative methods (e.g., scaffolding) are possible.
- Minimize time spent at height.

### **Use of PPE:**

- Inspect all PPE before use. Do not use damaged equipment.
- Attach harnesses to secure anchorage points.

### **Equipment Use:**

- Elevated platforms must have guardrails or safety belts as required.
  - Excavations must have barriers of at least 1.1 meters where guardrails cannot be installed.
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## **Resource and References**

### **Legislation:**

- Ontario OHSA O. Reg. 213/91, s. 26.

### **Guides:**

- "Basics of Fall Protection" by IHSA (2001).



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## **Training Standards:**

- MOL-approved Working at Heights training programs.



## Workplace Inspections

### Purpose

Regular workplace inspections are a critical component of an effective health and safety program. These inspections help identify potential hazards, ensure compliance with Ontario OHS regulations, and foster a culture of safety.

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### Scope

This policy applies to all construction sites and facilities managed by Weinman Limited. Inspections should address hazards specific to construction activities, equipment, and operational procedures.

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### Definitions

- **Inspection:** A systematic review of workplace conditions and practices to identify hazards, deficiencies, or non-compliance.
  - **Hazard:** Any condition or practice with the potential to cause injury, illness, or damage.
  - **Critical Deficiency:** A condition posing an immediate threat to worker safety or health.
  - **Corrective Action:** Measures taken to eliminate identified hazards or deficiencies.
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### Responsibilities

#### Frontline Supervisors:

- Conduct weekly informal inspections using Form USF 8.0.
- Address hazards immediately where feasible.
- Document findings and corrective actions.

#### Site Foreman and Project Coordinators:



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- Perform formal inspections weekly with Health and Safety Representatives where applicable.
- Ensure reports are completed and submitted to management.

## **Senior Management:**

- Conduct periodic safety tours to identify and address health and safety concerns.
- Review inspection reports and ensure proper follow-up actions.

## **Health and Safety Department:**

- Maintain records of all inspections.
  - Provide support and training for inspection procedures.
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## **Procedure**

### **Preparation:**

- Use applicable inspection forms (e.g., USF 8.0, USF 11, and USF 11.1).
- Equip inspection personnel with checklists and safety equipment.

### **Inspection Process:**

- Observe workplace conditions, equipment, and worker practices.
- Engage workers for input on processes, materials, and environment.
- Identify hazards and document findings.

### **Documentation and Reporting:**

- Complete inspection reports, noting identified hazards and recommended corrective actions.
- Submit reports to the Health and Safety Department and retain copies on-site.

### **Follow-Up:**

- Implement corrective actions promptly.
- Reinspect areas with identified hazards to verify resolution.



- Communicate outcomes to workers and supervisors.
- 

## Safe Work Practices

- Conduct daily visual checks of tools and equipment.
  - Use inspection checklists tailored to the job site and activities.
  - Ensure workers understand the importance of reporting hazards.
  - Address and mitigate hazards immediately where possible.
  - Maintain open communication about safety concerns and actions.
- 

## Training

- Provide all workers with basic hazard identification and reporting training.
  - Train personnel conducting inspections on:
    - Recognizing and assessing workplace hazards.
    - Completing inspection forms and checklists.
    - Legal requirements under Ontario OHSA and Construction Regulations.
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## Evaluation

- Periodically review the effectiveness of the inspection program.
  - Assess whether identified hazards are consistently resolved.
  - Evaluate training programs to ensure personnel are prepared for inspection responsibilities.
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## Communication

Inspection results will be shared through:

- Safety meetings and toolbox talks.
  - Posting reports on safety bulletin boards.
  - Direct discussions with involved workers and supervisors.
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## Reference Materials

- Occupational Health and Safety Act and Regulations for Construction Projects.
- Ontario Regulation 834/90: Critical Injury Definition.
- Standard Forms (e.g., USF 8.0, USF 11, and 11.1).
- IHSA Contractor's Toolkit.



### Workplace Violence and Harassment Policy Statement

The management of Weinmann Limited, is committed to providing a work environment in which all individuals are treated with respect and dignity. The prevention of workplace violence & harassment and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to workers, contractors, consultants, visitors, and clients. Everyone is expected to uphold this policy and to work together to prevent workplace violence. There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns.

The management of Weinmann Limited, will not tolerate any Workplace harassment from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable by the employer. Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace – a comment or conduct that is known or ought reasonably to be known to be unwelcome.

Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, but it does not have to. This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Workers are encouraged to report any incidents of workplace violence & harassment. This policy prohibits reprisals against employees, acting in good faith, who report incidents of violence, harassment, or discrimination.

Management will investigate and deal with all concerns, complaints, or incidents of workplace violence & harassment in a fair and timely manner while respecting workers' privacy as much as possible. The Workplace Violence & Harassment Policy should be consulted whenever there are concerns about violence or harassment in the workplace.

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Dan Toppazzini  
President