



**technical**  
s y s t e m s

**Health and Safety**

**Procedures Manual**



Page No:	2 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>01 Table of Contents</b>
----------------	-----------------------------

**Policies**

- 01 Table of Content
- 02 Policy Statement
- 03 Roles and Responsibilities (employer, supervisor, worker, visitors, contractors)
- 04 Workers' Rights
- 05 Training Policy
- 06 Hazard Reporting & Control
  - 06.1 Job Hazard Review form
- 07 Accident Reporting
  - 07.1 Accident Flow Chart
  - 07.2 Accident Investigation and Report Form
- 08 Contractor Safety
  - 08.1 Subcontractor Checklist
- 09 Emergency Procedures
  - 09.1 Bomb Threat Checklist
- 10 Working Alone
- 11 WHMIS
- 12 Personal Protective Equipment

**General Safety Procedures**

- 13 Electrical Safety
- 14 Cable Pulling Procedure
- 15 Fall Protection
- 16 Elevated Work Platforms
  - 16.1 EWP daily checklist
  - 16.2 EWP Check in and out Checklist
- 17 Ladder Safety
- 18 Manual Materials Handling
- 19 Hand Tool Safety
- 20 Power Tool Safety



Page No:	3 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

**Policy:** 02 Policy Statement

**HEALTH & SAFETY POLICY STATEMENT**

At AC Technical Systems Ltd., the health and safety of our employees is number one priority. AC Technical Systems Ltd. is committed to take every precaution reasonable to prevent injuries and maintain a safe and healthy environment.

In all situations, priority is given to protect our employees, visitors and *contractors* from the risk of occupational illness and injuries, and preserving material assets.

By working together we will meet our shared objectives of a healthier and safer working environment. Managers are accountable to implement and maintain *the health and safety* program.

Supervisors are accountable for the health and safety of workers under their supervision and to ensure that safe and healthy work conditions are maintained in his/her assigned work area.

Every worker must protect his/her own health and safety by working in compliance with the Occupational Health and Safety Act and applicable Regulations, and following the safe work practices and procedures.

By committing the above, we will ensure that we go beyond the minimal compliance with legislated requirements and the spirit of the internal responsibility system.

It is important for all of us to value this policy and honor its commitment. We want our company to stand as an example of excellence to our staff and those we serve.

CEO/President  
Dominic Burns

Date July 04, 2025



Page No:	4 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>03 Roles and Responsibilities</b>
----------------	--------------------------------------

**Introduction:**

The purpose of defining roles and responsibilities for health safety and environment is to provide a framework to allow coordination and communication of these activities. This policy is applicable to workers, supervisors, management, contractors and visitors.

**Responsibilities:**

**Senior Management shall:**

1. Appoint a competent supervisor.
2. Identify hazards by conducting annual workplace inspections and conduct information sessions (safety talks, staff meetings).
3. Ensure as far as reasonable practical that all workers are comply with the applicable act, regulations and the policies and procedures set out by the company.
4. Ensure that policies and procedures are written and communicated to the workers.
5. Provide required materials, tool, equipment and safety equipment.
6. Ensure that all accident and incidents are investigated and appropriate measures are implemented to avoid reoccurrence.
7. Ensure all required notices (MOL, WSIB, MOE, JHSC) are complied with. Refer to “First Aid”, “Accident Investigation” procedure.
8. Respond to JHSC with 21 days upon receiving written “Joint Health and Safety Committee Recommendation Form”. Review JHSC inspections at the senior management meetings.
9. Provide training for the workers to complete the job in a safe and efficient manner.
10. Perform employee safety observations and commending employee and supervisor health and safety performance.
11. Take every precaution reasonable in the circumstance for the protection of a worker.

**Supervisors shall:**

1. Ensure that all workers are working in accordance with the rules of this company and applicable acts and regulations.
2. Review the tasks assigned, ensuring workers understand potential hazards and precautions required.
3. Ensure that all tools, equipment, vehicles, personal protective equipment and materials are inspected and maintained in proper working order.
4. Conduct pre-job safety meetings with workers to advise in safety related matters.
5. Report all accidents, incidents and occurrences to the office as soon as possible.
6. Assist or investigate all accidents, incidents and occurrences with the safety representative or safety representative using the appropriate forms.
7. Ensure that all workers are using the prescribed personal protective equipment.
8. Ensure that all workers are appropriately trained.
9. Complete inspections for the site, equipment, tools and materials on a regular basis.
10. Take every precaution reasonable in the circumstance for the protection of the worker(s).



Page No:	5 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b> 03 Roles and Responsibilities
--

**All Employees shall**

1. Work in accordance with the rules of this company and applicable acts and regulations.
2. Report all incidents (injuries, property damages, environmental occurrences) and near misses to their supervisor as soon as possible.
3. Ensure that all tools, equipment and materials are used as per manufacturer’s instruction.
4. Report any defective or absence of equipment or protective devices.
5. Wear all personal protective equipment as required by company and the regulations.
6. Refrain from wilful acts of misconduct, pranks or boisterous conduct.
7. Report any hazards, real or perceived, to the immediate supervisor.
8. Arrive at work fit to work, not under the influence of any substance.

**Contractors shall:**

1. Report to the person with which they have an appointment.
2. Must sign in/out and stay with the host.
3. Provide a copy of their Company Policies and Procedure manual.
4. Sign contractor agreement outlining their health and safety obligations, follow AC Technical Systems Ltd. policies and procedures and report all incidents.

**All Visitors and General Public shall:**

1. Report to the person with which they have an appointment and must sign in/out
2. Stay with the host. The host will explain the safety rules and evacuation procedures.
3. For recording devices or removing items from company property, written permission is required.

**Relevant Legislation & Applications:**

Occupational Health & Safety Act R.S.O. 1990, c.O.1  
Regulations for Construction Projects O.Reg 213/91  
Regulations for Industrial Establishments O.Reg 851 /90

<b>Policy:</b>	<b>04 Workers Rights</b>
----------------	--------------------------

**Introduction:**

The purpose of this procedure is to outline the fundamental rights of all workers and work refusal process.

**Policy:**

The fundamental workers rights are:

1. The Right to Know.
2. The Right to Participate.
3. The Right to Refuse.

Our company supports the appropriate use of these rights. At no time will a worker be disciplined because they have exercised these rights. Any persons attempting to discipline a worker for exercising these rights will themselves be disciplined.

The *Right to Know* is the worker's right to have the proper training. It is also the reasonable access to information pertaining to health, safety and the specifics of the job. This includes policies, procedures, regulations the Occupational Health and Safety Act and the Workplace Safety and Insurance Act. They have the right to review all Joint Health and Safety Committee Minutes and to have the operating manuals available for review.

The *Right to Participate* specifically refers to health and safety. The worker has the right to provide suggestions and when available, participate in the Joint Health and Safety Committee. They have the right to participate in reviewing a work area and make recommendations to improve the health and safety of that area.

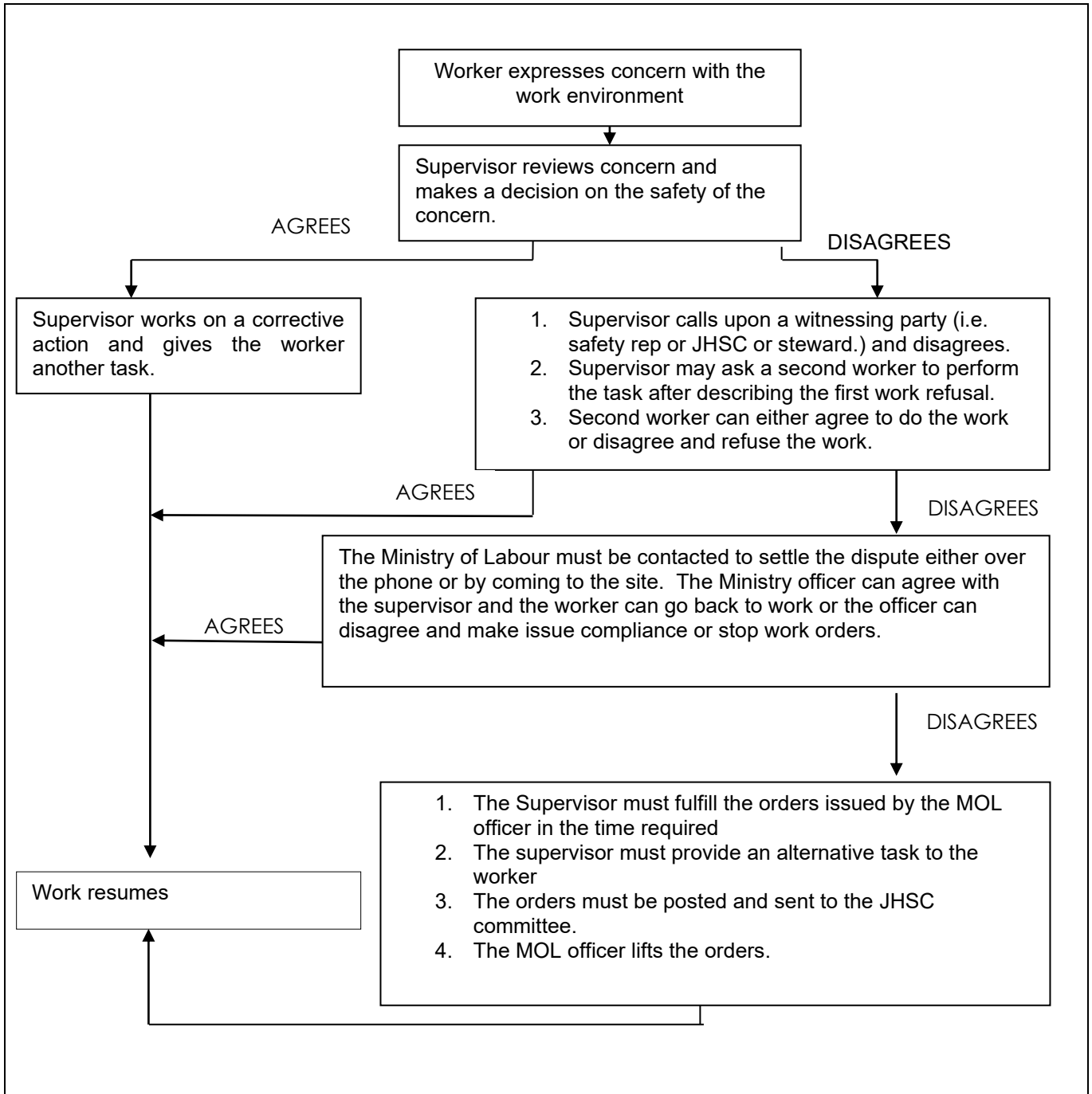
The *Right to Refuse* that the worker perceives is unsafe work is a complicated process. The worker has the right to refuse any task that is a hazardous task, real or perceived, to their supervisor. The worker must identify why the task is a hazard when refusing the work. The supervisor must immediately bring a Joint Health and Safety Committee Worker Representative into the situation and then decide whether he agrees with the worker or not.

If the supervisor agrees then the work stops and the hazard is corrected.

If the supervisor disagrees then the supervisor may ask another worker to complete the task only after identifying why the first worker refused. The second worker may refuse. In which case the job is stopped until the Ministry of Labour makes a decision. If the second worker does the task the supervisor can assign the first worker to another task or contact the Ministry of Labour to make a decision.

Once the Minister of Labour is contacted they must make a decision. They may decide based on a phone call or they may come to the site. The decision of the Minister of Labour Inspector is final. If they agree with the supervisor the worker must resume the work. If they agree with the worker, the work stops and the hazard must be satisfactorily corrected.

**Policy:** 04 Workers Rights



**Relevant Legislation & Applications:**

- Occupational Health & Safety Act R.S.O. 1990, c.O.1
- Regulations for Construction Projects O.Reg 213/91
- Regulations for Industrial Establishments O.Reg 851 /90



Page No:	8 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b> 05 Training Programs
-------------------------------------

**Introduction:**

The purpose of this policy is to ensure that all workers must be thoroughly trained so that they have the knowledge and skill base to work in a healthy and safe manner.

New workers, including transferred, re-hired, seasonal, temporary and part-time workers, have different training needs. These are to be identified for each individual and group.

The training will depend on:

- The nature of the job,
- Previous work or job experience,
- Age - for example the training needs of a young worker entering the workforce for the first time will be different from those of an experienced person re-entering the workforce.
- Previous training within the company - in the case of transferred workers.

Training is done in these stages:

- General Orientation/Training
- Job-Specific Training
- Follow-Up and Evaluation

Training program will be reviewed

- Periodically (at least annually) determine training needs:
  - Review of legislative updates
  - Review of each occupation
  - Review new or modified equipment and/or processes
  - Review employee-training records, including new hires, transferred or promoted employees
- Establish training objectives
- Determine training methods
- Schedule

**Procedure:**

**Managers and Supervisors:**

All management personnel will receive basic training, which will include:

- Health and Safety Policy
- Occupational Health & Safety Legislation
- Due Diligence, Bill C45
- Roles & Responsibilities
- JHSC
- Workers' Rights: Work Refusals Work Stoppages
- Inspections and hazard identification
- Accident Reporting Investigations
- Modified Work Program

<b>Policy:</b>	<b>05 Training Programs</b>
----------------	-----------------------------

- Emergency Response
- WHMIS
- Job Specific and Job Specific Safety Procedure as applicable
- Office Safety
- PPE
- First Aid/CPR as applicable

**Worker:**

All workers will receive training, which will include:

- Company Orientation
- Job Orientation
- Occupational Health & Safety Legislation
- Roles and Responsibilities
- Workers' Rights: Work Refusals
- Reporting – Hazards/non-conformances,
- Reporting accidents/incidents
- Modified Work Program
- Checks/Inspections
- Emergency Response
- WHMIS
- Job Specific and Job Specific Safety Procedure as applicable
- PPE
- First Aid/CPR as applicable

**JHSC:**

The Joint Health & Safety Committee will receive all applicable training including:

- Basic JHSC Orientation
- Roles and Responsibilities
- H&S Legislation
- Audits
- Workers Rights: Work Refusals, Work Stoppages
- Certification – for those requiring such
- General Hazard Recognition
- Inspections
- Accident/Incident Investigation
- Recommendations and Follow-Up
- Certification – for those requiring such
- Emergency Response
- WHMIS
- Job Specific and Job Specific Safety Procedure
- Procedures as applicable



Page No:	10 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b> 05 Training Programs
-------------------------------------

- Office Safety
- PPE
- First Aid/CPR as applicable

**WHMIS**

All workers will receive generic training that outlines the structure and intent of the WHMIS legislation.

Workers will receive specific training in the safe use and handling of the materials to which they are or may be exposed.

The Joint Health and Safety Committee will conduct an annual review of the WHMIS training program.

**PPE**

All workers will be instructed on the fit, use, storage and maintenance procedures for all necessary Personal Protective Equipment.

**First-aid/CPR**

First-Aid/CPR training will be conducted as per the standards directed by the WSIB and Regulation 1101. The standards maintained will be that of a Standard First-Aid Certification and CPR – Heart Saver. The training will cover typical emergencies within our industry as well as the appropriate procedures to be followed including, reviewing the respective necessary documentation i.e. victim’s statement, investigation documentation, medical documentation and follow-up with management.

**Fire extinguisher**

Every worker who may be required to use fire-extinguishing equipment shall be trained in its use.

*(O. Reg. 213/91, s. 52(1.1))*

- Legislative requirements
- Classification of fires
- Safe use of an extinguisher (P.A.S.S.)
- Inspection and checks

**Job Specific and Job Specific Safety Procedure**

Each worker will receive specific job instruction by his or her Supervisor/Foreman, crew leader or by equipment supplier (ex. Scissor Lift). Training must be documented and acknowledged by both the Supervisor and the worker. The specifics of the training must also be documented and maintained within the workers personnel records.

**Elevated Work Platforms**

Only trained and authorized operators are permitted to operate EWP. Training shall include acknowledging compliance with the lift operating guidelines listed below and hands on instruction. It is the Employers responsibility to ensure that operators are trained in safe operations.



Page No:	11 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>05 Training Programs</b>
----------------	-----------------------------

**Operators shall be trained in the following areas:**

- Operating instructions, warnings and precautions for the type of EPW the operator will be authorized to operate;
- Inspections;
- Controls and instrumentation: location, what they do and how they work;
- Operation and maintenance;
- Steering and maneuvering;
- Visibility (including restrictions due to loading);
- Vehicle capacity and stability;
- Vehicle inspection and maintenance;
- Charging, recharging batteries;
- Operating limitation;
- Any other operating instruction, warning or precaution listed in the operator’s manual for the type of vehicle, which the worker is being trained to operate.

**Evaluation and Remedial Training:**

1. Sufficient evaluation and remedial training shall be conducted so that the worker retains and uses the knowledge, skills and ability needed to operate the EWP safely.
2. An evaluation of the performance of each EWP operator shall be conducted at least annually.
3. Each operator shall be certified that they have received the training and has demonstrated competency in the performance of the operator’s duties.  
The training certificates must be current and available at all times.

**Records of training:**

A general Record-of-Training Log will be maintained for all training indicating the participant’s name, course and date taken. Further documentation may be maintained in the individual workers file. A Personal Training Record will be maintained within the worker's personnel records. The worker’s Supervisor and Management will keep this record up to date. This record will document any additional formal training that the worker requires or undertakes.

**Relevant Legislation & Applications:**

- Occupational Health & Safety Act R.S.O. 1990, c.O.1
- Regulations for Construction Projects O.Reg 213/91
- Regulations for Industrial Establishments O.Reg 851 /90
- Work Well Audit
- Workers Safety and Insurance Act



Page No:	12 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>06 Hazard Reporting and Control</b>
----------------	--

**Introduction:**

This procedure is design as a method to document hazardous conditions and actions, measures taken to correct the situation or temporary measures applied until effective controls are implemented.

**Hazard Identification and Control:**

All workers, visitors, suppliers and clients are required to notify the person in authority of the workplace the presence of any real or perceived hazards.

Job Hazard Review shall be performed. It is the supervisor/lead hand responsibility to perform daily job hazard review and implement all precautionary measures before the job commences.

**INSTALLERS SHALL FILL OUT THE TOOL BOX FORM FOR EACH JOB.** The form will be submitted to the office for records.

**SERVICE shall review the hazards as per the form and make a note on the work order that the JOB HAZARD REVIEW WAS COMPLETED.**

A list of hazardous conditions can include (but are not limited to):

- Electrical hazards
- Fall from vertical heights
- Struck by/with, impaling or impacted by hazards
- Working above other workers
- Slip and trip, and fall or step hazards
- Floor surface impediments (water, debris, storage etc.)
- Lack of barriers or warning systems
- Disabled/removed guards, safety devices
- Equipment or materials not secured
- Defective / improper use of tools, machines or equipment
- Defective/ improper maintenance of tools, machines and equipment
- Insufficient light
- Lighting, noise, vibration or air quality
- Weather related concerns
- General housekeeping, hygiene and sanitation
- Co-worker activities including rough, boisterous, aggressive conduct
- Lack of adequate knowledge or training
- PPE not used or inadequately used (wrong type, not fitted)



Page No:	13 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>06 Hazard Reporting and Control</b>
----------------	--

Pending on the outcome of the exposure hazards can be classified as:

**Major hazards-** resulting in fatality, permanent disability, property damages of critical equipment or over \$5000

**Moderate hazard-** injury resulting in loss time, property damage \$ 500-5000

**Minor hazard-** minor injury, irritation without loss time, property damage under \$500

**Control Measures**

Control measures must be considered based on the severity and likelihood of the hazard.

The 3 categories of controls:

Engineered changes

- Using other type of equipment, tools
- Signage or visual or auditory warning systems
- Barriers, fences, guardrail systems

Administrative controls

- Changing procedure, or order of step within the procedure
- Training and education
- Housekeeping and proper maintenance or purchasing personal protective devices

**Hazard Reporting:**

**All workers must report their hazardous findings as soon as possible to their supervisor (in their absence any person in authority over the workplace).** If it is necessary they are to protect the area from danger to the best of their ability prior to leaving the area.

**Related documents:**

**Job Hazard Review Form**

**Relevant Legislation & Applications:**

- Occupational Health & Safety Act R.S.O. 1990, c.O.1
- Regulations for Construction Projects O. Reg 213/91
- Regulations for Industrial Establishments O. Reg 851 /90



Page No:	14 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Form:</b>	<b>06.1 Job Hazard Review Form</b>
--------------	------------------------------------

Site \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Worker \_\_\_\_\_

Job description \_\_\_\_\_

**Y N/A**

- Job scope understood
- Work authorization/permits required from customer
- Work procedure understood
  
- Area inspected (slips, trips, electrical, chemicals)
- Area barricaded
- Access to the area free of obstructions
  
- Traffic control reviewed (**street, parking, building entrances**)
- EWP Daily equipment inspection filled
- Fall Protection Rescue reviewed
  
- Proper tools available
- All tools inspected
- All isolation points identified/LOTO/controls within vision range
- Overhead hazards identified
- Ladder/scaffold inspected
  
- Communication (radios) verified
- Weather condition considered
- Chemicals in the area
- Designated/dangerous substances substance in the area (e.g. Asbestos, Mold)
- Gas test completed
- Evacuation procedure at customer site reviewed

**PPE**

- Eye protection
- Ears protection
- Hands protection
- Foot protection
- Hard hat
- Traffic vest
- Safety harness/Fall arrest equipment



Page No:	15 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

**Form:** 06.2 Hazards Identified

Hazard Identified	Hazard Rating		
<b>Description:</b>	<b>A - Major Hazard</b> (fatality, significant loss, permanent disability)	<b>B - Moderate Hazard</b> (moderate to minor injury or illness resulting in lost time)	<b>C - Minor Hazard</b> (minor injury, illness or irritation that does not result in lost time)



Page No:	16 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>07 Accident Reporting</b>
----------------	------------------------------

**Introduction:**

This procedure establishes a systematic process to ensure that all occurrences are properly reported in a timely manner, that all causes are thoroughly identified and that the appropriate corrective actions are taken.

All injuries, all property damages above \$500, all fire and explosions, or occurrence that might have the above outcome must be investigated.

**Definitions:**

**Critical Injury:** injury of a serious nature that,

- Places life in jeopardy;
- Produces unconsciousness;
- Results in substantial loss of blood;
- Involves the fracture of a leg or arm but not a finger or toe;
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- Consists of burns to a major portion of the body; or
- Causes the loss of sight in an eye.

**Accident:** An undesired event, which results in harm to people or damage to property. The potential for personal injury, property damage or loss of production is high.

**Occupational illness:** Means a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired. This includes an occupational disease for which a worker is entitled to benefits under the Workplace Safety and Insurance Act, 1997.

**Incident:** Any hazardous occurrence in the workplace that had the potential to result in an injury, illness or property damages.

**First Aid:** Emergency care given immediately to an injured person on site. First aid log must be filled.

**Medical Aid:** when any person, as the result of an accident in the workplace, must seek medical attention (doctor, hospital, etc.) beyond first aid available at the workplace. Form 7 must be sent to WSIB.

**Lost Time:** When any worker loses time beyond the date of the accident (i.e. the worker's first shift after the accident).



Page No:	17 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

**Form:** 06.2 Hazards Identified

**Responsibilities:**

**Employees shall:**

- Report all accident and incidents to their supervisors or managers;
- Participate in the accident/ incident investigation process as required;
- Take appropriate documents to the doctors when seeking medical aid
  - letter to the doctor regarding modified duties
  - WSIB's Functional Abilities Form; and
  - WSIB's Worker's Claim/Consent Form
- Participate on return to work program, if required

**Supervisors shall:**

- Ensure that First aid is administrated and First aid log completed.
- Notify their Managers and JHSC.
- Conduct/assist the investigation of the occurrences, and ensure completion of necessary remedial actions; submit Accident report within 24 hour to the Health and Safety and manager.
- Supply employees with appropriate paper work to be completed by doctors for any medical aid cases.
- Arrange for immediate transportation to a clinic if required.
- If the incident/accident occurred on the customer premises, the customer's Health and Safety department must be informed immediately.

**Senior Management shall:**

- Notify Barantas to conduct the investigation of serious occurrences (i.e., high loss potential/severity); The Accident Investigation report should be completed within 24 hours.
- Conduct review with the appropriate supervisor, designated worker member of the JHSC after any critical injury, fatality, or high loss/potential loss events.
- Notify immediately Ministry of Labour and the JHSC of any critical injury or fatality.
- Periodically review all Accident Investigation reports, loss experience, costs, including status of recommendations.
- Ensure that all supervisors, managers have received current training in appropriate faces of the investigation process.

**Safety designee/representative shall:**

- Provide copies of investigation reports to senior managers and the JHSC.
- Maintain statistics of the type of accidents and injuries for trend analysis.
- Report any medical aid injuries (Form 7) to WSIB within 3 working days and coordinate the return to work program.

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

- Will appoint one or more worker members to be part of the investigation team for critical injury/fatalities (Ref. OHS Act Section 9(31)).



Page No:	18 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>07 Accident Reporting</b>
----------------	------------------------------

- Shall review all investigation reports as part of the committee meeting.

Injuries occurring to persons who are not employees of the company, including sub-contractors while they are on company premises or premises leased/rented by the company, shall be reported by any employee made aware of the occurrence to that employee's immediate supervisor or manager.

**External Reporting Requirements:**

- Ministry of Labour, if critical injury or fatality, immediately notification, written report required within 48 hours
- WSIB, Form 7 within 72 hours, if worker loses time, seeks medical treatment or earns less than regular pay

**Procedure:**

First aids, medical aids and incidents resulting on property damages up to \$5000 will be investigated by the supervisor and reviewed by managers and the health and safety representative.

Incidents resulting in loss time injuries, critical injuries, fatalities or property damages above \$5000 should be investigated by Barantas.

1. Notify appropriate personnel (first aiders, medical personnel, Department Manager, outside agencies as directed/required) of the time and nature of occurrence.
2. Secure the scene, as appropriate, to reduce the risk of recurrence (de-energize/lock-out equipment, protect evidence and isolate the accident site).
3. Senior manager to notify Ministry of Labour (MOL) and Joint Health and Safety Committee (JHSC) in case of fatality or critical injury.
4. For first aids or medical aids and loss time, the Supervisor will investigate the accident. In case of fatality, critical injury or loss time accident, Senior Manager shall establish, in conjunction with Barantas, the Investigation Team, which may include JHSC member, supervisor, and technical experts.
5. The Investigation Team should interview witnesses, determine the sequences of events and conditions that resulted in the accident. Determine the immediate and basic causes, and recommend appropriate short-term and long term solutions to eliminate and/or control the identified causes.
6. The investigation team shall complete Accident Investigation Report form.
7. The manager shall ensure that responsibilities have been assigned for any agreed upon corrective actions.
8. Major injuries shall be treated at the hospital which is Lakeridge Health Oshawa.
9. Transportation for injured employees to and from the hospital or medical clinic shall be done using taxi service.
10. Employees shall make sure to bring the completed paper work from the doctors when they return to work.



Page No:	19 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>07 Accident Reporting</b>
----------------	------------------------------

**Relevant Legislation & Applications:**

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

Regulations for Construction Projects O. Reg 213/91

Regulations for Industrial Establishments O. Reg 851 /90

Workers Safety Insurance Act



Page No:	20 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

**Policy: 07 Accident Reporting**

**Attention: Health Care Professional:**

Dear Health Care Professional:

AC Technical Systems Ltd. has developed and implemented a safe and early return to work program in accordance with the Workplace Safety and Insurance Act (WSIB). This program is intended to permit a safe and early return to work activity for an employee of AC Technical Systems Ltd., who has sustained a work related injury.

We would ask you to kindly complete in full, the enclosed (WSIB issued) Functional Abilities Form and assist in the injured worker's safe and early return to work. Assignments will be based on the physical restrictions noted on the completed Functional Abilities Form. As per the attached Modified Duties job list, work assignments will be modified and/or redesigned to accommodate physical restrictions if any you have recommended and outlined on the Functional Abilities Form.

If you require any further details regarding accommodations or any other issues pertaining to our employees work related injury/illness you can contact me at (905) 666 8676

AC Technical Systems Ltd. would like to take this opportunity to thank you for treating our employee and completing the Functional Abilities Form.

Sincerely,

\_\_\_\_\_

(Safety Coordinator)

Attachment

- Functional Abilities Form
- WSIB Consent Form



Page No:	21 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>07 Accident Reporting</b>
----------------	------------------------------

Date: \_\_\_\_\_

**Employee name & address**

Dear Employee:

**RE: MODIFIED WORK**

As you know AC Technical Systems Ltd. is committed to helping its employees return to work as early as possible, as this always contributes to a better and quicker recovery when there is a workplace injury. Also it is our company policy to make reasonable efforts to provide suitable employment to an employee who is unable to perform his/her regular duties.

Each department will attempt to accommodate their employees. Where this is not possible, all departments will cooperate in meeting the company's policy of locating suitable employment. AC Technical Systems Ltd. will attempt to accommodate the needs of the employee whenever possible, to the extent that the accommodation does not cause undue hardship to the company.

Under the Workplace Safety and Insurance Act, it is your obligation as an injured employee to maintain regular contact with your employer and assist in arranging an early and safe return to work. I am requesting that you contact me on a weekly basis to provide an update on your condition till you are back to your pre-injury job responsibilities.

We will attempt to accommodate your medical precautions in accordance with our return to work policy. These duties are available immediately at no wage loss.

I have scheduled you for modified duties starting \_\_\_\_\_. As per your Functional Abilities Form filled out by the treating physician we expect that you will be able to return to your pre-injury job on \_\_\_\_\_. If you require any further information to this matter please give me a call. I can be reached at (905) 666 8676.

Our company will keep assisting you with your injury in all ways possible until you have recovered. We look forward to your speedy return. Thank you for your cooperation.

Sincerely,

\_\_\_\_\_  
(Safety Coordinator)

c.c: Dept. Manager

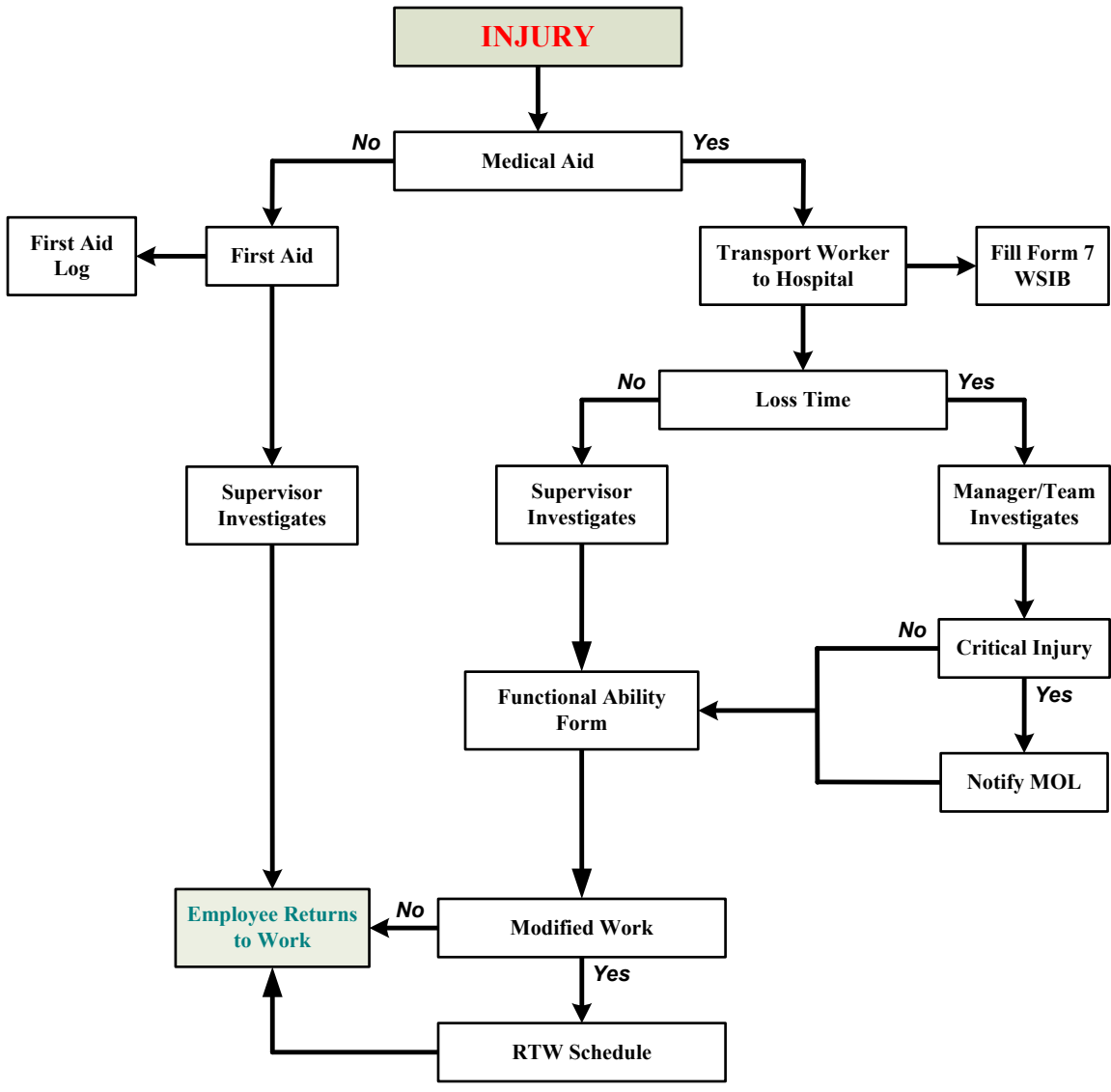
**MEDICAL CLINIC:**

.....  
.....  
.....

(905) 666 8676

Dr. .... (during ..... AM to .....PM)

**Policy:** 07.1 Accident Flow Chart





Page No:	23 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

**Form:** 07.2 Accident Investigation and Report Form

## Accident Investigation and Report Form

Identifying Information	1. Company: AC Technical Systems Ltd.		2. Division				
	3. Location of Incident		4. Date:	5. Time:	6. Report Date:		
	Injury or Illness		Property Damage		Other Incidents		
	7. Injured's Name		14. Property Damage		18. Nature of Incident		
	8. Part of Body	9. Days Lost	15. Nature of Damage		19. Incident Cost		
	10. Nature of injury or illness		16. Cost				
	11. Object/Equipment Inflicting Harm		17. Object Inflicting Damage		21. Object/Equipment Related		
	12. Occupation	13. Time on Task	22. Person with most Control over item 17.		23. Person with most Control of Item 21.		
Risk	Evaluation of Loss Potential if not corrected		24. Loss Severity Potential		25. Probability of reoccurrence		
			Major	Serious	Minor	Frequent	Occasional
Description	26. Describe how the Event Occurred						
Cause Analysis	27. Immediate Cause						
	28. Basic Causes						



Page No:	24 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>08 Contractor Safety</b>
----------------	-----------------------------

**Introduction:**

The scope of this standard applies to all services and contracts, including contractor selection, condition for placing contracts and contract monitoring on-site.

All companies subcontracted are required to provide the following documentation to head office prior to starting any work on site.

- WSIB Clearance Certificate current within 60 days
- A copy of the sub-trade’s Health and Safety Policy and Procedures manual
- The name of your qualified First Aid person on site
- The name of your qualified supervisor as defined by §27 of the Occupational Health and Safety Act
- Proof of training (e.g. Trade Specific Qualifications as set out by the Trades Qualifications and Apprenticeship Act, tool/equipment or specific training such as Elevated Work Platform, forklift, Hilti training (powder actuated tools)

A subcontractor or owner-operator may be a worker or an independent operator for WSIB purposes. WISB coverage for independent operators is not mandatory.

The CONTRACTOR QUESTIONNAIRE is intended as a screening tool to evaluate bidders. This questionnaire provides information necessary to make judgments as to the contractors' potential to meet AC Technical Systems Ltd. safety standards once on site.

**Responsibility:**

**AC Technical Systems Ltd. Employees:**

It is the responsibility of any company employee signing a contract to ensure that this standard has been complied with.

**Contractor:**

It is the responsibility of the bidding contractors to provide completed information pertaining to Appendix A & B to AC Technical Systems Ltd. when their bid proposal is submitted.

**WSIB Account Manager:**

It is the responsibility of WSIB's Account Manager to make a determination based on the information submitted on WSIB's determining worker/independent operator status questionnaire as to if the contractor is a worker or an independent operator.

**Definitions:**

**Employer**

Under the Occupational Health and Safety Act (OHSA), the definition of an employer includes those who contract for the service of one or more workers.



Page No:	25 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>08 Contractor Safety</b>
----------------	-----------------------------

### **Independent Operator**

An independent operator carries on a business, separate from the employer. Typically, an independent operator will have following characteristics:

- Paid by the job on a straight commission. Negotiates amount and method of payment with the AC Technical Systems Ltd.
- Collects and pays HST and other applicable taxes on own behalf. Takes no deductions from pay for EI, CPP, insurance, income tax, etc.
- Work on their own schedule and free to work when they choose.
- Person holds licenses required to do the work.
- Able to hire others to do the work without the AC Technical Systems Ltd. consent.

### **Clearance Certificate**

It is a confirmation that an independent operator who hires his/her workers/ helpers is considered as an employer. They shall be registered and has met his/her reporting and payment obligations with the WSIB.

***WSIB'S DETERMINING WORKER/INDEPENDENT OPERATOR STATUS:***

*The WSIB's organizational test uses specific criteria to determine if a person is an independent operator or a worker, for WSIB purposes. The test is a complete examination of the work relationship between an individual and the firm who uses his/her services.*

### **Contracted Services**

On site activities that are or will be governed by a contractual arrangement between AC Technical Systems Ltd., or its subsidiaries, and another entity involving hours worked by non AC Technical Systems Ltd. employees and not directly controlled or supervised by AC Technical Systems Ltd. staff. This excludes delivery/pickup services performed by mail, UPS, motor/rail/air freight carriers and vendor vehicles.

### **Supervised**

Supervised, as used in the definition of "Contracted Services" above, means assignment and direction of the day-to-day activities of the individual. This is in contrast to a contractor who performs to specification without direct supervision and whose work is reviewed for accuracy of compliance to specifications.

### **Procedure:**

#### **1 Request for Proposal**

When sending out a request for proposal (RFP) a copy of Contractor Questionnaire and WSIB's Determining Worker/Independent Operator Status Questionnaire shall accompany the RFP.

These documents will be evaluated and will be used as part of the determining document when deciding to whom the contract will be awarded.



Page No:	26 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>08 Contractor Safety</b>
----------------	-----------------------------

## 2 Contractor Determination

The completed Determining WSIB's Worker/Independent Operator Status Questionnaire shall be returned to the Safety Representative for submission to the WSIB Account Manager to make a determination.

**Note:** If the independent operator registers with the WSIB but does not pay his/her premiums, AC Technical Systems Ltd. as the principal may be held directly responsible for the independent operator's premiums.

**AC Technical Systems Ltd. will not hire any independent operators unless they have WSIB voluntary coverage. All independent operators will participate in all mandatory safety training required by AC Technical Systems Ltd. This is AC Technical Systems Ltd. policy for hiring independent operators.**

## 3 Evaluation

All AC Technical Systems Ltd. Contractor Questionnaire and WSIB's Determining Worker/Independent Operator Status Questionnaire shall be forwarded to the Safety Coordinator for evaluation.

Upon completion of the evaluation the Safety Coordinator shall make recommendations whether AC Technical Systems Ltd. can consider using the contractor or not and, if so, what restrictions if any must be implemented.

## 4 Clearance Certificate

Prior to signing any contract, all contractors shall be required to show proof that their employees (or themselves) have appropriate WSIB coverage and that their account with the WSIB is in good standing. This proof may be provided in the form of a valid *Clearance Certificate* issued by the WSIB.

## 5 Independent Operator

If the contractor is an **independent operator** then they shall complete the WSIB's Determining Worker/Independent Operator Status questionnaire at least two weeks prior to beginning a working relationship so that everyone is clear about each other's responsibilities and obligation under the Workplace Safety and Insurance Act.

## 6 Contract Requirements

- Requirement shall be written in each contract that the contractor must comply with the OHSIA and any applicable regulations and comply with the AC Technical Systems Ltd. health and safety requirements.
- Upon execution of the contract each contractor employee working on the AC Technical Systems Ltd. premises must receive a Safety orientation covering AC Technical Systems Ltd. Health and Safety requirements.
- The appropriate AC Technical Systems Ltd. Project Manager/Coordinator in charge of that area must visit the contractor's worksite on the premises at least daily. It is their responsibility to make sure that the health and safety measures and procedures, as detailed in the contract, are being met.



Page No:	27 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>08 Contractor Safety</b>
----------------	-----------------------------

- If health and safety measures and procedures are not being met, the following steps shall be taken:
  - The matter must be formally reviewed with the contractor representative;
  - The contractor must provide appropriate confirmation that the matter has been addressed, including any corrective action which the contractor has taken;
  - The matter must be reviewed internally with the general manager, who shall make a decision based on the nature of the violations;
  - All actions conducted with the contractor, under the above sections, shall be in writing.
- The company will utilize the appropriate orientation checklist to indicate applicable items are reviewed prior to starting work on the AC Technical Systems Ltd. premises. Each contractor's employee will sign off on this document, indicating his or her awareness of AC Technical Systems Ltd. safety requirements.

**Relevant Legislation & Applications:**

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

Regulations for Construction Projects O. Reg 213/91

Regulations for Industrial Establishments O. Reg 851 /90



Page No:	28 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>08.1 Subcontractor Checklist</b>
----------------	-------------------------------------

<b>SUBCONTRACTOR CHECKLIST</b>
--------------------------------

On behalf of, \_\_\_\_\_ (subcontractor),

I, \_\_\_\_\_ (signatory), have completed or provided the following minimum requirements to AC TECHNICAL SYSTEMS LTD. prior to the commencement of our work onsite.

- Provide the company health and safety policy to the AC TECHNICAL SYTEMS LTD. office.
- Have all workers read and abide by the AC TECHNICAL SYSTEMS LTD. health and safety policy and procedures manual.
- Have all workers trained prior to starting the job in the following:
  - ◆ WHMIS (All workers)
  - ◆ Fall Protection (All workers)
  - ◆ Supervisor Competency (Supervisors and lead hands)
  - ◆ First Aid and CPR (At least on worker at all times)
  - ◆ Forklift training (All workers with access to a lift)
  - ◆ Any other job specific or site specific training necessary
- Have provided a copy of the CAD-7 to the AC TECHNICAL SYSTEMS LTD. office
- Have a signed contract with AC TECHNICAL SYSTEMS LTD.
- Have provided a registration to the AC TECHNICAL SYSTEMS LTD. office prior to job start-up
- Have provided a copy of the current clearance certificate from WSIB
- When an accident or injury occurs onsite that an AC TECHNICAL SYSTEMS LTD. supervisor is notified immediately.

I have provided the above documents and will have my workers abide by all of the above policies and procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Page No:	29 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>09 Emergency Response Procedure</b>
----------------	--

### **Introduction**

The purpose of the emergency response plan is to establish and maintain procedures to respond to accidents and other emergency situations, and minimize all losses.

This plan covers the AC Technical Systems Ltd. facility located at: 2100 Forbes Street, Units-8-10, Whitby, Ontario, L1N 9T3.

### **Responsibilities**

#### **Manager:**

- Ensure the Emergency Procedure is developed, approved and fully implemented.
- Appoint and organize designated supervisory staff to carry out fire safety duties.
- Assure maintenance of building facilities provided for safety of the occupants.
- Provide alternative measures for the safety of occupants during shutdown of fire protection equipment.
- Assure that checks, tests and inspections, as required by the Fire Code, are completed on schedule and that records are retained.
- Ensure that fire drills are held at least once a year.
- Ensure that fire hazards are identified and eliminated or controlled.

#### **Emergency Response Coordinator:**

- Organize training sessions and train personnel in the use of the existing fire safety equipment and in the actions to be taken under the accepted Emergency procedure.
- Keep adequate records of training and fire drills for a period of at least one year.
- Generally ensure that all provisions set out in the Emergency procedure are carried out.
- Ensure that combustible waste materials are disposed on a regular basis.
- Ensure that the access and fire pumper connections are clear and accessible for Fire Department use.
- Have a working knowledge of the fire alarm system and how it is reset.
- Review the Emergency Plan on an annual basis or when changes occur.
- After each drill, the performance of the emergency plan shall be evaluated and a report provided to the general manager with recommendations for improving performance within 3 days of the emergency.

### **Communications:**

#### **Reporting An Emergency (24 Hours/Day):**

Dial 9-911 (or other, dependent upon facility phone system)

- State the facility - AC Technical Systems Ltd.
- State the type of emergency (fire, medical, etc.)
- State the exact location inside the building where the emergency has occurred.
- Answer any questions asked.
- Stay on the telephone until the responding agency states that it is okay to hang up.

<b>Policy:</b>	<b>09 Emergency Response Procedure</b>
----------------	--

### **Other Communication Systems**

Paging System will be served as the Emergency Alarm System.

### **Media Relations**

**The President of the Company is responsible for public relations and interface with the news media. Any inquiries by the news media or other similar organizations should be directed to the manager.**

### **Emergency Procedure**

**Sounding of the alarm:** *-buzzer/ bell???*

Assembly Areas-Postal boxes area

### **1 Evacuation Procedure**

**IF YOU SURVEY THE SITUATION AND FIND THAT YOU ARE  
IN IMMINENT DANGER, EVACUATE IMMEDIATELY!**

#### **Workers**

- Evacuate by nearest safe exit and report to your assembly area.
- Remain in the assembly area until the "all clear" order has been issued or further instructions given by the emergency response coordinator.

#### **Visitors**

- Follow your host, evacuate by nearest safe exit and report to assembly area. Remain in the assembly area until the "all clear" order has been issued.

**Receptionist** - (supervisor, if receptionist not available):

- Call "911" and inform operator of fire and give company name and address.
- Evacuate and bring "visitors' registration list" to emergency command centre for review.
- Bring portable first aid kit assigned to your department if any.

#### **Senior management**

- Check your area ensuring everybody is evacuated.
- Report to the Fire Department.
- Arrange access for emergency vehicles and equipment to workplace areas.
- Provide requested information on chemical storage, storage areas, floor plan, etc.
- With agreement of emergency services from municipality, notify staff when "all clear" order has been given.
- Coordinate media relations as necessary.



Page No:	31 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b> 09 Emergency Response Procedure
--

## 2 Fire or Smoke

If you see a minor fire, use the nearest fire extinguisher to attempt to put out the fire. At the same time send a co-worker to notify your Supervisor.

If you use ONE fire extinguisher and you could not put out the fire evacuate and pull the pull station on your way out.

For large fires, follow Procedures GET OUT, close doors, confine the fire as much as possible. If clothing catches fire, **STOP .... DROP .... ROLL**

### Fire Extinguisher Instructions

- P Pull safety pin from handle,
- A Aim nozzle at base of the fire
- S Squeeze the trigger handle
- S Sweep from side-to-side, (watch for re-flash)

Fire extinguishers will be checked on a monthly basis by the contractor.

## 3 First Aid/CPR

Only those employees who have had first aid/CPR training are authorized to administer first aid/CPR. First aid kits and supplies are located in the kitchen. JHSC will be responsible for inspecting the ER Kits on a quarterly basis.

## 4 Medical Emergency

- Do not attempt to move the injured person unless the person's life is threatened by remaining in the area.
- Dial 9-911
- Contact your supervisor. (The supervisor will have someone meet the responding agency and direct them to the incident site).
- Remain with the person until help arrives.

## 5 Emergent Weather

WINTER STORM WATCH is issued, the following precautions should be taken:

- Continue to monitor weather conditions and forecasts, and keep employees advised of status of operations plans.
- Stop business travel except in emergencies.

SEVER THUNDERSTORM OR TORNADO WATCH is issued:

- Monitor radio/television or National Weather Service for updates.
- Save work on computers frequently: sudden power disruptions may cause you to lose important data and information.
- Monitor sky conditions. If you see a revolving funnel-shaped cloud, seek shelter immediately. If possible, CALL EMERGENCY 911 IMMEDIATELY AND REPORT IT.



Page No:	32 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

**Policy:** 09 Emergency Response Procedure

- Turn off all utilities to minimize the possibility of fire.
- Move all personnel away from windows, to center of the building.
- If outside, move at right angle in the tornado's path
- If caught in the open, lie flat on the ground, preferably in a low spot that is not subject to flash flooding protect your head from flying debris. Stay away from tree lines, flagpoles, towers, and metal fences.

**6 Bomb Threat**

**ANY PERSON RECEIVING A BOMB THREAT CALL SHOULD:**

- Keep the caller on the line as long as possible. Ask the caller to repeat the message. Record every word.
- Pay particular attention to peculiar background noises such as motors running, background music, and any other clue as to where the call is being made.
- Notify your supervisor.
- Complete the Bomb Threat Checklist. (See Appendix.)
- Supervisors will notify Senior management.

**Senior management will:**

- Notify the Police Department.
- Notify the Fire Department.
- Begin an area search.
- Announce an evacuation. (The decision to evacuate the building should be made in consultation with the police and fire departments).

**IF YOU OBSERVE OR RECEIVE A SUSPICIOUS LOOKING LETTER OR PACKAGE:**

- Do not try to open it.
- Notify your supervisor.
- Do not put the article in water or a confined space such as a desk or filing cabinet.
- If possible, open windows in the immediate area to assist venting potential explosive gases.

**Supervisors will notify the Senior manager who will:**

- Isolate the object and evacuate everyone in the vicinity to a safe distance.
- Notify the Police Department.
- Notify the Fire Department.
- Coordinate response activities.



Page No:	33 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

**Form:** 09.1 Bomb Threat Checklist

## AC Technical Systems Ltd.

### BOMB THREAT CHECKLIST

Name of operator, or person receiving the call: .....

Date of Call:..... Time:..... **AM**..... **PM**.....

Origin of call (If known): Local..... Long distance..... Phone Booth..... Internal.....

Identity of Caller					
<b><u>Voice</u></b>			<b><u>Speech</u></b>		<b><u>Language</u></b>
Loud			Soft		Slow
High Pitch			Deep		Distorted
Raspy			Pleasant		Nasal
Intoxicated			Fast		Good
Loud			Distant		Foul
			Stutter		Poor
<b><u>Accent</u></b>			Other		Other
Local					
Racial			<b><u>Manner</u></b>		<b><u>Sex</u></b>
Foreign			Calm		Male
Regional			Rational		Female
			Coherent		
<b><u>Background Noise</u></b>			Deliberate		
Office Machines			Righteous		
Factory Machines			Angry		
Animals			Irrational		
Airplanes			Incoherent		
Street Traffic			Emotional		
Trains			Nervous Laugh		
Music					
Quiet					
Voices					
Other					

Who did you inform about the call:  
 .....  
 .....

If the caller seemed familiar with our facility, how?:  
 .....  
 .....

As well as you can, write what the caller said:  
 .....  
 .....  
 .....  
 .....



Page No:	34 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Form:</b>	<b>09.1 Bomb Threat Checklist</b>
--------------	-----------------------------------

**Questions to ask:**

- 1. When is the bomb going to explode? .....
- 2. Where is the bomb? .....
- 3. What does it look like? .....
- 4. What kind of bomb is it? .....
- 5. What will it cause to explode? .....
- 6. Did you place it? .....
- 7. Why? .....
- 8. Where are you calling from? .....
- 9. What is your address? .....
- 10. What is your name? .....

**Remarks:**

.....  
.....  
.....  
.....  
.....



Page No:	35 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>10 Working Alone</b>
----------------	-------------------------

**Introduction:**

The purpose of this procedure is to introduce the guidelines and minimum requirements for working alone and communication with the company to ensure that the workers are safe during that period.

**Policy:**

When you are working alone no one knows that you are hurt until you do not show up for your next scheduled service call.

With this in mind a call in system has been developed to ensure that you are safe while working.

Any time that you are working alone for the company you are expected to call in on a regular basis to ensure that you are safe. The office will document your contact in a logbook to ensure that you are safely accounted for.

The contact interval for a worker who is working alone can be not more than 90 minutes. If a contact is not received by the office in that 90 minute period they office will attempt to contact you. If you are not available the office will begin emergency communications.

Steps in emergency communications:

1. Contact the client and ask them to check on you whenever possible.
2. Send another staff to check on you.
3. Call 911 and start emergency response.

On night and weekend calls, a back up will be provided to ensure that call in is completed.

**At all times someone must know where you are and know that you are safe.**



Page No:	36 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>11 WHIMS</b>
----------------	-----------------

**Introduction:**

The purpose of this policy is to outline the responsibilities of the company with respect to WHMIS and SDS.

This policy applies to all work completed by all workers, management, representatives and subcontractors of AC Technical Systems Ltd.

**Policy:**

**Workplace Hazardous Materials Information System**

Workplace Hazardous Materials Information System are a set of Provincial and National laws and regulations that require companies that use chemicals in inventory and quantify any chemical that are used in the facility.

Our company will ensure that it is completed as new chemicals arrive at the workplace as the regular inventories expire.

Every worker must be trained in WHMIS as a new worker and every year with the company.

Supplier and workplace labels must be on every chemical in the facility and proper storage will be made available as the chemical enters the workplace.

**Safety Data Sheets**

SDS sheets will be collected and catalogued as new substances and chemicals come to the workplace or as the previous SDS expires.

All workers will be trained to read the SDS sheets on an annual basis as part of their WHMIS training.

**Relevant Legislation & Applications**

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

Regulations for Construction Projects O.Reg 213/91

Regulations for Industrial Establishments O.Reg 851 /90

Workplace Hazardous Materials Information Systems Regulations, RRO 1990, Reg. 860 as amended by O.Reg. 36/93

**Introduction:**



Page No:	38 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>12 Personal Protective Equipment</b>
----------------	---

The purpose of this procedure is to ensure the proper application and use of personal protective equipment.

Personal protective equipment is not a substitute for engineering/administrative controls or good work practices, but should be used in conjunction with these controls to ensure the safety and health of workers.

**Scope:**

All workers, management, representatives and subcontractors must abide by these procedures when at any AC Technical Systems Ltd. work site.

**Responsibilities:**

**Manager**

- Review the hazards within the work area and identify the appropriate methods of control (i.e. Engineering Controls, Work Practices/Administrative Controls).
- Develop written procedures on the proper selection, fit, use, care and disposal.

**Supervisors**

- Provide appropriate PPE and making it available to workers.
- Ensure workers are trained on the proper use, care, and cleaning of PPE.
- Supervise staff to ensure that the PPE Program elements are followed and that workers properly use and care for PPE.
- Notifying management/JHSC when new hazards are introduced.
- Ensure defective or damaged equipment is immediately repaired or replaced.

**Employees and Contractors**

- Wearing PPE as required.
- Caring for, cleaning, and maintaining PPE as required.
- Informing the supervisor of the need to repair or replace PPE.

**Joint Health and Safety Committee**

- Review the procedures and practices and inform management any changes that need to be made.

**Procedure:**

All personal protective equipment must meet the Canadian Standards Association (CSA), American National Standards Institute (ANSI) or National Institute of Occupational Safety and Health (NIOSH) requirements.

**Minimum requirements:**

Head Protection-for construction sites

Foot Protection

Hand Protection as required



Page No:	38 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>12 Personal Protective Equipment</b>
----------------	---

Eye and Face Protection as required  
Safety Vest as required

**Head**

Hard Hats – A class“E” hard-hat is to be worn at all times while on a construction project. The shell must be free from cracks, holes, or other defects. The suspension system must fit securely inside of the shell and must also be free from defects. It must be used and worn in accordance with the manufacturer’s recommendations. It must meet CSA standards.

**Foot**

Safety Shoes or Boots – Must have construction Grade 1 toe protection with sole protection. The shoe or boot must be fully laced, be in good condition and worn in accordance with the manufacturer’s recommendations. If there are tears in the outer shell of the boot or shoe, they should be replaced.

**Ear**

When there is an exposure to noise of more than 85 dB for 8 hours or 120 dB of impact noise, hearing protection is required.

**Eye**

Eye / Face Protection – May consist of glasses, goggles, or a full-face shield depending on the circumstances. It must be used whenever there is a risk of injury to the eyes or face. The glasses, goggles, or face shield should fit properly, be in good condition, and be used in accordance with the manufacturer’s recommendations.

**Respiratory**

Dust, fumes, vapors or environments where the oxygen content is compromised may require respiratory protection. Respiratory protection may come in the form of dust masks, respirators, or self a contained breathing apparatus. The situation must be assessed and the appropriate protection used.

**Hand Protection**

Gloves shall be selected according to the hazards the workers are exposed to. Gloves must be right size to ensure dexterity and good grip.

**Chemicals:** First consideration in the selection of gloves for use against chemicals is to determine, if possible, the exact nature of the substances to be encountered. Read instructions and warnings on chemical container labels and SDS before working with any chemical. Recommended glove types are often listed in the section for personal protective equipment.

- Corrosives/Caustics - PVC based glove
- General Lubricants or mild Hydrocarbons: Neoprene/Nitrile

**Hazard Assessment and Equipment Selection**



Page No:	38 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>12 Personal Protective Equipment</b>
----------------	---

A hazard assessment is required whenever changes are considered for the need, type, and application of PPE. Assessment will include information on the following:

- Hazard Type (e.g., impact, penetration, compression, chemical, heat, dust, electrical sources, material handling, and light radiation)
- Location or Areas Affected
- Personnel Covered
- Type of PPE with Specifications

**Training:**

Management and the JHSC in identifying the content and needs of the training will coordinate formal training.

Training will be provided to all new, transferred, contract and part time employees.

**Relevant Legislation & Applications:**

- Occupational Health & Safety Act R.S.O. 1990, c.O.1
- Regulations for Construction Projects O.Reg 213/91
- Regulations for Industrial Establishments O.Reg 851 /90
- Industrial Eye and Face Protectors - Z94.3 M1982
- Industrial Protective Headwear - Z94.1 1977
- Protective Footwear' - Z195 M1984
- Hearing Protectors' - Z94.2 M1984
- Selection, Care and Use of Respirators' Z94.4 M1982.

**Introduction:**



Page No:	41 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>13 Electrical Safety</b>
----------------	-----------------------------

This procedure is intended to provide electrical safety guidance for the AC Technical Systems Ltd. job sites to eliminate unsafe conditions involving electrical equipment, improper grounding, defective parts, and unguarded energized electrical parts.

### **Responsibility**

#### **Project Supervisors**

- Ensure that all workers follow the electrical safety procedure.
- Ensure that employees are properly trained and qualified to complete operations that involve the installation, repair, or use of electricity or electrical tools and/or equipment.
- Ensure that prompt corrective actions are taken and mitigated all potential electrical hazards.

#### **Employees**

- Must comply with this procedure and any local electrical safety requirements, identified by the site electrical personnel.
- Visually inspect portable tools, machinery, and equipment prior to use to ensure that the equipment is free of electrical safety defects.
- Identify and mitigated all potential electrical hazards in their work areas.
- Consult with their supervisor to ensure all electrical safety procedures are considered and followed.

### **Injuries Associated with Electrical Hazards**

**Do not touch a person or electrical apparatus in the event of an electrical accident.  
Always disconnect the current first.**

There are four main types of injuries these are:

- Electrocution - fatal ventricular heart fibrillation can be initiated by a current flow of as little as several milliamps.
- Electric shock.
- Burns suffered in an electrical accident could be: electrical burns, arc burns, and thermal contact burns.
- Falls: muscle contractions, or a startling reaction, can cause a person to fall from a ladder, scaffold or aerial bucket.

These injuries can happen in various ways such as:

- Direct contact with the electrical energy.
- When electricity arcs (jumps) through a gas (such as air) to a person who is grounded (which would provide an alternative route for the ground).
- Thermal burns including flash burns from heat generated by an electric arc and flame burns from materials that catch on fire from heating or ignition by electrical currents.

### **Procedure**



Page No:	41 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>13 Electrical Safety</b>
----------------	-----------------------------

**General Requirements**

Only trained and qualified electrical workers are permitted to do electrical work on AC Technical Systems Ltd. job sites or equipment. This work includes installation, repairs, test, calibrate, or repair of equipment.

The AC Technical Systems Ltd. job sites shall ensure that all needed electrical permits are obtained prior to the start of work.

**General Rules**

- Inspect tools, power cords, and electrical fittings for damage or wear prior to each use. Repair or replace damaged equipment immediately.
- Use cords or equipment that is rated for the level of amperage or wattage.
- Always use the correct size fuse. Replacing a fuse with one of a larger size can cause excessive currents in the wiring and possibly start a fire.
- Unusually warm or hot outlets, it may be a sign that unsafe wiring conditions.
- Use ladders made of wood or other non-conductive materials when working with or near electricity or power lines.
- Install Ground Fault Circuit Interrupters (GFCIs) in areas that are wet or damp).
- Ensure that exposed receptacle boxes are made of non-conductive materials.
- Know where the breakers and boxes are located in case of an emergency.
- Label all circuit breakers and fuse boxes clearly. Each switch should be positively identified as to which outlet or appliance it is for.
- Access to circuit breakers or fuse boxes shall be unobstructed.
- Switch tools OFF before connecting them to a power supply.
- Disconnect power supply before making adjustments.
- Ensure tools are properly grounded or double-insulated. Test all tools for effective grounding with a continuity tester or a ground fault circuit interrupter (GFCI).
- Do not operate tools in an area containing explosive vapors or gases.
- Keep power cords clear of tools during use.
- Suspend power cords over aisles or work areas to eliminate stumbling or tripping hazards.
- Do not allow vehicles to pass over unprotected power cords. Cords should be put in conduit or protected by placing planks alongside them.
- Do not tie power cords in tight knots. Knots can cause short circuits and shocks. Loop the cords or use a twist lock plug.
- Use extension cords only to temporarily supply power to an area that does not have a power outlet.
- Keep power cords away from heat, water and oil.

**Ground Fault Circuit Interrupter (GFCI):**



Page No:	43 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>13 Electrical Safety</b>
----------------	-----------------------------

Test the GFCI monthly.

First plug a "night light" or lamp into the GFCI-protected wall outlet (the light should be turned on), then press the "TEST" button on the GFCI. If the GFCI is working properly, the light should go out. If not, have the GFCI repaired or replaced. Reset the GFCI to restore power.

If the "RESET" button pops out but the light does not go out, the GFCI has been improperly wired and does not offer shock protection at that wall outlet.

**Work Practices**

**De-energized Equipment**

All equipment shall be de-energized before works begins. Panel is within visual range.

**Energized Equipment**

Examples of work that may be performed on or near energized circuit parts, due to impractical equipment design, or operational limitations, include testing electric circuits that must be energized for testing. Work on circuits that form an integral part of a continuous industrial process in a chemical plant that would otherwise need to be completely shut down in order to permit work on one circuit or piece of equipment.

Only trained and qualified persons are allowed to work on electric circuit, parts, or equipment that is energized. Such persons shall be capable of working safely on energized circuits and will be totally knowledgeable with:

- The special safety precautionary techniques when working on energized circuits and/or parts.
- Use of personal protective equipment e.g., insulated gloves and/or insulated tools and other appropriate insulating and shielding materials.
- Obtaining specific approval from the plant/facility manager or senior supervisor.
- Restricting access, by ropes, barriers, or other means to exclude unauthorized personnel from entering this area.

**Overhead Electrical Lines**

When work is performed near overhead electric power lines, those power lines shall be de-energized and grounded with ground jumpers, or protected by other equally protective measures, before the work is allowed to start.

When electric power lines are to be de-energized, advanced arrangements must be made with the utility or responsible organization that controls these electrical power lines.

**Usually a utility company requires a 48-hour advance notice.**

When person is working in an elevated position near overhead power lines, the location shall be such that the person may contact cannot come closer to energized overhead line than the following distances:

Nominal phase-to-phase voltage rating	Minimum distance
---------------------------------------	------------------



Page No:	43 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

**Policy:** 13 Electrical Safety

750 to 150,000 volts	3 metres
more than 150,000 to 250,000 volts	4.5 metres
more than 250,000 volts and over	6 metres

**Training**

All affected AC Technical Systems Ltd. employees shall be trained in and be knowledgeable with the safety related work practices.

Qualified persons (those who are permitted to work on or near exposed energized parts) shall, at a minimum, be trained in and be familiar with the following:

- The skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment,
- The skills and techniques necessary to determine the nominal voltage of exposed live parts.

**Relevant Legislation & Applications:**

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

Regulations for Construction Projects O. Reg 213/91

Regulations for Industrial Establishments O. Reg 851 /90

**Introduction:**

<b>Policy:</b>	<b>14 Cable Pulling</b>
----------------	-------------------------

The following procedure shall be followed when pulling cable for electrical installations by way of mechanical/manual means.

**Procedure:**

All cable pulls & rigging shall be done by or under the supervision of, a trained and or competent person.

Ensure that all rigging is done properly and within load specifications when performing mechanical pulls. The personnel selected to perform rigging tasks shall inspect the rigging material prior to performing any pulls to be sure all pieces are in good working order.

**Cable Pull by Hand**

1. Review hazards with crew before cable pull.
2. Ensure solid connection with wire and rope.
3. Workers require Hard Hat, Safety Glasses, Safety Vest, Work Gloves and Safety Boots.
4. Ensure workers are reminded to keep hands clear of moving cable and rope.
5. Ensure crew has constant communication during cable pull.
6. Lubricate the cable/wire for long runs using approved wire lubricant.
7. Identify cable reel with caution tape for work zone protection.
8. Pull tracer rope with each pull for future use.
9. At end of run, ensure all wire is coiled and safe guarded against damage and does not create a hazard for other workers.

***Cable Pull by use of "Tugger"***

1. Identify tugger location.
2. Secure tugger to an approved attachment point as per manufactures specifications with either beam chains or anchor in concrete floor.
3. Identify safe work zone around tugger by use of physical barricades or caution tape or safety cones.
4. Match cable pulling rope with the capacity of the tugger.
5. Identify safe work zone around cable reel by use of physical barricades or caution tape or safety cones.
6. Ensure 100% communication is maintained between tugger operator and cable reel monitor by use of radios.  
\*note- test operate radios before work begins
7. Workers require Safety Glasses, Work Gloves and Safety Boots. On construction sites Hard Hats are required.
8. Ensure workers are reminded to keep hands clear of moving cable and rope.
9. Lubricate the cable/wire for long runs using approved wire lubricant.  
\*note- have rags available for clean up of excess wire lubricant to reduce slip hazard
10. Pull tracer rope with each pull for future use.
11. At end of run, ensure all wire/cable is coiled and safe guarded against damage and does not create a hazard for other workers.
12. Cable pull rope to be coiled on free reel as pull progresses.



Page No:	44 of 73
Rev:	0
Approval Date:	August 12
Supersedes:	

<b>Policy:</b>	<b>15 Fall Protection</b>
----------------	---------------------------

\*note- inspect rope ongoing throughout pull.

13. Review hazards with crew before cable pull.

\*note- tugger operator to be positioned “out of bite of rope”

tugger operator to have clear view of pressure gauge at all times (if applicable)

crew to keep clear of moving rope and all rotating parts at all times

**If possible, one employee shall be designated to follow the bullet during the pull to watch for snags and call the tugger operator if a problem arises.**

**Relevant Legislation & Applications:**

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

Regulations for Construction Projects O. Reg 213/91

Regulations for Industrial Establishments O. Reg 851 /90

**Introduction:**



Page No:	47 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>15 Fall Protection</b>
----------------	---------------------------

The intent of this policy is to establish "Guidelines" for all employees and contracted workers who perform work on elevated surfaces.

**Definitions:**

**Body harness:** A design of straps which may be secured about the employee in a manner to distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.

**Lanyard:** A flexible line of rope, wire rope, or strap which is used to secure the body belt or body harness to a deceleration device, lifeline, or anchorage.

**Snap-hook:** A connector comprised of a hook-shaped member with a normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object and, when released, automatically closes to retain the object.

**Note: Safety belts are prohibited as a fall Protection device. Only body harnesses are authorized as fall arrest equipment.**

**Procedure:**

The following systems create the Fall Protection procedures:

- Guardrail System.
- Travel Restraint System.
- Fall Restrictive System.
- Fall Arrest System.

Fall Protection shall be applied where a worker is exposed to any of the following hazards:

1. Falling more than 3 metres. (10 feet)
2. Falling more than 1.2 metres. (4 feet), if the work area is used as path for a wheelbarrow or similar equipment.
3. Falling into operating machinery.
4. Falling into water or another liquid.
5. Falling into or onto a hazardous substance or object.
6. Falling through an opening on a work surface.

**Guardrails**

A Guardrail System shall be used if a worker has access to the perimeter of an open side of any of the following work surfaces and is exposed to a fall of 2.4 meters (8 feet) or more. Locations may include:

1. A floor, including the floor of a mezzanine or balcony.
2. On a roof where the work is within 6' of the edge.
3. A scaffold platform or other work platform, runway or ramp.

A guardrail system consists of a top rail, mid rail & toe board. If the guardrail system is located at the perimeter of a work surface, the distance between the edge of the surface and the guardrail system



Page No:	46 of 73
Rev:	0
Approval Date:	August 12
Supersedes:	

<b>Policy:</b>	<b>15 Fall Protection</b>
----------------	---------------------------

shall not be greater than 300 mm (1 ft). A guardrail system may be removed temporarily to perform work in or around the opening if a worker is adequately protected and signs are posted. The uprights may be a maximum of 2.4m (8') apart.

**Travel Restraint**

The Travel Restraint System shall consist of a full body harness with adequate attachment. The full body harness shall be attached to a lifeline or lanyard to a fixed or temporary support. A competent worker, before each use, shall inspect the system. All defective components shall be removed and tagged as “out of service”.

**Fall Arrest**

The Fall Restriction System shall consist of an assembly of components that is designed and arranged in accordance with the manufacturer’s instructions so that a worker’s free fall distance does not exceed 0.6 meters (2 feet) and is attached to an independent fixed support. A competent worker, before each use, shall inspect the system. All defective components shall be removed and tagged as “out of service”.

The Fall Arrest System shall consist of a full body harness with adequate attachment points and a lanyard equipped with a shock absorber or similar device. The system shall be attached by a lifeline or by the lanyard to an independent fixed support or temporary support. The system shall be arranged so that a worker cannot hit the ground or an object on a level below the work.

A shock absorber shall not be used if it allows the worker to hit the ground or an object or a level below the work. Before each use, a competent worker shall inspect the system. All defective components shall be removed and tagged as “out of service”.

A Professional Engineer shall design all Horizontal Lifelines. A Professional Engineer or a competent worker designated by the supervisor shall inspect the lifeline before each use. The drawings for the lifeline shall be kept on the site as long as the system is in use.

The Vertical Lifeline must be made of polypropylene rope type and have a diameter of a least 16mm (5/8”). All lifelines must be CSA approved. A knot shall not be used to secure a lifeline to an anchor. A knot may be used to ensure a rope grab does not slide off the vertical lifeline. If during your inspection you find cuts, loose fibres, water damage or damage at the thimbles, the lifeline shall be removed and tagged as “out of service”.



Page No:	48 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>15 Fall Protection</b>
----------------	---------------------------

**Care & Use of fall arrest components:**

- The D ring must be located in the center of the wearer's back near shoulder level.
- The harness shall be snug on the body.
- Vertical lifelines: each employee shall be provided with a separate lifeline.
- Personal fall arrest systems or components, subjected to a fall shall be immediately removed from service.

**Inspections of fall arrest components:**

- Component with any significant defect, such as cuts, tears, abrasions, mold, or undue stretching.
- Alterations or additions which might affect its efficiency.
- Damage due to deterioration.
- Contact with fire, acids, or other corrosives.
- Distorted hooks or faulty hook springs.
- Tongues unfitted to the shoulder of buckles.
- Loose or damaged mountings.
- Non-functioning, or worn parts.
- Internal deterioration in the ropes must be withdrawn from service immediately.

**Anchor Points:**

- Anchor should be located at or above the shoulder level.
- To avoid pendulum effect, maintain a narrow angle between vertical and lanyard.
- Calculate fall distance; ensure that you do not hit the ground.
- Tie-off of a rope lanyard or lifeline around an "H" or "I" beam or similar support can reduce its strength as much as 70 percent due to the cutting action of the beam edges. (Use padding with softeners).

**Rescue:**

Before any use of a fall arrest system or a safety net by a worker at a project, the worker's supervisor shall develop written procedures for rescuing the worker after his or her fall has been arrested.

**The availability of rescue personnel, ladders or other rescue equipment must be planned and evaluated before the system is used.**

**Training requirements:**

All workers who may use a fall protection system shall be adequately trained in its use and given adequate oral & written instructions by a competent person.

**Relevant Legislation & Applications:**

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

Regulations for Construction Projects O. Reg 213/91

Regulations for Industrial Establishments O. Reg 851 /90



Page No:	49 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>16 Elevated Work Platforms</b>
----------------	-----------------------------------

**Introduction:**

Scissor lifts, fixed crane baskets and vehicle extension are classed as Elevated Work Platforms (EWP) according to the Ontario Safety & Health Act. The procedure covers the minimum safety requirements for the setup, operation, safety requirements, and maintenance of aerial work platforms.

**Procedures:**

**Operator training requirements:**

- Have proper training on EWP's.
- Be familiar with and understand the operating controls.
- Read, understand and follow the instructions in the manufacturer's operating manual.
- Be familiar with all the safety features of the vehicle.
- Is knowledgeable on the hazards involved with a particular job.
- Use the appropriate elevated platform for the job.
- Wear a safety harness that is fixed to designed anchor point.
- Is trained on the fall protection system being used.

**Before Use:**

**Perform daily pre-shift inspection and document it.**

- Check all welds between cylinders and booms for cracks or wear.
- Inspect all pivot pins for security of their locking devices.
- Check all exposed cables, sheaves and leveling devices for wear and secure attachment.
- Inspect hydraulic system for frayed hoses and leaks.
- Check lubrication and fluid levels.
- Inspect boom and basket for cracks or abrasions.
- Check for the load capacity posting.
- Ensure the platform is clear of any debris, unwanted equipment and material.
- Operate boom from ground controls through one complete cycle. Check for unusual noises and uncontrolled movements.
- Operators shall report all discrepancies to their supervisors.
- Operators shall consider the job to be performed and shall evaluate the job site location for potential hazards. The equipment shall not be operated within 3 meters (10 feet) of an energized, high voltage source unless danger from accidental contact with that source has been effectively guarded against. When working near electricity the voltage is to be identified. The specific additional clearance distances can be determined in accordance.



Page No:	50 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>16 Elevated Work Platforms</b>
----------------	-----------------------------------

**Operating Guidelines:**

1. Check manufacturer's instructions for testing, locking, tagging, and grounding.
2. Fall protection shall be used (e.g., full body harness, shock-absorbing lanyard) connected to the anchorage point(s).
3. 100% tied off required when entering/exiting an aerial lift from/to an unprotected location. Operators shall connect a shock-absorbing lanyard to the anchorage point in the aerial lift before entering.
4. A hard hat is mandatory. Other personal protective equipment, (e.g., eye, foot, hand, clothing) shall be worn as required.
5. Operators shall not sit, stand, or climb on the platform guardrails or edge of the bucket. They shall maintain a firm footing on the platform floor at all times.
6. Entry gates or chains shall be closed before operating the lift.
7. The slope and grade for which the platform is rated shall not be exceeded. If EWP is equipped with tilt or other motion/capacity warning alarms, alarms shall be operational. Operators shall not depend upon the tilt alarm as a level indicator.
8. Outriggers, stabilizers or extendible axles shall be set before raising the basket.
9. Safe distances, and overhead clearance, shall be maintained between the operator, the machine and other objects (electrical power lines, conductors or bus bars).
10. The platform shall not be steadied by positioning it against another object.
11. The use of railings, planks, ladders, or any other device in or on the work platform for achieving additional working height or reach is prohibited.
12. Areas around aerial-lift operations shall be barricaded to prevent injury to pedestrians and other workers. When other moving equipment is present, precautions, such as warnings, barriers, or flashing lights shall be used as appropriate.
13. Operator shall cease operation of the lift if any suspected malfunction occurs. Problems or malfunctions shall be reported to the supervisor as soon as possible.
14. Aerial lifts with internal combustion engines operating inside a building are prohibited unless specifically evaluated and permitted by the supervisor and safety.
15. Work area shall be kept clear of workers, equipment, and other obstructions before lowering the platform.
16. Altering of safety devices is prohibited.
17. Controls must be clearly labeled.
18. Operators shall not overload an elevated work platform.
19. Modifications will only be approved with or by the prior written permission of the manufacturer. Mounting attachments for holding tools or other materials onto the bucket, platform, toe-boards, or guardrail system can increase the weight in the bucket or platform.



Page No:	51 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>16 Elevated Work Platforms</b>
----------------	-----------------------------------

20. Materials shall be carried on the platform as specified in the manufacturers' recommendations for load capacity.
21. Operators shall not place or attach fixed or overhanging loads to any part of the machine, unless the manufacturer has approved these operations.
22. Operators shall not place loads outside the platform perimeter.
23. Traveling 15 meters (50 feet) or more with an elevated work platform shall be done with the platform in the lowered or stowed position. Extensible or articulating booms shall be retracted or folded.
24. When the elevated work platform (EWP) is unattended, it shall be secured to protect against unauthorized use.
25. Personnel shall leave the lift before attempting to free a snagged platform.
26. Operators shall not operate lifts during bad weather, unless approved by the manufacturer for this purpose (i.e. bucket/line trucks).

#### **Refueling/ Recharging**

- The engine shall be shut down and equipment refueled in a well-ventilated area.
- Ensure that the fuel cap is closed and secure at all times when not refueling.
- Battery charging shall be conducted in a well-ventilated area.
- Operators shall not use batteries that weigh less than the original equipment. Wear protective clothing and eyewear when working with batteries.

#### **Inspections:**

Elevated work platforms should be inspected daily, annually and after an incident. After ten years of operation the EWP must also go through a manufacturer guided detail inspection. Attached inspection sheet is to be used for safe operations of the EWP. Keep the operator's manual on the machine at the job site, not in the office.

#### **Log Book:**

All EWP's must have a log book. The log books should have:

- All certifications;
- Any details of repair that have been done to that EWP;
- All modifications to the scissor lift;
- All inspections logs;

#### **Relevant Legislation & Applications:**

Occupational Health & Safety Act R.S.O. 1990, c.O.1  
Regulations for Industrial Establishments O. Reg 851 /90  
Regulations for Construction Projects O. Reg 213/91  
CSA B335-94- Industrial Lift Truck Operator Training  
CAN3-B354.1-04 Portable Elevating Work Platforms  
CAN/CSA-B354.2-01 Self-Propelled Elevating Work Platforms



Page No:	52 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

**Form:** 16.1 Elevated Work Platform Safety Inspection Checklist

### Elevated Work Platform Safety Inspection Checklist

Make: \_\_\_\_\_  
 Number: \_\_\_\_\_  
 Week Ending: \_\_\_\_\_  
 ID: \_\_\_\_\_

ITEMS	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Fluid Levels							
Appearance							
Warning Signals							
Brakes							
Tires Condition							
Electrical Systems							
Hydraulic Systems							
Scissor Arms							
Pivot pins/bolts							
Signs and Decals							
Steering							
Batteries							
Leaks							
Control Operations							

Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Inspector: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



Page No:	53 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Form:</b>	16.2 Elevated Work Platform Checklist
--------------	---------------------------------------

**Elevated Work Platform Check-Out and Check-In Inspection Checklist**

To be completed by operator when checking out and checking in equipment.

**DO NOT OPERATE** equipment if any items inspected need repair.

Vehicle Type and Equipment Number: \_\_\_\_\_

Location Use: \_\_\_\_\_

Operator Name: \_\_\_\_\_

Check-Out Date/Time: \_\_\_\_\_ Check-In Date/Time: \_\_\_\_\_

Check (add if needed)	Check-Out	Check-Out	Repairs
Fuel Level			
Oil Level			
Coolant Level			
Hydraulic Liquid Level			
Leaks			
Tire Pressure			
Horn			
Gauges			
Brakes			
Lights			
Steering			
Attachments			
Accessories			
Warning Buzzer			
Warning Lights			
Platform Controller			
Platform Switches			
Platform Control Tags			
Platform Handrails and Chains			
Batteries			
Battery Charger			
Hydraulic Pump/Motor			
Valves			
Hydraulic Hoses/Tubing			
Lift Cylinder			
Limit Switch			
Wheel and Tire Assemblies			
Steer Cylinder			
Steer Components			
Scissor Arms			
Pivot Pins/Bolts			
Hoses/Cables			

<b>Policy:</b>	<b>17 Ladder Safety</b>
----------------	-------------------------

### **Introduction:**

The purpose of this procedure is to provide guidelines for specification, inspection, safe use and storage for portable ladders used.

### **Responsibility:**

#### **Manager/Supervisor**

- Establish and maintain a safety standard and audit for compliance.
- Ensure that the minimum ladder safety requirements are met.
- Monitor for compliance and train employees.

#### **Employee**

- Comply with the requirements of the standard.
- Report defective equipment.

### **Procedure:**

- Wear protective footwear with slip-resistant soles and heels.
- Inspect the ladder before and after each use.
- Reject and tag any ladders that have defects. Have faulty ladders tagged for repair.
- Use a ladder designed for your task. Consider the strength, type, length and CSA approval. (Metal ladders are not to be used for electrical work)
- Secure ladders at the top and bottom to prevent them from slipping.
- Set up barricades and warning signs when using a ladder in a doorway or passageway.
- Only the driver of a vehicle is to secure a ladder to his vehicle. If the ladder is used by another employee, the ladder will be left beside the truck for the operator to fasten. All ladders are to be secured with strapping; bungee chord use is to be avoided.

### **General Rules:**

- Maintain 3 point of contact while climbing.
- Keep the centre of your body within the side rails.
- Face the ladder when going up or down.
- Avoid climbing with wet soles. Ensure that foot ware is in good condition.
- Get help when handling a heavy or long ladder.
- Follow 4X1 rule: (for every 4 feet high, the base of the ladder should be out 1 ft; that means one horizontal foot from the support ).
- Extend the ladder at least 1m (3 ft) above the landing platform.
- Place the ladder on a firm, level footing. Use a ladder with slip-resistant feet or secure blocking, or have someone hold the ladder.
- Check for overhead live electrical wires before setting up ladder.
- Tie off yourself with a safety harness when working 3m (10 ft) or more off the ground or when working with both hands.



Page No:	55 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>17 Ladder Safety</b>
----------------	-------------------------

- Ensure that only one person is on a single-width ladder. Only one person is allowed on each side of a double-width ladder.
- Grasp the rungs when climbing a ladder, not the side rails. If you slip on a ladder, holding onto the rungs is easier than holding onto the side rails.
- It is prohibited to work from the top two rungs.
- Use work platform vs. ladder if it is possible. Replace a ladder with a push ladder or scaffold.
- Hoist materials or attach tools to a belt.
- Stepladder use requires that the legs are fully extended and the spreader bar locked into place.
- Ladders should be used for short duration work only as they are not designated for long-term use and are not classed as a working platform.
- Never stand on the top step of the stepladder or the pail shelf.

**Maintenance:**

- Use clear coating vs. paint. Paint covers possible safety defects.
- Ladders must be kept clean of oil and grease.
- Ladders lying on the floor may present tripping hazards.
- Ladders should never be exposed to chemicals.
- All straight and extension ladders are to be equipped with non-slipping ladder shoes securely attached to the ladder rail base and in good repair.

**Inspection Program:**

Ladders will be inspected by on a quarterly basis by JHSC.

The program covers all portable ladders within the specific plant/facility, customer's site, and on vehicles.

The checklist is the AC Technical Systems Ltd. program documentation that is to be dated, signed and retained with maintenance records until the next checklist is completed. The most recent checklist should always be kept on file.

Checklist must include:

- Ropes and cables
- Metal hardware-condition and integrity
- Side rails - cracks, breaks, deterioration
- Rungs - cracks, breaks, deterioration
- Ladders free from grease, oil, slippery substances
- Storage must not lead to deterioration
- Missing parts

Ladders that are defective will be tagged ("DO NOT USE - DANGEROUS") for repair and immediately remove from service. If repair is not practical, the ladder should be destroyed and discarded. Defective ladders are not to remain at the plant/facility, where they might be accidentally used.



Page No:	56 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

**Policy:** 17 Ladder Safety

**Relevant Legislation & Applications:**

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

Regulations for Construction Projects O. Reg 213/91

Regulations for Industrial Establishments O. Reg 851 /90

N3-Z11-M81 (R2003) Portable Ladders



Page No:	58 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

**Policy:** 18 Manual Materials Handling Procedures

**Introduction:**

Most lifting accidents are due to improper lifting methods, as well as trying to lift more than an acceptable weight for one worker. Whenever possible and practical use a mechanical lifting device or cart for carrying purposes to avoid loading the back.

**Lifting & Carrying:**

Employees should know their physical limitations and the approximate weight of materials they are trying to lift.

Avoid lifting more than 22.5 kg (50lbs) alone. More workers or more trips of a smaller load will prevent strains, sprains and slip, trips and falls.

Obtain assistance in lifting heavy objects.

When the walking surfaces are uneven, slippery or difficult to walk on, use extra caution and try to lighten the load further.

Before any manual lifting is done, the use of power equipment or mechanical lifting devices such as dollies, trucks or similar devices should be considered and used where and when it is practical. Bulky loads should be carried in such a way as to permit an unobstructed view of the intended path ahead.

If you require gloves (to avoid cuts from sharp edges), ensure that the gloves are the right size so you do not lose the grip inside of the glove.

If you drop the load, do not try to catch it. Back injuries or hand injuries may occur.

Ensure a good grip before lifting (diamond grip - opposite corners of the load).

Keep the load close to the body.

Lift gradually. Lift slowly, smoothly, and without jerking.

Keep the back close to vertical and straight when lifting.

Lift with the legs.

Pivot on your feet when turning. Do not twist.

Avoid reaching out.

Pipes, conduits, reinforcing rods, and other conductive materials should not be carried on the shoulders near exposed live electrical equipment or conductors.

When two or more persons carry a heavy object that is to be lowered or dropped, there shall be a prearranged signal for releasing the load.

When two or more persons are carrying an object, each employee, if possible, should face the direction in which the object is being carried.

Keep in good physical shape. Get proper exercise, maintain a good diet, and make sure you are well rested.

<b>Policy:</b>	<b>18 Manual Materials Handling Procedures</b>
----------------	--

### **Introduction**

This procedure provides guidelines for the safe use, handling, and storage of hand tools. This information should be used to assist the AC Technical Systems Ltd. plant or individual facility personnel, who conduct their safety, health and environmental self-audits, establish review points that are to be included in these audits.

### **Responsibility**

#### **Project Managers/Supervisors:**

- Implement and enforce this procedure when their supervised employees use power tools to complete their work assignments.

#### **Employees**

- Comply with the locations safety program, regulations, as well as the rules and instructions issued by their supervisor for general and specific safe use of power tool use.

### **Procedures**

#### **Hazards associated with hand tools:**

Punctures /cuts: cuts, abrasions, punctures;

Ergonomic:

- sprains and strains (wrist, hand, arm, shoulder);
- repetitive motion
- awkward positions

Falling tools from heights

#### **General rules**

- Select the right tool for the job. Substitutes increase the chance of an accident.
- Use tools designed to allow wrist to stay straight. Avoid using hand tools with your wrist bent.
- Keep tools in good condition at all times.
- Inspect tools for defects before use. Replace or repair defective tools.
- Replace cracked, splintered, or broken handles on files, hammers, screwdrivers.
- Ensure that the handles of tools like hammers and axes fit tightly into the head of the tool.
- Keep tools clean and dry, and store them properly after each use.
- Keep cutting tools sharp; cover sharp edges with suitable covering.
- Cut away from the body.
- Pull on a wrench or pliers. Never push unless you hold the tool with your palm open.
- Carry tools in a sturdy toolbox to and from the worksite.
- Use a heavy belt or apron and hang tools at your sides, not behind your back.
- Do not carry a sharp tool in your pocket.
- Maintain three points of contact when climbing ladders. If working on a ladder or scaffold, tools should be raised and lowered using a bucket and hand line.
- Do not throw tools if you want to pass it on to another worker. Hand them handle first directly to other workers.



Page No:	61 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>19 Hand Tool Safety</b>
----------------	----------------------------

- Keep the work environment clean and tidy to avoid clutter.
- Wear safety glasses or goggles and well-fitting gloves appropriate for the hazards to which you may be exposed when doing various tasks.

### **Hammers and Sledges**

- Wear appropriate safety eye protection.
- When working with a co-worker, ensure that you are in a clear position before swinging.
- Remain focused on the object to be struck and remain in control of their tools during the striking actions.

### **Chisels and Punches**

- Appropriate safety eye protection must be used.
- Chisels must be sharp and in good condition. Replace any dull or damaged tools.
- When using this equipment, strike blows squarely. Employee must position the chisel or punch away from your body.
- Mushroomed chisel and punch heads shall be ground down (dressed) to prevent the split metal material from flying when struck.

### **Wrenches**

- Employees are prohibited from using a "cheater" bar to increase wrench leverage.
- When possible employees should pull on the wrench handle, rather than push. Remain in control; adjust your stance to avoid a fall if the wrench slips.
- Never use hand sockets on power or impact tools. Hand sockets are not designed for the added stress of an impact tool and may fail with hazardous results.

### **Pliers**

- Use only dielectric pliers and ensure the power is off (locked and tagged, as required) when working with electricity.

### **Hand Saws**

- Always wear appropriate eye protection when using a saw.
- Keep saw blades sharp. Replace blades that have lost good cutting teeth.
- Lubricate hacksaw blades with light machine oil to prevent heat build-up, and promotes cutting action. A "dry" blade can cause it to break.
- Store saws safely to ensure there is no chance to fall onto or bump into the saw blade.



Page No:	58 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>18 Manual Materials Handling Procedures</b>
----------------	--

**Introduction:**

This procedure provides guidelines for safe power tool use. If damage is detected that makes the operation of the tool hazardous, the tool should be removed from operation and tagged for repair. Tagged tools must be sent back to the shop for repair.

**Responsibility**

**Project Managers/Supervisors**

- Are responsible to implement and enforce this procedure when their supervised employees use power tools to complete their work assignments.

**Employees**

- Shall comply with the location's safety program as well as the rules, regulations, and instructions issued by their supervisor for general and specific safe use of power tool use.

**Procedures**

**Hazards associated with power tools:**

Electrical electric shock, electrocution, burns;

Pinch points/cuts:

- cuts, abrasions, punctures;
- entanglement/entrapment of clothing, etc.;
- dust/flying particles (eyes);

Ergonomic:

- sprains and strains (wrist, hand, arm, shoulder);
- repetitive motion;
- awkward positions;
- vibration (“white fingers”).

Noise (hearing);

Fire heat, sparks (fire);

Flying debris;

**Controls:**

Before using powered hand tools:

- Ensure that you have been properly trained to use the tool safely according to the manufacturer's instructions.

**Powered hand tools must be inspected prior use:**

**To prevent shocks:**

- Ensure that the tools are properly grounded.
- Inspect cords for defects check the power cord for cracking, fraying, and other signs of wear or faults in the cord insulation.
- Check for damaged switches and ones with faulty trigger locks.
- Inspect the plug for cracks and for missing, loose or faulty prongs.

<b>Policy:</b>	<b>19 Hand Tool Safety</b>
----------------	----------------------------

- Test all tools for effective grounding with a continuity tester or a ground fault circuit interrupter (GFCI) before use.
- Use only the kind of battery that the tool manufacturer specifies for the battery-powered tool that you are using.
- Recharge a battery-powered tool only with a charger that is specifically intended for the battery in that tool.
- Remove the battery from the tool or ensure that the tool is switched off or locked off before changing accessories, making adjustments, or storing the tool.
- Store a battery pack safely so that no metal parts, nails, screws, wrenches and so on can come in contact with the battery terminals; this could result in shorting the battery and possibly cause sparks, fires or burns.
- For outdoor work, use outdoor extension cords marked "W-A" or "W".

**Check the guards** to prevent pinch points, cuts

- Inspect tools for any damage prior to each use.
- Check the handle and body casing of the tool for cracks or other damage.
- Disconnect the power supply before making adjustments or changing accessories.
- Use clamps, a vice or other devices to hold and support the piece being worked on, when practical to do so.
- Do not leave a running tool unattended. Do not leave it until it has been turned off, has stopped running completely, and has been unplugged.
- Do not wear loose clothing or jewelry while using revolving power tools. Tie back long hair or wear appropriate hair protection to prevent hair from getting caught in moving parts of equipment.

**Ergonomic**

- Work at the waist level if practically possible.
- Alternate tasks or change the position during the task.
- Take short breaks and stretch to allow the overused muscle to relax.
- Anti vibration gloves might be required.

**Personal protective equipment** to protect against flying debris or noise

- Dust mask
- Safety glasses and shield
- Hearing protection
- Safety footwear

**Powdered-Actuated Tools (General)**

All employees who must use a powdered-actuated tool within an AC Technical Systems Ltd. plant or facility must be trained and certified. This employee must have a current certification card in his/her possession before using this equipment.



Page No:	58 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>18 Manual Materials Handling Procedures</b>
----------------	--

All manufacturing safeguards, including possibly needed monitoring personnel, must be in place and available, prior to actual equipment use.

The tool shall be CSA Standard approved for "Explosive/Powder Actuated Fastening Tools".

The tool shall be loaded just prior to use with the correct load for the job anticipated. Tools should never be loaded and left to sit or be moved to an alternate work site after being loaded.

The tool should never be pointed at anyone, whether loaded or unloaded. Hands should be kept clear of the muzzle end at all times.

Explosive powder actuated tools shall always be stored in their proper lockable boxes.

Explosive powder actuated tools shall never be used in an explosive atmosphere.

When used, the tool shall be held firmly and at right angles to the surface being driven into.

Unload the tool after the use and prior to transport or storage.

**Saws (General)**

Do not jam or force saws into the work.

Portable electric saws shall have a spring-loaded (dead-man) operating on/off switch.

**A device, which has the ability to lock the switch in the "on" position, is strictly prohibited.**

Start and stop the electric saw outside the work piece.

Employees must use the correct PPE while operating a power saw to include hearing protection and appropriate safety glasses and face protection.

**Circular Saws**

The lower guard on a portable electric saw is placed to guard the employee from the rotating blade.

Use the retracting handle or safety lift lever to move the lower blade guard.

Clamping or tying the guard open is strictly prohibited.

If the guard or any other part of the saw is not operating correctly, the saw is to be removed from service and tagged "out of service".

Keep the electric power cord out of the line of the saw cut.

**Drilling -with a Portable Drill Motor**

Always wear appropriate eye and face protection.

Dull or chipped drill bits are dangerous and cause an employee at times to use excessive force to complete a job. Ensure the bit is sharp and will drill safely.

Avoid burns to the hands and let the bit cool before changing or adjusting.

Use suitable oil to keep the bit lubricated and cool during use.

**Pneumatic Tools**

Always wear appropriate eye and hearing protection.

Pneumatic power tools must be securely attached to the compressed air hose.

Make adjustments to pneumatic tools only after you verified that no air pressure is supplied to the hose or tool.

Employee must not hoist, lower, or carry a tool by the pneumatic hose.

Pneumatic impact tools must have safety clips or retainers to retain tool bits.



Page No:	63 of 73
Rev:	0
Approval Date:	July 21
Supersedes:	

<b>Policy:</b>	<b>20 Power Tool Safety</b>
----------------	-----------------------------

Follow the manufacturers' guidelines for safe operating pressures. If you are unsure as to the exact pressure, ask your supervisor.

Locate all air hoses to ensure they do not present a tripping hazard. Hoses may be bundled and led out of the aisle-way or led overhead to ensure a safe walk surface exists.

A safety device (an air restriction attachment) shall be located at the source of air supply to reduce pressure in case of hose failure for all pneumatic hoses that exceed 1/2 inch inside diameter.

### **Grinders**

Wear both a full-face shield in addition to approved safety glasses.

Grinding wheels must be covered with a 180-degree safety guard. Unless the grinding wheel itself is of a poured cup design (360 degree rotating guard).

Bench grinder tool rests must be well supported and be no more than 1/8 inch from the grinding wheel. Employees are prohibited from adjusting a tool rest while the grinding wheel is in motion. Employees are prohibited from grinding on the side of the wheel, unless the grinder is designed for use, as a side grinder.

Employees must never allow an unattended grinder to operate, unattended.

Ensure the work area, around the grinder, is clear of obstruction, prior to starting the grinder.

Bench grinders shall be set up in a minimum to non-traffic area.

### **Portable Grinders**

Employees must always wear a face shield and approved safety glasses while using a portable grinder.

Personnel must avoid wearing loose fitting clothing when conducting grinding operations, always keep your shirt tucked in tightly when using a grinder.

The operator is to ensure that all portable grinders have the required and correct guards in place prior to operations.

### **Relevant Legislation & Applications:**

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

Regulations for Construction Projects O. Reg 213/91

Regulations for Industrial Establishments O. Reg 851 /90



# AC Technical Systems Ltd.

## Violence & Harassment Policy & Procedures

2100 Forbes Street  
Units #8-10  
Whitby, Ontario  
L1N 9T3

Phone: (905) 666-8676  
Fax: (905) 666-9795

---

**BARANTAS**  
Inc.  
Safe & Healthy Workplaces

Prepared by Barantas

8347 Fifth Line  
Halton Hills, ON, L7G 4S6  
416.410.4470  
[www.barantas.ca](http://www.barantas.ca)



**AC Technical Systems Ltd.**  
**Violence & Harassment Policy & Procedures**

**Table of Contents**

<b>Section # Page</b>	<b>Section Title</b>	<b>Type</b>
<hr/>		
1	Disclaimer.....	<i>Disclaimer</i> .....2
2	Violence and Harassment in the Workplace.....	<i>Policy</i> .....3
3	Workplace Violence Reporting Procedures.....	<i>Procedure</i> .....8
<b>Appendix A</b>	A1.....Customer Service Report	
	A2.....Job Hazard Assessment	
	A3.....Unique Hazard Report	
	A4.....Hazard Assessment	
	A5.....Safe Work Procedure	
	A6.....Tool Box Talk	
	A7.....Shift Workflow Chart	



## AC Technical Systems Ltd.

### Disclaimer

---

Please be advised that the information provided is to the best of our knowledge current from the *Occupational Health and Safety Act* and associated regulations. It is the responsibility of **AC Technical Systems Ltd.** to inform **Barantas Inc.** of any changes in their work practices. **Barantas Inc.** assumes neither liability nor responsibility for the outcome of **AC Technical Systems Ltd.** health and safety program. The role of **Barantas Inc.** is to assist in the process. The *Occupational Health and Safety Act* is very clear as to the legislated areas of responsibility.

#### **COPYRIGHT ©**

All rights reserved. Reproductions of any kind will be prohibited without the expressed written permission of **Barantas Inc.**

**Acknowledgment Date:** \_\_\_\_\_

This is to certify that the senior management of **AC Technical Systems Ltd.** have approved the content of this manual as of the acknowledgment date:

\_\_\_\_\_  
**Director or Officer of AC Technical Systems Ltd.**

This is to certify that the Joint Health and Safety Committee of **AC Technical Systems Ltd.** has reviewed the content of this manual as of the acknowledgment date:

\_\_\_\_\_  
**Health and Safety Representative**



## AC Technical Systems Ltd.

### Violence and Harassment in the Workplace

---

**Scope:**

The workplace violence prevention policy applies to all AC Technical Systems Ltd. employees, sub-contractors, consultants, suppliers, vendors, to any location governed by AC Technical Systems Ltd.

**Policy:**

The purpose of this policy is to ensure that all employees understand their roles and responsibilities as they relate to violence and harassment prevention in the workplace. As well as, ensure that the risks of violence and harassment to employees are identified and appropriate prevention programs/and or practices are established that eliminate or minimize those risks. The first responsibility of all employees is to promote safety and guard against harm to themselves and other employees.

**Purpose:**

The purpose of this policy is to outline some of the behaviour that constitutes workplace violence and harassment and to define procedures for reporting and resolving incidents of workplace violence and harassment. AC Technical Systems Ltd. is committed to providing a working environment free of violence and harassment by ensuring that all workplace parties are familiar with the definitions of workplace violence and their individual responsibilities for prevention and corrective action. To establish this policy, AC Technical Systems Ltd. has reviewed Bill 168 legislation governing workplace violence in Ontario.

**Definition:**

For the purpose of this policy, "violence" is any actual, attempted or threatened behaviour of a person that causes or is likely to cause physical and/or psychological harm/injury/illness or that gives a person reason to believe that s/he or another person is at risk of physical or psychological harm/illness/injury, including, but not limited to any actual or attempted assault (including sexual and physical attacks); threat; verbal, psychological or sexual abuse; and harassment.

***Definitions Associated with Workplace Violence and Harassment***

- **Assault:** any intent to inflict injury on another, coupled with an apparent ability to do so; any intentional display of force that causes the victim to fear bodily harm.
- **Harassment:** engaging in any vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome, and or causes the person to believe their health or safety is at risk.
- **Near Miss:** an act of striking out, but missing the target
- **Physical attack:** an act of aggression resulting in a physical assault or abuse with or without the use of a weapon. Examples include hitting, shoving, pushing, punching, biting, spitting, groping, pinching the victim, unwelcome displays of affection, or inciting a dog to attack.
- **Psychological abuse:** an act that provokes fear or diminishes an individual's dignity or self-worth or that intentionally inflicts psychological trauma on another.
- **Sexual abuse:** any unwelcome verbal or physical advance or sexually explicit statement, displays of pornographic material, pinching, brushing against, touching, patting or leering that causes the person to believe their health and safety is at risk.
- **Sexual assault:** any unwanted act of a sexual nature imposed by one person upon another
- **Threat:** a communicated intent (verbal or written) to inflict physical or other harm on any person or to property by some unlawful act. A direct threat is a clear and explicit communication distinctly indicating that the potential offender intends to do harm, for example, "I am going to make you pay for what you did to me". A conditional threat involves a condition, for example, "If you don't leave me alone you will regret it." Veiled threats usually involve body language or behaviours that leave little doubt in the mind of the victim that the perpetrator intends to do harm.
- **Verbal abuse:** the use of vexatious comments that are known, or that ought to be known, to be unwelcome, embarrassing, offensive, threatening or degrading to another person (including swearing, insults or condescending language) which causes the person to believe their health and safety are at risk.



## AC Technical Systems Ltd.

# Violence and Harassment in the Workplace

---

(From the Ontario Safety Association for Community & Healthcare.)

To help distinguish the sources of workplace violence, we use these four categories:

- **Type 1 (Criminal Intent):** Committed by a perpetrator who has no relationship to the workplace
- **Type 2 (Client or Customer):** The perpetrator is a client at the workplace who becomes violent toward a worker or another client
- **Type 3 (Worker to Worker):** The perpetrator is an employee or past employee of the workplace
- **Type 4 (Personal Relationship):** The perpetrator has or has had a relationship with the employee, e.g., domestic violence in the workplace

(From the Ontario Safety Association for Community & Healthcare.)

### Roles and Responsibilities of Workplace Parties

#### **Employer:**

- Ensure that measures and procedures identified in the violence and harassment prevention program and workplace hazard assessment are carried out and that management is held accountable for responding to and resolving complaints of violence.
- Require compliance by all persons who have a relationship with the organization, such as contractors, suppliers and visitors.
- In consultation with the JHSC, conduct regular risk assessments.
- In consultation with the JHSC, establish control measures.
- In consultation with the JHSC, establish and deliver training and education for all employees.
- Integrate safe behaviour into day to day operations.
- Review all reports of violence or threats of violence in a prompt, objective and sensitive manner. This includes a review of all investigations associated with violence-related incidents.
- Take corrective action.
- Provide response measures.
- Facilitate medical attention and support for all those either directly or indirectly involved.
- Ensure any deaths or critical injuries have been reported to a Ministry of Labour (MOL) inspector, the police (as required), the JHSC, and trade union (as required) and investigated by the JHSC; and that a report goes to all parties in writing within 48 hours of the occurrence, including such information and particulars as the Occupational Health and Safety Act regulations prescribe.
- Ensure a report goes to WSIB of all accidents where a worker loses time from work, requires health care, earns less than regular pay for regular work, requires modified work at less than regular pay or performs modified work at regular pay for more than seven days. Copies of accident information (where there is no critical injury) must be provided to the JHSC and trade union within four days of the occurrence, as the Occupational Health and Safety Act and regulations.
- The Employer has the obligation to ensure that this policy and process are applied fairly. It is necessary to provide and environment in which people feel free to bring complaints forward. It is equally important to give those identified by the complainants a full and fair opportunity to meet all allegations.

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

- Enforce policy and procedures and monitor worker compliance
- Identify and alert staff to violent persons in accordance with the Occupational Health and Safety Act and other applicable laws and legislation and hazardous situations
- Investigate all workplace violence using the organization's accident investigation procedure and form, and contact the police department as required
- Facilitate medical attention for employee(s) as required



## **AC Technical Systems Ltd.**

### **Violence and Harassment in the Workplace**

---

- Ensure that debriefing is completed for those either directly or indirectly involved in the incident.
- Contact human resources
- Track and analyze incidents for trending and prevention initiatives
- Immediately report a death or critical injuries to a Ministry of Labour (MOL) inspector, the police (as required), the JHSC, and trade union (as required), and investigate with the JHSC and report to all parties in writing within 48 hours of the occurrence the circumstances of the occurrence, including such information and particulars as the regulations prescribe.
- Issue a report to the health and safety representative or the Joint Health and Safety Committee (and WSIB) on all accidents involving lost time, where a workers requires health care, earns less than regular pay for regular work, requires modified work at less than regular pay or performs modified work at regular pay for more than seven days. Copies of accident information (where there is no critical injury) must be provided to the JHSC and trade union within four days of the occurrence, as the Occupational Health and Safety Act and regulations prescribe.
- Ensure there is a review at least annually of the workplace violence prevention program.

#### **Employees:**

- Participate in education and training programs to be able to respond appropriately to any incident of workplace violence and harassment
- Understand and comply with the violence and harassment in the workplace prevention policy and all related procedures
- Report all incidents or injuries of violence or threats of violence to their supervisor immediately, completing the Workplace Violence Incident Report Form
- Inform the JHSC or worker member of the JHSC about any concerns about the potential for violence in the workplace
- Contribute to risk assessments
- Seek support when confronted with violence or threats of violence or harassment
- Seek medical attention
- Participate in a review at least annually of the workplace violence prevention program

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

- Be consulted about the development, establishment and implementation of violence and harassment prevention measures and procedures (the violence prevention program)
- Be consulted and make recommendations to the employer to develop, establish and provide training in violence and harassment measures and procedures.
- Take part in a review at least annually of the workplace violence and harassment prevention program
- The worker designate should investigate all critical injuries related to violence.
- Receive and review reports of any critical injury or death immediately and in writing outlining the circumstances and particulars as prescribed within 48 hours of the occurrence.
- Review written notice within four days on lesser injuries where any person is disabled from performing his or her usual work or requires medical attention.

#### **Prohibited Behaviour**

Violence in the Workplace may include, but is not limited to the following list of prohibited behaviours directed at or by a co-worker, supervisor or member of the public:

1. Direct threats or physical intimidation.
2. Implications or suggestions of violence
3. Stalking



## AC Technical Systems Ltd.

### Violence and Harassment in the Workplace

---

4. Possession of weapons of any kind on AC Technical Systems property, including parking lots, other exterior premises or while engaged in activities for AC Technical Systems in other locations, or at AC Technical Systems Ltd. –sponsored events, unless such possession or use is a requirement of the job.
5. Assault of any form
6. Physical restraint, confinement
7. Dangerous or threatening horseplay.
8. Loud, disruptive or angry behaviour or language that is clearly not part of the typical work environment.
9. Blatant or intentional disregard for the safety or well-being of others.
10. Commission of a violent felony or misdemeanour on AC Technical Systems Ltd. property.
11. Any other act that a reasonable person would perceive as constituting a threat of violence.

Domestic Violence, while often originating in the home, can significantly impact workplace safety and the productivity of victims as well as co-workers. For the purposes of this document, “domestic violence” is defined as abuse committed against an adult or fully emancipated minor. Abuse is the intentional reckless attempt to cause bodily injury, sexual assault, threatening behaviour, harassment, or stalking or making annoying phone calls to a person who is in any of the following relationships:

- Spouse or former spouse;
- Domestic partner or former domestic partner;
- Cohabitant or former cohabitant and or other household members;
- A person with whom the victim is having, or has had, a dating or engagement relationship;
- A person with whom the victim has a child.

AC Technical Systems Ltd. recognizes that domestic violence may occur in relationships regardless of the marital status, age, race or sexual orientation of the parties.

#### **Training and Education:**

AC Technical Systems Ltd. commitment to education includes but is not limited to specific public/community, employee, and supervisory education. Employees and supervisors will receive education regarding general and site specific training to the Workplace Violence Prevention Policy/Program including the employees and supervisor reporting/response expectations/requirements (internal and external), interventions to minimize risk and the supportive processes available to them e.g. EAP. Education will also entail increasing awareness of specific disease process that can affect client understanding of their actions and measures to promote employee and client safety. Supervisors will also receive training to ensure competency under the OHSA and how to investigate, document and follow-up incidents, including corrective action.

As part of their general orientation to AC Technical Systems Ltd., all new employees will receive education and training to AC Technical Systems Ltd. Workplace Violence and Harassment Prevention Policy/Program. There will be an annual educational reminder to all vested parties.

#### **Reporting and Investigation**

An employee who:

1. is the victim of violence and harassment, or
2. believes they have been threatened with violence or has been harassed, or
3. witnesses an act or threat of violence or harassment towards anyone else shall take the following steps:
  - If an emergency exists and the situation is one of immediate danger, the employee shall contact the local police officials by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect himself/herself from immediate harm, such as leaving the area.



## AC Technical Systems Ltd.

### Violence and Harassment in the Workplace

---

- If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or manager as soon as possible and complete the AC Technical Systems Ltd. Workplace Violence Incident Report Form.
- The manager or supervisor receiving the report investigates the report and ensures that measures are taken to safeguard employees and curtail violence and harassment.
- The employer reports all injuries to the MOL and WSIB as required by the Occupational Health and Safety Act and Workplace Safety and Insurance Act.

#### **Confidentiality**

Workers are to report all violence and harassment related incidents or hazards to their supervisor. AC Technical Systems Ltd. will do its best to preserve and protect the confidentiality in the alleged case. However, where required by law or required in order to investigate and/or resolve the matter if may be necessary for AC Technical Systems Ltd. to take action.

Employees or clients who report acts of violence, harassment or aggression will not suffer retribution or reprisal as a result of their actions. Disciplinary measures may and will be taken should any such retribution or reprisal take place.

Individuals must recognize that any complaint found to have been made in bad faith will be considered serious misconduct, and could result in severe disciplinary action being taken by the employer and may result in legal action by the individual accused.

#### **Supports for Employees Affected by Workplace Violence**

AC Technical Systems Ltd. is committed to the provision of a safe, healthy, secure and respectful workplace. Any member who has been exposed to any form of workplace violence and harassment or has witnessed any form of workplace violence will be supported through all aspects of the event including reporting, investigating, the follow-up and treatment and/or corrective action stages.

Management will respond promptly, assess the situation and ensure that these interventions are followed:

- Facilitation of medical attention
- Debriefing (by a skilled professional)
- Referrals to community agencies, treating practitioner and employee assistance program
- Completion of incident reports, WSIB reports, reports to MOL (critical injury or fatality)
- Reporting to police (as required)
- Team debriefing

#### **Related Documents:**

Violence Incident Report  
Violence Control Checklist  
Violence Questionnaire  
General Workplace Inspection  
Construction Interior Inspection  
Construction Exterior Inspection  
Violence Workplace Statement



## AC Technical Systems Ltd.

# Workplace Violence & Harassment Procedures

---

### **Relevant Legislation & Applications:**

- Occupational Health & Safety Act R.S.O. 1990, c.O.1
- The Criminal Code of Canada
- The Ontario Human Rights Code
- The Workplace Safety and Insurance Act, 1997
- The Compensation for Victims of Crime Act

### **Introduction**

This procedure is for any AC Technical Systems Ltd. employee who has been involved in, witnessed or caused any act which could be considered violence or harassment in the workplace.

### **Responsibilities**

#### **Owner/Director**

- Ensure all Violence in the Workplace policies and procedures are reviewed annually and updated as required.
- Ensure all employees are instructed in their rights and are trained in AC Technical Systems Ltd. Violence in the Workplace policy and procedures
- Ensure all supervisors/managers/foreman are trained in how to assist, support and respond to violence allegations and control situations
- Ensure all supervisors/managers/foreman are trained and able to assist and complete reporting forms and reports.

#### **Supervisor/Manager/Foreman**

- Assure victim(s) have received appropriate medical/physical/mental support or aid as required
- Ensure offender(s) are isolated or controlled as necessary to prevent further incidents
- Ensure all witnesses and person(s) involved complete a witness statement
- Ensure direct victim(s) complete a Violence Incident Report form
- Ensure workplace environment reduces or minimized risk of violent actions
- Ensure all workers are trained and informed on recognizing and how to report violent incidents in the workplace.

#### **Employee**

- Assure the safety of the person(s) involved has been assured (911, supervisor, etc)
- Assist with any medical, physical, or mental assistance that has been sought or provided as able or needed
- Assist with isolated or controlling offenders to help prevent further incidents
- Provide any statements or information as required if a witness or aware of events leading up to incident.
- Complete Violence Incident Report if a victim or a witness, to unreported event(s)  
(note: may still be required to complete a report even if other reports have been filed)

### **Providing Immediate Assistance to Victim(s)**

Reporting an Emergency (24 Hours/Day): Dial 911

- State the facility name, and your name
- State the type of emergency or assistance required (police, medical, fire, etc)
- State the exact location inside the building where the emergency has occurred.
- Stay on the telephone until the responding agency states that it is okay to hang up.

First Aid/CPR

Only those employees who have had first aid/CPR training are authorized to administer first aid/CPR.

Medical Emergency

- Dial 911



## AC Technical Systems Ltd.

### Workplace Violence & Harassment Procedures

---

- Do not attempt to move the injured person unless the person's life is threatened by remaining in the area. Remain with the person until help arrives.

#### When to follow this procedure:

- A) It is the responsibility of an employee who believes that he/she has been subjected to workplace violence to report the incident to their manager or any other manager they feel most comfortable with. The complaint must be reported as soon as possible after the behaviour or action occurs.
- B) The manager or employee (if there is no manager available) is required to take immediate action when necessary including, but not limited to; calling 911 and summoning employees trained in first aid if required.
- C) If the workplace violence incident results in a critical injury or fatality, managers are to follow the reporting procedures under the Ontario Occupational Health and Safety Act.

#### Formal Complaints Procedure

1. The **employee** is responsible to put a formal complaint in writing and submit it to the manager, using the Violence Incident Report Form in the appendix. The complaint should include a description of the occurrence(s) or incident(s), the names of the parties, witnesses if applicable and relevant dates. It must be signed and dated by the complainant.
2. The **manager** responsible for receiving the complaint(s) is required to complete/ensure the following;
  - i) Ascertain the nature of the complaint.
  - ii) Ensure worker(s) involved have been assisted/controlled as necessary and environment is safe from further incident(s).
  - iii) Conduct a thorough investigation and collect all witness statements with any relevance to the incident.
  - iv) Ensure confidentiality is maintained, however the manager must not guarantee absolute confidentiality because AC Technical Systems may have to disclose information for the investigation to proceed, even if the complainant does not want to be identified (because of potential impact on the complainant, great care and sensitivity will be exercised before a decision to disclose is made and in the event of disclosure, information will be limited to the greatest extent reasonably possible).
  - v) Ensure the rights and privacy of employees accused of workplace violence must be similarly protected to the greatest extent possible, particularly until an investigation is complete. AC Technical Systems may also be required to disclose its information the findings of its investigation to the Ministry of Labour, government authorities, at a Board of Inquiry or arbitration hearing, or in the course of civil proceedings.
  - vi) Ensure any outcome of the investigation results in appropriate policy, procedure or disciplinary actions as required to ensure any further incidents do not occur.
  - vii) Follow up with any items in "vi" to ensure effectiveness and successful implementation.
  - viii) Ensure any further action required is undertaken if return to work programs must be offered or involved in recovery process.
  - ix) Inform supervisor of incident and investigation results in a timely manner.

#### Related Documents:

Violence Incident Report

#### Relevant Legislation & Applications:

Occupational Health & Safety Act R.S.O. 1990, c.O.1  
The Criminal Code of Canada  
The Ontario Human Rights Code  
The Workplace Safety Insurers Act, 1997  
The Compensation for Victims of Crime Act