



CURBAN BOUNDARIES Inc.
CONSTRUCTION AND LAND DEVELOPMENT

HEALTH AND SAFETY POLICY

This booklet belongs to: _____

This booklet is a reference tool throughout your employment with CURBAN BOUNDARIES INC., to aid in your compliance with the information as specified within this booklet throughout your employment.

Any excuse likening to “I didn’t know” will not be accepted as a reason for anything in violation to the materials contained within this booklet.

Furthermore, it may be requested from time to time that you refer back to the information within this booklet for clarification of any issue witnessed during the course of your employment.

TABLE OF CONTENTS

POLICY STATEMENT: 4

WORKPLACE VIOLENCE AND HARASSMENT POLICY STATEMENT: 5

ROLES & RESPONSIBILITIES:..... 6

GENERAL SAFETY MATTERS:..... 9

COMPANY CONDUCT & SAFETY RULES 10

PROGRESSIVE ENFORCEMENT & CORRECTIVE POLICY:..... 12

GENERAL PERSONAL PROTECTION 14

EMERGENCY RESPONSE 16

ESRTW PROGRAM & POLICY..... 18

FIRST AID/CPR 20

ACCIDENT PREVENTION 21

 COMMUNICATION 21

 COMPANY VEHICLES & EQUIPMENT 21

 CONFINED SPACE ENTRY..... 21

 EQUIPMENT OPERATION 21

 EQUIPMENT SERVICE PROCEDURES 22

 FIRE PROTECTION 23

 HAND SIGNALS & TRAFFIC CONTROL 23

 HOUSE KEEPING STORAGE & TOOL MAINTENANCE 23

 LADDERS..... 24

 MATERIAL HANDLING (LIFTING) 24

 OVERHEAD WIRES AND UNDERGROUND UTILITIES 24

 REFUELLING & SERVICING 25

 SIGNAL PERSONS 25

 SUMMER/WINTER & INCLEMENT WEATHER PRECAUTIONS (for outdoor workers) 25

 TAILGATE TOPICS/TRAINING..... 25

 TRENCHES & EXCAVATION..... 26

 WORKPLACE INSPECTIONS 26

 INFORMAL ROUTINE SAFETY INSPECTIONS..... 26

 WORKER REPRESENTATIVE INSPECTIONS 26

 WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS/WHMIS 2015) 27

 WORKPLACE HAZARDOUS MATERIALS IDENTIFICATION AND HANDLING..... 27

WHMIS HAZARD SYMBOLS – 1988 27

WHMIS HAZARD SYMBOLS – 2015 28

INCIDENT REPORTING AND INVESTIGATION 28

SMOKING..... 29

FALL ARREST 30

GROUND DISTURBANCE 30

TRANSPORTATION/CVOR..... 31

WORKING AROUND ELECTRICAL POWER LINES 33

SUBSTANCE USE & ABUSE 34

CONFINED SPACE 35

COVID-19 PROCEDURES 37

POLICY STATEMENT:

CURBAN BOUNDARIES INC. is committed to the safety and health of their employees and any individuals that may be impacted by their operations in the workplace. In order to follow through with our commitment, we ensure that CURBAN BOUNDARIES INC. will make every reasonable effort to see this practiced by our staff and employees on all levels.

Our management and supervisor/managers are to follow and comply with all the statutory requirements in regard to the health and safety of all the workers and to follow all work policies and procedures of the company and of the customer, if applicable. They are also required to follow and comply with the requirements in the Occupational Health & Safety Act (OHSA), the Regulations for Construction projects and CURBAN BOUNDARIES INC.'s Health & Safety Rules. Our management and supervisor/managers are committed and responsible for the workers on site and ensuring that they are provided with the proper and appropriate equipment, protective devices and clothing to maintain a safe and healthy work environment. If they fail to follow these policies, practices and procedures, they will be held accountable.

Our workers are to also follow and comply with all the statutory requirements in regard to the health and safety of all co-workers, management, supervisor/managers and any other individual that may be affected by their actions. They are required to also follow and comply with all work policies and procedures of the company and of the customer, if applicable, and the requirements in the OHSA, the Regulations for Construction project and CURBAN BOUNDARIES INC.'S Health and Safety Rules. Our workers are committed and responsible for any persons on site and ensuring that they are adhering to all the policies, practices and procedures to maintain a safe and healthy work environment. If they fail to follow these policies, practices and procedures, they will be held accountable.

WORKPLACE VIOLENCE AND HARASSMENT POLICY STATEMENT:

CURBAN BOUNDARIES INC. is committed to working with its employees to provide a safe work environment. CURBAN BOUNDARIES INC. will not tolerate any acts of Violence and/or Harassment. We will take all the reasonable and practical measure to prevent Violence and/or Harassment and protect our employees from acts of Violence and/or Harassment. All the appropriate remedial, disciplinary and/or legal action will be taken according to the circumstances of any occurrence of Violence and/or Harassment in the workplace.

Employees who feel as though they have been subject to Violence and/or Harassment in the Workplace should immediately make a management member aware of the situation. CURBAN BOUNDARIES INC. follows the incident reporting process when faced with accusations of this matter. The incident reports are handled indivual and confidentially with each party and situation.

CURBAN BOUNDARIES INC. will take corrective measures upon an accusation. The corrective measures relate directly to the frequency and severity of the accusation. The corrective measures include, but are not limited to, such things as a:

- Written Warning
- Short-term Suspension
- Termination.

For further information, please refer to a copy of the Violence and/or Harassment in the Workplace policy.

This policy applies to all supervisor/managers and workers employed by CURBAN BOUNDARIES INC.. All sub-contractors hired to perform work for CURBAN BOUNDARIES INC. must also comply.

ROLES & RESPONSIBILITIES:

CURBAN BOUNDARIES INC. believes that is the responsibility of the company and management to provide leadership and guidance to our supervisor/managers and workers. Our supervisor/managers strive for proper use of company resources while being diligent in their adherence to this safety program. Our workers to work in a manner that will not endanger themselves or others while maintain respect and care for the equipment in their control.

IT MUST BE EMPHASIZED THAT THE ULTIMATE REPSONSIBILITY FOR EACH INDIVIDUALS SAFETY RESTS WITH EACH INDIVIDUAL EMPLOYEE. WHILE CURBAN BOUNDARIES INC. CAN PUT THE PROGRAM IN PLACE; THE INDIVIDUALS THEMSELVES MUST FOLLOW THE PROGRAM FOR IT TO WORK.

It is mandatory that **all employees** must read and become familiar with the Occupational Health and Safety Act (OHSA) and all applicable Regulations, along with the requirements of CURBAN BOUNDARIES INC.'s Safety Program. They must know what their responsibilities are and have the required ability and training to follow and fulfill them. This outline is not intended to be all inclusive, but to help all parties better understand their individual responsibilities in the company.

Healthy and safety is not an addition to an employee's job. It is an integral part of that job and a full time component of each individual's responsibilities.

MANAGEMENT:

- Ensure that the measures and procedures required by the current OHSA, Regulations for Construction Projects and the Constructor's own H&S Program are communicated, carried out and followed by all present on the job site. This is including, and is not limited to, workers, sub-contractors, management and supervisor/managers.
- Before a project begins, the management shall determine whether any designated substances are present at the project site and shall prepare a list of all designated substances that are present at the site (Act S30-(1)).
- Ensure that all appropriate documentation for the start up of a project has been processed.
- Ensure that sub-contractors are obliged by contract to comply with CURBAN BOUNDARIES INC.'s H&S Program.
- Ensure that every reasonable precaution is taken in the circumstances for the protection of the worker(s), sub-contractor(s), supervisor/manager(s) and any other personnel that may be affected.
- Provide a safe and healthy workplace for all involved
- Establish, maintain and review, at least annually, a H&S program.
- Ensure that workers are properly trained to perform their specific duties and provided with information on hazards.
- Establish and maintain a profile for each employee, along with any and all safety and training records.
- Report any accidents and injuries to the authorities, as required by the law.

- Provide emergency first aid, as required.
- Inspect projects and meet regularly with supervisor/managers to monitor the program and take corrective action where it is required.

ROLES & RESPONSIBILITIES:

- Conduct company safety meetings
- Consider accident prevention and safety performances when evaluating supervisor/managers and workers.
- Ensure that protective equipment required by law, and by the program, is always provided and accessible.

SUPERVISOR/MANAGER/FOREMAN:

- Be responsible for on-site accident prevention.
- Monitor and review safe work procedures, accident prevention and H&S performance for all who are present on site.
- Report accidents and injuries to management, as required by the program and regulations.
- Investigate accidents and take actions to prevent recurrence in the future.
- Ensure that the CURBAN BOUNDARIES INC.'s H&S Program is followed at the worker level. If any violations of the H&S Program are found, the supervisor/manager(s)/foreman must provide corrective action.
- Ensure that protective equipment that is required by the law and the program is always provided and accessible.
- Instruct personnel in proper work practices and update instructions as needed.
- Check work practices and work areas for hazards and take corrective action, where required.
- Consult and co-operate with the H&S Representative/Committee, where appropriate.
- Acquaint new workers with hazards and safe work procedures.
- Not to use, or be under the influence, of alcohol, non-prescriptive drugs or cannabis while on any job, or while in control of a company vehicle or piece of equipment.

WORKER:

- Comply with the OHSA, Regulations for Construction Projects, CURBAN BOUNDARIES INC.'s H&S Program and all relevant regulations and programs.
- Always taking every reasonable precaution necessary to prevent accidents and to work in a manner that not endanger anyone.
- Work in accordance with the H&S Program.
- At all times, using and/or wearing the equipment, protective devices and/or clothing that the employer requires the worker to be using and/or wearing as per company policy.
- Report injury, accident or illness immediately to your supervisor/manager.
- Help new employees recognize job hazards and follow proper procedures.
- Be aware that workers are subject to corrective action where either CURBAN BOUNDARIES INC.'s safety rules or the government's regulations are being violated.
- Not to use, or be under the influence, of alcohol, non-prescriptive drugs or cannabis while on any job, or while in control of a company vehicle or piece of equipment.

- Actively participate in all required safety meetings, inspections and training classes.

ROLES & RESPONSIBILITIES:

SUB-CONTRACTORS:

- Maintain a H&S Program, as required, under the OHSA.
- Adhere to CURBAN BOUNDARIES INC.'s H&S Program.
- Monitor site conditions in their area and take corrective action, where required.
- Report accidents, incidents, lost-time injuries and any hazards immediately to the management of CURBAN BOUNDARIES INC..

HEALTH & SAFETY REPRESENTATIVE:

- Inspect the workplace.
- Identify situations that may be a source of danger and report them to the supervisor/manager/management.
- Relay concerns from workers and make recommendations to the supervisor/manager and safety committee.
- May assist in accident investigation, resolving work refusals and reports of dangerous circumstances.
- Attend H&S Committee meetings.

GENERAL SAFETY MATTERS:

The **heavy civil construction industry** that we work in has many hazards associated with the tasks that are performed every day. These hazards are present and known, and thus controls can be developed and integrated into our processes and work habits. When all employees understand what is involved with “working safely”, we all work together to effectively eliminate or control the hazards associated with the work that we complete. However, when any individual neglects to follow the “safe way”, they are actually encouraging accidents and injuries, and therefore not complying with company policy or the OHSA.

It is often stated, “safety is simply common sense”, and that “all accidents are preventable”. While these may be true to a degree, CURBAN BOUNDARIES INC. would rather you believe that you are the key to your own safety and you have the ability and rights to ensure that you remain safe while you work. This is why we at CURBAN BOUNDARIES INC. strive to have safety put first. Why would you choose to put yourself or others at risk? We will not allow that, and neither should you.

Therefore, if you cannot work safely, you will not work here. Failure to comply with AU policies will result in corrective actions being administered to the employee(s) in breach and therefore may result in applicable corrections up to and including immediate dismissal if warranted.

We do encourage all workers to utilize their three basic rights under the OH&S act: the “Right to Know” about the hazards involved in their assigned tasks and how to do their work safely; the “Right to Participate” in the health and safety program and identify hazards; and the “Right to Refuse” work that they believe is unsafe for them to do.

COMPANY CONDUCT & SAFETY RULES

Conduct and Safety Rules are established to ensure the protection of each employee and the company itself. These rules are designed to establish a safe and healthy work place and foster positive work habits that protect workers while minimizing the risks of hazards that can result in work related illnesses or injuries.

Additionally, these rules will aid the company in maintaining its reputation as a leader in the construction industry.

- Each employee is always expected to act in a mature responsible and professional manner at all times.
- Each employee shall be knowledgeable of and follow all established company conduct and/or safety rules.
- Employees must maintain customer and supplier confidentiality. This includes all business transactions, pricing, material storage, construction techniques and all printed or electronic documentation.
- Each employee shall meet the reasonable standards of efficiency and quality with a minimum of waste
- While in the employment of the company, employees shall refrain from any employment with a competitive company.
- Employees shall call and advise their supervisor/manager as soon as practicable if absent from work for any reason. Employees shall not leave their work area during normal working hours without obtaining permission directly from their supervisor/manager.
- Employees will promptly report any illness or injury (no matter how slight) to their supervisor/manager or “lead hand” immediately. All employees shall be fit and healthy to perform the work for which they are employed or ensure their physical capabilities will not pose a hazard to themselves or others.
- All workers have the right to refuse to perform hazardous work and shall request instruction on work procedures for any work or tasks assigned that is unfamiliar.
- All managers, supervisor/managers and workers shall be familiar with the current version of the OSHA and Regulation for Construction Projects as they apply to their particular work activities.
- Hazardous conditions or practices must be reported to the supervisor/manager or “lead hand” immediately.
- Procedures regarding the safe use of hazardous substances or agents shall be implemented immediately upon instruction and no hazardous substance or physical agent shall be used without having received information about safe usage.
- All persons entering a work area must wear as a minimum:
 - An approved hard hat
 - CSA certified footwear
 - Safety glasses
 - Hearing Protection
 - An approved safety vest, or approved high visibility clothing
- Additional personal protective equipment must be worn according to the work performed.

COMPANY CONDUCT & SAFETY RULES

- No audio headsets such as portable radios, MP3's or other electronic devices are permitted while working on a project site or while driving a company vehicle. Cell phones and other personal messaging devices shall only be used under the direction of the project supervisor/manager or in an emergency situation.
- Work areas and passageways must be kept clean. Debris, materials or any item that might cause a trip/fall hazard must be cleared or cleaned up immediately. Employees shall not create any unsafe or unsanitary conditions.
- Workers who operate company vehicles must have a valid driver's license.
- Employees will only operate equipment and machinery when trained, authorized and licensed applicable to do so.
- Employees will use appropriate "Lockout Procedures" when adjusting or doing maintenance work or repairs on equipment.
- Safety appliances and guards shall never be removed except when performing authorized maintenance procedures where the equipment is de-energized and locked-out. The appliances and guards must be replaced before the equipment is put back into use.
- Only trained, experienced and authorized personnel may operate material handling equipment. All lifting devices (chains, slings and beams) must either be tagged or stamped with the safe working load or have the safe working load known by the user.
- Lifting devices shall be operated in such a way that no part of the load passes over an employee. Repair work of any kind is not permitted under a suspended load unless the load is properly supported. Employees shall not walk under a suspended load.
- When lifting or pushing loads, employees must not exceed their capacity. If an employee finds the load excessive or awkward, assistance must be asked for and provided. When manual lifting is required, the worker's back should be straight and have their knees bent, such that the lift is made with the legs.
- Workers shall ensure that rings, earring or jewellery that is loose or dangling shall not be worn near any rotating shaft, spindle, gear, belt or other source of entanglement.
- All fire extinguishers and fire fighting equipment shall be kept clear for easy access at all times.
- All portable ladders will be used with non-skid feet and placed on a firm level surface, tied or secured, and placed accordingly such that the rise to run ratio is between 3:1 and 4:1.
- Horseplay, pranks, fighting, physical and verbal abuse, and harassment of any kind are all strictly prohibited. (See Violence and Harassment Policy Section of complete program for further detail.)
- All employees must be "fit for duty" at all times while they are reporting to work.
- The use of intoxicating substances such as alcohol or drugs will not be permitted at any time, and persons under their influence will not be permitted access to any workplace.

COMPANY CONDUCT & SAFETY RULES

- The use of prescription medicine must be made known to your supervisor/manager, including possible “side effects” of the medication. Medications shall be taken in accordance with the prescription, and company guidelines to ensure employees remain “fit for duty” at all times while at work.
- Any visit by any governing officer must be reported immediately to the supervisor/manager, who shall ensure accompaniment at all times by a supervisor/manager or his/her designate. Co-operation must be given to all regulatory officers, even if disagreement occurs.

As all situation cannot be accounted for, the following is a list of many obvious unacceptable activities for your guidance. If you have any questions concerning what may constitute an acceptable or unacceptable act, contact your supervisor/manager for clarification prior to performing the act.

- Willful violation of any company, security or safety rule; or any deliberate action that is extreme in nature which is detrimental to the company’s efforts to operate profitably or which may damage the company’ reputation.
- Insubordination or failure to follow the instruction of the duly appointed and recognized supervisor/manager, unless they are actively involved in exercising their right to refuse work under Section 43 of the OHSA.
- Negligence or any careless action, which endangers the life or safety of yourself, or any person.
- Unwarranted or excessive absenteeism and/or tardiness.
- Theft, dishonesty or unauthorized possessions or removal from the premises of property belonging to the company or another employee. This includes willful falsification of, or misrepresentation on any work, employment or company records or documents.
- Engaging in criminal conduct, acts of violence by physical, threatening, or implying actions toward anyone on company premises or when representing the company, or toward a fellow employee at any time.
- Being intoxicated or under the influence of any controlled substance while at work.
- Using or possessing any alcohol, controlled substance, weapon or fire arm while on any company premises or project.

PROGRESSIVE ENFORCEMENT & CORRECTIVE POLICY:

When any worker fails to comply with legislative or company policy requirements, it is the company’s responsibility to provide corrective actions in efforts to enforce this safety system to the best of its ability.

Consistent implementation of enforcement actions for non-compliance activities is required to ensure all employees are treated with respect and fairly in relation to the non-compliant breach and effects of such breach on their co-workers or the company itself.

The circumstances warranting corrective actions will be validated and investigated to determine the extent to which the employee knowingly performed, permitted or contributed to cause a

substandard practice and/or condition; and the actual, potential or probable outcome or severity of an accident, incident, occurrence or loss resulting from a substandard practice and/or condition.

This assessment shall be used to establish one of the following Levels of Corrective Action for the specific instance, but shall have a cumulative effect for multiple breaches or successive instances:

- Verbal Correction
- Written Correction
- Suspension Without Pay (minimum three (3) to maximum ten (10) working days)
- Termination

Furthermore: Senior Management may enter into any level of corrective action including termination based upon the severity, prior occurrences and the employee's employment history, or may administer alternate enforcement sanctions in the form of Health & Safety promotional or education work of "equivalent value" for the "well-being of the company" where appropriate.

Willful violations of internal policies or regulatory legislative requirements or disregard for co-workers, property or the company in general shall be dealt with appropriately and may bypass the assessment process and move directly to corrective actions up to and including termination depending on the severity of the violation.

Obvious infractions such as fighting are major breaches and are always considered as wanton behaviours resulting in immediate dismissal.

*Important Note: Successive occurrences resulting in corrective action(s) within 2 years shall also be considered to have a cumulative effect.

GENERAL PERSONAL PROTECTION

Hard hats, safety boots and high visibility safety vest or clothing must be worn at all times, on all work sites, by all employees. This includes drivers when they leave their vehicles, and visitors to the jobsite.

Obtain (via your supervisor/manager) and wear proper personal protective equipment (PPE), as your job requires it such as:

- Eye protection when grinding, cutting or hammering,
- Hand or skin protection when handling sharp, abrasive or caustic materials,
- Hearing protection when operating noisy tools or equipment, and
- Respiratory protection when exposed to any airborne pollutants.

For your personal protection on the job, long pants and a “T-shirt” at minimum must be worn at all times, however, refrain from loose, greasy, torn, ragged or oily clothing, gloves or boots.

Head Protection

Field employees will be provided an initial CSA certified hard hat, for which they will be responsible to maintain. (Do not pain or drill holes in the hard hat. Replace damaged or cracked hats and/or suspensions immediately.)

Foot Protection

All employees must provide and wear at all times while on any project, their own footwear that meets or exceeds the regulation. (i.e. CSA certified work boots with heavy-duty toe and sole protection – look for a green triangular patch and di-electric symbol) Work boots should be fully laced and tied. Excessively worn or deteriorated work boots must be replaced

High Visibility Safety Garment

Field employees must have a high visibility safety vest that is sized accordingly, for which they will be responsible to maintain. (Do not change, alter, paint or cover over any parts of the vest. Seek replacement for any ripped, torn or damaged vest immediately.)

Eye Protection

Employees must wear safety glasses or goggles, where the possibility of eye injury is present. This includes hammering, cutting, grinding, hydro excavation activity and working in areas where material may fall or blow into your eyes or where dust particles are whipped up by the wind. When using a quick-cut saw, chain saw or any concrete breaker, eye protection is mandatory.

Respiratory Protection

Respiratory protection must be worn under circumstances, which present a danger to the employee’s health or safety through inhalation of particles, vapour, mist or gas. A face mask must be worn when using a quick-cut saw or any other equipment, which poses respiratory dangers.

GENERAL PERSONAL PROTECTION

Hearing Protection

It is recommended that each employee have and wear hearing protection at his/her or her work station continuously since continuous exposure to excessive noise from certain construction activities can lead to hearing loss.

Hearing protection is available in three general types:

- Earmuffs
- Disposable earplugs, and
- Permanent earplugs

NOTE: No audio headsets such as portable radios, MP3's or other electronic devices are permitted while working on a construction project. This includes combination earmuff/noise cancelling audio sets. Cell phones and other personal messaging devices shall only be used under the direction of the project supervisor/manager or in an emergency situation.

EMERGENCY RESPONSE

The scope and extent of emergency planning and preparedness at CURBAN BOUNDARIES INC. is based upon and commensurate with, the hazards and potential consequences associated with construction operations. It is designed to maintain an emergency management system that is capable of responding to and mitigating the consequences resulting from operational emergencies, (significant accidents, incidents, events or natural phenomena) that would result in a devastating or tragic loss to any individual or the company.

It is not possible to list in this plan all events that could occur during any given emergency situation. However, a combination of adequate hazard assessment, and an effective emergency plan provides the framework for responses to credible emergency situation(s).

We also recognize that any situation may change throughout the duration of the emergency, and therefore the actual method employed shall be dynamic to the ongoing emergency situation(s).

The following fundamental list covers the generic emergency situation and is the basis for this policy. Whatever the emergency occurrence might be, these fundamental steps should apply and be followed in sequence:

- Stay calm
- Assess the situation
- Take command and initiate EMS contact
- Provide protection/eliminate further losses and safeguard area (scene preservation)
- Initiate First Aid for those injured/manage workers on site
- Make appropriate contacts – continue with EMS, utility representatives, company management
- Guide emergency services responding

Assess the situation: Determine what happened/what the “emergency” is. What has happened to whom and what will happen if it is not contained immediately? Attempt to identify the immediate cause, which now has to be controlled to eliminate immediate danger.

Take command: The jobsite supervisor/manager, or most senior person at the project will be naturally looked to by subordinates for guidance, but often individuals whom can remain calm will take command. Call emergency services as required – generally “911” and provide appropriate information relating to the situation and requirements. Delegate tasks for controlling the situation; assigning individuals with tasks also maintains order and helps avoid panic.

Provide protection/eliminate further losses and safeguard area: From the initial assessment, look to control the energy source causing the emergency. Look to protect the victim(s), equipment, materials, environment/accident scene from continuing damage or further hazards. (Divert traffic, fire suppression, falling objects, and stop and shut down equipment or utility, etc.) Preserve the scene as much as possible starting at this stage. Only change what is necessary to prevent further immediate losses.

EMERGENCY RESPONSE

Initiate First Aid for those injured/manage workers on site: Administer First Aid, or aid those already started and organize remainder of workforce for both headcount and additional task assignments. Have all workers come to the "safe location" or command position. You will both know if anyone is missing and have the best chances at controlling panic while having the largest supply of man power to control the situation. Make sure you have dispatched personnel to guide EMS upon arrival.

Make appropriate contacts: Continue to keep EMS informed of situation during response time. Initiate utilities response where required and begin to inform the management structure whom will continue to guide you in the process. As you should be gaining more control of the emergency situation, in particular further hazards and beginning to identify causes you can now begin to have informed discussions with management staff and further control liabilities.

Guiding and aiding EMS responders: Aids in both ensuring EMS personnel are provided with the best information available and able to provide treatment as quickly as possible, while maintaining some degree of control of possible emerging liabilities.

As these fundamental steps are followed sequentially, most emergency situations are controlled in an effective manner in terms of responding to the circumstances and mitigating further loss.

Please refer to additional measures or site-specific emergency procedures that are posted at projects.

ESRTW PROGRAM & POLICY

All employees shall have the following base knowledge of the CURBAN BOUNDARIES INC.'s Early and Safe Return to Work Policy (ESRTWP).

This base knowledge shall consist, but not be limited to the following:

- To report the injury to the supervisor/manager/manager as soon as possible along with the nature of the occurrence which may have caused the injury.
- Consult with the supervisor/manager and receive medical treatment in a manner consistent with the injury received. This includes receiving an "injury envelope" and delivering it to the treating physician as required.
- Following any medical treatment, ensure that the appropriate paperwork is completed and report to work where possible with medical restrictions appropriate from the attending physician for the injury received.

Where minor injuries are encountered, or the severity of the injury is such that the injured worker is capable of returning to normal duties either that day or the following morning, the portion of the ESRTW process is complete.

As all injuries are different in nature and each worker has individual characteristics of their own. Many injuries will be between the above situation and total incapacitation. For these injuries, the Safety department will be in contact with the injured worker and explain this policy to the extent believed required, along with the WSIB's injured worker requirements.

As the severity of the injury increases, so to does the interaction between the Safety Department and the injured worker, and in some cases the injured worker's attending physician. The Safety Department shall discuss the ESRTWP with the corresponding parties and urge the injured worker to cause his/her attending physician to provide medical restrictions appropriate to the injury as soon as practical, along with the appropriate treatments. Where no restrictions are provided, the injured worker's condition and self-judgment shall prevail in the level of activities the worker engages in.

Where the injured worker is incapacitated from conducting any workplace activities or the recovery process of the injured worker is believed to be unreasonable, the Safety Department may seek an independent medical exam of the injured worker for the company and worker's best interests.

All restrictions and treatments shall be provided by the injured worker to the worker's supervisor/manager for their ability to provide suitable activities that will not endanger the injured worker further nor place any of the co-workers in any peril due to the injured worker's restrictions or treatments.

ESRTW PROGRAM & POLICY

Various degrees of injury may require any or all of the following, (or additional items not listed below), to be implemented in accordance with the attending physician's medical restrictions and prescribed treatments for the injured worker for any length of time:

- Modifications to the normal tasks of the injured worker.
- Aid in aspects of the normal activities for the injured worker from co-workers.
- Shift or rotation of activities between the injured worker and co-workers.
- Changes or modifications to the workstation, tools or equipment of the injured worker.
- Modifications to the hours of work for the injured worker.
- Accommodation of physiotherapy into the injured worker's daily schedule.
- Alternate duties being assigned to the injured worker including an alternate worksite.

Where any of the above conditions exist, the company may also initiate additional completion of ESRTW follow-up forms and documentation to be completed by both the injured worker and the worker's supervisor/manager. These follow-up forms shall be administered by the Safety Department and become part of the injured worker's assigned activities when requested.

Where the injured worker has been incapacitated from the workplace and its activities for a prolonged period of time, it shall be expected that the worker upon returning to any activities alongside his/her co-workers, he is re-integrated in a manner that provides a "healing environment".

FIRST AID/CPR

First Aid is paramount in CURBAN BOUNDARIES INC.'s continued dedication to ensuring the health and safety of our workers, supervisor/managers, subcontractors and any other personnel. Should an accident occur, it is ESSENTIAL that first aid be administered immediately followed by proper medical treatment as required. Basic first aid, that is prompt and correct in the treatment of injuries, both on and off the job, can not only reduce pain and suffering but save lives as well.

Basic first aid concentrates on three priorities;

ABC = Airway, Breathing, Circulation.

These are checked and aided by the first aider, while getting professional treatment initiated via the emergency protocol, (generally "911" for EMS response).

All employees are encouraged to take and maintain first aid and CPR/AED training, as this is a very important part of both job and home-life safety. Knowing what to do in the case of an emergency and being able to perform or direct others in first aid could save the life of a co-worker, family member or you.

In all cases of injury:

- Take necessary action to obtain prompt first aid and prevent further complications
- Report all accidents and injuries to your Supervisor/manager/Manager immediately
- If you are unable to render first aid yourself seek immediate assistance. **Many individuals, Health & Safety Representatives, Foremen and Superintendents have received first aid training**
- First Aid Kits are provided on all site projects and in every CURBAN BOUNDARIES INC. company vehicle.
- Know where the first aid kit is located, in the event of an emergency
- If you notice supplies in the first aid kit are getting low, inform your Supervisor/manager/Manager so they can arrange to have it replenished

ACCIDENT PREVENTION

COMMUNICATION

Communication is the most important requirement in all aspects of the workplace. Regarding all tasks being assigned, monitored and reviewed, communication is vital and essential to having a successful business.

COMPANY VEHICLES & EQUIPMENT

Any employee that drives and/or operates a company vehicle, or any company equipment, must have the appropriate and valid licenses and/or training that is required. They are required to follow the regulations of CURBAN BOUNDARIES INC.'s H&S policy along with the CVOR regulations, the Fleet Safety Policy, Highway-Traffic Act and other laws that may apply.

When equipment is being operated, persons other than the operator must not be allowed in the cab, unless there is proper seating provided. All employees must wear seat belts where available when driving or riding in a company vehicle. Also, all employees that operate company vehicles and/or equipment must not be under the influence of alcohol and/or narcotics.

CONFINED SPACE ENTRY

A confined space is a work area which is not designated or constructed for continuous human occupancy. This is due to the hazards that may currently be present or may be created as a result of the work being performed in the space, therefore creating a dangerous atmosphere. All employees that are required to work in a confined space must have the necessary training before beginning any work in a confined space. If you do not have the necessary training, please speak to your supervisor/manager/manager immediately.

We require that an air-test be conducted with the gas monitor to identify and/or verify any suspected atmospheric hazards in a confined space. The testing must be conducted by a competent, trained individual and recorded on our *Entry Permit* form. During the work in a confined space, ventilation must be continued, and the air quality monitored until the work has commenced.

If the air-test(s) indicate a hazardous atmosphere;

- Workers must not enter the confined space
- Worker(s) must notify the supervisor/manager/manager immediately
- Worker(s) must adequately ventilate and conduct a subsequent test to ensure safe air quality.
- For more detailed information, please refer to the CSAO Confined Space manual.

EQUIPMENT OPERATION

Any employee that operates a vehicle or any equipment are responsible for circling their vehicle and/or equipment before starting. All operators must ensure that their path is clear of any equipment, materials or personnel before relocating or maneuvering their vehicle or equipment. A pre-start inspection and sheet must be conducted and completed daily. If a hazard is discovered during the pre-start inspection, this must be recorded on the inspection sheet and reported to the shop personnel and management immediately.

ACCIDENT PREVENTION

Proper maintenance of a vehicle or any equipment is vitally important in prevention of accidents and injuries. All operators are responsible to both ensure that their equipment is always in safe working order and report any and all problems immediately to their supervisor/manager or manager.

In striving to minimize the potential for an accident by keeping the following points in mind:

- Position trucks as close to the unloading/work area as possible
- Equipment should be position on terrain as level as possible
- Keep equipment as far away as possible from overhead power lines
- Before mounting equipment, scrape off your boot soles to avoid slips
- All equipment components must be maintained in a safe, clean condition
- On heavy construction equipment, such as trucks, the starting system must be made inoperative or locked when the equipment is not in operation.
- When accessing or egressing from equipment; always climb up and down facing the equipment and maintaining 3-points of contact (two hands and one foot, or two feet and one hand)
- If steps and handrails are provided use them; stepping on tires or hubs affords poor footing
- Additional precautions must be taken when inclement weather is encountered. During electrical storms, operations should cease, and operators and workers alike should remove themselves from the vicinity of all heavy equipment.

All equipment must be maintained in an appropriate manner that is clean and suitable for any alternate employee to use as directed.

EQUIPMENT SERVICE PROCEDURES

All service work should be done by authorized personnel only and mainly by the mechanics which are directed by the management at CURBAN BOUNDARIES INC.. Employees are not work with unfamiliar equipment or tools in any circumstance. CURBAN BOUNDARIES INC. requires that all employees be properly instructed in the use of tools and equipment. Do not use tools or equipment without personal knowledge unless obtaining proper instruction. Specific information about hand tools, power tools, welding and flame cutting, power sources and mechanical lifting devices is contained in "Shop Maintenance", published by the Construction Safety Association. The following provides some specifics for service personnel in terms of servicing:

- Disengage power and stop engines and attach a "DO NOT OPERATE" tag to the controls before beginning to service the vehicle or equipment
- Support the vehicle or equipment on adequately sized blocks and stands and lower all equipment attachments to the ground and engage the safety locks.
- Use the proper jacks and joists to move and handle heavy components. Inspect chains, cables or straps before use.
- When the vehicle or equipment is in an enclosed area, be sure to properly and adequately ventilate the exhaust of fumes.
- Protect yourself from sharp edges, protruding parts, hot equipment parts and any dangerous liquids with proper gloves, tape, rags or guards.

ACCIDENT PREVENTION

- Do not work on or near revolving fans or blowers. Secure hoods and doors from falling or closing.
- Follow all recommendations in operation, service and maintenance manuals which have been provided to you.
- Service personnel must be able to notify a supervisor/manager of their location at all time.

FIRE PROTECTION

Precautions must be taken to prevent the outbreak of fire, especially where welding or cutting takes place. Fire extinguishers must be readily accessible, properly maintained, regularly inspected and promptly refilled after use. Portable extinguishers are classified according to their capacity for handling specific types of fires.

Workers are expected to wear garments rated at a minimum of ASTM F1506-02 for Flame Resistance. Workers are to be trained in the safe and proper use of fire extinguishers, as well as proper protocol for handling a fire-related incident on site.

HAND SIGNALS & TRAFFIC CONTROL

Familiarize yourself with the following traffic control and signals and use them.



While on-site, all operations shall be completed in a “drive forward/through” manner wherever possible. Backing up or reversing shall only be done when necessary and always in conjunction with a signal person when workers are present.

A traffic control plan must be developed and shall be reviewed with all personnel involved in set-up, removal or on-going traffic control to ensure these workers are knowledgeable of the plan’s requirements. All traffic control plans shall encompass the requirements of the Ontario Traffic Control Manual and “Book 7” including appropriate signage and traffic control devices. All danger areas must be barricaded from the motoring public and/or pedestrians. All traffic control personnel must be trained for the duty assigned and equipped with the appropriate safety vests, “STOP” and “SLOW” sign and attire.

HOUSE KEEPING STORAGE & TOOL MAINTENANCE

Materials and equipment should be stored, moved, piled and transported in a manner that will not endanger workers. Material and debris must not be stored in areas required for access. Material to be lifted by a crane or other hoisting device must not be stored under overhead power lines. It is the employer’s responsibility to supply and maintain shop tools where applicable and other power

ACCIDENT PREVENTION

equipment in good repair. It is the worker's responsibility to use such tools properly and to report any defect to the supervisor/manager.

LADDERS

Ladders should be set up on a firm level surface at a slope between 1:3 and 1:4 (horizontal: vertical). If the base is to rest on a soft non-compacted or rough soil, it should be dug in to provide stability or a mud sill should be used. Ladders are meant to be used for access only; if working from an extension ladder, the worker must never stand beyond the second rung from the top and wear appropriate fall protection equipment. When climbing up or down, workers should always face the ladder. Metal ladders or ladders wire reinforcing must not be used near energized electrical conductors. Ladders should not be used horizontally as substitutes for scaffold planks, runways or any other service for which they have not been designed. Ladders that have been damaged or are in disrepair must be taken out of service.

MATERIAL HANDLING (LIFTING)

Wherever practical, heavy lifts should be done with mechanical lifting devices. When manual handling is required dollies, trucks and similar devices should be used. Workers should know their physical limitations and the approximate weight of materials they are trying to lift. Learn how to lift properly. Bend at the knees and move your feet when turning with a load rather than swinging at the waist. Workers are encouraged to get help when a lifting task may be more than they can safely handle. Communications between any operator and ground crew shall be clear and concise.

OVERHEAD WIRES AND UNDERGROUND UTILITIES

Make sure locates/stake-outs are obtained from all utilities before any mechanical excavation occurs. "Daylight" (find/expose) all utilities that will be within the excavation area by approved methods and as required to ensure appropriate work can be completed without damage to existing utilities. All equipment must be kept a safe distance from overhead power lines. Signal persons must be used when overhead power line encroachment is possible. All activities adjacent to existing infrastructure must conform to the provisions of the current legal requirements including the One-Call Act, the OSHA and Regulations for Construction Projects.

If a utility has been damaged, you must report the damage to your supervisor/manager/manager immediately. After you must complete a damage report obtained from the office. If you cannot obtain a form, please answer the following questions on a large piece of paper and submit it to the foreman on site or to the office as soon as possible. A small diagram of the location of the incident is helpful.

- Date of damage
- Location of damage
- What was damaged
- Utility notified by
- Was there a locate done?
- Operator's name
- Labourer(s) name
- Time repair crew on site
- Time repair crew leaves site
- Number vehicles & personnel on site
- Describe cause of damage
- Time of damage
- In your opinion is CURBAN BOUNDARIES INC. responsible for paying for this claim? If not, explain why.

ACCIDENT PREVENTION

REFUELLING & SERVICING

Oiling and servicing will only be done when the equipment is shut off. The driver or operator must remain with the unit while it is being refuelled. Smoking and other sources of ignition must be extinguished before refuelling. If a spill should occur, you must notify your supervisor/manager immediately for instruction.

SIGNAL PERSONS

All equipment and reversing of heavy trucks require a signal person when the operator's view is obstructed; or when the equipment is driven where the operator or another person may be endangered. The signal person shall wear the appropriate high visibility vest, only perform the task of signaling, and ensure there is common understanding with the operator for signals being provided.

SUMMER/WINTER & INCLEMENT WEATHER PRECAUTIONS (for outdoor workers)

Hot, cold and wet weather construction is quite common and requires extra care in accident and injury prevention. Extreme heat and cold are seasonal and workers must be familiar with the hazards of each. Snow, ice and wet weather produce slippery conditions, which pose dangers in:

- Mounting & dismounting machinery
- Handling materials & tools
- Moving around the project/jobsite – on foot, on machines, or in vehicles.

Always dress appropriately for weather conditions and maintain additional clothing for necessity or expected weather changes. Electrical storms and high winds bring additional hazards and any severe weather conditions may require the complete cessation of activities.

TAILGATE TOPICS/TRAINING

The Foreman shall, on a weekly basis, provide a short discussion to his/her reporting workers, referred to as a "Tailgate Talk". This discussion should address one specific issue that is either a current issue facing the workers, or an issue that will be present soon. Any work-related safety matter or concern by workers might be discussed. On occasion Senior Management may provide materials for presentation directly or provide input relation to the topic for delivery.

The Foreman shall either present the topic himself or appoint an individual to deliver the topic on his/her behalf. Whenever possible, the presenter shall utilize location, props and such devices to enhance this discussion and increase knowledge to those in attendance. At the completion of the discussion, the foreman shall ensure documentation describing the topic, those in attendance and particular comments has been completed.

All workers present shall be identified, and their comments presented. Workers are normally requested to "sign" the documentation signifying that they have received the information.

Additionally, the Foreman shall take any action necessary for following the discussion, particularly in correction to any deficiencies noted throughout the discussion. Often this may require input from superiors, or assistance from the Health and Safety Department.

ACCIDENT PREVENTION

Workers attending the "safety talk" shall be active in the discussion, attempting to increase their knowledge of the specific topic being delivered, and complete such documentation as required to demonstrate their understanding.

TRENCHES & EXCAVATION

All workers should be well versed in the 4 soil types and knowledgeable about the sloping requirements for each. Where personnel are required to enter a trench or excavation, it must be properly sloped or a trench support system used where required. Excavated material should be kept well away (1 metre minimum) from the trench edge in all cases. Additional care must also be taken when working in frozen ground. The trench support system must conform to the OSHA and "Regulation for Construction Projects." All systems must be installed as per their engineered drawings, which must be available on the project.

WORKPLACE INSPECTIONS

Inspections will be conducted in various methods within the company organizational structure. These will range in complexity and demands from informal routine safety inspections, to that of a formal safety assessment. During inspections, observation of both conditions and procedures is required. Focus should not be placed solely on the present activities, but rather the past, present and future should be addressed whenever possible. In all cases, if any hazard encountered poses immediate and imminent threat to any worker, immediate action must be taken to eliminate the hazard.

Where documentation is completed on a formal basis, a copy shall be provided to the Health and Safety Department for further review, and/or distribution within the JHSC.

INFORMAL ROUTINE SAFETY INSPECTIONS

Informal safety inspections shall be conducted on an ongoing basis. Inspections conducted in this manner shall seldom encompass documentation other than diary notes. When in accompaniment of health and safety personnel, these inspections may take on a semi-formal nature, for which remedial actions may be followed-up for formal assessment purposes.

WORKER REPRESENTATIVE INSPECTIONS

The Project Supervisor/manager as the responsibility to ensure the workplace is inspected weekly whenever possible, and monthly as a minimum. Furthermore, the Project Supervisor/manager is responsible to ensure the Worker Representative is included in the inspection process, and provided time and materials to perform his/her/her duty as a Worker Health and Safety Representative.

The Worker Representative has the responsibility to his/her fellow workers to perform his/her/her duty in performing a workplace inspection, on a weekly basis wherever possible and monthly as a minimum. Inspections conducted in this manner shall constitute the foundation for depicting the project safety status. These inspections will be documented and distributed to the Company Safety Department and Senior Management Representatives when required.

ACCIDENT PREVENTION

Deficiencies that are found during an inspection are recorded on the Inspection Checklist. The results of the inspection will be brought to the attention of the Supervisor/managers of the activity found to be in non-compliance. Additionally, the Company Safety Department will review the checklists and the JHSC may be asked to review deficient items and provide recommendations to the company management representatives when the Company Safety Department recommends further action.

Where required, a Corrective Action Request will be issued to the responsible individuals for non-compliance activity, seeking corrective action to be taken and a date for implementation (generally 24 hrs.). The results of Corrective Action Requests are verified by a follow-up inspection conducted by the originator of the Corrective Action Request. Additionally, monthly safety inspections shall be employed to confirm corrective actions developed in response to the non-conformance identified during prior assessments and inspections.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS/WHMIS 2015)

All CURBAN BOUNDARIES INC. employees must have received training in WHMIS or WHMIS 2015 and maintain their training to an acceptable knowledge level to ensure they can both identify any hazardous materials found in the workplace and reference a Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) for correct handling, use, storage and first aid requirements of those identified materials.

WORKPLACE HAZARDOUS MATERIALS IDENTIFICATION AND HANDLING

All hazardous materials found in the workplace must be identified in accordance with the WHMIS requirements of the Occupation Health and Safety Act. Safety Data Sheets (SDS's) must be available and provided to the worksite when requested.

All employees who work with or in close proximity to hazardous materials, must be able to recognize and understand the labeling on the materials; understand the SDS; and know the requirements to safely use, store, handle and dispose of the materials, as well as provide first aid or emergency procedures for the specific material.

ACCIDENT PREVENTION

WHMIS HAZARD SYMBOLS – 1988



Compressed
Gas



Flammable



Oxidizer



Poisonous



Toxic



Biohazard













Corrosive



Reactive

As suppliers are transitioning between MSDS's under WHMIS to SDS's under the new WHMIS 2015, you may encounter hazard symbols for either. While many of the hazard symbols are similar, the symbols under WHMIS 2015 will become universal throughout the world.

WHMIS HAZARD SYMBOLS – 2015

	Expanding bomb (for explosion or reactivity hazards)		Flame (for fire hazards)		Flame over circle (for oxidizing hazards)
	Gas cylinder (for gases under pressure)		Corrosion (for corrosive damage to metals, as well as skin, eyes)		Skull and Crossbones (can cause death or toxicity with short exposure to small amounts)
	Health hazard (may cause or suspected of causing serious health effects)		Exclamation mark (may cause less serious health effects or damage the ozone layer*)		Environment* (may cause damage to the aquatic environment)
	Biohazardous Infectious Materials (for organisms or toxins that can cause diseases in people or animals)				

* The GHS system also defines an Environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015. However, you may see the environmental classes listed on labels and Safety Data Sheets (SDSs). Including information about environmental hazards is allowed by WHMIS 2015.

INCIDENT REPORTING AND INVESTIGATION

It is the expectation of every worker to immediately report the occurrence of an incident to a manager. The initial reporting of an incident may be done verbally in the interest of facilitating a quick response to the situation; however, CURBAN BOUNDARIES INC. does have in effect an incident reporting program that requires a much more comprehensive report to be submitted by the worker.

CURBAN BOUNDARIES INC. defines an incident as any situation in which an employee:

- Becomes injured while on a job-site,
- Becomes seriously ill while on a job-site,
- Has been put in a position where they may have been seriously injured,
- Has damaged property belonging to themselves, CURBAN BOUNDARIES INC. or a third party.

Once an incident has been initially relayed back to management, our investigation of the incident begins. The following process has been developed to allow for a comprehensive analysis of what has occurred:

- WRITTEN STATEMENTS are collected by involved parties and witnesses as soon as possible. The management and workers are to both sign off on all submitted statements and documents.
- STATEMENTS are comparatively assessed by management to try and determine what information remains constant throughout the reports. If necessary and available, any video footage of the incident may be requested.
- INTERVIEWS will be conducted by management with all parties involved.

- A FINAL INCIDENT REPORT is generated by management and all parties involved are expected to sign this report in agreement. Once signed by a member of management, it will be submitted to be kept on file for any further references.
- UPON COMPLETION of the incident reporting and investigation, management will relay to the worker(s) what may/will change to prevent future occurrences.

The final incident report is a document generated by management and signed by involved parties stating an agreed-upon recollection of how the incident occurred. This document is important to our in-house auditing process as it acknowledges step-by-step how an incident came to fruition which allows CURBAN BOUNDARIES INC. to better prevent such a situation from occurring again. Included in this report is the follow information:

- Description of the incident along with the initial written reports from relevant personnel and witnesses
- Evidence, if available collected throughout the investigation
- If incident occurred on-site, a site-report will be generated by our Health & Safety Officer
- Primary, secondary, and tertiary causes of the incident
- The corrective action that is and has been taken

INCIDENT REPORTING AND INVESTIGATION

In the event of an incident occurring, CURBAN BOUNDARIES INC. uses the following team to analyze, correct and further develop preventative strategies going forwards for the future:

- One (1) or more Operations Managers
 - Operations Managers provide Managerial Direction and conduct the final review of the Final Incident Report as well as retaining final approval for all corrective action to be taken and newly developed preventative strategies to be put in to place.
- One (1) or more Health and Safety Officers
 - Health and Safety Officers provide analysis of primary, secondary and tertiary causes of all incidents as well as submitting site-specific details including relevant hazards, conditions and submit preventative strategies for the future.
- No less than two (2) Senior Employees
 - Senior Employees provide consultation with Health and Safety Officers to develop functional, realistic preventative strategies to mitigate risk of reoccurrence in the future.

Operation Managers along with Health and Safety Officers are provided training in Investigative Techniques.

SMOKING

The Ontario Government has instituted the *Smoke Free Ontario Act* replacing the *Smoking in the Workplace Act*.

Effective as of May 31, 2006, smoking or holding lighted tobacco in an enclosed public place or in an enclosed workplace is prohibited. The “enclosed workplace” is defined in the *Act* as an enclosed building or structure in which an employee works and includes a shaft, tunnel, caisson or similar enclosed space.

The *Smoke Free Ontario Act* no longer allows the use of designate smoking areas on and after May 31, 2006, unless the area is outside of the workplace and not covered by a roof.

This is legislated and the company is compelled to enforce these regulations. Employees violating this will be subject to disciplinary action. You may also be fined under the *Smoke-Free Ontario Act* for a contravention (\$1,000 to \$5,000).

CURBAN BOUNDARIES INC. has a strict no smoking rule in any of the company buildings or vehicles. Violators will be disciplined accordingly.

FALL ARREST

From time to time we must work at heights that can create a hazard to all affected employees. CURBAN BOUNDARIES INC. requires that all employees complete and put into effect the Working at Heights training for anyone that works at a height greater than 3 metres or ten feet as well as those who may fall more than five feet vertically into a confined space.

1. All affected employees will be trained by a competent person at intervals not greater than 36 months or as is necessary depending on the hazards.
2. Fall arrest will be properly worn by all employees exposed to heights of ten feet or greater or working around a confined space where no protection exists from the employee falling five feet or greater vertically.
3. Fall arrest harnesses, lanyard and shock absorbers must be inspected prior to every use by the employee for safety compliance.
4. Fall arrest equipment must be inspected by a competent person at intervals no greater than six months.
5. All employees using fall arrest on all of our job locations will carry their wallet cards as proof of training.
6. Guarding may be used as an alternative as long as it is greater than 42 inches high and satisfies all requirements set out for the protecting of workers.

All fall arrest equipment must be maintained in good working order. This is the responsibility of all employees regardless of position. Supervisor/managers are responsible to ensure that all employees comply with both the legislated requirements of OHS and this policy.

GROUND DISTURBANCE

Cutting into the ground can be a complex operation, which is why CURBAN BOUNDARIES INC. is sure to have each worker undergo Ground Disturbance Training to minimize the risks associated with this process. It is the policy of CURBAN BOUNDARIES INC. never to dig in the vicinity of underground utilities without the possession of recent and complete locates, safe-work permit (including ground-markings) and with the utility owner awareness and agreement. Soil conditions in the vicinity of utilities should never be changed without prior approval by the owner, including not only excavation but post-excavation processes, such as backfilling.

The excavation process may reduce the stability of structures/ground within a short area around the excavation. In any case, where said reduction in stability may cause damage or instability to a structure, it is the process to not excavate prior to an engineer report stating the potential damages to affected buildings while also taking every precaution to support these structures before beginning excavation. Likewise, excavation may cause the ground stability to deteriorate in such a way that the immediate working area is hazardous. Workers are encouraged to discuss potential developing hazards during their pre-job "tailgate" safety meeting.

Workers are trained to assess the following conditions before ever, if necessary, entering an excavation:

- How deep is the excavation? If necessary, have the sides of the excavation been properly sloped and braced by some means to protect against collapse.
- How will the excavation be entered? CURBAN BOUNDARIES INC. requires that employees considering the entrance of an excavation must have on hand a safe means of access, such as a ladder, placed in a position that will be protected via bracing in case of collapse.

ONLY PROPERLY TRAINED, COMPETENT INDIVIDUALS MAY CONDUCT GROUND DISTURBANCE ACTIVITIES AND/OR MAY ENTER AN EXCAVATION AT ANY TIME.

CURBAN BOUNDARIES INC. housekeeping requires all excavated materials to be stored a minimum of one meter away from an open excavation to prevent worksite clutter that may pose as a tripping hazard, if left unattended.

In the event of an emergency, workers are expected to perform the following duties immediately:

1. Immediately cease excavation and assess both the extent of the damage and type of utility
2. The worksite should be immediately shut down and cordoned off to prevent personnel from coming too close to excavated ground and/or damaged utilities.
3. Alert the site supervisor/manager and management ASAP.
4. In the event of damage to a natural gas line, local emergency services must be informed.
5. Inform the owner of the utility.
6. Receive instruction from the utility owner for further steps.
7. Begin the process of developing an incident report.

TRANSPORTATION/CVOR

Employees who are trusted to drive company vehicles are expected to conform to any legislation put forward by the Ministry of Transportation (MTO) as well as fulfilling the following requirements:

- Daily "Circle Check" Inspection/Vehicle Inspection Report
- Maintain Logbook (as necessary)
- Maintain Hours of Service

Employees who will be travelling outside of the Ontario MTO mandated 160 km radius from any of the below address are expected to develop and maintain an accurate logbook recording the hours of service.

The operator of the vehicle is responsible for conducting a daily pre-work inspection that meets or exceeds the MTO requirements as well as employment specific equipment assessment that includes but is not limited to the following:

- Confirmation of proper blower operation
- Confirmation of proper boiler operation
- Confirmation of proper operation of boom and vacuum systems.

Employees must document any perceived or existing defects, major or minor, existing at time of inspection for submission with daily paperwork. If no defects are found, employees are to note as such for submission with daily paperwork.

In the event that materials must be transported, employees must ensure that all materials are safely secured to the truck in a way that corresponds to the MTO requirements.

Employees are to follow the MTO – Highway Traffic Act legislation regarding operating hours of service. These parameters are as follows:

- No driver shall continue driving after reaching 13 hours of driving-time throughout a 24-hour period.
- No driver shall continue driving after reaching 14 hours of on-duty time throughout a 24-hour period.
- Drivers must take 10 hours off-duty time throughout a 24-hour period.
 - Off Duty time must include at least 8 consecutive hours.
 - Off Duty time must include at least 2 hours not including the above-mentioned 8 hours spent in blocks of no less than 30 minutes long.

Exemptions for these duty times consist of the following scenarios:

- In the event of an emergency where CURBAN BOUNDARIES INC. is responding to or operating on behalf of a regional, municipal or federal governing body to provide services.

TRANSPORTATION/CVOR

- In the event of CURBAN BOUNDARIES INC. responding to a request for assistance or operation on the behalf of a regional, municipal, provincial or federal governing body or utility supplier in which inaction would constitute the development of an emergency situation.

Employees of CURBAN BOUNDARIES INC. are expected to follow all precautions as outlined by the MTO in regards to inspection and upkeep of machinery. Employees are expected to complete a full and proper circle check of any equipment they may be operating prior to departure to a job site.

Employees are expected to report any noticeable defects, damage or deficiencies that may hamper the safe operation of these vehicles. Vehicles that have been determined to have any defects or deficiencies are to be held in-shop until such time that any pertinent repairs or replacements can be completed.

TRANSPORTATION OF DANGEROUS GOODS

CURBAN BOUNDARIES INC. requires that no employee shall handle or transport any dangerous goods unless the person complies with all applicable prescribed safety requirements of the *Transportation of Dangerous Goods Act, 1992*. Those who transport any material from a construction site and their supervisor/managers are accountable under this policy. Supervisor/managers and/or management must ensure that all truck drivers that may transport hazardous materials are fully trained and certified. Site supervisor/managers and/or managements are accountable for monitoring the removal, transportation and disposal of hazardous material from a construction site and must report all chemical spills or hazardous release incidents even if assistance is not required.

Hazardous waste is defined as any unwanted substance generated as a result of working with chemicals, and is known, or potentially capable of causing injury to humans, animals, property, or the natural environment if spilled, released or disposed of in an improper manner.

In fulfilling this commitment, the following procedures and requirements shall be complied with:

Training and Certification

- Any CURBAN BOUNDARIES INC. employee handling dangerous goods must be trained and certified.
- A certificate of training is valid for 36 months and must be carried by the driver at all times.
- All drivers must have a valid driver’s licence.

Safety Marks

- The driver is required to inspect the vehicle and shipment to ensure safety at all times.
- The driver, if required, must put placards on all four sides of his/her truck to identify the project/class. These special marks immediately identify the type of substance and nature of the hazard, while providing invaluable assistance to emergency response teams in case of an accident.

TRANSPORTATION/CVOR

- If the placards are required, the driver must carry documentation at all times.

Reporting

- The driver must report a dangerous occurrence immediately, e.g. a spill or leak of items that represent a danger to life, health or the environment.
- If a spill does occur, a report will be made to management, police, fire or canutec, depending on the produce and quantify.
- In addition to reporting a dangerous occurrence, it is also the driver’s duty to take all reasonable emergency measures to repair or reduce any danger to life, property or environment. This does not mean that the driver should handle dangerous goods or remain in an area where a hazard to his/her/her health may exist.

WORKING AROUND ELECTRICAL POWER LINES

Operators should never work closer to power lines less than one boom length and at a minimum distance listed on the following table must be followed.

Voltages	Personnel Zones*			Mobile Work Equipment*		
	O.H.S.A. Minimums	Authorized Worker	Restricted Zone	O.H.S.A.	Non-Insulated Booms	Certified Insulated A.D.
750 V to 15 kV	>3.0 m	>0.9 m (3 ft)	0.9 m to 0.3 m (0.9-1.8)	>3.0 m	>0.9 m (3 ft)	>0.9 m (3 ft)
>15 kV to 35 kV		>1.2 m (4 ft)	0.9 m to 0.45 m (0.9-1.5)		>1.2 m (4 ft)	>0.45 m (1.5 ft)
>35 kV to 50 kV	>4.5 m	>1.5 m (5 ft)	1.2 m to 0.6 m (4.8-2.5)	>4.5 m	>2.4 m (8 ft)	>0.9 m (3 ft)
>50 kV to 150 kV		>2.1 m (7 ft)	1.5 m to 0.9 m (4.8-3.0)		>3.0 m (12 ft)	>1.2 m (4 ft)
>150 kV to 250 kV	>6.0 m	>3.7 m (12 ft)	2.1 m to 1.2 m (7.5-4.8)	>6.0 m	>4.6 m (15 ft)	>2.75 m (9 ft)
>250 kV to 550 kV		>3.7 m (12 ft)	3.7 m to 2.75 m (12.5-9.5)		>4.6 m (15 ft)	>2.75 m (9 ft)

* For detailed information relating to Limits of Approach Conditions and Restrictions refer to Electrical Utility Safety Rule # 129 and trade specific documentation

Cranes
Pole Branches
Back Hoops
Mechanics
Winch Cables R&D, Aerial
Ladder, Work
Platform,
Liftlines,
Aerial Device Certified
and Tested
by
Certified
Laboratory

In regard to backhoes, cranes, dump trucks and other similar equipment: when any part of the equipment or load approaches the minimum allowable distances a signaler must be used to warn the operator.

Prior to commencing the work to be performed for that day, the operator and signaler will discuss the appropriate hand signals that will be used for the protection of the workers. Danger signs indicating the overhead wire hazards will be located so that the operator will have an unobstructed view at all times. The appropriate amount of signage will be determined by the supervisor/manager for each project.

Workers are responsible to work in a manner to not endanger themselves at any time on our projects and are further responsible to understand our policies that guide their work.

This policy is not designed to replace the experience and good judgement of a competent supervisor/manager. They will be responsible to ensure the safety of their employees through training, supervision and discipline.

SUBSTANCE USE & ABUSE

Substance use and abuse – while at work or otherwise – seriously endangers the safety of our employees, as well as the general public. It also creates a variety of workplace problems including increased injuries on the job, absenteeism, health care, benefit costs and theft, decreased morale, productivity and a decline in the quality of services provided. CURBAN BOUNDARIES INC. regards its employees as its most important asset. Accordingly, CURBAN BOUNDARIES INC. provides assistance to employees who are abusing drugs, alcohol or other intoxicants. However, it is the responsibility of the employees to seek the assistance of CURBAN BOUNDARIES INC. before abuse of alcohol, drugs or other intoxicants leads to disciplinary or other action for breach(es) of the “Fit for Duty” policy.

CURBAN BOUNDARIES INC. does not permit any employee to be possessing, using, abusing, selling, purchasing, distributing, manufacturing or being under the influence of drugs, alcohol or other intoxicants while at work, on company property (including parking lots or vehicles, whether or not they are owned by the company) or company business.

All employees that have read, agreed to and signed the “Fit for Duty” policy are required to abide by the terms stated in the policy. Any employee that does not abide by the terms will be subject to disciplinary action and even termination.

A conviction of an offence involving the possession, use, sale, purchase (including offering to sell or purchase), distribution, manufacturing or being under the influence of drugs, alcohol or other intoxicants while at work, on company property (including parking lots and in vehicles, whether or not it is owned by the company) or on company business shall constitute conclusive indication that the employee so convicted has violated the “Fit for Duty” policy. An employee must notify CURBAN BOUNDARIES INC. of any charge or conviction in regard to an offence against the “Fit for Duty” policy within five (5) days after such charge or conviction. Failure to notify and provide CURBAN BOUNDARIES INC. with the timely notice of a charge or conviction shall constitute a separate violation of the “Fit for Duty” policy.

In regard to drugs or other intoxicants, unless it is a prescribed medication by a qualified physician and the possession and/or use of the medication is in accordance with the physician’s instructions, all employees reporting for duty are prohibited to be under the influence, involved in the possession, use, sale, purchase, distribution or the manufacturing of any such substance. Drugs are

defined as, including, but is not limited to: amphetamines, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs or metabolites of any of the substances listed above. Intoxicants are defined as, including: any substance that, when consumed, does or may cause a loss or impairment of physical or cognitive abilities.

For the purpose of the “Fit for Duty” policy, an employee may be considered “under the influence of a drug or other intoxicant” where he/she is demonstrating signs of impairment which are consistent with the use of drugs or intoxicants.

SUBSTANCE USE & ABUSE

To protect against drugs (excluding prescription medication that has been prescribed by a qualified physician and where possession or use of the medication is in accordance with the physician’s instructions), alcohol or other intoxicants from entering or affecting the workplace, CURBAN BOUNDARIES INC. reserves the right to search all individuals, vehicles, containers, lockers or other items on the company’s property at any time when there is reasonable cause for CURBAN BOUNDARIES INC. to suspect that drugs, alcohol or other intoxicants are present on the company property, at the company’s project locations or in company owned vehicles. Employees are expected to cooperate in the company’s investigation and search. Individuals may be required to display personal property for visual inspection upon request of the company.

Any substance suspected by CURBAN BOUNDARIES INC. of being a drug, alcohol or other intoxicant will be confined by CURBAN BOUNDARIES INC. or the local authorities and may be tested to determine its content. Failure to consent to, or cooperate in, a search as described above or to display person property for visual inspection will be considered as a separate violation of this statement.

Violation of any of the provision of the above information may result in discipline up to and including termination of employment.

CONFINED SPACE

A confined space is a work area which is not designed or constructed for continuous human occupancy *and* where dangerous atmospheres may collect due to the hazards that are present or that may be created as a result of the work being performed within the space.

The following is a brief synopsis of the issues. For more detailed information please refer to the CSAO Confined Space manual which all supervisor/managers must read.

Typical examples of confined spaces in sewer and water main construction are shafts, sewers, maintenance holes, vaults, basements, caissons and possibly some trenches.

The physical hazards of confined spaces include, but are not limited to:

- Poor entry or exit
- Cramped work conditions
- Extremes of temperature
- Operating equipment
- Reactive or corrosive residues
- Electrical, hydraulic and pneumatic hazards
- Poor ventilation

Hazardous atmospheres can be:

- Flammable
- Explosive
- Tox
- Oxygen-enriched
- Oxygen-deficient

CURBAN BOUNDARIES INC. has developed a manual to follow called “Confined Space Plan.” This must be followed prior to entering any confined space. Also, a “Confined Space Permit” form must be completed prior to entry and subsequently forwarded to the supervisor/manager or management.

Any products that are required to be used on the job, must have the WHMIS supplier label and any other warnings listed read and understood before using. The supplier’s instructions for safe handling and use, particularly regarding ventilation and any respiratory protection required, must be followed without exceptions.

AIR TESTS

CURBAN BOUNDARIES INC. has purchased a gas monitor for testing air quality to identify or verify suspected atmospheric hazards in a confined space. The testing must be conducted by a competent, trained individual and recorded on our “Entry Permit” form. If tests indicate a hazardous atmosphere, *workers must not enter the space*. Notify your supervisor/manager or management immediately. Adequate ventilation and a subsequent test must be performed to ensure safe air quality. A continuation of ventilation and the monitoring of the air quality must be performed if workers are in the confined space.

CONFINED SPACE

REGULATIONS

The “Regulations for Construction Projects,” Sections 60 to 63 inclusive require that a worker must not be present in a confined space where there is, or is likely to be, hazardous gas, vapour, mist, dust, smoke, fume, or oxygen content less than 19.5% or more than 23% unless the following measures are taken.

- The confined space must be purged and ventilated to create and maintain an atmosphere that will not endanger workers.
- Suitable arrangements, including a full body harness attached to a rope tied to a confined space tripod outside the space, must be made to remove the worker from the confined space in case of emergency.
- Another worker must be stationed outside the space. If this worker is not trained to provide artificial respiration, a person trained to do must be conveniently available.

WARNING: Never try to rescue a worker overcome in a confined space unless you are trained and equipped to do so. Many workers trying to save their co-workers have only become victims themselves. Call for emergency help.

OTHER SPACES

In addition to the locales already described, beware of apparently harmless areas that can become hazardous such as the following:

- Working in an area near a known landfill site
- Hazardous atmosphere created by leaking gasses
- The use of hazardous materials within the trench area.

COVID-19 PROCEDURES

PROCEDURES & PROTOCOLS

To avoid the risk of exposure to COVID-19, CURBAN BOUNDARIES INC. has enforced precautions that all employees must follow

If any of the following points apply to you, it is mandatory to self-report to management prior to shift and immediately self-isolate

- Have you or a member of your household been experiencing cold, or flu-like symptoms?
Example: fever, cough, difficulty breathing, muscle aches, sore throat.
- In the last 14 days, have you or a household member travelled outside of Canada?
- Have you been in close contact (within 6 feet) with an individual who is in quarantine, awaiting test results, or has tested positive for COVID-19?

To reduce the risk of infection, all CURBAN BOUNDARIES INC. employees are to abide by the following protocol:

- No carpooling. Exceptions apply to those living in the same household
- Wash your hands often with soap and water or alcohol-based sanitizer
- Clean/disinfect all surfaces in your truck regularly such as your steering wheel, centre console, door handles, etc.
- Sneeze or cough into your sleeve
- Avoid touching your nose, eyes, and mouth
- Do not reuse/share PPE such as masks and gloves; discard immediately in a garbage after use
- Practice social distancing while working and during lunch/breaks – remain at least 6 feet apart at all times
- Avoid contact with those who are sick

REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.

1
Wet hands with warm water

2
Apply soap

3
For at least 20 seconds, make sure to wash:

- palm and back of each hand
- between fingers
- under nails
- thumbs

4
Rinse well

5
Dry hands well with paper towel

6
Turn off tap using paper towel

1-833-784-4397

canada.ca/coronavirus

This manual was created for the employees, managements and supervisor/managers that work for CURBAN BOUNDARIES INC..

Revised on: _____