

Health, Safety & Environmental Policy – Piperun Plumbing & Mechanical

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1) OHS Plan Components

1.1) OHS Policy

An Occupational Health and Safety (OHS) program requires a statement of the employer's aims and the responsibilities of the employer, supervisors, and workers. This statement—called a policy—typically states:

- The employer's commitment to the OHS program
- The employer's commitment to protect the health and safety of workers
- The aims and priorities of the OHS program
- The responsibilities of the employer, supervisors, and workers

A good health and safety policy should be simply written and easy to understand. It does not need to be longer than a few paragraphs. The written policy should be signed by the CEO or senior manager on-site. It should be dated and reviewed annually. All workers should be made aware of the policy and its importance. For example, it could be given to all new workers and posted in the workplace.

1.2) Regular Inspections

Regular inspections of the workplace are intended to:

- Identify conditions and unsafe acts with the potential to cause injury or disease;
- Determine necessary corrective measures;
- Prevent unsafe work conditions from developing.

The different kinds of inspections are described below:

- Regular, planned workplace inspections: Inspect buildings, structures, grounds, excavations, tools, equipment, machinery, and work methods and practices for hazards that might cause injury or disease. Schedule these inspections at appropriate intervals to prevent unsafe conditions developing. Depending on the workplace and the type of hazards that might develop, inspections may be scheduled daily, weekly, or monthly.
- Equipment inspections: Workers should be trained to inspect their machinery, tools, and equipment regularly, following the manufacturer's recommendations. The Occupational Health and Safety Regulation may also have specific requirements. For example, an elevating platform must be inspected by the operator before use on each shift (required by section 13.3 of the Regulation).
- Special inspections: The OHS Regulation requires a special inspection after a

malfunction or accident to ensure that work does not resume until it is safe to do so.

- Workplace inspections: An inspection team includes both worker and management representatives. The team should be familiar with the work process and, whenever possible, include members of the joint committee or the worker health and safety representative.

A worksite inspection checklist can help ensure that inspections are thorough, results are recorded, and the inspection process is standardized. A checklist is particularly useful in guiding those unfamiliar with the inspection process. The checklist should be adapted to suit the needs of your workplace.

1.3) Written Instructions

Health and safety, productivity, and quality control all benefit from written procedures. Written procedures can help train new workers and establish a consistent level of work performance.

The Occupational Health and Safety Regulation requires written safe work procedures for a number of activities. A written safe work procedure lists the steps in doing a task safely—for example, it tells how to safely lock out a piece of equipment before doing maintenance.

Here are examples of some of the activities where the Occupational Health and Safety Regulation requires written work procedures:

- Lockout
- Confined space entry
- Fall protection
- Personal protective equipment
- Violence in the workplace
- Emergency evacuation
- Chemical spills clean-up
- Asbestos removal
- Working alone or in isolation

Not all tasks require detailed written procedures. Other types of written instructions may be appropriate. For some tasks, safety issues can be addressed verbally in crew talks or during training. In deciding whether or not written procedures are required, consider the following:

- The requirements of the Occupational Health and Safety Regulation
- The level of hazard
- The number of workers doing the work

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- The experience of the workers
 - How frequently the work is being done
 - The severity of injuries that might result if correct procedures are not followed
 - Recommendations for written procedures as a result of an inspection or investigation

Written safe work procedures should be developed in consultation with the joint committee and workers who do the job. Provide workers with copies or post the procedures in the area where the work activity occurs.

Review these procedures whenever a job changes, new equipment is introduced, or workers return after an extended absence. In addition, work procedures may need to be adjusted as the result of recommendations from an inspection or from an investigation into an incident.

1.4) Management Meetings

A formal OHS program requires management meetings to review health and safety activities and incident trends. Management meetings can be used to:

- Review existing policies and procedures
- Review feedback from workers
- Consider reports and other information provided by the joint committee
- Address questions or concerns brought directly to management
- Review reports and other information about health and safety in workplaces performing similar work, as well as general information about workplace injury and disease prevention, to improve the existing OHS program.

Recommendations for action from the joint committee should be considered and acted upon by:

- Developing an action plan for implementing the recommendation, or
- Suggesting an acceptable alternative

Management decisions and activities on health and safety matters should be communicated to supervisors and workers.

1.5) Investigations

An effective OHS program has a process for investigating all accidents and incidents that had the potential to cause an injury or disease. The purpose of an investigation is to identify the cause or causes and to recommend steps to prevent similar unsafe conditions.

Definition of an Incident:

The Occupational Health and Safety Regulation defines an incident as “an accident or other occurrence which resulted in or had the potential for causing an injury or occupational disease.” Incidents include the following:

- Accidents in which a worker is injured or killed
- Accidents in which no one is hurt but equipment or property is damaged
- Near misses (no visible injury or damage but the incident could have resulted in a serious injury, death, or property damage).

Serious incidents that Piperun Construction will immediately report to Work safe BC

Employers must immediately notify Work safe BC of any serious incidents that:

- Resulted in serious injury to a worker or the death of a worker
- Involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system, or excavation
- Involved the major release of a hazardous substance

In the event of a serious incident, the scene must be secured and left undisturbed until a Work safe BC officer releases it (except for attending to injured workers and preventing further injuries).

Incidents the employer must investigate:

Employers must investigate the above serious incidents as well as any incidents that:

- Resulted in injury to a worker requiring medical treatment
- Did not involve injury to a worker, or involved only minor injury not requiring medical treatment, but had a potential for causing serious injury to a worker

Incident investigations should be carried out by persons knowledgeable about the type of work being done. Where possible, investigations should involve both worker and employer representatives and members of the joint committee.

An incident investigation report must include the following information:

- The place, date, and time of the incident
- The names and job titles of persons injured in the incident
- The names of witnesses
- A brief description of the incident
- A statement of the sequence of events that led up to the incident
- Identification of unsafe conditions, acts & procedures that contributed to the incident
- Recommended corrective actions to prevent similar incidents
- The names of persons who investigated the incident

Employer duties:

1. If one or more workers were injured, Work safe BC forms 7 and 7A will be filled out and sent to Work safe BC
 - Form 7: Employer's Report of Injury or Occupational Disease
 - Form 7A: First Aid Report
2. Determine who will investigate the incident.
3. Investigate the incident:
 - Determine the cause or causes of the incident.
 - Identify any unsafe conditions, acts, or procedures that contributed to the incident.
 - Recommend corrective action to prevent similar incidents.
4. Prepare incident investigation report.
5. Provide copy of report to committee (and Work safe BC if required).
6. Take corrective action required to prevent reoccurrence of similar incidents.
7. Prepare follow-up report on corrective action taken.
8. Provide copy of follow-up report to joint committee or post at the workplace.

1.6) Records and Statistics

Records include:

- Inspection reports and records of corrective actions taken
- Incident investigation reports and records of corrective actions taken
- Worker orientation records
- Records of worker and supervisor training showing the date, names of attendees, and topics covered (for example, lockout and WHMIS training)
- Records of meetings and crew talks at which safety issues were discussed
- Supervisors' notes and logs of safety contacts
- Records showing use of progressive discipline to enforce safety rules and written safe work procedures
- Joint committee meeting reports showing steps taken to address health and safety issues
- Subcontractor pre-qualification documents
- Equipment logbooks and maintenance records
- First aid records, medical certificates, and hearing tests
- Forms and checklists (for example, confined space entry permits) showing requirements for safe work procedures
- Sampling and monitoring records for work around harmful substances
- Emergency response plan, record of drills, and any resulting Improvements.

1.7) Instruction and supervision of workers

It is the employer's responsibility to ensure that every worker receives adequate instruction to do their work safely. This is usually done through education and training. Education generally refers to formal classroom instruction that may include lectures, discussions, and videos. Training generally refers to hands-on, job-specific instruction provided individually or in small groups to workers. Training often includes demonstrations and active participation by workers so that supervisors can confirm that workers understand safe work procedures.

An education and training record should be maintained for each worker, listing topics covered and date of education or training. Education and training records should be reviewed periodically to ensure that training requirements have been met.

Supervisors must supervise their workers to ensure that they follow safe work procedures. Adequate supervision includes:

- Ensuring proper training of workers
- Observing workers after training to ensure that they continue to follow safe work procedures
- Making informal inspections on a daily basis to ensure safe work procedures are being followed, including the proper use of protective equipment, devices, and clothing provided
- Enforcing safety rules and safe work procedures
- Conducting informal discussions (crew talks) with workers to discuss specific safety issues as they arise

2) Our Safety Policy

Piperun is committed to a strong Health and Safety Program that protects its employees, contractors, customers, clients, the public and property from accidents and/or incidents occurring on our projects.

Piperun believes that all accidents are preventable. Our goal is ZERO accidents. Active participation at all levels will ensure that our goal can be achieved.

Piperun endeavours to provide proper and relevant employee training, job specific safe work practices, project and personal protection equipment, operation and maintenance procedures, and safety guidelines that focus management, employee and contractor awareness on reducing the risk of accidents and/or incidents in all activities.

Piperun, contractor employers and contractor employees are responsible for fully complying with all health and safety standards and regulations, including the *Workers Compensation Act* and the *Occupational Health and Safety Regulation* (the "OHS Regulation"), and for co-operating with management in the implementation of the Health and Safety Program, worksite inspections, incident/accident investigations and in the continuous improvement of this program.

Piperun is committed to safe and sustainable practices in all aspects of our operations and therefore will review and update our safety program on a yearly basis to adapt to industry changes, trends and requirements.

Piperun management, contractor management and all employees are collectively responsible to ensure compliance with local government, occupational health, safety and environmental regulations.

2.1) General Safety Rules and Instructions Policy

All *Piperun* employees will be instructed in, and provided with, written rules and supplementary instructions as necessary to minimize accidents. *Piperun* will determine which rules and supplementary instructions are needed by:

- reviewing inspection, accident investigation and first aid records
- observing employees performing their work activities
- evaluating worker or Joint Occupational Health & Safety Committee recommendations
- reviewing WORKSAFE BC requirements
- analyzing new work processes and contract specifications

Supervisory staff is responsible for ensuring worker understanding of, and compliance with, general safety rules and instructions. The safety rules and instructions provided in our program may not cover all the health and safety requirements employees will be expected to follow for each different situation - they are intended to remind employees of the more obvious conditions. **If any employee has any concerns regarding the health or safety of a work process, they are encouraged and directed to consult with their immediate supervisor for additional instructions. The basic philosophy of *Piperun* is**

"Safety First"

There is no chance worth taking that may jeopardize the safety or health of any employee or the public.

Instructions will be enforced in the same manner as safety rules, and the Workers Compensation Act (WCA) and Occupational Health & Safety Regulation (OHSR). Compliance with the WCA & OHSR and our safety program requirements is mandatory on all of our projects. Willful or negligent non-compliance with good health and safety practices by any employee may result in injury or damage, and will result in disciplinary action.

General Safety Rules:

1. All workers on **Piperun** projects are to follow the instruction of the Site Safety Officer and/or **Piperun** Management concerning safety matters.
2. Equipment operators are responsible for the safe maintenance, operation, and required documentation of the machines and equipment that they are operating. This includes strict adherence to the established work practices and safety procedures for that equipment.
3. Workers on Company Name projects must use the necessary personal protective equipment when required or when instructed to do so by a Supervisor, or the Site Safety Officer. High visibility vests are required when working around all mobile machinery or when required and instructed to do so by site safety personnel.
4. Horseplay of any type is not permitted.
5. Hardhats and safety boots must be worn at all times. The only amendment will occur when the Project Superintendent has made an exception in writing, based on a Job Hazard Analysis (JHA).
6. All workers must possess a valid audiometric hearing test card. This card must be carried with the worker at all times while on the job site. Any workers not possessing a valid card shall notify the Project Superintendent. Hearing tests will be arranged.
7. Maintain a clean site. Clear and unobstructed access must be provided to all work areas. Good housekeeping is essential.
8. Site Safety Meetings will be held with all workers present once every four weeks or more frequently as circumstances dictate by site safety personnel or at the discretion of safety management.
9. Workers shall not enter an excavation greater than four feet in depth unless the sides are sloped or a geo-technical engineer has certified it safe to do so, and submitted a signed and sealed authority.
10. All injuries, no matter how minor, are to be reported immediately to the Site Safety Officer and/or First Aid Attendant and to your Supervisor/Foreman.
11. No shorts or sleeveless shirts shall be worn.
12. Workers are to protect themselves from fall hazards by implementing appropriate protection measures.
13. If you create an impalement hazard (i.e. rebar dowels), then you must effectively guard the hazard.

2.2) Roles and Responsibilities

2.2.1) Management and Supervisory Personnel

Management and Supervisory Personnel are responsible for ensuring that:

- Periodic meetings of management personnel are held for the purpose of reviewing health and safety activities and accident trends and determining necessary courses of corrective actions.
- Support and direction necessary for the effective implementation of the health and safety program are provided and Company Name health and safety policies, procedures and WCB requirements are enforced.
- Workers are informed of any potential or actual dangers to their health and safety, are instructed in the safe work practices, rules and WCB requirements and policies.
- Employees are not permitted to work when their actions indicate that the work would jeopardize themselves or others.
- Appropriate records and statistics are maintained and made available, where required, to inspectors, investigators or other regulatory personnel.
- Where required by WorkSafeBC, a Notice of Project is completed and submitted at least 24 hours prior to workers commencing work and a copy is posted at the construction site.
- Where required by the WorkSafeBC, a qualified coordinator/person is designated to be responsible for project health and safety activities.
- Where practicable, new work areas are inspected prior to start of work.
- Daily informal inspections are undertaken and, for jobs anticipated to last more than two weeks, bi-weekly planned inspections of work areas, equipment, tools, work methods and practices are undertaken.
- Completed inspection reports are submitted to management asap.
- Immediate action, as authorized by management, is undertaken to correct substandard safety practices and conditions identified through inspections or reported to management / supervisory personnel.
- All accidents required to be investigated by the WCB regulation, are investigated for the purpose of identifying causes and necessary corrective actions.
- Accident investigation reports are reviewed and necessary courses of corrective action are implemented through directives to appropriate personnel.
- A company representative accompanies WorkSafeBC officers performing inspections and is shown complete cooperation.
- Copies of the WCB Regulation and company Health and Safety Program are made readily available on the job site.

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- Copies of all WorkSafeBC Inspection Reports, received at the job site, are forwarded to head office at the earliest opportunity and posted on the job in a conspicuous place.
 - If regulatory infractions are noted on a WCB inspection report, necessary corrective actions are authorized and implemented at the earliest practicable opportunity.
 - Job site health and safety activities are coordinated with subcontractors and the principal contractor or owner.
 - Where there is a workforce of twenty or more workers, company representatives are provided to participate in the project health and safety committee.
 - An adequate supply of appropriate personal protective equipment is provided, used and maintained on the job site as required.
 - Required first aid and emergency facilities are maintained on the job.
 - Weekly tool-box safety meetings are held for personnel to:
 - a) Discuss observed unsafe work practices and conditions,
 - b) Review and implement corrective action to eliminate unsafe practices and conditions, and
 - c) Encourage safety suggestions from workers.
 - WHMIS-controlled products are identified and labeled and appropriate Material Safety Data Sheets (MSDS) are readily available.
 - A procedure is developed for periodically checking the well-being of workers assigned to work alone under conditions that present a risk of disabling injury.
 - A good example is set for all workers.

2.2.2) Contractor/Subcontractor Responsibilities

All contractors/subcontractors shall be made aware of our Occupational Health and Safety Program rules and regulations. The Contractor Supervisors and/or Foreman shall be responsible for the direct supervision and safety of their crew. They are accountable to the Project Superintendent for the performance of personnel through the safe work practices and procedures as well as any other applicable Acts and Regulations. It is the contractor/subcontractor's responsibility to perform the job in compliance with our safety standards or other applicable legislation.

Any infractions not immediately corrected as directed by **Piperun** will result in the contractors/subcontractors being advised of the breach of contract and the action that will be taken as a result of the breach according to company policy. It must be firmly established that our safety program protects all workers on the job, including all subcontractor's employees.

All contractor/subcontractors must:

- Read and understand our company Health & Safety Program. Must be knowledgeable of and comply with all regulations, laws and codes.
- Ensure all his/her employees complete a company orientation when/where required prior to his/her employees working on site (Appendix A).
- Enforce all established safety regulations and work methods. Take disciplinary action necessary to ensure compliance with the rules.
- Ensure that a trade safety representative will attend regular Site Safety Meetings.
- Hold regular "Tool Box Talk" meetings with his/her crew, record the meeting, and submit a copy to the project supervisor for review.
- Conduct regular inspections for unsafe practices and conditions and ensure prompt corrective action to eliminate causes of accidents and "near misses".
- Complete an accident/incident report ensuring all accidents/incidents are investigated and corrective action is taken to prevent re-occurrence. Copies of the report are given to the project supervisor.
- Inform each employee of the hazards associated with his/her job and provides the training in the safe work practices required to perform his/her job safely.
- Impart to each employee an understanding that violation of established safety rules will not be tolerated.
- Ensure that required safety equipment and PPE are provided and used for each job.
- Observe new hire employees closely until confident of worker's ability to perform assigned duties safely.

2.2.3) Visitor Responsibilities

Roles and Responsibilities

Each visitor is responsible for safe guarding his/her own health and safety.

All visitors must:

- Report to the project office and obtain permission for entry onto the project site.
- Wear approved personal protective equipment. (Approved boots, hardhat, & high visibility vests).
- Comply with Local Government Safety Legislation and Safety Program Requirements.
- Report any unsafe acts or conditions to the Project Superintendent.
- Report any injuries sustained on the site to the Project Superintendent.

2.2.4) First Aid Attendant Responsibilities

The first aid attendant shall assist in the ongoing safety efforts in the workplace through efforts in promoting safety amongst all employees and subcontractors. This basic responsibility includes, but is not limited to the following:

The First Aid Attendant must:

- Administer First Aid as required.
- Ensuring that adequate first aid equipment is available, first aid room in neat, clean, and properly stocked and meets all WCB requirements.
- Providing general induction and orientation to new workers.
- Reporting hazards to the site supervisor.
- Ensure workers who wear respirators are fit-tested and trained in the proper usage, care and maintenance of their respirators.
- Ensure the First Aid Log book is completed accurately and kept confidential.
- Coordinate the transportation of injured workers to a physician's office or hospital.
- Check with workers as to who holds a valid first aid certificate and maintenance of own first aid qualifications as required.
- Assist the Site Safety Officer when necessary.
- Implement and post a site safety plan.
- Setting a good example.

2.2.5) Worker Responsibility

Both the worker and *Piperun* have a shared responsibility for safety in the workplace. The Occupational Health and Safety Act impose a legal obligation on all workers to protect the health and safety of themselves and other workers.

As part of this shared responsibility, workers must:

- have an understanding of the alcohol and drug work rule;
- take responsibility to ensure their own safety and the safety of others;
- ensure they comply with the work standards as part of their obligation to perform work activities in a safe manner;
- comply with the work rule and follow appropriate treatment if deemed necessary;
- use medications responsibly, be aware of potential side effects and notify their supervisor of any potential unsafe side effects where applicable; and
- Encourage their peers or co-workers to seek help when there is a potential or actual breach of policy.

3) Dealing with Hazardous Materials

If Hazardous Materials are present in one of Piperun's projects, we will retain the services of a certified Hazardous Material Abatement company who specializes in dealing with and abatement of these materials.

In case of Hazardous Materials being found after the commencement of work, Piperun will immediately stop the work and notify all the related parties. After the site is secured, we will hire a Hazardous Material Abatement company to complete the Hazardous Materials abatement work.

Apart from hiring a specialized company, our own workers will be also instructed to deal with these materials safely. Some of the mentioned instructions are as follows:

3.1) Asbestos

3.1.1) Measures taken before the beginning of work:

- Clearing the area where the asbestos is to be removed to cut down on the risk of contaminating devices, clothing and other items with asbestos fibers.
- Covering anything that can't be removed with thick polyethylene sheeting.
- Isolating the area where work is to be done from the rest of the area by building a containment area and air lock of polyethylene sheeting.
- Covering walls and floors in the area where asbestos is to be removed with Polyethylene sheeting.
- Posting signs to alert visitors, staff and others of the work in process and the possible exposure risk.

3.1.2) Measures taken while working with Asbestos:

- Keeping other people away from the working area.
- When possible, saturating the material to be removed with water containing dishwashing liquid to help reduce the dust created by the work.
- Always removing asbestos containing materials whole if possible and not breaking up components or sheets.
- Having an adequate supply of waste bags approved for asbestos disposal on hand all the time.

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- Never handling asbestos with bare hands. Wearing disposable rubber gloves.
 - Placing all removed materials into asbestos waste disposal bags for later disposal.
 - Keeping the floor and any debris on it damp while working to reduce the amount of dust in the air.

3.1.3) Measures taken when cleaning up and decontaminating:

- Double bagging and sealing all debris containing asbestos. Using approved bags, and sealing each bag separately, then placing in a second bag and sealing the second bag.
- Wiping down all surfaces with a damp cloth. Not sweeping or using a vacuum to clean up debris that may contain asbestos.
- Carefully folding and rolling the polyethylene sheeting on the floors and disposing it in the same way as the debris (double bagged and sealed).
- Wiping down all tools and equipment with clean, soft rags and water. Not reusing rags. Disposing each rag after use and using a new rag to continue cleaning.
- Not removing protective masks and equipment until all clean up is completed.
- Bagging disposable gloves, coveralls and boots in asbestos waste bags.
- Washing hands and face and showering thoroughly.

3.2) Lead

3.2.1) Assuming that all painted surfaces are coated with lead-based paint when working in buildings built before 1978 unless we have had special lead testing done by a licensed lead paint inspector.

3.2.2) Minimizing and containing any dust and debris created by your work.

- Removing all unnecessary items from the work area or covering them with plastic sheeting.
- Covering the ground with plastic sheeting to capture dust and debris.
- Turning off forced air heating and air conditioning ducts and covering them with plastic sheeting.
- Keeping all unauthorized personnel out of the work area while work is in progress and before the final clean-up.
- Sealing-off rooms or other sections when bigger jobs or projects could create a lot of dust and debris.
- When feasible, wetting mist any surfaces that will be sanded and scraped to limit dust.
- Keeping any dust and debris in the smallest possible area.
- Placing all dust, debris, plastic sheeting and other disposables in heavy-duty garbage bags and throw them away.

3.2.3) Avoiding the following work practices, which can create or spread toxic lead dust:

- Machine sanding or grinding to remove paint.
- Dry scraping or dry hand sanding more than 2ft of a painted surface in a room, stairwell or hallway, or more than 20ft of the exterior painted surfaces.
- Using an open flame torch or high temperature heat gun (1100 F or higher) to remove paint.
- Using aggregate blasting equipment to remove paint.

3.2.4) Performing a thorough final clean-up by using a special vacuum equipped with a "high efficiency particulate air" (HEPA) filter to remove dust and debris. Then wet cleaning using a detergent-based solution and clean water rinse.

2.2.5) As a final precaution, testing for lead contamination after completing the work.

This can be achieved by waiting one hour for the dust to settle, and taking two dust wipe samples from the floor in the work area. Then, submitting them to a laboratory for analysis. If dust lead levels are less than 50 micrograms of lead per square foot (50 mg/ft.), the area has been properly cleansed and is ready for re-using. If the dust levels are greater than 50 mg/ft., then re-cleaning and re-testing.

3.2.6) To better protect the personnel, changing clothes before leaving the work area, machine washing work clothes separately, showering after finishing the work, and not eating, drinking or smoking in the work area can be considered.

4) Site Safety Orientations & Training

4.1) Procedure of conducting a safety orientation:

4.1.1) Evaluating the situation: Deciding what areas the worker needs training in. If this is the first time that the worker is being oriented, planning for a thorough training session. Going through the Construction Orientation Checklist.

If the worker is being re-oriented, focusing on the topics that relate to the new situation or new hazards of the work place.

4.1.2) Training the worker: Going over the checklist with the worker. Wherever possible, demonstrating safe procedures. Being sure to show the worker the location of emergency exits and first aid facilities (or assigning someone to do this).

4.1.3) Testing the worker: Making sure the worker knows how to deal with hazards on the job site. Asking specific questions and following up later to ensure they understand how to do the work and they are doing it safely.

4.1.4) Signing the checklist, and keeping it as a record: Both parties must sign the orientation. Keeping a copy for the company's own records and giving the worker a copy as well.

4.1.5) Providing proper, ongoing supervision: Ensuring the worker is adequately supervised and receives additional training and orientation whenever hazards/conditions change on site, or if he/she requests it.

4.2) Safety Orientation Topics:

Topic	Things to Discuss
Worker rights and responsibilities	<ul style="list-style-type: none"> • Responsibility to follow the Regulation and other health and safety rules • Responsibility to report unsafe conditions • Responsibility to use PPE when required • Right to refuse unsafe work
Guarding (for machinery and power tools)	<ul style="list-style-type: none"> • Types and purposes of guards • Inspection and use of guards • Requirement to leave guards in place
Electrical safety	<ul style="list-style-type: none"> • Procedures for de-energization and lockout • When and how to use PPE • Maintaining safe distances from exposed power lines or cables • Use and requirement for GFCI circuits • Extension cord inspection and applicable grounding procedures
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> • When and how to use specific PPE • Where to find PPE • Limitations of protection • Storage, maintenance, and inspection • Provision responsibilities
First aid and Emergency procedures	<ul style="list-style-type: none"> • Names and locations of first aid attendants • Location of first aid kits • Location of fire exits • Locations of fire extinguishers and how to use them

4.3) Safety Orientation Checklist:

Orientation and training topics		Initials (employer)	Initials (worker)
1. Supervisor name: _____ Phone #: _____ Worker name: _____ Phone #: _____ Employer name: _____ Job site: _____ Date of documentation: _____			
2. Rights and responsibilities	General duties of employers, supervisors, and workers		
	Worker's right to refuse unsafe work		
	Worker's responsibility to report hazards/unsafe work		
	Worker's right to orientation and training and additional training upon request		
3. Workplace health and safety rules	Fall protection systems in use on this site		
	Guard rails <input type="checkbox"/> Yes <input type="checkbox"/> No Fall restraint <input type="checkbox"/> Yes <input type="checkbox"/> No Fall arrest <input type="checkbox"/> Yes <input type="checkbox"/> No Control zone <input type="checkbox"/> Yes <input type="checkbox"/> No Approved		
	Is a written fall protection plan required? <input type="checkbox"/> Yes <input type="checkbox"/> No Worker knows about the plan and where it can be found		
	Worker understands housekeeping rules		
	Worker understands after-hours work safety rules		
	Supervision and progressive discipline		
	Other (e.g., operating equipment safely)		
	• _____ • _____ • _____		
4. Workplace hazards that workers may be exposed to	Hazardous materials on construction site		
	• _____ • _____ • _____		
	Other hazards (e.g., exposure to power lines; risk of robbery, assault, or confrontation)		

Orientation and training topics		Initials	Initials (worker)
5. Procedures for working alone or in isolation			
6. Measures to reduce risk of violence in the workplace and how to deal with violent situations			
7. Personal Protective Equipment (what to use, when to use it, where to find it)	Selection, use, and maintenance		
	Footwear		
	Hardhat		
	Work gloves		
	Hearing protection		
	Leg protection		
	High visibility apparel		
	Face and eye protection		
	Respiratory protection		
8. First aid	First aid attendant's name: _____ Phone # _____		
	Location of first aid kit and eye wash facilities		
	How to report an illness, injury, or accident (including near misses)		
9. Emergency procedures (e.g., evacuation procedures, emergency exits, meeting points, location/demonstration of fire alarms and fire extinguishers)			
10. Instruction/ demonstration of work tasks/ processes	list of safe work procedures that the worker has been oriented in		
	• _____		
	• _____		
	• _____		
	• _____		
11. Health and safety program (if one is required, explain what it covers and where a written copy can be found)			
12. WHMIS			
13. Health and safety committee or worker health and safety representative Safety contact's name: _____ Phone number: _____			

5) Environmental Practices

Piperun believes that when construction occurs near built-up areas, poor environmental practices may result in air and noise pollution which may cause annoyance and affect the health of neighboring communities. In order to minimize the environmental impacts of a jobsite, Piperun follows below key practices,

- Conduct an Environmental Assessment that identifies which parts of the environment may be vulnerable to damage from construction activities. Depending on whether or not the construction site is near houses, schools or hospitals, the impact of air discharges, noise and vibration on the health and amenity of adjacent residents will be included in the assessment.
- Hazard Identification, identifying activities that could lead to an adverse effect on the environment.
- Hazard Analysis which identifies the likelihood of an environmental hazard.
- Determining the Overall Risk which determines the risk level of identified hazard.
- Reducing Risk to acceptable level by implementing action plans.

To reduce the adverse impact of construction activities on the environment at most of the job-sites, Piperun employs the following tasks:

- Prepares an environmental control plan for the whole site.
- Implements dust control approach to ensure there is no health risk.
- Limits the times of operation of noisy equipment vehicles, and operations or schedule them to operate after hours, if necessary.
- Protects green areas by fencing and hoarding.
- Obtains construction materials, paints and other liquids in reusable packaging.
- Uses recycle material for making noise barriers in order to minimize waste.
- Performs daily job-site cleaning and uses recycle bins for recycling materials.
- Runs trainings and workshops for staff to learn emergency procedures to deal with unexpected emergencies.
- Ensures that all vehicles and machinery are fitted with appropriate emission control equipment, maintained frequently serviced to avoid air pollution.
- Storage chemicals and fuels, if used at job-site.
- Protects infrastructure services such as drainage and sewerage pipe that intersects construction site during the operation period.