



HEALTH AND SAFETY POLICY



OBJECTIVE

The objective of the safety program is the “Prevention of All Accidents”. An accident is an unplanned and unintended incident that disrupts the orderly process of work to be performed. All accidents result in some loss due to job disruption and or delay and sometimes involve additional losses due to personal injury, equipment of property damage. When an accident occurs, the degree of loss is determined largely by chance, therefore, by diligent pursuit of safety, “prevention of all accident” can result.

Other than “Acts of God”, Accidents are preventable and are the result causes related to unsafe and inefficient procedures or methods, unsafe physical conditions, unsafe equipment, unsafe personal acts and usually one or more of these factors in combination.

Since accidents usually results from the same deficient factors that effect productivity, cost, worker relations; the projects safety record is another guide to the effectiveness of the supervision.

The following three principles shall govern our safety policy:

- Maximum protection for the worker on the project
- Maximum protection for the public
- Minimum inconvenience to the public



STATEMENT OF SAFETY POLICY

It is the policy of Solar Group Inc. to perform work in the safest manner possible, consistent with good construction practices thus providing a safe and healthy environment for all workers on all projects. To fulfill the responsibilities of the policy, an organized and effective safety program must be undertaken at each location where work is performed.

Responsibility for the safety program is delegated to line supervision in accordance with the chain command.

Experience has shown that, for best results, it is essential to have the fullest co-operation of Management, Supervisory Personnel, Workers and Sub-contractors and their workers.

RESPONSIBILITIES

(1) MANAGEMENT

1.1 The responsibility of Management is the development of our Safety program.

PRIMARY RESPONSIBILITY FOR ENFORCING SAFETY REGULATIONS MUST BE PLACED IN THE HANDS OF JOB SUPERVISOR OR FOREMEN.

- 1.2 Review all accident reports such as personal injury, property damage, fire, auto and other loss information.
- 1.3 Periodically circulate a bulletin letter to all Supervisors. The letter will consider the accident experience of the Company and the individual, general practices designed to provide information for use by Supervisors and Foremen in conducting their job safety discussions.
- 1.4 Where necessary, exercise action to develop proper attitude by field Supervisors.
- 1.5 Organize and administer an effective Safety Program, which complies with Management Safety Policies.
- 1.6 Study hazards and formulate practical plans for elimination, control or protection against them.
- 1.7 Institute and direct inspection procedures for all vehicles, tools work areas, and hoists.
- 1.8 Maintain liaison with outside agencies to bring in new knowledge to improve the existing safety program (C.S.A.O., Ministry of Labour)
- 1.9 Provide safety publications and materials.
- 1.10 Review reports of accident investigations and see that recommendations are acted upon.
- 1.11 Recommend safety training.
- 1.12 Establish and promote training programs for employees and supervisory personnel.



(2) **SUPERVISORS AND FOREMEN**

- 2.1 Maintain inspections of facilities and operations.
- 2.2 Determine the need for and provide first aid equipment and take measures for proper fire control.
- 2.3 Determine the need for and provide personal protection equipment.
- 2.4 Ensure employees use the protective equipment provided.
- 2.5 Investigate all accidents immediately and ensure a detailed report is prepared by the injured person's immediate Supervisor to be forwarded to head office. (See Accident Investigation Procedure)
- 2.6 Each Supervisor is expected to hold weekly safety discussion with his crew. This may be accomplished by the safety contacts with individual employees or by "TOOL BOX TALK" method.
- 2.7 These safety discussions should be recorded. Included in this manual are necessary forms.

As a Supervisor, you are to incorporate accident prevention in your daily activities. A good Supervisor will never put a new employee to work without warning him of the hazards connected with the job. A good Supervisor points hazards and changed conditions to employees moving from one area to another. A good supervisor will show his/her worker the correct, safe way to do each task.

REMEMBER THAT TO ONLY TALK SAFETY DOES NOT MAKE SAFETY A FACT. IT TAKES ACTION!!!



RESPONSIBILITIES Continued

(3) SUPERVISORS RESPONSIBILITIES(EQUIPMENT)

- 3.1 Know, practice and enforce the Head Office Safety Program and Standards.
- 3.2 Ensure that scheduled vehicle maintenance programs are being followed.
- 3.3 Ensure that scheduled and preventive maintenance programs are established and followed for all heavy equipment (mobile platform).
- 3.4 Make sure all “Warning Signs” are posted.

(4) WORKER RESPONSIBILITIES

- 4.1 Report unsafe practices, conditions of equipment and tools to your Supervisor.
- 4.2 If safety hazards cannot be removed or resolved immediately, they must be reported to a Supervisor right away.
- 4.3 Always remind co-workers when you see them working unsafely or not wearing proper safety equipment.
- 4.4 If guardrails or floor coverings have been removed by other trades, immediately report this to your foreman before proceeding.
- 4.5 Horseplay will not be tolerated.
- 4.6 Lift with legs, not your back.
- 4.7 Report all accidents, no matter how slight, immediately to a Supervisor.
- 4.8 Use proper tools for the job and use them correctly.
- 4.9 All employees will be required to wear proper personal protective equipment as directed by the foreman.
- 4.10 Attendance of training programs is required by the Company.
- 4.11 Every Worker is required to know the basic identity of hazardous products by the W.H.M.I.S label (hashed border). Material Safety Data Sheets are available from your Supervisor.

Employees are our most important assets, but you must help in having a safe operation by observing these rules.

(5) SUB-CONTRACTORS

- 5.1 All subcontractors and suppliers will be required to follow our safety policy.
- 5.2 The Sub-Contractor will also be required to follow the rules and regulations of the Occupational Health & Safety Act and the Construction Regulations.
- 5.3 Our company attempts to comply with the Provincial Occupational Health and Safety requirements. Since our contracts require that our jobs comply with these regulations, we will therefore, require the same of our Sub-Contractors. This becomes especially important where the conduct of our Sub-Contractors create exposures to our employees.
- 5.4 Sub-Contractors will be required to provide Certificates of General Liability, Workers Compensation and automobile Liability Insurance. The Sub-Contractors coverage limits shall meet or exceed those carried out by the company.



- 5.5 **Before the start of work each day, each Sub-Contractors crew leader shall conduct a 3-5 minute "tail gate" meeting with all personnel under his/her direction to review specific safety conditions or practices of concern for the day i.e. icy walkways, hot weather, slippery conditions, etc.**

ESSENTIALS OF SAFETY FOR SUPERVISORS

Your job in management places you in a unique position of trust, for not only does the company rely on you as the direct representative of management to apply its policies wisely and fairly, but also entrusted to you in the obligation to safeguard the well-being of the workers in your charge. No responsibility transcends this importance.

AS A SUPERVISOR YOU ARE INDEED YOUR BROTHERS KEEPER!!

- 1.1 You are a Supervisor and thus, in a sense have two families. Care for your people at work as you would care for your people at home. Be sure each of your employees understands and accepts their personal responsibilities.
- 1.2 Know the rule of safety that applies to the work you supervise. Never let it be said that one of your employees was injured because you are not aware of the precaution required on his job.
- 1.3 Anticipate the risks that may arise from changes in equipment or method. Make use of the expert safety advice that is available to help you guard against such new hazards.
- 1.4 Encourage your employees to discuss with you the hazards of their work. No job should proceed where a question of safety remains unanswered. When you are receptive to the ideas of your workers, you tap a source of first hand knowledge that will help prevent needless loss and suffering. Example: C.S.A.O. and Ministry of Labour.
- 1.5 Instruct your employees to work safe, as you would guide and council your family at home-with persistence and patience.
- 1.6 Follow up your instructions consistently. See to it that workers make use of the safeguards provided to them. If necessary, enforce safety rules by disciplinary action. Do not fail the company, which has sanctioned these rules of your workers who need them.
- 1.7 Set a good example; demonstrate safety in your own work habits and personal conduct. Do not appear as a hypocrite in the eyes of your employees.
- 1.8 Investigate and analyze EVERY accident- however slight- that befalls any of your employees. Where minor injuries go unheeded, crippling accidents may strike later.
- 1.9 Co-operate fully with those in the organization who are actively concerned with employee's safety. Their dedicated purpose is to keep our employees fully able and on the job and to cut down the easy personal toll of accident.



10.1 REMEMBER: Not only does accident prevention reduce human suffering and loss, but also from a practical viewpoint, it is more than good business. Safety therefore, is one of your prime obligations to your company, your fellow supervisor and your fellow employees.

RULES OF SAFE CONDUCT FOR ACCIDENT PREVENTION

In addition to mandatory hard hats and safety boots personal protection equipment such as fall arrest devices must be worn when *conditions warrant*.

A worker must wear a safety belt of safety harness with a lanyard tied off to a fixed support whenever the worker may fall 3 meters or more.

Lifelines must be used by only one worker at a time. It is to be kept free of the danger chaffing, cuts and abrasions.

Ladder shall be set up on a firm level surface and tied off to prevent their slipping or unsecured movement.

All ladders are to be checked for defects and job built ladders must be provided with filler blocks in between each rung.

Scaffolding shall be erected and dismantled under the supervision of a competent person. All scaffolding shall have adequate planking secured from movement and guardrails provided at the perimeters of each working level.

Guardrails shall be provided around all scaffolds, floor openings and perimeters of floors. Where guardrails are not practical, suitable protective covers shall be provided over floor openings.

All work areas shall be provided with access by runway, ramp, ladder, or stairs.

All electrical tools including skill saws, drills, etc. shall be protected by G.F.C.I. when used outdoors in a damp location.

All electrical cords shall be suitable for the purpose and free effects including cracks in protective covering and ground pin where applicable.

All workers shall take precautions to prevent the outbreak of fire at the project and shall be familiar with the location of suitable fire protection equipment.

Materials shall not be stored, moved or piled in such a manner that it may endanger a worker. Where practical all heavy lifting shall be done by mechanical means to prevent back injuries.

All workers are required to know the hazard symbols related to WHMIS Legislation.



ACCIDENT INVESTIGATION

All accidents will be thoroughly investigated by the Site Supervisor and/or Management, with involvement by Health and Safety Representative(s) where applicable.

All accidents will be investigated immediately.

The purpose of accident investigation is not to lay “blame” on anyone, but to find out how similar accidents may be prevented or avoided in the future.

No person shall alter the scene of an accident except for the purpose of preventing further injury or damage.

Full co-operation from all involved parties (including witnesses) is required.

No one who is legitimately injured by an accident at work will be denied assistance or compensation, provided that they obtain medical attention and report the accident immediately.

Record all first aid treatment, however minor, to your Supervisor.

PROCEDURE

The results of the investigation are to be recorded on the “Accident/Injury Report” form provided. All applicable sections must be completed and filled in.

The Workers’ Compensation Board (WCB) Accident report (Form 7) should only be filled out by a management Representative where necessary, and should not be filled out prior to a complete investigation and report. If the report is anticipated to take more than twenty-four hours, the head office will be notified of the accident, by fax or phone, and will include the following information.

- Name of person injured
- Social insurance number
- Address of injured person
- Nature of accident
- Accident location
- Name and address of doctor treating, if any
- That an investigation is underway and a full report will be provided upon completion therefore



The Workers' Compensation Board must receive notification (Form 7 or letter) within three days.

PERSONNEL SELECTION, PLACEMENT AND TRAINING

Proper employee selection and training is an important operating and safety procedure. To help insure that we hire qualified employees, the following steps will be followed.

- 1.1 A pre-employment application will be obtained from every prospective employee. In those cases where the applicant has difficulty in completing the application, the person hiring the applicant will assist in completing the form. **IT IS VERY IMPORTANT THAT COMPLETE APPLICATIONS BE ON FILE FOR EVERY PERSON IN OUR EMPLOY.**
- 1.2 Management hiring new personnel will take necessary steps to thoroughly screen, observe and fit the new person on the job. Knowledge of the job requirements is a necessity.
- 1.3 Each new employee will be questioned to be certain that the applicant has at least the basic knowledge of the position for which he is applying.
- 1.4 Initial orientation shall include instruction on reporting of all accidents and the availability of medical facilities and first aid locations.
- 1.5 On initial indoctrination, each employee should be instructed by his Supervisor, concerning on the job safety meetings. This information shall include:
 - (1) Insist on work person joining the discussions
 - (2) That any hazard noted on the job should be reported to the Superintendent or Foreman.
 - (3) List of hazards on the job and what to look for.
- 1.6 All persons employed throughout the course of the work should be physically qualified to perform the duties, which assigned.
- 1.7 Medical history will be developed and reviewed to determine previous medical or physical limitations that will inhibit work performance.
- 1.8 A physical examination may be required for all operators. Physical examination may be required of anyone whose medical history information warrants such action.



SAFETY STANDARDS

THESE STANDARDS APPLY ON ALL PREMISES OPERATED BY THE COMPANY; ON ALL JOB LOCATIONS WHICH COMPANY PERSONNEL ARE WORKING; WHILE OPERATING COMPANY OWNED, LEASED OR RENTED TOOLS EQUIPMENT OR VEHICLES. WHEN MORE STRICT STANDARDS ARE IMPOSED BY LABOUR OR JOB CONTRACTS, OR BY GOVERNING BODY CODES, THOSE STANDARDS BECOME COMPANY STANDARDS AND WILL APPLY.

- 1.1 Use all tools and equipment essential to perform job in a safe manner.
- 1.2 Only tools and equipment in good, safe condition will be used.
- 1.3 Keep work area free of accumulation of rubbish, unneeded tools, equipment, supplies, material and personnel
- 1.4 Pile supplies and materials to prevent blow over, collapse, slipping or tipping.
- 1.5 WALK- doesn't run to change locations. Avoid sudden stops and cutting corner.
- 1.6 Slowly open doors-particularly those not offering a view in the direction in which it opens.
- 1.7 Immediately wipe up liquid spilled on walking or working surfaces.
- 1.8 Lift with legs not back. Get help with heavy, bulky or awkward loads.
- 1.9 Know where fires are most likely to occur. Know the location of the nearest fire extinguisher and how to use it.
- 1.10 Electrically operated machines, tools and equipment will be effectively grounded.
- 1.11 Power driven tools and equipment will have moving parts properly guarded.
- 1.12 Tools shall not be left on scaffolds, ladder or overhead working spaces when not in use. Where work is being performed overhead on scaffolds or ladders, containers shall be used to hold tools and prevent them from falling. The practice of throwing tools from one location to another or dropping them to lower levels shall not be permitted. When necessary to pass tools or materials under the above conditions, suitable containers or ropes shall be used.

MACHINERY AND EQUIPMENT

- 1.1 Only qualified and authorized personnel shall operate all machinery and mechanized equipment.
- 1.2 Movement of such equipment over roads, highways, or on city streets shall be done in accordance with all applicable local regulations. Equipment shall be equipped with wide-load signs, red flags, warning lights and fire extinguishers.
- 1.3 No guards, safety appliances or devices shall be removed from machinery or equipment or made ineffective except for the purpose of making immediate repairs, lubrication or adjustments and then only after the power has been shut off and locked out. All guards and devices shall be replaced immediately after the completion of the repairs.



- 1.4 Before any machinery or mechanized equipment is sent out to use on the job, it shall be inspected and tested by the Supervisor or operator and determined to be in safe operating condition. Continued periodic job inspections shall be made as such intervals as necessary to ensure its safe operating condition and proper maintenance.
- 1.5 Any equipment found by the Supervisor to be in an unsafe operating condition should be prohibited from use until unsafe conditions have been corrected.
- 1.6 Where practical, equipment left unattended shall be locked to prevent starting by unauthorized persons.
- 1.7 Equipment shall not be operated in close proximity to high voltage wires.

WINDOW CLEANING REGISTRATION, REPORTING & NOTICE REQUIRMENTS

1. When an accident involves the collapse or failure of a temporary or permanent support or structure that was designed by a professional Engineer, the employer shall report to Ministry of Labour as required by regulation 85/90.
2. Before any worker begins window cleaning at a building for which a suspended scaffold, boatswain's chair or similar single-point suspension equipment is used, every employer, Contractor and Sub-Contractor who proposes to carry out window cleaning at the building shall give notice as required by regulation 85/90.

WINDOW CLEANING SAFETY PRECAUTIONS & REQUIRMENTS

1. Every person who engages in window cleaning shall be at least eighteen years of age.
2. Every worker who engages in window cleaning shall wear or use personal protective clothing, equipment or devices that protect the worker from particular hazard to which the worker may be exposed.
3. Every worker shall be instructed and trained in the care and use of protective clothing, equipment or device before the worker wears or uses it.
4. If a worker who is not working from a ladder is exposed to the hazard of falling more than three metres, the worker shall use a fall arrest system that is adequately secured to a fixed support and arranged so that the worker cannot fall freely from a vertical distance of more than 1.5 metres.
5. The fixed support mentioned in the above shall be able to resist all arrest forces when a worker falls.



6. Where a suspended Scaffold is at least two independent means of support or suspension, the fall arrest body harness or lanyard may be attached to the scaffold.
7. A lifeline used in a fall arrest system,
 - a) Shall be used by only one worker at a time.
 - b) Shall be free from the danger of being chaffed or cut
 - c) Shall be suspended separately and independently from any suspended scaffold, boatswain's chair or similar single point suspension equipment.
 - d) Shall have a nominal diameter of at least six millimetres.
 - e) Shall be made of polypropylene or another durable material with equivalent impact strength that provides equal protection to a worker.
 - f) When in a vertical position, shall extend to the ground or the level of egress
 - g) Shall be inspected for wear prior to each day's use by a competent person who shall report any defects or damage to a Supervisor
 - h) Shall not be used when defective or damaged.
8. No lanyard, lifeline and fall arrest body harness that has arrested a fall by a worker shall be reused.
9. If practicable, signs containing the words "Danger-Work Overhead" in legible letters shall be posted in prominent locations and in sufficient number to warn pedestrians that window cleaning is being carried out overhead.
10. Barriers, warning signs or other safeguards for the protection of workers shall be used where vehicular or pedestrian traffic may endanger the safety of any worker or disturb the workers support lines or lifelines.
11. Material to be used on, or removed from, a work site shall be stored, moved, lifted and transported in a manner that does not endanger a worker.

WINDOW CLEANING **LADDERS AND RELATED EQUIPMENT**

1. When a step ladder is being used,
 - a) The legs shall be fully spread and the spreader shall be locked.
 - b) The top and the pail shelf of the stepladder shall **not** be used as a step.
2. A barrel, box or other loose object,
 - a) Shall **not** be used by a worker engaged in window cleaning to stand upon while working.
 - b) Shall **not** be used to support a ladder, scaffold or working platform.

WINDOW CLEANING
SCAFFOLDS, BOATSWAIN'S CHAIRS & RELATED EQUIPMENT

1. Ontario Regulations 859/90 apply in respect of every,
 - a) Suspended scaffold that is permanently installed on a building or structure.
 - b) Suspended scaffold that is transported in component form and is assembled for use on work site.
 - c) Boatswain's chair or similar single point suspension equipment intended for the support of one worker.

2. All mechanically or electrically operated equipment used in connection with equipment,
 - a) Shall be suitable for the purpose for which it is used
 - b) Shall have legible operating and maintenance instructions of the manufacturer affixed to the equipment
 - c) Shall be operated, inspected and maintained in accordance with the manufacturer's instructions
 - d) Shall not be used in a manner that endangers the worker
 - e) Shall not be used when a component which may affect its safe operation (defective or damaged).

3. (1) Every primary suspension line and lifeline used in connection with equipment,
 - a) Shall be rigged in accordance with generally accepted rigging practice
 - b) Shall be rigged so that each line hangs vertically from the roof access level to ground or level of egress of worker using the line
 - c) Shall have a breaking strength of at least 10 times the static load that the line intended to support
 - d) Shall have each connecting end wrapped around a protective thimble and securely fastened,
 - (i) By means of a swaged fitting or eye splice, if applied by the manufacturer of the line or
 - (ii) If the line is a wire rope, by a minimum of **three** clamps
 - e) Shall be inspected before each day's use by the competent person who shall report any defects or damages to a Supervisor
 - f) Shall not be used when defective or damaged.

- (2) Every primary suspension line for a boatswain's chair similar single-point suspension equipment that is made of organic or polymer fibres,
 - a) Shall be doubled from the anchor point or point of suspension of the line to the ground or egress level.
 - b) Shall be permanently marked with,
 - (i) The name of the manufacturer
 - (ii) The date the manufacture of line

- (iii) The length of the line
 - c) Shall be protected from abrasion
 - d) Shall be used only with a descent control or similar device
 - e) Shall be tested by a recognized laboratory twenty four months from the date the manufacture of the line and once every twelve months thereafter for compliance with clause (1)
 - f) Shall be discarded
 - (i) Where it is found not to comply with regulations 859/90
 - (ii) In accordance with the manufacturer's recommendations
 - (iii) When it is no longer safe for use
- (3) Every descent control or similar device referred to in regulation 859/90
 - a) Shall be approved by the manufacturer of the device for use in window cleaning
 - b) Shall be used in accordance with the installation, operating and instructions of the manufacturer, which instruction shall be kept available for the inspection of an inspector.
- 4. Every boatswain's chair,
 - a) Shall have a seat of at least 600 millimetres long and 250 millimetres wide of one piece construction capable of supporting 225 kilograms
 - b) Shall be supported by a sling constructed of wire rope of at least nine millimetres that crosses underneath the seat
 - c) Shall not be used where the descent exceeds ninety metres
 - d) Shall only be used to clean windows within arm's reach of a worker who is freely suspended on the primary support line
 - e) Shall not be used when a worker is using corrosive substances or solutions for window cleaning.
- 5. Every static or horizontal line that is rigged between anchor points and to which primary support lines are directly attached shall be used as a professional Engineer directs, and the Professional Engineer shall certify the maximum load to be applied to the static or horizontal line.
- 6. Every out rigging beam, cornice hook and paparet wall hook that is used to support a primary support line, shall have counterweights that are manufactured for the purpose, marked to indicate their weight and securely attached to the outrigger beam.
- 7. Every worker on a suspended scaffold, boatswain's chair or similar single-point suspension equipment shall have an effective means of summoning assistance in case of an emergency.
- 8. Every worker who is on, or is in the process of getting on or off a suspended scaffold or boatswain's chair or similar single-point suspension equipment shall be protected by a fall arrest system.



WINDOW CLEANING

DUTIES OF EMPLOYERS, SUPERVISORS AND WORKERS

1. If an employer, supervisor or worker believes that an anchor point or related structure that is used to support a suspended scaffold, suspended work platform, boatswain's chair, and similar single-point suspension equipment of lifeline is defective or inadequate, the Employer, Supervisor and Worker shall inform the building owner of this fact.
2. Every Employer of a worker who engages in window cleaning using suspended scaffold, boatswain's chair or similar single point suspension equipment and every Contractor and Sub Contractor who proposes to carry out window cleaning in that manner shall appoint a Supervisor.
 - 2B. A Supervisor shall visit the location of the window cleaning operation at least once daily.
3. A safety training program shall be established and maintained by every Employer whose workers engage in window cleaning using suspended scaffold, boatswain's chair or similar single point suspension equipment to train the worker in common core skills for the safe use of such using suspended scaffold, boatswain's chair or similar single point suspension equipment.
 - 3.1 The common core skills referred to in Ontario Regulation 859/90 shall include.
 - (a) the proper rigging of support lines
 - (b) The inspection for ware of primary support lines and lifelines.
 - (c) the safe use of descent control devices
 - (d) the proper use of fall arrest body harnesses lifelines to buildings and structures
 - (e) The safe use of suspended scaffolds boatswain's chair or similar single point suspension equipment.
 - 3.2 No worker who has unsuccessfully completed the training program referred to in Ontario Regulation 859/90 shall be permitted to engage in window cleaning using suspended scaffolds boatswain's chair or similar single point suspension equipment.
 - 3.3 Subsection does not apply to worker who:
 - (a) Is being instructed in the safe use of window cleaning and fall arrest equipment
 - (b) Is accompanied by a person who has successfully completed the training program referred to in subsection 1.
 - 3.4 Every Employer shall establish and maintain in writing a list of workers who have successfully completed the training program referred to in subsection 1.



NOTE:

Anyone who has successfully completed the window cleaning safety course offered by the Construction Safety Association of Ontario will be deemed to have successfully completed the training program required.

JOINT HEALTH AND SAFETY COMMITTEE

ROLES AND RESPONSIBILITIES

Principle Functions:

- Identify potential hazards
- Evaluate these potential hazards
- Recommend corrective action
- Follow-up the implementation of the recommendations.

Other Functions:

- be available to workers to
 - ◆ receive complaints
 - ◆ receive recommendations
 - ◆ discuss problems
 - ◆ recommend solutions
- Provide input into existing and proposed Health and Safety Program
- Participate in development of assessment reports and control program reports
- Cause Worker Trade Committee (W.T.C.) to be formed
- Inspections:
 -
 - Regular inspections- entire site if practical;
 - Once a month, by person designated by the committee
 -
- Complaints:
 -
 - Workers must first report hazards or contraventions of the Act and regulations to their immediate Supervisor or Constructor.
 -
 - **WHEN COMPLAINTS ARE BROUGHT TO COMMITTEE MEMBERS THEY SHOULD:**
 -
 - Ask an immediate Supervisor responsible for the cause for the complaints resolve the matter
 - Have the request noted at the next committee meeting and recorded in the minutes
 - Notify the worker who reported the concerns of the action taken.
 -
 -
 - Investigation:
 -
 - Receive notification off all lost time injuries
 - May investigate death or critical injuries (if done, report in writing to Ministry of Labour)
 -
 -



- NOTE TO ALL MEMBERS:
-
- When issues arise, always try and have the matter resolved by the immediate supervision for the workplace or workers involved.
-
- Do not sit on complaint until the next W.T.C. or J.H.S.C. meeting just so that you can have something to report or bring forward.
-
- The most successful W.T.C. and J.H.S.C have only a list of things resolved recorded in their meetings.
-
- Never let a life threatening hazard continue without being brought to the attention of the employer who has created or is responsible for the hazard condition. Should the employer responsible, not take immediate action, notify site Management as soon as possible.
-
- The whole purpose of the J.H.S.C. and the W.T.C. is to produce a safer workplace and resolve disputes in the workplace without having to resort to outside assistance. It is designed to strengthen and make internal responsibility system decreed by the Occupational Health and Safety Act and Regulations for Construction projects.