HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT SYSTEM

Property of
ROHIT MANAGEMENT INC.
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HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT PROGRAM REVIEW SHEET

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STATEMENT OF PURPOSE

The purpose of this system is to provide Rohit Group of Companies' ("Rohit"/ "Company") employees with health, safety and environment policies and to guide them in performing their assigned tasks in a safe and effective manner. It is also a guide for them to protect the safety of workers, contracted employers, self-employed persons, public and visitors

This system is based upon fundamental safety and environmental principles and accepted industry practices in accordance with regulatory guidelines and laws.

Users of this system should consult their supervisor and refer to legislated regulations if there are any questions regarding the implementation of any procedures or practices contained herein.

Rohit is committed to providing a safe working environment for all workers, through the training and development of the necessary skills required in handling day-to-day hazards or emergency conditions. Therefore, all operations personnel are expected to read this reference system and apply the information in their daily activities.

Personnel at all levels, particularly those who will act as Rohit's designated site representatives, are expected to do everything reasonable and practicable to protect personnel, property and the environment. Low-risk tasks will generally require less rigorous methods of hazard control while high-risk tasks will require controls commensurate with the higher risk.

While this system provides guidance for dealing with emergency situations, personnel are also directed to read and follow site specific Emergency Response Plans (as applicable).

AN INJURY AND ACCIDENT-FREE WORKPLACE IS OUR GOAL.

SAFETY BY CHOICE, NOT BY CHANCE

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1.0 HEALTH AND SAFETY POLICY

Rohit Group of Companies ("Rohit"/"Company") is committed to providing quality service and products to our customers, while protecting the health and safety of our workers, customers, general public and the environment. We acknowledge it is the right of the workers to work in a healthy and safe environment and we are committed to a loss prevention program which will provide all employees, contractors, self-employed persons and customers with the safest work environment possible. The aim of this program is the protection and maintenance of all employee's health and safety including their physical, psychological and social wellbeing.

Rohit will promote safety in the workplace by setting a good example and guiding our workers with reinforcement when required. Management and supervisors will be familiar with and follow the requirements as outlined in the company Health & Safety Management Program Manual, as well as any legislation that may be applicable to our operations, including all applicable provincial Health and Safety Acts, Codes & Legislations.

Employees are responsible and will be held accountable for their individual health and safety performance, according to the safety policies and procedures outlined in the Rohit Health & Safety Management Program Manual. This is achieved by following procedures and safety legislation, and wherever possible, assessing safety conditions and making recommendations for improvements. Active participation by everyone is required to maintain this high level of safe work performance.

Management will ensure that safety needs are identified, and hazards are communicated to all affected workers. Management will coordinate investigations and review completed reports. They will provide the appropriate safety training, equipment, and safety apparel required to complete the job safely and efficiently. All employees and other personnel on Rohit worksites are responsible for obeying safety rules, following procedures, utilizing appropriate safety equipment and precautions, participating in any training which may be required and informing supervisors of unsafe acts or conditions. Employees, contractors, and subcontractors who knowingly violate safety regulations could face disciplinary action and possible dismissal.

Rohit is committed to working in a manner of consultation and cooperation with its employees, contractors, self-employed persons and visitors as 2-way communication is vital to the success of the safety program. The Company pledges to provide a healthy and injury free workplace for the above-mentioned parties and our mission is to provide service to our customers in a safe and efficient manner.

***The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar with and abide by.**

Date: Mar 2022

Adil Kodian
Executive Vice President, Rohit Communities
Rohit Group of Companies
Rohit Management Inc.

1.1 SENIOR MANAGERS

Responsibilities include:

- Establish and implement policies and procedures aligning with Occupational Health & Safety Legislation.
- Define roles and responsibilities, establish accountability and delegate authority for implementation and maintenance of the safety program.
- Provide adequate resources for implementing, maintaining and improving the company's safety program.
- Provide relevant safety training as per the companies training policy
- Appoint management representatives (managers and supervisors) with defined roles, authority and responsibility within the safety program
- Ensure regional managers maintain overall corporate safety standards, adherence to Rohit's Health Safety and Environment Management System and accountability for regional safety performance.
- Include Occupational health & safety activities and initiatives in the overall business plans
- Promote health and safety as part of the business culture within the company.

1.2 MANAGERS

Responsibilities include:

- Provide policy statements relating to the Safety Program. These statements show Managers' commitment and set expectations for safety performance.
- Provide instructions and assist all supervisory personnel, to protect the health and safety of employees, contractors, self-employed persons, visitors and the general public.
- Ensure established policies are implemented, administered and enforced.
- Ensure compliance with all applicable legislation.
- Complete all required safety training and ensure all workers under their supervision have also completed and entered their safety training certifications into SiteDocs as per the company training policy.
- Ensure all additional or remedial training is provided in connection with corrective actions.
- Ensure formal inspections are completed as per policy. This includes both worksite and company vehicles as well as taking part in worksite inspections at least twice each year.
- Regularly monitor and coach divisional site workers on enforcing safety polices and review and sign off on worksite safety documentation for completion, accuracy of information and overall quality.
- Review all accident investigation reports, ensure identified hazards are corrected.
- Maintain overall control, responsibility, and accountability for regional safety performance.
- Conduct safety inspection order meetings in conjunction with the safety department for trades and vendors as per trade management program.

1.3 SUPERINTENDENTS

Responsibilities include:

- Ensure safety policies are implemented and maintained on all sites within their jurisdiction.
- Develop a clear understanding of safety responsibilities and specific duties for each worker.
- Ensure all safety training required as per the company training policy is complete and entered into their profile on SiteDocs.
- Ensure all safety documentation is completed correctly on SiteDocs as per the required frequencies described in section 1.10.
- Regularly monitor all employees, contractors, self-employed persons and visitors on site to ensure they have been properly trained in all aspects relevant to their specific job tasks and have the required competency documents / certifications available on site for review by any Rohit staff member or Occupational Health & Safety Officer upon request.
- Ensure that all vehicles, equipment, and tools are regularly maintained and properly documented.
- Ensure all workers are aware of their obligations and 3 basic rights and that they complying as required.
- Ensure Rohit Safety Standards of Performance are maintained on all worksites.
- Continually monitor the worksite for unsafe conditions and/or unsafe worker behaviors and take immediate actions to correct them.
- Ensure that all new workers receive detailed safety instructions (Site Orientation) before they can commence their work. This includes all Rohit staff, contractors, self-employed persons and visitors
- Take part in regular formal inspections, note deficiencies, create and complete corrective actions.
- Confirm all workers use (PPE) personal protective equipment as specified by legislation, Rohit minimum PPE policy and as specific job tasks require.
- Report all near misses, incidents/accidents as soon as possible to Rohit Safety Department via phone call, gather all relevant documentation and conduct and review investigation reports.
- Be accountable for the safe performance of all personnel and equipment on all their sites.
- **Lead by example.**

1.4 ASSISTANT SUPERINTENDENTS

Responsibilities include:

- Promote safety awareness.
- Ensure that all vehicles, equipment, and tools are regularly maintained and properly documented.
- Ensure all safety training required as per the company training policy is complete and entered into their profile on SiteDocs.
- Provide safe working conditions for all workers under their supervision.
- Conduct and document a daily Field Level Hazard Assessment (FLHA) each day prior to commencing daily work tasks.
- Conduct regular inspections for unsafe behaviors and unsafe conditions and ensure prompt corrective action to eliminate causes of accidents.

- Maintain good housekeeping standards.
- Ensure workers are aware of their rights and responsibilities.
- Provide instruction to workers regarding (SWPs)Safe Work Practices and (SJPs) Safe Job Procedures.
- Provide workers with information on known hazards on the job and how to isolate, prevent and avoid them.
- Confirm all workers use (PPE) personal protective equipment as specified by legislation, Rohit minimum PPE policy and as specific job tasks require.
- Enforce all established safety rules and regulations and take disciplinary action as necessary to ensure compliance with the rules.
- Participate the investigation of all accidents, incidents, or near misses to determine underlying causes. Report these to the Site Superintendent and Safety Department.
- Hold regular toolbox, tailgate, or safety meetings with crew and record minutes from such meetings.
- Be accountable for the safe performance of all personnel on their sites.

1.5 EMPLOYEES

Responsibilities include:

- Report any unsafe acts and/or conditions and ensure they are corrected before continuing job tasks.
- Report any injury, incident or accident immediately to their Supervisor and Safety Department. Complete and file any associated necessary documentation.
- Participate in toolbox, tailgate, or safety meetings.
- Use Personal Protection Equipment (PPE) and equipment appropriate to the task.
- Take required training courses (e.g., W.H.M.I.S., C.S.T.S) and use the training and information provided to ensure the health and safety of himself/herself and fellow workers.
- Know their 3 basic rights as workers.
- Inspect machinery, tools and operating equipment before and after use. Report and take damaged equipment out of service for repair.
- Take notice of and obey all signs and warnings posted on the worksite.

1.6 SALES STAFF

Responsibilities include:

- Promote safety awareness
- Contact the appropriate Site Superintendent 24 hours prior to the visit to be informed of the current site conditions.
- Report any unsafe acts and/or conditions to the appropriate Site Superintendent and ensure they are corrected before going on site or into a unit.
- Provide all customers/visitors with a verbal hazard assessment and point out all potential hazards. .
- Use (PPE) Personal Protection Equipment as required. Minimum hardhat and sturdy footwear on sites or unfinished units and when landscaping is not completed

- Confirm all customers/visitors are provided and use (PPE) Personal Protective Equipment as specified by legislation and Rohit minimum PPE policy.
- Escort all customers/visitors on site and or in the unit
- Report any injury, incident or accident immediately to the Safety Department. Work with the safety department to fill in the required safety documentation.
- Know their 3 basic rights.

1.7 SAFETY DEPARTMENT

Responsibilities include:

- Responsible for the day-to-day administration of the Safety Program.
- Ensure company compliance with Occupational Health & Safety Legislation and any other relevant laws.
- Act as a resource person to all levels of management and supervisors.
- Work with senior managers, managers, supervisors and employees to develop Safety Programs, Safe Work Practices, Safe Job Procedures, rules and regulations.
- Manage and review safety programs on a timely basis.
- Maintain working relationships with Safety personnel of other companies.
- Monitor overall safety performance and coordinate statistics.
- Act as a liaison with OHS and other outside agencies.
- Ensure the maintenance of training programs already in place (First Aid, CPR, TDG, WHMIS) and develop training programs as needs are identified.
- Maintain the company's vehicle fleet.

1.8 CONTRACTORS/SUB-CONTRACTORS/SELF-EMPLOYED PERSONS

Responsibilities include:

- All Contractors and their sub-contractor's safety programs must be to the same standard as Rohit Health, Safety and Environment Program or better.
- Employers on a worksite are responsible for the health and safety of their workers as regulated by all applicable acts, regulations and codes. Sub-contractors must follow all rules and laws of the OHS standards of the province in which the work is being conducted.
- The contractor shall promote safe work performance by their employees and must ensure proper training for all employees is conducted and documented prior to conducting job tasks on Rohit worksites.
- Good housekeeping and tidiness are basic requirements for all jobs. All workers will maintain a clean worksite and ensure to clean their work area prior to leaving the work site each day.
- The contractor shall ensure visitors & general public are protected from damage and/or injury due to the work the contractor is performing.
- All incidents must be reported to the Site Superintendent and /or Rohit Safety Department as soon as possible. This includes providing all relevant safety documentation in regard to the incident within 24 hours. Incidents include but are not limited to: Near misses, incidents/accidents, regardless of severity and contact with an Occupational Health and Safety Officer.

- The contractor shall identify their Health & and Safety Representative and/or take part in (JWHSC) Joint Worksite Health & Safety Committees as required.

1.9 VISITORS

Responsibilities include:

- For sales and walk throughs, be given a verbal hazard assessment, wear all PPE provided and follow all verbal instructions given by the Rohit salesperson or escort.
- Read and sign Field Level Hazard Assessment (FLHA) for the site visiting upon arrival and prior to stepping on to the worksite if relevant to their visit.
- Following all rules and utilizing appropriate safety and personal protective equipment (PPE) when and where required.
- Remaining with a Company escort at all times.

1.10 STEPS TO AN EFFECTIVE SAFETY PROGRAM

The foundation of a good safety program is communication. This not only includes the Safety Department, Managers, Site Superintendents and other site personnel, but also, discussions with the workers. Informal discussions are often just as important as toolbox and safety meetings, as it is important that all staff are included in this process. Being familiar with

1.11 SAFETY DOCUMENTATION

All forms and records pertaining to the Rohit Safety Program will be monitored by Management and the Safety Department. These will be filled out on the electronic documentation system provided. This is to include all weekly toolbox/safety meetings, weekly hazard assessments, daily field level hazard assessments, incident/accident reports, monthly site inspection forms and any other documents related to our safety program.

Participation in the program is how we gather information to create a safe working environment for our employees, contractors, self-employed persons and visitors. In order to make effective changes in a timely fashion, the safety department must be made aware of all facets of worksite safety concerns in order to recognize problems in the early stages so that corrective action can be taken and documented. This information can be useful to other Site Superintendents and Supervisors encountering similar situations in other locations. This will also ensure that proper records are being kept for audit and due diligence purposes.

1.12 MANAGEMENT COMMITMENT

As the field of construction safety progresses, legislation places accountability and a legal obligation on Rohit as a company to protect the health and safety of all workers. Safety rules are created to prevent accidents, injuries, and loss in the workplace and to protect the public and environment from any adverse effects of our operations. We must ensure that the utmost importance is placed on the preservation of the lives and good health of our employees, contracted workers, visitors and the general public. Productivity must not compromise the safety

and well-being of our workers. Management is committed to setting and achieving safety program goals by being objective and efficient. We will adhere to and promote our safety policies, guidelines as well as all applicable regulations and legislation at all times.

To ensure that improvements are continually being made, an audit of this program through the Alberta Construction Safety Association (ACSA) Peer Audit Program will be completed once per calendar year. We will also audit the program annually based on the Saskatchewan Construction Safety Association (SCSA) to ensure standards are being met in Saskatchewan. During the three-year cycle, an external audit will be performed the first year to receive our Certificate of Recognition (COR). In the second and third years of the cycle, a maintenance or internal audit will be performed once within a calendar year of the previous audit for the sole purpose of making appropriate improvements to the safety program based on the auditor recommendations. We will continue to work and be recognized as a safe and reputable company.

1.13 LEGISLATION

The specific legislation that governs the worksite depends on the combination of conditions, people, equipment, materials, environment, tools and situations.

The Alberta OHS Act, Regulations and Codes and the Saskatchewan OHS Act and Regulations apply to worksites in their respective provinces. This legislation sets out obligations for Employers, Workers, Suppliers, Manufactures, Owners, Contractors, and Prime Contractors. The legislation stipulates that these groups must be knowledgeable and must follow the legislation on their worksites. The legislation describes performance standards, assigns responsibility, designates authority and sets penalties.

It is Rohit's responsibility to ensure that:

- All employees, regardless of role or position, have been trained in their relevant obligations as laid out in Legislation
- Workers are competent or work under the direct supervision of a competent worker
- Workers are aware of their responsibility for their own safety and the safety of other workers
- Equipment is the correct type for the job
- Workplace hazards are identified, evaluated and controlled

Workers have the responsibility to:

- Exercise their 3 basic rights, the right to know, the right to participate and the right to refuse work which presents an imminent danger to themselves, or other workers, which is not normal to their occupation or which would not normally be done
- Cooperate with the employer for the purpose of protecting themselves and other workers
- If placed in a supervisory role they must ensure they understand the obligations of supervisors as required by legislation

The Alberta OHS Act, Regulation and Code can be found here:
https://www.alberta.ca/ohs-act-regulation-code.aspx

Rules governing health and safety in Saskatchewan's workplaces fall under the OHS Act and Regulations which sets out the minimum requirements for health and safety in Saskatchewan workplaces.

The Saskatchewan OHS Act and Regulations can be found here:

http://www.publications.gov.sk.ca/details.cfm?p=70351&cl=5

http://www.publications.gov.sk.ca/details.cfm?p=677

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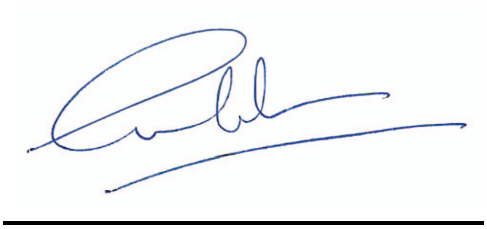
2.0 PUBLIC, VISITORS AND CONTRACTING EMPLOYERS' POLICY

As laid out in Rohit Group of Company's ("Rohit"/ "Company") Health and Safety Policy, we are committed to the safety of everyone that comes onto our worksites. We will handle public/visitor safety and site worker safety separately to ensure the appropriate safety controls have been identified and applied. Rohit is committed to hiring and working with only qualified contractors who have demonstrated a high level of commitment and performance with regards to Occupational Health & Safety (OHS). All Contracting Employers and Self-Employed persons are expected to perform their work consistent with all relevant Provincial OHS Legislation, Rohit's Trade Safety Acknowledgement and undertakings and their Health and Safety program. They should also be familiar with Rohit's (HSE) Health, Safety and Environment Program as the minimum required safety standard.

Non-compliance with Provincial OHS legislation and/or Rohit Safety Policies and Procedures will be dealt with on an individual basis and may be grounds for disciplinary action, up to and including termination of contract as per this policy.

***The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.**



Date: Mar 2022

Adil Kodian
Executive Vice President, Rohit Communities
Rohit Group of Companies
Rohit Management Inc.

2.1 PUBLIC & VISITORS

When public/visitors will be on any of our active construction sites or sites with uncompleted landscaping, we will assess the hazards as laid out in element 5 of this manual to minimize any potential hazards that may be onsite. Any active construction site has many hazards that children may not be aware of, therefore children will not be allowed on site (even if work is temporarily stopped for the visit).

All visitors will be escorted by a Rohit employee. Whenever the situation permits, the Rohit employee will contact the Site Superintendent 24 hours in advance to discuss the potential hazards expected to be on site and give them an opportunity to communicate with any trades that may be conducting work on the site at the time of the visit.

The Rohit employee will do a visual hazard assessment on site prior to taking any visitors onsite. They will then give the visitors a briefing of the potential hazards and provide the visitors with the required PPE (hard hat and toe caps). The Rohit employee will always keep all visitors under direct supervision.

If a visitor has any kind of near miss, incident or accident, they will immediately follow Rohit incident/accident procedures.

2.2 PROCESS TO ADDRESS PROTECTION OF PEOPLE NOT UNDER EMPLOYER'S DIRECTION

Rohit holds safety as its number one priority on all our worksites. Therefore, we have a created a Contractor Management Program that follows the process listed below as a means of ensuring a high safety standard on all worksites with the aim of reducing and preventing worksite injuries.

1) **Evaluation and Selection:** Rohit has created a pre-qualification checklist which is used as a screening method for preferred contractors that are invested in safety and have a proven safety record to match. This includes providing information on existing safety programs and relevant historical safety data. Based on the records provided and review of contractors' safety programs, we can make educated selection of trades that value safety and will add to the safety culture Rohit expects on all our worksites.

2) **Rohit Contractor Safety Orientation:** All trades and vendors selected to work on any Rohit work site will be given a link to Rohit's Health, Safety & Environment Management Program. This program serves as a guideline for the minimum safety standard expectations and it's recommended that all trade partners and vendors familiarize their workers with this standard prior to sending them to conduct work activities on any Rohit worksite. A copy of the program is available on all Rohit worksites for review if any worker wishes to reference it. In addition, all workers will be given a site safety orientation prior to commencing work on any Rohit worksites.

Link to Rohit Health, Safety and Environment Management Program

https://www.rohitcommunities.com/edmonton/caught-working-safe/

3) **Continued Monitoring:** Once a trade has been selected and commences working on Rohit worksites their safety performance will be continually monitored and evaluated to ensure compliance of all applicable OHS Legislation and Rohit safety polices and standards. This will be done formally by documented onsite checks, random observational checks that include documentation inspections, workers use of SWPs, SJPs and safe work behaviors. It will also include safety program checks including maintenance and standards (maintaining COR, SECOR if applicable) and semi-annual review of any non-compliance issues.

   Contractors will be responsible for all their workers and hired sub-contractors and shall ensure all employees and sub-contractors have all the proper training including documented proof that the workers have been deemed competent for the job tasks they are performing. Trades and Vendors shall ensure the first time they send a worker to any Rohit work site that they inform the worker to report to the Site Superintendent to receive a worksite safety orientation prior to commencing work. They shall establish and follow safe work practices and safe job procedures and monitor their workers on site.

4) **Non-compliance (Contracting Employers & Self-Employed Persons):** Failure to work within Provincial OHS legislation and/or Rohit Safety Policies and Procedures will be dealt with on an individual basis and may be grounds for disciplinary action, up to and including termination of the contract as laid out in this policy.

2.3 ADDRESSING NON-COMPLIANCE

At Rohit, we are dedicated in providing a safe work environment to all our employees as well as our trade partners and vendors. To do this, we must ensure we are educated on our overall company, as well as our individual responsibilities under Provincial (OHS) Alberta OHS Legislation as well as applicable Saskatchewan OHS Legislation. As the prime contractor, it is Rohit's responsibility to do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with the Act to which it pertains:

- Alberta OHS act, Part 1, section 10, para 7(a)
- Saskatchewan Employment Act, Chapter S-15.1 Reg 2, Para 5.

When a worker on a Rohit worksite is found to be in violation of the Alberta or Saskatchewan OHS Legislation or a Rohit safety program policy, they will be issued a written safety inspection order. These inspection orders are issued as a means of educating the workers and their employers of the specific violation(s) of Alberta/Saskatchewan OHS and to make certain that

these types of unsafe behaviors are not repeated. Below outlines the process of how these inspection orders will be dealt with.

1) **Individual Worker Safety Infractions**

- **First Inspection order:** The worker will be educated of the non-compliance issue and sign off on safety inspection order that will be sent to owner of the individual worker's company.
- **Second inspection order:** The worker will be banned from site until the owner attends a formal safety meeting with Rohit Management and Safety to clarify safety expectations. This may also require the company to further train the employee and produce records before he allowed to return to work on Rohit work sites.
- **Third Inspection order:** The individual worker will be banned from working on Rohit work sites.

2) **Company Safety Infractions**

- **First Inspection order:** The worker will sign off on safety inspection order and it will be sent to owner of the company.
- **Second Inspection order:** The owner will be called in to have a meeting with Rohit Management and Safety to clarify expectations and sign off on a Safety compliance warning letter.
- **Third Inspection order:** The company will receive a predetermined back charge from Rohit Communities based on time lost from shutting down work on site to enforce compliance.
- **Fourth Inspection order:** The company will receive a predetermined back charge from Rohit Communities once again based on time lost from shutting down work on site to enforce compliance. They will be called in to a second formal meeting with Rohit Management, Safety and Procurement to determine future work with Rohit.

Once a trade or vendor has had a second infraction, they are placed on a 6-month probationary period. If there are no further safety infractions from company within the next 6 months from the date the Safety compliance warning letter was signed, this process will be reset. A further safety infraction after this 6-month probationary period will be handled in the manner of a first safety infraction. The Safety compliance warning letter will remain on file with our procurement department and Rohit reserves the right, if any future safety infractions occur depending on severity, to rescind the reset of this process and move straight to second back charge or a formal meeting with Rohit Management, Safety and Procurement to determine future work with Rohit.

2.4 PREQUALIFICATION CHECKLIST

Trade & Vendor Pre-Qualification Checklist

Safety Program - Certificate of Recognition (COR)(SECOR)

Does your company have a safety program? ☐ Yes ☐ No

If yes, does your company have a current COR or SECOR? ☐ Yes ☐ No

Date COR or SECOR Issued: _____

We request that a copy of the COR Certificate be attached to the completed questionnaire.

If no COR SECOR, are you willing to attain it? ☐ Yes ☐ No

Safety Training & Competency Checks

Does your company have a formal program in place to identify and provide safety training and documented competency checks for the type of tasks conducted and equipment being used by your employees and contractors? ☐ Yes ☐ No

Are training records maintained and monitored to ensure compliance? ☐ Yes ☐ No

Hazard Identification and Control

Do you have a process in place to identify, rank and report hazards? ☐ Yes ☐ No

Is there a process for eliminating or controlling identified hazards? ☐ Yes ☐ No

Does your company use safe work permits on your work sites? ☐ Yes ☐ No

Does your company have a formal system in place for safety inspections of equipment & tools, emergency equipment and job site conditions? ☐ Yes ☐ No
Comments _____
_____

Incident Reporting & Investigation

Does your company use written incident reporting and investigation guidelines, procedures and forms? ☐ Yes ☐ No

Does the incident report form require direct & indirect causes to be specified? ☐ Yes ☐ No

Does the incident report form include corrective actions to prevent reoccurrence, assign responsibility and tracked until completed? ☐ Yes ☐ No
Comments _____
_____

Harassment & Violence Policy

Does your company have a Harassment & violence policy that includes a prevention plan use written incident reporting and investigation guidelines, procedures and forms? ☐ Yes ☐ No

By Signing my signature, I am confirming the above information provided to be accurate and acknowledge any information found to be false can be grounds to void work contract.

_____ Date_____
Signature

_____ Date_____
Rohit Procurement Name/Signature

2.5 LEGISLATION

Rules governing health and safety in Alberta's workplaces fall under the Occupational Health and Safety Act, Regulation and Code. The OHS Act, Regulation and Code set out the minimum requirements for health and safety in Alberta workplaces.

The Alberta OHS Act, Regulation and Code can be found here:
https://www.alberta.ca/ohs-act-regulation-code.aspx

Rules governing health and safety in Saskatchewan's workplaces fall under the Occupational Health and Safety Act and Regulations. The OHS Act and Regulations set out the minimum requirements for health and safety in Saskatchewan workplaces.

The Saskatchewan OHS Act and Regulation can be found here:
http://www.publications.gov.sk.ca/details.cfm?p=70351&cl=5

https://publications.saskatchewan.ca/#/products/677

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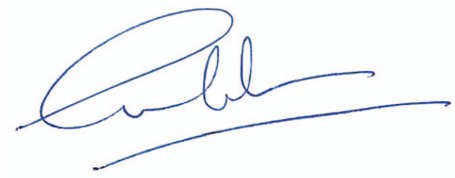
3.0 JOINT HEALTH & SAFETY COMMITTEES AND HEALTH & SAFETY REPRESENTATIVES POLICY

Rohit Group of Companies ("Rohit"/ "Company") is dedicated to protecting the safety and health of its employees, contracted employees and self-employed workers that conduct work on any Rohit worksite. Rohit has an established health and safety program to prevent injuries and illnesses due to potential hazards that may be present on the worksites. Employee involvement is encouraged at all levels of the company as well from our contracted and self-employed workers on our various worksites. Two-way communication is critical for us to be successful in this effort. To accomplish this task, Rohit has trained Health and Safety Representatives, and/or created (JHSC) Joint Health & Safety Committees based on individual worksite requirements.

The aim of these Safety Representatives, and/or JHSC is to bring workers and management together in a formal setting with the goal of creating a cooperative effort to promote health and safety in the workplace, address safety issues and add to the development of the overall safety culture. Health and Safety Representatives and established JHSC will provide information and recommendations to management about occupational health and safety conditions and practices on all Rohit's worksites and will provide a forum for information exchange.



Date: Mar 2022

Adil Kodian
Executive Vice President, Rohit Communities
Rohit Group of Companies
Rohit Management Inc.

3.1 PURPOSE

The purpose in training Health and Safety Representatives (HSR), and/or Joint Health and Safety Committee(s) (HSC) is to identify and resolve safety concerns as well as to promote health and safety at the worksite. It also contributes the increase of two-way communication between worksite parties at all levels.

3.2 DUTIES OF THE JHSC & THE HSR

- The receipt, consideration, confidentiality, and disposition of concerns and complaints respecting the health and safety of workers
- Participation in the employer's hazard assessment
- The making of recommendations to the employer respecting the health and safety of workers
- Review the employer's work site inspection documentation
- Other duties as may be specified in the Alberta / Saskatchewan act, the regulations and the OHS code

*A health and safety representative may call a special meeting with an employer to deal with concerns at the work site.

Co-chairs have additional specific duties consisting of the following:

- Alternate in serving as chair at committee meetings
- Participate in all decisions of the committee
- Ensure all required committee documentation is completed
- Ensure that meeting minutes are approved and any items requiring the attention of the employer is provided to them within 7 days of the meeting
- Ensure copies of the approved meeting minutes are posted or provided by hard copy or electronic means at the work site within 7 days after the day the meeting was held

* All duties shall be performed during normal working hours.

3.3 TRAINING

An employer must ensure that members of a joint health and safety committee or a health and safety representative are trained in the following:

- The roles and responsibilities of co-chairs and members on joint health and safety committees and health and safety representatives
- The obligations of work site parties
- The rights of workers

Co-Chairs and members will be trained by third party approved training that covers the above-mentioned requirements.

3.4 POSTING NAMES OF COMMITTEE MEMBERS AND SAFETY REPRESENTATIVES

The committee will maintain a record of the names and contact information for the members of the joint health and safety committee or health and safety representative and visibly post contact information for the safety committee and health and safety representatives at every work site where workers are represented by the committee or representative. Any required JHSC will have a minimum of 4 members. The number of persons on a JHSC committee who represent the employer shall not exceed in total the number of worker representatives on the committee.

3.5 JHSC TERMS OF REFERENCE

Co-chairs Selection Process

The companies JHSC committee is required to have two co-chairs appointed.

A. The employer will select a representative to act as a co-chair on behalf of the employer, this representative will be a manager within the company.

B. The worker co-chair shall be selected by the worker members of committee. This will be completed using the following process:

- Nominees are identified
- If more than one nominee, secret ballot vote is held
- Tie is broken by revote
- If tied again Employer co-chair will have the nominees draw straws

Worker committee members selection process

Worker committee members will be selected by the following process:

a) An email will be sent out asking for volunteers
b) If no workers volunteer, the designated employer co-chair with speak to the managers of the various departments and a worker committee member will be designated by the manager of the department.
c) No two worker members will be from the same department to ensure better overall representation of the companies' workers

Term of office

Members are to hold office for a term of not less than one year and may continue to hold office until their successors are selected or appointed. Ideally timing for replacement of members shall be staggered to maintain continuity in the committee in order to maintain the effectiveness of the committee as new members complete training and gain experience.

Frequency of meetings and maintenance of meeting records

JHSC committee shall follow the guidelines listed for frequency of meetings:

- Meeting within ten days of being established
- Meet at least quarterly
- Meet if requested by a co-chair
- Meet if requested by an OHS officer

The committees and representatives will keep accurate records of all activities conducted and all items addressed by the committees and representatives. All documentation will be done on SiteDocs to ensure it meets all requirements and can be kept and stored as per OHS requirements.

Records include but are not limited to meeting agendas, meeting minutes, recommendations to the employer, reviewed inspections, hazard reports, corrective action plans, interactions with OHS officers, or any other documentation related to the duties and functions of the committee and representative.

Process for conducting meetings

The JWHSC will follow the process listed to conduct meetings and forward health and safety concerns to the employer:

Either co-chair can call for a meeting, this will be done by sending out an invite to all committee members and any quests attending. A copy of the meeting agenda will be sent out prior to the meeting and all members will add any items they have to bring to the meeting.

A secretary position will be established to be responsible taking, reviewing, circulating and editing of the minutes. They will also prepare recommendations for the employer and disseminate all committee documentation companywide to all employees.

Prior to the meeting co-chairs will verify a quorum will be met by verifying attendance and reschedule to meet the quorum requirements if required.

a) Quorum is met with minimum 50% of members present, representation from workers and employer, and minimum 50% are worker members
b) The required minimum will be dependent on the number of members of each established committee and adhere to the parameters listed above
c) A quorum is required to conduct a meeting or make valid recommendations and decisions.

Process to replace a member during the member's term of office

If a member of the committee must be replaced for any reason during their term of office the following guidelines will be followed to replace that member:

Employer committee member:

If it is the employer representative co-chair or committee member the employer will designate a new representative or member as a replacement.

Worker committee member:

a) An email will be sent out asking for volunteers
b) If no workers volunteer, the designated employer co-chair with speak to the managers of the various departments and a worker committee member will be designated by the manager of the department.

c) No two worker members will be from the same department to ensure better overall representation of the companies' workers

Dispute Resolution

With the Employer:

When a matter cannot be resolved after written reasons are given by the employer, and then if the matter still cannot be resolved, a member of the JWHSC will consult with the company safety department and / or refer the concern to an OHS officer.

Amongst the JHSC:

When the committee is unable to reach an agreement regarding a health and safety matter, they will consult with the company safety department and / or the employer and if the dispute cannot be resolved at that level, the committee will contact Alberta OHS.

Addressing committee members not fulfilling their duties

If it found that a member of the committee is not fulfilling their duties as laid out in the company's Health and Safety program or OHS legislation, that members immediate Supervisor will be informed and that member will be given a verbal warning as well as be required to review the required duties listed and / or required retraining. If it is determined the member continues to fail to fulfill their duties the member may be replaced and face disciplinary action based on the company's disciplinary policy and procedures.

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4.0 TRAINING POLICY

Rohit Group of Companies ("Rohit"/ "Company") and all its employees and contractors are responsible for ensuring the health and safety of all workers by insisting on safe working practices, safe job procedures and by providing safe working conditions at all facilities and work sites. Each employee is to be orientated in the Company's rules and regulations. Rohit always encourages two-way communication at all levels, so,

If you don't know something, PLEASE ASK.

Rohit is committed to taking all practical measures to ensure that no current or prospective employee or contractor endangers his or her own safety, that of his or her co-workers, or members of the public due to lack of training, improper attitude, or because of physical or other limitations.

Prospective employees and contractors will be thoroughly assessed prior to hire. We will exercise the utmost diligence in job advertising, recruitment, interviewing, and evaluating job applicants to ensure that we hire the best possible candidate for the position.

Rohit will ensure that physical requirements, skill requirements, and the job hazards of all positions are clearly defined and communicated to current employees and contractors as well as job applicants.

Employees and contractors will receive adequate training and refresher training according to legislated requirements, manufactures specifications and predetermined intervals based on policy. This includes both job specific skills and relevant health and safety requirements. Safety orientations will be conducted to ensure the worker is aware their right to refuse, their right to know and their right to participate. Attendance during hazard assessments and safety meetings are compulsory and form part of the training.

Each employee and contractor are to attend safety meetings where possible. No employee or contractor will miss two consecutive safety meetings in a row unless there is an emergency. Any employee or contractor who misses a safety meeting must inform the Company prior to the meeting and immediately plan to come within the next 5 days for a briefing of the content of the safety meeting missed. Those employees or contractors who do not have a valid excuse for missing the meeting may be subject to disciplinary action. Safety is everyone's responsibility and an important issue in any industry.

Date: Mar 2022

Adil Kodian
Executive Vice President, Rohit Communities
Rohit Group of Companies
Rohit Management Inc.

4.1 NEW HIRE SAFETY ORIENTATION REQUIREMENTS

The new hire safety orientation is the most important tool that management has to introduce a new worker to the Company's safety program. Through the orientation, the new worker learns of management's commitment to safety and of his or her own responsibilities for safety within the Company. During this orientation it will be made clear of the workers right to refuse, the right to know and the right to participate.

The new hire orientation is a good opportunity to meet workers and advise them of the Rohit's commitment to safety. This orientation should be conducted in an unhurried fashion and in a location where there will be no interruptions. All Construction employees will also receive a secondary more in-depth safety orientation on site.

The following safety orientation shall be used to ensure all areas are covered. Copies should then be retained as part of the employee's file. New hire orientations should be completed on the first day of hire.

All Construction employees are required to provide all current safety training certificates they currently hold prior to their first day of employment. These will be verified and added to the Rohit training matrix. They will also be referenced against the Rohit CORE courses that all construction staff is required to hold as part of their job requirements. Any deficiencies found must be completed within 3 months.

Construction employees will also receive part 2 of their safety orientation after their first week of employment. The Safety Department will meet the new employee onsite to be trained on the company's electronic safety documentation system, SiteDocs and be given a review of the safety manual to go over the safety expectations / standards and policies on our sites. This will include a walkthrough of the site to go over common safety issues and how to deal with non-compliance issues.

4.2 SAFETY MEETING (TOOLBOX TALKS)

Safety meetings are essential to the success of any safety program. Safety meetings should be designed to encourage feedback and discussion from participants. It is the responsibility of the supervisor to ensure timely and well conducted safety meetings. Attendance of Rohit employees and contractors at safety meetings (Toolbox Talks) is mandatory.

Generally, safety meetings should be held whenever necessary. All participants in the job shall attend, and the job procedures shall be reviewed. Step by step procedures should be analyzed and agreed upon. Work shall not begin prior to this safety meeting being held,

A brief weekly toolbox meeting will be held on site between the management and the employees and subcontract personnel of the Company. Items, which may be discussed, are potential safety hazards, evacuation plans, notification of incidents, and corrective action against infractions, location of the firefighting and safety equipment, or any other item which a safety or environmental concern may be. As well safety meetings will be conducted semiannually for all office staff.

Minutes of all safety meetings shall be recorded and include date, names and signatures of the attendees, safety and environmental topics discussed, and other items discussed.

Site Safety/Toolbox Talks meetings should be:

- Held on Company time (at least once a week)
- Conducted by the Site Superintendent with all persons on site
- At least ten minutes long but no more than thirty minutes
- Focused on one or two narrow topics, covered with as much detail as possible.
- Carefully planned and held to agenda.
- Spend two thirds of your time presenting information on that day's topic and leave one-third for questions or discussion. Encourage discussion, but keep it focused.
- New or changed procedures that introduce a new way of doing things
- New equipment and how to use it
- A specific Company policy and what it means to the workers
- Potential safety problems with the next job on the schedule
- Refresher training of established safe work practices and on the job procedures.
- Cover any recent inspections and/or incident/accident/near miss results: What was identified and what corrective actions are to be put in place to prevent/reduce risk of reoccurrence.

4.3 THE TRAINING SEQUENCE

Prepare the Worker

- Put the worker at ease
- Start with what he or she already knows
- Stimulate interest in the task or job
- Position the job within the overall process or system

Present the Job

- Tell, show and illustrate…carefully and patiently
- Stress key points
- Explain the rationale behind procedures and policies
- Cover one point at a time, in logical sequence
- Do not advance to the next topic until the trainee understands everything presented

Involve the Employee/Contractor

- Invite/ require hands on personal experience with a task
- Correct errors immediately and patiently
- Repeat the procedure, concentrating on errors and perceived weak areas
- Reinforce key points as they occur in real time
- Explain the why behind the what
- Observe hands on participation/experience of the trainee until you are confident, he or she can do the task observed

Follow Up

- Leave the employee/contractor to work unobserved
- Designate who he or she should contact for help
- Check/inspect the work frequently, watching for errors, weak areas, or specific points
- Encourage questions
- Apply positive feedback
- Taper off observation to standard level of supervision

4.4 ONGOING TRAINING

Training should be a continual process for all your employees/contractors, involving a variety of different activities. All safety training and certifications will be monitored for expiration and the employee will be sent for retraining prior to the expiration date. Refresher training may also be provided when an employee has an incident/accident relevant to training received.

4.5 CONTINUAL MONITORING AND EVALUATION

Whenever you are on the worksite, you should be watching for health and safety concerns and speaking up on what you see. You should speak up every single time you see an unsafe condition or an unsafe act. Safety is everyone's responsibility and part of your job. At Rohit, we believe in leading by example and being an industry leader in providing a safe work environment for all workers.

This should be a regular part of whatever you are doing on the worksite, not an effort to single people out or to catch someone doing things wrong. Your goal is to create an atmosphere that keeps safety awareness high and helps employees / trade workers' pay attention to safety without feeling threatened or defensive.

4.6 CONTRACTING EMPLOYERS

All contracting employers must ensure that their workers are trained and competent to perform the various work activities required to complete their assigned jobs.
This training includes but is not limited to:

1. Review and understanding of their company's health and safety program and be familiar with Rohit's safety program to ensure they are aware of the minimum required safety requirements on site
2. Take part in an on-site orientation prior to commencing work activities on a Rohit worksite.
3. Care and use of all required PPE.
4. How to properly conduct hazards assessments and safety inspections.
5. How to properly use their company's safety documentation.
6. Competent in the application, care, use, maintenance, and limitation of the various tools and equipment used in their various work activities.
7. Any other safety training required.

No contracted employers are permitted to conduct training of operators of powered mobile equipment on any Rohit worksite.

If a worker(s) from a contracted employer is / are found to be non-compliant with local Provincial legislated requirements and / or Rohit Safety polices, it will be dealt with on an individual basis in accordance with this manual, Element 2, Para 2.3, Addressing non-compliance.

Reference Alberta OHS Act Part 1, 3(2)
Reference Saskatchewan OHS Regulations Part III, Para 19

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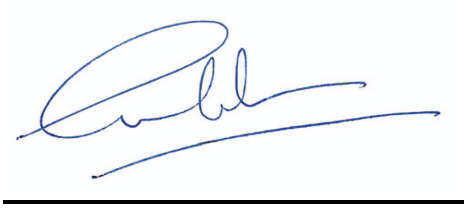
5.0 HAZARD ASSESSMENT POLICY

It is Rohit Group of Companies' ("Rohit"/ "Company") policy to require the completion of a Jobsite Hazard Assessment (JHA) and implementation of corrective measures prior to the start of any work on a new project or worksite. Hazard Assessments are to be completed on the electronic safety documentation system provided.

Hazard assessments and their subsequent corrective results will be carried out under the following circumstances: prior to starting a new jobsite, prior to the introduction of a new work process, prior to a change in an existing process, prior to a significant addition or alteration to a worksite, and when physical worksite conditions change such as weather. Additionally, worksites not subject to the above criteria require a weekly re-assessment as a matter of diligence. These re-assessments and subsequent results will be completed on a new Rohit Weekly Hazard Assessment form.

Risk assessment is a legislated requirement as per Alberta OHS Code Part 2 and Saskatchewan OHS Act, S-15.1Section 3-16

***The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.**



Date: Mar 2022

Adil Kodian
Executive Vice President, Rohit Communities
Rohit Group of Companies
Rohit Management Inc.

5.1 INTRODUCTION

For the purpose of this Health, Safety, and Environment Management Program manual we will define a **"hazard"** as a **condition or practice which, if left uncorrected, has the potential to cause accidental loss**.

Rohit emphasizes that the recognition and control of hazards in the workplace are essential in any successful safety and loss prevention program. This requires continuous participation by everyone, every day. By **recognizing, analyzing and controlling hazards**, we reduce the possibility, frequency and severity of events.

Site Specific hazard assessments encompass the following criteria:

1. When work is conducted at temporary/mobile work sites
2. When workers are conducting activities at a work site not owned by their employer
3. When a new activity has been temporarily introduced at the work site
4. Before the job or task begins
5. Repeated if changes are introduced

When stepping onto a worksite, ask yourself the following questions:

- Can any body parts become caught in or between objects?
- Do tools, machines, or equipment present any hazards?
- Can the worker make harmful contact with any objects including falling objects?
- Can the worker slip, trip or fall?
- Can the worker suffer strain from lifting, pushing, or pulling?
- Is exposure to sources of extreme heat or cold conditions applicable?
- Is excessive noise or vibration a problem?
- Is lighting appropriate?
- Can present weather conditions affect safety?
- Are there harmful dusts, fumes, mists, and vapors in the air?

A **Job Hazard Analysis / Assessment** is also available to assist workers in identifying hazards that may be present on the worksite prior to commencing work. This is a significant tool in warning workers of hazards that may be encountered on the job and the protective or safety equipment that may be utilized to lessen these risks prior to job commencement.

A weekly hazard assessment by a designated member of the crew (in most cases, the site superintendent), will prepared and dated and include the trade partners on site, the overall hazards identified and methods used to control eliminate the hazards identified.

- The hazard assessment shall be repeated:
    - At reasonably practicable intervals (weekly) to prevent the development of unsafe and unhealthy working conditions.
    - When a new work process is introduced or changed
    - Before significant change or alterations to a work site
    - May include physical, geographical, process, chemical, ergonomic, hazards, etc. specific to the new workplace
- When reasonably practicable, all workers who may be affected, will participate in the hazard assessment process.

- The supervisor will check for understanding and require all workers present to sign the weekly hazard Assessment form.

Workers are required to complete a daily **Field Level Hazard Assessment (FLHA)** prior to the start of every shift. This FLHA is to be in the workers' possession throughout their shift and updated as conditions change. Such conditions would be a change to the type of work being done, other/new workers present in their immediate work area, other vehicles and equipment entering the work area, etc.

When completing a FLHA a worker must:

- Identify the tasks in the comment box.
- Identify the hazards listed in the comment box that are applicable to the tasks being done.
- Select the controls listed in the drop-down box appropriate for each hazard identified.

Workers are to sign and save the completed document prior to commencing work. They are to review and make any necessary changes if the work conditions or scope of the job changes during their work shift. Supervisors will review and sign off on documentation periodically to ensure the documents are being filled in as required.

5.2 HAZARD REPORTING AND METHODS OF COMMUNICATION

In order to ensure that hazards are identified and communicated, they must be reported. Hazard report forms are available for completion and include a description of the hazard and its location, the level of risk that it presents, recommended corrective or control measures and the person designated to complete the corrective action. All hazards will be reported immediately to a supervisor. The hazard will then be documented and investigated to determine corrective actions.

In order to ensure that all affected workers are aware of the hazardous conditions that may be present, they must be communicated through job planning and pre-job meetings, work permits, safety meetings and postings. Regardless of the method of communication, ensure that all affected workers who are at risk of exposure to the hazard are notified prior to commencing work.

Further to this, any observation made must be discussed with that specific employee, feedback offered as to the positive performance or area for improvement, explanation given as to why work or task was performed in a specific way and reinforcement given for the purpose of conducting observations with emphasis on correction not discipline.

5.3 RISK ASSESSMENT

Risk assessment is the process of classifying or ranking identified hazards and enumerating the risk so that the appropriate hazard controls can be implemented. Hazards will be ranked based on the class as follows: *A hazard is defined as any condition or circumstance that possesses the risk of any incident that could cause personal injury, damage to physical assets and the environment.* Hazard classification helps focus attention on the need to control hazards in order

of priority. The method for ranking the priority of existing conditions is based on three factors; **frequency**, **probability**, and **severity**; which when multiplied together determine **risk level and respective hazard classification.**

FREQUENCY		PROBABILITY	
How frequently are you around the hazard?		Will it happen?	
3	Frequent – hourly/daily	3	Can be expected to happen.
2	Occasional – weekly/monthly	2	Unusual but possible to happen.
1	Infrequent – a few per year	1	Rarely happens.

SEVERITY	HEALTH	SAFETY	FINANCIAL
5	Fatality	Catastrophic	Extensive damage and downtime tor site
4	Serious injury, permanent disability	Serious threat	Major damage and downtime for site
3	Serious injury	External agencies	Minor damage and downtime for site
2	Minor injury	Potential Emergency Response	Minor damage and downtown for specific equipment
1	First Aid or less	Reportable occurrence	Minor damage, no downtime

Multiply Frequency X Probability X Severity to determine Risk Assessment Level

Class A (Score of 25 - 45)	**IMMINENT (High Risk)**	Shut down the operation immediately and correct the concern.
Class B (Score of 13 - 24)	**SERIOUS (Moderate Risk)**	Flag/tag the risk and provide intermediate precautions and inform everyone immediately. Initiate corrective action as soon as possible.
Class C (Score of 3 - 12)	**MINOR (Low Risk)**	Make everyone who could be exposed aware of the risk. Ensure PPE is used as a minimum and re-evaluate for current and/or alternate controls.

Class A Hazard

A condition or practice likely to cause permanent disability, loss of life or body part, and / or extensive loss of structure, or material.

Example:

- Non-compliance with procedure while raising and lowering mats.
- Working under suspended loads.

Class B Hazard

A condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.

Example:

- Disregarding lockout procedures while working on electrical panels
- Standing on upside down bucket instead of using steps or ladder

Class C Hazard

A condition or practice likely to cause minor, non-disabling injury or illness, or non-disruptive property damage.

Example:

- Lifting heavy materials/equipment using back instead of legs
- Use of improper/defective tools

Rohit will incorporate engineering, administrative, and personal protective equipment control methods in the most practical manner possible to reduce or even eliminated workplace hazards. Employees on all levels will be held accountable for ensuring that the correct control methods are implemented and followed.

5.4 TASK/EQUIPMENT INVENTORY

In order to perform risk assessments, a task/equipment inventory must be made. This is a list of all the jobs or tasks that are performed by workers as well as a list of all equipment to be used by employees. This list must be monitored and updated as tasks change, or additional equipment is added. This process will assist in the creation of safe work procedures and maintenance schedules as most procedures are developed because of a specific danger associated with the job. However, the hazard analysis process allows safe work procedures to be developed for all jobs performed.

Once this list or task inventory has been compiled, there are four basic steps involved in risk assessment:

1. Select the job to be analyzed.
2. Break the job down into a sequence of steps.
3. Identify the potential hazards.
4. Determine preventative measures to overcome the hazards.

When performing a risk assessment, certain jobs will maintain priority. This will depend on the frequency the task is performed, the severity and potential for severe injuries or illnesses and newly introduced, modified, or infrequent jobs.

5.5 HAZARD ANALYSIS / ASSESMENT

This is a process of analyzing information to estimate the risk to individuals and property for the purpose of developing an effective control or preferably eliminating the hazards.

There are several ways to evaluate a hazard. These include inspections, testing/sampling, measurement, incident and accident investigation and hazard analysis methods. These processes will be incorporated prior to starting a job which has potential for injury or loss and does not have a formal written procedure, when a visual inspection has identified hazards, when control methods have been recommended following an incident investigation, when an employee has brought attention to an unsafe condition, when an imminent danger situation has been identified or any other activity which is not routine and where hazards are or may be present.

When each hazard is assigned both rankings, prioritization becomes clear. The most severe hazards encountered would be ranked “1A” and would be more critical to correct than a hazard ranked “4C”. For each hazard identified, an appropriate corrective action will be determined and a target date for its completion. When possible, the cause will be identified and corrected as well as the specific problem being encountered.

The risk associated with a hazard may be small; however, remedial action should still be taken as Class “C” type hazards in a regularly encountered workplace become classified as Class “B” hazards due to the probability of exposure.

Based on company organization charts and the inventory of job tasks and positions, 3 separate Job Hazard Analysis sheets have been created:

1. Office Staff
2. Sales Staff
3. Construction Worksite Staff

5.6 JOB HAZARD ANALYSIS WORKSHEETS

OFFICE FORMAL JHA

	JOB HAZARD ANALYSIS (Generic for Rohit Office Staff)			
Office:			**Date: Mar 2022**	
Severity: 1 = Imminent Danger, 2 = High, 3 = Medium, 4 = No Low, No First Aid **Probability:** A = Probable, B = Reasonably Probable, C = Remote, D = Extremely Remote				
#	**TASK & POTENTIAL HAZARDS DESCRIPTION**	**RISK RATING**		**CONTROLS**
		OHS	**Environment**	

1	Manual Handling (Handling and carrying material, carrying material through stairways) Risk: Improper lifting can cause musculoskeletal disorders such as sprains, strains, and inflamed joints, slip and trip, fall)	2B	2C	1. Reduce manual handling, consider mechanical means or seek help 2. Follow safe work practiced for manual handling 3. Use elevator instead of stairs if material is to be carried to different floors 4. Ensure you have proper PPE such as appropriate footwear, hand protection, clothing etc.
2	Electrical Equipment Risk: Faulty or defective equipment, unsafe installation, or misuse of equipment may cause Electrical accidents	2B	2C	1. Equipment must be properly grounded to prevent shock injuries 2. Ensure a sufficient number of outlets are available to prevent circuit overloading 3. Avoid the use of poorly maintained or non-approved equipment 4. Cords should not be dragged over nails, hooks, or other sharp objects 5. Receptacles should be installed, and electric equipment maintained so that no live parts are exposed 6. Machines should be disconnected before cleaning or adjusting. Generally, machines and equipment should be locked or tagged out during maintenance
3	Ladders, Stands and Stools Risk: Improper use of ladders, ladder stands, and stools can lead to falls	2B	2C	1. Workers should always face the ladder when climbing up or down 2. Ladders should be inspected regularly to ensure they are in good condition 3. The top of a ladder should not be used as a step 4. Ladders must only be used when they are fully open, and the spreaders are locked.
4	Damaged Power Cord	2B	2C	1. Inspect the cord regularly. 2. Never use cord with damaged external sheathing or exposed wires. 3. Never use plug with ground prong is damaged or broken.
6	Office Furniture Risk: Defective furniture or misuse of chairs or file cabinets by office workers can lead to serious injuries.	3B	3C	1. Chairs should be properly designed and regularly inspected for missing casters, shaky legs, and loose parts 2. Do not lean back in a chair with your feet on a desk 3. Do not scoot across the floor while sitting on a chair 4. Never stand on a chair to reach an

				overhead object 5. Open only one file drawer at a time 6. Do not locate file cabinets close to doorways or in aisles 7. Use drawer handles to close file drawers.
7	Office Tools Risk: Misuse of office tools, such as pens, pencils, paper, letter openers, scissors, and staplers, can cause cuts, punctures, and related infections.	3B	3C	1. Paper cutters - Keep blade closed when not in use. A guard should be provided, and fingers should be kept clear 2. Staplers - Always use a staple remover. Never test a jammed stapler with your thumb 3. Pencils, pens, scissors, etc. - Store sharp objects in a drawer or with the point down. Never hand someone a sharp object pointed end first
8	Photocopier Risk: Hot component of photocopier, toxic chemicals, excessive noise, and intense light.	3C	3B	1. Buy photocopier with low ozone emission specification. 2. Regular maintenance of photocopier 3. Use containerized toner system and automatic shutdown devices on waste toner. 4. Avoid skin contact with photocopying chemicals 5. Clean all spills and dispose of waste properly. 6. Follow safe work practices for "Use of Photocopier".
9	Movable Shelves in Filing Room	3B	3C	1. Prior to moving the shelves one should make sure there is no one between the shelves. 2. Operate the shelves as per manufacturer recommendations
10	Psychological Hazards	3B	3C	1. Excessive workload and excessive pressure. 2. Lack of satisfaction from the job 3. Inadequate recognition of work performed.

11	Video Display Risk: Radiation, noise, eye irritation, low-back, neck, and shoulder pain, and stress.	3C	3C	1. To minimize any potential exposure, only equipment for which the manufacturer will supply data on emissions should be used. 2. VDTs should not be cluttered, and sound absorbent screens can be used if needed. 3. Proper ergonomic design includes the relation of the operator to the screen, background, lighting, and operator's posture. 4. Work breaks and variation of tasks enable VDT operators to rest their eyes. 5. Postural strain related to VDT use can be relieved by performing simple exercises. 6. Training program should be conducted to inform workers of the capabilities of the equipment they are using.
12	Icy condition on walkways and in parking areas Risk: Slipping, falling, and vehicle accident.	2B	2B	1. Clean up the snow, use traction sand or grits 2. Walk slowly and carefully 3. Follow safe work practices for walking in icy ground conditions 4. Drive slowly and follow safe work practices for driving in winter 5. Appropriate footwear
13	Outdoor gas meter Risk: Ice buildup, hitting the meter or fitting during snow clean up, bump by snow blower may cause gas leak.	2C	3C	1. During winter keep your meter free from snow and ice 2. Watch the meter while cleaning snow by snow blower 3. Do not smoke beside gas meter
14	Working alone in office	2C	2C	1. Inform to your immediate supervisor 2. Follow safe work procedure for working alone in office
15	Space heaters Risk: May cause burn, electric shock and fire.	2C	2B	1. Use CSA approved heaters only. 2. Check the heater and chord for any visible defect 3. Keep away from combustibles 4. Turn it off when leaving your workstation 5. Do not touch the screen
16	Workstation mat Risk: Tripping hazard.	3C	3C	1. Make sure mat is not damaged or cracked and no corner sticking up. 2. Wear appropriate footwear
17	Material storage Risk: Office materials that			1. Follow safe work practices outlined in the manual

	are improperly stored, poor housekeeping at your workstation can lead to hazards such as objects falling on workers, poor visibility, and fires.			
18	Overhead cabinets	3B	3C	1. Do not overload overhead cabinets 2. Stack materials or files in a way that it should not slide to fall 3. Avoid putting heavy files in overhead cabinets 4. Do not open cabinet suddenly when someone is standing beside you 5. Mind your head while standing if working directly under the cabinets
19	Ergonomic hazard Risk: Repetitive Strains Injuries (RSI), Cumulative Trauma Disorders (CTD), Tendonitis, and Carpel Tunnel Syndrome.	2B	2B	1. Ensure workstation is set up as per individual's specific demands and task 2. Keep your posture right 3. Take micro breaks and stretch 4. Follow safe work practices and procedures 5. Use appropriate PPE
20	Harassment and Violence, including but not limited to: 1. Physical attack/aggression 2. Threatening behavior 3. Verbal/written threats 4. Domestic violence Sexual violence Risk: Physical and/or Phycological injuries	2C	2C	1. Employee training 2. Written policies and procedures 3. Working alone policy
21	Environmental hazards Risk: Noise, fumes, biological Hazards such as Viruses, bacteria's, insects and animals	2B	2B	1. Review Safe Work Practice and/or Safe Job Procedures 2. Ensure proper ventilation 3. Wear appropriate clothing and PPE

Hazards Identified By: Senior Safety Advisor	Reviewed By: VP Communities
Date: Mar 2022	Date: Mar 2022

SALES FORMAL JHA

	JOB HAZARD ANALYSIS (Generic for Rohit Sales Staff)			
Show home locations				**Date: Mar 2022**
Severity: 1 = Imminent Danger, 2 = Serious, 3 = Minor, 4 = No LTI, No First Aid **Probability:** A = Probable, B = Reasonably Probable, C = Remote, D = Extremely Remote				
#	**TASK & POTENTIAL HAZARDS DESCRIPTION**	**RISK RATING**		**CONTROLS**
		OHS	**Environment**	
1	Manual Handling (Handling and carrying material, carrying material through stairways) Risk: Improper lifting can cause musculoskeletal disorders such as sprains, strains, and inflamed joints, slip and trip, fall)	2B	2C	1. Reduce manual handling, consider mechanical means or seek help 2. Follow safe work practiced for manual handling 3. Use elevator instead of stairs if material is to be carried to different floors 4. Ensure you have proper PPE such as appropriate footwear, hand protection, clothing etc.
2	Electrical Equipment Risk: Faulty or defective equipment, unsafe installation, or misuse of equipment may cause Electrical accidents	2B	2C	1. Equipment must be properly grounded to prevent shock injuries 2. Ensure a sufficient number of outlets are available to prevent circuit overloading 3. Avoid the use of poorly maintained or non-approved equipment 4. Cords should not be dragged over nails, hooks, or other sharp objects 5. Receptacles should be installed, and electric equipment maintained so that no live parts are exposed 6. Machines should be disconnected before cleaning or adjusting. Generally, machines and equipment should be locked or tagged out during maintenance
3	Ladders, Stands and Stools Risk:	2B	2C	1. Workers should always face the ladder when climbing up or down 2. Ladders should be inspected regularly to ensure they are in good condition

	Improper use of ladders, ladder stands, and stools can lead to falls			3. The top of a ladder should not be used as a step 4. Ladders must only be used when they are fully open, and the spreaders are locked.
4	Damaged Power Cord	2B	2C	1. Inspect the cord regularly. 2. Never use cord with damaged external sheathing or exposed wires. 3. Never use plug with ground prong is damaged or broken.
6	Office Furniture Risk: Defective furniture or misuse of chairs or file cabinets by office workers can lead to serious injuries.	3B	3C	1. Chairs should be properly designed and regularly inspected for missing casters, shaky legs, and loose parts 2. Do not lean back in a chair with your feet on a desk 3. Do not scoot across the floor while sitting on a chair 4. Never stand on a chair to reach an overhead object 5. Open only one file drawer at a time 6. Do not locate file cabinets close to doorways or in aisles 7. Use drawer handles to close file drawers.
7	Office Tools Risk: Misuse of office tools, such as pens, pencils, paper, letter openers, scissors, and staplers, can cause cuts, punctures, and related infections.	3B	3C	1. Paper cutters - Keep blade closed when not in use. A guard should be provided, and fingers should be kept clear 2. Staplers - Always use a staple remover. Never test a jammed stapler with your thumb 3. Pencils, pens, scissors, etc. - Store sharp objects in a drawer or with the point down. Never hand someone a sharp object pointed end first
8	Photocopier Risk: Hot component of photocopier, toxic chemicals, excessive noise, and intense light.	3C	3B	1. Buy photocopier with low ozone emission specification. 2. Regular maintenance of photocopier 3. Use containerized toner system and automatic shutdown devices on waste toner. 4. Avoid skin contact with photocopying chemicals 5. Clean all spills and dispose of waste properly. 6. Follow safe work practices for "Use of Photocopier".
9	Movable Shelves in Filing Room	3B	3C	1. Prior to moving the shelves one should make sure there is no one between the shelves. 2. Operate the shelves as per manufacturer recommendations

10	Psychological Hazards	3B	3C	1. Excessive workload and excessive pressure. 2. Lack of satisfaction from the job 3. Inadequate recognition of work performed.
11	Video Display Risk: Radiation, noise, eye irritation, low-back, neck, and shoulder pain, and stress.	3C	3C	1. To minimize any potential exposure, only equipment for which the manufacturer will supply data on emissions should be used. 2. VDTs should not be cluttered, and sound absorbent screens can be used if needed. 3. Proper ergonomic design includes the relation of the operator to the screen, background, lighting, and operator's posture. 4. Work breaks and variation of tasks enable VDT operators to rest their eyes. 5. Postural strain related to VDT use can be relieved by performing simple exercises. 6. Training program should be conducted to inform workers of the capabilities of the equipment they are using.
12	Icy condition on walkways and in parking areas Risk: Slipping, falling, and vehicle accident.	2B	2B	1. Clean up the snow, use traction sand or grits 2. Walk slowly and carefully 3. Follow safe work practices for walking in icy ground conditions 4. Drive slowly and follow safe work practices for driving in winter 5. Appropriate footwear
13	Outdoor gas meter Risk: Ice buildup, hitting the meter or fitting during snow clean up, bump by snow blower may cause gas leak.	2C	3C	1. During winter keep your meter free from snow and ice 2. Watch the meter while cleaning snow by snow blower 3. Do not smoke beside gas meter
14	Working alone in show home.	2C	2C	1. Inform to your immediate supervisor 2. Follow safe work procedure for working alone in office
15	Space heaters Risk: May cause burn, electric shock and fire.	2C	2B	1. Use CSA approved heaters only. 2. Check the heater and chord for any visible defect 3. Keep away from combustibles 4. Turn it off when leaving your workstation 5. Do not touch the screen
16	Workstation mat Risk: Tripping hazard.	3C	3C	1. Make sure mat is not damaged or cracked and no corner sticking up. 2. Wear appropriate footwear

17	Material storage Risk: Office materials that are improperly stored, poor housekeeping at your workstation can lead to hazards such as objects falling on workers, poor visibility, and fires.			1. Follow safe work practices outlined in the manual
18	Overhead cabinets	3B	3C	1. Do not overload overhead cabinets 2. Stack materials or files in a way that it should not slide to fall 3. Avoid putting heavy files in overhead cabinets 4. Do not open cabinet suddenly when someone is standing beside you 5. Mind your head while standing if working directly under the cabinets
19	Ergonomic hazard Risk: Repetitive Strains Injuries (RSI), Cumulative Trauma Disorders (CTD), Tendonitis, and Carpel Tunnel Syndrome.	2B	2B	1. Ensure workstation is set up as per individual's specific demands and task 2. Keep your posture right 3. Take micro breaks and stretch 4. Follow safe work practices and procedures 5. Use appropriate PPE
20	Harassment and Violence, including but not limited to: 5. Physical attack/aggression 6. Threatening behavior 7. Verbal/written threats 8. Domestic violence Sexual violence Risk: Physical and/or Phycological injuries	2C	2C	1. Employee training 2. Written policies and procedures 3. Use of emergency alert key fobs 4. Working alone policy 5. Regular scheduled communication
21	Environmental hazards Risk: Noise, fumes,	2B	2B	1. Review Safe Work Practice and/or Safe Job Procedures 2. Ensure proper ventilation 3. Wear appropriate clothing and PPE

	biological Hazards such as Viruses, bacteria's, insects and animals			
Hazards Identified By: Senior Safety Advisor				**Reviewed By: Head of Sales**
Date: Mar 2022				Date: Mar 2022

SITE FORMAL JHA

Rohit GROUP OF COMPANIES		**HAZARD ANALYSIS (Generic for Rohit Construction Worksite)**		
#	**TASK & POTENTIAL HAZARDS DESCRIPTION**	**RISK RATING**		**CONTROLS**
		OHS	**Environment**	
1	Equipment Movement: Excavator, Wheel Loader, Dozer, Grader, Bobcat, Backhoe, Trucks/Tandem, Zoom Boom, Concrete Pump Risk: Hitting or running over the worker, or any property. Trucks toppling over, Oil spill	1B	3B	1. Equipment should de well maintained and in good working condition. 2. Equipment to be operated by a competent worker. 3. Equipment movement area to be kept clear during the operation. 4. A flag person should be used for backing up operation 4. Keep access firm and even. 5. Do not stay right below the concrete pump boom. 6. Use Safe Work Procedures and Practices for using the equipment.
2	Excavation, Poor Access and Egress to the excavation Risk: Fall, Excavation side collapse	1B	2B	1. Keep spoil pile at least a depth away from the edge of the excavation. 2. Ensure safe entry and exit to the excavation. 3. Cut back the excavation sides to a 45 degrees angle if they are over 1.5m in height, or temporary shoring. (When practical or required due to conditions) 4. Barricade the excavation to protect workers and Public from falling in. 5. Install appropriate warning signs 6. Inform workers about the hazard while working in the excavation 7. Backfill the excavation ASAP. 8. Proper PPE at all times within work site.

3	Open Pile holes Risk: Falling in the hole	1B	2B	1. Barricade the holes and install warning sign. 2. Protect the holes by placing guards as per Local Provincial OHS legislation requirements. 3. Backfill the hole ASAP.
4	Work at height Risk: Fall	1B	1D	1. Use proper equipment in accordance with Local Provincial OHS Legislation for working at height 2. Man Basket, Scaffolds, Elevated Platforms and Ladders must be inspected by a competent person prior to using them. 3. Use appropriate fall protection when required. Only properly trained/competent workers to use the fall protection. 4. Safe Work Practices/Procedures to be followed for any Work at Height. 5. Use appropriate PPE
5	Power Tools Risk: Amputation, Shock, Nail Shot and other serious injury may occur.	1B	2C	1. Ensure Power tool is in good working condition. 2. Use proper power tools 3. Follow safe work practices for using power tools. 4. Use appropriate PPE for the task being performed.
6	Unprotected Edges Balconies, Rear Decks, Risk: Fall	1B	1D	1. Install appropriate guard rails as per Local Provincial OHS legislation requirements. 2. Use appropriate Fall Protection. 3. Follow Safe Work Practices/Procedures for Work at Height. 4. Use appropriate PPE
7	Opening in floor, wall and roof and Stairwell Opening Risk: Fall	1B	1B	1. Any opening in wall, roof or floor to be protected as stated as per Local Provincial OHS legislation requirements. Do not leave openings unattended. 3. Use proper PPE
8	Heavy Construction Traffic Risk: Hit or Run Over by any vehicle	1B	3B	1. Install appropriate regulatory and warning signs, Use barricades 2. Use designated parking stalls 3. Use high visibility safety apparel 4. Be more careful while crossing the road 5. Make everyone on site aware of the hazard and controls

9	Hoisting	1B	1D	1. Use proper equipment for lifting. 2. Equipment to be in good working condition. 3. Proper and good condition lifting gears to be used. 4. Barricade the area and install appropriate warning signs. 5. Follow safe work practices and procedures 5. Use proper PPE.
10	Working alone (Worker working alone in a house, working after hours, sales representative in a show home or on site, driving alone etc.) Risk: Medical emergency, robbery, assault, verbal abuse	2B	2B	1. Avoid working alone, use the “Buddy” system if possible. 2. Schedule high risk activities in normal working hours 2. Establish effective communication system with your coworker or supervisor. 3. Follow safe work procedure and practices for working alone. 4. Training and education
11	Underground Utilities Risk: Damage to U/G utilities	2B	2B	1. All the existing underground services must be located and marked on the ground prior to any excavation. 2. Expose the existing utilities by hand or hydro vac prior to using mechanical excavation. 3. Barricade the excavation and install appropriate warning signs. 4. Use safe work practices and procedures for excavation near underground utilities. 5. Use appropriate PPE.
12	Ladder Risk: Fall	2B	2B	1. Select proper ladder 2. Use Safe Work Procedure/Practices for "use of ladder". 3. Use appropriate PPE
13	Cribber's Temporary Work Platform Risk: Fall	2B	2D	1. Proper temporary work platform to be used for work tasks. 2. Appropriate fall protection to be used if required. 3. Appropriate PPE to be used
14	Improper or damaged electrical cords Risk: Electric Shock	2B	2B	1. Do not use damage power cord, get it replaced by a competent person

15	Overhead/Lateral Hazards Risk: Falling/Flying object/tool hitting a worker	2B	2B	1. Area should be barricaded 2. Install warning signs for overhead hazards 2. Follow safe job procedures and practices. 3. Use appropriate PPE 4. If other workers are present ensure they are made aware of the overhead hazard if its relevant.
16	Extreme cold weather condition Risk: Frost Bite	2B	2B	1. Minimize exterior work in cold weather if possible. 2. Follow the safe work practices for working in cold. 3. Wear appropriate clothing.
17	Manual Handling Risk: Back or Leg injury	2B	1C	1. Minimize manual handling. 2. Follow Safe Work Practices 3. Use appropriate PPE
18	Slippery conditions	2B	2B	1. Keep the walkways and work area clean and tidy 2. Spread sand/grits for better traction wherever possible 3. Follow safe work practices for walking on ice 4. Install warning signs if possible 5. Use appropriate footwear while walking in icy conditions
19	Improper Access Ramps	2B	2B	1. Access ramps shall be in accordance with Local Provincial OHS legislation requirements. 2. Keep ramps free from mud and ice. 3. Always maintain them in good working order
20	Vertical Rebar Risk: penetrating the body in case of someone step on or falls on the rebar	2B	2B	1. Cover the open end of vertically standing rebar with a plastic cap or bend them. 2. Use caution tape to prevent tripping 2. Use proper PPE
21	Poor Housekeeping, site cleanliness, material storage	2B	3B	1. Always keep site clean and tidy. 2. Store material properly. 3. Dispose of the waste in a designated bin.
22	Electrical Cords/hoses on the floor (Electrical cords for different tools on the ground) Risk: Tripping	3B	3B	1. Avoid running electrical cords and hoses across the passage or work area 2. Keep them at one side of passage as far as possible 2. Keep work area clean and tidy 3. Use proper PPE.

23	Blowing in Fiberglass insulation/Working with Fiberglass insulation Risk: May cause stomach, eyes and nose irritation, skin rashes	2C	2C	1. Avoid over exposer to the fiberglass 2. Follow the current MSDS 2. Use Safe Job Procedure for insulation application.
24	Paint/Chemicals (Oil Based paint used on railing and chemicals) Risk: Irritation in eyes, skin and lungs, respiratory problems, Kidney damage etc.	2C	3B	1. Paints and Chemicals to be stored/Handled/used in accordance with WHIMS Regulations. 2. Current MSDS to be referred prior to using any control product onsite. 3. A competent worker to handle and use the control product. 4. Follow Safe Work Practices and Procedures. 5. Appropriate PPE.
25	Hand Tools Risk: minor/moderate body injury	3B	3B	1. Follow Safe Work Practices for use of Hand Tools. 2. Use appropriate PPE
27	Construction beside Occupied homes Risk: Slip & Trip, Fall and other injuries	2B	2B	1. Install barricades to cordon off the construction area 2. Install sufficient warning signs 3. Do not keep any excavation or hole open or unprotected.
28	Overhead power lines Risk: Electrocution, Fire, Explosion	1B	2C	1. Keep vehicles clear of lines. 2. Work with a designated signaler to keep safely away from lines. 3. Employees should keep clear of all big equipment/machines working around power lines with signage or barricades. 4. Make everyone aware of existing overhead power lines 5. Everyone working on site must be aware of limit of approach 6. Machines should display a sign stating, "Keep clear - working near electrical lines".
29	Hot weather condition (Working outdoor in hot weather) Risk: Heat Exhaustion, Heat Stroke	1B	1B	1. Do not exhaust hot air in work area 2. Take breaks in cool/shaded areas 3. Follow safe work practices for working in hot weather 4. Use appropriate clothing

30	Heating basements/garage Risk: CO poisoning, suffocation, electrocution	1C	3B	1. Place heater on a dry noncombustible surface 2. Proper ventilation and proper light in the area 3. Do not leave unattended 4. Appropriate PPE
31	Heaters used for heating houses Risk: Fire, Explosion	2B	2B	1. Ensure heater is well maintained 2. Follow safe work practices for using heaters 3. Always use appropriate PPE
32	Snow covered site (Hidden hazards under the snow) Risk: Slip & Trip, fall,	2B	1B	1. Ensure good housekeeping before first snow falls. 2. Ensure there is no open pit, hole or trench that may be covered by snow 3. Use designated walkways if possible 4. Use appropriate PPE
33	Driving Risk: Accident	1B	3B	1. Follow safe work practices for driving
34	Harassment and Violence, including but not limited to: Physical attack/aggression, Threatening behavior, Verbal/written threats, Domestic violence, Sexual violence, Risk: Physical and/or Phycological injuries	2B	2B	1. Employee training 2. Written policies and procedures 3. Use of Key fobs for sales staff 4. Working alone policy
35	Working in restricted or confined space Risk: Atmosphere conditions including but not limited to oxygen rich, oxygen starved, dust, flammable, explosive, lighting, body configuration, collapse			1. Employee training 2. Written policies and procedures 3. Atmospheric testing 4. Lighting equipment 5. Regular breaks 6. Shoring 7. Trained Spotter in place 8. Emergency equipment on hand

36	Environmental hazards Risk: Noise, fumes, biological Hazards such as Viruses, bacteria's, weather insects and animals	2B	2B	1. Review Safe Work Practice and/or Safe Job Procedures 2. Ensure proper ventilation 3. Wear appropriate clothing and PPE 4. Use sunscreen and insect repellent
Hazards Identified By: Senior Safety Advisor				Reviewed By: Operations Manager
Date: Mar 2022				Date: Mar 2022

Disclaimer

Note: The information given in this document does not take precedence over local Provincial Occupational Health and Safety Act, Regulation and Codes (Please reference OHS Legislation for the Province in which the work is being conducted). The hazards and the control measures stipulated above are generic and do not cover every condition on a job site. The conditions, hazards and the control measures may vary from one site to another site. Site Specific Hazards Assessment and Control Plan will be prepared by the respective Site Supervisor in coordination with the workers involved prior to starting any job and identified controls implemented accordingly.

5.7 TYPES AND FREQUENCY OF HAZARD ASSESSMENT DOCUMENTATION

Field level Hazard Assessments (FLHA): To be completed daily by workers on site based on the tasks assigned. Workers will update if the conditions or job scope changes. All trades and vendors will conduct their own daily FLHA each day prior to commencing their work.

Weekly Hazard Assessments: Each active worksite will have a weekly hazard assessment conducted each Monday morning based on the scheduled work to be conducted over the duration of the week. This form will be dated until the following Monday and be updated if required though out the week. This will be passed onto all trades and vendors scheduled to work on the site in that work period. The intent of this hazard assessment is to make all trades and vendors aware of the overall potential hazards on the worksite. It does not relieve them of their requirement to conduct and document their own daily FLHA each day prior to commencement of their job tasks.

Formal Job Hazard Analysis / Assessment (JHA): This is to be reviewed annually when the Health & Safety program is reviewed. The individual JHA is created based on different positions held in the company. Rohit currently groups its various roles within the company into 3 different groups including office/administrative employees, sales staff working in show homes and site/construction employees and has created a separate JHA for each. This will also be reviewed annually to ensure adequate requirements are met based on the various roles all staff.

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6.0 HAZARD CONTROL POLICY

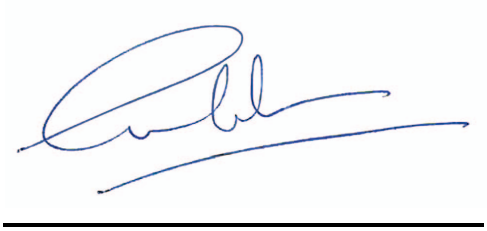
It is Rohit Group of Companies' ("Rohit"/"Company") policy to follow the hierarchy of controls as laid out in this Element in order to properly address and eliminate or minimalize all identified hazards. These controls will be used in conjunction with identified company SWPs & SJPs.

Rohit will ensure to conduct employee education and training on how to conduct their work safely in order to help minimize the risk of exposure. We recognize this is a critical element of any complete workplace health and safety program. Training must cover not only how to do the job safely, but it must also ensure that workers understand the hazards and risks of their job. It must also provide them with information on how to protect themselves, coworkers' sub-contractors, visitors and the general public.

Rohit will monitor both the hazard and the control methods to make sure that the controls being used work effectively and that exposure to the hazard is reduced or eliminated.

The methods we will use to monitor these controls include, but are not limited to, physical inspection, testing, exposure assessment, observations, injury and illness tracking, accident/incident investigations reports, employee feedback/input, occupational health assessments.

***The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.**



Date: Mar 2022

Adil Kodian
Executive Vice President, Rohit Communities
Rohit Group of Companies
Rohit Management Inc.

6.1 RISK AND HAZARD CONTROLS

Once a hazard has been identified and reported, a preventative or control measure must be determined in order of preference, preventative measures are as follows:

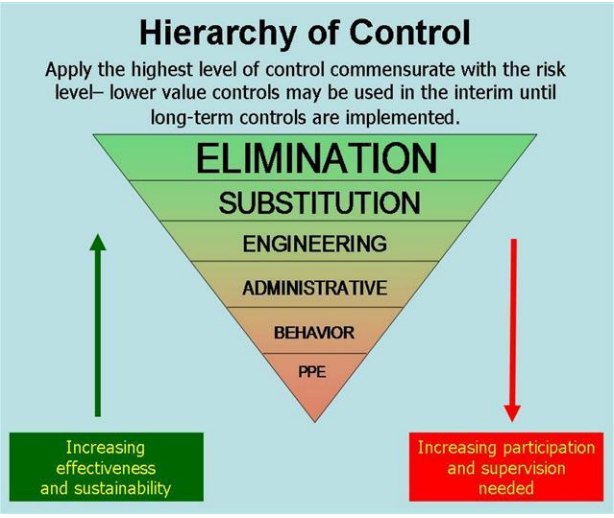
1. **Eliminate the hazard.** This is the most effective measure and techniques which can be used are:
    - Choose a different process;
    - Modify an existing process
    - Substitute with a less hazardous substance;
    - Improve the environment (i.e. ventilation); and/or
    - Modify or change equipment or tools.

2. **Substitution.** This is the second most effective hazard control method which involves something the presents a hazard with something else that does not. For example, replacing lead-based paint with acrylic.

3. **Engineered Controls (Contain the hazard).** If the hazard cannot be eliminated or substituted, using enclosures or similar devices may prevent contact.

4. **Administrative Controls (Revise the work procedure).** Consider modifying certain hazardous steps in the work procedures.

5. **PPE (Reduce the exposure).** This method is the least effective and will only be used if no other solutions are available. The use of appropriate personal protective equipment is required and in order to reduce the severity of a possible incident, emergency facilities such as first aid equipment and chemical wash stations will be provided.



For each hazard identified, there must be at least one control in place to prevent exposure to the hazard. For a high-risk hazard, more than one control will be in place. Risk controls are related to various industry recommended standards and guidelines that are outlined in

applicable standards and regulations. Rohit will obtain and be familiar with the applicable standards and regulations that relate to their specific occupation(s). Standards that may apply to their operations are: CSA Standards, industry guidelines, and manufacturer specifications. These standards will help Rohit to control and minimize exposure to hazards more effectively.

6. **Emergency control of hazard**:
    a) If emergency action is required to control or eliminate a hazard that is dangerous to the safety or health of workers:
    b) Only those workers competent in correcting the condition, and the minimum number necessary to correct the condition, may be exposed to the hazard, and;
    c) Every reasonable effort must be made to control the hazard while the condition is being corrected

6.2 NEW AND MODIFIED OPERATIONS

In the event of a change in operation or procedure involving a high-risk job, a new **Job Hazard Analysis Worksheet** must be completed in order to identify the new hazards that may be present. Each change in or additional step added must be analyzed to identify specific risks and implement new controls. Once these new procedures have been reviewed, the outcome must be relayed to all workers concerned. These changes can be communicated through memos, safety meetings or pre-job meetings. Regardless of the method, all affected workers must be notified and given a new safe work procedure outlining these changes.

6.3 CRITICAL TASK INVENTORY

Rohit GROUP OF COMPANIES	CRITICAL TASKS LIST
Critical Task Description	**Safe Job Procedure & Safe Work Practice**
1. Operating Propane Heaters:	Safe Job Procedure # SJP010 & Safe Work Practice # SWP022
2. Connecting/Disconnecting Propane/Natural Gas Heaters:	Safe Job Procedure # SJP001 & Safe Work Practice # SWP022
3. Working Alone:	Safe Job Procedure # SJP006 & Safe Work Practice # SWP008
4. Installing Backing or Minor Framing:	Safe Job Procedure # SJP004 & Safe Work Practice # SWP026
5. Rebar Safety:	Safe Job Procedure # SJP018 & Safe Work Practice # SWP004
6. Refueling Equipment	Safe Job Procedure # SJP017 & Safe Work Practice # SWP020
7. Scaffolding	Safe Job Procedure # SJP016 & Safe Work Practice # SWP024 & Safe Work Practice # SWP025

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7.0 INSPECTIONS AND MAINTENANCE POLICY

It is in Rohit Group of Companies' ("Rohit"/ "Company") policy to maintain a program of safety inspections and maintenance.

All Company facilities and job sites shall be included in the inspection program.
Informal inspections shall be continuously conducted by supervisors within their areas of responsibility.

Formal inspections shall be conducted by the manager or a designate at each facility or worksite on an active monthly basis. Workers shall participate in the inspection program and contribute to it by identifying job hazards to their immediate supervisors.

It is the policy of Rohit to maintain a program of safety inspections and take control of all unsafe conditions.

- The Site Superintendent will conduct an inspection of the Company's worksites and other high hazard facilities monthly.
- Site observations will be documented and conveyed to appropriate personnel for required action. This can be done on a spot inspection for or near miss report.
- All deficiencies will be corrected and documented as soon as possible
- A senior management representative will perform a random inspection at least once a year or more often if required on all sites and will include the Site Superintendent and an employee in these inspections
- Offices and other low hazard work areas will be inspected every month.

All Rohit equipment shall be properly maintained, to reduce the risk of injuries to employees and members of the public and to avoid damage to property.

Site Superintendents shall ensure that all preventative maintenance and service is carried out by qualified personnel, according to an established schedule, and that records are kept.

All employees shall regularly check all equipment with which they work and shall lock out, tag and remove any out of service equipment.

The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.

Date: Mar 2022

Adil Kodian
Executive Vice President, Rohit Communities
Rohit Group of Companies
Rohit Management Inc.

7.1 INSPECTION, JOB OBSERVATION AND HAZARD IDENTIFICATION TRAINING

Management, supervisors, employees, and any other personnel who are required to perform inspections and job observations will participate in appropriate training. Training will cover such things as the pre-planning, how to conduct the inspection or observation, Identification of hazards, assigned corrective action and follow up. Documentation confirming the attendance and outlining the content of the training will be maintained in company training records.

7.2 REPORTING UNSAFE/UNHEALTHY WORK CONDITIONS

All Rohit employees shall report unsafe or unhealthy work conditions to their direct supervisor and / or the JHSC immediately upon discovering the issue. They will fill out an Employee Safety Submission form available through the safety department, JHSC or SharePoint and submit it to their direct supervisor or the JHSC, who will address the issue. If unsafe work refusals which are not resolved by the manager and JHSC and affected worker onsite additional information must be documented. It will be taken to the employer for resolution. When a safety concern is reported it should include the following information:

1. Date
2. Time
3. Location
4. Name of worker
5. Name of manager
6. Name of worker safety representative
7. Details of circumstances surrounding refusal
8. Details of investigation findings
9. Name of safety consultant (if applicable)
10. Final resolution of unsafe work refusal

7.3 BASIC PROCEDURE FOR CONDUCTING A PLANNED INSPECTION

1. If applicable, identify the inspector or inspection team, whenever possible try to involve workers in the inspection.
2. Locate and review applicable “safe work practices”, “safe job procedures”, regulations, personal protective equipment requirements, etc.
3. Locate and review reports of previous inspections for the job site and/or task.
4. Proceed with the inspections tour accompanied by the Site Superintendent, if applicable; try to make observations without disrupting normal work activities.
5. Take immediate action, eliminating and/or controlling hazards, that may endanger a worker.
6. Take the time to observe the activities of workers, ask if they are satisfied with the existing safety program, and ask if they know the “safe job procedure and safe work practice” for the task they are performing.
7. Examine worker activities, facilities, lunchrooms, etc. use the inspection form to help guide you through the inspection. Forms are located on SiteDocs.
8. Record the results of inspections on the inspection form.
9. Identify corrective actions required for each unsafe act or unsafe condition.
10. Give positive reinforcement to those who are complying with all safety standards.
11. Identify the person responsible for ensuring that the corrective action is carried out, include a date for completion.

12. Submit a copy of the report to the Safety Advisor and person responsible for carrying out the corrective action.
13. Revise the corrective actions in the weekly toolbox/safety meeting and make sure all corrective actions are done in a timely manner.
14. Reports shall be reviewed by the Safety Department, Managers and JHSC and reviewed in the weekly toolbox/safety meeting.

7.4 TYPES OF INSPECTIONS

There are two types of inspections that Rohit uses to maintain their facilities and equipment. The first is an ***informal inspection,*** which is ***conducted daily*** by all employees. These are extremely beneficial to management as they provide immediate feedback on the employees' comprehension and utilization of safe work procedures and appropriate use of tools and various types of equipment. These inspections are based on informal observations made during the workday. When employees are following safe work procedures, they should be recognized in order to continually reinforce a positive safety performance. However, if employees are observed not complying with policies and procedures, management can respond immediately in order to enforce Rohit's commitment to safety policies.

The second type of inspection that is used is a ***formal inspection (checklist)*** is conducted monthly and is normally assigned to the Site Superintendent or Construction Manager for the specific site. They provide management with an evaluation of employee safety performance and the general condition of equipment and tools that are used by the employees. Without this formal method of evaluation, hazardous conditions persist and accident potential increases. Completion of both types of inspections reduces the potential for personal injury, equipment, material and property damage incidents.

7.5 SITE INSPECTIONS

All work sites will be inspected a minimum of once per month by management to ensure that all deficiencies are recorded and appropriate corrective actions are created and completed as necessary. The **Monthly Site Inspection Form on SiteDocs** is designed to ensure that hazardous materials are being labeled and handled properly, that safe work practices and personal protective equipment are being utilized and that tools and equipment are in good general condition. Site inspections will also check for hazards such as slipping and tripping hazards, deficient or unavailable emergency equipment, flammables, and other hazardous materials, deficient warning signage or hazardous information, faulty equipment, poor housekeeping procedures, inadequate safety or personal protective equipment, blocked access to exits and utility areas, electrical hazards and workers work behaviors.

7.6 OFFICE INSPECTIONS

The office will be inspected once per month by management to ensure that all deficiencies noted are corrected as necessary. The **Monthly Office Inspection checklist on SiteDocs** is designed to ensure hazards such as slipping and tripping hazards, deficient or unavailable emergency equipment (first aid kits, fire extinguishers, etc.) flammables, and other hazardous materials, faulty equipment, poor housekeeping procedures, inadequate safety, blocked access to exits and utility areas and electrical hazards. The inspection results will be reviewed by the JHSC and posted in the second-floor lunchroom on the safety board and on SharePoint so all employees have access.

7.7 COMPANY VEHICLE INSPECTIONS

Equipment inspections must be conducted and documented on SiteDocs by designated personnel according to the manufacturer's recommended frequency. Company vehicles will be inspected monthly by the vehicle operator to monitor normal wear and tear and to look for signs of misuse and abuse. Daily walk around inspections will also be performed to ensure that the vehicle is in good working order and ready for the road. Vehicles will be serviced by the appointed dealership or maintenance facility and will also undergo a thorough inspection during routine maintenance and service work by a certified mechanic at this time.

7.8 TOOL INSPECTIONS

A thorough examination of all hand tools will be conducted daily prior to each use and documented on the Field Level Hazard Assessment (FLHA), also once per month during the Monthly Site Inspection. Tools will be inspected for cracks and wear, and electrical tools will be inspected to ensure that all electrical cords are in good condition and that required guards are in place and being utilized. Tampering with guards on tools and/or equipment is strictly prohibited.

7.09 MAINTENANCE PROGRAM

Rohit keeps an inventory list of all equipment including its vehicle fleet and main office facility services. All records are kept by third party maintenance and repair services that provide detailed maintenance reports on all service and repairs.

7.10 PREVENTATIVE MAINTENANCE

Regular shop maintenance is to be performed on all equipment, vehicles and trailers when in service as per the manufacturers' recommended factory maintenance specifications and schedule.

Daily visual inspections of vehicles are to be done by the operators.

A daily operator inspection shall consist of:

- Headlights, taillights, brake lights, signal lights and hazard lights
- Tires and wheels
- Engine compartment fluids
- Fire extinguishers, first aid kits and emergency equipment
- Horn, wipers and washers, heater and defroster
- Rolling brake check

7.11 WORK ORDERS

Work orders for all work done on each vehicle are to be opened and completed by the shop personnel doing the work. When the work is done the work-order is to be filed in the unit file for each vehicle. Work orders need to be signed and dated by the shop personnel who did the work. These work orders must be kept in the unit file for the current year and the previous four years. All maintenance records are kept by the maintenance facility and will requested semiannually for review and tracking purposes.

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8.0 EMERGENCY RESPONSE POLICY

On each job site, Rohit Group of Companies ("Rohit"/ "Company") will gather information such as the location of the nearest hospital, fire station, and first aid station. This information will help minimize emergency response and travel time.

Procedures to deal with the potential emergencies on a Rohit job site will be developed. These procedures will be conveyed to Rohit employees/contractors and other contractors' employees as well as any members of the public or visitors on site to avoid any confusion during an emergency. Employees and contractors are to be aware of the actions required and follow the instructions set by Rohit.

All Rohit offices and worksites shall have individual emergency preparedness and response plans. They will be reviewed and tested annually to both test for efficiency and to ensure compliance with Alberta/Saskatchewan Occupational Health and safety Legislation.

Reference Alberta OHS Code, Part 7, Emergency Preparedness and Response.

Reference Saskatchewan OHS Regulations, Part III, General Duties.

Reference Saskatchewan OHS Regulations, Part XXV, Fire and Explosions Hazards.

***The information in this policy does not take precedence over applicable government legislation, of which all workers should be familiar**

Date: Mar 2022

Adil Kodian
Executive Vice President, Rohit Communities
Rohit Group of Companies
Rohit Management Inc.

8.1 PURPOSE

An Emergency Response Plan (ERP) specifies the procedures for handling sudden emergency situations. This helps ensure that the responses to emergency situations are quick, organized, and effective. An ERP also defines the responsibilities of the critical people who are involved in the emergency response on site.

In the event of an emergency, there are many decisions that must be considered.

- Is an evacuation necessary?
- Will there be sequential events as a result of the original event?
- How many casualties are there?
- What kind of damage was done to what kind of facilities?
- Was there a loss of vital records or documents?
- Has work been disrupted?

All aspects must be considered when managing an emergency. Based on the answers to these questions, an emergency must be declared, and a response activated. A scene assessment must be completed, and appropriate people and services notified. The final considerations would include things such as:

- Medical supplies
- Communication
- Emergency, Rescue and Personal Protective Equipment
- Trained Personnel

The ERP must outline the employees or management who are responsible for putting this plan into action, how the plan will be carried out, and where the resources can be found. It provides a list of responsibilities which must be assigned and who they are assigned to. The emergency response plan must also include a list of external organizations who can be called upon to assist if required, including the fire department, search and rescue, ambulance, police, utility companies, hospitals, government agencies, and industrial neighbors.

The level of emergency, the size, capabilities and resources of Rohit, the location of the organization, and the number of employees will all play a role in determining what procedures will be utilized in the event of an emergency

Location of First Aid

- Signs will indicate the location of first aid services, equipment, and supplies, and or ensure that all workers know the location of such. Rohit will also ensure that a communication plan is in place to access emergency services.
- Rohit will ensure that the first aid equipment and supplies are maintained in a clean, dry and serviceable condition, contained in a material that protects the contents from the environment, and clearly identified as first aid equipment and supplies.

Natural disasters are often situations that allow for warning prior to happening. This would allow for some time to gather resources such as sandbags, construction equipment and alternate sources of power, water and lighting. In emergencies where evacuations are necessary, a type of signal will be determined. Evacuation routes or alternate means of escape must be made known to all employees and will be kept unobstructed. A safe area must be declared for staff to

gather for a headcount, ensuring that everyone has left the danger zone. Once a headcount has been completed, treatment for injured or missing workers will begin immediately. An alternate source of medical aid must be available for situations where normal facilities are in the danger zone. Containment of property loss will begin only when the safety of all staff has been established.

After the completion of emergency planning, the plan will be tested, practiced and reviewed by all employees to pinpoint areas that require improvement. The plan will be revised when deficiencies are identified, or after changes are made in infrastructure, processes, materials used or key personnel, or at minimum on an annual basis. This will also hold true upon completion of procedures after an actual emergency. These are all good opportunities to review and improve the emergency response procedures.

8.2 SAFETY TRAINING COURSE AND EMERGENCY RESPONSE TESTING RECORDS

All required workers will be trained in Standard First Aid and CPR by an accredited institute. Workers will also be trained in the activation of the ERP. Drills and exercises will be conducted semi-annually, and a corrective action plan will be developed in order to maintain an effective emergency response as the analysis of these drills helps to identify deficiencies and create a more efficient response to emergency events

8.3 EMERGENCY EQUIPMENT & REQUIREMENTS

In order to meet Occupational Health and Safety regulations, emergency supplies must include an appropriate First Aid Kit in each Company vehicle and a First Aid kit in the office area as per Alberta and Saskatchewan OHS legislation. Fire extinguishers will be placed in the office according to regulatory requirements, and one placed in each Company vehicle. For near and distant work sites, there must be present at least ONE individual with Standard First Aid training.

*Under OHS in both Alberta and Saskatchewan construction work is considered a high hazard work environment and therefore we must meet the requirements laid out in the tables listed the relevant OHS Legislation.

According to the Working Alone legislation, Company vehicles must also have a method of communication available such as a cellular phone or two-way radio. A copy of the emergency response procedures and list of emergency contacts will be available on each worksite and in each Company vehicle. Emergency equipment must be inspected regularly and maintained to ensure that it is available and ready for use at any time.

Alberta OHS Summary of First Aid Requirements for Office

For First aid requirements on Rohit worksites refer to the following table in the Alberta Occupational Health and Safety Schedule 2, Table 1, Low Hazard Work and Table 5, First Aid Requirements for Low Hazard Work.

Alberta OHS Summary of First Aid Requirements for Worksites

For First aid requirements on Rohit worksites refer to the following table in the Alberta Occupational Health and Safety Schedule 2, Table 2, High Hazard Work and Table 7, First Aid Requirements for High Hazard Work.

Saskatchewan OHS Summary of First Aid Requirements for Office

For First aid requirements on Rohit worksites refer to the following table in the Saskatchewan Occupational Health and Safety Regulations, Table 9, [*Clause 54(1)(a) and subsection 54(5)*] Summary of First Aid Requirements

Saskatchewan OHS Summary of First Aid Requirements for Worksites

For First aid requirements on Rohit worksites refer to the following table in the Saskatchewan Occupational Health and Safety Regulations, Table 8, Activities that constitute High hazard Work, and Table 9, [*Clause 54(1)(a) and subsection 54(5)*] Summary of First Aid Requirements

8.4 SITE GENERAL EMERGENCY PROCEDURES

If an incident/accident arises at a work site, the following procedures will be followed:

1. Personnel shall inform the nearest supervisor on the job of the incident
2. The supervisor shall assess the situation immediately
3. The supervisor shall then decide on the appropriate action to be taken and proceed immediately to solve the problem; such as:
    - perform first aid
    - call the ambulance, fire department or police when necessary
    - call Safety Advisor (780) 906-9760 (Edmonton) or (780) 436-9015 for assistance
    - inform the Site Superintendent
4. The appropriate reports will be filed as soon as possible while the incident is still fresh in everyone's mind.

8.5 RESPONSIBILITIES FOR THE DURATION OF AN EMERGENCY EVENT

Supervisors Must:

- Fully understand their specific roles in such situations, as well as the roles of subordinates and contractors;
- Train subordinates as to their specific roles/assignments in the event of any ERP activation;
- Develop and periodically update the ERP to meet changing conditions, operations or other relevant circumstances.
- Must ensure arrangements are in place to transport an injured or ill worker to the nearest medical facility and that communication devices are in place to communicate with a health care facility.

Employees Must:

- Familiarize themselves with the ERP relevant to their location.
- Fully understand their individual roles in the event of an emergency.
- Familiarize themselves with new publications and updates as issued.
- In the event of an emergency, do what they can to protect themselves and other as well as the facilities in a manner consistent with the emergency procedures, safe work practices and their specific expertise.
- Immediately report to their supervisor all fires/explosions, injuries, property damage or other emergencies occurring in their work area.

Contractors Must:

- In the event of an emergency, immediately report to the supervisor all fires/explosions, injuries, property damage or other emergencies occurring in the work area to which they have been assigned.
- Follow directions as outlined in written documentation provided by the employer to the extent possible, without endangering themselves and/or their employees.

8.6 OFFICE EMERGENCY PROCEDURES

In the event of an emergency office staff shall refer to the OFFICE FIRE/EMERGENCY EVACUATION PLAN at the end of this section. It will also be placed on the information board located on the second-floor lunchroom for review.

8.7 VEHICLE ACCIDENTS

As some employees operate company vehicles, they must ensure they are familiar with and follow proper procedures when dealing with an accident involving their company vehicle. As all vehicle accidents are different this is a guideline and designed to guide

- If your vehicles are drivable, move them to a safe location so that they will not be obstructing traffic. If one or more are not drivable call the City of Edmonton police complaint line at 780-423-4567. For Regina report it to SGI Regina Commercial Claims Centre – 775-6000 (toll-free 1-800-667-9779)
- If there are injuries provide first aid and call 911
- Exchange (insurance, registration, name and drivers license number). Take pictures of driver’s license, license plate, insurance card, registration card and overall scene.
- Get witness information and ask if they will provide a statement.
- Fill out the accident report and contact Rohit Safety as soon as you can.
- DO NOT discuss the accident with anyone other than police.
- DO NOT admit guilt to anyone even if you feel you may be.
- Contact the police or attend a police station and file a collision report form if the combined damage is over $2000.00.the collision involves serious injuries or if impaired operation of a motor vehicle is suspected, immediately call 911 or have someone else do it if you do not have the means. In this instance, vehicles need to remain where they are in order that the collision scene can be investigated.
- Police attendance is ONLY required when, someone has been seriously injured,

Individual does not have documentation including driver's license, registration or insurance, you suspect the driver is impaired or one or more of the vehicles isn't drivable

- If you are unsure, call 780-423-4567 for guidance or Rohit Safety Department

8.8 ELECTRICAL SHOCK

If it is possible, turn the power source off immediately. If this is not possible, attempt to pull the victim away from the source with a non-conductive object. **DO NOT TOUCH THE VICTIM WITH BARE HANDS OR ANOTHER CONDUCTIVE MATERIAL.**

Artificial respiration may be required and should be given immediately upon assessing the victim's vital signs. In many electrical accidents, first aid may be required for burns. Ensure that the victim receives medical treatment as soon as possible.

8.9 FIRE PREVENTION PROCEDURES

Policy for Fire Prevention

It is the policy of Rohit to ensure that all damage is held under control through an effective fire protection and prevention program. It is understandable that control of fire is a great concern, due to injury, damage, and loss of monies, work, along with the lost reputation.
It is the policy of Rohit to therefore ensure that all personnel are trained to handle and respond to all fires in the correct manner. The best way to fight a fire is to ensure that a fire does not have a place to start.

"Clean Up, Put Away"

Fire protection and prevention shall embrace all measures relating to safeguarding human life, preserving property and continuing of operations in our company. The best time to stop a fire is before it starts. Our fire loss control program policy intends to ensure that employees shall, always, know the location of fire extinguishers, fire- fighting devices, and to be properly trained how to operate them in order to respond to fires in the correct manner.

Our effective fire loss control program shall include the following objectives:

1. To prevent loss of life and personal injury
2. To protect property
3. To provide uninterrupted operations and,
4. To prevent the inception of fire

"Fires- Easier to Prevent than to Stop"

It is the policy of Rohit to take all reasonable and practical measures to safeguard employees, maintain services to our customers, and to prevent fire damage or loss to our equipment and properties. To implement this policy requires the cooperation and coordination of all employees and all levels of management.

Personnel Procedures and Responsibilities

It is everyone's responsibility to ensure that all fire hazards and flammable materials are cleaned up and/ or put away. Fire concerns will take a high profile throughout all inspections, (formal and informal), training, meetings, procedures, long with all emergency preparedness.

Before a Fire Occurs:

- Always know your escape route
- Be familiar with more than one way out of your building
- Know the location of, and how to operate both building and site fire alarm boxes
- Know the location of, and how to operate all available fire extinguishers in your work area
- Never allow fire doors to be wedged open for purposes of ventilation or communication- remove any wedges
- Investigate immediately and thoroughly, ALL suspicious smoke and occurrences

If a Fire Occurs (If you discover fire, see smoke or smell gas):

- Warn persons nearby in the same area
- Make effort to contain the fire i.e. close door, windows etc.
- All personnel are responsible for sounding the nearest alarm
- All personnel should be trained to understand the alarm procedures that will apply; this shall be consistent throughout the entire Company. For example, **understand alarm procedures (on site):**
- An aerosol powered horn sounded in three (3) sharp blasts followed by a five (5) second delay, then three (3) more sharp blasts. This shall be repeated several times to ensure that all personnel on site have heard the signal for fire emergency to allow for the evacuation of all non-essential personnel to the primary gathering site. This person shall ensure that the proper rescue organization is notified.
- An injury alarm could consist of one short three (3) second blast followed by one long ten (10) second blast and should be repeated until a first aider is at the scene.
- The first person while trying to contain the fire should delegate a responsible person to call the emergency phone number. They should instruct that person to report back to them and confirm that contact with the proper authorities has been made.
- The person or fire team should try to fight the fire using extinguishers, only if it is small, and if the fire is not between the person or team and an exit (escape route). That person or team should evaluate the situation to determine if the fire may be fought without posing risks which are beyond the scope of their experience, and/ or level of skills while waiting for the fire department to arrive.
- If you do not have a designated responsibility, don't run, but walk smartly to the outside of the building using the nearest safe exit.

If Clothing Catches Fire:

- Don't run- it fans the flames. Act quickly to smother the fire.
- If another person catches fire, make them lie down, and roll them up in a rug, coat, or blanket, with their head outside
- Gently beat the fire out. Give burn or shock first aid if appropriate.

Further Precautions

- NEVER RISK YOUR LIFE unless it is to save another life. Property can be replaced.

- If possible, close all windows and doors as you make your escape to prevent the spread of fire
- If a fire is suspected on the other side of the door, open it slowly with your foot and shoulder against it
- Never use an elevator unless specifically directed by the fire department
- If fire, heat or smoke prohibits easy escape, close the door, seal top and bottom if possible, partially open window, remain at window with a coat or carpet overhead, and wait for rescue by the fire department. DON'T PANIC.
- DO NOT JUMP from windows above the first floor.
- If escape is attempted through heavy smoke or heat, crawl on hands and knees remembering that some degree of fresh air always exists at floor levels
- Report all fires, regardless of size, to the fire department
- REMEMBER THAT HEAT, TOXIC GASES, AND SMOKE KILL MORE PEOPLE THAT ACTUAL FLAMES
- THINK CALMLY, DO NOT PANIC, BUT DO SOMETHING - DON'T WASTE TIME

Quick actions can be lifesaving.

Fire Prevention Training

Fire prevention training along with fire inspections and proper housekeeping will enhance any risk management program as well as ensuring the coverage of liability through the insurance companies.

To further complement your training, toolbox brochures can be reviewed and quickly discussed just before the job starts so the information is fresh on everyone's mind. The brochures at the office can be used to do this.

- All employees of Rohit should be trained in fire prevention and the use of fire extinguishers
- Subcontractors working on Rohit sites should be invited to attend a fire safety seminar on site. Ideally, this seminar will be given just prior to any heating and hoarding operations or shortly after its commencement.
- Sub trades should be made aware of locations of fire extinguishers and emergency telephone numbers at the time of their orientation to the project site.
- Where possible, fire teams should be trained under a voluntary system. A team will consist of six people, one will be the team leader, and the others will act as two-person fire extinguisher team. Break down the team, two for extinguishing the fire, two as back up or coverage, and one as a spare. The training will cover all areas to ensure the coordinated fire attack will be controlled and contained where possible.
- Fire Drills - Fire drills shall be held on each project at a frequency to fit the fire hazards pertaining to that project. Fire drills shall consist of the following general steps to increase awareness and training.

Practice Reduces Confusion

1. Sounding the alarm (actual and simulated)

2. Evacuation of the buildings, site, to a predetermined point for the gathering of all personnel. (actual)
3. Emergency telephone calls (simulated)
4. Head count (must account for personnel (actual)
5. Fire team or fire prevention officer to complete an evaluation of the fire (simulated)
6. Fight fire to their experience or skill level.
7. Ensure access and egress routes are clear and controlled, those properly trained stand by to assist fire department (simulated)
8. Render first aid where necessary (simulated)
9. Sound all clear, maintain fire watch if needed, return to duties (actual)

A site plan and layout of each project shall contain a legend which clearly defines the location of the site buildings, material storage areas, emergency access, egress, primary and secondary gathering areas, fire extinguisher locations, power lines, gas lines, etc. to be used for training as well as if needed in an emergency.

The development of systematic, organized fire prevention, protection program will enhance the complete safety program.

It will increase your training, which will show concern for the safety of all personnel. Training and concern will increase morale and attitude that will improve the quality and production.

The result will provide better security for all concerned as well as financial benefits by reducing costs due to fire and safety problems.

8.10 NATURAL DISASTERS – TORNADOES, STORMS AND LIGHTNING

Tornado

A tornado is nature's most violent form of storm activity producing upwardly spiraling winds between 120 to 450 km/hour. These storms produce devastating damage along a path of 50 to 300 meters in width. The forward motion of a tornado funnel may be quite erratic as it zigzags along a southwest or northwesterly direction (usually) at a forward speed of 50 to 70 km/hour.

A tornado is recognizable by a funnel cloud ranging from the base of a dark, ominous looking storm cloud. The sound has been described as a tremendous roar which sounds like an express train or jet aircraft.

With a thunderstorm approaching from a westerly direction, the most likely place for the funnel cloud to appear is near the left-hand side or southern bank of an approaching curtain of heavy rain and hail. There is usually a noticeable lowering of a portion of the cloud base, which contains a large swirling turbulent mass from which the funnel will hang.

The strongest winds of a tornado are on the side of the funnel that parallels the direction in which the funnel cloud is moving. Atmospheric pressure at the center of the tornado is greatly reduced due to the centrifugal force. Sudden pressure drops up to 8 kilopascals can occur at the passage of the "eye" of the tornado; such a decrease in pressure taking place suddenly creates an outward explosive force on structures. For example, a pressure differential of 4 kilopascals amounts to 18 tons on a roof or wall 3 meters by 15 meters.

The weather office issues and radio and TV repeat weather watches and weather warnings. A "watch" is an advisory only. Nothing may happen, but a watch could develop into a warning. Stay alert and listen to the radio. A "warning" means that the event is imminent. Take precautions and listen to the radio.

The word "tornado" may be used in three different weather announcements. If there is a severe thunderstorm warning, it may include the phrase "remember some severe thunderstorms can produce a tornado". This is the same as a tornado "watch". Stay alert and wait for updates. A tornado watch means that all conditions required to create a tornado are present. It does not mean that it will necessarily occur. Once again, listen to the radio and stay alert. A tornado warning means that a tornado has touched down. If the warning is for the area you are in, take precautions immediately and listen for constant updates.

Natural Disasters – Tornadoes and Storms

Tornado contact with the ground occurs with very little advanced warning. Be prepared in advance to cover these types of disasters.

- **Emergency Kit** - A carry all bag prepared in advance will be available with high-energy food, a change of clothing, blankets, non-prescription medicine, first aid supplies, battery powered radio, flashlight and spare batteries.
- **Shelter** - Shelter offering protection from this type of storm would include basements underneath stairways. The shelter must be easily accessible and able to offer protection from flying glass, debris and furniture. If you are forced to seek shelter, avoid large hallways, auditoriums, cafeterias, arenas or any buildings with large roof spans. Seek out an inner hallway, washroom or closet. If forced to take shelter outdoors, look for places such as culverts, ditches or excavations lying as flat as possible and hold firmly to the base of a tree, bush or shrub to avoid being lifted or blown away.
- **Action Plan** - Know what action to take in the event of a tornado no matter where you are.

<u>During A Tornado Watch:</u>

- **Listen to a local radio or television stations for updated weather information.** Tornadoes can change direction, intensity, and speed very quickly.
- **Be aware of changing weather conditions.** Tornadoes accompany severe thunderstorms, and weather conditions can change rapidly. Large hail, blowing debris, or the sound of an approaching tornado may alert you. Many people say approaching tornadoes sound like a freight train.
- **Watch for tornado danger signs.** Tornadoes may happen so quickly warnings can't be issued long in advance. Pay attention to weather clues around you that may warn of imminent danger.
- **Dark, often greenish sky.** Sometimes one or more of the clouds turns greenish (a phenomenon caused by hail) indicating a tornado may develop.
    - **Wall cloud.** This is an isolated lowering of the base of a thunderstorm. The wall cloud is particularly suspect if it is rotating.
    - **Large hail.** Tornadoes are spawned from powerful thunderstorms and the most powerful thunderstorms produce large hail. Tornadoes frequently emerge from near the hail-producing portion of the storm.
    - **Cloud of debris.** An approaching cloud of debris can mark the location of a tornado even if a funnel is not visible.

- **Funnel cloud.** A visible rotating extension of the cloud base is a sign that a tornado may develop.
- **Roaring noise.** The high winds of a tornado can cause a roar that is often compared with the sound of a freight train.
- **Tornadoes may occur near the trailing edge of a thunderstorm and be quite visible**. It is not uncommon to see clear, sunlit skies behind a tornado. They may also be embedded in rain and not visible at all.

During A Tornado Warning:

- **Listen to a battery-powered Weather Radio, regular radio, or television for updated information.** If the electricity should go out, you will still be able to receive emergency information.
- **If you are inside, go in stairwell to protect yourself from glass and other flying objects.** Tornadoes can change direction, intensity, and speed very quickly. The tornado may be approaching your area.
- **Get under a piece of sturdy furniture, such as a workbench or heavy table, and hold on to it.** Sturdy furniture will help protect you from falling debris. If tornado wind enters the room and the object moves, holding on with one hand will help you move with it, keeping you protected.
- **Use your other arm and hand to protect your head and neck from falling or flying objects.** Your head and neck are more easily injured than other parts of your body. Protect them as much as you can. If you have a helmet put it on when you go to your shelter.
- **Stay away from windows.** Opening windows allows damaging winds to enter the structure. Leave the windows alone; instead, immediately go to a safe place. It is a myth that tornadoes cause houses to explode due to changes in air pressure. Flying debris can shatter glass. Violent winds and debris slamming into buildings cause most structural damage.
- **If you're outside in a car or in a mobile home, go immediately to the basement of a nearby sturdy building.** Sturdy buildings are the safest place to be. Tornado winds can blow large objects, including cars and mobile homes, hundreds of feet away. Tornadoes can change direction quickly and can lift up a car or truck and toss it through the air; never try to out-drive a tornado. Mobile homes are particularly vulnerable. A mobile home can overturn very easily even if precautions have been taken to tie down the unit.
- **If there is no building nearby, lie flat in a low spot.** Use your arms and hands to protect your head. Tornadoes cause a lot of debris to be blown at very high speeds, and you can be hurt by this debris if it hits you. Dangerous flying debris can be blown under highway overpasses and bridges, or weaker overpasses and bridges could be destroyed. You will be safer lying flat in a low-lying area where wind and debris will blow above you. Tornadoes come from severe thunderstorms, which can produce a lot of rain. If you see quickly rising water or flood water coming towards you, move to another spot.
- **Avoid places with wide-span roofs, such as auditoriums, cafeterias, large hallways, or shopping malls.** Wide-span roofs are frequently damaged or destroyed in tornado winds, providing less protection and more risk of injury, than roofs over smaller rooms.

After a Tornado

- **Continue listening to local radio or television stations Radio for updated information and instructions.** Access may be limited to some parts of the community,

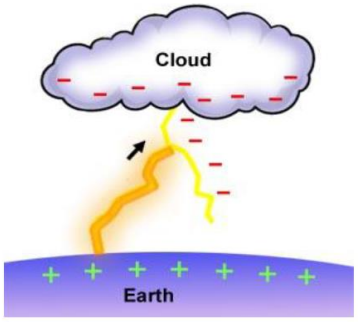
or roads may be blocked. **Help a neighbor who may require special assistance - infants, elderly people and people with disabilities.** Elderly people and people with disabilities may require additional assistance. People who care for them or who have large families may need additional assistance in emergency situations. **Help injured or trapped persons.** Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help. **Watch out for fallen power lines or broken gas lines and report them to the utility company immediately.** Reporting potential hazards will get the utilities turned off as quickly as possible, preventing further hazard and injury. **Avoid disaster areas.** Your presence might hamper rescue and other emergency operations and put you at further risk from the residual effects of tornadoes. **Stay out of damaged buildings.** Tornadoes can cause great damage, creating further hazards. If you are away from home, return only when authorities say it is safe. **When entering damaged buildings, use extreme caution.** Moving through debris presents further hazards. Carefully watch every step you take. **Wear sturdy shoes.** The most common injury following a disaster is cut feet.

- **Use battery-powered lanterns or flashlights when examining buildings.** Battery-powered lighting is the safest and easiest, preventing fire hazard for the user, occupants, and building.
- **Examine walls, floors, doors, staircases, and windows to make sure that the building is not in danger of collapsing.**
- **Look for fire hazards.** There may be broken or leaking gas lines, or damage to electrical systems. Clean up spilled medicines, bleaches, gasoline, or other flammable liquids immediately. **Fire is the most frequent hazard following other disasters.**
- **Check for gas leaks.** If you smell gas or hear a blowing or hissing noise, open a window and quickly leave the building. Turn off the gas using the outside main valve if you can and call the gas company from a neighbor's home. If you turn off the gas for any reason, it must be turned back on by a professional.
- **Look for electrical system damage.** If you see sparks or broken or frayed wires, or if you smell burning insulation, turn off the electricity at the main fuse box or circuit breaker. If you must step in water to get to the fuse box or circuit breaker, call an electrician first for advice. Electrical equipment should be checked and dried before being returned to service.
- **Watch for loose plaster, drywall, and ceilings that could fall.**
- **Take pictures of the damage, both building and its contents, for insurance claims.**

Rendezvous: In the event of a severe storm, you may be separated from other personnel. Determine in advance where you will meet once the storm has passed. Arrange a system of communication but do not be alarmed if telephone communications are unavailable. The Red Cross sets up a Registration/Inquiry service following a major disaster publishing required phone numbers. These numbers may also be available through TV or radio broadcasts.

In summary: In the event of tornado, ensure a battery-powered radio is available. Check access to the designated shelter area and ensure your emergency kit is ready. Avoid traveling great distances so you will not be caught out in the open. Go to the designated shelter area if the storm approaches and if caught outdoors, find a ditch, excavation or culvert and hold firmly to something secure to avoid being lifted or blown away. If caught while driving, drive away from the funnel cloud at a right angle if possible. If you cannot escape the funnel, find a ditch or ravine keeping its slope between you and the funnel. If caught away from home, seek an interior hallway or washroom on a lower floor of a sturdy building to avoid flying glass and debris.

Lightning



Lightning is an electrical discharge caused when static electricity builds up between positively and negatively charged areas such as between thunderclouds, or thunderclouds and the ground. Lightning can occur from cloud to-cloud, within a cloud, cloud-to-ground, or cloud-to-air. A cloud-to-ground lightning strike begins as an invisible channel of electrically charged air moving from the cloud towards the ground. When one channel nears an object on the ground, a powerful surge of electricity from the ground moves upwards to the clouds and produces the visible lightning strike. Lightning tends to strike higher ground and prominent objects, especially good conductors of electricity such as metal and water.

- Lightning occurs in all thunderstorms; each year lightning strikes the Earth 20 million times.
- Most lightning fatalities and injuries occur when people are caught outdoors with no shelter.
- Lightning can strike without rain falling.
- Lightning may strike several kilometers away. Precautions should be taken even if the thunderstorm is not directly overhead.
- Do **NOT** wait for lightning to strike nearby before taking cover.

30-30 Rule

30 Seconds: Count the seconds between seeing the lightning flash and hearing the thunderclap. Each second represents about 300 meters. If this time is 30 seconds or less, then the lightning storm is less than 10km away and there is an 80% chance that the next strike will happen within that 10km. Seek shelter immediately. Preferably in a building, all-metal vehicle (not a convertible) or in a low-lying area.

30 Minutes: After seeing the last lightning flash or thunderclap, wait 30 minutes before leaving shelter. More than half of lightning deaths occur after the thunderstorm has passed. Stay in a safe area until you are sure the threat has passed.

In the event of a lightning and thunderstorm:

1. When a thunderstorm threatens, get inside a home or large building (the best choice) or inside an all-metal (hard top) vehicle with the windows rolled up.
2. Stay away from windows, sinks, toilets, tubs, showers, electric boxes, outlets and appliances. Lightning can flow through these systems and "jump" to a person.
3. Do NOT take a shower or bath during a storm.
4. Unplug appliances if possible and avoid their use.
5. Use telephones ONLY in an emergency.
6. If you are inside a vehicle during lightning avoid parking under trees or power lines that may topple over during a storm. Be aware of downed power lines that may be

touching your vehicle. You are safe inside your vehicle however; you may receive a shock if you step outside. If in an excavator, ensure to fold the boom completely inwards to minimize your surface exposure to strikes.

CAUGHT OUTDOORS

If outside, with no time to reach a safe shelter (building or vehicle) follow these rules:

1. Do NOT stand underneath a natural lightning rod: tall, isolated trees, towers, power lines, telephone poles etc.
2. AVOID all unsafe shelters: metal objects such as power poles, fences, gates, bleachers, small sheds, partial shelters, electrical equipment, mowing and road machinery. Also AVOID solitary trees, hilltops, water, open fields, high ground and caves.
3. Stay away from wire fences, clotheslines, metal pipes, rails and other metallic paths which could carry lightning towards you.
4. If you are in a forest, seek shelter in a low area under a thick growth of shorter trees. Crouch down away from tree trunks. In open areas, seek shelter in low places such as a ravine or a valley.
5. Get out of and away from open water. Lightning can strike water and travel some distance from its point of contact.
6. Get off of and away from motorcycles, scooters, mowing equipment, bicycles and metal machinery.
7. Ensure all tools are put down. Holding something can make you the tallest object and a target for lightning.
8. DO NOT stand in puddles even if you are wearing rubber boots.
9. If with a group, ensure there are several meters between individuals to avoid lightning from jumping from person to person.

If you feel your skin tingle, your hair stands on end, and/or you hear “crackling noises” a strike may be about to happen. If outdoors, immediately remove metal objects (including baseball cap), and get into the lightning safety crouch.
Lightning Safety Crouch: Crouch down on the balls of your feet with your feet close together.

Keep your hands on your knees and lower your head. Some people may prefer to wrap their hands over their ears or cover the back of their neck. Make yourself the smallest target possible and minimize your contact with the groud.DO NOT LIE DOWN ON THE GROUND.

Helping Someone Who Is Struck by Lightning

- Get emergency help as soon as possible.
- People who have been struck by lightning do NOT carry an electrical charge and are safe to handle.
- Apply first aid, immediately.
- Common injuries include burns, wounds and fractures.
- If numerous people have been struck treat those who are unconscious first, they are at the greater risk of dying.

****Remember, if you can hear thunder- you are close enough to be struck by lightning. ****

8.11 BOMB THREATS

If a bomb is discovered, EVACUATE the building or area immediately without disturbing the object. If a bomb threat is phoned in, as much information as possible should be obtained such as:

- When is the bomb going to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What does the bomb look like?
- Why has the bomb been placed?

The following information will be documented:

- Time of day
- Date of call
- Exact words of the person making the threat
- Age (child or adult) and gender of the caller
- Speech patterns or accents
- Background noises

If a suspected bomb threat is received by mail, the letter, envelope or packaging must not be handled, and Rohit's executive notified immediately.

8.12 SERIOUS INJURY OR ACCIDENT

The following references give us a summary of the Alberta Occupational Health and Safety Act reporting requirements. Provincial regulations and Acts should be consulted for exact wording and requirements.

Alberta (Section 18 (1) (2): the prime contractor or employer responsible for the work shall report the injury or accident to the director of inspection for:

a. an injury or accident that results in death;
b. an injury or accident that results in a worker being admitted to a hospital for more than two (2) days;
c. an unplanned or uncontrolled explosion, fire, flood that causes a serious injury or that has the potential of causing a serious injury
d. the collapse or upset of a crane, derrick, hoist or the collapse or failure of any component of a building necessary for the structural integrity of the building or structure.

8.13 FATALITIES

In the event of a fatality situation, the safety of the remaining personnel on site or at an accident scene not related to the worksite must be ensured. Secure the area and notify the appropriate authorities such as ambulance, police, WCB or OHS.

- Take charge of the situation and check for hazards, correcting them prior to proceeding.
- Document the exact time the casualty was found.

- Check for evidence of life by conducting a primary assessment. Provide first aid or CPR if appropriate. If the casualty is obviously dead with no chance of revival, do not disturb the casualty as any further movement may hamper the investigation.
- The RCMP and ambulance, Rohit Vice President, Communities must be notified immediately.
- Ensure that the immediate area surrounding the casualty is secured.
- Cooperate with any authorities conducting investigations.
- Rohit Vice President, Communities must notify OHS as well as the Worker's Compensation Board within 24 hours of a fatality. He will also be responsible for notifying the next-of-kin once a medical professional has made the declaration that the casualty is deceased. If possible, an RCMP officer, clergyman or a close friend of the deceased, will accompany him.

8.14 LEAKS OR SPILLS: GASES, LIQUIDS

1. Stop - turn off equipment
2. Call 911 (for emergency and rescue)
3. Know location of all extinguishers and how to use them
4. Protect yourself first, then others. Try to contain the blaze with a fire extinguisher or shut off leaking gases or fluids
5. Evacuate the building if fire cannot be put out, or gases /liquids cannot be contained.
6. Know where each of the exits are, be sure they are not locked or blocked off
7. Do a personnel count
8. Administer first aid, maintain life
9. Keep unnecessary people away

NOTE: Keep out of low areas.
Do not feel compelled to control the hazard
Use your power of observation and hearing to:

- Detect hazards
- Warning placards
- Downed wired
- Hissing sounds of gasses
- Leaking fluids
- Flames, smoke, steam, etc.

Diesel Fuel, Hydraulic and Lubricating Oils Spill:

Response:

- STOP the flow if possible
- ELIMINATE sources of ignition
- CONTAIN the flow by diking, barricading or blocking with earth, gravel, or sorbents booms.
- If diesel fuel is flowing downhill, contain as quickly as possible.
- If safe to do so, move vehicles from danger area, as rubber tires are almost impossible to extinguish if a fire starts.

Recovery:

- Soak up fuel using sand, peat moss or chemical sorbents.

- If required, contaminated soil will need to be removed (excavated)
- Diesel fuel or oil on water surfaces will need to be recovered using skimmers and sorbent booms.

Disposal:

- Burial at an approved site.
- Incineration under controlled conditions

Ethylene Glycol Antifreeze

Response:

- STOP the flow at source if possible.
- ELIMINATE all open flame ignition sources.
- CONTAIN flow of liquid by dyking, barricading or blocking flow.
- PREVENT antifreeze from entering any flowing streams or waterways.
- Ethylene glycol antifreeze can be soaked up with peat moss or by appropriate chemical sorbents.
- Access to spilled or recovered ethylene glycol by animals should be prevented.

Disposal:

- Incineration under controlled conditions.
- Burial at an approved site.

IN THE EVENT OF A SPILL

In the event of a spill, immediately please notify your Safety Advisor immediately at (780)906-9760 or (780)436-9015

When encountering a spill of any nature, it is the responsibility of the employee to:

1. Warn others in the immediate vicinity that a spill has taken place
2. Designate a fellow employee to guard the area
3. Inform your supervisor

It is the responsibility of the supervisor to:

1. Reassign employees to other areas or evacuate as necessary using the following guidelines:
   - Unless immediate evacuation is essential, the supervisor shall decide whether to evacuate the building
   - Evacuation procedures shall be stated in “Emergency Evacuation Procedures”
   - Move cross wind or upwind-never downwind- to avoid toxic gases and vapors
   - Render first aid if necessary
2. Barricade off the immediate area
3. Attempt to identify substance
4. Phone authorities listed below for cleanup and disposal procedures (if the spill is considered a reportable emergency)
5. Keep all employees informed of procedures taken
6. Provide a written report to management and the Health and Safety Committee, if one exists

Emergency Phone Numbers

Department of the Environment Ph #: 780-442-5311

Spill report Center 24-hour toll-free Ph #: 1-800-222-6514

ENVISO City of Edmonton Ph #: 780-496-6666

Contacting Outside Assistance

When an injury accident or fire occurs, outside assistance from the local ambulance service or fire department may be needed. It is essential that every employee knows where the nearest means of communication is and how to summon assistance.

Post Emergency Numbers

Emergency phone numbers should be posted at all phones and all employees should know where the phones are.

If field settings and remote locations, radios or non- Company phones may be used to get help. In such situations, it is especially important that provisions are made for getting help and that all employees know what those provisions are.

8.15 MEDIA

At any given moment, any of us can be confronted by a multitude of media personnel. If a serious incident should occur on one of our projects the following must be adhered to.

Rohit's Emergency Response Plan designates the President as media spokesman in all cases. Employees, as well as the project team, must be aware of this policy and be encouraged to politely direct any media enquiries to the President.

Take Control
Know where the cameras are pointed and exercise your right to be interviewed where you choose. Be aware of the backdrop.
Statement
Knowing that any comments must come from the President, the following statements are appropriate.

- My name is _____ and I am the Site Superintendent on this project. I do not have any facts to give you currently, as we are investigating.
- An official spokesman is on the way to help you and should arrive shortly.
- You're welcome to stay in this area but please be careful (if appropriate).

Perhaps most important of all, when the statements have been made, turn and walk briskly away. If you find yourself cornered, simply repeat your statement, then emphasize that is all you can say right now and state again that you must get back to work.

****No names to be released except by the president. ****

8.16 SAMPLE COMPANY EMERGENCY FORMS

- A sample form for recording emergency phone numbers follows
- Fill out the form with the appropriate emergency information
- The filled-out form should be copied and posted prominently near telephones, radios or in other places where emergency numbers may be required.

Emergency Exit Notice

Prepared by: _____
Date Prepared: _____
Date Revised: _____
Tools/ Equipment Required:_____
_____
Materials Required: _____
Personal Protective Equipment: _____
_____

Steps:

1. Evacuation procedures shall be initiated by the Industrial First Aid Attendant or the Site Superintendent only.
2. The person instigating the site evacuation shall instruct that the Aerosol Powered Horn be sounded in three sharp blasts (3), followed by a five (5) second delay, then three (3) more sharp blasts. This shall ensure the proper rescue organization is notified
3. All workers are to leave the site upon hearing the evacuation signal
4. Trades are to be determine a designated meeting spot for evacuation
5. Each trade shall appoint one individual who will be responsible for taking roll call following the evacuation, to ensure that all workers employed by his firm are accounted for
6. Each trade shall report to the superintendent the results of the roll call
7. The Industrial First Aid Attendant in conjunction with the superintendent shall determine if the site is safe to occupy following an evacuation. No one is to enter a site without authorization.

Ambulance: _____
Police: _____
Fire Department: _____
Municipal Water Department: _____
Municipal Electrical Department: _____
Occupational Health and Safety Inspection: _____

Emergency Response Team:

Coordinator: _____
Communication: _____
Gate: _____
First Aiders: _____
_____
_____
_____
_____

Other:
Principal Contractor: _____
Office Phone Number: _____
Home Phone Number: _____

Mechanical Contractors: _____
Office Phone Number: _____
Home Phone Number: _____

Electrical Contractor: _____
Office Phone Number: _____
Home Phone Number: _____

Witness Statement Form

Witness Name:	Company Name:
Project Name:	Location:
Date:	Time:
Address:	City:
Postal Code:	Telephone:
Statement:	
Witness Signature:	
If more space is required, please obtain another form from the investigator.	

Office Fire/Emergency Evacuation Plan
These procedures set guidelines for emergency plans to ensure that there will be appropriate response to ANY unexpected incidents or events that require evacuation of the main office.

Applicability

This procedure is prepared for the Rohit main office at 550 91 Street SW, Edmonton, AB.

Potential Emergency Situations

Emergency	Worker(s) who may be involved
Fire in the building	Everyone in the building
Heart Attacks, Serious Accidents, and Other Life-Threatening Emergencies, Other medical emergencies	Closest First Aider to the incident

Emergency Resources information: (Please Note this is a sample of the Office Emergency Response Plan Only: as it requires continual update the operational copy will be posted on the lunch room information boards on the second and third floor as well an electronic copy will be available on SharePoint.)

1. Fire Extinguishers  are located at different locations on each floor of the building. They are placed in a small wall cabinet and locations identified as per posted floor evacuation plans.

2. First Aid Kits, blankets and eye wash stations are located at reception on the main floor and in the kitchens on the second and third floor.
3. Fire alarm  switches are located at different locations on each floor of the building.
4. Oxygen unit  is placed in the kitchen on the second floor
5. Exit signs  are installed throughout the building to guide evacuation
6. Cell phone will be used for communication
7. The nearest Hospital is GREY NUNS COMMUNITY HOSPITAL
   Address: 1100 Youville Drive West, NW, Edmonton, AB, T6L5X8
   Contact: 780 735 7000
   Distance from site: 6.2 Kms.
8. Nearest fire station – EDMONTON FIRE DEPARTMENT 27
   Address: 1203 Ellwood Rd SW, Edmonton, AB T6X 0B3

Emergency Coordinators

- One person (Reception; 1st Floor)
- One person (2nd Floor)
- One person (3rd Floor)

Emergency Coordinator Responsibilities

Emergency Coordinators shall be responsible for implementing the plan and be responsible for dealing with the necessary Emergency Services. The first Emergency Coordinator out to the muster point will be designated the Coordinator in Charge. He or she will ensure all personnel are clear of the pathway for Emergency Services and that no one leaves the Muster Point until

the “all clear” is given. He or she will identify themselves to Emergency Services immediately upon their arrival and assist them as required.

Fire Wardens - Office

- 1st floor – 2 designated employees
- 2nd floor – 2 designated employees
- 3rd floor – 2 designated employees

Fire Warden Responsibilities

Fire Wardens will guide and assist all personnel to the nearest exit and to the Muster Point. At no time will a Fire Warden search near the fire or any unsafe area for personnel. If they believe someone may be trapped, they will designate someone on their way out to immediately report to the designated Emergency Coordinator so that he/she can immediately report it to emergency services, so they action the situation.

Head Count

Due to large numbers of employees and visitors in the building and nature of the work (with people continually coming and going as part of their jobs), it will be the responsibility of the highest level person from each department in the building at the time of the emergency, to do a head count for their respective departments and report their numbers to the Emergency Coordinator In Charge. **ONLY** the Emergency Coordinator in Charge will report to Emergency services to avoid any confusion. In the case of any external visitors in the building, it will be the person the visitors are here to see that will report to the Emergency Coordinator carrying the visitor sign in list that all accounted for.

First Aiders - Office

Name:	Position:	Floor
		1st floor
		2nd floor
		2nd floor
		2nd floor
		2nd floor
		3rd floor
		3rd floor

Emergency Procedures

1. Call – 911
2. Gas Emergency Number – 780 420 5585
3. Evacuate the area immediately
4. Do not panic
5. Help others who may need help for evacuation (if safe to do so)

Fire

If You Discover Smoke or Fire:

1. Attempt to extinguish the fire only if fire is small, you can do so safely, and it is for evacuation purposes.
2. Keep yourself between the fire and an exit.
3. If the fire cannot be extinguished, warn people in the vicinity by yelling *"FIRE FIRE FIRE!"*
4. Vacate fire area, closing all doors behind you and activate the nearest fire alarm pull station.
5. Evacuate the building via the nearest safe exit.
6. Elevators are NOT to be used as a means of exit during a fire emergency.
7. Go to the Muster Point located in the rear parking of the building.
8. Call 9-1-1 from a safe location
9. Once outside, stay clear of the building. Do not re-enter the building until authorized by Fire Department.

On Hearing the Fire Alarm:

1. Do not panic, do not run.
2. Turn off equipment. Do NOT take time to gather personal items.
3. Immediately make your way to the NEAREST exit and leave the building. NEVER WALK THROUGH THE BUILDING TO GET TO THE BACK!
4. Do NOT use the elevator.
5. Designated Fire Wardens will guide the people to the nearest exit and to the Muster Point.
6. Continue to move out of the building in an orderly manner even if the alarm stops sounding.
7. Go to the Muster Point located in rear parking of the building.
8. Once outside, gather in an orderly fashion so that designated personnel can ensure accurate head counts. Stay clear of the building and follow all directions given by the Emergency Coordinator in Charge. Do not re-enter the building until authorized by Fire Department.
9. As per above, the person designated from each department will do a head count. Once the head count is completed, they will report into the Emergency Coordinator in Charge. In case of any person found missing the Emergency Coordinator in Charge shall immediately notify emergency services about the missing person.

Accidents or Medical Emergencies

1. The following basic lifesaving procedures will help the victim of almost any emergency until the arrival of professional medical help.
2. Protect Yourself Against Hazards: Do not rush into dangerous situations, such as smoke-filled rooms or burning buildings. Do not take any irrational decision under the stress of the emergency. Try to remain CALM. Rehearse what you will do and think about how you will feel before emergencies occur so that you can be better prepared.
3. Do Not Move the Victim: Keep the victim quiet and in a comfortable position. If a victim of illness/injury is moved unnecessary their condition may become aggravated. Encourage the victim not to stand or walk. Move a victim only if there is an actual hazard, such as fire, or if the victim must be moved to the floor in order to perform CPR.
4. Establish Unconsciousness and Position the Victim Appropriately: Shake the victim gently and shout "Are you OK?" to determine if the person is conscious. If there is no response to your question, gently position the person on the ground, face up. If you must

turn the victim, remember to roll the victim as a unit to prevent twisting or bending of the neck or spine.

5. Call 911 As Soon As Possible: Try to stay with victim and send someone to call:
   - Speak slowly and clearly
   - Give the address and specific location of the victim
   - Give the name and telephone number from where you are calling.
   - Describe what is wrong
   - DO NOT HANG UP FIRST! Let the emergency dispatcher end the call.
   - Turn on the outside lights and open the door. If possible, have someone stand outside to direct emergency crews. Do not wait for help to arrive. Perform the following life saving measures immediately.
6. Immediately Open and Maintain the Victim's Airway and Check for Breathing: Gently tilt the head back and lift under the chin. Place your ear over the victim's mouth:
   - **Look** for the chest to rise and fall
   - **Listen** for sounds of breathing
   - **Feel** for exhaled air against your cheek
   - Check for no more than 10 seconds.
   - If the Victim Is Breathing Administer Oxygen If Available
   - If the Victim Is Not Breathing (Unresponsive) Begin CPR (If Trained To Do So)
7. Stop All Bleeding by direct pressure using a clean cloth or bandaging. Avoid direct contact with the victim's blood
8. Keep the Victim Warm: Your basic goal is to maintain the victim's body temperature as near to normal as possible.
9. Loosen All Tight Clothing: The most common garments to be loosened are collars, ties, belts and restraining undergarments.
10. Do Not Give Anything by Mouth
11. Comfort and Reassure the Victim

Plan Administration
Safety Advisor shall ensure the plan is conveyed to all employees in office.

Training Required
- First Aid
- Emergency Evacuation
- Fire Safety
- Emergency procedures

Updated by:		Safety Advisor	
Reviewed by:		HR Manager	

All Worksite (ERP) Emergency Response Plans are site specific and loaded into SiteDocs to be made readily available to all workers on site. If the site conanines a worksite site Trailer a hard copy will also be kept on the safety board.

ELEMENT 9 TABLE OF CONTENTS

9.0 INVESTIGATIONS POLICY

For the purposes of this policy, the words “incident” and “accident” are interchangeable.

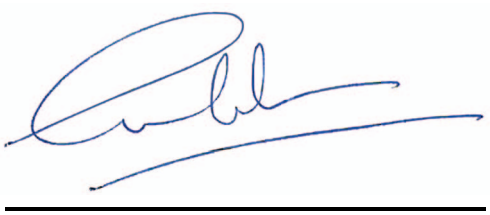
All incidents, near misses, occupational illnesses and work refusals are to be reported to Rohit Group of Companies (“Rohit”/ “Company”) and investigated. When any employee or contractor experiences a near miss, occupational illness or work refusal on any of the Company’s or customer’s premises, a report must be made immediately. This will also apply to visitors who are members of the public and therefore not at work.

All accidents, incidents, and near misses must be reported to management and the Safety Advisor as soon as possible after the occurrence. All work refusals are to be reported to the specific Site Staff and immediately investigated and appropriate actions taken to rectify the issue.

Suitable information and training will be given to all personnel regarding accident reporting and the location and completion of relevant documentation.

All HSE accidents, incidents, and near misses must be investigated and analyzed by the immediate supervisor and the Safety Advisor having charge, management, and control when an incident occurs to determine the root (basic) causes of the occurrence. The investigation must be documented. Corrective action plans must be developed and implemented to prevent recurrence. This should be done within 24 hours of the incident taking place.

This policy will be reviewed during the orientation process and will be posted in our offices and work sites and will be reviewed with all employees on a regular basis.



Date: Mar 2022

Adil Kodian
Executive Vice President, Rohit Communities
Rohit Group of Companies
Rohit Management Inc.

9.1 INCIDENT AND ACCIDENT REPORTING PURPOSE

The purpose of incident investigation is to establish the facts with the aim of preventing a recurrence and not to apportion blame.

There is also a legal requirement to report certain types of injuries and dangerous occurrences to the regulatory agencies.

Another reason for recording incidents is for future reference and analysis.

An incident must be investigated whether injury has been sustained or not.

A distinction must be made between the **cause** of the incident and the **effect** of the incident.

- The **cause** will include the unplanned events, sequence of events, unsafe acts etc.
- The **effect** covers injury, damage, near miss, and loss.

The **aim** of the investigation should be to determine the factors and the causes, which led to the incident, and then demonstrate how control can be re-established by management and employees. Results will be posted and communicated to all employees through safety meetings, bulletins and other company media sources to reduce chances of reoccurrence.

Brief definitions and examples of an accident and a near miss are given below.

Incident/Accident – an unplanned event, which causes injury to persons, damage to property or a combination of both. Examples include a fall resulting in a fracture or an incorrect operation of machinery leading to a breakdown.

Near miss – An unplanned event that does not cause injury or damage but could have done so. Examples include articles falling near to people and short-circuits on electrical equipment.

Environmental Incident – An unplanned event which results in actual or potential damage to the environment.

Occupational Illness – A condition that is linked to employment in a specific industry or process, or to an activity carried out in a particular type of employment.

Work Refusal – Work involving health and safety hazards that are not normal for the job is considered as a dangerous condition that could trigger a work refusal from the effected worker.

Potentially Serious Incident (PSI) – A PSI is any event where a reasonable and informed person would determine that under slightly different circumstances, there would be a high likelihood for a serious injury to a person.

9.2 PROCEDURE FOR REPORTING INCIDENTS/ACCIDENTS/NEAR MISSES

One of the most important aspects of our Health and Safety System is prompt and thorough incident investigation. All incidents are to be verbally reported immediately, once it is safe to do so, to site Supervisor and Safety Department.

- First and foremost, always ensure the safety of all workers and have the appropriate emergency services dispatched.
- Contact the appropriate Site Superintendent
- All safety documentation is required to be submitted within 24hrs of the incident/accident

Failure to report an injury may result in a contested or denied Workers compensation claim

9.3 EMPLOYEE RESPONSIBILITY

All employees/contractors are required to report any of the following to their immediate supervisor and Safety Advisor:

- Incidents resulting in injury or illness of any magnitude, including those injuries requiring the administration of minor first aid measures.
- Incidents resulting in production interruption and property or equipment damage of any magnitude.
- Any incidents that could have potentially resulted in injury or illness, production interruptions, or property and/or equipment damage.
- Any situations both unsafe acts and unsafe conditions that left uncorrected could result in an accident.
- Any worker exercising their right to refuse dangerous work.

9.4 SUPERVISOR RESPONSIBILITY

The immediate supervisor shall immediately report the following incidents to the Senior Safety Advisor:

- Fatalities.
- Lost time workday cases other than fatalities.
- Non –fatal cases without lost workdays, which result in transfer to other job duties or require medical treatment other than first aid or involve loss of consciousness or restriction of work or motion. This category also includes any diagnosed occupational illnesses, which are reported to the supervisor but are not classified as fatalities or lost time workday cases.
- All incidents that by regulations must be reported to OHS or other regulatory bodies.
- Alberta OHS Safety Act, Section 18(1) indicates that if an accident described in subsection (2) occurs at a work site, the prime contractor or if there is no prime contractor, the contractor or employer responsible for that work site shall notify a Director of Inspection of the time, place and nature of the injury or the accident as soon as possible

1. The injuries and accidents to be reported under subsection (1) are:

- An injury or accident that results in death,
- An injury or accident that results in a worker's being admitted to a hospital,
- An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,
- The collapse or upset of a crane, derrick or hoist, or
- The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

2. If an injury or accident referred to in subsection (2) occurs at a work site or if any other serious injury or accident that has the potential of causing injury to a person, occurs at a work site, the prime contractor, or if there is no prime contractor, the contractor or employer responsible for the work site shall:
    - Carry out an investigation into the circumstances surrounding the serious injury or accident
    - Prepare a report outlining the circumstances of the serious injury or accident and the corrective action, if any, undertaken to prevent a recurrence of the serious injury or accident, and
    - Ensure that a copy of the report is readily available for inspection of an officer and retain copy for two years.

Any accidents that meet the requirements to be reported to Occupational health and Safety will be done so by the Senior Safety Advisor as soon as possible.

As prime contractor every non-reportable incident/accident investigation on any Rohit worksite will be reviewed by the Senior Safety Advisor to determine if it meets the definition of a PSI. if it is determined that it is a PSI incident the Senior Safety Advisor will gather the required information and report it as soon as possible.

3. Supervisor notifies the Construction Manager and/or Safety Advisor if any other emergency assistance has been called, such as ambulance, fire department etc.

***For the Province of Saskatchewan please reference the following:**

Saskatchewan OHS Regulations, Part II, Notice Requirements.

9.5 MANAGEMENT/SENIOR MANAGEMENT RESPONSIBILITY

Management responsibilities include but aren't limited to:

- ensure that completed Accident/Incident Investigation reports are completed in a timely fashion.
- Review all Accident/Incident Investigation reports for his/her worksites and ensure causes or contributing factors have been identified.
- Ensure all corrective actions have been taken to prevent recurrence and have been communicated to all workers on site.
- Utilizes Occupational Health and Safety (OHS) resources as needed to ensure that such actions are completed. Provide any other resources that may need to be included to assist in implementing corrective actions.

9.6 INVESTIGATION PROCEDURE

***Anyone conducting or leading any incident or accident investigation must have training as required by OHS.**

The Supervisor/Manager and Safety Advisor, using the incident/accident form, will begin investigating the incident as soon as circumstances allow after the incident. Some recommended practices for incident investigation are:

- When eventually interviewing an injured person, make sure that they are in a fit state. (i.e.) they may be in shock or confused about the facts.
- It is generally better to keep eyewitnesses apart during the investigation and to question them separately. Eyewitnesses are not necessarily reliable. Differentiate between those who actually "**saw**" the incident and those who only saw the result, (e.g.) “I turned around and saw him on the floor."
- Differentiate between opinion and fact.
- Note exact positions, visibility conditions etc. as soon as possible. Where time elapses between the accident and the investigation, accurate details may be forgotten, and details may be remembered that never happened.
- Keep any evidence that is available, damaged tool, parts, etc.

***NOTE:* People may go on the defensive when being questioned about an incident.**

To overcome this, we should employ the following techniques:

- Put the person at ease and explain that the purpose is to prevent an occurrence and not to apportion blame.
- Ask what happened - DO NOT INTERRUPT - be a good listener.
- Do not ask leading questions or make assumptions, and don't try to put words in their mouth. Some people will tell you what they think you want to hear.
- Be considerate and not sarcastic or accusatory.
- Ask questions aimed to bring out the true facts.

9.7 ACTUAL CAUSE ANALYSIS

When an accident has occurred, the first step is to prevent a recurrence and to determine the **actual** causes, and this is not always a simple matter.

There are always two sides to every accident: the “human element” and the job itself.

Start with an open mind and **never** take anything for granted.

There are six principles to work towards understanding:

1. What happened?
2. What was the person doing?
3. Where did it happen?
4. How did it happen?
5. What objects or substances were involved?
6. What were the actions or movement, which led to the incident?

There are three question which must be asked:

1. What did the person do or fail to do that contributed to the accident?
2. How did the job or surrounding physical conditions contribute to the accident?
3. What factor(s) under the control of other person(s) contributed to the accident?

Once this is accomplished, the supervisor shall establish a corrective action plan to include a short-term fix and a permanent solution.

9.8 DOCUMENTATION

- All activities and findings of the incident investigation process shall be documented and recorded for review and utilization by Senior Management, the Site Superintendent and the Safety Advisor.
- The investigation will be documented on the Rohit incident/Accident/Near Miss Investigation Report Form.
- This Report Form shall be classified and completed for fatalities, lost workday injuries, restricted duty, medical treatment, first aid, near miss and property damage accidents.
- All Report Forms shall be completed and sent to the Vice President, Rohit Communities and /or Safety Advisor as soon as possible, preferably before the end of shift and no later than the next working day.

9.9 REPORTING PROTOCOL

- A supervisor may be investigating an incident in which they may have some responsibility. They may have told an employee to undertake a task, which resulted in the accident. Although it is a difficult situation, the supervisor must be honest in their report remembering that the objective is to prevent a recurrence.
- The supervisor should also be aware that failing to carry out his/her safety responsibilities could lead to an incident and subsequently an investigation, where cause and responsibility for the incident will be identified.
- In the event of an incident outside normal working hours, and/or where there may be any uncertainty on the required course of action, the person shall notify their immediate supervisor for guidance. This initial contact shall be by telephone and the contact name and the advice given shall be included in the Report Form of the incident, which must be initiated within 24 hours of the incident.
- In the cases of a death, specified major injury or condition, or dangerous occurrence, the Vice President, Rohit Communities, the Safety Advisor, and the appropriate regulatory authorities must be notified immediately (i.e.) by telephone **and** the appropriate regulatory forms are to be submitted within required time frames.
    - The Human Resources Manager and Safety Advisor shall ensure that the required reporting forms are completed per regulatory guidelines.

Formulas:

Frequency Rate: $\frac{\text{Number of Lost time cases in the period X 200,000}}{\text{Number of hours worked in the period}}$

Severity Rate: $\frac{\text{Number of Workdays Lost in the period X 200,000}}{\text{Number of hours worked in the period}}$

The numbers of hours worked in the period refer to the total number of hours worked by all workers, including overtime.

9.10 COMPLETING THE INCIDENT/ACCIDENT/NEAR MISS INVESTIGATION REPORT

Under the General Information Section

Section I – Names of all involved

- List all persons involved including any witnesses.

Section II – Subcontractor Information

- Provide company names of all involved in section 1.

Section III – Site/Weather conditions

- Detail the conditions at and around the immediate location of the incident as well as the weather conditions. Include pictures of the incident site and other relevant factors that may have contributed to incident, i.e., general housekeeping, tools, equipment, PPE and safety documents.

Section V – What Happened

- Describe any specific events leading up to and how the incident occurred. In this section, the investigator should provide the factual details and actions that caused the incident. Be as detailed as possible. This is essential to help determine the causes and develop an effective corrective action plan.

Section VI – Immediate Cause

- List the substandard (unsafe) practices and/or substandard (unsafe) conditions, which directly caused the incident to occur. There can be a combination of substandard practices and conditions. Determining the immediate causes is the first step to determine what caused the accident. Each immediate cause, which you have identified, should guide you to determine the basic or underlying root causes.

Section VII – Underlying Causes

- List the basic or underlying causes, which created, allowed, or encouraged the immediate causes. These basic causes are the result or product or the lack of an effective safety system or a management system failure. Once the basic causes are

determined then corrective action plans can be developed to improve or modify the safety systems and programs to eliminate or greatly minimize future loss.

Example: The pump discharge hose hit Employee X in the face. The connection at the pump was not secure and came loose. The hose was moving violently during the pumping operation. (Note that the sequence of events works backwards in time)

Section VIII – Qualifications/Instructions/Cautions

- Was the person(s) involved in the incident trained to perform the work occurring? Were they familiar with Safe Job Procedures (SJPs) and Safe Work Practises (SWPs?) Was a Job Hazard Assessment (JHA) completed prior to commencement of the work? Did it properly identify the hazards?

Under the Corrective Actions Section

Section VII – Actions to be taken (To preventing similar incidents in the future)

- In this section, list any possible ways of eliminating or controlling the hazard using the following the hierarchy of controls.
  - If possible, ideas to eliminate the hazard.
  - Any engineering controls that may aid in reduction of the hazard.
  - Any administrative controls that may aid in reduction of the hazard.
  - Any additional PPE that may aid in reduction of the hazard.

Section VIII – Recommendations for further actions

- In this section, based on the previous section results, the best or most reasonably practicable corrective action(s) (Recommendations for further actions) items will be listed in order to fix the problem short term and then provide the permanent or ongoing solutions. The action items must have individuals or teams assigned to implement the action items as well as anticipated completion dates. Ideally, the hazards should be eliminated through engineering controls. Some action items may need to be incorporated into existing safety programs such as inspections, training, Job Safety Analysis, safety observations, etc. Procedures or safe work practices may need to be revised or developed. Preventative maintenance schedules may need to be updated and reviewed.

Section VIII – Signatures

- This section is self-explanatory but is vital to the completion of the document. This ensures that the appropriate personnel have read the document, agree with the findings and will ensure corrective actions are reviewed and implemented in a timely fashion.

9.11 MANAGEMENT OF WORKPLACE INJURIES

- In order to minimize at least some of the negative efforts of an injury incident; Rohit will manage workplace injuries in the following manner.
- If an employee is hospitalized, a Company representative (immediate supervisor / Safety Advisor) shall visit or telephone the injured at the hospital. After employee is released for home recovery, visits or periodic telephoning to check on employee's progress shall be made until employee is able to return to his job.
- Upon the employees return to work after an incident which could affect their performance within Rohit, the employee must present to the Human Resources Manager, a copy of WCB Form C581 (Physician's Invoice and Report.) It is recommended that the employee have this form completed by a physician at an OIS Clinic. No employee shall resume work unless approved by the Vice President, Rohit Communities.
- Assess the ability of the employee to continue normal work duties. This assessment will be based on the report of the medical practitioner treating the case.
- Modified Work:
    - If the employee is unfit for normal duties, Rohit will assess their ability to perform other duties within the workforce. This assessment will be based on the report of the medical practitioner treating the case. The employee will return to normal duties only after the medical practitioner has removed the restrictions preventing normal duties.
    - Determine the practicalities of employing the injured employee in a reduced or changed capacity for the duration of his/her disability. Factors to be considered when making this determination include the level of disability of the employee, the estimated duration of his disability, availability of alternative duties suited to his level of disability. These matters could require the Vice President, Rohit Communities the Human Resources Manager; and Safety Advisor involvement.
    - Managing injuries in this way and encouraging employees to return to modified work (if appropriate) as soon as practical after a work incident will reduce some of the potential losses incurred by both the Company and the employee.

9.12 INVESTIGATION CHECKLIST

This checklist can be used as a Guideline for Investigation an Incident:

A. CONTROL THE SITUATION – PEOPLE ARE THE to Stop Ongoing Hazards to Rescue

FIRST PRIORIY

- Send for help – notify management
- Administer first aid, if required
- Preliminary Notification Requirements

- Corporate Management
- Client Contract(s)
- Government Agencies (if applicable)

Personnel You May Have To.....

- Shut off electrical power
- Bleed or isolate pressurized systems
- Block mechanical equipment prevent movement
- Check air quality
- Issue personal protective equipment
- provide emergency lights, power, air, etc.

Secure the Scene and Protect Evidence

- Rope off area or station a guard
- Issue tag outs, lockouts, permits

A. COLLECTIVE EVIDENCE

Identify Transient Evidence – Make notes, take pictures or provide sketches of the following:

- Position of tools, equipment, layout
- Weather conditions at time of accident
- Air quality, things that evaporate or melt
- Tire tracks, footprints, material on floor, etc.
- Operating logs, charts, records
- Identification numbers of the equipment and maintenance records
- Housekeeping
- Equipment Condition or Malfunction History
- Work Environment or Layout
- Training, Experience or Supervision
- Floor or Surface Conditions
- Periodic Rule or Procedure Violations
- Employee Morale or Attitude
- Noise or Distractions
- Health or Safety Records
- Air Quality, Temperature or Weather
- Alcohol or Drug Abuse

Note: Put dimensions on all sketches, sign and date all photos
Note General Conditions – Yes or No (Y or N) – did the following factors contribute to the accident?

B. GET THNGS BACK TO NORMAL

C. INTERVIEW WITNESSES – ALWAYS ONE-ON-ONE – AVOID GROUP INTERVIEWS

DO	DON'T	ALWAYS…
Interview as soon as possible	Pressure the witness	Stress that you only want the facts
Interview at the accident scene with notes or use tape recorder	Blame the witness for the accident	Stress that you want to prevent another accident
Put the witness at ease	Interrupt and answer	Take the extra time to promote understanding
Ask open-ended questions	Ask questions that can be answered "yes" or "no"	
Repeat the story back to the witness	Ask "why" questions and "opinion" questions first	
End the interview on a positive note		

These steps will help you investigate an incident/accident and fill out the form.

Discuss the incident/accident with the employee involved and with any witnesses. Be sure to question the why-what-where-when-who-ho aspects of the incident/accident.

Inspect the equipment or materials involved for conditions that could be made safer.

Study the job set-up and process of doing the work. Could it be improved?

Is the employee involved suited for the job he/she is doing? Did he/she receive adequate training? Are there any other contributing problems – use of drugs, use of alcohol, or emotional problems?

Recommendations to correct the problem must be practical. Be sure your recommendations will not create other situations, which could result in injury to employees.

Complete your report no later than the next working day after the incident/accident.

Sample of Incident/Accident Causes

Unsafe Acts – Personal Factors	Unsafe Conditions	Fundamental Causes
Making safety devices Inoperable	Inadequate guards or protection	Inadequate hiring standards
Failure to use guard provided	Defective tools or equipment	Inadequate job placement standards
Using defective equipment	Unsafe condition of machine	Lack of proper procedures
Servicing equipment in motion	Congested work area	Inadequate job instruction
Failure to use proper tools or equipment	Poor housekeeping	Inadequate enforcement of work standards
Operating machinery or equipment at unsafe speed	Unsafe floors, ramps, stairways, platforms	Inadequate supervision
Failure to use personal protective equipment	Improper material storage	Inadequate job planning methods
Operating without authority	Inadequate warning system	Inadequate preventative maintenance program
Lack of skill or knowledge	Fire or explosion hazards	Inadequate maintenance standards
Unsafe loading or place	Hazardous atmosphere: gases, dust, fumes, vapours	Improper layout or design
Improper lifting, lowering or carrying	Hazardous substances	Unsafe design or construction
Taking unsafe position	Inadequate ventilation	Inadequate purchasing standards
Unnecessary haste	Radiation exposures	Inadequate environmental control program
Influence of alcohol or drugs	Excessive noise	
Physical limitation or mental attitude	Inadequate illumination	
Unaware of hazards		
Unsafe act of others		

9.13 Offer of Modified Work

Offer of Modified Work

Employee Name: _____
(Please print full name)

In keeping with our policy to consider alternate suitable employment for any employee unable to perform their regular work due to injury, we are offering the following modified work placement:

The Modified work position is: _____
(Name or description of position and department or location)

The Duties you will be required to perform are as follows:

_____

_____

_____
(Describe specific job duties and the physical requirements of the position)

The hours of work will be from _____ to _____, _____
(Hours) (Hours) (Days of the week)

The duration of the modified work placement will be from: _____ to _____
(mm/dd/yy) (mm/dd/yy)

During the modified work placement, your supervisor will be: _____

Your rate of pay will be: _____ (Pre-Accident rate recommended)

It is expected that you will only perform the duties outlined above. Your supervisor will monitor your progress and meet with you weekly to adjust your duties and/or length of placement as required based on your ability and relevant medical information. If you have any difficulties performing the modified work, please notify your supervisor immediately.

Offer accepted: _____

Offer rejected: _____ Reason: _____

_____

Employee Signature: _____ Date: _____

Employer Signature: _____ Position: _____

IMPORTANT
For WCB cases provide: _____
(WCB Claim number or date of accident, employee name, SIN & DOB)

Please return your completed report to attention of the Human Resources Manager.
Fax directly to WCB adjudicator / Case Manager if known or to (780) 498-3999

ELEMENT 10 TABLE OF CONTENTS

10.0 PROGRAM ADMINISTRATIVE POLICY

It is the policy of Rohit Group of Companies ("Rohit"/ "Company") to maintain records and statistics to provide current and comparative information for management, Superintendents and workers regarding the performance of our Safety Program. It is the responsibility of the Corporate Senior Safety Advisor through the Superintendent(s) and or Field Personnel to compile, keep statistics and records current, and communicate this information as required by established schedules and Local Provincial Regulations.

The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar

Date: Mar 2022

Adil Kodian
Executive Vice President, Rohit Communities
Rohit Group of Companies
Rohit Management Inc.

10.1 INTRODUCTION

Safety program management is a dynamic and constantly evolving process. The maintenance of records should keep track of this process. These records provide reference of program activities and results. They provide the information necessary to assess the program, create statistics, make necessary modifications, and plan for future activities. Results will be posted and communicated to all employees through safety meetings, bulletins and other company media sources. Various statistics can be pulled anytime from the SiteDocs electronic safety program upon request or to identify trends. All safety documentation must be kept for a minimum of 3 years.

10.2 REPORTS ON FILE

Rohit uses an electronic safety documentation system which also stores all company safety documentation. Safety related reports that are kept on file should be stored so that they are available. Reports that should be kept on file include:

- Safety orientation/training forms (in each employee file);
- Minutes of pre-job/tailgate and weekly meetings (filed by date);
- Pre-job hazard assessments;
- JHA's developed.
- Safety Inspections/audits. (filed by date);
- Equipment/vehicle inspections (filed by date)
- Work site incidents: type and frequency by the Site Superintendent/Assistant Site Superintendents and/or other employees. (filed by date);
- First-aid treatment reports (filed by date) (regulatory requirements);
- Communication from management regarding safety (filed by date).
- All documentation required by this Manual and Provincial 0HS/WCB Regulations
- Formal review and updates to this Manual (at least annually)
- Alternate/Modified Duties
- All required Employers Report of Injury to WCB within 72 hours of occurrence
- Safety meeting minutes

All forms and/or reports should be neat and readable, filled out entirely and signed / dated by the appropriate worker, supervisor and/or management.

10.3 STATISTICS

The following is a list of the areas for which statistics will be developed and maintained:

- WCB Claims Costs
- Experience Rating
- Performance Rating

Type(s) of Incidents/Injuries/Illnesses:

- First Aid,
- Medical Aid,
- Lost Time and

- Incidents requiring the Worker to perform alternate/modified duty

Cause(s) of Incident/Injury/Illness
Identifies the event which directly resulted in the incident/injury/illness, i.e.: struck against, fall, caught in, over-exertions, musculoskeletal (repetitive strain) injuries, exposure to controlled products causing illness.

Medical Aid Incident/Injury/Illness
A work-related incident/injury/illness requiring the **assessment and/or treatment** of a physician or other medical practitioner above the level of first aider. This includes an EMT-A/EMT-P or a nurse who shall be under the direct supervision of and directly consult with a physician or other medical practitioner during assessment and treatment of a workers' injury/illness.

Lost Time Incident/Injury/Illness
A work-related incident/injury/illness requiring the worker to be absent from **regular duty** following the day of incident/injury/illness. This **definition includes** workers who may be placed on modified duties and are not performing their regular (pre-incident/injury/illness) employment duties.

Frequency of Incident/Injury/Illness
$$\frac{\text{Number of actual lost time incidents x 200,000}}{\text{Number of man-hours worked}}$$
(Including alternate/modified duties lasting longer than the day of incident)

Severity of Incident/Injury/Illness
$$\frac{\text{Number of days lost x 200,000}}{\text{Number of man-hours worked}}$$
(Including days worked on alternate/modified duty)

These numbers will be compiled by each area of the Company, and totaled monthly and yearly. Include all lost time, and injuries requiring the assignment of alternate/modified duties.

10.4 SAFETY PROGRAM AUDIT

A safety program audit is a comprehensive and objective evaluation of the design and effectiveness of our safety program. Auditing our safety program allows us to:

- Obtain valuable input from employees and others at our work sites on the usability and practicality of your safety program
- Evaluate each individual component of our operation to determine how well our program is being implemented

A Certificate of Recognition (COR) audit is conducted annually by a trained safety auditor from within the organization and every third year by an external peer auditor.

Procedure

- Train or select an auditor
- Gather relevant written materials that are part of safety program
- Gather job descriptions or lists of safety responsibilities

- Gather inspection checklists
- Gather hazard and accident report forms
- Gather standard work procedures
- Gather training materials
- Gather policies
- Gather emergency procedures
- Inform other employees that an audit is taking place, and how they will participate
- Conduct the audit
- Analyse the results and report to management
- File copies of reports

10.5 SUMMARIES

Examining summaries will help in determining trends, increase safe behaviours, and setting priorities for future program measures.

APPENDIX A - TABLE OF CONTENTS

A.0 RULES POLICY

Safety rules and work procedures are developed to identify Rohit ("Company") expectations and legislative requirements of all employees, contractors, and visitors. They are a minimum standard by which all operations must be conducted. These rules protect workers from known hazards and ensure consistency of performance of tasks by all employees and contractors. In order to comply with regulatory requirements, Rohit safety rules must meet or exceed legislated standards that apply to Rohit safety operations.

Any worker who will be under the regulations set out by the safety program should be encouraged to provide input into Rohit safety's rules. Rules and procedures should also be reviewed and updated from time to time in order to ensure that they remain current with Company operations and regulatory requirements. Reviews will be performed whenever the operations change or regulatory requirements change.

In order to ensure that all workers are aware of the rules and policies in place, they will be posted in each work area or where employees gather. The rules will also be reviewed at meetings and orientations and discussed during on-the-job training.

All employees are required to adhere to the minimum requirements set out in Rohit safety and loss prevention manual. Legislation requires effective safe work procedures to be created and maintained. The government health and safety regulations require that certain rules be made concerning these safe work procedures. First of all, the rules must be specific to the health and safety concerns of the specific worksite. They must be stated in clear and easy to understand language. They will be stated in positive terms and must be enforceable. These rules must be available to all employees in written form and will be reviewed periodically to evaluate their effectiveness.

Employers must also establish procedures for dealing with repeat violators of these safe work procedures. Employees must be made aware of this procedure and be encouraged to observe and comply with these rules regarding safe work procedures. Discipline is to be performed immediately and must be used for the role of education rather than punishment. Action must be taken in private, but it must be documented for future records.

EVERY WORKER HAS THE RIGHT TO KNOW
THE RIGHT TO PARTICIPATE
THE RIGHT TO REFUSE UNSAFE WORK

Date: Mar 2022

Adil Kodian
Executive Vice President, Rohit Communities
Rohit Group of Companie2
Rohit Management Inc.

A.1 GENERAL SAFETY RULES

General safety rules are written to protect all employees, contractors, and visitors from known hazards and ensure that as a company, Rohit meets our regulatory requirements. The following is a list of general safety rules that must be followed in order to maintain a safe work environment:

1. Immediately report all incidents, accidents, injuries and unsafe conditions (hazards) to your supervisor, regardless of the severity or nature of the occurrence. Supervisors shall take appropriate actions and follow required procedures as per corporate policies.
2. Job task instruction, safe work practices and procedures provided to the employee will be followed. Where an employee does not understand or is unfamiliar with the job task, practices or procedures, they shall inform their supervisor. For the sake of personal safety, it is critical to learn and comply with "**IF YOU DO NOT KNOW, ASK."**
3. Employees and workers have the right to not perform a job task if they think it is unsafe! Workers also have the right to refuse unsafe work. Workers shall inform their immediate supervisor of unsafe situations or conditions, or where inexperience or a lack of knowledge may affect their safe performance.
4. Be aware of the specific safety rules for your worksite and obey all posted signage. If in doubt, ask your supervisor.
5. Minimum of hard hats and safety boots to be worn on construction worksites at all times. Wear other appropriate protective clothing and equipment (i.e. safety glasses, fire-retardant clothing; clothing for adverse conditions; respiratory protective equipment) where required to complete tasks where hazards are identified that are in addition to normal work or as required by legislation. The highest practical housekeeping standards will be maintained at all Rohit worksites. Good housekeeping, which includes both cleanliness and orderliness, demonstrates respect for others while helping prevent fires and eliminating tripping / slipping hazards and chemical contact.
6. Notify your supervisor if you are taking prescription drugs that could affect work performance, or if you have any medical conditions that may require specialized treatment and may affect your, or others', safety while at work (i.e. epilepsy, diabetes, etc.).
7. The possession and/or use of alcohol or illegal drugs while on Company business is strictly forbidden and is grounds for discipline up to and including immediate dismissal.
8. Only properly trained and certified personnel shall operate tools or equipment, in keeping with safe work practices/procedures and operating manuals. All tools and equipment shall be used for their intended purpose only. Personnel shall inspect all tools and equipment before use, with all damaged or defective tools or equipment to be promptly replaced or taken out of service and repaired before further use.
9. Company vehicles will only be operated by personnel with a valid driver's license, and as per posted speed limits and regulations. Seat belts must be worn at all times. Operators will conduct a walk around inspection before use.
10. Smoking is only permitted in designated areas.
11. Horseplay, fighting, or possession of firearms or other weapons is strictly forbidden and is grounds for discipline up to and including immediate dismissal.
12. Children under the age of 18 and/or pets are not permitted within unauthorized or hazardous areas of Company property.

A.2 WORKSITE RULES

1. Defective or damaged tools or equipment are NOT to be used
2. Machines must NOT be cleaned, adjusted or safety guards removed while in motion
3. Lockout your machine so no one can start it while you are working on it
4. Keep inflammable liquids in approved containers away from sparks and open flames. No smoking in these areas
5. Never stand or work under a hanging load
6. Only authorized personnel are permitted to make repairs to electrical equipment, including replacement of fuses
7. Air or steam hoses are NOT to be used to clean clothing
8. No one other than the operator and designated helper shall ride on mobile equipment
9. Do not enter a trench or excavation unless it is protected from cave-in by cut back or shoring (deeper than 5 feet)
10. No one will start any excavation work without utility locates
11. Do NOT perform any work that will cause imminent danger to yourself or other workers on site

A.3 LEGISLATIVE COMPLIANCE

Safety legislation is designed to protect workers, the public, and the environment. Compliance with legislation helps prevent personal injuries, fines, and legal actions. Regulatory requirements include all acts, regulations, policies, practices, and procedures administered by governments and their agencies. Using these codes and standards, programs and documents have been developed for internal use to promote worker health and safety not just for our employees but all trades and vendors working on our sites as well as the general public that may be in close proximity to our work areas.

Our work is governed by a variety of internal Company and regulatory agency requirements, some of which are listed below (titles will vary among provinces).

Various client corporate and/or site-specific emergency response plans:

- Federal and Provincial Occupational Health and Safety statutes, regulations and municipal bylaws
- Provincial Workers' Compensation Acts and Regulations
- Workplace Hazardous Materials Information System (Controlled Products Act)
- Transportation of Dangerous Goods (TDG) Act and Regulations
- Motor Transport Act
- Industry Recommended Practices
- Building Code of Canada Labor Code, Part IV
- Canadian Electrical Code
- Various provincial Electrical Protection Safety Codes
- Rohit Safety Management Program

Site Superintendents will obtain copies of legislation that may affect their work and ensure that workers, contractors, equipment, and worksites meet these requirements. Copies of all legislation will be maintained at the Rohit office in the safety program master files. These documents will be reviewed and updated annually or when otherwise informed of legislative updates.

A.4 FACILITY CONDITIONS

Each employee is required to maintain Company vehicles, worksites, and equipment in a clean and safe manner. The facility inspection will be performed once per month to ensure that deficiencies are noted and corrected regularly. Good housekeeping practices help to maintain a safe and efficient worksite and will receive considerable attention during inspections

- All stairways and walkways will be kept clear and free of equipment, tools, and debris
- Workstations will be kept clean and free of clutter
- Any spills will be cleaned up immediately and trash deposited in waste bins provided for various types of materials
- Safety equipment will be readily accessible in the Company vehicles and office/facility areas
- Emergency exits will always be clearly identified and kept clear

A.5 ERGONOMICS

Ergonomics have a great impact on worker comfort, morale, and subsequently, worker injury, illness, and productivity. Work tasks must be assessed and reassessed at regular intervals to identify any changes which may affect the hazard rating of those tasks. The following rules must be followed:

- There must be adequate workspace for the tasks being performed without running into other equipment or furniture.
- Electrical cords will be positioned behind desks and equipment whenever possible in order to avoid tripping hazards. If they must be exposed, a sheath or cable holder must be present to secure them to the floor in high traffic areas.
- Drawers of any sort must be closed when not in use.
- Shelving or storage will only be used for the purpose of its design and capabilities. If shelving is unstable, anchors must be put in place. Material on shelving must be carefully stored to prevent falling. Heavy objects will be low to the ground.
- Proper ladders or step stools must be used when accessing higher storage areas in order to prevent falls.
- Be aware of loose clothing when utilizing machines such as saws or shredders. Guards must be in place on equipment wherever provided.
- Good posture when sitting or standing at your workstation will improve comfort and lessen stress. Computer monitors will be positioned so that glare is reduced from artificial or natural light. Chair height will be set so that arms are 90 degrees to desk and footrest provided if feet do not touch the floor comfortably. Wrist pads for keyboards are extremely beneficial if you are required to be at your workstation for extended periods of time.
- Avoid twisting and bending; get up if needing to retrieve items from the floor.
- Avoid inhalation or skin contact with powders or liquids used in photocopiers, printers or other office machines. Some of the products may be harmful and MSDS will be available in order to review information on recommendations for handling.

A.6 JOBSITE CONDITIONS

Organization is a basic requirement for all jobs and must be maintained at all times. Walkways and roadways must be kept clear, trash disposed of as necessary, slipping and tripping hazards recognized and removed, and materials and supplies stored appropriately. Access to emergency supplies such as first aid and eyewash stations must not be obstructed.

A.7 WORKING ENVIRONMENT

The worksite must be cleaned up at the end of each shift or immediately after the job has been completed. Garbage and waste must be disposed of according to the proper disposal methods. When required to handle environmentally unfriendly products, take care to obey all laws and regulations concerning environmental protection.

All jewelry such as earrings, necklaces, bracelets and finger rings are not to be worn at job sites.Long hair must be safely tied back and contained to avoid becoming entangled in moving equipment or creating fuel for a source of ignition.

Rohit will not condone horseplay, practical jokes or fighting between employees on any worksites. Harassment, sexual or otherwise, will not be tolerated. Employees involved in any of the above offences will face disciplinary action up to and including termination of employment. These types of behaviors have a detrimental effect that can interfere with the safety of other workers.

A.8 SUPPLIES AND STORAGE

All materials, equipment, tools and supplies must be stored in an appropriate manner. Considerations include flammability, weight, toxicity and other factors that may involve risk of human injury/illness and property damage.

Ensure that the appropriate storage areas are available for the appropriate materials, substances and supplies. Flammables will not be used for cleaning purposes or transported in a trunk or driving component of a vehicle.

Containers will be left sealed and stored in a cool, well-ventilated area. They must be kept away from incompatible materials, sparks, flames or other sources of ignition.

Flammable storage areas will be clearly labeled and marked. All materials must be stored, contained and labeled as per WHMIS and MSDS requirements and all workers using them must be trained as required.

A.9 PREVENTION OF PERSONAL INJURY

Improper usage of equipment and material handling procedures are a major source of injury in the workplace. Ensure that the required safety precautions are taken when utilizing equipment. Proper lifting and handling procedures will also help reduce personal injuries. Refer to MSDS for appropriate handling and storage procedures for hazardous substances. When lifting heavy

objects, ensure that appropriate lifting methods are utilized, or if equipment is available for handling and moving large objects, use when and where possible, or ask another worker to assist you.

A.10 EQUIPMENT

All tools and equipment must be kept well maintained and clean in order to reduce the risk of injury to employees and damage to property.

Employees must not use compressed air to blow dirt and debris from hands, hair or clothing. Compressed air is dangerous if not used properly and can cause painful injuries and even death in some cases. Ensure that the appropriate personal protective equipment is utilized during use of pneumatic tools. Turn off the air supply at the control valve during the changing of pneumatic tools.

If machinery requires servicing, repair, or inspection, the worker will ensure that the equipment is at a complete stop and is locked out (and tagged if required).

Only qualified mechanics or repair person(s) are to perform any service work on the machinery and they are to adhere to the manufacturers' specifications.

A.11 COMPANY VEHICLE SAFETY

Any Employee authorized by their Supervisor and the Human Resources department to use a Company vehicle must complete the appropriate forms prior to use, and these are to be requested from the Human Resources department. Certain users may also be eligible for use of a Company fleet card for expenses related to the vehicle. Employees will be personally financially responsible for any parking or traffic violations (i.e. speed fines, photo radar tickets, etc.) while operating a Company owned vehicle. These charges will be deducted from the Employee's payroll. As well they shall adhere to the following list of rules for use:

- Employees utilizing Company vehicles must obey all highway and traffic laws including the mandatory use of seat belts and must possess a valid driver's license.
- Employees utilizing Company vehicles must report all violations, license suspensions, etc. to their supervisor immediately.
- No worker will utilize Company vehicles for personal use without prior management approval.
- All Company vehicles must be maintained, serviced and operated according to manufacturer specifications.
- Fuel will not be poured or utilized in the presence of any sources of ignition, including a running engine, regardless of the equipment or machine being refueled. Siphoning fuel by mouth can cause nausea, vomiting, unconsciousness and contains carcinogens. Siphoning is strictly prohibited.
- When parking a vehicle on-site, workers will face the egress route if possible, in consideration of an emergency response, wind direction and site evacuation.
- Daily walk around inspections will be performed on each unit prior to use as well as throughout the day. The daily walk around inspection should include proper operation of headlights, taillights and signal lights, dash and gauge lights as well as the horn, and

windshield wipers. The driving area should be free of debris and the vehicle should be running smoothly. Any problems noted will be transferred to a work order immediately for review.

- Company vehicle must be kept neat and clean, inside and out.

A.12 FITNESS FOR DUTY MONITORING AND PROBATION

Management is responsible for regularly monitoring and evaluating employee work performance in order to identify possible performance problems and identify the causes. Once these problems have been identified, management is responsible to confront employees and assess the cause(s) of the performance deficiency. It is the responsibility of management to ensure that the causes are identified, and actions taken to correct the performance problem.

Employees and Contractors are required to arrive fit for duty. Being unfit can be defined in a variety of manners such as physically, emotionally or due to impairment from drugs, alcohol, fatigue etc. It is the responsibility of the employee or contractor to alert the onsite supervisor if they are unfit for duty so as not to pose a safety risk to themselves or others. Arriving unfit for duty due to self-inflicted causes could be grounds for discipline up to an including termination. Beginning work or attempting to begin work while unfit for duty in any manner is grounds for discipline.

Management will be responsible for investigating and determining necessary corrective actions in the event that an employee or contractor seems unfit for work. If other problems are identified, such as personal factors or medical conditions, management will be responsible for determining what actions are required and modifying duties until the worker can be further evaluated and proper remedial action can be taken.

A.13 FIRST AID PROCEDURES

Company employees and subcontractors must seek first aid treatment for all injuries. As the safety of employees and customers is a priority, any injury requiring first aid must be reported to management. The purpose of reporting these events is to prevent the possibility of a reoccurrence and ensure the safety of the employee.

A.14 LABELS AND SIGNAGE

Management must ensure that appropriate signage is available in the worksite to warn workers of the hazards encountered and the precautions necessary in order to reduce or eliminate the hazards present. Hazardous materials must be properly labeled in order to ensure that all workers are aware of the hazards that may be encountered due to exposure to the specific material being handled.

A.15 SMOKING AND FIRE CONSIDERATIONS

As laid out in the AB Tobacco Reduction Act AR 169/213, smoking is prohibited in all workplaces, including work vehicles, leased vehicles, and within 5 meters of a doorway or window.

As laid out in the Saskatchewan Tobacco Control Act: Prohibit smoking or holding a lit tobacco product in the workplace. Smoking or holding lighted tobacco is prohibited in enclosed public places and within 3 meters of a doorway, window or air-intake of an enclosed public place.

As such, smoking is prohibited in all Rohit buildings, offices, shops, worksites, vehicles and equipment, except in those areas designated as “smoking areas”.

Prevention will be the first choice when controlling fires. However, when prevention is no longer an option, remove one of the three factors to extinguish the fire if it is possible to do so without endangering yourself. The three basic things needed to allow a fire to burn are fuel, oxygen and

Heat. By removing one of these factors, the fire is controlled. Always sound the fire alarm before attempting to extinguish a fire.

Cell phones, pagers, cameras, butane disposable lighters and strike anywhere matches are all sources of ignition and unless intrinsically safe, must be left in the vehicle if there is a risk of explosion.

Fire extinguishers will be available on all Company vehicles. Fire extinguishers will be inspected monthly and serviced annually by certified professionals to ensure that they are prepared and ready for use at all times.

A.16 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS AND MAINTENANCE

All employees and subcontractors are required to utilize appropriate personal protective and safety equipment in order to help reduce the exposure to workplace hazards where danger of personal injury exists. Rohit will ensure that all required personal protective and safety equipment is available and that workers have been trained in the appropriate use, fitting, cleaning, maintenance and storage. Routine equipment maintenance inspections will be performed to ensure that all equipment is in good condition and working order. The following rules apply to PPE:

- **Head Protection** – Hard hats must be of CSA rated non-conducting high impact plastic. Metal hard hats are not permitted. Hard hats must be worn at all times by anyone entering an operating or field area.
- **Eye Protection** – It is required by customers that CSA or NIOSH approved eye protection be worn as risk and hazards indicate. Safety glasses, goggles, face shields or side shields for prescription glasses will be used as conditions warrant. Workers must utilize goggles when handling liquid or powder chemicals and when draining or breaking joints on any pressure vessel, line or equipment. In some situations, a face shield will be used in conjunction with goggles for additional eye and face protection. Face shields will be utilized by workers when grinding, drilling, buffing or when using striking tools. Contact lenses will not be worn when there is a possibility of encountering gas, vapors, flying objects, dust or other materials that may harm the eyes or be absorbed by the contact lens.

- **Hearing Protection** – Hearing protection is required when noise levels exceed 8A decibels or in posted areas.
- **Hand Protection** – Leather gloves or mitts must be worn when handling sharp or jagged material. Pure rubber or neoprene gloves must be worn when handling corrosive or toxic chemicals. Cotton, wool or leather gloves will be used for routine work.
- **Foot Protection** – CSA approved footwear complete with ankle support is to be worn on all locations and are the responsibility of the worker.
- **Other Clothing** - Workers will not wear outer clothing made of 100% synthetic fabrics such as nylon, polypropylene, acetate, polyester or acrylic. Such fabrics may cause static electricity or melt to the skin if burnt. Only cotton or other equivalent natural fiber materials will be allowed. Workers will avoid wearing loose clothing, neck chains, bracelets, earrings and rings. Hoodies or hooded clothing including toques will not be permitted to be worn under Head Protection as they can shift position and become a vision hazard. Only appropriate cold weather headwear designed for use under Head Protection will be permitted. Additionally, hoods will not be permitted to be worn outside of clothing as they pose a choking hazard when working on or near equipment.
- Where a worker may be exposed to a flash fire or electrical equipment flashover, workers must wear flame resistant outerwear and use any other PPE appropriate to the hazard.

Please reference Appendix B that directly addresses Personal Protective Equipment.

A.17 PERSONAL HYGIENE AND GROOMING

Personal cleanliness is important to prevent work related illness and the spread of infection. Even if gloves are worn, all workers should wash their hands prior to eating, drinking or smoking, before and after using the washroom, after coughing or blowing their nose and before leaving the job site. This is an effective way to reduce illness and injury.
NOTE: If washrooms or hand washing facilities are not available, use hand sanitizer. If and when possible, use alcohol free hand sanitizer as any type of alcohol does pose a fire hazard in certain circumstances.

Any departure from the standards and guidelines detailed in this policy could result in disciplinary action up to and including termination of employment. The standards set forth in this policy may be reviewed and/or revised as deemed necessary.

A.18 DISCIPLINARY POLICY AND PROCEDURE

Rohit Employees

Rohit expects all Employees to maintain satisfactory standards of behaviour and conduct. If an Employee is found to be in violation of any Company policies, procedures, best practices, or is otherwise not meeting job expectations, disciplinary action may be taken up to and including termination of employment with or without cause. Depending on the severity of the situation, any one or more of the following disciplinary actions may be imposed:

- Informal verbal warning (no documentation in Employee file)
- Formal verbal warning (recorded in the Employee file)

- Formal written warning (recorded in the Employee file)
- Termination of employment with or without cause

All information relating to the disciplinary action will be handled with strict confidentiality. Rohit practices in relation to discipline are described in detail in the Discipline Policy, which can be requested from the Human Resources department at any time.

A.19 DISCIPLINARY SYSTEM POLICY GUIDELINES

This operating policy and procedure system shall be used as a guideline by the supervision and management of Rohit in covering the area of worker discipline and the use of progressive discipline as a constructive, positive force. In analyzing discipline problems, no two situations are quite the same. Therefore, the supervisor must carefully investigate to establish the facts

surrounding the case, and then thoroughly consider the following key factors in arriving at the course of action to be followed:

- **Seriousness of the Problem**: Is the problem a major infraction requiring immediate action or suspension pending further investigation?
- **Time Span**: Have other infractions been part of the employees conduct, and if so, how recently?
- **Frequency**: Is the incident part of a recurring pattern?
- **Work History**: How long has the employee been employed by Rohit? What has the quality of performance been? Is the employee a cooperative and productive employee? Is the employee normally physically and mentally healthy?
- **Extenuating Circumstances**: Are there unusual factors contributing to the situation?
- **Defined Rules**: Are Rohit rules governing employee conduct clearly defined and have they been communicated to the employee?

A.20 RESPONSIBILITIES

It is the direct responsibility of every employee to know and observe the rules that govern on-the-job conduct and performance.

It is the direct responsibility of management to make available to every employee the rules of Rohit and the consequence of non-compliance.

A.21 COMPANY EXPECTATIONS

Rohit expects employees to be conscientious, reliable and honest, to become proficient in their work in a reasonable time, and to cooperate with co-workers, supervisors and clients.

- **Attendance**: Includes both absenteeism and tardiness. Rohit expects all workers to report for work on time each day, and to remain on duty, as scheduled by the supervisor. It must be understood that acceptable attendance is a condition of continued employment with Rohit

- **Work Performance**: Rohit expects workers to do their best in whatever work is assigned to them. In addition, each worker must complete a fair share of work assigned to them and co-workers jointly.
- **Honesty**: Rohit expects all workers to be completely honest and truthful in all their dealings with co-workers, supervisors, Rohit and its clients.
- **Compliance:** Rohit expects all employees to comply with all legislation and Company rules while on Company worksites.

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B.0 FIT FOR DUTY POLICY

Rohit Management Inc. ("Rohit" or the "Company") recognizes that the success of the Company depends on the safe management of all our resources in all aspects of our operation. This includes the health and safety of employees, contractors and all other workers on our sites.

All employees and contract workers are expected to be fit and productive in the workplace. We believe they have the right to expect a safe workplace and that our clients and the public have the right to expect us to operate in a manner which does not pose health or safety risks to them. Management is committed to ensuring these rights are upheld.

We recognize that the use of illicit drugs, marijuana and cannabis, and other mood-altering substances, and the inappropriate use of alcohol and medications as well as a worker's mental health and can adversely affect an individual's health, safety and job performance. It can also affect or endanger other employees, contractors, customers or members of the public. In light of this, and the safety-sensitive nature of our operations, this Policy is intended to outline in more detail the standards and expectations associated with alcohol and other drug use as well as recognizing that extreme fatigue or stress can affect a person's fitness for duty.

Rohit recognizes that employees who use or are impaired by drugs or alcohol while performing work endanger not only themselves, but their co-workers and others affected by the work. Rohit's policy regarding such conduct is one of zero tolerance and employees must be aware that any violations they commit may result in disciplinary action up to and including termination.

Rohit recognizes that addiction to drugs or alcohol is a serious health problem. The intent of this Policy is to accomplish the health and safety goal in a manner that is fair, humane and consistent with employees' accommodation rights under discrimination laws. The ultimate goal is not to punish but help employees identify and get help for their substance abuse and/or mental health issues so that they can return to work healthy, safe, happy and productive. Rohit employees must notify the Company of any dependence or addiction issues before an incident occurs. If an employee does not disclose any such dependence or addiction prior to a workplace incident, the employee may face discipline up to and including termination.

***The information in this policy does not take precedence over applicable government legislation with which all workers should be familiar.**

Date: Mar 2022

Adil Kodian
Executive Vice President, Rohit Communities
Rohit Group of Companies
Rohit Management Inc.

B.1 KEY DEFINITIONS

1. Company Business refers to all business activities undertaken by employees in the course of the Company's operations, whether conducted on or off Company premises.

2. Company Premises includes but is not necessarily restricted to all land, buildings, structures, mobile equipment and vehicles owned, leased or otherwise directly controlled by the Company for the purpose of conducting Company Business.

3. Company Worksite includes any site or location where a Rohit employee has been assigned to work; including client owned or controlled premises.

4. High Hazard Work is defined as per the Occupational Health and Safety Code and means all work involving construction.

5. Employee includes any person employed by the Company as full time, part time, temporary or casual on the Company payroll.

6. Contract Worker refers to any person or entity, including their employees, which have been contracted, sub-contracted, or otherwise engaged to provide services to Rohit on a fee for service basis.

7. Drug means any substance, including alcohol, marijuana or cannabis, illicit drugs, medications, or other mood-altering substance, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For purposes of this Policy, drugs of concern are those that inhibit a worker’s ability to perform his or her job safely and productively.

8. Alcohol refers to beer, wine and distilled spirits, and includes the intoxicating agent found in medicines or other products.

9. Illicit Drug means any drug or substance which is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law (e.g. street drugs such as cocaine).

10. Impaired Driving is the term used in Canada to describe the criminal offence of operating, having care or the control of a motor vehicle while the person's ability to operate the motor vehicle is impaired by alcohol or a drug.

11. Medication refers to a drug obtained legally, either over the counter or through a doctor’s prescription.

12. Mood Altering Substance refers to any other product that is legally or illegally used, resulting in cognitive or physical limitations that negatively impact performance on the job (e.g. synthetic marijuana, “bath salts”, doda, solvents, inhalants and other similar products).

13. Drug Paraphernalia refers to any personal property which is associated with the use of any drug, substance, chemical or agent, the possession of which is unlawful in Canada.

This would also include any product or device that may be used to attempt to tamper with a testing sample.

14. Fitness for Duty in the context of this Policy means being able to safely and acceptably perform assigned duties without any limitations resulting from, but not limited to, the use or after-effects of alcohol, marijuana or cannabis, illicit drugs, medications or other mood-altering substances, the misuse or failure to take prescribed medications, and/or extreme fatigue or stress. It is a condition where a worker is physically and psychologically capable and competent of performing their task safely.

15. Extreme fatigue or stress means physically and/or mental exhaustion that reduces a person's alertness such that a safety hazard is created or results in an inability to safely perform work.

16. Supervisor means the individual accountable for a particular area or shift, including managers, and others in supervisory positions who are directly responsible for the performance of individuals.

B.2 PURPOSE

The objective of this Policy is to ensure that all employees report to work fit for duty. Adopting this Policy is a reasonably necessary measure that Rohit is required to take to ensure the health and safety of Employees and Contract Workers at its Company Worksites and Company Premises under Section 2(1) of the Alberta Occupational Health and Safety Act (OHS Act).

B.3 SCOPE AND APPLICATION

The following provisions apply to all Employees and Contract Workers while they are engaged in Company Business, working on Company Premises or Company Worksites, and/or operating Company (or contractor) vehicles and equipment. Violations of these provisions will result in disciplinary action up to and including termination of employment.

All subcontractors will be advised of the applicable provisions of this Policy through the Trade Safety Acknowledgement and Undertaking Schedule, and any contravention will be considered a breach of contract.

Details on the standards and procedures are found in the following sections of the Policy. The Policy is subject to ongoing review and evaluation, and modifications will be made as deemed necessary to respond to current circumstances and evolving needs.

B.4 STANDARDS

To minimize the risk of unsafe and unsatisfactory performance due to the use of alcohol or other drugs, employees and contractors are expected to comply with the following standards, to report fit for duty and remain fit for duty throughout their workday / shift.

Illicit Drugs and Drug Paraphernalia: The following are prohibited while on Company business, premises, worksites and in Company equipment:

- the use, possession, distribution, offering or sale of illicit drugs or illicit drug paraphernalia;
- reporting to work or being at work under the influence of illicit drugs; or

Alcohol: Employees and/or contractors are prohibited from reporting for duty or remaining on duty while impaired from the influence of alcohol. Rohit has a zero tolerance policy for alcohol use while performing High Hazard Work.

Legal Marijuana: All employees must understand that marijuana is an impairing drug and that using it at work or coming to work high renders them unfit for duty in violation of this Policy. This is true regardless of whether their use of marijuana is legal under federal drug laws.

1. Legal marijuana use is not a justification for being unfit for work!

2. Employees must notify their Supervisor and Human Resources if they are using legally prescribed medical marijuana or other legal prescription and non-prescription drugs that may cause impairment for the treatment of a medical condition.

After Regular Hours: Individuals who use alcohol after the workday, for example, when on travel status, at a training event or seminar or in any other similar business-related situation, must use alcohol responsibly.

Company Vehicles: Alcohol or drugs are not to be consumed in company vehicles, or those company vehicles be operated while impaired as defined under the Alberta Traffic Safety Act, the Saskatchewan Traffic Safety Act and the Criminal Code of Canada.

Social Events: Alcohol may be served at social events held on Company premises with the proper prior approval and in accordance with our Hosting Guidelines.

Medications: Employees and contractors are expected to responsibly use prescribed and over-the-counter medications. Medications of concern are those that inhibit or may inhibit the ability to perform their job safely and productively. The following are prohibited when on Company business, premises and worksites:

- the intentional misuse of medications (e.g. using the medication not as it has been prescribed or directed by a prescribing health professional or pharmacy, using someone else's prescription medication, combining medication and alcohol use against direction); or

- the possession of prescribed medications without a legally obtained prescription, and distribution, offering or sale of prescription medications.

Employees and contractors are expected to:

- investigate (through their doctor, pharmacist) whether a medication can affect fitness for duty;
- act responsibly and use a safe alternative medication choice when available (e.g. non-drowsy); however

- if the medication they are using will affect their ability to operate safely, they must advise their supervisor of any need for modified duties.

The Company reserves the right to confirm the nature and duration of any required work modification with the individual's treating practitioner. If there is any concern about safe performance, a medical work modification may be issued, and the individual may be assigned to alternate duties if available and at the discretion of the Company.

Call Out: Employees who are scheduled for call out are responsible to be fit for duty consistent with these Policy standards.

Unexpected Call: If unexpected circumstances arise where an employee is requested to perform unscheduled services while under the influence of alcohol, medications or other substances that could impact safe operations, it is the responsibility of that individual to decline the call out.

Loss of License/impaired Driving Charge or Suspension: All employees who require a license for their job must inform their supervisor immediately if they lose their license for any reason. In addition, employees who regularly or periodically operate any motorized vehicle on behalf of the Company must advise their supervisor or manager immediately if they have been charged with an impaired driving offense under the Criminal Code of Canada or have received an administrative license suspension under provincial legislation when operating a Company vehicle or driving on behalf of the Company.

Impaired driving would include but not be restricted to testing over the legal BAC (Blood Alcohol Content) in that jurisdiction, driving while impaired, or refusal to blow into a breath analyzer or provide a sample for testing. If an individual receives a charge or sanction while operating a Company vehicle or driving on behalf of the Company there will be an investigation undertaken, and action taken, including any discipline, will be appropriate to the situation. Failure to report the charge or sanction will be grounds for discipline up to and including termination of employment.

B.5 PREVENTION, ASSISTANCE, REHABILITATION, AFTERCARE

1. **Prevention:** This Policy stresses the importance of prevention and early identification of potential problem situations. The Company will make information available on health and safety issues related to alcohol and drug use.

2. Employees are encouraged to consult their personal physician, or appropriate community services for help with a personal problem. They can also access assistance for an alcohol or drug problem through Alberta Health Services (formerly the Alberta Alcohol and Drug Abuse Commission or AADAC). Addiction services can be contacted through the help line at 1-866-332-2322. Further information is available on their web site at http://www.albertahealthservices.ca/amh/amh.aspx

3. **Assessment/Rehabilitation:** The Company recognizes that alcohol and drug dependency are treatable illnesses and that early intervention greatly improves the probability of a lasting recovery. Individuals who suspect they have a substance dependency or emerging alcohol or drug problem are expected to seek advice and to follow appropriate treatment promptly

before job performance is affected or violations of this Policy occur. If an employee does not disclose any such dependence or addiction prior to a workplace incident, the employee may face discipline up to and including termination.

4. **Performance Management:** Supervisors are responsible for job performance monitoring. Through this process, individuals with apparent performance problems will be reminded that they should access assistance should a personal problem be affecting their job performance.

5. **Request for Assistance:** Employees who specifically request help with an alcohol or drug problem may be referred for an assessment and supported through a treatment and aftercare program consistent with the assessor's recommendations and the applicable legislation.

6. **Responsibilities:** Employees should understand that accessing assistance or declaring a problem does not eliminate the requirement for maintenance of satisfactory performance levels. Discipline cannot be avoided by a request for assistance with a problem or by disclosure that the individual is already involved in a treatment program.

7. **Aftercare:** Employees who complete primary treatment (e.g. residential or out-patient treatment) for alcohol or drug problems as a result of a performance-related referral or request for assistance from the Company may be required to participate in an aftercare program when returning to duty in order to help them maintain recovery.

8. All such employees will be expected to enter into a written agreement which will outline the conditions governing their return to the job, and the consequences for failing to meet those conditions. Failure to comply with the conditions governing their return to work may result in discipline up to and including termination.

9. Where a medical professional, substance abuse professional or other counselling professional advises that there may be a risk that would prevent an employee from doing their job safely, a medical work modification may be issued, and the individual may be assigned to alternate duties if available.

10. **Confidentiality:** Unless a court or tribunal orders disclosure, medical information will remain confidential and be disclosed only as necessary to address health and safety concerns.

B.6 INVESTIGATIVE PROCEDURES

Unfit for Duty Situations: In all situations when there are grounds to believe an employee or contractor may be unfit for duty an investigation will take place. The individual will be escorted to a safe place, interviewed, and given an opportunity to explain why they appear to be in a condition unfit for work. The employee or contractor should be able to provide a reasonable explanation for their behavior or condition, and the supervisor or investigator will act appropriately to the situation. If the supervisor or investigator conducting the interview still believes the individual is in a condition unfit for duty, they may make a referral for medical attention if there are immediate medical concerns (a health center, local hospital or clinic); send the employee or contractor home for the day; or take any other action appropriate to the situation.

In this situation the individual will be provided with transportation depending on the circumstances. The individual may be temporarily removed from their duties pending completion of any investigation.

B.7 CONSEQUENCES OF A POLICY VIOLATION

1. **General Requirements:** Any violation of the provisions of this Policy may result in discipline up to and including termination of employment. Management has the authority and discretion to hold out of service any individual who is believed to be involved in an incident that could lead to discipline pending the results of the investigation. The appropriate discipline in a particular case depends on the nature of the policy violation and the circumstances surrounding the situation; the severity of the violation may warrant entering the discipline process at different levels.

2. **Conditions for Continued Employment**: Should the Company determine that employment will be continued in a specific circumstance following a policy violation; the individual will be required to enter into an agreement governing their continued employment which may require any or all the following actions, or any other condition appropriate to the situation:

    a. adherence to any recommended treatment and aftercare program;
    b. maintenance of sobriety and satisfactory performance on return to duty;
    c. adherence to any rehabilitation conditions or requirements; and
    d. no further violations of the Policy.
    e. Failure to meet the requirements of the agreement will be grounds for discipline up to and including termination of employment as set out in the agreement.

3. **Off Work Activities:** In addition to the above, the Company will investigate any situation that it becomes aware of where off-the-job actions involving alcohol or drugs may have implications for the workplace and will take appropriate action under the circumstances.

B.8 RESPONSIBILITIES

All employees are expected to perform their job in a safe manner and in all ways consistent with established Company practices. It is expected that everyone will:

- read and understand the Policy and their responsibilities under it;
- report fit for duty for any and all scheduled duty and remain fit for duty while on Company business, premise and worksites;
- remain fit for duty in compliance with the Policy while in a call out situation;
- seek advice and follow appropriate treatment if they have a current or emerging alcohol or drug problem, and follow recommended monitoring programs after attending treatment,
- notify the Company of any dependence or addiction issues before an incident occurs.
- co-operate with any work modification related to safety concerns;
- intervene as appropriate to encourage a co-worker to access assistance before an alcohol or drug problem impacts performance or safety;

- immediately report unsafe acts or conditions to a supervisor;
- co-operate with an investigation into a violation of this Policy.

Supervisors are responsible for:

a. ongoing performance management to ensure safe operations and effectiveness of the program;
b. immediately intervene in any situation where there is a known violation of this policy, remove all employees from any situation which could be considered a safety concern, secure the scene and notify the Safety Advisor and Human Resources immediately of the violation.
c. guiding employees who seek assistance for a personal problem, to appropriate resources while maintaining confidentiality under the circumstances;
d. advising Human Resources if an employee says they have a problem with alcohol and/or drugs so that arrangements for an assessment can be made;
e. taking appropriate steps to investigate any possible violation of the standards set out under this Policy;
f. monitoring and ensuring compliance of contract workers
g. attending training as required pursuant to company training programs.

The Program Administrator is responsible for:

a. consistent administration of the Policy;
b. resolution of any questions of interpretation;
c. supporting supervisors in meeting their responsibilities;
d. coordinating development and delivery of employee education and supervisor training programs in accordance with company training programs;

Contractors are responsible for:

a. before the Contractor's employees or contract personnel are permitted on Company premises or worksites, it will ensure that its employees and contract personnel will abide by the Company's Fit for Duty Policy. Contractors and their employees are accountable under the terms of this program (or the contractors Alcohol & Drug Program, whichever is of the higher standard).

B.9 GUIDELINES FOR SOCIAL SITUATIONS

In the case of any Company social event, appropriate regard will be taken for the safety and well-being of the individuals present and the community. Responsible alcohol use is permitted at Company sponsored social functions held on or off Company premises, which must have the prior approval of the President or Vice-President. Anyone impaired, as defined under the Alberta Traffic Safety Act, the Saskatchewan Traffic Safety Act and the Criminal Code of Canada by alcohol or any other substances consumed at social events must not be returning to or going to work after the event or driving a personal vehicle or Company vehicle.

Company Social Events: The following guidelines will be followed in the hosting of any company sponsored social event where alcohol is served.

1. In all situations, events will be managed in a way that avoids the potential for accidents, including identifying and eliminating potentially harmful situations.
2. Responsible serving practices will include providing food and non-alcoholic drinks and providing alternate transportation or accommodation where necessary.
3. Any hosting situation that results in inappropriate behavior or risk to health and safety of attendees or the community will result in a review of these guidelines and active steps to ensure the problems do not occur again.

Business Hosting: Consistent with the above standards, if alcohol is made available to Rohit guests in the course of conducting business (e.g. client lunch or dinner, conference/seminar situation) employees are expected to use judgment and be responsible in hosting others.

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PERSONAL PROTECTIVE EQUIPMENT

C.0 PERSONAL PROTECTIVE EQUIPMENT POLICY

The following policy will be observed and practiced by all Employees of Rohit ("Company")/trade partners/vendors and guests.

All Employees of Rohit /trade partners/vendors and guests visiting active work sites will wear CSA approved safety footwear, hardhats and any other specialty Personal Protective Equipment ("PPE") required at the worksites as identified through the Hazard Assessment process.

All PPE use and compliance standards must follow Local Provincial Occupational Health and Safety Legislation and CSA standards. Reference, Alberta OHS Code Part 18, Personal Protective Equipment and Saskatchewan OHS Regulations, Part VII, Personal Protective Equipment.

All PPE used will be in good condition and maintained according to the manufacturer's instructions.

All employees will be trained in the fitting, care and use of all required PPE. All PPE Company issue or personal will be inspected at time of issue/purchase and before each use. Inspections are to be conducted to identify any items which would require repair/ replacement such, but not limited to, as cracks, dents, chips, scratches, tears, excessive wear, holes etc. Individuals are to ensure PPE is clean, serviceable and in good repair prior to every use. PPE is to be replaced at the end of its life cycle as per manufacturer's recommendations.

All Company issued PPE will conform to Occupational Health and Safety Regulations.
Rohit will ensure that the use of the PPE does not itself endanger the worker.

If there is a danger that a worker's eyes, hand, arm, leg, torso or any other part of the body may be injured, the worker must wear properly fitting hand, arm, leg, body or other protective equipment that is appropriate to the work, the work site, and the hazards identified.

Date: Mar 2022

Adil Kodian
Executive Vice President, Rohit Communities
Rohit Group of Companies
Rohit Management Inc.

C.1 PERSONAL PROTECTIVE EQUIPMENT

Health and physical hazards exist in the workplace. The desired way to manage the risk of exposure to these hazards over a long period of time is using engineering or administrative controls. However, if these controls are impractical or insufficient, personal protective equipment (PPE) and other specialized protective equipment may be used in conjunction with other controls to reduce worker exposures.

C.2 DETERMINING PPE REQUIREMENTS

Personal protective equipment requirements shall be established for every job or worksite by Company management, using the results of:

- job hazard analyses;
- worksite hazard assessments;
- occupational health assessments (potential concentrations of contaminants; routes of entry; and duration of exposure);
- employee input; and
- incident data.

Criteria shall also be established for the selection, distribution, use, and maintenance of the equipment. Where PPE is required for certain areas or activities, signs will be posted with the PPE requirements clearly listed.

Site Supervisors will ensure that training is provided to all personnel required to use PPE and other specialized protective equipment and will enforce the use of this equipment. Training must include:

- when, where and what PPE is required;
- how to properly don, doff, adjust and wear PPE;
- the limitations of PPE; and
- the proper care, maintenance, useful life and disposal of PPE.

Employees will demonstrate competence in the use of PPE before being allowed to perform any work requiring its use. All assessment and training records regarding personal protective equipment will be forwarded to the Edmonton office for retention in the safety program master files.

C.3 TYPES OF PPE

PPE that may be required at Company locations include, but are not limited to:

- Eye and face protection
- Head protection
- Hand protection
- Foot protection
- Hearing protection
- Respiratory protection
- Fall protection equipment
- Reflective Vests or reflective striping on FRC
- Cold Weather Clothing
- Other protective clothing and specialized equipment

Information regarding the use, selection and care of the above items is contained within the following sections.

Employees/contractors are responsible for wearing PPE supplied to them by their management or safety departments. Employees/contractors are also responsible for reporting any defective PPE to their supervisor.

C.4 EYE AND FACE PROTECTION

Eye and face protection must comply with CSA Standard Z94.3, Eye and Face Protectors or equivalent ANSI Z87.1, as the minimum standard for face and eye protection. Prescription eyewear is acceptable if it meets these standards. For more information on this topic, please refer to:

Alberta Occupational Health and Safety Code, Part 18, Section 229 "Eye Protection - Compliance with Standards".
Saskatchewan Occupational Health and Safety Regulation, Part VII, para 93 “Eye and face protectors”.

CSA/ANSI approved eyeglasses c/w side-shields:

- Any work in industrial areas where the possibility of flying objects, particles or debris exists. (This includes Company employees/contractors and visitors conducting inspections or walk-arounds)
- Indoor maintenance (i.e. changing light bulbs, painting, plumbing, etc.)
- All operations that require machine repair work
- Hand and power tool use

CSA/ANSI approved safety goggles*:*

- Any work in industrial areas where the possibility of splashing liquids exists
- Chemical use
- Water spray/steam cleaner use
- Welding/cutting (shielded and tinted glass may be required
- Outdoor maintenance (grounds keeping activities)
- Any work using compressed air/gas

CSA/ANSI approved safety goggles c/w full face-shield:

- Any work in industrial areas where the possibility of splashing acids, caustic substances and dangerous chemical liquids exist
- Portable and stationary grinder operations
- Welding goggles and/or helmet in welding areas (barriers shall also be used if non-welding personnel are located near the welding area)

Employees/contractors shall clean eye protection equipment regularly and check before every use for cracks, scratches, pits or fading. Badly chipped, scratched, or pitted lenses indicate the surface is broken and shall not be used. Do not use bent, modified, or poorly fitted eye protection. Warm eye protection slightly before use to prevent the fogging of lenses when working in cold temperatures.

Employees/ contractors who require vision correction may use goggles that fit over prescription lenses or may wear eye protection that incorporates the prescription of the wearer.

Employees/contractors are prohibited from wearing contact lenses in areas where they may be exposed to fugitive emissions/vapors or high-pressure tools.

C.5 HEAD PROTECTION

Protective headgear is designed to protect the head from impact from falling objects, bumps, splashes from chemicals or harmful substances, and contact with energized objects and equipment.

Employees/contractors will wear protective headgear when working on site. Headgear must be worn in a proper fashion and not be structurally or visibly altered (i.e. boring holes; applying solvents or paints); must be able to be fitted with a chinstrap for use in high wind conditions; must not be worn with any liner that contains metal or conductive material; and should be protected from the effects of the sun if carried in a vehicle.

Head protection must meet the requirements of CSA Standard CANICSA-Z94.1-05, *industrial Protective Headwear,* or ANSI Standard Z89.1 - 2003, *American National Standard for industrial Head Protection.*

All head protection must be suitably maintained. If there is any doubt about the serviceability of the headgear, it shall be removed from service and destroyed. Headgear that has been subjected to a blow or any type of impact, regardless of whether damage is visible, must be replaced immediately.

For more information on this topic, please refer to:

Alberta Occupational Health and Safety Code, Part 18, Section 234 "Industrial Headwear".

Saskatchewan Occupational Health and Safety Regulations Part VII, para 91 “Protective Headwear”.

C.6 HAND PROTECTION

Many injuries in the workplace occur because hand protection is either not worn or is inadequate for the type of hazard encountered. Tasks for which gloves shall be used include, but are not limited to:

- Exposure to bodily fluids or biochemical hazards - latex gloves
- Toxic, corrosive, or caustic chemical use - rubber or chemical-resistant rubber gloves
- General handiwork or wire rope use - leather or heavy canvas gloves
- Steam cleaner use and handling hydrocarbons - rubber gloves
- Welding/cutting - approved welding gloves with wrist coverings
- Outdoor maintenance, grounds keeping activities, pesticide or herbicide use or sampling equipment use - appropriate gloves (work or chemical resistant)

If in doubt about the selection or requirement for hand protection, please consult your supervisor, Material Safety Data Sheets (MSDS), or Occupational Health and Safety regulations.

Make sure gloves fit properly and are free of rips and holes before using. Reusable gloves shall be cleaned often to prevent accumulation of flammable materials. Caution shall be exercised when operating moving machinery or equipment, as a glove may get snagged or caught.

C.7 FOOT PROTECTION

Where a danger of injury to a worker's foot exists or may exist, the worker shall wear safety footwear appropriate to the hazards associated with the particular work process and which are approved to CSA Standard CANICSA-Z195-02, Protective Footwear, or ASTM Standard 2413-05, Protective Footwear.

Workers must ensure that footwear is comfortable; appropriate to the hazards associated with the work being performed and place of work; and is regularly inspected for excessive wear. Bootlaces must be properly tied, and the pant leg should be placed over the top of the boot to prevent hot liquids or chemicals from entering the boot. Footwear with exposed metal, steel toe plates, heel plates or metal studs is not allowed.

C.8 HEARING PROTECTION

The purpose of the hearing protection standard is to protect employees/contractors from harmful noise exposure when sound levels exceed the Noise Permissible Exposure Limits. Occupational Exposure Limits (OEL's) in Table 1 will be adhered to. Engineering controls are to be in place wherever possible. When engineered controls are not possible, hearing protection identified in Table 2 will be utilized at all Rohit operating sites. Rohit shall ensure all workers are trained in this procedure and a worker's exposure to noise does not exceed:

a) the occupational exposure limits listed in Schedule 3, Table 1, and
b) 85 dBA L_{ex}

Local Occupational Exposure Limits define the maximum permitted daily exposure to noise without hearing protection. The Occupational Exposure Limits (OELs) adopted by Rohit are as follows:

Table 1 — Occupational Exposure Limits for Noise

Exposure Level (dBA)	Maximum Permitted Duration (per day)
82	16 hours
83	12 hours and 41 minutes
84	10 hours and 4 minutes
85	8 hours
88	4 hours
91	2 hours

94	1 hour
97	30 minutes
100	15 minutes
103	8 minutes
106	4 minutes
109	2 minutes
112	56 seconds
115 and greater	**No exposure allowed**

Table 2 — Selection of Hearing Protective Devices		
Maximum Equivalent Noise Level (dBA L_{ex})	CSA Class of Hearing Protector	CSA Grade of Hearing Protection
Up to 90	C, B, or A	1, 2, 3, or 4
Up to 95	B or A	2, 3, or 4
Up to 100	A	3 or 4
Up to 105	A	4
Up to 110	A earplug + A or B earmuff	3 or 4 earplugs + 2,3, or 4 earmuff
Greater than 110	A earplug + A or B earmuff and limited exposure time to keep sound reaching the worker's eardrum below 85 dBA L_{ex}	3 or 4 earplugs + 2, 3, or 4 earmuff and limited exposure time to keep sound reaching the worker's eardrum below 85 dBA L_{ex}

C.9 LIMB AND BODY PROTECTION

Due to the nature of a construction workplace and the number of different hazards, it is not possible to cover specialized limb and body protection in detail. These types of hazards are known as "job exposures" (exposures to fire, temperature extremes, body impacts, corrosives, molten metals, cut from sharp or abrasive materials). PPE in the category would be items such as:

- Leg, arm chin, and belly guards,
- Specialty hand pads and grips,
- Leather aprons and leggings
- Full body suits,
- Flame and chemical resistant clothing
- Various types of plastic boot covers, and overshoes.

For more information on the type of specialties PPE you require, check with the Safety Advisor or supervisor. With all PPE, it is critical to follow the manufacturer's instructions on its use and ensure regular care and cleaning to ensure you get the fill service life from your specialty PPE.

C.10 RESPIRATORY PROTECTION

Respiratory protection falls into two major categories. The first category is Air Purifying Respirators (APRs) which are particle (dust) chemical cartridges but NO visor plate. The second category is Atmosphere Supply Respirators, including self-contained breathing apparatus (SCBA), air line systems and protective suits that completely enclose the worker and incorporate a life support system.

APRs

Only APRs will be dealt with here. The second category of respirators requires much more specific information and training. If you need to use Atmosphere Supplying Respirators, you should get expert advice. There are two basic types of APRs:

- Disposable fibre type with or without charcoal of chemical filter “buttons” and
- The reusable rubber face masks type with disposable or rechargeable cartridges.

The choice depends on your job, labour, cost, and your maintenance facility. It’s important to remember that APRs are limited to areas where there is enough oxygen to support like. APRs don’t supply or make oxygen.

The service life is affected by the type of APR, the wearer breathing demand, and the concentration of airborne contaminants. When an APR is required, consult the Material Safety Data Sheet (MSDS), OHS or the supplier for the exact specifications for the APR.

Facial hair can prevent a good seal and fit of an APR: One to three days growth is worst. Follow the manufacturer’s instructions to the letter regarding the mask, filters, cartridge and other components. Workers who must use respiratory protection should be clean shaven.

An APR is only as good as its seal and its ability to filter out the contaminants it was designed to filter.

Combination Respirators

This type of APR combines separate chemical and mechanical filters. This allows for the change of the different filters when one of them becomes plugged or exhausted before the other filter (usually the dust filter plugs up before the chemical filter). This type of respirator is suitable for most spray painting and welding. For more information check the:

- Material Safety Data Sheet (MSDS)
- OHS Regulations
- The local OHS office
- The safety equipment supplier

For more information look at the:

- Alberta OHS Statute and Regulations
- CSA Standards “Compressed Breathing Air” Z180.1 – M1978
- “Selection, Care and Use of Respirators” Z94.4 - .m1982
- Chemical Hazards Regulation (Alberta Reg. 8/82)

Identification of Respiratory Hazards

1. Nuisance Dust - Gravel, cement, dirt
2. Nuisance Odour - Welding fumes, manhole leaning
3. Paint - Paint shop
4.

Note: This list may be added to at any time. If anyone uses respiratory protective equipment in another function, it must be added to this list.

Equipment Standards

Presently air purifying respirators are the only ones used. They are used for all of the above hazards. These respirators must never be used in oxygen deficient atmospheres or in any concentration exceeding the maximum stated by the Manufacturer for that specific piece for equipment. These respirators are CSA approved.

Types for protection currently used:

1. Nuisance Dust - 3M 8710 or 9910
2. Nuisance Odor - 3M 9920
3. Paint - 3M 9920 o 9910

When to Use Respiratory Protective Equipment

Respiratory protective equipment should only be used after investigation of other alternative work methods and procedures have been found to be inadequate. The hazards listed above cannot be engineered out so consequently employees will have to use respiratory equipment when subjected to these hazards.

Maintenance and Storage

Air purifier respirators must be checked before and after each use for:

- Excessive dirt
- Cracks, tears. Holes or physical distortion
- Nose clip still has tension
- Breaks or loss of elasticity of head straps

Respiratory protective equipment should be stored to protect against dust, sunlight, heat, extreme cold or excessive moisture.
Respirators in work areas should be stored so they are always quickly accessible.

*For further information see the appropriate current Local Provincial Occupational Health and Safety Regulations.

C.11 FALL PROTECTION

Where it is impractical to provide safe work platforms or scaffolds, safety harnesses with lanyards or lifelines shall be worn by all persons working over pits, shafts, moving machinery or water, and by all persons working at elevations of three meters or more above grade or floor level. All persons required to wear fall protection equipment must be provided training in the care and use of such equipment.

Fall protection equipment involved in a fall arrest must be removed from service until all components are inspected and re-certified as safe for use.

Body belts and harnesses are used in construction to provide workers working at heights above

ground level with freedom of movement and protection from falls. These devices will arrest a fall and absorb some of the shock of the fall. The systems are usually worn around the body and attached to a lanyard, fall arresting device or rope grab. Better quality systems usually have some form of shock absorber in the system.

If the fall to be arrested is short (less than two feet or 0.6 m) a safety belt can be used, if the fall is greater than two feet, a body harness is recommended to prevent further injuries caused by the sudden stop at the end of the fall. At all other times it should be just slack enough to permit free movement in the service lines.

In the construction industry, full body harness systems used with shock absorber are preferred over safety belts.

It is very important to get quality advice in the selection, purchase and maintenance of your fall arresting equipment.

See CSA Standard:

- "Fall Arresting Safety Belts and Lanyards for the Construction and Mining Industries" Z259.1 – 05
- "Fall Arresting Devices, Personal Lowering Devices and Lifelines" Z259.2.1-98 (R2004) Z259.2.2-98 (R2004)
- "Lineman's Body Belt and Lineman's Safety Strap" Z259.3-M1978 (R2004)
- "Full body Harnesses" Z259.10-06

Do:

- Obtain expert advice before purchasing a fall arresting device
- Properly train and practice with the system you decide to use
- Use webbing type harnesses instead of leather harnesses
- Use only the manufacturer's components for replacement parts
- Inspect carefully before each use (inspection to be performed by a trained worker)
- Have the harness fitted snugly to the worker using the system
- Ensure that the anchor points are secure and able to support the load in the event of a fall
- Follow the manufacturer's instructions on care and use
- Ensure all lines used with the systems have thimbles
- Use only the proper safety rated fastenings with the system
- Use a full body harness with shock absorber whenever possible

Don't:

- Modify, change or put additional holes in the harness or hardware
- Jerry-rig the system
- Use the system for any other than its intended use
- Use the lifeline for a service line

*For further information see the appropriate Local Occupational Health and Safety Legislation

APPENDIX D - WORKPLACE HARASSMENT POLICY

It is Rohit Group of Companies' ("Rohit" or the "Company") policy that harassment is recognized as a hazard and that all workers have a right to work in an environment free of discrimination, including freedom from harassment.

Workplace harassment, both on and off premises, which may create an intimidating, offensive or hostile work environment, whether it be in the form of physical or verbal harassment, and regardless of whether committed by supervisory or non-supervisory personnel, consultant, vendor, client, or customer of Rohit is prohibited and will not be tolerated.

Prohibited harassment includes but not limited to: Physical Harassment, Personal Harassment, Discriminatory Harassment, Psychological Harassment, Cyberbullying, Sexual Harassment and 3rd Party Harassment. Any such conduct is prohibited.

It is this Company's policy to promptly investigate all good faith claims of harassment, to maintain confidentiality to the extent possible, considering the personal nature of these matters and the important privacy interests of all concerned, and to take appropriate remedial action when an investigation confirms harassment has occurred. This policy also prohibits coercion, intimidation, interference or retaliation in any form against any employee who, in good faith, brings harassment charges or who assists in the investigation of such charges.

All employees at Rohit are all responsible for helping to assure that we prevent harassment. Any worker who believes that he or she has witnessed harassment or is being harassed should immediately notify his or her supervisor, Human Resources or the Safety department.

Harassment in work situations by any worker will result in disciplinary action up to and including dismissal.

***The information in this policy is not intended to discourage a worker from exercising rights pursuant to any other law, including the Alberta Human Rights Act. Further, this policy does not take precedence over applicable government legislation with which all workers should be familiar.**

Date: Mar 2022

Adil Kodian
Executive Vice President, Rohit Communities
Rohit Group of Companies
Rohit Management Inc.

Alberta Occupational Health & Safety Definition

"*Harassment*" means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes:

conduct, comment, bullying or action because of race, religious beliefs, color, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance, but excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a work site.

Saskatchewan Occupational Health & Safety Definition

"Harassment" means any inappropriate conduct, comment, display, action, or gesture by a person:

(i) that either:

(A) is based on race, creed, religion, color, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or

(B) adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated; and

(ii) that constitutes a threat to the health or safety of the worker.

Roles and Responsibilities of Workplace Parties

Employer

- Ensure that measures and procedures in the harassment prevention program are carried out.
- Hold management accountable for responding to and resolving complaints of harassment.
- Ensure compliance by all who have a relationship with the organization, such as contractors, volunteers, etc.
- Post a copy of this policy in the workplace.
- In consultation with the Safety Department & Joint Health and Safety Committee (JHSC), conduct annual risk assessments.
- In consultation with the Safety Department & JHSC, establish control measures.
- In consultation with the Safety Department & JHSC, establish and deliver training and education for all employees.
- Inform the JHSC about concerns regarding the potential for harassment in the workplace.
- Ensure the workplace harassment prevention program is reviewed at least once a year.
- Integrate safe behavior into day-to-day operations.

- Develop a reporting process for incidents of workplace harassment.
- Investigate all reports or threats of harassment in a prompt, objective and sensitive way.
- Take corrective action.
- Provide response measures.
- Facilitate medical attention and support for those involved directly or indirectly.
- Track and analyze incidents for trending and prevention initiatives.

Managers/Supervisors

- Enforce policy and procedures and monitor worker compliance.
- Identify and alert staff to violent persons and hazardous situations.
- Notify Human Resources of any incidents or reports of harassment in the workplace.
- In conjunction with Human Resources and the Safety Department, investigate all workplace harassment using the organization's Workplace Harassment/Violence Complaint Report form and contact the police as required.
- Facilitate medical attention for employee(s) as required.
- Debrief those involved in the incident either directly or indirectly.
- Maintain the confidentiality of employees to the extent possible.

Employees

- Participate in education and training programs so you can respond suitably to any incident of workplace harassment.
- Understand and comply with the harassment prevention policies and related procedures.
- Report all incidents or injuries of harassment or threats of harassment to your supervisor or Human Resources immediately. Complete the Workplace Harassment/Violence Complaint Report where required.
- Seek support when confronted with harassment or threats of harassment.
- Get medical attention for yourself or others if required.
- Participate in a review of the workplace harassment prevention program and/or risk assessments if requested.
- Maintain the confidentiality of employees to the extent possible.

Safety Department

- Ensure consultation about the development, establishment and implementation of harassment prevention measures and procedures (the harassment prevention policy/program).
- Make recommendations to the employer for developing, establishing and providing training in harassment prevention measures and procedures.
- At least once a year, take part in a review of the workplace harassment prevention program.
- Ensure the workplace harassment prevention program is reviewed at least once a year.
- Human Resources and/or Safety Department should investigate all critical harassment-related injuries.

Reporting and Investigation

- Workers are to report all harassment-related incidents or hazards to their managers, Human Resources ("manager") or the Safety Department. This report can be made confidentially at the employee's request. However, sharing information to ensure the safety of others and prevent recurrence may be necessary (e.g., contents of a police report).
- The manager receiving the report investigates it and ensures that measures are taken to safeguard employees and curtail the harassment. No report of workplace harassment or risks of harassment may be the basis of reprisal against the reporting employee.
- Using the Workplace Harassment/Violence Complaint Report Form, the manager documents all reports of workplace harassment, hazards and measures taken to address them.
- If the resolution of the incident is beyond the authority of the manager, she/he must make Human Resources or a senior manager aware of the report. Other managers or supervisors will be involved in the investigation as appropriate (e.g., when the incident involves clients or employees under another manager's or supervisor's area of responsibility).
- Senior Management reviews reports, monitors trends and makes recommendations to Human Resources or the Safety Department for prevention and enhancements to the workplace harassment prevention program.
- These findings are shared with the Safety Department & JHSC (where applicable), which are consulted about any revision to the harassment prevention and training program.
- Senior Management reviews reports of workplace harassment and ensures that actions are taken.
- The managers who investigate the reported incident warn all staff who might be affected about dangerous situations. They also tell the reporting employee about the outcome of the investigation to help minimize the chance of similar incidents.

Support for Employees Affected by Workplace Harassment

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

- facilitation of medical attention;
- debriefing with a skilled professional, if required;
- referrals to community agencies, treating practitioner or other appropriate resources;
- completion of incident reports, reporting to police (as required); and
- team debriefing.

Risk Assessment

Management and the Safety Department (with worker involvement) assesses workplace harassment hazards in all jobs, and in the workplace. It reviews risk assessments annually, as well as when new jobs are created, or job descriptions are changed substantially.

Education/Training

New employees will receive both general and site-specific orientation to the workplace harassment prevention program. In addition, all employees will receive an annual review of the program's general and site-specific components. Any training developed, established and provided will be done in consultation with, and in consideration of, the recommendations of the Safety Department & JHSC. Additional training may be required for employees involved in an incident of harassment.

Program Evaluation

The effectiveness of the workplace harassment prevention program is evaluated annually by management and reviewed by the Safety Department. Managers, supervisors and workers are accountable for establishing and implementing the policy and procedures related to workplace harassment. Responsibility for complying with the health and safety policy is part of the job description of managers, supervisors and workers alike. Included in the health and safety components of job descriptions are management responsibilities for enforcing policy and procedures, investigating and responding to workplace harassment.

Accountability

All workplace parties are accountable for complying with the policy, program, measures and procedures related to workplace harassment.

Records

All records of reports and investigations of workplace harassment and are kept for five years.

Policy Review

This Workplace Harassment Prevention Policy and Program will be reviewed annually and / or following an incident related to harassment.

APPENDIX E - WORKPLACE VIOLENCE POLICY

Rohit Group of Companies ("Rohit" or the "Company") recognizes that violence is a hazard in the workplace and is committed to the protection of its employees, subcontractors and the public from the fear and actuality of violence in the workplace. Violence of any type or form, physical, verbal and/or implied, including any forms of domestic violence will not be tolerated.

Acts of violence can take the form of physical contact. Abuse in any form erodes the mutual trust and confidence that are essential to Rohit's operational effectiveness. Acts of violence destroy individual dignity, lower morale, engender fear, and break down work unit cohesiveness.

Acts of violence may occur as a single event or may involve a continuing series of incidents. Violence can victimize all genders and may be directed by or towards our workers, visitors and members of the public.

In fulfilling this commitment to protect our employees and our subcontractors, management will strive to use preventative measures before intervention is required. Ongoing hazard assessments and employee training will be conducted to help control this hazard.

All employees and subcontractors will be equally responsible for the reporting of foreseeable violence on our worksites. Employees and subcontractors are required to bring forward any concerns they may have with violence to their direct supervisor. No action will be taken against an individual for making any complaint unless the complaint is made maliciously or without reasonable and probable grounds.

Management is committed to investigating all reported incidents of violence and will take all necessary action to provide the appropriate support for victims of workplace violence. During these investigations, Rohit will not disclose circumstances related to the incidents of violence, including any involved parties, investigation results or any corrective actions taken unless required to inform workers of a threat of violence or as required by law.

No employee, subcontractor or other individuals affiliated with Rohit shall subject any other individual to violence.

***The information in this policy is not intended to discourage a worker from exercising rights pursuant to any other law, including the Alberta Human Rights Act. Further, this policy does not take precedence over applicable government legislation with which all workers should be familiar.**

Date: Mar 2022

Adil Kodian
Executive Vice President, Rohit Communities
Rohit Group of Companies
Rohit Management Inc.

Alberta Occupational Health & Safety Definition

"Violence", whether at a work site or work-related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

Saskatchewan Employment Act Definition

Violence is the attempted, threatened or actual conduct of a person that causes or is likely to cause an injury.

Roles and Responsibilities of Workplace Parties

Employer

- Ensure that measures and procedures in the violence prevention program are carried out.
- Ensure compliance by all who have a relationship with the organization, such as contractors, volunteers, etc.
- Hold management accountable for responding to and resolving complaints of violence.
- Post a copy of this policy in the workplace.
- In consultation with the Safety Department & Joint Health and Safety Committee (JHSC), conduct regular risk assessments.
- In consultation with the Safety Department & JHSC, establish control measures.
- In consultation with the Safety Department & JHSC, establish and deliver training and education for all employees.
- Inform the JHSC about concerns regarding the potential for harassment in the workplace.
- Integrate safe behavior into day-to-day operations.
- Develop a reporting process for incidents of workplace violence.
- Investigate all reports or threats of violence in a prompt, objective and sensitive way.
- Take corrective action.
- Provide response measures.
- Facilitate medical attention and support for those involved directly or indirectly.
- Track and analyze incidents for trending and prevention initiatives.

Managers/Supervisors

- Enforce policy and procedures and monitor worker compliance.
- Identify and alert staff to violent persons and hazardous situations.
- Notify Human Resources of any incidents or reports of harassment in the workplace.
- In conjunction with Human Resources and the Safety Department, investigate all workplace violence using the organization's Workplace Violence/Violence Complaint Report form and contact the police as required.
- Facilitate medical attention for employee(s) as required.
- Debrief those involved in the incident either directly or indirectly.
- Maintain the confidentiality of employees to the extent possible.

Employees

- Participate in education and training programs so you can respond suitably to any incident of workplace violence.
- Understand and comply with the violence prevention policies and related procedures.
- Report all incidents or injuries of violence or threats of violence to your supervisor or Human Resources immediately. Complete the Workplace Violence/Violence Complaint Report where required.
- Seek support when confronted with violence or threats of violence.
- Get medical attention.
- Participate in a review of the workplace violence prevention program and/or risk assessments if requested.
- Maintain the confidentiality of employees to the extent possible.

Safety Department & Joint Health and Safety Committee (JHSC)

- Ensure you are consulted about the development, establishment and implementation of violence prevention measures and procedures (the violence prevention program).
- Make recommendations to the employer for developing, establishing and providing training in violence prevention measures and procedures.
- At least once a year, take part in a review of the workplace violence prevention program.
- Human Resources or the Safety Department should investigate all critical violence-related injuries.

Reporting and Investigation

- Workers are to report all violence-related incidents or hazards to their manager or Human Resources (“manager”). This report can be made confidentially at the employee’s request. However, sharing information to ensure the safety of others and prevent recurrence may be necessary (e.g., contents of a police report).
- The manager receiving the report investigates it and ensures that measures are taken to safeguard employees and curtail the violence. No report of workplace violence or risks of violence may be the basis of reprisal against the reporting employee.
- Using the Workplace Violence/Violence Complaint Report Form, the manager documents all reports of workplace violence, hazards and measures taken to address them.
- If the resolution of the incident is beyond the authority of the manager, she/he must make Human Resources or a senior manager aware of the report. Other managers or supervisors will be involved in the investigation as appropriate (e.g., when the incident involves clients or employees under another manager’s or supervisor’s area of responsibility).
- Senior Management reviews reports, monitors trends and makes recommendations Human Resources and the Safety Department for prevention and enhancements to the workplace violence prevention program.
- These findings are shared with the Safety Department & JHSC, which are consulted about any revision to the violence prevention and training program.
- Senior Management reviews reports of workplace violence and ensures that actions are taken.

- The managers who investigate the reported incident warn all staff who might be affected about dangerous situations. They also tell the reporting employee about the outcome of the investigation to help minimize the chance of similar incidents.

Support for Employees Affected by Workplace Violence

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

- facilitation of medical attention;
- debriefing with skilled professional if required;
- referrals to community agencies, treating practitioner or other appropriate resources;
- completion of incident reports, reporting to police (as required); and
- team debriefing.

Risk Assessment

Management (with worker involvement) assesses workplace violence hazards in all jobs, and in the workplace. It reviews risk assessments annually, as well as when new jobs are created, or job descriptions are changed substantially.

Education/Training

New employees will receive both general and site-specific orientation to the workplace violence prevention program. In addition, all employees will receive an annual review of the program's general and site-specific components. Any training developed, established and provided will be done in consultation with, and in consideration of, the recommendations of the Safety Department & JHSC.

Program Evaluation

The effectiveness of the workplace violence prevention program is evaluated annually by management and reviewed by the Safety Department & JHSC. Workers, managers and supervisors are accountable for establishing and implementing the policy and procedures related to workplace violence. Responsibility for complying with the health and safety policy is part of the job description of managers, supervisors and workers alike. Included in the health and safety components of job descriptions are management responsibilities for enforcing policy and procedures, investigating and responding to workplace violence.

Accountability

All workplace parties are accountable for complying with the policy, program, measures and procedures related to workplace violence.

Records

All records of reports and investigations of workplace violence and are kept for five years.

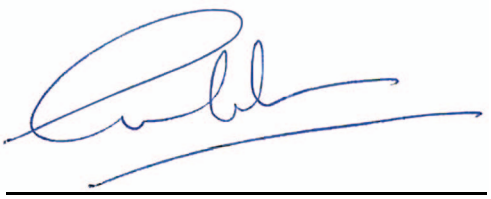
Policy Review

This workplace violence prevention policy and program will be reviewed annually and / or following an incident related to violence.

APPENDIX F.0 - ENVIRONMENTAL POLICY

Rohit Group of Companies ("Rohit"/ "Company") is committed to protecting human health and the environment through regulatory compliance and the continuous review of our operations:

1. The proper safeguard of our environment is important to our organization.
2. While doing our work, we shall consider the appropriate protection of human, animal, plant life, air water and soil.
3. We expect each person to do their best to prevent harm to the environment.
4. Our goals on the job can be met without risking harm to the environment.
5. We shall use, store and dispose of products in such a manner that it will provide appropriate protection of the environment.
6. Management will develop and enforce good environmental standards in accordance with relevant legislation.
7. Workers will be kept informed on how to do their job in such a manner to cause minimum environmental harm and waste of materials.
8. Where possible, we shall recycle products and promote use of the recycled products.



Date: Mar 2022

Adil Kodian
Executive Vice President, Rohit Communities
Rohit Group of Companies
Rohit Management Inc.

WASTE MANAGEMENT AND ENVIRONMENT POLICIES FOR THE PROTECTION OF THE ENVIRONMENT

CONSTRUCTION AND THE LAW

Environmental management is not just left to the good intentions and good citizenship of people and corporations committed to preserving and improving the environment. As with areas such as Occupational Health & Safety, good management practices are enforced by strict laws.

Environmental laws have expanded significantly over the past decade, and enforcement has become more consistent. Penalties for breaches have become much more significant. The basic objective of environmental legislation is to encourage and enforce compliance with the requirements of the law; sound environmental planning, and appropriate response to environmental incidents. Much of the legislation involves the prevention or control of emissions and responses to emissions in the event they happen. Legislation controls the types of substances that may be released into the environment, the quantities of substances which may be released, the manner in which harmful substances are to be handled, transported, stored and used, the disposal of harmful substances and the use and development of the land and water bodies (lakes, rivers, streams, aquifers and wetlands).

PENALTIES ARE IMPOSED FOR INFRACTIONS

While environmental legislation is aimed at conservation, preservation and enhancement of the environment, its “teeth” are in the penalties. Legislatures and other governmental bodies have learned over the years that compliance with laws is often dependent on the likelihood of getting caught for contravening the laws, as well as the consequences of being caught. The greater the likelihood of getting caught, the greater the penalty for non-compliance, the greater the compliance.

In that regard, the Government of Alberta and Saskatchewan, along with governments throughout most of North America (provincial, state, and federal) has stepped up enforcement. In addition, the courts in Alberta (like courts in many other jurisdictions) have dramatically increased fines for environmental offences.

From the perspective of a construction company, there are several obligations and risks, largely with respect to preventing emissions, the cleanup of harmful emissions, and the disposal of harmful wastes. Clean up costs are often enormous- the most celebrated ones reaching billions of dollars and more mundane ones, such as remediating old service station sites in the hundreds of thousands of dollars. Owners of contaminated sites face great financial burdens; the persons who caused the contamination face the cleanup costs and potential fines or penalties for causing the contamination in the first place.

What risks do workers and individual managers face with respect to environmental matters? Legislation in all jurisdictions imposes obligations on all persons who may have a role in unlawful emissions, flawed cleanup or improper disposal, from the President or CEO who directs the policies of the Company, to the laborer who spills a regulated substance. Each has obligations, and each faces penalties if the obligations are not met.

The greatest areas of risk for penalties, however, do not lie with making mistakes; they lie with willful disobedience of the environmental laws. The person who accidentally spills something but takes prompt steps to properly report it to the appropriate authorities and prompt steps to clean up or remediate has little to fear from the law (other than the potential cleanup costs). On the other hand, the person who accidentally spills something, fails to report it and does nothing to clean it up faces the burden (if caught) of not only having to pay for cleaning the spill, but also penalties for failing to report and failing to remediate.

We are all familiar with the saying “Ignorance of the law is no excuse”. The environmental field is a good example of this. Everyone, from the President or CEO in head office to the newest laborer in the field is expected to know and understand what his or her responsibilities are. Each employee and contractor must be educated as to the risks and responsibilities applicable to his or her job. In addition, each employee must have the necessary resources available to carry out the job properly. While it may be the employer’s responsibility to provide the resources (education, training, equipment, etc.), individual employees/contractors are also responsible to identify what they require and take all reasonable steps to make sure they have what they need.

Environmental legislation deals with environmental responsibilities as being shared by all persons whose activities may affect the environment. Awareness and education are fundamental steps in managing the risks associated with this developing and expanding field.

SAFETY AND THE ENVIRONMENT

The protection of the environment is a logical extension of a company’s safety program. Just as a safety program is designed to protect employees from hazards, so too, can the same protection be extended to our environment. A company should take responsibility for the strain it places on the environment and so it’s share to lessen this impact. This means being responsible for products from cradle-to-grave.

During handling, storage, disposal and transporting of the hazardous materials there is always the potential for releases into the environment. The development of policies and procedures to deal with possible releases and waste generation is important. A company can begin this process by developing a policy which states its commitment to the protection of the environment and the reduction of waste. Refer to sample policy statements at the end of this section.

WASTE MANAGEMENT PRACTICES AND PROCEDURES

Companies can show their commitment to waste management in a number of ways. By incorporating the three R’s, a company can significantly improve their waste management practices and ultimately, lessen the strain they place on the environment.

The following three R’s are suggestions for companies wanting to incorporate reduction, reuse and recycling into their waste management practices:

1. Reduce
    - Use of bulk purchasing to reduce the amount of excess packaging
    - Worksites layout and organization, i.e.: location of trailers, housekeeping, proper storage, spill containment, etc.

2. Reuse
   - Reuse of air filters after being cleaned on site
   - Storage of used wooden pallets and then picked up for redistribution
3. Recycle
   - Enlisting the services of local paper recyclers
   - Recycling used oil and scrap metal, bricks, lumber etc.
4. Closing the Loop
   - Purchasing products that are less hazardous or contain recycled materials
   - Buying recycled paper and envelopes, and other items, i.e.: refined oils
   - Keeping equipment properly maintained

IN THE EVENT OF A SPILL

In the event of a spill, please notify the Construction Manager, Safety Advisor (Edmonton), and the emergency spill response number.

When encountering a spill of any nature, it is the responsibility of the employee to:

- Warn others in the immediate vicinity that a spill has taken place
- Designate a fellow employee to guard the area
- Inform your supervisor

It is the responsibility of the Supervisor to:

- Reassign employees to other areas or evacuate as necessary using the following guidelines:
- Unless immediate evacuation is essential, the Supervisor shall decide whether or not to evacuate the building
- Evacuation procedures shall be stated in “Emergency Evacuation Procedures”
  - Move cross wind or upwind-never downwind- to avoid toxic gases and vapors
  - Render first aid if necessary
  - Cordon off the immediate area
  - Attempt to identify substance
- Phone authorities listed below for cleanup and disposal procedures (if the spill is considered a reportable emergency)
- Keep all employees informed of procedures taken

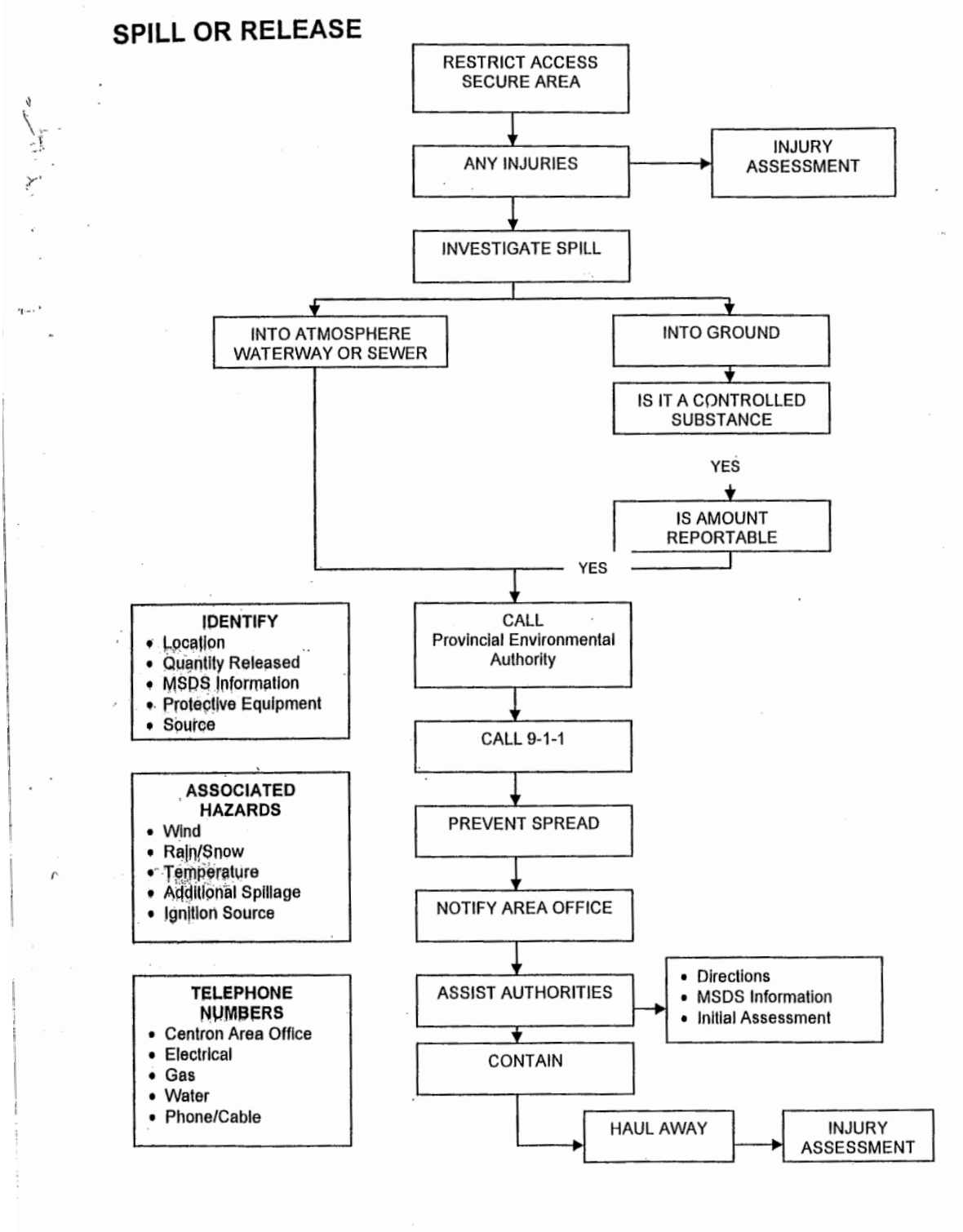
ENVIRONMENTAL ASSURACE POLICY

We, at Rohit, are committed to a safe and healthy environment and believe this to be of prime importance to our employees, trade contractors, their families and our clients. To this end, we will:

- Exceed all government laws, regulations and guidelines.
- Provide leadership through all levels of management that fosters environmental protection through proper procedures and programs.
- Encourage employee and contractor support and active participation as part of the Rohit team with the expectation that employees will conduct themselves and their work with the employees in this regard is part of this commitment.
- Continually monitor and assess our operations and services implementing environmentally sound, practical business practices.

- Communicate with our employees, trade contractors, suppliers, customers, communities, public interest groups and others with relevant and appropriate factual information about the environmental impact of our operation and services and the actions we are taking to minimize this impact.

Rohit is committed to this proactive, comprehensive approach to environmental assurance, providing leadership by example in this important area.



Preventing the Release of Contaminants

The prevention of the release of contaminants is achieved through the following:

1. Compliance to all government legislation.
2. Safety and Environmental hazard awareness training.
3. High level of preventative maintenance.

Emergency Response

The release of a contaminant may happen as a result of equipment malfunctions and human error. In the event of a release of a contaminant, this company will respond by:

1. Ensuring the safety of its Employees, Trade Contractors and Public.
2. Mobilizing the necessary equipment and crews to contain and clean up the contaminant to protect the environment.
3. Report the release of the contaminant to the appropriate government agencies immediately.

Contaminant Release Types

Contaminant release can be categorized as Major, Serious and Minor. Always advise Owner of a spill regardless of size of hazard.

1. Major incidents in which:
   - There is an emergency that presents an immediate threat to life, or an immediate hazard to property and/or the environment.
   - An uncontrolled release, vehicle collision, line, valve or tanks rupture with an extensive release of hazardous materials, e.g., uncontrolled leakage from the rupture of a gasoline storage tank.
   - May extend beyond site property.
   - Are immediately reportable under the legislation, both municipal and provincial.
2. Serious incidents in which:
   - Present a safety, property and /or an environmental hazard.
   - Are controllable but involve a high rate of release with the possibility of affecting a wide area. This includes small leaks of vary hazardous materials. Also, materials released in or adjacent to water courses.
   - Requires assistance from personnel outside of the company, i.e. Environmental personnel.
   - May have a potential to extend beyond the company site/property.
3. Minor incidents in which:
   - Present minimal potential to safety, property damage or environmental hazards.
   - Are localized and controllable.
   - Can be contained and cleaned up immediately by personnel first on the scene or with minor assistance.

- Avoid inhalation of gases, fumes and smoke.
- Remember that relatively light gases, when cold, may be initially heavier than air.
- Do not assume that gases and vapours are harmless because they lack odour or the odour is not offensive.

Initial Containment Assessment

1. Determine the severity of the release (Major, Serious, Minor) using contaminant release flow chart.
2. Determine the type (material) of release and the level of severity/potential impact.
3. Determine the proper protective equipment from the Material Safety Data Sheet (MSDS).

Spill Response Emergency Checklist

1. Know the Chemicals – Read the Material Safety Data Sheets
2. Know where drains are located
3. Know where spill Containment Kits are located
4. Know who to call
5. All spills must be reported and documented. Use spill Report Form (see Form Section)

Reporting

Complete an initial Spill Report immediately. A fully completed Spill Report will be forwarded within 24 hours.

Spill Response Basics

1. Get Away - If a hazardous spill is discovered, employees should move a safe distance away and if possible, turn off any ignition sources. Every spill is potentially dangerous and should be treated as such.
2. Identify What You Saw - Without going back to investigate, the employee should recall what was seen. For example, what conditions were present? Was the spill I a confined space? Were sources of ignition present? Was there an identifiable odour? Is the spill a solid, liquid, or gas? What hazard warning labels were present?
3. Get Help - Notify the spill response team and report the detail of the spill. Even trained responders should not attempt to handle the spill alone. Some spills must also be reported to local, state and federal regulatory agencies. Reports should be made by a person familiar with these reporting requirements.
4. Secure the Area and Alert Others - Secure the area and warn others to stay away.
5. Look for Injured - Spill responders should also be trained in first aid. Spill responders should not attempt a rescue until they are properly protected. After on-scene first aid treatment, injured persons should receive immediate professional medical attention.
6. Identify the Hazard - Determine the hazards by obtaining MSDS, consulting knowledgeable personnel, reading labels, shipping papers, and placards. It may become necessary for responders to enter the spill area to obtain further information. If this becomes necessary responders should assume the worst and use the highest level of personal protective equipment (SCBA and encapsulating suits).
7. Prepare a Plan of Action - After the hazard has been identified, the team should formulate an action plan. This action plan should include: diking drains, controlling ignition sources, and if possible, stopping the spill at its source.
8. Get Proper Equipment and Materials - Once the hazard has been determined and the potential hazards assessed, select the appropriate personal protective equipment to enter the spill areas.
9. Contain the Spill - It is important to keep the hazardous spill from spreading in order to minimize exposure. Containment means stopping the spill at its source and stopping the spread of the material. Controlling the spill promptly will reduce damage to the facility and environment.
10. Clean Up the Spill - Physically cleaning up the spill involves the use of the proper personal protective spill response equipment and sorbents. Always approach a spill from up wind and control sources of ignition if flammable materials are involved.

Reportable Product List
Please refer to the following list of products that must be reported if spilled or released in the amounts shown:

Products	Amount Released Before Reporting Required
Explosive	Any
Flammable Gas	Container at least 100 L size
Compressed Gas	Container at least 100 L size
Poisonous Gas	Any
Corrosive Gas	Any
Flammable Liquid	At least 200 L
Flammable Solid	At least 25 kg
Oxidizer	At least 50 kg or 50 L
Organic Peroxide	At least 1 kg or 1 L
Poisonous	At least 5 kg or 5 L
Infectious	Any
Radioactive	At least 10 milli-sieverts/hr
Corrosive	At least 5 kg or 5 L
Miscellaneous – any product under part nine of the TDG Regulation	At least 50 kg
Environmental Hazard	At least 1 kg
Specified water – any product that is shipped with a waste manifest.	At least 5 kg or 5 L

Spills That Must Be Reported

1. Spills of any quantity of oil, chemical, pesticides, or other pollutants, where the pollutant enters or is likely to enter surface water or groundwater.
2. Spills of airborne pollutants for emissions of smoke, chemicals, vapours, particulates, radioactive substances and hazardous compressed gas, or any spill that results in the violation of established limits.
3. Spills that cause or are likely to cause a valid odour complaint, such as paint fumes, exhaust and floor sealers.
4. Any spills where uncertainty exists as to its report ability or likeliness to cause an adverse effect.

Reporting
Each reportable spill will be documented and a report on the incident prepared and submitted within 24 hours of the spill. This report will include information on the cause of the spill and events leading up to it. The type and volume of the substance spilled will be noted. Details of the containment, clean-up, together with the cost of the clean-up, disposal and restoration operations will be provided. Photographs will be included as part of the report together with records of notifications, decisions made and their rationale and information on any required sampling and sample analysis. Minor spills of a non-reportable nature will be documented by memorandum to the Owner. This memo will address the basic information noted above.

Spill Prevention

- Diesel fuel, gasoline, vehicle systems fluid, and lubricating agents present the main concern for spills.
- All substances must be stored in a manner that will prevent ground or water contamination, e.g.: Spill pans, berms. Assure area of spill pan or berm is 10% greater in volume than the containers stored.
- All project personnel will be informed through project meetings of the following Spill Prevention Awareness. Records of all training will be maintained, indicating name of person trained, subject and date.
    a. Substance handling
    b. Refueling
    c. Disposal of Contaminated Material
    d. Spill Response
    e. Equipment Inspection
    f. Location of Emergency Number
    g. Location of Spill Containment and Clean-up Material
    h. Spill Containment
    i. Drainage Control Measures
- Project vehicles and generators will be inspected on a daily basis. Leakage will be identified, recorded and repaired. Records will to be forwarded to Rohit. Each vehicle will carry a spill pad for refueling.
- Each sub-trade arriving on the project will supply Material Safety Data Sheets and a Hazard Awareness Analysis of the substances they will introduce to the project, containing hazards involved, handling, storage and clean-up procedure. The Hazard Analysis and MSDS sheets will be forwarded to Rohit.
- Generator, motor and/or oil leak pans will be cleaned after each rain or snow. The pans will be cleaned of substance leaks on a frequent basis, with debris being placed in the appropriate container. Debris will be disposed of through a licensed waste management service, as indicated by the Owner.
- Containers containing substance debris will be emptied into a hazardous waste disposal container supplied by the removal contractors.
- A spill kit containing spill clean-up material will be situated at the Rohit office, as well as where the danger of a spill may exist. The area will be identified by signage. Fuel, oil and other spill-able substances will be provided with suitable containments and precautions taken during handling to prevent spillage.

Spill Procedure

1. Spill response team day/night shift (if required)
2. Spill prevention awareness
3. Spill response training (reviewing this procedure)
4. Vehicle and generator inspection
5. Containment and clean-up material

Spill Response Team

- The Spill Response Management Team will consist of a day shift supervisor and a night shift supervisor (if required)

- Each Spill Response Coordinator will direct and undertake the clean-up of all minor spills. The names of the Response Team Member will be forwarded to the Owner and posted in all project offices and lunch facilities.

Material in Spill Kit

1 Danger Tape
1 Plug Pattie
2 Sets of Neoprene Gloves
2 Sets of Rubber Boots (green patch)
2 Neoprene Suits
2 Small Neoprene Sheets (seal off catch basins, drains, manholes)
2 Brooms
2 Plastic Shovels
100 Square Feet Plastic Sheeting
1 40 lb. Bag Absorbent (approved by Owner)
2 Chemical Goggles
2 Half Face Respirators Containing Organic Vapor Removals Cartridges
Containers for Removal of Spill Clean-Up Materials will be provided by Owner

Spill Management Response

Upon notification of a substance spill, the Spill Response Coordinator will identify the following.

- See Project Environment Spill Report Form Section.
- Spill Location
- Material Spilled
- Quantity Spilled
- Potential for Further Spillage
- Area Affected
- Hazard Involvement
- Potential to Stop or Contain a Continuous Leak
- Criteria for Containing the Spill
- Weather Conditions
- Notify Project Office on Site
- Notify Spill Response Team and Coordinator Response
- Notify applicable agencies. Site specific list will be posted at site

Orientation

Superintendent, Assistant Superintendent and/or any designated person will be trained in the following areas:

- Spill Prevention
- Spill Response
- Emergency Evacuation and First Aid
- Spill Coordinator's Role
- Government Agencies
- Environmental Regulations
- Handling of Substances

- Hazards Involved
- Disposal of Contaminated Materials
- Warning Siren (if applicable)
- Notification Requirements

Spill Reporting – Project Procedures

- Records will be Maintained of All Training
- Outside agencies may be invited to attend project meeting with all project personnel, spill response team and the Joint Health and Safety Committee.
- Rohit also welcomes suggestions regarding other agencies and individuals who may assist in spill prevention and spill response.

Spill Clean-Up Procedure

1. Contact Project Office
2. Spill on Land
    - Established communication with the appropriate personnel.
    - Identify spilled substance. Check MSDS and evaluate hazards.
    - Seal off area using spill boom, delineator tape, rubber mats or a berm.
    - Attempt to stop or reduce discharge.
    - Shut off all pumps or valves if safe to do so.
    - Transfer remaining liquid to another container.

Note: When building a berm (dyke) use soil, plastic liners, and absorbent socks or manufactured absorbent. Ensure area of berm will hold 10% more than damaged container. If volume of spill is small, absorb with soil or manufactured absorbent. If volume of spill is large, the bulk of the spill should be removed by pump truck. Absorbents may then be used to soak up residual spilled substance. Should a spill occur on a permeable surface (e.g. soil) it will be necessary to remove all contaminated soil. Seal waste in steel containers plastic lined for disposal.

Waste Disposal

1. Containers for removal of spill clean-up material will be located at the Rohit Site Office.
2. Waste from the spill clean-up must be disposed of by contacting an approved waste carrier and/or disposal facility.
3. **Note:** Ensure the intended carrier and receiver (disposal facility) is licensed to handle the specified waste. Obtain copy of waybill.
4. Non-recyclable waste to be set in designated area in garbage bags for pick-up.
5. Contaminated waste to be disposed of according to M.O.E. regulations by approved carrier

Product Storage and Handling

Description of Activity

- Construction activities require the use and storage of several products, which, if not properly stored, can cause environmental impacts

Concerns

- Impacts to surface water and groundwater quality and associated aquatic habitats and species

Mitigation of Potential Impacts

- Refueling and vehicle maintenance will only be carried out at the designated refueling and maintenance area as per the contract where conditions will allow the containment of any accidentally spilled fuel using spill pans, waterproof tarps, absorbent blankets, and leak proof containers for replaced parts.
- Small equipment will be subject to the same restrictions.
- Refueling will only be carried out by trained personnel. A Spill Contingency Plan will be in place and emergency spill equipment will be maintained on site.
- Refueling or maintenance will not be permitted within 30m of any drainage ditch or any other watercourse. Any uses oils or other hazardous liquids shall be collected and disposed of properly.
- All machinery fuel tanks will not be filled to full capacity so as to minimize potential for overflow due to overfilling or expansion of product under high temperature conditions.
- Ensure proper designated washing area, i.e. cement trucks.
- Vehicles will be maintained to minimize leaks. When detected, leaks will be repaired immediately.
- All on-site staff will be trained in how to deal with spills.

Required Permits

- N/A

Responsible Personnel

- The Site Superintendent and Safety/Environmental Coordinator are responsible for ensuring that the provisions of this Environmental Protection Plan are implemented effectively. This includes ensuring that all on-site personnel are trained in the Spill Contingency Plan and that this Plan is enforced.
- All personnel are responsible for identifying and reporting potential environmental concerns to the Site Superintendent and Safety/Environmental Coordinator.
- The Site Superintendent and Safety/Environmental Coordinator shall ensure that all refueling, and maintenance of equipment on-site is done in such a manner as to not negatively impact the environment.

Grading

Description of Activity

- Grading of the site will be required to be a part of the construction program.

Concerns

- The exposure of material through grading has a great potential to cause erosion and sedimentation impacts.
- Other concerns are noise, dust and air emissions.

Mitigation of Potential Impacts

- Grading activities will have regard to storm water management to ensure that drainage from any unstable surface is captured and passed through sediment control structures (silt fencing and hay bale check dams) prior to discharge into the drainage ditch or any watercourse. Erosion and sedimentation control structures will be installed and

- Degradation of air quality and a direct threat to human health and safety if stored products explode or burn
- Possible exposure of noxious vapour to humans
- If spilled product is flammable, a potential fire hazard exists

Mitigation of Potential Impacts

- All products must be stored in pre-designated safe and secure product storage area, in accordance with provincial legislation and permits
- Storage sites will be inspected periodically for compliance with these requirements
- All products will be properly labeled
- All products will only be handles by personnel who are trained and qualified in handling the specific products
- Any spilled product shall be contained and cleaned up in accordance with the Spill Contingency Plan. Report all spills regardless of size or hazard to Rohit and applicable authorities
- All empty product containers will be removed from the project and returned to the appropriate areas for disposal
- Small use chemicals will be removed from the project daily

Required Permits

- Petroleum Product Storage and Handling Regulation

Responsible Personnel

- The Site Superintendent and Safety/Environmental Coordinator are responsible for ensuring that the provisions of this Environmental Protection Plan are implemented effectively. This included ensuring that the actions are taken where necessary to ensure that all possible precautions are taken to protect the environment
- The Environmental Inspection/Monitoring Coordinator and Site superintendent will inspect the product storage area regularly
- All personnel are responsible for identifying and reporting potential environmental concerns to the Site Superintendent and Safety/Environmental Coordinator

Equipment Maintenance and Fueling

Description of Activity

- Construction equipment must be repaired and maintained to ensure ongoing operation. Equipment needs to be fuelled and washed to removed dirt and debris. Service, fuelling and minor repairs of small equipment such as chainsaws, compactors, chippers, etc. are performed by the operators or Rohit's staff. Mobile refueling facilities (fuel truck, gas containers, etc.) will be required during construction.

Concerns

- Improper handling and disposal of operating fluids (e.g. antifreeze, crankcase and transmission oil, hydraulic oil, grease, combustion fuels, etc.) can result in spills and therefore environmental impact.
- Poorly maintained vehicles can release operating fluids into the environment.
- Water from washing is likely contaminated with suspended solids, oil, grease, salt and heavy metals. If allowed to enter surface or ground water, it can impair water quality.
- Impacts can extend beyond the site is not properly contained.

maintained according to the Erosion and Sediment Control Environmental Protection Plan prior to any grading activities.
- Silt cloth will be placed above and below drain gates. Discharge from hoses will be at least five (5) meters from drain grate to allow for more efficient silt settlement.
- Noise generating construction activity will be timed to minimize potential impacts on workers and employees wherever possible. Noise suppression devices (mufflers) on equipment will be maintained in proper working order.
- Dust suppression measures approved by Environmental Department will be used in dust generation conditions.

Required Permits
- N/A

Responsible Personnel
- The Site Superintendent and Safety/Environmental Coordinator are responsible for ensuring that the provisions of the Environmental Protection Plan are implemented effectively and properly maintained. This includes ensuring that all on-site personnel are trained on the Spill Contingency Plan and that this Plan is enforced. This also includes ensuring that the erosion and sediment control structures are functioning effectively, that they are properly maintained and that immediate corrective actions are taken where necessary to repair structures as required to effectively protect the environment.
- The Site Superintendent and Safety/Environmental Coordinator will inspect the erosion and sediment control structures daily under normal conditions. However, should heavy rainfall be expected, the structures will be checked as a preventative measure prior to the event, and they will be inspected after all rainfall events.
- All personnel are responsible for identifying and reporting potential environmental concerns to the Site Superintendent and Safety/Environmental Coordinator.
- The Site Superintendent and Safety/Environmental Coordinator shall ensure that erosion and sediment control measures are functioning properly so that the grading activities do not regularly impact the environment.

Hauling and Backfilling

Description of Activity
- Any hauling or backfilling of material (i.e. backfilling around foundation or hauling of excess materials off-site).

Concerns
- Noise, dust and exhaust emissions
- Erosion and sedimentation
- Fuel Spills
- Interference with traffic movements
- Damage to Roads

Mitigation of Potential Impacts
- If hauling of materials on roads is required, haul routes will be coordinated with the appropriate authorities.

- Maintenance agreements will be sought from authorities where there is the potential for the deterioration of roads as a result of truck movements. A road maintenance program, if required, will help mitigate dust and to some extent noise. (A dust control program will be instituted along haul routes to reduce dust emissions.)
- Noise generating construction activity will be timed to minimize potential impact on workers and employees wherever possible. Noise suppression devices (mufflers) on equipment will be maintained in proper working order.
- Dust Suppression measures (water or calcium chloride as necessary) will be used in dust generation conditions.
- Construction vehicles will be required to meet provincial and federal exhaust emissions standards.
- Erosion and sedimentation control structures will be installed and maintained according to the Erosion and Sediment Control Environmental Protection Plan prior to any backfilling Activities.
- All equipment operators working on the project will be trained in spills response according to the Spill Contingency Plan and emergency spill equipment will be maintained on site.

Required Permits

- N/A

Responsible Personnel

- The Site Superintendent and Safety/Environmental Coordinator are responsible for ensuring that the provisions of the Environmental Protection Plan are implemented effectively and properly maintained. This includes ensuring that all on-site personnel are trained on the Spill Contingency Plan and that this Plan is enforced. This also includes ensuring that the erosion and sediment control structures are functioning effectively, that they are properly maintained and that immediate corrective actions are taken where necessary to repair structures as required to effectively protect the environment.
- The Site Superintendent and Safety/Environmental Coordinator will inspect the erosion and sediment control structures daily under normal conditions. However, should heavy rainfall be expected, the structures will be checked as a preventative measure prior to the event, and they will be inspected after all rainfall events.
- All personnel are responsible for identifying and reporting potential environmental concerns to the Site Superintendent and Safety/Environmental Coordinator.
- The Site Superintendent and Safety/Environmental Coordinator shall ensure that erosion and sediment control measures are functioning properly so that the grading activities do not regularly impact the environment.

Project Environmental Spill Report

Date of report: _____ Date/time of incident: _____

Project name: _____ Location: _____

Name of district: _____ Weather conditions: _____

Name of project Superintendent: _____

Name of company responsible for spill: _____

Address: _____ Phone #: _____

Contact name: _____ Position: _____

Name of product/substance spilled/released (refer to MSDS): _____

_____

Location of spill: _____

Total quantity involved: _____ Quantity spilled/released: _____

Time incident started/stopped: Start _____ Stop _____

Weather conditions anticipated during clean-up operations: _____

_____

Briefly describe what cause the spill or release: _____

_____

Briefly describe what was affected by the spill/release (identify surface areas): _____

_____

Briefly describe measures/actions taken to control spill/release (include equipment, materials, etc.): _____

_____

Identify corrective measures/actions taken to complete all operations (clean up, packaging, storing, disposal, etc.): _____

_____

Date and time of completion: _____

Recommendations to prevent reoccurrence: _____

Was anyone injured? Yes No

If yes, has an Incident Investigation Report been completed? Yes No

If yes, please attach a copy to this report.

Who has been contacted?

Manager:	Yes	No
Director of Environment and Safety:	Yes	No
Provincial Environment Agency:	Yes	No
Other agencies contacted (identify which):	Yes	No

Name of on-site Environmental Designate:
Print Signature

Name of Director of Environmental Safety:
Print Signature

Witness Statement

Witness Name:_____ Company Name:_____

Project Name:_____ Location:_____

Date:_____ Time:_____

Address:_____ City:_____

Postal Code:_____ Phone #:_____

Weather Conditions:_____

Witness Account:_____

Witness Signature:_____

If more space is required, please obtain another form from the investigator.

Subcontractor Environmental Acknowledgement Form

Our Company _____ has received a copy of Rohit
(Name of Company)

Group's Environmental Action Plan for Project _____
(Name of Project)

We have reviewed the contents of the Environmental Action Plan and will ensure that all requirements will be complied with and communicated to our personnel before they carry out any on-site job related activities.

Name of Representative: _____
(Print Name)

Signature of Company Representative: _____

Dated this _____ day of _____, _____.
(Date) (Month) (Year)

APPENDIX G – SAFE WORK PRACTICES - TABLE OF CONTENTS

SWP018: CONCRETE FOUNDATIONS

SWP019: HIGH PRESSURE WASHING

SWP020 REFUELING EQUIPMENT

SWP021: LOCK OUT

SWP022: PROPANE CYLINDERS

SWP023: INSTALLING DRYWALL

SWP024: INSTALLING WORK PLATFORMS & SCAFFOLDING

G.0 SAFE WORK PRACTICES POLICY

The management of Rohit is committed to the development of Safe Work Practices for all work where critical hazards may be present. Safe work practices will be developed and utilized whenever a hazard with the potential to cause serious injury or damage has been identified. Rohit expects that each worker will ensure that every task undertaken is conducted in the safest and most productive manner.

Whenever a worker encounters critical hazards for which no Safe Work Practice is developed, the worker shall inform the supervisor and follow all instructions of that supervisor in the conducting of the task. Where workers are unfamiliar with a specific task, every opportunity must be taken to have the worker review the Safe Work Practice before work is started.

Rohit Safety Management System will be prominently placed for easy access by workers and will contain the Safe Work Practice.

Whenever a supervisor is informed by a worker of an existing task that may be categorized as a critical task, that supervisor shall issue instructions to the worker as to the safe manner to perform the work and shall ensure the work is carried out safely. Where a Safe Work Practice is available, the supervisor will ensure that the worker reviews the practice prior to commencement of work. All Safe Work Practices must meet or exceed the requirements of applicable legislation and industry standards.

***IF FOR ANY REASON A SAFE WORK PRACTICE CAN NOT BE FOLLOWED YOU MUST IMMEDIATELY STOP WORKING AND REPORT THE ISSUE TO YOUR SUPERVISOR.**

***The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.**

Date: Mar 2022

Adil Kodian
Executive Vice President, Rohit Communities
Rohit Group of Companies
Rohit Management Inc.

G.1 GENERAL PURPOSE

A Safe Work Practice is a written set of guidelines that establish a standard of performance for a job or task. A Job Safety Analysis ("JSA") is a system that ensures that each basic step of a task is examined to identify hazards and determine the safest and most efficient way for the job to be completed. The result is the development of a safe job procedure. JSA should always be a team effort and must include the supervision and workers associated with the task. By involving all with a vested interest, the possibility of overlooking an individual step or potential hazard is reduced and the likelihood of identifying appropriate measures for eliminating or controlling hazards is increased.

The basic steps in completing the JSA and developing Safe Job Procedures are:

- Identifying and selecting the job to be analyzed
- Breaking the job into a sequence of basic steps
- Identifying the potential hazards in each step
- Determining preventative measures to overcome the hazards identified
- Developing the step-by-step Safe Job Procedure and distributing it to all workers

Factors to be considered in the prioritization, analysis and development of safe work procedures include:

- Jobs with a high frequency of accidents or incidents that pose a significant threat to health and safety
- Jobs involving two or more workers who must perform simultaneous tasks
- Newly establish jobs whose hazards may not be evident
- Jobs that have undergone a change of procedure, equipment or materials
- Jobs where regulations or industry standards have been revised
- Infrequently performed jobs or new jobs where workers may be at risk through inexperience
- Any job that has the potential to cause serious injury, harm or damage, even if they have never produced such injury or damage

G.2 REQUIREMENTS

- Safe work practices are to be in writing and follow Local Provincial OH&S Legislation
- All workers must understand the Safe Work Practices that apply specifically to them
- All supervisors must ensure that all Safe Work Practices are followed
- All equipment and management support to permit compliance are available
- They are related to the scope of work

G.3 RESPONSIBILITIES

- The supervisor shall ensure that standard work permits, codes of practice relative to the specific work site for confined space entry and use of respiratory equipment are developed and posted in a conspicuous place on work site for worker's reference.

G.4 COMPLIANCE

- All safe work practices must meet or exceed all applicable legislation and industry standards. The Alberta OHS Act, Regulation and Code as well as the Saskatchewan OHS Act and Regulations are to be utilized when preparing Safe Work Practices.

G.5 COMPANY SAFE WORK PRACTICES

SAFE WORK PRACTICES

TITLE

Driving

GENERAL

Protecting Rohit workers from injuries associated with driving.

APPLICATION

Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company rules, and manufacturer's recommended operating guidelines

PROTECTIVE MECHANISMS

- Transportation Legislation
- Manufacturer's specifications
- Fire Extinguisher
- First Aid Kit
- Proper training
- Always wear seat belt while driving
- Ensure you are mentally and physically fit for driving
- Do not use phone, operate GPS, or any other equipment which distracts the attention

SELECTION AND USE

As per Company Rules and Manufacturers Recommendations

SUPERVISOR RESPONSIBILITY

Supervisors are responsible to ensure monthly vehicle inspections are completed and reporting defects. They must follow Rohit's driving policy and all local, Provincial and federal applicable laws.

WORKER RESPONSIBILITY

1. Complete a visual inspection of the vehicle prior to beginning of the trip. Walk around vehicle, make sure all loads are tarped/strapped appropriately
2. You must have appropriate insurance and valid licenses for the vehicles you drive
3. Be aware of the impact of your emotional and physical state on your driving
4. Consider keeping a first aid kit and a fire extinguisher in your car. For long distance driving in winter keep a blanket, candle, tin, matches, shovel, jumper cables, etc.
5. If you are driving to an unfamiliar area, plan your route in advance

6. Make sure your vehicle is well maintained. Check fluid levels if unsure (oil, transmission, brake)
7. Check road conditions by phone or on the web
8. Ensure winter clothing does not restrict vision, movement or hearing
9. Schedule enough time to drive safely
10. Follow the rules of the road and be courteous toward other drivers and pedestrians
11. Avoid using cruise control on icy roads and handheld cell phones while driving
12. Stay out of blind spots! Stay far enough behind big trucks so that you can see both side mirrors on the truck. If you can't see the truck driver, he can't see you either
13. Signal well in advance when planning to turn or change lanes
14. If you are driving beside a truck – watch for turn signals as trucks require a wide turning radius
15. Take breaks if driving long distance
    a. If driving with trailer, ensure that: lights are connected, trailer brakes operational, trailer license plate visible

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Construction Team	Mar 2022
Reviewed By:	**Date Of Review:**
Senior Safety Advisor	Mar 2022

SAFE WORK PRACTICES

TITLE

Cell Phone Use

GENERAL

Protecting workers from injuries associated with the IMPROPER use of cell phones while operating a motor vehicle.

APPLICATION

Using a cell phone improperly while operating a motor vehicle may be hazardous to the worker and general public.

PROTECTIVE MECHANISMS

- Safe job procedure
- Highway Traffic Act
- Local Regulations
- Manufacturers Recommendations

SELECTION AND USE

As per manufacturer's recommendations

SUPERVISOR RESPONSIBILITY

To facilitate and/or provide proper instruction to their workers on protection requirements and training as well as enforcement and compliance. LEAD BY EXAMPLE

WORKER RESPONSIBILITY

1. When vehicle is in motion calls may be answered by the driver if the vehicle is equipped with a hands-free device or the must not be answered and directed to voicemail or a passenger.
2. If an employee driving a vehicle must make a phone call, the vehicle must be parked and in a safe location.

If making an emergency call (911) the vehicle must be safely parked before making the call.

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SAFE WORK PRACTICES

TITLE

Fall Protection

GENERAL

Protect workers, including all trade partners and vendors, from injuries associated by not utilizing proper fall arrest protection

APPLICATION

Fall Arrest Protection shall be utilized where there is or may be a danger to workers falling. NO person shall use fall protection devices until they have received adequate training.

PROTECTIVE MECHANISMS

- ERP (Emergency response plan)
- Fall protection plan
- PPE
- Manufacturer's specifications
- Safe job procedure
- Barricades and warning signs

SELECTION AND USE

As per Manufacturers specification and safe work procedure

SUPERVISOR RESPONSIBILITY

To ensure all trades and vendors are using proper protection requirements as per legislation and stop work if they see an unsafe act occurring.

WORKER RESPONSIBILITY

Stop unsafe work

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SAFE WORK PRACTICES

TITLE

Rebar Safety

GENERAL

Protecting Rohit and trade workers from injuries associated with rebar on the worksite

APPLICATION

Rebar end protectors shall be installed in areas traversed by workers where rebar projections represent a personal hazard.

PROTECTIVE MECHANISMS

- Cap protectors
- Legislation
- Training
- Safety signage

SELECTION AND USE

The most popular protective method is the utilization of end caps, which are easily installed by slipping them over the rebar ends. Specifically, there are two types that are generally used and include the “Mushroom Cap:” and/or the “Square Cap”. Mushroom Caps are generally installed on horizontal rebar projections and Square Caps on vertical rebar projections.

SUPERVISOR RESPONSIBILITY

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on rebar protection requirements

WORKER RESPONSIBILITY

1. Ensure rebar is kept in designated storage/staging areas
2. Ensure when it is delivered to site that it is inspected for good condition and appropriate for its application (i.e. the correct length, diameter, strength, etc.)
3. Always wear the appropriate PPE when working with rebar. PPE may include eye protection, hand protection, etc. in additional to basic/general PPE.
4. Always use the correct hand and power tools to tie and cut rebar
5. Always put caps on protruding rebar
6. Do not remove rebar end cap protectors without permission from their supervisor and must report situations where rebar projections have not been adequately protected.

7. Always use extra caution and attention when walking on rebar mattes and areas that contain exposed rebar

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SAFE WORK PRACTICES

TITLE

Work With Ladders

GENERAL

Protecting Rohit workers from injuries associated with the use of portable ladders.

APPLICATION

Portable ladders should only be used when there are no permanent or temporary stairways or work platforms available for task.

PROTECTIVE MECHANISMS

- Safe job procedures
- Manufacturer's specifications
- PPE
- ERP (Emergency Response Plan).

SELECTION AND USE

As per safe job procedure Manufacturer's specifications Provincial OHS Legislation.

SUPERVISOR RESPONSIBILITY

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Work site inspection selection of equipment.

WORKER RESPONSIBILITY

1. All ladders shall be inspected prior to performing a task.
2. Wooden ladders shall not be painted.
3. Conductive metal ladders or wire or wire reinforced wooden ladders shall not be permitted in energized areas.
4. Ensure surface is level and firm.
5. Ensure ladder is tied off and set at the proper angle.
6. Ladders shall not be climbed higher than the second step from the top.
7. Three points of contact should always be maintained when climbing up or down.
8. Ladders should not be erected on boxes, tables, scaffold platforms, man lift platforms or on vehicles.
9. A ladder shall not be placed against an unsafe support.
10. Follow portable ladder safe work procedure step by step.

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SAFE WORK PRACTICES

TITLE

Material Storage

GENERAL

Protecting Rohit workers from injuries associated with material storage.

APPLICATION

Various items on a construction site are often left for future use and these materials must be stored properly to ensure safety.

PROTECTIVE MECHANISMS

- Storage lockers/shelving units
- Warning labels
- PPE
- Review of MSDS

SELECTION AND USE

As required on specific sites and OHS Legislation.

SUPERVISOR RESPONSIBILITY

Superintendents are responsible to facilitate and/or provide proper instruction/training to their workers on material storage requirements and to identify potential hazards. Also ensure material storage facilities as required.

WORKER RESPONSIBILITY

General

1. Do not store incompatible materials together
2. For the purpose of manual handling, store heaviest materials approximately at waist height.
3. Store materials in a way that will prevent improper lifting postures when the material is removed.

Stacks

1. To prevent material from overturning, being damaged, or causing injury to nearby persons:
    a. Store large quantities in stable stacks or piles.
    b. Protect all stacks or piles against upsetting.
2. If stacks are more than 4 ft. high, use crossties or alternate stacking to secure unpalletized stacks.
3. Never place stacks of materials closer than 18 in. from the operating heads of a sprinkler system.

4. Stack brick and similar material carefully by sizes; alternately stack them at intervals so that they will not slide or topple.
5. Plainly label the capacity of racks or self-supporting pallets.

Boxes and Cartons

1. Do not load boxes and cartons above their capacity limits.

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SAFE WORK PRACTICES

TITLE

Housekeeping

GENERAL

Protecting workers from injuries associated with working in cluttered and messy work areas.

APPLICATION

Good housekeeping practices help promote a safer work environment as well as improve overall efficiency and morale at the worksite.

PROTECTIVE MECHANISMS

- Safe job procedure
- Company rules
- Manufacturers Recommendations
- PPE

SELECTION AND USE

As per Company safety rules and (SJPs) safe job procedures

SUPERVISOR RESPONSIBILITY

Supervisors are responsible to ensure hazard assessments are completed prior to work, including any clean-up of the worksite prior to the commencement of work. Hold workers accountable for good housekeeping practices. Continually reassess the work site to ensure it is kept clean.

WORKER RESPONSIBILITY

Workers shall ensure to clean up any mess as required. Follow good housekeeping practices.

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SAFE WORK PRACTICES

TITLE

Working Alone

GENERAL

Protecting Rohit workers from the hazards of working alone in the office, on site and in the show homes.

APPLICATION

Anytime an employee is working alone is considered a hazard and requires prior controls in place to help minimize the risk. When Employees work alone, they must be in regular contact with another Rohit Employee. Employees working alone, and their designated contact must speak to each other to confirm the workplace is safe, either by phone or in person every two (2) hours on a pre-set schedule for the duration that the Employee is working alone. If Employees working alone cannot be reached by phone within 30 minutes of the pre-determined check in time, the designated contact must go to the location to check on the Employee who is working alone. If there is a type of emergency at the work site the designated worker must immediately call emergency services and then contact HR and the Safety Advisor. The Employee working alone must keep their mobile phone with them at all times in case of emergency.

PROTECTIVE MECHANISMS

- Safe job procedures
- Communication
- ERP (Emergency Response Plan).

SELECTION AND USE

As per safe job procedure and Provincial OHS Legislation.

SUPERVISOR RESPONSIBILITY

Supervisors are responsible to provide an effective communication system consisting of:

(a) radio communication,

(b) landline or cellular telephone communication, or

(c) some other effective means of electronic communication that includes regular contact by the Supervisor at intervals appropriate to the nature of the hazard associated with the worker's work.

If electronic communication is not available on site, the Supervisor must ensure that:

(a) the employer or designate visits the worker, or

(b) the worker contacts the employer or designate at intervals appropriate to the nature of the hazard associated with the worker's work.

WORKER RESPONSIBILITY – CONSTRUCTION TEAM

1. Fill out FLHA as required to identify all hazards
2. Speak to Supervisor prior to start of shift
3. Understand communication procedure
4. Report in at designated intervals or if any other hazards become present that may affect the workers safety

WORKER RESPONSIBILITY – SALES TEAM

Do

1. Take the safest and best-lighted route--day or night--while driving to appointments.
2. Always inform your supervisor of where you will be, who you will be with and when you will next be in touch. Make sure the person you are meeting knows that you've given your supervisor this information.
3. Be aware of the neighborhood in which you are showing a listing. If the neighborhood poses any possible threat to your personal safety, take another person with you.
4. Allow the client to proceed ahead of you while showing the property. Make sure you have previewed the property and know all of the accessible exits. Leave the doors unlocked for easy exit. Carry your cellular telephone with you.
5. Establish a method of being able to relate an emergency situation to the office or a contact person.
6. Have a secret phrase to notify your buddy in your nearest show home.

Do Not

1. Hold an open house alone, if at all possible. Working with a partner allows you the luxury of having someone available to call or go for assistance if needed, and someone to help monitor how many people are in the house. If you must do an open house alone, stay near the door and let the prospect look through the house alone. Keep all valuables--jewelry, money, etc. -- locked away.
2. Host an open house at a property you have not already previewed. Know the location of all of the exits and how to contact the closest neighbors. Make sure that if you use the backyard as an escape route that there is an exit out of it. Make sure all of the exit doors are unlocked during the open house.
3. Wear expensive jewelry and, if at all possible, keep your handbag locked in the trunk of your vehicle while you are hosting an open house. Have your car keys readily available by keeping them either in a pocket or clipped to a belt.
4. Assume everyone has left the premises at the end of an open house. Check all of the rooms and the backyard prior to locking all of the doors. Be prepared to defend yourself, if necessary.
5. Show a property alone at night, especially if it is vacant.

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SAFE WORK PRACTICES

TITLE

Hazard Control Signage

GENERAL

Protecting workers and public from injuries associated with improper use of warning signs

APPLICATION

Work sites should have appropriate and adequate signage to ensure only authorized personal are onsite as well as identify site hazards prior to the commencement of any work process.

PROTECTIVE MECHANISMS

- Safe job procedures
- Government Legislation
- Local jurisdictions
- Worksite traffic guidelines
- PPE
- Daily Hazard Assessment

SELECTION AND USE

As per safe job procedures

SUPERVISOR RESPONSIBILITY

To facilitate and/or provide proper instruction to their workers on protection requirements and training on the use of signage selection.

1. Ensure signage is in good condition, clean, legible and suited to the purpose.
2. Ensure signage is of accepted standards.
3. Ensure signage is secured.
4. Routinely inspect signage for placement, cleanliness and physical damage.

WORKER RESPONSIBILITY

1. Ensure signage is in good condition, clean, legible and suited to the purpose.
2. Ensure signage is of accepted standards.
3. Ensure signage is secured.
4. Routinely inspect signage for placement, cleanliness and physical damage.

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SAFE WORK PRACTICES

TITLE

Manual Lifting and Carrying

GENERAL

Protecting workers from injuries associated with material lifting and carrying.

APPLICATION

Most lifting accidents are due to improper lifting methods. All manual lifting should be planned and safe lifting procedures followed.

PROTECTIVE MECHANISMS

- Permit system
- Safe job procedure
- Safe lifting procedures
- PPE
- ERP (Emergency Response Plan)

SELECTION AND USE

As per safe job procedure and safe lifting procedure

SUPERVISOR RESPONSIBILITY

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training as well as selection of lifting equipment or aids.

WORKER RESPONSIBILITY

1. Ensure that you know your physical limitations and the approximate weight of materials.
2. The use of power equipment or mechanical lifting devices should be considered and employed where practical.
3. Obtain assistance in lifting heavy objects.
4. Ensure a good grip before lifting and employ proper lifting technique.
5. Avoid reaching out.
6. Pipes, conduit, reinforcing rods and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors.
7. Be aware of hazardous and unsafe conditions.
8. Immediately notify your direct supervisor and ensure an incident report is filled in if an injury occurs.

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SAFE WORK PRACTICES

TITLE

Office Safety

GENERAL

Protecting workers from injuries and incidents within an office environment.

APPLICATION

To ensure Rohit employees and contractors are aware of the potential and existing hazards in and around the office environment.

PROTECTIVE MECHANISMS

- ERP (Emergency Response Plan)
- Alberta Fire Code
- OHS Legislation
- MSDS (Material Safety Data Sheets)
- Manufacturer's recommendations

SELECTION AND USE

As per safe job procedures

SUPERVISOR RESPONSIBILITY

Supervisors are responsible to facilitate and/or provide proper instruction and training to their workers on general safety and protection requirements.

WORKER RESPONSIBILITY

1. Ensure you are conversant with the emergency evacuation plan
2. Ensure alarm system is set if you are the last one to leave the office building.
3. Ensure doors are closed properly behind you when you leave.
4. Report lost or stolen key fobs to the IT department as soon as possible.
5. Never prop open doors to locked buildings. If you find a door that is propped open, remove the obstruction.
6. Walk, do not run, around the office
7. Report any loose carpeting, electrical cords, etc. to someone who can have them fixed.
8. Use a stepladder, not a chair, if you need to reach something overhead.
9. Always hold the handrail when using stairs.
10. When carrying boxes or other heavy items, use the elevator if available.
11. In emergency situations, they should take the stairs and not the elevator.
12. Ensure that all electrical cords are in good condition and are not over loaded
13. Don't touch electrical outlets, plugs nor switches with wet hands.

14. Ensure that computer monitors are adjusted to correct height and kept clean
15. Ensure floors and aisles are kept clear and not cluttered
16. Ensure that only one drawer of filing is open at a time; load bottom drawers of filing cabinets first
17. Close desk or file cabinet drawers before walking away so others don't walk into them.
18. Immediately wipe up spilled beverages, water tracked in by wet shoes or drippings from umbrellas.
19. Ensure the proper type of fire extinguisher is available and know where to locate them
20. When moving materials of a heavy nature, ensure that handcarts and trolleys are used properly
21. Operate all kitchen appliances according to manufacturers' specifications
22. Ensure photocopiers are maintained according to manufacturer's specifications
23. Ensure the chairs are in good repair
24. Ensure the rugs are kelp clean and in good repair- free of tripping hazards
25. Ensure the paper cutter blade is placed in a closed lock position
26. Ensure any fans are used to manufacture's specifications
27. Space heaters are not allowed
28. Watch for heavy items placed overhead
29. Use proper tools for accessing the items placed at height

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SAFE WORK PRACTICES

TITLE

Power & Hand Tools

GENERAL

Protecting Rohit workers from injuries associated with the use of power and hand tools.

APPLICATION

Power and hand tools to be used and maintained in compliance with manufacturer's guidelines.

PROTECTIVE MECHANISMS

- OHS Legislation
- Manufacturers specifications
- Training
- Hazard assessment

SELECTION AND USE

As per job requirement, manufacturers specifications and safe job procedures

SUPERVISOR RESPONSIBILITY

Supervisors are responsible to ensure anyone using power tools has been trained for the type of tools they are using. They must ensure the tools are inspected daily and that workers are following proper procedures as per OHS and manufacturers specifications.

WORKER RESPONSIBILITY

1. Electrical tools must have 3 wire (grounding) cord and plug, excluding double insulated tools.
2. On/off switches must be functional and positioned so Operator has access.
3. Accessories can only be used that are designed for use with the tools specified.
4. Saw blades must be designed for the product being cut and at the rated speed, O.E.M. guards must be in place and functional.
5. Chisels, punches, hammer, wrenches, etc. to have all burrs ground from striking area.
6. Chisels, punches, screwdrivers, etc. to have tips properly dressed.
7. Cracked a/o splintered handles to be replaced.
8. All tools must be cleaned after use and repairs made before being properly stored.
9. Tools to be used for designed purpose only.
10. Repairs to tools must be performed by qualified personnel, using O.E.M. parts or equivalent.
11. Follow tool safe work procedures step by step.

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SAFE WORK PRACTICES

TITLE

Air Tools

GENERAL

Protecting Rohit workers from injuries associated with the operation of air tools.

APPLICATION

Air tools should only be used by trained employees as required on the jobsite.

PROTECTIVE MECHANISMS

- Required job procedure.
- PPE (as required by hazard assessment).
- Review of manufacturer's specifications and operating instructions.
- Per use of inspection check of the air tool to be completed.

SELECTION AND USE

As per safe job requirements and manufacturer's operating instructions.

SUPERVISOR RESPONSIBILITY

Site Superintendents are responsible to facilitate and/or provide proper instruction and training to their workers on protection requirements. Supervisors are responsible for conduct reviews with the worker.

WORKER RESPONSIBILITY

1. Regularly inspect tools and hoses before using.
2. Ensure all safety devices work.
3. Obtain underground utility locates for the work area.
4. Wear suitable clothing and personal protective equipment.
5. Do not use compressed air against skin or clothing.
6. Get assistance before lifting or moving heavy objects.
7. Practice good housekeeping.
8. Keep loose fitting clothing away from rotating equipment.
9. Bleed air before disconnecting hoses.
10. Shut off equipment while re-fueling.
11. Do not use air tools for any purpose other than for what it is intended for.
12. Complete a hazard assessment form before commencing work.
13. Ensure you are sufficiently trained in the operation of equipment.
14. Ensure all protective mechanisms listed above are in place.

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SAFE WORK PRACTICES

TITLE

Cleaning Solvents

GENERAL

Protecting Rohit workers from injuries associated with the use of cleaning solvents.

APPLICATION

Cleaning solvents are used in construction work to clean tools, equipment and within the shop of general cleaning.

PROTECTIVE MECHANISMS

- W.H.M.I.S review
- PPE
- Review of MSDS
- Respiratory protection (if required)

SELECTION AND USE

As per safe job requirements and manufacturer's safety instructions and labels (WHMIS)

SUPERVISOR RESPONSIBILITY

Site Superintendents are responsible to facilitate and/or provide proper instruction and training to their workers on protection requirements. Conduct regular reviews with affected workers.

WORKER RESPONSIBILITY

1. Ensure all WHMIS requirements are met
2. Check the toxic hazards of all solvents before use (MSDS)
3. When breathing hazards exist, use the appropriate respiratory protection
4. Use non-flammable solvents for general cleaning
5. Store flammables and solvents in special storage areas
6. Ensure that proper containers are used for transportation, storage and field use of solvents/flammables
7. Do not use solvents in areas where food could be contaminated

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SAFE WORK PRACTICES

TITLE

Control of Traffic Flow

GENERAL

Protecting Rohit workers from injuries associated with traffic congestion on work sites.

APPLICATION

Traffic at work sites must be regulated in such a manner to protect the safety and well-being of all personnel and equipment,

PROTECTIVE MECHANISMS

- PPE
- Signs and barricades

SELECTION AND USE

As per safe job requirements.

SUPERVISOR RESPONSIBILITY

Superintendents are responsible to facilitate and/or provide proper instruction and training to their workers on protection requirements and to identify potential hazards.

WORKER RESPONSIBILITY

1. Erect signs and barricades to direct traffic safely around the worksite.
2. Restrict on-site traffic.
3. Obtain authorization to enter restricted work areas, leases or plant sites.
4. Operate vehicles in a safe courteous manner.

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SAFE WORK PRACTICES

TITLE

Portable Fire Extinguishers

GENERAL

Protecting Rohit workers from injuries associated with improper use of fire extinguishers.

APPLICATION

Portable fire extinguishers must be installed, inspected and maintained on a regular basis to ensure proper operation in an emergency.

PROTECTIVE MECHANISMS

- Safe job procedures
- Alberta Fire Code
- Manufacturer's recommendations
- PPE

SELECTION AND USE

As per safe job procedure, Alberta fire code, Manufacturer's recommendations

SUPERVISOR RESPONSIBILITY

Site Superintendents are responsible to facilitate and/or provide proper instruction and training to their workers on protection requirements, proper selection of equipment and applicable legislation.

WORKER RESPONSIBILITY

1. Ensure you are fully trained with operation and maintenance of fire extinguishers
2. Check cylinder
3. Inspect cartridge puncture cap
4. With cartridge removed, check action of puncture lever
5. Check hose and nozzle for obstruction
6. Check manufacture date
7. Attach visual seal
8. Check pressure gauge
9. Sign off appropriate documentation

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SAFE WORK PRACTICES

TITLE

Snow Shoveling

GENERAL

Snow and ice create a hazardous situation for everyone but especially for seniors and people with disabilities. Shoveling and using salt, sand or other substances with ice melting properties will help reduce the potential for slip and fall incidents, which can and do cause serious injuries. Safe snow shoveling requires proper preparation, the right tools, good technique and knowledge.

APPLICATION

During winter months shoveling of access snow is required to keep walk ways clear and work areas accessible for work.

PROTECTIVE MECHANISMS

- Safe job procedure
- Manufacturers specifications
- PPE
- ERP (Emergency Response Plan)

SELECTION AND USE

As per safe job procedure, manufacturers specifications and Provincial OH&S Legislation

SUPERVISOR RESPONSIBILITY

Supervisors are responsible to facilitate and/or provide proper instruction/training to their workers on proper shoveling techniques and providing proper shovels.

WORKER RESPONSIBILITY

Preparation

1. Talk to your doctor about this activity and your health status before winter season arrives.
2. Think twice if you: have had a heart attack or have other forms of heart disease, have high blood pressure or high cholesterol levels, are a smoker, and/or lead a sedentary lifestyle.
3. Shovel at least 1-2 hours after eating and avoid caffeine and nicotine.
4. Warm up first (walk or march in place for several minutes before beginning).
5. Start slow and continue at a slow pace (Suggestion: shovel for 5-7 minutes and rest 2-3 minutes).

6. Drink lots of water to prevent dehydration.
7. Shovel early and often.
8. New snow is lighter than heavily packed/partially melted snow.
9. Take frequent breaks.

Tools - Shovel

1. Sturdy yet lightweight is best (a small plastic blade is better than a large metal blade).
2. Choose an ergonomically correct model (curved handle) will help prevent injury and fatigue.
3. Spray the blade with a silicone-based lubricant (snow does not stick and slides off).

Technique

1. Always try to push snow rather than lifting it.
2. Protect your back by lifting properly and safely:
    a. Stand with feet at hip width for balance.
    b. Hold the shovel close to your body.
    c. Space hands apart to increase leverage.
    d. Bend from your knees not your back.
    e. Tighten your stomach muscles while lifting.
    f. Avoid twisting while lifting.
    g. Walk to dump snow rather than throwing it.
3. When snow is deep, shovel small amounts (1-2 inches at a time) at a time.
4. If the ground is icy or slippery, spread salt, sand or kitty litter to create better foot traction.

Knowledge

1. Shoveling snow is strenuous activity that is very stressful on the heart.
2. Exhaustion makes you more susceptible to frostbite, injury and hypothermia.
3. Stop shoveling and call 911 if you have: discomfort or heaviness in the chest, arms or neck, unusual or prolonged shortness of breath, a dizzy or faint feeling, and/or excessive sweating or nausea and vomiting.

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SAFE WORK PRACTICES

TITLE

Concrete Foundations

GENERAL

Protecting workers from injuries associated with concrete work

APPLICATION

Concrete foundations are structural members and will be completed as per approved specifications.

PROTECTIVE MECHANISMS

- Ground disturbance review
- MSDS
- Permit system
- PPE
- ERP (Emergency Response Plan)

SELECTION AND USE

As per safe job procedure

SUPERVISOR RESPONSIBILITY

Supervisors are responsible to ensure trades follow all applicable legislation in regards to pouring concrete.
Hazard assessment
Work site inspections

WORKER RESPONSIBILITY

1. Ensure barricades and warning signs are in place.
2. Ensure Rebar Protection is in place (end caps).

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SAFE WORK PRACTICES

TITLE

High Pressure Washing

GENERAL

Protecting workers from injuries associated with high pressure washing operations

APPLICATION

When high pressure washing operations occur guidelines must be followed to ensure protection to the worker, environment and/or the public

PROTECTIVE MECHANISMS

- Identify potential hazards through inspections and job hazard assessment
- Manufacturers specifications
- Use of specialized PPE I.E. rubber gloves, face mask, rubber boots etc.…
- Barricades and warning signs
- ERP (Emergency Response Plan)
- Training

SELECTION AND USE

Manufacturer's specifications and Provincial OH&S Legislation

SUPERVISOR RESPONSIBILITY

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. Equipment selection and hazard assessment.

WORKER RESPONSIBILITY

1. Ensure no other activity is taking place adjacent to or on the item you are washing
2. Rope off, barricade, or post signs
3. Follow manufacturers specifications

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SAFE WORK PRACTICES

TITLE

Refueling Equipment

GENERAL

Protecting workers from injuries associated with refueling operations

APPLICATION

Refueling of equipment/vehicles is a daily task in construction industry which may be hazardous if not carried out properly

PROTECTIVE MECHANISMS

- Applicable Legislation and Alberta & Saskatchewan Fire Codes
- PPE
- ERP (Emergency Response Plan)

SELECTION AND USE

Applicable Legislation

SUPERVISOR RESPONSIBILITY

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training

WORKER RESPONSIBILITY

1. Ensure you are conversant with regulations
2. Refueling area is ventilated
3. Ensure equipment is shutoff prior to refueling
4. Ensure there is no smoking or open flames in vicinity
5. Avoid spillage on equipment or ground
6. Ensure cellular phones and/or hand-held devices are turned off

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SAFE WORK PRACTICES

TITLE

Lock Out/Tag Out

GENERAL

This Lockout/Tagout Practice is designed to ensure the safety of employees when they are working on equipment, which may become energized during any stage of the following activities:

APPLICATION

Where there is or may be a danger to a worker by using a piece of defective equipment.

PROTECTIVE MECHANISMS

- Lockout devices
- Safe job procedure
- PPE
- Permit system
- ERP (Emergency Response Plan)
- Daily Hazard Assessment

SELECTION AND USE

As per safe job procedure

SUPERVISOR RESPONSIBILITY

The Superintendent is responsible to ensure this procedure is implemented and enforced

WORKER RESPONSIBILITY

1. Isolate system according to safe job procedure.
2. Install locking devices and tags
3. Remove equipment from the work area
4. Remove Lock Out Devices.

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SAFE WORK PRACTICES

TITLE

Propane Cylinders

GENERAL

Protecting workers from injuries associated with the care and handling of propane cylinders

APPLICATION

No person shall handle propane cylinders or use propane cylinders until they are fully aware of the potential hazards and the precautions necessary to handle propane safely.

PROTECTIVE MECHANISMS

- Safe work procedure
- TDG (Transportation of Dangerous Goods) Legislation
- WHMIS
- PPE: as per company policy
- Permit system
- ERP (Emergency Response Plan)

ELECTION AND USE

As per TDG, Manufacturer's specifications and safe work procedure

SUPERVISOR RESPONSIBILITY

To facilitate and/or provide proper instruction to their workers on protection requirements and training

TDG compliant

WORKER RESPONSIBILITY

1. Ensure WHMIS and TDG labels are appropriately attached and visible.
2. Cylinders must be transported and secured in an upright position in a well-ventilated area.
3. Cylinders will not be stored inside buildings, or carried in closed canopies, vehicles or tool vans, following applicable legislation.
4. A regulator must be installed on cylinder prior to use.
5. When checking for connection leaks use a soapy water solution.
6. When not in use, cylinder to be secured in upright position, valve closed and regulator removed.
7. Cylinders should not be used if shoulder label/stamp is not legible.
8. When not in use, a plug or cap must be used to seal the valve opening.

9. Ensure cylinders in storage or transit are equipped with valve cap or collar and regulator is removed.
10. Cylinder must not to be painted over in any fashion.

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SAFE WORK PRACTICES

TITLE

Installing Drywall

GENERAL

Protecting Rohit and trade workers from injuries associated with Installing Drywall

APPLICATION

Portable ladders should only be used when there are no permanent or temporary stairways or work platforms available for task.

PROTECTIVE MECHANISMS

- Safe Job Procedures
- Manufacturers specifications
- Fall Protection Devices
- PPE
- ERP (Emergency Response Plan).

SELECTION AND USE

As per safe job procedure Manufacturers specifications Provincial OHS Legislation.

SUPERVISOR RESPONSIBILITY

(Trade)Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Work site inspection selection of equipment.

WORKER RESPONSIBILITY

1. Don the PPE prior to beginning the work. Ensure clothing fits properly.
2. Refer to Project Hazard Analysis and conduct a Field Level Risk Assessment (hazard assessment) on your own products, the environment, tools/equipment, site conditions, and other workers
3. Make sure the lighting is adequate.
4. Examine site for safe access and evacuation, keep emergency contact numbers handy, first aid kit and know who the first aiders on-site are
5. Reference Safety Data Sheets for your products and keep them on-site with you
6. Follow all Safe Work Practices for the equipment being used and inspect all tools and cords before each use. Tag out of service defective tools
7. Refer to Manufacturer’s Specifications if unfamiliar with tools or equipment

8. Know your own personal physical limitations
9. Ensure guardrails/handrails are installed when required (3 meters or more)
10. Work platforms must be secured, clean and free or slip or trip hazards
11. Always ensure secure footing (follow housekeeping practices throughout)
12. Lift gradually without jerking, keep material as close as possible to body
13. Inspect framing for nails or protrusions
14. When cutting sheets use caution with tools and be aware of other site traffic
15. Secure doors when working in areas above or in opening path to avoid getting knocked over, scaffold tips or other incidents
16. Don't work when other site conditions affect your safety

LEGISLATION AND CODES

- OH&S Code – Part 2, 8, 9,12, 14, 16, 18, 22, 23, 25

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SAFE WORK PRACTICES

TITLE

Installation of Work Platforms & Scaffolding

GENERAL

Protecting Rohit and trade workers from injuries associated with Installing work platforms and scaffolding.

APPLICATION

All scaffolding used shall be erected, maintained and dismantled by a competent worker, in accordance with manufacturers specifications and legislation.

PROTECTIVE MECHANISMS

- Safe Job Procedures
- Manufacturers specifications
- Fall Protection Devices
- PPE
- ERP (Emergency Response Plan).

SELECTION AND USE

As per Safe Job Procedure Manufacturers specifications & Provincial OHS Legislation.

SUPERVISOR RESPONSIBILITY

(Trade)Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Work site inspection selection of equipment required.

WORKER RESPONSIBILITY

1. Ensure grounding on a firm and level base.
2. Maintain the established minimum clearances from all power lines.
3. Provide a safe access ladder.
4. Ensure scaffold has a platform perimeter handrail.
5. Anchor or tie scaffold and ladders according to legislation.
6. Do not use a ladder sloped against the side of a scaffold at any time.
7. A toe board is required on all platforms.
8. Ensure proper safe scaffold tags are installed.
9. Minimize tools, material and debris on the platform.

10. Ensure a hand line with a tool bag for tools is utilized.
11. When working at 3m (10 ft.), fall protection system must be used.

Follow scaffold Safe Job Procedure step by step.

***The information in this practice does not take precedence over applicable government legislation, with which all workers should be familiar.**

LEGISLATION AND CODES

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SAFE WORK PRACTICES

TITLE

Installing work platforms over stairways

GENERAL

Protecting Rohit and trade workers from injuries associated with Installing work platforms over stairways.

APPLICATION

Portable ladders should only be used when there are no permanent or temporary stairways or work platforms available for task.

PROTECTIVE MECHANISMS

- Safe Job Procedures
- Manufacturers specifications
- Fall Protection Devices
- PPE
- ERP (Emergency Response Plan).

SELECTION AND USE

As per safe job procedure Manufacturers specifications Provincial OHS Legislation.

SUPERVISOR RESPONSIBILITY

(Trade)Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Work site inspection selection of equipment.

WORKER RESPONSIBILITY

1. All ladders shall be inspected prior to performing a task.
2. Wooden ladders shall not be painted.
3. Conductive metal ladders or wire or wire reinforced wooden ladders shall not be permitted in energized areas.
4. Ensure surface is level and firm.
5. Ensure ladder is tied off and set at the proper angle.
6. Ladders shall not be climbed higher than the second step from the top.
7. Three points of contact should always be maintained when climbing up or down.
8. Ladders should not be erected on boxes, tables, scaffold platforms, man lift platforms or on vehicles.

9. A ladder shall not be placed against an unsafe support.
10. Follow portable ladder safe work procedure step by step.

1. Ensure grounding on a firm and level base.
2. Maintain the established minimum clearances from all power lines.
3. Provide a safe access ladder.
4. Ensure scaffold has a platform perimeter handrail.
5. Anchor or tie scaffold according to legislation.
6. Do not use a ladder sloped against the side of a scaffold at any time.
7. A toe board is required on all platforms.
8. Ensure proper safe scaffold tags are installed.
9. Minimize tools, material and debris on the platform.
10. Ensure a hand line with a tool bag for tools is utilized.
11. When working at 3m (10 ft.), fall protection system must be used.

Follow scaffold safe work procedure step by step.

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SAFE WORK PRACTICES

TITLE

Minor Framing

GENERAL

Protecting Rohit and trade workers from injuries associated with various minor framing tasks

APPLICATION

Minor framing or backing work may be required to repair or make minor changes to existing framework.

PROTECTIVE MECHANISMS

- Safe Job Procedures
- Manufacturers specifications
- Tools and equipment inspections
- PPE
- ERP (Emergency Response Plan).

SELECTION AND USE

As per safe job procedure Manufacturers specifications Provincial OHS Legislation.

SUPERVISOR RESPONSIBILITY

(Trade)Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Work site inspection selection of equipment.

WORKER RESPONSIBILITY

1. Don the PPE prior to beginning the work. Ensure clothing fits properly.
2. Refer to Project Hazard Analysis and conduct a Field Level Risk Assessment (hazard assessment) on your own products, the environment, tools/equipment, site conditions, and other workers
3. Inspect all tools and equipment to be used
4.

5. Examine site for safe access and evacuation, keep emergency contact numbers handy, first aid kit and know who the first aiders on-site are
6. Follow all Safe Work Practices for the equipment being used and inspect all tools and cords before each use. Tag out of service defective tools
7. Refer to Manufacturer's Specifications if unfamiliar with tools or equipment
8. Know your own personal physical limitations
9. Ensure guardrails/handrails are installed when required (3 meters or more)
10. Work platforms must be secured, clean and free or slip or trip hazards
11. Always ensure secure footing (follow housekeeping practices throughout)
12. Inspect framing for nails or protrusions
13. When cutting sheets use caution with tools and be aware of other site traffic

14. Do not work when other site conditions affect your safety

LEGISLATION AND CODES

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SAFE WORK PRACTICES

TITLE

Rebar Safety

GENERAL

Protecting Rohit and trade workers from injuries associated with Rebar on the worksite

APPLICATION

Portable ladders should only be used when there are no permanent or temporary stairways or work platforms available for task.

PROTECTIVE MECHANISMS

- Safe Job Procedures
- Manufacturers specifications
- Safety Equipment (Barriers or Capping) there are two types that are generally used and include the “Mushroom Cap:” and/or the “Square Cap”. Mushroom Caps are generally installed on horizontal rebar projections and Square Caps on vertical rebar projections.
- PPE
- ERP (Emergency Response Plan).

SELECTION AND USE

As per safe job procedure Manufacturers specifications Provincial OHS Legislation.

SUPERVISOR RESPONSIBILITY

(Trade)Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Work site inspection selection of equipment.
Ensure there is a designated storage/staging area for the rebar.

WORKER RESPONSIBILITY

• Ensure rebar is kept in designated storage/staging areas
• Ensure when it is delivered to site that it is inspected for good condition and appropriate for its application (i.e. the correct length, diameter, strength, etc.)
• Always wear the appropriate PPE when working with rebar. PPE may include eye protection, hand protection, etc. in additional to basic/general PPE.
• Always use the correct hand and power tools to tie and cut rebar
• Always put caps on protruding rebar
• Do not remove rebar end cap protectors without permission from their supervisor and must report situations where rebar projections have not been adequately protected.
• Always use extra caution and attention when walking on rebar mattes and areas that contain exposed rebar

LEGISLATION AND CODES

- OH&S Code – Part 2, 12, 14, 16, 18, 22, 23, 25

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APPENDIX H – SAFE JOB PROCEDURES - TABLE OF CONTENTS

H.0 SAFE JOB PROCEDURES POLICY

Rohit Group of Companies ("Rohit"/ "Company") is committed to the use of detailed job procedures at each job site. Job procedures will be developed and used to allow new employees to the site the opportunity to conduct other than normal tasks safely. As the development of job procedures is a substantial task, development will continue an ongoing basis. Input from managers, supervisors, workers, and sub-contractors will allow a current file of job procedures to be included in Rohit Health and Safety Manual. Safe Job Procedures shall be available to all workers on the worksite at all times. Supervisors will ensure that job procedures are followed.

All job procedures will follow Local Provincial Occupational Health and Safety legislation and will incorporate current industry practices.

Rohit has designed a system for the analysis and formatting of all jobs for which a procedure is to be developed. Each manager will ensure that required procedures are developed, that they comply with regulations and are distributed to all workers on the site. Job procedures must be developed with direct input of supervisors and workers to ensure all aspects of the task have been considered and that all steps in the task are safe to perform.

***IF FOR ANY REASON A SAFE JOB PROCEDURE CAN NOT BE FOLLOWED YOU MUST IMMEDIATELY STOP WORKING AND REPORT THE ISSUE TO YOUR SUPERVISOR.**

***The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.**

Date: Mar 2022

Adil Kodian
Executive Vice President, Rohit Communities
Rohit Group of Companies
Rohit Management Inc.

H.1 GENERAL PURPOSE

A Safe Job Procedure is a written, specific step-by-step description of how to complete a job safely and efficiently from start to finish. A Job Safety Analysis ("JSA") is a system that ensures that each basic step of a task is examined to identify hazards and determine the safest and most efficient way for the job to be completed. The end result is the development of a safe job procedure. JSA should always be a team effort and must include the supervision and workers associated with the task. By involving all with a vested interest, the possibility of overlooking an individual step or potential hazard is reduced and the likelihood of identifying appropriate measures for eliminating or controlling hazards is increased.

The basic steps in completing the JSA and developing Safe Job Procedures are:

- Identifying and selecting the job to be analyzed.
- Breaking the job into a sequence of basic steps.
- Identifying the potential hazards in each step.
- Determining preventative measures to overcome the hazards identified.
- Developing the step-by-step Safe Job Procedure and distributing it to all workers.

Factors to be considered in the prioritization, analysis and development of safe work procedures include:

- Jobs with a high frequency of accidents or incidents that pose a significant threat to health and safety.
- Jobs involving two or more workers who must perform simultaneous tasks.
- Newly establish jobs whose hazards may not be evident.
- Jobs that have undergone a change of procedure, equipment or materials.
- Jobs where regulations or industry standards have been revised.
- Infrequently performed jobs or new jobs where workers may be at risk through inexperience.
- Any job that has the potential to cause serious injury, harm or damage, even if they have never produced such injury or damage.

H.2 COMPLIANCE

All safe job procedures must meet or exceed all applicable legislation and industry standards. The Alberta OHS Act, Regulation and Code as well as the Saskatchewan OHS Act and Regulations are to be utilized when preparing Safe Job Procedures.

H.3 COMPANY SAFE JOB PROCEDURES

SAFE JOB PROCEDURES

TITLE

Connecting and Disconnecting Propane/Gas Heaters

RESOURCES REQUIRED

Equipment

- Propane/gas heater
- Material to secure heater
- Fire Extinguisher
- Propane gas/natural gas cylinder
- Wrenches

PPE

- Hard hat
- Steel toed shoes
- Gloves
- Safety glasses

Material

- Soap solution

HAZARDS

- Handling heater
- Heat and flame source
- Fire hazards
- Poorly maintained heater
- Defective/damaged part
- Poor connections
- Tripping hazard

RISK CONTROLS

- Follow safe work practices for manual handling
- Secure the heater away from the combustibles and provide protection below
- Keep fire extinguisher handy
- Ensure the heater is in good working condition.
- Ensure all parts are in good condition.
- Make sure all connections are properly done.

- Make sure the hoses are not running across work area. Organize them at one side to prevent any tripping.

JOB STEPS

Connecting propane/natural gas heater:

1. Conduct field level hazard assessment.
2. Don the PPE as mentioned above and verify the PPE with FLRA.
3. Inspect heater for any damaged or loose gas fittings, damaged power connection, or any other defects; if any is found, tag it out of use and get another heater
4. Have the heater in place as per 'Using propane/natural gas heater' safe work procedure
5. Inspect the hose to be connected to the heater for and nicks, cuts, or other ruptures in the line and that the threaded connector isn't cracked or deformed
6. **Do not connect the gas line to the gas source, leave the fuel source disconnected, capped and shut off until all other connections have been completed a tightened**
7. Check that the hose and heater connections are of the same type and size, if the male end is tapered, it is a flare fitting and cannot have any dope or Teflon tape applied
8. If the fitting is a regular MIP, then it will need Teflon tape rated for gas, which will be a yellow tape, and proper pipe dope applied
9. Using always 2 wrenches, one to secure the fitting being connected to from moving and the second to tighten the end of the hose, first hand thread the hose onto the heater's gas fitting and then tighten with 2 wrenches, until the fittings are secure and no longer turn
10. If the A stationary fitting that is being connected to starts to move because it was not properly secured, undo the fitting that was just attached, and the fitting that has moved will have to be re-attached properly, if this cannot be done safely, then the heater will have to be repaired by a qualified gas fitter
11. After connecting the first hose to the heater, connect as many hoses as required to that hose to reach the fuel source, using the same 2 wrench method
12. Ensure the hoses are in an area where they will not be driven over or otherwise damaged
13. To connect to the gas source, ensure the source is turned off and ensure that you have a fire-extinguisher close at hand and there are no sources of ignition

14. Remove the cap from the gas source, slowly as there may be a small amount of gas from the valve to the cap
15. Connect the end of the gas hose to the source and tighten using the 2-wrench method
16. Once you are confident that all the connections are tight, turn the gas at the source on
17. Now using the soap solution, starting at the gas source, apply the solution to each joint, even those you did not connect
18. Never use an open flame to check for leaks
19. If there is any gas leak, the soap solution will produce bubbles, if there are any bubbles, shut off the gas at the source and re-tighten the connection, undo it if necessary and reapply tape and dope, if necessary; remember flared fittings cannot have dope or tape, as that will cause a leak
20. Once all connections have been checked all the way back to the heater, the heater should be ready to start
21. Ensure the heater is properly setup and there are no combustibles near the exhaust opening of the heater
22. Now the heater can be plugged into an appropriate power source and started
23. Depending on how many hoses were used to reach the heater, it may take a few tries to start as the air will have to be pushed out by the propane/natural gas
24. Never crack open a gas line to bleed out the air

Disconnecting propane/natural gas heaters:

1. Have the heater that is to be disconnected, turned on and running at its highest setting
2. Shut off the gas at the source, with the heater running, to bleed the fuel out of the gas line
3. **Ensure all lines are bled of fuel before disconnecting any fittings**
4. Disconnect the gas line at the source, between the valve and the heater
5. If the source connection is a male fitting that is tapered at the end, it is flared and cannot have tape or dope applied
6. If the source fitting is an MIP gas fitting, apply both yellow gas Teflon tape and gas rated dope
7. Cap the source line, using 2 wrenches, one to hold the valve, the other to tighten the cap
8. Using a soap solution, apply it to the cap and all other fittings connected to the valve and check for bubbles, if any form, retighten the cap

9. If there is a leak detected on the side of the valve opposite the cap, then the source will have to be shut off further upstream of the valve, so the fitting can be repaired by a qualified gas fitter
10. Now all the fittings to the heater can be disconnected safely

OHS LEGISLATION REFERENCES (applicable but not limited to)

- OHS Act 2(1)
- OHS Code Part 2, 10, 12

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Updated By:	**Date Of Update:**
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SAFE JOB PROCEDURES

TITLE

Drywall Repair

RESOURCES REQUIRED

Equipment

- Drill
- Drywall saw
- Screw Gun
- Trowel

PPE

- Hard Hat
- Safety Shoes
- Gloves
- Safety Glasses
- Earplugs
- Dust Mask

Material

- Drywall
- Lumber (if required)
- Drywall tape
- Mud
- Sandpaper
- Screws

HAZARDS

- Tripping
- Fall
- Amputation
- Electric Shock
- Inhaling Drywall dust/ Dust into eyes
- Noise
- Damage to utilities

RISK CONTROLS

- Keep the work area clean and tidy.
- Use proper ladder or scaffold. Follow safe work practices.

- Follow the manufacturer recommendations and safe work practices for using the power tools.
- Check the power cords and connections. Do not use damage power tools and cords.
- Use dust mask and safety glasses
- Use earplugs while operating power saw and drill.
- Verify the utilities prior to start cutting the wall.

JOB STEPS

1. Don the PPE prior to beginning with the work. Ensure clothing fits properly.
2. Make sure the lighting is adequate.
3. Ensure the area around you has no tripping or fall hazard.
4. Inspect the saw, Drill, Screw gun, Guards and Cords prior to connecting the equipment to power. If any defects are identified, do not use the equipment. Tag it out.
5. If the work is at height. Use proper ladder or scaffold to reach the area. Make sure the scaffold is proper, inspected and tagged by a competent person.
6. Check your posture. Avoid over reaching and over stretching.
7. Mark a square covering the damage portion of the wall.
8. Make sure there is no utilities running behind the portion you intend to cut out.
9. Once verified no utilities behind, make a hole in the drywall with drill to insert the drywall saw blade.
10. Hold the drywall saw firm in your hands, insert the blade in the hole and start cutting the square piece as marked. Make sure you have got your safety glasses, earplugs, dusk mask and other basic PPE on while doing this.
11. Keep away your hands from the moving blade.
12. Take out the cut piece.
13. In case of encountering the utilities behind the damage part of drywall or there is stud behind. Make a deep cut with drywall knife and remove the piece by breaking in to small pieces.
14. Check the area if backing is required to screw a new piece in place. If required follow the procedure # SJP003 for minor framing work.
15. Cut a new piece of drywall exactly the same size of removed portion on a proper cutting platform.
16. Hold the new piece of drywall in place and screw the piece using screw gun.
17. Cover up the joints with drywall tape and apply mud with trowel.

Allow mud to get dry. Once dry sand the mud with sandpaper to make the joints flush with the rest of the wall surface. Make sure you put on the dust mask and safety glass with other basic PPE while sanding.

OHS LEGISLATION REFERENCES (applicable but not limited to)

- OH&S Code – Part 2, 8, 9,12, 16, 18, 22, 23, 25

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SAFE JOB PROCEDURES

TITLE

Ladder Safety

RESOURCES REQUIRED

Equipment

Standard

- Workers will NOT use a ladder to enter or leave an elevated or sub-level work area if the area has another safe and recognizable way to enter or leave it.
- No worker shall paint or use a painted wooden ladder.
- Portable ladders must meet the following requirements
- CSA Standard CAN3-Z11-M81 (R2001), *Portable Ladders,*
- ANSI Standard A14.1-2000, *American National Standard for Ladders-Wood -Safety Requirements*
- ANSI Standard A14.2-2000, *American National Standard for Ladders-Portable metal-Safety Requirements, or*
- ANSI Standard A14.5-2000, *American National Standard for Ladders-Portable reinforced Plastic –Safety Requirements*

PPE

- Safety glasses
- Gloves
- Hardhat
- Fall protection

Material

- Ropes (if necessary)
- Sign, tape, or flags to mark off area

HAZARDS

- Poorly maintained or defective ladders
- Working at heights
- Using conductive ladders when using electrical equipment, adjusting lighting or working near electrical sources
- Lifting heavy ladders

RISK CONTROLS

- Workers must be trained in this Safe Job Procedure prior to the use of a ladder.
- Fall protection plan
- Inspecting ladders before use

- Using correct ladder for the type of work being performed
- Wearing non-slip covered shoes
- Ensuring ladder is supported
- Using two people to carry heavy ladders

JOB STEPS

1. Inspect the ladder before using. Look for cracks, loose knots, knot holes, breaks or weak points. If found defective DO NOT USE and replace.
2. Ensure steps are dry and clean
3. Locate base of ladder on firm, level and solid footing. Secure as necessary to provide stability.
4. Ensure that the base of inclined portable ladder is no farther from the base of the wall or structure than one-quarter of the distance between the base of the ladder and the place where the ladder contacts the wall.
5. Ensure that the side rails of a portable ladder extend at least one meter above a platform, landing or parapet.
6. All ladders should be adequately supported at the base. Do not erect ladders on slippery or soft surfaces.
7. Ensure that ladders are not set at slope of greater than 4 to 1
8. Ensure the ladder is appropriate for the work being performed. Is it high enough? Is the ladder made of non-conductive material if using electrical equipment or working with anything connected to power?
9. Long and heavy ladders (greater than 20kg) should be handled by at least two people
10. For heavy or lengthy work use a mobile platform or scaffolding.
11. **Do not use** metal or conductive ladders near electrical lines or equipment.
12. **Do not use** a ladder horizontally between trestles as a platform.
13. When climbing or descending, always use 3 points of contact.
14. At least three limbs must be on the ladder at all times. The use of a tool pouch, or similar, should be considered when carrying tools
15. Keep body centered between both side rails,
16. Only one person should be on a ladder at any time.
17. **Do not climb** above manufacturer's recommended height as marked on the ladder. This is usually the second step from the top of the ladder.
18. Always wear fully enclosed slip resistant footwear.
19. **Do not** exceed manufacturer's weight capacity for the ladder.

20. Always use stepladders in fully opened and locked position.
21. Use the correct sized ladder for the job. **Do not over reach.**
22. Worker working from a portable ladder from which the worker may fall 3 meters or more must use fall arrest system.

If you need to move the ladder across climb down and move it. NEVER ATTEMPT TO MOVE IT WHILE YOU ARE STILL ON IT. If a ladder is to be placed near a doorway, the door should be blocked open, locked closed or removed. Alternatively, a person may be placed on guard at the foot of the ladder. In addition to guarding, appropriate warning signs may be placed or erected.

OHS LEGISLATION REFERENCES (applicable but not limited to)

- OHS Code Part 2, 7, 8, 9,12

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SAFE JOB PROCEDURES

TITLE

Minor Framing Work

RESOURCES REQUIRED

Equipment

- Handheld Circular Saw
- Nail Gun

PPE

- Hard Hat
- Safety Shoes
- Carpenter's Gloves
- Safety Glasses
- Ear Plugs
- Dust Mask

Material

- 2"x4"/2"x6" Lumber

HAZARDS

- Tripping
- Fall
- Amputation
- Electric Shock
- Inhaling dust/dust in to the eyes
- Nail shot

RISK CONTROLS

- Keep the work area clean and tidy.
- Use proper ladder or scaffold and follow safe work practices.
- Follow the manufacturer recommendation and safe work practices to operate the saw. Only a competent worker must operate the saw.
- Check the power cord and connections. Do not use the damage tool or cord.
- Use dust mask and safety glasses before commencing work.
- Keep away from possible line of fire. Only a competent worker must operate the nail gun.

JOB STEPS

1. Don Personal Protective Equipment prior to beginning with work. Ensure clothing fits properly.
2. Make sure the lighting is adequate.
3. Make sure you do not wear bracelet, rings, dangling neckwear, a wrist watch or similar articles.
4. Ensure the area around you has no tripping or fall hazard.
5. Inspect the circular saw, nail gun, guards and cords prior to connecting to the power. If any defects are identified do not use the equipment. Tag it out and do not use.
6. If repair is at height. Use proper ladder or a scaffold to reach the area. Make sure the scaffold is proper and inspected prior to using. Avoid twisting and over reaching.
7. Take the measurement for the size of lumber required to be fixed or replaced.
8. Mark on the lumber for the length to be cut.
9. Hold the lumber firmly on the platform and saw in one hand.
10. Ensure that the guard is in place and your hands are kept away from the blade. Watch you posture while cutting. Make sure to keep your body part away from the saw blade at all times.
11. Do not use the saw while on the ladder.
12. Shut off the saw and unplug.
13. Hold the cut length in place and grab the nail gun firm in your hand.
14. Make sure you are competent to operate the nail gun safely. Touch the muzzle at the point where you need to drive in the nail and pull the trigger. Drive more nails as required to secure the lumber in place.
15. Keep your body out of possible line of fire while using the nail gun. Keep your hands at least length of fastener you are using away from the muzzle at all times.
16. Disconnect the nail gun from power and lock.

OHS LEGISLATION REFERENCES (applicable but not limited to)

- OH&S Code – Part 9, 12, 16, 18, 22, 23, 25

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SAFE JOB PROCEDURES

TITLE

Installation of Light Bulbs

RESOURCES REQUIRED

Equipment

- Step ladder or Portable ladder

PPE

- Safety Glasses
- Appropriate foot wear
- Gloves

Material

- Replacement Light Bulb

HAZARDS

- Fall
- Electric Shock
- Cuts from broken bulbs

RISK CONTROLS

- Follow the safe work practices for using the ladder.
- Keep the power off while changing/replacing the bulb/Wear Rubber gloves/Use wooden ladder

JOB STEPS

1. Don the PPE as mentioned above.
2. Make sure the floor is dry and free from any tripping hazard.
3. Inspect the ladder for any defects. If defects identified do not use the ladder.
4. Make sure the light switch for the bulb you are going to change is turned off.
5. Fix the step ladder on the floor at approx. 1’ offset from the light fixture where bulb has to be fixed or replaced. (If bulb is to be fixed/replaced at ceiling)
6. Fix the portable ladder against the wall at 4H: 1V slope and secure at the bottom and top. (If bulb is to be replaced at the wall).

7. Make sure you carry the bulb with you while going up on the ladder or there should be other person to help you.
8. Once you are up on the ladder check if you can reach the fixture comfortably without over reaching or stretching. Come down adjust the location of the ladder accordingly allowing you to reach the light fixture comfortably. Check your posture.
9. Hold the bulb in your hand, attach its end with thread to the holder and rotate the bulb in clockwise direction. Keep rotating the bulb in clockwise direction until it becomes hard to rotate.
10. Come down, switch on the light. If does not work. Do not try to fix/test wiring if not certified. Call electrician.

OHS LEGISLATION REFERENCES (applicable but not limited to)

- OH&S Code – Part 2, 8, 9, 18

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SAFE JOB PROCEDURES

TITLE

Working Alone

RESOURCES REQUIRED

Equipment
- Communication device
- Personal Security Alarm

PPE
- As Required

Material
- Emergency phone numbers

HAZARDS

- Medical Emergency
- Injury requiring assistance
- Crimes or personal threats

RISK CONTROLS

- Awareness
- Training
- Effective communication system
- Follow safe work practices and procedure

JOB STEPS

On a job site:

1. Conduct field level hazard assessment.
2. Discuss with site super about the task, duration, hazards and hazard control measures prior to beginning.
3. Site super to ensure a proper communication system is set up between you and worker working alone. This can be done by calling worker every fixed time interval or by assigning another worker to make a physical check after a set time interval.
4. Worker to report to site super after finishing work.

Sales person in show home:

1. Meet a new client in your office, never at property
2. Get as much personal information as possible.
3. During this meeting, if you have any suspicions or uneasiness about a client, do not go to showing alone, no matter what time of day. Schedule the visit when you are not alone.
4. In the event of feeling in danger or threatened use the personal alarm to inform police and leave the home seek assistance if possible
5. If you are to drive to the property, always take your own car. Keep your car locked while driving to the property and after you park it
6. On the way make mental notes on the type of car, color and license plate number.
7. Once at the property do not park your vehicle where it can be blocked
8. While showing the house keep your attention focused on client, not on the house
9. After the visit walk through the house and make sure all the doors are locked
10. Set up a secret phrase with your buddy in nearest show home.

OHS LEGISLATION REFERENCES (applicable but not limited to)

- OH&S Act2(1)
- OH&S Code Part 28

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SAFE JOB PROCEDURES

TITLE

Roof Inspection

RESOURCES REQUIRED

Equipment

- Ladder

PPE

- Rubber soled steel toed shoes
- Appropriate clothing
- Fall protection equipment

Material

- As required for inspection

HAZARDS

- Ladder
- Height
- Sharp edges of flashings

RISK CONTROLS

- Use safe work practices for using ladder
- Follow safe work practices of using ladder.
- Fall protection training
- Appropriate PPE
- Wear appropriate hand protection as identified in hazard assessment.

JOB STEPS

1. Conduct Field Level Hazard Assessment (FLHA).
2. Write fall protection plan and emergency response plan. If working alone make sure to have a radio/phone and a contact to call at predetermined times to ensure that there has not been an incident
3. Inspect the PPE and equipment for any damage or defects.
4. Don the PPE as mentioned above and verify with the FLHA.
5. Be aware of the overhead power lines may be in the vicinity.
6. Ensure you have proper ladder. Inspect your ladder prior to using it.
7. Use a piece of plywood with a notch to secure your ladder on top and to avoid pressing the gutter.

8. Secure the ladder from top and bottom and make sure ladder extends at least 3' above top landing. Always use 4:1 ratio when setting up ladder
9. Ensure three points contact while climbing the ladder. Follow other safe work practices of using ladder. Do not use top two rungs of ladder
10. If you need to get tools or supplies onto the rooftop, ask someone to assist you
11. Once you are on the roof, tie the rope to the permanent anchor provided on the roof. Grab the rope by a rope grab attached to the harness lanyard at a point where it allows a free fall not more than 6 foot.
12. Check the following:
    a. Brittle shingles
    b. Cupped or buckling shingles
    c. Granular wear
    d. Proper ventilation
    e. Chimney flashings
    f. Soil-stack flashings
    g. Step flashings (if applicable)
    h. Sheathing rot
    i. Loose sheathing/decking
    j. Proper nails
13. Complete your check list and come down safely

OHS LEGISLATION REFERENCES (applicable but not limited to)

- OHS Act 2(1),
- Code Part 2 section 7,8 & 9, 135,136,137,139,140,141,142

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SAFE JOB PROCEDURES

TITLE

Driving

RESOURCES REQUIRED

Equipment

- Fire Extinguisher
- First Aid Kit
- Manufactures emergency equipment

Material

- Manufactures operation manual

HAZARDS

- Inexperienced Driver
- Non-use of seat belt
- Driver fatigue
- Driver distraction
- Poorly maintained vehicle
- Animal strike
- Driving under the influence of drugs or alcohol

RISK CONTROLS

- Proper training
- Always wear seat belt while driving
- Ensure you are mentally and physically fit for driving
- Do not use phone, operate GPS, or any other equipment which distracts the attention
- Make sure your vehicle is well maintained and in good working condition
- Be cautious in the area where animal crossing is expected and follow the signs
- When taking any kind of medication be sure to check with your doctor and/or read all labels and follow the guidelines to be certain it is safe to drive while taking the medications.

JOB STEPS

1. Complete a visual inspection of the vehicle prior to beginning of the trip. Walk around vehicle, make sure all loads are tarped/strapped appropriately.
2. You must have appropriate insurance and valid licenses for the vehicles you drive
3. Be aware of the impact of your emotional and physical state on your driving
4. Consider keeping a first aid kit and a fire extinguisher in your car. For long distance driving in winter keep a blanket, candle, tin, matches, shovel, jumper cables, etc.

5. If you are driving to an unfamiliar area, plan your route in advance
6. Make sure your vehicle is well maintained. Check fluid levels if unsure (oil, transmission, brake)
7. Check road conditions by phone or on the web
8. Ensure winter clothing does not restrict vision, movement or hearing
9. Schedule enough time to drive safely
10. Follow the rules of the road and be courteous toward other drivers and pedestrians
11. Avoid using cruise control on icy roads and hand held cell phones while driving
12. Stay out of blind spots! Stay far enough behind big trucks so that you can see both side mirrors on the truck. If you can't see the truck driver, he can't see you either
13. Signal well in advance when planning to turn or change lanes
14. If you are driving beside a truck – watch for turn signals as trucks require a wide turning radius
15. Take breaks if driving long distance
16. If driving with trailer, ensure that: lights are connected, trailer brakes operational, trailer license plate visible

LEGISLATION

- Applicable Traffic Safety Act and Regulations of Province of Alberta.

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SAFE JOB PROCEDURES

TITLE

Putting Out Fire

RESOURCES REQUIRED

Equipment

- Shovel
- Fire Extinguisher

PPE

- Safety Shoes
- Safety Glasses
- Hard Hat

Material

- Various

HAZARDS

- Extinguisher may fall
- Fall by tripping or slipping
- Clothing catches on fire
- Resurgence of fire

RISK CONTROLS

- To be used by a competent person only
- Good housekeeping
- Maintain control of extinguisher, avoid exposing individuals to contents
- Always check extinguisher after use and have it recharged and put back in service immediately

JOB STEPS

In the event of a fire:

1. Follow the Emergency Procedure
2. Approach fire upwind if hazardous goods could be burning.

3. Fire Fighting Equipment:
    - ***a. Shovel***
        1. Smother fire flame at source.
        2. Use earthen material void of flammable matter.
        3. Dampen area with water or neutralizing agent.
    - ***b. Fire Extinguishers***
        1. Ensure previously that the extinguisher is rated to extinguish all manner of fires anticipated on job site. Take time to read the instructions on your extinguisher.
        2. Hold extinguisher upright.
        3. Pull security pin handle.
        4. Aim nozzle at base of fire.
        5. Squeeze or press the handle.
        6. Sweep the nozzle, horn, or hose from side to side (pass technique) until the fire goes out.
        7. Ensure chemical does not blow into anyone's face.

OHS LEGISLATION REFERENCES (applicable but not limited to)

- OHS Code Part 7, 12

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SAFE JOB PROCEDURES

TITLE

Gas or Propane Heaters

RESOURCES REQUIRED

Equipment

- Propane/gas heater
- Material to secure heater
- Fire Extinguisher

PPE

- Gloves
- Safety glasses
- Hard hat
- Steel toed shoes

Material

- Fuel tank
- Heater

HAZARDS

- Handling heater
- Heat and flame source
- Poorly maintained heater

RISK CONTROLS

- Follow safe work practices for manual handling
- Secure the heater away from the combustibles and provide protection below
- Keep fire extinguisher handy
- Ensure the heater is in good working condition.
- Inspect the supply line or hose and connections for damages

JOB STEPS

1. Make sure you are trained in using propane/gas heaters.
2. Conduct field level risk assessment.
3. Don the PPE as mentioned above and verify with FLHA.
4. Place the heater where it is required if the heater is heavy or awkward to lift or carry get help from someone and follow safe work practices for manual handling. You may use the mechanical mean to move the heater if possible.

5. Have a fire extinguisher as close to the heater as possible without it being affected by the heat, where it can be readily retrieved
6. Ensure the portion of the heater that produces the heat is far enough away from any combustible materials in proportion to the amount of heat generated, consult the heater's manufacturer or supplier to determine safe distances
7. If the heater is to be placed on a combustible floor, ensure a non-combustible insulator like drywall is placed under the heater's source of heat
8. Unless the heater is used in a non-combustible area i.e., a parkade, the heater must be secured from being moved or turned to aim towards combustibles
9. Take special note of anything above the heater's heat source, or if equipped with a fan, anything above the path of the heat output – sprinklers can easily be set off by heaters even 20' away
10. If the heater may set off a sprinkler or otherwise cause damage to something above the heat or along its path, move the heater to a better location, or provide some method of moving the heat away faster, like with additional fans
11. If the heater needs to be secured, ensure anyone working near it is informed that they are not allowed to remove its restraints or move the heater in any way.
12. Ensure there is proper ventilation for the area you are using the heater
13. Check on heaters' minimum of twice a day

OHS LEGISLATION REFERENCES (applicable but not limited to)

- OHS Act 2(1)
- OHS Code Part 2, 10, 12

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SAFE JOB PROCEDURES

TITLE

Hot Work

RESOURCES REQUIRED

Equipment

- Proper tools for the job

PPE

- As required

Material

- Signage

HAZARDS

- Explosion
- Burns
- Eye damage
- Gas, Fumes

RISK CONTROLS

- Legislation
- Proper training
- The proper use and fitting of PPE
- Proper permits if required
- The work practices to be followed when performing specific hot work
- The process of identifying hot work and the associated hazards
- The measures used to control the risk of harm or injury occurring as a result of performing hot work
- Use of fire control and emergency notification / evacuation controls that have been put into place
- First aid and incident reporting procedures to be followed in case of injury or illness.

JOB STEPS

1. Prior to starting a project that requires Hot Work, the supervisor of the welder, or in certain cases the welder of the contractor or subcontractor, shall obtain a Hot Work permit if required.
2. If a permit is required, a separate Hot Work permit must be issued for each job.
3. A Fire Watch will be maintained in accordance with these procedures.

4. Hot Work is not permitted where conditions create an unsafe environment.
5. The requirement for a Hot Work permit may be waived for work that will be conducted in a construction/renovation area that has been approved as a designated Hot Work area by the Director Maintenance.
6. A Hot Work permit is not required in outdoor areas that are free of combustible material.

OHS LEGISLATION REFERENCES (applicable but not limited to)

- OH&S Code – Part 2, 10, ,12

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SAFE JOB PROCEDURES

TITLE

- Lock out/tag out(LOTO)

RESOURCES REQUIRED

Equipment

- Power tools
- Extension cords
- Vehicles
- Any other powered equipment

PPE

- Protective Footwear
- Hardhat
- Safety Glasses
- Gloves

Material

- Lockout Tags

HAZARDS

- Using defective equipment

RISK CONTROLS

- Notify all affected workers that a lockout is required and the reason for the lockout.

JOB STEPS

1. If the equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.). Only workers knowledgeable in the operation of the specific equipment should perform shutdown or re-start procedures.
2. Operate the energy-isolating device(s) so that all energy sources (electrical, mechanical, hydraulic, etc.) are disconnected or isolated from the equipment.
3. Electrical disconnect switches should never be pulled while under load, because of the possibility of arcing or even explosion.
4. Stored energy, such as that in capacitors, springs, elevated machine parts, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc., must also be released,

disconnected, or restrained by methods such as grounding, repositioning, blocking or bleeding-down.

5. Pulling fuses is not a substitute for locking out. A pulled fuse is no guarantee the circuit is dead. Even if a circuit is dead, another person could inadvertently replace the fuse.
6. Equipment that operates intermittently, such as a pump, blower, fan or compressor may seem harmless when it is not running. Do not assume that because equipment is not operating at a particular point in time that it will remain off for the duration of any work to be performed on it.

OHS LEGISLATION REFERENCES (applicable but not limited to)

- OHS Act 2(1)
- OHS Code Part 2, 22

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Reviewed By:	**Date Of Review:**
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SAFE JOB PROCEDURES

TITLE

Manual Material Handling

RESOURCES REQUIRED

Equipment

- Lifting straps
- Dolly
- Push carts

PPE

- Steel toed shoes
- Hard Hat
- Gloves
- Any specialized PPE required

Material

- Various

HAZARDS

- Load: (weight, size, shape, slippery or damaged surface, coupling, absent or inappropriate handle, imbalance)
- Lifting, carrying, lowering: (Repetitively, Quickly, for extended periods of time, while seated or kneeling, moving the load over large distance, Improper lifting techniques, multiple handling)
- Environment:(Temperature, relative humidity, lighting, noise, time constraint, damaged, uneven or slippery floor surfaces,
- Person characteristics:(General health, pre-existing musculoskeletal problems, psychological factors, Physique)

RISK CONTROLS

- Evaluate the load, make it light or smaller in size if possible, ask help
- Follow safe lifting, carrying and lowering techniques.
- Avoid moving the load for a large distance
- Take a break
- Do not lift while seated and kneeling do not over stretch
- Make sure the environment is comfortable to work
- Inspect the surrounding before handling any load
- Do not handle the load manually if there is any pre-existing musculoskeletal problems
- Ensure you are in good state of mind
- Check your capabilities before handling any load

JOB STEPS

1. Conduct hazard assessment
2. Don the PPE after verifying with hazard assessment.
3. Ensure you wear appropriate clothing and safe comfortable shoes
    - Clothes that are comfortable around the hips, knees and shoulders, that do not have exposed buttons or loose flaps, and
    - Non-slip shoes with broad based low heels. Safety footwear is essential when handling heavy load on a regular basis.
4. Analyze the load e.g. weight, size and shape of the load.
5. Lighten the load with:
    a. Smaller packages of raw materials or products
    b. Smaller carrying loads, quantities
    c. Half-filled carrying containers
    d. Two people to carry bigger loads

Conversely, consider increasing the weight of the load so that it may only be handled mechanically.

6. Position your body close to the load
7. Take a wide stance, with the load between the knees if possible
8. Bend you knees .(Never bend at your waist and never try to catch a falling load)
9. Keep the lower back straight (The risk of injury increases when the lower back is rounded)
10. Keep your head up, the more vertical your posture, the lower your risk of injury
11. Breathe out as you begin to lift
    - This increases tension in your abdominal muscles
    - Do not hold your breath during a lift; this increases pressure in the abdomen
    - Ensure the load is not blocking your vision
12. Always keep your shoulders in line with your feet
    - Twisting significantly increases risk of injury
    - Never twist while lifting or carrying anything, even a light object
    - NO TWISTING!!

OHS LEGISLATION REFERENCES (applicable but not limited to)

- OH&S Code 210(1)(3), 228(2) and Part 2

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SAFE JOB PROCEDURES

TITLE

Installation of temporary stairs

RESOURCES REQUIRED

Equipment

- Drill
- Hammer
- Level
- Saw
- Measuring tape

PPE

- Hard Hat
- Steel Toed Shoes
- Safety Glasses
- Gloves

Material

- 3” Wood Screws
- Various lumber including 2x4, 2x6, 2x8 2x 12, for treads, stringers, rails and required supports.

HAZARDS

- Using various Power tools
- Lifting
- Use of inferior materials **(I.E. PLYWOOD, OSB, NAILS)**

RISK CONTROLS

- Follow SJP for installation
- Proper PPE
- Must have minimum 2 workers to install suspended basement stairs.
- Only trained and preauthorized personnel are authorized to perform this installation.
- Regular Inspections

JOB STEPS

Exterior Stairs

1. Plan layout and installation location area to provide easy access and egress.
2. Inspect installation location and temporary stairs for overall condition, defects and proper height. (This includes the ground surface)

3. Select proper material required to complete the job. ***DO NOT USE PLYWOOD, OSB, NAILS OR ANY OTHER INFERIOR MATERIALS AS THEY DO NOT HAVE THE STRENGTH REQUIRED IN TO MEET OHS CODES LISTED BELOW ***
4. Attach support board to the back of the veranda/landing rim board. (Minimum of 3, 3" inch wood screws)
5. Position ground support board to line up with the feet of the stringers. (Minimum 2"X6" and long enough for 12" clearance outside both stringers)
6. Place a stake at each end of the ground support board and use a screw in each stake to secure it to the ground board. (Stakes should be minimum 12" into the ground)
7. Position temporary stairs, checking for level and that the upper riser is sitting flush against the veranda/landing rim board.
8. Screw the temporary stairs in place using minimum of 6, 3" inch wood screws.
9. Inspect the overall security and positioning of the stairs before continuing.
10. Then install the railing using minimum of an upper and lower post. Each post must be secured to the outer side of the stringer using a minimum of 2, 3" inch wood screws per post. (Refer to the Alberta OHS Code 22 as per below to ensure compliance)
11. Inspect the railing for overall security, if required attach a third post mid-way between the upper and lower post.
12. Inspect and test the overall security and stability of the stairs and railing upon completion.
13. Continue to conduct regular inspections of the stairs and railings.

Basement Suspended Stairs

1. Plan layout and installation.
2. Inspect installation location and temporary stairs for overall condition, defects and proper height.
3. Select proper material required to complete the job. ***DO NOT USE PLYWOOD, OSB, NAILS OR ANY OTHER INFERIOR MATERIALS AS THEY DO NOT HAVE THE STRENGTH REQUIRED IN TO MEET OHS CODES LISTED BELOW ***
4. Attach support board to the back of the landing rim board. (Minimum of 3, 3" inch wood screws)
5. Attach 2x4s to the floor joists or (LVL's) Laminated Veneer Lumber. Use a support board on the back side of the joists or LVL to ensure a secure attachment of the 2x4s.
6. Position stairs, checking for level and that the upper riser is sitting flush against the landing rim board.
7. Screw the stairs in place using minimum of 6 3" inch wood screws.
8. Screw the 2x4s to the base of the stringers using a minimum of 4, 3" wood screws per 2x4. Ensure the 2x4s extend down minimum to the bottom of the stringer.
9. Then install the railing using minimum of an upper and lower post. Each post must be secured to the outer side of the stringer using a minimum of 2, 3" inch wood screws per post. (Refer to the Alberta OHS Code 22 as per below to ensure compliance)
10. Inspect the railing for overall security, if required attach a third post mid-way between the upper and lower post.
11. Inspect and test the overall security and stability of the stairs and railing upon completion.
12. Continue to conduct regular inspections of the stairs.

OHS LEGISLATION REFERENCES (applicable but not limited to)

- Alberta OHS Code, Part 8, 22

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SAFE JOB PROCEDURES

TITLE

Drywall Installation

RESOURCES REQUIRED

EQUIPMENT

- Drill
- Drywall saw
- Screw Gun
- Trowel

PPE

- Hard Hat
- Safety Shoes
- Gloves
- Safety Glasses
- Earplugs
- Dust Mask

MATERIAL

- Drywall
- Lumber (if required)
- Drywall tape
- Mud
- Sand paper
- Screws

HAZARDS

- Tripping
- Fall
- Amputation
- Electric Shock
- Inhaling Drywall dust/ Dust in to eyes
- Noise
- Damage to utilities

RISK CONTROLS

- Keep the work area clean and tidy.

- Use proper ladder or scaffold as per manufacturers specifications. Follow safe work practices.
- Follow the manufacturer recommendations and safe work practices for using the power tools.
- Check the power cords and connections. Do not use damage power tools and cords.
- Use dust mask and safety glasses
- Use earplugs while operating power saw and drill.
- Verify the utilities prior to start cutting the wall.

JOB STEPS

1. Don required PPE
2. Conduct and document daily hazard assessment
3. When the drywall is delivered have it stacked in areas that works best for the process of your work. The usual location is the center of the room; however each job is different and may require different needs. When moving drywall around, ensure that you are using proper lifting techniques and the proper personal protective equipment. Make sure there is constant communication between yourself and your lifting partner to avoid confusion and injury. A drywall cart is recommended for large quantities of drywall.
4. Before installing the drywall, everyone involved should be wearing safety glasses, steel toed footwear and hardhats, knee pads, gloves, and if necessary, fall protection. Ensure that all equipment, tools, and cords are in working order.
5. Ensure that all floor openings are either covered or secured with a proper railing before starting work 4) Ceilings are usually done first, so in most cases this will require some type of elevated work platform. Ensure to utilize the proper safe work procedures beforehand. Prior training is required for each of these systems. A fall arrest system has to be in place if you will be working at a vertical height of 3 meter or more from finished floor to the top of your work platform. Three-point contact is necessary for ascending and descending any type of elevated platforms.
6. Workers fastening the drywall should be aware of the potential of trip hazards with their cords and should also be mindful of their co-workers' hands holding the drywall in place.
7. While the drywall is being installed it is necessary to keep the construction area free and clear of debris, cut-offs, and loose fasteners. Cords will have to be continually moved around to avoid entanglement.
8. If you decided to use a drywall router to cut in the electrical boxes once the drywall is partially fastened, it is imperative that the power is shut off.

Second Stage:

1. After all the drywall is installed and you have the site cleaned up, your next step will be finishing the drywall. The most common way of mixing drywall "mud" is with a drill and a mixing paddle. You must ensure the drill is capable of this job, corded drill will usually suffice (though many drills have been "burned out" by this procedure). When mixing it is always a good idea to secure the pail first as opposed to trying to hold it with your legs.
2. When applying the drywall mud wear safety glasses and gloves.

3. Use scaffolding when practical as opposed to working off of a ladder to lessen the strain on your legs.

Third Stage:

1. The final step is sanding. When sanding most experienced installers use a hand-held light to help see and deficiencies.
2. When sanding, everyone onsite must wear a proper dust mask. Drywall dust can be irritating to a person's respiratory system and has been known to cause long term side effects. If practical use a vacuum sander system to avoid excess dust.
3. When finished, be sure to completely clean up the job site. Make sure that you have the proper fine particle filter on your vacuum before using it to avoid "burning it out" if you plan on using it.

OHS LEGISLATION REFERENCES (applicable but not limited to)

- OH&S Code – Part 2, 8, 9,12, 14, 16, 18, 22, 23, 25

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SAFE JOB PROCEDURES

TITLE

Scaffold Installation & Use

***PLEASE NOTE THIS IS A GUIDE ONLY: THERE ARE MANY DIFFERENT TYPES OF SCAFFOLDS THAT CAN BE USED. ALWAYS HAVE READILY AVAILIBLE & FOLLOW THE SPECIFIC MANUFACTURER'S INSTRUCTIONS FOR ASSEMBLY AND USE.**

RESOURCES REQUIRED

Equipment

- Hammer
- Level
- Saw
- Measuring tape
- Fall Protection

PPE

- Hard Hat
- Steel Toed Shoes
- Safety Glasses
- Gloves

MATERIAL

- Securing Straps
- Proper scaffold components
- Manufacturers Specifications Manual

HAZARDS

- Pinch points
- worker falling from height
- falling equipment
- using deficient scaffold components
- scaffold tipping, sliding, other workers

RISK CONTROLS

- Follow SJP for installation
- Proper PPE
- Ensure worker assembling scaffold is competent to do so.
- Regular Inspections

- Inspect each component before assembly.

JOB STEPS

Selection and inspection

1. Don appropriate personal protective equipment.
2. Asses for hazards
3. Select the appropriate scaffold system for the job. Consider the height required, type and duration of work, range of weather conditions, weight of workers, materials and equipment, the location and requirements for pedestrian traffic.
4. Inspect all the scaffolding components to ensure they are in good condition and suitable for the job. Do not use any damaged or defective scaffold component; take it out-of-service, attach a lock out tag out warning advise your supervisor.
5. Ensure the sills are not split or rotten and are a suitable size and strength to support the loads without settlement or deformation.
6. Ensure the adjustable bases have no thread damage and the base plates are not curled or warped.
7. Ensure the jackscrews have no cracks in the weld where they attach to the top of the caster,
8. no thread damage and the adjusting nut is tight.
9. Ensure the end frames have no cracks in the welded joints, the top and bottom crossmembers have no kinks or dents, legs are plumb and square, brace locks are in good working condition and coupling pins are in place and secured to the frame.
10. Ensure the cross-braces are straight with no bent ends, the pivot connection is in good working order and there is no excessive rust.
11. Ensure the platform decks are not cracked, locks are working, all bolts and screws are in place and there are no burns or broken ends.
12. Ensure the planks have no split ends, saw cuts, notches, protruding nails or excessive warping and no contamination (such as oil, chemicals or burns) that could affect the integrity of the planks.
13. Ensure the guardrails are straight with no kinks, dents or excessive rust.
14. Ensure the casters are the same size and from the same manufacturer, wheels rotate and swivel well, brake mechanism works properly, wheel treads have no damage, wheel diameters not less than 13 cm and one set of wheels is the swivel type.
15. A damaged scaffold component shall not be used until it has been effectively repaired

Basic Set-up

1. Scaffolds should be erected by two or more workers.
2. Check the location for ground conditions, if outside check overhead electrical wires, other hazards, obstructions, changes in elevation and tie-in problems.
3. A metal scaffold located in proximity to a high voltage energized electrical conductor or equipment must be effectively grounded where a hazardous level of electrical charge is likely to be induced in the scaffold.
4. Clear the work area of debris and other objects.
5. Set up barricades and warning signs wherever necessary.

6. The base for the scaffold must be firm and level enough to support the load of the scaffold, workers and materials. Sills and base plates are required on any soil or unstable ground condition or where any leveling adjustment is needed. The lower ends of the scaffold frames must be supported by firm and adequately sized foundations or sills.
7. Ensure the casters and wheels of a rolling scaffold are effective locked.
8. Connect the first cross-brace to the frame. Allow the frame to lean slightly forward and rest the brace on the ground.
9. Secure the first cross-brace to the second frame.
10. Install the second cross-brace to both frames. Level and plumb the scaffold. Start at the highest point of the scaffold and use the jack-nut to lower this corner. Adjust the other three corners so the frames are level with each other. Do not exceed the adjustment limits specified by the manufacturer.
11. Install and secure the decking units.
12. If required, assemble additional tiers/levels in the same manner. A worker at ground level should pass the necessary scaffold components to the worker on the work platform. A rope should be used to raise components above the second tier. End frames must be installed so the integral built-in ladder rungs are consistently positioned. Ensure the stacked frames are properly seated on the couplers.
13. Complete the platform fully at each level before assembling the next level. Do not move the platform decks until the new end frames have been set in place and cross braces are installed.
14. Install guardrails on all open sides and ends of a platform or use fall protection if working at a vertical height of 3 meters or more above grade or floor level.
15. Secure all tools or materials to prevent dropping below.

DON'TS

1. NEVER use a defective plank.
2. NEVER trust that they are o.k. without inspection.
3. NEVER use wood you find as plank it must meet scaffold grading and legislative requirements.
4. NEVER overload the planks.
5. NEVER paint wooden planks.
6. NEVER use planking systems that put you in the air 3 meters or more without proper fall protection or guardrails.
7. NEVER jump on planks or work platforms.
8. NEVER climb or stand on cross braces or guardrails
9. NEVER use ladders or makeshift devices on top of scaffolds to increase height.
10. NEVER permit workers or other persons to stand directly below a scaffold.
11. NEVER mix frames and parts from different manufacturers

TAGGING REQUIREMENTS

1. An employer must ensure that a bracket scaffold, double scaffold, needle-beam scaffold, outrigger scaffold, single-pole scaffold or swing stage scaffold is color coded using tags at each point of entry indicating its status and condition as follows:

    a. A green tag with "safe for use", or similar wording, to indicate it is safe for use.

b. A yellow tag with “caution”, potential or unusual hazard, or similar wording, to indicate the presence of potential or unusual hazard;

c. A red tag with “UNSAFE FOR USE”, or similar wording, to indicate it is not safe to use.

2. Information on the tag should include:

a. The duty rating of the scaffold.
b. The date on which the scaffold was last inspected.
c. The name of the competent worker who last inspected the scaffold.
d. Any precautions to be taken while working on the scaffold, and.
e. The expiry date of the tag.

DISMANTLING AND MAINTENANCE

1. Ensure the structure will remain stable at all times.
2. Clear the platform of all materials and debris before dismantling.
3. Proceed in the reverse order of erection.
4. Dismantle each tier completely before starting on the one below.
5. Work from the full platform decks while removing braces and frames.
6. Remove any jammed or rusted components with caution. Tugging or pulling on stuck parts can cause a loss of balance

OHS LEGISLATION REFERENCES (applicable but not limited to)

- Alberta OHS Code, Part 2, Hazard Assessment, Elimination & Control
- Alberta OHS Code, Part 8, Walkways, Stairways and Ladders
- Alberta OHS Code, Part 22, Para 315, Guardrails
- Alberta OHS Code, Part 23, Scaffolds and Temporary Work Platforms

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SAFE JOB PROCEDURES

TITLE

Refueling Equipment

RESOURCES REQUIRED

Equipment

- Fire Extinguisher
- First Aid Kit
- Manufactures emergency equipment
- Spill response equipment

Material

- Manufactures operation manual
- WHMIS

HAZARDS

- Fire and explosion
- Absorption: skin, clothing, gloves or other materials
- Inhalation of fumes
- Splash injuries
- Environmental Contamination

RISK CONTROLS

- Proper training
- Appropriate PPE (Eye or face protection, gloves)
- Spill response kits
- Do not use phone
- No smoking or other ignition sources
- Make
- Be cautious
- When taking any kind

JOB STEPS

1. Always concentrate on the task at hand.
2. Never smoke while fueling. Also, make certain there are no other potential sources of ignition, such as open flames or spark-producing equipment operating in the area. Do not use electronic devices, such as cell phones while fueling equipment.
3. Turn off the equipment’s engine.
4. Before dispensing fuel into the equipment’s fuel tank, touch a metal part of your equipment that is not close to the fuel tank. This helps dissipate any static buildup.

5. Ensure you select the appropriate fuel for the equipment you are fueling
6. Begin pumping or pouring the fuel into the fuel tank (if onsite pouring fuel use a drip pan to catch any spills)
7. Do not overfill the fuel tank.
8. Allow for fuel expansion on hot days.
9. If you are refueling portable equipment such as lawn mowers, generators, chain saws, or anything else with a fuel-powered engine, let the engine cool down before you add fuel to the tank. Spilling fuel on a hot motor instantly creates a cloud of highly flammable vapor, which can easily catch fire or explode.
10. Use only safety cans or other approved portable fuel containers to transport or transfer fuel. Unapproved containers can leak, spill fuel or rupture.
11. Once tank is full hang up the pump nozzle or replace the caps on the fuel can and replace the fuel cap on the fuel tank.

If you have a fuel spill:

- Clean it up immediately using the appropriate spill kit.
- Remove any clothing that has absorbed gasoline and thoroughly wash the fuel from your body.
- Report it

Fuels can be highly flammable and, if handled improperly, these substances can make fueling equipment a dangerous task. Be aware of the hazards and follow the prevention steps to avoid an incident on your site.

LEGISLATION REFERENCES (applicable but not limited to)

- Applicable Traffic Safety Act and Regulations of Provinces of Alberta & Saskatchewan.

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SAFE JOB PROCEDURES

TITLE

Rebar Safety

RESOURCES REQUIRED

Equipment

- Cutting tools

PPE

- Hard Hat
- Steel toe footwear
- Safety glasses
- Gloves
- Appropriate clothing

Material

- As required for inspection

HAZARDS

- Exposed rebar ends causing puncture wounds
- Tripping hazards
- Sharp edges causing cuts

RISK CONTROLS

- Use safe work practices
- Follow safe work practices of using ladder.
- Fall protection training
- Appropriate PPE (Hard hat, Steel toe footwear, safety glasses, gloves
- Wear appropriate hand protection as identified in hazard assessment.
-
- Always use the correct hand and power tools to tie and cut rebar

JOB STEPS

1. Conduct Field Level Hazard Assessment (FLHA).
2. Inspect the PPE and equipment for any damage or defects.
3. Ensure when rebar is delivered to site that it is inspected for good condition and appropriate for its application (i.e. the correct length, diameter, strength, etc.)
4. Ensure rebar is kept in designated storage/staging areas

5. Precut the rebar prior to placing
6. Tie rebar as soon as possible
7. Always put caps on protruding rebar
8. Do not remove rebar end cap protectors without permission from their supervisor and must report situations where rebar projections have not been adequately protected.
9. Always use extra caution and attention when walking on rebar mattes and areas that contain exposed rebar

OHS LEGISLATION REFERENCES (applicable but not limited to)

- OHS Act Part 1
- OH&S Code – Part 2, 12, 14, 16, 18, 22, 23, 25

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