



SHREEM SYSTEMS & SOLUTIONS PVT.LTD

HEALTH & SAFETY PROGRAM

SIMPLIFIED SAFETY

Identify

Communicate

Control

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Safety Policy

The safety and health of the employees of Shreem Systems & Solutions Pvt Ltd is of vital importance. Safety is a condition of employment with our company and shall not be sacrificed for the sake of expediency.

It is our belief that all incidents can be prevented and every effort shall be made to:

- Identify hazards;
- Tell others about them;
- Control or reduce the risk of those hazards.

As outlined in our company manual, safety is a shared responsibility by all employees and shall be an integral component of work activities – together we can create a positive safety culture and ensure a safe workplace.

All employees will be expected to fulfill their safety responsibilities and to follow our company safety manual.

Employees Legislated Rights

- Right to Refuse – work that is unsafe
- Right to Know – about hazards you may encounter in the course of doing work
- Right to Participate – in your own safety and health

Management, Safety and Health Representatives and Employees will abide by our company safety manual, the Workplace Safety and Health Act and its Regulations.

Name & Job Titles

Date

Assignment of Responsibilities and Assignment for Safety

- Provide a safe workplace
- Provide leadership by personal example
- Establish and maintain a safety program
- Ensure compliance with WSH Legislation

Supervisor/Lead hand

- Provide leadership by personal example
- Ensure compliance with WSH Legislation
- Identify Hazards
- Tell others about the hazards
 - Workers
 - Prime Contractor
 - Others affected

Worker Safety Rep

- Provide leadership by personal example
- Assist in identification of hazards
- Assist in identification of hazards
 - Inspections
 - Investigations
- Assist in the control or elimination of Hazards

Workers/Employees

- Reports hazards or unsafe conditions
- Correct hazards or unsafe conditions
- Report all injuries and incidents
- Comply with company rules ● Wear required PPE

- Ensure proper training of employees
- Ensure proper PPE is available
- Ensure accidents are investigated
- Ensure injuries are reported to WCB

- Control or eliminate hazards
- Provides appropriate training
- Ensure PPE is worn as required
- Enforce safety rules
- Conduct inspections
- Conduct investigations
- Resolve Right to Refuse situations

- Suggest and advise of PPE requirement and /or purchase
- Conduct toolbox safety talks for crew
- Participate with Prime Contractor safety committee and ensure other are aware of issues

- Follow instructions and training received ● Use tools and equipment as intended ● Participate in toolbox talks
- Make safety suggestions
- Set a good example

Name & Job Title

Date

SAFETY PROGRAM

SIMPLIFIED SAFETY

1. Identify

Section 1 – Identification of Hazards

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Identification of Hazards Policy

The identification of hazards is a legal responsibility and a very important component of accident prevention. As such, we will do all that is reasonably practicable to ensure hazards are identified, prioritized, communicated to appropriate people and controlled to reduce their risk.

For the purpose of identifying hazards, at minimum, Construction Safety Association of Manitoba will conduct:

- Hazard Assessments
- Inspections
- Incident Investigations

Upon identification of a hazard, the following hazard priority ranking shall be used to help determine the necessary control measures:

SEVERITY

1 Immediate Danger (death, disaster)

2 Serious (major injury or damage)

3 Minor (non-serious injury or damage)

4 Negligible (first aid or less)

5 Not Applicable

PROBABILITY

A Probable (immediately or soon)

B Reasonably Probable (eventually)

C Remote (could at some point)

D Extremely Remote (not likely)

Management, Safety and Health Representatives and Employees will abide by our company safety manual, the Workplace Safety and Health Act and its Regulations.

Name & Job Title

Date

Hazard Assessment Policy

Prior to conducting work at a new area or in an unfamiliar way, a hazard assessment shall be conducted to determine the potential hazards in which employees may be exposed.

Employees should report hazards to their supervisor. A hazard assessment will be conducted by the supervisor, or lead hand, with the assistance of the worker safety representative, using the form provided in our company safety manual. Identified hazards shall be prioritized, communicated to others and an appropriate method of control will be implemented.

All corrective actions shall be written and kept on file.

Management, Safety and Health Representatives and Employees will abide by our company safety manual, the Workplace Safety and Health Act and its Regulations.

Name & Job Title

Date

Hazard Assessment Checklist

Location:		Date:			
Assessment Personnel:					
SEVERITY			PROBABILITY		
1 Immediate Danger (death, disaster)			A Probable (immediately or soon)		
2 Serious (major injury or damage)			B Reasonably Probable (eventually)		
3 Minor (non-serious injury or damage)			C Remote (could at some point)		
4 Negligible (first aid or less)			D Extremely Remote (not likely)		
5 Not Applicable					
Item #	Identified Hazard	Hazard Ranking	Control	Action By	Completed
1	Housekeeping				
2	Access / Egress				
3	Material Storage				
4	Hazardous Materials(WHMIS)				
5	Lighting				
6	Flammables				
7	Electrical Hazards				
8	Confined Space Entry				
9	Ladders				
10	Work at Heights				
11	Scaffolds				
12	Hosting of Materials				
13	Other Contractors				
14					
15					
16					

Hazard assessments are to be conducted prior to conducting work in a new area or in an unfamiliar way to identify the potential hazards in which employees may be exposed.

Inspection Policy

As part of our hazard identification program, inspections of the worksite and work activities shall be conducted.

At minimum, a formal inspection by the supervisor or lead hand, with the assistance of the worker safety representative, shall be conducted on a monthly basis, using the form provided in our company safety manual.

All personnel will continuously be on the look out for hazards and if practicable, controlled immediately. Personnel are to inform their supervisor or lead hand if the hazard cannot be controlled immediately as well as informing others that may be affected. Inspection should be done at least monthly basis.

All corrective actions shall be written and kept on file, with completed inspections posted so as others can read them. If an identified hazard cannot be controlled within a reasonable time period, the supervisor or lead hand shall inform the owner for appropriate action.

Management, Safety and Health Representatives and Employees will abide by our company safety manual, the Workplace Safety and Health Act and its Regulations.

Name & Job Title

Date

Inspection Checklist

Location:		Date:				
Supervisor:		Work Safety Rep:				
Items to Review: v OK X Need Action (list the specific hazard and mark in the chart below)						
People <input type="checkbox"/> Unsafe Acts <input type="checkbox"/> Unsafe Work Procedures <input type="checkbox"/> Improper Tool use <input type="checkbox"/> Improper Equipment Use <input type="checkbox"/> Not Using PPE <input type="checkbox"/> Not following Safety Rules <input type="checkbox"/> Operator Authorization		Equipment <input type="checkbox"/> Ladders <input type="checkbox"/> Scaffolds <input type="checkbox"/> Power Tools <input type="checkbox"/> Adequate Supply of PPE <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> First Aid Supplies <input type="checkbox"/> Electrical		Materials <input type="checkbox"/> Housekeeping <input type="checkbox"/> Controlled Products <input type="checkbox"/> MSDS Sheets <input type="checkbox"/> Storage / Stacking <input type="checkbox"/> Rough Edges <input type="checkbox"/> Heavy Material <input type="checkbox"/> Safety Bulletin Board		Environment <input type="checkbox"/> Noise <input type="checkbox"/> Ventilation <input type="checkbox"/> Lighting <input type="checkbox"/> Temperature <input type="checkbox"/> Ice / Snow <input type="checkbox"/> Slip/Trip Hazard <input type="checkbox"/> Sanitation
SEVERITY 1 Immediate Danger (death, disaster) 2 Serious (major injury or damage) 3 Minor (non-serious injury or damage) 4 Negligible (first aid or less) 5 Not Applicable			PROBABILITY A Probable (immediately or soon) B Reasonably Probable (eventually) C Remote (could at some point) D Extremely Remote (not likely)			
Item #	Identified Hazard	Hazard Ranking	Control	Action By	Completed	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Hazard assessments are to be conducted prior to conducting work in a new area or in an unfamiliar way to identify the potential hazards in which employees may be exposed.

Incident Investigation Policy

Incident investigations are an integral component of our company safety program and shall be conducted to determine the cause of an incident in order to implement corrective action to prevent future occurrences. At minimum, all incidents are to be reported immediately to your supervisor or lead hand, with an initial investigation report completed within 24 hours. Depending on the severity of the incident, a detailed investigation by the supervisor/lead hand and the worker safety representative will be completed within 3 working days. The completed investigation will be forwarded to senior management for review and recommendation, immediately upon completion.

Reported immediately to supervisor, initial investigation report within 24 hours:

- Personal injury requiring first aid
- Incidents resulting in less than \$500.00 property damage
- Incidents that could have resulted in an accident (near miss)
- Incidents that have the potential for occupational illness or environmental damage

Reported immediately to supervisor, detailed investigation within 3 days:

- Personal injury requiring medical aid from a health care professional
- Incidents resulting in more than \$500.00 property damage
- Incidents that result in a fire or explosion
- Any other serious incidents requiring notification to WSH Division

All incidents and corrective action shall be discussed with the workforce as soon as practicable, at minimum within one week of the incident.

Management, Safety and Health Representatives and Employees will abide by our company safety manual, the Workplace Safety and Health Act and its Regulations.

Name & Job Title

Date

Procedure for Reporting Serious Incidents to WSH Division

If a serious injury or incident has occurred, the employer is required by law to notify the Workplace Safety and Health Division, by the fastest means of communication available.

If one of the following types of serious incidents occur, the site supervisor will inform the WSH Division by telephone of the incident providing the information requested:

- A death, or serious injury
 - Fracture of a major bone
 - Amputation
 - Loss of sight
 - Injury resulting from electrical contact
 - Third degree burns
 - Unconsciousness resulting from concussion
 - Poisoning or asphyxiation
 - Cuts requiring medical treatment or time off work
 - Any injury resulting in paralysis
 - Any other injury likely to endanger life or cause disability
- A collapse or structural failure of a building, tower, crane, hoist, temporary construction support system or excavation
- Explosion, fire or flood
- Uncontrolled spill or escape of a hazardous substance
- Failure of an atmosphere-supplying respirator

Conducting Investigations

The person or team conducting an investigation into an accident should proceed as follows:

1. Take control of the scene
2. Ensure that any injured person(s) are cared for
3. Ensure that no further injury or damage occurs
4. Get the “big picture” of what happened
5. Examine equipment / materials involved
6. Collect and safeguard any physical evidence
7. Take photographs of the scene
8. Interview people involved and obtain written statements where appropriate
9. Analyze all the available information to determine the causes
10. Look for causes where “the system failed the worker”, not only for those where “the worker failed the system’
11. Determine what corrective action will prevent recurrence; and
12. Complete the report

Note: Incident investigations are not conducted to fix blame. They are conducted to prevent recurrence

SAFETY PROGRAM

SIMPLIFIED SAFETY

2. Communicate

Section 2 – Communication of Hazards

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Special note: Copies of the WSH Act W210 and the Construction Industry Regulation 217/2006 must be available on every site

Communication Policy

All personnel have legal duty to share required information that:

- May effect the safety, health or welfare of others
- Is necessary to identify and control existing

All personnel will continuously be on the lookout for hazards and if practicable, controlled immediately. Personnel are to immediately inform their supervisor, and those affected, of any situation in which they deem to be hazardous.

Serious hazards and their controls will be discussed with all personnel as soon as reasonably practicable. The hazards identified through hazard assessments; inspections and investigations will also be posted in a prominent location.

Notwithstanding the above, the following items will serve as our minimum guidelines to establishing an effect means of hazard communication:

- Supervisor / lead-hand at all jobsites
- Work Safety Representative at all jobsites
- Prime Contractor (when required)
- Orientations
- Toolbox Talks
- Job specific instruction and training
- WHMIS
- Posted and / or made readily available at all jobsites:
 - Safety Manual
 - Applicable legislation
 - Emergency Procedures
 - MSDS sheets
 - Safe work practices/procedures

Name & Job Title

Date

Training Policy

Education and training are a vital component of accident prevention, legislation and our safety program – we will do all that is reasonably practicable to ensure all employees are competent for the task assigned. All training will be recorded and kept on file for future reference and organization of refresher training. All personnel will also be issued a personalized STEP-UP to safety passport from the Construction Safety Association of Manitoba.

EMPLOYEES must participate and apply the training received.

- **DO NOT attempt a job that you are not competent with or cannot do safely**
- **ASK YOUR SUPERVISOR**

At minimum, all employees will receive, and participate fully, in:

- Company and Job Site Orientations
- Toolbox Talks
- Job Specific Training
- WHMIS Training

Company Orientation: Upon employment, prior to the assignment of any task, new employees will receive a safety orientation by a member of management using the form provided in our company safety manual.

Toolbox Talks: Toolbox Talks (safety meetings) will be held on a regular basis, at minimum, once per month. On jobs with more than five employees, they will be held on a weekly basis with no meeting less than 15 minutes. Topics will be relevant to the job and/or hazards identified (samples available through the Manitoba Construction Safety Association).

Job Specific Training: Training specific to the job or task will be conducted as required, with particular attention to new equipment and procedures. Training will be conducted by the supervisor, or qualified person, and shall include a written or performance test.

WHMIS: All personnel will be instructed in the Workplace Hazardous Materials information System to reduce the risks associated with controlled products. General training will cover labels and material safety data sheets, with site specific training on the controlled product used conducted by the site supervisor. All training will be documented and a copy retained on file.

Name & Job Title

Date

Orientation Guidelines

Company Orientation:

Upon employment, prior to the assignment of any task, new employees will receive a safety orientation by a member of management. This will provide new employees with the understanding of their responsibilities and our expectations relating to our company safety program.

The company orientation form provided in our company safety manual will be completed, and signed, by both the management representative and the employee, with a copy retained on file.

Site Orientation:

The supervisor or lead, hand is responsible to ensure all workers are aware of the emergency procedures specific to the job site. At minimum, the following is to be discussed with your crew:

- Emergency escape route and muster point
- Location of First Aid Kit (and if necessary, name of the first aider on site)
- Location of Fire Extinguisher(s)
- Location of MSDS sheets
- Required PPE
- Site specific Safe Work Practices and or

Procedures * Checklist located in company safety manual

Prime Contractor:

If on a site with a designated prime contractor, the supervisor will inform and/or provide the prime contractor:

- His/her name and contact numbers
- Receive a site orientation to Site Emergency Procedures and Site Safety Requirements ●ensure information is passed on to crew
(prime may ask for completed orientation form)
- MSDS sheet for any controlled product that will be brought on site
- Copies of hazard assessments; inspections; investigations; toolbox talks completed on that site ●Any situation that may be hazard to your crew or others
- Name of company representative that will attend site safety committee meetings

*Checklist located in company safety manual

Company Orientation Checklist

Employee Name: _____ Date: _____

	Yes	No	N/A
Explanation of the workplace site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Procedures:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Muster Point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reporting of ALL Incidents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shown Location of:	Yes	No	N/A
First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Telephone and Phone Numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Safety Data Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunchroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WHMIS Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review of Site Specific Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Required Personal Protective Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tool Handling / Storage / Tag-out System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation of Employee Rights and Duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disciplinary Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction to:	Yes	No	N/A
Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety and Health Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid Personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed By:
Employee: _____

Management: _____

Toolbox Talk Guidelines

Toolbox talks are the primary vehicle for ongoing safety awareness and an exchange of safety information between employees and their immediate supervisor.

At minimum, toolbox talks will be held once per month. If 5 or more of our employees are on the same site, toolbox talks will be held once per week. The toolbox talk forms provided, will list the subject(s) discussed, date and personnel in attendance. A Copy of this form will be retained on file. (Topics and forms are available from the Construction Safety Association of Manitoba).

The agenda for a toolbox talk should contain the following:

- Review of minutes of previous meeting, including the status of any concerns raised
- Review of incidents reported since the last meeting, including the status of the corrective action
- Review of inspections conducted since the last meeting, including the status of corrective action
- Presentation of safety topic (should be relevant to the job or hazard identified)
- Comments, concerns and suggestions of employees

The guiding principles for this type of presentation is best remembered by using the 5 P's of presentation.

P – Prepare	Read and listen to other people's idea on the subject. Write things down and organize your talks. Practice.
P – Pinpoint	Don't try to cover too much ground, pick a single idea that you can state in a single sentence.
P – Personalize	Make your talk revolve around your crew. Make it personal and meaningful.
P – Picturize	Create mental pictures. Help them to see what you mean.
P – Prescribe	In your closing always answer their unspoken question "So now what?" Tell them what to do or ask for action.

*5 P's of presentation from Frank E bird, [Practical Loss Control Leadership](#)

TOOLBOX MEETING

Date: _____ Time: _____

Project Name: _____

Trade: _____ Number in Crew: _____ Number Attending: _____

Review: (Yesterday's Safety Topic)

Incidents/Near Misses/ Accidents:

Worker Concerns:

Corrective Actions/Responsibility:

Daily Safety Topic:

Supervisor: _____

Print

Signature

Workers attending: (Have each attendee print & sign in ink)

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

(6) _____

(7) _____

(8) _____

(9) _____

(10) _____

Return Copy to CSO

Job Specific Training Guidelines

Our company is committed to ensuring all employees are informed of hazards and competent to safely complete the tasks assigned. Job specific will be documented and a copy retained on file.

Employees will participate and apply the training received.

- DO NOT attempt a job that you are not competent with or cannot do safely
- ASK YOUR SUPERVISOR

The guiding principles for this type of training is best remembered by using the **MTS DR**

M – Motivate.

Prepare employees for training through appropriate motivation. The most successful training results when people actually want to learn. As all people are different, a good trainer knows various techniques help to motivate people (GI RIP M!! Goals & Objectives; Involvement; Reinforcement; Information; Psychological Appeal; Mutual interest)

T – Tell.

Tell them what it is you want them to know or do and most importantly How they are to do it. Describe the steps involved in completing the task you are training.

S – Show.

Show them what you have just told them. Repeat the verbal instructions (tell them again) as you are demonstrating how it is done.

D – Do.

Under your close supervision, allow to do what you have just told and shown them. Repeat your verbal instructions and demonstrations for item that were not as per your instructions. Continue process of tell, show, do until you are confident they can safely do the task.

R – Review.

After a short time period, (day, then week, month) review the task with the employee to ensure it is being done as per your original instructions. Repeat tell, show, do until you are confident of successful training.

WHMIS Guidelines

The workplace Hazardous Materials Information System (WHMIS) is a Canada-wide system to inform workers of hazardous materials and ensure they know how to work safely with them.

WHMIS resolves around three main concepts:

- **Labels**
- **MSDS Sheets**
- **Worker Education**

At minimum, we will ensure that all WHMIS controlled products received, stored or used by our company, will be properly identified and supplied with appropriate labels and MSDS sheets.

All employees will receive training in WHMIS prior to using any controlled product to ensure that:

- All controlled products are identified:
 - WHMIS label must be attached or,
 - Workplace Label must be attached
- All controlled products have a current MSDS sheet
 - Readily available to employees (and prime contractor)
 - Referred to prior to using the controlled product
- All employees are trained to identify, handle, store and work safely with the controlled products in use on any of our job sites

All training will be documented and a copy retained on file.

Legislation Policy

All personnel will take every reasonable precaution to protect the safety, health and welfare of themselves and others. All work is to be conducted in accordance with the minimum standards outlined in the Workplace Safety and Health Act and Regulations.

Management; Supervisors; Worker Safety and Handling Representatives and Employees will be informed of their legal duties and responsibilities and are expected to participate and apply safe work practices in accordance with applicable legislation.

A copy of the WSH Act and Construction Industry Regulation (217/2006) must be available at all sites. A copy of our safety manual and applicable legislation will be readily available at head office and on the jobsite (if not practicable to be on the jobsite, in the company vehicle) for all employees to read and/or refer to.

In addition, our company will develop the following guidelines in accordance with legislation:

- Hearing Conservation Program will be implemented for work areas where exposure to noise is in excess of 80 dBA
- No employee will work alone unless a Working Alone Procedure is developed between the employee and supervisor – a system of contact is to be developed and adhered to
- Lock-Out / Tag-Out procedure must be developed if performing any type of work in which the release of energy could inadvertently start up or cause injury to a worker
- Where cranes, forklifts, critical or sensitive equipment is used, applicable training/certification will be provided /verified prior to set up
- Any person working with or in the proximity of a controlled product will receive WHMIS training prior to job startup

For all tasks which pose the potential for a musculoskeletal injury, a risk assessment will be conducted and appropriate control measures to eliminate, reduce or control injury to workers will be implemented

- All employees are entitled to work in an environment free of harassment / violence

Name & Job Title

Date

SAFETY PROGRAM

SIMPLIFIED SAFETY

3. Control

Section 3 – Control of Hazards

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Control of Hazards Policy

The object of our hazard controls will be to either eliminate the hazards, or to reduce the risk of harm or loss.

The following items will serve as our minimum guidelines to establishing an effective means of hazard control:

- Safety Rules
- Personal Protective Equipment
- Emergency Procedures
- Safe Work Practices and Safe Work Procedures
- Maintenance Program
- Records and Statistics

General Process for Control

If practicable, and depending on the severity and probability of an identified hazard, the following will be used as our general process to choose the appropriate control:

Path to the Worker

At all times, we will attempt to control the identified hazards as far away from our employees as is reasonably practicable. Deal with the hazard first; the path to the worker second; and lastly the worker.

The controls shall be either:

1. Elimination
2. Substitution
3. Engineering Control
4. Administrative Control
5. Personal Protective Equipment

Name & Job Titles

Date

Safety Rules

The following safety rules have been developed to reduce the risk of an incident occurring. All workers will be expected to know and follow our safety rules, while working on behalf of our company.

General Safety Rules

- Hard hats will be worn on all jobsites
- Safety footwear will be worn on all jobsites
- PPE provided as a control for a particular hazard, will be worn as specified
- No fighting; horseplay; practical jokes or other interfering with other workers ●No alcohol or illegal drugs (possession or under the influence of)
- Perform all work in accordance with safe work practices and your supervisor's direction
- All incidents that result in injury or damage will be immediately reported to your supervisor
- Unsafe acts; Unsafe conditions and near misses will be reported to your supervisor promptly
- Equipment and tools will be used in the manner they are intended to be used ●Every worker will keep their work area neat, clean and orderly

Disciplinary Action

Shreem Systems & Solutions Pvt Ltd.. reserves the right to administer whatever discipline is necessary to ensure safety rules and regulations are complied with.

Supervisor's have the authority to suspend an employee who willfully and knowingly disobeys our company rules:

- | | | |
|----------------------|---|--|
| 1. First infraction | - | Written warning |
| 2. Second infraction | - | Sent home for that day |
| 3. Third infraction | - | Sent home for that day plus the next |
| 4. Fourth infraction | - | Indefinite suspension and/or Termination |

All infractions will be documented and a copy retained on file.

Personal Protective Equipment Policy

All employees will use the appropriate personal protective equipment when and where it is required. All employees will be expected to know and wear the required personal protective equipment. Generally, this will be prescribed by:

- WSH Act and Regulations
- Our company safety rules
- To control a specified Hazard.

Basic personal protective equipment that is required to be worn at all times included:

- hard hats
- safe footwear
- long pants and sleeved shirts.

Specialized personal equipment will be required to be worn for the specific job or hazard identified. This may include, but not limited to:

- Safety Eyewear
- Hearing Protection
- Respirators
- Fall Protection
- Gloves

All personal protective equipment will be kept in good condition and maintained according to the manufactures specifications. Personal protective equipment used must conform to CSA and/or ANSI standards.

Disciplinary Action

Shreem Systems& Solutions reserves the right to administer whatever discipline is necessary to ensure and personal protective equipment is worn and regulations are complied with.

Supervisor's have the authority to suspend an employee who willfully and knowingly disobeys our company rules. All infractions will be documented and a copy retained on file.

- | | | |
|----------------------|---|--|
| 1. First infraction | - | Written warning |
| 2. Second infraction | - | Sent home for the day |
| 3. Third infraction | - | Sent home for the day plus the next |
| 4. Fourth | - | Indefinite suspension and/or Termination |

Name & Job Title

Date

Disciplinary Action Notice

Employee Name: _____

Job Site: _____

Date: _____

Disciplinary Action:

- 1) Verbal Warning
- 2) Written Warning
- 3) Sent home for that Day
- 4) Sent home for that Day plus the Next Day
- 5) Indefinite Suspension and/ or Termination

Infraction:

- Safety Rules
- PPE
- Unsafe Use of Tools or Equipment
- Unsafe Practice or Procedure
- Insubordination
- Other

Comments:

Employee Signature: _____

Issuer Signature: _____

All infractions will be documented and a copy retained on file

Emergency Preparedness Policy

Our company will ensure that all jobsites have plans in place to deal with emergency situations particular to the types of hazards identified. At minimum, each job site will be capable of providing:

- First Aid to an injured worker
- Transportation to a medical facility
- Means of contacting outside agencies for assistance
- Means of conducting an initial attack on fire

The site supervisor is responsible for the development of emergency procedures for any unusual hazards or tasks that employees may encounter. At minimum, the site supervisor will ensure that all emergency preparedness information is readily available and that our employees are given a site orientation to ensure they are aware of:

- location of emergency equipment:
 - first aid supplies
 - fire extinguishers
 - eyewash station
 - rescue equipment
- location of communication device and contact numbers for contacting outside assistance
- location of MSDS sheets
- escape route and muster point
- emergency phone numbers

Name & Job Title

Date

PHONE NUMBERS

Shreem Systems & Solutions Pvt Ltd	Office	(204) 272-0612
	Fax	(204) 272-0612
Nirmal Thakar President	Cell	(204) 901-0310
Ambulance		911
Police		911
Fire Department		911

Other

FIRST AID

Should an accident occur, it is essential that first aid be administered immediately by a qualified first aid attendant, followed by proper medical treatment, as necessary.

FIRST AID KITS

Every employer is required to have at least one first aid kit maintained in accordance with the Worker's Safety & Insurance Board Reg. 1101. The WSIB Forms 82 must be posted adjacent to the first aid kit at the first aid station. The size and contents of the kit will vary with the number of employees on the project.

Regulations require that each workplace have a person trained in first aid.

Know where the first aid kit is located in the event of an emergency.

Service vehicles should also contain a first aid kit and drivers should be familiar with its contents.

First Aid Guidelines

Our company is responsible to ensure the prompt and efficient administration of first aid to an injured worker. We will provide supplies, equipment and personnel as appropriate to each jobsite.

At minimum, we will provide and maintain:

1. First Aid kit; first aid manual; first aid log book
2. First aid personnel as required by WSH Regulation 217/2006 (see attached table)
 - a. First Aider I
 - i. Onsite further than 30 minutes from medical facility
 - b. First Aider II
 - i. Site with more than 10 workers
 - ii. Site with further than 2 hours from medical facility
3. Transportation to a medical facility
 - i. If at a distant or isolated workplace, the transportation must be capable of accommodating a stretcher
4. Communication device to contact ambulance service

Fire Protection Guidelines

It is far easier and safer to prevent a fire than to fight them. All personnel will aid in the prevention of fires by practicing good housekeeping and limiting the quantity of combustible materials.

At least one fire extinguisher will be assigned to each crew and will be stored in an easily accessible location (if not practicable, the fire extinguisher may be temporarily stored in the truck of the supervisor). Fire extinguishers will be serviced on an annual basis.

During hot or high hazard work, the fire extinguisher must be made immediately available.

All employees shall be instructed in the operation of fire extinguishers (P.A.S.S.) and shall ensure discharged fire extinguishers are tagged and given to their supervisor for replacement.

- | | |
|----------------|--|
| Pull | -Pull the tin from the handle of the fire extinguisher |
| Aim | -Aim the fire extinguisher at the base of the fire |
| Squeeze | -Squeeze the handle of the fire extinguisher |
| Sweep | -Sweep the extinguisher back and forth, covering the full base of the fire |

First aid requirements for work

Number of workers per shift	Close work site		Distant work site		Isolated work site	
	Low Hazard	Other	Low Hazard	Other	Low Hazard	Other
1 – 10	-	-	-	FA1	FA1	FA2
11 – 40	FA1	FA2	FA1	FA2	FA1	FA3
41 – 100	FA1	2 FA2's	FA1	2 FA3's	2 FA1's	2 FA3's
101 – 199	2 FA1's	2 FA2's	2 FA1's	2 FA3's	2 FA1's	3 FA3's
200 or more	3 FA1's	3 FA2's	3 FA1's	3 FA3's	3 FA1's	4 FA3's

First aid kit(s) requirements for work

Number of workers per shift	Number of first aid kits that must be provided at the workplace
24 or fewer	2
25 to 50	2
51 to 75	3
76 or more	4

Emergency Phone Numbers

Jobsite:

Ambulance: _____

Police: _____

Fire Department: _____

WSH Division: _____

Worker Compensation Board: _____

Electrical Utility: _____

Gas Utility: _____

Water Utility: _____

Spill Cleanup: _____

First Aid Attendants: _____

Worker Safety Rep: _____

Other

Contact Person

Office Phone

After Hours

Head Office

Prime Contractor

Mechanical Contractor

Electrical Contractor

Roofing Contractor

Other

Other

Other

Nearest Hospital Location

Phone

Nearest Clinic Location

Phone

*Post in a prominent location near the communication device and ensure workers are aware of their location

Safe Work Practices and Procedures

Safe Work Practices

Safe work practices are ways of controlling hazards by doing jobs with a minimum of risk to people and property. They are generally accepted guidelines for conducting a particular task safely.

The MCSA will ensure that workers are aware of and instructed in the appropriate safe work practice and will ensure that safe work practices are:

- In writing
- Readily available to all employees
- All employees understand the safe work practices that apply to them
- All equipment and tools required to work safely will be supplied
- Supervisors will ensure that safe work practices are followed

*Generally accepted safe work practices are continued within this section of our safety manual

Safe Work Procedures

Safe work procedures are ways of controlling hazards by doing jobs with a minimum of risk to people and property. They are very specific and detail the step-by-step procedure to follow while conducting a particular task.

A safe work procedure is a written description to how to do a job from start to finish. They are created using a Job Hazard Assessment and writing the detailed preventative methods.

There are four basic stages in conducting a JHA:

1. Select the job to be analyzed,
2. Breaking the job down into a sequence of steps,
3. Identifying potential hazards, and
4. Determining preventative measures to eliminate or reduce the hazard

Safe work procedures are created from listing step by step the preventative measures outlined in step 4 of the JHA.

Safe Work Practices

1. E01 Woodworking Machines
2. E02 Table Saws
3. E08 Sanders
4. E10 Mitre Saws
5. F01 Basic Electrical Safety for Powered Hand tools
6. F03 Drills
7. F05 Jig Saws and Reciprocating Saws
8. F06 Circular Saws
9. F09 Explosive Actuated Fastening tools
10. F10 Pneumatic Nailing and Stapling Tools
11. F11 Air Powered – general
12. G01 Hand Tools – general
13. G05 Hand Saws
14. G06 Hammers
15. G08 Pliers
16. P01 Frame Scaffold – components
17. P02 Frame Scaffold – set up
18. P06 Elevated Platforms – set up
19. P07 Elevate Platforms – use
20. C01 Portable Ladders – general
21. C02 Portable Ladders – use
22. C04 Portable Ladders – securing from movement
23. C05 Extension Ladders – general
24. C06 Extension Ladders – set up
25. C07 Stepladders
26. I06 Compressed Gas Cylinder Storage
27. Propane – use
28. Tiger Torch – use
29. Cleaning Solvents and Flammables – use
30. Fire and Use of Fire Extinguishers

Maintenance Policy

All tools, equipment, machinery and vehicles are to be kept in a condition that will maximize the safety of all personnel.

All employees will use tools and equipment in the manner in which they are intended and will receive training and instruction in their safe operation. Employees will participate and apply the training received.

- DO NOT attempt to use any tool or equipment that you are not competent with or can not use safely
- ASK YOUR SUPERVISOR

Employees must report all observed defects to their Supervisor and the defective item must be taken out of service immediately, attaching a “lock – out / tag – out” that identifies the defect. All necessary repairs are to be conducted by qualified person.

To accomplish our maintenance program goals, an inventory of all major tools, equipment, machinery and vehicle will be kept and updated. The results of any repairs or per-job inspections will be documented on the “Tool & Equipment Inventory & Maintenance” form.

The supervisor shall be responsible for the application of the maintenance program in his/her area of responsibility.

Name & Job Title

Date

Tool & Equipment Inventory & Maintenance Form (A)

Part A: (to be completed by person filing report)

Equipment to be repaired:

Description of equipment: _____

Storage Location: _____

Serial # (if available): _____

Vehicle; license plate #: _____

Repair or maintenance to be done (be specific):

Reported by: _____ **Date:** _____

If diagram required please use reverse side.

Tool & Equipment Inventory & Maintenance Form (B)

Part B: (to be completed by person doing the repair or maintenance)

Equipment to be repaired:

Description of equipment: _____

Storage Location: _____

Serial # (if available): _____

Vehicle; license plate #: _____

Repair or maintenance to be done (be specific):

Repaired by: _____ **Date:** _____

License or certification: _____

*****Attach all receipts and completed work orders*****

If diagram required please use reverse side.

Safety Records and Statistics Policy

Maintenance of accurate Safety Records is an essential component of our safety program. Accurate documented records provide a resource to determine areas for further preventative action and will assist our company in demonstrating our “Due Diligence”, should the need arise.

Management will ensure all safety-related information is documented and filed and conduct a review of safety statistics on a monthly basis.

Supervisors are responsible for submitting required safety documentation to Management at the conclusion of each project and in accordance with company policy.

Employees will be given the opportunity to examine the company’s statistical data pertaining to safety and are encouraged to provide their input toward the enhancement of the safety program.

All forms or reports should be readily available, neat and readable, completely filled out and signed/dated by the appropriate worker, supervisor, safety rep or manage. At minimum the reports that should be kept on file include:

- Safety orientations and training records;
- Minutes of toolbox and safety committee meeting;
- Incident investigation reports;
- First aid treatment reports
- Inspection reports;
- Annual and monthly statistical summaries
- Safety rule and PPE violation records
- Maintenance records
- Hazard assessments

Name & Job Title

Date

Monthly Safety Summary

Date: _____

1. Number of Workers Hired: _____

Number that Completed Orientation: _____

2. Number of Toolbox Meetings Scheduled: _____

Number Conducted: _____

Percentage attendance: _____

3. Number Formal Inspections Scheduled: _____

Number of Completed: _____

Total unsafe Acts/Conditions Identified: _____

Number Corrected: _____

Number Outstanding: _____

4. Number of Incidents: _____

Damage: _____

Injury: _____

Injury and Damage: _____

Near Miss: _____

5. Number of investigations _____

Completed: Outstanding: _____

6. Number of Recommendations Made: _____

Complete: _____

Outstanding: _____

Manager's Signature: _____

II END OF SECTIONS II