édifice
construction

HEALTH AND SAFETY PROGRAM MANUAL 2.0

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ELEMENT 1 – HEALTH & SAFETY POLICIES AND RESPONSIBILITIES

1.0 POLICY

OCCUPATIONAL HEALTH & SAFETY POLICY

Édifice Construction Inc. is committed to providing a safe, healthy, and respectful work environment for all workers, subcontractors, and visitors. We believe that every workplace incident and occupational illness is preventable. Through shared responsibility and active participation, we will eliminate or control hazards to protect everyone on our projects.

Health and safety are integral to how we operate as a company. We respect the right of every person to work in a safe, productive, and dignified environment. We will never knowingly place anyone in harm's way.

Management will provide and maintain an effective Health & Safety Program that meets all applicable regulatory and COR requirements. This includes providing the policies, procedures, training, equipment, and resources required to ensure safe operations, and monitoring performance for continuous improvement.

Supervisors are responsible for implementing company safety expectations in the workplace. They will ensure workers are trained, competent, and equipped for the tasks they perform. Supervisors must identify hazards, correct unsafe conditions or behaviors, and report concerns to management promptly.

Every worker has a duty to work safely. Workers must follow all safe work procedures, use required protective equipment, report hazards or incidents, and cooperate with supervisors and management in maintaining a safe job site.

We will lead with safety, work with respect, and support each other to ensure everyone goes home healthy- every day. Together, we will build a strong safety culture that reflects who we are, how we work, and what we value.

Mark Fedje, President
Feb 20, 2026

1.1 PURPOSE AND SCOPE

This unit explains the company's roles, responsibilities, and safety program framework applicable to all personnel on **Édifice** worksites.

1.2 MANAGEMENT RESPONSIBILITIES

The Management of **Édifice** Construction Inc. (**Édifice**) shall ensure the development of, communication of, and supervision of the Safety Program. Management will supply the support structures (safety policies and procedures, education and training, safety equipment, etc.) necessary for the program to be effective and inclusive. They will exhibit due diligence and leadership and show commitment to a safe and healthy workplace. Their responsibilities include, but are not limited to, the following:

a. Reviewing the regular inspection reports to ensure the health and safety of the employees and the workplace meet the standards established by the Workers' Compensation Board Regulations and the **Édifice** Occupational Health and Safety Program.

b. Reviewing first aid reports, safety meeting reports, and minutes of the Joint Health and Safety Committee (JHSC). Addressing the health and safety issues that are reported. Using the information generated to assess the effectiveness of current safety strategies.

c. Providing education and training opportunities to ensure that all employees are well versed in health and safety requirements and are able to perform their tasks in a safe manner. Monitoring employee performance to ensure that proper supervision is being provided.

d. Conducting or arranging for safety auditing and testing on a regular basis. Implementing the necessary changes to deficiencies in health and safety requirements that are noted in the audit and test reports.

e. Issuing personal protective equipment, safety literature, and other health and safety related materials.

f. Coordinating sub-contractors and their employees' safety practices so they meet those established by **Édifice**.

g. Supplying the necessary First Aid facilities and personnel as required by WorkSafeBC.

h. Conforming to the OHS Program and setting a good example.

1.3 SUPERINTENDENT RESPONSIBILITIES

The Superintendent is the person responsible to move the application of the program from the office to the field. In some cases, the Project Manager will do this but the responsibilities will be the same. This person shall ensure that safety requirements contained in this program are applied in an effective manner and that all employees and subtrades are conforming to established rules and regulations. The responsibilities will include, but not be limited to, the following:

a. Initiate Weekly Site Inspections, Weekly Toolbox Meetings, Incident Reports and co-lead Incident Investigations. Review all reports generated on site and ensure assigned corrective actions are taken. Refer also to **Element 7.3** of this manual, regarding Toolbox/Safety Meetings.

b. Oversight of Supervisors for conformity with their roles of worker supervision and workplace safety. Ensure Supervisors are taking immediate action to correct deficiencies in workplace safety, non-compliance with rules and regulations, and contravention of safe work procedures.

c. Ensure all required H&S postings & signage (supplied by Safety professional at project start) are posted/erected on site.

d. Ensure all site-specific First Aid & Emergency Procedures are in written form and posted on bulletin boards and communicated to employees.

e. Ensure SDS Sheets are located on site and are appropriate to work being performed.

f. Coordinate the safety performance of all sub-trades, external inspectors, and other persons involved in the work process at the site.

g. Coordinate H&S Orientations for all visitors and Subtrades on site and ensure that all required safety documentation is collected from external parties for their site, and are entered into SiteMax. This includes daily FLHAs, Toolbox Talk meeting forms & Inspection Forms (when required), and the receipt (and when required creation) of critical site plans, such as the following:

    - Exposure Control Plans
    - Fall Protection Plans
    - Confined Space Plans
    - Mobile Equipment Pre-Use Inspections
    - Hot Work Permits/ Fire Watch
    - Crane Lift Plans

    As per **Element 14** – Subcontractor Safety Management Program (SSMP), all documentation received from Subtrades must meet **Édifice** standards.

h. Review all incident reports for underlying causes and help monitor WCB claims for legitimacy and accuracy.

i. Establish and maintain contact with absent employees (WCB or LTD) to facilitate their return to work.

j. Conform to the Health and Safety Program and set a good example.

1.4 SAFETY PROFESSIONAL RESPONSIBILITIES

The H&S Manager or Construction Safety Officer shall be responsible for the coordination and communication of the safety program and safety initiatives between employees, supervision, and management. The Safety Professional will act as the conduit for information and material flowing from the top down and from the bottom up. They will be actively involved in all aspects of the safety function for the company. Their responsibilities will include, but not be limited to, the following:

a. Communicate with Management, Supervisors, and Employees to identify safety objectives and requirements.
b. Establish schedules for training and education, inspections and monitoring, safety meetings, and the review of safety performance.
c. Ensure all required H&S postings & signage are up-to-date, WorkSafeBC/COR compliant and made available to Site Superintendents.
d. Co-Lead incident investigations with Superintendents to ensure objectivity and thoroughness.
e. Co-Chair Joint Health and Safety Committee meetings.
f. Perform **Édifice** "New Employee" and other orientations as required.
g. Monitor and follow-up corrective action recommendations resulting from inspections, investigations, and JHSC reports.
h. Ensure regular inspections are performed for all worksites. Work with Superintendents to correct safety deficiencies on an ongoing basis. Notify the appropriate person of any deficiencies and provide guidance for corrective action.
i. Compile sample Toolbox meeting topics suitable for work being performed, provide access on SiteMax.
j. Monitor WHMIS procedures, ensure employees are informed and assist in ensuring SDS on sites are current and relevant.
k. Collate and review all safety records and statistics and effectively communicate trends or significant deviations from the norm, to management, supervisors, and the JHSC committee for corrective action.
l. Maintain SiteMax safety form software, monitor site/subcontractor performance.
m. Review, on a continuous basis, the performance of the safety program and make recommendations on changes and improvements, should they be required.
n. Coordinate site safety programs with the Superintendent and Supervisors, ensuring all the company standards are met.
o. Implement Subcontractor Safety Management Program, communicate expectations of program with Subcontractors and assist in their successful participation.
p. Represent the company during site inspections by WCB and other regulatory agencies and respond to WCB correspondence / Orders.
q. Perform annual COR maintenance audits in conjunction with all levels of **Édifice** employees.
r. Conform to the Health and Safety Program and set a good example.

1.5 SUPERVISOR (FOREPERSON) RESPONSIBILITIES
(To be performed by the Superintendent when working without assistance)

The Supervisor is responsible for ensuring the effective application of safety policies and procedures in the workplace; promoting safety awareness in the employees; and demonstrating through day-to-day attitudes and actions, that safe work performance is a top priority. Supervisor responsibility shall include, but not be limited to, the following:

a. Provide the required H&S Orientations, including instructions and a general safety induction.
b. Monitor and enforce compliance with health and safety rules and other regulations.
c. Inspect the workplace on an ongoing basis for unsafe work practices and conditions. Ensure that action is taken immediately to correct any deficiencies.
d. Ensure that the necessary discipline and documentation to rectify unsafe work practices and conditions are completed. Provide and document meaningful and timely safety talks to employees.
e. Recognize and document, publicly if practical, good safety performance by employees.
f. Provide and maintain safety equipment and protective devices for employees, as required.
g. Develop and administer an effective program of good housekeeping.
h. Develop and practice good communication skills with all employees to ensure they are physically and mentally capable of performing their work safely. Communicate on a regular basis with the safety committee for input and/or recommendations.
i. Organize the work process to eliminate potential hazards and ensure safe work practices.
j. Respond to all employee concerns, complaints, and inquiries in a prompt and open manner.
k. Conform to the Health and Safety Program and set a good example.

1.6 EMPLOYEE RESPONSIBILITIES

Édifice is committed to providing a safe work environment but to be effective; employees must assume a certain degree of responsibility. Each employee shall take reasonable care to protect their health and safety and that of their fellow employees who may be affected by their actions. Employee responsibility will include, but not be limited to, the following:

a. Know and comply with all safety rules and regulations. Be accountable for unsafe work practices and procedures.
b. Know that some work processes have specific Safe Work Procedures and comply with those procedures.
c. Operate equipment only when authorized to do so and after ensuring appropriate safety devices are in place.
d. Wear and maintain Personal Protective Equipment as required and use all appropriate safety devices.
e. Ask questions when situations arise where the proper safety equipment or safety rules are not understood.

f. Practice "good housekeeping" in the workplace at all times.

g. Immediate reporting of unsafe conditions and work practices to the Supervisor, the Safety Professional, or a member of the Safety Committee.

h. Prompt reporting of all incidents and injuries, no matter how minor, and obtaining the necessary medical attention.

i. Co-operate in incident investigations to assist in determining the root cause(s) and to prevent recurrence.

j. Handle controlled products in accordance with WHMIS and TDG regulations.

k. Report to work physically and mentally fit, free from the influence of alcohol and drugs. Inform the Supervisor of any over-the-counter or prescribed medications being taken, which may have adverse side effects.

l. Attend all safety meetings or toolbox talks as required. Communicate and suggest improvements to the health and safety environment of the workplace to ensure that safety is at a maximum.

m. Follow the OHS Program and set a good example.

1.7 SUB-CONTRACTOR RESPONSIBILITIES

All Sub-Contractors shall have a Health and Safety Program that equals or exceeds that required by WorkSafeBC and approved by **Édifice**. The Sub-Contractor shall be aware of the **Édifice** OHS Program and perform all work in compliance with those standards. They are responsible for the compliance of their employees with all company rules and legislated regulations. Sub-Contractor responsibility will include, but not be limited to, the following:

a. Comply with requirements of the **Édifice** Sub-Contractor Safety Management program

b. Proof of registration and current good standing with the WCB.

c. Participate in safety meetings and workplace safety orientation programs for Sub-Contractors.

d. Ensure all their employees have WHMIS training, current professional certifications (if required) and have submitted these to **Édifice** Health and Safety Dept.

e. Conduct weekly toolbox meetings and Inspections and provide documentation to **Édifice.** (when required).

f. Complete Daily Field Level Hazard Assessments (FLHA) before starting work each day, and ensure submission of critical site plans before initiating work, such as the following:

   - Exposure Control Plans
   - Fall Protection Plans
   - Confined Space Plans
   - Mobile Equipment Pre-Use Inspections
   - Hot Work Permits/ Fire Watch
   - Safe Crane Lift Plans

   If these critical plans are not submitted prior to submitting work, it is required that **Édifice** electronic safety forms be used before starting work.

g. Attend monthly site safety meetings and provide representation on the Safety Committee (if requested).

h. Provide all required Personal Protective Equipment and safety devices for their employees.

i. Provide site specific Safe Work Procedures and Emergency Procedures as required.

j. Provide proper labeling and MSDS for all controlled products that they bring to the workplace and provide copies to the Superintendent or Safety Professional.

k. Conduct incident investigations for any situation involving their employees and submit a copy of their investigation and recommendations to **Édifice**.

l. Notify **Édifice** of any special hazardous procedures and ensure the work area is cordoned off to prevent incidental exposure to those hazards.

m. Conform to the **Édifice** Health and Safety Program and set a good example.

1.8 SUBCONTRACTOR FAILURE TO COMPLY

All agreements with Sub-Contractors contain a penalty clause that serves as notice of the actions to be taken in the event the Sub-Contractor, or their employees, fail to comply with all **Édifice** company rules, **Édifice** Subcontractor Safety Management Program or WCB regulations. Any costs or penalties associated with non-compliance shall be deducted from scheduled payments. Any failure to resolve this situation could result in the termination of the contract.

1.9 INSPECTOR AND PROFESSIONAL RESPONSIBILITIES

Édifice recognizes the legislative requirements of inspections and professional oversight but we must ensure that those performing these services know and conform to the Health and Safety Policy. We require all Inspectors (Federal, Provincial, and Municipal) and Professionals (Engineers, Architects, etc.) to perform their duties in compliance with all health and safety rules as well as WCB regulations. Their responsibility will include, but not be limited to, the following:

a. Report to the Superintendent or the Safety Professional before entering the workplace.
b. Ensure they wear all required Personal Protective Equipment. If site specific PPE is required (reflective vest, floatation vest, etc.), obtain this PPE from the Superintendent or Safety Professional.
c. Document and communicate any deficiencies in health and safety that arise from their inspections or oversight. Report their findings to the Superintendent or Safety Professional as soon as practical.
d. Ensure that all professional drawings, designs, or specifications for temporary structures, forms, scaffolds, and erection procedures conform to the relevant WCB regulations and policies.
e. Attend Safety Committee meetings where inspection or oversight procedures are to be discussed.
f. Conform to the Health and Safety Program and set a good example.

Note: There is a lot of reluctance on the part of many employers to establish firm rules and apply them to the myriads of Professionals and especially to Inspectors. Remember that you are responsible for the actions of everyone at your workplace. The best way to prevent this from becoming a problem is to supply the relevant rules and regulations, for your particular workplace, to the appropriate professionals and inspectors prior to commencing the work. Discuss any potential problems with the person in charge and have them communicate the rules to their employees. If any problems arise that could put you in contravention of any rule or regulation, communicate this to the local WCB Officer and ask for their assistance.

There is always the possibility that the fair application of the rules and regulations to these groups may appear to create problems, but if you are proactive and communicate your safety policies prior to commencing work, they should be minimal. If problems do arise, ensure that you document and report them to the appropriate authority.

1.10 TOOL POLICY

édifice Tool Policy

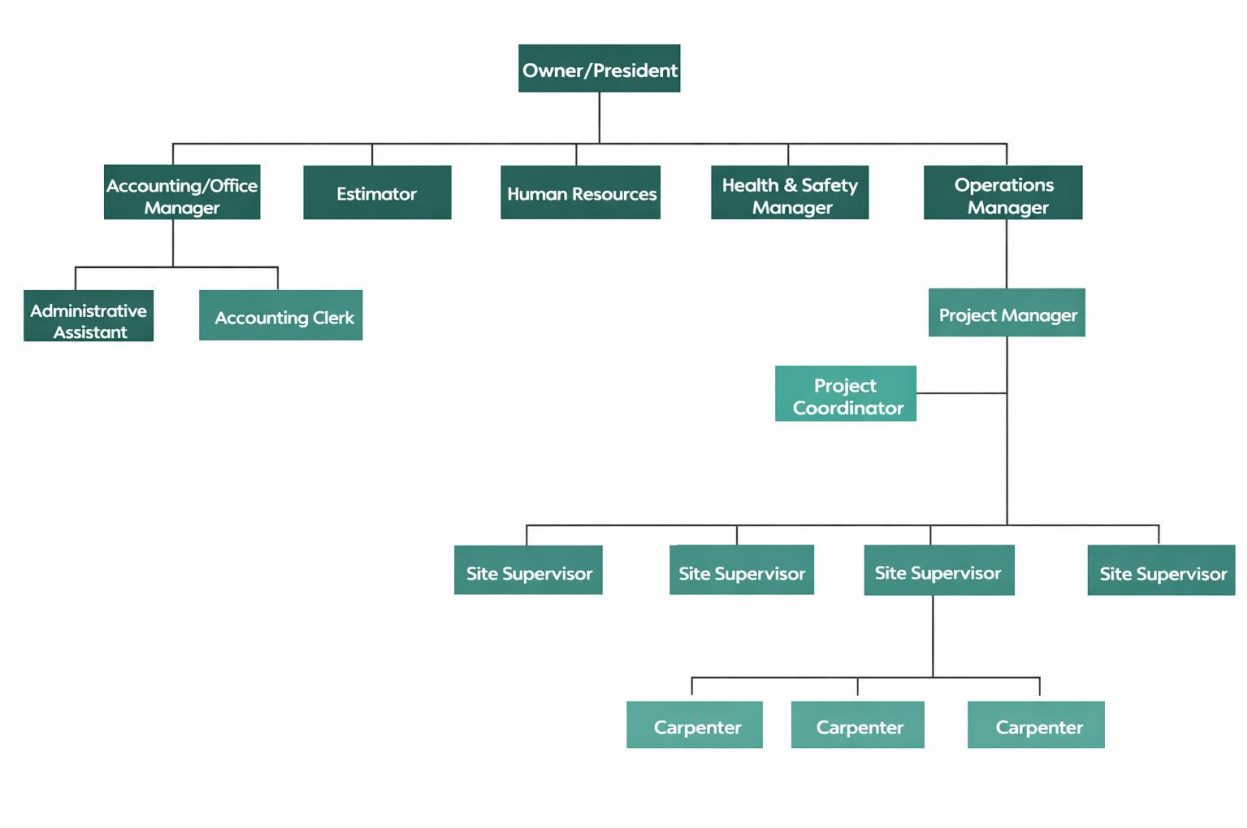
All Tools, purchased for use on any designated site, by **Édifice** Construction Inc., belong to **Édifice** Construction Inc. and users asked to abide by the following Policies and Procedures.

Policies:

- All tools are to be used in accordance with WorkSafeBC, and **Édifice** safety standards. This includes limiting the use of any tool to individuals who have demonstrated experience with its use.
- All tools are to be stored at the main office shop, except when required for specific job-site tasks. When removed from the shop, they must be recorded by scanning the QR code via the SiteMax mobile app and allocated to the appropriate project site. They are to be returned to the shop immediately when they are no longer required and scanned back to the 'Toolshed' via the SiteMax mobile app.
  NOTE: *Tools are not to be stored on site indefinitely simply because of the possibility of needing them again. This significantly increases the risk of theft and prevents others from being able to use that tool.*
- Superintendents are responsible for tracking tool inventory on their respective sites. If they send someone to the shop to pick up or return tools, that person *must* record all tool exchanges using the SiteMax app.
- Superintendents, or their designated representative (ie: foreman, carpenter, labourer) are responsible for ensuring that anyone using our tools are experienced in their use. If the worker is not experienced, the superintendent or his/her representative must demonstrate proper tool use to the tool user.
- Workers are responsible for using the tools in an appropriate and respectful manner, consistent with our *Tool Pledge*. ***PLEASE*** treat each tool as if it were your own.
- If Field operations require a tool that is *not* in current inventory, they may rent or purchase the tool, but **ONLY** after approval has been given from the Project Manager.
  NOTE: *New Tools must be inventoried into SiteMax upon purchase, and be issued a* ***QR code*** *and corresponding label,* ***before it is put in use****. New tools are* ***not*** *to be shipped direct to site.*
- Any tool or equipment which is not in good working order, or which poses a hazard, shall immediately be taken out of service and tagged for repair with a **RED repair tag attached to the tool. Fill the top portion of the tag with the current date, tool identification number (item), the specific problem, and name of the employee who identified the problem,** and transport the tool to the shop or appropriate service depot for repair. Report the repair tag and tool number to the office. *No tool or piece of equipment bearing a* ***RED repair tag*** *may be used until repaired*.

1.11 Company Organization Chart

Édifice Company Organization Chart



1.12 REVIEW OF HEALTH AND SAFETY PROGRAM

Édifice shall review the Occupational Health and Safety Program on an annual basis. The improvements will be the result of input from Management, the Safety Committee, the Employees, the Workers' Compensation Board, etc. Changes in work processes or the products used will be included in the program revision, if there is a change in the effect of the process or product on the health and safety of any employee.

1.13 PROGRAM AUDIT

The Health and Safety Program shall be audited and evaluated annually in accordance with the policies of WorkSafeBC and the BC Construction Safety Alliance (BCCSA) for Certificate of Recognition (COR) certification. The purpose of the audit is to:

a) ensure the program is being utilized and is effective, and to investigate the safety activities and performance during the previous year within the context of the OHS Program Manual;
b) meet the annual maintenance and recertification requirements for company OH&S COR certification.

The audit will also be used to set measurable objectives and to outline specific safety activities, focal points, and revisions to procedures for the coming year. Whenever possible, the audit will be conducted internally by an **Édifice** staff member, selected by management and certified by the BCCSA as a COR Internal Auditor.

1.14 WORKSAFEBC & COR REFERENCES

WorkSafeBC: OHS Act & Regulations
Workers Compensation Act
OHS Regulation (general application for construction)
WHMIS Regulations
TDG Regulations

COR References:
COR Element 1 – Health & Safety Policy
COR Element 2 – Responsibilities
COR Element 6 – Inspections
COR Element 7 – Incident Investigation

ELEMENT 2 – HAZARD ASSESSMENT & MONITORING WORKPLACE EXPOSURES

2.0 POLICY

Édifice requires all employees and subcontractors to identify, assess, and control workplace hazards to ensure work is performed safely.

Potential health and safety hazards must be identified and controlled prior to work commencing and written documentation must be submitted to **Édifice.**

2.1 PURPOSE & SCOPE

This unit outlines the hazard assessment process, monitoring of workplace exposures, and procedures to prevent injuries and occupational illness for all personnel on **Édifice** worksites.

The Hazard Assessment forms below must be completed at the following frequencies:

FORM	RESPONSIBLE	FREQUENCY
Pre-Project Hazard Assessment **(2.2)**	Superintendents	Pre-Project
Site First Aid Assessment **(2.3)**	Superintendents, H&S Manager	Pre-Project, Start of Year
Field Level Hazard Assessment (FLHA) **(2.4)**	All persons working sign on	Daily, Pre-Start
Forms with significant Hazard Assessment components:		
Safe Crane Lift Plan **(2.5)**	Operators, Superintendents	Complete prior to starting work
Exposure Control Plan **(2.7)**	Subtrades, Superintendents	Complete prior to starting work

2.2 PRE-PROJECT HAZARD ASSESSMENT

The Superintendent or Project Manager, with the assistance of the H&S Manager will complete a Pre-Project Hazard Assessment **(Form 2.2)** prior to project start. The H&S Manager & a JHSC member will complete this form at beginning of each calendar year for **Édifice** office and warehouse.

2.3 SITE FIRST AID ASSESSMENT

A Site First Aid Assessment **(Form 2.3)** is conducted before work begins to identify potential health and safety hazards on the job site. Supervisors or designated personnel review the work environment, tasks, and materials to determine the likelihood of injuries or medical emergencies.

This assessment guides the placement of first aid stations, supplies, and personnel, ensures appropriate first aid coverage, and helps implement preventive measures to reduce risks. By performing this assessment pre-start, **Édifice** can proactively address hazards and maintain a safer workplace for all employees. The H&S Manager & a JHSC member will complete this form at beginning of each calendar year for **Édifice** office and warehouse.

2.4 FIELD LEVEL HAZARD ASSESSMENT

All workers or Subcontractors on ALL **Édifice** worksites are required to complete a Daily Field Level Hazard Assessment (Daily FLHA) **(Form 2.4)** prior to starting their work activities.

Field level Hazard Assessment Forms are to be completed:

- Prior to starting work each day
- Whenever job processes change
- Whenever conditions require a re-evaluation of potential risks

Hazard Assessment Process

Hazards shall be classified with the following priority ranking:

1. Imminent danger (causing deaths, occupational illnesses, loss of facilities)
    - Hazard must be addressed immediately, work must stop until addressed
2. Serious (severe injury, serious illness, property & equipment damage)
    - Hazard must be addressed within 48 hours
3. Minor (non-serious injury, illness, damage)
    - Hazard must be addressed within 7 days
4. Negligible/OK (minor injury, requiring first aid or less)
    - Hazard must be addressed within 30 days
5. Not Applicable

- Hazards shall also be classified with the following risk ranking (likelihood of hazard occurrence):
    A. Probable (Continuous exposure to hazard)
    B. Reasonably Probable (Frequent or usual exposure to hazard)
    C. Remote (Occasional exposure to hazard)
    D. Extremely Remote (Rare exposure to hazard)

- Identify appropriate control measure/corrective action
- Set a specific date for its completion
- Review hazard assessment during each safety meeting

Hazards shall be controlled using one of the following methods (in preferential order):

- Elimination: Remove the hazard or hazardous situation whenever possible
- Substitution: Substitute the hazardous product or element with a less hazardous one
- Engineering: Implement engineering designs and controls whenever reasonable

- Administrative: Implement safe work policies, procedures, and practices to ensure the hazardous element is controlled adequately
- Personal protective equipment (PPE): Implement use of adequate PPE to ensure the hazard does not affect exposed workers

2.5 SAFE CRANE LIFT PLAN

A Safe Crane Lift Plan **(Form 2.5)** is completed before any crane or boom-truck lift to ensure the lift can be performed safely and without incident. The plan outlines the load details, rigging requirements, lift radius, crane capacity, site conditions, communication signals, and the responsibilities of all personnel involved. It also identifies hazards—such as powerlines, ground conditions, or weather—and specifies the controls needed to manage them. Completing this plan ensures that all lifts are properly assessed, coordinated, and executed safely.

2.6 HAZARD REVIEW & JOB HAZARD ANALYSIS (JHA)

Occasionally, the Management, Safety Committee, or Employees will identify a problem that will require monitoring. Upon consultation with all parties concerned, arrangement will be made to perform a Job Hazard Analysis. The JHA will examine the situation and make recommendations for a resolution of the problem.

2.7 WORKPLACE EXPOSURES

The company shall ensure that any products or processes that may be included at the workplace are examined for potential hazards to employees. Should a hazard be identified, **Édifice** will attempt to find a substitute that does not pose a danger or will devise a system that protects the employee from the hazard.

If the company is unable to eliminate the hazard through administration or engineering, the employees will be provided with the appropriate safe work procedures, personal protective equipment, and safety devices. A monitoring system will be established to check the employees on a regular basis and a procedure for exposure levels developed.

Exposure Control Plan (ECP)

An Exposure Control Plan **(Form 2.7)** is developed before work begins to identify and control worker exposure to hazardous substances.

Édifice prepares ECPs for silica, asbestos, lead, and solvents & chemicals, outlining specific procedures, protective equipment, air monitoring requirements, and safe work practices needed to prevent harmful exposure. These plans ensure that all hazards are assessed in advance and that effective controls are in place to protect workers throughout the duration of the project.

2.8 NOISE CONTROL AND HEARING CONSERVATION PROGRAM

Édifice will ensure that employees exposed to high noise levels are protected from hearing loss in accordance with WorkSafeBC OHS Regulation, Part 7 — Noise Exposure (Sections 7.1–7.9). The company manages noise exposure using a task-based approach, recognizing that certain construction activities can periodically exceed 85 dBA (8-hour Lex) or 135 dBA peak. A Hearing

Conservation Program will be implemented where noise exposure may reasonably exceed these levels.

Program Requirements

1. Noise Assessment
   - Identify tasks or areas where noise levels may be elevated.
   - Noise measurement will be conducted as required when new equipment or tasks introduce potential hazards.
2. Hearing Protection
   - Appropriate hearing protection will be provided and must be worn by employees exposed to elevated noise levels.
   - Employees must use hearing protection in posted areas or when performing high-noise tasks.
   - Employees are responsible for maintaining the integrity and cleanliness of their hearing protection.
3. Training
   - Employees exposed to elevated noise levels will receive instruction on:
     - Risks of noise exposure
     - Correct use and maintenance of hearing protection
     - When and why hearing protection is required
4. At-Risk Tasks
   - Activities such as drilling, cutting, impact tools, or equipment operation may be classified as "at-risk" depending on duration, tool type, and proximity.
   - If an **Édifice** employee is assigned to tasks with prolonged or repeated exposure to elevated noise, additional monitoring or hearing testing may be implemented as needed.
5. Subcontractor Responsibilities
   - Subcontractors must ensure their own workers comply with WorkSafeBC Part 7, including:
     - Providing hearing protection
     - Managing noise-exposure risks for their crews
     - Conducting hearing testing for at-risk workers
   - **Édifice** may verify compliance through orientations, audits, or site inspections.
6. Program Review
   - The Hearing Conservation Program will be reviewed annually, or sooner if operational changes introduce new noise hazards.
   - Any deficiencies identified will be addressed, and program updates communicated to affected employees.

2.9 HEALTH MONITORING

Édifice shall establish health-monitoring programs whenever exposure to hazardous products or carcinogens present the potential for long term health effects. This will include exposure to asbestos, isocyanates, lead, cadmium, arsenic, mercury, or other hazards.

Each health program will be developed for the related exposure and may include periodic medical exams, x-rays, blood tests, lung function tests, etc. Medical practitioners or certified laboratories will do all testing.

2.10 WORKSAFEBC & COR REFERENCES

WorkSafeBC: OHS Act & Regulations
Part 3 – Hazard Identification, Assessment & Control;
Part 6 – Chemicals, Silica, Lead, Asbestos;
Part 7 – Noise Exposure; Part 4 – First Aid

COR References:
Element 4 – Hazard Identification & Risk Assessment;
Element 6 – Inspections;
Element 7 – Incident Investigation;
Element 11 – Monitoring Workplace Exposures

ELEMENT 3 – SAFE WORK PRACTICES & SAFE JOB PROCEDURES

3.0 POLICY

Édifice requires all employees and subcontractors to follow safe work practices and safe job procedures to prevent hazards and ensure safe task performance.

3.1 PURPOSE & SCOPE

This unit provides general and task-specific guidance on performing work safely across all **Édifice** job sites.

3.2 SAFE WORK PRACTICES

Safe work practices are a set of methods or "Do's and Don'ts" on how to carry out a specific task or use equipment. These are meant to inform the worker about the hazards that are present and provide direction on how to safeguard against these hazards. Safe work practices are general methods only; workers should refer to safe job procedures for specific step by step instructions on how to manage identified hazards.

See **Appendix A** for a complete list of **Édifice** safe job procedures.

3.3 SAFE JOB PROCEDURES

Safe job procedures are detailed, step-by-step instructions that describe how to safely perform a specific task or operate equipment. They are designed to identify the hazards associated with each step of the job and outline the exact methods to eliminate or control those hazards. Unlike safe work practices, which provide general guidance, safe job procedures give workers clear, task-specific directions to ensure consistent and safe performance of work activities.

See **Appendix C** for a complete list of **Édifice** safe job procedures.

3.4 WORKSAFEBC & COR REFERENCES

WorkSafeBC: OHS Act & Regulations
Part 3 – Hazard Identification & Control;
Part 4 – General Conditions;
Part 6 – Chemicals & Hazardous Materials;
Part 10 – Personal Protective Equipment

COR References:
Element 4 – Hazard Identification & Risk Assessment;
Element 5 – Safe Work Procedures;
Element 6 – Inspections

ELEMENT 4 – COMPANY RULES & SUPERVISION OF EMPLOYEES

4.0 POLICY

Édifice requires all employees and subcontractors to follow company health and safety rules and comply with supervision to ensure a safe and productive workplace.

4.1 PURPOSE AND SCOPE

This unit explains the rules, expectations, and disciplinary measures for employee behavior, safety compliance, and absenteeism on all **Édifice** worksites.

4.2 **Édifice** GENERAL HEALTH AND SAFETY RULES

The following are the basic health and safety rules that all employees are expected to abide by. The rules are designed to prevent incidents and injuries, and the majority follow the regulation requirements of the Workers' Compensation Board (note: Regulation number in brackets). Some rules may exceed or are in addition to WCB requirements and are based on the experience of the company and the input of employees. Failure to follow the rules will result in corrective action being taken up to and including termination. The Supervisor(s) will issue additional rules and instructions as the need arises. Infractions of **Édifice** General Health and Safety Rules are recorded using the Disciplinary Action Report **(Form 4.2).**

1. **Arrive Fit for Work**

Employees must report fit for duty and free from impairment.
Reference: OHSR 4.19

2. **Impairment – Zero Tolerance for Alcohol, Drugs, Medication**

Workers must not work while impaired by alcohol, drugs (including prescription or OTC), or any substance. Workers must notify the supervisor if medication may affect safety.
Reference: OHSR 4.20

3. **Wear Protective Footwear**

CSA-approved safety footwear must be worn where required.
Reference: OHSR 8.22–8.23

4. **Wear Protective Headgear**

Hard hats meeting CSA standards must be worn on site.
Reference: OHSR 8.11

5. **Wear Hearing Protection**

Hearing protection must be worn in posted or noisy areas.
Reference: OHSR 7.8–7.9 (Noise Control—Hearing Protection & Programs)

6. **Wear Eye Protection**

Eye protection appropriate to the task must be used.
Reference: OHSR 8.14–8.18

7. **Use Respiratory Protection when Required**

Respirators must be used where required and meet regulatory fit-testing and use standards.
Reference: OHSR 8.32–8.44

8. **Wear Hand Protection**

Gloves appropriate to the work process or hazardous product must be worn.
Reference: OHSR 8.19–8.20

9. **Wear High Visibility Apparel**

High-visibility vests or garments must be worn where required.

Reference: OHSR 8.24–8.25

10. Wear Fall Protection

Fall protection is required when working at 3 m or more, or where a fall may cause serious injury. Fall protection plans must be followed.
Reference: OHSR Part 11

11. Working Over or Near Water

Approved flotation devices must be worn as required.
Reference: OHSR 8.26–8.30

12. Wear Protective Clothing

Clothing must be appropriate to the hazards.
Reference: OHSR 8.2

13. Wear Loose Clothing, Jewellery, Hair

Items that could become entangled in machinery must not be worn. Hair and beards must be controlled.
Reference: OHSR 8.3

14. Chainsaw PPE

Face shields and chainsaw-rated leg protection must be worn.
Reference: OHSR 8.17, 8.21

15. Horseplay & Improper Activity

Running, horseplay, fighting, or unsafe behaviour is prohibited.
Reference: OHSR 4.24–4.26

16. Housekeeping

Work areas must be kept clean and free of hazards.
Reference: OHSR 4.39–4.41

17. Authorized Operation of Equipment

Only trained and authorized personnel may operate machinery or tools.
Reference: OHSR 16.4

18. Use of Seat Belts in ROPS-equipped Equipment

Seat belts must be worn when operating ROPS-equipped mobile equipment.
Reference: OHSR 16.33

19. Mobile Equipment Operation

Equipment must be operated safely, respecting speed and load limits. Workers must stay clear of loads and equipment hazards.
Reference: OHSR 16.5

20. Unattended Equipment

Equipment must not be left running while unattended unless exempted by safe procedures.
Reference: OHSR 16.36

21. Lockout-Tagout

Equipment must be locked out before service, repair, or maintenance.
Reference: OHSR Part 10

22. Hazardous Materials – WHMIS/TDG

Hazardous products must be handled following WHMIS requirements. TDG certification is required for anyone handling regulated dangerous goods.
Reference: OHSR Part 5; TDG Regulations

23. Gas Cylinder Storage

Gas cylinders must be stored upright and secured.
Reference: OHSR 5.36–5.47

24. Gas Cylinders – Shutoff

Cylinders must be shut off at the tank after use; hoses drained.
Reference: OHSR 5.36–5.47

25. Welding PPE
Welders must wear fire-resistant clothing, gloves, arm protection, and proper eye/face protection.
Reference: OHSR 12.123

26. Welding Flash Protection & Ventilation
Flash curtains must be used, and adequate ventilation provided.
Reference: OHSR 12.122

27. Reporting Incidents & Injuries
All incidents, injuries, and near misses must be reported and investigated.
Reference: OHSR 3.10–3.12 (Incident Investigation)

28. First Aid Authority
First Aid Attendants have authority over treatment decisions.
Reference: OHSR 3.14 (First Aid—roles & responsibilities)

29. Fire Extinguishers
Supervisors must be notified if a fire extinguisher is discharged; recharging is mandatory.
Reference: OHSR Part 4 (Emergency Preparedness)

30. Attendance at Safety Meetings
Workers must attend toolbox, tailgate, or safety meetings as required.
Reference: Company policy requirement (supported by OHSR 3.3, 4.3, 4.10)

31. Safety Devices & Guards
Safety guards and barriers must not be removed unless hazards are controlled.
Reference: OHSR 4.12

32. Working Alone
Workers must not work alone unless effective check-in procedures are in place.
Reference: OHSR 4.20.1–4.23

33. Emergency Preparedness & Evacuation
Workers must know emergency signals and evacuation procedures.
Reference: OHSR 4.13–4.18 and 5.97–5.102

34. Rigging
Only qualified riggers may perform rigging.
Reference: OHSR 15.2

35. Scaffolding
Scaffolds must meet regulatory construction, use, and inspection requirements.
Reference: OHSR Part 13

36. Smoking Restrictions
Smoking is only permitted in designated areas.
Reference: OHSR 4.81–4.83

37. WorkSafeBC OH&S App
All company phones must have WorkSafeBC's OH&S app downloaded for easy access

4.3 HEALTH AND SAFETY POLICY ENFORCEMENT

It is important to have the co-operation and participation of all employees to ensure that our Health and Safety Program works efficiently. The safety of all employees is paramount, and it is critical to have a workplace free of incidents and injuries. To achieve this goal the company must enforce the rules and regulations that each employee has been informed of and ensure compliance. The company would prefer to enhance the health and safety of the workplace through education, training, and communication. In the event we are unable to reach an

employee through these methods, the company has established a Progressive Discipline System to encourage compliance.

4.4 PROGRESSIVE DISCIPLINE POLICY

Édifice believes that you will use good common sense in your everyday relations with the company and your fellow employees. Good discipline is a willing adherence to certain regulations. These regulations are necessary in order to ensure effective management in our company and to maintain harmony and good morale among all employees. Disciplinary policies are primarily for the purpose of regulating the manner in which disciplinary action will be taken for the fair and equal treatment of all.

The **Édifice** Progressive Discipline Policy has three stages and each stage is progressive and will form part of the employee's personnel record. At each stage the employee will be given an opportunity to discuss the problem and look for alternatives to prevent recurrence of the infraction. Each stage will be recorded and copies sent to the worker, management file, and employee personnel file. Infractions of the Progressive Discipline Policy are recorded using the Disciplinary Action Report. **(Form 4.3)**

STAGE 1. VERBAL WARNING

The health or safety infraction will be pointed out to the employee, and a discussion will follow to determine why the infraction occurred and how it can be prevented in the future. The employee will be given an opportunity to respond and to participate in the decision in regard to any remedial action. The Employee Warning Report will document the discussion, and a copy of the form will be distributed as per the above list.

STAGE 2. WRITTEN WARNING

The health or safety infraction will be documented on the Employee Warning Report and a record of the ensuing discussion and course of action to prevent occurrence will be noted. Again, the employee will be afforded every chance to participate in resolving the situation. A copy of the form will be distributed as per the above list.

STAGE 3. TERMINATION

An employee will be terminated should they fail to respond to the previous two stages. The company cannot support anyone who willfully disobeys rules and regulations and makes no attempt to correct their behavior and/or attitude. The safety of all employees is too important. A record of this action will be distributed as per the above list.

Note: **Édifice** may move to any level in this process, if the infraction is serious enough to warrant it. Serious infractions that could start at either of these levels include fighting, insubordination, theft, reporting to work in an impaired state, etc.

4.5 HEALTH AND SAFETY COMMENDATION

The company knows the importance of showing employees that good health and safety behaviors and attitudes are appreciated. **Édifice** will recognize employees for exceptional commitment to health and safety. Supervisors will acknowledge outstanding contributions at public forums (safety meetings, annual functions, etc.) and the contribution will be documented and a copy distributed as per the previous list.

4.6 EMPLOYEE ABSENTEEISM

Employees are required to attend work as per the company shift schedule. The unexpected absence of an employee can seriously affect the productivity or production flow of the workplace. This can result in completion or delivery schedules being missed and dissatisfied customers. In turn, business may be lost and jobs jeopardized. The absence of employees also places additional workloads on other employees to cover for the missing worker. This may also directly affect the safety of the workplace, as the remaining workers attempt to maintain established production schedules.

In an effort to reduce the effect of an unexpected absence on the workplace, all employees are reminded that they are required to contact the company to inform the employer of their absence. In order to assist the employee in notifying the company, we ask that you use the following protocol for contacting the company.

CALL:	**Mark Fedje**	**778-834-2855**
	Édifice President	OR
	Édifice Office	**604-395-8210**

At the time of your call please inform the company of your absence and your expected return to work. In the event your absence is longer than one day; the company has the right to make other arrangements to cover the absent employee.

4.7 EMPLOYEE ABSENTEEISM POLICY

In its efforts to ensure productivity and reduce disruption, the company has developed the following Absenteeism Policy.

Employees who must attend to doctors, dentists, physiotherapists, etc. are expected to arrange their appointments after working hours or on Saturdays. In cases where an employee is unable to secure an appointment outside of working hours, they must notify the office at least seven (7) days prior to the expected absence. Each case will be judged on its individual circumstances however, **Édifice** reserves the right to request a medical certificate or other appropriate documentation from the employee.

Édifice will make every effort to accommodate each employee based on information provided to us.

4.8 WORKSAFEBC & COR REFERENCES

WorkSafeBC: OHS Act & Regulations
Part 4 – General Conditions;
Part 3 – Hazard Identification & Control;
Part 10 – Lockout/Tagout;
Part 11 – Fall Protection;
Part 7 – Noise & PPE requirements

COR References:
Element 5 – Safe Work Procedures;
Element 8 – Employee Supervision & Compliance;
Element 12 – Program Evaluation & Recognition

ELEMENT 5 – PERSONAL PROTECTIVE EQUIPMENT

5.0 POLICY

Édifice requires all employees and subcontractors to wear appropriate personal protective equipment at all times to prevent injury and comply with safety regulations.

5.1. PURPOSE AND SCOPE

This unit provides guidance on selecting, using, inspecting, and maintaining PPE, including specialized equipment such as harnesses and respirators, for all **Édifice** worksites.

5.2. **édifice** SUPPLIED EQUIPMENT

Édifice shall provide employees with safety gloves, headgear, eyewear, high visibility clothing, and other safety gear when necessary. It is the responsibility of **Édifice** and its management, supervisors, and employees to identify tasks requiring specialized safety equipment. It is the responsibility of management and supervisors to provide appropriate training in the use of this specialized equipment. All workers must be familiarized with "Safe Work Practices – Personal Protective Equipment" **(Appendix B)** during their new worker orientation. PPE must be inspected daily by all workers and this inspection noted in the Field Level Hazard Assessment and confirmed in the Weekly Site Inspection.

5.3. PERSONAL PROTECTIVE EQUIPMENT – HARNESSES

5.3.1. HARNESS SELECTION

Before selecting a harness, consider the risks presented by your job — choose appropriate fall protection for each type of hazard you're susceptible to. While there are various types of harnesses on the market (e.g. body belts, and seat- and chest-only harnesses), only a full body harness is considered adequate fall protection.

A full body harness designed to arrest falls should have:

- A back-mounted D-ring located between the shoulder blades
- A manufacturer's label with the following information:
    - Classification. Only a harness from group A is designed to arrest a fall. Use the right harness for the job
    - Identification of manufacturer or vendor
    - Size (the words "size" or "grandeur" must appear on the label)
    - Date of manufacture (by year and month)
    - Model number
    - Designation "CSA Z259-10-06"

      (harnesses meeting CSA standard Z259-10-90 are also acceptable)

Ensure the harness fits you comfortably, without being loose. If it puts strain on any part of your body, you can get shoulder and back pads to reduce the pressure.

5.3.2. INSPECTION

Inspect your harness before each use, ensuring it's in good repair by looking for:

- Missing or unreadable markings or warnings, or missing parts
- Damage to buckles and metal parts, including cracks, sharp edges, distortion, corrosion, chemical damage, too much heating, and too much wear
- Defects in/damage to webbing, straps, and ropes like fraying, kinking, knotting, roping, broken/pulled stitches, abrasion, and excessive oiling, or sections that are too old, worn, or dirty
- Missing parts, signs of defects in/damage to, or improper working of mechanical parts and connectors
- If the harness appears to need repair or maintenance, label it "Do not use" and remove it from service
- Never use gear that's been in a fall, unless it's been inspected and approved by the manufacturer or other authorized agency, or by a professional engineer

5.3.3. PROPER USE

The first rule in proper use of a full body harness is to follow the manufacturer's directions. Your employer must keep these instructions in a safe place so you can review them yourself. For most full body harnesses, follow these general guidelines:

- Hold the harness by the back D-ring and shake it so all the straps fall into place
- Slip the straps over your shoulders so the D-ring is in the middle of your upper back
- Connect chest/waist straps and make sure they fit snugly across your chest
- Reach between your legs and connect one of the long straps to the buckle or closure on your thigh; repeat with the other strap
- After you connect both straps, pull them tight so the harness feels snug but lets you move freely
- Secure loose strap ends so they won't snag or cause you to trip
- Connect the D-ring to a secure anchor with a lanyard or lifeline
- Make sure your anchor point is approved for the way you'll use it (ask if you're unsure)

5.4. PERSONAL PROTECTIVE EQUIPMENT – RESPIRATOR PROGRAM

5.4.1. PURPOSE

This respirator program is designed to ensure that respirators used by employees of **Édifice** provide effective protection against airborne contaminants to which they may be exposed. The primary means of reducing worker exposure to airborne contaminants should be engineering and administrative controls.

- **Engineering Controls** – means eliminating the problem at the source, before it becomes a problem, an example would be local ventilation.
- **Administrative Controls** – means eliminating the problem by changing the way work is done or by changing the materials that are used to less hazardous ones.

Respirators are used when effective engineering or administrative controls are not possible.

5.4.2. RESPONSIBILITIES

The Superintendent/Safety Professional is responsible for the respirator program. These responsibilities include:

- Assessing the type and amount of exposure.
- Selecting the appropriate respirators.
- Implementing training and instruction programs.
- Administering the overall program, including keeping records.

The Supervisor (or the Superintendent where a Supervisor is not assigned to the specific project) is responsible for:

- Ensuring that respirators are available as needed.
- Ensuring that employees wear respirators as required.
- Inspection of respirators on a regular schedule.

The employee is responsible for:

- Using the respirator supplied to him/her in accordance with instructions and training.
- Cleaning, disinfecting, inspecting and storing the respirator used by him/her.
- Reporting a respirator malfunction to the supervisor.
- Employees using a respirator that is designed to fit the face must be clean-shaven in the area where the respirator seals with the face (i.e. no visible stubble).

5.4.3. RESPIRATOR SELECTION

The selection of a respirator must be appropriate to the contaminant(s), their concentrations, and the level of protection proved by the respirator (protection factor and maximum use concentration). Only respirators that meet the standard established by the Board are acceptable. Appropriate respiratory protective equipment is detailed in *CSA Standard CAN/CSA-Z94.4-93, Selection, Use, and Care of Respirators.*

Only respirators bearing NIOSH/MSHA approval or other respirators acceptable to the Workers' Compensation Board will be provided to employees. Always read cartridge or filter labels and instruction manual prior to use and be certain the correct cartridge and/or filter have been selected.

5.4.4. RESPIRATOR FITTING

To fit properly and provide protection, respirators that are designed to fit the face, such as rubber half-masks, must have an effective seal. Employees using this type of respirator must be

clean-shaven in the area where the respirator seals with the face (i.e. no visible stubble). (See Respirator Fitting Procedure)

The Superintendent/Safety Professional will arrange fit testing and keep a record of the results of this test. See Respirator Fit Test Record **(Form 5.3)**. The Superintendent/Safety Professional will arrange formal fit testing approximately every six months and keep a record of the results.

Employees that are required to wear a respirator are responsible for informally testing their respirator before each use.

FIT TESTING METHODS

The two most commonly used and most effective methods of fit testing respirators are Qualitative and Quantitative fit tests.

The following are examples of the most commonly used **qualitative** fit test and can be used for both respirators and dust masks:

- **Saccharin**
  - A taste test, requiring use of particulate filters.
  - Pass/ Fail Test
  - Drawback is that parts of test equipment require frequent thorough cleaning.
- **Bitrex** ™
  - A taste test, requiring use of particulate filters.
  - Pass/ Fail Test
  - Drawback is that a small group of people cannot taste this product.

A **quantitative** fit test uses an apparatus to give a numerical value that will give a determination of how good a fit is. The drawback to this test is that the unit is expensive and cannot be used to test dust masks.

QUALITATIVE FIT TESTING PROCEDURES

A person specifically educated and trained in fit testing procedures should be the only person to conduct fit testing.

The fit tester must keep records, which indicate the following:

- Name & signature of person tested
- Test process
- Date
- Testers name
- Sensitivity
- Type, size and filter medium of respirator or dust mask

5.4.5. TRAINING

Every employee who may have to wear a respirator will be trained in the proper use of the respirator. Both the employee and his supervisor will receive this training. This training includes:

- Description of the type and amount of exposure.
- Description of the respirators.
- The intended use and limitations of the respirators.
- Proper wearing, adjustment, and testing for fit.
- Cleaning and storage methods.
- Inspection and maintenance procedures.

This training is repeated as often as necessary, to ensure that employees remain familiar with the proper use of the respirators. Respirator Fit Tests will be performed using the Respirator Fit Test Record, **(Form 5.3)** and using respirator instruction manual for reference.

5.4.6. CLEANING, MAINTENANCE AND STORAGE OF RESPIRATORS

Respirators will be maintained and cleaned as described by the manufacturer's instructions. Employees using rubber half-masks shall clean and sanitize their masks monthly.

When respirators are shared, they will be cleaned and sanitized after each use. Follow the manufacturer's recommendations for sanitizing.

Defective respirators shall not be used. A supply of replacement parts, filters, cartridges, etc. is available at the "First Aid Station".

After inspection, cleaning and necessary repairs, respirators will be properly stored, such as in plastic bags, storage cabinets or lockers.

5.5 INSPECTION

This will be the responsibility of the workers (noted on the Daily FLHA) **(Form 2.4)**, and the Superintendent as part of the Weekly Site Inspection **(Form 8.2)**. Any employee that is required to wear a respirator shall be responsible for the daily inspection of their respirator prior to use.

An annual inspection of all PPE used on all sites will be performed once annually, using the Annual PPE Inspection Form **(Form 5.5)**

5.5 WORKSAFEBC AND COR REFERENCES

WorkSafeBC: OHS Act & Regulations
Part 6 – Chemicals & Hazardous Products;
Part 7 – Noise & PPE;
Part 10 – Lockout/Tagout;
Part 11 – Fall Protection;
Part 8 – Eye, Face, Hand, Head Protection

COR References:
Element 5 – Safe Work Procedures; Element 6 – Inspections; Element 9 – PPE Program & Training

ELEMENT 6 – PREVENTATIVE MAINTENANCE

6.0 POLICY

Édifice performs preventive maintenance (predetermined work performed to a schedule) with the aim of preventing the wear and tear or sudden failure of equipment components. The preventative maintenance program will help to:

- Protect assets and prolong the useful life of production equipment
- Improve system reliability and decrease system downtime
- Decrease cost of replacement
- Reduce injury

6.1. PURPOSE AND SCOPE

This unit outlines the inspection, maintenance, and safe use of tools, equipment, and rental or mobile machinery on all **Édifice** worksites.

6.2. TOOL INVENTORY

Édifice shall maintain, in the office, a master tool inventory documenting all tools and their location, as well as a preventive maintenance inventory documenting all tools requiring scheduled maintenance. All tools must be signed out, inspected, and have any required maintenance performed before use on the job site. All tools must be returned to the **Édifice** warehouse when not in use.

6.3. INSPECTIONS AND DEFECTIVE TOOL REMOVAL

The Site Superintendent shall ensure that qualified personnel carry out all preventive maintenance inspections and that written documentation is maintained (Form 7.1). Preventative maintenance inspections shall take place during regularly scheduled job site inspections for equipment being used in the field. Equipment stored and used in the warehouse shall be inspected per use.

All employees shall regularly check all tools and equipment that they are working with and shall take out of service any tools or equipment that poses a hazard due to a need for repair. Tools in need of repair must be marked with clearly visible red tape and transported to the shop/manufacturer/retailer for repair. Tools out for/in need of repair must be documented on the master tool inventory list.

6.4. MOBILE EQUIPMENT PRE-USE INSPECTIONS

Operators of mobile equipment should make a complete check of their equipment prior to the start of their shift using the Mobile Equipment Pre-use Checklist. **(Form 6.4)** No employee, asked to operate a piece of equipment, should commence work without a check of that equipment. All deficiencies should be reported to the Supervisor immediately. Any equipment that poses an imminent danger to the operator or other employees shall be locked out until the problem is corrected.

6.5. RENTAL EQUIPMENT MAINTENANCE & INSPECTIONS

Rental equipment is subject to the maintenance schedule of the supplier. **Édifice** employees must inspect rental equipment before every use and document the inspection on the daily log. Any required maintenance for rental equipment is the responsibility of the rental company.

6.6. WORKSAFEBC AND COR REFERENCES

WorkSafeBC: OHS Act & Regulations
Part 3 – Hazard Identification & Control;
Part 4 – General Conditions;
Part 16 – Mobile Equipment;
Part 10 – Lockout/Tagout

COR References:
Element 6 – Inspections;
Element 5 – Safe Work Procedures;
Element 10 – Equipment & Asset Management

ELEMENT 7 – TRAINING, MEETINGS & COMMUNICATIONS

7.0 POLICY

Édifice is committed to providing continuous, competency-based training and clear communication to ensure all workers can perform their tasks safely and effectively. Training is not limited to new worker orientation; it is an ongoing process that adapts to changing job scopes, emerging hazards, regulatory updates, and the dynamic nature of construction work.

All workers will be supplied with the knowledge, instruction, and supervision needed to protect their health and safety, and all training will be documented and maintained in accordance with legislative and company requirements.

7.1 PURPOSE AND SCOPE

This unit covers new hire orientation, ongoing, task-specific, high-risk, and corrective training, as well as safety meetings and communication methods on all **Édifice** worksites.

7.2 TRAINING PROGRAM OVERVIEW

Édifice provides training throughout the entirety of a worker's employment and project involvement.

a) **Édifice** New Hire Orientation **(Form 7.0)**

- Completed before work begins and includes:
- Welcome & Company Overview
- Roles & Responsibilities
- Occupational Health & Safety Program
- Site Rules & Conduct
- Emergency Procedures
- Hazard Recognition & Risk Assessment
- Safe Work Practices
- Training & Competency Requirements
- Environmental Awareness
- Forms & Documentation

b) H&S Orientation Form **(Form 7.1)**
Completed by Employees and Subcontractors before entering an **Édifice** site, and includes:

- Safety responsibilities and expectations
- Site hazards and controls
- Emergency procedures
- PPE requirements
- Initial site hazards and controls

b) Job-Specific & Task Training
Training aligned with the worker's assigned duties:

- Safe work procedures
- Tool and equipment operation
- Hazard identification and control

- Demonstrated competency checks

c) Legislated & Mandatory Training
Training required by WorkSafeBC or industry certification standards:

- WHMIS
- First Aid
- Fall Protection
- Confined Space Entry
- Mobile equipment operation
- Any additional regulatory requirements

d) Ongoing & Refresher Training

- Continuous training delivered during the project lifecycle:
- Annual or expiry-based recertifications
- Updates related to new hazards, equipment, or procedures
- Task-specific refreshers identified through observations

e) High-Risk Work Training

- Fall Protection Use
- Confined Space Work
- Hot Work
- Excavation and trenching over 4 ft
- Working with Silica
- Working with Chemicals, Adhesives & Solvents
- Electrical Demolition
- Electrical Testing & Troubleshooting
- Lock Out – Tag Out
- Safe Crane Lift Setup
- Hoisting and Material Handling
- Critical Lift with Crane or Boom Truck
- First Aid & Emergency Response Drill
- Traffic and Pedestrian Control
- Mobile Equipment and Vehicle Operation

f) Corrective / Post-Incident Training
Issued following:

- Incidents or near misses
- Observed unsafe behaviours
- Changes in procedures or work conditions

This training is intended to support improvement and prevent recurrence.

7.3 COMMUNICATION METHODS

- **Édifice** communicates safety information using multiple channels:
- Daily/Monthly Safety meetings
- FLHA/JHA reviews
- Safety alerts, bulletins, and incident notifications
- Updates from the Joint Health & Safety Committee
- Pre-task briefings and instruction before new activities
- Digital communication via SiteMax, email, and text

Communication is continuous and responsive to changing site needs.

7.4 WEEKLY TOOLBOX SAFETY MEETINGS

Weekly Toolbox Meeting

- Documented using the Weekly Toolbox Meeting Form **(Form 7.3)**
- Held on site by Superintendents once a week at a minimum
- Covers daily tasks, site conditions, hazards, and controls
- Reinforces safe work procedures and expectations
- Workers are encouraged to raise concerns or ask questions

7.5 MONTHLY SAFETY MEETINGS

Monthly Safety Meeting

- Documented using the Monthly Safety Meeting Form **(Form 7.4)**
- Held in-person or virtually by OHS Manager with all Superintendents in attendance
- Reviews ongoing hazards, post- incident learnings, and upcoming high-risk work
- Documents attendance and discussion items in SiteMax
- Used to provide training on changes or new systems

Joint Health & Safety Committee (JHSC) Meetings

- Conducted monthly at **Édifice** headquarters
- Follows WorkSafeBC regulatory requirements for agenda, minutes, and action tracking
- Communicates committee recommendations to supervisors and workers
- Discusses inspections, incidents, trends, and unresolved safety issues

Post-Incident or Corrective Meetings

- Conducted by any **Édifice** Supervisor following incidents, near misses, etc.
- Focused on reviewing contributing factors and implementing improved controls
- Reinforces training or competency requirements where needed

7.6 TRAINING AND COMMUNICATION RESPONSIBILITIES

Supervisor Responsibilities

- Supervisors must ensure training and communication are delivered effectively:
- Provide orientations and site-specific briefings
- Verify worker competency before assigning tasks
- Conduct daily and weekly safety communication
- Deliver coaching and corrective training
- Document all training and evaluations
- Communicate new hazards, procedures, and work changes

Worker Responsibilities

Workers at **Édifice** are required to:

- Participate in all training, orientations, and meetings
- Follow safe work procedures and apply training
- Ask questions when unclear about tasks or hazards
- Report hazards or unsafe conditions
- Maintain required certifications and attend refreshers

- Demonstrate competency in assigned tasks

7.7 TRAINING DOCUMENTATION

Édifice maintains comprehensive training records for all workers, including:

- Orientation forms
- Toolbox talk attendance
- Training tickets and expiry tracking
- Competency assessments
- Practical skill demonstrations
- Corrective coaching documentation
- Refresher and recertification records

All documentation is stored and managed through SiteMax or other approved systems.

7.8 WORKSAFEBC AND COR REFERENCES

WorkSafeBC: OHS Act & Regulations
Part 3 – Hazard Identification & Control;
Part 4 – General Conditions;
Part 5 – WHMIS;
Part 7 – Noise & PPE;
Part 3.3 – Safety Committees & Communication

COR References:
Element 5 – Safe Work Procedures;
Element 6 – Inspections;
Element 8 – Employee Supervision & Communication;
Element 11 – Program Review & Training

ELEMENT 8 – INSPECTIONS AND AUDITS

8.0 POLICY

The prevention of incidents and injuries can best be achieved by regular Safety Inspections that identify unsafe conditions and work practices. Our objective is to examine all aspects of the company operation and take the corrective action necessary to rectify the deficiencies that are discovered.

8.1 PURPOSE AND SCOPE

This unit covers workplace, site, warehouse, and pre-voyage inspections, including hazard classification, corrective actions, and follow-up procedures.

8.2 WORKPLACE INSPECTIONS

A written inspection of the workplace shall be undertaken on project at the following intervals:

FORM	RESPONSIBLE	FREQUENCY
Weekly Site Inspection **(Form 8.2)**	Superintendent, H&S Manager	Minimum Once a week
Monthly Safety Management System Review (Section 8 - Weekly Site Inspection) **(Form 8.2)**	All workers sign on	Minimum Once a Month
Warehouse / Office Inspection **(Form 8.3)**	H&S Manager, Office Staff	Monthly
Pre-Voyage Boat Checklist **(Form 8.4)**	Operator/Captain	Pre-Use

The project Superintendent or the appointed safety officer, and one employee (where project staff levels allow it) shall complete the inspection. If circumstances permit, more than one employee representative can be involved, and this representation should be rotated among all employees.

Any deficiencies noted during the inspection shall be immediately rectified wherever possible. The deficiency should be recorded and categorized as to the hazard class and a completion date assigned. A follow-up check should be scheduled at the earliest reasonable opportunity.

The hazard classes are as follows:

N/A No hazard/deficiency.

CLASS A. Critical tasks: A condition or practice with the potential for permanent disability, loss of life or body part, and/or extensive loss of structure, equipment, or material. Condition must be rectified immediately, work cannot continue until a Class A hazard is rectified.

CLASS B. A condition or practice with the potential of serious injury or illness (resulting in temporary disability) or property damage that is disruptive, but less severe than Class "A". Work can continue after all workers on site are notified of condition. Condition must be rectified within 48 hours.

CLASS C. A condition or practice with potential for minor (non-disabling) injury or illness or non-disruptive property damage. Work can continue. Condition must be rectified within 7 days.

CLASS D. A condition with unlikely potential for injury. Must be rectified within 30 days.

The Weekly Site Inspection **(Form 8.2)** must be completed by the Superintendent or designated site supervisor to identify and address potential health and safety hazards on the worksite. This inspection includes verification of work practices, equipment condition, housekeeping, signage, and overall site compliance with regulatory requirements and company safety policies.

8.3 WAREHOUSE & OFFICE INSPECTION

The Warehouse & Office Inspection **(Form 8.3)** must be completed to regularly assess workplace conditions and identify potential health and safety hazards within office and warehouse areas. The inspection covers housekeeping, storage practices, emergency exits, fire protection equipment, electrical safety, and general compliance with company policies and regulatory requirements.

8.4 PRE-VOYAGE BOAT INSPECTIONS

Prior to departure, the vessel operator or designated crew member shall complete the Pre-Voyage Boat Checklist **(Form 8.4)** to ensure the boat is seaworthy and all safety equipment is onboard and operational. The checklist includes verification of navigation and communication equipment, fuel and engine condition, personal protective equipment, emergency gear, and compliance with applicable regulatory requirements. Completion of this form ensures that all hazards are identified and addressed before the vessel leaves the dock.

8.5 WORKSAFEBC AND COR REFERENCES

WorkSafeBC: OHS Act & Regulations
Part 3 – Hazard Identification & Control;
Part 4 – General Conditions;
Part 5 – Emergency Preparedness;
Part 13 – Scaffolds;
Part 16 – Mobile Equipment

COR References:
Element 6 – Inspections;
Element 7 – Incident Investigation;
Element 11 – Program Review & Monitoring

ELEMENT 9 – INVESTIGATIONS & REPORTING

9.0 POLICY

Édifice is committed to investigating all incidents to identify the root and contributing causes. The goal is prevention, not blame. Investigations focus on unsafe acts, unsafe conditions, and deficiencies in procedures, training, or supervision.

Corrective actions will be implemented to prevent recurrence, and all investigations will be documented and communicated appropriately.

9.1 PURPOSE AND SCOPE

This unit covers incident and near-miss reporting, investigations, documentation, and communication of findings across all worksites and projects.

9.2 INCIDENT REPORTING

All incidents, no matter how minor, must be reported immediately using Near Miss & Incident Form **(Form 9.2)**. Prompt reporting ensures proper investigation, hazard correction, and prevention of future incidents.

Reportable Incidents Under WCB Regulations

Section 172, Division 10 – Employer Accident Reporting and Investigation of the Workers' Compensation Act requires immediate notification to WorkSafeBC of incidents that:

a) Result in serious injury or death,

b) Involve a worker transported to hospital via ambulance,

c) Involve major structural failure or collapse,

d) Involve major release of hazardous substances, or

e) Are otherwise required to be reported by regulation.

Additional Édifice Reporting Requirements

Employees must also report:

- Any incident causing injury or with potential to injure,
- Spills of controlled products ≥ 10 litres,
- Interactions between employees and mobile equipment,
- Property or equipment damage > $250.

Failure to report may result in suspension or discharge depending on circumstances.

9.3 INCIDENT INVESTIGATION

Édifice investigates all reported incidents, high potential near misses, and property damage over $250, using the investigation section of the Near Miss & Incident Form. **(Form 9.3)**

Investigations include:

- A description of the events and incident nature
- Identification of injuries, treatment, and affected personnel
- Equipment, structures, or materials involved
- Verification of training and adherence to procedures
- Witness accounts
- Root and contributing causes
- Corrective actions to prevent recurrence

Investigations may involve photographs, diagrams, medical or professional reports, and interviews as required.

All investigations are documented and reported to **Édifice** Management, the H&S Manager, the Superintendent, Project Manager, and the Safety Committee. WCB notification is completed as required by regulation.

9.4 NEAR-MISS REPORTING

All near misses must be reported, even if no injury or damage occurs. Reporting near misses ensures hazards are corrected before they result in incidents.

9.5 NEAR-MISS AND INCIDENT REPORT FORM

Refer to Near-Miss & Incident Report Form which documents the incident, contributing factors, corrective actions, and follow-up.

9.6 WORKSAFEBC AND COR REFERENCES

WorkSafeBC: OHS Act & Regulations
Section 172 – Employer Accident Reporting;
OHS Regulation Part 3 – Hazard Identification & Control;
Part 4 – General Conditions;
Part 10 – Equipment & Lockout/Tagout

COR References:
Element 6 – Inspections;
Element 7 – Training & Communication;
Element 11 – Program Review & Monitoring

ELEMENT 10 – EMERGENCY PLANNING & FIRST AID COVERAGE

10.0 POLICY

Édifice is committed to providing effective emergency planning and adequate first aid coverage at all worksites to protect workers, contractors, and visitors and to ensure a prompt and appropriate response to workplace emergencies.

10.1 PURPOSE AND SCOPE

This element outlines the requirements for emergency preparedness and first aid coverage at all **Édifice** worksites and projects, including the development, implementation, and communication of site-specific emergency response procedures.

The company will develop Site Specific Emergency Response Plans **(Form 10.1)** for each project, which will include local emergency contact numbers, the nearest medical and hospital facilities, evacuation routes, and emergency response procedures based on site hazards and the Pre-Project Hazard Assessment **(Form 2.2)**.

Emergency response procedures are site and task specific and must be reviewed and revised prior to conducting high hazard work, i.e. confined space entry, working at heights, working around excavations, etc.

The emergency response procedures provided below are outlines only. All employees and sub-contractors are to be aware of the action required but should follow the instructions set by the site superintendent and their supervisors.

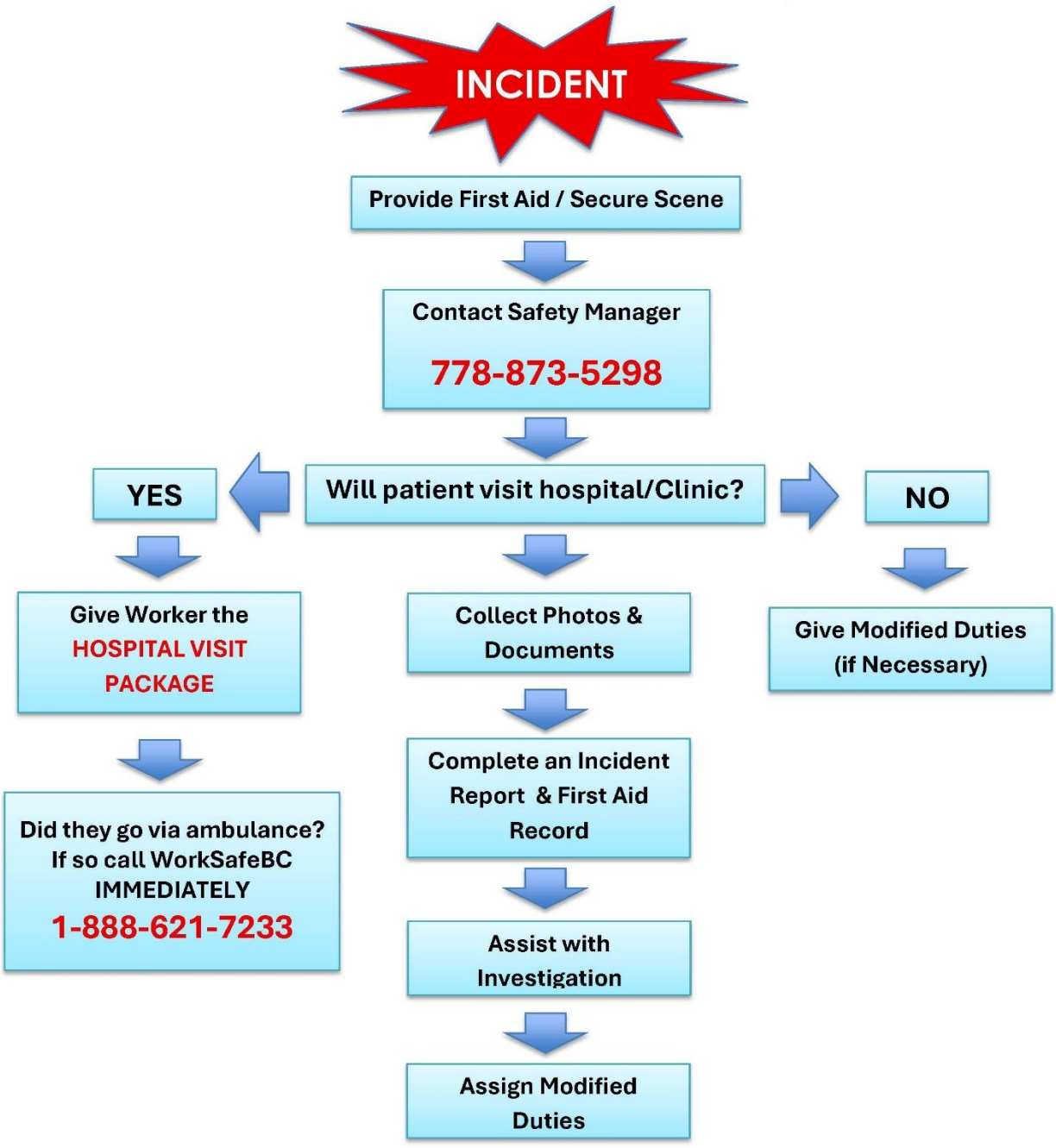
Emergency response procedures will be outlined in all orientations and training provided to all designated emergency response personnel (First Aid Attendants, Man-Watches, etc.)

The Site Superintendent and Project Manager will determine the required emergency response equipment and type and number of fire extinguishers for each job site and ensure they are maintained and inspected monthly during the Workplace Inspection.

10.2 EMERGENCY & FIRST AID DRILLS

Emergency response procedures will be tested at least once during specific jobs and deficiencies will be corrected as required. See Emergency Response & First Aid Drill **(Form 10.2)**.

Figure 1. Incident Response Flowchart



10.3 SITE-SPECIFIC EMERGENCY RESPONSE PLANNING

These site-specific emergency response plans outline the required actions, roles, and communication procedures to respond effectively to foreseeable emergencies based on site hazards and project activities.

ERP 10.4 – General Emergencies
ERP 10.5 – Gas / Power / Utility Line Hit
ERP 10.6 – Confined Space Rescue
ERP 10.7 – Work at Heights / Fall Rescue & Evacuation
ERP 10.8 – Serious Injury or Fatality
ERP 10.9 – Fire or Explosion
ERP 10.10 – Medical Emergency (Non-Critical)
ERP 10.11 – Trench Cave-In / Structural Collapse
ERP 10.12 – Hazardous Materials Spill or Release
ERP 10.13 – Mobile Equipment or Vehicle Incident
ERP 10.14 – Crane or Rigging Failure / Dropped Load
ERP 10.15 – Extreme Weather Event (Wind, Heat, Cold, Flooding)

10.4 ERP - GENERAL EMERGENCIES

The following procedure will be used in the event of an emergency:
a. Sound alarm or initiate evacuation order.
b. Evacuate the building or work site immediately using designated routes.
c. Notify Emergency Services by calling 911 and notify the Site Superintendent.
d. All employees shall assemble at the designated muster point and remain there until instructed otherwise by the Site Superintendent or Emergency Services.
e. Trained personnel may attempt to control the situation using emergency equipment only if it does not increase risk.
f. No employee shall attempt to control an emergency without notifying the Site Superintendent.
g. No employee shall re-enter the work site until authorization is given by the Site Superintendent and Emergency Services.

10.5 ERP - EMERGENCY RESPONSE FOR GAS/POWER UTILITY LINE HIT

a. Stop work immediately and move away from the affected area.
b. Eliminate all ignition sources and do not operate electrical equipment.
c. Evacuate the immediate area and report to the designated muster point.
d. Notify 911, the Site Superintendent, and the appropriate utility provider.
e. If safe to do so, isolate energy sources in nearby areas as directed by authorities.
f. Secure the area and prevent access until cleared by utility representatives.
g. Proceed with Emergency Response Plan.

10.6 ERP - EMERGENCY RESPONSE FOR CONFINED SPACE RESCUE

a. If the attendant loses contact with the entrant or suspects an emergency, stop work immediately.
b. Notify 911 if injuries are suspected to be life threatening and notify the Site Superintendent.
c. Do not enter the confined space unless trained, authorized, and equipped for rescue.
d. If trained and it is safe to do so, initiate rescue using approved rescue equipment.
e. Provide first aid once the worker is removed from the hazard.

f. Maintain scene control and await Emergency Services.
g. Proceed with Emergency Response Plan.

10.7 ERP - EMERGENCY RESPONSE FOR WORK AT HEIGHTS EVACUATION

a. Stop work immediately and secure the area below.
b. Notify 911 if injuries are life threatening and notify the Site Superintendent.
c. If trained and it is safe to do so, initiate fall rescue using approved rescue equipment.
d. Ensure all rescuers are properly tied off and protected from fall hazards.
e. Prepare injured worker for transport as directed by the First Aid Attendant.
f. Lower injured safely following approved rescue procedures.
g. Proceed with Emergency Response Plan.

10.8 ERP – SERIOUS INJURY OR FATALITY

a. Stop work immediately and secure the area.
b. Call 911 and notify the Site Superintendent without delay.
c. Provide first aid only if it is safe to do so and you are trained.
d. Do not disturb the scene unless required to prevent further injury.
e. Control access to the area until Emergency Services arrive.
f. Cooperate fully with Emergency Services and regulatory authorities.
g. Proceed with Emergency Response Plan.

10.9 ERP – FIRE OR EXPLOSION

a. Activate fire alarm or verbally warn others in the area.
b. Evacuate immediately using designated escape routes.
c. Call 911 and notify the Site Superintendent.
d. Assemble at the designated muster point and conduct a head count.
e. Trained personnel may use fire extinguishers only if it is safe to do so.
f. Do not re-enter the site until authorized by Emergency Services.
g. Proceed with Emergency Response Plan.

10.10 ERP – Medical Emergency (Non-Critical)

a. Stop work in the immediate area and assess the situation.
b. Notify the Site Superintendent and First Aid Attendant.
c. Provide first aid within the scope of training and equipment available.
d. Determine if further medical attention is required.
e. Arrange transport to a medical facility if necessary.
f. Document the incident as required.
g. Proceed with Emergency Response Plan.

10.11 ERP – TRENCH CAVE-IN / STRUCTURAL COLLAPSE

a. Stop work immediately and evacuate the area.
b. Do not attempt rescue unless trained and authorized to do so.
c. Call 911 and notify the Site Superintendent.
d. Secure the area to prevent secondary collapse or further injury.
e. Account for all workers and report missing persons to Emergency Services.

f. Await Emergency Services and follow their direction.
g. Proceed with Emergency Response Plan.

10.12 ERP – HAZARDOUS MATERIALS SPILL OR RELEASE

a. Stop work and evacuate the affected area immediately.
b. Isolate the spill area and prevent access.
c. Notify the Site Superintendent and call 911 if required.
d. Identify the material involved if it can be done safely.
e. Trained personnel may respond using appropriate PPE and spill kits.
f. Dispose of contaminated materials as directed by authorities.
g. Proceed with Emergency Response Plan.

10.13 ERP – MOBILE EQUIPMENT OR VEHICLE INCIDENT

a. Stop all equipment and secure the area.
b. Notify the Site Superintendent immediately.
c. Call 911 if injuries or significant damage have occurred.
d. Provide first aid if trained and it is safe to do so.
e. Do not move equipment unless required for safety.
f. Control traffic and access to the area.
g. Proceed with Emergency Response Plan.

10.14 ERP – CRANE OR RIGGING FAILURE / DROPPED LOAD

a. Stop all lifting operations immediately.
b. Evacuate the area and secure the drop zone.
c. Notify the Site Superintendent and crane operator.
d. Call 911 if injuries or structural damage are suspected.
e. Do not resume lifting operations until equipment is inspected and cleared.
f. Preserve the scene for investigation.
g. Proceed with Emergency Response Plan.

10.15 ERP – EXTREME WEATHER EVENT

a. Monitor weather conditions continuously.
b. Stop work when conditions become unsafe.
c. Secure materials, equipment, and temporary structures.
d. Evacuate to a safe location as directed by the Site Superintendent.
e. Account for all workers at the muster point.
f. Resume work only when conditions are deemed safe.
g. Proceed with Emergency Response Plan.

10.16 FIRST AID COVERAGE

Édifice shall ensure that appropriate First Aid services are supplied, maintained, and readily available to all employees. First Aid services shall include certified First Aid Attendants, facilities, and equipment in accordance with WorkSafeBC Occupational First Aid Regulations.

This element establishes standardized requirements for the provision of First Aid services, reporting, documentation, and biohazard controls at all **Édifice** worksites. This element applies to all employees, supervisors, and designated First Aid Attendants on every shift and at every active jobsite.

10.17 FIRST AID ATTENDANTS

A designated First Aid Attendant (FAA) shall be available in the workplace for each shift.
The name of the designated FAA shall be posted in a conspicuous location at each jobsite.
Where practical, **Édifice** shall maintain a list of alternate attendants and other qualified First Aid personnel in the First Aid room. Alternate attendants may be used to cover absences or to assist during major or multiple-injury incidents.

10.18 FIRST AID FACILITIES AND EQUIPMENT

Édifice shall provide First Aid services, supplies, and facilities appropriate to the worksite and compliant with WorkSafeBC Occupational First Aid Regulations. First Aid facilities and equipment shall be clearly identified and reserved solely for the treatment of injured employees.

All employees shall have unrestricted access to First Aid facilities and equipment when required. Worksites requiring specialized rescue or transport equipment shall have such equipment clearly identified, properly stored, and protected from damage or deterioration. Clear access to rescue and First Aid equipment shall be maintained at all times. Regular inspections of First Aid facilities and equipment shall be conducted by the Superintendent or their designated authority to identify and correct deficiencies.

10.19 FIRST AID PROCEDURES

Any employee who sustains an injury or illness that is, or may be, work-related shall report to the First Aid Attendant as soon as possible. The First Aid Attendant shall ensure that a record of every injury or illness requiring First Aid treatment is documented in a First Aid Record **(Form 10.19)**. on SiteMax. Each First Aid record shall be signed and dated by the First Aid Attendant. The Joint Health and Safety Committee shall review First Aid statistics on a regular basis to identify trends and recommend corrective actions.
Note: All work-related injuries, regardless of severity, must be reported to the employee's supervisor as soon as possible.

10.20 REPORTING AND DOCUMENTATION REQUIREMENTS

Minor Injury – First Aid Only
When an employee sustains a minor injury requiring First Aid:

- Report to the First Aid Attendant.
- Receive treatment.
- Treatment shall be documented in the First Aid Treatment Record Book.
- Supervisor shall be notified.

Medical Aid Injury – Return to Work Same or Next Shift
When an employee requires Medical Aid but is expected to return to work later in the same shift or the next scheduled shift:

- Report injury to the First Aid Attendant.
- Ensure appropriate medical treatment is provided.
- Document treatment in the First Aid Treatment Record Book.
- Notify supervisor and initiate an incident investigation.
- Employer to complete WorkSafeBC Form 7.
- Employee to complete WorkSafeBC Form 6A.

Serious Injury – Lost Time
When an employee sustains a serious injury and will not return to work the next day or for an extended period:

- Report injury to the First Aid Attendant.
- Ensure appropriate medical treatment is provided.
- Document treatment in the First Aid Treatment Record Book.
- Notify supervisor and initiate an incident investigation.
- Employer to complete WorkSafeBC Form 7.
- Employee to complete WorkSafeBC Form 6A as soon as practicable.

10.21 BIOHAZARD PROTOCOL

As part of the provision of First Aid services, all First Aid Attendants shall adhere to applicable biohazard and bloodborne pathogen regulations. Due to privacy requirements, potential exposure risks may be unknown. Universal precautions shall be applied at all times to protect the First Aid Attendant, the injured worker, other employees, and **Édifice**.

10.22 Treatment Protocol

The First Aid Attendant shall treat all injuries in accordance with established First Aid Regulations, including but not limited to:

a) Use of standard protective measures such as sterile gloves, clean clothing, and masks as required.
b) Use of pocket masks equipped with one-way valves for CPR or assisted ventilation.

c) All assisting employees shall follow the same protective procedures as the First Aid Attendant.
d) If a biohazard condition is suspected or identified, the treatment area and incident scene shall be controlled and access restricted to essential personnel only.
e) The First Aid Attendant shall notify Emergency Services if biohazard indicators are present or suspected.

10.23 Cleanup and Disposal Protocol

Under normal conditions, First Aid materials may be cleaned or disposed of in the regular manner. When a biohazard condition is present or suspected:

a) All contaminated disposable materials shall be isolated, bagged, labeled, and disposed of through a certified biohazard disposal service in accordance with applicable regulations.
b) Clothing or reusable materials requiring laundering shall be cleaned in accordance with Board standards.
c) Incident scenes and treatment areas shall be cleaned in accordance with Board-established procedures.
d) The First Aid Attendant shall ensure all involved employees are informed of the protocol and that full compliance is achieved.

10.24 FIRST AID KIT REQUIREMENTS

The level of First Aid kit required at each jobsite shall be determined in accordance with Schedule 3-A: Minimum Levels of First Aid, Tables 1–6 of the OHS Regulation.

All First Aid supplies shall:

- Be kept clean, dry, and ready for use.
- Be stored in weatherproof containers where practicable.
- Be readily accessible to the First Aid Attendant.

Below are the minimum required contents of First Aid kits. All items must be kept clean and dry and must be ready to take to the scene of an incident. A weatherproof container is recommended for all items except the blanket. The blanket should be readily available to the first aid attendant.

10.25 LEVEL 1 FIRST AID KIT

QUANTITY	ITEM
1	blanket
24	14 cm x 19 cm wound cleaning towelettes, individually packaged
50	sterile adhesive dressings, assorted sizes, individually packaged
10	10 cm x 10 cm sterile gauze dressings, individually packaged
4	10 cm x 16.5 cm sterile pressure dressings with crepe ties
2	7.5 cm x 4.5 m crepe roller bandages
2	7.5 cm conforming gauze bandages
1	2.5 cm x 4.5 m adhesive tape
2	cotton triangular bandages, minimum length of base 1.25 m
2	quick straps (a.k.a. fracture straps or zap straps)
1	windlass style tourniquet
1	14 cm stainless steel bandage scissors or universal scissors
1	11.5 cm stainless steel sliver forceps
1	pocket mask with a one-way valve and oxygen inlet
6	pairs of medical gloves (preferably non-latex)
6	medical masks (a.k.a. procedure or surgical masks)
2	face shields (or safety eye wear)
1	waterproof waste bag

Note: A kit that meets the requirements for an Alberta Number 1 first aid kit is acceptable as a Level 1 first aid kit in B.C. (with the addition of a tourniquet, medical masks, and face shields). A kit that meets the CSA Z1220-17 Type 2 Basic kit (any size) with the addition of a tourniquet, medical masks, and face shield is acceptable as a Level 1 kit in B.C.

10.26 LEVEL 2 FIRST AID KIT

QUANTITY	ITEM
1	blanket
24	14 cm x 19 cm wound cleaning towelettes, individually packaged
50	sterile adhesive dressings, assorted sizes, individually packaged
20	10 cm x 10 cm sterile gauze dressings, individually packaged
4	10 cm x 16.5 cm sterile pressure dressings with crepe ties
4	20 cm x 25 cm sterile abdominal dressings, individually packaged
4	cotton triangular bandages, minimum length of base 1.25 m
2	5 cm x 4.5 m rolls of adhesive tape
2	7.5 cm x 4 m conforming gauze bandages
2	7.5 cm x 4.5 m crepe roller bandages
1	14 cm stainless steel bandage scissors or universal scissors
1	11.5 cm stainless steel sliver forceps
2	quick straps (a.k.a. fracture straps or zap straps)
1	windlass style tourniquet
1	pocket mask with a one-way valve and oxygen inlet
6	pairs of medical gloves (preferably non-latex)
6	medical masks (a.k.a. procedure or surgical masks)
2	face shields (or safety eyewear)
1	waterproof waste bag

Note: A kit that meets the requirements for an Alberta Number 2 first aid kit is acceptable as a Level 2 first aid kit in B.C. (with the addition of a tourniquet, medical masks, and face shields). A kit that meets the CSA Z1220-17 Type 3 Intermediate kit (medium or large) with the addition of medical masks and face shield is acceptable as a Level 2 kit in B.C.

10.27 LEVEL 3 FIRST AID KIT

QUANTITY	ITEM
1	blanket
24	14 cm x 19 cm wound cleaning towelettes, individually packaged
50	sterile adhesive dressings, assorted sizes, individually packaged
20	10 cm x 10 cm sterile gauze dressings, individually packaged
4	10 cm x 16.5 cm sterile pressure dressings with crepe ties
4	20 cm x 25 cm sterile abdominal dressings, individually packaged
6	cotton triangular bandages, minimum length of base 1.25 m
2	5 cm x 4.5 m rolls of adhesive tape
4	7.5 cm x 4 m conforming gauze bandages
4	7.5 cm x 4.5 m crepe roller bandages
1	14 cm stainless steel bandage scissors or universal scissors
1	11.5 cm stainless steel sliver forceps
4	quick straps (a.k.a. fracture straps or zap straps)
1	windlass style tourniquet
1	pocket mask with a one-way valve and oxygen inlet
6	pairs of medical gloves (preferably non-latex)
6	medical masks (a.k.a. procedure or surgical masks)
2	face shields (or safety eyewear)
1	waterproof waste bag
1	penlight or flashlight
	Patient assessment charts

A Level 3 first aid kit includes an Oxygen Kit with the following contents:

1 - Portable oxygen therapy unit consisting of a cylinder of compressed oxygen, a pressure regulator, a pressure gauge, a flow meter, non-rebreathing mask, and nasal cannula
1 - Oropharyngeal airway kit
1 - Manually operated self-inflating bag-valve mask with an oxygen reservoir
1 - Digital pulse oximeter
1 - Portable suction unit

10.28 WORKSAFEBC AND COR REFERENCES

WorkSafeBC: OHS Act & Regulations

Section 115 – Employer Duties
Part 3 – Rights and Responsibilities
Part 4 – General Conditions
4.13–4.18 – Emergency Preparedness and Response
4.19–4.21 – Working Alone and Emergency Communication
Part 5 – Chemical Agents and Biological Agents
Part 32 – Evacuation and Fire Safety
Part 33 – First Aid
Part 34 – Rope Access, Fall Rescue (where applicable)

COR References:

COR Element 4 – Hazard Identification & Risk Assessment
COR Element 6 – Inspections
COR Element 7 – Training & Communication
COR Element 8 – Emergency Preparedness & Response
COR Element 9 – Incident Investigation & Reporting

ELEMENT 11 – RECORD KEEPING AND STATISTICS

11.0 POLICY

Édifice maintains accurate health and safety records and statistics to monitor program effectiveness, identify trends, and support continuous improvement.

11.1 PURPOSE AND SCOPE

This element applies to all health and safety records, reports, statistics, and documentation generated across **Édifice** operations and worksites.

11.2 RECORD KEEPING AND STATISTICS

The information gathered shall include, but not be limited to, the following:

a. **Édifice** Incident Summaries
b. Near Miss & Incident Report
c. Investigation Records
d. Workplace Inspection Reports
e. Treatment Record Book
f. Maintenance Records
g. Weekly Toolbox Meetings
h. Safety Committee (JHSC) Meeting Minutes
i. WCB Inspection and Compliance Reports.
j. WCB Claims Cost Statements.

11.3 STATISTICS

The summary of incident statistics shall be done annually and will be recorded on the Edifice OHS Statistics and Reports spreadsheet located on the **Édifice** server.

The person designated to gather this information is to have access to the necessary sources of information to ensure correctness and completion.

The Company, the Safety Committee, and the Employees shall use all information gathered or developed from these sources for the express purpose of monitoring and improving the Occupational Health and Safety Program.

11.4 DOCUMENT RETENTION SCHEDULE

Document Type	Retention Period	Must Be Kept On Site	Notes / Reference
First Aid Records (treatment records, injury reports)	3 years	Yes – while site active	Must include nature of injury, treatment, and person providing aid. *(OHSR 3.19)*
WorkSafeBC Inspection Reports	At least 3 years	Yes – copy must be posted for workers to see	Post notice of inspection findings for workers. Keep copy in safety file. *(OHSR 3.5, 3.6)*
Incident Investigation Reports	3 years	Yes – while site active	Must be retained and available for WorkSafeBC review. *(OHSR 3.4)*
Joint Health & Safety Committee (JHSC) or Worker Rep Meeting Minutes	2 years	Yes – summary posted for workers	Must be posted and available for inspection. *(OHSR 3.26)*
Safety Meeting Records / Toolbox Talks	2 years	Yes – summary accessible to workers	Keep sign-in sheets and meeting topics for review.
Training & Orientation Records (incl. WHMIS, fall protection, equipment training)	As long as employee is employed + 2 years after	No (copy on site preferred)	Needed to verify competence in case of incident. *(OHSR 3.23)*
Exposure Monitoring Records (noise, silica, etc.)	10 years minimum	No (copies may be site-posted for results)	Keep with employer for long-term exposure tracking. *(OHSR 5.57)*
Hazard Assessments / Risk Assessments	For duration of project + 2 years	Yes – must be accessible	Keep in site safety binder for inspection.
Safe Work Procedures / Safe Job Procedures	Ongoing (until revised or replaced)	Yes	Updated versions must be readily available to workers.
Workplace Inspection Reports (internal site inspections)	1 year minimum	Yes	Keep in site safety binder for review.
Prime Contractor Agreement / Notice of Project (NOP)	Duration of project + 2 years	Yes	Copy must be on site during project. *(OHSR 20.2, 20.3)*
Subcontractor Safety Evaluations / Orientation Forms	Duration of project + 2 years	Yes	Required for site safety management verification.
Equipment Inspection & Maintenance Logs	1 year or until next inspection	Yes	Must be available on site for each piece of equipment. *(OHSR 4.9)*

11.5 WORKSAFEBC AND COR REFERENCES

WorkSafeBC: OHS Act & Regulations
Parts 3, Workers' Compensation Act Sections 115
Parts 4, Workers' Compensation Act Sections 172

COR References:
Elements 6
Elements 8
Elements 10

ELEMENT 12 – JOINT HEALTH AND SAFETY COMMITTEE (JHSC)

12.0 POLICY

Édifice establishes and maintains a Joint Health and Safety Committee or worker–employer safety process in accordance with WorkSafeBC requirements.

12.1 PURPOSE AND SCOPE

This element defines the structure, roles, and operation of the Joint Health and Safety Committee or equivalent process for all **Édifice** employees and worksites.

12.2 MEETING REQUIREMENTS

The Committee shall consist of a minimum of four (4) members where the total number of **Édifice** regular employees equals or exceeds 20 (*see Book 1, page xv, Division 4*), with an equal representation from management and the employees. The company shall appoint the Management representative(s) and the employee representatives shall be elected from among their group. Where the committee has 4 or more members, the Committee shall have two co-chairs as set out in *Book 1 - Division 4 - Section 127(d)*, one selected by the worker representatives and one selected by the employer representatives.

The Safety Committee shall meet at least once per month, or more often if necessary. The Committee shall record minutes of the meetings and the minutes shall be distributed as follows:

- Board of Directors
- Committee Members
- Employee bulletin board
- Workers' Compensation Board (upon request)

Where the total number of **Édifice** regular employees is less than 20, OHS Committee policy shall follow that outlined in **Element 12.3**

12.3 PROGRAM REQUIREMENTS WITH LESS THAN 20 EMPLOYEES

Where the total number of **Édifice** regular employees is less than 20, a less formal Occupational Health and Safety program will be initiated and maintained by **Édifice** in lieu of the JHSC Committee (*see OH & S Regulations Part 3.2 – Small Operations*).

The less formal program will consist of (as a minimum) the specific inclusion of discussion relating to health and safety matters at regular monthly meetings between Management and employees. Discussion will be directed to matters concerning the correction of unsafe conditions and practices and the maintenance of cooperative interest in health and safety. A minimum of two (2) representatives, comprising of at least one (1) person representing management and at least one (1) person representing the employees, shall be required at meetings. A record of meetings and matters discussed will be maintained by **édifice**.

12.4 PURPOSE

The purpose of the Safety Committee shall include, but is not be limited to, the following:

a. The establishment and promotion of health and safety programs in the workplace and the provision of education and training in these programs for the information of employees.

b. Identification of health and safety hazards and the development of corrective measures.

c. The regular review of the company's safety performance.

d. Communication of company safety concerns to the employees and communication of employee safety concerns to the company.

e. Participation in regular inspections of the workplace, incident investigations, safety audits, and other initiatives to improve the health and safety of the workplace.

f. Consideration and response to complaints relating to the health and safety of workers.

g. Make recommendations to the employer in regards to education and training programs, regulatory programs and policies, and changes to the workplace and/or processes.

h. Monitor recommendations from (g) and measure their effectiveness.

12.5 COMMITTEE STRUCTURE

Édifice will follow the guidelines for the committee structure as set out in Policy 4.1. The committee shall consist of the President, or representative appointed by the president, as Management representatives and employee(s) selected from among themselves. The committee shall meet once per month at a mutually convenient time and location.

On complex work sites **Édifice** will set up a committee for the duration of the project. This committee shall consist of the Superintendent, the Safety Professional, one additional **Édifice** employee where available, and a representative from each trade or Sub-Contractor on the site. The committee will meet once per week at a mutually convenient time and location.

12.5.1 COMMITTEE RESPONSIBILITIES

CHAIRPERSON

- Arrange meeting agenda
- Arrange meeting place
- Notify members of meeting time and place
- Review previous minutes and materials
- Control meeting
- Remain objective
- Prepare minutes of meeting
- Distribute minutes to members
- Report status of recommendations

12.5.2 COMMITTEE MEMBERS

- Attend all committee meetings
- Participate in inspections and investigations, as required
- Contribute ideas and suggestions to improve health and safety
- Participate in all aspects of review of Safety Program

12.5.3 EMPLOYER RESPONSE

Édifice will respond to written recommendations from the OH&S Committee as described in Division 4 - Section 133 when a written response is requested.

12.5.4 EDUCATIONAL LEAVE

Édifice recognizes that each member of the OH&S Committee is entitled to an annual leave totaling 8 hours for the purposes of attending occupational health and safety training. Any leave taken under this section will be compensated for by **Édifice** including both wages and cost of the course.

12.6 WORKSAFEBC AND COR REFERENCES

WorkSafeBC: OHS Act & Regulations
Sections 125–137
OHS Regulation Part 3 – Rights and Responsibilities.

COR References:
COR Elements 4
COR Elements 6
COR Elements 8

ELEMENT 13 – ENVIRONMENT

13.0 POLICY

Édifice is committed to minimizing the environmental impact of its operations through responsible planning, efficient use of resources, waste reduction, pollution prevention, and compliance with all applicable environmental legislation. Environmental considerations shall be integrated into work planning, execution, and emergency preparedness, with a focus on continual improvement and environmental stewardship.

This unit outlines the environmental responsibilities, waste management practices, emergency preparedness, and social responsibility expectations applicable to all **Édifice** workers, subcontractors, projects, and worksites.

13.1 PURPOSE AND SCOPE

Édifice is committed to lead the industry in minimizing the impacts of its activities on the environment.

The key points of its strategy to achieve this are:

- Minimize waste by evaluating operations and ensuring they are as efficient as possible
- Minimize toxic emissions through the selection and use of its fleet and the source of its power requirements
- Actively promote recycling both internally and amongst its customers and suppliers
- Source and promote purchasing a product range, to minimize the environmental impact of both production and distributions
- Meet or exceed all the environmental legislations that relate to the company.

Édifice Environmental Policy is designed to:

- Comply with all legally applicable laws, regulations, and industry codes of practice
- Integrate environmental management measures and environmental performance considerations in the planning and work processes
- Endeavour to adopt practically applicable laws, regulations, and standards and set internal objectives for environmental performance or its indicators
- Strive for the continual improvement of environmental management and performance, including pollution prevention and the use of the best available control technology
- Encourage personnel to be aware of and meet their responsibility for environmental protection, providing training and other support or resources where necessary
- Plan to be prepared for environmental emergency response situations, including co-operations with tenants and outside agencies
- Communicate openly with workers, tenants, customers, governments, and the public on the environmental aspects

13.2 RESPONSIBILITIES

Management responsibilities:

- Provide the resources needed to support, implement, and maintain **Édifice** OHS Program
- Document environmental management roles, responsibilities, and authorities
- Communicate environmental management roles, responsibilities, and authorities
- Appoint a person to assume the role of management representative

Deliver Training and Awareness Programs

- Ensure workers, who perform tasks that may potentially have a significant environmental impact, are in fact competent
- Establish a procedure to make people aware of DURON environmental management system

Establish Communication Procedures

- Establish a procedure to control the organization's internal environmental communications

Emergency Management Process

- Prepare for emergency situations and incidents that may have a significant impact on the environment
- Establish procedures to identify potential emergency situations and incidents that may have an impact on the environment
- Keep a record of environmental monitoring and measuring activities.
- Assess opportunities for improvement

Workers are aware of the foregoing objectives and principles and are required to incorporate and abide by the spirit of such objectives and principles in carrying out their responsibilities.

13.3 GENERAL WASTE MANAGEMENT

Édifice will estimate the waste that will be generated prior to work being performed so that the need for containers and waste removal, if necessary, can be determined.

All sub-contractors must coordinate with the manager to ensure the proper disposal of wastes or scrap materials. For example, the sub-contractor must ensure the Owner is aware of whether wastes and scrap materials will be taken off-site by the sub-contractor or will be disposed of on the Owner's site.

Édifice will ensure the following measures:

- Assign person(s) accountable for disposition of wastes generated at the worksite. DURON will also address safe practices related to the immediate storage and handling of waste, scrap or leftover materials. If PPE or other

precautions are necessary to handle waste, these should be identified in the program
- Ensure that work site related wastes are stored and maintained in an organized fashion to encourage proper disposal and to minimize risks to workers. For example, proper waste receptacles must be provided for trash and materials that may be reused or recycled during a work site
- Segregation of waste materials ensures opportunities for reuse or recycling
- Instruct workers on the proper handling, storage and disposal of waste. This may include general instruction on disposal of non-hazardous wastes, trash or scrap materials. If wastes generated are classified as hazardous, workers must be trained to ensure proper disposal

13.4 Social Responsibility Statement

Édifice is conscious of the social impact that its operations may have on local communities. We pay close attention to ensuring that our activities run smoothly in co-operation with community organizations, civic institutions, sub-contractor, and stakeholders.

Édifice believes that its operations should generate economic benefits, create opportunities for an improved quality of life, respect the environment, and constitute a positive influence in the communities in which it operates. Our Company is committed to conducting its business responsibly with honesty, integrity, and in accordance with all applicable local and international regulations and laws, respecting human rights and the interests of all those that may be affected by its activities.

All workers, subcontractors and visitors to **Édifice** premises are required to adhere to this policy and are encouraged to apply its principles at all times and in all places.

Implementation

1. Create a working environment for our workers based on mutual trust and respect and in which diversity and inclusion are valued.
2. Consider potential social impacts of Company operations (e.g., demographic, socioeconomic, on health, social infrastructures, natural resources, lifestyle and cultural heritage), and adopt solutions that enhance the positive effects on local communities and reduce the adverse effects.
3. Be a role model and build long-term relations with local communities founded on trust and mutual benefit.

In line with Management effort, the following operating practices must be adopted:

- Practice non-discrimination in employment with respect to race, sex, religion, political opinions, social origins, age, and disability.
- Seek to minimize the use of natural resources.
- Encourage local socioeconomic development using local labour and material whenever possible.
- Cooperate with local communities in pursuing initiatives of mutual interest aimed at enhancing local potential and spreading the benefits to local

people.
- Communicate openly and actively encourage dialogue with workers, communities, and civic institutions on all issues relating to this policy.
- Sensitize employers and anyone working with DURON of the awareness of the present social responsibility policy.

This policy will be enforced through dedicated management commitment and review, supported through supervision and complied with by all personnel.

13.5 WORKSAFEBC AND COR REFERENCES

WorkSafeBC: OHS Act & Regulations
Part 5 (Chemical Agents and Biological Agents)
Part 8 (Personal Protective Clothing and Equipment)
Part 22 (Hazardous Materials)

COR REFERENCES
Element 13 (Environmental Practices)

ELEMENT 14 – SUBCONTRACTOR SAFETY PROGRAM (SSP)

14.0 POLICY

édifice is committed to ensuring the health and safety of all workers and subcontractors at its worksites. As prime contractor (when designated), **édifice** will coordinate health and safety activities and maintain systems that ensure site-wide compliance with the BC Workers Compensation Act and BC Occupational Health and Safety Regulations. Subcontractors must meet the minimum legal requirements and the expectations of this SSP as a condition of access to the worksite.

édifice reserves the right to remove a subcontractor or worker, stop unsafe work, remove unsafe equipment, or suspend a contract where non-compliance or unsafe conditions exist.

14.1 PURPOSE & SCOPE

This SSP:

- Sets a simple 3-step process for subcontractor onboarding and daily compliance.
- Defines legal submissions and records tied to WorkSafeBC and COR expectations.

Applies to all subcontracted work at any **édifice** project where **édifice** is the owner's representative and/or designated prime contractor.

14.2 ROLES & RESPONSIBILITIES

édifice (Prime Contractor when designated):

- Coordinate Subcontractor activities; establish and maintain the site H&S system (Orientation, hazard ID, inspections, first aid, emergency response, incident reporting).
- Conduct/maintain the site first aid assessment and services for a multiple-employer workplace.
- Provide sufficient First Aid coverage.
- Keep required H&S documentation and records to demonstrate due diligence and for COR audits.

Subcontractors (Employers):

- Comply with the OHSR, the **édifice** OHS Program this SSP; instruct/supervise workers; maintain worker training records; and participate in site coordination (hazard notifications, meetings, inspections).
- Ensure workers complete the site orientation and daily FLHA before work each day; submit SDS/chemical info as applicable; report incidents; and keep first-aid and training records.

14.8 REQUIRED FORMS & DOCUMENTATION

The following forms are used to document subcontractor safety responsibilities, verify training and certifications, and monitor performance in accordance with company safety requirements. These forms can be found in Appendix C of the **édifice** Health & Safety Program Manual.

FORM 14.8 – Subcontractor Pre-qualification
Provide details of Subcontractor Company, Safety performance & competencies.

FORM 14.10 – Subcontractor Safety Agreement
Acknowledges the subcontractor's legal duties, site-specific requirements, and agreement to complete Steps 1–3 and maintain documentation.

FORM 14.11 – Subcontractor Training & Certification Tracker
Tracks required training/certification status (e.g., WHMIS, Fall Protection) of workers sent to Édifice sites.

FORM 14.12 – Subcontractor Performance Checklist
Used to evaluate schedule adherence, quality, safety compliance, and professionalism; informs continued qualification.

14.3 THE 3–STEP SSP PROCESS

INSTRUCTIONS FOR SUBCONTRACTOR SAFETY MANAGEMENT PROCESS

Perform these steps in order. No access to work until Steps 1–2 are complete.

STEP 1 – Submit & Get Approved

The following documents are required to be submitted pre-start (via designated company platform/software, as directed):

1. WorkSafeBC Clearance Letter
2. Certificate of Insurance
3. Proof of Worker Training
4. SDS Sheets for Materials brought on site

STEP 2 – Sign In & Get Orientated

1. Sign into site & receive **édifice** Site Orientation (review site-specific hazards, rules, ERP, first aid locations/comms). Orientation is part of prime-contractor coordination and is required for young/new workers; keep orientation records.
2. PPE: wear and maintain task-appropriate PPE per OHSR Part 8 and site rules (e.g., head/eye/foot protection; respiratory protection where required). Employers must instruct workers on selection, use and care.
3. Follow site-wide first aid & emergency procedures (posted and communicated. Report all injuries and significant incidents immediately.

STEP 3 – Assess Hazards & Start Work

1. Form 2.4 – Field Level Hazard Assessment (FLHA): complete daily, at task start, and after any significant change (work, conditions, or location). Submit via QR code posted at site entry.
2. High-risk activities: obtain and submit specific permits/forms before starting:
    - Form 14.1 – Hot Work Permit for welding/cutting/grinding, with fire-prevention controls and competent fire watch per BC Fire Code/CSA W117.2 and OHSR welding requirements.
    - Rigging/lifting: equipment and slings inspected before use; defective gear out of service.

Note: If you introduce materials or processes that may increase risk for others, notify the **édifice** site lead before work.

14.4 RECORDS & SUBMISSIONS

édifice shall retain:

- Site first aid assessment & procedures, attendant coverage, and first-aid records
- Orientation roster, FLHAs (Form 2.4), issued permits (e.g., Form 14.1), incident investigations, and communications to/from subcontractors—sufficient to demonstrate coordination and compliance.

Subcontractors keep and produce on request:

- Worker training & orientation records (including WHMIS and Fall Protection where applicable), submitted pre-start and updated as needed.
- Daily FLHAs, SDS access proof, and task permits.
- Incident reports and any internal investigations relevant to work at **édifice** sites

14.5 DEFAULTS & NON-COMPLIANCE

Where a Subcontractor or worker fails to comply with legal or SSP requirements, **édifice** may stop work, remove personnel/equipment, or suspend/void the contract. This action supports the prime-contractor duty to establish and maintain compliance systems and to correct unsafe conditions without delay.

14.6 TRAINING REQUIREMENTS

- WHMIS worker education/training for anyone who handles or may be exposed to hazardous products on site; labels/SDS must be available and current.
- Fall Protection training and procedures where a worker could fall ≥ 3 m or suffer serious injury; include a rescue plan where required.
- First Aid: Subcontractors must ensure workers know how to summon first aid and report injuries. Prime contractor ensures site-level first aid coverage and assessment.

If unusual high-risk work is required outside the original scope, notify **édifice** in advance so the site plan/controls can be updated (prime-contractor coordination).

WorkSafeBC: OHS Act & Regulations:
Part 3 (Programs, first aid), Part 5 (WHMIS), Part 8 (PPE), Part 11 (Fall Protection), Part 15 (Rigging), BC Fire Code - Hot Works (Div B, 5.2) and CSA W117.2 (fire watch & controls).

COR References:
Element 4 (Hazard Identification and Risk Control)
Element 5 (Contractor Management)
Element 7 (Orientation and Training)
Element 10 (Emergency Preparedness and Response)
Element 13 (Environmental Practices)

ELEMENT 15 – INJURY MANAGEMENT / RETURN TO WORK PROGRAM

15.0 POLICY

Édifice is committed to supporting all employees who sustain work-related injuries by providing a safe, timely, and structured Return-to-Work process. The company will make every reasonable effort to provide meaningful modified duties to injured employees until they are able to safely return to their pre-injury roles. This program complies with WorkSafeBC regulations and promotes early intervention, rehabilitation, and the reduction of lost workdays.

15.1 PURPOSE & SCOPE

The purpose of this program is to:

- Ensure injured employees return to work safely and productively.
- Reduce the impact of workplace injuries on employees and operations.
- Define roles and responsibilities for employees, supervisors, management, and health and safety personnel.

This program applies to all employees of **Édifice** who experience a work-related injury or illness and establishes procedures for coordinating with physicians, supervisors, the H&S Manager, and WorkSafeBC.

15.2 DIRECTIVE / RESPONSIBILITIES

A. Physician

- Provide guidance on the employee's abilities, limitations, and expected recovery time.

B. Employee

- Maintain contact with supervisor and case coordinator.
- Participate in the Modified Work Program as directed by the physician and management.
- Cooperate in identifying suitable work and comply with medical restrictions.

C. Supervisor

- Ensure employees are aware of the Modified Work Program and their responsibilities.
- Provide required documentation to the employee and ensure it is returned to the H&S Manager.
- Supervise employees on modified duties and prevent overexertion.
- Monitor progress and communicate with the case coordinator.

D. Superintendent

- Ensure the Modified Work Program is implemented on site.
- Support supervisors and employees in completing modified duties successfully.
- Provide resources, supervision, and reassurance to facilitate return to work.
- In event that worker must visit a doctor or clinic. Superintendents must provide worker with "Employee Hospital Visit Package" **(Appendix C)**

E. Health & Safety Manager

- Oversee the Modified Work Program and liaise with WorkSafeBC.
- Monitor program effectiveness and assist in finding suitable modified duties.

- Ensure supervisors are trained in program requirements.

F. Case Coordinator: *H&S Manager*
- Establish return-to-work plans and monitor employee progress.
- Maintain regular communication and foster a positive attitude toward recovery.
- Document all steps and coordinate with the H&S Manager.

G. First Aid Attendant
- Notify supervisors of injuries requiring medical attention.
- Provide injured employees with program information.
- Complete and forward required WorkSafeBC documentation to the H&S Manager.

15.3 DOCUMENTATION / FORMS

In event that worker must visit a doctor or clinic. Superintendents must provide worker with "Employee Hospital Visit Package". The Hospital Visit Package includes:
- Letter to Employee
- Letter to Physician

15.4 PROCEDURE

1. Employee reports an injury to the First Aid Attendant; documentation begins.
2. Employee receives treatment and, if necessary, visits a physician with Employee Hospital Visit Package
3. Physician completes Stay-at-Work/Return-to-Work Planning Form. Supervisor and H&S Manager review restrictions and recovery period.
4. Suitable modified work is offered; if unavailable onsite, alternative work is sought in consultation with the superintendent and H&S Manager.
5. Regular weekly or monthly follow-ups are conducted to monitor progress. Updated modified work packages are issued as recovery allows.

15.5 EXAMPLES OF MODIFIED WORK DESCRIPTIONS

Sedentary
Inventory, fire watch, training seminars
Light
Job site deliveries, tool maintenance, housekeeping, vehicle maintenance (non-mechanical), crane signaling, traffic control
Reduced Work Hours
Normal workload, light duties, sedentary duties as per physician direction

**Duties may be adjusted based on individual medical requirements.*

15.6 WORKSAFEBC AND COR REFERENCES

WorkSafeBC: OHS Act & Regulations:
Part 4 Division 3.1 – Return to Work and Other Duties in Relation to Injured Workers
Part 3 – Rehabilitation & Return to Work

COR References:
RTW COR Audit Standard

ELEMENT 16 – ISOLATION OF HAZARDOUS ENERGY (LOTO) PROGRAM

16.0 POLICY

Édifice is committed to preventing injuries from the unexpected release of hazardous energy by implementing a Lockout/Tagout (LOTO) Program that ensures all machinery, equipment, and systems are safely isolated before maintenance, servicing, or repair.

16.1 PURPOSE AND SCOPE

This program establishes minimum requirements for controlling hazardous energy and applies to all **Édifice** employees, supervisors, and subcontractors working on energized or potentially hazardous equipment and systems.

16.2 Definitions

Lockout: The physical isolation of energy sources using a lock or device that prevents operation.

Tagout: A warning tag placed on an isolation point indicating equipment must not be operated.

Authorized Worker: A worker trained and permitted to perform lockout.

Affected Worker: Anyone working in the area where lockout is being performed.

Zero-Energy State: All hazardous energy has been fully isolated, released, or controlled.

16.3 RESPONSIBILITIES

Supervisors

- Ensure LOTO procedures are followed.
- Confirm that all isolation points have locks/tags applied.
- Ensure LOTO Form **(Form 16.3)** is completed when required.

Authorized Workers

- Perform lockout according to the Safe Job Procedure (SJP).
- Verify zero-energy state before starting work.
- Maintain control of their personal lock keys.
- Complete the LOTO Form
- Affected Workers
- Stay clear of locked-out equipment.
- Must not remove, bypass, or tamper with any lock or tag.

16.4 WHEN LOCKOUT IS REQUIRED

Lockout must be applied before:

- Servicing or repairing equipment.
- Removing guards or safety devices.
- Clearing jams or blockages.
- Working on energized electrical systems.

- Performing maintenance where unexpected start-up could occur.

16.5 TYPES OF HAZARDOUS ENERGY

- Electrical – live circuits, stored charge in capacitors
- Mechanical – rotating parts, springs, flywheels
- Hydraulic – pressurized lines or cylinders
- Pneumatic – compressed air systems
- Chemical – stored or reactive substances
- Thermal – steam, heat, hot surfaces
- Gravity – suspended parts or loads

16.6 GROUP LOCKOUT

When multiple workers must isolate the same system:

- A group lockbox may be used.
- Each worker applies their own personal lock to the lockbox.
- No one may remove another worker's lock.

16.7 CONTRACTOR REQUIREMENTS

Subcontractors must:

- Follow the **Édifice** LOTO Program or provide their own equivalent.
- Submit LOTO documentation through SiteMax.
- Coordinate all lockout activities with Edifice supervision before energizing or de-energizing equipment.

16.8 APPROVED LOCKOUT DEVICES

- Lockout hasps
- Breaker lockout devices
- Valve lockouts (ball/gate)
- Cable lockouts
- Personal locks (keyed individually)
- "Danger – Do Not Operate" tags
- Workers must never:
- Use another person's lock
- Share keys
- Use locks for anything other than lockout
- Remove or bypass another worker's lock

16.9 TRAINING REQUIREMENTS

Authorized workers must be trained in:

- Hazardous energy recognition
- Use of lockout devices
- Verification of zero-energy state
- Site-specific procedures

- Emergency lock removal

Training frequency: Every 3 years, or
- After an incident, or
- When new equipment is introduced.

16.10 RECORD KEEPING

The following must be maintained in SiteMax:

- Completed LOTO Form
- Worker training records
- Incident or near-miss investigations
- Program reviews and audits

16.11 EMERGENCY LOCK REMOVAL

If an authorized worker is not available to remove their lock:
Supervisor verifies the worker is not onsite.
Supervisor ensures the equipment and area are safe.
Supervisor documents the removal in SiteMax.
Worker is notified prior to returning to work.

16.12 WORKSAFEBC AND COR REFERENCES

WorkSafeBC: OHS Act & Regulations:
Part 8 – Machinery and Equipment
Part 4 – General Conditions

ELEMENT 17 – FALL PROTECTION / WORKING AT HEIGHTS PROGRAM

17.0 POLICY

Édifice is committed to preventing fall-related injuries by ensuring that all workers exposed to fall hazards are provided with appropriate fall protection systems, training, and supervision.

17.1 PURPOSE AND SCOPE

This program establishes minimum requirements for working safely at heights and applies to all **Édifice** employees and subcontractors performing work on project sites where fall hazards exist.

17.2 RESPONSIBILITIES

Employer
- Provide fall protection systems, training, and equipment.
- Ensure supervisors and workers follow this program.

Supervisors
- Assess each work area for fall hazards.
- Confirm workers are trained and using fall protection correctly.
- Complete required documentation (Pre-Start, Fall Protection Plan if required).

Workers
- Inspect harness and lanyard before each use.
- Use 100% tie-off when exposed to fall hazards.
- Report damaged equipment or unsafe conditions immediately.

17.3 WHEN FALL PROTECTION IS REQUIRED

Fall protection MUST be used when:
- Working 3 m (10 ft) or more above a lower level.
- Working near unprotected edges (floors, roofs, openings).
- Using scaffolds without complete guardrails.
- Working on ladders where you cannot maintain 3-point contact.
- Any risk of a fall into a hazardous area (rebar, water, machinery).

17.4 FALL PROTECTION OPTIONS

Supervisors must choose the highest level of protection possible:

A. Elimination
- Complete work on the ground where practical.

B. Passive Protection
- Guardrails
- Floor covers
- Scaffolds with full guardrail systems

C. Fall Restraint

- Full-body harness + short lanyard OR fixed-line system preventing worker from reaching the edge.

D. Fall Arrest

Used only when restraint is not possible. Includes:

- Full-body harness
- Shock-absorbing lanyard or SRL
- Approved anchor (minimum 22 kN / 5,000 lb unless engineered)
- Rescue plan required

17.5 INSPECTION REEQUIREMENTS

Before each use:

- Harness stitching, D-rings, buckles
- Lanyards (no knots, burns, frays)
- SRLs (smooth retraction, no damage)
- Anchors secure and rated
- Remove from service immediately if damaged.

17.6 FALL PROTECTION PLANS

A written Fall Protection Plan Form **(Form 17.6)** is required when:

- Workers may fall 3 m or more
  AND
- Workers must use fall arrest or restraint systems.

Minimum contents:

- Description of the work
- Fall hazards
- Method of fall protection
- Anchor locations
- Equipment inspection
- Rescue plan
- Worker sign-off

17.7 RESCUE REQUIREMENTS

Supervisors must ensure:

- A rescue plan is completed before any fall arrest work
- Rescuers are trained and equipment is available
- Suspension trauma is considered and response is rapid

17.8 TRAINING

- All workers using fall protection must have:
- Valid Fall Protection/Working at Heights training
- Demonstrated ability to inspect equipment and properly tie off
- Subcontractors must provide proof of training before work begins.

17.9 DOCUMENTATION

Required forms:

- Pre-Start Hazard Assessment
- Fall Protection Plan Form (when required)
- Equipment Inspection (daily user check)

17.10 WORKSAFEBC AND COR REFERENCES

WorkSafeBC: OHS Act & Regulations:
Part 8 – Machinery and Equipment
Part 4 – General Conditions

ELEMENT 18 – CONFINED SPACE PROGRAM

18.0 POLICY

Édifice is committed to protecting workers from the hazards associated with confined space entry by implementing a comprehensive Confined Space Program that ensures proper hazard identification, control, and emergency preparedness.

To protect workers from the hazards of entering and working in confined spaces by ensuring proper identification, assessment, control, and emergency preparedness.

18.1. PURPOSE AND SCOPE

This program establishes minimum requirements for safe entry and work in confined spaces and applies to all **Édifice** employees and subcontractors who may enter or work around confined spaces on project sites.

A Confined Space Plan **(Form 18.1)** must be completed before any entry into a confined space.

18.2 CONFINED SPACE DEFINITION

A space that:

- Is enclosed or partially enclosed,
- Is not designed for continuous human occupancy, and
- Has limited means of entry/exit,
  and may contain hazards including oxygen deficiency, toxic gases, engulfment, or entrapment.
- Examples: manholes, tanks, vaults, excavations with limited access, crawl spaces.

18.3 RESPONSIBILITIES

Employer

- Provide a written Confined Space Program.
- Ensure competent persons conduct hazard assessments and testing.
- Provide rescue resources and required equipment.

Supervisors

- Identify confined spaces on site.
- Ensure a Confined Space Plan is completed for every entry.
- Verify atmospheric testing, ventilation, permits, and PPE are in place.
- Ensure trained attendants and entrants are assigned.

Workers (Entrants / Attendants / Standby)

- Participate in training and follow the Confined Space Plan.
- Inspect equipment before use.
- Report hazards immediately.
- Never enter without a completed plan and authorization.

18.4 WHEN ENTRY IS ALLOWED

Entry is permitted only when:

- A Confined Space Plan is fully completed and authorized.
- Atmospheric testing is done by a qualified person.
- The trained attendant is present at all times.
- A rescue plan is written, and rescue equipment is available on site.

18.5 HAZARD CONTROLS

Controls must be listed in the Confined Space Plan and may include:

Engineering Controls

- Ventilation (mechanical blowers)
- Isolation/LOTO of lines, valves, and energy sources
- Purging or inerting where required
- Barriers around the space

Administrative Controls

- Permit system
- Attendant stationed at entry
- Maximum occupancy limits
- Communication procedures
- Rescue procedures
- PPE
- Respiratory protection (if required)
- Fall arrest and retrieval system
- Head, eye, and hand protection
- Gas monitors

18.6 ATMOSPHERIC TESTING

Before entry, a qualified person must test for:

- Oxygen levels
- Flammable gases
- Toxic gases (e.g., H_2S, CO, sewer gases)

Testing must be:

- Conducted at top, middle, and bottom of the space
- Documented in the Confined Space Plan
- Continuous or periodic as required

18.7 ENTRY PERMIT / CONFINED SPACE PLAN

- A Confined Space Plan (permit) must include:
- Space identification
- Hazard assessment
- Isolation measures
- Atmospheric test results

- Equipment requirements
- Attendant and entrant names
- Rescue plan
- Authorization signature
- No deviations allowed.

18.8 RESCUE REQUIREMENTS

- A site-specific rescue plan must be completed.
- Rescue equipment must be at the entry point (tripod, winch, harness, etc.).
- Rescuers must be trained and competent.
- Attendants must never enter the space to perform rescue.

18.9 TRAINING

All workers involved in confined space entry must be trained in:

- Confined space hazards
- Atmospheric testing
- PPE and retrieval systems
- Emergency procedures
- Their specific role (entrant, attendant, supervisor)
- Training must be documented.

18.10 DOCUMENTATION

Required documentation:

- Confined Space Plan Form
- Atmospheric testing records
- LOTO/isolation records (if applicable)
- Rescue plan
- Training records

18.11 WORKSAFEBC AND COR REFERENCES

WorkSafeBC: OHS Act & Regulations:
Part 9 – Confined Spaces
Part 4 – General Conditions

ELEMENT 19 – BULLYING AND HARRASSMENT

18.0 POLICY

Édifice is committed to providing a workplace free from bullying and harassment. All workers, supervisors, and employers share responsibility for maintaining a respectful environment. Bullying and harassment will not be tolerated in any form. All reports will be taken seriously, investigated promptly, and addressed through corrective actions focused on prevention, not blame.

18.1 PURPOSE AND SCOPE

This unit outlines the requirements for preventing, reporting, and responding to workplace bullying and harassment at all **Édifice** worksites and projects. It applies to all workers, supervisors, contractors, and visitors.

18.2 DEFINITIONS

Bullying and harassment includes any inappropriate conduct or comment by a person that the worker reasonably perceives as humiliating, intimidating, or threatening.

It does not include:

- Reasonable management direction,
- Performance evaluations,
- Corrective actions delivered respectfully.

18.3 PROCEDURES

All workers must report bullying or harassment as soon as possible. Reports may be made verbally or in writing using the Near Miss & Incident Form **(Form 9.3)** under the incident type "Harassment."

Workers may report to:

- Their direct supervisor,
- The Superintendent or Project Manager,
- The H&S Manager,
- Any member of management if the supervisor is involved.

Anonymous reports will be accepted, though they may limit the ability to investigate.

Failure to report may result in unsafe conditions persisting and may be subject to disciplinary action

18.4 INVESTIGATION PROCEDURES

All workers must report bullying or harassment as soon as possible. Reports may be made will investigate all reports of bullying and harassment using the investigation section of the Near Miss & Incident Report Form **(Form 9.3)**.

Investigations will include:

- A description of the alleged behavior and involved parties,
- Interviews with the complainant, respondent, and witnesses,
- Review of relevant documents, training, or site conditions,
- Identification of root and contributing factors,
- Corrective actions to prevent recurrence.

Investigations will be conducted promptly, respectfully, and confidentially to the extent possible. Findings will be communicated to involved parties as appropriate.

18.5 PREVENTION MEASURES

Édifice will:

- Provide workers and supervisors with training on bullying and harassment,
- Communicate expectations for respectful conduct,
- Monitor worksites for behaviors or conditions that may contribute to harassment,
- Implement corrective actions and follow-up as required.

Workers must:

- Treat others with respect,
- Report bullying and harassment,
- Cooperate with investigations.

18.6 TRAINING

Édifice will provide bullying and harassment awareness training for all workers and supervisors that covers how to recognize, prevent, and report bullying and harassment as required under WorkSafeBC occupational health and safety expectations. Employers can use WorkSafeBC's free online videos and awareness resources to support this training and reinforce respectful conduct at work.

18.7 DOCUMENTATION & RECORDKEEPING

All reports, investigations, corrective actions, and follow-up will be documented using the Near Miss & Incident Form. Records will be retained in accordance with WorkSafeBC requirements.

18.8 WORKSAFEBC AND COR REFERENCES

WorkSafeBC: OHS Act & Regulations:

- OHS Policies D3-115-2 to D3-115-4 – Bullying & Harassment
- OHS Regulation Part 3 – Rights & Responsibilities

COR References:

- Element 7 – Training & Communication

édifice
construction

Appendix A

SAFE JOB PROCEDURES

Appendix A - Safe Job Procedures

Table of Contents

SJP 01 - Working at Heights / Fall Protection

Title:	SJP 01	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Ensure safe operations while working at heights and prevent falls, injuries, or fatalities.	• Falling from ladders, scaffolds, roofs, or elevated platforms • Dropped tools or materials • Weather hazards: wind, rain, ice • Improper anchor points or equipment failure
Controls	**Required PPE**
• **Engineering:** Guardrails, toe boards, fall arrest systems, scaffolding standards • **Administrative:** Training, inspection of fall protection equipment, supervision, work permits	• Hard hat • Safety boots • Gloves • Full-body harness with lanyard • Eye protection • High-visibility vest

PROCEDURE STEPS

WBS	Task	Owner
1.0	Conduct a hazard assessment of the work area.	Team member
2.0	Inspect all fall protection systems and PPE before use.	Team member
3.0	Set up guardrails, anchors, or personal fall arrest systems.	Team member
4.0	Ensure proper harness fit and secure lanyard to approved anchor points.	Team member
5.0	Maintain three points of contact when climbing or descending.	Team member

6.0	Avoid overreaching; keep tools secured.	Team member
7.0	Communicate with supervisors and coworkers about hazards.	Team member
8.0	Complete the task according to safe procedures.	Team member
9.0	Inspect and clear the area after completion.	Team member
10.0	Conduct a hazard assessment of the work area.	Team member
11.0	Inspect all fall protection systems and PPE before use.	Team member

Emergency Procedures:

- Report falls or near-misses immediately.
- Provide first aid if trained.
- Notify emergency services in case of serious injury.

Training / Competency Requirements:

- Fall protection training and certification
- Competency in PPE use and hazard assessment
- Understanding of emergency response for falls

SJP 02 - Ladder Use and Inspection

Title:	SJP 02	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Prevent falls, injuries, and ladder-related accidents.	• Falling from ladders • Slipping or ladder tipping • Electrical hazards near power lines • Overreaching or improper load
Controls	**Required PPE**
• **Engineering:** Use ladders rated for load, non-slip feet • **Administrative:** Training, supervision, inspection, proper ladder setup	• Hard hat • Safety boots • Gloves • Eye protection • High-visibility vest

PROCEDURE STEPS

WBS	Task	Owner
1.0	Inspect ladder for damage, loose rungs, or defects.	Team member
2.0	Place ladder on stable, level ground.	Team member
3.0	Angle ladder properly (1:4 ratio).	Team member
4.0	Secure top and bottom if required.	Team member
5.0	Maintain three points of contact when climbing.	Team member
6.0	Use tool belts; do not carry tools in hands.	Team member
7.0	Move ladder as needed rather than overreaching.	Team member
8.0	Store ladder properly after use and report defects.	Team member

Emergency Procedures: • Report ladder incidents to supervisor. • Administer first aid if trained. • Evacuate area if ladder failure creates secondary hazards.
Training / Competency Requirements: • Ladder safety training • Competency in safe setup and climbing techniques • Understanding load limits and inspections

SJP 03 - Scaffolding Setup and Use

Title:	SJP 03	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Ensure scaffolds are safe for assembly, use, and dismantling.	• Scaffold collapse or tipping • Falls from height • Falling objects • Electrical hazards
Controls	**Required PPE**
• **Engineering:** Use scaffolds meeting regulatory standards, guardrails, and base plates • **Administrative:** Scaffold inspections, trained supervisors, safe assembly procedures	• Hard hat • Safety boots • Gloves • Eye protection • Fall protection harness (if applicable)

PROCEDURE STEPS

WBS	Task	Owner
1.0	Inspect ground for stability before setup.	Team member
2.0	Assemble scaffolding per manufacturer's instructions.	Team member
3.0	Install guardrails and toe boards.	Team member
4.0	Check scaffold for level and stability.	Team member
5.0	Use fall protection when climbing or working at heights.	Team member
6.0	Keep tools secured; avoid cluttered platforms.	Team member
7.0	Conduct daily inspections before use.	Team member
8.0	Dismantle scaffold carefully, following proper procedures.	Team member

Emergency Procedures: • Evacuate area if scaffold instability is observed. • Report any scaffold failures immediately. • Provide first aid if an accident occurs.
Training / Competency Requirements: • Scaffold assembly and inspection training • Knowledge of fall protection use on scaffolds • Competency in hazard recognition

SJP 04 - Excavation and Trenching

Title:	SJP 04	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Prevent collapse, entrapment, and other excavation-related incidents.	• Trench collapse • Struck-by equipment • Underground utilities (electrical, gas, water) • Slips, trips, falls
Controls	**Required PPE**
• **Engineering:** Shoring, trench boxes, sloping or benching systems • **Administrative:** Permit-to-dig, inspections, utility locates	• Hard hat • Safety boots • Gloves • Eye protection • High-visibility vest

PROCEDURE STEPS

WBS	Task	Owner
1.0	Conduct a site inspection and utility locate.	Team member
2.0	Identify and control hazards, marking the excavation area.	Team member
3.0	Install shoring, trench boxes, or slopes as required.	Team member
4.0	Ensure access/egress (ladders) every 25 feet.	Team member
5.0	Keep materials and equipment at least 2 feet from trench edge.	Team member
6.0	Maintain communication with equipment operators.	Team member
7.0	Inspect trench before work each day.	Team member

8.0	Backfill and secure trench after completion.	Team member
Emergency Procedures: • Evacuate immediately if trench shows signs of collapse. • Call emergency services for trapped workers. • Provide first aid if safe to do so.		
Training / Competency Requirements: • Excavation safety training • Competency in trench box and shoring use • Knowledge of utility hazards and emergency rescue		

SJP 05 - Lifting and Rigging			
Title:	SJP 05	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	**Hazards**
Ensure safe lifting operations and prevent injuries or property damage.	• Dropped loads • Equipment failure • Crushing or struck-by incidents • Overhead hazards
Controls	**Required PPE**
• **Engineering:** Rated lifting equipment, slings, chains, hooks • **Administrative:** Pre-lift planning, load charts, supervision	• Hard hat • Safety boots • Gloves • Eye protection • High-visibility vest

PROCEDURE STEPS

WBS	Task	Owner
1.0	Plan lift, check load weight and rigging equipment.	Team member
2.0	Inspect slings, hooks, and cranes for defects.	Team member
3.0	Ensure load is balanced and rigged correctly.	Team member
4.0	Clear area of unnecessary personnel.	Team member
5.0	Signal or communicate with crane/operator.	Team member
6.0	Lift load slowly, avoiding sudden movements.	Team member
7.0	Set load down safely.	Team member
8.0	Inspect rigging equipment after use.	Team member

Emergency Procedures: • Evacuate area if load is unstable. • Report dropped load or injury immediately. • Provide first aid if safe to do so.
Training / Competency Requirements: • Rigging and lifting training • Competency in using cranes, slings, and hoists • Knowledge of load charts and signaling

SJP 06 - Hot Works / Fire Watch

Title:	SJP 06	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Prevent fires and injuries when performing welding, cutting, grinding, or other hot work operations.	• Fire from sparks or hot debris • Burns to personnel • Explosion from flammable materials • Smoke inhalation
Controls	**Required PPE**
• **Engineering:** Fire blankets, fire extinguishers, spark guards • **Administrative:** Hot work permits, fire watches, training	• Hard hat • Flame-resistant clothing • Welding gloves • Eye protection or welding helmet • Safety boots • High-visibility vest

PROCEDURE STEPS

WBS	Task	Owner
1.0	Obtain hot work permit before starting.	Team member
2.0	Inspect work area and remove flammable materials.	Team member
3.0	Set up fire-resistant barriers or shields.	Team member
4.0	Ensure fire extinguisher and fire watch personnel are in place.	Team member
5.0	Perform hot work with proper PPE.	Team member
6.0	Maintain communication with fire watch during operations.	Team member

7.0	After work, inspect area for smoldering fires.	Team member
8.0	Complete permit documentation.	Team member

Emergency Procedures:

- Activate fire alarm immediately if fire occurs.
- Use fire extinguisher if safe.
- Evacuate area and report to supervisor.

Training / Competency Requirements:

- Hot work training
- Fire watch procedures
- Competency in PPE and fire extinguisher use

SJP 07 - Lockout / Tagout

Title:	SJP 07	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Prevent accidental energization of equipment during maintenance or repair.	• Electrical shock • Machine startup causing injury • Pinch or crush injuries
Controls	**Required PPE**
• **Engineering:** Lockout devices, energy isolation points • **Administrative:** Written procedures, training, supervisor approval	• Hard hat • Safety boots • Gloves • Eye protection • High-visibility vest

PROCEDURE STEPS

WBS	Task	Owner
1.0	Identify energy sources.	Team member
2.0	Shut down equipment following manufacturer instructions.	Team member
3.0	Isolate energy sources and apply lockout devices.	Team member
4.0	Attach tags indicating work in progress.	Team member
5.0	Release stored energy (springs, hydraulic pressure).	Team member
6.0	Verify equipment is de-energized.	Team member
7.0	Perform maintenance or repair.	Team member

8.0	Remove lockout devices and restore equipment safely.	Team member
Emergency Procedures: • Never attempt to restart locked equipment. • Report any accidental energization. • Provide first aid if injuries occur.		
Training / Competency Requirements: • Lockout/tagout training • Knowledge of energy types and isolation methods • Competency in applying locks and tags		

SJP 08 - Traffic Control & Flagging

Title:	SJP 08	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Ensure safe traffic management on worksites to prevent collisions and injuries.	• Vehicle collisions • Worker struck-by vehicles • Poor visibility
Controls	**Required PPE**
• **Engineering:** Barricades, cones, signage • **Administrative:** Traffic control plans, flagger training, supervision	• Hard hat • Safety boots • Gloves • High-visibility vest or jacket

PROCEDURE STEPS

WBS	Task	Owner
1.0	Conduct traffic hazard assessment.	Team member
2.0	Set up cones, barricades, and warning signs.	Team member
3.0	Position flaggers at proper locations.	Team member
4.0	Use hand signals or communication devices to control traffic.	Team member
5.0	Maintain situational awareness at all times.	Team member
6.0	Update traffic control plan if conditions change.	Team member
7.0	Remove devices safely after work completion.	Team member
8.0	Conduct traffic hazard assessment.	Team member

Emergency Procedures:

- Stop traffic immediately if a worker is endangered.

• Report incidents to supervisor. • Provide first aid if needed.
Training / Competency Requirements: • Certified flagger training • Knowledge of traffic control plans and signals • Awareness of work zone hazards

SJP 09 - Confined Space Entry

Title:	SJP 09	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Protect workers entering confined spaces from asphyxiation, entrapment, or toxic exposure.	• Oxygen deficiency or enrichment • Toxic gases or vapors • Engulfment or entrapment • Fire or explosion
Controls	**Required PPE**
• **Engineering:** Ventilation, gas detection, lockout/tagout of connected equipment • **Administrative:** Confined space entry permits, rescue plan, supervision	• Hard hat • Safety boots • Gloves • Eye protection • Harness and lifeline • Respiratory protection (if required)

PROCEDURE STEPS

WBS	Task	Owner
1.0	Conduct traffic hazard assessment.	Team member
2.0	Set up cones, barricades, and warning signs.	Team member
3.0	Position flaggers at proper locations.	Team member
4.0	Use hand signals or communication devices to control traffic.	Team member
5.0	Maintain situational awareness at all times.	Team member
6.0	Update traffic control plan if conditions change.	Team member
7.0	Remove devices safely after work completion.	Team member
8.0	Conduct traffic hazard assessment.	Team member

Emergency Procedures:

• Activate rescue team immediately if an emergency occurs. • Use lifeline and communication to guide rescue. • Provide first aid if safe.
Training / Competency Requirements: • Confined space entry training • Competency in gas monitoring and PPE use • Knowledge of emergency rescue procedures

SJP 10 - Electrical Safety (General Awareness)			
Title:	SJP 10	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Prevent electrical hazards on site to protect workers and equipment.	• Electrical shock or electrocution • Arc flash or blast • Fire from energized equipment
Controls	**Required PPE**
• **Engineering:** Grounding, circuit breakers, lockout/tagout • **Administrative:** Electrical safety training, inspections, supervision	• Hard hat • Insulated gloves • Safety boots • Eye protection • High-visibility vest

PROCEDURE STEPS

WBS	Task	Owner
1.0	Conduct traffic hazard assessment.	Team member
2.0	Set up cones, barricades, and warning signs.	Team member
3.0	Position flaggers at proper locations.	Team member
4.0	Use hand signals or communication devices to control traffic.	Team member
5.0	Maintain situational awareness at all times.	Team member
6.0	Update traffic control plan if conditions change.	Team member
7.0	Remove devices safely after work completion.	Team member
8.0	Conduct traffic hazard assessment.	Team member

Emergency Procedures: • Disconnect power immediately if safe. • Do not touch victims while energized; use insulated tools. • Provide CPR and first aid if trained. • Call emergency services for electrical injuries.
Training / Competency Requirements: • Electrical safety awareness training • Competency in lockout/tagout for electrical circuits • Knowledge of safe distances and PPE requirements

SJP 11 - WHMIS / Chemical Handling

Title:	SJP 11	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Ensure safe use, storage, and handling of hazardous chemicals.	• Chemical burns or exposure • Inhalation of toxic fumes • Fire or explosion from flammable chemicals
Controls	**Required PPE**
• **Engineering:** Proper storage cabinets, ventilation • **Administrative:** Safety Data Sheets (SDS), training, spill response plan	• Hard hat • Chemical-resistant gloves • Safety boots • Eye protection • High-visibility vest • Protective apron or suit if required

PROCEDURE STEPS

WBS	Task	Owner
1.0	Read SDS and understand chemical hazards.	Team member
2.0	Select proper PPE before handling.	Team member
3.0	Store chemicals in designated areas.	Team member
4.0	Avoid mixing incompatible substances.	Team member
5.0	Use ventilation to prevent inhalation.	Team member
6.0	Clean up spills immediately following procedures.	Team member
7.0	Dispose of chemicals according to regulations.	Team member

Emergency Procedures:

- Use eye wash or safety shower for exposure.
- Report spills or exposure to supervisor.
- Evacuate area if fire or hazardous release occurs.

Training / Competency Requirements:

- WHMIS training
- Competency in SDS interpretation
- Spill response and PPE use

SJP 12 - Manual Lifting / Ergonomics			
Title:	SJP 12	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Prevent musculoskeletal injuries during lifting and handling of materials.	• Back strains or sprains • Pinched fingers or toes • Overexertion injuries
Controls	**Required PPE**
• **Engineering:** Lifting aids, trolleys, mechanical devices • **Administrative:** Training, team lifts, job rotation	• Hard hat • Safety boots • Gloves • High-visibility vest

PROCEDURE STEPS

WBS	Task	Owner
1.0	Assess load weight and shape before lifting.	Team member
2.0	Use proper posture: bend knees, keep back straight.	Team member
3.0	Lift smoothly; avoid twisting.	Team member
4.0	Use team lifts or lifting equipment for heavy loads.	Team member
5.0	Keep load close to the body.	Team member
6.0	Clear path before transporting materials.	Team member
7.0	Place load carefully, avoiding impact or sudden movement.	Team member
8.0	Assess load weight and shape before lifting.	Team member

Emergency Procedures:
- Stop work if injured.

• Apply first aid as needed. • Report injuries immediately to supervisor.
Training / Competency Requirements: • Manual handling and ergonomics training • Competency in lifting techniques • Awareness of proper body mechanics

SJP 13 - Use of GFCI Protection on Temporary Power

Title:	SJP 13	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Prevent electrical shock and electrocution when using temporary power on site.	• Electrical shock, • Electrocution from wet conditions • Equipment damage
Controls	**Required PPE**
• **Engineering:** GFCI outlets and circuit breakers • **Administrative:** Daily inspections, training, proper grounding	• Hard hat • Insulated gloves • Safety boots • Eye protection • High-visibility vest

PROCEDURE STEPS

WBS	Task	Owner
1.0	Inspect temporary power cords and devices.	Team member
2.0	Plug into GFCI-protected outlets.	Team member
3.0	Test GFCI for proper operation before use.	Team member
4.0	Avoid using damaged cords or devices.	Team member
5.0	Keep electrical equipment away from water.	Team member
6.0	Disconnect power before servicing equipment.	Team member

Emergency Procedures:
- Disconnect power immediately if shock occurs.
- Administer first aid or CPR if safe, Report incident to supervisor.

Training / Competency Requirements:
- Electrical safety and GFCI awareness training
- Competency verification

SJP 14 - Overhead Power Line Awareness

Title:	SJP 14	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Prevent contact with overhead power lines during construction operations.	• Electrocution • Arc flash • Equipment damage
Controls	**Required PPE**
• **Engineering:** Maintain safe distances, insulation barriers • **Administrative:** Utility locates, job planning, supervision	• Hard hat • Insulated gloves • Safety boots • Eye protection • High-visibility vest

PROCEDURE STEPS

WBS	Task	Owner
1.0	Identify and mark overhead power lines.	Team member
2.0	Maintain minimum approach distances.	Team member
3.0	Use spotters when operating equipment nearby.	Team member
4.0	Avoid carrying conductive materials near lines.	Team member
5.0	Follow utility company guidelines for clearance.	Team member

Emergency Procedures:

- Stay clear if contact occurs; do not touch equipment or person in contact.
- Call emergency services immediately.
- Administer first aid only if safe.

Training / Competency Requirements:

- Electrical hazard awareness training
- Competency in clearance distances and equipment operation near lines

SJP 15 - Energized Panel Work / Safe Approach Limits

Title:	SJP 15	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Protect personnel working near energized panels from shock or arc flash.	• Electrocution • Arc flash burns • Fire hazards
Controls	**Required PPE**
• **Engineering:** Barriers, insulated tools, lockout/tagout when possible • **Administrative:** Training, signage, permits for energized work	• Hard hat • Arc-rated gloves and clothing • Safety boots • Face shield • Eye protection

PROCEDURE STEPS

WBS	Task	Owner
1.0	Conduct hazard assessment and identify energized equipment.	Team member
2.0	Establish safe approach boundaries.	Team member
3.0	Use insulated tools.	Team member
4.0	Maintain safe distances and avoid contact with live parts.	Team member
5.0	Follow lockout/tagout procedures whenever possible.	Team member
6.0	Complete work methodically, following company and NFPA 70E standards.	Team member

Emergency Procedures: • De-energize circuits immediately if possible. • Provide first aid and CPR as trained. • Call emergency services for serious incidents.
Training / Competency Requirements: • Electrical safety and arc flash awareness training • Competency in insulated tool use and approach limits

SJP 16 - Pressure Testing of Systems

Title:	SJP 16	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Ensure safe testing of pressurized piping, vessels, or systems.	• Explosion or rupture • Fluid injection injuries • Struck-by components
Controls	**Required PPE**
• **Engineering:** Pressure relief devices, rated testing equipment • **Administrative:** Test plans, supervision, inspection of components	• Hard hat • Safety boots • Gloves • Eye protection • Face shield • High-visibility vest

PROCEDURE STEPS

WBS	Task	Owner
1.0	Inspect system components and connections.	Team member
2.0	Ensure pressure relief valves are installed.	Team member
3.0	Follow manufacturer-recommended pressure limits.	Team member
4.0	Slowly pressurize system, monitoring for leaks.	Team member
5.0	Maintain safe distance from pressurized components.	Team member
6.0	Depressurize system safely after test completion.	Team member

Emergency Procedures:

- Evacuate area if rupture occurs.
- Administer first aid for injuries.
- Report incident to supervisor.

Training / Competency Requirements:

- Pressure testing training
- Knowledge of system ratings and hazards
- Competency in PPE use and emergency response

SJP 17 - Handling and Storage of Compressed Gas Cylinders

Title:	SJP 17	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Prevent injury or property damage from compressed gas hazards.	• Explosion or rupture • Asphyxiation • Fire from flammable gases
Controls	**Required PPE**
• **Engineering:** Cylinder restraints, proper ventilation, signage • **Administrative:** Handling procedures, inspection, training	• Hard hat • Safety boots • Gloves • Eye protection • High-visibility vest

PROCEDURE STEPS

WBS	Task	Owner
1.0	Inspect cylinders for damage or leaks.	Team member
2.0	Store cylinders upright, secured with chains or straps.	Team member
3.0	Keep away from heat, sparks, or flame.	Team member
4.0	Use proper regulators and connections.	Team member
5.0	Transport cylinders using trolleys or carts designed for cylinders.	Team member
6.0	Close valves when not in use.	Team member

Emergency Procedures:

- Evacuate area in case of leak.
- Call emergency services for fire or explosion.

• Administer first aid if exposure occurs.
Training / Competency Requirements: • Compressed gas safety training • Competency in handling, transporting, and storing cylinders

SJP 18 - Concrete Forming / Rebar

Title:	SJP 18	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Ensure safe forming, placement, and handling of concrete and rebar.	• Struck-by or pinch injuries • Rebar impalement • Slips, trips, falls • Chemical exposure from concrete
Controls	**Required PPE**
• **Engineering:** Form supports, braces, safe rebar placement • **Administrative:** Planning, supervision, inspection	• Hard hat • Safety boots • Gloves • Eye protection • High-visibility vest

PROCEDURE STEPS

WBS	Task	Owner
1.0	Inspect forms and rebar for integrity.	Team member
2.0	Place and secure forms according to design.	Team member
3.0	Install rebar safely, avoiding sharp ends.	Team member
4.0	Use lifting equipment for heavy components.	Team member
5.0	Pour concrete evenly, avoiding overloading forms.	Team member
6.0	Monitor curing and remove forms safely after set.	Team member

Emergency Procedures:

- Evacuate area for form failure.
- Provide first aid for injuries.
- Report all incidents to supervisor.

Training / Competency Requirements:

- Concrete and rebar handling training

- Competency in form assembly and lifting procedures

SJP 19 - Rebar Handling and Tying Safety

Title:	SJP 19	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Prevent injury during rebar installation/ tying.	• Cuts or punctures from rebar • Musculoskeletal strain from lifting • Trips and falls
Controls	**Required PPE**
• **Engineering:** Rebar caps, tie tools, mechanical benders • **Administrative:** Supervision, team lifts, hazard assessment	• Hard hat • Safety boots • Gloves • Eye protection • High-visibility vest

PROCEDURE STEPS

WBS	Task	Owner
1.0	Inspect rebar for defects.	Team member
2.0	Wear gloves and eye protection.	Team member
3.0	Lift rebar using team lifts or mechanical aids.	Team member
4.0	Cap all protruding ends.	Team member
5.0	Use tie tools rather than fingers where possible.	Team member
6.0	Maintain clean work area to prevent trips.	Team member

Emergency Procedures:
- Provide first aid for cuts or punctures.
- Evacuate area if heavy lifting causes hazard & Report incidents to supervisor.

Training / Competency Requirements:
- Rebar handling and tying training
- Knowledge of safe lifting techniques & Competency in PPE use

SJP 20 - Chemical Additives and Form Oil Handling

Title:	SJP 20	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Ensure safe handling of chemicals used in concrete forming.	• Chemical burns • Inhalation of fumes • Fire or slip hazards
Controls	**Required PPE**
• **Engineering:** Proper storage, ventilation, spill containment • **Administrative:** SDS review, training, supervision	• Hard hat • Safety boots • Gloves • Eye protection • Chemical-resistant clothing • High-visibility vest

PROCEDURE STEPS

WBS	Task	Owner
1.0	Read SDS for chemical additives or form oil.	Team member
2.0	Use appropriate PPE.	Team member
3.0	Apply chemicals according to manufacturer instructions.	Team member
4.0	Avoid spills and maintain clean area.	Team member
5.0	Wash hands after handling.	Team member
6.0	Store chemicals properly after use.	Team member

Emergency Procedures:

- Flush skin or eyes with water if exposed.
- Evacuate area if spill occurs.
- Report incidents and call emergency services if necessary.

Training / Competency Requirements:

- Chemical handling training
- Competency in PPE and spill response

SJP 21 - Safe Lift Planning

Title:	SJP 21	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Plan all lifts to prevent accidents and ensure safety.	• Dropped loads • Pinch or crush injuries • Equipment failure
Controls	**Required PPE**
• **Engineering:** Rated lifting equipment, rigging devices • **Administrative:** Pre-lift meetings, lift plan approval, supervision	• Hard hat • Safety boots • Gloves • Eye protection • High-visibility vest

PROCEDURE STEPS

WBS	Task	Owner
1.0	Conduct lift assessment and hazard review.	Team member
2.0	Verify equipment load rating and condition.	Team member
3.0	Assign qualified personnel to lift.	Team member
4.0	Establish exclusion zones.	Team member
5.0	Use proper rigging techniques.	Team member
6.0	Communicate lift signals clearly.	Team member
7.0	Execute lift slowly and safely.	Team member

Emergency Procedures:

- Evacuate area if load is unstable.
- Report dropped loads immediately.
- Administer first aid if required.

Training / Competency Requirements:

- Rigging and lift planning training
- Competency in load calculation and signaling

SJP 22 - Excavator and Loader Operation

Title:	SJP 22	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Ensure safe operation of heavy machinery to prevent accidents and property damage.	• Struck-by incidents • Machine rollovers • Contact with underground utilities • Crushing or pinch injuries
Controls	**Required PPE**
• **Engineering:** Roll-over protection systems, warning alarms, safety locks • **Administrative:** Operator training, equipment inspections, spotters	• Hard hat • Safety boots • Gloves • Eye protection • High-visibility vest

PROCEDURE STEPS

WBS	Task	Owner
1.0	Conduct pre-operation inspection of equipment.	Team member
2.0	Check work area for hazards, including utilities and personnel.	Team member
3.0	Ensure seatbelt and ROPS (Roll-Over Protection System) are in use.	Team member
4.0	Operate machine at safe speed and maintain control.	Team member
5.0	Communicate with spotters using radios or signals.	Team member
6.0	Avoid swinging loads over personnel.	Team member
7.0	Park equipment on level ground and lower attachments when not in use.	Team member

Emergency Procedures: • Stop machine immediately if unsafe conditions arise. • Evacuate operators in case of rollover. • Provide first aid for injuries and notify supervisor.
Training / Competency Requirements: • Heavy equipment operation certification • Competency in site safety and spotter communication • Knowledge of machine limitations and hazard awareness

SJP 23 - Spotter Communication and Blind-Spot Awareness

Title:	SJP 23	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Prevent collisions and injuries by ensuring effective communication between operators and spotters.	• Struck-by incidents • Blind-spot collisions • Property damage
Controls	**Required PPE**
• **Engineering:** Audible alarms, mirrors, cameras • **Administrative:** Spotter training, communication protocols, supervision	• Hard hat • Safety boots • Gloves • Eye protection • High-visibility vest

PROCEDURE STEPS

WBS	Task	Owner
1.0	Assign trained spotters for machinery operations.	Team member
2.0	Establish hand signals or radio communication protocols.	Team member
3.0	Spotters remain in visible positions outside blind spots.	Team member
4.0	Operator maintains full awareness of spotter instructions.	Team member
5.0	Stop operations immediately if communication is lost.	Team member
6.0	Continuously monitor work area for new hazards.	Team member

Emergency Procedures:

- Halt all operations if spotter signals danger.

• Evacuate personnel from blind spots. • Administer first aid if struck or injured.
Training / Competency Requirements: • Spotter communication training • Knowledge of blind-spot hazards • Competency in signaling and hazard recognition

SJP 24 - Working Around Mobile Equipment			
Title:	SJP 24	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Ensure safety of workers and operators in areas with mobile machinery.	• Struck-by or caught-between injuries • Equipment collisions • Pinch or crush injuries
Controls	**Required PPE**
• **Engineering:** Warning alarms, barriers, mirrors • **Administrative:** Traffic control plans, supervision, training	• Hard hat • Safety boots • Gloves • Eye protection • High-visibility vest

PROCEDURE STEPS

WBS	Task	Owner
1.0	Conduct hazard assessment of work area.	Team member
2.0	Establish exclusion zones for pedestrian workers.	Team member
3.0	Use spotters or traffic controllers when necessary.	Team member
4.0	Maintain awareness of mobile equipment movements.	Team member
5.0	Never walk behind or under moving equipment.	Team member
6.0	Communicate hazards and changes in work area.	Team member

Emergency Procedures:

- Stop equipment immediately if personnel are in danger.
- Administer first aid and report incidents.
- Evacuate area if unsafe conditions persist.

Training / Competency Requirements:

- Awareness training for working around equipment
- Competency in hazard recognition and exclusion zones

SJP 25 - Housekeeping

Title:	SJP 25	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Maintain a clean, organized worksite to prevent accidents.	• Slips, trips, falls • Fire hazards • Struck-by incidents
Controls	**Required PPE**
• **Engineering:** Designated waste and storage areas • **Administrative:** Daily inspections, cleaning schedules, supervision	• Hard hat • Safety boots • Gloves • Eye protection • High-visibility vest

PROCEDURE STEPS

WBS	Task	Owner
1.0	Clear debris, scrap materials, and waste regularly.	Team member
2.0	Store tools and equipment in designated areas.	Team member
3.0	Ensure walkways and emergency exits are unobstructed.	Team member
4.0	Sweep and remove slippery substances.	Team member
5.0	Segregate hazardous materials and dispose properly.	Team member
6.0	Report unsafe conditions immediately.	Team member

Emergency Procedures:

- Evacuate areas with fire hazards or chemical spills.

• Administer first aid for injuries caused by debris or slips. • Notify supervisor for serious incidents.
Training / Competency Requirements: • Site housekeeping training • Competency in identifying hazards and waste management

SJP 26 - Material Handling and Storage

Title:	SJP 26	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Prevent injuries during lifting, moving, and storing materials.	• Strains or sprains • Dropped loads • Falling materials
Controls	**Required PPE**
• **Engineering:** Mechanical aids, racks, barriers • **Administrative:** Training, storage protocols, inspections • **PPE:** Gloves, safety boots, eye protection, hard hat	• Hard hat • Safety boots • Gloves • Eye protection • High-visibility vest

PROCEDURE STEPS

WBS	Task	Owner
1.0	Inspect materials for sharp edges or defects.	Team member
2.0	Use proper lifting techniques or mechanical aids.	Team member
3.0	Stack materials safely, ensuring stability.	Team member
4.0	Maintain clear access to storage areas.	Team member
5.0	Avoid overloading racks or platforms.	Team member
6.0	Secure materials during transport.	Team member

Emergency Procedures:

- Stop work if load is unstable.
- Provide first aid for lifting injuries & Report incidents to supervisor.

Training / Competency Requirements:

- Material handling and storage training & Competency in lifting techniques

SJP 27 - Working in Inclement Weather

Title:	SJP 27	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Maintain safety during adverse weather conditions.	• Slips, trips, and falls • Heat or cold stress • Lightning, high winds, or flooding
Controls	**Required PPE**
• **Engineering:** Temporary shelters, windbreaks • **Administrative:** Weather monitoring, work stoppage policies, supervision	• Hard hat • Safety boots • Gloves • Eye protection • High-visibility vest • Weather-appropriate clothing

PROCEDURE STEPS

WBS	Task	Owner
1.0	Monitor weather conditions before and during work.	Team member
2.0	Use appropriate PPE for temperature and precipitation.	Team member
3.0	Suspend work if conditions are unsafe (lightning, high winds).	Team member
4.0	Secure equipment and materials against wind or rain.	Team member
5.0	Maintain hydration in hot weather.	Team member
6.0	Use fall protection and non-slip footwear in icy conditions.	Team member

Emergency Procedures: • Evacuate work area in severe weather. • Provide first aid for weather-related injuries. • Report incidents to supervisor.
Training / Competency Requirements: • Weather safety awareness training • Competency in assessing weather hazards and using PPE

SJP 28 - Power and Hand Tools Use

Title:	SJP 28	**Department:**	Health & Safety
Effective Date:	Jan. 1, 2026	**Revision Number:**	2.0

PROCEDURE OVERVIEW

Purpose	Hazards
Prevent injuries from improper use of hand and power tools.	• Cuts, abrasions, punctures • Electrical shock from power tools • Flying debris
Controls	**Required PPE**
• **Engineering:** Guards, GFCI protection, maintenance • **Administrative:** Training, inspection, proper tool selection	• Hard hat • Safety boots • Gloves • Eye protection • Hearing protection • High-visibility vest

PROCEDURE STEPS

WBS	Task	Owner
1.0	Inspect tools before use for damage or defects.	Team member
2.0	Select correct tool for the task.	Team member
3.0	Use guards and safety devices provided.	Team member
4.0	Maintain stable stance and control while using tools.	Team member
5.0	Keep work area clean and well-lit.	Team member
6.0	Store tools safely after use.	Team member

Emergency Procedures:

- Disconnect power immediately if tool malfunctions.
- Provide first aid for cuts or electrical injuries.
- Report incidents to supervisor.

Training / Competency Requirements:
• Hand and power tool safety training • Competency in PPE use and tool operation

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Appendix B

SAFE WORK PRACTICES

Appendix B - Safe Work Practices

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Table of Contents

SWP 01 - Working at Heights / Fall Protection			
Title:	SWP 01	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRATICE OVERVIEW

Purpose	Hazards
Ensure safe operations while working at heights and prevent falls, injuries, or fatalities.	• Falling from ladders, scaffolds, roofs, or elevated platforms. • Dropped tools or materials. • Weather-related hazards • Improper anchor points or equipment failure.
Controls	**Required PPE**
• Engineering: Guardrails, toe boards, fall arrest systems, scaffolding standards • Administrative: Training, inspection of fall protection equipment, supervision, work permits, Personal protective equipment appropriate to the task.	• Hard hat • Safety boots • Gloves • Full-body harness with lanyard • Eye protection • High-visibility vest

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	Hazard assessments must be completed prior to work at heights.	Team member
2.0	Fall protection systems must be selected based on the hazard and inspected before use.	Team member
3.0	Anchor points and access systems must be approved and suitable for the task.	Team member
4.0	Tools and materials must be secured to prevent falling objects.	Team member

5.0	Work must be suspended during unsafe weather or site conditions.	Team member
Emergency Procedures: • Falls and near-misses must be reported immediately. • First aid must be provided by trained personnel. • Emergency services must be contacted for serious injuries.		
Training / Competency Requirements: • Fall protection training and certification. • Competency in hazard recognition and PPE use.		

SWP 02 - Ladder Use

Title:	SWP 02	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRATICE OVERVIEW

Purpose	Hazards
Prevent falls and injuries associated with ladder use.	• Falls from ladders • Ladder instability or failure • Electrical contact
Controls	**Required PPE**
• Selection of ladders appropriate for the task and load. • Inspection and proper setup of ladders.	• Hard hat. • Safety boots. • Gloves.

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	Ladders must be inspected before use and removed from service if damaged.	Team member
2.0	Ladders must be set on stable surfaces and secured where necessary.	Team member
3.0	Three points of contact must be maintained while climbing or descending.	Team member
4.0	Ladders must not be used near energized electrical sources unless approved.	Team member

Emergency Procedures:
- Incidents must be reported immediately.

Training / Competency Requirements:
- Ladder safety training

SWP 03 - Scaffolding Setup and Use			
Title:	SWP 03	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRATICE OVERVIEW	
Purpose	Hazards
Ensure safe access and work from scaffolding systems.	• Falls from height • Scaffold collapse or instability • Falling objects
Controls	Required PPE
• Erection and alteration by trained personnel • Routine inspections and load control	• Hard hat • Safety boots • Gloves • Fall protection harness (if applicable)

SAFE WORK PRACTICE REQUIREMENTS		
WBS	Task	Owner
1.0	Scaffolding must be erected, altered, and dismantled by competent persons.	Team member
2.0	Scaffolds must be inspected prior to use and at regular intervals.	Team member
3.0	Guardrails, access, and toe boards must be provided where required.	Team member
4.0	Scaffold loads must not exceed design limits.	Team member
8.0	Dismantle scaffold carefully, following proper procedures.	Team member
Emergency Procedures: • The area must be secured and incidents reported.		
Training / Competency Requirements: • Scaffold assembly and inspection training.		

SWP 04 - Excavation and Trenching

Title:	SWP 04	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRATICE OVERVIEW

Purpose	Hazards
Prevent injuries related to excavation and trenching activities.	• Utility strikes • Contact with mobile equipment
Controls	**Required PPE**
• Utility locates prior to excavation. • Protective systems and inspections.	• Hard hat • Safety boots • High-visibility vest

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	Excavations must be assessed daily and after changes.	Team member
2.0	Protective systems must be used where required by regulation.	Team member
3.0	Access and egress must be maintained.	Team member
4.0	Spoil piles and equipment must be kept back from edges.	Team member

Emergency Procedures:
- Workers must evacuate excavations if unsafe conditions develop.

Training / Competency Requirements:
- Excavation safety awareness.

SWP 05 - Hot Work			
Title:	SWP 05	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRATICE OVERVIEW

Purpose	Hazards
Prevent fires and injuries resulting from hot work activities.	• Fire and explosion • Burn injuries.
Controls	**Required PPE**
• Hot work permits • Fire watches and extinguishers	• Hard hat • Safety boots • Fire Resistant Gloves • Eye & face protection • High-visibility vest

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	Hot work must be authorized prior to starting.	Team member
2.0	Combustible materials must be controlled or removed.	Team member
3.0	Fire protection equipment must be readily available.	Team member
4.0	Fire watch requirements must be followed.	Team member

Emergency Procedures:
- Fire response procedures must be initiated immediately.

Training / Competency Requirements:
- Hot work safety awareness training suggested.

SWP 06 - Lockout / Tagout			
Title:	SWP 06	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRATICE OVERVIEW	
Purpose	Hazards
Prevent injury from unexpected energization of equipment.	• Electrical shock. • Mechanical movement.
Controls	Required PPE
• Energy isolation devices. Locks and tags.	• Hard hat • Safety boots • High-visibility vest • Task-specific PPE.

SAFE WORK PRACTICE REQUIREMENTS		
WBS	Task	Owner
1.0	Energy sources must be identified and isolated before work begins.	Team member
2.0	Locks and tags must be applied and controlled by authorized persons.	Team member
3.0	Equipment must not be re-energized until work is complete.	Team member
Emergency Procedures: • Incidents must be reported immediately.		
Training / Competency Requirements: • Lockout / tagout training.		

SWP 07 - Traffic Control			
Title:	SWP 07	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRATICE OVERVIEW

Purpose	Hazards
Purpose Protect workers from traffic and mobile equipment hazards.	• Struck-by incidents.
Controls	**Required PPE**
• Traffic control plans. • Signage and barriers.	• Hard hat • Safety boots • High-visibility Apparel

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	Traffic control measures must be implemented before work begins.	Team member
2.0	Only trained personnel may direct traffic.	Team member
3.0	Work areas must be clearly delineated.	Team member

Emergency Procedures:
- Work must stop and the area secured following an incident.

Training / Competency Requirements:
- Traffic control training (TCP)

SWP 08 - Mobile Equipment			
Title:	SWP 08	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRACTICE OVERVIEW

Purpose	Hazards
Purpose Prevent incidents involving mobile equipment.	• Collisions and rollovers.
Controls	**Required PPE**
• Authorized operators. • Pre-use inspections.	• Hard hat • Safety boots • High-visibility vest or jacket

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	Equipment must be operated only by trained and authorized personnel.	Team member
2.0	Pre-use inspections must be completed.	Team member
3.0	Exclusion zones must be respected.	Team member

Emergency Procedures:
- Equipment must be shut down and incidents reported.

Training / Competency Requirements:
- Equipment-specific training.

SWP 09 - Electrical Safety (General)			
Title:	SWP 09	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRACTICE OVERVIEW

Purpose	Hazards
Purpose Prevent electrical shock and arc flash injuries.	• Electrical shock. • Arc flash.
Controls	**Required PPE**
• Qualified workers. • Inspections • GFCI protection.	• Hard hat • Safety boots • Gloves • Eye protection • Electrical-rated PPE where required.

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	Electrical work must be performed by qualified persons.	Team member
2.0	Electrical equipment must be inspected and maintained.	Team member
3.0	Temporary power must be protected.	Team member

Emergency Procedures:
- Power must be isolated and emergency services contacted.

Training / Competency Requirements:
- Electrical safety awareness training suggested

SWP 10 - WHMIS / Hazardous Products			
Title:	SWP 10	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRACTICE OVERVIEW

Purpose	Hazards
Purpose Ensure safe handling and use of hazardous products.	• Chemical exposure.
Controls	**Required PPE**
• SDS availability. • Labeling and storage.	• Hard hat • Safety boots • High-visibility vest • As specified by SDS.

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	Hazardous products must be clearly labeled.	Team member
2.0	Safety data sheets must be accessible.	Team member
3.0	Workers must follow SDS handling and storage requirements.	Team member

Emergency Procedures:
- SDS emergency measures must be followed.

Training / Competency Requirements:
- WHMIS training.

SWP 11 - Manual Material Handling

Title:	SWP 11	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRACTICE OVERVIEW

Purpose	Hazards
Reduce musculoskeletal injuries.	• Strains and sprains.
Controls	**Required PPE**
• Mechanical aids. • Proper lifting techniques.	• Gloves • Safety boot

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	Loads must be assessed before lifting.	Team member
2.0	Mechanical aids must be used where practicable.	Team member
3.0	Team lifting must be used when required.	Team member

Emergency Procedures:
- Injuries must be reported immediately.

Training / Competency Requirements:
- Ergonomics awareness.

SWP 12 - Housekeeping			
Title:	SWP 12	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRACTICE OVERVIEW

Purpose	Hazards
Purpose Maintain clean and safe work areas.	• Slips, trips, and falls.
Controls	**Required PPE**
• Regular cleanup. • Waste management.	• Task-specific PPE

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	Work areas must be kept orderly.	Team member
2.0	Materials and waste must be stored safely.	Team member
3.0	Access routes must remain clear.	Team member

Training / Competency Requirements:
- Site orientation.

SWP 13 - Inclement Weather			
Title:	SWP 13	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRACTICE OVERVIEW

Purpose	Hazards
Protect workers during adverse weather conditions.	• Cold stress. • Heat stress. • Slippery surfaces.
Controls	**Required PPE**
• Weather monitoring. • Work suspension where required.	• Weather-appropriate PPE.

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	Weather conditions must be assessed regularly.	Team member
2.0	Work must stop when conditions become unsafe.	Team member
3.0	Additional controls must be implemented as required.	Team member

Training / Competency Requirements:
- Weather hazard awareness training suggested

SWP 14 - Subcontractor Safety			
Title:	SWP 14	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRACTICE OVERVIEW

Purpose	Hazards
Ensure subcontractors meet company safety expectations.	• Uncontrolled subcontractor activities.
Controls	**Required PPE**
• Orientation. • Coordination. • Oversight.	• As required by task.

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	Subcontractors must comply with Edifice SWPs and site rules.	Team member
2.0	Subcontractor activities must be coordinated and monitored.	Team member
3.0	Non-compliance must be addressed promptly.	Team member

Training / Competency Requirements:
- Site-specific orientation.

SWP 15 - Personal Protective Equipment (PPE)			
Title:	SWP 15	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRACTICE OVERVIEW

Purpose	Hazards
Ensure all workers use appropriate personal protective equipment to prevent injury or illness.	• Head, eye, hand, foot, and body injuries • Exposure to dust, noise, chemicals, or flying debris • Impact from tools, materials, or mobile equipment
Controls	**Required PPE**
• Engineering: Physical barriers, equipment guarding • Administrative: PPE hazard assessments, training, supervision, enforcement	• Hard hat • Safety boots • High-visibility vest • Safety glasses or face shield • Gloves appropriate to task • Hearing protection • Respiratory protection where required

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	PPE requirements must be identified through hazard assessments.	Team member
2.0	PPE must be inspected prior to use and maintained in good condition.	Team member
3.0	Damaged or defective PPE must be removed from service immediately.	Team member
4.0	PPE must be worn at all times where required by site rules or task hazards.	Team member
5.0	Supervisors must enforce PPE compliance.	Team member

Emergency Procedures: • Injuries must be reported immediately. • First aid must be provided as required.
Training / Competency Requirements: • PPE awareness training suggested • Task-specific PPE instruction

SWP 16 - Emergency Response & Evacuation

Title:	SWP 16	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRACTICE OVERVIEW

Purpose	Hazards
Provide clear procedures for responding to emergencies and evacuations.	• Fire • Medical emergencies • Gas leaks • Structural failure • Severe weather
Controls	**Required PPE**
• Alarm systems, emergency lighting • Emergency plans, drills, communication procedures	• Hard hat • Safety boots • High-visibility vest

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	Emergency procedures must be communicated during site orientation.	Team member
2.0	Emergency exits and muster points must be clearly identified.	Team member
3.0	All workers must stop work and evacuate when directed.	Team member
4.0	Emergency services must be contacted as required.	Team member
5.0	Incident details must be documented following an emergency.	Team member

Emergency Procedures:
- Evacuate to designated muster point.
- Call 911 when required.
- Account for all personnel.

Training / Competency Requirements:

- Emergency response Instruction at orientation
- Site-specific evacuation training

SWP 17 - First Aid & Incident Reporting

Title:	SWP 17	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRACTICE OVERVIEW

Purpose	Hazards
Ensure prompt medical response and proper reporting of incidents.	• Workplace injuries • Delayed treatment • Incomplete reporting
Controls	**Required PPE**
• First aid stations • Reporting procedures, trained attendants	• Hard hat • Safety boots • High-visibility vest

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	All injuries and near-misses must be reported immediately.	Team member
2.0	First aid must be administered by trained attendants.	Team member
3.0	Serious incidents must be reported to WorkSafeBC.	Team member
4.0	Incident investigations must be completed.	Team member

Emergency Procedures:
- Call emergency services for serious injuries.
- Secure the area if required.

Training / Competency Requirements:
- First aid certification
- Incident reporting training at orientation

SWP 18 - Hand & Power Tool Safety

Title:	SWP 18	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRACTICE OVERVIEW

Purpose	Hazards
Ensure safe use of hand and power tools.	• Cuts, punctures, and amputations • Electrical shock • Flying debris
Controls	**Required PPE**
• Tool guards. • Training, inspections • Task-specific.	• Hard hat • Safety boots • Gloves • Eye protection • Hearing protection • High-visibility vest

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	Tools must be inspected before use.	Team member
2.0	Defective tools must be removed from service.	Team member
3.0	Tools must be used only for their intended purpose.	Team member
4.0	Guards and safety features must not be bypassed.	Team member

Emergency Procedures:
- Report tool-related injuries immediately.

Training / Competency Requirements:
- Tool-specific training

SWP 19 - Hazard Identification & Risk Assessment

Title:	SWP 19	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRACTICE OVERVIEW

Purpose	Hazards
Identify hazards and implement controls before work begins.	• Unrecognized hazards • Inadequate controls
Controls	**Required PPE**
• FLHA, hazard reviews • Hazards must be communicated to all affected workers. • Controls must be implemented and monitored.	• Hard hat • Safety boots • Gloves • Eye protection • High-visibility vest

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	Hazard assessments must be completed before Project starts	Team member
2.0	Hazard assessments must be completed before work.	Team member
3.0	Hazards must be communicated to all affected workers.	Team member
4.0	Controls must be implemented and monitored.	Team member

Emergency Procedures:
- Stop work if uncontrolled hazards are identified.

Training / Competency Requirements:
- Hazard recognition training

SWP 20 - Confined Space Awareness			
Title:	SWP 20	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRACTICE OVERVIEW

Purpose	Hazards
Prevent injury related to confined spaces.	• Oxygen deficiency • Toxic atmospheres • Entrapment
Controls	**Required PPE**
• Ventilation • Permits, supervision	• Hard hat • Safety boots • High-visibility vest • Respiratory protection

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	Confined spaces must be identified.	Team member
2.0	Entry permits must be completed before entry.	Team member
3.0	Unauthorized entry is prohibited.	Team member

Emergency Procedures:
- Call emergency services for rescue.

Training / Competency Requirements:
- Confined space awareness training

SWP 21 - Exposure Control (Dust, Noise, Airborne Hazards)

Title:	SWP 21	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRACTICE OVERVIEW

Purpose	Hazards
Control exposure to harmful substances and noise.	• Silica dust • Asbestos fibers • Excessive noise
Controls	**Required PPE**
• Wet methods, ventilation • Exposure monitoring	• Hard hat • Safety boots • Hearing protection • Respirator • High-visibility vest

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	Exposure hazards must be identified.	Team member
2.0	Control measures must be implemented.	Team member
3.0	PPE must be worn as required.	Team member

Emergency Procedures:
- Remove workers from exposure if unsafe levels exist.

Training / Competency Requirements:
- Exposure control training suggested

SWP 22 - Demolition & Structural Work

Title:	SWP 22	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRACTICE OVERVIEW

Purpose	Hazards
Ensure demolition and structural work is conducted safely.	• Structural collapse • Falling debris
Controls	**Required PPE**
• Temporary supports • Work sequencing	• Hard hat • Safety boots • Gloves • Eye protection • High-visibility vest

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	Structures must be assessed prior to demolition.	Team member
2.0	Controlled sequencing must be followed.	Team member
3.0	Exclusion zones must be maintained.	Team member

Emergency Procedures:
- Evacuate area if instability is detected.

Training / Competency Requirements:
- Demolition safety training suggested.

SWP 23 - Site Access, Security & Public Protection

Title:	SWP 23	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRACTICE OVERVIEW

Purpose	Hazards
Protect workers, occupants, and the public.	• Unauthorized access • Interaction with the public
Controls	**Required PPE**
• Fencing, barriers • Access control procedures	• Hard hat • Safety boots • High-visibility vest

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	Site access points must be controlled.	Team member
2.0	Public areas must be protected from hazards.	Team member
3.0	Signage must be posted as required.	Team member

Emergency Procedures:
- Secure site following incidents affecting public safety.

Training / Competency Requirements:
- Site access and public protection at orientation

SWP 24 - Working at Heights / Fall Protection

Title:	SWP 24	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRACTICE OVERVIEW

Purpose	Hazards
Ensure safe operations while working at heights and prevent falls, injuries, or fatalities.	• Falls from ladders, scaffolds, roofs, or elevated platforms • Dropped tools or materials • Weather-related hazards • Improper anchor points or equipment failure
Controls	**Required PPE**
• Guardrails, toe boards, fall arrest systems • Training, inspections, supervision, permits	• Hard hat • Safety boots • Gloves • Eye protection • High-visibility vest

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	Hazard assessments must be completed prior to work at heights.	Team member
2.0	Fall protection systems must be selected based on the hazard and inspected before use.	Team member
3.0	Anchor points and access systems must be approved and suitable for the task.	Team member
4.0	Tools and materials must be secured to prevent falling objects.	Team member

Emergency Procedures:
- Stop work and initiate the site fall rescue plan immediately if a fall, near miss, or equipment failure occurs.

Training / Competency Requirements:
- Fall protection training required prior to working at heights.

SWP 25 - Hearing & Vision Protection			
Title:	SWP 25	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRACTICE OVERVIEW

Purpose	Hazards
Prevent hearing loss and eye or face injuries from workplace hazards.	• Excessive noise levels • Flying debris or dust • Chemical splashes • Radiant energy (welding arcs, lasers)
Controls	**Required PPE**
• Noise controls, machine guarding, barriers • Hazard assessments, signage, training	• Hearing protection (earplugs, earmuffs) • Safety glasses or goggles • Face shields (when required) • Welding helmets or specialty eyewear (when required)

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	Hazard assessments must identify noise and eye hazards before work begins.	Team member
2.0	Required hearing and vision protection must be worn in designated areas.	Team member
3.0	PPE must be appropriate for the task and environment.	Team member
4.0	Damaged or ineffective PPE must be replaced immediately.	Team member

Emergency Procedures:
- Stop work and seek first aid immediately in the event of eye injury, vision impairment, or hearing-related incident.

Training / Competency Requirements:
- Task-specific hearing and eye protection training required prior to use.

SWP 26 – Respiratory Protection

Title:	SWP 26	Department:	Health & Safety
Effective Date:	Jan. 1, 2026	Revision Number:	2.0

SAFE WORK PRACTICE OVERVIEW

Purpose	Hazards
Ensure workers are protected from airborne contaminants that may cause injury or illness.	• Dusts (e.g., silica, wood dust) • Fumes and vapors (e.g., welding, solvents) • Oxygen-deficient atmospheres Biological contaminants
Controls	**Required PPE**
• Local exhaust ventilation, dust suppression • Hazard assessments, training, fit testing, exposure monitoring	• Approved respirator (N95, half-mask, • full-face, as required) • Correct cartridges or filters • Eye protection (if required) • Protective gloves (if required)

SAFE WORK PRACTICE REQUIREMENTS

WBS	Task	Owner
1.0	Hazard assessments must identify respiratory hazards before work begins.	Team member
2.0	Only respirators appropriate to the hazard may be used.	Team member
3.0	Workers must be trained and fit-tested before using respiratory protection.	Team member
4.0	Respirators must be inspected, maintained, and stored properly.	Team member

Emergency Procedures:
- Leave the area immediately if respiratory protection fails or airborne conditions worsen and notify supervision.

Training / Competency Requirements:
- Task-specific respiratory protection training required prior to use.

édifice
construction

Appendix C

FORMS

Appendix C - Forms

édifice construction

Table of Contents

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

02.2 Pre-Project Hazard Assessment

COMPLETE THIS FORM BEFORE PROJECT STARTS

SECTION 1 - PROJECT INFORMATION & PRE-START VERIFICATION

SELECT PROJECT NAME FROM DROP DOWN LIST. DO NOT TYPE!	Description of Work
SELECT PROJECT NAME ?	Project Address:
Superintendent Name:	Prime Contractor: Edifice Construction Ltd. (If not, enter here)

Worker Training

Confirm all workers hold valid, task-specific certifications (e.g., Fall Protection, Confined Space, WHMIS):

◉ Yes ○ No ○ Not Required

SECTION 2 - IDENTIFYING HAZARDS

SELECT ALL TASKS THAT APPLY, AND COMPLETE SECTION 3 BASED ON YOUR ANSWERS:

1. Working At Heights	○ Yes	○ No	○ Not Required
2. Confined Space Work	○ Yes	○ No	○ Not Required
3. Hot Work	○ Yes	○ No	○ Not Required
4. Lock Out - Tag Out	○ Yes	○ No	○ Not Required
5. Working with Hazardous Materials	○ Yes	○ No	○ Not Required
6. Excavation and Trenching over 4'	○ Yes	○ No	○ Not Required
7. Working with Silica	○ Yes	○ No	○ Not Required
8. Working with Lead	○ Yes	○ No	○ Not Required
9. Working with Asbestos	○ Yes	○ No	○ Not Required
10. Working with Chemicals, Adhesives & Solvents	○ Yes	○ No	○ Not Required
11. Electrical Testing & Troubleshooting	○ Yes	○ No	○ Not Required
12. Crane Operation and Rigging	○ Yes	○ No	○ Not Required
13. Hoisting and Material Handling	○ Yes	○ No	○ Not Required
14. Critical Lift with Crane or Boom Truck	○ Yes	○ No	○ Not Required
15. First Aid & Emergency Response Drill	○ Yes	○ No	○ Not Required
15. First Aid & Emergency Response Drill	○ Yes	○ No	○ Not Required
ENTER ADDITIONAL TASKS DEEMED HIGH RISK	○ Yes	○ No	◉ Not Required

SECTION 3 - PREVENTATIVE MEASURES AND CONTROLS

Complete the following Hazard Assessment and fulfill all obligations that apply.:

SECTION 4 - ADDITIONAL SITE HAZARDS & CONTROLS

Select tasks and complete the Hazard Assessment below based on your selections above:

1. Extreme Weather Conditions
◯ Yes ◯ No ◯ Not Required

2. Unstable or Uneven Ground Conditions
◯ Yes ◯ No ◯ Not Required

3. Public Interface / Unauthorized Personnel
◯ Yes ◯ No ◯ Not Required

4. Environmental Sensitivities (Noise, Dust, Flora/Fauna, Contamination)
◯ Yes ◯ No ◯ Not Required

5. Limited Emergency Access / Egress
◯ Yes ◯ No ◯ Not Required

6. Prime / General Contractor Variables
◯ Yes ◯ No ◯ Not Required

ADDITIONAL CONDITIONS/TASKS DEEMED HIGH RISK
◯ Yes ◯ No ◉ Not Required

SECTION 5 - SIGN OFF

☐ I confirm that all Hazards and associated controls listed above are in place / implemented prior to start of work activities on this site, and that all persons listed above are present during this risk assessment.

Superintendent Signature

Signature Date

H&S Manager Signature

Signature Date

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

02.3 Site First Aid Assessment

Section 1 – Project Information

SELECT PROJECT NAME ?

Assessment Date:

Assessment Time:

ASSESSOR NAME:

Contact Phone Number:

Names of Workers Consulted (Optional):

Section 2 – Workplace Details

Location / Area Assessed:

☑ Main Site Area ☐ Site Perimeter

Shift / Time:

☑ Day shift (7 AM – 5:00 PM) ☐ Evening

QUESTION (1): MAXIMUM NUMBER OF WORKERS PER SHIFT?

☐ 1-5 ☑ 6-15 ☐ 16-75

Are your work activities typical of your Classification Unit (CU) 721028?

☐ Yes ☐ No

CU Hazard Rating: HIGH

QUESTION (2): WHAT IS YOUR INDUSTRY HAZARD RATING?

☐ Low ☐ Moderate ☑ HIGH

Section 3 – Determining if your Worksite is Remote

QUESTION (3): TRANSPORT TIME TO HOSPITAL

☑ < 30 min ☐ 30–50 min ☐ > 50 min

ARE WORKERS WORKING IN ANY OF THESE AREAS?

GROUP 1 AREAS

- ☐ Backcountry (ATV access)
- ☐ Access via Steep /Slippery Slopes
- ☐ Private / Industrial Roads
- ☐ Rough Terrain
- ☐ Avalanche /Tsunami/Flood risk
- ☐ A ferry

? If you check one or more boxes in GROUP 1, your workplace is LESS ACCESSIBLE

GROUP 2 - HAZARDOUS AREAS

- ☐ Confined Spaces or risk of entrapment
- ☐ Underground work areas
- ☐ Excavations > 4 ft (1.2 m)?
- ☐ Working at Heights / Unguarded edges
- ☐ Areas only accessible by ladders, scaffold, or temp work platforms
- ☐ Areas with drowning hazard exists
- ☐ Areas requiring specialized PPE / hazardous atmospheres
- ☐ Other hazardous areas not accessible to ambulance attendents

Describe:

? If you check one or more boxes ABOVE in GROUP 2, your workplace is LESS ACCESSIBLE, unless ALL the following three conditions BELOW are met:

- ☐ Workplace is not remote
- ☐ NO boxes in Group 1 are selected
- ☐ Alternative provisions are in place to safetly rescue workers from the hazardous area to an area accessible to BCEHS

Reason / Notes:

IF ALL BOXES ABOVE ARE CHECKED, YOUR WORKPLACE IS NOT LESS ACCESSIBLE!!

QUESTION (4): IS THE WORKSITE ACCESSIBLE?

◯ Workplace is less accessible ✓ Workplace is NOT LESS ACCESSIBLE

Section 4 - Workplace Class (WorkSafeBC Schedule 3)

Look at your Answers from Section 3, and use the QR CODE below to access OHS Regs if you need clarification.

See Schedule 3-A First Aid Requirements

QUESTIONS (5): WHAT IS YOUR WORKPLACE CLASS:

- ☐ CLASS 1 - Not Remote / Not less accessible (Schedule 3, Table 3-1)
- ☐ CLASS 2 - Remote / Not less accessible (Schedule 3, Table 3-2)
- ☐ CLASS 3 - Not Remote / LESS accessible (Schedule 3, Table 3-3)
- ☐ CLASS 4 - Remote / LESS accessible (Schedule 3, Table 3-4)

Section 6 - First Aid Resources on Site

First Aid Kit

- ☐ Personal
- ☐ Basic
- ☐ Intermediate
- ☐ Advanced

First Aid Attendant(s)

- ☐ None
- ☐ Basic 1
- ☐ Basic 2
- ☐ Intermediate 1
- ☐ Intermediate 2
- ☐ Advanced 1
- ☐ Advanced 2
- ☐ Transport Endorsement

First Aid Facilities

- ☐ None
- ☐ Dressing Station
- ☐ First Aid Room

Emergency Transportation Provided

- ☐ For 1 worker
- ☐ For 2 workers
- ☐ None

Supplemental Supplies?

- [ ] Oxygen Tank w/Airways

Section 7 – Additional First Aid (If Required)

- [ ] Risks and Hazards Unique to this worksite?
- [ ] Risks and Hazards NOT unique to construction?
- [ ] Any barriers that could delay a worker's access to First Aid?
- [ ] Common injuries require high level of first aid?
- [ ] Additional equipment necessary to recusing workers on site?
- [ ] Any barriers that could delay a worker's transport to hospital?

Document any additional factors applicable to the workplace being assessed

Section 8– Adjusted Hazard Rating

- [ ] Based on low worker numbers, short hospital transport time, easy site access, and a low industry hazard rating, this workplace qualifies as:
- [ ] With moderate worker numbers, typical transport time, standard site access, and a medium hazard rating, this workplace is assessed as:
- [ ] High worker numbers, long transport time, difficult access, or a high hazard rating and workplace class result in:

FINAL HAZARD RATING IS:

Section 9 - SIGN OFF

- [ ] I confirm that the information provided in this first aid assessment is accurate and complete to the best of my knowledge, and that the determined risk level (noted in section 8) reflects current site conditions and operations.

Assessor Signature:

Signature Date

Additional Staff Consulted:

Signature Date

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

02.4 Daily FLHA

Field Level Hazard Assessment

SECTION 1: PROJECT DETAILS

COMPLETE FORM EVERY DAY BEFORE STARTING WORK, OR AFTER YOUR WORK ACTIVITIES CHANGE.

SELECT PROJECT NAME FROM DROP DOWN LIST. DO NOT TYPE!

SELECT PROJECT NAME ?

TYPE SUBCONTRACTOR COMPANY NAME:

ENTER WORKER NAME(S): (MULTIPLE NAMES OK)

ENTER WORK ACTIVITIES:

SECTION 2: PPE INSPECTION

Have you/ other all other Workers signed on to this FLHA all inspected their PPE before beginning work today?

☑ Yes ◯ No ◯ N/A

SECTION 3: WORKSITE ENVIRONMENTAL HAZARDS

LEVEL OF RISK

◯ Low ☑ Medium ◯ High ◯ N/A

HAZARDS:

- ☐ Uneven or slippery surfaces
- ☐ Nearby moving equipment
- ☐ Dust and air quality issues
- ☐ Weather conditions
- ☐ Noise
- ☐ Extreme temperatures (hot or cold)
- ☐ Trash / Materials in Aisles or near Exits

Input Additional Hazards:

CONTROLS:

- ☐ Wear proper footwear
- ☐ Maintain safe distance / Barricading
- ☐ N95 Mask
- ☐ Monitor weather updates
- ☐ Hearing protection
- ☐ Weather monitoring and proper clothing
- ☐ Housekeeping

Input Additional Controls:

Are all controls indicated above in Place?

☑ Yes ◯ No

SECTION 4: SELECT ALL WORK ACTIVITIES / HAZARDS BELOW:

Are you WORKING AT HEIGHTS today?

◯ Yes ☑ No

Are you performing HOT WORK today?

◯ Yes ☑ No

Are you working in a CONFINED SPACE today?

◯ Yes ☑ No

Are you working with HAZARDOUS MATERIALS today?

◯ Yes ⊘ No

Are there ELECTRICAL HAZARDS on site today?

◯ Yes ⊘ No

Are there ACCESS and EGRESS hazards on site today?

◯ Yes ⊘ No

Are there CRANING, HOISTING, or RIGGING Hazards on site today?

◯ Yes ⊘ No

Are there OVERHEAD HAZARDS on site today?

◯ Yes ⊘ No

Are there ERGONOMIC HAZARDS in your work today?

◯ Yes ⊘ No

SECTION 5: ADDITIONAL HAZARDS & CONTROLS

Are there additional Hazards & Controls not mentioned above?

◯ Yes ⊘ No

SECTION 6: UPLOAD PAPER COPY / PHOTO EVIDENCE

SECTION 7: SIGN OFF

☐ By signing below, I certify that all personnel listed on this FLHA are present and that the documented work activities, associated hazards, and control measures are accurate and have been communicated to all workers.

Worker / Supervisor Signature

Signature Date

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

02.5 Safe Crane Lift Plan

TABLE OF CONTENTS

SECTION 1 - OPERATOR & PROJECT INFORMATION

SELECT PROJECT NAME FROM DROP DOWN LIST. DO NOT TYPE!

SELECT PROJECT NAME ?

SELECT SUBCONTRACTOR ?

ENTER OPERATOR NAME:

SECTION 2 - CRANE

ENTER CRANE NUMBER

SECTION 3 - LIFT INFORMATION

Crane's maximum lifting capacity?

Weight of the load to be lifted?

Percentage of capacity being used for this Load?

Crane's reach or boom length required for the lift?

Crane's setup and configuration (e.g., crawler, truck-mounted, or tower crane)?

Crane's counterweight configuration?

SECTION 4 - CRANE INSPECTION

Operator Planning

1. Has an annual crane certificate been completed of all hoisting equipment and the certificate is on site?

☑ Yes ◯ No

2. Crane operator trained/qualified with Operator certificate on site?

☑ Yes ◯ No

3. Does the crane have loading charts inside?

☑ Yes ◯ No

4. Does the operator know how to use them?

☑ Yes ◯ No

5. Have lifting analysis and rigging plans been planned?

☑ Yes ◯ No

6. Have an Operator, Rigger & Signal Person been designated?

☑ Yes ◯ No

Crane Interior

7. Is a crane log book in the vehicle?

☑ Yes ◯ No

8. Is Operator's manual included in vehicle?

☑ Yes ◯ No

9. Safety control devices and alarms on? (Not on by-pass)

☑ Yes ◯ No

10. Operational controls (speed and direction) are functioning correctly?

☑ Yes ◯ No

11. Pendant emergency stop is functional?

☑ Yes ◯ No

Crane Exterior

12. Outriggers operational and placed properly?

☑ Yes ◯ No

13. Hook, load lines, trolley, and bridge OK?

☑ Yes ◯ No

14. Brake system in good condition?

☑ Yes ◯ No

15. Rigging Equipment: slings, shackles, guide ropes in good condition?

☑ Yes ◯ No

16. No obvious signs of air/hydraulic leakage?

☑ Yes ◯ No

17. Are there any known mechanical issues with the crane?

☑ Yes ◯ No

18. Are wind speeds safe for the lift?

☑ Yes ◯ No

Inspection Comments / Photos

Enter Inspection notes here:

SECTION 5 - HAZARD ANALYSIS

FREQUENCY / SEVERITY	Low	Medium	High
Rare	1	2	3
Possible	2	4	6
Certain	3	6	9

Hazards Identified should be ranked as per Hazard Imminent Danger – Frequency and Severity

1-2 being Low, 3-4 being Medium, 6-9 being Highest. Corrective actions to be documented.

1. Is the load weight and dimensions within the crane's operational limits?
☑ Yes ◯ No

2. Is the load properly rigged and balanced to prevent tipping or shifting?
☑ Yes ◯ No

3. Are there adequate clearances from overhead power lines and other obstructions?
☑ Yes ◯ No

4. Are current weather conditions suitable for safe crane operation?
☑ Yes ◯ No

5. Is the crane operator properly trained and certified?
☑ Yes ◯ No

6. Are clear communication protocols established between the crane operator and ground personnel?
☑ Yes ◯ No

7. Are emergency procedures in place and known to all relevant personnel?
☑ Yes ◯ No

9. Are barricades or safety zones established to keep unauthorized personnel away from the lift area?
☑ Yes ◯ No

SECTION 6 - PHOTOS

SECTION 7 - CRITICAL LIFT PLAN (REQUIRED FOR ALL CRITICAL LIFTS)

Is this a Critical Lift?

☑ No, a Critical Lift Plan is NOT required ◯ Yes, a Critical Lift Plan is required

SECTION 8 - SIGN OFF

☐ Plan reviewed / approved by Qualified Person

☐ Crew briefed and signed-on

☐ I/we do here attest that this crane has been properly inspected and contents of the Safe Lift Plan are accurate and factual to the best of my knowledge:

Signature of Operator

Signature Date

☐ I/we do here attest that this crane has been properly inspected and contents of the Safe Lift Plan are accurate and factual to the best of my knowledge:

Signature of crew members

Signature Date

Label ,
Project 1. SAFETY FORMS #00001
Project Address Project Address
Site Contact No Site Contact

Date Tuesday, February 24th, 2026

Created By Matthew Fraser
Created Tuesday, February 24th, 2026
Modified Tuesday, February 24th, 2026
Last Modified By Matthew Fraser

02.7 Exposure Control Plan

TABLE OF CONTENTS

Choose the Exposure Source:

☑ Silica ◯ Solvents / Chemicals

SECTION 1 - PROJECT INFORMATION

SELECT FROM DROP DOWN LIST. DO NOT TYPE!

SELECT SUPERINTEDENT NAME

.

SELECT PROJECT NAME

.

SELECT SUBCONTRACTOR NAME

.

AREA/ LOCATION OF WORK ACTIVITIES:

NUMBER OF WORKERS ON SITE?

SCOPE OF WORK:

WORKING WITH SILICA

SECTION 2 - POLICY

ÉDIFICE Construction Ltd. is committed to providing the safest possible environment on its worksites. The following guidelines provides direction to management, supervisors, and workers in limiting contact with airborne crystalline silica or quartz particles from the following processes involving concrete, rock, or masonry products:

- Grinding, sanding, cutting, drilling, or chipping
- Crushing, loading, hauling, or handling
- Abrasive blasting
- Demolition
- Dry sweeping or pressurized air blowing (to be avoided) during clean-up

SECTION 3 - REPSONSIBILITIES

Management will be responsible for:
- the preparation of a site-specific exposure control plan for each project to address the hazards and risks associated with operations which generate dusts containing silica
- reviewing the effectiveness of this plan
- the availability and use of personal protective equipment as well as worker training and education
- maintaining records of training, safety talks and related inspections

Supervisors will be responsible for:
- the instruction, training, and supervision of workers in the hazards and precautions required by the Exposure Control Plan
- selection and implementation of the recommended controls
- directing of the operations to minimize risk to all workers
- ensure the availability and proper use of appropriate personal protective equipment and relevant health and safety reference materials Airborne or potentially airborne hazards in the area

Workers will be responsible to:
- wear or use of prescribed protective equipment
- adhere to the requirements of the Exposure Control Plan, all safe work practices, health and safety standards, rules, and regulations
- report all hazardous conditions to the supervisor immediately.

SECTION 4 - HYGIENE PRACTICES AND CLEAN-UP PROCEDURES

Hygiene Practices and Clean Up Procedures:

- Workers are to change into disposable or washable work clothes (e.g. coveralls) at the worksite
- Workers must have access to wash facilities and allowed time to wash hands and face before meal breaks and at the end of shift
- Workers must remove gross contamination from work clothes prior to removing their respirator. Contaminated work clothes must be removed prior to leaving the contaminated area

* See attached SJP: Working with Silica for detailed procedures.

SECTION 5 - HEALTH MONITORING

Workers must report any symptoms of exposure to the first-aid attendant and their employer for further investigation. It is recommended that workers regularly exposed to silica dust contaminants get regular medical examination from their family physician.

SECTION 6 - H&S DOCUMENTATION

Is the Notice of Project: HAZMAT available on site? (If required)

☑ Yes ◯ No

Is a Confined Space Plan available on site? (If required)

☑ Yes ◯ No

Is the ÉDIFICE H&S Manual and all SWP/SJP on site prior to work activities commencing?

☑ Yes ◯ No ◯ N/A

Is the H&S documentation listed above available / implemented prior to work activities commencing?

☑ Yes ◯ No

SECTION 7 - TRAINING / QUALIFICATIONS

Workers and Supervisors must be trained in the following areas:

Silica Awareness Training

☑ Yes ◯ No ◯ N/A

SJP: Donning and Doffing Hazmat suits

☑ Yes ◯ No ◯ N/A

SJP: Working with Silica

☑ Yes ◯ No ◯ N/A

SWP: Respiratory Protection

☑ Yes ◯ No ◯ N/A

SWP: Concrete Mixer

☑ Yes ◯ No ◯ N/A

Are procedures & training reviewed / completed prior to work activities commencing?

☑ Yes ◯ No

SECTION 8 - RESPIRATOR TRAINING & FIT TESTING

Workers and Supervisors must be educated and instructed in the health hazards associated with operations involving the generation of hazardous airborne particulate and be trained in the operation and use of associated protective equipment and control options.

All workers who require respirators for their work must have prior respirator training in the following:

- Selection criteria
- Purpose, proper use, and limitations
- Cleaning, maintenance, and storage
- Donning and removal
- Fit testing and medical surveillance,
- Familiarization with relevant safe work practices/job procedures

Are all workers requiring Fit Testing trained?

☑ Yes ◯ No

SECTION 9 - HAZARDS AND CONTROLS

SELECT ALL THE ACTIVITIES YOU WILL PERFORM:

- [ ] Coring (Inside & Outside)
- [ ] Drilling, Chipping, Cutting & Bush Hammer (Inside Occupied Buildings & Stairwells)
- [ ] Drilling, Chipping, Cutting & Bush Hammer (Outside)
- [ ] Shotblasting & Grinding (Inside)
- [ ] Shotblasting & Grinding (Outside)
- [ ] Excavation & Demolition (Inside)
- [ ] Excavation & Demolition (Outside)
- [ ] Scrapping Hilti Shot
- [ ] Sandblasting (Inside & Outside)
- [ ] Sacking, Mixing
- [ ] Cleanup (Inside & Outside)

Add Any Additional Controls: (Admin, PPE, Engineering)

Enter Description of Hazards and Controls:

Are the Controls listed above implemented prior to work activities commencing?

Controls in place?

- [x] Yes
- [ ] No
- [ ] N/A

SECTION 10 - VENTILATION / SITE START UP DIAGRAM

UPLOAD A PHOTO OF DIAGRAM (IF REQUIRED)

Is Ventilation Required?

- [x] Yes
- [ ] No
- [ ] N/A

SECTION 11 - HAZARD COMMUNICATION (HAZCOM)

Are Hazards effectively communicated via Exposure Control Plans, SDS Sheets, and signage?

- [x] Yes
- [ ] No

Exposure Control Plan & SDS Location:

ÉDIFICE posts Exposure Control Plans in visible areas on worksites. Workers are provided with electronic copies of all relevant SDS sheets for all chemicals on site via QR code (SiteMax).

Method of notifying affected ÉDIFICE employees & Subcontractors:

SDS Sheets:
SDS sheets for all chemicals can be accessed on site in the case that employees come into contact with any hazardous materials.

PPE:
MackKirk will also have all specialized PPE for safe handling of all chemicals required for this project.
Hazard Awareness:
Hazards to be communicated in regular safety meetings. Warning signs placed in key areas of site.

First Aid / Exposure Response:
Follow SDS & Emergency procedure in Site Safety Plan

SECTION 12 - HYGIENE & DECONTAMINATION

Water and washing facilities on site?

☑ Yes ◯ No ◯ N/A

Vacuuming clothing / self?

◯ Yes ◯ No ☑ N/A

SECTION 13 - SIGN OFF

SELECT FOREMAN / SUPERINTENDENT NAME

☑ I/we do here acknowledge receipt of this Exposure Control Plan and fully understand the contents thereof. I/we, as an employee or subcontractor of ÉDIFICE Construction Ltd. do hereby further undertake to comply with this safety document and other WCB regulations.

Signature of FOREMAN / SUPERINTENDENT

Signature Date 2026-02-24

Signed on 2026-02-24 12:39:47 PM PST by Matthew Fraser.
49.222680149507426, -122.83498707103637.

☑ I/we do here acknowledge receipt of this Exposure Control Plan and fully understand the contents thereof. I/we, as an employee or subcontractor of ÉDIFICE Construction Ltd. do hereby further undertake to comply with this safety document and other WCB regulations.

ENTER WORKER / SUBCONTRACTOR NAME:

Signature of WORKER / SUBCONTRACTOR NAME:

Signature Date 2026-02-24

Signed on 2026-02-24 12:39:38 PM PST by Matthew Fraser.
49.222680149507426, -122.83498707103637.

Label ,
Project 1. SAFETY FORMS #00001
Project Address Project Address
Site Contact No Site Contact

Date Tuesday, February 24th, 2026

Created By Matthew Fraser
Created Tuesday, February 24th, 2026

02.7 Exposure Control Plan

TABLE OF CONTENTS

Choose the Exposure Source:

◯ Silica ☑ Solvents / Chemicals

SECTION 1 - PROJECT INFORMATION

SELECT FROM DROP DOWN LIST. DO NOT TYPE!

SELECT SUPERINTEDENT NAME

.

SELECT PROJECT NAME

.

SELECT SUBCONTRACTOR NAME

.

AREA/ LOCATION OF WORK ACTIVITIES:

.

NUMBER OF WORKERS ON SITE?

.

SCOPE OF WORK:

WORKING WITH SOLVENTS/CHEMICALS (INDOORS)

SECTION 2 - POLICY

ÉDIFICE Construction Ltd. is committed to providing the safest possible environment on its worksites. The following guidelines provide knowledge and direction to management, supervisors, and workers in limiting contact with epoxy sealants, adhesives etc. Some of the chemicals in this group have been linked with an increased risk of serious health problems. We do not know what levels of these agents are safe dangerous for workers. Keep in mind that smelling or not smelling a chemical doesn't mean you are safe or not safe. Harmful levels of chemicals cannot always be smelled, and some much less hazardous chemicals have an odor.

SECTION 3 - REPSONSIBILITIES

Management will be responsible for:

- the preparation of a site-specific exposure control plan for each project to address the hazards and risks associated with operations which expose workers to hazardous fumes and vapors
- reviewing the effectiveness of this plan
- the availability and use of personal protective equipment as well as worker training and education
- maintaining records of training, safety talks and related inspections

Supervisors will be responsible for:

- the instruction, training, and supervision of workers in the hazards and precautions required by the ECP
- selection and implementation of the recommended controls
- directing of the operations to minimize risk to all workers
- ensure the availability and proper use of appropriate personal protective equipment and relevant health and safety reference materials Airborne or potentially airborne hazards in the area

Workers will be responsible to:

- wear or use of prescribed protective equipment
- adhere to the requirements of the Exposure Control Plan, all safe work practices, health and safety standards, rules, and regulations
- report all hazardous conditions to the supervisor immediately.

SECTION 4 - HYGIENE PRACTICES AND CLEAN-UP PROCEDURES

Hygiene Practices and Clean Up Procedures:

- Workers are to change into disposable or washable work clothes (e.g. coveralls) at the worksite
- Workers must have access to wash facilities and allowed time to wash hands and face before meal breaks and at the end of shift
- Workers must remove gross contamination from work clothes prior to removing their respirator. Contaminated work clothes must be removed prior to leaving the contaminated area

* See attached SJP: COATINGS, SEALANTS AND ADHESIVES for detailed procedures.

SECTION 5 - HEALTH MONITORING

Workers must report any symptoms of exposure to the first-aid attendant and their employer for further investigation. It is recommended that workers regularly exposed to silica dust contaminants get regular medical examination from their family physician.

SECTION 6 - H&S DOCUMENTATION

Is the Notice of Project: HAZMAT available on site? (If required)

☑ Yes ◯ No

Is a Confined Space Plan available on site? (If required)

☑ Yes ○ No

Is the ÉDIFICE H&S Manual and all SWP/SJP on site prior to work activities commencing?

☑ Yes ○ No ○ N/A

Is the H&S documentation listed above available / implemented prior to work activities commencing?

☑ Yes ○ No

SECTION 7 - TRAINING / QUALIFICATIONS

Workers and Supervisors must be trained in the following areas:

WHMIS

☑ Yes ○ No ○ N/A

First Aid

☑ Yes ○ No ○ N/A

SJP: Chemical Use

☑ Yes ○ No ○ N/A

SWP: Cleaning Solvents and Flammables

☑ Yes ○ No ○ N/A

SWP: Respiratory Protection

☑ Yes ○ No ○ N/A

SWP: Concrete Mixer

☑ Yes ○ No ○ N/A

SWP: Eye Wash Station use

☑ Yes ○ No ○ N/A

Are the procedures or training listed above reviewed/completed prior to work activities commencing?

☑ Yes ○ No

SECTION 8 - RESPIRATOR TRAINING & FIT TESTING

Workers and Supervisors must be educated and instructed in the health hazards associated with operations involving the generation of hazardous airborne particulate and be trained in the operation and use of associated protective equipment and control options.

All workers who require respirators for their work must have prior respirator training in the following:

- Selection criteria
- Purpose, proper use, and limitations
- Cleaning, maintenance, and storage
- Donning and removal
- Fit testing and medical surveillance,
- Familiarization with relevant safe work practices/job procedures

Are all workers requiring Fit Testing trained?

☑ Yes ◯ No

SECTION 9 - HAZARDS AND CONTROLS

SELECT ALL THE ACTIVITIES YOU WILL PERFORM:

- ☐ Mixing and Applying Solvent-based Primers (Inside)
- ☐ Mixing and Applying Solvent-based Primers (Outside)
- ☐ Mixing and Applying Water-based Primers (Inside)
- ☐ Mixing and Applying Water-based Primers (Outside)
- ☐ Applying Single Component Urethane (Inside)
- ☐ Applying Single Component Urethane (Outside)
- ☐ Applying Two Component Urethane (Inside)
- ☐ Applying Two Component Urethane (Outside)
- ☐ Applying Two Component Epoxy (Inside)
- ☐ Applying Two Component Epoxy (Outside)
- ☐ PMMA Mixing (Inside)
- ☐ PMMA Mixing (Outside)

Add Any Additional Controls: (Admin, PPE, Engineering)

Enter Description of Hazards and Controls:

Are the Controls listed above implemented prior to work activities commencing?

☑ Yes ◯ No ◯ N/A

SECTION 10 - VENTILATION / SITE START UP DIAGRAM

UPLOAD A PHOTO OF DIAGRAM (IF REQUIRED)

Is Ventilation Required?

☑ Yes ◯ No ◯ N/A

SECTION 11 - HAZARD COMMUNICTAION (HAZCOM)

Exposure Control Plan & SDS Location:

ÉDIFICE posts Exposure Control Plans in visible areas on worksites. Workers are provided with electronic copies of all relevant SDS sheets for all chemicals on site via QR code (SiteMax).

Method of notifying affected ÉDIFICE employees & Subcontractors:

SDS Sheets:
SDS sheets for all chemicals can be accessed on site in the case that employees come into contact with any hazardous materials.

PPE:
MackKirk will also have all specialized PPE for safe handling of all chemicals required for this project.
Hazard Awareness:
Hazards to be communicated in regular safety meetings. Warning signs placed in key areas of site.

First Aid / Exposure Response:
Follow SDS & Emergency procedure in Site Safety Plan

Are Hazards effectively communicated via Exposure Control Plans, SDS Sheets, and signage?

☑ Yes ◯ No

SECTION 12 - HYGIENE & DECONTAMINATION

Water and washing facilities on site?

◯ Yes ◯ No ☑ N/A

Vacuuming clothing / self?

◯ Yes ◯ No ☑ N/A

SECTION 13 - SIGN OFF

SELECT FOREMAN / SUPERINTENDENT NAME

☑ I/we do here acknowledge receipt of this Exposure Control Plan and fully understand the contents thereof. I/we, as an employee or subcontractor of ÉDIFICE Construction Ltd. do hereby further undertake to comply with this safety document and other WCB regulations.

Signature of FOREMAN / SUPERINTENDENT

Signature Date 2026-02-24

Signed on 2026-02-24 12:41:39 PM PST by Matthew Fraser.
49.2226602749234, -122.83497144301751.

☑ I/we do here acknowledge receipt of this Exposure Control Plan and fully understand the contents thereof. I/we, as an employee or subcontractor of ÉDIFICE Construction Ltd. do hereby further undertake to comply with this safety document and other WCB regulations.

ENTER WORKER / SUBCONTRACTOR NAME:

Signature of WORKER / SUBCONTRACTOR NAME:

Signature Date 2026-02-24

Signed on 2026-02-24 12:41:48 PM PST by Matthew Fraser.
49.2226602749234, -122.83497144301751.

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

04.2 Disciplinary Action Report

Section 1 - Type of Discipline

Select Type of Discipline

◯ Verbal Warning ◯ Written Warning ◯ Suspension ◯ Termination

Category

◯ Safety ◯ Other

Section 2 - Employee Information

Enter Employee Name:

Employee Name:

Subcontractor employee? (Internal Record)

☑ No ◯ Yes

Section 3 - Nature of Infraction

Describe the unsafe act, behavior, or policy violation

Infraction:

Section 4 - Remedial Action Required

Describe Actions: Training, coaching, restrictions, reorientation, etc.

Remedial Action(s):

Section 5 - Suspension Details (if applicable)

Length of Suspension:

Return to Work Date:

Section 6 - Notes

Enter Notes

Section 7 - Sign off

Employee Signature

Signature Date

Signature of Supervisor

Signature Date

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

05.3 Respiratory Fit Test Record

SECTION 1 - PROJECT INFORMATION

SELECT PROJECT NAME FROM DROP DOWN LIST. DO NOT TYPE!

SELECT PROJECT NAME ?

Date

SECTION 2 - WORKER INFORMATION

Name of person to be fit tested

Trade / Position

Supervisor

SECTION 3 - RESPIRATOR DETAILS

- [ ] Disposable (N95, P100)
- [ ] Half-Face
- [ ] Full-Face
- [ ] Other:

Manufacturer / Model

SIZE

◯ Small ◯ Medium ◯ Large

Cartridge / Filter Type:

SECTION 4 - FIT TEST INFORMATION

Fit Test Method:

☑ Qualitative (Bitrex / Saccharin / Isoamyl Acetate) ◯ Quantitative (PortaCount) ◯ Other:

RESULT

☑ Pass ◯ Fail

SECTION 5 - TESTOR INFORMATION

Fit Tester Name:

SECTION 6 - NEXT DUE DATE

PERFORM NEW FIT TEST ON OR BEFORE DATE LISTED BELOW:

Date

SECTION 7 - Certificate Upload

Worker already been fit tested?
Attach a photo a Fit Test Record here.

SECTION 8 - SIGN OFF

FIT TESTOR SIGN OFF

- [ ] Worker demonstrated proper donning/doffing
- [ ] Seal check performed
- [ ] Worker instructed on cleaning & maintenance
- [ ] I confirm that I have been fit tested for the respirator listed above and have received instruction on its proper use, maintenance, and limitations.

Signature of FIT TESTOR

Signature Date

WORKER SIGN OFF

- [ ] I confirm that I completed the fit test and that the respirator fits me properly.

Signature of Worker

Signature Date

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

05.5 Annual PPE Inspection

SECTION 1 - WORKER NAME

WORKER NAME

SECTION 2 - PPE ITEMS INSPECTED

- [ ] Hard Hat
- [ ] High-Vis Vest / Jacket
- [ ] Safety Glasses / Goggles
- [ ] Gloves
- [ ] Hearing Protection
- [ ] Safety Boots
- [ ] Fall Protection (Harness / Lanyard)
- [ ] Respiratory Protection
- [ ] Other:

SECTION 3 - CONDITION OF PPE

- [ ] All PPE is in good condition and safe for use
- [ ] PPE requires replacement (details below)

SECTION 4 - WORKER SIGN OFF

- [ ] I confirm that my PPE has been inspected and is safe for use, and that I have reported any items requiring replacement.

Signature

Signature Date

Label ,
Project 1. SAFETY FORMS #00001
Project Address Project Address
Site Contact No Site Contact

Date Monday, February 2nd, 2026

Created By Matthew Fraser
Created Monday, February 2nd, 2026

06.4 Mobile Equipment Pre-Use Checklist

SECTION 1 - EQUIPMENT OPERATOR

SELECT PROJECT NAME FROM DROP DOWN LIST. DO NOT TYPE!	Enter Operator Name .
SELECT PROJECT NAME .	
SELECT SUBCONTRACTOR .	

Select Equipment Type:

☑ Scissor Lift ◯ Telehandler ◯ Boom Lift ◯ Skid Steer (Bobcat) ◯ Excavator ◯ Forklift (Propane) ◯

SECTION 2 - WORK ENVIRONMENT

1. Is the equipment's inspection certificate current?
☑ OK ◯ Needs Attention

2. Are Wind or Weather Conditions OK?
☑ OK ◯ Needs Attention

3. Are there overhead obstructions & High Voltage Conductors?
☑ OK ◯ Needs Attention

4. Pedestrian/ Vehicular Traffic / Unauthorized Persons?
☑ OK ◯ Needs Attention

5. Other Possible Unsafe Conditions?
☑ OK ◯ Needs Attention

6. Inadequate Surface & Support to Withstand Load Forces of the Equipment in all Configurations?
☑ OK ◯ Needs Attention

7. Debris in Area
☑ OK ◯ Needs Attention

8. Bumps & Floor Obstructions?
☑ OK ◯ Needs Attention

SECTION 3 - SCISSOR LIFT

Exterior Inspection

1. Tires/Casters in good condition and free of damage?

✓ OK ○ Needs Attention

2. Platform Guardrails and Gates secure and undamaged?

✓ OK ○ Needs Attention

4. Hydraulic Lines and Cylinders free of leaks and damage?

✓ OK ○ Needs Attention

5. Base Frame and Chassis in good condition?

✓ OK ○ Needs Attention

Interior Inspection

6. Emergency Stop and Controls function properly?

✓ OK ○ Needs Attention

7. Platform Controls and Joystick in good condition?

✓ OK ○ Needs Attention

8. Battery Charge Level or Fuel Indicator working?

✓ OK ○ Needs Attention

9. Guardrails and Toeboards clean and secure?

✓ OK ○ Needs Attention

10. Operator's Manual present and legible?

✓ OK ○ Needs Attention

SECTION 4 - COMMENTS

Enter Comments

SECTION 5 - PHOTOS

SECTION 6 - SIGN OFF

☐ I confirm that I have completed a pre-use inspection and this equipment is safe and ready for operation.

Operator Signature

Signature Date 2026-02-02

Signed on 2026-02-02 11:21:25 AM PST by Matthew Fraser.

49.22266616683743, -122.83519090537928.

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

07 Edifice New Hire Orientation Form

Section 1: Employee Information

New Employee Name:

TYPE YOUR NAME:

Position:

POSITION:

Supervisor Name:

SUPERVISOR NAME:

Section 2: Emergency Contacts

1. Emergency Contacts

Operations Manager: Kellan Savoy - 778-984-3746

H&S Manager: Matthew Fraser - 778-873-5298

2. Head Office Location

Edifice Construction Inc.
107-16 Fawcett Rd, Coquitlam, BC V3K 6X9

3. Welcome and Purpose of Safety Progam

Confirm that ALL of the the following information have been communicated to you.

- [ ] Company Health and Safety Policy
- [ ] OHS Program Manual Introduction / SiteMax Forms

4. PPE Requirements

Confirm that ALL of the the following information have been communicated to you.

- [ ] Mandatory - clothing, hard hat, footwear, vests
- [ ] Task Specific - eyes, hearing, dust masks, repirators, etc.

5. General Safety Rules - 3 Sources of Information

Confirm that ALL of the the following information have been communicated to you.

- [ ] WCB regulations
- [ ] édifice General Health and Safety Rules

- [ ] Posted édifice Site Rules (Review with Superintendent)

6. Safe Job Procedures & Safe Work Practices

Confirm that ALL of the the following information have been communicated to you.

- [ ] I have reviewed édifice Safe Work Practices and Safe Job Procedures (Elements 3 & 14 of OHS Program Manual)

7. Responsibilities

Confirm that ALL of the the following information have been communicated to you.

- [ ] I have received and reviewed édifice Safety Responsibilities for my role (Element 1 of OHS Program Manual)

8. First Aid Training / Job-specific training

Confirm that ALL of the the following information have been communicated to you.

- [ ] First Aid Training – Level 1 min. for all field staff

9. WHMIS & SDS information

Confirm that ALL of the the following information have been communicated to you.

- [ ] I have been made aware of location of Safety Data Sheets and I am aware of Hazardous Materials (HazMat) on site.

10. Safety Concerns / Refusal of unsafe work

Confirm that ALL of the the following information have been communicated to you.

- [ ] Raising safety concerns
- [ ] Right to be informed of site hazards
- [ ] Right to be involved in Hazard identification and Control
- [ ] Right to Refuse Unsafe Work

11. Safety Meetings

Confirm that ALL of the the following information have been communicated to you.

- [ ] Toolbox meetings - Weekly or as determined

12. Housekeeping and Inspections

Confirm that ALL of the the following information have been communicated to you.

- [ ] Who does this?
- [ ] How often is it done?

13. Emergency Preparedness

Confirm that ALL of the the following information have been communicated to you.

- [ ] Emergency Response Plans (View on wall of Site Office)

14. Communications/Reporting/Investigations (Injuries/Emergencies/Near-misses)

Confirm that ALL of the the following information have been communicated to you.

- [ ] What do you report?

☐ When do we report?
☐ Employee reports to whom?
☐ Supervisor reports to whom?
15. Substance Use Zero Tolerance Policy
Confirm that ALL of the the following information have been communicated to you.
☐ Substance use Zero Tolerance Policy
16. Progressive Discipline Process
Confirm that ALL of the the following information have been communicated to you.
☐ Verbal Warning
☐ Written Warning
☐ Termination
17. Review /Return Signed Pledges & New Employee Documentation
Confirm that ALL of the the following information have been communicated to you.
☐ Review /Return Signed Pledges & New Employee Documentation
18. Role Expectations
Confirm that ALL of the the following information have been communicated to you.

☐ Review of Job Description	☐ Who to Report To (direct + secondary)
☐ Primary Duties & Performance Expectations	☐ Required Certifications (attach copies)
☐ Probation Period Requirements	☐ SiteMax Safety Forms

Section 2: Sign Off

ORIENTATION PROVIDER (édifice Employee)

☐ I confirm that all required information listed above has been communicated to all present for this édifice H&S Orientation

Orientation Provider

Signature Date

ORIENTATION RECEIVER

☐ I confirm that I have been given access to the édifice OHS Program Manual & Safe Job Procedures and agree to abide by it's contents.

☐ I confirm that I was present for this édifice H&S Orientation and agree to abide by it's contents.

Edifice Orientation Receiver

Signature Date

Label ,,, , ,, ,
Project 1. SAFETY FORMS #00001
Project Address Project Address
Site Contact No Site Contact

Date Monday, February 2nd, 2026

Created By Matthew Fraser
Created Monday, February 2nd, 2026

07.1 H&S Orientation Form

☑ WORKERS ◯ VISITORS ◯ OFFICE STAFF

SITE WORKER ORIENTATION

TYPE YOUR NAME

.

SELECT PROJECT NAME FROM DROP DOWN LIST. DO NOT TYPE!

SELECT PROJECT NAME

SUBCONTRACTOR COMPANY NAME

.

1. SITE EMERGENCY CONTACTS

ENTER FIRST AID ATTENDENT NAME

H&S Manager: Matt Fraser 778-873-5298

2. COMPANY INFORMATION & SITE RULES

Confirm that ALL of the the following information have been communicated to you.

- ☐ édifice OHS Program Location (QR Code on Wall)
- ☐ Report Incidents to Superintendent Immediately
- ☐ Daily FLHA Required
- ☐ Weekly Inspections
- ☐ Weekly Toolbox Meeting (Attend Edifice meeting or do your own)
- ☐ édifice Company Rules (See Element 4 of OHS Manual)
- ☐ Posted Site Rules
- ☐ WorkSafeBC Regulations (QR Code on Wall)

3. PERSONAL PROTECTIVE EQUIPMENT

Confirm that ALL of the the following information have been communicated to you.

- ☐ Mandatory PPE Available: (Hard hat, High Viz, Steel toe boots) and Location Communicated
- ☐ Task-Specific PPE: (Eyes, Hearing, Dust Masks, Respirator, etc.), and Location Communicated

4. FACILITY WALK THROUGH & SAFETY RESOURCES

Confirm that ALL of the the following information have been communicated to you.

- ☐ Superintendent Contact (Name & Number on Bulletin Board)
- ☐ Facility Walkthrough
- ☐ Nearest Hospital
- ☐ Site Map
- ☐ First Aid Station Location
- ☐ Emergency & Hazmat Procedures (on site office wall)
- ☐ Safety Data Sheets (WHMIS)
- ☐ Spill Kit Location
- ☐ Safety Committee
- ☐ Emergency Exits
- ☐ Muster Points
- ☐ Fire Extinguisher Locations
- ☐ Housekeeping
- ☐ Safe Storage of Flammables and Chemicals

5. REVIEW OF ESSENTIAL SAFE WORK PROCEDURES

Please see QR Code on Site Office wall for access to OHS Program & Procedures

☐ Confined Space	☐ Skid Steer
☐ Fall Protection	☐ Scissor Lift
☐ WHMIS	☐ Power Tools
☐ Traffic Control	Add any additional procedures covered

6. SITE EQUIPMENT AUTHORIZATION & TRAINING IDENTIFICATION

Please ensure that Required Authorization & Specialized Training is identified and certifications provided to édifice before you begin.

EQUIPMENT AUTHORIZATION AND TRAINING IS THE RESPONSIBILITY OF THE SITE SUPERVISOR.

☐ Excavations	☐ Hoisting and Lifting
☐ Confined Space	☐ Working Alone
☐ Fall Protection	☐ Mobile Equipment
☐ Hot Work	Add any additional training requirements
☐ Lock Out - Tag Out (LOTO) Procedure	

7. EMPLOYEE RIGHTS & RESPONSIBILITIES

Confirm that ALL of the the following information have been communicated to you.

- ☐ Right to be informed of site hazards
- ☐ Right to Refuse Unsafe Work
- ☐ Right to be involved in Hazard identification and Control
- ☐ Responsibility to work safely, follow procedures and report unsafe acts and conditions
- ☐ Read about "Responsibilities" in depth in Section 1.10 of the édifice OHS Manual

8. DISCIPLINARY ACTION (See Element 4 of OHS Manual)

Confirm that ALL of the the following information have been communicated to you.

- ☐ Verbal
- ☐ Written
- ☐ Removed

We appreciate your participation. Remember: safety is everyone's job on site!

SIGN OFF

ORIENTATION PROVIDER (édifice Employee)

☑ I confirm that all required information listed above has been communicated to all present for this édifice H&S Orientation

Orientation Provider

Signature Date 2026-02-02

Signed on 2026-02-02 11:07:40 AM PST by Matthew Fraser.
49.22282461113948, -122.83524875816455.

ORIENTATION RECEIVER

☑ I confirm that I have been given access to the édifice OHS Program Manual & Safe Job Procedures and agree to abide by it's contents.

☑ I confirm that I was present for the édifice H&S Orientation and agree to abide by it's contents.

Edifice Orientation Receiver

Signature Date 2026-02-02

Signed on 2026-02-02 11:07:49 AM PST by Matthew Fraser.
49.22282461113948, -122.83524875816455.

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

07.3 Weekly Toolbox Meeting

SECTION 1 - PROJECT INFO

SELECT PROJECT NAME FROM DROP DOWN LIST. DO NOT TYPE!

SELECT PROJECT NAME ?

TYPE IN SUBCONTRACTOR NAMES ON SITE:

ENTER SUPERVISOR NAME:

SECTION 2 - TOPICS

Find sample topics in SiteMax Documents Folder: No need to Attach or Print!

Enter Toolbox Topic(s) Here:

SECTION 3 - HAZARDS IDENTIFIED

Enter any new Hazards identified here:

SECTION 4 - CORRECTIVE ACTIONS / FOLLOW UP

ANY CORRECTIVE ACTIONS?

◯ Yes ⊘ No

SECTION 5 - Photos

SECTION 6 - SIGN OFF

☐ By signing below, I confirm that I attended this Toolbox Talk, understood the topics discussed, and will follow all safe work practices/procedures and corrective actions noted.

Supervisor Signature

Signature Date

☐ By signing below, I confirm that I attended this Toolbox Talk, understood the topics discussed, and will follow all safe work practices/procedures and corrective actions noted.

Attendee Signature

Signature Date

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

07.4 Monthly Safety Meeting

SECTION 1 - PROJECT INFO

SELECT PROJECT NAME FROM DROP DOWN LIST. DO NOT TYPE!

SELECT PROJECT NAME ?

TYPE IN SUBCONTRACTOR NAMES ON SITE:

ENTER SUPERVISOR NAME:

SECTION 2 - TOPICS

Find sample topics in SiteMax Documents Folder: No need to Attach or Print!

Enter Toolbox Topic(s) Here:

SECTION 3 - HAZARDS IDENTIFIED

Enter any new Hazards identified here:

SECTION 4 - CORRECTIVE ACTIONS / FOLLOW UP

ANY CORRECTIVE ACTIONS?

◯ Yes ⊘ No

SECTION 5 - Photos

SECTION 6 - SIGN OFF

☐ By signing below, I confirm that I attended this Toolbox Talk, understood the topics discussed, and will follow all safe work practices/procedures and corrective actions noted.

Supervisor Signature

Signature Date

☐ By signing below, I confirm that I attended this Toolbox Talk, understood the topics discussed, and will follow all safe work practices/procedures and corrective actions noted.

Attendee Signature

Signature Date

Project 1. SAFETY FORMS #00001
Project Address Project Address
Site Contact No Site Contact

Date Tuesday, February 24th, 2026

Created By Matthew Fraser
Created Tuesday, February 24th, 2026

08.2 Weekly Site Inspection

NOTE: COMPLETE THIS FORM WEEKLY FOR ALL ACTIVE PROJECTS.

SECTION 1: PROJECT INFOMATION

SELECT PROJECT NAME FROM DROP DOWN LIST.
DO NOT TYPE!

SELECT PROJECT NAME

.

SUBCON COMPANY NAME

.

ENTER INSPECTOR NAME:

.

SECTION 2: GENERAL SITE SAFETY

A. SITE RULES & EMERGENCY INFO POSTED

☑ Compliant ◯ Deficiency ◯ N/A

B. FIRST AID SERVICES AND KITS AVAILABLE

☑ Compliant ◯ Deficiency ◯ N/A

C. EMERGENCY NUMBER & MUSTER POINTS POSTED

☑ Compliant ◯ Deficiency ◯ N/A

D. SITE PLAN & FIRE EXITS VISIBLE

☑ Compliant ◯ Deficiency ◯ N/A

E. DUST/NOISE CONTROLS

☑ Compliant ◯ Deficiency ◯ N/A

SECTION 3: PERSONAL PROTECTIVE EQUIPMENT

A. HARD HATS, EYE PROTECTION, AND HIGH-VIS WORN

☑ Compliant ◯ Deficiency ◯ N/A

B. PROPER FOOTWEAR USED

☑ Compliant ◯ Deficiency ◯ N/A

C. RESPIRATORS AND HEARING PROTECTION WHERE NEEDED

☑ Compliant ◯ Deficiency ◯ N/A

D. FALL PROTECTION EQUIPMENT INSPECTED

☑ Compliant ◯ Deficiency ◯ N/A

SECTION 4: HOUSEKEEPING & SITE PERIMETER

A. WALKWAYS AND ACCESS ROUTES CLEAR

☑ Compliant ◯ Deficiency ◯ N/A

B. WASTE BINS AND RECYCLING ORGANIZED

☑ Compliant ◯ Deficiency ◯ N/A

C. FENCING AND SIGNAGE SECURE

☑ Compliant ◯ Deficiency ◯ N/A

D. MATERIAL STORAGE NEAT AND STABLE

☑ Compliant ◯ Deficiency ◯ N/A

E. SPILLS/LEAKS CONTROLLED

☑ Compliant ◯ Deficiency ◯ N/A

SECTION 5: ACCESS & EGRESS (Ladders, Stairs, Ramps)

A. CLEAR ROUTES, SECURED LADDERS

☑ Compliant ◯ Deficiency ◯ N/A

B. GUARDRAILS AND CLEATS AS REQUIRED

☑ Compliant ◯ Deficiency ◯ N/A

C. LADDERS EXTEND 3’ ABOVE LANDING

☑ Compliant ◯ Deficiency ◯ N/A

SECTION 6: FIRE PROTECTION

A. EXTINGUISHERS ACCESSIBLE AND CHARGED

☑ Compliant ○ Deficiency ○ N/A

B. FLAMMABLES STORED PROPERLY

☑ Compliant ○ Deficiency ○ N/A

C. HOT WORK PERMITS ACTIVE (IF APPLICABLE)

☑ Compliant ○ Deficiency ○ N/A

D. EXITS AND ESCAPE ROUTES CLEAR

☑ Compliant ○ Deficiency ○ N/A

SECTION 7: SELECT ALL RELEVANT AREAS & ACTIVITIES TO INSPECT

Are workers WORKING AT HEIGHTS today?

○ Yes ☑ No ○ N/A

Is there ELECTRICAL WORK being performed on site today?

○ Yes ☑ No ○ N/A

Are there HAND OR POWER TOOLS being used on site today?

○ Yes ☑ No ○ N/A

Are there MACHINERY OR MOBILE EQUIPMENT being used on site today?

○ Yes ☑ No ○ N/A

Are there CONTROLLED PRODUCTS being used on site today?

○ Yes ☑ No ○ N/A

Is TRAFFIC CONTROL required on site today?

○ Yes ☑ No ○ N/A

Are there EXCAVATIONS OR SHORING on site today?

○ Yes ☑ No ○ N/A

Is there CONCRETE WORK on site today?

○ Yes ☑ No ○ N/A

Are there SCAFFOLDS OR ELEVATED PLATFORMS on site today?

○ Yes ☑ No ○ N/A

Are there CRANES, HOISTING or FLY TABLES on site today?

○ Yes ☑ No ○ N/A

SECTION 8 - MONTHLY SAFETY MANAGEMENT SYSTEM REVIEW

Would you like to complete a Monthly Safety Management System Review?

☑ Yes ○ No

A. SAFETY MANAGEMENT SYSTEM (SMS)

1. SITE-SPECIFIC SAFETY PLAN CURRENT

☑ Compliant ◯ Deficiency ◯ N/A

2. EMERGENCY PLAN REVIEWED AND TESTED

☑ Compliant ◯ Deficiency ◯ N/A

3. INCIDENT INVESTIGATIONS DOCUMENTED AND COMMUNICATED

☑ Compliant ◯ Deficiency ◯ N/A

B. SUBCONTRACTOR SAFETY & COMMUNICATION

1. ORIENTATION AND COMPETENCY VERIFIED

☑ Compliant ◯ Deficiency ◯ N/A

2. TOOLBOX TALKS DOCUMENTED

☑ Compliant ◯ Deficiency ◯ N/A

3. ATTENDANCE AT SAFETY MEETINGS TRACKED

☑ Compliant ◯ Deficiency ◯ N/A

4. SAFE WORK PROCEDURES REVIEWED

☑ Compliant ◯ Deficiency ◯ N/A

C. TRAINING & CERTIFICATION

1. OPERATOR TICKETS, FIRST AID, WHMIS CURRENT

☑ Compliant ◯ Deficiency ◯ N/A

2. TRAINING MATRIX UPDATED

☑ Compliant ◯ Deficiency ◯ N/A

3. TRAINING DEFICIENCIES TRACKED AND CORRECTED

☑ Compliant ◯ Deficiency ◯ N/A

D. DOCUMENT CONTROL & ADMINISTRATION

1. ALL INSPECTIONS AND CORRECTIVE ACTIONS FILED

☑ Compliant ◯ Deficiency ◯ N/A

2. MSDS/SDS AND MAINTENANCE LOGS UP TO DATE

☑ Compliant ◯ Deficiency ◯ N/A

3. PERMIT-TO-WORK DOCUMENTATION COMPLETE

☑ Compliant ◯ Deficiency ◯ N/A

E. CONTINUOUS IMPROVEMENT

1. OUTSTANDING CORRECTIVE ACTIONS REVIEWED

◉ Compliant ○ Deficiency ○ N/A

2. LESSONS LEARNED COMMUNICATED TO CREWS

◉ Compliant ○ Deficiency ○ N/A

3. SUGGESTIONS FOR SAFETY IMPROVEMENTS DOCUMENTED

◉ Compliant ○ Deficiency ○ N/A

SECTION 9: PHOTOS

SECTION 10: NOTES & OBSERVATIONS

Enter Notes & Observations

SECTION 11: SIGN OFF

☑ I CONFIRM THAT THIS INSPECTION ACCURATELY REFLECTS CURRENT SITE CONDITIONS AND THAT REQUIRED FOLLOW-UP ACTIONS HAVE BEEN INITIATED OR ASSIGNED.

Inspector Signature

Signature Date 2026-02-24

Fetching geolocation...

☐ I CONFIRM THAT I HAVE TAKEN PART OR REVIEWED THIS INSPECTION FORM.

Senior Management

Signature Date 2026-02-24

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

08.3 Monthly Warehouse & Office Inspection

SECTION 1: INSPECTION DETAILS

ENTER INSPECTOR NAME(S):

SECTION 2: WAREHOUSE INSPECTION

A. HOUSEKEEPING & ACCESS

- [ ] Aisles clear, no trip hazards
- [ ] Exits and fire equipment accessible
- [ ] Materials stored neatly and safely
- [ ] Floors clean, dry, no debris
- [ ] No overhead falling?object hazards

HOUSEKEEPING & ACCESS OK?

- ◯ Yes
- ◯ No

B. STORAGE RACKS & SHELVING

- [ ] Racks upright and anchored
- [ ] Beams seated properly, no damage
- [ ] Load limits posted and followed
- [ ] No overloading or unstable stacking

STORAGE RACKS & SHELVING OK?

- ◯ Yes
- ◯ No

C. TOOLS & EQUIPMENT

- [ ] Power tools in good condition
- [ ] Guards and safety devices in place
- [ ] Cords, batteries, chargers undamaged
- [ ] Defective tools tagged OUT OF SERVICE

TOOLS & EQUIPMENT OK?

- ◯ Yes
- ◯ No

D. LADDERS & ACCESS EQUIPMENT

- [ ] Ladders inspected and compliant
- [ ] Correct ladder types available
- [ ] Feet, rungs, locks intact
- [ ] Damaged ladders removed from service

LADDERS & ACCESS EQUIPMENT OK?

- ◯ Yes
- ◯ No

E. CHEMICALS / WHMIS

- [ ] All containers labeled
- [ ] SDS available and accessible
- [ ] Flammables stored correctly
- [ ] Spill kit available

CHEMICALS / WHMIS OK?

- ◯ Yes
- ◯ No

F. COMPRESSED GAS CYLINDERS

- [ ] Cylinders upright and secured
- [ ] Valve caps in place when stored
- [ ] Oxygen separated from fuel gas
- [ ] Hoses and regulators in good condition

COMPRESSED GAS CYLINDERS OK?

- ◯ Yes
- ◯ No

SECTION 3: OFFICE INSPECTION

H. OFFICE HOUSEKEEPING & ERGONOMICS

- [ ] Walkways clear, no trip hazards
- [ ] Chairs adjustable and in good condition
- [ ] Desks and workstations stable
- [ ] No overloaded drawers or shelving

OFFICE HOUSEKEEPING & ERGONOMICS OK?

- ◯ Yes
- ◯ No

I. OFFICE ELECTRICAL & EQUIPMENT

- [ ] Cords and power bars in good condition
- [ ] No daisy?chained power bars
- [ ] Printers and equipment stable
- [ ] Space heaters approved and clear (if used)

OFFICE ELECTRICAL & EQUIPMENT OK?

- ◯ Yes
- ◯ No

J. OFFICE EMERGENCY & HEALTH

- [ ] Fire extinguisher accessible
- [ ] Exit routes posted and clear
- [ ] First aid supplies available
- [ ] Emergency contacts posted

OFFICE EMERGENCY & HEALTH OK?

- ◯ Yes
- ◯ No

SECTION 4: PHOTOS

SECTION 5: COMMENTS

Enter Comments

SECTION 6: SIGN OFF

- [ ] I CONFIRM THAT THIS INSPECTION ACCURATELY REFLECTS CURRENT CONDITIONS AND THAT REQUIRED FOLLOW-UP ACTIONS HAVE BEEN INITIATED OR ASSIGNED.

Inspector Signature

Signature Date

- [ ] I CONFIRM THAT I HAVE TAKEN PART OR REVIEWED THIS INSPECTION FORM.

Senior Management / JHSC

Signature Date

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

08.4 Pre-Voyage Boat Checklist

Weather

No Weather To Show

WARNING:

Port McNeill is located on the northeast coast of Vancouver Island and is part of the Johnstone Strait, which is known for:

- Strong tidal currents and rips – particularly around Alert Bay, Cormorant Island, and Malcolm Island.
- Wind-against-current conditions – this can make seas short and steep, especially in the afternoons.
- Frequent fog and sudden weather shifts – typical in fall and winter.
- Log booms, tug traffic, and marine work vessels – common hazards in the area.

Enter Operator Name:

Vessel Type/Name: 22' Aluminum craft, 200hp outboard motor

Date

Input Time of Departure

Enter Departure location:

Enter Destination:

Enter Passengers names:

Weather / State of Sea:

1. Pre?departure verification – vessel condition & equipment

- [ ] Check hull for damage, cracks, or leaks
- [ ] Check oil, coolant, fuel level, fuel filters, belts, propeller
- [ ] Bilge free of excessive water - bilge pump functioning
- [ ] Drain plug fittedv and secured
- [ ] Steering system operational
- [ ] Electrical system OK – battery / cables / lights tested.
- [ ] Sound?signaling device OK (horn/whistle)

- [ ] Lifejackets / PFDs (one per person onboard & accessable)
- [ ] Lifeline or buoyant device present
- [ ] Fire extinguisher OK
- [ ] First aid kit OK
- [ ] Tool kit / spare parts on board
- [ ] Navigation/chart/compass (or GPS) on board
- [ ] Communication device(s) OK
- [ ] Check that all cargo, supplies, tools are secured & won't shift
- [ ] Check that weight distribution & stability OK

2. Crew briefing & safety orientation

Crew/Passengers briefed on:

- location of PFDs / lifejackets
- location of fire extinguisher(s)
- location of throwable device
- how to operate horn/whistle
- what to do in case of engine failure, unexpected load shift, weather changes, or other emergency

- [ ] Confirm that operator is competent (trained) & crew understands roles
- [ ] Crew fit for voyage (no impairment, fatigue, illness).
- [ ] Nearest Hospital with Map Identified and Posted
- [ ] Emergency Contact Info Posted
- [ ] Weather forecast reviewed
- [ ] Confirm no load or voyage condition dangers

3. Before starting engine / cast off

- [ ] Engine compartment ventilated / no fuel smell
- [ ] Hatches / openings / deck?holes closed
- [ ] Hand?rails/grab?rails present and secure
- [ ] Bilge pump operational
- [ ] All crew aboard and seated
- [ ] Navigation lights OK
- [ ] Confirm anchor is ready
- [ ] Confirm PPE accessible

- [ ] All on board understand emergency procedures

4. Underway checks (initial minutes)

Ensure the site is properly signed and visible to all workers and visitors.

- [ ] Monitor engine temperature / oil pressure
- [ ] Monitor load behaviour
- [ ] Maintain proper lookout, safe speed for conditions
- [ ] Confirm communication device(s) functioning

5. Return / arrival & post?voyage checks

These items will need to be maintained throughout the project.

- [ ] Upon arrival, secure vessel
- [ ] Check for any damage, leaks or wear occurred during tripes.
- [ ] Clean deck and bilges of debris
- [ ] Refuel / Top up fluids if needed
- [ ] Complete voyage log
- [ ] Report any injuries, unsafe conditions
- [ ] Ensure that vessel is safely left and ready for next use

Photos

Sign Off

Enter Operator Name

Signature Date

Notes / Reminders for the Employer:

• As the employer under the OHS Regulation (or acting in that capacity), you must ensure the vessel and its equipment are maintained so they are capable of safe operation.
worksafebc.com
• Ensure training, instruction and supervision are provided to crew so they are aware of hazards, safe work practices, and emergency procedures.
Transport Canada
• Keep documentation on board describing vessel characteristics, stability, location and use of firefighting and emergency equipment.
worksafebc.com
• This checklist should be updated periodically to reflect specific vessel/operator conditions, local hazards (weather, tides, currents) and work activity (transport of supplies, workers).
• Ensure that all voyages are within the boat's safe design/operational limits (crew loads, cargo weight, sea state).

Label .
Project 1. SAFETY FORMS #00001
Project Address Project Address
Site Contact No Site Contact

Date Tuesday, February 24th, 2026

Created By Matthew Fraser
Created Tuesday, February 24th, 2026

09.3 Near Miss & Incident Report

WCB ACCOUNT # 632471

IF WORKER IS TRANSPORTED TO HOSPITAL/CLINIC BY AMBULANCE OR EDIFICE VEHICLE, REPORT THIS EVENT IMMEDIATELY TO WORKSAFE:

WorkSafe BC Call Centre:
604-276-3100 or 1-888-621-7233 OR
WorkSafe BC After Hours Health & Safety Emergency: 604-273-7711 or 1-866-922-4357

Use this form to report any workplace Near Miss or Incident involving Injury, Illness or Property Damage

Report ALL Medical/Clinic visits to H&S Manager Immediately

TELEPHONE CONTACTS :
Health and Safety Manager: 778-873-5298
Edifice Construction Inc. Office: (604) 395-8210

SECTION 1 - INCIDENT TYPE

SELECT INCIDENT TYPE:

- ◯ Near Miss (Low Potential)
- ◯ Near Miss (High Potential)
- ☑ First Aid
- ◯ Medical Aid
- ◯ Property Damage (over $250)

SECTION 2 - INCIDENT INFORMATION

Date & Time of Incident

DATE OF INCIDENT:
2026-02-24

Time of Incident:
1:16 PM

Project Information

SELECT PROJECT NAME FROM DROP DOWN LIST. DO NOT TYPE!

SELECT PROJECT NAME
.

ENTER EXACT LOCATION OF INCIDENT:

Name of Person Reporting Incident

INCIDENT REPORTER NAME:

PHONE NUMBER:

TIME REPORTED:
1:15 PM

SECTION 3 - DETAILS OF PERSON INJURED / INVOLVED

INJURED / INVOLVED PERSON
.

JOB TITLE:

EXPERIENCE IN JOB:

LENGTH OF EMPLOYMENT:

SUBCONTRACTOR NAME: (If not Edifice Employee)

SUBCONTRACTOR PHONE:

SECTION 4 - INJURY DETAILS / FIRST AID

DETAILS OF INJURY

Select Type of Injury:

- ◯ Laceration / Cut
- ◯ Burn / Scald
- ◯ Scratch / Abrasion
- ◯ Strain / Sprain
- ◯ Contusion (severe bruising)
- ◯ Pinch
- ◯ Dislocation
- ◯ Fracture
- ◯ Allergic Reaction
- ◯ Unconscious

Injured Part of Body:

Enter Injured Part of Body:

Details of First Aid:

First Aid Attendant Name:

SECTION 5 - DESCRIPTION OF EVENTS

DESCRIBE THE TASKS BEING PERFORMED AND SEQUENCE OF EVENTS:

Describe What Happened:

PHOTOS OF INCIDENT AREA / RELEVANT:

DESCRIBE IMMEDIATE ACTIONS TAKEN AFTER INCIDENT:

Immediate Action Taken:	Action by Whom:
Immediate Action Taken:	Action by Whom:

SECTION 6 - WITNESS STATEMENTS

Were there Witnesses to this event?

◯ Yes ◯ No

Investigation

Is an Incident Investigation Required?

◯ Yes, Investigation Required ◯ No, Near Miss (Low Potential) / First Aid Only

SECTION 7 - SIGN OFF

☑ I acknowledge that I have reviewed and verified the details of this report, and confirm that the information provided is accurate to the best of my knowledge.

Supervisor / First Aid Attendant Signature

Signature Date 2026-02-24

Signed on 2026-02-24 01:15:23 PM PST by Matthew Fraser.
49.22268709932329, -122.83501928522678.

☑ I acknowledge that I have reviewed and verified the details of this report, and confirm that the information provided is accurate to the best of my knowledge.

Signature of Involved Parties

Signature Date 2026-02-24

Signed on 2026-02-24 01:15:28 PM PST by Matthew Fraser.
49.22268709932329, -122.83501928522678.

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

10.1 Site Specific Emergency Response Plan

SECTION 1: ROUTE TO HOSPITAL

ADD MAP HERE:

LEGEND	EMERGENCY NUMBERS:
X Emergency Exits ? Evacuation Routes M Muster/Assembly Point	Emergencies 911 Poison Control 604-682-5050 MKRSM Office 778-855-0839 Safety Manager 604-626-3541

DIRECTIONS TO NEAREST HOSPITAL

START FROM:	ARRIVE AT:
Building Site: 50.59391544243083, -126.94038021078775 **Alert Bay, British Columbia V0N 0C3**	
Head east toward Front St 43 m Turn left onto Front St 42 m Turn left onto Park St 100 m Turn left onto School Rd Destination will be on the right 180 m	**Namgis Health Centre** **48 School Rd, Alert Bay, BC V0N 0C3**

SECTION 2 - SITE MAP

ADD MAP HERE:

LEGEND	EMERGENCY NUMBERS:
X Emergency Exits ? Evacuation Routes M Muster/Assembly Point	Emergencies 911 Poison Control 604-682-5050 MKRSM Office 778-855-0839 Safety Manager 604-626-3541

EMERGENCY PROCEDURES

EVACUATION PROCEDURE:

- ALL WORKERS MUST LEAVE THE WORK AREAS AND ASSEMBLE AT THE MUSTER POINT
- SUPERVISORS ARE RESPONSIBLE FOR TAKING A ROLE CALL TO ENSURE ALL WORKERS ARE ACCOUNTED FOR AT THE JOBSITE
- CALL COMPANY SAFETY MANAGER AT 778-873-5298 AFTER ALL WORKERS HAVE BEEN LOCATED
- NO ADMITTANCE TO THE WORKSITE UNTIL AN ALL-CLEAR HAS BEEN AUTHORIZED

EMERGENCY FIRST AID:

- ALL WORKERS MUST ASSIST FIRST-AID ATTENDANT(S)

TRANSPORTATION OF INJURED WORKERS :

- The Superintendent (First Aid attendant) will assess the situation and, if required, transport the injured worker to a designated safe pickup area for BC Ambulance access.
- The Superintendent must hold a valid Transportation Endorsement (OFA Level 1, 2, or 3 as applicable) in accordance with WorkSafeBC Part 3 – First Aid Requirements.
- Ensure transportation is carried out using the safest available method and that the worker remains attended at all times until care is transferred to emergency responders.
- Notify the Safety Manager immediately following any off-site transport.

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

10.2 Emergency Response / First Aid Drill

SECTION 1 – DRILL INFORMATION

Enter Project Name: (If no project exists in SiteMax yet)

Drill Date

Drill Type:

◯ Emergency response ◯ First aid response ☑ Combined

Scenario Used:

☑ Medical injury ◯ Serious trauma ◯ Fire / evacuation ◯ Other

SECTION 2 – LINK TO SITE PLANS & ASSESSMENT

Was this drill based on the current Site-Specific Emergency Response Plan?

◯ Yes ◯ No

Was the current first aid assessment used to set the drill?

◯ Yes ◯ No

SECTION 3 – FIRST AID & RESPONSE READINESS

Were first aid attendants available as identified in the site assessment?

◯ Yes ◯ No

Was the injured worker located and accessed as planned?

◯ Yes ◯ No

Was the area made safe before treatment started?

◯ Yes ◯ No

Was appropriate first aid provided for the scenario?

◯ Yes ◯ No

SECTION 4 – COMMUNICATION & TRANSPORT

Was emergency communication completed correctly?

◯ Yes ◯ No

Was emergency transportation arranged as planned?

◯ Yes ◯ No ◯ Not Required

SECTION 5 – LESS ACCESSIBLE / RESCUE

IF SITE IS DEEMED LESS ACCESSIBLE ON FIRST AID ASSESSMENT, WAS RESCUE/TRANSFER METHOD SUCCESSFUL?

◯ Yes ◯ No

SECTION 6 – DELAYS & DEFICIENCIES

Did any delays occur that could affect a real incident?

◯ Yes ⊘ No

Did this drill identify any changes required to the site emergency response plan or first aid resources?

◯ Yes ⊘ No

SECTION 7 – CORRECTIVE ACTIONS

Are corrective actions required?

◯ Yes ⊘ No

SECTION 8 – PHOTOS

Take pictures of site if needed

SECTION 9 – SIGN-OFF

Drill completed by:

Enter Name:

Superintendent confirmation:

☐ I confirm this drill was completed and reviewed with workers on site

Signature Date

NOTE TO USER:

This Emergency Response / First Aid Drill should:

- Confirm that emergency procedures are practiced.
- Confirm first aid resources match the site assessment.
- Verify access, communication and transportation.
- Capture deficiencies and corrective actions.
- Tie back to your site-specific ERP and first aid assessment.

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

10.19 First Aid Record

You must inform CSO of all First Aid Reports made- 778-873-5298

SECTION 1 - PATIENT INFORMATION

Name:

Occupation:

Date of Injury or Illness:

Enter Date and Time of Injury:

SELECT PROJECT NAME ?

SECTION 2 - INJURY / ILLNESS / INCIDENT DESCRIPTION

Description of how the injury, exposure or illness occured (what happened?)

Description of the nature of the injury, exposure or illness (what you see - signs & symptoms)

Description of the treatment given (what did you do?)

Name & contact of witness(es)

Arrangment made relating to the worker (return to work/medical aid/follow-up)

First Aid Attendant:

SECTION 3 - PHOTOS

SIGN OFF

☐ I confirm that the information recorded is accurate and reflects the care and treatment I provided to the best of my knowledge.

Signature of First Aid Attendent

Signature Date

☐ I confirm that the details in this record are accurate and reflect the treatment I received at the time of the incident.

Signature of Patient

Signature Date

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

14.1 Hot Work Permit

SECTION 1 - PROJECT INFORMATION

SELECT PROJECT NAME FROM DROP DOWN LIST. DO NOT TYPE!

SELECT PROJECT NAME ?

SELECT SUBCONTRACTOR ?

PERMIT NUMBER

Enter Permit number

LOCATION, BUILDING & FLOOR

Enter location information

SITE CONTACT (SUPERINTENDENT)

SELECT SUPERINTENDENT NAME ?

SECTION 2 - PERSONNEL

NAME OF PERSON CONDUCTING HOT WORK:

Enter Worker Name(s):	Select Company Name ?	Issue Date:

NAME OF PERSON ISSUING PERMIT:

Supervisor/ Permit Issuer:

Date

SECTION 3 - PERMIT VALIDITY

PERMIT START TIME / END TIME

Date:	Time Start:	Time End:
	Time	Time

PERMIT EXPIRY DATE:

Enter permit Expiry Date:

SECTION 4 - NATURE OF TASK

☐ WELDING	☐ GRINDING
☐ BRAZING	☐ SOLDERING
☐ CUTTING	☐ THAWING PIPE
☐ TORCHING APPLIED ROOFING MEMBRANE	Other

SECTION 5 - PRECAUTION CHECKLIST

Can the work be done in a less hazardous location?

General:

- ☐ Review of the operations / tasks have been conducted and temporary Management of Change issued as necessary.
- ☐ Work permits or line cutting permits have been reviewed and issued as necessary.
- ☐ Sprinkler protection, hose streams and ?re extinguishers are in service and operational.
- ☐ Hot work equipment is in good repair and secured as necessary

WITHIN 35.FT (11 M) OF TASK AREA

- ☐ Floors have been swept clean of combustibles.
- ☐ Flammable liquids, combustible liquids, combustible dusk, lint and oil deposits have been removed.
- ☐ Combustible doors have been wet down or covered with damp sand, metal or other noncombustible shields.
- ☐ All wall and ?oor openings have been covered.
- ☐ Fire resistive tarpaulins have been suspended beneath the work to collect sparks.

WALLS OR CEILINGS

- ☐ Construction is noncombustible and without combustible coverings or insulation.
- ☐ Combustibles have been removed away from opposite side of wall or ceiling.

ENCLOSED EQUIPMENT

- ☐ Equipment has been cleaned of all combustibles.
- ☐ Containers have been purged of ?ammable, combustible liquids, vapors or gases.

SECTION 6 - PAPER COPY UPLOAD (IF REQUIRED)

SECTION 7 - SIGN OFF

SUPERVISOR / PERMIT ISSUER

- ☐ I confirm that all required safety precautions listed above have been reviewed, verified, and implemented prior to authorizing this hot work. I have examined the work area and determined it is safe to proceed.

SUPERVISOR / PERMIT ISSUER

Signature Date

Person(s) Performing Hot Work

☐ I acknowledge receipt of this Hot Work Permit and confirm that I have reviewed the safety checklist. I understand the nature of the task, the precautions required, and agree to follow all safety procedures during the hot work.

PERSON PERFORMING HOT WORK

Signature Date

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

14.2 Fire Watch Form

SECTION 1 - PERMIT INFORMATION

HOT WORK PERMIT NUMBER:

Enter Permit number:

SELECT PROJECT NAME FROM DROP DOWN LIST. DO NOT TYPE!

SELECT PROJECT NAME ?

SELECT SUBCONTRACTOR ?

LOCATION, BUILDING & FLOOR

Enter location of Fire Watch on site:

FIRE WATCH START TIME / END TIME

Date of Fire Watch:	Time Start:	Time End:
Date	Time	Time

EXTENDED FIRE WATCH DURATION

Extending Fire Watch? Type number of hours below:

Enter number of hours:

SECTION 2 - FIRE WATCH PERSONNEL

NAME OF FIRE WATCHER:

Enter Worker Name(s):	Select Company Name ?	Issue Date:

NAME OF PERSON ISSUING PERMIT:

Supervisor/ Permit Issuer:

Date

SECTION 3 - FIRE WATCH CHECKLIST

- [ ] Fire watch provided during and after hot work

- [ ] Fire watch trained in extinguisher/hose use
- [ ] Fire watch posted on lower floors if openings exist
- [ ] Fire watch knows how to report alarms
- [ ] Area monitored for minimum 1 hours post-work
- [ ] Pressurized vessels/piping isolated and vented (LOTO)

SECTION 3 - UPLOAD PHOTO OF FIRE WATCH DIAGRAM (REQUIRED)

TAKE A CLEAR PHOTO OF THE FIREWATCH DIAGRAM

SECTION 4 - PAPER COPY UPLOAD (IF REQUIRED)

SECTION 5 - SIGN OFF

FIRE WATCHER SIGN OFF

- [ ] I acknowledge receipt of this Fire Watch assignment and confirm that I am trained, equipped, and prepared to monitor the hot work area during and after the task. I understand my responsibilities and will remain on site for the required duration.

FIRE WATCHER SIGNATURE

Signature Date

SUPERVISOR SIGN OFF

- [ ] I confirm that the assigned fire watch personnel have been briefed, are properly trained, and understand the scope of their responsibilities. I have verified that the fire watch coverage meets site safety requirements.

FIRE WATCHER SIGNATURE

Signature Date

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

14.8 Subcontractor Pre-Qualification Form

THREE STEPS TO UPLOAD DOCUMENTS

All required documents must be uploaded and approved before your crew starts any work on site.

PLEASE FOLLOW THESE INSTRUCTIONS IN ORDER TO UPLOAD DOCUMENTS:

1. Enter your company information in STEP ONE,
2. STEP TWO: Hit SAVE, (DO NOT HIT SUBMIT. This is required before uploading)
3. STEP THREE: Upload PDFs
4. STEP FOUR: Sign off and hit SUBMIT.

REMEMBER TO HIT SAVE BUTTON AT BOTTOM OF FORM BEFORE UPLOADING!

1. STEP ONE

Enter your Company Name:

Enter your Company Contact:

Enter your Company Phone Number:

2. STEP TWO

PRESS THIS SAVE BUTTON BEFORE CONTINUING TO STEP THREE!

3. STEP THREE

1. Upload a Certificate of Insurance (COI) with $5M general liability coverage and naming édifice CONSTRUCTION Inc. as additionally insured.

1. Upload most current WorkSafeBC Clearance Letter.

1. Upload all required Training Certificates for all Workers who may arrive on site.

3. SIGN OFF

☐ I confirm that all required documents have been uploaded and are true and correct.

Subcontractor Representative

Signature Date

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

14.10 Subcontractor Safety Agreement Form

SECTION 1 - SUBCONTRACTOR INFORMATION

Name of Subcontractor's Company:

Enter Subcontractor Company Name:

Name of Subcontractor Representative:

Enter Subcontractor Representative name:

SECTION 2 - INSTRUCTIONS

INSTRUCTIONS:

1. Access the Edifice OHS Program Manual, Procedures & Rules by visiting our website. Access below.

2. Read the safety rules provided by Edifice.

3. Agree to follow all site rules and procedures and report unsafe work or hazards.

SECTION 3 - ACCESSING THE OHS PROGRAM

Access via our website:

www.edifice.ca/ohs

Access by QR CODE:

Edifice OHS Program

SECTION 4 - SIGN OFF

☐ The above-named contractor has reviewed Edifice's OHS policies and programs and has ensured that all of its employees are aware of and will abide by such policies and programs. Any employee of the contractor who is in violation of this policy will face disciplinary action.

☐ I understand and agree to follow all safety rules and site procedures while working on this project.

Subcontractor Representative

Signature Date

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

14.11 Subcontractor Performance Checklist

SUBCONTRACTOR INFORMATION

Enter Subcontractor Representative Name

Enter Subcontractor Company Name

ADMINISTRATION

- [ ] Subcontractor Pre-Start Document Submission - COMPLETE
- [ ] Subcontractor Safety Agreement Form - COMPLETE
- [ ] Subcontractor Training Certificate Upload - COMPLETE
- [ ] Documentation Submitted: SDS, Engineered Drawings, etc.
- [ ] Orientations- COMPLETE

RATING (5 = Excellent , 1 = Poor)

◯ 1 ◯ 2 ◯ 3 ◯ 4 ◯ 5

QUALITY

- [ ] Workmanship Acceptable
- [ ] Work According to Design Specifications
- [ ] Equipment Maintainted

RATING (5 = Excellent , 1 = Poor)

◯ 1 ◯ 2 ◯ 3 ◯ 4 ◯ 5

TIMING

- [ ] Work completed on time
- [ ] All delays related to changes
- [ ] Promptly Available for Deficiencies

RATING (5 = Excellent , 1 = Poor)

◯ 1 ◯ 2 ◯ 3 ◯ 4 ◯ 5

SAFETY

- ☐ PPE worn at all times
- ☐ Daily housekeeping performed
- ☐ All workers attend Edifice Toolbox meetings
- ☐ Equipment: Maintained regularly, operator's manuals and maintenance logs available
- ☐ Hazard Reporting - COMPLETE
- ☐ Participates in Investigations
- ☐ Workers deemed competent
- ☐ Few or No violations: violations of company policies or OHS were minor or did not occur

RATING (5 = Excellent , 1 = Poor)

◯ 1 ◯ 2 ◯ 3 ◯ 4 ◯ 5

COMMENTS

Enter Comments

SIGN OFF

☐ I confirm that this performance checklist has been completed honestly and reflects the current safety and work performance of the Subcontracted company named above:

Edifice Project Manager/Coordinator

Signature Date

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

14.12 Subcontractor Training & Certification Upload

THREE STEPS FOR UPLOADING DOCUMENTS

All required proof of training must be uploaded and approved before your crew starts any work on site.

PLEASE FOLLOW THESE INSTRUCTIONS IN ORDER TO UPLOAD DOCUMENTS:

1. STEP ONE: Enter Company Name
2. STEP TWO: Hit SAVE (This is required before uploading)
3. STEP THREE: Upload CERTS
4. STEP FOUR: Sign off and hit SUBMIT.

1. STEP ONE - SUBCONTRACTOR NAME

Name of Subcontractor's Company:

Enter Subcontractor Company Name:

2. STEP TWO - HIT SAVE BUTTON

PRESS THIS SAVE BUTTON BEFORE CONTINUING TO STEP THREE!

3. STEP THREE - UPLOAD / TAKE A PICTURE

INSTRUCTIONS:

1. Upload copies of the following for each worker:

? WHMIS

? First Aid (if needed)

? Fall Protection (if needed)

? Equipment Operator Certificate (if needed)

Take a picture of Training Certificates

Upload PDF of Training certificates

SIGN OFF

☐ I confirm that all uploaded training certificates are valid and current.

Subcontractor Signature

Signature Date

HOSPITAL VISIT PACKAGE

IN CASE OF INJURY BRING PACKAGE TO HOSPITAL/ CLINIC

Form 1: Letter to Employee

Worker, please write DATE in YELLOW BOX

Form 2: Letter to Physician

Worker, please write NAME and DATE in YELLOW BOX & give to Doctor

Form 3: Stay at Work / Return to Work Planning Form

Worker, please write NAME and DATE in YELLOW BOX and ASK DOCTOR TO FILL OUT AND give to H&S Manager.

***Call 778-873-5298 for any help or instructions**

FORM 1: LETTER TO EMPLOYEE

Date: _____

Dear Employee,

édifice Construction Inc. (**édifice**) is concerned to hear of your recent injury. We wish to assist you in your recovery and have you return to your regular duties when appropriate.

We have provided you with the following information package that includes:

1. **Form 2: Letter to Physician** explaining our injury management program
2. **Form 3: Stay-at-Work/Return-to-Work Planning Form** for your physician to provide information regarding any limitations for your return-to-work plan.

Please take this information to your physician on your first visit, and have him/her kindly forward this package to our physician on your first visit and ask him/her to complete the *Stay-at-Work/Return-to-Work Planning* form for **édifice** as requested in the attached documentation. Please be assured that all information provided will be kept confidential. If your physician has any questions regarding our program or related matters, we have provided the following numbers he/she can call.

Matthew Fraser – H&S Manager – édifice Construction Inc. Ltd.
Office: 604-395-8210 Cell: 778-873-5298

After you have seen your physician, please contact your H&S Manager to let him/her know your condition. If you are capable of performing light or modified duty, you will be expected to report to work.

If you have any questions or concerns, do not hesitate to call. With your participation and cooperation, we may work together towards your return to your regular duties.
Sincerely,

Matt Fraser

Health & Safety Manager
Office 604-395-8210
Fax 604-395-8214
Cel 778-873-5298

FORM 2: LETTER TO PHYSICIAN

Date: _____

Employee's name: _____

To the Attending Physician,

As part of our stay-at-work/return-to-work program **édifice** has modified or alternate duties available for our employees.

Your recommendations regarding any temporary functional limitations your patient may have will assist us with providing the most suitable work accommodations during your patient's recovery.

After examining _____, please complete the *Stay-at-Work/Return-to-Work Planning* form and give it to your patient to return to us. Our goal, as the employer, is to help in the rehabilitation process following this injury and will be able to offer him/her light duties based on your recommendations. We believe in this approach, thus enabling an injured employee to remain useful and productive. **This does not, in any way, negatively affect the employee's WCB claim.**

Should there be a cost associated with completing the *Stay-at-Work/Return-to-Work Planning Form*, please send an invoice to **édifice** Construction Inc. at the address below.

If you wish you may fax this document, see number below.

If you have any questions and/or concerns, please contact our H&S Manager at 778-873-5298.

Sincerely,

Matthew Fraser

Health & Safety Manager
Office 604-395-8210
Fax 604-395-8214
Cel 778-873-5298

édifice Construction Inc.
107-16 Fawcett Road, Coquitlam, BC V3K 6X9

FORM 3: STAY-AT-WORK / RETURN-TO-WORK PLANNING FORM PHYSICIAN'S SECTION

Employee authorization to release information:

I, _____, hereby authorize my attending physician to release the information below to édifice Construction Inc. (édifice)

édifice Case Manager: **Matthew Fraser** Employer contact phone number: **604-395-8210**

Employee's signature: _____	Date *(yyyy-mm-dd)* _____

Area of injury:	Patient is able to return to regular activities? YES ☐

If limitations are required, please refer to the ***Guidelines for modified work on NEXT PAGE*** for your patient's area of injury.

PLEASE CIRCLE THE APPROPRIATE INJURY BOX ON NEXT PAGE (Form 3B: *Guidelines for Modified Work)*

If you are recommending avoiding or limiting activities, please indicate for how long? _____days

If you have further recommendations, please advise:

Physician's Name:	Physician signature Date *(yyyy-mm-dd)*
Next follow-up appointment *(yyyy-mm-dd):*	Anticipated date for FULL Return-to-Work *(yyyy-mm-dd):*

Guidelines for modified work

This document provides a list of typical physical limitations for common injuries. These limitations are guidelines to help develop an appropriate offer of selective/light employment or a return-to-work plan.

Low Back

Ensure:
- The worker can self-pace and/or take micro breaks
- The worker can change position between walking, standing, and sitting

Limit:
- Walking on uneven ground
- Lifting and carrying to light or medium loads, depending on frequency and postures

Avoid:
- Jarring
- Repetitive bending
- Long periods of static standing or sitting
- Extreme bending of the back
- Twisting of the back

Shoulder

Ensure:
- The worker can self-pace and/or take micro breaks.

Limit:
- Climbing ladders
- Activities using arm above shoulder level, including reaching down
- Activities which require lifting and carrying to light or medium loads

Avoid:
- Holding the arm outstretched for periods especially while holding weights and applying force
- Lifting and carrying with arm above shoulder level

Knee

Ensure:
- The worker can self-pace and /or take micro breaks
- The worker can occasionally elevate the knee
- The worker can frequently change position between standing, walking, and sitting

Limit:
- Walking on uneven ground

Avoid:
- Long periods of standing or walking
- Deep squatting, kneeling, or crouching
- Pivoting of the knee
- Participating in activities requiring bracing, balancing, or running
- Stair use or ladder climbing

Ankle

Ensure:
- The worker can occasionally elevate the ankle
- The worker can self pace and/or take micro breaks

Limit:
- The use of stairs

Avoid:
- Long periods of standing or walking
- Walking on uneven ground
- Climbing ladders
- Deep squatting and crouching
- Activities requiring balancing, bracing, or running

Elbow/Forearm

Ensure:
- The worker can self-pace and/or take micro breaks

Limit:
- Repetitive or sustained gripping, especially where high forces are required
- Repetitive elbow bending
- The total time spent keyboarding or driving
- The use of impact tools (including power tools and hammers)

Avoid:
- Hanging weights
- Forearm rotations
- Pressure on the elbow

Wrist/Hand

Limit:
- Repetitive gripping, especially where high or sustained forces are needed
- Lifting and carrying to light or medium loads
- The total time keyboarding or driving

Avoid:
- Extreme postures of the wrist, especially with force

Neck

Ensure:
- The worker can self-pace and/or take micro breaks

Limit:
- Activities with arms above shoulder level, including reaching down
- Activities with lifting and carrying to light or medium loads
- Hanging weights
- Ladder climbing

Avoid:
- Lifting and carrying with arms above shoulder level
- Extremes of looking up, down or over the shoulder, especially if sustained for more than a few seconds

Strength categories for handling loads

National Occupational Classification (NOC) is the nationally accepted reference on occupations in Canada and provides a standardized framework for definitions such as pulling, pushing, lifting and/or moving objects during the work performed.

The NOC defines strength used in handling loads (e.g. pulling, pushing, lifting and/or moving objects during the work performed) as follows:

Limited: Work activities involve handling loads up to 5 kg

Light: Work activities involved handling loads of 5 kg but less than 10 kg

Medium: Work activities involve handling loads between 10 and 20 kg

Heavy: Work activities involve handling loads more than 20 kg

WORK SAFE BC

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

16.3 LOTO Form

SECTION 1: LOCK OUT / TAG OUT RECORD

Location / Area:

Authorized Worker(s):

Superintendant:

1. PRE?LOCK CHECK

- [ ] Equipment identified correctly
- [ ] All energy sources identified
- [ ] Shutdown procedure reviewed
- [ ] Affected workers notified

PRE?LOCK CHECK COMPLETE?

- ◯ Yes
- ◯ No

B. ENERGY SOURCE ISOLATION

- [ ] Electrical power isolated
- [ ] Mechanical energy isolated
- [ ] Hydraulic / pneumatic pressure released
- [ ] Stored / residual energy discharged
- [ ] Energy?isolating devices accessible

ENERGY SOURCE ISOLATION COMPLETE?

- ◯ Yes
- ◯ No

C. LOCK & TAG APPLICATION

- [ ] Personal lock applied
- [ ] Lock uniquely keyed and identified
- [ ] Tag attached and legible
- [ ] Tag includes worker name and date
- [ ] Only authorized worker applied lock

LOCK & TAG APPLICATION COMPLETE?

- ◯ Yes
- ◯ No

D. VERIFICATION (TRY?START)

- [ ] Equipment tested to confirm zero energy
- [ ] Start controls returned to OFF position
- [ ] Isolation confirmed before work begins

LADDERS & ACCESS EQUIPMENT OK?

- ◯ Yes
- ◯ No

E. WORK IN PROGRESS

- [ ] Lock remains in place during work
- [ ] No bypass of energy controls
- [ ] Shift change procedure followed (if required)

WORK IN PROGRESS OK?

- ◯ Yes
- ◯ No

F. LOCK REMOVAL & RE?ENERGIZATION

- [ ] Work completed
- [ ] Tools and materials removed
- [ ] Guards and covers reinstalled
- [ ] All workers clear of equipment
- [ ] Lock removed by person who applied it
- [ ] Affected workers notified before start?up

LOCK REMOVAL & RE?ENERGIZATION COMPLETE?

- ◯ Yes
- ◯ No

SECTION 4: PHOTOS (IF REQUIRED)

SECTION 5: COMMENTS

Enter Comments

SECTION 6: SIGN OFF

- [ ] I CONFIRM THAT THIS LOCK?OUT / TAG?OUT WAS PERFORMED CORRECTLY AND VERIFIED SAFE PRIOR TO WORK.

Authorized Worker Signature:

Signature Date

- [ ] I CONFIRM THAT THIS LOCK?OUT / TAG?OUT WAS PERFORMED CORRECTLY AND VERIFIED SAFE PRIOR TO WORK.

Supervisor Signature (if required):

Signature Date

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

17.6 Fall Protection Plan

A Fall Protection plan is required when: Workers are not protected by permanent guardrails, and a fall of 7.5 m (25 ft) or more may occur, OR Where there is an unusual risk of injury, OR a safety monitor is in use.

COMPLETE FORM BEFORE WORKING AT HEIGHTS

SECTION 1 – PROJECT DETAILS

SELECT FROM DROP DOWN LIST. DO NOT TYPE!

SELECT PROJECT NAME ?

PLEASE SELECT:

◯ EDIFICE EMPLOYEE ◯ SUBCONTRACTED EMPLOYEE

ENTER TASK/SCOPE OF WORK:

SECTION 2 – FALL HAZARD ASSESSMENT

WORK HEIGHT

Enter Work Height

TYPE OF HAZARD

☐ Roof edge

☐ Scaffold

☐ Ladder

☐ Floor opening

Other:

Are guardrails in place?

◯ Yes ◯ No

SECTION 3 – FALL PROTECTION SYSTEM

Fall Protection Hierarchy is to be used to determine the system to be used. ALL COMPONENTS OF THE FALL PROTECTION SYSTEM TO BE INSPECTED BY THE USER BEFORE USE & BE MAINTAINED IN GOOD WORKING ORDER. Any defective equipment will be tagged out of service and reported to the supervisor. All installations and use will be according to manufacturer instructions.

Select Fall Protection System to be used:

- ☐ Non required - Hazard eliminated
- ☐ Tempory Guardrail - Top rail 102-112cm (40-44 in.) above the work surface & intermediate rail located midway.
- ☐ Fall Restraint - a system to prevent workers from falling from a work position, or from travelling to an unguarded edge
- ☐ Fall Arrest - a system that will stop a worker's fall before the worker hits the surface below.
- ☐ Controlled Zone - warning line erected at a set-back distance of 6 feet (2m) with supports erected at a maximum distance of 20 feet (6m)
- ☐ Safety Monitor - all workers working within 2m of roof edge must be monitored by the safety monitor. No caution tape will be erected since the entire area is considered a danger zone

Anchor must have an ultimate load capacity of 5,000lbs (Fall Arrest) or 800lbs (Fall Restraint)

SECTION 4 – RESCUE PLAN

Rescue method

- ☐ Self-rescue
- ☐ Assisted rescue
- ☐ Ladder
- ☐ Aerial lift

Rescue person(s)

Equipment available

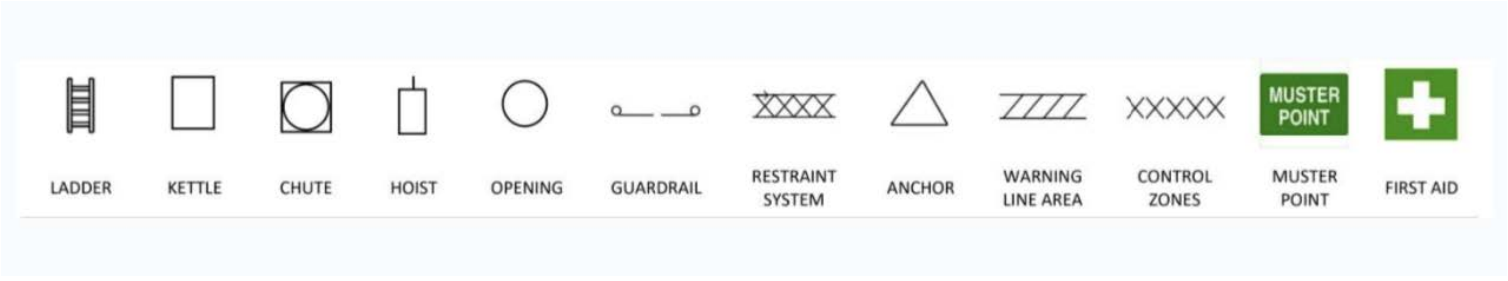
Emergency contact

Enter Name of Emergency Contact

SECTION 5 – FALL PROTECTION DIAGRAM / PHOTO UPLOAD

Draw a diagram of site for Fall Protection Plan. Include the following (If Drawing Is Not Provided): Ladder set-up area, guarded areas, restraint system areas, monitored areas, kettle, hoist, disposal, anchor placement, first aid station location, etc. Identify roof sections as "A, B, C, etc."

THIS DIAGRAM IS REQUIRED TO COMPLETE THIS FORM



UPLOAD A DIAGRAM

SECTION 6 – INSPECTING FALL PROTECTION EQUIPMENT

ALL EQUIPMENT MUST BE INSPECTED BY THE USER BEFORE USE. ANY EFECTIVE EQUIPMENT MUST BE BROUGHT TO THE SUPERVISORS ATTENTION & BE TAGGED OUT OF SERVICE!

Inspection Procedure:

1. Check stitching and webbing for broken, burned, cut or pulled stitches.
2. Inspect rope lanyards for broken strands
3. Inspect all hooks, D-rings and all other metal parts for sharp edges and cracks.
4. Destroy and replace all worn or damaged equipment.

SECTION 7 – USING FALL PROTECTION EQUIPMENT

Requirement: Where a fall of 3m (10 ft) or more may occur. OR where a fall less than 3m (10ft) involves risk of injury greater than the risk of injury from the impact on a flat surface.

Connecting the elements:

1. Put on body harness with lanyard attached to D-ring.
2. Ensure permanent anchor is certified OR install temporary anchor.
3. Attach lifeline to anchor point.
4. Attach rope grab / prussic to life line.
5. Connect lanyard to rope grab / prussic.
6. Constantly keep slack reduced in lifeline throughout works. For removal, the above steps will be performed in reverse.

SECTION 8 - SIGN OFF

☐ By checking this box, I confirm that I have read and understood this Fall Protection Plan, verified that all fall protection equipment is in good condition, and will use it as required by WorkSafeBC and company policy.

Signature of Foreman / Sueprintendent

Signature Date

☐ By checking this box, I confirm that I have read and understood this Fall Protection Plan, verified that all fall protection equipment is in good condition, and will use it as required by WorkSafeBC and company policy.

Signature of Worker(s):

Signature Date

Project Project Name #0001
Project Address Project Address
Site Contact No Site Contact

Date Assigned Date

Created By First Last
Created Create Date

18.1 Confined Space Plan

TABLE OF CONTENTS

SECTION 1 — WORKSITE INFORMATION

SELECT FROM DROP DOWN LIST. DO NOT TYPE!

SELECT PROJECT NAME ?
SELECT SUBCONTRACTOR ?
AREA/ LOCATION OF CONFINED SPACE(S)
PURPOSE OF ENTRY
SELECT SUPERINTEDENT NAME ?
DATE:

SECTION 2 — HAZARD ASSESSMENT

Potential Hazards (check all that apply):

- ☐ Oxygen deficiency
- ☐ Toxic gases/vapours
- ☐ Flammable atmosphere
- ☐ Engulfment or entrapment
- ☐ Mechanical hazards (moving parts)
- ☐ Electrical hazards
- ☐ Temperature extremes
- ☐ Noise or visibility issues
- ☐ Biological hazards

Enter other hazards:

Isolation & Lockout Measures Applied:

- ☐ Energy sources locked out/tagged
- ☐ Lines blanked/blocked
- ☐ Ventilation established
- ☐ Purging completed
- ☐ Barriers/guards in place

SECTION 3 — ATMOSPHERIC TESTING

TEST: Oxygen (O?)	**Acceptable Range: 19.5% – 23.5%**	TIME OF INITIAL READING
	LEL (Lower Explosive Limit): < 10%	
	Initial Reading:	
	Enter Initial Reading	
TEST: Carbon Monoxide (CO)	**Acceptable Range: < 25 ppm**	TIME OF INITIAL READING
	Initial Reading:	
	Enter Initial Reading	
TEST: Hydrogen Sulfide (H?S)	**Acceptable Range: < 10 ppm**	TIME OF INITIAL READING
	Initial Reading:	
	Enter Initial Reading	
TEST:	**Acceptable Range: < 10 ppm**	TIME OF INITIAL READING
	Initial Reading:	
Enter Test name	Enter Initial Reading	

CONTINUOUS MONITORING

Continuous Monitoring Required?

◯ Yes ◯ No

Monitor Type/Serial #: _____

SECTION 4 — AUTHORIZATION

ENTER NAMES OF AUTHORIZED ENTRANTS

Name of Authorized Entrant:

Name of Authorized Entrant:

Name of Authorized Entrant:

Name of Attendant (Safety Watch):

Name of Entry Supervisor:

ENTRY TIME	END TIME
Time of First Entry	Time of Final Exit

AUTHORIZATION SIGN OFF

Entry Authorization (Superintendent Signature):

Time of Authorization

SECTION 5 — RESCUE PLAN

Rescue Team Names:

Enter Rescue Team Name(s)

Rescue Equipment On-site:

◯ Non-entry ◯ Entry-based ◯ N/A

Rescue Method:

☐ Tripod / Winch

☐ Harness

☐ Air supply

☐ Communication devices

Other:

Enter other Rescue Methods:

Emergency Communication:

☐ Radio

☐ Phone

☐ Hand signals

Other:

Other Communication Methods:

Nearest Medical Facility:

Select/Enter Nearest Hopsital

Transport Time:

Enter Transport Time (in minutes)

EMERGENCY RESPONSE FOR CONFINED SPACE RESCUE

1. In the event the attendant cannot make contact with entrant or suspects an incident has occurred, the attendant shall immediately notify 911 if injuries are suspected to be life threatening.
2. Notify the Site Superintendent.
3. If adequately trained, and it is safe to do so, remove injured from danger by using required rescue equipment and attend to him/her. Otherwise, wait for emergency workers. Take all possible safety precautions including the use of protective equipment, if required.
4. Proceed with Emergency Response Plan.

SECTION 6 — PERSONAL PROTECTIVE EQUIPMENT (PPE)

- ☐ CSA Hard Hat
- ☐ Safety Footwear
- ☐ Gloves
- ☐ Coveralls
- ☐ Safety Glasses
- ☐ Respiratory Protection
- ☐ Hearing Protection
- ☐ Harness / Lifeline
- ☐ Gas Monitor
- ☐ Lighting
- ☐ Other:

Enter any other PPE

SECTION 7 — ENTRY CHECKLIST

All hazards identified and controlled

◯ Yes ◯ No ◯ N/A

Energy sources isolated / locked out

◯ Yes ◯ No ◯ N/A

Atmosphere tested and within limits

◯ Yes ◯ No ◯ N/A

Continuous monitoring in place

◯ Yes ◯ No ◯ N/A

Rescue plan reviewed and ready

◯ Yes ◯ No ◯ N/A

Communication established

◯ Yes ◯ No ◯ N/A

All personnel trained and authorized

◯ Yes ◯ No ◯ N/A

Entry permit posted

◯ Yes ◯ No ◯ N/A

SECTION 8 - ENTRY COMPLETION

EXIT TIME

Post-entry Debrief / Comments:

Enter Comments

SECTION 9 - SIGN OFF

ENTRANT SIGN OFF

☐ I have reviewed this plan and understand the hazards, controls, and rescue procedures.

ENTRANT SIGNATURE

Signature Date

ATTENDANT SIGN OFF

☐ I understand my responsibilities and will monitor the confined space continuously.

ATTENDANT SIGNATURE

Signature Date

SUPERINTENDENT / SUPERVISOR SIGN OFF

☐ I confirm that all requirements of this confined space plan are met before authorizing entry.

SUPERVISOR SIGNATURE

Signature Date