



Employee Safety Orientation/Policy & PPE Manual

(Please do not write or mark in this booklet)

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Company Safety Policy

Constructive Solutions Group has a Company Safety Policy.

It is posted at our office and copies are available to everyone upon request.

This policy states:

- The personal safety and health of employees is of primary importance.
- Working safely is a condition of employment.
- Management and all employees must co-operate in all health and safety matters.
- The objective of the program is to reduce injuries and illnesses.
- **We set zero injuries as our safety expectation.**
- Management, supervisors, employees, visitors and customers must comply with all safety program requirements and applicable legislation.
- We will work in compliance with our client's safety programs
- Workers will refuse to perform work that would place them or other workers in danger.

Responsibility for Health and Safety

Everyone at Constructive Solutions Group has responsibilities for health and safety. All workers are required to:

1. Read, understand and comply with the company safety policy, safe work practices, procedures and rules.
2. Wear safety equipment, PPE devices and clothing as required by legislation, Constructive Solutions Group, and the worksite.
3. To notify supervisor(s) of any unsafe conditions or acts that may be of danger to other workers or themselves, and refuse to perform work, which could cause injury to themselves or others.
4. To report all accidents and injuries to their supervisor on site and to Constructive Solutions Group as soon as possible.
5. To take every reasonable precaution to protect the safety of other workers and themselves.
6. Cooperate with training efforts and apply the training in the performance of their work.

Personal & Sexual Harassment Policy

Constructive Solutions Group is committed to providing a work environment that is free of personal or sexual harassment and is supportive of the productivity, dignity and self-esteem of all employees, contractors, volunteers and students working within our organization. As such, we will not condone personal or sexual harassment by anyone to anyone having a contractual or employee link to our Company; in the work place, at any work related function, social or otherwise, or in any other circumstance.

Any persons under the direction of Constructive Solutions Group who is found to have subjected any employee to sexual or personal harassment will be subject to progressive disciplinary measures as we deem appropriate under the circumstances, up to and including dismissal.

Definitions:
“Personal Harassment” is any unwelcome behavior, conduct or communication, directed at an individual that is offensive to that individual and is based on gender, marital status, sexual orientation, race, color, religion, origin, ancestry, age or disability. It is persistent and creates an intimidating, offensive or embarrassing work environment.

“Sexual Harassment” is any offensive sexual comment, gesture, physical contact or demand for sexual favors, which is deliberate and unsolicited. It creates an intimidating, offensive or embarrassing work environment. Sexual harassment includes behavior that the employee knows or reasonable should know is offensive. Sexual harassment does not refer to accepted social banter. However, tolerance for such behavior varies and accordingly good judgment must be exercised.

If you feel you are being harassed, either personally or sexually:

1. Tell the individual that his/her behavior is unwelcome and ask him/her to stop.
2. Keep a record of incidents, dates, times, locations, possible witnesses and your response. You do not have to have a record to make a complaint, but a record can strengthen your case and help you remember details over time.
3. Do not delay in making a complaint, especially if the situation is deteriorating.

Make a complaint by reporting the situation to the General Manager. All complaints of personal or sexual harassment will be kept strictly confidential and investigated by the General manager

Violence In The Workplace

“VIOLENCE” means the attempted or actual exercise by a person, of physical force so as to cause injury to a worker, and includes any threatening statement or behavior which gives a worker reasonable cause to believe that he or she is at risk of injury.

HORSEPLAY of any sorts will be deemed as a violent act as it affects not only the intended parties but may cause harm to other individuals.

A RISK ASSESSMENT must be performed in any workplace in which a risk of injury to workers from violence arising out of their employment may be present; including previous experience in similar workplaces and the location or circumstances in which work will take place.

Incidents of violence must be reported, investigated and documented. The employer must ensure that corrective actions are taken in response to incidents of violence and that a worker reporting an injury as a result of an incident of violence be advised to consult a physician.

Zero Tolerance Policy

Please note that Constructive Solutions Group has a zero tolerance policy with respect to Drugs, Alcohol, Violence and Sexual Harassment on all sites and in Constructive Solutions Group office's.

If anyone is suspected of being under the influence of drugs or alcohol, they will be removed from site and or Constructive Solutions Group Office's. An investigation that is deemed necessary will be conducted and a drug test may be required.

If anyone is deemed to have been or has been reported for sexual harassment or Violence an Investigation will be conducted.

In addition, no further assignments will be given and your employment will be suspended until investigations are complete.

Reporting Unsafe Work: Accidents, Incidents and Hazards

Supervision

Every employer must ensure the adequate direction and instruction of workers in the safe performance of their duties and every supervisor is responsible for the proper instruction of workers under his/her direction and control and for ensuring their work is performed without undue risk.

Correction of Unsafe Condition/Hazards

Whenever a person observes what appears to be an unsafe or harmful condition or act the person must report it immediately to a supervisor or the employer. Unsafe or harmful conditions must be remedied without delay.

First Aid

The employer/prime contractor must supply and make available First Aid equipment, supplies and facilities, and ensure approved First Aid treatment by a qualified Occupational First Aid Attendant is readily accessible to all workers during working hours.

Injury Reporting

All injuries, no matter how slight, must be reported to the site First Aid Attendant for treatment. All injuries that require MEDICAL TREATMENT must be reported to Constructive Solutions Group personnel: WITHIN ONE HOUR.

The site First Aid Attendant is required to complete a First Aid Treatment Form for all injuries requiring medical attention. The form must be delivered to Constructive Solutions Group Office immediately by fax or in person.

At the time of Medical Treatment, the attending physician is to be informed that modified work is available in the event that a return to regular work activities is not possible.

Immediately following all medical appointments, workers must report to the office of Constructive Solutions Group and bring copies of all medical reporting.

Refusal of Unsafe Work

A person must not carry out or cause to be carried out any work process, or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe, that to do so, would create an undue hazard to the health and safety of any person.

A worker who refuses unsafe work must immediately report the circumstances of the unsafe condition to his or her supervisor or employer who must ensure that any unsafe condition is remedied without delay and inform the worker who made the report of the outcome.

If the worker continues to refuse to carry out the unsafe work he or she must inform Constructive Solutions Group personnel who, in the presence of the worker, supervisor and employer will investigate the matter without undue delay and, where necessary, notify an officer of the W.C.B.

A worker must not be subject to disciplinary action because of the reasonable reporting of an unsafe condition and every effort will be made to find the worker alternative work until the matter in question is resolved.

Injury and Modified Work Procedures

In the event that you are injured at work, you must take the following steps:

- Report your injury to the supervisor on-site immediately.
- Report to Constructive Solutions Group as soon as possible (within one hour).
- Go to the doctor for medical attention – advise them that Constructive Solutions Group has modified work available - ask the doctor what activities you can do.
- After you see the doctor (on the same day if possible) bring the medical form back to the Constructive Solutions Group Office. We will need to talk with you before you leave to go home or return to work.
- You will need to complete a Worker's Report of Accident in order to start a WCB claim. This will be provided to you and Constructive Solutions Group will submit your report to the WCB along with our reports.
- You will be offered modified work. This is offered to all employees who are injured at work and is available until you are able to return to your pre-accident level of employment.
- If you are not coming in daily for modified work, you are required to call in every day to provide a update on your status. We would request that you call the office at 8:00 a.m. unless a different time has been agreed to.
- You must call the Constructive Solutions Group office after each medical appointment to provide an update on your status. After each medical appointment, we require you to bring in the copy of the Physician's Report to the office along with any other information you have.

Disciplinary Policy

Workers shall follow all safe work procedures outlined, in the Constructive Solutions Group Manual, All W.C.B. Industrial Health and Safety Regulations and any applicable site-specific safe work procedures of the employer. Failure of any worker to do so will cause them to be subject to the Disciplinary Policy as follows:

1st Offence: WRITTEN WARNING ON WORKER'S FILE

2nd Offence: WRITTEN WARNING & 3 DAY SUSPENSION

3rd Offence: TERMINATION! Constructive Solutions Group WILL NO LONGER CONSIDER THIS WORKER FOR EMPLOYMENT.

Back/Muscular Injury Prevention

Overexertion is one greatest causes of injury in the workplace. Follow these guidelines for safe lifting:

- ✓ If equipment is available for lifting and transferring objects, make sure you use it. If you don't know how to use the equipment, ask for training and assistance.
- ✓ Clear your path, make sure there is nothing in your way that could trip or hinder your movement
- ✓ Plan your lift. Size up the item before you try to lift it and try to gauge its weight.
- ✓ Get help for heavy or awkward loads. Do a team lift, or obtain mechanical help such as a handcart.
- ✓ Get close to the load squat down. Bend your knees, not your back. Lift the load by straightening your legs.
- ✓ Continue to breathe normally during all lifting and carrying activities.
- ✓ To put the load down when you reach our destination, reverse the procedure. Squat down again, bending your knees and not your back.
- ✓ Do not twist your body while you are carrying an object. Move your feet, not your body, to turn.

Here are some reminders about taking care of your back:

- ✓ Maintain neutral back posture.
- ✓ When standing for long periods of time shift your weight frequently.
- ✓ Sit up straight, maintaining the natural curves in your back. Change positions regularly.

- ✓ Avoid lying on your stomach, which can put stress on your back. Sleep on your back or your side with knees bent.
- ✓ Maintain a healthy weight for your height to reduce the strain on your back.
- ✓ Get regular exercise after consulting with your physician.

Personal Protective Equipment (P.P.E)

HEAD PROTECTION

- All workers must wear a CSA approved Hard Hat when required on client sites.
- All hardhats must be worn with the peak facing forward
- Prior to putting on a hardhat inspect it inside and out, look for cracks or signs of damage – if it is cracked, damaged or expired – you need to get a different hardhat.
- If you are unsure whether or not a hat is required, wear it until you can ask someone.

FOOT PROTECTION

- All workers must wear CSA approved footwear at all times while on site
- All CSA approved boots must have the green triangle visible on the footwear.
- Workers must ensure that his/her footwear are in good condition with steel-toes securely in place and no dangling leather or laces that could lead to tripping
- If the steel toe-cap is exposed, the footwear must be replaced.

APPEARANCE/CLOTHING

- Appropriate clothing must be worn at all times while on site. Examples of appropriate clothing:
 - Work overalls
 - Long sleeve shirts
 - Long hair must be tied back
- Examples of clothing that is not acceptable:
 - Tank tops / muscle shirts
 - Shorts
 - Loose / baggy clothing
 - Jewelry such as necklaces and rings.

HAND PROTECTION

- Available on request to any worker whose duties present a hazard to the hands;
- Material's handling
- General cleanup duties (slivers, nails, pinching)
- Use of controlled products covered by WHIMIS
- Refer to the hazard assessment or MSDS for information on what type of gloves should be worn

HEARING PROTECTION / CONSERVATION

- Workers who encounter noise levels above permissible exposure limits must use hearing protection such as ear plugs or ear muffs
- Hearing protection must be worn whenever working with or near any heavy equipment or power tools
- Read the package for instructions on how to properly insert earplugs or ask someone for instruction.
- Improperly inserted earplugs are not effective and can damage your ears.
- Prolonged exposure to elevated noise levels can result in noise induced hearing loss.

EYE PROTECTION / CONSERVATION

- Workers must wear eye protection if the worker is in an area of the workplace where one or more hazards involving the eyes exist, or are created due to conditions or activities conducted in the area.
- Eye protection must fit the worker properly
- Eye protection must provide the worker with appropriate protection from the eye hazards
- Workers who encounter active grow rooms should limit exposure limits and must use sunglasses as protection

RESPIRATORY CODE OF PRACTICE

The employer must provide appropriate respiratory equipment if a worker is, or may be, exposed to concentrations of air contaminants in excess of acceptable exposure limits, or an oxygen deficient atmosphere. Some examples of respiratory protection include:

- Adequate ventilation
- Dust masks
- NIOSH respirators (National Institute of Occupational Safety and Health)
- Air purifiers
- Fit testing on site

Some situations that may require the use of respiratory protection include:

- Clean-up / sweeping -----dusts /mists---use N95 respirator
- WHMIS -----solvents / glue / caulking---use ½ mask respirator with replaceable cartridges

When working in multiple employer workplaces, the air contaminants created by individual trades may be a hazard to all workers on site. If you are concerned about exposure to any dusts, mists, fumes or particles, report this to a supervisor and ensure that you are wearing an appropriate respirator that you have been fit tested for.

Facial hair, scarring and some medical conditions could prevent you from wearing a respiratory device safely. Ensure that you are clean-shaven if you must wear a respirator. If you have any medical conditions or psychological reasons, please discuss this with your doctor prior to wearing a respirator.

Respirator Care

Checklist for care of respirators

- Inspect the respirator before and after each use and during cleaning.
- Inspect equipment designated for "emergency use" at least monthly, and after each use.
- Replace all parts that are cracked, torn, broken, missing or worn.
- Follow the manufacturer's instructions and consult CSA Standard Z94.4-11 Selection, Care and Use of Respirators for information on the care, maintenance, and storage of respirators.

Face-piece

- Ensure that no holes or tears are present.
- Inspect for cracked, scratched or loose-fitting lenses. For a full face-piece respirator, check for missing mounting clips.
- Ensure that the metal nose clip forms easily over the bridge of the nose on disposable respirators.
- Make sure the face-piece edges are not rippled or distorted.

Head strap/harness

- Check webbing for breaks.
- Look for deterioration of elasticity or fraying edges.
- Test excessively worn head harness.

Inhalation and exhalation valves

- Ensure the valve and valve seat are free of dust particles or dirt that may cause a poor seal or reduce efficiency.
- Replace any missing or defective valve covers.

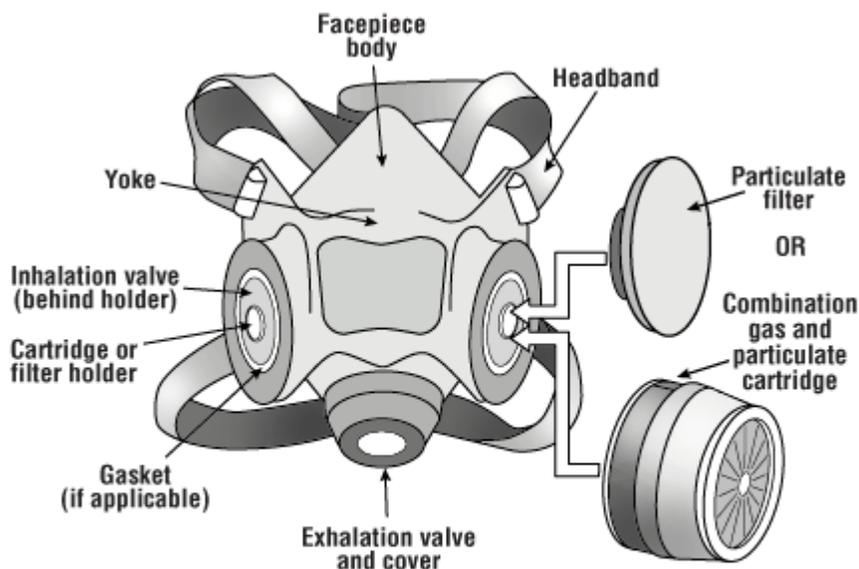
Filter elements

- Ensure that the filter and mask are certified for use together.
- Check the filter to see that they are approved for the hazard.
- Inspect both the filter threads and face-piece threads for wear, make sure they are screwed together properly, and there is no cross threading.
- Check the filter housing for cracks or dents.
- Check the end of service life indicator for masks. Check the expiration date.

Repair, cleaning and storage

- Do not clean with solvents.
- Follow the manufacturer's instructions.
- Wash with a mild dish detergent or a combination of detergent and disinfectant. Use a brush and warm water (49-60°C or 120-140°F).
- Rinse with clean water, or rinse once with a disinfectant and once with clean water. The clean water rinse removes excess detergent or disinfectant that can cause skin irritation or dermatitis.

- Dry on a rack or clean surface or hang from a clothes line. Position the respirator so that the face-piece rubber will not "set" crookedly as it dries.
- Store the respirator at the end of each shift in a sealed bag to protect it from dust, sunlight, heat, extreme cold, excessive moisture, and chemicals.
- Clean and disinfect respirators after each use, where appropriate.
- Permit only trained and qualified personnel to repair respirators.
- Do not mix parts from different manufacturers.
- Record all repairs and inspections.
- Remove dirt.
- Check for distortion caused by improper storage.



The basic parts of a typical half-facepiece respirator are shown. Two common options are illustrated on the right. Both sides of the respirator would take the same type of filter or cartridge.

Figure 1 - Sample Half-face Respirator

FALL PROTECTION

A FALL HAZARD AREA is any area where from which a fall of 10ft or more may occur or where a fall from a lesser height involves an unusual risk of injury.

No worker shall enter a FALL HAZARD AREA unless trained in FALL PROTECTION PROCEDURES under the direct supervision of the employer on site.

Any worker working with a harness near or around a Fall Zone: Must be certifiably trained.

Fall hazard areas include:

- Roofs
- Decks
- Scaffolding
- Ladders / Saw Horses
- Elevated Work Platforms
- Any fall over 10' or unusually dangerous height

Some methods of FALL PROTECTION include:

Guardrails/Barricades

- Any hazardous area that has been protected by guardrails or barricades means "KEEP OUT"

Control Zones

- An area defined by high visibility warning tape or flagging under the control of a safety monitor. Warning tape, flagging, signage or other hazard recognition systems means "KEEP OUT" and "KEEP AWAY"

FALL PROTECTION PLANS on site:

The employer must have a written FALL PROTECTION PLAN. Before a worker is allowed into an area where a risk of falling exists, the employer must ensure the worker is instructed in the Fall Protection System for the area and the procedures to be followed. Fall Protection Systems can include:

- GUARDRAILS
- HARNESES AND SAFETY BELTS
- CONNECTING EQUIPMENT
- ANCHORS
- VERTICAL AND HORIZONTAL LIFELINES
- SAFETY NETS
- CONTROL ZONES AND PROCEDURES
- RESCUE PROCEDURES

YOU ARE NOT PERMITTED TO WEAR A HARNESS WITHOUT HAVING RECEIVED PROPER TRAINING AND BEING APPROVED BY CONSTRUCTION SOLUTIONS.

DO NOT PERFORM WORK WHERE A FALL HAZARD IS PRESENT UNLESS ALL ASPECTS OF THE FALL PROTECTION AND RESCUE PLAN HAVE BEEN DISCUSSED WITH YOU.

NO WORKER IS REQUIRED TO ENTER AN AREA WHERE A FALL HAZARD EXISTS.

Workplace Hazardous Material Information System (W.H.M.I.S)

In industry, there are many chemicals or materials used that can be hazardous to your health and all workers should have access to information on products used and effects they may have.

W.H.M.I.S.

The three key elements of information delivery are:

1. **Labeling**. Alerts workers to the hazards and safe procedures necessary for the handling of products.
2. **Material Safety Data Sheet (M.S.D.S)**. An MSDS is a technical bulletin, which provides detailed information on a product.
3. **Education**.
 - How WHMIS works
 - Hazard Education
 - Training in safe work procedures

(see following page)

WHMIS (Workplace Hazardous Materials Information System) uses classifications to group chemicals with similar properties or hazards. The Controlled Products Regulations specifies the criteria used to place materials within each classification. There are six (6) classes although several classes have divisions or subdivisions. Each class has a specific symbol to help people identify the hazard quickly.

The Symbol Represents	It means that the material	And that you should
<p style="text-align: center;">Class A Compressed Gas</p> 	<ul style="list-style-type: none"> ▪ Poses an explosion danger because the gas is being held in a cylinder under pressure. ▪ May cause container to explode if heated in a fire. ▪ May cause container to explode if dropped. 	<ul style="list-style-type: none"> ▪ Handle with care; do not drop cylinder. ▪ Keep cylinder away from potential sources of ignition. ▪ Store the containers in the area designated by your supervisor.
<p style="text-align: center;">Class B Combustible and Flammable Material</p> 	<ul style="list-style-type: none"> ▪ Is one that will burn and is therefore a potential fire hazard. ▪ May burn at relatively low temperatures; Flammable materials catch fire at lower temperatures than combustible materials. ▪ May burst into flame spontaneously in air or release a flammable gas on contact with water. ▪ May cause a fire when exposed to heat, sparks, or flames or as a result of friction. 	<ul style="list-style-type: none"> ▪ Keep the material away from heat sources and other combustible materials. ▪ Never smoke when working with or near the material. ▪ Store the material in a cool, fire- proof area, as designated by your supervisor.

<p>Class C Oxidizing Material</p> 	<ul style="list-style-type: none"> ▪ Poses a fire and/or explosion risk in the presence of flammable or combustible material. ▪ May cause fire when it comes into contact with combustible materials such as wood. 	<ul style="list-style-type: none"> ▪ Keep the material away from combustible materials and store in the areas designated ▪ Keep the material away from sources of ignition. ▪ Never smoke with or near. ▪ Wear PPE clothing.
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<p>Class D, Division 2</p> <p>Poisonous and Infectious</p> <p>Material: Other Toxic Effects</p> 	<ul style="list-style-type: none"> ▪ Is a poisonous substance that is not immediately dangerous to health. ▪ May be a skin or eye irritant. ▪ May be a sensitizer, which produces a chemical allergy. ▪ May cause cancer. ▪ May cause birth defects or sterility. 	<ul style="list-style-type: none"> ▪ Avoid skin and eye contact by wearing all protective equipment necessary, including eye, face and hand protection and protective clothing. ▪ Avoid inhaling by working in well ventilated areas and/or wearing respiratory equipment as designated by your supervisor. ▪ Store the material in designated places only.
<p>Class D, Division 3</p> <p>Poisonous and Infectious</p> <p>Material: Biohazardous</p> <p>Infectious Material</p> 	<ul style="list-style-type: none"> ▪ May cause a serious disease resulting in illness or death. 	<ul style="list-style-type: none"> ▪ Take every measure to avoid contamination. ▪ Handle the material only when fully protected by the proper, designated equipment. ▪ Handle the material in designated areas where engineering controls are in place to prevent exposure.
<p>Class E Corrosive Material</p> 	<ul style="list-style-type: none"> ▪ Causes severe eye and skin irritation upon contact. ▪ Causes severe tissue damage with prolonged contact. ▪ May be harmful if inhaled. 	<ul style="list-style-type: none"> ▪ Keep containers tightly closed. ▪ Avoid skin and eye contact by wearing all necessary protective equipment, including eye, face and hand

		protection and protective clothing.
<p>Class F Dangerously Reactive Material</p> 	<ul style="list-style-type: none"> ▪ Is very unstable. ▪ May react with water to release a toxic or flammable gas. ▪ May explode as a result of shock, friction or increase in temperature. 	<ul style="list-style-type: none"> ▪ Keep material away from heat. ▪ Open containers carefully. Do not drop them. ▪ Store the material in a cool, flammable-proof area as designated by your supervisor.

If you see one of the symbols on a product in your workplace be sure to review the MSDS for that product. The MSDS will provide you with important information on the risks of the product, and how to protect yourself. WHMIS updates are available online. Please consult online updates for new changes.

Material Safety Data Sheets (MSDS)

The Material Safety Data Sheet (MSDS) is the basic source of information about chemicals you are using in the workplace. It is part of a chemical hazard communication program that includes training and proper labeling of substances. By referring to the MSDS, you can learn why the substance is hazardous and how to protect yourself.

When you read an MSDS, you learn these important facts:

- ✓ What the chemical is.
- ✓ What company manufactures the chemical. Why the substance is hazardous and its harmful effects.
- ✓ How to use, store and dispose of the substance safely.
- ✓ How to protect yourself from exposure.
- ✓ What to do in an emergency.

For you, perhaps one of the most important part of the MSDS is the section on first aid.

When handling chemicals, remember these safety guidelines:

- ✓ Read the label. This will tell you the kind of substance in the container, what its hazards are and how to protect yourself.
- ✓ Follow exactly the directions for handling a chemical. Never mix chemicals together unless it is safe to do so, based on product information. Also, never mix chemicals with water unless you know you should because some chemicals will react violently when mixed with water.
- ✓ Store chemicals correctly, as specified on the MSDS and label. There must be adequate ventilation, the proper temperature, spill containment devices and other provisions.
- ✓ Know how to safely dispose of chemicals. This information will be included on the label and the MSDS for each chemical.
- ✓ Use the right Personal Protective Equipment (PPE). Review the MSDS to find out specific types of eye/face, hand and respiratory protection as well as any other special requirements
- ✓ Learn how to fight a small fire.
- ✓ Get training in first aid. Know how to help yourself and others in case of accidental exposure.
- ✓ Learn the location and operation of safety showers and eyewashes in your work area.

Education

When encountering controlled products that are covered by WHMIS ensure that you understand the WHMIS safe work procedures for each product before use or entering an area where they are being used.

Hazard Education. All areas of work, duties performed, and products used have specific health hazards and safe work procedures and all individual employers are responsible for making workers who may encounter these health hazards aware of their existence and location.

All individual employers at all work site locations are responsible for the training of workers in safe work procedures for any WHMIS controlled products used or hazardous environments created or encountered.

WHEN IN DOUBT ASK SOMEONE BEFORE YOU USE THE CONTROLLED PRODUCT. YOU ARE PRIMARILY RESPONSIBLE FOR YOUR OWN HEALTH AND SAFETY. NO ONE CAN PROTECT YOU BETTER THAN YOURSELF.

Emergency Preparedness

Emergency Preparedness means having a plan in place that we hope we will never have to use. Every worksite must have a plan in place for dealing with emergency situations.

Be sure to ask for a site orientation as soon as you arrive on a worksite so that you are aware of the following:

Location of Emergency equipment such as:

- Fire extinguishers
- First aid supplies and treatment
- Location of Communication device(s) and contact numbers for outside assistance
- Location of MSDS sheets
- Escape routes and muster point
- Emergency phone number

If there is an emergency situation while you are in an Constructive Solutions office, please follow the direction of one of the employees; they will direct you to the nearest safe exit and to the muster point.