

Phoenix Truck & Crane Ltd.

Occupational Health & Safety Manual



2320 Rogers Avenue, Coquitlam, B.C. V3K 5K7



OCCUPATIONAL HEALTH & SAFETY PROGRAM



**You must abide by the highest level of safety.
The most stringent rules, procedures and regulations supersede.
For the most up-to-date information, please contact our Safety Department.**

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OCCUPATIONAL HEALTH & SAFETY PROGRAM



Section 1 Objective and Guiding Principals

The personal health and safety of each worker of this company is of primary importance. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal health and safety, in keeping with the highest regulated standards. We will maintain an Occupational Health & Safety Program conforming to the best practices of organizations of this type.

Phoenix Truck & Crane believes that all injuries are preventable and every effort will be made to:

- Identify hazards
- Inform others that would be affected by hazards
- Eliminate, control or reduce the risk of those hazards

The management of Phoenix Truck & Crane recognizes the importance of total commitment to maintaining and promoting safe, healthy working conditions and attitudes within the organization. It also requires cooperation in all health and safety matters, not only between management, supervisor and worker, but also between each worker and his or her co-workers. Only through such a cooperative effort can a safety program for all workers be established and preserved in their best interests.

This commitment requires shared and equal participation and responsibility at all levels to enable continued improvement throughout the company.

Management accepts the responsibility for leadership of the health & safety program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.

Supervisors are responsible for developing the proper attitudes toward health & safety in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the health & safety of all personnel involved.

Workers/Drivers are responsible for wholehearted, genuine cooperation with all aspects of the Health & Safety Program, including compliance with all rules and requirements, and for continually practicing safe working procedures while performing their duties. Workers also must be aware of their legislated rights and responsibilities.

Phoenix Truck & Crane's Industrial Health and Safety Program is designed to ensure compliance with clients' HS&E Program, WorkSafeBC Regulations, Workers Compensation Act and governing bodies. Phoenix Truck & Crane's objective is to work in a spirit of consultation and cooperation with our employees, the common goal being to send our employees home safely each and every day.

Signed,



William F. Dick
President

Owner of Phoenix Truck & Crane Ltd, BCD Holdings Ltd, 631395 BC Ltd.

FEB 2 - 2016

Date:



1.1 Objective and Guiding Principles

Phoenix Truck & Crane will initiate and maintain an ongoing Occupational Health and Safety Program, and will review it on an ongoing basis with supervisors, employees and clients.

The program will include:

- A statement of the goals the program is designed to achieve along with information on how and when progress toward these goals is to be measured.
- Provision for regular inspections of all equipment and work areas, and a system to ensure that any hazardous conditions found in inspections are corrected promptly.
- Provision for regular evaluation of work methods and procedures and observation of employees' work habits to ensure safe practices are maintained.
- Provision to ensure appropriate PPE is available to and used appropriately by all employees.
- A commitment to develop, maintain, and enforce a set of health and safety rules, by which workers must comply as a condition of employment.
- Provision for prompt investigation of accidents which result in or might have resulted in personal injury or property damage, for the purpose of determining the need for any corrective action necessary to prevent recurrence.
- The establishment and maintenance of an appropriate health and safety committee to monitor and coordinate the safety program and to provide a forum for employee - management discussions on safety concerns.
- Provision for the direction and training of employees to ensure their ability to perform their duties without undue risk to personnel, equipment or the environment.
- A commitment to develop and continually evaluate the written procedures for safe work performance, which represents or might represent an identifiable hazard.
- Provision for recording accidents and analyzing statistics regarding the operations of the safety program in order to provide management and the Safety Representative with the information necessary to evaluate the program.
- Provision and a commitment for ongoing evaluation and improvement of the Occupational Health and Safety Program.

Further to the above and to fulfill our commitment to the highest safety standards, it is Phoenix's policy to:

- Meet or exceed the requirements of all laws and regulations.
- Make sure our equipment and vehicles are safe and properly maintained.
- Certify a staff member to act as the Company Dangerous Goods contact personnel.
- Hire only competent and qualified drivers.
- Incorporate safe and courteous behavior practices to the public.
- Ensure Daily Trip Inspection Report and monthly maintenance reports are completed and filed.
- Ensure employees and contractors understand our policies and incorporate them into their daily business conduct.
- Provide access to information for drivers on an as-needed basis in the area of vehicle safety, load security, national safety, preventative maintenance programs, road problems, and hazardous goods.
- Conduct inspection audits on the trucks operating under the safety certificate issued by Phoenix.
- Review NSC Company profile (1 week) and driver abstracts (quarterly) on an ongoing basis.
- Have a severe disciplinary process in place for non-compliance of safety and maintenance issues.



1.2 Rights and Responsibilities

All workers in Canada have a series of legislated Rights & Responsibilities that may not be compromised for any reason, and are protected and enforced through numerous legislations.

- **Right to Know** - about hazards you may encounter in the course of doing work.
- **Right to Participate** – in safety management in the workplace.
- **Right to Refuse** - work that you feel is unsafe.

Phoenix Truck & Crane Owners have the responsibility to:

- Provide and maintain the owner's land and premises that are being used as a workplace in a manner that ensures the health and safety of persons at or near the workplace.
- Give to the management at the workplace the information known to the owner that is necessary to identify and eliminate or control hazards to the health or safety of persons at the workplace.

Phoenix Truck & Crane Management has the responsibility to:

- Ensure the health and safety of all workers of Phoenix Truck & Crane, and any other workers present at a workplace at which Phoenix Truck & Crane work is being carried out.
- Remedy any workplace conditions that are hazardous to the health or safety of Phoenix Truck & Crane's workers.
- Ensure that Phoenix Truck & Crane's workers are made aware of all known or reasonably foreseeable health or safety hazards to which they are likely to be exposed by their work.
- Ensure that Phoenix Truck & Crane's workers are made aware of their rights and duties under the *Workers Compensation Act* and WorkSafeBC regulations.
- Ensure that all Phoenix Truck & Crane workers comply with the *Workers Compensation Act*, its regulations and any applicable orders.
- Establish occupational health and safety policies and programs in accordance with the regulations.
- Provide and maintain in good condition protective equipment, devices and clothing, and ensure that they are being used.
- Provide to Phoenix Truck & Crane's workers the information, instruction, training and supervision necessary to ensure their health and safety at work, and to ensure the health and safety of other workers at the workplace.
- Make a copy of the *Workers Compensation Act* and its regulations readily available for review by all employees, and maintain a notice in all workplaces advising where the copy is available for review.
- Consult and cooperate with the Safety Committee and worker Health & Safety Representatives.
- Cooperate with the Board, officers of the Board and any other person carrying out a duty under the *Workers Compensation Act* or its regulations.

Phoenix Truck & Crane Supervisors have the responsibility to:

- Ensure the health and safety of all workers under their direct supervision.
- Be knowledgeable about the *Workers Compensation Act* and those regulations applicable to the work being supervised.
- Ensure that the workers under their direct supervision are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work.
- Ensure that workers under their direct supervision comply with the *Workers Compensation Act*, its regulations and any applicable orders.
- Consult and cooperate with the Safety Committee and worker Health & Safety Representatives.
- Cooperate with the Board, officers of the Board and any other person carrying out a duty under the *Workers Compensation Act* or its regulations.



Phoenix Truck & Crane Workers have the responsibility to:

- Take reasonable care to protect their own health and safety, and the health and safety of other persons who may be affected by their acts or omissions at work.
- Ensure they comply with the *Workers Compensation Act*, its regulations and any applicable orders.
- Carry out their work in accordance with established safe work procedures as required by regulations.
- Use or wear protective equipment, devices and clothing as required by regulations.
- Not engage in horseplay or similar conduct that may endanger the worker or any other person(s).
- Ensure that their ability to work without risk to their health or safety, or to the health or safety of any other person(s), is not impaired by alcohol, drugs or other causes.
- Report to a supervisor or employer:
 - Any contravention of the *Workers Compensation Act*, its regulations or an applicable order of which they are aware.
 - The absence of or defect in any protective equipment, device or clothing, or the existence of any other hazard, that they consider a danger to themselves or any other person(s).
- Consult and cooperate with the Safety Committee and worker Health & Safety Representatives.
- Cooperate with the Board, officers of the Board and any other person carrying out a duty under the *Workers Compensation Act* or its regulations.

Every Phoenix Truck & Crane Supplier has the responsibility to:

- Ensure that any tool, equipment, machine or device, or any biological, chemical or physical agent, supplied by the supplier is safe when used in accordance with the directions provided by the supplier and complies with the *Workers Compensation Act* and its regulations.
- Provide directions respecting the safe use of any tool, equipment, machine or device, or any biological, chemical or physical agent, that is obtained from the supplier to be used at a workplace by Phoenix Truck & Crane employees.
- Ensure that any biological, chemical or physical agent supplied by the supplier is labeled in accordance with the applicable federal and provincial enactments.
- If the supplier has responsibility under a leasing agreement to maintain any tool, equipment, machine, device or other thing, maintain it in safe condition and in compliance with the *Workers Compensation Act*, its regulations and any applicable orders.

The above lists of employee rights are legislated by the *Workers Compensation Act*, sections 115 through 120, current as of October 14th, 2015. The *BC Workers Compensation Act* and its Regulations can be found as a digital copy from:

http://www.worksafebc.com/regulation_and_policy/default.asp

It is the policy of Phoenix Truck & Crane to insist that all subcontractors, their employees and our direct workforce, understand and strictly adhere to the provisions of the *Workers Compensation Act* and all applicable regulations.



1.3 Disciplinary Policy

Policy: Violations of the company safety policy and procedures may result in disciplinary action. When disciplinary action is taken, the consequence will reflect the seriousness of the situation, the length of service of the employee, the past work record and any previous disciplinary record. Notwithstanding this, it must be understood that any serious or flagrant disregard of the company rules may result in immediate termination for cause.

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

Union – Refer to collective agreement

Non Union – Refer to Driver’s Manual: BCD Holdings Ltd. & Phoenix Truck & Crane Ltd.

First Violation:	Verbal warning
Second Violation:	Written warning, with meeting with Crew Representative & Supervision.
Subsequent Violations:	May result in termination & prohibition from working on any of Phoenix Truck & Crane’s sites at the sole discretion of management.



1.4 Media, WorkSafeBC and Criminal Investigation Policy

Policy: In the event of any incident that includes media coverage, it is imperative to avoid commenting to the media. If confronted by the media, do not discuss the accident, and refer them to management. You are **not** authorized to speak on behalf of the company.

An appropriate response for any non-management worker is:

"I can't make a statement right now. Please contact management (at 604-520-0890) for more information."

For management:

"We are not able to comment at this time, as we are currently investigating the incident to determine exact cause. We will be able to comment when we fully understand what has occurred."

If confronted by any investigator representing WorkSafeBC, you must confirm with the officer if the investigation is considered "For Cause" or Criminal. You are required to answer their questions if the investigation is "For Cause".

If the investigation is considered Criminal, you are not required to answer any questions. An appropriate response for any employee is:

"I decline comment until a company lawyer is present."

You will be required to contact management in order to obtain a lawyer in this situation.

Every employee under Phoenix Truck & Crane's brand has the right to a representative, be they a manager, lawyer, union representative, or similar.



1.5 Document Retention - Safety Records and Statistics

Policy: Phoenix Truck & Crane will maintain records and statistics relating to health and safety as required by WorkSafeBC regulations. These records will be periodically used by management and the Safety Committee to identify hazardous trends and evaluate the effectiveness of the health and safety program.

1.5.1 Documentation

All safety records are to be kept in the Head Office. The Safety Committee will review these records periodically and will provide management with detailed reports monthly, or as-needed, on the progress of the company safety program. The reports will include frequency and severity statistics.

A list of document retention durations can be found in *section 8.4*.

1.5.2 Records to be Kept

Phoenix Truck & Crane will collect and maintain the following documentation for both Phoenix Truck & Crane employees and subcontractors:

Records and Forms:	Responsible Department(s):
Safety Committee meeting minutes	Drivers Services
Orientation and competency tests	Drivers Services, Safety Department
Training records	Drivers Services
Toolbox meeting minutes	Safety Department
Inspection/audit records and recommendations	Safety Department
Investigation records, recommendations and orders	Safety Department
WorkSafeBC inspection/audit records, recommendations, and orders	Safety Department
Workplace monitoring reports	Safety Department
First aid records	Safety Department, first aid attendants
Emergency drill records and recommendations	Safety Department
Pre-trip inspection and maintenance records	Drivers Services, Operations Management
Mobile equipment log books	Drivers Services, Operations Management
Safety Statistics:	Responsible Department(s):
Number of safety inspections/audits	Safety Department
First aid statistical reports	Safety Department, first aid attendants
Environmental incident reports	Safety Department
Property damage reports	Safety Department
Worked hours and worker #'s	Administration, Payroll
Restricted work cases	Administration



1.6 Policy & Responsibilities List

2.0: Injury and Accident Prevention

Policy: While injuries in the workplace are inevitable, Phoenix Truck & Crane is dedicated to minimizing both the risk and severity of accidents and injuries to our workers and the general public. To that end, the Company will develop, practice, and enforce a series of written safe work behavior guidelines designed to eliminate or reduce the risk of potential injury posed by any foreseeable hazards.

2.1: Injury Prevention Responsibilities

Phoenix Truck & Crane Management will:

- Assess risks for the potential to cause MSI's and falls from height.
- Develop a written safety program to control these risks.
- Provide training and equipment to control risks.
- Evaluate new processes and equipment for MSD hazards prior to use.

Phoenix Truck & Crane Workers will:

- Learn about the risks and controls detailed in the safety program.
- Take training and use equipment to stay safe.
- Maintain a healthy lifestyle.

2.3: Material Handling

Policy: To reduce the risk of injury from lift/lower forces, it is important to follow proper procedure when handling materials. Because the nature of our work is highly variable, Phoenix Truck & Crane requires all employees to follow these guidelines at all times:

- Practice good housekeeping, as defined in *section 3.7.4*.
- Use personal protective equipment such as knee pads and gloves where required.
 - Watch out for slivers, nails and sharp ends when handling objects. If possible, these must be removed or guarded before lifting.
- When practicable, minimise the distance materials have to be moved.
 - Plan for efficient storage and movements.
- Ensure that you have a clear view of your route and that there are no obstructions in your path when carrying materials.
- Take a minute to stretch/warm up before any repetitive or heavy lifting jobs.
- Do not attempt to lift more than you can comfortably take without assistance from another worker or use of mechanical aids (pallet jack, hand dolly, etc.) to lift the load.
 - If in doubt, get assistance.
 - Be ready to lend a hand to fellow employees with lifting tasks.
- When lifting:
 - Keep your back as nearly upright as possible.
 - Use leg muscles instead of back or stomach muscles.
 - Avoid twisting motions - turn with your feet.
- Carry loads close to the torso to reduce strain.
- Don't swing and throw heavy loads.
- Where practical, use dollies, hoists, forklifts or other equipment to do a job more efficiently.
 - Secure awkward type loads to prevent tipping.



2.5: Driver Safety

Policy: Phoenix Truck & Crane has adopted the following policy regarding the use of Company Vehicles, or vehicles operating under Phoenix/BCD National Safety Code:

- 1) All drivers of Company vehicles must possess a valid, appropriate driver's license for the vehicle.
 - a. Drivers with a Class 7N license may operate vehicles no larger than a single axle loader crane.
 - b. Drivers with a Class 7L or lower license are not permitted to operate company vehicles.
- 2) If vehicles are used for other than company business, the operator is liable for the insurance deductibles if he or she is found to be at fault in an accident.
- 3) Employees must not operate any vehicles or equipment while impaired by alcohol, fatigue, sickness or drugs (prescription or recreational). There is zero tolerance for drug and alcohol use.
- 4) Hand held communication devices of any kind are prohibited from use while a vehicle is in motion on company business. This applies to all workers (including contractors) at all times while driving and operating Phoenix or B.C.D leased, rented, or owned vehicles. This also applies to all workers (including contractors) while driving and operating personal or contractor vehicles for company business purposes.
- 5) Vehicles must be equipped with a repeated audible warning device that sounds, and/or horn sounded every vehicle length, when reversing.
- 6) Employees driving vehicles are responsible for its safe operation.
 - a. Seat belts must be worn by drivers and all passengers at all times.
 - b. Drivers must not leave the controls unless the vehicle has been secured against movement, e.g. setting parking brakes and chocking wheels, as necessary.
 - c. Items carried in any part of a vehicle must be secured for safe operation.
 - d. Use of 3-point contact when entering/exiting vehicles to prevent injury.
 - e. All laws & regulations pursuant to the *Highway Traffic Act* must be adhered to both on and off site property.
- 7) Employees will undergo a competency evaluation before beginning work for the company, and will be re-evaluated annually to reconfirm competency. These evaluations will be recorded.

Subsection 2) of this list does not apply to Owner/Operators.

2.6: Fall Protection

Policy: All employees who work at heights of 10' and over or where a hazard exists below 10' be protected from the hazard of falling. 100% tie off where practicable is the policy for Phoenix Truck & Crane.

Any worker who may be working in areas above 10' will wear the fall protection harness and lanyard at all times. A site specific fall protection plan shall be developed and implemented whenever a fall hazard of 25' or more exists, or whenever work procedures such as the safety monitor system is chosen as a means of preventing a fall. The intent of this work plan is to:

- Assist the site supervisor and workers in identifying the fall hazards before work at height commences,
- Assist in selecting a fall protection system(s) appropriate to the work, so as to provide a safe and efficient environment for the workers at risk.

Phoenix Truck & Crane will provision employees with fall restraint and fall arrest equipment whenever required.



This site specific work plan is intended to be used in conjunction with our company's Fall Protection Program, which contains all necessary information on fall protection systems deemed acceptable, including information installation, use, limitations, inspection and maintenance of such systems and equipment.

It is the responsibility of the site supervisor to ensure a site-specific fall protection plan is developed as required and that all workers are instructed in the content of the plan. Further, the supervisor is responsible for ensuring that all workers of Phoenix Truck & Crane follow the directions as set out by the plan. The contents of this work plan will be conveyed to all workers of Phoenix Truck & Crane who may at times be exposed to fall hazards on this work site. Workers will sign the form provided, indicating their understanding and compliance.

Any person in the employment of Phoenix Truck & Crane, including managers, supervisors or workers, who violate any company safety policy or directive, is subject to disciplinary action.

3.0: Hazard Identification and Risk Assessment

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

For the purpose of identifying hazards, Phoenix Truck & Crane will, at minimum, conduct:

- Hazard Assessments, for new work processes, work processes that have changed, and before the start of new construction or significant alterations to a work site.
 - Hazard assessments will be repeated at reasonably practicable intervals to prevent the development of unsafe conditions. Where necessary, manufacturers' specifications and manuals will be consulted.
- Inspections, minimum monthly by all Supervisors and at least one Safety Committee member adequately trained to conduct inspections.
- Incident Investigations, all incidents requiring medical attention or that caused or had the potential to cause serious injury to a worker will be investigated by a Safety Committee member adequately trained to conduct investigations.

Our strategy for controlling the risks posed by a hazard once it has been identified will include:

- Identifying and documenting potential hazards.
- Assessing the risks involved with critical job tasks.
- Implementing permanent (engineering) controls when possible.
- Creating written safety rules and safe work procedures.
- Develop and maintain safety programs, including preventative maintenance programs for equipment and vehicles.
- Provide Personal Protective Equipment (PPE) to control risks.
- Communicate identified hazards, risks, and controls in safety orientations.

3.6: Safe Job Procedures

Policy: Phoenix Truck & Crane recognizes that job sites are potentially hazardous to workers. It is not possible to create a rule to deal with each possible hazard. Employees are expected to exercise caution at all times and, when unsure of correct procedures, to ensure that a supervisor or qualified co-worker is consulted.

Through the process of Job Hazard Assessment, written Safe Job Procedures will be developed for all situations where the Hazard Priority status reveals an imminent or serious danger or the task is new to the worker. All workers with potential exposure to these risks will be instructed in the appropriate procedures prior to exposure.



Where Phoenix Truck & Crane procedures differ from those of the site owner or appropriate government procedures, the most stringent of the conflicting procedures will supersede.

3.10: Working Alone or in Isolation

Policy: Phoenix Truck & Crane recognizes that there are times when our employees may have to work alone, and that working alone without a procedure to ensure our employees safety can be dangerous. Our employees' health and safety is very important whether in the office or in the field. As such, when an employee is working alone or in isolation, the Company will ensure that their safety is monitored throughout the duration of their seclusion and ensure that the appropriate personnel are notified in the event of failed contact.

3.11: Personal Protective Equipment

Policy: It is Phoenix Truck & Crane policy that all workers wear approved Personal Protective Equipment (PPE) at all applicable times. All PPE must meet the standards acceptable to WorkSafeBC, as listed in *section 3.11.2* (CSA, NIOSH, ANSI, or other group acceptable to the Board).

It is the worker's responsibility to obtain all basic and extra PPE before starting any work, except where union contract supersedes. Upon request, the Company will purchase any required PPE for a worker *at the workers' own expense*. Specialised PPE shall be provided by the Company to all workers when required.

It is the worker's responsibility to assure that any PPE issued to them is used and cared for according to Manufacturers' standards. Workers are to regularly inspect their PPE prior to use and return any defective equipment immediately. Workers are not to use or wear any PPE that is worn or defective.

Phoenix Truck & Crane is committed to eliminating all work place injuries. As such, proper selection, use, and care of Personal Protective Equipment is a vital part in this process. Failure to adhere to these policies could result in the application of our discipline policy.

4.0: Training & Certification

Policy: Phoenix Truck & Crane believe that proper training and evaluation is key to operating a business where safety comes first. The Company will provide opportunities for workers to receive the training and certifications they need to do their jobs safely while ensuring the safety of people and property around them. Workers are expected to make an equal commitment to safety, and are evaluated on a scheduled basis against the training and certification needs of their job. The Company does not allow workers to take on tasks without the required training and valid certification.

4.2: Training Responsibilities

Phoenix Truck & Crane Employees and Owner Operators are responsible for:

- Providing the company with copies of valid certificates, including, but not limited to, driver's licenses, first aid, forklift operator and other similar certifications that may be required by the company.
- Carrying with them the required proof of certifications (such as driver's licenses, first aid tickets, forklift tickets, and other similar certificates).

5.0: Workplace Inspection

Policy: Phoenix Truck & Crane recognizes that a comprehensive program of inspection is vital to the effectiveness of the Occupational Health and Safety Program and is committed to ensuring that such an inspection program is maintained on each site.



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Regular inspections serve both to identify unsafe conditions before they can result in accidents and to facilitate monitoring of the effectiveness of the safety program. Systematic examinations of facilities, tools, equipment, and procedures of workers at the job site will be conducted. All substandard conditions or practices will be identified and noted on the inspection report. Correction of unsafe or potentially unsafe conditions will be scheduled with respect to their hazard priority.

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

All personnel will continuously be on the lookout for hazards and, if practicable, immediately control any identified hazard and alert their supervisor. If the hazard cannot be controlled immediately, personnel are to flag off the area and inform their supervisor and others that may be affected as soon as practicable.

Inspection Type	Frequency	Responsible Party
Office	Monthly	Supervisor + Worker OHS Rep
Shop	Monthly	Supervisor + Worker OHS Rep
Yard	Monthly	Supervisor + Worker OHS Rep
Warehouse	Monthly	Supervisor + Worker OHS Rep
Vehicle	Daily	Operator
Mobile equipment	Daily	Operator
Tools	Before each use	User
Equipment	Before each use	User
Work practices	Annually, and as part of other inspections, or as required	Supervisor + Worker OHS Rep

5.1: Workplace Inspection Responsibilities

Phoenix Truck & Crane Management will:

- Ensure inspections of company facilities, equipment, and vehicles meet or exceed regulations and manufacturer’s standards.
- Assign inspection responsibilities.
- Provide inspection training for employees who conduct inspections.
- Implement, track and review corrective actions.
- Communicate to all employees:
 - Inspection findings
 - Corrective actions taken

Phoenix Truck & Crane Inspectors will

- Refer to legal requirements and safety standards.
- Use checklists based on operating risks.
- Schedule inspections for required frequency.
- Document inspections.
- Track corrective actions.



A worker representative must be involved in all facility inspections. Representation may include the worker Health & Safety Rep or a worker of the Safety Committee. Other workers may also be involved in the process when practicable.

Phoenix Truck & Crane Workers and Worker OHS Representatives will:

- Conduct assigned inspections:
 - Use checklists based on operating risks.
 - Schedule inspections for required frequency.
- Report deficiencies identified and suggest corrective actions:
 - Document inspections.
 - Refer to legal requirements and safety standards.
- Review any assigned corrective actions to ensure no additional hazards present themselves.

5.4: Vehicle and Mobile Equipment Inspection

Policy: All tools, equipment, machinery and vehicles are to be kept in a condition that will maximize the safety of all personnel. All employees will use tools and equipment in the manner in which they are intended and will receive training and instruction in their safe operation. Employees will participate and apply the training received.

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

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

To accomplish our maintenance program goals, an inventory of all major tools, equipment, machinery and vehicles will be kept and updated.

A Preventative Maintenance Program will be maintained and shall include the following components:

Adherence to applicable regulations, requirements, standards and manufacturers' specifications

Contracting the services of appropriately qualified maintenance personnel

- Scheduling and documentation of all maintenance work
-
- The supervisor shall be responsible for the application of the maintenance program in his/her area of responsibility.
-
- All employees shall regularly check all tools and equipment they are working with and take out of service any tools or equipment that is in need of repair or in any way incomplete. Employees are to tag the tool or equipment, itemize the problem or symptoms and return to Head Office.

6.0: Incident Investigations

Policy: Phoenix Truck & Crane is committed to the health and safety of all its employees. In order to promote a safe and healthy workplace and to comply with WorkSafeBC regulations, it is necessary to record and analyze all incidents and unusual situations which might have resulted in incidents.

Incident investigations are an integral component of our company safety program and shall be conducted to determine the root cause of an incident in order to implement corrective action to prevent future occurrences.



6.2: Incident Investigation Responsibilities

Phoenix Truck & Crane Management will:

- Ensure all incidents are investigated.
- Review and sign-off all investigations and recommendations.
- Ensure recommendations resulting from investigations are implemented, with the assistance of the OHS Committee.
- Ensure incident investigators are trained in investigation techniques, including root cause analysis and developing effective recommendations.

Phoenix Truck & Crane Supervisors will:

- Ensure all incidents that occur under their influence are investigated in the required timeframes, with the assistance of an OHS Committee Representative if necessary.
- Participate in the incident investigation process and/or lead the investigation team.
- Review and sign-off all investigations and recommendations.
- Ensure recommendations resulting from investigations are implemented, with the assistance of the OHS Committee.
- Communicate investigation outcomes to all affected and potentially affected employees and contractors.
- Ensure accidents are reported to the relevant authority, immediately if necessary.

Phoenix Truck & Crane Workers will:

- Report to the supervisor, manager, or company owner, all incidents including near misses.
- Attend the incident investigation unless unable to do so as a result of injury.

6.5: Incident Investigation Process

Policy: Phoenix Truck & Crane will ensure that all reported incidents will be investigated, at least to some degree. The depth of investigation will be appropriate to the severity of the incidents, with serious or potentially serious incidents requiring much more thorough investigation than minor incidents. There are six steps to the investigation process:

1. Pre-Incident Preparation
2. Secure the Scene
3. Collect Information
4. Analysis
5. Develop Recommendations
6. Implement Recommendations

Completed copies of the investigation must be reviewed and signed off by the supervisor, manager, investigation team and Safety Committee member. Upper Management is responsible for ensuring investigations are completed for all incidents, and investigations are compliant with the investigation process.

7.0: Emergency Preparedness

Policy: Phoenix Truck & Crane will develop a written Emergency Preparedness protocol in order to minimise the potential for injury, confusion and business disruption during an emergency. Additional procedures will be developed for the care, reporting, and corrective follow-up of all injuries and incidents. The procedures will be thoroughly outlined, made known and available to all supervisory staff and employees, and enforced. To ensure the effectiveness of these procedures, emergency drills will be regularly conducted.



7.1: Emergency Preparedness Responsibilities

Phoenix Truck & Crane Management will:

- a) Ensure resources (time/training/financial) are made available to ensure emergency preparedness plans are in place and appropriate workers trained.
- b) Ensure emergency response equipment and first aid supplies are maintained and available.
- c) Organise emergency drills annually to test various emergency scenarios.
- d) Maintain an adequate number of employees trained in first aid as required by legislation, and ensure an employee is designated as the Emergency Response Coordinator/Fire Warden.

Phoenix Truck & Crane Supervisors/Emergency Response Coordinators will:

- a) Ensure site emergency plans are current, including emergency contact numbers, and be familiar with emergency response procedures at all times.
- b) Ensure all Workers are trained on their emergency responsibilities.
- c) Carry out emergency drills annually to test various emergency scenarios.
- d) Work together with the Emergency Response Coordinator/Fire Warden to ensure that, in the event of an emergency, the scene is secured and the relevant authorities/company representatives are notified.

Phoenix Truck & Crane Workers will:

- a) Review the emergency plans and be familiar with them at all times.
- b) Follow emergency response procedures in the event of an emergency.
- c) Report all unsafe conditions and potential emergencies.
- d) If involved in an injury requiring medical attention, provide treating medical practitioner with company Workplace Disability Prevention (WDP) package, and submit the medical assessment report to your supervisor.

7.4: First Aid

Policy: Phoenix Truck & Crane provides a first aid program to minimise the effects of job-related injuries and illness, increase productivity, reduce absenteeism and meet WorkSafeBC OH&S Regulations. The company will provide first aid services, supplies, and equipment which are available to all employees during working hours.

The company will ensure that employees receive instruction in the procedure for summoning first aid and reporting injuries. The company also encourages employees to get first aid training. In the case where first aid is provided by others at the jobsite, the Company will advise employees of who to contact and the procedures of this onsite first aid program. A list of first aid certified employees can be found in *sections 7.8 and 8.1*.

7.5: Fire Protection

Policy: Phoenix Truck & Crane is committed to minimizing the risk posed by fire hazards. The Company will employ methods to safeguard workers' safety, company property and continuing operations to the highest practicable level. Our Fire Prevention & Protection program intends to inform all workers of methods to prevent fire hazards, and how to properly respond in the event of a fire.



7.6: Workplace Violence & Bullying

Policy: Phoenix Truck & Crane is committed to a work environment in which all employees feel safe and free from the threat of workplace violence and bullying. Phoenix will ensure that procedures exist to allow concerns of violence or bullying to be dealt with and resolved internally, without limiting any persons' entitlement to pursue resolution with a relevant statutory authority.

This policy applies to all employees, owner operators and contractors involved in Phoenix operations, and is in effect during all working hours, at work related or sponsored events, and while travelling on work related business.

There will be no recriminations for anyone who, in good faith, alleges bullying or violent actions.

Workplace Violence – at a work site or work related, is the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical injury.

Bullying – is an unwelcome or unreasonable behavior that demeans, intimidates or humiliates someone, and may be committed by an individual or as a group.

7.6.2.2: Anti-Bullying Responsibilities

Phoenix Truck & Crane Managers and Supervisors will:

- Ensure all employees are aware of the anti-bullying policy and procedures
- Ensure that any incident of bullying is dealt with regardless of whether a complaint of bullying has been received
- Provide leadership and role-modeling in appropriate professional behavior
- Respond promptly, sensitively and confidently to all situations where bullying behavior is observed or alleged to have occurred.

Phoenix Truck & Crane Employees will:

- Be familiar with and behave according to this policy
- If you are a witness to bullying, report incidents to your supervisor, president or human resources director as appropriate
- Where appropriate, speak to the alleged bully(ies) to object to the behavior.

If you think you have been bullied:

- Any employee who feels he or she has been victimized by bullying is encouraged to report the matter to their supervisor, or with human resources.
- Where appropriate, an investigation will be undertaken and disciplinary measures will be taken as necessary.

8.0: OHS Program Administration

Policy: Phoenix Truck & Crane will integrate the OHS management system into business operations. The objective of our program administration is to maintain our OHS program, and to set appropriate safety improvement goals. Good administration helps to drive continual improvement in our safety and operational practices.

Phoenix Truck & Crane follows three steps in managing our OHS program:

Create a safety team.

The safety team list will be posted and communicated to all employees and owner operators.

1. Assign a Safety Manager for the OHS management system with the responsibility to
 - a. manage overall coordination of the safety management system.
 - b. ensure all safety recommendations are implemented.



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- c. ensure all safety requirements are implemented.
2. Required OHS training is provided to all employees.
3. Safety inspections are completed according to the inspection programs frequencies.
 - a. Incident investigations are completed as necessary.
 - b. Form a Joint Occupational Health & Safety Committee to:
 - c. provide input in development, implementation, and monitoring of the safety program.
 - d. assist/represent other workers to resolve safety related issues and complaints.
 - i.
 - ii. In compliance with WorkSafeBC regulations, our safety committee will be composed of at least 50% worker representatives.

9.0: Safety Committee (Joint Occupational Health & Safety Committee)

Policy: A Joint Occupational Health & Safety Committee, known at Phoenix simply as the Safety Committee, will be established as per Part 3 of the WorkSafeBC OHS Regulations. Phoenix Truck & Crane will ensure that the Safety Committee is given the opportunity to meet and that they function effectively.

The purpose of the Safety Committee will be to assist in creating a safe place of work. This will be done by recommending actions which will improve the effectiveness of the Occupational Health & Safety Program, and by promoting compliance with the WorkSafeBC Occupational Health & Safety Regulations and First Aid Regulations.

Employees wishing to have safety concerns discussed by the committee will be encouraged to talk to any member of the committee.

10.0: Sub-Contractors

Policy: Phoenix Truck & Crane expects contractors in its employ to adhere to the same high standards of safety that apply to the Company. As such, all contractors will be expected to conform to all applicable WCB regulations and have a safety management system. If a safety management system hasn't been developed by the contractor, they must adhere to Phoenix Truck & Crane's OHS Program instead. The Company expects contractors to conduct themselves in a manner that does not endanger the well-being of themselves or others or cause avoidable property damage.

As a condition of service, sub-contractors must accept being subject to annual formal reviews and periodic informal reviews of their compliance with WCB regulations. Sub-contractors shall report all incidents and injuries immediately and are encouraged to submit recommendations for improved safety measures.



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Section 2 Injury and Accident Prevention

Policy: While injuries in the workplace are inevitable, Phoenix Truck & Crane is dedicated to minimizing both the risk and severity of accidents and injuries to our workers and the general public. To that end, the Company will develop, practice, and enforce a series of written safe work behavior guidelines designed to eliminate or reduce the risk of potential injury posed by any foreseeable hazards.

2.1 Responsibilities

Phoenix Truck & Crane Management will:

- Assess risks for the potential to cause MSI's and falls from height.
- Develop a written safety program to control these risks.
- Provide training and equipment to control risks.
- Evaluate new processes and equipment for MSD hazards prior to use.

Phoenix Truck & Crane Workers will:

- Learn about the risks and controls detailed in the safety program.
- Take training and use equipment to stay safe.
- Maintain a healthy lifestyle.

2.2 Musculoskeletal Injuries

Musculoskeletal Injuries (MSIs, or Musculoskeletal Disorders, MSDs) are a form of soft tissue injury typically caused by a sudden overexertion, repetitive strains, or awkward movements. They are defined by WorkSafeBC as an *“injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissue including a sprain, strain and inflammation, that may be caused or aggravated by work.”* MSI risks exist in all areas of the workplace, both in the field and in the office. As such, it is important to identify tasks that may cause stress on the body, and to follow safe working procedures in order to minimise or avoid the risk of injury.

2.2.1 Risk factors

Many factors can cause a musculoskeletal injury, some of which are:

- Awkward posture
 - Caused when joints or muscles are stretched in a way that causes injury
 - Can damage tissues in or around the joint that has been strained
 - E.g., twisting or bending excessively, standing on very hard surfaces for long periods, sitting in poorly designed or adjusted chairs
- Contact stress
 - Caused by direct or indirect pressure onto a part of the body, often the hands or knees
 - Can cause damaged tissues at the point of contact
 - E.g., kneeling on a hard floor or against sharp surfaces, holding tools that end within the hand, sitting on chairs that are too high without adequate foot support
- Repetition
 - Caused by repeated motions using the same body part without adequate rest
 - Can cause stress and pain in the affected area
 - E.g., typing on a computer, working on a conveyor system, or other repetitive motions, all for long periods of time



- Grip forces
 - Caused when damaging amounts of force are applied to the muscles and tendons of the hand
 - Can cause pain in the arms, wrists, hands, and back
 - E.g., grasping objects very tightly, at an uncomfortable angle, with poorly fitted gloves, using a pinch grip
- Lift/lower forces
 - Caused when loads are lifted, carried, or lowered in a way that causes strain on the back, arms or legs
 - Can increase the risk of injury to the arms, shoulders, legs or back
 - E.g., lifting heavy loads, lifting normal or awkward loads far away from the body, or while in an awkward posture
- Temperature Extremes
 - Caused by exposure of the body to areas of high heat or intense cold for extended periods of time
 - Can multiply the risk caused by another MSI risk factor
 - E.g., using metal tools in the cold without adequate gloves, working in a high heat environment for a long period of time
- Vibration
 - Often caused by unbalanced machinery
 - Can cause stress in bones or muscle tissue over a long period of time
 - E.g., standing on a vibrating surface for long periods of time, operating a vibrating power tool like a jackhammer, driving on a rough road

2.2.2 Risk Identification, Assessment and Control

Phoenix Truck & Crane's Safety Inspectors will be trained to identify MSI hazards during the course of their general workplace inspections. This process includes:

- Reviewing incident/injury reports to identify tasks or jobs that may cause MSIs.
- Identifying MSD hazards during workplace and equipment inspections.
- Encouraging workers to report pain/discomfort.
- Conducting job safety analysis.
- Documenting and analyzing information regarding MSIs.
- Developing safe work practices with control measures to eliminate or minimise MSD hazards.

The degree of risk assigned to particular hazards will be based on three factors:

- Degree of Risk – How serious the injury may be if it occurs
- Duration of Exposure – Long exposure times increase degree injury exponentially
- Frequency of Exposure – Frequent exposure greatly increases the chance of an injury occurring

Once risk factors have been identified, controls will be enacted

- Engineering controls
 - Arrangement, design, or alteration of the physical work environment, equipment, or materials
 - E.g. upgraded tools, lifting devices
- Administrative controls
 - Use and scheduling of resources and staffing to improve how the work is organized and performed
 - E.g. limiting hours spent at a certain task
- PPE Usage
 - Last resort, or in combination with previous
 - E.g. vibration dampening gloves, kneepads



2.3 Material Handling

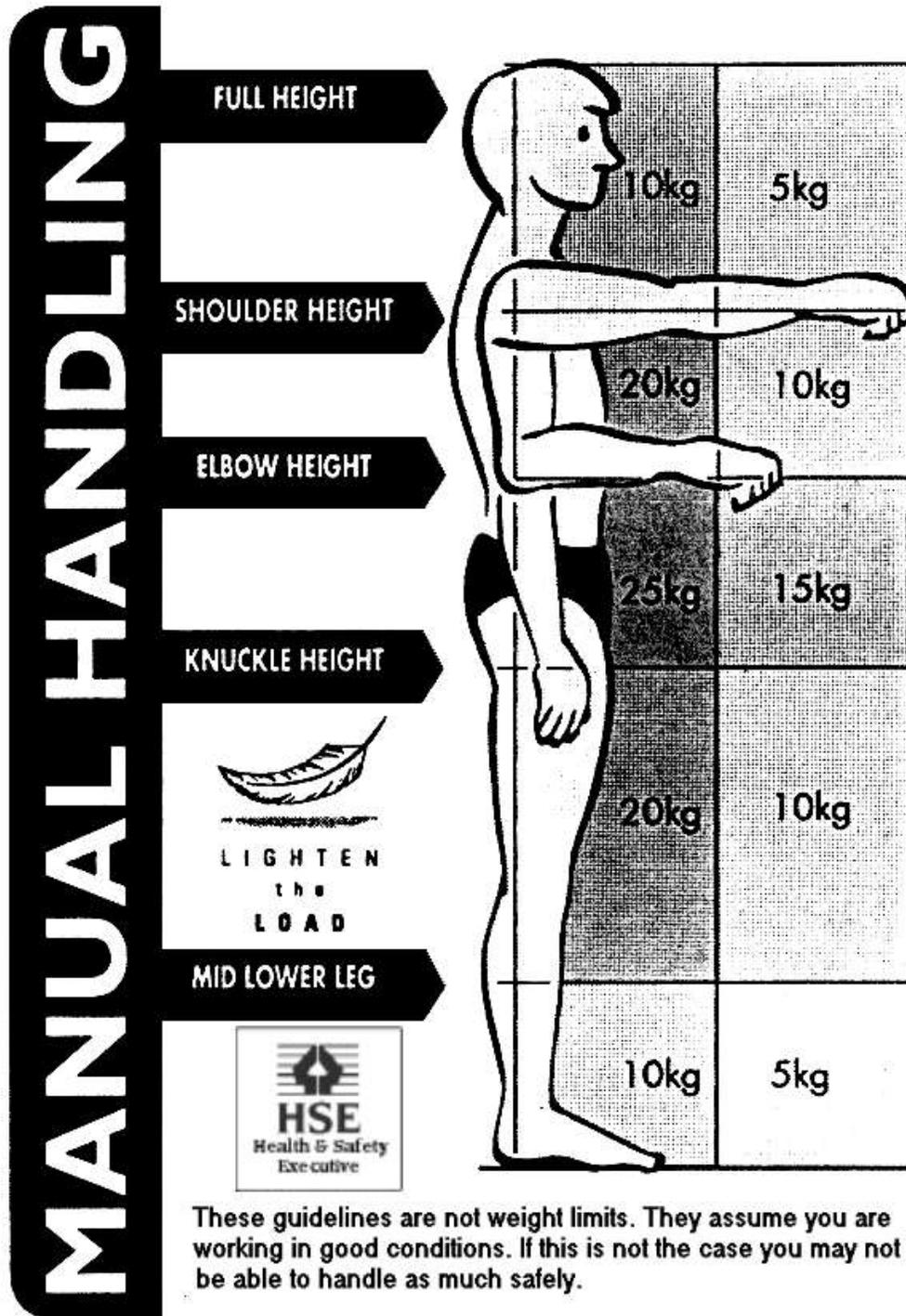
Policy: To reduce the risk of injury from lift/lower forces, it is important to follow proper procedure when handling materials. Because the nature of our work is highly variable, Phoenix Truck & Crane requires all employees to follow these guidelines at all times:

- Practice good housekeeping, as defined in *section 3.7.4*.
- Use personal protective equipment such as knee pads and gloves where required.
 - Watch out for slivers, nails and sharp ends when handling objects. If possible, these must be removed or guarded before lifting.
- When practicable, minimise the distance materials have to be moved.
 - Plan for efficient storage and movements.
- Ensure that you have a clear view of your route and that there are no obstructions in your path when carrying materials.
- Take a minute to stretch/warm up before any repetitive or heavy lifting jobs.
- Do not attempt to lift more than you can comfortably take without assistance from another worker or use of mechanical aids (pallet jack, hand dolly, etc.) to lift the load.
 - If in doubt, get assistance.
 - Be ready to lend a hand to fellow employees with lifting tasks.
- When lifting:
 - Keep your back as nearly upright as possible.
 - Use leg muscles instead of back or stomach muscles.
 - Avoid twisting motions - turn with your feet.
- Carry loads close to the torso to reduce strain.
- Don't swing and throw heavy loads.
- Where practical, use dollies, hoists, forklifts or other equipment to do a job more efficiently.
 - Secure awkward type loads to prevent tipping.

2.3.1 Injury Controls

Where possible, employees must consider these additional methods of reducing the risk of MSI's while lifting:

- Reducing the weight of the load by dividing it into two or more manageable loads.
- Increasing the weight of the load so that no worker can handle it and therefore mechanical assistance is required.
- Reducing the capacity of the container.
- Reducing the distance from the body the load must be held by reducing the size of the packaging.
- Providing hand holds or handles.
- Team lifting using two or more workers.
- Improving the layout of the work process to minimise the need to move materials.
- Reorganizing the work method(s) to eliminate or reduce repeated handling of the same object.
- Rotating workers to jobs with light or no manual handling to provide a break from lifting.
- Using mobile storage racks to avoid unnecessary loading and unloading.



These guidelines are not weight limits. They assume you are working in good conditions. If this is not the case you may not be able to handle as much safely.



2.4 Office Injury Prevention

Injuries in the office are common, and often aren't apparent until the damage to a worker's body has already been done. Many of these common injuries are preventable by altering or reorganizing the office area or the worker's immediate surroundings. Phoenix Truck & Crane will encourage employees to practice the following guidelines in order to minimise the risk of personal injury.

2.4.1 Desk Layout Improvement

Aches and pains when working in the office can be fixed by altering your chair, workstation and posture:

- Sitting up straight or slightly reclined
- Elbows bent slightly, about 90°- 110°
- Wrists in a neutral position, not bent
- Head relaxed, looking slightly down at screen
 - Eye level should be at the top edge of the screen
 - Adjust chair height to accomplish this
- Sit back in the chair to avoid contact stress on thighs from the edge of the chair

Altering how the desktop is laid out can optimize efficiency and reduce strain:

- Keep documents as close to the screen as possible to minimise eye/neck movement
 - Using a bookstand can position documents correctly
- Use a wrist/palm support for mouse/keyboard if needed to keep a neutral wrist position
- Don't have the mouse in a position that has you using it at an awkward angle
- Keep monitor centered to ensure less eye movement

Glare from overhead lights or other light sources can cause headaches or unnecessary strain on the eyes.

- Keep white pages on desk to a minimum.
- Avoid reflected light.
 - Adjust light levels around you to a neutral level.
 - Use a desk mat on desks that have shiny surfaces.
 - Anti-glare computer screen. (industry standard, but may need an external device)
 - Move/block lights (if possible) that are reflecting in your screen/desk.
 - Hold a mirror flat to various surfaces, check for direct light sources.
 - Sources you can see clearly in the mirror may be reflecting off a surface into your eyes.
- Certain text formats can cause high eye strain; avoid
 - low contrast colour combinations, and bright colours.
 - White on yellow, yellow on green, brightly contrasting colours like red & blue, many simultaneous colours
 - Darker backgrounds (grey) may help reduce strain
 - text that is too small. Any text should be at least 3 times the smallest size you can read from your normal sitting position.



2.4.2 Alleviating Strain in the Office

Repetitive motions such as typing causes stress on your body. Some ways to alleviate this stress are:

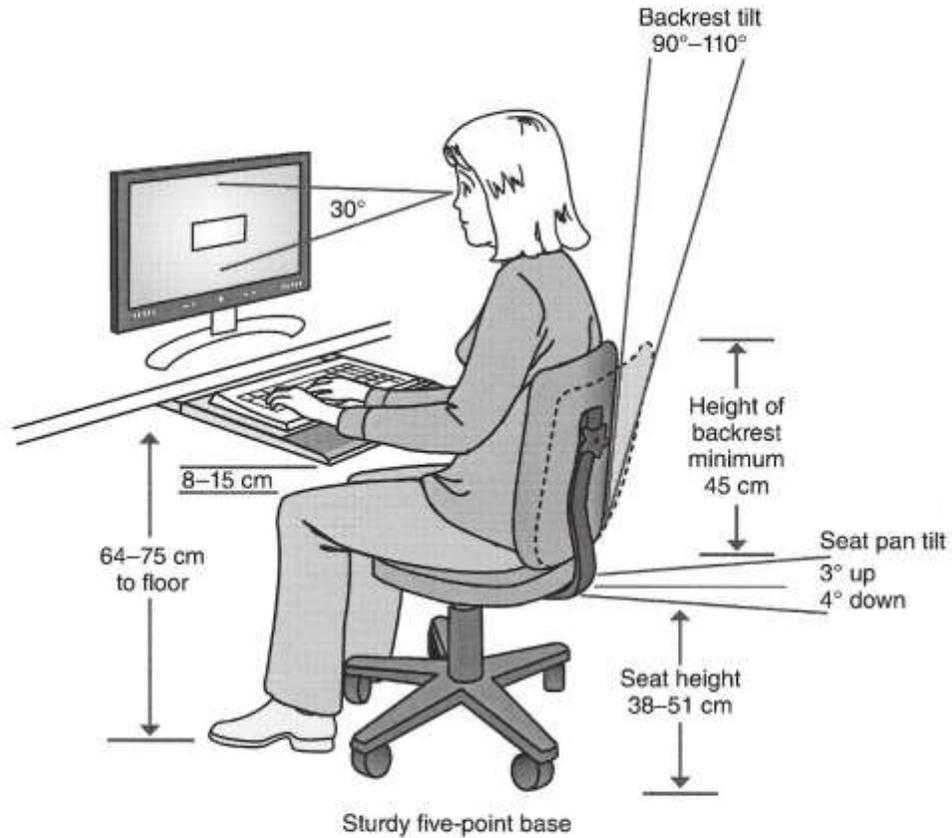
- Taking short breaks periodically, something that uses different muscles (a few minutes)
- Micro-pauses periodically to stretch or exercise (up to a minute)

A few exercises that relieve tension are:

- Resting your eyes
 - Close your eyes, cup your hands and place them over your eyes. Rest your elbows on your desk and breathe deeply for one minute.
 - Look away from the screen and focus on a distant object.
 - Look up, down, and side to side without moving your head.
- Neck stretch
 - Glide your head back as far as it will go, keeping your head and ears level. Then, glide your head forward. Repeat three times.
- Shoulder stretch
 - Shrug your shoulders, raising them for a count of three, then lower them. Rotate your shoulders backwards, arms relaxed at your sides. Repeat three times.
- Back stretch
 - Hold your arms straight in front of you, and stretch them forward. Raise your arms above your shoulders and stretch them upward.
 - Sit relaxed feet flat on the floor. Imagine a cable attached to the top of your head pulling you up. Hold for a count of three, and then relax. Repeat three times.
- Wrist and hand stretch
 - Clench your first, then release them, spreading out your fingers. Hold each position for a count of three.
 - In a sitting or standing posture, drop your arms to your side. Gently shake out your arms and hands.
- Leg and ankle stretch
 - Lift your lower leg from a seated posture, leaving your knee bent slightly. Rotate your ankle slowly. Point your toes and then pull them towards your shin.
 - Stand up and take a short walk.



Suggested workstation dimensions and adjustment ranges



These are the recommended angles and positions of joints for sitting at a computer workstation. A posture that changes within a comfortable range is an optimal posture.



2.5 Driver Safety Policies

Policy: Phoenix Truck & Crane has adopted the following policy regarding the use of Company Vehicles, or vehicles operating under Phoenix/BCD National Safety Code:

- 1) All drivers of Company vehicles must possess a valid, appropriate driver's license for the vehicle.
 - a. Drivers with a Class 7N license may operate vehicles no larger than a single axle loader crane.
 - b. Drivers with a Class 7L or lower license are not permitted to operate company vehicles.
- 2) If vehicles are used for other than company business, the operator is liable for the insurance deductibles if he or she is found to be at fault in an accident.
- 3) Employees must not operate any vehicles or equipment while impaired by alcohol, fatigue, sickness or drugs (prescription or recreational). There is zero tolerance for drug and alcohol use.
- 4) Hand held communication devices of any kind are prohibited from use while a vehicle is in motion on company business. This applies to all workers (including contractors) at all times while driving and operating Phoenix or B.C.D leased, rented, or owned vehicles. This also applies to all workers (including contractors) while driving and operating personal or contractor vehicles for company business purposes.
- 5) Vehicles must be equipped with a repeated audible warning device that sounds, and/or horn sounded every vehicle length, when reversing.
- 6) Employees driving vehicles are responsible for its safe operation.
 - a. Seat belts must be worn by drivers and all passengers at all times.
 - b. Drivers must not leave the controls unless the vehicle has been secured against movement, e.g. setting parking brakes and chocking wheels, as necessary.
 - c. Items carried in any part of a vehicle must be secured for safe operation.
 - d. Use of 3-point contact when entering/exiting vehicles to prevent injury.
 - e. All laws & regulations pursuant to the *Highway Traffic Act* must be adhered to both on and off site property.
- 7) Employees will undergo a competency evaluation before beginning work for the company, and will be re-evaluated annually to reconfirm competency. These evaluations will be recorded.

Subsection 2) of this list does not apply to Owner/Operators.



2.6 Fall Protection

Policy: All employees who work at heights of 10' and over or where a hazard exists below 10' be protected from the hazard of falling. 100% tie off where practicable is the policy for Phoenix Truck & Crane.

Any worker who may be working in areas above 10' will wear the fall protection harness and lanyard at all times. A site specific fall protection plan shall be developed and implemented whenever a fall hazard of 25' or more exists, or whenever work procedures such as the safety monitor system is chosen as a means of preventing a fall. The intent of this work plan is to:

- Assist the site supervisor and workers in identifying the fall hazards before work at height commences,
- Assist in selecting a fall protection system(s) appropriate to the work, so as to provide a safe and efficient environment for the workers at risk.

Phoenix Truck & Crane will provision employees with fall restraint and fall arrest equipment whenever required.

This site specific work plan is intended to be used in conjunction with our company's Fall Protection Program, which contains all necessary information on fall protection systems deemed acceptable, including information installation, use, limitations, inspection and maintenance of such systems and equipment.

It is the responsibility of the site supervisor to ensure a site-specific fall protection plan is developed as required and that all workers are instructed in the content of the plan. Further, the supervisor is responsible for ensuring that all workers of Phoenix Truck & Crane follow the directions as set out by the plan. The contents of this work plan will be conveyed to all workers of Phoenix Truck & Crane who may at times be exposed to fall hazards on this work site. Workers will sign the form provided, indicating their understanding and compliance.

Any person in the employment of Phoenix Truck & Crane, including managers, supervisors or workers, who violate any company safety policy or directive, is subject to disciplinary action.

2.6.1 Obligation to use fall protection

(1) Unless elsewhere provided for in legislation, Phoenix Truck & Crane will ensure that a fall protection system is used when work is being done at a place

- (a) from which a fall of 3 m (10 ft) or more may occur, or
- (b) where a fall from a height of less than 3 m involves a risk of injury greater than the risk of injury from the impact on a flat surface.

(2) Phoenix Truck & Crane must ensure that guardrails meeting the requirements of Part 4 (General Conditions) or other similar means of fall restraint are used when practicable.

(3) If subsection (2) is not practicable, then Phoenix Truck & Crane must ensure that another fall restraint system is used.

(4) If subsection (3) is not practicable, then Phoenix Truck & Crane must ensure that a fall arrest system is used.

(5) If subsection (4) is not practicable, or will result in a hazard greater than if the system was not used, then Phoenix Truck & Crane must ensure that work procedures are followed that are acceptable to the Board and minimise the risk of injury to a worker from a fall.

(6) Before a worker is allowed into an area where a risk of falling exists, the employer must ensure that the worker is instructed in the fall protection system for the area and the procedures to be followed.



2.6.2 Anchors

(1) In a temporary fall restraint system, an anchor for a personal fall protection system must have an ultimate load capacity in any direction in which a load may be applied of at least

- (a) 3.5 kN (800 lbs), or
- (b) four times the weight of the worker to be connected to the system.

(2) Each personal fall protection system that is connected to an anchor must be secured to an independent point of anchorage.

(3) In a temporary fall arrest system, an anchor for a personal fall protection system must have an ultimate load capacity in any direction required to resist a fall of at least

- (a) 22 kN (5 000 lbs), or
- (b) two times the maximum arrest force.

(4) A permanent anchor for a personal fall protection system must have an ultimate load capacity in any direction required to resist a fall of at least 22 kN (5 000 lbs).

2.6.2.1 Inspection and maintenance

Equipment used in a fall protection system must be

- (a) inspected by a qualified person before use on each work shift,
- (b) kept free from substances and conditions that could contribute to its deterioration, and
- (c) maintained in good working order.

2.6.2.2 Removal from service

After a fall protection system has arrested the fall of a worker, it must

- (a) be removed from service, and
- (b) not be returned to service until it has been inspected and recertified as safe for use by the manufacturer or its authorized agent, or by a professional engineer.



2.6.3 Site Specific Fall Protection Plan (25')

The Site Specific Fall Protection Plan will include the following:

- Designate Work Area
- Identify the Work Activities
- Identify the Fall Hazards
- Check off the type of Fall Protection to be utilized
- Draw a Diagram of your plan if necessary

Describe procedures for assembly, maintenance, use, and inspection of system or equipment. Only CSA approved or certified equipment will be used, do not use equipment that is frayed or worn.

Identify the Rescue Procedures in place.

- If the client has rescue personnel and equipment, then identify when and where they can be reached.
- Identify the emergency numbers in place for your site, either Client direct or 911 or other emergency number.
- Ensure that everyone knows these numbers and they are posted conspicuously.

If several different Fall Hazards exist simultaneously, create a separate plan for each one. Instruct each individual on the crew to this plan, have the worker sign the form acknowledging their understanding and compliance. Keep a copy of the plan on site, including the originals of the signatures, and have copies sent to the office.

2.6.4 High Angle Rescue

If the risk of an incident in which a worker becomes injured in an inaccessible area is present, a local fire department with THARRP (*Technical High Angle Rope Rescue Program*) Training or other qualified rescue service must be contacted and alerted of the situation. Work may not commence until a suitable solution has been developed in accordance with any requirements from the responding agency or rescue service.

A list of THARRP trained fire departments and rescue services can be found in *section 7.5.3*.



2.6.5 Fall Protection Plan Template

FALL PROTECTION PLAN (required at 25 feet or more)

Site:

Description of Task:

Fall Hazards:

Fall Protection System(s):

***Permanent Anchors (if used) – Require Current Certification**

Special Assembly/Disassembly Procedures:

Rescue Procedures:

Workers Receiving Training: (Monitor Name)

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____

The contents of this work plan have been conveyed to all workers exposed to fall hazards where the use of a Fall Arrest System is required.

Supervisor _____

Date _____



Section 3 Hazard Identification & Risk Control

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

For the purpose of identifying hazards, Phoenix Truck & Crane will, at minimum, conduct:

- Hazard Assessments, for new work processes, work processes that have changed, and before the start of new construction or significant alterations to a work site.
 - Hazard assessments will be repeated at reasonably practicable intervals to prevent the development of unsafe conditions. Where necessary, manufacturers' specifications and manuals will be consulted.
- Inspections, minimum monthly by all Supervisors and at least one Safety Committee member adequately trained to conduct inspections.
- Incident Investigations, all incidents requiring medical attention or that caused or had the potential to cause serious injury to a worker will be investigated by a Safety Committee member adequately trained to conduct investigations.

Our strategy for controlling the risks posed by a hazard once it has been identified will include:

- Identifying and documenting potential hazards.
- Assessing the risks involved with critical job tasks.
- Implementing permanent (engineering) controls when possible.
- Creating written safety rules and safe work procedures.
- Develop and maintain safety programs, including preventative maintenance programs for equipment and vehicles.
- Provide Personal Protective Equipment (PPE) to control risks.
- Communicate identified hazards, risks, and controls in safety orientations.



3.1 Hazard Assessment

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

The hazard assessment will be conducted by the Operator, Supervisor or foreman with the assistance of a Safety Committee representative, using the Job Safety Analysis form. Identified hazards shall be prioritized, communicated to others and an appropriate method of control will be implemented. All corrective actions shall be written and kept on file.

Ranking the hazard is one of the elements required during the hazard assessment process. There are many systems available and, unless required to be submitted as per a client's requirements, we will provide this information based with a Hazard Rating of H (high), M (medium) or L (low) as follows:

RISK RATING:

Exposure (E)		Probability (P)		Consequence (C)	
1	Unlikely (Weekly or less)	1	Unlikely to occur	1	Insignificant
2	Occasionally (Daily to Weekly)	2	Some chance to occur	2	First Aid or minor property damage
3	Often (1-2 times per day)	3	Likely to occur	3	Injury requiring medical assistance, or significant property damage
4	Continuous or Frequent (3+ times per day)	4	Will occur if not attended to	4	Severe injury, fatality, or major property damage

E + P + C = Total

Risk Rating: **High:** requires immediate attention **TOTAL of** 10 - 12
 Medium: requires attention **TOTAL of** 6 - 9
 Low: requires monitoring **TOTAL of** 3 - 5

INSPECTIONS:

Hazard Consequence		Risk Rating	
N/A	Not Applicable, or inconsequential	1	Repaired/Corrected Immediately
A	Minor priority (potential for injury without lost time, or material loss of \$100 to \$1,000)	2	Document, review at next Safety Committee meeting, discuss resolution or repairs within 30 days
B	Medium priority (potential for medical injury or material loss of \$1000 to \$100,000)	3	Repairs need to be brought to attention of Safety/Maintenance Management via Safety Report
C	High priority (potential for serious injury or material loss >\$100,000)	4	Immediate Repairs/Corrections required: Bring to the immediate attention of Operations/Maintenance Management via phone call

3.1.1 Hazard and Risk Communication

Phoenix Truck & Crane employees are safer when they are made aware of everything our company has developed for hazard identification and risk control. To better communicate with our employees, the Company will:

- Post notices regarding any changes of policy or procedure to existing hazard controls.
- Post notices regarding any policies and procedures for new hazard controls.
- Communicate all relevant hazards to any affected employees.
- Communicate existing hazard controls to employees during periodic staff meetings.
- Encourage all employees to identify hazards and to provide suggestions for safety control.
- Make sure all employees are aware that they are expected to correct immediate hazards (if within their capability) and to report hazards as soon as practicable to their supervisor or dispatcher.



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3.1.2 General Hazard Assessment Form

PHOENIX TRUCK & CRANE:	HAZARD ASSESSMENT				
Assessment Team:					
Name			Position		
Area:					
RISK RATING (E + P + C = Total)					
	Exposure (E)		Probability (P)		Consequence (C)
1	Unlikely (Weekly or less)	1	Unlikely to occur	1	Insignificant
2	Occasionally (Daily to Weekly)	2	Some chance to occur	2	First Aid or minor property damage
3	Often (1-2 times per day)	3	Likely to occur	3	Injury requiring medical assistance, or significant property damage
4	Continuous or Frequent (3+ times per day)	4	Will occur if not attended to	4	Severe injury, fatality, or major property damage
Risk Rating:		High: requires immediate attention		TOTAL of 10 - 12	
		Medium: requires attention		TOTAL of 6 - 9	
		Low: requires monitoring		TOTAL of 3 - 5	
ITEM #	HAZARDOUS ACTIVITIES AND CONDITIONS	Hazard? Y/N	RR L/M/H	Controls	
1.	Critical Lift			Develop Critical Lift Procedure	
2.	Pre-Lift Meeting – Procedure Review				
3.	Access/Egress from site				
4.	Setting up and Assembling cranes				
5.	Jib Installation				
6.	Rigging				
7.	Hoisting Load				
8.	Film Industry Specific – High Risk Positioning				
9.	Overhead Hazards				
10.	Electrical Hazards				
11.	Ground Hazards				
12.	Excavation				
13.	Other Equipment in Area				
14.	Hazardous Substances/Flammables in the lift zone/Dangerous Pressure				
15.	Hazardous Materials (WHMIS)				
16.	Housekeeping				
17.	Work at Heights				
18.	Work over Water				
19.	Vehicles				
20.	Mobile Equipment				
21.	High Traffic				
22.	Power Tools				
23.	Lighting				
24.	Ladders				
25.	Working Alone				
26.	Communication				
27.	Lockout /Confined Spaces				
28.	Heat Exhaustion/Cold Exposure				
29.	Blind Lift/Close Proximity				
30.					



3.2 Control of Hazards

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

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

- Safety Rules (Section 3.5)
- Personal Protective Equipment (Section 3.11)
- Emergency Procedures (Section 7)
- Safe Work Practices and Safe Work Procedures (Section 3.7, 3.8 and 3.9)
- Maintenance Program (Section 5.4, 5.5 and 5.6)
- Records and Statistics (Section 1.5)

3.2.1 General Process for Control

Phoenix Truck & Crane will follow the following priority list when attempting to control the risks posed by an identified hazard:

1. **Elimination** – E.g. Remove and dispose of defective ladders or eliminate protruding objects.
2. **Substitution** – E.g. Replacing a worker activity with a machine, replacing the need for electrical cords running across the walkways by installing more outlets.
3. **Engineering Control** – E.g. Installing security fences to control access/egress, installing guards, monitoring and warning devices.
4. **Administrative Controls** – E.g. Safe Work procedures, inspections, monitoring performance.
5. **Personal Protective Equipment** – E.g. Using high-vis clothing, hardhats, safety harnesses, etc. as necessary.

Entirely eliminating the hazard will always be the Company's preferred method of hazard control. However, when elimination alone is not practicable, a combination of the above controls will be used to mitigate the risk posed by a hazard to the greatest practicable degree.

3.3 Risk Assessments, Exposure Control and Safe Work Execution Plans:

To identify potential hazards for a job task and to assess the risks associated with those hazards, Phoenix Truck & Crane will conduct a Job Safety Analysis (JSA) for every task with potential to cause OHS incidents or have a high risk of development of musculoskeletal injuries. We analyze tasks:

- associated with frequent incidents or high risk (E.g. manual lifting)
- with potential to cause serious injury or disability (E.g. working at great heights)
- that are new or recently changed (due to new equipment / job processes)
- that are performed infrequently or periodically (E.g. shutdown and lockout)
- with potential to cause musculoskeletal injuries (E.g. repetitive motion, see section 2.2)

Job Safety Analyses (3.3.4) and Hazard Assessments (3.1.2) will be conducted by a team trained in hazard identification, risk assessment and control management. At minimum, the team will be made up of:

- at least one worker, preferably more, experienced in the job/task
- a supervisor responsible for overseeing the job/task
- a company Health & Safety Representative

All JSA's and Hazard Assessments will be reviewed and signed off by the team conducting the analysis and the manager responsible.



3.3.1 Job Task Inventory

Our job task inventory includes each occupation at Phoenix Truck & Crane. This inventory will be reviewed annually and updated when tasks or occupations change.

Position	Job Task	Risk Rating	Critical task
Office staff (administration, dispatch)	Office administration including filing, photo copying, data entry, telephone handling	Low	No
	Dispatch and issue work orders	Low	No
Driver (including owner-operators)	Loading and unloading	Medium	Yes
	Tarping	High	Yes
	Manual handling (lifting)	Medium	No
	Driving, including vehicle backing	Medium	Yes
	Use of pallet jack and hand dolly	Low	No
	Handling dangerous goods	Medium	No
Crane Operator	Crane Setup and Assembly	High	Yes
	Jib Installation	High	Yes
	Rigging	High	Yes
	Hoisting	High	Yes
	Critical Lifts	High	Yes
Warehouse worker	Loading and unloading trailer	Medium	No
	Drive forklift, including backing operations	Medium	No
	Use of pallet jack and hand dolly	Low	No
	Manual lifting	Medium	No
	Handling dangerous goods	Medium	No
Maintenance personnel	Vehicle and equipment inspection and repair	Medium	No
	Test drive vehicle and mobile equipment	Medium	No

3.3.2 Critical Tasks

Phoenix Truck & Crane has identified the following tasks/situations/conditions that require evaluation prior to each job and lift, and again if the job changes.

- Lift Planning
- Communication
- Emergency Conditions
- Ground Conditions
- Overhead Conditions



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3.3.3 Job Safety Analysis List

Job Safety Analysis			
Occupation: Office Worker	Job Title:	Date: Feb 2 nd , 2016	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised
Supervisor: Management	JSA conducted by: Trevor Dick	Approved by: Derek Warnock	
Critical Job Steps	Potential Hazards	Control Measures or Procedures	
Filing	<ul style="list-style-type: none"> Improper body positions causing soft tissue injuries Pinning or crushing by drawers, injuries of hands or fingers in the drawers Lacerations from paper, staples, etc. 	<ul style="list-style-type: none"> Employees should be aware of the correct body positions Close 1st drawer before opening another one Attention to tasks that are being performed Keep drawers closed when not in use 	
Working at the computer	<ul style="list-style-type: none"> Repetitive strain injuries due to long periods of time working on one particular office duty such as keyboards Eye strain due to long periods of time working on the computer without taking breaks Muscle stiffness from one position Fall from the chair when getting up or sitting down Neck injuries from holding phone on shoulder while multitasking 	<ul style="list-style-type: none"> Employee awareness of General Office Safety Take regular breaks or changing duties Ergonomic assessments by Occupational Therapist when required Wear a headset if necessary to be multitasking while on the phone 	
Working with office equipment	<ul style="list-style-type: none"> Repetitive strain injuries of hand/arm due to working on one particular office duty such as hole punching and high volume of mail-outs Back injury due to improper lifting techniques of paper boxes or supplies Dealing with hazardous materials (toner), electrical shocks or trips 	<ul style="list-style-type: none"> Injury prevention training focusing on proper lifting techniques Take regular breaks or changing duties to prevent injuries Availability of SDS sheets Ensure all power cords and plugs are in good condition Extension cords not plugged into other extension cords Circuits not overloaded No cords in high traffic areas 	
Attending meetings / errands (within or out of the office)	<ul style="list-style-type: none"> Slips/trips/falls while walking due to wet, slippery floors or clutter and loose electrical cords Fall from a height while using stairs Adverse weather conditions causing slippery parking lots Motor vehicle accidents causing serious injury or death when driving Hazard of unsecured articles in vehicles 	<ul style="list-style-type: none"> General safety awareness including keeping office floors, aisle and stairs clear of clutter Secure all electrical cords Have a valid drivers' licence and drive defensively Appropriate footwear for weather conditions All materials being transported to and from the office should be carried in the trunk of the vehicle in appropriate containers 	
Working with hazardous materials on various duties	<ul style="list-style-type: none"> Chemical burns to body parts Respiratory injuries due to inhalation of chemicals Fire, explosions, and toxicity 	<ul style="list-style-type: none"> See SDS sheets for safe handling procedures for chemicals Use PPE as recommended on the SDS sheet Fire prevention and evacuation training Fire extinguisher have current inspection tags Fire doors are not blocked Exits not obstructed and properly marked 	
Visiting the warehouse/shop	<ul style="list-style-type: none"> Getting hit by a forklift/pallet jack Slips/trips/falls on unclean surfaces Eye injuries due to the presence of welding being performed or from flying objects Inhalation injuries or chemical burns due to hazardous materials being used or transported Injuries to hearing due to high noise levels 	<ul style="list-style-type: none"> Must wear PPE such as reflective vests, CSA approved footwear and safety glasses, respirators when required and ear protection when required, while visiting warehouse/shop 	



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Job Safety Analysis			
Occupation: Truck Driver	Job Title: Driver, Courier	Date: Feb 2 nd , 2016	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised
Supervisor: Dispatcher	JSA conducted by: Trevor Dick	Approved by: Derek Warnock	
Critical Job Steps	Potential Hazards	Control Measures or Procedures	
Driving trucks	<ul style="list-style-type: none"> Traffic accidents on roadways Adverse weather conditions Head-on collisions Overtaking vehicle trapping driver inside cabin or under truck Pedestrian traffic and other traffic pm roads causing secondary accidents Improper rest and dietary habits contributing to driving habits Driving long hours without breaks Hypnotic effects during periods of drowsiness caused by fatigue Inhalation of gasoline or diesel fumes and other exhaust fumes producing carbon monoxide, hydrocarbons and other toxic substances Exposure to prolonged noise of higher amplitude than 85 decibels 	<ul style="list-style-type: none"> Training and adherence to “Hours of Service” and conducting pre-trip inspections Completing necessary paperwork (log books) and sending it to the company for evaluation Auditing of “driver Files” to ensure all paperwork is current Knowledge and conforming to the commercial vehicle regulation Wearing PPE such as gloves, CSA approved footwear, safety glasses, reflective vests, hard hat, hearing protection and respiratory protection when required and wear seatbelt at all times Ensure proper rest, compliance with “Hours of Service” Proper preventative maintenance system (pre and post inspections) Ensure 3-point contact when entering and exiting vehicle 	
Entering/exiting the vehicle	<ul style="list-style-type: none"> Injuries to head, back, arms, hands, feet and shoulders due to slips/trips/falls 	<ul style="list-style-type: none"> Wear proper footwear and clothing Use 3-point contact when entering or exiting the vehicle Keep vehicle steps clean 	
Pre-trip or post-trip vehicle inspections	<ul style="list-style-type: none"> Traffic, slips, trips and falls causing injury Dust particles, Adverse weather conditions such as hypothermia or hyperthermia, frostbite or fatigue 	<ul style="list-style-type: none"> Training in proper inspection procedures Wearing PPE including proper footwear and clothing for weather conditions 	
Loading and unloading of trailers	<ul style="list-style-type: none"> Improper placement of freight in trailer or warehouse Overloading of jack and rupture of hydraulic hose Damage to freight or toppling potentially causing personal injury Possible injury to back, arms, legs, feet from pushing/pulling Slips, trips and falls from slippery surfaces and from not maintaining 3 points of contact with entering and exiting vehicle Muscle strain or over exertion as a result of manual lifting Hydraulic jacks may slip causing crushing injuries 	<ul style="list-style-type: none"> Stack freight properly in trailer or warehouse to ensure safe access Wear PPE such as safety glasses, gloves, reflective vest, CSA approved safety boots Have training in the use of hydraulic jacks Injury prevention with manual lifting techniques ensuring you do not exceed your personal lifting capability 	
Opening and closing trailer doors	<ul style="list-style-type: none"> Improper technique causing injury to various body parts Possible crush injuries from unsecured load against the doors 	<ul style="list-style-type: none"> Use PPE such as gloves & proper footwear Be aware of weather and road conditions 	
Emergency roadside repairs	<ul style="list-style-type: none"> Injuries to back, hands, feet and face Other moving traffic hazards with the potential to cause bodily harm or death Exposure to hazardous materials Exposure to fire and flying debris 	<ul style="list-style-type: none"> Refer to SDS for safe handling procedures for chemicals Use PPE such as chemical resistant gloves and clothing, CSA approved footwear, glasses/goggles, high visibility vests, cones and use fire shields/extinguishers when required 	



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Critical Job Steps	Potential Hazards	Control Measures or Procedures
Coupling & uncoupling tractors/trailers and raising & lowering of landing gear	<ul style="list-style-type: none"> Slips, trips, eye injuries, pinched fingers, back injuries, injuries caused by improper coupling and crushing injuries causing death 	<ul style="list-style-type: none"> Maintain 3-point contact when entering and exiting vehicle Use PPE such as gloves, CSA approved footwear, safety glasses, high visibility vests, hard hat Ensure brakes are engaged until the process is complete Use proper procedures for raising and lowering of landing gear
Transporting dangerous goods	<ul style="list-style-type: none"> Exposure to hazardous substances causing burns, inhalation injury, decreased level of consciousness, death, toxic exposure injuries and explosions 	<ul style="list-style-type: none"> Training in TDG every 3 years Proper placarding for the trailer Ensuring all paperwork is complete Extra caution when loading/unloading will reduce likelihood of exposure to chemicals
Working in extreme temperatures – Hot/Cold	<ul style="list-style-type: none"> Possible hypothermia and hyperthermia, dehydration, fatigue, loss of judgement and sunburn 	<ul style="list-style-type: none"> Appropriate clothing should be worn for cold and hot temperatures Ensure rest breaks
Working alone	<ul style="list-style-type: none"> Not receiving medical attention if required Physical violence from intruder/customer or strangers 	<ul style="list-style-type: none"> Use first aid kit in the truck for medical problems Ensure regular contact with dispatcher on a regular basis by using phone or satellite Training on health and safety and “working alone” safe work procedures and company policy
Refueling – Portable containers	<ul style="list-style-type: none"> Fire, explosion, spillage of toxic substances, slips and falls, inhalation of toxic substances 	<ul style="list-style-type: none"> Use PPE such as safety glasses, CSA approved footwear and containers, gloves, fire extinguisher and reflective vest Have the SDS sheet available Ensure there is adequate ventilation
Snow and ice removal	<ul style="list-style-type: none"> Slips, trips, falls, and falls from height and physical exertion 	<ul style="list-style-type: none"> Valid fall restraint and PPE, CSA approved footwear, hard hat, maintain 3-point contact If there is no fall protection, develop a “safe work procedure” with the Safety Committee and ensure training is provided for this procedure
Tarping and strapping	<ul style="list-style-type: none"> Shifting of the load, slips, trips, falling from height, and physical exertion 	<ul style="list-style-type: none"> Position tarp with boom truck Follow proper procedures



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Job Safety Analysis			
Occupation: Freight Handler	Job Title:	Date: Feb 2 nd , 2016	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised
Supervisor: Management	JSA conducted by: Trevor Dick	Approved by: Derek Warnock	
Critical Job Steps	Potential Hazards	Control Measures or Procedures	
Certified forklift operator obtains a forklift	<ul style="list-style-type: none"> Use of damaged equipment Vehicle accidents/injuries 	<ul style="list-style-type: none"> Only competent (trained/certified) persons are to operate the lifts Complete a pre-operational sheet Complete proper orientation of the specific unit such as lifting/height/capacity/etc. 	
Forklift pre-trip	<ul style="list-style-type: none"> Operator neglects to perform pre-trip Use of defective equipment Injury from defective equipment Injury while performing pre-trip 	<ul style="list-style-type: none"> Mandatory pre-trips Lockout – Tagout policy in effect Provide all necessary PPE such as CSA approved footwear, reflective vest, safety glasses Provide training on proper/complete pre-trip See Occupational Health & Safety Manual 	
Entering/Starting the forklift	<ul style="list-style-type: none"> Hitting another person, forklift, facility (rolling) Back strain 	<ul style="list-style-type: none"> Confirm machine is off, in neutral, and park brake is applied Endure forks are lowered to floor Use all proper PPE Use 3-point contact to enter Wear your seatbelt Look at your surroundings Sound horn 	
Beginning operation/moving the forklift	<ul style="list-style-type: none"> Not examining surroundings – COMPLACENCY Not using horn No traffic patterns Floor not clean – debris/oil/water/etc. Travelling too fast 	<ul style="list-style-type: none"> Always be aware of everything around you Look in the direction of travel Sound horn at all intersections, turns, entries and exits Yield to pedestrians Keep a safe distance Do not speed Wear your seatbelt Keep workspace/workplace clean and free of debris 	
Entering the trailer (driving)	<ul style="list-style-type: none"> Trailer rolls away from dock Exposure to sudden temperature change in a climate controlled trailer 	<ul style="list-style-type: none"> Make sure wheels are chocked Make sure air is released (dumped) Ensure, if there is a truck pinned, he has no intention of pulling out 	
Picking up a load (unloading a trailer)	<ul style="list-style-type: none"> Unstable load (what you are picking up or the freight around it) Obstructed view Limited space to work Forks are too long – puncturing other freight Forks are too short – freight topples 	<ul style="list-style-type: none"> Examine freight before moving it Ask for help if necessary Ask for a spotter Be conscious of the size of the pallet If short, only enter far enough to pick freight clear of other freight and then move forward so the freight is “cradled” If freight is too long use extension forks Get help to install if necessary 	
Exiting the trailer	<ul style="list-style-type: none"> Debris on floor of trailer Freight topples Freight not secured Collision when exiting trailer/entering dock Excessive speed 	<ul style="list-style-type: none"> Keep trailer floors swept and debris free If necessary, secure a load before unloading it (i.e. shrink wrap/rope/straps/etc.) Use horn when exiting Always stop before exiting the trailer Control speed at all times Look in the direction of travel 	
Loading freight	<ul style="list-style-type: none"> Improper placement of freight in trailer or warehouse Forklift still in motion when “dropping” freight Damage to freight or toppling potentially causing personal injury 	<ul style="list-style-type: none"> Stack freight properly in trailer or warehouse to ensure safe access and egress Ensure forklift is stopped before lowering forks Ensure tilt is forward before backing out Sound horn, look behind you Look in direction of travel when pulling away from freight 	



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Critical Job Steps	Potential Hazards	Control Measures or Procedures
Parking a forklift – Next task/end of shift. Out of sight of the machine	<ul style="list-style-type: none"> • Rolls away (no brake) • Drives away (left in gear, no brake) • Forklift left running, no park brake applied • Forklift rolls away causing personal or property damage • Forklift not park in designated area 	<ul style="list-style-type: none"> • Ensure lift is left in neutral, engine turned off and parking brake is applied • Lower forks • Shut off propane • Park in designated areas
Parking forklift – Forks raised	<ul style="list-style-type: none"> • Possible trip hazard 	<ul style="list-style-type: none"> • Forks must always be lowered to the ground • When in motion forks should not be more than 2-3 inches from the floor
Fueling the forklift	<ul style="list-style-type: none"> • Explosion • Burns, Contusions • Dropping the tank – Improper lifting when picking up the tank 	<ul style="list-style-type: none"> • Wear proper PPE such as protective gloves, CSA approved footwear, high visibility vest
Manual freight handling – Pallet jacks / hand cart etc.	<ul style="list-style-type: none"> • Strains/sprains/fractures to various body parts • Slips/trips/falls • Muscle fatigue, crushing injuries • Bags could pop and result in cuts 	<ul style="list-style-type: none"> • Wearing proper PPE such as CSA approved footwear, gloves, safety glasses, high visibility vests and hearing protection when required
Transportation of Dangerous Goods (TDG) / Workplace Hazardous Material Information System (WHMIS) related functions	<ul style="list-style-type: none"> • Explosion • Burns – lack of understanding the dangers of handling propane • The danger of other dangerous goods or WHMIS controlled substances 	<ul style="list-style-type: none"> • Proper TDG and WHMIS training and certification where required • TDG flags are provided for identification of required TDG paperwork • Wear proper PPE based on SDS requirements for the chemical



3.3.4 Job Safety Analysis Template

Job Safety Analysis			
Occupation:	Job Title:	Date:	<input type="checkbox"/> New <input type="checkbox"/> Revised
Supervisor:	JSA conducted by:	Approved by:	
Critical Job Steps	Potential Hazards	Control Measures or Procedures	
	•	•	
	•	•	
	•	•	
	•	•	
	•	•	
	•	•	
	•	•	
	•	•	

Occupation: Insert the occupations that may carry out this job;
e.g., driver, warehouseman, yard man, shipper, receiver.

Job Title: Insert the literal title for this job;
e.g., Trailer coupling and uncoupling.

Date: Insert date the policy manual takes effect.

Supervisor: Insert the title of the person supervising this job.

JSA conducted by: Insert the name of the person conducting the assessment, likely your own.

Approved by: Insert the name and title of the person who will approve this job safety assessment, usually the owner or senior manager.

Critical Job Steps: List the components of this job breaking out discrete functions, especially those which present any form of hazard or safety risk; e.g., operating tractor.

Potential Hazards: For each critical job step noted earlier, list in some detail, any and all potential hazards associated with it; e.g., mechanical failure and equipment damage.

Control Measures or Procedures: List for each critical job step and associated hazard, the measures to be taken by the company or staff member to reduce or eliminate the chance of this risk occurring; e.g., for backing under trailer, ensure that brakes are set or trailer is blocked against movement.



3.4 Critical Lift Risk Assessments

Risk assessments are required by WSBC for certain items or circumstances and require specific and detailed information be included. Critical Lifts, as outlined in *WSBC Section 14.42.1*, are specifically important to Phoenix Truck & Crane.

A **Critical Lift** is defined as:

1. A lift by a mobile crane or boom truck that exceeds 90 % of its rated capacity while it is lifting the load at a radius of more than 50% of its maximum radius, taking into account its position and configuration during the lift,
2. A tandem lift if the load on any one crane, hoist or other piece of equipment exceeds 75% of the rated capacity of that crane, hoist or other piece of powered lifting equipment,
3. A tandem lift involving the simultaneous use of more than two cranes, hoists or other pieces of powered lifting equipment,
4. A lift of a person in a work platform suspended from or attached to a crane or hoist,
5. A lift in which the center of gravity of the load changes during the lift,
6. A lift in which the length of one or more sling legs changes during the lift,
7. A lift by a boom truck, supported on a floating base, that exceeds 90 % of rated capacity for the lifting system,
8. A lift of a load over or between energized high voltage electrical conductors, or
9. A lift of a submerged load.

Lifts may also be deemed critical at lower capacity percentages than 90% due to added risk factors such as:

- Lifting over jet fuel lines or other live utilities;
- Single crane lifts that use two hoist lines;
- Lifts or sites with difficult access or confined working area;
- Routine lifts that have an added risk or hazard involved in the process.

Phoenix Truck & Crane recognizes there are additional criteria which may require additional procedures and/or the lift being deemed critical with all the additional controls. Treating a lift as critical over and above the regulation requirements is decided by Phoenix Truck & Crane Management or the lift planner.

There are other situations requiring a risk assessment and Safe Work Procedure to be developed; they include, but are not limited to:

1. Working Alone (See section 3.10)
2. Heat exhaustion/cold exposure (See sections 7.3.8.5 and 7.3.8.6)
3. Any situations requiring lockout
4. Working on or near rail lines
5. Working in confined spaces
6. Any situation where the conditions could deteriorate to the point of creating an Immediately Dangerous to Lift and Health (IDLH) condition
7. Lifts where site/ground/underground conditions are questionable
8. Lifts requiring street permits that require a traffic management plan to protect vehicle or pedestrian traffic

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



3.4.1 Hazard & Critical Lift Assessment Form

Phoenix Truck & Crane: Field Level Hazard Assessment

Operator Name:		Unit #:		Date:			
Customer Name:		Address:		Time:			
Job Description:							
PRE-OPERATIONAL SAFETY CHECKS							
Y	N	N/A		Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Log Book Completed (crane & annual inspect./stab. report)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work permit in place (street permits, 30M33 if required)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Load charts & manual (accessible & legible)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical lift (complete Critical Lift Form on back)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rigging certified & inspected before use (condition, rating)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tag Line
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate PPE available (hardhat, hi-vis vests, CSA work boots, eye protection, hearing protection)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety barricade or tape in place
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crane outrigger/stabilizer (float pads secured to jacks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crane outrigger/stabilizer beams (outrigger markings)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crane outrigger set on appropriate pad site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jib Installation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Load weight, radius, and crane capacity determined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify):
LIFT HAZARD ASSESSMENT (Tool Box Talk)							
Identified Hazards		Yes	No	Controls Identified & Implemented			
Suspended loads				Never walk or put any body part under a suspended load or walk under the boom of a crane			
Pinch points, crush points (caught in/between, struck by/against)				Keep all body parts out of pinch and crush points			
Cluttered, congested or confined work area							
Access & egress identified							
Moving equipment in area							
Pedestrians in work area (need pedestrian control)							
Public vehicle traffic in area (need traffic control)							
Others working in area (could be above or below)							
Outrigger or tail swing obstruction							
Lift area obstructions (ie. overhead structures)							
Are ground conditions okay (including slope compaction & firmness)							
Trenches, tunnels, excavation, underground utilities							
Shored excavation (call dispatch before proceeding)							
Suspended slabs (call dispatch before proceeding)							
Electrical Hazards (power lines or other sources)				Maintain limits of approach			
Working from heights							
Risk of sprain/strain (pushing, pulling, lifting)							
Signal person identified							
Rigger(s) identified							
Sharp edges on lift (can cause rigging damage/failure)							
Site safety rules & orientation complete							
Site evacuation muster station identified							
Lighting/visibility conditions good							
Reviewed by (Print & Sign)							
Comments:							
(Please sign page 2)							



3.4.2 Hazard Assessment Corrective Action Form

WORKPLACE HAZARD ASSESSMENT CORRECTIVE ACTION				
PHOENIX TRUCK & CRANE:				
Assessment Team:			Date:	
Name				
Area:				
			FOLLOW-UP	
ITEM #	PRIORITY	RECOMMENDED ACTION	ACTION TAKEN DATE/TIME	BY WHOM
COPIES TO: (FOR ACTION)			(FOR INFORMATION):	
Supervisor Signature:			Date:	
Worker/JOHS Committee Member Signature:			Date:	



3.5 General Company Safety Rules

The following safety rules have been developed to reduce the risk of an incident occurring. All employees will be expected to know and follow these safety rules.

- All employees shall maintain a clean and safe working environment.
- Employees shall not engage in conduct which might be hazardous to themselves or others.
- Employees will smoke only in designated areas.
- Smoking in any company vehicle is prohibited.
- All injuries, accidents, or unusual incidents must be reported to First Aid and to your immediate supervisor.
 - Contact information for the First Aid attendants can be found in *section 7.8*.
- Employees will promptly report all unsafe conditions and near misses to the immediate supervisor.
- No employee shall remain on the job site if their performance is impaired to a degree which might endanger themselves or others.
- Any substance which might cause impairment to a worker's ability to recognize hazards or perform their work is prohibited from all work sites.
- Employees will operate all tools, machinery and equipment in strict accordance with established work practices and safety procedures.
- No employee will perform any duty if they have not been adequately instructed and/or have demonstrated that they can do so competently and safely.
- Employees will wear personal protective equipment whenever required by regulations or job conditions.
 - The minimum PPE on any of Phoenix Truck & Crane, job sites are: Adequate foot wear (CSA Approved), Hardhat, hearing protection, gloves, high visibility clothing and safety glasses
 - The minimum PPE on the Phoenix Truck & Crane yard is: Adequate foot wear (CSA Approved) and high visibility clothing.
- Employees will strictly adhere to any appropriate lockout procedures
- Employees will not remove, impair or render inoperative any safeguard.
- Employees will wear seat belts when operating any company or site vehicle, such as a truck or forklift.
- Employees will strictly adhere to regulations governing limits of approach to power lines.
- All employees will have a current hearing test card. If the employee does not have a current hearing card, Phoenix Truck & Crane will arrange for testing at the earliest opportunity.
- Equipment will be used only for the purpose for which it was designed and will be maintained without modification.
- Only authorized personnel, following approved procedures, shall do entry into confined spaces.
- All contractors shall be responsible for and work within the rules and procedures of the company and any other applicable regulations.



3.6 Safe Job Procedures

Policy: Phoenix Truck & Crane recognizes that job sites are potentially hazardous to workers. It is not possible to create a rule to deal with each possible hazard. Employees are expected to exercise caution at all times and, when unsure of correct procedures, to ensure that a supervisor or qualified co-worker is consulted.

Through the process of Job Hazard Assessment, written Safe Job Procedures will be developed for all situations where the Hazard Priority status reveals an imminent or serious danger or the task is new to the worker. All workers with potential exposure to these risks will be instructed in the appropriate procedures prior to exposure.

Where Phoenix Truck & Crane procedures differ from those of the site owner or appropriate government procedures, the most stringent of the conflicting procedures will supersede.

3.6.1 Safe Job Procedures - Execution Planning

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

Safe Job Procedures, or Execution Planning, are ways of controlling hazards by doing jobs with a minimum of risk to people and property. They are very specific and detail the step-by-step of how to complete a job safely and efficiently from start to finish.

Phoenix Truck & Crane will follow four basic stages in conducting a Safe Job Procedure/Execution Plan:

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

3.7 Safe Work Practices - General

Safe work practices are a set of positive guidelines, or "Do's and Don'ts", on how to perform a specific task that may not always be done in a certain way.

Phoenix Truck & Crane has developed Safe Work practices for many of our non-specialized work processes.

3.7.1	Circular Saws, Hand-Held Power; Safe Handling
3.7.2	Compressed Gas Cylinders; Safe Handling
3.7.3	Defective Tools
3.7.4	Housekeeping
3.7.5	Working with Electricity/Electrical Equipment
3.7.6	Ladders, Portable; Safe Handling
3.7.7	Ladders, Step; Safe Handling
3.7.8	Safe Grinder Operation
3.7.9	Working with Cleaning Solvents and Flammables
3.7.10	Tiger Torches
3.7.11	Welding, Cutting & Burning
3.7.12	Welders, Portable Arc



3.7.1 Circular Saws, Hand-Held Power; Safe Handling

Purpose: This type of power hand tool is one of the most commonly used in construction. Because of this common use, there are numerous accidents due to thoughtless acts.

The following are minimum accepted practices to be used with this saw:

- Approved personal protective equipment such as safety glasses is to be worn.
- Where harmful vapors or dusts are created, approved breathing protection is to be used.
- The proper sharp blade designed for the work to be done must be selected and used.
- The power supply must be disconnected before making any adjustments to the saw or changing the blade.
- Before the saw is set down be sure the retracting guard has fully returned to its down position.
- Both hands must be used to hold the saw while ripping.
- Maintenance is to be done according to the manufacturer's specifications.
- Ensure all cords are clear of the cutting area before starting to cut.
- Before cutting, check the stock for foreign objects or any other obstruction which could cause the saw to kick back.
- When ripping, make sure the stock is held securely in place. Use a wedge to keep the stock from closing and causing the saw to bind.



3.7.2 Compressed Gas Cylinders; Safe Handling

Purpose: Cylinders and any other container of substances under pressure must be handled carefully and properly, failure to do this could cause the cylinder to become a missile.

Cylinders and any other container of substances under pressure must be protected from excessive heat, sparks, molten metal, electric current, flames and physical damage and should be stored in dry locations to prevent corrosion.

- Cylinders and other containers of pressurized substances may only be modified or repaired in accordance with the manufacturer's instructions.
- Cylinders and other containers of pressurized substances, other than hand-held aerosol spray cans, must be equipped with appropriate pressure relief mechanisms.
- Compressed gas containers that require pressure testing must bear a valid, current indication of testing.
- Compressed gas cylinders must not be hoisted by slings or magnets, dropped, subjected to impact, handled by the regulator, or used as a roller or work support.
- Compressed gas cylinders must be secured (strapped or chained) to prevent falling or rolling during storage, transportation or use and, where practicable, kept in an upright position.
- Cylinders must be prevented from bumping together during transport and must be transported with protective caps in place.
- Empty cylinders and cylinders not in use must have the valve closed. When opening a cylinder valve, avoid standing in front of the regulator.
- Acetylene cylinders stored in a horizontal position must stand in a vertical position for at least one hour prior to use.
- Compressed gas cylinders must be marked to indicate their pressure rating and contents.
- Oxygen cylinders and their fittings must not come in contact with grease or oil, including that from hands, gloves or clothing.
- Oxygen must never be used as a substitute for compressed air.
- Empty cylinders must have the pressure regulator removed, the protecting cap put on (unless integral guards are provided) and be marked "Empty" or "AMT@".
- Prior to filling, thoroughly inspect the cylinder for bad dents, damaged foot rings or protective collars, corroded areas, leaks or any other conditions that indicate possible weakness. Remove damaged cylinders from service.
- Cylinders must not be filled beyond their marked capacity.
- Compressed gas cylinders must be stored in accordance to regulation.



3.7.3 Defective Tools

Purpose: Defective tools can cause serious and painful injuries. Air, gasoline or electric power tools require skill and complete attention on the part of the user even when they are in good condition. Do not use power tools when they are defective in any way.

Be aware of problems such as:

- Chisels and wedges with mushroomed heads.
- Split or cracked handles.
- Chipped or broken drill bits.
- Wrenches with worn-out jaws.
- Tools which are not complete, such as files without handles.
- Broken or inoperative guards.
- Insufficient or improper grounding due to damage on double-insulated tools.
- No ground wire on the plugs or cords of standard tools.
- An on/off switch not in good working order.
- A cracked tool blade.
- The wrong grinder wheel is being used, or grinding wheel is damaged.
- The guard on a power saw has been wedged back.
- Wire rope/chains not moving freely through the mechanism.

To ensure safe operation: (This is not a complete list – refer to Manufacturer’s Instructions)

- Never use a defective tool.
- Double check all tools prior to use.
- Ensure that defective tools are repaired before use.

Defective Tools: If a tool is found to be defective it will:

- Immediately be pulled from service and red tag attached.
- On the red tag identify specifically what is wrong with the particular piece of equipment.
- Any equipment that has been red tagged will not be used until the problem is corrected by a qualified person/mechanic.

Where practicable, the red-tagged equipment will be locked away until it can be returned to the shop for repair.

For further information, see the appropriate current Occupational Health and Safety requirements.



3.7.4 Housekeeping

Purpose: Housekeeping and keeping your sites/work areas clean and tidy is one of the best methods of injury prevention. A clean, organized site is a safe and productive site.

- NO garbage/refuse/welding stubs go on the ground, they get put directly into bins/buckets.
- Cords and cables as much as practicable must be hung UP and overhead and not in walkways or stairs.
- Work areas must be kept clean and free from obstructions at all times. Tools, loose objects, oil, grease and other materials left lying about are hazards.
- Tidy your work area at the end of your shift, immediately after finishing a job, and as necessary.
- Spills of toxic, flammable or corrosive materials must be cleaned up immediately using the method described in the appropriate Material Safety Data Sheet (MSDS) or on the container label. Large spills of such materials must be reported to your supervisor.
- All employees must help to keep work sites clean and free of tripping/slipping hazards by depositing refuse in designated containers.
- Materials, tools and equipment must not be stored in stairways, corridors, catwalks, ramps, passageways, and exits. Materials stored overhead must be protected against falling into work areas.
- Broken glass and other sharps must be disposed of in designated trash containers.
- All material must be properly stacked and secured to prevent sliding, falling or collapse. Pipe, conduit, and bar stock should be stored in racks or stacked and blocked to prevent movement.
- All materials must be stacked or stored in a manner that permits safe access to and egress from a work area.



3.7.5 Working with Electricity/Electrical Equipment

Purpose: Working with or in the vicinity of electricity involves special precautions and a great deal of care.

To ensure safe operation: (This is not a complete list – electrical work should be left to electricians)

- All temporary wiring must be installed and maintained in accordance with applicable codes.
- Place temporary electrical cords so as to minimise tripping hazards.
- Splices in electrical cords must retain the mechanical and electrical strength of the original.
- Energized wiring in junction boxes, circuit breaker panels, etc. must be protected from accidental contact whenever it is left unattended.
- Temporary lighting lamps that are broken or burned out must be replaced as soon as possible. Do not remove bulbs from other areas to provide lighting.
- Do not work on any circuits when standing on metal or in water.
- Workers (other than qualified, properly instructed workers working in an emergency situation) must not work, stack materials, erect scaffolds, or use tools or equipment in proximity to power lines within the limits of approach specified in the following table unless the workers are protected in accordance with the requirements of the OH&S Regulation.

19.24.1 Minimum approach distance when working close to exposed electrical equipment and conductors

Subject to section 19.24.2, or unless otherwise permitted by this Part, if exposed electrical equipment or conductors at a workplace have a voltage within a range set out in Column 1 of Table 19-1A, the following must remain at least the distance from the exposed electrical equipment and conductors that is set out in Column 2 opposite that range of voltage:

- (a) a person working at the workplace;
- (b) a tool, a machine, material or equipment at the workplace.

Table 19-1A

Column 1 Voltage	Column 2 Minimum approach distance for working close to exposed electrical equipment or conductors	
Phase to phase	Metres	Feet
Over 750 V to 75 kV	3	10
Over 75 kV to 250 kV	4.5	15
Over 250 kV to 550 kV	6	20

[Enacted by B.C. Reg. 312/2010, effective February 1, 2011.]



19.24.2 Minimum clearance distance when passing under exposed electrical equipment and conductors

(1) This section applies in the circumstances where a person working at a workplace is moving or is involved in moving equipment under exposed electrical equipment or conductors and is not performing any work other than work related to moving the equipment.

(2) Unless otherwise permitted by this Part, in the circumstances set out in subsection (1), if exposed electrical equipment or conductors have a voltage within a range set out in Column 1 of Table 19-1B, the following must maintain at least the clearance distance from the exposed electrical equipment and conductors that is set out in Column 2 opposite that range of voltage:

- (a) a person moving or involved in moving the equipment under the exposed electrical equipment or conductor;
- (b) the equipment that a person referred to in paragraph (a) is moving;
- (c) the load carried by the equipment referred to in paragraph (b).

Table 19-1B

Column 1 Voltage	Column 2 Minimum clearance distance for passing under exposed electrical equipment or conductors	
Phase to phase	Metres	Feet
Over 750 V to 75 kV	2	6.5
Over 75 kV to 250 kV	3	10
Over 250 kV to 550 kV	4	13

[Enacted by B.C. Reg. 312/2010, effective February 1, 2011.]

- Sufficient **distance must be added** to the specified minimum distance to prevent unplanned or accidental movements bringing the worker, tools, equipment or material within the specified distance. The specified distance used applies to all parts of the equipment, including booms, hoisting cables and any part of the load being raised.
- When overhead power lines are encountered within a work area, alert your supervisor. Your supervisor will ascertain the voltage and minimum distance required and will have a WorkSafeBC Form 30M33 completed.
- When job circumstances require that work be done closer than the limits of approach stated above, the following procedure must be followed prior to commencing work:

An assurance in writing must be obtained from and signed by the person(s) controlling the electrical system. The assurance must state that during the work period, the electrical conductors will be de-energized or effectively guarded against contact, or displaced/re-routed away from the work area. The assurance must be available for inspection at the project site.

Employees (other than qualified electricians) and equipment must not touch or handle electrical guarding. Whenever guarding is used, a qualified safety watcher (trained and experienced journeyman electrician) must be posted to control the approach of equipment, tools and workers and prevent contact with the guarding



3.7.6 Ladders, Portable; Safe Handling

Purpose: Ladders can be used safely if they are given the respect they deserve. Before using any ladder, make sure that it is in good condition and is the right ladder for the job.

- Manufactured ladders must meet CSA, ANSI or other standards acceptable to the WCB. Manufactured ladders must be marked for grade and use and used in accordance with manufacturer's specifications.
- When setting up a ladder, secure the base and walk the ladder up into place.
- Ladders must be inspected for defects prior to use. Ladders with broken rungs, split rails, worn or broken safety feet, frayed or damaged ropes or other defects which may affect user safety, must be taken out of service, **red tagged** and reported to your supervisor.
- When in use, portable single or extension ladders must be placed approximately 1/4 of their length away from the base of the structure they are leaned against and secured against movement (e.g. tied off or held).
- Ladder feet must be placed on a firm surface.
- Always use ladders of sufficient length. Adding makeshift extensions or working from the top two rungs or steps of ladders not intended for such use is dangerous and prohibited.
- Ladders used for ascending or descending from one level to another must extend at least 1 m (3 ft) above the upper landing unless there is inadequate clearance and the ladder is securely tied off.
- Metal ladders or wire reinforced wooden ladders must not be used in proximity to energized electrical equipment.
- Ladders used in locations where they may be struck by workers or equipment in the area must have a watcher stationed at the bottom. Ladders must not be left standing in such a location when not in use.
- Doorways must be blocked, locked or guarded while ladders are used in front of them.
- Protective coatings on wooden ladders, other than a small amount for identification purposes, must be of a transparent type to enable proper inspection for defects.
- Workers on ladders must use suitable hoisting equipment to lift or lower heavy or bulky items.
- Workers must not carry items such as materials or tools while climbing a ladder. (Use a rope and hoist it up)
- When working from a ladder you must maintain three points of contact (e.g.: two feet and one hand) with the ladder.
- When working from a ladder from a height over 10', fall protection must be used.
- Avoid over-reaching while working from a ladder - move the ladder or work from scaffolding.
- Never use ladders in a horizontal position as runways or scaffolds.
- For obvious reasons, don't place ladders against window panes.
- Ladders may only be used by one person at a time.



3.7.7 Ladders, Step; Safe Handling

Purpose: As with all ladders, make sure that the step ladder is in good condition, and is the right ladder for the job.

- Step ladders must meet CSA, ANSI or other standards acceptable to the WCB. and must be marked for grade and use and used in accordance with manufacturer's specifications.
- No work is to be done from the top two steps of a step ladder, counting the top platform as a rung.
- When in the open position ready for use, the incline of the front step section shall be one (1) horizontal to six (6) vertical.
- The step ladder is only to be used in the fully opened position with the spreader bars locked.
- Top of step ladders are not to be used as a support for scaffolds.
- Do not overreach while on the ladder. Climb down and move the ladder over to a new position.
- Only CSA Standard ladders will be used.



3.7.8 Safe Grinder Operation

Purpose: Abrasive wheels can cause severe injury. Proper storage of new wheels, proper use and maintenance of wheels **must** always be observed.

- Familiarize yourself with the grinder operation before commencing work.
- Inspect your grinder before each use. If the guard has been modified, return the grinder to the Tool Crib for repair – Do not use a Grinder when the guard has been modified.
- Always use eye protection, hearing protection and a face shield when operating a grinder.
- Remove or confine loose or hanging articles (e.g.: ties, jewelry, or long hair) that could get caught in the grinder.
- Always ensure handles are on and secure.
- Adjust and tighten disk guards in place.
- Adjust guard to direct sparks in a safe direction.
- Check to ensure that blotters and disk flanges have been used to mount the wheels onto the shaft.
- Inspect the disks to ensure they have a speed rating greater than or equal to the grinders speed rating and that they are in good condition. Cracked or chipped wheels must be replaced.
- Do not stand in line with the disk when starting the grinder.
- Do not use the side of the disk when grinding; use the face only.
- Always use a mechanical device to hold small items. Never use your hand.
- If the wheel vibrates, tag and return to the Tool Crib.
- After completing the job, take off your hat and give it a good tap on something solid. This way you will knock off any filings which have accumulated on top.
- Always allow the object you were grinding to cool before handling it.
- Always unplug or lock-out the grinder before doing repairs.
- Never leave a grinder unattended while the wheel is turning.
- Do not use grinders near flammable materials.
- Never use a grinder for jobs for which it is not designed.
- Direct the sparks so as not to send them in the direction of other workers in the area. It is good safe and courteous work practice to let other people in the area know when you are about to start work. Screen your area off to contain the sparks you will create.

For further information, see the appropriate current Occupational Health and Safety requirements



3.7.9 Working with Cleaning Solvents and Flammables

Purpose: Cleaning solvents are used in the day-to-day construction work to clean tools and equipment. Special care must be taken to protect the worker from hazards which may be created from the use of these liquids. Wherever possible, solvents should be non-flammable and nontoxic.

The foreman must be aware of all solvents/flammables that are used on the job, and be sure that all workers who use these materials have been instructed in their proper use and aware of any hazard they pose.

The following instructions or rules apply when solvents/flammables are used:

- Use non-flammable solvents for general cleaning.
- When flammable liquids are used, make sure that no hot work is permitted in that area.
- Store flammables and solvents in special storage areas.
- Check toxic hazards of all solvents before use (MSDS).
- Provide adequate ventilation where all solvents and flammables are being used.
- Use goggles or face shields to protect the face and eyes from splashes or sprays.
- Use rubber gloves to protect the hands.
- Wear protective clothing to prevent contamination of worker's clothes.
- When breathing hazards exist, use the appropriate respiratory protection
- Never leave solvents in open tubs or vats - return them to storage drums or tanks.
- Ensure that proper containers are used for transportation, storage and field use of solvents/flammables.
- Where solvents are controlled products, ensure all employees using or in the vicinity of use or storage are trained and certified in the Workplace Hazardous Materials Information System. Ensure all WHMIS requirements are met.

3.7.10 Tiger Torches

Purpose: Tiger torches, although valuable to a job-site, are sometimes misused in a manner that can make them dangerous.

- Tiger torches are only to be used for preheating of piping etc., prior to welding.
- When a torch is used, an adequate fire extinguisher must be present.
- Torches are not to be used for heating of work areas or thawing of lines and equipment.
- When not in use, ensure that the propane bottles are properly shut off.
- Fuel lines are to have regulators.
- Propane bottles shall be secured in an upright position.



3.7.11 Welding, Cutting & Burning

Purpose: Work involving welding, cutting and burning can increase the fire and breathing hazards on any job, and the following should be considered prior to the start of work:

- Always ensure that adequate ventilation is supplied since hazardous fumes can be created during welding, cutting or burning.
- When welding, cutting or burning stainless steel, alloys and aluminum, the appropriate respiratory equipment and ventilation procedures must be used.
- Where other workers may also be exposed to the hazards created by welding, cutting and burning, they must be alerted to these hazards or protected from them by the use of screens and if necessary use vacuum systems and respirators.
- Never start work without proper authorization, ensure that any necessary HOT WORK permits are filled out and posted.
- Always have firefighting or prevention equipment on hand before starting welding, cutting or burning.
- Check the work area for combustible material and possible flammable vapors before starting work.
- A welder should never work alone. A fire or spark watch should be maintained.
- Check cables and hoses for leaks and protect them from slag or sparks.
- Never weld cut lines, drums, tanks, etc. that have been in service without making sure that all precautions have been carried out and permits obtained.
- When working overhead, use fire resistant materials (blankets, tarps) to control or contain slag and sparks.
- Cutting and welding must not be performed where sparks and cutting slag will fall on cylinders (move all cylinders away to one side.)
- Open all cylinder valves slowly. The wrench used for opening the cylinder valves should always be kept on the valve spindle when the cylinder is in use.

3.7.12 Welders, Portable Arc

Purpose: Portable diesel arc welders are a piece of equipment that has to be treated like a vehicle. Do not operate them indoors.

- Be sure the machine is firmly attached to the transporting unit.
- Check all fluid levels, water, oil and gas to be sure they are at acceptable levels for operation.
- When fueling, DO NOT top off the gas tank. Fuel expands as the outside temperature rises, this may result in seepage and an ensuing fire.
- Do not fuel the machine while it is running.
- Be sure the radiator and gas caps are in proper working order and securely attached.
- Do a walk around to check for damage and obvious leaks.
- Any repairs should be done by qualified mechanics or technicians.
- Make sure all cables are wound securely when relocating, or removed completely when transporting.
- Ensure the side covers are kept closed to protect the machine from any damage from external objects and outside weather, as well as to protect the operator from the moving parts of the machine.



3.8 Safe Work Practices for Mobile Equipment

Safe work practices are a set of positive guidelines, or "Do's and Don'ts", on how to perform a specific task that may not always be done in a certain way.

Phoenix Truck & Crane has developed Safe Work practices specific to mobile equipment operation for our work processes.

3.8.1	Safe Forklift Operation



3.8.1 Safe Forklift Operation

Purpose: Forklifts are a commonly misused tool. Operators must be certified and authorized to operate any mobile equipment.

Risks & Hazards:

- Risk of serious injury or death due to incorrect operation.
- Risk of crush injuries.

To ensure safe operation: (This is not a complete list – refer to Manufacturer’s Instructions) – have available on machine

- Forklift Operators must be qualified and evaluated to OH&S Regulations and CSA Standard B335.94.
- Only qualified workers with a current forklift operators’ ticket shall operate the forklift.
- Forklifts will be operated with the forks down. Carry loads as low as possible.
- No raising or lowering forks while truck is in motion.
- Forklift shall be operated at a speed that will permit it to be stopped safely.
 - The slowest practical speed is the safest. – ask about lower and upper speed limits
- A seat belt will be worn at all times when operating the Forklift.
- Comprehensive pre-shift inspection shall be done and recorded.
- Care shall be taken when entering a building: Stop, sound horn, then continue with caution.
- Workers shall stand clear of forklift while in operation.
- Operator will ensure all personnel are clear of forklift prior to moving.
- Under no circumstances will the forklift be started/operated from the ground. The forklift will only be started/operated with Operator in seat with the belt done up.
- Forklift operators must follow all applicable Vehicle and Mobile Equipment safety rules. In addition, the following rules apply specifically to forklift operation:
 - Materials and equipment must be loaded on the forklift in a manner that prevents any movement of the load, as this could create a hazard to workers.
 - All loads, which could be subject to shifting during transportation, must be restrained if such shifting would result in the forklift becoming unstable.
- Do not drive with arms, head or legs outside the confines of the forklift. Any operator who cannot clearly see the load or off-load points and the full path of travel must use a signal person or travel backwards.
- Sound horn and slow down when approaching pedestrians, doorways, ramps and other forklifts.
- Forklifts being used indoors must be taken outside for refueling.
- Forklifts used indoors must be shut down when not in use, to minimise emissions into the work area.
- Observe and obey the load capacity of the forklift.
- When shutting a forklift down: level and lower the forks, apply the parking brake and put the controls in neutral.
- Do not elevate anyone on the forks unless they are in a professional engineer-approved man cage that is secured to the forklift.

For further information, see the appropriate current Occupational Health and Safety Regulations.



3.9 Safe Work Practices for Cranes

Safe work practices are a set of positive guidelines, or "Do's and Don'ts", on how to perform a specific task that may not always be done in a certain way.

Phoenix Truck & Crane has developed Safe Work practices specific to crane operation for our work processes.

3.9.1	Access / Egress from site
3.9.2	Setting Up & Assembling Cranes
3.9.3	Rigging
3.9.4	Hoist Load
3.9.5	Ground Conditions
3.9.6	Storage & Disposal of Flammables/Hazardous Materials within Lift Zone
3.9.7	Prelift Meeting, Pre-Job Check List
3.9.8	Emergency Conditions
3.9.9	Communications
3.9.10	Critical Lift
3.9.11	Scope/Plan Change



3.9.1 Access / Egress from site

Task or situation	Risks or Hazards	Recommended Hazard Control or Action
<p>Cranes and vehicles coming into contact with each other or people and property.</p>	<p>Crushing, serious injury, fatal injury.</p> <p>Damage to cranes, equipment and property</p> <p>Risk of MVA, traffic interference, due to wide turns for tractor trailers</p> <p>Risk of damage to public, equipment or personnel due to getting lost or improper access to site</p> <p>Risk of load shift/loss due to inadequate tie down.</p>	<ul style="list-style-type: none"> • Access to and egress from all sites and areas shall be controlled by a Signal person. • Where possible, a one-way circuit shall be created with marked out parking and waiting areas • At all times pedestrians and vehicles must be segregated with particular attention being paid to restricted and confined areas. • Appropriate high visibility vests shall be worn while working around mobile equipment • Any approach to vehicles on site must be from the front so that the drivers can be aware of your presence. Make eye contact • All personnel and visitors must attend client orientation before accessing site or be hosted • Crane and trucking will access the site lay down / crane assembly area set aside by Client Representative. (Area to be confirmed) • Site yard plan available and displayed giving information on arrangements whenever possible. • Whenever possible MAPS to site shall be generated for workers • A load must be secured to ensure that all or any part of the load cannot be dislodged



3.9.2 Setting Up & Assembling Cranes

Task or situation	Risks or Hazards	Recommended Hazard Control or Action
<ul style="list-style-type: none"> • Crane Stability compromised • Assembly of Crane • Moving heavy machinery • Contact between Machines and machine/people • Contact between machine and property • Substandard Operators/Operations 	<ul style="list-style-type: none"> • Overturning of the crane • Collapse of the ground beneath outriggers • Injury to personnel in crane radius • Risk of fall/injury during jib installation/boom assembly • Risk of incomplete crane set up, due to not following procedures • Risk of RSI or MSI due to improper lifting/pulling or pushing • Risk of sprain strain due to attempting to lift too large an object • Collision, crushing or fatal injury. • Cranes and vehicles coming into contact with each other, people and property, potential serious or fatal injury • Damage to machine and/or property risk of crushing, serious, fatal injury due to substandard equipment and/or operators 	<ul style="list-style-type: none"> • Crane set up will be as per manufactures instructions • Outriggers shall only be deployed on firm level ground • Outriggers feet shall be fully supported on outrigger pads or adequate timbers • Pre-job meeting to ensure all personnel know roles and responsibilities • Operator of the crane is in charge of the crane assembly • Riggers will use fall protection when assembling the crane as per safety policy and WorkSafeBC policy. At a minimum, workers shall tie off at 3.6M (10'), or lower if an impaling hazard exists • Completed Hazard Assessment and Prelift Meeting by operator or rigging supervisor and contractor • Ensure that all sections are assembled as per manufactures instructions and that safety clips are fitted to all pins • Where lifting when pushing and pulling cannot be avoided, assessment shall identify a safe system of work which shall include the use of more than one person to carry out the required operation • Where possible, the requirement to manual handle shall be eliminated by making use of mechanical means such as cranes, hoists, forklifts, hand carts and other proprietary lifting, pushing and pulling tools • Clear instructions and signs to be displayed in areas of restricted movement • Movement of cranes in a restricted area shall be controlled by a competent signal person. • All trucks & cranes shall be equipped with reversing alarms and will be spotted while backing up or moving in tight areas • All movement around the site shall be by designated routes. • Only personnel immediately involved with task to be in work area • Vehicle movement should be pre-planned and adequate time given to complete the task • Signal persons to be provided in all areas of restricted movement. • All machines should be approached so that the Operator / front end man is aware of your presence. Make eye contact • All crane equipment is inspected on a yearly basis and all paperwork is available from operator • All crane operators are BC Trade Qualified and are registered with the Crane Association of BC



3.9.3 Rigging

Task or situation	Risks or Hazards	Recommended Hazard Control or Action
Chains, slings, straps, shackles, ropes, pulleys, eyebolts, spreader beams, under tension	<ul style="list-style-type: none"> • Equipment failure • Incorrect slinging • Incorrect use • Damage to equipment • Cutting and bruising of the hands 	<ul style="list-style-type: none"> • All lifting gear to have relevant test and inspection certification in order and available for inspection • Rigging fittings will be marked with the manufacturer's identification, product identifier and the working load limit or sufficient information to readily determine the WLL • All rigging shall be subject to visual examination prior to and after each use • All rigging shall be protected from sharp edges; use softeners when required • No piece of rigging equipment shall be overloaded • When attached, all rigging is to be checked for security prior to lifting/pulling • Workers shall wear gloves whenever handling rigging

3.9.4 Hoist Load

Task or situation	Risks or Hazards	Recommended Hazard Control or Action
<ul style="list-style-type: none"> • Lifting Load • Weather conditions • Icy/wet or windy conditions • Night Working (If applicable) 	<p>Risk of struck by/crush due to:</p> <ul style="list-style-type: none"> • Interference with Swing radius • Rigging failure • Loss of Load stability and control • Personnel under suspended load • Wind speed conditions impacting boom/load • Icy/wet or windy conditions • Limited visibility/risk of struck by/crush/trip injuries 	<ul style="list-style-type: none"> • Swing radius and hoisting area will be controlled via taping off with danger tape, delineators or safety watch • Loads will be controlled, use tag lines if necessary • No walking under boom or load at any time • Ensure rigging is as per engineered drawings if supplied • Rigging will be inspected prior to and after the lift • Ensure correct rigging with the correct capacity for the load is selected and used • Crane will not hoist if wind speed is in excess of maximum • Lighting adequate enough to prevent such injuries shall be set up



3.9.5 Ground Conditions

Task or situation	Risks or Hazards	Recommended Hazard Control or Action
<ul style="list-style-type: none"> Poor Ground Conditions/Uneven Ground Unstable Ground/Open Excavations 	<ul style="list-style-type: none"> Lack of traction, risk of crane or outriggers sinking into the ground Crane failure or topple Risk of damage to U/G Services due to crane weight, or excavation cave in Damage to cranes or property 	<ul style="list-style-type: none"> Ensure ground conditions are capable of withstanding pressures exerted Outrigger loads for all cranes provided if required Ground preparation must be adequate to ensure crane set-up area is level Crane set up area checked for underground hazards ex: electrical, water and sewer pipe conduit If required, the Client will provide a soils report with the correct crane pad requirements Ensure that set-up area cordoned off to prevent access by others Clear instructions in areas of restricted movement. All vehicle movement to be controlled by a Signalman High risk areas of the site, excavations, protruding objects, etc. will be identified and removed or cordoned off prior to work commencing.

3.9.6 Storage & Disposal of Flammables/Hazardous Materials within Lift Zone

Task or situation	Risks or Hazards	Recommended Hazard Control or Action
<ul style="list-style-type: none"> Crane Topple or Failure Crane Failure - Emergency Services Diesel oils, Engine oils, Hydraulic oils, Grease Environmental spills Disturbing Existing Soils/Structures Fueling Cranes/Mobile Equipment in Yard 	<ul style="list-style-type: none"> Risk of injury to workers in outbuildings and containers in lift zone due to load failure Risk of exacerbating emergency situation, putting emergency people at risk due to compressed gasses and hazardous materials in outbuildings and containers Fire/explosion Environmental damage due to hydraulic or diesel fuel tank spill Exposure to Hazardous Materials such as Lead/Asbestos/Silica & Sulfur 	<ul style="list-style-type: none"> All outbuildings, site trailers & C-Cans within the lift zone must be cleared of all personnel and barricaded to prevent others from coming back in during lifts Flammables/Corrosives/HazMats in outbuildings, trailers and area should be removed for the duration of the lift All fuels should be stored in a safe area with all relevant signs displayed. Appropriate fire-fighting equipment to be available Cranes are equipped with spill kits. Emergency response kit and personnel can be dispatched to handle large spills Client will perform an assessment and advise workers of potential exposure No Smoking within 50' of fuel station Do not have your cellular phone on your person while fueling Do not talk or text while fueling Do not inhale fumes If in doubt - leave - call assistance



3.9.7 Prelift Meeting, Pre-Job Check List

Task or situation	Risks or Hazards	Recommended Hazard Control or Action
Workers unfamiliar with site, cranes or crane procedures	<ul style="list-style-type: none"> • Risk of injury to workers due to unfamiliarity with site Job Hazards or emergency procedures • Personal injury, equipment damage due to lack of understanding during meeting • Risk of injury due to inadequate PPE 	<ul style="list-style-type: none"> • Workers will either be hosted or have site orientation by client • Pre-job meeting to ensure all personnel know roles and responsibilities. <i>Personnel to sign pre-job sign in sheet attesting to their understanding. (Return copy to office)</i> • Minimum PPE is high visibility vest/coveralls, steel toed boots, and hard hat. Specialized PPE selection will be addressed at pre-lift meeting • All incidents, near miss, and spills will be reported to the supervisor and Client Representative immediately • First aid emergencies will be directed to the lift supervisor and/or safety supervisor; they will contact client for First Aid Attendant • First aid to be identified

3.9.8 Emergency Conditions

Task or situation	Risks or Hazards	Recommended Hazard Control or Action
<ul style="list-style-type: none"> • Medical Emergencies • Evacuation • Earthquake or other natural disasters 	<ul style="list-style-type: none"> • Injuries can be exacerbated due to slow contact to emergency services • Crane under load during emergency 	<ul style="list-style-type: none"> • Refer to client Emergency Response Plan • In an event of an emergency and there is no further risk to the operator, the load will be lowered to the ground and the crane will be secured • In the event that the crane is not able to lower the load, the crane will be secured before the crane operator evacuates the area • Discussion during pre-lift meeting

3.9.9 Communications

Task or situation	Risks or Hazards	Recommended Hazard Control or Action
Communication between operator, rigger and personnel	<ul style="list-style-type: none"> • Risk of damage/injury due to blind spots and unclear communication during lift 	<ul style="list-style-type: none"> • Communication will be made between the riggers and designated signalman via hand signals or designated lift radios



3.9.10 Critical Lift

Task or situation	Risks or Hazards	Recommended Hazard Control or Action
Critical Lifts as outlined by WSBC	<ul style="list-style-type: none"> Risk of injury/death, equipment failure, client equipment damage, due to improper management of a critical lift 	<ul style="list-style-type: none"> Critical Lift Procedure to be developed, include: Wind Speed, max hoist line, load distribution, rigging details, % of Chart See section 3.4.1 for critical lift form. “Critical lift” means <ol style="list-style-type: none"> a lift by a mobile crane or boom truck that exceeds 90% of its rated capacity while it is lifting the load at a load radius of more than 50% of its maximum permitted load radius, taking into account its position and configuration during the lift, a tandem lift if the load on any one crane, hoist or other piece of powered lifting equipment exceeds 75% of the rated capacity of that crane, hoist or other piece of powered lifting equipment, a tandem lift involving the simultaneous use of more than two cranes, hoists or other pieces of powered lifting equipment, a lift of a person in a work platform suspended from or attached to a crane or hoist, a lift in which the centre of gravity of the load changes during the lift, a lift in which the length of one or more sling legs changes during a lift, a lift by a crane, boom truck or hoist, supported on a floating base, that exceeds 90% of rated capacity for the lifting system, a lift of a load over or between energized high voltage electrical conductors, or a lift of a submerged load. “Tandem Lift” means: <ol style="list-style-type: none"> more than one crane or one hoist, or a crane or hoist and another piece of powered lifting equipment. If a tandem lift is a critical lift or if the lifted load is to be moved laterally, the tandem lift must be carried out under the direction of a qualified supervisor who <ol style="list-style-type: none"> is not operating a crane, hoist or other piece of powered lifting equipment, and is responsible for the safe conduct of the operation. A written lift plan must be prepared for every tandem lift and must be available at the worksite during the lift The lift plan required in subsection (2) must include the Wind Speed, max hoist line, load distribution, rigging details, % of Chart If a tandem lift involves the use of a tower crane, the lift plan required in subsection (2) must be certified by a professional engineer.



3.9.11 Scope/Plan Change

Task or situation	Risks or Hazards	Recommended Hazard Control or Action
Scope change or change of plans	<ul style="list-style-type: none"> Risk of rigging failure, personal injury, load failure, due to deviating from lift plan 	<ul style="list-style-type: none"> ANY change from the lift plan MUST be approved by Plan Owner This must be documented on the lift plan.

3.10 Working Alone or In Isolation

Policy: Phoenix Truck & Crane recognizes that there are times when our employees may have to work alone, and that working alone without a procedure to ensure our employees safety can be dangerous. Our employees' health and safety is very important whether in the office or in the field. As such, when an employee is working alone or in isolation, the Company will ensure that their safety is monitored throughout the duration of their seclusion and ensure that the appropriate personnel are notified in the event of failed contact.

3.10.1 Definition

"To work alone or in isolation" means to work in circumstances where assistance would not be readily available to the worker

- (a) In case of an emergency, or
- (b) In case the worker is injured or in ill health.

3.10.2 Procedure

WorkSafeBC regulation 4.21 outlines the general procedures for working alone, Phoenix Truck & Crane will implement the following work alone procedures.

- Risk assessment should be done with a supervisor and/or a safety representative whenever practicable.
- Anytime someone will be working alone, the person working alone will assess the risks and a 'Check-In' system with time intervals for checking in will be established.
 - Working alone also applies to working early, late and on weekends. In the office and in the field.
- Check-in is a method to ensure that the worker working alone is safe and unharmed. Check-in can be done:
 - By telephone
 - By radio
 - By someone physically checking on the worker
- Time intervals for Check-In will be established based on the degree of risk to the worker. These time intervals are not to exceed 2 hours.
 - Example; Office workers may only need to check-in every 2 hours, while someone in the shop may need to check-in every 1 hour and a worker in a very hot environment may need to check-in every 30 minutes.



The person designated to check on the worker is responsible for the following:

1. Establish contact with the worker at the start of their shift, and determine how often Check-Ins must be performed.
 - The worker's opinion has priority when it comes to determining Check-In intervals.
2. Record when each Check-In takes place, with notes of any issues or discomforts the worker has at the time of contact.
3. Develop or retrieve a list of contacts to alert in the event of a failed Check-In.
4. If a Check-In is missed by a noticeable margin, attempt to re-establish contact with the worker. If contact cannot be made, go through the contact list and advise them of the situation.
 - A 'noticeable margin' is defined as 20% of the interval or ten (10) minutes, whichever is lesser. E.g. 6 minutes if half hour interval, 10 minutes if hour or two-hour interval.
5. After the worker Checks-In to end their shift, file the records in the Working Alone folder.

The worker who is Checking-In is responsible for the following:

1. The worker will Check-In at the start of their shift, and at each predetermined interval.
 2. Notify the Check-In person of any concerns or health issues at each Check-In.
 - E.g. Feeling the onset of heat stroke, or worried about soft ground under a crane.
 3. Perform a final Check-in at the end of your shift, notifying them that you are no longer working alone.
- The contact list will include all relevant contact information for the worker, as well as contact information of emergency personnel and supervisors or other employees able to physically check on the worker.
 - In remote areas where phone coverage may be questionable, contact and check-in may possibly be established through:
 - Satellite internet
 - Radio
 - Crew contact
 - Predetermined meeting places or times.



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3.10.3 Check-In Form

Working Alone or in Isolation: Check-In Form				Date:
Contact List				
	Name:	Phone:	Location:	Email:
Isolated Worker				
Check-In Contact				
First Responder				
Second Responder				
Site Owner				
Nearest First Aid				
Nearest ER				
Being Isolated = Working in circumstances where assistance is not readily available.				
In the event of a late Check-In (Interval + Leeway time), proceed to notify the contacts listed, as needed, in the following order: <ol style="list-style-type: none"> 1. Isolated Worker 2. First Responder (Physical check-in) 3. Second Responder, Site Owner, and Company OM / Company Crane OM (Whichever applies) If injury, distress, or serious accident is confirmed, notify all of the following: <ol style="list-style-type: none"> 4. Nearest First Aid / ER, Company CSO, WorkSafeBC Emergency Reporting, Company GM, Company Owner 				
Hospital List				
	Abbotsford Regional Hospital	604-851-4700	32900 Marshal Rd, Abbotsford	
	Burnaby General Hospital	604-434-4211	3935 Kincaid St, Burnaby	
	Castlegar & District Community Health Centre	250.365.7711	709 10 th St, Castlegar	
	Chilliwack General Hospital	604-795-4141	45600 Menholm Ave, Chilliwack	
	Delta Hospital	604-946-1121	5800-Mountainview Blvd, Delta	
	Hope – Fraser Canyon Hospital	604-869-5656	1275 7 th Ave, Hope	
	Kelowna General Hospital	250.862.4000	2268 Pandosy St, Kelowna	
	Langley Memorial Hospital	604-534-4121	22051 – Fraser Hwy, Langley	
	Lions Gate Hospital	604-988-3131	231 East 15 th Ave, North Vancouver	
	Maple Ridge – Ridge Meadows Hospital	604-463-4111	11666 Laity St, Maple Ridge	
	Mission Memorial Hospital	604-826-6261	7324 – Hurd St, Mission	
	New Westminster - Royal Columbian Hospital	604-520-4253	330 E – Columbia St, New Westminster	
	Port Moody - Eagle Ridge Hospital	604-461-2022	475 – Guildford Way, Port Moody	
	Richmond General Hospital	604-278-9711	7000 Westminster Hwy, Richmond	
	Surrey Memorial Hospital	604-581-2211	13750 – 96 th Ave, Surrey	
	Trail - Kootenay Boundary Regional Hospital	250.368.3311	1200 Hospital Bench, Trail	
	UBC Hospital	604-822-7121	2211 Westbrook Mall, Point Grey	
	Vancouver - B.C. Women's Hospital	604.875.2424	4490 Oak St, Vancouver	
	Vancouver - Mount St. Josephs Hospital	604-874-1141	3080 Prince Edward, Vancouver Emergency open from 8:30 a.m. until 8 p.m.	
	Vancouver - St. Paul's Hospital	604-682-2344	1081 Burrard, Vancouver	
	Vancouver General Hospital	604-875-4111	899 West 12 th Ave, Vancouver	
	White Rock - Peace Arch Hospital	604-531-5512	15521 Russell Ave, White Rock	



3.11 Personal Protective Equipment

Policy: It is Phoenix Truck & Crane policy that all workers wear approved Personal Protective Equipment (PPE) at all applicable times. All PPE must meet the standards acceptable to WorkSafeBC, as listed in *section 3.11.2* (CSA, NIOSH, ANSI, or other group acceptable to the Board).

It is the worker's responsibility to obtain all basic and extra PPE before starting any work, except where union contract supersedes. Upon request, the Company will purchase any required PPE for a worker at the workers' own expense. Specialised PPE shall be provided by the Company to all workers when required.

It is the worker's responsibility to assure that any PPE issued to them is used and cared for according to Manufacturers' standards. Workers are to regularly inspect their PPE prior to use and return any defective equipment immediately. Workers are not to use or wear any PPE that is worn or defective.

Phoenix Truck & Crane is committed to eliminating all work place injuries. As such, proper selection, use, and care of Personal Protective Equipment is a vital part in this process. Failure to adhere to these policies could result in the application of our discipline policy.

3.11.1 Required Personal Protective Equipment

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

- Workers Compensation Act and Regulations
- To control a specified hazard.
- Our company safety rules

Basic PPE that is required to be worn at all times while on Phoenix worksites includes:

- High visibility vest
- Safety steel toed footwear

Extra PPE that is required to be worn at all times while in the vicinity of any appropriate hazard includes:

- Hard hats
- Hearing protection
- Gloves
- Safety eyewear

Specialized PPE may be required to be worn for the specific job or hazard identified by a Hazard Assessment. This may include, but is not limited to:

- Safety eyewear – full face masks
- Respirators
- Personal floatation devices (PFD)
- Fire retardant coveralls
- Fall protection, restraint, and arrest
- Face protection
- Leg protection (Chaps)
- Long pants and sleeved shirts



3.11.2 Personal Protective Equipment Specifications

PPE	Required specifications	Usage situations
Safety footwear	<ul style="list-style-type: none"> Must be of a design, construction, and material appropriate to the protection required for the work environment 	<p>Safety footwear must consider: slipping, uneven terrain, abrasion, ankle protection and foot support, crushing potential, temperature extremes, corrosive substances, puncture hazards, electrical shock, and any other recognizable hazard. Use toe and metatarsal protection, puncture resistance, and/or dielectric protection when appropriate.</p> <p>Workers who walk on logs, piles, pilings or other round timbers must wear caulked or other effective footwear.</p>
High visibility clothing	<ul style="list-style-type: none"> Clothing colour must contrast with environment Must meet the WSBC standard of Type 1 or Type 2 High Visibility Garment 	<p>Worker is outside of a vehicle or machine.</p>
Head protection	<ul style="list-style-type: none"> High-visibility, side impact hardhat Cleaned regularly and stored away from grease and tools Must be free of cracks, dents, or other damage Chin straps must be used when climbing, working from a height exceeding 3m, or working in high winds 	<p>Must be worn in any work area where there is a danger of head injury from falling, flying, or thrown objects, or other harmful contacts.</p>
Eye & face protection	<ul style="list-style-type: none"> Safety eyewear must fit properly and include side shields when necessary for worker safety 	<p>Safety eyewear must be worn when working in conditions that are likely to injure or irritate eyes.</p> <p>Face shields must be used if there is risk of face injury.</p>



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PPE	Required specifications	Usage situations
Hearing protection	WorkSafeBC’s regulations regarding noise exposure are: <ul style="list-style-type: none"> • 85dBA Lex daily noise exposure level • 140 DBC peak sound level 	If noise in Phoenix owned workplaces exceeds either of these noise exposure limits, Phoenix management must develop and implement an effective noise control and hearing conservation program with the following elements: <ul style="list-style-type: none"> • noise measurement; • education and training; • engineered noise control; • hearing protection; • posting of noise hazard areas; • hearing tests; • annual program review.
Limb & body protection	<ul style="list-style-type: none"> • Must be stored in a dry area • Must be free of holes and, for hand protection, made of a material that provides a good grip Must be impermeable when used in refueling	Worker is exposed to a substance or condition that is likely to puncture, abrade or affect the skin – or be absorbed through the skin.



Section 4 Training & Certification

Policy: Phoenix Truck & Crane believe that proper training and evaluation is key to operating a business where safety comes first. The Company will provide opportunities for workers to receive the training and certifications they need to do their jobs safely while ensuring the safety of people and property around them. Workers are expected to make an equal commitment to safety, and are evaluated on a scheduled basis against the training and certification needs of their job. The Company does not allow workers to take on tasks without the required training and valid certification.

4.1 Employee Orientation

The company is committed to providing all new and reassigned employees with safety orientation. The orientation will occur on the employee's first day on a new jobsite and will include at least the following items:

- a) Familiarization with company policy, job description, and safe work procedures,
- b) Written rules, rights and responsibilities,
- c) Walking tour of the office/shop facilities including identification of first aid facilities and locations of emergency equipment,
- d) Identification of existing and potential hazards at the office and shop facilities,
- e) Provision of written procedures for reporting incidents and hazards,
- f) Completion of a questionnaire to determine the comprehensiveness of the presentation, and
- g) Opportunity for the employee to ask questions.

Because employees may struggle to remember all the information received during orientation, the Company will provide a copy of this manual during orientation and ensure all employees are made reasonably aware of where to access additional OHS information.

For workers who are young or new to the workforce, additional measures will be implemented to ensure their proper training and safety.

During orientation, supervisor or trainer providing the orientation will discuss each topic as needed and complete the *Safety Orientation Checklist* form.

4.1.1 Legal Requirements

As per WorkSafeBC Regulations, safety orientations are provided for any worker who is:

- New to the workplace,
- Returning to a workplace where hazards have changed during the worker's absence,
- Affected by a change in the hazards of the workplace, or
- Relocated to a new workplace with different hazards from their previous workplace.



4.1.2 New & Young Workers

A **Young Worker** is defined as a worker who is under 25 years of age. It has long been known and documented that young workers have a tendency to:

- Be overpassionate with the desire to do a good job.
- Discount the need for site specific experience or skills (feel that their outside experience covers it all).
- Not recognize all workplace hazards.
- Discount or underestimate the consequences when a hazard is recognized.
- Lack an understanding of the safety culture.

To that end, Phoenix Truck and Crane has developed a New & Young Worker Program.

Young employees to Phoenix Truck & Crane must not work alone or unsupervised until they have been indoctrinated and evaluated by their supervisor. The Company will ensure that, before beginning work, new / young workers will be given a Health & Safety Orientation and training specific to their workplace. The name and contact information of their supervisor will be given and made available to the new/young worker, and also documented with the Safety Manager.

4.1.3 OH&S Regulation: New & Young Workers

3.23 Young or new worker orientation and training

(1) An employer must ensure that before a young or new worker begins work in a workplace; the young or new worker is given health and safety orientation and training specific to that young or new worker's workplace.

(2) The following topics must be included in the young or new worker's orientation and training:

- (a) the name and contact information for the young or new worker's supervisor;*
- (b) the employer's and young or new worker's rights and responsibilities under the Workers Compensation Act and this Regulation including the reporting of unsafe conditions and the right to refuse to perform unsafe work;*
- (c) workplace health and safety rules;*
- (d) hazards to which the young or new worker may be exposed, including risks from robbery, assault or confrontation;*
- (e) working alone or in isolation;*
- (f) violence in the workplace;*
- (g) personal protective equipment;*
- (h) location of first aid facilities and means of summoning first aid and reporting illnesses and injuries;*
- (i) emergency procedures;*
- (j) instruction and demonstration of the young or new worker's work task or work process;*
- (k) the employer's health and safety program, if required under section 3.1 of this Regulation;*
- (l) WHMIS information requirements set out in Part 5, as applicable to the young or new worker's workplace;*
- (m) contact information for the occupational health and safety committee or the worker health and safety representative, as applicable to the workplace.*

3.24 Additional orientation and training

An employer must provide a young or new worker with additional orientation and training if

- (a) workplace observation reveals that the young or new worker is not able to perform work tasks or work processes safely, or*
- (b) requested by the young or new worker.*

3.25 Documentation

An employer must keep records of all orientation and training provided under sections 3.23 and 3.24.



4.1.4 New Job Site Orientation:

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

- Emergency procedures and signals
- Emergency escape route and muster point
- Location of first aid kit (and if available, name of first aider on site)
- Location of fire extinguisher(s)
- Location of MSDS sheets
- Location of OH&S Regulations (Phoenix Truck & Crane & WorkSafeBC)
- Company rules & regulations



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4.1.5 Safety Orientation Checklist

NEW WORKER ORIENTATION CHECKLIST

Name:		Date: (yyyy/mm/dd)					
Address:		Phone #(s):					
Supervisor:		First Working Day:					
Topics Covered	Yes	No	N/A	Topics Covered	Yes	No	N/A
Health and Safety Program Manual Provided				Job Hazard Analysis			
Safety Policy & General Rules				Safe Work Practices			
Management's Responsibilities for Safety				Safe Work Procedures			
Supervisor's Responsibilities for Safety				Monthly JOHS Committee & Reps.			
Employee's Responsibilities for Safety				Weekly Tool Box Talks			
Location of First Aid/Attendant				Return-to-Work Program			
Location of Muster Stations				Working Alone Procedures			
Transportation of Injured Workers				Violence in the Workplace			
Emergency Preparedness / Response				Drug and Alcohol Policy			
Reporting Hazards (Unsafe Acts / Conditions)				Disciplinary Policy			
Immediate Reporting of Accidents / Injuries				WHMIS and MSDS Book Locations			
Environmental Spills - Reporting, Clean-Up & Disposal				Daily Trip Inspection Checklist			
Incident, Near Miss & Accident Investigations							
Employee Rights: <ul style="list-style-type: none"> • To know job hazards and controls • To participate in the safety program • To refuse unsafe work 							
Do you understand that working safely is a condition of employment?				Additional Training Req'd for: <ul style="list-style-type: none"> • Respirator Protection • Fall Protection • Confined Space 			
Do you understand the importance of reporting any personal medical conditions to first aid?							
Advise HR of any medication that could delay immediate medical treatment in the event of a serious injury. [i.e. heart, high blood pressure pills], (Optional)				Do you have First Aid Training? <ul style="list-style-type: none"> • Level: • Expiry Date: 			
Personal Protective Equipment <ul style="list-style-type: none"> • Safety Footwear, • Hard Hats, • Safety Eyewear, • High-Vis Vests 				A valid Hearing Test card? <ul style="list-style-type: none"> • Expiry Date: 			
				Traffic Control and Pedestrian Safety			
				Tour of Offices / Shop / Yard			
				Orientation Quiz			
Driving and Road Safety & Drivers' License Provided							
Instructor:				Employee Signature:			



4.1.6 Safety Orientation Quiz

ORIENTATION QUIZ

Name:		Date:	
Address:		Phone #(s):	
Supervisor:		First Working Day:	

#	Question	Y	N
1.	I must report to my supervisor all injuries and near misses, no matter how minor, and participate in the investigation process.		
2.	Crown mandatory (not optional) personal protection equipment (PPE) required on all sites are: Hard Hat, Safety Glasses, Steel toed boots and if advised Hearing Protection, Respiratory Protection & Gloves.		
3.	Unless specified, I must use fall protection at heights greater than _____ feet.		
4.	I understand it is my responsibility to use Fall protection when required and to inspect prior to use.		
5.	I have the right to participate, know the hazards I'm working with and the right to refuse & report unsafe work and procedures. I will report this information to: _____		
6.	Scaffolds are not complete unless they have handrails, planks and toe boards (i.e., they must meet Manufacturers' and/or Legislated standards). Scaffolding is to be visually inspected before use & be authorized and/or tagged for worker access.		
7.	Housekeeping – it is important to maintain a clean and tidy worksite.		
8.	I must comply with company, client and government rules and regulations.		
9.	I will be dismissed for using banned substances (e.g., drugs, alcohol) ZERO TOLERANCE POLICY IN EFFECT!		
10.	All defective tools and equipment are to be tagged and returned to the tool crib for repair or replacement.		
11.	Forklifts and other mobile equipment require an operator's certificate or equivalent training.		
12.	I am allowed to pass through barricades without asking permission.		
13.	I have WHMIS training.		
14.	You observe an unsafe condition on site, should you: <ul style="list-style-type: none"> <input type="checkbox"/> Wait for the weekly tailgate safety meeting and report it. <input type="checkbox"/> Report it immediately to your supervisor. <input type="checkbox"/> Let someone else worry about it. 		
15.	It is permissible to carry material or equipment up or down any access ladder?		



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#	Question	Y	N
16.	When operating a fire extinguisher, you must use the PASS acronym. What does PASS stand for? <input type="checkbox"/> Pull, Aim, Squeeze, Sweep <input type="checkbox"/> Pull, Aim, Sweep, Squeeze <input type="checkbox"/> Pass, Aim, Squeeze, Sweep <input type="checkbox"/> Point, Arch, Squish, Sweep		
17.	Personal protective equipment (hearing protection, fall protection, eye protection) should be worn whenever: <input type="checkbox"/> Someone else is wearing it <input type="checkbox"/> Your supervisor advises you to wear it <input type="checkbox"/> The potential for personal injury exists		
18.	When you are working from heights, and guardrails are missing, you must use fall protection equipment.		
19.	Tools and equipment whose guards are inoperative or missing are okay to use 'just this once'.		
20.	The Workplace Hazardous Material Information System (WHMIS)/Hazardous Communication system (HAZCOM) designates certain products as controlled products and require them to be labelled. This label is a warning for you the worker. The label tells you the: <input type="checkbox"/> Name of the product <input type="checkbox"/> Hazard symbol <input type="checkbox"/> Risks when you use it <input type="checkbox"/> Personal protective equipment to wear <input type="checkbox"/> First aid treatment if necessary <input type="checkbox"/> All of the above		
21.	Material Safety Data Sheets (MSDS) are also required for WHMIS/HAZCOM controlled products. These sheets are readily available for your additional information by asking your supervisor to see them.		
	Signature of worker:		
	I have reviewed the workers' answers and reviewed again any missing/unfamiliar information with this worker. Signature of Supervisor:		



4.2 Training Guidelines

Education and training are a vital component of accident prevention, legislation and our safety program. Phoenix Truck & Crane will do all that is practicable to ensure all employees are competent for the task assigned. All training will be recorded and kept on file for future reference and organization of refresher training.

Phoenix Truck & Crane Employees and Owner Operators are responsible for:

- Providing the company with copies of valid certificates, including, but not limited to, driver's licenses, first aid, forklift operator and other similar certifications that may be required by the company.
- Carrying with them the required proof of certifications (such as driver's licenses, first aid tickets, forklift tickets, and other similar certificates).

Phoenix Truck & Crane will track all employee and owner operator certifications and re-certification dates, and will arrange refresher training. Company training such as orientations and job specific training will also be tracked.

At minimum, all employees and owner operators must receive, and participate fully, in:

- Company and job site orientations (Sections 4.1.4, 4.1.5 and 4.1.6)
- Job specific training (Section 4.2.1)
- Personal Protective Equipment use, care and maintenance (Section 3.11.2)
- Emergency preparedness (Section 7)
- MSD – Musculoskeletal Disorder prevention process (Sections 2.3 - 2.6)
- Pallet jack safety

For jobs that require additional training, employees and owner operators will receive, and must participate fully in:

- Driver safety
- Toolbox talks
- WHMIS training
- Mobile equipment training
- Lockout training
- First aid training
- Fall prevention training (As job scope or audit identifies need)
- TDG training (Transportation of Dangerous Goods)
- Additional Specialized training (As job scope or audit identifies need)

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



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4.2.1 Job Specific Training Matrix

Position	Safe Driving	OFA 1 or 2	Safe Work at Heights	Forklift	TDG	Vehicle Inspection
General Manager						
Operations Manager			✓	✓		
Crane Operations Manager			✓	✓		
Dispatcher						
Administration						
Safety Manager	✓		✓	✓	✓	
Safety Committee Member						
Safety Inspector	✓		✓		✓	
Sales Representative			✓			
First Aid Attendant		✓				
Driver	✓		✓	✓	✓	✓
Crane Operator: Stiff Boom	✓		✓	✓	✓	✓
Crane Operator: Knuckle Boom	✓		✓	✓	✓	✓
Crane Operator: HIAB	✓		✓	✓	✓	✓

OFA: Occupational First Aid, level 1 (emergency first aid), level 2 (standard first aid), and level 3 (advanced first aid)

MSI: Musculoskeletal Injury.

TDG: Transporting Dangerous Goods.

Position (continued)	Rigging	Electrical Safety				
General Manager						
Operations Manager	✓	✓				
Crane Operations Manager	✓	✓				
Dispatcher		✓				
Administration						
Safety Manager	✓	✓				
Safety Committee Member						
Safety Inspector		✓				
Sales Representative	✓	✓				
First Aid Attendant						
Driver						
Crane Operator: Stiff Boom	✓	✓				
Crane Operator: Knuckle Boom	✓	✓				
Crane Operator: HIAB	✓	✓				



4.2.2 Evaluation

Phoenix Truck & Crane will periodically evaluate the performance of all workers to ensure that they are competent and are practicing safe work practices for their assigned tasks. Our evaluation program includes the following:

- Conduct worker competency evaluation prior to a worker or owner/operator being allowed to perform assigned tasks unsupervised.
- Conduct worker competency evaluations annually for each employee and owner/operator, and for each applicable competency test.
- Ensure competence assessment form is signed by worker being assessed and the assessor (Supervisor or Trainer)
- Reassess any worker who has been involved in an incident.
- Track all employee evaluations.

Competency assessments will be conducted by a designated company trainer or supervisor using an appropriate checklist.

4.3 Recertification

Certain certifications are required by Phoenix Truck & Crane and by law for many employees. The company will track all employees' certifications to ensure they are kept up-to-date, and will provide the provisions necessary for recertification prior to expiry.



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Section 5 Workplace Inspection

Policy: Phoenix Truck & Crane recognizes that a comprehensive program of inspection is vital to the effectiveness of the Occupational Health and Safety Program and is committed to ensuring that such an inspection program is maintained on each site.

Regular inspections serve both to identify unsafe conditions before they can result in accidents and to facilitate monitoring of the effectiveness of the safety program. Systematic examinations of facilities, tools, equipment, and procedures of workers at the job site will be conducted. All substandard conditions or practices will be identified and noted on the inspection report. Correction of unsafe or potentially unsafe conditions will be scheduled with respect to their hazard priority.

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

All personnel will continuously be on the lookout for hazards and, if practicable, immediately control any identified hazard and alert their supervisor. If the hazard cannot be controlled immediately, personnel are to flag off the area and inform their supervisor and others that may be affected as soon as practicable.

Inspection Type	Frequency	Responsible Party
Office	Monthly	Supervisor + Worker OHS Rep
Shop	Monthly	Supervisor + Worker OHS Rep
Yard	Monthly	Supervisor + Worker OHS Rep
Warehouse	Monthly	Supervisor + Worker OHS Rep
Vehicle	Daily	Operator
Mobile equipment	Daily	Operator
Tools	Before each use	User
Equipment	Before each use	User
Work practices	Annually, and as part of other inspections, or as required	Supervisor + Worker OHS Rep



5.1 Responsibilities

Phoenix Truck & Crane Management will:

- Ensure inspections of company facilities, equipment, and vehicles meet or exceed regulations and manufacturer’s standards.
- Assign inspection responsibilities.
- Provide inspection training for employees who conduct inspections.
- Implement, track and review corrective actions.
- Communicate to all employees:
 - Inspection findings
 - Corrective actions taken

Phoenix Truck & Crane Inspectors will

- Refer to legal requirements and safety standards.
- Use checklists based on operating risks.
- Schedule inspections for required frequency.
- Document inspections.
- Track corrective actions.

A worker representative must be involved in all facility inspections. Representation may include the worker Health & Safety Rep or a worker of the Safety Committee. Other workers may also be involved in the process when practicable.

Phoenix Truck & Crane Workers and Worker OHS Representatives will:

- Conduct assigned inspections:
 - Use checklists based on operating risks.
 - Schedule inspections for required frequency.
- Report deficiencies identified and suggest corrective actions:
 - Document inspections.
 - Refer to legal requirements and safety standards.
- Review any assigned corrective actions to ensure no additional hazards present themselves.

All unsafe conditions or practices identified in the course of inspection will be classified according to the following categories. Priority for action will be assigned accordingly.

Hazard Consequence		Risk Rating	
N/A	Not Applicable, or inconsequential	1	Repaired/Corrected Immediately
A	Minor priority (potential for injury without lost time, or material loss of \$100 to \$1,000)	2	Document, review at next Safety Committee meeting, discuss resolution or repairs within 30 days
B	Medium priority (potential for medical injury or material loss of \$1,000 to \$100,000)	3	Repairs need to be brought to attention of Safety/Maintenance Management via Safety Report
C	High priority (potential for serious injury or material loss >\$100,000)	4	Immediate Repairs/Corrections required: Bring to the immediate attention of Operations/Maintenance Management via phone call



5.2 WorkSafeBC Inspections

It is within their mandate for WorkSafeBC and Occupational Health & Safety field officers to inspect job sites on a regular basis to ensure compliance with applicable regulations. Any violations will generally be noted on an inspection report. With respect to official inspections, Phoenix Truck & Crane expects the following:

- All employees will cooperate with the officer and ensure access to all areas of the project.
- A senior Phoenix Truck & Crane employee (preferably the Site Supervisor) will accompany the officer.
- Where possible, take immediate action to eliminate any hazard noted in the course of the inspection.
- If you have a concern about an officer's observation state your reasons clearly and calmly.
- Advise the officer of area's outside of Phoenix Truck & Crane control during the inspection review meeting:
- If you disagree with an alleged infraction or believe an observation is being taken out of perspective, note it on the report prior to signing.
- Advise head office within 1 hour of the WSBC Officer leaving of the inspection, of non-compliances on the report and of any concerns you have.
- If a Compliance Report is required, ensure that corrective action is taken immediately and/or stop work in that area.
 - Contact the head office and forward the report immediately.
- Even if you disagree or require clarification, compliance is required irrespective of your objections.



OCCUPATIONAL HEALTH & SAFETY PROGRAM

5.3 Safety Inspection Reports

5.3.1 Job Site Inspections

JOB SITE Safety Inspection Report											
Equipment:			Unit #:			Operator:					
Project/Customer:											
Location on Site:											
Hazard Consequence					Risk Rating						
N/A	Not Applicable, or inconsequential				1	Repaired/Corrected Immediately					
A	Minor priority (potential for injury without lost time, or material loss of \$100 to \$1,000)				2	Document, review at next Safety Committee meeting, discuss resolution or repairs within 30 days					
B	Medium priority (potential for medical injury or material loss of \$1,000 to \$100,000)				3	Repairs need to be brought to attention of Safety/Maintenance Management via Safety Report					
C	High priority (potential for serious injury or material loss >\$100,000)				4	Immediate Repairs/Corrections required: Bring to the immediate attention of Operations/Maintenance Management via phone call					
Perceived Hazard	INSPECTED ITEMS				Perceived Hazard	INSPECTED ITEMS					
	Hazard Assessment Completed					Designated Signal Person					
	Critical Lift Procedure Completed					Communication					
	Prelift Meeting – Lift Planning Check Sheet					Communication Reviewed					
	Access / Egress from site					Wind Speed Considered					
	Ground Conditions					Loads Secured (including trailers)					
	Flammable/Hazardous in Lift Zone					Ladders					
	Energized Power Lines					Area Secure/Barricaded					
	Emergency Conditions					Spill Containment in Place					
	Hoisting/Load Control					Outriggers – Pins/Pads					
	Rigging					Tag Lines Adequate (# & length)					
	Crane Cleanliness					Shackles Pinned					
	Anti-Two Block Operational					Spreader Bar					
	Setting Up & Assembling Cranes					Hoist Hook Safety Catch					
Equipment Available		Yes	No	Equipment Available		Yes	No	PPE Worn		Yes	No
First Aid Kit				Red & Yellow Caution Tape				Hard Hats			
Fire Extinguisher				Fall Protection				Safety Toe Footwear			
Spill Kit/Flares/Flashlight				Wheel Chocks				High-Vis Coveralls/ Vests			
Operators Manual				Crane Certification				Safety Glasses			
Log Book up-to-date				OH&S Regulations				Gloves			
Pre-Job Checklist								Fall Protection			

Note: Inspection should include positive items found as well as learning opportunities
CORRECTIVE ACTIONS

Priority #	Description	Corrective Action	
		By Whom	Date/Time
		Date:	
Comments:			
Signature: _____		Worker Signature: _____	



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5.3.2 Office/Yard Inspections

OFFICE/YARD Safety Inspection Report													
Inspectors:							Date						
HAZARD RATING CHART													
Hazard Consequence					Risk Rating								
N/A	Not Applicable, or inconsequential				1	Repaired/Corrected Immediately							
A	Minor priority (potential for injury without lost time, or material loss of \$100 to \$1,000)				2	Document, review at next Safety Committee meeting, discuss resolution or repairs within 30 days							
B	Medium priority (potential for medical injury or material loss of \$1,000 to \$100,000)				3	Repairs need to be brought to attention of Safety/Maintenance Management via Safety Report							
C	High priority (potential for serious injury or material loss >\$100,000)				4	Immediate Repairs/Corrections required: Bring to the immediate attention of Operations/Maintenance Management via phone call							
Perceived Hazard	INSPECTED ITEMS			Perceived Hazard	INSPECTED ITEMS			Perceived Hazard	INSPECTED ITEMS				
	General				Floors and Walkways				Electrical				
	First aid kit(s) (Inspection up to date)				Are aisles and doorways clear of materials or equipment?				Are electrical cords in good repair?				
	Qualified, trained first aid person/facility				Are carpets or tiles in good condition, free of tripping hazards?				Is there clear access to electrical panels and switch gear?				
	Water/sanitation rest room facilities				Are floors clean, dry and free of dirt, oil or grease?				Are electrical cords secured & not posing a tripping hazard?				
	Lunch Room sanitation				Rough or splintered surfaces, protruding screws.				Are GFCI's available, if required?				
	Exit signs clear/visible - Fire doors, emergency equip not blocked?				Handrails installed where required & secure?				Are plugs, sockets, and switches in good condition?				
	Emergency alarm signals				Treads in good condition				Are proper plugs used?				
	Illumination, is lighting adequate?				Parking Lot & Access				Strains, Sprains & MSD				
	Emergency procedures/floor plan posted?				Walkways in good order?				Improper/unnecessary lifting, repetitive motions, uncomfortable conditions				
	Safety board up to date?				Stairs & treads in good condition?				Yard				
	Struck By and Struck Against				Sufficient lighting				Yard general				
	File cabinets/shelving				Fire Safety and Security				Maintenance bay				
	Stored and stacked materials				Are fire extinguishers clearly marked?				Paint cupboard				
	Heavy items at height				Are fire extinguishers properly installed?				Solvent tank				
	Desk and file cabinet drawers				Have fire extinguishers been inspected within the last year?				Oil & hydraulic fluid dispensing/storage				
	Personal Protective Equipment				Are flammable liquids properly stored?				Parking				
	PPE available: Hardhats, high-vis vests, gloves, eye and hearing protection?				Are emergency phone numbers close to phones?				Crane wash area				
	Face/eye protection being worn when necessary?				Are smoke, fire, and burglar alarms in place?				Trailer area				
	Hearing protection being worn when necessary?				Tools & Equipment				Rigging shack/tire shop				
	Fall protection equipment being worn when necessary?				Are portable power tools in good condition?				Blocking & dunnage				
First Aid Equipment			Yes	No	Fire Extinguishers			Yes	No	Fire Extinguishers		Yes	No
Comments:													
Signature: _____				Worker Signature: _____									



5.4 Vehicle & Mobile Equipment Inspection Policy

Policy: All tools, equipment, machinery and vehicles are to be kept in a condition that will maximize the safety of all personnel. All employees will use tools and equipment in the manner in which they are intended and will receive training and instruction in their safe operation. Employees will participate and apply the training received.

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

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

To accomplish our maintenance program goals, an inventory of all major tools, equipment, machinery and vehicles will be kept and updated.

A Preventative Maintenance Program will be maintained and shall include the following components:

- Adherence to applicable regulations, requirements, standards and manufacturers' specifications
- Contracting the services of appropriately qualified maintenance personnel
- Scheduling and documentation of all maintenance work

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

All employees shall regularly check all tools and equipment they are working with and take out of service any tools or equipment that is in need of repair or in any way incomplete. Employees are to tag the tool or equipment, itemize the problem or symptoms and return to Head Office.



5.5 Equipment Inspection Scheduling:

	- Inspection Types:	- Frequency of Inspections:
Forklift:	<ul style="list-style-type: none"> - Repair - Preventative Maintenance - Operator's Checklist 	<ul style="list-style-type: none"> - When failure occurs - Manufacturers' recommendation - Daily
Trucks	<ul style="list-style-type: none"> - Repair - Preventative Maintenance - Operator's Checklist 	<ul style="list-style-type: none"> - When failure occurs - Manufacturers' recommendation - Daily
Electrical Cords	<ul style="list-style-type: none"> - Complete Inspection - Ground Testing 	<ul style="list-style-type: none"> - Every 3 months - Before put to work
Compressors, Welding Machines, Generators	<ul style="list-style-type: none"> - Complete Inspection - Repair - Preventative Maintenance 	<ul style="list-style-type: none"> - Every 3 months - When failure occurs - Manufacturers' recommendation
Slings, Shackles, Chokers, Lifting Devices	<ul style="list-style-type: none"> - Deformation, Cracks, Corrosion, etc. - Regular Inspections of All Devices 	<ul style="list-style-type: none"> - Daily or before each use - Every 3 months
Miscellaneous	<ul style="list-style-type: none"> - Complete Inspection 	<ul style="list-style-type: none"> - Before put to work

5.5.1 Pre-Operational Checks

Machinery and Equipment such as forklifts, boom trucks, pickup trucks, man lifts and any other equipment as required by law shall have pre-operational checks done. These checks must be documented and returned to the main office.

5.5.2 Deficiencies

If any deficiencies are found in the pre-operational check, they shall be noted on the inspection form and reported to the supervisor immediately. The Supervisor will then take immediate steps to have the deficiencies repaired. The piece of equipment in question will then be tagged and taken out of service until deficiencies can be corrected.



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5.6 Equipment Inspection Sheets



Phoenix Truck & Crane

3320 Rogers Avenue, Coquitlam, B.C., V3K 5X7
 www.phoenixtruckcrane.com
 Admin 604.920.0800 | Dispatch 604.926.3370 | Cranes 604.922.2219 | Fax 604.926.0797

Truck #: _____
 Trailer #: _____
 Date: _____

Terminal Address: _____

Daily Trip Inspection Report

As required by the National Safety Council of Canada

Driver's Name: _____

Pre-Trip Inspection

Start Time: _____

Start Odometer: _____

Inspection #1: No defects found

Remarks: _____

Inspection #2: No defects found

D/Defect R/Repaired	Tractor/Truck #				Trailer #			
	1	2	3	4	1	2	3	4
1. Air Brake System								
2. Cab								
3. Cargo Securement								
4. Coupling Devices								
5. Dangerous Goods (if any)								
6. Driver Controls								
7. Driver Seat								
8. Electric Brake System								

D/Defect R/Repaired	Tractor/Truck #				Trailer #			
	1	2	3	4	1	2	3	4
9. Emergency Equip. & Safety Devices								
10. Exhaust System								
11. Frame & Cargo Body								
12. Fuel System								
13. General Defects								
14. Glass & Mirrors								
15. Heater/Defroster								
16. Horn								

D/Defect R/Repaired	Tractor/Truck #				Trailer #			
	1	2	3	4	1	2	3	4
17. Hydraulic Brake System								
18. Lamps & Reflectors								
19. Steering								
20. Suspension Systems								
21. Tires								
22. Wheels/Hubs/Fasteners								
23. Windshield Wipers & Washers								

Truck #1: Above defects have been corrected Above defects need not be corrected for safe operation of vehicle
 Truck #2: Above defects have been corrected Above defects need not be corrected for safe operation of vehicle

I declare that a pre-trip inspection has been completed and that: (A) the vehicle shown above has been inspected in accordance with the applicable requirements OR (B) the vehicle shown above has been inspected and does not meet the applicable requirements.

Truck #1: A B Truck #2: A B Signature: _____

Post-Trip Inspection

End Time: _____

End Odometer: _____

Inspection #1: No defects found

Remarks: _____

Inspection #2: No defects found

D/Defect R/Repaired	Tractor/Truck #				Trailer #			
	1	2	3	4	1	2	3	4
1. Air Brake System								
2. Cab								
3. Cargo Securement								
4. Coupling Devices								
5. Dangerous Goods (if any)								
6. Driver Controls								
7. Driver Seat								
8. Electric Brake System								

D/Defect R/Repaired	Tractor/Truck #				Trailer #			
	1	2	3	4	1	2	3	4
9. Emergency Equip. & Safety Devices								
10. Exhaust System								
11. Frame & Cargo Body								
12. Fuel System								
13. General Defects								
14. Glass & Mirrors								
15. Heater/Defroster								
16. Horn								

D/Defect R/Repaired	Tractor/Truck #				Trailer #			
	1	2	3	4	1	2	3	4
17. Hydraulic Brake System								
18. Lamps & Reflectors								
19. Steering								
20. Suspension Systems								
21. Tires								
22. Wheels/Hubs/Fasteners								
23. Windshield Wipers & Washers								

Truck #1: Above defects have been corrected Above defects need not be corrected for safe operation of vehicle
 Truck #2: Above defects have been corrected Above defects need not be corrected for safe operation of vehicle

I declare that a post-trip inspection has been completed and that: (A) the vehicle shown above has been inspected in accordance with the applicable requirements OR (B) the vehicle shown above has been inspected and does not meet the applicable requirements.

Truck #1: A B Truck #2: A B Signature: _____

Duty Status:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Totals:
Off-Duty																									
Driving																									
On-Duty Not Driving																									
Remarks:																									



Section 6 Incident Investigations

Policy: Phoenix Truck & Crane is committed to the health and safety of all its employees. In order to promote a safe and healthy workplace and to comply with WorkSafeBC regulations, it is necessary to record and analyze all incidents and unusual situations which might have resulted in incidents.

Incident investigations are an integral component of our company safety program and shall be conducted to determine the root cause of an incident in order to implement corrective action to prevent future occurrences.

6.1 Definitions

An **Incident** is defined as an unplanned, undesired event that hinders completion of a task and may cause harm to people or damage to property. Incidents are categorized as one of the following:

- **First Aid** refers to injuries that can be treated on the job without any days lost.
- **Medical Aid** refers to any injury not severe enough to warrant more than the day of injury off, but where medical treatment by a doctor is given.
- A **Lost Time Injury** (LTI) refers to any injury that prevents a worker from coming to work on the day following the day of the injury.
- An **Accident** is defined as an incident with property damage, but with no injury to workers.
- A **Near Miss** is a situation in which no injury or damage occurred, but might have been much worse if conditions had been slightly different.
- **Occupational Illness** is defined as a condition resulting from a worker's exposure to chemical, biological or physical agents in the workplace to the extent that the health of the worker is impaired.
- **Critical Injury** is defined as an injury of a serious nature that:
 - a) Places life in jeopardy;
 - b) Produces unconsciousness;
 - c) Results in substantial loss of blood;
 - d) Involves the fracture of a leg or arm but not a finger or toe;
 - e) Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
 - f) Consists of burns to a major portion of the body; or
 - g) Causes the loss of sight to an eye.
- **Minor Incidents** include, but aren't limited to:
 - a) First Aid
 - b) Medical Aid
 - c) Lost Time Injuries
 - d) Property damage without major structural failure or collapse of a building, bridge, tower, crane hoist, temporary construction support system or excavation.
 - e) Near misses without the potential for causing critical injury or major structural failure
- **Major Incidents** include, but aren't limited to:
 - a) Major release of a toxic or hazardous substance
 - b) Major structural failure or collapse of a building, bridge, tower, crane hoist, temporary construction support system or excavation.
 - c) Critical injuries or worker fatalities
 - d) Near misses with the potential for causing Critical Injury or major structural failure



6.2 Incident Investigation Responsibilities

Phoenix Truck & Crane Management will:

- Ensure all incidents are investigated.
- Review and sign-off all investigations and recommendations.
- Ensure recommendations resulting from investigations are implemented, with the assistance of the OHS Committee.
- Ensure incident investigators are trained in investigation techniques, including root cause analysis and developing effective recommendations.

Phoenix Truck & Crane Supervisors will:

- Ensure all incidents that occur under their influence are investigated in the required timeframes, with the assistance of an OHS Committee Representative if necessary.
- Participate in the incident investigation process and/or lead the investigation team.
- Review and sign-off all investigations and recommendations.
- Ensure recommendations resulting from investigations are implemented, with the assistance of the OHS Committee.
- Communicate investigation outcomes to all affected and potentially affected employees and contractors.
- Ensure accidents are reported to the relevant authority, immediately if necessary.

Phoenix Truck & Crane Workers will:

- Report to the supervisor, manager, or company owner, all incidents including near misses.
- Attend the incident investigation unless unable to do so as a result of injury.

6.3 Reporting of Incidents

At minimum, all incidents, including vehicle collisions, injuries, property damage and near misses, are to be reported as soon as practicable to your supervisor or foreman and head office, with a preliminary investigation report completed within 48 hours. Depending on the severity of the incident, a detailed investigation by the supervisor/foreman and/or the OHS Committee safety representative will be completed within 30 days. The completed investigation will be forwarded to senior management for review and recommendation. After review, the investigation will be forwarded to client representatives in addition to WorkSafeBC.

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

Under Section 172 of the WCB Act, the following incidents must be reported to WorkSafeBC immediately:

- Incidents that involve a major leak or release of a dangerous substance
- Incidents that involve a fire or explosion that had a potential for causing serious injury to a worker
- Incidents that involve a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation
- Incidents that result in the death of a worker
- Incidents required by regulation to be investigated

All incidents that fall under these categories must be immediately reported to WorkSafeBC at 1-888-621-SAFE (7233) or toll-free 1-866-WCB-HELP (922-4357) (after hours).



6.4 Incident Investigation Procedures

Incident	Immediate Step	Investigation and Follow-up	Documentation
Property Damage or Accident	<ol style="list-style-type: none"> 1. Report to supervisor immediately. 	<ul style="list-style-type: none"> • Supervisor and worker OHS representative complete investigation within 24 hours. • Determine preventative and corrective actions required. • Assign implementation responsibilities and time frame for completion. • Senior management or company owner, review actions completed, and sign off report. 	<ul style="list-style-type: none"> • Preliminary Incident investigation report completed within 48 hours and kept on file • Record corrective actions on incident report • For incidents with serious or potentially serious consequences, a full investigation will be completed within 30 days and sent to WorkSafeBC. • Full investigation report
First Aid	<ol style="list-style-type: none"> 1. Report to first aider/supervisor immediately and seek treatment. 2. If you are on your own, use first aid kit in vehicle or office to attend to yourself. 	<ul style="list-style-type: none"> • Complete first aid report by first aider, or self if administered own first aid. • Supervisor reviews first aid report within 24 hours to determine if any follow-up action required. 	<ul style="list-style-type: none"> • First aid report • Additional investigation as determined by supervisor or nature of the incident
Injury/Medical Aid/Loss Time Injury	<ol style="list-style-type: none"> 1. Report to first aider/supervisor immediately. 2. Remove employee(s) from danger if safe to do so. 3. Secure the area to prevent further danger or hazards. 4. Attend medical clinic if recommended by First Aider. 	<ul style="list-style-type: none"> • Supervisor and worker OHS representative complete investigation within 24 hours. • Determine preventative and corrective actions required. • Assign implementation responsibilities and time frame for completion. • Senior management/ company owner review actions completed and sign off report. • If injury is reportable, company representative must file Form 7 with WorkSafeBC within 72 hours. • If injury is reportable, worker must file Form 6. 	<ul style="list-style-type: none"> • First aid record • Preliminary Incident investigation report with corrective actions within 48 hours • Full investigation report with corrective actions completed within 30 days (may be completed with the initial report) and sent to WorkSafeBC • Full incident investigation report (30 days)



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Incident	Immediate Step	Investigation and Follow-up	Documentation
Near miss	<ol style="list-style-type: none"> 1. Report to first aider/supervisor immediately. 2. Remove employee(s) from danger if safe to do so. 3. Secure the area to prevent further danger or hazards. 	<ul style="list-style-type: none"> • Supervisor and worker OHS representative complete investigation within 24 hours. • Determine preventative and corrective actions required. • Assign implementation responsibilities and time frame. • Senior management/ company owner review actions completed and sign off report. 	<ul style="list-style-type: none"> • Preliminary incident investigation report • Full investigation report with follow-up as required
Vehicle Collision	<ol style="list-style-type: none"> 1. Report to first aider/supervisor immediately. 2. Remove employee from danger. 3. Secure the area to prevent further danger or hazards. 	<ul style="list-style-type: none"> • Driver submits copy of police report. • Supervisor and work OHS representative review report and determine avoidable or unavoidable. • Assign implementation responsibilities and time frame. • Senior management/ company owner review actions completed and sign off report. 	<ul style="list-style-type: none"> • Police report • Preliminary investigation report • Company review of incident • Full investigation report



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Incident	Immediate Step	Investigation and Follow-up	Documentation
Work Refusal	<ol style="list-style-type: none"> 1. Report to supervisor immediately. 2. State reasons for work refusal. 	<ul style="list-style-type: none"> • Supervisor assesses hazards and risks of job task to determine whether adequate controls in place. • Supervisor tries to resolve safety concerns with worker. • If worker continues to refuse, conduct investigation with involvement of a Worker OHS representative. • If not resolved, contact governing authority (WSBC or Teamsters). • Resolved work refusal incident with assistance by government Safety Officer. • Supervisor documents all steps taken. 	<ul style="list-style-type: none"> • Supervisor journal • File notes • Incident investigation report if any action was required
Serious Medical Incident and Fatality	<ol style="list-style-type: none"> 1. Report to first aider/ supervisor immediately. 2. Remove employee(s) from danger if safe to do so. 3. Secure the area to prevent further danger or hazards. 4. Freeze the scene, do not move, remove or tamper with evidence. 5. Immediately notify appropriate authorities (WSBC) and company representatives. If fatality, notify the police. 6. Supervisor or designated investigator must immediately start the investigation process. Take photos, diagrams, interview witnesses and document everything. 7. Do not unfreeze scene until directed by the authorities. 	<ul style="list-style-type: none"> • Supervisor and worker OHS representative complete investigation. May take several days or weeks to fully complete the investigation. • Determine preventative and corrective actions required. • Assign implementation responsibilities and time frame for completion. • Senior management/ company owner review actions completed and sign off report. 	<ul style="list-style-type: none"> • Preliminary Incident investigation report with corrective actions within 48 hours • Full investigation report with corrective actions completed within 30 days (may be completed with the initial report) and sent to WorkSafeBC • Full incident investigation report (30 days)



6.5 Incident Investigation Process

Policy: Phoenix Truck & Crane will ensure that all reported incidents will be investigated, at least to some degree. The depth of investigation will be appropriate to the severity of the incidents, with serious or potentially serious incidents requiring much more thorough investigation than minor incidents. There are six steps to the investigation process:

1. Pre-Incident Preparation
2. Secure the Scene
3. Collect Information
4. Analysis
5. Develop Recommendations
6. Implement Recommendations

Completed copies of the investigation must be reviewed and signed off by the supervisor, manager, investigation team and Safety Committee member. Upper Management is responsible for ensuring investigations are completed for all incidents, and investigations are compliant with the investigation process.

6.5.1 Pre-Incident Preparation

As determined by the Safety Committee and Phoenix Truck & Crane management, investigators will be trained such that they are:

- Knowledgeable of applicable regulatory and legislative requirements.
- Knowledgeable of the workplace hazards.
- Knowledgeable of company policies and procedures.
- Objective, thorough note takers.
- Granted the authority to conduct investigations.
- Able to follow up to ensure that the recommendations have been implemented and that they are having the desired effect.

6.5.2 Secure the Scene

The incident scene, particularly for serious incidents, must be secured to prevent tampering, removal, or alteration of evidence. This is called 'freezing' the scene.

Strong incident investigations focus on the facts, not blame. After securing the safety and integrity of the incident scene, investigators must collect information from the site and the witnesses. Comprehensive information will allow for useful cause analysis later in the process.

6.5.3 Collect Information

In collecting information, investigators should focus not only on the basic details of the incident, but also on the context of the incident, looking particularly for any variations in usual procedure or established best practices.

Even at the time of information collection, before an in-depth analysis has begun, investigators need to be thinking about why things have occurred. This ensures that the investigator does not stop at the obvious or immediate causes and miss recording information that may lead to important analysis of deeper, root causes.

While collecting information, constantly ask "why" things are the way they are, in order to assist collecting information that will help determine root causes. Ask questions that can lead to an understanding of why things happened the way they did.



6.5.4 Analysis

The key to understanding an incident is to understand the sequence of events leading up to the incident. In the information analysis phase, investigators review evidence to determine not only the sequence of events but why each event occurred. To do this type of analysis, investigators need to understand that a causal chain leads back from an incident, marking a series of actions and decisions. There are three types of causes:

1. **Direct or immediate causes** are an error or failure that has an immediate or adverse effect. Many investigations incorrectly focus on the direct cause(s) without delving into the deeper reasons for the incident. Examples of direct causes include unsafe actions, such as driving too fast or jumping off a truck, and unsafe conditions, such as icy roads or damaged equipment.
2. **Indirect or basic causes** are the result of an action, inaction, or decision made well before the incident and are the reason for the direct cause. Basic causes can be considered to be personal or job factors. Personal factors include inadequate training or lack of skill. Job factors include insufficient equipment maintenance and poor ergonomic design. Consequences of a basic cause may lie dormant for a long time and are usually a result of decisions made, or not made, intentionally or unintentionally, by people that are removed in time and space from the incident.
3. **Root causes** are the reasons an indirect cause or condition exists and are not identified until an incident occurs and is investigated. The root causes are associated with inadequate control by management.

Use the “5 whys” process to determine causes of the incident. Work backwards from an incident asking why something happened at least five times. The goal is to find the root cause and then use that information to make recommendations that will improve the safety management system.

If five “whys” are not enough, and it makes sense to ask further questions, then that should be done as many times as necessary to ensure a complete investigation.

6.5.5 Develop Recommendations

Once the investigation team has determined the causes of an incident, it must make recommendations to ensure the same does not happen again. Recommendations must be SMART:

- Specific and simple
- Measurable
- Achievable
- Relevant
- Time constrained



6.5.6 Implement Recommendations

Once recommendations have been developed by the investigation team, they need to be implemented. To ensure they are implemented each recommendation should:

- Be assigned to an individual who will be responsible to ensure completion. That person may not necessarily carry out the implementation directly, but is responsible for ensuring the task is completed.
- Be tracked on a regular basis and with consistent documentation of its progress, particularly if the implementation takes a longer period of time. Tracking will be done as part of the Safety Committee process.

Once a recommendation has been implemented, it should be monitored and reviewed for effectiveness, particularly if it requires changes to company procedures or policies. Monitoring should be documented and, based on review, further changes or additional recommendations may be required.

When the recommendations have been developed and the report completed, it should be distributed to WorkSafeBC, management, Safety Committee members and others who may need to review it. Ensure managers receive a copy of the report and sign off as required.

Communication of the investigation results to others in the workplace is also an important step in the process. Confidential specifics of the investigation should not be released; however, hazard alerts, changes to safe work procedures and other information workers may need to continue to work safely must be communicated as soon as possible. Communication methods should include e-mail, one-on-one conversations and safety meetings.



6.6 Incident Investigation Form

<input type="checkbox"/> Preliminary <input type="checkbox"/> Full Report
--

Incident Investigation Report

Operation		Date of Incident		Time of Incident	
Type of Incident			Recordable Injury		
<input type="checkbox"/> Injury	<input type="checkbox"/> Property damage	<input type="checkbox"/> First aid	<input type="checkbox"/> Medical aid	<input type="checkbox"/> Restricted Work	
<input type="checkbox"/> Near miss	<input type="checkbox"/> Mobile equipment	<input type="checkbox"/> Lost time	<input type="checkbox"/> Fatality	<input type="checkbox"/> N/A	
Person(s) Involved		Department & Position		Supervisor	
<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor		Time in Position (Month/Year)			
Age:		Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>			
Contractor Name			Conditions at time of occurrence		
Address of Incident					
Company Address & Phone Number	(Complete if different)				
Witness					
Date Reported (yyyy/mm/dd)		Date Investigated (yyyy/mm/dd)		Date of last SWP (yyyy/mm/dd)	
Cost Estimate (property/equipment damage, downtime):					

Notes:

Operation: Insert which company operation had the incident, namely warehouse, office, yard, etc.

Date of Incident: Insert date incident occurred; yyyy/mm/dd.

Time of Incident: Inset time incident occurred.

Type of Incident: Check the appropriate box for the type of incident.

Recordable Injury: Check any box(es) that apply.



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Injury Information

Nature of Injury		
<input type="checkbox"/> Allergies/sensitivities	<input type="checkbox"/> Cut/puncture/open wound	<input type="checkbox"/> Hernia/Rupture
<input type="checkbox"/> Amputation	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Infection
<input type="checkbox"/> Asphyxiation	<input type="checkbox"/> Electric shock	<input type="checkbox"/> Respiratory conditions
<input type="checkbox"/> Bruise/contusion	<input type="checkbox"/> Foreign body	<input type="checkbox"/> Scratch/abrasion
<input type="checkbox"/> Burn	<input type="checkbox"/> Fracture	<input type="checkbox"/> Sprains/strains
<input type="checkbox"/> Concussion	<input type="checkbox"/> Hearing loss	<input type="checkbox"/> Other occupational injuries:
Body Part		
<input type="checkbox"/> Abdomen <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Elbow <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Knee <input type="checkbox"/> L <input type="checkbox"/> R
<input type="checkbox"/> Ankle <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Face <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Leg <input type="checkbox"/> L <input type="checkbox"/> R
<input type="checkbox"/> Arm <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Foot <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Mouth/teeth <input type="checkbox"/> L <input type="checkbox"/> R
<input type="checkbox"/> Back <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Hand <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Neck <input type="checkbox"/> L <input type="checkbox"/> R
<input type="checkbox"/> Chest <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Groin <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Shoulder <input type="checkbox"/> L <input type="checkbox"/> R
<input type="checkbox"/> Ear <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Head <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Wrist <input type="checkbox"/> L <input type="checkbox"/> R
<input type="checkbox"/> Eye <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Hip <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Multiple parts <input type="checkbox"/> L <input type="checkbox"/> R
<input type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>
Agent of Injury/Incident		
<input type="checkbox"/> Chemicals	<input type="checkbox"/> Heat	<input type="checkbox"/> Office equipment
<input type="checkbox"/> Conveyor	<input type="checkbox"/> Hoisting equipment	<input type="checkbox"/> Pallets
<input type="checkbox"/> Debris/scrap	<input type="checkbox"/> Ladders	<input type="checkbox"/> Road conditions
<input type="checkbox"/> Electrical equipment	<input type="checkbox"/> Load shifting	<input type="checkbox"/> Vehicle
<input type="checkbox"/> Fasteners	<input type="checkbox"/> Machine parts	<input type="checkbox"/> Weather conditions
<input type="checkbox"/> Fire/smoke	<input type="checkbox"/> Mobile equipment	<input type="checkbox"/> Work area
<input type="checkbox"/> Hand tools	<input type="checkbox"/> Noise	<input type="checkbox"/> Workplace violence
<input type="checkbox"/> Others:		
Additional Injury Information:		



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Immediate Causes		
<input type="checkbox"/> Inadequate grip or hold	<input type="checkbox"/> Failing to use PPE properly	<input type="checkbox"/> Poor housekeeping/disorder
<input type="checkbox"/> Improper use of equipment/tools	<input type="checkbox"/> Inadequate awareness of surroundings	<input type="checkbox"/> Worksite conditions/congestion/visibility
<input type="checkbox"/> Failure to follow safe work practices or rules	<input type="checkbox"/> Improper placement, storage or load securement	<input type="checkbox"/> Inadequate/improper protective equipment
<input type="checkbox"/> Improper lifting/pushing/pulling	<input type="checkbox"/> Inadequate use of safety devices	<input type="checkbox"/> Under influence of alcohol and/or drugs
<input type="checkbox"/> Failure to obtain assistance	<input type="checkbox"/> Repetitive motion	<input type="checkbox"/> Inadequate labeling
<input type="checkbox"/> Failure to warn or instruct	<input type="checkbox"/> Inadequate warning systems	<input type="checkbox"/> Absence of guards and/or barriers
<input type="checkbox"/> Failure to lock out	<input type="checkbox"/> Weather conditions	<input type="checkbox"/> Equipment failure
<input type="checkbox"/> Fire/Explosion	<input type="checkbox"/> Road conditions	<input type="checkbox"/> Vehicle failure
<input type="checkbox"/> Others:	<input type="checkbox"/>	<input type="checkbox"/>

Description of Immediate Causes

Recommended Corrective Actions	By Whom	By When	Date Completed

Notes:

Recommended Corrective Actions: This refers to actions that should be taken soon to respond to the cause(s) of the incident being reported. For example, someone slipped on a loose stair tread. Corrective Action: replace the tread.



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Root Cause			
<input type="checkbox"/> Inadequate work planning or Programming <input type="checkbox"/> Inadequate communication standards <input type="checkbox"/> Inadequate policy, procedures, practices or guidelines <input type="checkbox"/> Improper performance is rewarded (tolerated) <input type="checkbox"/> Inadequate performance feedback <input type="checkbox"/> Inadequate Supervision/leadership	<input type="checkbox"/> Inadequate assessment of needs risks and/or hazards <input type="checkbox"/> Inadequate maintenance system <input type="checkbox"/> Inadequate engineering and/or design <input type="checkbox"/> Inadequate or lack of inspections <input type="checkbox"/> Inadequate employee skill <input type="checkbox"/> Inadequate training standards	<input type="checkbox"/> Inadequate change management <input type="checkbox"/> Inadequate purchasing standards: tools/equipment/materials <input type="checkbox"/> Fatigue <input type="checkbox"/> Mental/physical stress <input type="checkbox"/> Inadequate physical capability <input type="checkbox"/> Other – please specify:	
Description of Root Causes			
Recommended System Preventive Actions	By Whom	By When	Date Completed
Reasons for not taking corrective measures:			



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Review and Approvals

	Print Name	Signature	Phone Number	Date (yyy/mm/dd)
Investigation Leader				
Investigation Team Member				
Safety Representative				
Immediate Supervisor				
Approved by Manager				

Notes:

Recommended System Preventative Actions: This refers to actions that should become part of the routine safety inspection or evaluation. For example, person trips on loose stair tread. Recommended System Preventative Action: include staircase inspections in facility safety inspections



Section 7 Emergency Preparedness

Policy: Phoenix Truck & Crane will develop a written Emergency Preparedness protocol in order to minimise the potential for injury, confusion and business disruption during an emergency. Additional procedures will be developed for the care, reporting, and corrective follow-up of all injuries and incidents. The procedures will be thoroughly outlined, made known and available to all supervisory staff and employees, and enforced. To ensure the effectiveness of these procedures, emergency drills will be regularly conducted.

7.1 Responsibilities

Phoenix Truck & Crane Management will:

- a) Ensure resources (time/training/financial) are made available to ensure emergency preparedness plans are in place and appropriate workers trained.
- b) Ensure emergency response equipment and first aid supplies are maintained and available.
- c) Organise emergency drills annually to test various emergency scenarios.
- d) Maintain an adequate number of employees trained in first aid as required by legislation, and ensure an employee is designated as the Emergency Response Coordinator/Fire Warden.

Phoenix Truck & Crane Supervisors/Emergency Response Coordinators will:

- a) Ensure site emergency plans are current, including emergency contact numbers, and be familiar with emergency response procedures at all times.
- b) Ensure all Workers are trained on their emergency responsibilities.
- c) Carry out emergency drills annually to test various emergency scenarios.
- d) Work together with the Emergency Response Coordinator/Fire Warden to ensure that, in the event of an emergency, the scene is secured and the relevant authorities/company representatives are notified.

Phoenix Truck & Crane Workers will:

- a) Review the emergency plans and be familiar with them at all times.
- b) Follow emergency response procedures in the event of an emergency.
- c) Report all unsafe conditions and potential emergencies.
- d) If involved in an injury requiring medical attention, provide treating medical practitioner with company Workplace Disability Prevention (WDP) package, and submit the medical assessment report to your supervisor.



7.1.1 Emergency Drills

Phoenix Truck & Crane will conduct emergency response drills to test our emergency response procedures. We conduct and document at least one drill per year, and have developed a drill schedule to test various emergency scenarios such as fire evacuation, vehicle collisions, injuries, and natural disasters. The SafetyDriven (TSCBC) template will be used to record both our drills and our improvement plans.

Drill scenario:			
Location:	Date:	Time:	
Organized by:	Participants:		
Observations			
Feedback			
Improvement Actions	By Whom	By When	Sign Off



7.2 Procedure

Each emergency procedure will take into consideration and include:

- a) A description of the potential emergencies.
- b) An evacuation, head-count and rescue plan.
- c) A map of the workplace that shows evacuation routes and muster station locations, as well as the location of emergency equipment, first aid station, fire sprinklers, alarm pulls, and extinguishers.
- d) A method for reporting the emergency situations and how to contact the required personnel.
- e) A list of personnel responsible in emergency situations and how to contact them.
- f) A list of phone numbers for support services (also posted at telephones).
- g) A system for communications, both internal (e.g., alarms), and external (e.g., form completion and press releases).

At minimum, each site will be capable of providing either through Phoenix Truck & Crane forces or other support services:

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

7.3 Emergency Preparedness Programs

7.3.1	Medical Emergencies
7.3.2	Earthquake
7.3.3	Crane Collapse
7.3.4	Power Line Contact
7.3.5	Underground Contacts
7.3.6	Fire or Explosion
7.3.7	Environmental Spills
7.3.8	Severe Weather
7.3.8.1	Lightning Storm
7.3.8.2	Flooding
7.3.8.3	High Winds
7.3.8.4	Blizzard
7.3.8.5	Extreme Cold
7.3.8.6	Extreme Heat



7.3.1 Medical Emergencies

Every project will have first aid facilities and personnel as specified by the WorkSafeBC Occupational First Aid Regulation. First aid attendant(s) are individually and collectively the front line of first aid for any medical emergency occurring to employees, contract personnel and visitors. First aid for a medical emergency will normally occur at the location of the injured person. If the injured person is mobile, first aid will be performed in the first aid facility.

Immediately report all work-related injuries to your Supervisor and Jobsite First Aid. In the event of a serious incident (fatality or incident resulting in a critical condition with a risk of death), nothing must be removed or changed at the incident location before a WorkSafeBC representative has given clearance to do so, except where necessary to facilitate rescue operations or to prevent imminent injury.

7.3.1.1 Single or Multiple Casualties

Assess the scene to ensure your safety, first. Once it is deemed safe to do so, determine how many injured persons there are. See procedures for single and multiple casualties below.

7.3.1.1.1 Single Casualty

Perform an initial assessment of the individual to determine what treatment and support services may be needed.

If on a client site with Medical Service/Response Capabilities:

- Notify the clients Emergency Medical Services or escort the patient there if it is a minor injury.
- When calling for help, inform them of your name, exact location, the nature of the emergency, and where the response team can be met for guidance to the location.
 - Designate personnel to meet the emergency response team and guide them to the scene.

If not in a location with Medical Service/Response Capabilities:

- For minor injuries, perform first aid or escort the patient to a medical facility.
- For more serious injuries where the patient should not be moved or where transportation is either not possible or dangerous, call 911.
 - Inform them of your name, exact location, the nature of the emergency and where the response team can be met for guidance to the location.
 - Designate personnel to meet the emergency response team and guide them to the scene.

Provide first aid until help arrives.

7.3.1.1.2 Multiple Casualties

Information

A multiple casualty incident (MCI) exists when the number of patients and the nature of their injuries make the normal level of stabilization and care unachievable.

Procedure

If on a client site with Medical Service/Response Capabilities:

- Notify the client's Emergency Medical Services
- Inform them of your name, exact location, the nature of the emergency and estimated number of casualties
- Request location of triage staging area
- Designate personnel to direct Emergency Medical Services to the accident scene
- Make assessment and confirm number of casualties
- Assist the site medical staff with field response and scene control, as required



If not in a location with Medical Service/Response Capabilities:

- Call 911
- Inform them of your name, exact location, the nature of the emergency and estimated number of casualties
- Determine and establish a safe location for a Triage Staging Area
- Designate personnel to direct emergency services to the Triage Staging Area or other appropriate location
- Perform rapid triage assessment
 - Start where you stand, initiate rapid field triage, tag casualties with survey tape or other marking system on left or right ankle as you assess.
 - Attach tag securely to the casualties clothing or body so that it is clearly visible.
 - Identify walking wounded, send to designated area away from immediate danger.
 - Transport casualties unable to walk on their own, if possible, to Triage Staging Area.
 - Watch for deterioration in status of casualties.
- Have First aiders attend to casualties while waiting for help
- Make assessment and confirm number of casualties

Red	UNSTABLE , critical condition. Needs immediate care and transport to hospital.
Yellow	POTENTIALLY UNSTABLE , injuries are serious. Transport to hospital is necessary but may be delayed until after a maximum of three (3) priority victims.
Green	STABLE , where hospital care, if necessary, will be provided last
Black	DECEASED or unsalvageable. Victim should be moved to an isolated area.

7.3.1.2 Serious Injuries or Fatalities

Serious injuries are to be communicated immediately to Phoenix Truck & Crane management. Names are not to be transmitted over a radio. Senior Management will notify the company or contractor in the event a contract person is seriously injured.

Senior Management, in conjunction with the RCMP or local authorities, will notify the relatives of the injured person. Notification of relatives is to be done only by Senior Management. Employees or coworkers are not to call relatives. If contacted by the media, follow the procedures located in *section 1.4*.

The Manager or Safety Advisor will notify the WCB to report a serious incident or fatality. These types of incidents fall under Section 172 of the WCB Act, and must be reported to the appropriate contacts located in *section 7.8*.

7.3.2 Earthquake

Earthquakes are part of life in British Columbia. They occur frequently, but fortunately are usually too small to be felt. However, the possibility does exist for a major earthquake to happen at any time. When it happens you may feel the ground shake and see trees, structures and equipment sway.

If you are outside, move away from buildings, power lines, cranes and other potential falling objects. Do not attempt to enter buildings. When it is safe to do so, move to the muster station identified for your project.

If you are inside, find shelter under a desk or other sturdy frame, and evacuate the building when it is safe to do so. Ensure any Evacuation Kits are brought to a muster station unless it is not safe to retrieve them.

Equipment operators should lower any suspended loads, set brakes and shut down the equipment. Proceed to the muster station when safe to do so.



7.3.3 Crane Collapse

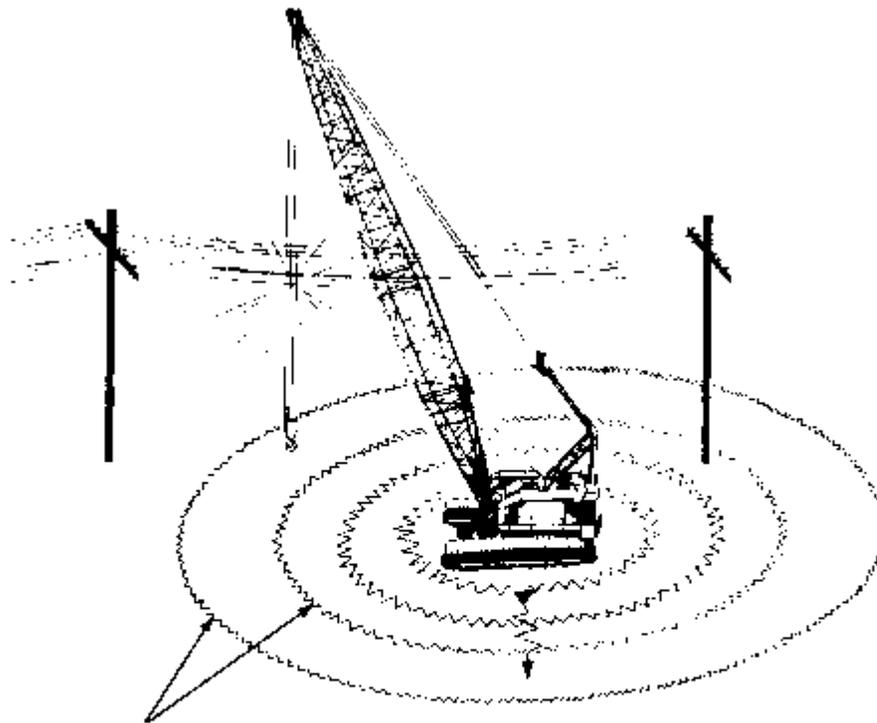
Personnel safety is most important and takes precedence over any property damage concerns. If there are any injuries, immediately summon first aid and, if necessary, an ambulance. If the operator can be safely removed from the machine without further injury, do so. If the operator has injured their back or neck do not attempt to remove them from the machine - wait for the ambulance.

Do not change anything at the incident location except to prevent further injury. Immediately call the dispatcher to inform Management and the Safety Department of the occurrence. Management will contact the WorkSafeBC office to report the collapse.

7.3.4 Power Line Contact

The company will endeavor to have power lines in the work area de-energized, rerouted or guarded prior to commencement of work. Maintaining a safe distance from all electrical conductors is the best way to prevent power line incidents. If for some unseen circumstance, contact with an energized conductor occurs:

- a) If you are in mobile equipment, remain inside the cab and don't panic, you are safe where you are.
- b) Alert other personnel to what has happened and instruct them to keep their distance from any machine, load, lines or ground affected by the power lines. The machine, load, lines and the ground will carry electrical current.
- c) Try to remove the contact - move the equipment away from the line in the reverse direction to that which caused the contact (for example, if you swung left into the wire, swing right to break the contact). Caution: once an arc has been struck, it can draw out a considerable distance before it breaks.
- d) Keep moving away from the line until the arc breaks and then continue moving until you are at least 3 to 4.5 m (10 to 15 ft) away from the line. Caution: If a crane's ropes appear to be welded to the power line do not move away from the line as it may snap and whip. Stay where you are until help arrives.
- e) If mobile equipment cannot be moved away or disengaged from the contact, remain inside the mobile equipment until the electrical authorities de-energize the circuit and confirm that conditions are safe.
- f) Completely inspect equipment that has contacted a power line for possible damage caused by the electrical contact. Affected sections of wire rope should be replaced if it touched a line since the arc is usually of sufficient power to weld, melt or badly pit the rope.
- g) Report every incident involving contact with a power line to the Safety Supervisor who will notify the electrical utility so that inspections and repairs can be made to prevent damaged power lines from failing at a later date.
- h) If it is necessary for the operator to leave mobile equipment while it is still in contact with the electrical conductor, they must jump clear. They must never step down allowing part of their body to be in contact with the ground while any other part is touching the machine.
- i) Because of the hazardous voltage differential in the ground the operator should jump with his feet together, maintain balance and shuffle or hop slowly across the affected area. Do not take large steps because it is possible for one foot to be in a high voltage area and the other to be in a lower voltage area. The difference between the two can kill.



HIGH VOLTAGE CONTACT will result in electrical current flowing down the boom and through the crane to ground. The ground will then be energized with a high voltage near the crane and lower voltage farther away.

Because of the hazardous voltage differential in the ground the operator should jump with his feet together, maintain balance and shuffle or hop slowly across the affected area. Do not take large steps because it is possible for one foot to be in a high voltage area and the other to be in a lower voltage area. The difference between the two can kill.



RIGHT (BUT STILL DANGEROUS)
The operator should never leave the machine unless absolutely necessary



WRONG



7.3.5 Underground Contacts

If you suspect an underground line has been hit or damaged, call 911 and/or the owner of the line. Any line damage, no matter how minor, must be reported immediately.

DO NOT attempt to repair the leak or stop escaping gas.

Clear all people from the vicinity of the leak. Shut off or remove any sources of ignition and extinguish cigarettes or any open flame. Hitting an underground line can result in significant property damage, serious injury and even death.

7.3.6 Fire or Explosion

Fire and explosions may result from the following specific incident types:

- Fires from a motor vehicle accident
- Major equipment fires
- Natural (forest fires)
- Fuel storage ignition
- Building related incidents
- Ignition of construction materials

If a fire is not immediately controllable, it is imperative that you immediately notify the client (on client sites with their own Emergency Procedures) or call 911. Explosions always require calling 911. WorkSafeBC must also be notified in the event of an explosion or a fire that could cause major structural damage. The number to call can be found online or in *section 7.8*.

7.3.7 Environmental Spills

Spills may result from the following types of incidents:

- A failure of process equipment such as valves, piping or containment.
- Tank cars or trucks carrying hazardous materials spills or derail.

If you witness a hazardous materials release, accident, spill or leak, it is imperative that you immediately notify the client (on client sites with their own Emergency Procedures) or call 911. Each client will instruct you in site specific procedures at orientation. Ensure you are familiar with their Emergency Response plans.

7.3.7.1 Non-Hazardous Spills

- a) Contact the client.
- b) Use available equipment to create dikes or trenches to prevent the contaminants from reaching a water source.
- c) Excavate contaminated soil.
- d) Backfill with indigenous soil material.
- e) Contaminated soil to be disposed of using client designated area or make arrangements for proper disposal.
- f) Small spills may be handled effectively with the use of absorbent pads.

7.3.7.2 Hazardous Spills

- a) Contact the client
- b) Isolate the spill area so others are not exposed
- c) If the situation is life threatening or requires immediate attention, call 911. Provide the emergency response personnel with information on the type of spill, type of facility, location, etc.



- d) Refer to the Material Safety Data Sheet (MSDS) for associated hazards and potential routes of entry. (e.g., skin absorption, inhalation, eye irritant, etc.)
- e) If you are able to contain the spill without coming into physical contact with the material **and** your health is adequately ensured through the use of Personal Protective Equipment (or other control measures) then attempt do so. (e.g., use absorbent materials, create a barrier to the flow, etc.)
- f) If safe and appropriate cleanup methods for the hazardous product are not known, contact for (BC) 1-800-663-3456.
- g) If cleanup methods are beyond the scope of project personnel, local agencies will be contacted.

7.3.8 Severe Weather

Severe weather conditions such as winter storms/cold weather, excessively hot weather, thunder/lightning and high winds can occur on the worksite and need to be recognized quickly, with appropriate actions being taken to minimise worker exposure.

- a) Survey the scene – Get an updated weather report
- b) Call for necessary assistance
- c) Notify any impacted personnel

7.3.8.1 Lightning Storm

- Supervision will determine when a storm is close enough for the lightning to pose a safety risk to the site personnel.
- For lightning, the “flash bang” rule and technique adopted from the *National Lightning Safety Institute* will be used as a guideline
 - a) The flash bang technique states that for every count of three from the time of seeing the lightning stroke to hearing the associated thunder, lightning is ONE KILOMETRE away. A flash bang of 9 = 3 kilometers (approx. 2 miles); a flash bang of 15 = 5 kilometers (approx. 3 miles), etc.
 - b) When lightning is seen in the sky (flash) and the thunder (bang) is heard before 30 seconds of elapsed time, then all workers on site are to come down from high points of any structures. This remains in effect until 30 minutes after the last flash of lightning is seen.
 - c) If the flash bang reaches a level of 10 seconds or less, the site shall be cleared.
- Foreman will conduct a head count and release workers to their lunch trailers.
- All workers will remain in their trailers until a decision is reached regarding the return to work.
- Lakes, sloughs or any open bodies of water are to be avoided.
- Construction equipment is to be avoided.
- If visibility is low, vehicles are to pull off the road and activate the 4-way flashers until the storm has passed.

7.3.8.2 Flooding

Workers working in areas where flood conditions could occur must be prepared to take appropriate actions when a weather warning is issued.

- A watch should be posted with an appropriate warning device. Preparations should be made to leave on very short notice.
- Watch for washed-out roads, earth-slides, broken water or sewer mains, loose or downed electrical wires, and falling or fallen objects.
- **DO NOT** attempt to drive over a flooded road. Turn around and go another way.
- **DO NOT** underestimate the destructive power of fast-moving water. Two feet of fast-moving flood water will float your car. Water moving at two miles per hour can sweep cars off a road or bridge. If you are in your car and water begins to rise rapidly around you, abandon the vehicle immediately.



7.3.8.3 High Winds

- High winds due to pressure differentials in the atmosphere can also pose a serious safety risk to site field personnel.
- The erection of equipment shall not commence/continue if wind speeds exceed 32 km/h (20 mph) or as specified by the crane manufacturer.
- During periods of sustained winds or strong wind gusts, Supervision will verify the measured wind speed with the local weather station.
- Alternatively, the client may be contacted if they have wind speed reading equipment on site.
 - If the wind speed is above 32 km/h, all hoisting and rigging activities shall be suspended and the specific work activities involving lifting shall be reviewed by the construction line supervision and safety personnel for wind effects on the work procedures.
- If the wind speed increases to a level affecting visibility and general safe work, then supervision will instruct the field personnel to stop work and seek shelter in the lunchrooms and office facilities until the wind reduces to a safe level.

7.3.8.4 Blizzard

Workers working in remote areas where weather warnings are not available should adopt the following procedures:

- Awareness of prevailing weather conditions
- Clothing to suit conditions: e.g. Heavy duty winter protection or survival equipment
- Workers should not travel alone or unnecessarily

If stranded in a truck:

- **Stay in the vehicle**
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid Carbon Monoxide poisoning. Make sure the exhaust pipe is not blocked
- Make yourself visible to rescuers:
 - Turn on the dome light at night when running the engine,
 - Tie a coloured cloth to your antenna or door, raise the hood after the snow stops falling, and exercise to keep blood circulating and to keep warm.

Prepare a small emergency kit and keep it in your vehicle if you suspect blizzard conditions are possible. An emergency kit could include items such as extra clothing, candles and matches, food and water, a radio, warning lights/flares, whistles, shovels, window scrapers, and first aid supplies.

7.3.8.5 Extreme Cold

Frostbite and hypothermia are two types of cold injury, against which personnel must be protected during field activities. Two factors influence the development of a cold injury: ambient temperature and the velocity of the wind. Wind chill is used to describe the chilling effect of moving air in combination with low temperature.

Pain in the extremities may be the first early warning of danger to cold stress. During exposure to cold, severe shivering reaches its maximum when the body temperature has fallen to 35°C (95°F). This must be taken as a sign of danger to the workers and exposure to cold should be immediately terminated for any workers when severe shivering becomes evident. Since prolonged exposure to cold air, or to immersion in cold water at temperatures well above freezing, can lead to dangerous hypothermia, whole body protection must be provided. Adequate insulating clothing to maintain core temperatures above 36°C (96.8°F) must be worn when working in cold weather.



The onset of heavy shivering, frostnip, the feeling of excessive fatigue, drowsiness, irritability, or euphoria are indications for immediate return to shelter.

The equivalent chill temperature (see Table below) should be used when estimating the combined cooling effect of wind and low air temperatures on exposed skin or when determining clothing insulation requirements to maintain the deep body core temperature. Core body temperatures of less than 36°C (96.8°F) will very likely result in reduced mental alertness, reduction in rational decision-making, or loss of consciousness with the threat of fatal consequences. Unless there are unusual or extenuating circumstances, cold injury to other than hands, feet, and head is not likely to occur without the development of the initial signs of hypothermia.

		WIND CHILL CHART								
		Ambient Temperature (°C)								
		4	-1	-7	-12	-18	-23	-29	-34	-40
Wind km/h	Velocity mph	Equivalent Chill Temperature (°C)								
Calm										
0	0	4	-1	-7	-12	-18	-23	-29	-34	-40
8	5	3	-3	-9	-14	-21	-26	-32	-38	-44
16	10	-2	-9	-16	-23	-30	-35	-43	-50	-57
24	15	-6	-13	-20	-28	-36	-43	-50	-58	-65
32	20	-8	-16	-23	-32	-39	-47	-55	-63	-71
40	25	-9	-18	-26	-34	-42	-51	-59	-67	-76
48	30	-16	-19	-22	-36	-44	-53	-62	-70	-78
56	35	-11	-20	-29	-37	-46	-55	-63	-72	-81
64	40	-12	-21	-29	-38	-47	-56	-65	-73	-82

Adapted from: Threshold Limit Values (TLV™) and Biological Exposure Indices (BEI™) booklet; published by ACGIH, Cincinnati, Ohio

Little danger – in less than one hour exposure of dry skin

DANGER – Exposed flesh freezes within one minute

GREAT DANGER – Flesh may freeze within 30 seconds

Maximum danger of false sense of security

Cold injury/stress prevention awareness is critical when working in cold weather. The following is important information related to cold injury, stress and prevention.

1. Types, warning signs /symptoms and first aid for cold-related injuries/stresses

Frostnip: A mild form of frostbite, where only the skin freezes

Susceptible body parts – Extremities such as fingers, toes, ear lobes and or tip of the nose.

Symptoms – Painful tingling or burning sensation. Skin appears yellowish or white, but feels soft to the touch.

First aid – Do not rub or massage the area. Warm area gradually –use body heat. Report to medical clinic for evaluation / treatment.

Frostbite: Skin and underlying tissue (fat, muscle, bone) are frozen

Susceptible body parts – Extremities such as fingers, toes, ear lobes and or tip of the nose.

Symptoms – No sensation, the area is numb. Skin appears white and waxy, and is hard to the touch.

First aid – Immediately seek medical attention. **Do not** rub or massage the area, warm slowly, use body heat.



Hypothermia: Feeling cold over a prolonged period of time can cause a drop in core body temperature (below 37 degrees Celsius).

Symptoms – Shivering, confusion and loss of muscular control can occur. Poor performance; irrational decisions, not mentally alert. Can progress to a life-threatening condition where shivering stops, the person loses consciousness, and cardiac arrest may occur

First Aid – **Immediately seek medical attention.** Get the person indoors. Lay person down, avoid rough handling, particularly if the person is unconscious. Gently remove wet clothing if applicable. Warm person gradually, using available heat source.

2. Employee responsibilities in avoiding cold-related injuries/stresses
 - Know individual limitations
 - Pre work stretching (Body Mechanics)
 - Know warning signs / symptoms
 - Limit exposed skin
 - Wear multiple layers
 - The air between layers of clothing provides better insulation than the clothing itself. Having several layers also gives you the option to open or remove a layer before you get too warm and start sweating or to add a layer when you take a break.
 - Maintain hydration
 - Use the buddy system, watch each other for signs of cold stress
 - Follow work warm-up schedule
3. Dangers of dehydration
 - Loss of body fluid changes flow of blood to extremities, increasing risk of cold stress.
 - Coffee and caffeinated drink intake should be limited due to diuretic & circulatory effects.
4. Employee measures to maintain hydration
 - Drink warm sweet drinks and soups, which provide high caloric intake and fluid.
5. Know the dangers of the use of drugs, including prescription medication, over the counter medicines and alcohol, that inhibit the body's response to the cold or impairs judgment.
6. Employ the proper use of engineering and administrative (work practice) controls
7. Ensure the proper use of personal protective equipment
8. Measures employees can take to prevent cold-related injuries/stresses:
 - Pre work stretches (Body Mechanics)
 - Employee remain hydrated
 - Steady work pace
 - Good nutritional habits

7.3.8.6 Extreme Heat

Heat-induced physiological stress (heat stress) occurs when the body fails to maintain a normal body temperature. A number of physical reactions can occur ranging from mild (such as fatigue, irritability, anxiety, and decreased concentration, dexterity, or movement) to fatal. Because the incidence of heat stress depends on a variety of factors, all workers, even those not wearing protective equipment, should be monitored.



Types of Heat Illness

Every person tolerates heat differently. Since no empirical measure can determine when an individual begins to sense heat stress, the primary responsibility for heat stress monitoring should be the appropriately trained / informed employee's determination of his/her condition. Causes of Heat Illnesses

Heat Fatigue: A predisposing factor of heat fatigue includes the lack of acclimation.

Heat Rash ("Prickly Heat"): Heat rash is the most common heat-related problem in the work environment.

Inadequate personal hygiene is often an underlying cause. Continuous sweating may irritate skin, and sweat glands may become obstructed and inflamed. The condition often occurs in areas where the clothing is restrictive.

Symptoms – A decreased ability to tolerate heat as well as discomfort.

Heat Cramps: Heat cramps commonly result from performing hard physical work in a hot environment. These cramps are attributable to the loss of body fluids and salt that occurs with profuse sweating.

However, inadequate fluid and salt intake can also cause heat cramps in the absence of sweating or hard work. Symptoms – Muscle spasm and pain in the extremities and abdomen.

Heat Syncope / Collapse (Fainting): This condition is caused by prolonged standing, particularly in one spot, while under heat stress. Inactivity can result in excessive pooling of the blood in the extremities, thereby depriving the brain of sufficient oxygen. For prevention, workers should become heat acclimated and avoid prolonged standing in hot weather.

Symptoms – The exposed individual loses consciousness (faints).

Heat Exhaustion: This is caused primarily by a loss of body fluid, with some loss of body salts due to increased sweating. (Diarrhea and vomiting both also contribute to dehydration.) Heat exhaustion is similar to heat syncope in that strenuous exercise causes peripheral vasodilatation that reduces blood flow to the brain.

Symptoms – Shallow breathing; pale, cool moist skin; profuse sweating; dizziness and lassitude; nausea; fainting.

Do not dismiss heat exhaustion lightly. It is possible to confuse the symptoms of heat exhaustion with heat stroke-that is a bona fide medical emergency. In addition, fainting can be dangerous if the individual is operating machinery or controlling an operation that should not be left unattended. Moreover, fainting may injure the victim.

Heat Stroke (Life Threatening Emergency): Heat stroke occurs when the body's system of temperature regulation fails suddenly and the core temperature rises to critical levels. It is caused by a combination of highly variable factors that result in intolerable heat stress, and is often difficult to predict. Drug and/or alcohol abuse may increase the risk of heat stroke.

Symptoms – Red, hot, dry skin; no perspiration; nausea; dizziness and confusion; strong, rapid pulse; coma.

Individuals who recover from true heat stroke may suffer from permanent physical damage including reduced heat tolerance. These individuals should be carefully evaluated by a competent physician before returning to a job with potential heat stress. Special accommodations to control heat stress may be required for these individuals in order for them to work safely.



Workplace / Task Evaluation

A thorough evaluation of the workplace may be necessary to identify tasks and conditions that present a potential heat stress hazard. This evaluation should include observations, discussions with workers and supervisors, and the review of any reported heat-related disorders.

Hazard Assessments are the primary vehicle for evaluating and communicating heat stress conditions on a task-specific basis. Information that can help to determine heat stress potential and appropriate control measures includes the following:

1. Job Location
Analyze the specific locations of each task, including proximity to heat producing equipment and work location temperature.
2. Work Duration and Schedule
What is the frequency at which the task must be performed and how much time is required to perform the work? How much time is required for preparation, setup, actual task performance, and any normal breaks? Excessive overtime work, piecework, and machine-paced work are additional factors to consider.
3. Clothing
What workers wear can make a big difference in how much heat they build up. The use of semi-impermeable or impermeable protective clothing and respiratory protection will increase heat load and metabolic rate. However, clothing can shield a person from radiant heat. Cotton clothing generally retains less body heat. Next are polypropylene, then polyethylene. Workers should avoid excessive layering of clothing when heat stress is a potential hazard.
4. Metabolism
Working muscles produce metabolic heat. Heavy work can create excess body heat that is a major element in heat stress because it can increase body core temperature and affect the brain's thermoregulatory control (thermostat).
5. Environmental Conditions
Air temperature, humidity, wind speed, and direct sunlight all affect heat stress potential. If available, compare WBGT values to the ACGIH exposure times guidelines that are based on the level of work activity. This may help to determine appropriate control measures.



6. Factors Affecting Tolerance

In no particular order, the following factors can greatly affect heat tolerance:

- a) acclimation state
- b) general physical fitness
- c) medical history
- d) obesity
- e) hypertension
- f) heart and vascular diseases
- g) respiratory diseases
- h) previous skin injury
- i) infection
- j) pregnancy
- k) dehydration
- l) diarrhea
- m) age
- n) gender
- o) alcohol intake
- p) legal and illegal drug use
- q) lack of sleep
- r) working after eating

7. Existing Controls

What existing heat stress controls are being used? Considerable work can be accomplished in very hot environments if appropriate control measures are taken. On the other hand, simply standing in direct sunlight, for example, can cause heat stress if no controls are in place.

One or more of the following recommendations will help reduce heat stress:

- Adjust work schedules
 - Modify work/rest schedules according to monitoring requirements.
 - Mandate work slowdowns as needed.
 - Rotate personnel: alternate job functions to minimise overstress or overexertion at one task.
 - Add additional personnel to work teams.
 - Perform work during cooler hours of the day if possible or at night if adequate lighting can be provided.
- Provide shelter (air-conditioned, if possible) or shaded areas to protect personnel during rest periods.
- Maintain workers' body fluids at normal levels. This is necessary to ensure that the cardiovascular system functions adequately. Daily fluid intake must approximately equal the amount of water lost in sweat, i.e., 8 fluid ounces (0.23 liters) of water must be ingested for approximately every 8 ounces (0.23 kg) of weight lost. The normal thirst mechanism is not sensitive enough to ensure that enough water will be drunk to replace lost sweat.
- When heavy sweating occurs, encourage the worker to drink more. The following strategies may be useful.
 - Maintain water temperature under 15.6°C.
 - Provide small disposable cups that hold about 4 ounces (0.1 liter).
 - Have workers drink 16 ounces (0.5 liters) of fluid (preferably water or dilute drinks) before beginning work.
 - Urge workers to drink a cup or two every 15 to 20 minutes, or at each monitoring break. A total of 1 to 1.6 gallons (4 to 6 liters) of fluid per day are recommended, but more may be necessary to maintain body weight.



OCCUPATIONAL HEALTH & SAFETY PROGRAM

- Encourage workers to maintain an optimal level of physical fitness.
 - Acclimatize workers to site work conditions: temperature, protective clothing, and workload.
 - Urge workers to maintain normal weight levels.
- Wear long cotton underwear under chemical protective clothing. Cotton will aid in absorbing perspiration and will hold it close to the skin, which will provide the maximum amount of cooling from the limited evaporation that takes place underneath the chemical resistant clothing.
- Provide cooling devices to aid natural body heat exchange during prolonged work or severe heat exposure. Cooling devices include:
 - Field showers or hose-down areas to reduce body temperature and/or to cool off protective clothing.
 - Cooling jackets, vests, or suits.



7.4 First Aid

Policy: Phoenix Truck & Crane provides a first aid program to minimise the effects of job-related injuries and illness, increase productivity, reduce absenteeism and meet WorkSafeBC OH&S Regulations. The company will provide first aid services, supplies, and equipment which are available to all employees during working hours.

The company will ensure that employees receive instruction in the procedure for summoning first aid and reporting injuries. The company also encourages employees to get first aid training. In the case where first aid is provided by others at the jobsite, the Company will advise employees of who to contact and the procedures of this onsite first aid program. A list of first aid certified employees can be found in *sections 7.8 and 8.1*.

7.4.1 Risk Assessment

Risk Assessments, which consider the following factors of Phoenix Truck & Crane offices/yards, are completed to ensure the adequate provision of First Aid:

- a) The number of workers who may require first aid at any time,
- b) The nature and extent of the risks and hazards in the workplace, including whether or not the workplace as a whole creates a low risk of injury,
- c) The types of injuries likely to occur,
- d) Any barriers to first aid being provided to an injured worker, and
- e) The time that may be required to summon transportation and convey an injured worker to a place where the worker may receive medical treatment.

As per WorkSafeBC's Regulations for a high risk workplace, *Part 3, Schedule 3-A, Table 6*, Phoenix Truck & Crane requires the following number of first aid attendants:

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant
1	1	Personal first aid kit	
2	2-15	Level 1 first aid kit	Level 1 certificate
3	16-30	Level 2 first aid kit Dressing station	Level 2 certificate
4	31-300	Level 2 first aid kit First aid room	Level 2 certificate

The First Aid Risk Assessment must be reviewed annually or whenever there has been significant change.

7.4.2 First Aid Procedure

Employees who sustain a job-related injury or illness, regardless of seriousness, must immediately report it to a first aid attendant for recording and/or treatment, and report it to their immediate Supervisor when practicable.

The first aid attendant is responsible and has full authority over all first aid treatment of injured employees until responsibility for treatment is accepted by a person with higher or equivalent first aid certification, including an ambulance service or a place of medical treatment. However, the attendant does *not* have the authority to overrule a worker's decision to seek medical treatment or the worker's choice of medical treatment. Supervisory personnel will not attempt to overrule the attendant's decisions regarding first aid or emergency transportation.

First aid records and statistics will be maintained according to government regulations. Injury type and nature must be recorded on the appropriate forms. Once filed, first aid records are confidential and will only be accessible by the first aid attendants, the worker's direct supervisor, and the Safety Manager. Workers may request to review their own first aid records at any time, and the Company will ensure these requests are carried out as quickly as practicable.



7.5 Fire Prevention & Protection

Policy: Phoenix Truck & Crane is committed to minimizing the risk posed by fire hazards. The Company will employ methods to safeguard workers' safety, company property and continuing operations to the highest practicable level. Our Fire Prevention & Protection program intends to inform all workers of methods to prevent fire hazards, and how to properly respond in the event of a fire.

7.5.1 Fire Prevention

Our Fire Prevention Program includes the following objectives:

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

"FIRES - EASIER TO PREVENT THAN TO STOP"

All personnel will aid in the prevention of fires by practicing good housekeeping and limiting the quantity of combustible materials in any given area.

During high hazard work, a fire extinguisher must be made readily available to workers. Before proceeding, workers must become familiar with the instructions of the fire extinguisher they intend to use. Ensure that the fire extinguisher is rated to combat the appropriate type of fire.

When operating a fire extinguisher, use the PASS acronym.

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

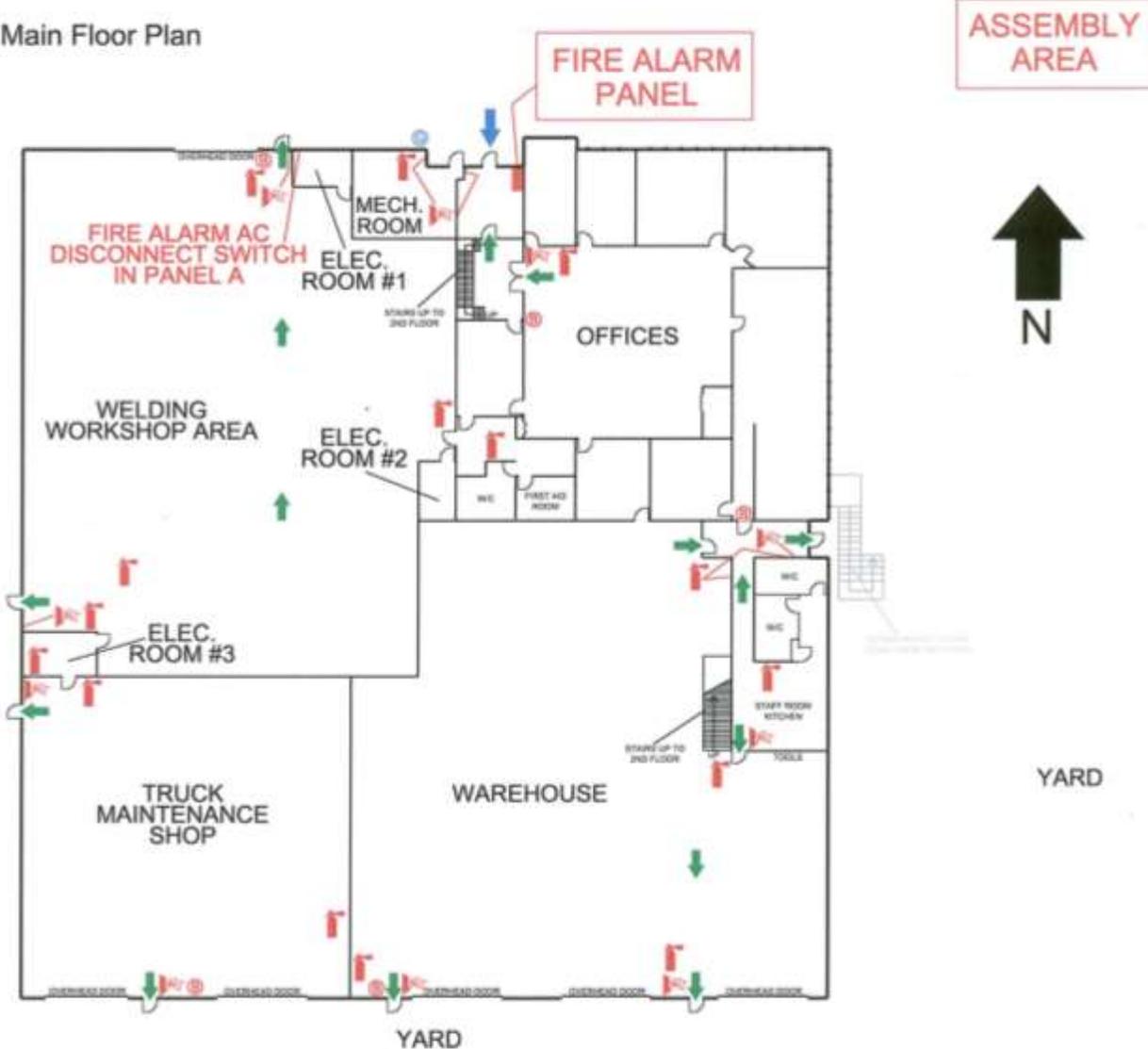


7.5.2 Fire Evacuation Plan

LEGEND:

- MAIN ENTRANCE
- FIRE EXIT
- PULL STATION
- FIRE EXTINGUISHER
- FIRE BELL
- GAS SHUT OFF
- YOU ARE HERE

Main Floor Plan



INSTRUCTIONS TO OCCUPANTS

IF YOU DISCOVER A FIRE:

- Leave the fire area
- IMMEDIATELY sound the fire alarm by activating the red alarm pull station near an exit.
- Call the Fire Department from a safe location. Dial 9-1-1.
- Tell them you are reporting a fire at: **2320 Rogers Avenue, Coquitlam.**

IF YOU DISCOVER A FIRE:

- Leave the building immediately by the nearest safe exit.
- When you have reached the outside of the building, move away from the exit door.
- Go to the DESIGNATED ASSEMBLY AREA: **north east corner of the site, near Rogers Avenue.**

DO NOT GO BACK INTO THE BUILDING FOR ANY REASON.
 Wait for the Fire Department to advise you when it is safe to do so.



7.5.3 Contact List, Fire Stations & High Angle Rescue

All locations listed have High Angle Rope Rescue programs in place.

Abbotsford Fire Rescue Service	604-853-3566	32270 George Ferguson Way
Burnaby	604-294-7195	6511 Marlborough Ave
Campbell River	250-286-6266	675 13th Ave
Coquitlam	604-927-6400	1300 Pinetree Way
Delta	604-946-7755	4645 Harvest Drive
Ft. St. John	250-785-4333	9312 93 Ave
Kamloops	250-372-5131	1205 Summit Dr
Kelowna	250-469-8801	2255 Enterprise Way
Kitimat	250-632-8940	1101 Kingfisher Ave
Kootenay Boundary	250-364-1737	201- 843 Rossland Avenue
Langford	250-478-9555	2625 Peatt Road
Langley	604-514-2880	5785 203 St
Nanaimo	250-753-7311	666 Fitzwilliam St
Nelson	250-352-3103	919 Ward St
New Westminster	604-519-1000	1 Sixth Ave E
North Vancouver City	604-980-5021	165 East 13th Street
North Vancouver District	604-980-7575	1110 Lynn Valley Road
Penticton	250-490-2300	285 Dawson Avenue
Port Alberni	250-724-1351	3699 10 Ave
Port Coquitlam	604-927-5466	1725 Broadway St
Port Moody	604-469-7795	150 Newport Dr
Powell River	604-485-4431	6965 Courtenay St
Prince George	250-561-7667	1111 7 Ave
Prince Rupert	250-624-5115	200 1st Ave W
Quesnel	250-992-5121	310 Kinchant St
Richmond	604-278-5131	6960 Gilbert Rd
Saanich	250-475-5503	760 Vernon Ave
Surrey	604-543-6700	14923 64 Ave
Terrace	250-638-4734	3215 Eby St
Vancouver	604-665-6001	900 Heatley Ave
Victoria	250-920-3350	1234 Yates Street
West Kelowna	250-769-1640	2708 Olalla Rd
West Vancouver	604-925-7370	760 16th St
Whistler	604-935-8260	4315 Blackcomb Way

BC Construction Safety Alliance (2014). Fire Department Contacts – Technical High Angle Rope Rescue [Contact sheet]. Retrieved February 1, 2016 from <https://www.bccsa.ca/>



7.6 Workplace Violence & Bullying

Policy: Phoenix Truck & Crane is committed to a work environment in which all employees feel safe and free from the threat of workplace violence and bullying. Phoenix will ensure that procedures exist to allow concerns of violence or bullying to be dealt with and resolved internally, without limiting any persons' entitlement to pursue resolution with a relevant statutory authority.

This policy applies to all employees, owner operators and contractors involved in Phoenix operations, and is in effect during all working hours, at work related or sponsored events, and while travelling on work related business.

There will be no recriminations for anyone who, in good faith, alleges bullying or violent actions.

Workplace Violence – at a work site or work related, is the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical injury.

Bullying – is an unwelcome or unreasonable behavior that demeans, intimidates or humiliates someone, and may be committed by an individual or as a group.

7.6.1 Workplace Violence Protection Procedure

Phoenix Truck & Crane provides a safe workplace for all employees. To ensure a safe workplace and reduce the risk of violence, all employees shall review and understand all provisions of this workplace violence policy. This shall be covered in orientation.

Prohibited conduct

Phoenix Truck & Crane does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. The following list of behaviors, although not inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person
- Making threatening remarks
- Engaging in aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or the property of another employee
- Committing acts motivated by or related to sexual harassment or domestic violence

Reporting procedures

Any potentially dangerous situation must be reported immediately to a supervisor or to Management. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of investigations will be discussed with all parties. The Company will actively intervene at any indication of a possible hostile or violent situation.



Individual Situations

Although Phoenix Truck & Crane does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform their direct supervisor or management if any individual exhibits behaviour that could be a sign of a potentially dangerous situation. Such behaviour may include the following:

- Discussing weapons or bringing weapons to the workplace
- Displaying overt signs of extreme stress, resentment, hostility, or anger
- Making threatening remarks
- Sudden or significant deterioration of performance
- Displaying irrational or inappropriate behavior

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee who is determined to have committed such acts will be subject to disciplinary action up to and including termination.

Treatment

A worker is advised to consult a health professional of the worker's choice for treatment or referral if the worker:

- (a) Reports an injury or adverse symptom resulting from workplace violence, or
- (b) Is exposed to workplace violence.

7.6.2 Anti-Bullying Procedure

Bullying behavior is often persistent and part of a pattern, but can also occur as a single incident. It is usually carried out by an individual, but can also be an aspect of group behavior (see "mobbing" below). Some examples of bullying behavior are:

Verbal communication

- Abusive and offensive language
- Insults
- Teasing
- Spreading rumor and innuendo
- Unreasonable criticism
- Trivializing of work and achievements

Manipulating the work environment

- Isolating people from normal work interaction
- Excessive demands
- Setting impossible deadlines

Psychological manipulation

- Unfairly blaming for mistakes
- Setting people up for failure
- Deliberate exclusion
- Excessive supervision
- Practical jokes
- Belittling or disregarding opinions or suggestions
- Criticizing in public



Context is important in understanding bullying, particularly verbal communication. There is a difference between friendly insults exchanged by long-time work colleagues and comments that are meant to be, or are taken as, demeaning. While care should be exercised, particularly if a person is reporting alleged bullying as a witness, it is better to be genuinely mistaken than to let actual bullying go unreported.

Mobbing:

Mobbing is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is group behavior, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behavior.

7.6.2.1 Consequences of Bullying

Bullying is unacceptable behavior because it breaches principles of equality and fairness, and it frequently represents an abuse of power and authority. It also has potential consequences for everyone involved.

For those being bullied:

People who have been bullied often suffer from a range of stress-related illness. They can lose confidence and withdraw from contact with people outside the workplace as well as at work. Their performance can suffer, and they are at increased risk of workplace injury.

For the employer:

Besides potential legal liabilities, the employer can also suffer because bullying can lead to:

- Deterioration in the quality of work
- Increased absenteeism
- Lack of communication and teamwork
- Lack of confidence in the employer leading to lack of commitment to the job

For others at the workplace:

People who witness bullying behaviors can also have their attitudes and work performance affected. They can suffer from feelings of guilt that they did nothing to stop the bullying, and they can become intimidated and perform less efficiently fearing that they may be the next to be bullied.



7.6.2.2 Responsibilities

Phoenix Truck & Crane Managers and Supervisors will:

- Ensure all employees are aware of the anti-bullying policy and procedures
- Ensure that any incident of bullying is dealt with regardless of whether a complaint of bullying has been received
- Provide leadership and role-modeling in appropriate professional behavior
- Respond promptly, sensitively and confidently to all situations where bullying behavior is observed or alleged to have occurred.

Phoenix Truck & Crane Employees will:

- Be familiar with and behave according to this policy
- If you are a witness to bullying, report incidents to your supervisor, president or human resources director as appropriate
- Where appropriate, speak to the alleged bully(ies) to object to the behavior.

If you think you have been bullied:

- Any employee who feels he or she has been victimized by bullying is encouraged to report the matter to their supervisor, or with human resources.
- Where appropriate, an investigation will be undertaken and disciplinary measures will be taken as necessary.



7.7 Evacuation Procedures

In the event than an evacuation is called for, all personnel on Phoenix Truck & Crane property will immediately make their way to the nearest exit, avoiding hazards where possible. If leaving through the front entrance, ensure that the emergency pack (kept behind reception desk) is brought with the evacuation. Once clear of the main building and any apparent hazards, all personnel must go to their nearest muster station.

General Evacuation	Emergency Evacuation
Announce over intercom: <ul style="list-style-type: none"> • “Attention, we are evacuating the building, calmly make your way to the nearest exit, this is not a drill.” • Repeat two (2) times. 	If time allows, announce over intercom: <ul style="list-style-type: none"> • “Attention, this is an emergency evacuation, calmly make your way to the nearest exit, this is not a drill.” • Repeat two (2) times.
	Pull fire alarm.
Grab the Evacuation Kit and Sign-In book, and bring/send to nearest Muster Station.	
Do not attempt to bypass a hazard if an alternate route exists. Remain calm, and get as many people as possible out of the building.	
Go to the nearest Muster Station.	
Take headcount, and sound air horn if missing personnel. Wait for reply. Re-signal every 5 minutes.	
Call for service based on the nature of evacuation. <ul style="list-style-type: none"> • E.g. If gas leak, call provider, if structural failure call WorkSafeBC 	Call emergency services (911) and proceed as instructed.
Communicate between muster stations with the following tools: <ul style="list-style-type: none"> • Air Horn (Initially, and if other methods fail) • Cell Phones 	<ul style="list-style-type: none"> • Short-wave Radio • Vocal/Visual
Do not re-enter the site unless told it is safe to do so by local authorities.	Do not re-enter the site unless told it is safe to do so by emergency authorities.

There are two (2) muster stations on Phoenix Truck & Crane property. Muster station #1 is located to the front of the main office, west of the entrance. Muster station #2 is located at the back of the yard, south of the main office. Both muster stations are marked with signage.

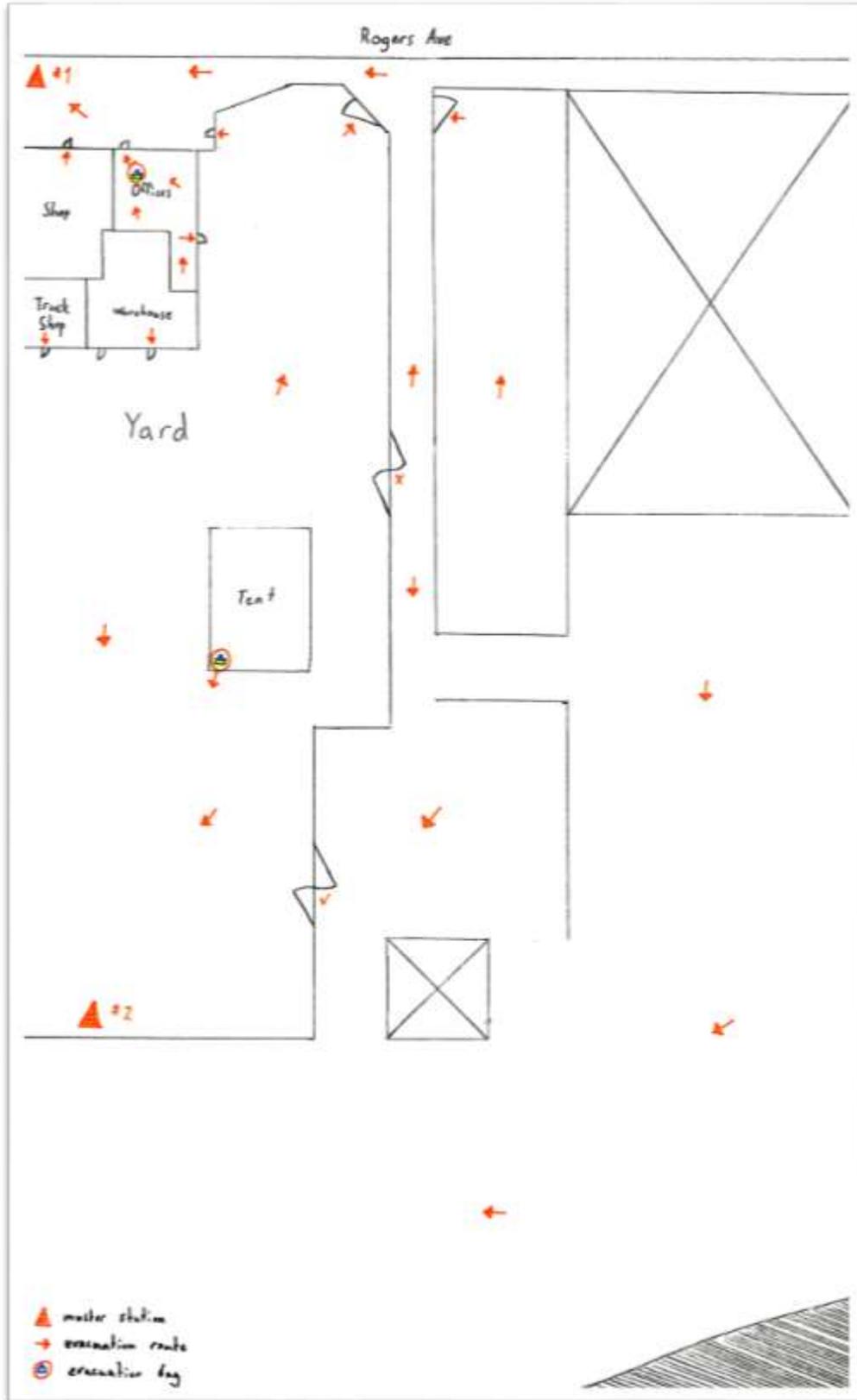
There are two (2) emergency packs on Phoenix Truck & Crane property, within reasonable access from each muster station. Emergency pack #1 is located behind the reception desk in the front office. Emergency pack #2 is located inside the marked red box west-most in the yard. Both emergency packs are clearly marked in bright orange. These packs include communication tools as well as miscellaneous medical supplies.

In the event of a natural disaster, proceed with caution and attempt to gather at the nearest safe location. It is impossible to predict a truly safe location in the event of a major emergency. As such, **Nearest Safe Location** will be defined by the following guidelines:

- Has a low expected hazard level
- Has the lowest perceived hazard level compared to surrounding areas
- Is within 1km, unless the above criteria are not satisfied within this distance
 - 1km is roughly the distance from the main office to the Hard Rock Casino



7.7.1 Evacuation Map





7.8 Contact List, Emergency Personnel

Project address or location description to provide to emergency personnel: (Fire, police, and ambulance):	Phoenix Truck & Crane 2320 Rogers Avenue, Coquitlam, B.C. V3K 5X7	
Emergency equipment location		
Fire Extinguisher(s):	Near all fire exits and at fire hazard locations throughout the office and warehouse, according to the evacuation map below.	
First Aid Facility:	Near the Women's washroom, according to the evacuation map below.	
Evacuation Kits:	1) In the First Aid facility, listed above. 2) Inside red box, outside, near the tent.	
Telephone(s):	On every workstation.	
MSDS File:	At the First Aid facility listed above, and near the notice boards in Lunchroom.	
To Raise an Alarm		
To raise a "First Aid Required" alarm:	<ul style="list-style-type: none"> • If first aid attendant not within earshot, keep one worker with injured person. Either phone attendant directly or find office phone, announce "First aid required" and the general location of accident two (2) times, repeating every minute until aid arrives. 	
To raise a "General Evacuation" alarm: (Section 7.7 OHSM)	<ul style="list-style-type: none"> • Announce general evacuation over intercom, repeat two (2) times, then follow procedures for evacuation. • Ensure the Evacuation Kits are brought to the designated muster stations. 	
To raise a "Emergency Evacuation" alarm: (Section 7.7 OHSM)	<ul style="list-style-type: none"> • <i>If time permits</i>, announce emergency evacuation over intercom, repeat two (2) times, pull fire alarm, and follow evacuation procedures. • <i>If time doesn't permit</i>, pull fire alarm, and follow evacuation procedures. • Ensure the Evacuation Kits are brought to the designated muster stations. 	
Emergency Personnel		
Names of Emergency/First Aid Personnel on site:	Names: Amanda Burton Chris Dagg Katrina Gurr	Contact Info: office@phoenixtruckcrane.com 778-994-2381 CDagg@phoenixtruckcrane.com 778-840-0648 katrina@phoenixtruckcrane.com 604-782-6054
Dangerous Goods Contact Personnel:	Names: Trevor Dick	Contact Info: trevor@phoenixtruckcrane.com 604-992-7549
Muster Point for Evacuations:	1) North-West of the main office front entrance, towards the road. 2) Southern end of the yard, furthest point from the main office.	
Person Responsible for Head Count:	Lora Covinha, Derek Warnock, or most senior position present.	



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Recovery & Transport	
Emergency transportation plan:	<ul style="list-style-type: none"> • If emergency transportation such as an ambulance is required, <i>the nearest first aid attendant</i> or a person <i>designated by the attending first aider</i> will call for emergency services. • When emergency transportation is summoned, the <i>initial caller</i> or a <i>person designated by the initial caller</i> will, if possible, meet the emergency vehicle at the nearest common roadway. Guide the emergency personnel to the location of the emergency when they arrive.
Support Services	
Emergency Ambulance/Fire/Police Telephone Number:	911
Head Office Telephone Number:	604-520-0890
Utility Provider Natural Gas:	1-800-663-9911 (24 hrs)
Utility Provider Electrical:	1-888-POWERON (1-888-769-3766) or *HYDRO (*49376) on Cellular
WorkSafeBC Telephone Number:	604-276-3100 in the Lower Mainland 1-888-621-7233 toll-free within B.C. After-hours safety and health emergencies, call 1-866-922-4357 Claims Call Centre Phone: 604-231-8888 Toll-free in Canada: 1-888-967-5377 Teleclaim: 1-888-967-5377 Mon-Fri 8 a.m. – 4 p.m. Crisis Support Line 1-800-624-2928, 24 hours a day, 7 days a week, 365 days a year.
Notification of Next of Kin:	Bill Dick, Lora Covinha, Trevor Dick

NOTE: Supervisory personnel are responsible for ensuring site employees are familiar with site emergency preparedness provisions.



7.9 Contact List, Hospitals

Abbotsford Regional Hospital	604-851-4700	32900 Marshall Rd, Abbotsford
Burnaby General Hospital	604-434-4211	3935 Kincaid St, Burnaby
Castlegar & District Community Health Centre	250.365.7711	709 10th St, Castlegar
Chilliwack General Hospital	604-795-4141	45600 Menholm Ave, Chilliwack
Delta Hospital	604-946-1121	5800-Mountainview Blvd, Delta
Hope – Fraser Canyon Hospital	604-869-5656	1275 7th Ave, Hope
Kelowna General Hospital	250.862.4000	2268 Pandosy St, Kelowna
Langley Memorial Hospital	604-534-4121	22051 – Fraser Hwy, Langley
Lions Gate Hospital	604-988-3131	231 East 15th Ave, North Vancouver
Maple Ridge – Ridge Meadows Hospital	604-463-4111	11666 Laity St, Maple Ridge
Mission Memorial Hospital	604-826-6261	7324 – Hurd St, Mission
New Westminster - Royal Columbian Hospital	604-520-4253	330 E – Columbia St, New Westminster
Port Moody - Eagle Ridge Hospital	604-461-2022	475 – Guildford Way, Port Moody
Richmond General Hospital	604-278-9711	7000 Westminster Hwy, Richmond
Surrey Memorial Hospital	604-581-2211	13750 – 96th Ave, Surrey
Trail - Kootenay Boundary Regional Hospital	250.368.3311	1200 Hospital Bench, Trail
UBC Hospital	604-822-7121	2211 Westbrook Mall, Vancouver
Vancouver - B.C. Women's Hospital	604.875.2424	4490 Oak St, Vancouver
Vancouver - Mount St. Josephs Hospital	604-874-1141	3080 Prince Edward, Vancouver Emergency open from 8:30 a.m. until 8 p.m.
Vancouver - St. Paul's Hospital	604-682-2344	1081 Burrard, Vancouver
Vancouver General Hospital	604-875-4111	899 West 12th Ave, Vancouver
White Rock – Peace Arch Hospital	604-531-5512	15521 Russell Ave, White Rock



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Section 8 OHS Program Administration

Policy: Phoenix Truck & Crane will integrate the OHS management system into business operations. The objective of our program administration is to maintain our OHS program, and to set appropriate safety improvement goals. Good administration helps to drive continual improvement in our safety and operational practices.

Phoenix Truck & Crane follows three steps in managing our OHS program:

4. Create a safety team.
 - a. The safety team list will be posted and communicated to all employees and owner operators.
5. Assign a Safety Manager for the OHS management system with the responsibility to
 - a. manage overall coordination of the safety management system.
 - b. ensure all safety recommendations are implemented.
 - c. ensure all safety requirements are implemented.
 - i. Required OHS training is provided to all employees.
 - ii. Safety inspections are completed according to the inspection programs frequencies.
 - iii. Incident investigations are completed as necessary.
6. Form a Joint Occupational Health & Safety Committee to:
 - a. provide input in development, implementation, and monitoring of the safety program.
 - b. assist/represent other workers to resolve safety related issues and complaints.

In compliance with WorkSafeBC regulations, our safety committee will be composed of at least 50% worker representatives.

8.1 Safety Team List

Safety Role	Name	Position
Health and Safety Coordinator	Trevor Dick	Safety Manager
Worker OHS Representative	Chris Leigh	Owner / Operator
Fire Warden	Trevor Dick	Safety Manager
First Aider OHS 2	Amanda Burton	Administration, Call Taker
First Aider OHS 2	Chris Dagg	Dispatch, Call Taker
First Aider OHS 1	Katrina Gurr	Administration, Drivers Services

In addition, Phoenix Truck & Crane recognises that regular review of the OHS program is a part of proper operational practices. As such, Phoenix management will review, at least annually, all elements of the safety program.



8.1.1 Management Review Plan

Management Review Plan - Occupational Health & Safety

Review Period:	Review Date:
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Attendees:

OH&S Processes to be Reviewed

Accidents, Incidents, Near Misses		Statistical Trend Analysis	
Work Refusal Reports		JHSC Recommendations	
Hazard recognition and controls (3 yrs./ops change)		Hazard Reporting	
Other:		Other:	

Is the OH&S Process suitable as is? Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments:
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Issues Discussed:

Results of audits:	Comments:
Feedback (satisfaction & dissatisfaction):	Comments:
	Comments:

Process Performance:

Process Name	Performance Metric/Status (Red/Yellow/Green)	Action Required
Accidents, Incidents, Near Misses		
Statistical Trend Analysis		
Work Refusal Reports		
JHSC Recommendations		
Hazard Recognition and controls (3 yrs/ops change)		
Hazard Reporting		
Other:		
Status of corrective & preventive actions:	Comments:	
Recommendations for improvement:	Comments:	
	Comments:	

Follow-up/New Action Items:

Assigned to	Action Item	Due Date



8.2 Safety Performance and Statistical Analysis

Our Health & Safety Coordinator maintains the OHS management system, and will:

1. Maintain incident statistics. Record incidents when:
 - a. First aid is required
 - b. Medical aid or treatment is administered
 - c. A lost time injury occurs
 - d. A Stay at Work or Return to Work (SAW/RTW) plan is created
 - e. A preventable vehicle collision occurs
 - f. A near miss occurs
2. Analyze incident statistics to identify trends and areas for improvement.

8.2.1 Safety Performance and Improvement Action Plan

Phoenix Truck & Crane will analyze incident statistics regularly to find areas for improvement in safety performance. Corrective action responsibilities are assigned, and improvements must be completed. All improvement actions are tracked to ensure implementation.

1. Corrective actions and recommendations from safety inspections and investigations are documented and tracked using the prescribed forms.
2. A separate improvement action plan will be created to address deficiencies and continual improvement opportunities identified by the safety program performance analysis and annual safety audit.
3. The audit improvement action plan must be reviewed and signed off by the company owner or general manager.
4. Supervisor and the Worker OHS Representative are responsible to ensure all improvement actions are implemented by the target completion date.
5. Improvement actions not completed in a timely manner must be reported to the company owner or general manager for resolution.

Safety Deficiency	Improvement Action	Person Responsible	By When	Action Status
Reviewed by Owner/General Manager:		Signature:		Date:



8.3 Document Review

Our Health & Safety Coordinator and Worker OHS Rep will review all Phoenix Truck & Crane safety policies, procedures and safety forms to ensure all OHS documents are:

- effective in guiding the implementation of safety programs.
- in compliance with current legislative requirements.
- properly completed with adequate and accurate information.

Management and/or the Health & Safety Coordinator, along with the Worker OHS Rep, will review all OHS documents annually.

An interim review is necessary to update and amend documents:

- when there are changes to regulatory requirements,
- when procedures or operating processes are improved for greater safety and efficiency,
- when new tools, materials or equipment are introduced, or
- after an incident or near miss, following recommendations resulting from the investigation.

All original documents and amendments are to be recorded in writing, and the amendment record signed and dated by management, the Health & Safety Coordinator, and/or the Worker OHS Rep.

8.4 Document Retention

Records related to Phoenix Truck & Crane’s OHS Program will be maintained as outlined in the following table. Management is responsible for maintaining the records and ensuring that are readily available for the review processes.

First aid records are to be kept confidential and may not be disclosed except as permitted by the Occupational Health & Safety Regulations or otherwise permitted by law. Employees may request access to their own records.

Record	Maintain for:
Completed Corrective Action Logs	3 years
Safety meeting records/minutes	Minimum of 2 years
Site & equipment checklists/inspection sheets	3 years
Safety orientation/worker certification records	3 years after worker leaves employment
Incident reports	3 years
First aid records	Minimum of 3 years
Injury management/Return to work records	3 years after worker leaves employment



8.5 Audit and Improvement Action Plan

Phoenix Truck & Crane audits our OHS Program annually. This is a requirement to maintain our Certificate of Recognition (COR). Certification Audits are performed by an external auditor, while Maintenance Audits are performed by an internal auditor.

The Company will develop an improvement action plan for continual improvement OR to address deficiencies:

- found during any audit,
- discovered by the analysis of incident trends, or
- revealed during an incident investigation.

Audit Deficiency	Improvement Action	Person Responsible	By When	Action Status
Reviewed by Owner/Senior Manager:		Signature:		Date:



Section 9 Safety Committee (Joint Occupational Health and Safety Committee)

Policy: A Joint Occupational Health & Safety Committee, known at Phoenix simply as the Safety Committee, will be established as per Part 3 of the WorkSafeBC OHS Regulations. Phoenix Truck & Crane will ensure that the Safety Committee is given the opportunity to meet and that they function effectively.

The purpose of the Safety Committee will be to assist in creating a safe place of work. This will be done by recommending actions which will improve the effectiveness of the Occupational Health & Safety Program, and by promoting compliance with the WorkSafeBC Occupational Health & Safety Regulations and First Aid Regulations.

Employees wishing to have safety concerns discussed by the committee will be encouraged to talk to any member of the committee.

9.1 Committee Composition

The Safety Committee will have equal representation from workers and from management, chosen voluntarily either by nomination from their respective departments or by request from the current OHS Committee. The Safety Committee will maintain a roster of a size appropriate and representative of Phoenix's workforce.

There will be two (2) Co-Chairs, one selected by employer representatives and one selected by worker representatives. These Co-chairs will alternate to chair the meetings and maintain order. New Chairs will be chosen only when the previous Chair has either chosen to resign from that position, or if they are deemed unfit for the position by a two-thirds vote in favor of the motion from the entire membership of the Safety Committee. In this situation, absentees will be counted as a vote against the motion.

The Co-Chairs will:

- Control the meetings.
- Review the previous meeting's minutes and reports prior to the meeting.
- Sign completed meeting minutes and reports.
- Ensure appropriate distribution of reports.
- Prepare recommendations for Phoenix Truck & Crane.

A Secretary will be appointed by the Chairs' decision annually, or as required. This position will:

- Arrange and prepare the agendas.
- Take minutes of the monthly meetings.
- Coordinate the record-keeping and correspondence of the Committee.
- Notify members of meetings.

A minimum of four (4) votes in favor will be required to pass a motion.



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9.1.1 Committee Roster

Management Representative Name:	Area of Responsibility and Representation	
Trevor Dick	Co-Chair, Safety Manager	631395 BC Ltd.
Lora Covinha	Member, General Manager	BCD Holdings Ltd.
Jason Gilmore	Member, Co Owner	631395 BC Ltd.
Derek Warnock	Member, Operations Manager	BCD Holdings Ltd.
Sarah Raymond	Member, Sales Manager	BCD Holdings Ltd.
Workforce Representative Name:	Area of Responsibility and Representation	
Chris Leigh	Co-Chair, Owner/Operator	BCD Holdings Ltd.
Shane Daechsel	Member, Company Driver	631395 BC Ltd.
Peter Dutt	Member, Owner/Operator	BCD Holdings Ltd.
Katrina Gurr	Member, Drivers Services	BCD Holdings Ltd.
Richard Hughes	Secretary, Safety Assistant	BCD Holdings Ltd.
Cal Kaytor	Member, Owner/Operator	Phoenix Truck & Crane Ltd.
Bryce Ward	Member, Owner/Operator	Phoenix Truck & Crane Ltd.



9.2 Meetings and Training

Meetings will be held once a month, at a regular time and location. The Chairs will decide whether a meeting is to be rescheduled, or if a special meeting is to be called. Meetings will not be canceled if doing so would prevent a meeting from being held that month.

Each member of the Safety Committee will receive 8 hours of educational leave each year to attend WorkSafeBC approved occupational health and safety training courses. Records of training received will be kept for 3 years.

9.3 Posting of Information

The Safety Committee will regularly post the minutes from the last 3 meetings, as well as the findings of any applicable investigations. These files will be posted in an area easily accessible and frequently travelled by all employees.

The minutes from Safety Committee meetings will be kept on file for 2 years.

9.4 Committee Responsibilities

The OHS Committee has the following responsibilities:

1. To identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations;
2. To consider and expeditiously deal with complaints relating to the health and safety of workers;
3. To consult with workers and the employer on issues related to occupational health and safety and occupational environment;
4. To make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers;
5. To make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the WorkSafeBC regulations and to monitor their effectiveness;
6. To advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness;
7. To advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers;
8. To ensure that accident investigations and regular inspections are carried out as required by the regulations;
9. To participate in inspections, investigations and inquiries as provided in the regulations;
10. To carry out any other duties and functions prescribed by regulation.

9.5 Terms of Office

Committee members will sit on the committee for two (2) years. To ensure the best transfer of experience, only one half of the committee members will be elected each year. Should any member of the Safety Committee be unable to complete their term, their replacement will be selected by the group they represent (management or workers).

9.6 Recommendations to the Employer

All recommendations to the employer will meet the following guidelines:

1. Directly related to health and safety.
2. Reasonably able to be accomplished.
3. Complete, such that additional information is not needed to make a decision.

The employer will respond in writing to the committee within 21 days of receiving the recommendation. This response will include a statement of acceptance, or the reasons for declining acceptance.



9.7 Conflict Resolution

If after serious consideration the committee is unable to reach an agreement on a matter relating to health and safety in the workplace, a Co-Chair may report the matter to WorkSafeBC who may investigate and attempt to resolve the matter.

9.8 Amendments

These terms may be amended by a majority vote of the committee members, requiring a minimum of four (4) votes in favor.



9.9 Safety Committee Meeting Minutes

Safety Committee Meeting		Minutes / Agenda	
Date (yyyy/mm/dd):	Location:	Start Time: am/pm	Finish Time: am/pm
MEETING CHAIR(S):			
TYPE OF MEETING:	Regular / Specific		
NOTE TAKER:			
ITEM #1: ROLL CALL	Employee Representatives:		
	Management Representatives:		
	Safety Representative: Voting: Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Alternates:		
	Guests:		
	With Regard to:		

Agenda Topics

1. Roll Call
2. Acceptance of Previous Minutes
3. Unfinished Business
4. New Business
 - a. Inspections
 - b. First Aid & Statistics
5. Recommendations to Employer

Item #:	Date:	Topic:	Presenter:
New: <input type="checkbox"/>			With Regard to:
Unfinished: <input type="checkbox"/>			
Completed: <input type="checkbox"/>			
Discussion:			
Conclusions:			
Action Items:	Person(s) Responsible:	Deadline:	

Please report any errors or omissions to the writer 5 working days after receipt of these minutes



OCCUPATIONAL HEALTH & SAFETY PROGRAM



Section 10 Sub Contractors

Policy: Phoenix Truck & Crane expects contractors in its employ to adhere to the same high standards of safety that apply to the Company. As such, all contractors will be expected to conform to all applicable WCB regulations and have a safety management system. If a safety management system hasn't been developed by the contractor, they must adhere to Phoenix Truck & Crane's OHS Program instead. The Company expects contractors to conduct themselves in a manner that does not endanger the well-being of themselves or others or cause avoidable property damage.

As a condition of service, sub-contractors must accept being subject to annual formal reviews and periodic informal reviews of their compliance with WCB regulations. Sub-contractors shall report all incidents and injuries immediately and are encouraged to submit recommendations for improved safety measures.

10.1 Worksite Orientation

Contractors will receive a safety orientation upon beginning work with the Company, and prior to starting work on a new site under the Company's control. This orientation will include:

- A review of the hazards that exist on the site, and an introduction to how the Company determines and evaluates hazards.
- A discussion about any relevant safe-work policies and procedures in use by the Company.
- A written confirmation that the contractor has read, understands, and intends to adhere to the OHS program requirements.
- Any other relevant information.



10.2 Small Contractor/Supplier Pre-Qualification Questionnaire

GENERAL INFORMATION			
1. Company's Legal Name:			
Mailing Address:		Remittance Address:	
City:		City:	
Province:	Postal Code:	Province:	Postal Code
Phone:	Fax:	Phone:	Fax:
2. Previous Legal Name (if applicable):			
3. Contact For:	Name & Title:	Telephone No:	Email Address:
Primary Information			
H&S Purposes			
Environmental Purposes			
4. Company' WorkSafeBC/WCB Registration No.:			
ORGANIZATION			
5. Services Provided (check all that apply):			
<input type="checkbox"/> Construction/Plg/Mech/Elect/Services	<input type="checkbox"/> Rigging Installation		
<input type="checkbox"/> Roofing	<input type="checkbox"/> Maintenance		
<input type="checkbox"/> Trucking	<input type="checkbox"/> Material Supply (What) _____		
<input type="checkbox"/> Crane Service	<input type="checkbox"/> Other (Specify) _____		
6. Describe any additional services provided:			
7. List types of work normally performed by your company and those normally subcontracted.			
HEALTH AND SAFETY MANAGEMENT			
8. Highest Ranking H&S professional in your Company:			Qualification
Name & Title:	Telephone No:	Email Address:	
9. Do you have a full time H&S representative? <input type="checkbox"/> Yes <input type="checkbox"/> No			Qualification
Name & Title:	Telephone No:	Email Address:	
10. Do you have a full time OFA? <input type="checkbox"/> Yes <input type="checkbox"/> No			Qualification
Name & Title:	Telephone No:	Email Address:	



OCCUPATIONAL HEALTH & SAFETY PROGRAM

GENERAL REQUIREMENTS

11. Are you COR Certified? Yes No
 If no, do you have a safety management system in place? Provide details:

12. Do you have a Substance Abuse Policy? Yes No

HEALTH AND SAFETY PERFORMANCE

Include Company performance and Subcontractor Performance

13. WCB Details	Last Year	1 st Previous Year	2 nd Previous Year
Your Industry WCB Premium Rate			
Employer's WCB Premium Rate			
Your Industry WCB Rate Adjustment (%)			
Discount on WCB Rate			

14. Safety Statistics & Occupational Illness Cases

Number of fatalities			
Number of lost time injuries (LTI)			
Number of lost days			
Number of medical treatment cases (MTC)			
Number of restricted work cases (RWC)			
Number of occupational illnesses (OI)			
Number of first aid injuries (FA)			
Exposure hours including Subcontractors			
Number of vehicle incidents (VA)			
Total number of kilometres driven			

NOTE:

Each incident/case should only be recorded in one category, that category being the worst cast (e.g. a Medical Treatment Case becomes a Lost Time Injury - the incident would be re-classed from an MTC to an LTI and removed from the MTC).

DEFINITIONS:

- LTI a worker misses at least one day of work due to a work related injury.
- MTC A medical treatment case is an injury that involves neither lost workdays nor restricted workdays but which requires a treatment by a physician or other medical professional. Medical treatment does not include first aid treatment even though provided by a physician or other registered professional medical personnel.
- RWC Any injury that causes a worker to perform modified duties.
- FA Any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care by a physician. Such treatment and observations are considered first aid even though provided by a physician or registered professional medical personnel.
- VA Work related driving incident which involve a worker-used vehicle on any roadway and which results in damages excluding normal wear and tear.

NOTIFIABLE INCIDENTS/DANGEROUS OCCURRENCES

15. Has your Company ever been cited, charged or prosecuted in Canada or US for an occupational health and safety noncompliance?
 If yes, provide details: Yes No

16. Has your Company ever been issued with a stop order by/from a Government regulatory agency?
 If yes, provide details: Yes No



OCCUPATIONAL HEALTH & SAFETY PROGRAM

17. Has any employee from your Company been barred from working on a site due to an H&S violation?
 If yes, provide details: Yes No

18. Has any occupational health, safety or environmental regulator had cause to investigate any of your worksites in the past three (3) years (not including regular inspections)?
 If yes, provide details: Yes No

19. Has your Company suffered any recordable incidents in the last five (5) years (safety and/or occupational health)?
 If yes, provide details: Yes No

ENVIRONMENTAL PERFORMANCE

	Last Year	1 st Previous Year	2 nd Previous Year
20. Spills - release of liquid pollutant to land or water that is reportable to Government authorities			
21. Compliance Incidents - non-compliance to legislation that is reportable to Government authorities			

INFORMATION SUBMITTAL

Please provide the following items

- WCB Clearance Letter
- WSBC ERA Statement
- Substance Abuse Program
- Occupational Health and Safety Program
- Proof of Insurance Coverage

Individual to contact for clarification or additional information:
 Name: _____ Telephone: _____

I hereby certify that answers provided on this questionnaire and any attachment are correct and open to review by Phoenix or its authorized agent.

Name and Position of person who completed the questionnaire:	Signature	Date:
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