

Arbutus Roofing & Drains

(2006) Ltd.

Health & Safety Program.

Revised February 2014

Contents

POLICY STATEMENT	3
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE.....	4
MANAGEMENT MEETINGS	5
SAFETY OFFICER	5
Safety Violations and Disciplinary Measures.....	6
TRAINING	6
SUPERVISION OF WORKERS	7
HAZARD ASSESMENT.....	8
CONSIDERATIONS FOR ROOF WORK	8
QUICK TIPS FOR SAFE WORK PRACTICES	9
PERSONAL PROTECTIVE EQUIPMENT (P.P.E.).....	10
SAFETY FOR TOOLS AND ACCESORIES:	10
COMPANY TRUCKS.....	11
HANDLING OF CLEANING SOLVENTS AND FUELS	11
GENERAL SAFETY RULES	12
FALL PROTECTION.....	13
ROOF OPENINGS	16
HOISTING AREA AND GARLOCK HOIST	16
GARBAGE DISPOSAL AREA	17
MATERIAL STORAGE	17
EQUIPMENT OPERATION.....	18
LADDERS	18
NOISE.....	19
CONFINED SPACE WORK.....	19
LOCKOUT	19
REGULAR INSPECTION AND MONITORING	20
MONITORING OF WORKPLACE EXPOSURE	20
FIRE SAFETY	21
FIRE EXTINGUISHERS	22
TORCH SAFETY	22
MEDICAL EXAMINATION AND MONITORING	24
FIRST AID SERVICES AND EQUIPMENT	24
INVESTIGATION OF ACCIDENTS AND OCCUPATIONAL DISEASE.....	26
APPROPRIATE FOOTWEAR	27
POWERLINE SAFE WORK PROCEDURES	27
EARLY RETURN TO WORK STATEMENT.....	27

FALL PROTECTION REGULATIONS..... 28
Orientation Information 32

POLICY STATEMENT

Arbutus Roofing & Drains (2006) Ltd. (Arbutus Roofing) is committed to the safety of all its employees, the general public, and property surrounding our jobsites.

At Arbutus Roofing, we value our workers, customers and the general surroundings of our jobsites. This being said we are committed to making all of our work as safe as possible.

The prime objective of the Arbutus Roofing Safety Program is to educate supervisors and workers in order that work is performed without risk of injury or disease.

The goal of this program is to eliminate any incident, accident or injury to any worker or member of the public, in or about Arbutus Roofing job sites.

Arbutus Roofing believes that all workers have the right to work safely, and should not be encouraged or allowed to work in an unsafe manner, or unsafe conditions. We believe that increased production should not be the result of increased risk or injury.

It is the responsibility of management and supervisors to ensure that employees are trained in safe work procedures, and to ensure that safety concerns are identified and addressed before an incident or accident occurs.

Arbutus Roofing management, supervisors and workers are expected to work together in orderly fashion toward the goal of preventing any accident or incident involving employees or members of the public.

February 22, 2013

Rick Ambrose
PRESIDENT

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee has a minimum of 4 members including at least one member from management and one from each trade if possible. The committee meets at least once each month. These meetings may include "at large" meetings held at the shop or on job sites.

Agenda items will include but not be limited to:

Accident investigation reports

Inspection reports

A review of unsafe work practices advanced by an employee

Written minutes will be retained from all meetings. A copy of the minutes will be posted on the safety information board located in the lunchroom.

Current members include:

Garry Tysick, Tim Sampson, Chris Burdekin, Arthur Doan, Steve Wegner, Danny Burdekin

Alternates:

Jim Hayes, Linda Pitcairn

MANAGEMENT MEETINGS

Periodically the management will gather together to discuss general safety practices, incidents, accidents and other safety related issues. These minutes will be recorded and kept on file.

Any employee interested in serving on the committee is invited to do so. If the number serving becomes unwieldy, a one year term limit will be imposed. The various officers of the committee will be chosen by consensus where possible, by committee vote if necessary. Ideally, each crew will have representation on the committee.

All employees are invited to voice any concerns to the members of the committee. Committee responsibilities are covered in Part 3 of the Occupational Health and Safety Regulations.

SAFETY OFFICER

Chris Burdekin is the Arbutus Roofing safety supervisor. He reports directly to the company president.

Chris's contact number is 778-837-9140

It is important that workers feel that their health and safety concerns will be relayed to management. We encourage workers to report their concerns to any safety committee member or supervisor.

Safety Violations and Disciplinary Measures

The disciplinary response to safety violations will vary according to the severity and frequency of the offence. While a simple verbal warning may be appropriate for minor incidents, a policy of progressive discipline requires that written warnings, fines, suspensions or dismissal may be required when an employee persists in endangering himself and his fellow workers.

The object of the above-mentioned measures is to encourage compliance and a safe work environment. While the Safety Committee will consult with management on serious violations, every effort will be made to ensure that measures taken are consistent with the violation, and are seen to be constructive rather than punitive.

TRAINING

Arbutus Roofing will provide in-house training, and where it is deemed beneficial, provide for outside training for supervisors and workers. This training will include but may not be limited to Fall Protection, WHMIS training and First Aid.

Supervisors and workers will be expected to complete this training within a reasonable period of time as a condition of employment.

Supervisors will be provided with, and will be expected to familiarize themselves with the pertinent Occupational Health and Safety Regulation, as well as other trade-related safety literature.

Supervisors will be expected to give onsite training to workers unfamiliar with safe work practices, or to delegate this task to a responsible crew member. The supervisor retains responsibility for this training.

SUPERVISION OF WORKERS

WorkSafeBC defines a Supervisor as “a person who instructs, directs or controls workers in the performance of their duties.” On an Arbutus Roofing job site, if the employer has not named a supervisor, the senior worker is deemed to be the Supervisor. If you are working alone, you are the Supervisor.

A Supervisor will:

Implement and administer the Site Specific Safety Plan, interpreting it and receiving written acknowledgement that it is understood by all workers

Ensure that all workers receive suitable orientation prior to beginning work

Be responsible for the training of workers unfamiliar with new tasks and duties

Ensure that workers are equipped with, and use, required P.P.E.

Keep a written record of instruction, training, unusual incidents, safety violations and corrective measures

Ensure that all injuries are recorded and investigated where necessary, and that corrective measures are taken

Set a good example

Shingle Roofing Repair – Working Alone

While it is always preferable to perform shingle repairs with another worker, there may be times when a shingle repairman must attend a site alone.

On these occasions, the repairman is to “check in” with the supervisor responsible for that area, before going onto the roof. When the shingle repair is completed, the repairman will “check out” with the same supervisor, who will record the times of both calls in his day timer.

Below is a list of areas and the shingling supervisor responsible:

Surrey Shingle Roofing Repair – Ian – 778-837-9130

Langley Shingle Roofing Repair – Andy – 778-837-9163

Delta Shingle Roofing Repair – Ian – 778-837-9130

Coquitlam Shingle Roofing Repair – Chris – 778-837-9140

Port Coquitlam Shingle Roofing Repair – Chris -778-837-9140

South Surrey Shingle Roof Repair – Ian – 778-837-9130

Richmond Shingle Roof Repair – Andy – 778-837-9163
Vancouver Shingle Roof Repair – Jim – 778-837-9148
Burnaby Shingle Roof Repair – Jim – 778-837-9148
North Vancouver Shingle Roof Repair – Andy – 778-837-9163

HAZARD ASSESMENT

Before work is undertaken on unfamiliar tasks or jobsites, a hazard assessment will be performed by the safety supervisor Chris Burdekin) and management representatives.

The results of the assessment will be recorded and discussed with the affected employees before work is performed.

Worker safety is important on any construction job. Working on roofs is no exception. Falls account for more serious injuries and deaths in construction than any other cause. Accidents occur not only to those building roofs, but also people maintaining, cleaning, demolishing and inspecting roofs. Any work on a roof is a risk. The nature of the precautions needed to work safely may vary from one job to another but not providing safeguards is unacceptable.

There are several factors that contribute to avoidable accidents while working on roofs.

Pitch of the roof – the steeper the pitch, the more difficult it is to maintain your footing.

Moisture – rain, snow or frost may cause slippery conditions on the roof.

Dirt or Sawdust – may cause slippery conditions on the roof.

Footwear – the traction of shoes/boots varies - always wear good traction shoes/boots.

Tripping hazards – tools, electric cords, etc. can create a tripping hazard.

CONSIDERATIONS FOR ROOF WORK

Identify the risks that will be encountered before performing the specific tasks required for the job.

Getting on and off the roof – this is a major risk point, a secure way to enter and exit the roof is essential.

Fall arrest system/ restraint – a fall arrest/restraint system is required if a worker may fall from an elevated position. As a general rule, the fall arrest system should be used if the working height is greater than ten feet. (Refer to the “Fall Protection” tailgate topic for further information.)

Falling Material – maintain good housekeeping on the roof to stop material that could fall.

Training – roof workers need the knowledge, skills and experience to work safely.

Weather conditions – work should not occur during icy, rainy, or windy conditions. You can easily be blown off a roof when carrying roofing materials.

Ladders and scaffolding – make sure they are structurally sound and installed properly. If you have questions, talk to your supervisor.

Fragile Roof - A fragile roof is one that does not safely support the weight of a person. Fragility of a roof does not depend on the composition of the roof material. A fragile roof may be caused by; thickness of the material, span between supports, or the age of the material. The fragility of a roof should be determined prior to work starting.

Slate and Tile Roofs - Slate and tiles do not provide a safe footing, especially when wet. Properly designed roof ladders or crawling boards need to be installed to work safely on these types of roofs.

Torch Applied Roofs - Torch applied roofing operations can be hazardous. Roofers may sustain serious burns from the torch or the asphalt being applied. In addition, temperatures generated during torching can start smoldering fires out of sight, only to burst into flame later. Take all appropriate fire precautions when performing this type of work.

Welding Thermoplastic Roof Membrane - The systems to conduct this type of work use electricity to heat the membranes, welding them together. Burns and electrocution are potential hazards with this type of equipment.

QUICK TIPS FOR SAFE WORK PRACTICES

Keep your center of gravity low and over your feet.

Keep your knees bent and be aware of things around you.

Don't carry too much or have your hands too full.

Don't drop things or let them roll off the roof.

Go up and down ladders facing the ladder.

Safe Work Procedures

PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)

1 – Approved (CSA) safety footwear is to be worn by all Arbutus Roofing personnel, inspectors, consultants, and by any other visitors to an Arbutus Roofing job site.

2 – Arbutus Roofing personnel will wear an approved hard hat on every job site, except when working on the highest level, and where there is no overhead hazard.

3 – Gloves will be worn by all personnel working with, or near, hot tar. Gloves will also be worn in any other situation in which a supervisor deems it necessary.

4 – All personnel will wear pants and shirts on every job site. A shirt with long sleeves is required for anyone working with, or near, hot tar. Shorts are not permitted on any job site.

5 – Kettle operators will wear the appropriate face shield when working near a tar kettle.

6 – Hearing and eye protection will be used when a supervisor deems it necessary, or when requested by a worker.

P.P.E. violations by Arbutus Roofing personnel or job site visitors are to be reported to, and recorded by, a supervisor.

SAFETY FOR TOOLS AND ACCESORIES:

Many tools used daily can be hazardous if not used and cared for properly. We ensure that all employees wear the required P.P.E. that suits the tool being used. All saws, drills, grinders, and staplers must be put back in their appropriate cases to ensure that the tools are maintained

properly and are not a threat to any worker. The male and female ends of the extension cords must be kept out of water and if there are exposed wires, the extension cord must be tagged and taken out of service immediately.

No worker is to use damaged or malfunctioning tools and equipment. Damaged hand tools are to be repaired (or discarded, at the discretion of a foreman or supervisor) Power tools or equipment are to be tagged and deposited at the mechanic's shop. When the equipment is repaired the "Do Not Use" tag is to be removed BY THE QUALIFIED REPAIR PERSON before the equipment is put back into use.

COMPANY TRUCKS

Company vehicles are provided to transport the crews to and from the shop and job site. All drivers must have a valid and sufficient driver's license. It is the driver's responsibility to properly drive and care for the vehicle. If there are any maintenance problems with any of the vehicles they are repaired in-house and not returned to the road until the problem is fixed. Any violations to the motor vehicle act by drivers and resulting in fines or penalties including but not limited to speeding tickets and seatbelt fines are the responsibility of the driver. Arbutus Roofing will not be held accountable for these preventable offences.

HANDLING OF CLEANING SOLVENTS AND FUELS

All workers must follow the guidelines and use caution when using solvents and gasoline. The use of these materials must conform to directions on the Material Safety Data Sheets (MSDS) labels

These materials present a fire hazard and NO SMOKING is permitted in the vicinity of their use or storage.

GENERAL SAFETY RULES

1 – Show up fit for work. No one suspected of being under the influence of drugs or alcohol will be permitted on any job site. Any use of alcohol or drugs during the working day will result in suspension and/or dismissal.

2 – All employees are responsible for purchasing and wearing suitable clothing, gloves, hard hat and approved safety footwear. Arbutus Roofing is responsible for providing eye protection, hearing protection, face shields and other necessary safety equipment except as covered in the orientation agreement.

3 – All equipment is to be operated only by authorized and trained personnel.

4 – All unsafe acts are to be reported to a supervisor.

5 – All injuries are to be reported to a supervisor and/or First Aid attendant.

6 – Maintain the correct minimum distance (10') from all high voltage power lines. If unsure check with a supervisor or B.C. Hydro.

7 – Follow prescribed lockout procedures in the shop and on all job sites.

8 – Maintain good housekeeping procedures in the shop and on job sites.

9 – All employees are required to follow the Fall Protection guidelines described in the Arbutus Roofing Safety Program and in the Occupational and Health Regulation. All employees required to work at heights will be required to attend a Fall Protection course if they do not have a valid Fall Protection training card. Workers who fail to attend scheduled training will be required to pay for the course.

10 – No employee will be permitted to begin work until he has completed a properly documented orientation.

11 – All repair and roofing crews are to be composed of at least two workers. If at any time a worker is required to work alone, they MUST be in constant communication with a “buddy” by means of walkie-talkie or cellular phone.

12 – Work will not begin on any job site until the Site Specific plan has been completed.

13 – All workers will be issued a copy of the Arbutus Roofing Safety Program. The worker, in turn, will give written acknowledgement of receipt of the program. (See last page of program.)

14- All torch use will be accompanied by the Fire Watch Log which will be filled out and adjusted as needed.

Arbutus Roofing & Drains (2006) Ltd. - Environmental Policy

Arbutus believes that businesses are responsible for achieving good environmental practices and operating in a sustainable manner.

We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods.

It is our priority to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial practice for all; it is also a matter of delivering on our duty of care towards future generations.

Our policy is to

- Wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice.
- Minimize our waste and then reuse or recycle as much of it as possible.
- Minimize energy and water usage in our buildings, vehicles and processes in order to conserve supplies, and minimize our consumption of natural resources, especially where they are non-renewable.
- Operate and maintain company vehicles (where appropriate) with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate.
- Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community.
- As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same.
- Assess the environmental impact of any new processes or products we intend to introduce in advance.

For any issues related to Environmental Policy linked to this business please contact:

Chris Burdekin
Compliance Officer

FALL PROTECTION

1 – Arbutus Roofing will provide an approved Fall Protection training course for all employees who will be working at heights. Employees are expected to successfully complete such a course within thirty days of hiring, or as soon as such a course is offered.

2 – No worker will be permitted to work at heights until he has been properly instructed in the safe performance of his duties.

3 - No work will commence on any job site until the Site Specific Safety Plan has been completed. All workers' names are to appear on the site plan. The plan will be updated whenever changes in equipment, procedures and personnel occur.

4 - The supervisor is responsible for the implementation and enforcement of the Fall Protection Plan, a copy of which shall be available on the job site at all times.

5 – Workers are responsible for familiarizing themselves with the plan and following its guidelines.

6 – Where possible, approved guardrails or perimeter scaffolding will be utilized to protect workers from falls. A standard guardrail consists of a top rail 42" above roof level, a toe board 4" above the roof, and an intermediate rail midway between the toe board and the top rail. The rails and toe boards are supported by vertical members not more than 8' apart. Guardrails are to support a static load of 125 lb. in any direction on the top rail. Where other fall protection methods are used, guardrails (constructed or manufactured) will be installed at the following locations:

a – where hot is piped to the roof

b – Where materials are hoisted

c – Where refuse is dumped from the roof

7 – If the use of guardrails is not practicable, a restraint system is the next preference. A worker will wear an approved harness (or belt), lanyard and safety line attached to an anchor point designed to withstand an 800 lb. pull. The safety line is adjusted so that the worker cannot reach the roof edge.

8 – When fall restraint is not practicable, the worker may use a fall arrest system. The approved harness, lanyard and safety line will be attached to an anchor point designed to withstand a 5000 lb. pull. The safety line is adjusted so that the worker will fall no more than 4'. (6.5' when a shock absorber is used.) Further guidelines for fall restraint and fall arrest systems are included in the Fall Protection Plan. (Attached)

9 – When the use of the previously-described system is itself hazardous or impossible to implement, a safety monitor system will be used.

A control zone will be established (**and delineated by pylons and/or a flag line**) not less than 6.5' from the roof perimeter. Exceptional conditions may require a wider control zone.

Work in the control zone will be overseen by a safety monitor whose duty is to ensure that all work in the control zone is carried out in a manner that minimizes or eliminates danger to the worker.

10 – **The monitor must:**

- have an understanding of the work being performed.
- be present throughout the work period
- have authority to stop work if necessary
- not carry out other duties unless all workers are in the safe zone
- have an unobstructed view of the work
- be capable of constant voice communication with the workers
- wear distinctive markings
- not supervise more than 8 workers
- not be used on slopes exceeding 4:12

Further guidelines for monitors are printed in the Arbutus Roofing Fall Protection Plan.

ROOF OPENINGS

All roof openings which might present a fall hazard (skylights, access hatches, HVAC curbs, etc.) are to be:

- securely covered or
- be protected by guardrails or caution lines on the exposed sides

Openings are not to be covered with fiberboard, chipboard, roofing felts, light plywood or any material which will not support the weight of a worker and materials.

All guardrails which are temporarily removed to facilitate the work process shall be replaced as soon as possible. Care must be taken when working near Plexiglas and glass skylights as these are not designed to bear weight.

HOISTING AREA

The hoisting area is to be protected by manufactured guardrails supplied with the hoist. These may be supplemented with manufactured guardrails where necessary. If a worker is directing an overhead crane, He/she must be behind a guardrail or tied off in fall restraint.

When operating Garlock Atlas 2000lb hoist he/she must wear proper protective equipment (safety glasses, hard hats and steel toed boots). Always have operators fence in the lowered position, and always remove wheel kit before operating hoist. For further instruction and safety requirements refer to manual located in the tube on the lower frame.

If not protected by guardrails, the hoist operator will employ a fall arrest system.

GARBAGE DISPOSAL AREA

No material is to be dumped directly from conveyances (wheelbarrows, four-wheeled carts) to ground. All refuse is to be piled between the guardrails, and then thrown off by hand.

At elevations above 20', or where exceptional circumstances exist, an enclosed chute will be used for moving refuse to the ground.

This area will also be protected by guardrails.

Anyone needing to access the disposal bin/truck must first make sure that workers above are

-aware of the person entering the disposal bin/truck and that an appropriate watch person is posted above until the worker is completely clear from the disposal bin/truck

MATERIAL STORAGE

No material is to be stored within 6.5' of the roof perimeter, or in such a manner that tipping would cause it to land within such an area. (Except where a parapet with a minimum height of 42" exists.)

EQUIPMENT OPERATION

No mechanical equipment (sweepers, cutters, sputters, etc.) will be delivered to any jobsite without prior inspection by qualified person. No equipment is to be delivered without the manufactures safety guards in place.

No worker will operate this machinery without checking to see that all safety guards are in place and have not been damaged in transit. The operator is to repeat this inspection at the start of every use on the machinery.

In the event that a piece of equipment is found to be damaged or defective, it will be tagged and removed from service and placed in the mechanic shop.

No mechanical or powered equipment (tear-off, cutting, spudding machines, roof sweepers); mini-mops or gravel spreaders are to be operated within 6.5' of the roof edge, unless the supervisor has completed the necessary forms, and the involved personnel have been given an orientation.

Manufacturers' instructions may require a further margin. If so, these specifications take precedence.

All equipment is to be driven in a forward direction parallel to, or away from, the roof edge. At no time should the operator walk backwards.

LADDERS

- All ladders must be tied, blocked or otherwise secured to prevent their being displaced.

- The side rails shall extend at least 36" above the landing.
- The base of the ladder is to be placed one foot out from the base of the wall for each four feet of building height.

- Only one person at a time is allowed on a single width ladder. Always face the ladder when climbing up or down.

- Never carry anything up or down a ladder if such a burden prevents a three point grasp.

- Any damaged ladder is to be immediately removed from service until it is repaired. No painted wooden ladders are allowed.

NOISE

Hearing protection is available please see Nadine Moffat to place requests for hearing protection. Ear plugs are to be worn when operating or working near motorized equipment such as hoists, roof cutters, kettle pump motors, saws, drills, and vacuums. Individual ear muff style hearing protection is also available for workers with frequent exposure to unusually loud noise.

Hearing tests are conducted annually and hearing protection can also be discussed and fitted at that time. If you have concerns about noise exposure, contact your supervisor or any member of the safety committee.

CONFINED SPACE WORK

A confined space is one not intended for human occupancy, and which has a restricted entry or exit. Only authorized workers are permitted to enter a confined space. The principal concerns are air quality and rescue of an injured worker.

Before any work is performed in a confined space, a hazard assessment must be conducted, and written procedures developed. This work and subsequent supervision must be carried out by qualified personnel.

As the testing, monitoring and rescue equipment is quite complex and because hazards vary from job to job, this work is usually outsourced. They will be responsible for continuous monitoring and standby personnel where applicable. If you have any concerns about confined space work, voice them to your supervisor or a member of the safety committee.

LOCKOUT

When equipment or machinery is shut down for maintenance, workers must be protected from unexpected startup by an approved locking system before any work is performed. Only the person applying the lock will remove it.

Similarly, when work is performed near energized machinery, lockout procedures must be followed throughout the project.

Each person who works on or near the machinery is responsible for locking out the machinery in question and for removing his lock at the completion of work.

REGULAR INSPECTION AND MONITORING

All crews will undergo regular inspections in order to monitor for unsafe conditions and practices. While each job may not be subject to a formal inspection (due to the short duration of some projects) a supervisor, manager or OH&S committee member will regularly evaluate each crew. (Sample checklist attached)

More formal inspections will be conducted at least once a month.

In addition, managers and supervisors visiting job sites are expected to conduct informal inspections and note any potentially unsafe conditions or practices. If notified of such practices, the foreman will take immediate corrective action.

Additionally, foremen are to constantly monitor their job sites, noting anomalies on the site specific plan or in their daily record books.

From time to time, inspection sheets may be posted on the safety board in the lunch room.

ALL UNSAFE PRACTICES AND CONDITIONS SHALL BE RECORDED AND CORRECTED WITHOUT DELAY.

MONITORING OF WORKPLACE EXPOSURE

In the roofing industry, workers are sometimes exposed to potentially dangerous levels of noise and dust, as well as fumes from hot asphalt. As well, there may be other products such as asbestos that must be guarded against.

Management is responsible for the monitoring of job sites for potential exposure to these materials. Supervisors and workers are required to cooperate in identifying and protecting against hazardous exposures.

Wherever possible, exposure is eliminated. In other cases, (dust, etc.) P.P.E. will be utilized to protect workers.

In the case of asbestos, potentially dangerous material is to be tested by an independent laboratory, and outside contractors are to remove the offending material. Only workers certified in asbestos handling are permitted to work with this material.

Monitoring practices will be reviewed periodically by the OH&S committee.

FIRE SAFETY

Fire extinguishers are available in the shop and can be exchanged there. Arbutus Roofing will exchange extinguishers and have them refilled when necessary.

Only workers holding current certification are permitted to refill propane bottles or propane-fuelled vehicles.

No tar kettle is to be heated until the accompanying fire extinguisher has been removed from the truck and checked. It is the responsibility of the kettle operator to check the extinguisher and exchange it at the shop when necessary.

With torch-applied roofing material, each torch operator is to be equipped with his own ABC or BC classed fire extinguisher before leaving the shop. It is the responsibility of the torch operator to check his extinguisher and exchange it when necessary.

Where applicable, a fire watch will be established at the end of the work day to ensure that there are no hidden or smoldering fires. This fire watch and the person(s) responsible for carrying this out must be recorded on the site specific plan. (Sample attached)

Permanent fire extinguisher locations at headquarters include the sheet metal shop, automotive shop, change room, propane filling station and office hallway.

All fire incidents are to be reported to a supervisor.

FIRE EXTINGUISHERS

Arbutus Roofing uses two types of fire extinguisher, Pressurized Water Extinguishers and Dry Chemical Extinguishers.

Operating instructions are the same for both types:

1. Pull the pin that prevents the trigger lever from compressing.
2. Squeeze the lever, activating the extinguisher
3. Aim the extinguisher nozzle at the base of the fire.

Periodically the supervisor will demonstrate extinguisher use on job sites. Those workers who use torches on a daily basis will be issued certificates attesting to their training in fire extinguisher use.

TORCH SAFETY

SAFE WORK PROCEDURES

- . Carefully follow safety directions listed here, when using torches and torch equipment in accordance with manufacturers' specifications, notices and documentation.
- . Wear protective gloves, shirts, trousers and security footwear. Do not wear synthetic fabrics. . Remove all clothing that comes in contact with solvents.
- . Torches used to weld waterproofing membranes can produce temperatures beyond 1000 C.
- . Avoid all contact with temperature sensitive materials such as lead or plastic. All employees, other than the torch operator, must be at least 3 m from flame.
- . Never use a torch:
 - * When substrate(s) have been recently covered with solvent based products;
 - * Near any combustible materials;
 - * Close to containers containing or have previously contained flammable liquids or materials

The use of open flame and heated asphalt presents extreme hazard to personnel and property. Products applied by torching or mopping with hot asphalt should only be carried out by skilled personnel trained in their installation and proper safety procedures. Failure to follow the procedures as outlined below or take the necessary precautions may result in serious injury and loss of property.

- . Avoid torching directly on combustible substrate or insulations.
- . Avoid presence on flammable materials near open flame. Apply products only on clean, dry surfaces, free of debris, grease, dust and solvents.

Do not direct the torch through open roof penetrations.

Keep in mind that the flame can travel over long distances, through and beyond small openings.

Take proper preventive safety measures.

- . Attach the torch to the fuel tank using a pressure regulator calibrated to the manufacturer's design pressure settings.
- . Put out torch when not in use.
- . When torch is not in use, always place it on its support, with head aiming upwards.
- . At all times and especially when leaving job-site, make sure that there is no smoldering or concealed fire. Ensure fire watch log is completed.

Job planning must allow for employee presence on the roof for at least one

hour after torch application. The name of the firewatch person is to be noted on the site plan.

- . When the torch is no longer in use, the fuel tank valve must be shut first, then activate the torch so as to completely empty the rubber hose of its propane supply.

MEDICAL EXAMINATION AND MONITORING

Arbutus Roofing engages an independent contractor to conduct hearing tests annually. Any worker who does not avail himself of this service is required to have his hearing tested at his own expense, and to provide a certificate within two weeks of the company test.

Arbutus Roofing may require any worker with a substance abuse problem to undergo appropriate treatment as a condition of continued employment.

Any worker whose physical fitness may pose a hazard to himself or other workers may be asked to undergo a medical examination and provide written proof that he is fit for his duties.

Supervisors and workers are expected to cooperate with management in identifying conditions with the potential to cause occupational disease.

FIRST AID SERVICES AND EQUIPMENT

Regulation First Aid kits are available in Arbutus Roofing office. Smaller crews are issued individual First Aid kits.

First Aid training is provided on a regular basis. While not a condition of employment (except for foremen and safety monitors), workers are encouraged to take advantage of this free training.

At least one qualified First Aid attendant is assigned to each crew, and identified on the site plan. (Sample attached) The plan also prescribes the procedure for summoning medical help, and the evacuation procedures for injured workers. On sites with more than twenty workers, a Level 3 attendant is required.

First Aid treatment is to be recorded by the attendant and later filed in the First Aid binder at the shop.

All personnel are required to immediately report any injury to a supervisor. The Safety Committee will investigate all serious injuries.

An injured worker may be required to make a written report of his injury.

More detailed procedures and requirements are in Part 3 of The Occupational Health and Safety Regulation.

8.2 Steps In the Event of Injury

	<u>For all Injuries Regardless of Severity</u>	<u>If Injured Worker is <u>Unable</u> to Continue Work</u>	<u>If Unable to Return to Work <u>Next Day or Few</u> <u>Days</u></u>
Action By	Get First Aid Notify Supervisor	Notify Supervisor of Details See a Doctor Promptly	Notify Supervisor of Details See a Doctor Promptly
Worker	Record Accident in Accident Record Book		
Action By Supervisor	Ensure Worker Receives Proper Attention Ensure Accident Record Book is Completed Complete WCB Form 7 if Medical Aid from Doctor is Received Notify Personnel Officer,	Ensure Worker Receives Proper Attention Ensure Accident Record Book is Completed Complete WCB Form 7 if Medical Aid from Doctor is Received Notify Personnel Officer,	Notify Superiors, Personnel, RCMP and WCB (Fatality) Ensure Accident Record Book is Completed Complete WCB Form 7 Notify Personnel Officer,

Prepare Time Sheet	Prepare Time Sheet	Prepare Time Sheet
Investigate Incident or Accident	Investigate Incident or Accident	Investigate Incident or Accident
Initiate or Recommend Action to Prevent recurrence	Initiate or Recommend Action to Prevent Recurrence	Initiate or Recommend Action to Prevent Recurrence

DOCUMENTATION

Accident Record Book	Accident Record Book	Accident Record Book
WCB Form 7	WCB Form 7	WCB Form 7
WCB Form 7A if First Aid Administered	WCB Form 7A if First Aid Administered	WCB Form 7A if First Aid Administered
If Required, Time Sheet	If Required, Time Sheet	If Required, Time Sheet

INVESTIGATION OF ACCIDENTS AND OCCUPATIONAL DISEASE

The safety committee, in cooperation with supervisory personnel, will investigate, within one day, all incidents and injuries to determine the contributing factors and recommend action to be taken to prevent re-occurrence. Completed investigations are to be brought to the attention of management as quickly as possible.

Written records of all accidents and injuries, as well as occupational illnesses, will be kept in order to identify unsafe conditions and procedures. Copies of investigations will be posted on the safety board in the lunchroom.

Reportable incidents include actual or potential (including near miss) damage to property or the environment.

Because of the nature of roofing, the potential for mishaps involving fire from propane tanks and torches (rooftop and kettle) is particularly high. It is important that all employees be vigilant in reporting unsafe conditions.

Investigations and Reports are covered in Part 3 of the Occupational Health and Safety Regulation.

APPROPRIATE FOOTWEAR

On all jobs performed by Arbutus Roofing, C.S.A. approved steel toed and shanked boots, or steel toed and shanked runners must be worn at all times. This footwear displays a green diamond symbol in or on the boot.

C.S.A. approved footwear must also be worn while working in the shop yard. Boots with obvious signs of deterioration or decay should be replaced.

POWERLINE SAFE WORK PROCEDURES

In most cases, no activity is permitted within 10' of a high voltage line. In some cases, a further safety margin is required.

If doubt exists, B.C. Hydro is to be contacted for further identification and remedial action and no work will be performed on the job site in question until proper identification (30M33 or other) has been completed.

EARLY RETURN TO WORK STATEMENT

To all employees:

It is the policy of this organization to maintain and support an Early Return-to-Work Program. This program is designed to minimize the disruption and uncertainty that can accompany an on-the-job injury for both the company and our employees.

It is our goal to maintain a safe workplace for our employees. When an injury does occur, our Early Return-to-Work Program helps make the process of returning to work as smooth and efficient as possible. This process includes the employee, doctor and supervisor to ensure your health and recovery is always given top priority.

When an on-the-job injury occurs, you can expect prompt medical attention. If the injury results in a prolonged absence from work, you may be a candidate for our Early Return-to-Work Program. This program offers a medically approved light-duty

transitional assignment in anticipation of a return to full duty, or vocational rehabilitation, if necessary.

The success of this program is the responsibility of everyone in the company from top management to every employee. Only by working together can we provide a safe and secure work environment.

Everyone should be alert for potential accidents and strive to eliminate them. If you are aware of an unsafe act or condition, it should be reported immediately to your supervisor to be addressed. This action may prevent an injury from occurring. If an injury does occur, the injury must be reported immediately to a supervisor.

Thank you for your cooperation and assistance.

Signature
C.Burdekin
CSO/ SAFETY MANAGER

FALL PROTECTION REGULATIONS

11.1 Definitions

In this Part

"**anchor**" means a secure point of attachment for a lifeline or lanyard;

"**fall arrest system**" means a system that will stop a worker's **fall** before the worker hits the surface below;

"**fall protection system**" means

(a) a **fall** restraint system,

(b) a **fall** arrest system, or

(c) work procedures that are acceptable to the Board and minimize the risk of injury to a worker from a **fall**;

[Amended by B.C. Reg. 420/2004, effective January 1, 2005.]

"**fall restraint system**" means a system to prevent a worker from **falling** from a work position, or from travelling to an unguarded edge from which the worker could **fall**;

[Amended by B.C. Reg. 420/2004, effective January 1, 2005.]

"**full body harness**" means a body support device consisting of connected straps designed to distribute the force resulting from a **fall** over at least the thigh, shoulders and pelvis, with provision for attaching a lanyard, lifeline or other components;

[Amended by B.C. Reg. 420/2004, effective January 1, 2005.]

"**horizontal lifeline system**" means a system composed of a synthetic or wire rope, installed horizontally between 2 anchors, to which a worker attaches a personal **fall protection** system;

"**lanyard**" means a flexible line of webbing, or synthetic or wire rope, that is used to secure a safety belt or full body harness to a lifeline or anchor;

"**lifeline**" means a synthetic or wire rope, rigged from one or more anchors, to which a worker's lanyard or other part of a personal **fall protection** system is attached;

"**personal fall protection system**" means a worker's **fall** restraint system or **fall** arrest system composed of

(a) a safety belt or full body harness, and

(b) a lanyard, lifeline and any other connecting equipment individual to the worker

that is used to secure the worker to an individual point of anchorage or to a horizontal lifeline system;

[Amended by B.C. Reg. 420/2004, effective January 1, 2005.]

"**safety belt**" means a body support device consisting of a strap with a means for securing it about the waist and attaching it to other components;

[Amended by B.C. Reg. 420/2004, effective January 1, 2005.]

11.2 Obligation to use **fall protection**

(1) Unless elsewhere provided for in this Regulation, an employer must 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) The employer 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, the employer must ensure that another **fall** restraint system is used.

(4) If subsection (3) is not practicable, the employer must ensure that a **fall** arrest system is used.

(5) If the use of a **fall** arrest system is not practicable, or will result in a hazard greater than if the system was not used, the employer must ensure that work procedures are followed that are acceptable to the Board and minimize 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.

(7) A worker must use the fall protection system provided by the employer.

[Amended by B.C. Reg. 420/2004, effective January 1, 2005.]

11.3 Fall protection plan

(1) The employer must have a written fall protection plan for a workplace if

(a) work is being done at a location where workers are not protected by permanent guardrails, and from which a fall of 7.5 m (25 ft) or more may occur, or

(b) section 11.2(5) applies.

(c) Repealed. [B.C. Reg. 420/2004, effective January 1, 2005.]

(2) The fall protection plan must be available at the workplace before work with a risk of falling begins.

(3) Repealed. [B.C. Reg. 420/2004, effective January 1, 2005.]

[Amended by B.C. Reg. 420/2004, effective January 1, 2005.]

11.4 Selection of harness or belt

(1) A worker must wear a full body harness or other harness acceptable to the Board when using a personal fall protection system for fall arrest.

(2) A worker must wear a safety belt, a full body harness or other harness acceptable to the Board when using a personal fall protection system for fall restraint.

[Enacted by B.C. Reg. 420/2004, effective January 1, 2005.]

11.5 Equipment standards

Equipment used for a fall protection system must

(a) consist of compatible and suitable components,

(b) be sufficient to support the fall restraint or arrest forces, and

(c) meet, and be used in accordance with, an applicable CSA or ANSI standard in effect when the equipment was manufactured, subject to any modification or upgrading considered necessary by the Board.

[Enacted by B.C. Reg. 420/2004, effective January 1, 2005.]

11.6 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).

[Enacted by B.C. Reg. 420/2004, effective January 1, 2005.]

[Amended by B.C. Reg. 19/2006, effective May 17, 2006.]

11.7 Temporary horizontal lifelines

A temporary horizontal lifeline system may be used if the system is

- (a) manufactured for commercial distribution and installed and used in accordance with the written instructions from the manufacturer or authorized agent, and the instructions are readily available in the workplace,
- (b) installed and used in accordance with written instructions certified by a professional engineer, and the instructions are readily available in the workplace, or
- (c) designed, installed and used in a manner acceptable to the Board.

[Enacted by B.C. Reg. 420/2004, effective January 1, 2005.]

[Amended by B.C. Reg. 19/2006, effective May 17, 2006.]

11.8 Certification by engineer

The following types of equipment and systems, and their installation, must be certified by a professional engineer:

- (a) permanent anchors,
- (b) anchors with multiple attachment points,
- (c) permanent horizontal lifeline systems, and
- (d) support structures for safety nets.

[Enacted by B.C. Reg. 420/2004, effective January 1, 2005.]

11.9 Inspection and maintenance

Equipment used in a **fall protection** system must be

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

[Enacted by B.C. Reg. 420/2004, effective January 1, 2005.]

11.10 Removal from service

- (1) 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) Subject to subsection (3), subsection (1) (b) does not apply to a personal **fall protection** system designed and intended for reuse by a performer in the entertainment industry for conducting a planned **fall** sequence.

(3) The following conditions must be met before a personal **fall protection** system described in subsection (2) will be exempt from subsection (1) (b):

- (a) the system must be designed and used in accordance with a standard acceptable to the Board;
- (b) each use of the system must be carried out in accordance with the plan for the conduct of the **fall**;
- (c) the peak arrest forces generated in the system during each use must be at or below both the planned limits and the maximum forces allowed for the system;
- (d) after each use of the system no part of the system, including the anchorage, may be reused until a qualified person has inspected it and determined it is in serviceable condition and safe for reuse.

Orientation Information

I _____ have received a copy of the Arbutus Roofing & Drains (2006) Ltd. Safety Program. (2013 revision) I agree to abide by the terms set out in this safety program and any subsequent revisions as they appear, as a condition of my employment.

Signature _____

Oriented by _____

Print Name _____

Date _____

ADDITIONAL INFORMATION

Phone number _____

Date of Birth _____

Driver's License Number _____ (photocopy required)

Emergency Contact Name _____

Emergency Phone Number _____

Existing medical conditions (i.e. Allergies)

I HAVE BEEN SCHEDULED TO RECEIVE THE FOLLOWING TRAINING ON THE DATES LISTED BELOW

FALL PROTECTION

DATE _____

FIRST AID DATE _____

WHMIS DATE _____

TCP DATE _____

OTHER _____ DATE _____

OTHER _____ DATE _____

OTHER _____ DATE _____

I AGREE TO TAKE FULL RESPONSIBILITY OVER SAFETY EQUIPMENT AND TOOLS THAT ARE SIGNED OUT TO ME. MISUSE OF THIS EQUIPMENT WILL RESULT BEING ISSUED NEW EQUIPMENT WITH THE COST OF THIS EQUIPMENT RECOUPED BY THE COMPANY BY THE WAY OF PAYROLL DEDUCTION. (This does not include normal wear and tear)

AGREEMENT SIGNATURE

Employee signature

witness signature

NEW WORKER ORIENTATION CHECKLIST

ORIENTATION DATE _____

ORIENTATION GIVEN BY _____

EMPLOYEE NAME _____

POSITION _____

COMPANY NAME _____

TOPIC _____ INITIALS _____

COMMENTS

Supervisor NUMBER		
Rights and Responsibilities Ie owner, supervisor and workers		
Right to refuse unsafe work and procedures for doing so.		
Reporting hazards and incidents		
Company Health and Safety Rules		
Identify common hazards *falls, Trips, Burns, cuts etc.		
Safe work procedures: If unsure how to do something ask!!!!		
Working Alone		
Violence in the workplace ie. Reducing risks and how to deal with them.		

Personal Protective equipment *hard hats *gloves *clothing *footwear *eyewear (contact lenses)		
First aid Attendants and first aid kit locations		
How to report an illness, injury, or other accident (including near misses)		
Emergency exits and meeting points		
Location of fire extinguishers, and alarms And how to operate them		

TOPICS	INITIALS	COMMENTS
What to do in an emergency situation		
W.H.M.I.S. and M.S.D.S		
Procedures for hazardous spills		
Contact information for Health and safety committee.		
Ongoing Training		
1 Reciever RTW brochure		
2		
3		
4		
5		
6		
7		
8		

9		
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Arbutus Employment Application

Name: _____

Street Address: _____

City: _____ Province: _____ PC _____

Phone: _____ SIN _____

Emergency Contact Name: _____ Phone: _____

Position Applying For: _____

Please list employers for past five years, use back of sheet is necessary:

Last Employer: _____ from _____ to _____
Position: _____ Reference: _____
Previous Employer: _____ from _____ to _____
Position: _____ Reference: _____

As part of the interview process, I understand and agree that Arbutus may contact my references. I further understand and agree, that Arbutus may, during the interview process and, at any subsequent period of my employment, verify my credit status or criminal record.

Signed: _____ Date: _____

Interview conducted by: _____ Date: _____

References checked by: _____ Date _____

Orientation

Status- I understand that I have been hired as a part time seasonal worker, and that this status may be reviewed in three months. At this time my eligibility for medical and other extended benefits (such as dental and short term disability) and payment arrangements will also be reviewed.

P.P.E – (Personal Protective Equipment) The Arbutus Safety Program requires that all employees wear approved hard hats, safety boots, gloves, long sleeved shirt and long pants while on any jobsite. Your foreman or supervisor must approve any exceptions.

Arbutus Roofing Safety Program- All new employees will be given a copy of the Arbutus Roofing and Drains Ltd. Safety Program. As a condition of employment, all workers must acknowledge, in writing, their understanding of the Safety Program, and agree to comply with all elements of the program and WorkSafeBC regulations.

Fall Protection – All employees must complete an approved Fall Protection Training course within thirty days of commencing work at Arbutus Roofing. New employees must supply their own approved safety harness, lanyard, and safety line, or agree to purchase of the same equipment through payroll deduction.

Tools – Workers are responsible for supplying their own hand tools, i.e. Knives, hammers, etc

Violations- Violations of the above conditions will result in warnings, fines, suspension or dismissal, at the discretion of supervisors and management in relation to the severity of the offence .

Payroll – Payroll checks and separation papers can be issued only on the Friday of the following week, and NO pay advances will be approved.

I have read, understood and agreed to the conditions of the preliminary orientation.

Name _____

Date _____