

# Safety Program



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# Safety Policy and Responsibilities

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## Safety Policy

Eagle Crane & its related companies are committed to preventing the accidental loss of its resources, including workers and physical assets. Safety is as important as the quality of our work and productivity.

In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy work environment in accordance with industry standards and in compliance with legislative requirements and will strive to identify and control any foreseeable hazards which may result in property damage, accidents or personal injury/illness.

All workers will be equally responsible for minimizing accidents within our facilities and operations. Safe work practices and procedures will be clearly defined in the Eagle Crane Safety Manual for all workers to follow. This policy provides support for all safety related activities and the information found in the company safety manual.

Accidental loss can be controlled through good management in combination with active worker involvement. Safety is the direct responsibility of all owners, managers, supervisors, and workers.

All management activities will comply with company safety requirements as they relate to bidding jobs, planning jobs and maintenance of facilities and equipment. All workers will perform their jobs properly in accordance with established procedures and safe work practices. Working in a healthy and safe way is a condition of employment.

Eagle Crane has developed a safety manual which lays the foundation for achieving the goals and objectives established in this policy. The safety manual is a living document which will strive to identify, assess and control the hazards we face in our work. I trust that all of you will join me in a personal commitment to make safety a way of life. All Eagle Crane companies will follow this safety manual.

***The safety information in this program does not take precedence over applicable government regulations.***

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Kevin Glover, President

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Date

# WORKERS RIGHTS

A worker has three specific rights under The Occupational Health and Safety Regulations, 1996:

1. *The right to know* the hazards of the workplace and of the work to be performed. If a worker is unsure of the hazards, he/she must ask his/her Supervisor.
2. *The right to refuse* work if there are reasonable grounds to believe the act, or series of acts, is unusually dangerous to health and safety or the health and safety of any other worker at the place of work. A worker must make his/her supervisor aware of his/her concern so that the supervisor can evaluate the concern and take whatever action is necessary to minimize the risks.
3. *The right to participate* in identifying, solving and correcting health and safety concerns in the workplace.

The legislation also assigns specific responsibilities to workers. Workers have legal responsibilities to:

- protect themselves and others.
- help those with duties under the legislation to establish and maintain a safe and healthy working environment.
- help those with duties under the legislation to comply, conduct themselves in a safe and responsible manner and comply with the OHS Act and Regulations.

**The Worker will be given a copy of the Accident/Incident Investigation form addressing the refusal to work and what actions shall be taken.**

**NO REPRISAL CAN BE TAKEN AGAINST A WORKER FOR EXERCISING HIS/HER RIGHTS**

# Safety Policy Regarding Self Employed and Contractors

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All contractors and self-employed workers working on Eagle Crane sites will comply with our Safety Program and will be provided with a copy of the Safety Manual which will establish the basic rules of safety on our site. If they violate this safety program, they will be notified in writing and must come into compliance to complete their work on our sites.

All contractors and sub-contractors on our site must provide Eagle Crane with a current Letter of Clearance from WCB or other steps will be taken.

Current Training Records are to be provided for any area where certification is a legal requirement {PME, Fall Protection, Confined Space, WHMIS, TDG, etc.}. No worker is to operate any equipment without certification.

## Responsibility of Contractors and Sub-Trades:

1. To provide a safe and healthy workplace.
2. Ensure that legal health, first aid and safety requirements are met.
3. Making sure that the Supervisors, Forepersons and Workers are trained, supported and accountable for their safety requirements and that their performance is monitored.
4. Perform site inspections on a regular basis on work sites or when working and site conditions change.
5. Take an active part in all site Safety concerns and issues. This includes reporting and investigating of all accidents or near misses on our sites.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed: \_\_\_\_\_ Date: \_\_\_\_\_

# HEALTH & SAFETY RESPONSIBILITIES

For Eagle Crane to achieve the goals set out in the Eagle Crane Safety Policy, it is essential we share the responsibility for ensuring safety. Every worker has a part to play in achieving our safety goals. The following outlines the general roles and responsibilities for safety at Eagle Crane.

## **Management:**

- Play a leadership role in health and safety by establishing a system of internal responsibility for health and safety within Eagle Crane;
- Ensure policies, procedures and rules are developed and implemented to identify, control or eliminate hazards to the health and safety of Eagle Crane workers;
- Ensure our shop and equipment are in safe working condition at all times;
- Ensure visitors conduct themselves in a safe manner while on Eagle Crane property;
- Periodically review all accident statistics, WCB reports and Accident/Incident Investigation Reports to determine the level of safety performance;
- Conduct semi-annual site inspections;
- Ensure all workers are aware of their legal rights and responsibilities concerning safety;
- Consult and cooperate with the Occupational Health Committee;
- Cooperate with Provincial Occupational Health and Safety Inspectors; and
- Ensure legislative and regulatory requirements are met.

## **Field Supervisor and Crew Leaders:**

- Play a leadership role in health and safety within Eagle Crane;
- Ensure Eagle Crane policies, procedures and rules are implemented as applicable within their areas of responsibility;
- Secure any personal protective equipment and/or alternative control measures and equipment needed to allow work to be done safely.
- Establish a responsibility system for health and safety in which everyone in the workplace has a part;
- Consult and cooperate with the Occupational Health Committee;
- Ensure reported hazards, and safety concerns are responded to in a timely manner;
- Ensure our facilities and equipment are in safe working condition at all times;
- Ensure accidents, dangerous occurrences, equipment/material damage, emergency situations and near-miss incidents are investigated and reported as soon as is reasonably practicable;
- Ensure workers, visitors and contractors are wearing the appropriate personal protective equipment;
- Ensure information regarding the health and safety of workers is made available and/or provided to all workers;
- Encourage workers to bring forward health and safety concerns, and respond to those concerns promptly; and
- Ensure legislative and regulatory requirements are met.
- Ensure safety training including New Hire Orientations are provided as required for all workers;
- Conduct safety meetings;
- Ensure a Pre-job Hazard Assessment has been conducted before each new location and that the assessment is reviewed daily to identify any possible changes to the work environment;
- Ensure hazardous products are properly used and appropriate training and information related to the use and the hazardous products is given to the workers working with and around the

hazardous products;

- Encourage workers to bring forward health and safety concerns, and respond to those concerns promptly; and
- Ensure legislative and regulatory requirements are met.

### **All Workers:**

- Take responsible precautions for their own health and safety and the health and safety of others;
- Ensure the Eagle Crane Safety Manual including policies, procedures and rules are adhered to;
- Wear any and all personal protective equipment as required for the job;
- Use any and all safeguards and devices provided for the protection of themselves or others;
- Follow approved safe work practices and procedures when using all tools and equipment;
- Use all tools, equipment and materials in a safe manner and within the capacity and purpose for which they were provided;
- Perform work safely and report any hazardous condition, procedure, equipment operation or material concerns to their Supervisor immediately;
- Refuse work when faced with an imminent danger situation (See Workers Rights); work must stop immediately, and not resume until the concern has been reported and the reason for refusal has been resolved or corrected
- Report all injuries as soon as is reasonably practical, no matter how small. Never leave an Eagle Crane job or facility without reporting an injury to the Crew Leader, Supervisor, or President.

### **Suppliers and Contractors:**

- Conduct themselves in a safe manner and co-operate with Eagle Crane Management, Supervisors and Workers; and
- Follow industry practices and The Saskatchewan Employment Act and Regulations.

### **Occupational Health Committee:**

- Help the company to identify, assess and control hazards;
- Make recommendations to the company for improving workplace health and safety;
- Talk with workers about health and safety concerns and help to resolve them;
- Encourage communication between the employer and workers;
- Receive and distribute information, including OH&S publications
- Inspect the workplace regularly;
- Investigate reportable accidents and dangerous occurrences (near misses)
- Help to establish and promote health and safety programs, policies and training;
- Investigate refusals to work; and
- Help the company to meet legal OH&S requirements;

## Accountability

Every worker at Eagle Crane is accountable for their actions that harm or threaten themselves and their co-workers. The process of accountability shall be as follows:

For a minor occurrence that does not threaten life or serious injury:

**1st offence:** Verbal warning that will be noted in Human Resource file.

**2nd offence:** Written warning.

**Subsequent offences could result in suspensions or ultimately dismissal.**

For a major occurrence where life is threatened or serious injury results: Investigation by the full OHS Committee which could result in warnings and/or suspension and/or termination if caused by negligence.

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Kevin Glover, President

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Date



# Hazard Identification & Reporting

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The Saskatchewan Employment Act and Regulations require companies and supervisors to identify existing and potential risks to health and safety of workers. Eagle Crane will proactively identify potential risks by performing hazard assessment and job hazard analysis when required.

Eagle Crane's primary focus with hazard identification is to use the hierarchy of controls to mitigate hazards. When a hazard is identified, first attempt to eliminate the hazard (physically remove the hazard). If elimination is not practicable, use engineering controls (isolate people from the hazard). If engineering controls are not practicable, implement administrative controls (change the way people work) and Personal Protective Equipment (protect the worker with PPE). If the hazard cannot be adequately controlled using engineering and/or administrative controls, employees must use Personal Protective Equipment. A combination of the engineering controls, administrative controls and Personal Protective Equipment is usually best. All employees will be provided training in hazard identification and risk assessment.

We will also use a program of regular shop and site inspections to help identify existing and potential hazards. When preventative measures have failed to eliminate the hazards and accidents occur, Eagle Crane will perform accident investigations to identify causes and lessen the risk of future similar occurrences.

## **JOB HAZARD ANALYSIS & PRE-JOB HAZARD ASSESSMENT**

### **Job Hazard Analysis**

A job hazard analysis (JHA) is a procedure that helps integrate accepted safety and health principles and practices into a particular operation. In a JHA, each step of the job is examined to identify potential hazards and to determine the safest way to do the job without compromising production or quality.

The terms job and task are commonly used interchangeably to mean specific work assignment, such as "Procedure for Hollow Core Installation". JHA's are not suitable for jobs defined too broadly, for example "overhauling an engine."

Supervisors are responsible for determining which JHA's need to be performed, and for involving workers in the decision-making and development process. The following risk factors (among others) will be considered in determining which jobs require JHA's:

- jobs where accidents occur frequently or have resulted in severe damage or injury;
- jobs which are recognized as having potential for severe injury, illness or damage;
- newly-established jobs including the use of new equipment, materials and/or processes; and
- jobs, which are non-routine and therefore pose a greater risk to the worker.

Once a job or task has been chosen for a JHA, all workers that will perform that job or task will use the following procedure to conduct a JHA using an Eagle Crane JHA Form. JHA worksheets should be returned to the office to be kept on file.

- Break the job into its fundamental steps. Don't make the steps too general or too detailed. If you are having trouble performing this step, watch someone perform the job.
- Record each step, in sequence, as it would happen during the job.
- Make notes about what is being done, not how it is being done. Remember – the job, not the individual is being studied.
- If possible, study the job under normal conditions.
- Discuss each step. Try to identify potential hazards at each step. List the things that could go wrong. Look for ways in which the worker(s) could be exposed to a hazard, product or equipment damaged or product wasted. Once job hazards are identified, they are classified and ranked according to risk.
- Figure out ways to eliminate or control the hazards identified. Keep an open mind. You may need to consider doing the job a different way or making engineering or layout changes to make the job safe.
- Develop a Safe Work Practice or Procedure and ensure that it is communicated to all effected workers.
- Pass it on to the Occupational Health Committee for final comments and approval.

## **Pre-job Hazard Assessment**

All jobs done by Eagle Crane that require off-site work should involve a Pre-job Hazard Assessment to ensure that the crew is fully aware of the hazards of their work and the hazards around them. At the beginning of each contract, a basic pre-job planning meeting should be held involving field and office staff directly involved in the project. The purpose of this meeting is to identify any special circumstances relating to the job. This information must be passed on to the Crew Leaders so that any additional safety measures required can be prepared for and communicated to the crew before they leave the shop for the job site.

Upon arrival on-site, a thorough pre-job hazard assessment must be conducted by the Crew Leader(s), using;

- Daily Risk Assessment Form (Hollow Core Install)
- Operators Field Risk Assessment and Lift Plan (Crane Operators)
- Job or Task Hazard Assessment
- - for infrequent or unusual jobs which may involve special safety considerations

The results of the assessment will be discussed in a safety meeting before any work begins for that contract. The Crew Leader should briefly review the assessment every day (or as the crew moves from location to location) to help ensure that changes in working conditions will not pose unexpected risks. All Hazard Assessment forms are reviewed by management and kept on file.

***Refer to Appendix A for copies of the Hazard Assessment Forms.***



# Job or Task Hazard Assessment

Date: \_\_\_\_\_

Job/Task: \_\_\_\_\_

Participating Employees: \_\_\_\_\_

## Priority Ranking:

### Severity

1. Immediate Danger (death, disaster)
2. Serious (major injury or damage)
3. Minor (non-serious injury or damage)
4. Negligible (first aid or less)

### Probability

- A. Probable (immediate or soon)
- B. Reasonably Probable (eventually)
- C. Remote (could at some point)
- D. Extremely remote (unlikely)

Item #	Identified Hazards	Priority	Control	Action:

Workers' Signature(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisors Signature: \_\_\_\_\_

Approved by:

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Daily Risk Assessment Form**

**Date:**

**Job Address:**

**Part 1: Job Hazard Check List**

**Work Environment Hazards:**

- Weather conditions
- Slips or trips possible
- Waste material generated performing tasks
- Exposure to energized electrical systems
- Lighting levels too high or low
- Pinch points of hands or fingers
- Confined Spaces
- Biohazard
- Rigging
- Pinch Points
- Crane awareness
- Other workers

Other \_\_\_\_\_

**Overhead/Working at Heights**

- Harness required/appropriate tie off identified
- Others working overhead/Below
- Falls from height
- Hoisting of materials overhead/around task
- Use of scaffolds
- Use of ladders
- Objects/debris falling from above
- Exposed holes

**Physical Energy Hazards**

- Body parts in 'line of fire'
- Hands not in line of sight
- Working in tight clearances
- Tasks require you to work above your head
- Other \_\_\_\_\_

**Exposure to:**

- Sharp objects/edges
- Chemicals
- Noise
- Extreme heat/cold
- Fogging of mono goggles/eye protection

**Equipment Hazards**

- Working with
- Pneumatic tools
  - Air hilti type tools
  - Concrete saws/drills
  - Other \_\_\_\_\_
  - Other \_\_\_\_\_

**PPE**

- Hard Hats
- Safety Glasses
- Steel toed Boots
- Hearing Protection
- Fall Protection Harness
- Lanyards and Retractable
- Hi Vis vest/shirt/coveralls

**Part 2: Job Hazard Analysis**

Task(s)	Hazards	Plans to Eliminate/Control Risk

In Case of Emergency Exit:

Emergency Muster Point Location:

<b>Supervisor Name:</b>	<b>Sign:</b>
Employee Name	Signature



## Operators Field Risk Assessment

### Part 1-Pre-Job Information

Employee Name:	Date:	Unit 1:	Unit 2:
Customer Information:	Location:	Job Description:	
Task or load Description:			
Load Weight:	Temperature:	Precipitation:	
Wind Sped:	Other:		

### Part 2- Pre-Trip & Travel

- |   |  |
|---|--|
| <input type="checkbox"/> Pre-Op Safety Check<br><input type="checkbox"/> Boom lowered & secured for travel/house lock applied (no boom dolly)<br><input type="checkbox"/> Boom dolly connected and functioning properly<br><input type="checkbox"/> Loose items secured for travel (outrigger mats, rigging, ladders, etc.) | <input type="checkbox"/> Daily Logbook Completed and Signed<br><input type="checkbox"/> Steps & decks clear of debris, oil & ice |
|---|--|

Hazards	no	yes	Status*	Corrective Action
Poor Weather condition				
Poor Visibility				
Overhead utility lines, bridges				
Route or Access Questionable				
Over-size/weight load or vehicle				

### Part 3 – Set Up & Hoisting

- |   |  |
|---|--|
| <input type="checkbox"/> Site Access Authorized and/or safe work permit obtained & understood<br><input type="checkbox"/> Special Requirements: _____<br><input type="checkbox"/> Reviewed Client/Crew's TASK & Initial | <input type="checkbox"/> PPE inspected & appropriate |
|---|--|

Hazards	no	yes	Status*	Corrective Action
Soft or questionable ground				
Trenches, tunnels, u/g structures				
Buried utilities, sewers, basins				
Structures				
Lift area obstructions				
Tail swing obstructed or limited				
Other crane(s) in working range				
Damaged/questionable rigging				
Signaller Identified				
Tandem/Multi Crane Lift				
Other work or trades in area				
Other hazards (list below)				

\*Hazard status: 1=imminent Danger 2=serious 3=minor 4=N/A

\_\_\_ Completed & review with crew directly involved with lift or task. If "NO" state reason(s):

### Signatures

--	--	--

### PART 4 - POST JOB CLOSE OUT

- |   |   |                       |                                   |
|---|---|-----------------------|-----------------------------------|
| ___ Housekeeping completed  | ___ Tools, rigging, mats, etc stowed & secure | ___ Waste disposed of | ___ Permits signed off & returned |
| ___ Equipment post-op/walk around complete ___ Equipment ready for travel |   |                       |                                   |
| Comments/follow Up _____  |   |                       |                                   |



## Eagle Crane Lift Plan

Description of item to be lifted:		
Hoisting Equipment to be used:	1:	2:
Equipment & Lift Relationship:		

	Crane 1	Crane 2		Crane 1	Crane 2
Operating Radius			Ratio of lift to allowable load		
Boom Length			a. Capacity from the chart		
Allowable Load Weight			b. % of capacity		
a. Load			c. Ratio of lift to allowable		
b. Rigging/spreader bars			Clearance between boom and Lift		
c. Block or ball			Clearance to surrounding facility		
d. Effective Jib					
e. Stowed Jib					
f. Other Rigging Jib					
g. Load lines Jib					
h. Aux. Boom Head Jib					
i. Total Weight to be lifted Jib					

**Basis for Critical Lift:**

- Load will be lifted over operating equipment or Power lines
- Two or more pieces of lifting equipment will be required to work in unison
- Load exceeds 90% of the manufacture's rating chart at the working radius
- Other: \_\_\_\_\_

<b>How was the weight of the lift obtained?</b>	Yes	NO
Certified Scale	<input type="checkbox"/>	<input type="checkbox"/>
Has taken into account all modifications including internals as well as an allowable for scale, sediment sludge, Insulation, liquid, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated Independently	<input type="checkbox"/>	<input type="checkbox"/>
Should this weight be verified by independent source?	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Plan for lift:

Sketch

Reviewed by:

Other Employees

Crane Operator 1			
Crane Operator 2			
Signalman 1			
Signalman 2			

# Safe Work Practices

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The following pages contain industry standard guidelines in safe work practices. These are to be used as a guideline by personnel in completing their jobs safely.

## Policy

Eagle Crane believes that safe work practices and procedures are a means of reflecting the safe operating beliefs of a company. It is the policy of Eagle Crane that all employees are properly instructed in the practices that may affect them and those around them. Practices are a simple do's and don'ts and should not be confused with procedures.

Further to this it is the policy of Eagle Crane is to review all safe work practices, yearly, after an incident and when changes are made to the basic operation of job tasks. This policy is in place to ensure that all practices stay current and work is conducted in a safe manner.

## Procedure

1. Practice reviewed by supervisors
2. Practices reviewed and approved by safety committee
3. Practices reviewed and approved by crew in general safety meetings or within a separate meeting with the workers who conduct the task

If changes are made practice returns to step one and goes through process again.

Once the practice has been approved it will be posted and reviewed at the next safety meeting.

## **Safe Work Practices General**

- All safe work practices will be available at all work sites for employee use.
- Eagle Crane will provide safe equipment and materials to use within these practices.
- All practices will be reviewed annually and post incident where they would apply.
- Management fully supports the use of these practices and the policies that accompany them
- Supervisors will enforce the use of these practices and ensure that employees are properly trained.



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## Hollow Core Panel Installation

**NOTE – Prior to starting please ensure that:**

- ONLY authorized personnel will use any crane. Only Certified ticketed personnel will be authorized to use the crane.
  - A Pre-Job Hazard Assessment Analysis has been completed to identify fall hazards and establishment of control zones.
  - Any hazard in the work area that can be removed has been.
  - All work is done with the Site Supervisor's permission and any required permit or lift plans are in place.
  - All employees have been safety oriented to General Contractor or Owner's site.
  - Ensure fall protection plan is in place (if required being above 3 meters or there are hazards below) and reviewed with installation crew.
  - Set up crane in appropriate location to ensure proper lifting angles, radius & ground conditions.
  - Set up caution tape to ensure all traffic is kept clear of hoisting areas and controlling the swing area.
  - Check structure where panels are to be placed to ensure there are no preparation issues.
    - Concrete is smooth and level & free of debris.
    - Steel is correctly installed and correct dimensions
    - Nelson studs, hangars or angle iron are present & installed properly
1. Once the above pre-job inspections are completed & crane and trucks are in position, begin placement of the panels following Site Handling of Hollow Core Slabs and Standard Erection Notes provided by Hollow Core panel supplier, & Proper Hoisting Practices.
  2. Ensure that landing surfaces are smooth, level, free of debris & that corolath is in place where required prior to placement of panels.
  3. Ensure each panel has cardboard plugs installed appropriately prior to lifting from truck.
  4. Riggers to attach tag line to each panel being hoisted.
  5. Riggers on truck will conduct a visual inspection of panels to note any visible cracks or broken panels.
  6. If cracked or broken panels are found, review with Hollow Core supplier to verify panels to be installed.
  7. If panels require on site modifications, clear direction must be obtained from Hollow Core supplier prior to proceeding. Field crew must receive written direction via fax or email from supplier for any repairs or modifications necessary. If no fax or email is available, written direction must be sent to Eagle Crane office and confirmed by Eagle Crane prior to proceeding.
  8. Lead hand to document any panel deficiency or delays out of our direct control using the Hollow Core site documentation.
  9. Floor installers to position extension ladders as required. Workers to tie off the ladder at the top and bottom as well are to tie off the upper ladder to prevent ladder kick out. Workers will then tie off to the identified anchor points.
  10. Designated signaler to instruct the crane operator into position utilizing hand signal or radio communication.
  11. Install panel ensuring that the panel bearing is according to layout plans.
  12. Once panel is landed in its position, workers will then disconnect the rigging and signal to operator to hoist the rigging away when safe to do so.

13. Where possible, floor installer will stand on placed panel to land the adjacent panel. Worker to ensure necessary fall protection.
14. If panel placement needs to be adjusted without the crane, the worker may use a variety of options including:
  - a. use of pry or crow bars. Ensure worker positions themselves safely on previously placed panels to eliminate risk of falling
  - b. come-along with or without custom jig to apply pressure to allow easier movement of panels with pry bar
15. Once all panels are in place, floor installers and truck riggers to begin grouting. Control zones established and fall protection plan is followed. In each section grout all joints & nelson stud holes as required by drawings and contract.
16. Ensure grout flows properly into the joints and cores. Be careful to get minimal grout on face of panels.
17. Clean grout from any spots not requiring grout and any drippings or spillage that may have occurred.
18. Once finished all workers to ensure site is cleaned up and garbage is disposed of properly.



## **Use of Compressed Air**

Air powered tools in construction range from stapling guns to jack hammers. If not treated with respect, these tools can become a powerful enemy rather than a servant.

1. Compressed air must not be used to blow debris or to clear dirt from any worker's clothes.
2. All hose connectors must be of the quick disconnected pressure release type with a "safety chain/cable".
3. Wear personal protective equipment such as eye protection and face shields and ensure other workers in the area are made aware of or have restricted access to the hazard area.
4. Hoses must be checked on a regular basis for cuts, bulges, or other damage. Ensure that defective hoses are repaired or replaced.
5. A proper pressure regulator and relief device must be in the system to ensure that correct desired pressures are maintained.
6. The correct air supply hoses must be used for the tool/equipment being used.
7. The equipment must be properly maintained according to the manufacturer's requirements.
8. Follow manufacturer's general instructions and comply with legislated safety requirements.

### **General concern for air tools:**

**Prior to using any pneumatic/air tool**, the operator must read and understand the operating and safety instructions provided with each tool. The operator should be instructed by his supervisor on the safe operating practices when working with pneumatic/air tools.

### **Eye, Face and Body Protection:**

Eye protection must be worn at all times when operating Pneumatic Tools hammers or any air tools, any debris large or small can become a projectile. All visitors or other personnel in the immediate area where an air tool is being used must also wear eye and ear protection. Eye protectors must meet the following requirements:

- Provide adequate protection against hazards for which they are designed.
- Be reasonably comfortable when worn under the designated condition.
- Fit snugly without interfering with the movements or vision of the wearer
- Be durable
- Be capable of being disinfected and cleaned
- Be kept in good working condition

Impact resistant face protection should be used in situations where there is exposure to tool operation or when deemed necessary. Impact resistant face protection should be worn over the eye protection and is not intended to take the place of eye protection.

Safety shoes and/or steel toe shoes must be worn at all times by anyone operating pneumatic tools or by anyone in the immediate area. Safety hard hats must be worn by anyone operating pneumatic tool when doing overhead work or by anyone in the immediate area.

Loose fitting clothing or jewelry of any type must not be worn when operating pneumatic tools.

### **Tool Operation and Maintenance**

All APT tools must be inspected to make sure they are working properly prior to operation. All components must be checked to make sure they are tight and there are no missing or damaged parts.

- DO NOT turn the tool towards your body or towards anyone else.
- ALWAYS work with the tool firmly pointed toward the workface.
- NEVER adjust, remove, repair, or store any air tools without disconnecting the air supply first.
- NEVER change tool steel or any accessories without disconnecting the air supply and relieving the hose of air pressure.
- NEVER leave an idle tool connected to the air supply to prevent accidental actuation. The air supply must be turned off at the source or at the air compressor.
- ALWAYS inspect the tool steel carefully for cracks or damage.
- NEVER operate pneumatic equipment with damaged tool steel.
- NEVER attempt to use a pneumatic tool without a retainer.
- ALWAYS inspect retainers for damage or excessive wear and do not use damaged or worn retainers. Check all bolts for proper torques.
- ALWAYS inspect all air hoses for cracks, worn threads, damaged or loose quick disconnect couplings in order to prevent injury resulting from a whipping air hose.
- Look out for excess air hose around the work area to prevent tripping and falling. Ensure proper footing and balance when operating any air tool.

Noise: Prolonged exposure to noise caused by normal operation of pneumatic equipment may lead to hearing disorders. OH&S regulates the maximum sound level to which an operator may be exposed. Hearing protection should be used by anyone operating pneumatic equipment or anyone exposed to noise caused by the operation of pneumatic equipment. Please take the time to ensure your safety and that of others.

Air powered tools present many of the same hazards as their electrically powered counterparts, plus hazards you may not have considered. Here are things to remember when using air tools:

- **Air pressure:** Electrical tools are powered from a source that provides a well-regulated standard current. However, with air powered tools, air may be delivered at varying pressures and flows. If the pressure/flow exceeds the manufacturer's rating, the tool itself could over-speed, delivering too much torque or other excessive force. This is hazardous due to the increased possibility of tool or work piece breakage. Inadequate pressure or flow could also result in an underperforming tool. This may prompt you to apply excessive force in your work, possibly causing tool breakage and injury. Adjust your air pressure to the manufacturer's rating. Make sure hoses are of the correct inside diameter and are not kinked or crushed. Your compressor and receiver must have enough capacity to deliver air in an amount sufficient to properly operate all attached tools.
- **Noise Levels:** Pneumatic tools discharge exhaust air at the tool itself or nearby. Frequently, this air is not muffled and therefore pneumatic tools can be much noisier than electric tools. As

prolonged exposure to loud noise can damage your hearing, precautions should be taken. Either effective mufflers can be installed on the exhaust, or hearing protection should be worn\

- **Oil & Air Quality:** The discharge of air can cause other concerns too. The air feeding the tool may contain oil or antifreeze, discharging contaminated air into the environment around you. Special precautions may be needed in confined or poorly ventilated spaces. If oil-contaminated air discharges near where you grip the tool, your hands may become oily, resulting in a dangerous loss of grip. It helps to frequently wipe both your hands and the tool and to be sure you are not over oiling the tool. To eliminate the hazard, find a replacement tool with a better design. Wearing gloves and help to eliminate this problem as well
- **Air Temperature:** If the air discharges on your hand, you can feel that it is cold. Under certain conditions, the temperature could be low enough to cause frostbite, stiffen your fingers, or even make you more susceptible to certain types of cumulative trauma injuries. Again, this may indicate poor tool design. Gloves may help if they can be worn without creating the additional hazard of becoming caught up in any rotating or reciprocating parts.
- **Shock Potential:** Air powered tools are not grounded or double insulated so if you contact a live wire while working with a pneumatic tool, you can be shocked. Make certain all electric power in the immediate work area is isolated.
- **Whipping Hose Danger:** If an electric cord were to break, there is generally not much danger unless you come in contact with the conductors. However, a severed air hose can whip around violently until the air is shut off. You may be injured by the whipping hose or while scrambling to get out of its way. Protect the hose from physical damage. When using quick disconnect type fittings, install the male end on the tool.
- **Eye Protection:** Finally, don't forget to protect your eyes. Compressed air or particles may fly from equipment such as chipping hammers, rotary drills or sanders, and cause pain or injury. Don't take chances with your precious eyesight!

**Always understand the manufacturers operating instructions.** – Prior to using a tool of any type.

**At all times understand that use compressed air is an extremely hazardous task and protect yourself at all times**

Safety glasses, safety boots, proper long sleeved clothing and hearing protection are the minimum PPE requirements.



## **Use of Cleaning Solvents**

Cleaning solvents are used in the day-to-day duties 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. Whenever possible, solvents should be nonflammable and nontoxic.

The supervisors 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 any hazard they pose.

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

1. Use nonflammable solvents for general cleaning.
2. When flammable liquids are used, make sure that no hot work is permitted in the area.
3. Store flammables and solvents in special storage areas.
4. Check toxic hazards of all solvents before use. (SDS)
5. Provide adequate ventilation where all solvents and flammables are being used.
6. Use goggles or face shields to protect the face and eyes from splashes or sprays.
7. Use rubber gloves to protect the hands.
8. Wear protective clothing to prevent contamination of worker's clothes.
9. When breathing hazards exist, use the appropriate respiratory protection.
10. Never leave solvents in open tubs or vats – return them to storage drums or tanks.
11. Ensure that proper containers are used for transportation, storage and field use of solvents/flammables.
12. 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.



## **Portable Extension Ladders**

Ladders can be used safely if they are given the respect they deserve.

Before using any ladder, make sure that it is good condition and is the right ladder for the job to be done. Check for damaged rungs, bends, and loose parts basically anything that changes the ladder from its original state that may cause the ladder to be un-safe. If in doubt **DO NOT USE THIS LADDER**

1. When setting up a ladder, secure the base and “walk” the ladder up into place.
2. The ladder should be set at the proper angle of one (1) horizontal to every four (4) vertical.
3. Before using a ladder, make sure it is secured against movement.
4. When in position, the ladder should protrude one (1) meter above the intended landing point.
5. Workers shall not work from the top two rungs of a ladder.
6. Don't overreach while on a ladder. It is easier and safer to climb down and move the ladder over a few feet to center yourself on the task area.
7. Always face the ladder when using it. Grip it firmly and use the three-point contact method when moving up or down.
8. The minimum overlap on an extension ladder should be one (1) meter unless the manufacture specifies the overlap.
9. Keep both metal and wood ladders, away from electrical sources.
10. Ladders shall not be climbed higher than the third step from the top.
11. Only one employee shall be on a portable ladder at one time.
12. Where the hazard exists of the ladder slipping, it shall be securely held in place by tying or by a person holding the base of the ladder.





## **Use of Step Ladders**

As with all ladders, make sure that the stepladder is in good condition, and is the right ladder for the job to be done. Check for damaged rungs, bends, and loose parts basically anything that changes the ladder from its original state that may cause the ladder to be un-safe. If in doubt **DO NOT USE THIS LADDER.**

Stepladders are to be used only on clean and even surfaces.

- No work is to be done from the top two steps of a stepladder, 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 stepladder is only to be used in the fully opened position with the spreader bars locked.
- Tops of stepladders are not to be used as a support for scaffolds.
- Don't overreach while on the ladder. Climb down and move the ladder over to a new position.

Only CSA Standard ladders will be used.



**Safety Manual  
Safe Work Practice**

**Use of Extension Cords**

1. All portable extension cords must be rated for 600 volts and have an insulated grounding conductor. The rated load shall not be exceeded.
2. Defective cords must not be used.
3. Extension cords are to be protected during use to prevent damage from sharp edges, movement of materials, flame cutting and other operations.
4. Extension cords shall not be fastened with staples, hung from nails or suspended by wire.
5. Extension cords used in hazardous areas such as metal enclosures or damp locations should be equipped with approved ground fault protection.
6. Portable GFI (Ground Fault Interrupter) safety cords are to be used with electrical tools and instruments where specified by customer site.
7. All repairs on extension cords will be carried out by qualified personnel with supervisor's permission.



## Noise

Eagle Crane does have a noise hazard for all employees working in these areas. Grinding, hammering, saw cutting, and loud machinery could all have the potential of exceeding the provincial standard of 80 dB A daily exposure average and the 125 dB A peak exposure limit. A good general rule is that if you cannot carry on a conversation with normal voice within 3 feet of someone then hearing protection is required. All workers will be trained on a Hearing Conservation Program.

**Hearing protection is available for all workers at all times.**

***All workers must consider all work sites to have a potential hearing hazards. Workers must observe posted noise signage at work sites and implement controls as needed.***

### General

- All workers of Eagle Crane will assume that they are exposed to loud noise and wear appropriate hearing protection
- Ear plugs or muffs will be worn when exposed to loud noise
- Hearing protection will be worn properly following all manufactures instructions and recommendations

***Where reasonably practical noise levels will be reduced by: substitution of less noisy equipment, enclose/ shield noise source, isolation of workers from noise source. If engineering controls are not practicable to ensure workers are not exposed to noise that exceeds 85 dBA over an 8 hour time period, hearing protection must be used.***

As per OH&S regulations all employees who are exposed to over an average of 85 dB A of sound or louder will require hearing testing.



## Manual Lifting and Carrying

Most musculoskeletal injuries are caused by improper lifting practices. Workers who may be exposed to the possibility of musculoskeletal injury will receive training on how to properly lift and carry loads to eliminate or reduce the potential of injury. As per Saskatchewan OH&S Part 6 - 78 – Lifting and handling loads.

- A hazard assessment must be performed prior to manually lifting, lowering, pushing, pulling, handling or transporting a load that has the potential to cause injury. The hazard assessment must take into consideration the size, shape and weight of the load as well as the number of times and manner in which the load is to be moved.
- Ensure that the worker is both physically and mentally capable to perform the task.
- If the potential for musculoskeletal injury exists, all reasonably practicable measures must be used to eliminate or reduce the risk. Elimination methods include, but are not limited to:
  - use of power equipment or mechanical lifting devices
  - obtaining assistance in lifting heavy objects
  - ensuring a good grip before lifting and employing proper lifting technique
  - avoiding reaching out
  - wearing appropriate PPE
  - do not carry pipe, conduit, reinforcing rods or other conductive materials on the shoulder when near exposed, live electrical equipment or conductors
  - being aware of hazardous and unsafe conditions
  - activities at the work place that may cause or aggravate musculoskeletal injuries are reviewed annually.



## Safety Manual Safe Work Practice

# Lock Out/Tag Out

In order to ensure the safety of all personnel of Eagle Crane and any of their subcontractors and visitors a program/procedure for the tagging out of all equipment/tools under repair will be observed. No work will be done on any equipment that has not been tagged out with a red tag.

This practice is to ensure the protection of site personnel who is working on any equipment/tool that could endanger the worker or cause possible equipment damage. With all general procedures, there will be some variances for specific equipment/tools this will be addressed by site personnel as required. **All equipment/tools will be isolated from their power supply and checked prior to beginning repairs or servicing.**

### Tag-out

A tag-out will be required where any equipment can represent a potential hazard to life or property when repair or maintenance work is required to be done on them.

Tag-out equipment:

- Tags will state **do not operate.** Tags may allow operation under specific conditions or terms of use.
- For any Cranes, a tag will be attached to the steering wheel and a second tag attached to the keys. The keys will be removed from the equipment and the tag will identify where they are being stored.
- **Under no circumstances is anyone to ignore a lockout tag and attempt to turn on a piece of equipment under repair. Removing, ignoring or disregarding maintenance tags will result in immediate disciplinary action and can result in termination.**

### Tag Out Practice

- No personnel will perform maintenance or repair work on any equipment/tool that represents a safety hazard until it is tagged out.
- All personnel working on the equipment/machinery or tool will sign on to a single tag to the unit if possible. Workers are allowed to sign off on the tags.
- All personnel working on the equipment/tools will be aware of the tag-out procedure used and conditions to return unit to active state
- The equipment/tool will be tagged out prior to any work starting on it
- The lead or supervisor of the repair will ensure the unit is tagged out properly before any work is started
- All tags will be filled out completely with the name of the tagging out employee and the conditions of the tag out.

## **Removal of Tag-out by others**

Note: In the event that a tag out is found on a piece of equipment/tool and the person responsible is not present then the following procedure will be followed:

1. Contact your supervisor.
2. Your supervisor will attempt to contact the person who installed the tag-out and get permission to remove it.
3. If the person who installed the tag-out cannot be contacted then the follow will be done:
  - A qualified person will examine the equipment tag-out to determine if it is safe to remove the tag-out.
4. The tag-out will be removed only if another maintenance or repair person of at least equal qualification deems it safe.



## **Use of Plate Clamps**

The purpose of this standard practice is to ensure the safety of all personnel using a plate clamp

- **ONLY AUTHORIZED COMPETENT WORKERS WILL USE A PLATE CLAMP.**
- Make sure to review all manufactures recommended practices for the safe use of a plate clamp.
- Inspect clamp prior to use each time.
  - Check for cracks in body of clamp.
  - Check grab teeth for sharpness and for broken teeth.
  - Check clamp button for tightness.
  - Check movement of lifting eye and tightness of locking mechanism.
  - A lifting clamp must be clean when used – check the clamp before each use.
    - Keep all working areas clean, an unclean clamp may not work properly and as such be unsafe. It is of high importance that the surfaces are clean at all times.

### **General use**

1. Clamps should be directly on crane hook or a short chain/sling.
2. Ensure material is free of grease, ice or other containments.
3. Only one piece of material is to be lifted at a time and only to the maximum capacity of the clamp. Capacity is marked on clamp.
  - If more than one piece is being lifted then the piece must be attached to make them one. (Tacked together).
  - Make sure the width of the clamp opening is appropriate for the material you are lifting.
4. Place clamp on material ensuring the button is snug on material.
5. Set clamping teeth and locking mechanism.
6. Slowly have crane take up slack and tighten the clamps on the load.
7. Move material to desired spot.
8. Place appropriate blocking under material to get plate clamp out,
9. Replace clamp in storage area.



## **Fall Protection**

### Definitions

Anchor	A secure point of attachment for a lifeline or lanyard
Carabineer	A link with a gate that is normally closed or that automatically closes and is used to connect components of a personal fall protection system
Control Zone	The area between an unguarded edge of a building or structure and a line that is set back at a safe distance. This is used if a worker is working on a level surface and is no less than 2m wide from the unguarded edge
Fall Arrest System (FAS)	A system that will stop a worker's fall before the worker hits the surface below
Fall Protection System	Any of the following when used to protect a worker from a fall or minimize the risk from falling <ol style="list-style-type: none"><li>Guardrails</li><li>Safety belt or full body harness with a lanyard and or a lifeline and an anchor with their related equipment</li><li>A safety net</li><li>A control zone</li></ol> A safety monitor with a control zone
Fall Restraint System	A positioning system to prevent a worker from falling from a work position or a travel restriction system such as guardrails or a personal fall protection system to prevent a worker from traveling to an edge from which the worker could fall
Free Fall Distance	The distance from the point where the worker would begin to fall to the point where the fall arrest system would begin to cause deceleration of the fall
Full Body Harness	A body support device consisting of connected straps designed to distribute a fall arresting force at least the thigh, shoulders and pelvis, with the provision for attaching a lanyard, lifeline or other components
Horizontal Lifeline System	A system composed of synthetic or wire rope, installed horizontally between two anchors, to which a worker attaches a personal fall arrest system
Lanyard	A flexible line of webbing, synthetic or wire rope that is used to secure a full body harness to a lifeline or anchor



Lifeline	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	An individual worker's fall protection system composed of a full body harness and a lanyard, lifeline or any other connecting equipment that is used to secure the worker to an individual anchor or to a horizontal lifeline system
Safety Monitor System	A system in which a trained worker is designated to monitor work activities in a control zone to ensure that work is done in a manner that minimizes the potential for a worker to fall
Shock Absorber	A device intended to limit the deceleration of a worker during fall arrest
Swing-fall Hazard	The hazard of a worker swinging and colliding with an obstruction following a fall when connected to a lanyard or lifeline that runs at an angle off vertical
Total Free Fall Distance	The distance from the point where the worker would begin to fall to the point where the fall would be stopped
Unusual Risk of Injury	With the respect to the work of injury from a fall, there is a risk of injury greater than the risk of injury from the impact on a flat surface; for example, from a fall into operating machinery or into a chemical tank

- No employee of Eagle Crane will work at a height without proper protection to prevent the employee from falling. All employees are responsible to ensure that they have taken every reasonable precaution to protect themselves and their fellow workers from falling hazards.
- All employees, subcontractors, clients and visitors of Eagle Crane will be required to comply with 100% fall protection requirements at all times. Failure to do so will result in disciplinary action that can include termination and removal from site.
- All fall protection equipment must meet all applicable OH&S and CSA standards, or they will not be tolerated.
- All fall protection equipment must be maintained in accordance with manufactures instructions and requirements.
- All fall protection equipment will be inspected prior to each use and will not be used if there is any question as to its soundness
- Fall protection will be required whenever any employee is working from a temporary structure of higher than 3m (10 ft.) Handrails and guardrails will be used when possible as fall protection. A worker must wear his safety harness with the lanyard tied off to a fixed support whenever his feet are more than 3.0 m (approx. 10 feet) above the next level or whenever he works above operating machinery, hazardous substances or objects, regardless of the possible fall height
- All guards will conform to OH&S requirements of the applicable area. If handrails and guardrails are not possible then harnesses with proper lanyards and tie offs will be used.

### **Safe Work Practice**

NOTE – prior to work starting please ensure that:

- A job task analyze has been completed using Eagle Cranes field safety meeting form or

hazard assessment forms

- Any hazard in the work area that can be removed have been removed
- All work is done with the site supervisor's permission and that any required permits are in place
- Any worker understands requirements of fall protection

#### Training

- All employees working at heights will have proper training in fall hazard awareness, selection and use of fall protection equipment.

#### Rules of Fall Protection

1. Identify the fall hazards before beginning the work
2. Remove or minimize the fall hazard, if possible:
  - can at least part of the work be done on the ground
  - can the elevated device to be worked on be relocated to an area where climbing is not necessary
  - can scaffolding or temporary platforms be employed
  - is a permanent ladder feasible
  - can an elevated work platform be used
3. Prevent falling, if possible:
  - use guardrails & barriers
  - use personal travel restricting systems
4. Arrest the fall and minimize its consequences:
  - use safety nets
  - use permanent fall protection systems on ladders and structures
  - use temporary fall arrest systems accompanied by training and rescue procedures

#### Working from Scaffolds

1. Scaffold platforms must be fully planked.
2. Guardrails consisting of a top rail, mid rail and toe boards are required whenever the working platform is 3.0 m (10 feet) or more above floor level.
3. Wheels and casters must be locked when personnel are working on the scaffold.
4. If the scaffold is more than 3.0 m (10 feet) high, it must not be moved with personnel on it unless:
  - a. they are tied off by means of a safety belt and lanyard to an independent support
  - b. the floor is smooth and level
5. Scaffolds must meet the requirements specified in the Saskatchewan legislation.

#### Working from Ladders

A worker must wear his safety belt with the lanyard tied off to either a fixed support or a lifeline whenever:

- a. his feet are 3.0 m (10 feet) or more above the floor and he will be working here for more than what is considered a short time
- b. he is above operating machinery
- c. he is above hazardous substances or objects

## **Principles of Fall Arrest Systems**

1. Inspect your equipment before use every time
2. Don and adjust your harness properly
3. Connect all components of your FAS using only compatible connecting hardware
4. Use your shock absorber or your shock-absorbing lanyard whenever possible
5. Attach your FAS only to a suitable anchorage
6. Keep your fall distance to a minimum
7. Consider the condition of your workplace when choosing your equipment
8. Care for your equipment as if your life depends on it – as it does
9. Know your rescue procedures and equipment in case you should fall
10. Be properly trained to use any/all fall protection equipment

## **Handrail/Guardrails system**

**Handrails will consist of a top rail and mid rail (The requirements are to be equivalent to a 2x4 – Grade 2 and btr) that prevents the worker from falling. The top rail will be 36 to 42 inches from the working platform. Mid rails will be ½ the distance from top rail to deck off the work platform.**

The upright post “is capable of supporting a worker who may fall against the guardrail” and be spaced every 8 feet (2.4 meters). {Section 121 OHS Regulations}.

Toe boards are also required. They must be a minimum of 125 mm {5”} and are a protection only for material falling through the guardrail.

If this system is not in place, then a fall arresting or fall restraint system must be used.

## **Fall Arrest – Harnesses**

### General Requirements

- ALL TIEOFF WITH LANYARDS WILL REQUIRE A LANYARD SYSTEM.
  - Some field sites will require a double lanyard system
- ONLY THE D-RING IN THE MIDDLE OF THE BACK WILL BE USED TO ATTACH A LANYARD FOR FALL ARRESTING
- All warnings and instructions must be read and understood before using equipment.
- Equipment must be used by trained personnel only.
- All users must understand all OH&S regulations, CSA standards, and other relevant regulations and standards pertaining to fall protection equipment.
- To minimize the potential for accidental disengagement, a competent person must ensure system compatibility.
- All equipment must be visually inspected before each use.
- All equipment should be inspected by a qualified person on a regular basis.
- Equipment must not be altered in any way. Repairs must be performed only by the manufacturer or authorized agent.
- Any product exhibiting deformities, unusual wear, or deterioration must immediately be discarded.
- Any equipment subject to a fall must be removed from service.
- Employers must provide for prompt rescue in the event of a fall.
- Never use fall protection equipment for purposes other than those for which it was designed. Fall protection equipment should never be used for towing or hoisting.

- Always check for obstructions that are below the work area to make sure potential fall path is clear.
- All synthetic material must be protected from slag, hot sparks, open flames, or other heat sources.
- Environmental hazards should be considered when selecting fall protection equipment. Polyester should be used in certain chemical or acidic environments.
- Maximum working load is 310 lbs., unless labeled otherwise.

### **Fall Arrest**

A fall arrest system is required if any risk exists that a worker may fall from an elevated position, or a working height of six feet or more is reached. Working height is defined as the distance from the walking/working surface to a grade or lower level. A fall arrest system is designed to be passive and will only come into service should a fall occur.

#### **These are the following components of the fall arrest system:**

1. Personal Protective Gear – Full Body Harness
2. Connecting Device – Shock Absorbing Lanyard
3. Anchor Point/Anchorage connector – Cross Arm Strap/Support Beam

### **THREE SYSTEM COMPONENTS:**

1. **Body wear** – the first component is the personal protective gear worn by workers while performing the job. Manufacturers provide a variety of body belts, positioning belts, and full body harnesses used in various work environments. As Full Body Harnesses are the most appropriate equipment to be worn in the event of a free fall, these are the required type of device.
2. **Connecting Devices** – the second system component is the connecting device. This device is most commonly a shock absorbing lanyard or retractable lifeline because of their ability to dramatically reduce fall arresting forces but may also be a conventional rope or webbing lanyard.
3. **Anchor Point** – the final component of the system is the anchor or tie off point. This point must be capable of supporting 5,000 pounds per worker, such as an I-beam or other support structure. Anchorage connectors, such as cross-arm straps and eyebolts, are sometimes necessary to make compatible connections between the connecting device and the anchor point.

A **full body harness** distributes the forces throughout the body should a fall occur, thus reducing the chances of internal injuries.

The **shock-absorbing lanyard** dramatically decreases the total fall arresting forces and is designed to soften the impact of the arresting force on the worker.

The third component of the system is the **anchor point/anchorage connector**, which must be capable of supporting 22.2 kilonewtons or 5,000 lbs. per worker. This type of fall arrest system must be used whenever there is a danger of falling.

### **Positioning**

The second category is the personal positioning system, which holds a worker in place while allowing a hands-free work environment. Whenever a worker leans back, the system is activated. Harness/belts with limited length of lanyards to prevent the fall from happening

### **Retrieval**

This category system is mostly used in confined space and is known as a personal retrieval system. This system is primarily used where workers must be lowered into tanks, manholes, etc., and may require retrieval from above should an emergency occur.

### **Warnings**

- Visually check all buckles to assure proper and secure connections before each use.
- All straps must be connected and adjusted to provide a snug fit.
- Fall protection connecting devices should be attached to the back d-ring of a full body harness.
- Unless compatible, never attach non-locking snaps to d-ring.
- Side, front, and chest d-rings should be used for positioning only.
- Shoulder d-rings should be used for retrieval only.

### Connecting Devices

- Use only lanyards containing locking snap hooks.
- All workers will use a double lanyard system to be tied off at all times.
- Always visually check that each snap hook freely engages d-ring or anchor point and that its keeper is completely closed.
- Tie-off in a manner that limits free fall to the shortest possible distance. (Six feet maximum).
- Shock absorbers can elongate up to 3 ½ feet.
- This elongation distance must be considered when choosing a tie-off point.
- Tie-off is a manner which ensures a lower level will not be struck should a fall occur.
- Never disable or restrict locking keeper or alter connecting device in any way.
- Do not attach multiple lanyards together or attach a lanyard back onto itself.
- Do not wrap lanyards around sharp or rough edges.
- Use a cross arm strap or other compatible anchorage connector and connect to lanyard snap hook.
- Do not allow rope of webbing to come in contact with high temperature surfaces, welding, heat sources, electrical hazards, or moving machinery.
- The use of shock absorbers is highly recommended to reduce fall arresting forces.
- Never use natural material (manila, cotton, etc.) as part of a fall protection system.
- Do not tie-off into an object, which is not compatible with lanyard snap hooks.
- Make sure snap hook is positioned so that its keeper is never load bearing.
- ***Workers in man baskets in aerial lifts, forklifts and tele-handlers must wear the shortest fixed length lanyard or retractable lanyard possible. Shock absorbing lanyards are not allowed under any circumstance.***

### Anchor Points

- Anchor points for Fall Arrest Systems must be capable of supporting 5,000 pounds per worker. Anchor points for Travel Restraint Systems must be capable of supporting 2,000 pounds per worker.
- Always work directly under the anchor point to avoid a swing-fall injury.
- Never wrap lanyards around sharp or rough anchor points.
- Use a cross arm strap or other compatible anchorage connector to connect lanyard snap hook.
- Ensure that the anchor point is at a height that will not allow a lower level to be struck should a fall occur.
- When selecting an anchorage point, always remember that shock absorbers may elongate up to 3 ½ feet.
- Never use an anchor point which will not allow snap hook keeper to close.

### Inspection and Maintenance

Harnesses are designed for today's rugged work environments. To maintain their service life and high performance, harnesses should be inspected frequently. Visual inspection before each use is just common sense. Regular inspection by a competent person for wear, damage or corrosion

should be a part of your safety program. Inspect your equipment daily and replace it if any of the defective conditions explained in this manual are found.

### **Harness Inspection**

Perform the following procedures for all harness straps

**Webbing Straps** -Grasp the webbing with your hands 6 to 8 inches apart. Bend the webbing in an inverted “U”. The surface tension resulting makes damaged fibers or cuts easier to see. Follow this procedure that entire length of the webbing, inspecting both sides of watch strap. Watch for grayed edges, broken fibers, pulled stitches, cuts, burns, and chemical damage.

**D-Rings** - Check d-rings for distortion, cracks, breaks, and rough or sharp edges. The d-ring should pivot freely.

**Attachments of Buckles** - Attachments of buckles and d-rings should be given special attention. Note any unusual wear, frayed or cut fibers, or distortion of the buckles or d-rings

**The Tongue, or Billet** - The tongue, of billet of the belts receives heavy wear from repeated buckling. Inspect for loose, distorted or broken grommets. Belts should not have additional, punched holes.

**Tongue Buckles** - Buckle tongues should be free of distortion in shape and motion. They should overlap the buckle frame and move freely back and forth in their socket. Roller should turn freely on frame. Check for distortion or sharp edges.

**Friction and Mating Buckles** - Inspect the buckle for distortion. The outer bars and center bars must be straight. Pay special attention to corners and attachments points of the center bar.

<b>Type of Webbing</b>	<b>Heat</b>	<b>Chemical</b>	<b>Molten Metal or Flame</b>	<b>Paint and Solvents</b>
Nylon & Cordura	In excessive heat, nylon becomes brittle and has a shriveled brownish appearance. Fibers will break when flexed. Should not be used above 200° F.	Change in color usually appearing as a brownish smear or smudge. Transverse cracks when belt is bent over a mandrel. Loss of elasticity In belt.	Webbing strands fuse together. Hard shiny spots. Hard and brittle feel. Will not support combustion.	Paint which penetrates and dries restricts movement of fibers. Drying agents and solvents in some paints will appear as chemical damage
Polyester (Dacron*)	Same as nylon, except do not use above 180° F.	Same as nylon	Same as nylon, except will support combustion.	Same as Nylon

### **Cleaning**

Basic care of all safety equipment will prolong the durable life of the unit and will contribute toward to performance of its vital safety function. Proper storage and maintenance after use are as important as cleansing the equipment of dirt, corrosives, or containments. Storage areas should be clean, dry, and free of exposure to fumes or corrosive elements.

Wipe off all surface dirt with a sponge dampened in plain water. Squeeze the sponge dry. Dip the

sponge in a mild solution of water and commercial soap or detergent. Work up a thick lather, with a vigorous back and forth motion. Then wipe dry with a clean cloth. Hang freely to dry, but away from excessive heat, steam, or long periods of sunlight.

### **How to Wear a Full Body Harness**

Full body harnesses are the most common form of body wear used for full protection. Adhere to the following procedures when wearing full body harnesses. For harnesses without waist straps, the chest strap should be worn in mid-chest area.

- 1) Hold harness by back d-ring. Shake harness to allow all straps to fall in place.
- 2) If waist and/or leg straps are buckled release straps and unbuckle at this time.
- 3) Slip straps over shoulders so d-ring is located in middle of back between shoulder blades.
- 4) Pull buckle portion of leg strap between legs and connect to opposite end of leg strap. Repeat with second leg strap.\*
- 5) Connect waist strap if present. Waist strap should be tight, but not binding.
- 6) After all straps have been buckled, tighten all buckles so that harness fits snug but allows full range of movement.
- 7) If harness contains a chest strap, make buckle connection, position in mid-chest area and tighten to keep shoulder straps taut.
- 8) To remove harness, reverse procedure.
- 9) It is recommended to hang the harness by back d-ring to help it keep its shape when not in use and provide the worker with a starting point when next attempting to put the harness on.

### **Mating Buckle Connection Instructions**

- 1) Check that the straps are not twisted. The loose end of webbing is for adjustment and must always be located on the outside, away from the user.
- 2) The buckle with the center bar must pass **under** the square link.
- 3) Turn the center bar buckle so that the narrow side can **pass under and through** the square link.
- 4) Pull the center bar buckle completely through the square link.
- 5) Allow the center bar buckle to fall into place on top of the square link.
- 6) Pull loose end of strap to tighten adjustment of the harness.
- 7) Slide keepers to hold any excess webbing
- 8) To remove, reverse procedure.

### **Direction for Threading the Friction Buckle**

**Step 1** - Insert the loose strap of webbing between the spring-loaded bar and the knurled bar from the underside of the buckle. Pull about six (6) inches of strap through the buckle.

**Step 2** - Feed the end of the webbing strap down through the buckle frame and the knurled bar.

**Step 3** - Pull the strap through the buckle until snug. To release, reverse operation.

### **Directions for Tongue Buckle Connection**

**Step 1** - Insert the loose strap of webbing through the tongue buckle from the underside.

**Step 2** - Pull the strap through until snug, placing the buckle tongue through the appropriate grommet.

**Step 3** - Push remaining webbing through keeper to retain loose end. To remove, reverse operation.

### **Direction for Threading Single Pass Friction Buckle**

**Step 1** - Insert loose strap of webbing from underside of the friction buckle through the first slot. Pull about six (6) inches through buckle.

**Step 2** - Feed the strap down through the second slot. Adjust until snug.

**Step 3** - Push webbing through elastic keeper to retain loose end. To remove, reverse operation.

No employee is to use a harness without first ensuring that he is properly trained and competent in the use.

### **FALL PROTECTION RESCUE PLAN**

- Worksite – Where are you – whose worksite?
- Location – In the event of any emergency having this information is important to get proper EMS.
- Describe work - what you are doing.
- Explain the nature of the work {example- installing 8” inch Hollow Core panels on the second floor}.
- Fall hazards – what is the hazard?
- What fall protection are you using? Check one off.
- Rescue plan – if someone falls and is suspended on a harness and lanyard or is injured on the height how do you get them down?

### **Rescue after a fall**

The OHS Code requires written rescue procedures. After an arrested fall, the fallen worker remains suspended in mid-air from his or her full body harness, awaiting rescue. In most cases, the worker is not injured and can alter body position within the harness to be more comfortable.

Unfortunately, a worker suspended in an upright position with the legs dangling in a harness of any type is subject to what has come to be known as “suspension trauma”. This is one of the reasons that the fall protection plan must include rescue procedures.

Suspension trauma death is caused by orthostatic incompetence. A soldier standing almost motionless at attention for a long period of time and then fainting is an example of the problem. What happens with orthostatic incompetence is that the circulation of blood is reduced because the legs are immobile, and the worker is in an upright position.

Gravity pulls the blood into the lower legs, which have a very large storage capacity. Enough blood eventually pools in the legs that return blood flow to the right side of the heart is reduced. This causes blood supply problems for both the heart and the brain. Normally the person faints at this point and falls to the ground. Now that the person is horizontal, blood from the legs flows back to the heart and on to the rest of the body.

While suspended in a harness however, the worker cannot fall into a horizontal position. Fall victims can slow the onset of suspension trauma by pushing down forcefully with the legs, by positioning their



body in a horizontal or slightly leg-high position, or by standing up. However, the design of the harness, the attachment points used, and the presence of fall injuries may prevent these actions.

The suspended worker faces several problems:

1. the worker is suspended in an upright posture with legs dangling;
2. the safety harness straps exert pressure on leg veins, compressing them and reducing blood flow back to the heart; and
3. the harness keeps the worker in an upright position, regardless of consciousness.

Rescue must happen quickly to minimize the dangers of suspension trauma. Time is of the essence because the suspended worker may lose consciousness in as few as five minutes.

If a worker is suspended long enough to lose consciousness, rescue personnel must be careful in handling such a person or the rescued worker may die anyway. This post-rescue death is apparently caused by the heart's inability to tolerate the abrupt increase in blood flow to the right side of the heart after removal from the harness. Current recommended procedures are to take from 30 to 40 minutes to move the victim from kneeling to a sitting to a laying down position. A physician should examine the rescued victim. Among other things, the reduction in blood flow while suspended can affect the kidneys and lead to permanent damage.

A motionless, suspended victim suggests serious injury and a rescue must be performed quickly. A non-breathing, motionless victim must be ventilated within four minutes of when they stop breathing in order to prevent irreversible brain damage.



## Fire Extinguishers

### General Rules

The best means of firefighting is to prevent it from starting.

The three following components must all be present for a fire to start:

1. Fuel (in the form of vapor, liquid or solid)
  2. Oxygen (in atmosphere)
  3. Heat/Ignition (temperature high enough to ignite fuel/air mixture)
- Removal of any one of these three components will prevent a fire.

Good housekeeping is essential in the prevention of fires. Fires can start anywhere, anytime. This is why it is important to know the classifications of fire extinguishers and how to use them.

Always keep fire extinguishers visible and easy to get at. Fire extinguishers have to be properly maintained to do the job. Remember always use the right extinguisher for the fire present.

Eagle Crane's policy on the inspection of Fire Extinguishers is that the Crane Operators will visually inspect them as part of our Prestart Inspections. Our Regular inspections are provided by Saskatoon Fire and Protective Services.

### Types of Fires

**Class A:** These fires consist of wood, paper, rags, rubbish and ordinary combustibles.

Recommended Extinguishers: Water from a hose, pump type water can, pressurized extinguishers and soda acid extinguishers.

Fighting Fire: Soak the fire completely – as well as the smoking embers.

**Class B:** Flammable liquid, oil and grease.

Recommended Extinguishers: ABC units, dry chemical, foam and carbon dioxide extinguishers.

Fighting Fire: Start at base of fire and use a swinging motion from left to right, always keeping the fire in front of you.

**Class C:** Electrical Equipment

Recommended Extinguishers: Carbon dioxide and dry chemical (ABC) units.

Fighting Fire: Use short burst on the fire. When the electrical current is shut off in a class C fire, it can become a class A fire if the materials around the electrical fire are ignited.

**Class D:** Combustible Metals – magnesium, titanium and sodium.

**Note: In the event of this type of fire, call the fire department immediately.**

## **Care of Extinguishers**

- According to manufactures recommendations.
- Fire extinguishers must be inspected monthly and re-certified yearly to ensure operational reliability.
- Fire extinguishers are to be removed from use after each use and re-certified.

## **Procedure Operation of a Fire Extinguisher**

- Review use and care of fire extinguishers with workers as per manufactures recommendations
1. Lift Extinguisher from storage position
  2. Break seal and remove the hose from its storage position.
  3. Remove pin and depress the cartridge lever to activate the extinguisher.
  4. Give the nozzle a quick squeeze to verify the extinguisher is charged.
  5. If possible, approach the fire with the wind to your back.
  6. Start flow of chemical when about 3 meters from fire.
  7. Direct the stream towards the near edge or base of the fire.
  8. Apply the chemical with a back-and-forth-horizontal motion, always aiming at the base of the fire.
  9. Use fully, do not throttle the flow of the chemical.
  10. Do not aim directly into open containers holding burning liquids.

Do not turn your back on a fire, even though it appears extinguished. Re-ignition may occur.



## Rigging

Rigging must be performed by competent workers. The following requirements apply:

- Only rigging equipment that is in good condition and is not suspect.
- All rigging equipment shall be visually inspected by the operator prior to use.
- In addition, shackles, turnbuckles, eyebolts, links, rings, metal clamps, spreader bars and other similar rigging hardware shall be checked periodically for safe condition for use.
- All rigging equipment shall be protected from physical damage caused by neglect, abuse, or misuse.
- All rigging equipment shall be stored and maintained in accordance with the manufacturer's recommendations.
- **Rated capacity of rigging equipment must not be exceeded**
- Slings (e.g., wire rope, synthetic web or rope, metal mesh, and chain) and rigging hooks shall.
  - Be labeled for identification purposes with a durable tag (synthetic or metal) permanently affixed to the device. Equipment that is not properly labeled shall not be used.
- All spreader bars and other lifting devices must have proper weight capacities clearly marked on them. NO lifting device will be used without proper weight capacities marked on them.
- Hooks are secured by a safety latch, mousing, shackle, or other effective means to avoid dislodgement.

The Crane Operator and supervisors will ensure that all rigging is in good shape and that all personnel using rigging understand that:

- Defective equipment shall be removed from service and destroyed to prevent inadvertent reuse.
- All rigging equipment shall be maintained, inspected, tested (or calibrated), inventoried, and stored in accordance with the requirements of the manufacturer.
- No non-certified equipment will be used at any site for any hoisting action.

Examples of conditions that may require rigging hardware to be removed from service include the following:

- Synthetic slings with
  - Ratings tags missing
  - Abnormal wear.
  - Torn stitching.
  - Visible threads from the interior of the sling fabric.
  - Broken or cut fibers.
  - Evidence of heat damage.
- Wire-rope slings with
  - Kinking, crushing, bird-caging, or other distortions.
  - Evidence of heat damage.
  - Cracks, deformation, or worn end attachments.
  - Broken wires
- Alloy steel chain slings with
  - Cracked, bent, or elongated links or components.
  - Missing required safety latches
  - Evidence of heat damage.

- Stretched chains or hooks.
  - Cracked hooks.
- Shackles, eye bolts, turnbuckles, or other components that is damaged or deformed. Manufacturer's requirements shall also be consulted, and the most conservative requirements shall prevail.

## **Rigging a Load**

Do the following when rigging a load:

- Determine the weight of the load. Do not guess.
- Determine the proper size for slings and components.
- Only properly certified rigging will be used.
  - All rigging will have weight capacity tags, if they are not present the rigging is not to be used.
- All rigging will be visually inspected prior to each use and if unsure of the soundness of the rigging it will not be used but removed from service.
- Make sure that shackle pins and shouldered eye bolts are installed in accordance with the manufacturer's recommendations.
- Pad sharp edges (use of softeners) to protect slings. Machinery foundations or angle-iron edges may not feel sharp to the touch but could cut into rigging when under several tons of load. Wood, tire rubber, or other pliable materials may be suitable for padding.

Determine the center of gravity and balance the load before moving it.

- Keep the attachment points of rigging accessories as far above and as far away from the center of gravity as possible.
- Initially lift the load only a few inches to test the rigging and balance.
- Protect rigging hardware as required. Items left in the sun may have surface temperatures that exceed the safe limits of synthetic lifting devices.
- Keep all personnel clear of all loads at all times.



## Mounting and Dismounting Equipment

1. Park in an area that provides maximum protection for operator and which provides a solid landing during mounting and dismounting.
2. Do not leave equipment or vehicle unattended with engine running. Shut off engine and set parking brake when equipment or vehicle is not in use.
3. When mounting or dismounting equipment or vehicle use all steps and all handholds provided.
4. **DO NOT JUMP FROM EQUIPMENT OR VEHICLE.**
5. Use a three-point method in mounting and dismounting equipment or vehicle. When mounting, face the equipment or vehicle and using both hands, firmly grasp handholds while placing one foot solidly on step. **When dismounting, face the equipment and place both feet solidly on steps and use one hand to firmly grasp handhold.**
6. Do not twist or jerk while entering or exiting the vehicle.
7. If no ladder or step is present see if one can be located.



## Safety Manual Safe Work Practice

### Use of forklifts

**Inspect forklift daily before each use, walk around unit check if unsure do not use and report to your supervisor.**

**ONLY trained authorized personnel will use the forklift**

1. Only authorized employees may operate a Forklift.
2. Rated capacity must be stated on forklift. Check for Plate on forklift.
3. Inspect forklift prior to use.
4. No riders shall be permitted on forklift unless forklift is equipped with adequate facility.
5. All unattended forklifts shall have mast at vertical position, forks in the down position.
6. When leaving the forklift, the operator will ensure that the:
  - a. Brake is properly engaged.
  - b. The transmission is in neutral and the control is locked in place.

NOTE- if leaving the forklift, it must be in high idle. This increases the oil flow within the engine and prevents damage. This is particularly important in winter time.

7. Loaded forklift shall not be moved until load is safe and secure.
8. Operators shall look in the direction of travel and shall not move the forklift until it is certain all persons are clear.
9. The forks shall always be carried as low as possible, consistent with safe operation.
10. Forklifts shall not be driven up to anyone standing in front of a bench or other fixed object where such persons could be caught between the forklift and the object.
11. Employees shall not place any part of their body outside the running lines of the forklift or between the mast uprights or other parts of the unit where shear or crushing hazards exist.
12. Employees shall not stand or work under the elevated portion of any forklift.
13. The operator shall slow down and sound the horn at all locations where visibility is obscured or obstructed. If the load being carried obstructs forward view, the operator shall be required to travel with the load trailing unless uphill. \* Mirrors or other devices may be installed to provide visibility around corners.
14. Extreme care shall be taken when tilting loads. Tilting forward with forks elevated shall be prohibited except when picking up a load. Tilting elevated loads forward shall be prohibited, except where the load is to be deposited on a storage rack or equivalent.
15. Special precautions shall be taken in the securing and handling of loads by forklifts.
16. Operator of forklift shall remain in operator's seat when forklift is used with a personnel basket. Only approved personnel basket attachment will be used elevating employees.
17. All forklifts will be equipped with the following safety equipment:
  - a. Back up alarm
  - b. Seat belts
  - c. Fire extinguishers
  - d. Manufacturers – forklift manual
  - e. Daily Inspection reports



## **Housekeeping**

It is the responsibility of every employee of Eagle Crane to ensure that their work areas are kept clean and free of hazards associated with poor housekeeping. Poor housekeeping practices are a direct cause of incidents such as trips and slips. It is the responsibility of all employees to correct hazards associated with housekeeping and to help maintain a safe work place

### **Housekeeping**

1. Good housekeeping is important for maintaining a safe workplace.
2. Each employee is responsible for maintaining a clean and sanitary workplace.
  - Supervisor should detail individuals responsible for cleanup duties.
3. All materials must be properly stored with stock being placed neatly in racks or bins wherever possible.
4. Clear all floors and walkways of tripping hazards on a regular basis. Marked aisles must be kept clear of obstructions.
5. Maintain all floors, decks and working surfaces in non-slippery condition by removing spills as soon as possible. Any non-slip material should be inspected on a regular basis for wear.
6. Place trash in proper receptacle. Do not throw it on the floor or ground.
7. Provide a waste receptacle that is in good condition and appropriate for the type of waste material.
8. Clean all machinery regularly and keep free of shavings, excess oil and pieces of stock.
9. Oily waste, rags or other flammable material shall only be stored in the proper metal receptacles.
10. Materials should not be stored where they block access to fixed ladders, stairways, electrical switch boxes, firefighting or other rescue equipment.
11. Hand tools should be neatly stored in a designated place.
12. Welding rods should be placed in a rod bucket to prevent slip or trip hazards.
13. Cables, hoses, cords should be run in a manner to minimize trip hazards.

**A clean and organized worksite can help to prevent incidents.**





## Use of Portable Angle Grinders

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

***ALL GRINDERS MUST HAVE PROPER 120 DEGREE GUARDS AS PER THE OH&S. NO GRINDER WILL BE USED WITH OUT A PROPER GUARD.***

### **Always use a Face Shield when grinding**

1. Inspect grinder before use:
    - i. Check cord for damage
    - ii. Check disc for damage
    - iii. Make sure trigger lock not on
  2. Familiarize yourself with the grinder operation before commencing work. If you are not sure of some aspect of what you are about to attempt don't do it.
  3. Ensure proper guards are in place and that safety glasses, face shields, gloves and safety boots are worn when using portable grinders.
  4. When turn plugging in the grinder make sure it is face up and being held.
  5. Make sure grinder is held with two hands at all times of use.
  6. Use grinder in an easy to reach position. Reaching difficult to reach positions can cause injuries.
  7. When grinding control your exhaust – sparks should be in the direction of your body, lower body. If your grinder catches it will then jump away from you and not at you.
  8. Watch grinding in tight areas as a grinder can catch on materials and exhaust controls is more difficult.
  9. Grinders can cause vibration in hands and wrists – avoid grinding for long periods and gripping the grinder to tight if you must grind for long periods take short stretch breaks and keep hands and wrist lose (see stretching guidelines).
  10. When mounting the wheels, check them for cracks and defects, ensure that the mounting flanges are clean, and the mounting blotters are used. Do not over tighten the mounting nut. ALWAYS MAKE SURE GRINDER IS UNPLUGGED PRIOR TO DOING ANY SERVICE ON IT.
  11. Before grinding, run newly mounted wheels to check for vibrations or problems.
  12. Do not use grinders near flammable materials.
  13. Never use the grinder for jobs for which it is not designed.
- PPE Required – Safety glasses, face shield, gloves, proper long-sleeved clothing, safety boots.



## Safety Manual Safe Work Practice

### Use of Hand Tools

The following safety rules must be followed in the using of hand tools:

- Do not bounce on wrenches with full weight keep feet on the ground and maintain three points of contact.
- Keep wrist in a neutral position not bent. This will reduce the chance of strain or sprains.
- Wear gloves whenever possible.
- **Select the right tool for the job. Do not use a wrench as a hammer!**
- Sharpen the cutting edges of tools and carry tools with their sharp edges down. Covers will be used, where available.
- Sand wooden handles on shovels, rakes, sledgehammers, etc., thus preventing splinters and burns.
  - Taping or them with non-slip tapes works as will.
- Check the handle of each tool for tightness.
- Check handles on tools for size to fit hand – tool should fit comfortably in to hand that hard squeezing of hand is not required.
  - Adjust handle size to fit hand
  - If too large get a smaller one
  - Foam tapes can be used to increase size of handle
- Check the head on each tool and have the tool dressed, if it has mushroomed (includes burrs and chipped edges). i.e., hammers, chisels, punches, sledgehammers, etc.
- Check teeth of pipe wrench jaws make sure sharp and can bite.
- Check box wrench for wear do not use if wrench is worn it will not grip properly.
- Wear shatter-proof safety glasses and/or shields when using chisels, punches, wedges, grinders, drills, wire brushes, etc. Be sure no one is in the area before using such a tool.
- Avoid using metal measuring tape, fabric tapes containing woven metal strands, rope with wire cord, or other tools and equipment that have conductive properties while around energized electrical circuits or equipment.
- Use only properly insulated tools (screwdrivers, wire cutters, etc.) when working around energized electrical circuits or equipment.
- Return tools to their proper place so that they do not fall from a ledge and/or create a trip/fall hazard.
- Avoid repetitive motions for long periods of time- doing a motion for 20 minutes or longer can be considered a long time:
  - Practice pacing – do tasks that require different motions to break up the repetitive motions
    - E.g. have to tighten 10 pipes do 2 do another task do 2 more do another task etc.
  - Stretch if forced to do motion of a repetitive nature stretch using the stretches found in the material handling guidelines or the stretching guidelines.

**\*\*\*If at any time a tool does not look safe do not use it\*\*\***

## **Cutting tools**

- When using cutting tools, normally, the direction of force should be away from the body; however, use the tool as it is designed to be used (i.e., cable stripping tools).
- All cutting tools must have a handle: this precludes the use of both single and double edge razor blades that are not secured in an approved holding device. Check with your supervisor if you have questions concerning the adequacy of a tool.
- Personal protective equipment such as safety glasses and hearing protection may be required for power cutting tools (i.e., band saws). Again, check with your supervisor or any safety staff for guidance concerning personal protective equipment.
- For hack saws, correctly place blades in the frame. This includes selecting the proper blade for the cutting task, adjusting the tension of the blade, and installing the blade with the teeth pointing forward.
- Use guide blocks to guide materials across cutting surface.
- Use cut-resistant gloves and safety glasses whenever appropriate.
- Replace guards if they become damaged.
- Use retractable-blade utility knives.

## **Torsion tools**

### **Wrenches**

- Use a short, steady pull with a wrench. Do not push.
- Check for secure footing and plenty of clearance for fingers.
- Wrenches should not be hammered or struck.
- Do not use extensions on handles for additional leverage.

### **Socket wrenches**

- Use, if possible, in place of an adjustable wrench or an open-ended wrench as they are safer and protect the bolt head or nut.

### **Adjustable wrenches**

- Use mainly for nuts and bolts that do not fit a standard wrench.
- Always apply pressure to the fixed-jaw side of the wrench and, whenever possible, pull the wrench toward the body.

### **Pipe wrenches**

- Both straight and chain-tong wrenches should have sharp jaws and should be kept clean to prevent slipping.
- Do not use a pipe wrench on nuts or bolts.
- Do not hammer a pipe wrench unless it is specifically designed for such use.
- Do not use a pipe wrench as a hammer.

### **Torque wrenches**

- Good care of a torque wrench is important to ensure accurate measurements.
- Cleanliness of the bolt or nut threads is important.
- Torque wrenches should have a documented calibration test performed annually.
- Exceeding its scale range will likely damage its calibration accuracy.

### **Side cutting pliers**

- Electricians' pliers should be insulated and the insulated grips should be replaced as needed.
- The use of safety glasses with side shields will help prevent eye injuries.
- Jaw serrations should be sharp enough to hold wires securely.

## Screwdrivers

- Keep tips clean and square-edged. It is acceptable to reshape minor wear with a file.
- The tip should fit snugly in the screw.
- Dispose of any screwdriver with a broken or loose handle, bent blade, or dull or twisted tip.
- Never use any screwdriver for electrical work unless it is insulated. Be alert for small cracks in the insulation.
- Always make a pilot hole for a screw.
- Do not carry screwdrivers in your pockets.
- Do not use as a punch, wedge, pinch, or pry bar.

## Clamp

Over tightening a clamp can break the clamp or damage the product.

If there is a swivel, it must turn freely.

Clamps should be stored on a rack and not in a drawer.

## Vises

Fasten securely to a sturdy, immobile work bench or a similar base.

When sawing material held in a vise, make the cut as close to the jaws as possible.

If clamping long pieces, support the free end of the piece adequately.

## Hammers

- Hammers may chip or spall depending on:
  - the number of square corners
  - the force of impact
  - the hardness of the hit surface or object
  - the angle of impact
- Handles should be fitted securely to the head, should be smooth, free of oil, and shaped to fit the hand.
- Hammer heads should be dressed whenever they start to mushroom. Take mushroomed hammers to the machine shop for dressing.
- **When using a hammer, wear safety glasses.**
- Never hit two hammer heads together.

Do not use a claw hammer to strike another tool; use a ball-peen or maul hammer.

## Sledge hammers

- Do not use a sledge hammer with a split handle or a chipped head.
- Use proper PPE (face shield).

## Portable power tools

- A portable power tool presents hazards similar to a stationary machine of the same kind. Due to the mobility of power-driven tools, they can easily come in contact with the operator's body. Generally:
  - Be sure that the power source is "off" or unplugged (so the tool cannot inadvertently become powered up) before making adjustments to a power tool: bit or blade replacement, for example.
  - Do not wear loose clothing, jewelry, ties, or any dangling objects, including long hair that may catch in rotating parts or accessories.
  - If it has an electrical cord, constantly stay aware of the cord's location.
  - Make sure removable parts are in good condition and securely attached to the power tool before use.

## Electric tools

- Electric shock is the chief hazard from electrically-powered tools. For that reason:
- Do not use electric tools in damp or wet areas or in metal tanks.
- Only use electric tools that are in good repair.
- Only use double-insulated electric tools. However, if a double insulated tool is not available, a GFCI (ground fault current interrupter) must be used.
- GFCIs must be used where civil construction activities are occurring and in wet environments.

Note: Since ground conductors are not needed for the device to operate, there may be an undetected open ground in an appliance, its cord, or in a branch circuit. For this reason, it is important to test grounded appliances and circuits periodically for ground continuity.

## Circular saws

- Guards should be used as the manufacturer intended. The guard should be checked frequently to be sure that it operates freely and encloses the teeth completely when cutting. It should also enclose the unused portion of the blade when it is cutting.
- Do not use a circular saw that is too heavy for a worker to easily control.
- Be sure that the switch turns the tool on and returns to the off position after release.
- Use sharp blades.
- Use the correct blade for the application and observe rotation marks on the blade during installation.
- Check these points carefully:
- Does the blade have the proper size and shape arbor hole?
- Is the speed marked on the blade at least as high as the no-load speed (revolutions per minute) on the saw's nameplate?
  - The work piece must be securely clamped.
  - For maximum control, use both hands and a guide block to properly and safely guide the saw.

## Extension cords

- Use only three-prong, grounding-type plugs and three-pole receptacles that accept the tool's plug.
- Do not use an undersized cord, as it will overheat and can cause damage to the tool motor.
- Consider the type of tool used and the length of extension needed.

## Abrasive wheels, buffers, and scratch brushes

Abrasive tools should be guarded as completely as possible. For grinding, the maximum angular exposure of the periphery and sides should not exceed 180 degrees. The top portion of the wheel should always be enclosed. Guards should be adjustable so operators will be inclined to make the correct adjustment instead of removing the guard.

## Always wear eye protection; this is a requirement. Not an option

- An abrasive wheel should be kept away from water and oil, which might affect its balance.
- Protect the wheel from blows by other tools, and avoid striking the sides of a wheel against other objects or dropping the wheel.
- Employees should be trained to hold and use the wheel correctly so that it does not touch their

clothes or body.

- Only trained employees should install the wheels.
- Guards for wheels must not be removed.
- Wheels should be sound-tested (ring-tested) before being mounted.
- Discard defective wheels immediately.
- Ensure that maximum machine rotation (RPM) does not exceed the rating of the wheel.

### **Belt or Disc Sanders**

- With portable sanders, be careful not to expose the tool to liquids, or use in damp, wet locations.
- When adjusting the tracking of the belt on a portable sander, be certain that you have the sander supported and positioned to avoid accidental contact with yourself or an adjacent object.
- The work area should be at least 3ft - 4ft larger than the length of stock being sanded.
- On stationary sanders:
  - maintain a 1/16 in. maximum clearance between the work table and the sanding disc or belt on all working sides.
  - always support your work piece with the table or backstop.
- Use jigs, clamps, or fixtures to hold your work piece whenever possible.

### **Disc Grinders**

- Portable straight grinders should be used only with high-strength, bonded wheels.
- Tuck point grinders are a variation of straight grinders and should be equipped with reinforced abrasive discs and the appropriate guard.
- Maintain firm control of the tool.
- Never over reach.
- Carefully maintain balance of the machine.
- Do not allow the grinding wheel to bend, pinch, or twist in the cut because kickback may result.
- Angle grinders are primarily used with reinforced abrasive discs or wire cup brushes for the removal of metal or masonry.
- Use of proper combination of wheel and guard is critical.
- User must follow manufacturer's recommendations contained in the owner/operator's manual.
- Do not use damaged grinding wheels.

### **Air Powered tools**

- Air powered grinders require the same kind of guarding as electric grinders. Be sure the speed regulator or governor on these machines is carefully maintained to avoid wheel runaway.

Operators of air tools should:

- Keep hands and clothing away from the working end of the tool.
- Follow safety requirements applicable to the tool being used and the nature of the work being performed.
- Inspect and test the tool, air hose, and coupling before each use.
- Use a short chain or wire to secure all airline couplings.
- Never exceed the manufacturer's listed air pressure for the tool.



## Weather Conditions

### **Weather conditions**

Severe or inclement weather can introduce a range of hazards into the workplace that normally may not be encountered but must be addressed as required

### **Lightning:**

When lightning is present in or around the work place take the following precautions

- Personnel shall remove themselves from high or elevated work area
  - o E.g. scaffolding outdoors, Manlifts
- Shall not gather near tall structures like extended ladders or trees
- Lifting equipment such as cranes and forklifts shall be lowered to the ground booms retracted in and work stopped.
- Depending on the site and the ability to protect workers from exposure to the weather hazards the site maybe shut down or workers removed to a safe area to wait out the storm

### **Strong or gusting winds:**

In the event of strong or gusting winds or a work area the following action shall be taken:

- Personnel shall be withdrawn form high risk, exposed elevated work areas
- Lifting equipment such as cranes and forklifts shall be lowered to the ground booms retracted in and work stopped.
- Material will be secured and stored in a way as to limit the possibility of being caught by the wind and falling or toppling.
- Depending on the site and the ability to protect workers from exposure to the weather hazards the site maybe shut down or workers removed to a safe area to wait out the storm

### ***Environmental conditions***

### **Dealing with heat**

People suffer heat-related illness when the body's temperature control system is overloaded. The body normally cools itself by sweating. But under some conditions, sweating just isn't enough. In such cases, a person's body temperature rises rapidly. Very high body temperatures may damage the brain or other vital organs.

Several factors affect the body's ability to cool itself during extremely hot weather. When the humidity is high, sweat will not evaporate as quickly, preventing the body from releasing heat quickly. Other conditions that can limit the ability to regulate temperature include old age, obesity, fever, dehydration, heart disease, poor circulation, sunburn, and drug and alcohol use. Summertime activity, whether on the playing field or the construction site, must be balanced with measures that aid the body's cooling mechanisms and prevent heat-related illness. This handout tells how you can prevent, recognize, and cope with heat-related health problems.

## During Hot Weather

- To protect your health when temperatures are extremely high, remember to keep cool and use common sense. The following tips are important.
- **Drink Plenty of Fluids**
- Increase your fluid intake -- regardless of your activity level. During heavy exercise in a hot environment, drink 2-4 glasses (16-32 ounces) of cool fluids each hour. Caution: If your doctor has prescribed a fluid-restricted diet or diuretics for you, ask your doctor how much you should drink.
- During hot weather, you will need to drink more liquid than your thirst indicates. This is especially true for persons 65 years of age and older who often have a decreased ability to respond to external temperature changes. Drinking plenty of liquids during exercise and hard work is especially important. However, avoid very cold beverages because they can cause stomach cramps. In addition, avoid drinks containing alcohol because they will actually cause you to lose more fluid. Coffee is not recommended on hot days avoid caffeine. Water is the best!
- **Replace Salt and Minerals**
- Heavy sweating removes salt and minerals from the body. These are necessary for your body and must be replaced. The easiest and safest way to replace salt and minerals is through your diet. Drink fruit juice, eat fruit or a sports beverage during exercise or any work in the heat (Bananas are an excellent source of minerals). Do not take salt tablets unless directed by your doctor. If you are on a low-salt diet, ask your doctor before changing what you eat or drink -- especially before drinking a sports beverage.
- **Wear Appropriate Clothing and Sunscreen**
- Wear as little clothing as possible when you are at home. Choose lightweight, light-colored, loose-fitting clothing. In the hot sun, a wide-brimmed hat will provide shade and keep the head cool.
- Sunburn affects your body's ability to cool itself and causes a loss of body fluids. It also causes pain and damages the skin. A variety of sunscreens are available to reduce the risk of sunburn. The protection that they offer against sunburn varies. Check the sun protection factor (SPF) number on the label of the sunscreen container. Select SPF 15 or higher to protect yourself adequately. Apply sunscreen 30 minutes before going outdoors and reapply according to package directions.
- **Pace Yourself** If you are unaccustomed to working in a hot environment, start slowly. If you must work faster, pick up the pace gradually. If exertion in the heat makes your heart pound and leaves you gasping for breath, STOP all activity, get into a cool area, or at least in the shade, and rest, especially if you become lightheaded, confused, weak, or faint.
- **Use a Buddy System**
- When working in the heat, monitor the condition of your co-workers and have someone do the same for you. Heat-induced illness can cause a person to become confused or lose



consciousness.

- Monitor Those at High Risk
- Those at greatest risk of heat-related illness include:
  - people who are overweight
  - people who overexert during work or exercise
  - people who are ill or on certain medications
  - people who are under the influence of drugs and or alcohol
- People 65 years of age or older may not compensate for heat stress efficiently, and are less likely to sense and respond to changes in temperature. Overweight people may be prone to heat sickness because of their tendency to retain more body heat. Any health condition that causes dehydration makes the body more susceptible to heat sickness. If you or someone you know is at higher risk, it is important to drink plenty of fluids; avoid overexertion; and get your doctor or pharmacist's advice about medications taken for high blood pressure, depression, nervousness, mental illness, insomnia, or poor circulation.
- Adjust to the Environment
- Be aware that any sudden change in temperature, such as an early summer heat wave, will be stressful to your body. You will have a greater tolerance for the heat if you limit your physical activity, until you become accustomed to the heat. If traveling to a hotter climate, allow several days to become acclimated before attempting any vigorous exercise, and work up to it gradually.
- Use Common Sense.
- Avoid hot foods and heavy meals -- they add heat to your body. Give your pet plenty of fresh water, and leave the water in a shady area.

## **Cold Weather – Hypothermia and Frostbite**

When you hear that someone has "died of exposure", the killer may have actually been **hypothermia** - from *hypo*, meaning "low" and *thermia*, meaning, "heat". Hypothermia occurs when the body is losing more heat than it can generate.

A victim of hypothermia begins feeling chilly, tired and irritable. If they do not receive help, they will begin to shiver. Soon their shivering becomes violent, the body's best defense against hypothermia, as their body tries to generate heat. The victim cannot clearly think to take care of him or herself. They may stumble and fall. If the victim continues to become chilled, the shivering will stop and they will be close to death.

### **First Aid**

If someone is showing any symptoms of hypothermia, take action immediately. Get the patient warm by moving them indoors or into a warm vehicle. Get off any wet clothes they may be wearing. Wrap them in dry warm garments such as a blanket or sleeping bag. Warming **MUST** take place slowly. Do

not place them in a hot bath. Sudden warm-up will place the victim in shock and the shock, not the cold will kill them. Do not give an unconscious patient anything by mouth and **call for help**.

## **Frost bite**

Flesh that has been exposed to low temperatures is in danger of freezing and the longer the exposure, the more damaging the injury. Farthest from the body's core are the toes, fingers, cheeks, ears & nose and are the most susceptible to frostbite.

**How to spot it.** As flesh freezes, it may become painful and then numb, although the victim seldom realizes what is happening. If the freezing continues, the area will stiffen and become a grayish or whitish color.

## **First Aid**

Get the affected area warm and keep it warm. In the field, thaw fingers by holding them beneath your clothes and under your armpits. Press a bare palm over a frosted nose, ears, and cheeks. Wrap toes and feet in a warm blanket. **DO NOT** use hot water or hold the injury close to a heat source. **DO NOT** rub with snow. Excessive heat and abrasion can cause serious tissue damage. Above all, this person requires medical attention. **CALL FOR HELP**.

## **Cold Weather Safety**

1. Whenever possible, schedule coldest part of work for the warmest part of the day.
2. Reorganize work procedures to minimize sitting still or standing for long periods of time.
3. All employees who have not been working in the cold environment must adjust to the cold before expecting to be fully productive (5-7 days).
4. Be sure to drink plenty of warm, sweet, caffeine-free, non-alcoholic drinks or soup.
5. Take regular rest breaks.
6. Wear the proper clothing in layers. Cotton, polypropylene or lightweight wool should be next to the skin. Outer garments should be of waterproof, wind resistant material like nylon.
7. A good example of layering would be a wool shirt or sweater over a cotton one and then outer wind proof clothing.
8. Employees should be sure to wear a hat or other head covering as up to 40% of heat loss can occur when the head is exposed.
9. Wear waterproof boots with two pairs of socks. The inner pair should be cotton and the outer pair wool. If you get wet remove the clothing as soon as possible and replace with dry. Wet clothing is more like to cause frostbite and cool the body.
10. Employees should wear gloves for light to moderate work anytime the air temperature falls below 5 Celsius.
11. Keep as dry as possible and have extra clothing readily available to change into if you do get wet.
12. Remember! The frequency of accidents is higher in cold weather. Make allowances for your slowed reflexes and numbed hands when doing your job.

## **Preventative measures**

In order to protect the body from the dangers of cold weather work, measures must include periodic warming of the body and the use of protective clothing. The provision of heated rest facilities for workers is essential and rest allowances should be increased.

## Rest allowances

The following work/warm-up schedule can be used as a guide to indicate the maximum work periods and required number of rest periods that should be allowed at varying temperatures and wind speeds during moderate to heavy work activity.

For example, at a temperature of -26°C with a 16 km/h wind, a worker should have a maximum work period of 75 minutes with two ten-minute breaks in a four-hour period.

If wind speed increases to 32 km/h at the same temperature, the maximum work period should be only 40 minutes with four ten-minute breaks in a four-hour period.

During rest periods, certain precautions should be taken. Warmer clothes for resting in the cold weather should be provided since heat production from physical activity is decreased. Workers should also beware that carbon monoxide hazards can result from charcoal burning fires indoors, where there is inadequate ventilation.

In some cases, more physical activity could prove beneficial so that surveillance tasks without activity should be avoided in the cold. Increasing physical effort required for light tasks could increase needed body heat production.

## Work/rest schedule

This is a guide to safe working limits within extremely cold weather.

<b>THRESHOLD LIMIT VALUES WORK/WARM-UP SCHEDULE FOR FOUR-HOUR SHIFT *</b>											
Air Temperature Sunny Sky		No Noticeable Wind		5 mph Wind		10 mph Wind		15 mph Wind		20 mph Wind	
° C (approx)	° F (approx)	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks
-26° to -28°	-15° to -19°	(Norm breaks) 1		(Norm breaks) 1		75 min.	2	55 min.	3	40 min.	4
-29° to -31°	-20° to -24°	(Norm breaks) 1		75 min.	2	55 min.	3	40 min.	4	30 min.	5
-32° to -34°	-25° to -29°	75 min.	2	55 min.	3	40 min.	4	30 min.	5	Non-emergency work should cease ↓	
-35° to -37°	-30° to -34°	55 min.	3	40 min.	4	30 min.	5	Non-emergency work should cease ↓			
-38° to -39°	-35° to -39°	40 min.	4	30 min.	5	Non-emergency work should cease ↓		Non-emergency work should cease ↓			
-40° to -42°	-40° to -44°	30 min.	5	Non-emergency work should cease ↓		Non-emergency work should cease ↓		Non-emergency work should cease ↓		Non-emergency work should cease ↓	
-43° to below	-45° & below	Non-emergency work should cease		Non-emergency work should cease ↓		Non-emergency work should cease ↓		Non-emergency work should cease ↓		Non-emergency work should cease ↓	

**Note: 5 mph= 8 kph, 10mph = 16kph, 15mph= 24kph, 20mph = 32kph**

The "work warm-up schedule," as developed by the Saskatchewan Department of Labour, has been adopted by the American Conference of Governmental Industrial Hygienists (ACGIH) as Threshold Limit Values (TLVs) for cold stress.

## **Clothing**

Clothing is the main barrier against cold weather and prevents body heat loss. An adequate clothing "system" which keeps workers comfortably warm is necessary. Clothing should

- Provide high insulation
- Allow the escape of moisture from within
- Resist wetting from outside
- Shed snow, have a means of varying insulation and air flow
- Not restrict movement
- Have minimum weight and bulk
- Be easy to put on and take off
- Be durable.

Clothing must allow the escape of moisture from inside, yet not allow wetness in from outside. That is, workers should look for fabrics that breathe, allowing water from perspiration and sweat out, yet are waterproof. If the perspiration, resulting from increased physical activity, can't escape, the body's ability to regulate heat production and loss will be impaired.

Heat losses resulting from the accumulation of water in clothing can be large, particularly in windy conditions. The thermal conductivity of water is approximately 20 times that of dry fabric. So clothing meant to insulate the body from outside cold and maintain heat can be reduced to a fraction of its original value. Body heat is lost faster than it is produced. Depending on the degree of contact between clothing with the body, wearing wet clothing could be like immersing oneself in cold water.

The insulation value varies from fabric to fabric

- Denim is loosely woven, it allows water to penetrate and cool winds to blow away body heat
- Duck or goose down stops wind, but easily becomes waterlogged
- Clear plastic or woven nylon, is a good protection against wind and water, but provides little insulation and can prevent moisture from escaping.

As already mentioned, fabrics used in cold weather clothing should be tightly woven and highly "air permeable". Air entrapped within clothing fabrics and between clothing layers is a more effective insulator than the cloth itself. Clothing should also be worn loosely and in layers, thus adding to this warm air circulation. Even this insulation can be reduced by compression and disturbance of air layers caused by physical activity and winds. Insulated clothing could lose much of its thermal insulation just by the simple act of walking. Thus, two layers of tightly woven "breathable" fabric with a space between them are more effective wind breaks than one outer layer of fabric with low air permeability.

## **Good cold weather clothing for working in cold weather**

### Underwear

Cotton shirt and shorts should be worn under thermal underwear. Long underwear in a two-piece style is better than one single garment. The fit should be loose so that blood vessels are not constricted.

### Socks

High wool socks are best and should encourage evaporation of sweat. Stretch socks restrict circulation.

### Trousers

Wool and quilted trousers or lined thermal types, are the best. They should be roomy enough to prevent compressing. Belts are constricting; suspenders should be used. Conventional pants should be tucked into boots to prevent entry of snow and cold water.

### Boots

The best are felt lined, rubber bottomed, leather-topped with removable insoles. Footwear should be waterproof and reach high up the leg.

### Shirt

A wool shirt (cotton or synthetic shirt worn under for those allergic to wool) should be worn over underwear tops and suspenders with shirt tail worn outside pants to aid ventilation.

### Head covers

At -4°C, a worker could lose up to 50 per cent of his/her heat production when resting and 75 per cent of it at -15 °C, from an uncovered head. Long hair and beards provide little insulation. They can, in fact, serve as a basis for ice buildup and can mask the appearance of frostbite. Wool knit caps or hat liners that extend down the back of the neck, should be worn. A balaclava provides further face protection.

### Face masks

These can be worn by workers who cannot afford reduced vision on the job. It is essential, when wearing facemasks, that they be removed periodically to check for frostbite.

### Gloves and mittens

Mittens win for protection, but limit finger movement. It is best to carry both and they should never be worn when wet.

## **Other Precautions**

### Food

Balanced meals and adequate liquid intake are essential for body heat production and the prevention of dehydration. Warm liquids should be provided.

Alcoholic drinks should not be given because they cause dilation of blood vessels. This allows the rapid loss of body heat and increases the risk of hypothermia.

### Training

Workers should be trained in the use of proper clothing and the recognition of the early signs and symptoms of frostbite and hypothermia.

### Machinery

Machinery and tools should be carefully designed to make them less hazardous and easier to use during cold weather. Metal parts should be insulated and sharp protrusions should be eliminated.

### Fitness

Physical fitness can make work in cold weather easier. However, those suffering from vascular diseases should avoid working in cold weather.

### Vehicles

Vehicle breakdowns in bad weather conditions can maroon workers (especially in rural areas). All vehicles should be provided with survival kits and a two way communications system.



## Safety Manual Safe Work Practice

# Working Alone

If the worker is out past regular working hours, the travel and work plan should be passed over to the on-call person to ensure the employee working alone is safe.

One of the hazards faced by employees of Eagle Crane is working alone. This can be in the form of traveling alone or working on remote sites doing hazardous work. In order to meet these challenges and properly protect all its employees, Eagle Crane has developed the following policy.

An employee is considered to be working alone in circumstances where assistance is not readily available in the event of injury, ill health or emergency.

Working alone is divided into five broad categories, the two that pertain to Eagle Crane employees cover

- Those who work at hazardous or remote locations or do hazardous work and have no routine interaction with customers or the public. Employees working in remote locations are in this category
- Those who travel alone and have no routine interaction with customers or the public. Employees who travel on secondary roads, back roads or any area where they will not commonly find other traffic will fit in this category.

### ***Working alone-general***

- In all work situations, it will be the preferred practice to not allow anyone to work alone; tasks can be better completed with two people rather than one.
- This procedure will be reviewed annually with employees, including the safety committee, to ensure compliance and practicality.
- Before a worker is assigned to work alone or in isolation, Eagle Crane will identify any hazards to that worker. Before a worker starts a work assignment, Eagle Crane will take all reasonable and practical precautions to eliminate these hazards, and if it is not practicable to eliminate the hazard, to minimize the risk from the hazard.
- Only experienced competent workers, authorized by their supervisor, will be allowed to work alone.
- Workers working alone must be familiar with, and trained in, all applicable safe work practices and procedures related to the tasks within the working alone site.
- A worker who is required to work alone, and any person assigned with checking on the worker, must be trained in the written procedure for checking the worker's well-being. This procedure and system for checking a worker's well-being will be reviewed at least annually- or more frequently if there is either a change in work arrangements which could adversely affect a worker's well-being or a report that the system is not working effectively.
- An emergency response plan should be developed for the working alone conditions.

### ***Working alone- standards***

#### Travel and work plans

All employees who fall under the above categories will be required to prepare a travel and work plan for their daily activities while working alone. This plan will include:

- Travel time to work site.
- Location of work site.

- Who you will be working for –which company.
- Nature of the work being done Remember, when planning your day, the maximum allowable work hours per day including driving is 14 hours. This plan should be given to someone at the employee's home location that will be responsible to ensure that all required calls are made.

#### Vehicles and equipment used in working alone job tasks

- All company property will be maintained in good working order. It will receive regular maintenance work as per manufacturer's recommendations and company requirements. If there is any question as to the competency of the vehicle, it will be replaced with another or the work will not be done.
- All company vehicles must be inspected daily with a safety walk-around as per company vehicle inspection requirements.
- All company vehicle will be equipped with:
  1. First aid kits
  2. Fire extinguishers
  3. Emergency equipment for the work the vehicle is involved in.
  4. Proper equipment and supplies to deal with sudden weather changes while working alone. E.g. roadside emergency kits, food and drink, shovels, blankets Flares etc.
  5. All required Personal Protection Equipment. – Safety Glasses, hard hat, safety boots, proper clothing for the weather conditions.

The vehicle is your work place; proper housekeeping will assist you in maintaining a safe work place.

#### Communication

All Eagle Crane personnel, while performing duties which may be classified as working alone, will carry appropriate and reliable communication devices. Under no circumstances will anyone performing work that falls under any of the above categories work without carrying proper communication equipment.

If cellular service is not available in the area then you must either set up and maintain a schedule for check-in or have someone with you. The latter is the preferred option.

#### Check in / follow up calls

Each location which has personnel working in any situation which can be classified as working alone, must have someone assigned responsibility for monitoring call-ins and following up to ensure the safety of employees working alone. This person can be a single person or change as required.

This person will be responsible to

- Ensure all call-ins occur as per the travel and work plan. If they have not, attempt to contact the worker in order to ensure his/her safety.
- Record the time of all call ins
- Change the written travel and work plan if the worker calls to report a change in plans
- Make random check calls to ensure the safety of the worker

#### Emergency response in working alone situation

Contact workers supervisor, he/she will contact appropriate personnel and implement the emergency



response plan. It is to be used in combination with hazard assessment and analysis of the various job tasks associated with the job positions performing work alone work. All workers performing duties in these areas will be properly trained in their duties by their supervisors. If a worker cannot be contacted the police will be contacted to report a missing work in the area, the nearest worksite will also be contacted and a 2-man team will be sent out to assist with locating the worker.

All employees of Eagle Crane when working alone will be required to comply with the above procedure.



## **Defective Tools**

Defective tools can cause serious and painful injuries. If a tool is defective in some way, **DON'T USE IT.**

Be aware of problems like:

- 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

To ensure safe use of hand tools, remember

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

Air, gasoline or electric power tools, require skill and complete attention on the part of the user even when they are in good condition. Don't use power tools when they are defective in any way.

Watch for problems like

- Broken or inoperative guards
- Insufficient or improper grounding due to damage on double insulated tools
- No ground wire (on plug) or cords of standard tools
- The on/off switch not in good working order
- Tool blade is cracked
- The wrong grinder wheel is being used
- The guard has been wedged back on a power saw

### **Defective Tool and Equipment Policy**

It is the policy of Eagle Crane that a system of tagging damaged tools is in effect. This will be done to ensure that damaged tools and equipment are:

- Not used
- Replaced or repaired

This policy is in place to ensure the safety of our employees and prevent property damage. The procedure will be as follows:

- Take damaged tools or equipment to a designated area if possible.
- Place tools in a designated area for damaged tools and tag them in some manner to identify the problem. In some cases, it may be better to just dispose of the tool or repair it immediately. Check with your supervisor for instructions.
- Date it, write what is wrong with the item and attach the tag to the item.
- For items that can be moved to the tool crib or designated area, make sure attendant or your supervisor is aware of tag and understands what is wrong.
- If equipment cannot be moved to the designated area, make sure your supervisor is aware of the problem and where the equipment is.
- Employee or Supervisor will tag out damaged machinery.



## **Loading and Unloading Equipment**

### **Before Starting:**

- Inspect truck, trailer and any mobile equipment or tools involved, walk around units, check, and if unsure or servicing is required, do not use and report to your supervisor.
- Only authorized, trained personnel will use the truck or the loading/unloading equipment.
- The truck and equipment must be serviced and maintained as per manufacturer's requirements. A competent, trained person must inspect the units for any problems and concerns as required by the manufacturer's maintenance requirements.
- If heavy manual work will take place, stretch and explore methods of reducing the weight carried.
- Assess hazards in area and with the load. Determine the best way to load the material and the required loading equipment.
- Do not proceed with loading until all hazards are assessed and controlled.
- Loading equipment operator or designated supervisor will be in charge of the loading/offloading procedure.
- Apply anti-slipping material in any area that could be a hazard because of weather conditions.
- Make sure ground can support the combined weight of the Loading equipment and the load.
- Set the vehicle's brakes. Chock the vehicles' wheels if there is any possibility of the vehicle moving.
- Install fixed jacks or proper blocking to support a semi-trailer or any trailer that is not coupled to a tractor/truck to prevent it from upending.
- Before loading the person designated in charge of the procedure must check to ensure that all unnecessary personnel are clear of the area.

### **If the equipment to be used must be unloaded from the trailer first**

- Set the ramps ensuring that the distance between their centers is the same distance between the tire centers of the equipment being off loaded.
- Forks or hydraulic settings of the equipment are positioned to best prevent tipping.
- Offloading equipment must be done from the lowest possible idle or speed.
- A spotter is present in an easy line of sight for the operator to see while moving the equipment and is not in the travel path of the equipment.
- No unassociated personnel or equipment could impede the process once it has begun.

### **Loading or offloading using mobile equipment**

- If spotters are needed make sure they are aware of the hazards and are instructed on their duties.
- Operator or designated spotter must have a clear line of sight from the forks to the load.
- Move up to the load. While positioning forks or rigging ensure that no other portions of the load can/will be upset in the moving of the principle piece.
- Take the weight of the load only slightly at first to ensure no upset of load or equipment will happen. Then proceed with clearing the deck.
- Once clear of the deck, position the load as is safest for travel. Proceed to the staging area. Never travel at excessive speeds while loaded.
- Set the load again ensuring no other components will be upset.

- Slowly remove forks from load.

### **Manual Loading or Off Loading**

- Consider the best methods to reduce the weight carried or distances traveled by each worker
- Move the pieces to an easy access point like a tailgate or the edge of a trailer. Try to reduce the need for twisting while worker is carrying a load.
- Lift the load using the leg or arm muscles the most, instead of using back muscles by “waist bending”.
- Walk a clear, unobstructed path to the staging area, holding the load as close as possible to your center of gravity.
- Set load down bending at the knees if possible or necessary. Ensure that hands or limbs are not in a pinch point prior to setting the load.
- Stretch before & after or as required.

### **Other Safe Work Practices to reference**

- Manual Lifting
- Use of Forklifts
- Rigging
- Housekeeping



## **Crane and Hoisting**

A crane or hoist must only be operated by a qualified person who has been instructed to operate the equipment and holds valid certification. Operators must be able to demonstrate competency, showing familiarity with the operating instructions for the crane or hoist and the code of signals for hoisting operations. A combination of education and work experience is acceptable and will be verified by a supervisor. Riggers must be familiar with all signals and proper equipment for hoisting. Only those qualified are to operate any of Eagle Crane's equipment, this would include an apprentice (under an operator's supervision).

Prior to starting work, ensure that

- A job task analysis has been completed
- Any hazards in the work area have been removed or proper controls for this hazard have been put in place
- The crane is inspected prior to use and any damage is reported to a supervisor and recorded in the log book. The supervisor will determine the course of action to be taken. Do not use the crane until the concerns are addressed and it is safe to do so. If a defect affects the safe operation of the crane or hoist, the equipment must not be used until the defect has been corrected
- Control and safety devices are tested for that work shift
- All work is done with the supervisor's permission and that any required permits or lift plans are in place, e.g. is a critical or serious lift plan required as defined by load classifications
- Operators will report any irregularities in the operation of the crane and if they do not deem it safe will shut it down until repairs can be made. Any leaks will be controlled and reported immediately
- For mobile cranes, the log book must be maintained within the crane at all times.
- Crane lifting limits must be clearly identified on the crane. Load charts must be available inside operator's cab. Never exceed the posted limits of a crane.
- The crane must be serviced and maintained as per manufacturer's requirements. A competent trained person must inspect the unit for any problems and concerns as required by the manufacturer's maintenance
- A mobile crane or boom truck must be inspected at least once every 12 months in accordance with good engineering practice, to ensure it meets the crane or boom truck manufacturer's specifications, the requirements of the applicable design or safety standard, and the requirements of applicable regulations. A mobile crane or boom truck must not be used after an inspection unless a professional engineer certifies it is safe for use on the basis of that inspection
- All lifts will be within the crane manufacturers specifications

See rigging for related safe work procedure:

## General Crane Safety

- At no time, exceed the manufacturer's specifications for the safe operation of the crane
- A legible load chart, showing the rated capacity in all permitted working positions and configurations of use, must be
  1. Permanently posted on the equipment or
  2. Issued to the equipment operator, who must have it available at all times when operating the equipment. This is for Mobile cranes.
- No worker will be found under a suspended load unless proper precautions have been taken to protect the worker
  1. The worker is aware of the overhead load and all the precautions to take
  2. All hazards have been identified and controlled
    - a. Place stands or supports under the load where allowable to protect the worker.
  3. All rigging has been inspected and is proper for the material being used
  4. The crane or lifting device is in good condition and has been inspected prior to use
  5. All lifting devices need to have a stamp including the weight & rated load
- Each crane and hoist must be inspected and maintained as required by legislation and manufacturer's specification to ensure that every component is capable of carrying out its original design function with an adequate margin of safety
- The operator will take the necessary safety precautions to ensure the safety of fellow workers and any personnel within the area. The operator will read and understand all manufacturers' specifications for the crane they are operating. Operators will signoff that they have read and understand these specifications.
- The Crane manual must be with the crane or available to the operator at all times
- Records of inspection and maintenance must be kept by the equipment operator and other persons inspecting and maintaining the equipment, for
  1. A crane or hoist with a rated capacity of 900kg (2200 lbs) or more
  2. A crane or hoist used to support a worker
  3. A tower crane
  4. A mobile crane, boom truck or sign truck
  5. A side boom tractor or pipe layer
  6. A construction material hoist
  7. A chimney hoist
  8. A logging truck trailer reload hoist
  9. Any other type of hoisting equipment specified by the Board
- One person will be designated as signaller. If a signal man or 'swamper' is being used, keep them in sight at all times. A signal man/swamper is required when
  1. Performing lifts
  2. Backing up the crane,
  3. In areas where unplanned contact is possible with equipment/workers
  4. When visibility is obstructed. When using a signaller he/she must remain in sight and effective communication protocols must be established.
- All personnel involved with the lift must be familiar with the lifting signals being used
- When the operator of a crane or hoist does not have a clear and unobstructed view of the

boom, jib, load line, load hook and load throughout the whole range of the hoisting operation, the operator must act only on the directions of a qualified signaller who has a clear view of the things the operator cannot see. The operator of the crane or hoist must stop the operation of the equipment on receiving a stop signal from any person. This can also be done via radio communication

When current lifting operation has been completed, in order to commence travel, the superstructure is to be centered above the carrier and the house lock is to be applied and checked for full engagement. The boom will then be lowered to a level as per manufacturer's specifications. Outriggers may then be retracted and stowed. Travel may then commence.

If the operation requires a higher boom angle, a JHA must be written & reviewed before operation can commence. Manufacturer's standards for the crane are not to be exceeded in any instance.

- Maintain proper boom angle within the specifications of manufacturer's charts at all times
- When moving from rubber/tire work to outrigger work or opposite the computer must be properly set to the mode the crane is being used in. At all times operators shall ensure the computer more accurately reflects the true operating conditions
- When a hoist or crane is designed to be operated with outriggers or other stabilizing devices, Eagle Crane shall ensure that the outriggers or other stabilizing devices
  1. Are used in accordance with manufacturer's instructions
  2. Are set on a solid footing or pad
  3. Have their controls (if any) readily accessible to the operator and in a suitable position for safe operation
- The area around the outriggers or other stabilizing devices must be kept free of obstruction and a minimum clearance maintained of 600mm between any moving part of the crane and any obstacle near the base of the hoist or crane
- Where there is a danger of a worker being trapped or crushed by any moving part of the crane when the crane swings, the area around the base of the crane must be barricaded to restrict the entry of workers
- When uneven ground conditions impact on the crane, outriggers may be required to level the crane, depending on the ground conditions including grades.
- At no time will the boom be raised to place rigging on the deck unless the outriggers and jacks are fully extended.
- A fire extinguisher must be immediately available in the cab of each crane.
- All lights installed on the crane will be kept in good working order
- Cabs will be kept free of litter, grease and oil accumulations
- Windshields will be kept clean and free of cracks as to not affect the visibility of the operator
- All exposed gears, belts, pulleys, clutches, and brakes will be properly guarded
- Outriggers will only be extended if the path is clear of obstructions
- All pick and carry work will be done as per the manufacturer's recommendations and industry best practices
- All rigging will be checked before each use and will be of sufficient strength for the load to be lifted.
- All operators employed by Eagle crane shall not at any time, nor under any conditions, take for granted or assume the effects of gravity, ground conditions, climatic changes, machine capabilities or human abilities when making a lift
- All unattended Cranes shall have mast in a locked position with the swing or house lock engaged
- When leaving the Crane the operator will ensure that:

- a. The Brake is properly engaged.
- b. Unit is on even ground with no roll possibility. If this cannot be done wheel blocks will be required.
- If there are any concerns with a lift it is the duty of the operator and any other site personnel to stop the lift and bring their concerns to the general foreman or site superintendent
- Only the operator of the crane may be on the crane when it is in operation
- Never permit anyone to ride the lifting hook or the load
- If practicable, work must be arranged to prevent passing a load over any person. A crane or hoist operator must not pass a load over a person, unless no practicable alternative exists and then only after the person has been warned of the danger by an audible alarm or other effective means. A person working at a workplace must not stand or pass beneath a suspended load
- No work will be allowed over the side zones unless the out riggers are engaged. If out riggers cannot be engaged a JHA and or lift plan must be conducted to address the hazards
- Never leave a load suspended when the hoist or crane is unattended
- Keep eyes on the hook making sure it is not swinging and will not contact anything

All persons involved with a load will stay clear of the load and the operator will be aware of all personnel within the working area. In some cases it may be necessary to barricade/tape off the area.

Where a crane or hoist is used to raise or lower workers, Eagle crane shall develop and implement work practices and procedures that will provide for the safe raising and lowering of the workers, train the workers in those work practices and procedures, ensure that the hoisting equipment and personnel lifting unit are inspected by a competent person before use and daily when in use, and ensure that the competent person records the details of the inspection in the log book.

Weather conditions can affect the load if wind levels exceed 25 km per hour all lifts need to be planned.

## Crane Use

### Pre- start up concerns

- Do a walk around the crane check for leaks and visible damage
- Make sure cable and attachments are in good condition
- All inspections have been conducted and documented in the log book
- If work is out of the ordinary this may be considered a critical or serious lift, refer to lift classifications, lift and plans
  1. If a critical lift requiring an engineered plan do not proceed until plan is in place
  2. If a serious lift, prepare lifting plan and receive site supervision approval
- Review manual of the crane to ensure computer setting are correct for tire work and outrigger lifts. Review maximum and minimal allowed degrees of boom
- Daily test the alarms for the maximum boom angle for crane operation
- Conduct a JHA for the lift to be done



## **Positioning the crane**

- Move the crane into position
- If not on level ground assess the ground conditions for factors that may impact the crane use. Outriggers may be needed to ensure crane stability dependent on ground conditions (mobile crane)
- Move crane to position the crane hook over the center of the load
- If a signal man is being used keep them in sight at all times Make sure all personnel stand clear from the load being lifted
- place signs or have workers monitor the area to ensure no one enters the crane hoisting area
- Lower the block to allow rigging to be placed on the hook
- If lifting in any side zones out riggers will need to be engaged or a lift plan has to be developed
- When set up has been completed a walk around shall be performed to check for counter weight obstructions during swing. Check crossing framing of outriggers for true level.

## **Rigging the load (See rigging for more information)**

Determine the weight of the object or load prior to making a lift to ensure that the lifting equipment can operate within its capabilities. Make sure the weight is accurate.

## **Balance Loads**

Estimate the center of gravity or point of balance. The lifting device should be positioned immediately above the estimated center of gravity.

- Make sure rigging is in good condition and rated for the material to be lifted. If in doubt as the crane operator it is your responsibility to stop the lift and reassess the rigging being used
- Use slings of proper reach. Never shorten a line by twisting or knotting. With chain slings, never use bolts or nuts
- If using plate clamps make sure they are rated both for maximum lift or minimum depending on the material being used
- Attach chains or slings in a manner that they will not come off
- Wrap slings around load
- Choke loads rather than basket
- Attach hooks to lifting eyes
- If hooks are used turn latch side away from center of load
- Use shackles

## **Lifting the load**

- Follow all lifting rules found in the hoisting procedure
- Slowly raise the hook to ensure slings are not tangled or against sharp edges.
- If sharp edges are a danger to the slings softeners will be used
- Make sure all personnel are clear of the load and make sure the operator is aware of where all personnel are in the area. At times it may be necessary to barricade/tape off the lifting area
- Slowly lift the hook and take up the slack in the slings
- Check swing path and make sure it is clear before moving the load
- Attach tag lines to control the load if possible and reasonable
- Operator will only lift the load when he is sure it is safe to do so
- All work on tires must be within the load charts
- Do not jerk the boom with a lifted load in place. Always move the boom smoothly and steadily to prevent swinging which can cause loss of control of load
- Keep the load as close to the ground as practicable at all times

## **Landing the Load**

Prepare a place to land the load, lower the load gently and make sure it is stable before slackening the sling or chain

- If placing the load on dunnage make sure it is in place before moving the load to the landing area
- Ensure no overhead obstructions exist that can contact crane line or rigging
- Slowly swing the load into position, keeping the load as close to the ground as possible
- Slowly lower the load making sure everything and everyone is clear
- Set material into place and then slowly release the tension on the slings to ensure the load is secure

## **Releasing the load**

As the hook is lowered the boom should be lowered to keep the hook centered on the load

- Slacken the rigging enough to allow the riggers to remove the rigging
- Swing back to the next load or rig down the crane as required

**Tag lines should be used to prevent rotation or swinging of the load. Tag lines should be non-conducting material and of a suitable length to enable the person to stand clear of the load.**

## **Hoisting procedures single hoist**

- Check weight of load to be lifted. Do not guess, be accurate.
- Check crane and slings make sure load weight does not exceed their capacity.
- Determine center of gravity of the load.
- Position crane over the center of gravity of the load.
- Attach chains or slings in a manner that they will not come off.
  1. Wrap slings around load.
  2. Choke loads rather than basket.
  3. Attach hooks to lifting eyes.
  4. If hooks are used turn latch side away from center of load.
  5. Use shackles.
- Sling angle should never exceed 30 degrees from vertical.
- Check to make sure the load is free and clear of other materials.
- If necessary attach a tag line to the light end of the load.
- Stand clear keep hands on the load.
- Lift load only a couple of inches off the ground and check rigging and load center.
- If good proceed with load if not acceptable lower to ground and make proper adjustments. Conduct another test lift once corrections are made.
- Lift load and move it to the desired location.
- Make sure path is clear.
- Do not take loads over or near other workers.
- Stay clear of load while in transit.
- When setting the load make sure that it is properly blocked to enable each removal of slings or chains.
- Lower load onto blocking. Check for load stability before taking all the tension off the hoist line.
- Release hoist line tension only when you are sure load will not shift.
- Remove slings or chains.
- Position crane in safe spot.

# Lift Classifications

All Eagle Crane personnel will apply the appropriate controls and co-ordinations to ensure the safe and effective execution of any lift.

Many types of lifts are possible, however to ensure common terminology and consistency, all lifts will be defined

- Critical lift – engineered plan
- Serious lift - site plan, pre-lift analysis
- Standard lift

## **Critical lift Criteria – engineered plan**

Any lift that meets any of the conditions listed below will be classified as a critical lift and will not be attempted until an engineered lift plan is in place.

### Building/structures or processes

- Any lifts over existing structures or buildings with human occupancy – Remove all personnel from these areas
- Failure of the lift could endanger existing facilities or one-of-a-kind equipment or processes.

### Tandem lifts (Multi-crane lifts)

Any crane lift involving two or more cranes lifting the same load simultaneously, where load may exceed more than 85% of any one crane's lifting capacity as measured on the lifting chart.

### Special considerations

Any lift where special lifting or rigging equipment or configurations are used

### Electrical

Any lift near, over or around any energized electrical equipment such as power lines, transformers, and switchgear.

### Crane Capacity

Any lift above 95% of crane capacity by crane charts

## **Serious lifts (Lift site plan, crane operator will assess the lift and decide what needs to be done)**

- Any crane lift between 80-90% of chart capacity
- Any lift where personnel are being hoisted in a certified carry basket
- Any lift where the crane operator cannot see the lifting or landing area
- Any tandem lift
- Wind conditions are above 25 km/hr
- Any lift on the tires over 75% of chart capacity
- Any work over 55 degrees of the boom angle when on rubber will require the use of the safe work practice

## **Standard lifts (JTA will be required)**

- Any lift below 80% of crane capacity
- Crane operator has full view of lifting and landing area

If erecting or dismantling a crane a Safe work plan will need to be developed prior to proceeding. This will be done following all manufactures specifications and requirements.

## Overhead Power Line Clearance

### Overhead power lines – clearance

Minimum Distance		
<i>Line Voltage</i>	<b>Meters</b>	<b>Feet</b>
0 – 44,000 volts	5.0	18
44,000 – 79,200 volts	6.0	20
79,200 – 158,400 volts	7.0	23
158,400 – 264,000 volts	9.0	30
Up to 500,000 volts	10.0	33

Lifts closer than this will require a safety plan, permission from the power supplier and a hazard assessment to address hazards and controls. This plan will also include a watch and consultation with an electrician to ensure safety



## **Boosting A Vehicle**

1. Position donor vehicle or battery pack close to the receiver vehicle battery, out of direct traffic. Do not allow the vehicles to touch each other.
2. Check battery cables for wear, frays, cracks and/or loose clamps/connections.
3. Clean both batteries so the “positive” or “+” and “negative” or “-” markings can be clearly seen.
4. Using booster cables then connect the red cable to the positive or “+” post of each vehicle battery.
5. Connect the black cable to the negative or “-” post of the donor vehicle battery.
6. Connect the black cable to an unpainted metal part of the receiver vehicle engine or frame.
7. Start the donor vehicle engine.
8. Start the receiver vehicle engine.
9. Once the vehicle is running, remove cables in reverse order.
10. Once running, allow the receiver vehicle to run for at least 15 minutes to recharge the battery.

### **DO NOT:**

- a. Do not attempt to boost a frozen battery or a battery from which all the electrolyte fluid has evaporated or leaked out.
- b. Do not attempt to boost if the donor vehicle has a larger voltage source than the receiver vehicle.
- c. Do not perform this task in the presence of flammable vapours or materials.

When the receiver vehicle has a 24V system using 2–12V batteries, the batteries must be isolated and allowed to charge each one separately for approximately 15 minutes.

If a single 24V battery is in the receiver vehicle then a 24V system must be used as the donor.



## Pinch Points Practice

Pinch Points are areas where body parts can become caught between two objects or tangled in machinery. The resulting injuries can range from bruises and cuts to mangled body parts, amputation and even death.

**Be aware** of the potential pinch points in the area where you work. And dress appropriately for the work environment and the task you are conducting.

### **Practice:**

Avoid clothing that is loose or long

Avoid Necklaces, earrings, bracelets and rings

Avoid operating equipment while having long hair however if you prefer it tie it up or tuck it into clothing or up into your hard hat

Be careful around any machinery, even vehicles and forklifts

Do not remove safety guards

Use proper lock out/tag out procedures

Pay attention to the task at hand. Distractions, horseplay, daydreaming and multi-tasking are hazardous in any work environment

Be aware of the tools and equipment you work with

Knowing what the hazards are and how to protect yourself from them is the least you can do for yourself.



## **Site Communication Practice**

Communication is important on all job sites. Communicating with other contactors on our sites will help to identify and control safety hazards that may exist between all parties.

### **Practice:**

Site arrangements with the site superintendent are to be made prior to hoisting to ensure all contractors are aware and to stay clear of the cranes intended work area swing zones.

Swing zones shall be restricted and pending on the circumstances may be barricaded to ensure personnel are clear and free of the cranes work area and swing area.

Pending on the circumstance a designate watch person may be assigned to monitor and enforce the swing zone area.

Operator JHA to be conducted to identify hazards and equipment priority assigned and reviewed should other equipment be in the same area.

One signalman or rigger must be designated to direct and control the operation. That person should be positioned to view the total operation and should maintain radio contact with the operators.

### **Signal People and Riggers**

- Unless an operator has an unobstructed and clear view of the hoist, a designated signal person must give signals to the operator and direct the operations of the crane.
- Only the designated signal person is to provide signals to the operator.
- Other than emergency “stop signals” no operator shall follow the signals given by any worker other than those given by the
- designated signal person.
- Prior to the commencement of hoisting the operator and the designated signalman must both understand the meaning of each signal that is to be used for the hoisting operation.



## **Cold Weather Crane Operations**

### **Recommendations for low temperature operation for Hydraulic Cranes are as follows:**

- During low temperature situations, the crane should not be subject to shock load.
- Operations are to be accomplished by a competent operator possessing experience, skill, and dexterity.
- If it is felt that shock loads may be experienced and avoidance cannot be assured, then it is recommended that the load capacity be reduced 2% for each 1 degree temperature below -18 degree Celsius.
- The chart showing a % capacity reduction for cranes being operated in ambient temperatures below -20 degree Celsius is a guideline or general crane use only.
- It is intended to reflect the effect of low temperatures on the impact loading capability of the steel and the performance of hydraulic systems. The tensile strength of steel actually increases as the temperature drops.

It is the impact capability or toughness that decreases.

- Lifts in excess of the limits shown in the chart can be made if consideration is given to properly warm up the hydraulic system and avoid impact. If transfer cannot be achieved in an even and smooth manner, the lift must not be attempted.
- The hydraulics must be warmed up thoroughly, the load must be picked up gradually and smoothly, and the crane must not be walked with the load suspended. Any operation that could shock the crane must be minimized or avoided.
- A Safe Work Plan and an Engineered Stamped Drawing must be prepared for lifts exceeding the limits shown in the chart. This would ensure that the operator and others involved were aware of these guidelines.

### **Recommendations for low temperature operation of Conventional Cranes from a structural stand point are as follows:**

- Always follow Manufacture Specifications and Recommendations.
- Lift operations must be done slowly with no dynamic or shock loading of any structural component.
- Down to -35 degree Celsius – No de-rating of machine or change from normal operation.
- -35 C to -45 degree Celsius – No duty cycle operation (the crane shall only be used in an extreme Emergency authorized by Eagle Crane Management).
- -45 degree Celsius + – Operation not recommended.





## Lifting & Positioning Crane Pads

Note: Crane or also known as outrigger pads are often stowed at different areas on a crane being at the front or back pending the crane configuration. They also may be transported separately in/on a truck or trailer. Crane Pads will often be stacked together in a pile at no less than 4 and may be as many as 6 or 7 and will be secured to the crane by a ratchet strap. Most pads will be round and have a diameter of approx. 36 “ and thickness of 4-6.” There will be primarily 4 handles made from rope on all four sides making them easy to grab.

- Assistance if available will make the removal and positioning process of the crane pads easier.
- Check the top pad for a buildup of either snow/ice or gravel/dust etc. and remove prior to removing from stowed position.
- Check to make sure pads are not stuck together, use a pry bar if needed to separate.
- In order to grab the top pad, grab the handle closest to you and pull the pad toward you slowly and make sure that your feet are out of the way of where the other side of the mat will fall to.
- Before moving the mat to its location check the ground conditions to ensure safe travel with the mat.
- When moving the mat to the outrigger carry if able and if not roll it to its desired spot.
- Once at the outrigger drop the mat and with knees bent and back straight position the mat directly centred under the outrigger.
- Continue this process till all 4/5 have been positioned.
- Questions on Proper lifting, see manual lifting practises.



## **Working Around Power Mobile Equipment**

Note: When Working around PME (Power Mobile Equipment) there is a lot to consider, with your safety and the safety of those around you. There are many different types and styles of PME and all persons should be aware when working around them.

- Be Visible, Be sure that when working in close proximity of any PME that you are easily seen. Primarily a high Vis vest, hi Vis stripping on both sides of hard hat are best worn.
- Proper PPE, Most construction sites require the following to be worn, hi Vis vest, steel toed boots, hard hat, Gloves and safety glasses. All which shall be worn around all PME.
- Eye Contact, Eye contact with the equipment operators when working close by is important so they know your location in order to prevent getting trapped under/on equipment.
- If eye contact isn't available then another means of communication will work such as hand signals or radio communication.
- Trained with the task you doing in order to prevent confusion with the operator and risk injury.
- If giving hand signals to operator, be trained with proper ones to be giving.
- Always be aware of the ground conditions while working around the PME.
- Loaded equipment always has the right of way.
- Never turn your back on a loaded piece of equipment.
- Always be prepared with the thought of "what if "and what your reaction would be if something did happen.
- Always identify pinch points when working around a piece of equipment and never get in one.
- Practise good housekeeping with PME in the area,
- Always be watching for hazards that may arise with the equipment you're working with such as fluid loss, leaking, broken or missing parts.
- Ensure proper lighting is available if working at night or in a poor lit area.
- Keep an ear out for back alarms on all PME and if not then contact operator or site supervision.
- Be available if possible to assist other equipment when they are backing up.
- Be sure that all large loads are flagged and tag lines used if required.
- Ensure that all equipment that is left unattended is in its normal position, shut off and if on a slop then the wheels are chocked.
- Never get between a PME and a stationary object.
- Be sure that if ever working on a piece of PME that it is Locked Out and tested to ensure proper are is locked out.
- Only Qualified persons shall operate all PME.
- Always refer to manufactures recommendations with questions regarding PME.
- Never alter a guard or protective device on a PME.



## Powered Mobile Equipment Operation

Eagle Crane will ensure that all operations, maintenance and inspections of powered mobile equipment will be in compliance with Part 11 of the Occupational Health & Safety Regulations.

### Visual Inspection

Operators of powered mobile equipment must complete a visual inspection of the equipment and the surrounding area to ensure that it is in safe operating condition and that no worker, including the operator, is endangered when the equipment is started. This inspection will be documented in the equipment log book prior to commencing work.

### Inspection and Maintenance

Eagle Crane will ensure that powered mobile equipment is inspected by a competent and qualified worker to identify defects and conditions that are hazardous or have the potential to create a hazard. Inspections will be made in accordance to manufacturer specifications.

If the inspection indicates a hazardous condition, the equipment must immediately be locked-out and tagged as per Eagle Crane lock-out/tag-out procedure. To protect the health and safety of any worker who may be exposed to the hazard. The powered mobile equipment is not to be operated until the defect is repaired or the condition is corrected. Repairs and unsafe conditions are to be corrected as soon as reasonably practicable

*\*This information does not take precedence over OH&S. All employees should be familiar with the OH&S Act and Regulations;*

**General:** OH&S defines powered mobile equipment as “a self-propelled machine... that is designed to manipulate or move materials or to provide a work platform for workers”.

**Only trained, competent and authorized workers are permitted to operate powered mobile equipment.** Eagle Crane ensures that training for powered mobile equipment is provided as per Table 14.1 of the Appendix of the OHS Regulations before permitting workers to operate powered mobile equipment.

- ❖ *Powered mobile equipment must be secured against unintentional movement when it is not in use. An operator must not leave the controls of powered mobile equipment unattended unless the equipment is secured against unintentional movement by an effective method of immobilization.*
- 1. Prior to start up, make a complete visual inspection of the equipment and the surrounding area to ensure that the equipment is in a condition to operate safely, and that no one is endangered by the start-up.
- 2. Equipment damage or defects of any kind must be reported to the supervisor immediately. If repairs cannot be carried out prior to commencing work, steps must be taken to control any hazard posed by the unsafe condition until it can be corrected.

3. Lights, brakes and warning signals must be operative.
4. Equipment must be equipped with seat belts and/or roll-over protective structures if required.
5. Equipment must be equipped with suitable and adequate cab, screen or guards to ensure the operator or any other worker who permitted to be in or on a unit is safe from a falling object or projectile.
6. Any equipment or material being transported in the cab must be positioned or secured to prevent injury to the operator or to others.
7. No fuel tank may be carried in an enclosed cab unless the fuel tank is equipped with a filler spout and vents that extend to the outside of the cab.
8. A fire extinguisher must be available.
9. When equipment maintenance, repairs or other work is being performed on or under an elevated part of the equipment, the elevated part must be securely blocked to prevent accidental movement.
10. An equipment operator is not permitted to move or cause any load or part of the equipment to be moved when a worker may be endangered by the movement. Workers are not permitted in the vicinity of the equipment where the workers may be endangered by the swinging movement of a load or part of the equipment.
11. An effective restraining device must be used to protect the operator and other workers against the shifting of a load when the equipment is used to transport equipment or materials that may shift under emergency conditions.
12. Workers are not permitted to ride on the top of a load. Where equipment is used to transport a worker, the worker must be restrained from falling from the vehicle, and no part of the worker's body may extend beyond the sides of the vehicle.
13. Ensure regular lubrication and repair of moving parts. Cleaning, oiling or repairing of equipment must not be done while the equipment is in operation unless it has been authorized by the supervisor and special provisions have been made to do it safely
14. Ensure equipment is adequately protected when not in use.



## **Commercial Vehicle Operation (>4500 kg GVWR)**

### **INSPECTION AND DOCUMENTATION**

All of Eagle Crane's commercial vehicles over 4500 kg GVWR must be inspected during use/operation at least once in every 24 hour period. Upon inspection, the equipment logbook must be filled out in accordance with Eagle Crane's Preventative Maintenance Program.

In addition, workers who are performing these inspections must immediately document and communicate to their supervisor any defect that is observed. The supervisor must pass along the documentation to management and communicate the defect to all other employees and ensure that the vehicle/equipment is not put into use again until the appropriate repairs are made. Under no circumstance will a vehicle be allowed to be operated on a public road when a defect that might affect the safe operation of the vehicle is present.

### **SECURING LOADS FOR TRANSPORT**

All equipment, materials, tools, machinery, cargo, etc. must be adequately secured for transport so that it cannot (a) leak, spill, blow off, fall off, fall from, fall through, or otherwise be dislodged from the vehicle, or (b) shift upon or within the vehicle to such an extent that the vehicle's stability or maneuverability is adversely affected.

Loads should be secured by the worker(s) who will be responsible for their transport, and double checked by other worker(s) present before departure.

Any loads extending past the vehicle or carrier which they have been secured to must be properly flagged and/or signage used to caution others on the public roadway.

### **EMPLOYEE QUALIFICATIONS**

Upon hire, each employee must provide a photocopy of his/her valid driver's license to be kept on file. In addition, every employee will authorize Eagle Crane to access, and Eagle Crane will access, a current drivers abstract on an annual basis throughout his/her employment term.

It is the responsibility of each employee to notify management of any changes to the status of their driver's license and to only operate vehicles appropriately in respect to their particular driving privileges.

### **DRIVERS LOGBOOKS AND LIMITATIONS**

Every driver shall fill out a daily log accurately recording the drivers daily hours of on-duty, including the time each work shifts starts and ends.

Employees are never required or allowed to operate any of Eagle Crane's commercial vehicles for any duration approaching 13 hours of operation or 15 hours on duty in one day.

Any employee experiencing diminished alertness or impairment of any kind to their ability to safely operate any vehicles or equipment must report this immediately to their supervisor and will be exempt from any such duties or responsibilities.

Workers must never operate motor vehicles and/or equipment while excessively fatigued.



## **Machine Guarding**

Eagle Crane will provide effective safeguards where if a worker may accidentally, or through the work process, come into contact with:

- a dangerous moving part of a machine
- point of a machine at which material is cut, sharpened, bored, or formed
- a surface with temperatures that may cause skin to freeze, burn, or blister
- energized electric cables
- debris, materials, or objects thrown from machinery or equipment
- material being fed into or removed from process machinery or equipment
- machinery or equipment that may be hazardous due to its operation
- any other hazard

Eagle crane shall ensure that safeguards remain in place at all times.

### **Removal of Safeguards**

A worker must not remove a safeguard from a machine that is operating if the safeguard is not designed to be removed.

A worker must not remove a safeguard or make it ineffective unless removing it or making it ineffective is necessary to perform maintenance, tests, repairs, adjustments, or other tasks on equipment.

If a worker removes a safeguard or makes it ineffective, the worker must ensure that:

- alternative protective measures are in place until the safeguard is replaced
- the safeguard is replaced immediately after the task is completed, and
- the safeguard functions properly once replaced

If a safeguard for machinery is removed or made ineffective and the machinery cannot be directly controlled by a worker, the worker who removes the safeguard or make it ineffective must lock out or lock out and tag the machinery or render it inoperative.

# Safe Work Procedures

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## **Overview**

To provide directions on how specific work is to be performed when step-by-step instruction is required. A Safe Work Procedure is an administrative control that deals with directing people.

Written job procedures are used to train new workers, workers that are moved to new jobs, and can also be used by workers as a reference, especially for complex jobs, particularly hazardous jobs, or jobs that are not done very often.

## **Definition:**

A Safe Work Procedure is a step-by-step description of "how to proceed", from start to finish, in performing a job/task.

## **Requirements:**

Safe Work Procedures are to be in writing and maintained. They need to be reviewed at a minimum once a year and revised as needed.

## **Compliance:**

All Safe Work Procedures must meet or exceed all applicable legislation and industry standards.

## *Responsibility:*

### **Eagle Crane's Senior Management will ensure that:**

- Safe Work Procedures are established consistent with the hazards associated with the specific work being performed.
- Safe Work Procedures are reviewed and updated as required.
- Safe Work Procedures are available to employees.

### **Supervisor:**

The Supervisor is directly responsible for the day-to-day application of Safe Work Procedures for their respective work area(s):

- Ensure that Safe Work Procedures are readily available and inform workers of applicable Procedures.
- Ensure that all Safe Work Procedures are followed.

### **Employees:**

Employees are to consider health and safety as a prime responsibility. All employees are responsible for becoming knowledgeable of the Safe Work Procedures that apply to the work they perform, and to apply those Safe Work Procedures.



## **Developing Safe Work Procedures**

*Guidelines for Developing a Safe Work Procedure:*

1. Examine the job / task carefully by watching how an experienced worker does it and by discussing it with experienced supervision.
2. Break the task down into steps.
3. Identify loss exposure that could occur with each step.
4. Identify, locate, and read regulations that apply to the job / task.
5. Locate all appropriate safe work practices.
6. Combine the above information into a step-by-step format that is easy to understand.
7. Review the Procedure with all personnel performing the task.

## **Critical Tasks**

**Eagle Crane has policies and procedures for the following critical tasks:**

- Backing up
- Crane Operation
- Crane Tandem Lift
- Emergency Procedure – Injury
- Fall Protection
- Rigging Operation
- Fueling of Equipment and Vehicles
- Hollow Core Erection
- Portable Grinder
- Rigging Operation
- Crane Boom Dolly In and Out
- Extension Ladder Climbing Procedure
- Fire and Fire Extinguisher Use
- Grouting Procedure for Hollow Core
- Hearing Protection
- Hook Suspended Man Basket
- Outrigger Procedure
- Boosting a Vehicle
- Site Communication
- Manual lifting
- Pinch Points

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# Crane Operation Procedure

	<p><b>Approved By:</b> Kevin Glover</p> <p><b>Written By:</b> Derek Dudar</p>	<p><b>Created Y/M/D:</b> 2014/11/3</p> <p>This work procedure will be reviewed anytime the task, equipment or materials change at a minimum of every 3 years</p>
<p><b>Reviewed by Worker Rep/WSH Committee:</b> Derek D, Alex C</p> <p><b>Date:</b> 2020/05/04</p>		<p><b>Location:</b> Saskatoon, SK</p>

Hazards Present:	Personal Protective Equipment	Additional Training
Overhead Power Lines Weight of Load Pinch Points Other Workers High Noise Levels Slips Trips Ground Conditions – soft/unstable	Job Hazard Analysis Pre-Lift Form Daily Logbook Load Chart Operators crane manual Hand Protection Hard Hat Hearing Protection Safety Boots 3 Point Contact Rated slings	Operator Certification and Training

**Procedure:**

1. Review the weight of object to be hoisted as well as crane unit, landing area and ground conditions.
2. The operator shall familiarize him or herself with the equipment and its proper usage and care
3. Perform Crane logbook inspection
4. Perform Field Risk Assessment
5. Perform hazardous lift inspection (if required)
6. Report any adjustments repairs or any defects to supervisor immediately
7. Review crane specific crane load rating and operator’s manual (if required)
8. The operator shall test all controls and two blocking devices
9. Review lift plan/JHA & signals with signalmen. Conduct a “dry run”
10. Inspect rigging and components before hoisting of load
11. Ensure load is properly balanced
12. Use 3-point contact when climbing into and out of crane
13. Review distance and weight of load, load chart with lift plan/JHA to ensure crane can conduct the lift within rated capacities and configurations
14. Use outriggers as per manufacturer’s specifications
15. The crane will be level and blocked if necessary
16. Hoisting/landing area is to be clear of equipment and personnel during operation
17. No load will be moved while employees are on the load or hook
18. The lifting as well as lowering action will be smooth acceleration
19. Exit machine using 3-point contact
20. Properly lock out machine

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## Backing up Procedure

	<b>Approved By:</b> Kevin Glover  <b>Written By:</b> Derek Dudar	<b>Created Y/M/D:</b> 2014/11/3 This work procedure will be reviewed anytime the task, equipment or materials change at a minimum of every 3 years
<b>Reviewed by Worker Rep/WSH Committee:</b> Derek D, Cole H  <b>Date:</b> 2020/05/11		<b>Location:</b> Saskatoon, SK

Hazards Present:	Personal Protective Equipment	Additional Training
Vehicles Pedestrians Structures and Objects	Seat Belt	Driver's License

**Procedure:**

1. Circle-check your vehicle
2. Always look back into your side mirrors
3. Wear seat belt
4. Check clearances (front, back, side, overhead)
5. Sound horn twice before proceeding (even if equipped with back up alarm)
6. Back up slowly (never at a speed faster than a brisk walk)
7. Use a guide person whenever possible:
  - a. If you lose sight or eye contact with guide or employee, STOP immediately and locate that person before proceeding
  - b. If parked or stopped always use proper parking procedures:
    - Set brake
    - Transmission in appropriate gear


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## Fuelling of Equipment and Vehicles Procedure

	<p><b>Approved By:</b> Kevin Glover</p> <p><b>Written By:</b> Derek Dudar</p>	<p><b>Created Y/M/D:</b> 2014/11/3</p> <p>This work procedure will be reviewed anytime the task, equipment or materials change at a minimum of every 3 years</p>
<p><b>Reviewed by Worker Rep/WSH Committee:</b> Derek D, Evan M</p> <p><b>Date:</b> 2020/05/11</p>		<p><b>Location:</b> Saskatoon, SK</p>

Hazards Present:	Personal Protective Equipment	Additional Training
Burns From Fire/Explosions Exposure to Chemicals in Fuel Inhalation of Vapours Injuries Related to Fuel in the Eyes	Gloves Eye Protection Safety Boots Protective Clothing Hard Hat	

**Procedure:**

1. Pull equipment up to pump
2. Extinguish all smoking material
3. Shut off vehicle
4. Exit vehicle in the proper manner
5. If a grounding cable be located at the fuel pump attach the ground cable to the vehicle or equipment.
6. Remove filler cap
7. Ensure you use the correct type of fuel
8. Put filler hose in tank
9. Turn on switch or open valve
10. Proceed to fill tank
11. Fill to manufacturers specifications
12. Turn off switch or close valve
13. Remove filler hose from tank
14. Put filler cap back on
15. Detach the ground cable from the vehicle or equipment.

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## Crane – Tandem Lift Procedure

	<b>Approved By:</b> Kevin Glover  <b>Written By:</b> Derek Dudar	<b>Created Y/M/D:</b> 2014/11/3 This work procedure will be reviewed anytime the task, equipment or materials change at a minimum of every 3 years
	<b>Reviewed by Worker Rep/WSH Committee:</b> Derek D, Alex C  <b>Date:</b> 2020/05/11	<b>Location:</b> Saskatoon, SK

Hazards Present:	Personal Protective Equipment	Additional Training
Rigging Failure Equipment Damage Overloading of crane	2-Way Radios Lift Evaluation Form Toolbox Meeting JHA High Visibility Clothing Hard Hat Safety Boots Safety Glasses Hearing Protection	Designated crane signal training

1. Certified operators must perform all multiple crane lifts.
2. A written detailed procedure must be developed, documented, and available to all workers involved in the lift.
3. Determine the weight and center of gravity exactly prior to the load being hoisted.
4. The user shall operate at reduced ratings to allow for adverse job conditions.
5. Boom length, angles, part of line and radiuses of each crane must be determined exactly.
6. Loaded capacities must be determined for the entire operation.
7. No crane involved in a tandem lift shall exceed its the maximum lifting capacity during the lift.
8. All cranes must have working load movement indicators.
9. Consideration must be given to the symmetry & center of gravity of the load.
10. All tandem crane lifts must be performed on stable, compacted level ground. If not, compaction then timber crane mats must be used to correct this.
11. All cranes must rest on solid outrigger pads (if crawler cranes are not used).
12. All cranes must be level.
13. A competent lead signalman must be determined prior to lift. It may be necessary to have more than one signal person if one signalman cannot see both operators and cranes during any part of the hoisting operation.
14. The signalman should be positioned to view the total operation making sure that all cranes are always centered under the load.
15. All direction during multiple crane lifts must be done using radios and or under the guidance of a designated signal person.
16. Crane operation must be performed in smooth manner to reduce jerking or sudden stopping of the load.
17. Whenever possible, the cranes should not travel with the load. If travel is required, both cranes must have equal boom lengths.
18. One crane must be designated the lead (primary) crane, taking instruction from the lead Designated signal person. The secondary crane should follow with the swing brake off. The title of the lead crane may shift from one crane to the other, but this must be determined prior to the lift commencing.

- 19. All crane movement should be done smooth and slow.
- 20. Hoist lines must be kept vertical with the load at all times.
- 21. When required lifts will be designed /supervised by a professional engineer.
- 22. **Operators are not permitted to exit cab of crane during the lift until the object is unhooked from the cranes.**
- 23. All personnel involved in the lift must have a pre-lift meeting that goes over the lift in detail and it must be made sure that all workers involved with the lift understand in full what is to take place.  
**\*\*\*This procedure must be part of the pre-lift meeting which MUST be done prior to any multiple crane lift\*\*\***

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## Crane Boom Dolly In and Out Procedure

	<b>Approved By:</b> Kevin Glover  <b>Written By:</b> Derek Dudar	<b>Created Y/M/D:</b> 2014/11/3 This work procedure will be reviewed anytime the task, equipment or materials change at a minimum of every 3 years
	<b>Reviewed by Worker Rep/WSH Committee:</b> Derek D, Evan M  <b>Date:</b> 2020/04/30	<b>Location:</b> Saskatoon, SK

Hazards Present:	Personal Protective Equipment	Additional Training
Overhead Power Lines Weight of Load Pinch Points Other Workers Ground Conditions – soft/unstable Slips Trips Noise Levels	Job Hazard Analysis Pre-Lift Form Daily Logbook Load Chart Operators crane manual Hand Protection Hard Hat Hearing Protection Safety Boots 3 Point Contact Appropriate slings/rigging recommended	Operator Certification and Training

### Procedure:

#### Dolly Out:

1. Complete pre job inspection and logbook daily entree.
2. Locate level set up area that is clear of obstructions.
3. Engage the transmission to the neutral position and apply the parking brake – Chock wheels on dolly to minimize risk of rolling on uneven terrain.
4. Disconnect the air and electrical line from the dolly to the crane.
5. Fully extend all outriggers and jacks with pontoons to firmly level the crane as recommended by the manufacturer.
6. Unlatch the air pin latch on the dolly. Turn float valves from the travel position to hoisting position.
7. Rig counterweight base slab.
8. Ensure minimum boom length is extended.
9. Hoist and swing counterweight onto deck support mounts on carrier. Ensure proper boom angle and clear swing path.
10. Release slings and repeat until counterweights required are placed on the carrier deck.
11. Swing over rear and mount counterweight to the crane upper structure as per manufacturer's instructions.
12. Swing over the front and place the boom in the boom support stand.
13. Open pintle hook latch.
14. Retract jacks and stow outriggers and pontoons.
15. Crane is ready to move.



Dolly In:

1. Complete pre job inspection and logbook daily entry.
2. Back the crane in line with the dolly and hook the boom dolly receiver into the pintle hitch. Ensure the pintle hook latch is locked and safety keeper is installed.
3. Engage the transmission into neutral and engage the parking brakes.
4. Fully extend all outriggers and jacks with pontoons to firmly level the crane as recommended by the manufacturer.
5. Boom up to 65 degrees with fully retracted boom and swing over the rear on center. Ensure proper boom angle and clear swing path.
6. Lower the counterweights onto the deck support mounts on the carrier as per manufactures' instructions.
7. Swing over the front and rig counterweight slabs.
8. Hoist counterweight slabs onto boom dolly until all slabs are stored on the dolly.
9. Lower boom onto the dolly boom support.
10. Release the boom float valves and ensure the keepers are securely pinned.
11. Connect the air and electrical lines from the dolly to the crane.
12. Engage the air lock pins on the dolly to secure the boom. Ensure the air is built up for this to occur.
13. Retract outrigger jacks and beams and stow as per manufactures' instructions.
14. Conduct a complete walk around inspection of the crane and dolly.
15. You are now ready for travel.


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## Outrigger Procedure

	<b>Approved By:</b> Kevin Glover  <b>Written By:</b> Derek Dudar	<b>Created Y/M/D:</b> 2014/11/3 This work procedure will be reviewed anytime the task, equipment or materials change at a minimum of every 3 years
<b>Reviewed by Worker Rep/WSH Committee:</b> Derek D, Alex C  <b>Date:</b> 2020/05/04		<b>Location:</b> Saskatoon, SK

Hazards Present:	Personal Protective Equipment	Additional Training
Crane tipping Crushing Injuries Slips Trips and Falls	High Visibility Clothing Hearing Protection Safety Boots Safety Glasses Hard Hat	Crane Operator Certification

**Procedure:**

1. Operators must ensure that outriggers are used according to the manufacturer's instruction
2. Outriggers must be set on solid footing or set on a wooden outrigger pad
3. Outrigger controls must be readily accessible to the operator and are located in a suitable position for safe operation
4. The area around the outriggers is to be kept free of obstruction
5. Maintain a minimum clearance of six hundred millimeters (600mm) between any moving part of the crane and any obstacle near the base of the crane
6. Where there is a danger of a worker being trapped or crushed by the moving parts of a crane during its operation, the area around the base of the crane must be made off-limits to workers and barricaded to restrict the entry of workers

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## Rigging Operation Procedure

	<p><b>Approved By:</b> Kevin Glover</p> <p><b>Written By:</b> Derek Dudar</p>	<p><b>Created Y/M/D:</b> 2014/11/3</p> <p>This work procedure will be reviewed anytime the task, equipment or materials change at a minimum of every 3 years</p>
<p><b>Reviewed by Worker Rep/WSH Committee:</b> Derek D, Cole H</p> <p><b>Date:</b> 2020/05/11</p>		<p><b>Location:</b> Saskatoon, SK</p>

Hazards Present:	Personal Protective Equipment	Additional Training
Overloading of rigging Weight of Load Pinch Points Failure of Safety Latches Worn/Kinks in Cabling Chains or Slings	Safety Glasses Gloves Hard Hat High Visibility Clothing Hearing Protection Safety Boots	Rigging Training

**Procedure:**

1. Inspect all rigging components for wear and tear and replace if necessary
2. Review government safety regulations for use of cable clamps, safety latches, chains and slings
3. Know rated capacity of cable, chain or wire rope being used
4. Know the weight of the load being rigged
5. Attach taglines/spreader bar for awkward loads or loads manoeuvred in wind
6. Review the area for utility lines, tree limbs and other overhead safety hazards
7. Review lift plan/JHA & signals with operator, conduct a “dry run”
8. Inspect rigging components before hoisting of load. Ensure that load is properly balanced
9. Employees shall not stand or work under suspended loads
10. Personnel working tag lines should review area for slipping, tripping and falling hazards if not possible to eliminate them, and then take precautions to avoid them

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## Hook Suspended Man Basket Procedure

	<p><b>Approved By:</b> Kevin Glover</p> <p><b>Written By:</b> Derek Dudar</p>	<p><b>Created Y/M/D:</b> 2014/11/3</p> <p>This work procedure will be reviewed anytime the task, equipment or materials change at a minimum of every 3 years</p>
<p><b>Reviewed by Worker Rep/WSH Committee:</b> Derek D, Alex C</p> <p><b>Date:</b> 2020/05/04</p>		<p><b>Location:</b> Saskatoon, SK</p>

Hazards Present:	Personal Protective Equipment	Additional Training
Pinch Points Working at Heights Failure to Use Fall Protection Jobsite Communication Slips, Trips, and Falls	Hard Hats High Visibility Vests Safety Boots Gloves Safety Glasses Fall Arrest Equipment	Fall Arrest Training

**Procedure:**

1. Ground conditions must be examined carefully for support and level prior to hoisting a man basket. If ground is not satisfactory then it must be corrected before the task at hand can be done.
2. All personnel in a man basket must wear a proper CSA approved harness and lanyard and be trained in fall protection. The lanyard shall be securely attached to both the safety harness and the attachment point on the man basket
3. At no time shall a worker sit or stand on the kick guard, mid rail, or top rail of the man basket or place anything across the top of the basket to gain working height.
4. If any worker must get out of the basket while it is elevated, he/she must tie off to an appropriate tie off point at the area they are trying to get onto, and then they can unhook their lanyard from the basket and get out of the basket. **Always use 100% tie off.**
5. A man basket is rated for a specific weight and it is not permitted to go over the manufacturer's specified capacity.
6. All Cranes must be equipped with an anti-block device, LMI, and must stop all controls dead when anti 2 block is tripped
7. All crane operators must be certified as well as cranes
8. Never shall it be permitted to go over 50% of the crane chart while hoisting men in a man basket.

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## Fall Protection Procedure

	<b>Approved By:</b> Kevin Glover  <b>Written By:</b> Derek Dudar	<b>Created Y/M/D:</b> 2014/11/3 This work procedure will be reviewed anytime the task, equipment or materials change at a minimum of every 3 years
	<b>Reviewed by Worker Rep/WSH Committee:</b> Derek D, Cole H  <b>Date:</b> 2020/05/12	<b>Location:</b> Saskatoon, SK

Hazards Present:	Personal Protective Equipment	Additional Training
Vehicles Pedestrians Structures and Objects	Fall arrest equipment Fall protection equipment Toolbox meeting JHA	Training on use of fall protection/arrest equipment

### Responsibilities:

#### General Contractor

It shall be the responsibility of the project superintendent to ensure that a fall protection plan is developed on all projects under his/her supervision, and that they meet policy and criteria. All workers on projects that require a fall protection plan are trained in proper execution of that plan.

#### Team Lead Hand

It will be the responsibility of the Team Lead Hand to take reasonable and practical measures to have site equipment serviced, maintained and operated by qualified personnel. The Team Lead Hand is responsible to ensure workers have received proper instruction and training as to the practices noted herein prior to conducting related activities

#### Eagle Crane Worker

It will be the responsibility of the worker to take reasonable and practical measures to have site equipment serviced, maintained and operated in a professional and safe manner. The worker will advise the Team Lead Hand of any damage, deviation in operation, excessive wear, etc. prior to using equipment or related materials

### Fall Protection

- Any sub-contractor/Eagle Crane employees, when working at a location where workers are not protected by permanent guard rails and where a fall of 3 meters or 10 feet or more may occur, must have a site specific fall protection plan for the tasks that affect their work.
- Subcontractors may use Eagle Cranes fall protection plan which must be completed by the subcontractor supervisor and then reviewed and signed by his/her employees. A copy must be issued to Eagle Crane.

### Project Superintendent Responsibility

- It will be the responsibility of the project superintendent to take reasonable and practical measure to have site equipment and materials made available and maintained in accordance with the applicable regulations and manufacturer's specifications.

### Site Safety Responsibility

- Ensure training documentation is kept on file for all employees that receive fall protection training
- To report to the owner/president any unsafe acts or conditions.

## **Sub-Contractor Responsibility**

- Ensure all workers under his authority receive fall protection training from a qualified individual
- Ensure training documentation is kept on site and made available to Eagle Crane upon request
- Ensure that the required safety equipment is available
- Ensure that required safety equipment is regularly inspected and maintained
- Provide to the project superintendent an inventory of fall protection equipment available in his area of authority
- Ensure all workers under his/her authority adhere to the project fall protection plan

## **Worker Responsibility**

- Receive training in and adhere to the project fall protection plan/procedure
- Wear fall protection equipment as required
- Report to the Team Leader or Supervisor on any non-compliance of the fall protection plan/procedure

## **Areas Requiring Fall Restraint or Fall Arrest Protection**

- Where a fall from a height of 10 feet 3 meters or more is possible, or when a lesser height involves unusual risk of injury
- Catwalks and stairways through the facility
- Floor openings throughout the facilities
- Activities atop of equipment or machinery
- Work from ladders scaffolds, elevating work platforms etc.
- Work on the ground on top of beams over high walls
- The danger area extends 6'6" back from any unprotected edge plus the height of any elevated work platform such as stilts or a ladder. Ex. A worker on 2-foot high stilts is in the danger area if within 8'6" from an unprotected edge. Any worker within the danger area must have fall protection.

## **Fall protection Hierarchy of Choice**

It is imperative that supervision follow the fall protection hierarchy of choice when addressing fall protection issues. The selection of method(s) depends on what is practicable and is not a matter of free choice for the employer. What is practicable will depend on the circumstances of each work location at the site and the fall hazard assessment conducted.

1. Elimination
2. Guardrails or equivalent
3. Another Fall Restraint System
4. Fall Arrest System
5. Work Procedures acceptable to the provincial health and safety regulation

## **Guard Rails**

The preferred method of fall protection is guardrails. Whenever possible, danger areas including floor openings will be protected by proper guardrails.

The building of, inspection of, or disassembling of, guardrails will be done in a manner where fall protection is maintained at all times

- Guardrails must be 42" high
- Guardrails shall have an intermediate rail
- Railings must be attached to inside of posts
- Posts must be spaced less than 8 feet apart
- Toe boards are required if men are working below the opening

Ensure when building a deck that the guardrails are installed immediately after the joisting plywood or q-decking are set. Guardrail protection must be increased to allow for any raised work platform in the danger area. (Ex: A worker on 2-foot stilts must have a third guardrail 2 feet above the normal 42-inch top rail. Where it is not feasible to have guardrails to protect workers in the danger area fall restraint/fall arrest equipment will be used.)

### **Fall Arrest/Fall Restraint Equipment**

Fall restraint equipment will be CSA or ANSI approved and will not allow the worker to reach the point of fall. Lanyards must be attached to an anchor point which will withstand a loaded force of not less than 800lbs. Where it is not feasible to use fall restraint equipment in a danger area for instance, when work must be done on the unguarded edge, properly constructed scaffolding should be used.

Prefabricated scaffolding shall be erected by qualified workers and shall be erected as designed by the manufacturer. They shall not be erected with any modifications, defects or defective parts.

Where it is not feasible to use scaffolding, fall arrest equipment may be used. Fall arrest equipment shall be CSA or ANSI approved to support 5000lbs and not allow the worker to fall more than 4 feet. Only one worker is permitted to use one lanyard or safety line.

Materials and tools being stored must be 10 feet back from the edge except for tools being used and working amounts of materials. Proper lift ropes and containers are to be used for hoisting tools and equipment.

The danger zone beneath overhead workers shall be barricaded off to protect other workers and the public from the possibility of falling tools or equipment. If it is not feasible to barricade as above, a watchman will be posted.

### **Anchors for Fall Protection**

- A lifeline, or a lanyard used without a lifeline, must be secured to an anchor
- An anchor plate with multiple attachment points designed to support combinations of suspension lines, tie-back lines and lifelines must be certified in writing by a professional engineer.
- A temporary anchor must be removed upon completion of the work for which it was intended.

### **Anchors for Vertical Lifelines – Fall Arrest**

- In a fall arrest system, an anchor for a vertical lifeline or for a lanyard used without a lifeline must:
- Have an ultimate load capacity of at least 22 kilo-newton's (5,000lbs), in any direction required to resist a fall and
- When permanent, be certified in writing by a professional engineer as having the required load capacity
- Body harness inspected/documented
- Use 'beavertail" or D-ring extension on body harness to connect Self-Retracting Lifeline (SRL) to harness. Harness should also be equipped with suspension trauma straps.

### **Vertical Lifelines**

- Vertical lifelines must meet CSA requirements set out in Z259.2-N1979, Fall Arresting Devices, and personnel
- Lowering Devices, and Lifelines

### **Rope Strength**

- A vertical lifeline must have a breaking strength specified by the manufacturer of at least 27 kilonewtons
- (6,000lbs)

## **Knots and Splices**

- A vertical lifeline must be free of knots and splices except at its termination
- A termination knot or splice must not reduce the breaking strength of the lifeline to less than 22 kilonewtons (5,000lbs)

## **Prohibited Use of Wire Rope**

- A wire rope vertical lifeline must not be used when there is a potential for contact with energized electrical conductors

## **Protection against Abrasion**

- A vertical lifeline must be effectively protected at points of attachment and elsewhere, as necessary to prevent chafing or abrasion caused by contact with sharp rough edges
- When a tool is used that could sever, abrade or burn a lifeline, the lifeline must be made of wire
- A worker working near an energized electrical conductor or in another work area where a conductive lifeline cannot be safely used in exempt from clause (2) provided that another effective means of fall protection is used.

## **Rope Length**

- A vertical lifeline must extend to within 1.2 meters (4 feet) of ground level or other safe lower surface
- The suspended length of a vertical lifeline must not exceed 91 meters (300ft), unless previously authorized by the board

## **Freefall Limits**

- A personal fall arrest system without a shock absorber must limit the free fall of a worker to 1.2 meters (4 feet)
- A personal fall arrest system with a shock absorber may allow a free fall of up to 2 meters (6.5 feet), or the limit specified in the manufacturer's instructions, whichever is less.

## **Swing-Fall Hazard**

- A vertical lifeline must be installed and used in a manner that minimizes the swing-fall hazards
- A "thumb rule" is for every 10 feet of longitudinal distance, 4 feet of perpendicular distance is permitted, thus keeping the swing fall angle within 22 degrees

## **Independent Anchorage**

- Each vertical lifeline used for fall arrest must be secured to an independent point of anchorage

## **Number of Workers**

- Only one worker may be attached to a vertical lifeline, unless the vertical lifeline is part of a ladder safety device

## **Ladder Safety Devices**

- A lifeline used as part of a ladder safety device must meet the requirements of ANSI standard A14.3-1984 – for ladders-fixed safety requirements, or other standards acceptable to the board



## **Double Line Systems**

A double line system, where the lifeline and equipment suspension line are rigged through a common control descent device, must not be used unless the system and procedures of its use are acceptable to the board

## **Horizontal Lifeline Systems**

### **Temporary systems for fall restraint**

- A temporary horizontal lifeline system for fall restraint must provide an ultimate load capacity of at least 3.5 kilo-newton's (800lbs) for each worker connected to it

### **Temporary Systems for Fall Arrest**

- Unless certified by a professional engineer in accordance with the requirements for a permanent system, a temporary horizontal lifeline system used for fall arrest must meet the following requirements:
- The horizontal lifeline must be a minimum of 12mm (1/2 inch) diameter wire rope having a breaking strength specified by the manufacturer of at least 89 kilo-newton's (20,000lbs)
- The horizontal lifeline must be free of splices except for the end terminations
- Connecting hardware such as shackles and turnbuckles must have an ultimate load capacity of at least 71 kilo-newton's (16,000lbs)
- The span must be at least 6 meters (20 feet) and not more than 18 meters (60 feet)
- End anchors must have an ultimate load capacity of at least 71 kilo-newton's (16,000lbs)
- The horizontal lifeline must have unloaded sag of approximately the span length divided by 60
- The elevation of the line at any point must be at least 1 meter (39 inches) above working surface
- The freefall distance must be limited to 1.2 meters (4 feet)
- A minimum of 3.5 meters (12 feet) of unobstructed clearance must be available below the working surface
- No more than two workers may be secured to the horizontal lifeline and
- The horizontal lifeline must be positioned so it does not impede the safe movement of workers.
- 

### **Control Zone/Safety Monitor System**

When use of a fall restraint/fall arrest system is not practical the control zone/safety monitor system may be used with fall arrest equipment. The only time a safety monitor is to ensure that the work activity in the control zone is performed in accordance with the fall protection plan and in a manner that minimizes the potential for a worker to fall.

A safety monitor must:

- Be experienced in the work overseen and trained in the role of safety monitor
- Be present at all times when a worker is in the control zone
- Have complete authority over the work as it relates to the prevention of falls
- Engage in no other duties while acting as the safety monitor
- Be located so as to have a clear view of the work
- Be able to have normal voice communication with the workers being protected
- Be instantly distinguishable from other workers
- Only workers directly required for the work at hand may be inside the control zone
- A safety monitor may monitor a maximum of eight workers
- The safety monitors name and a copy of his training records must be supplied to the Eagles Crane's
- Site superintendent prior to work commencing in the control zone

## **Control Zones and Procedures**

### **Prohibited Use of Control Zones**

Use of a control zone is not permitted as the fall protection system:

- On a working surface where the slope of that surface exceeds 4 vertical and 12 horizontal or
- On skeletal structure work or
- For scaffold erection and removal

### **Width of the Control Zone**

- The width of the control zone must be at least 2 meters (6.5 feet)
- Additional distance must be added to the minimum width of a control zone, with regard to whether:
  - The working surface is slippery or sloped
  - The work is carried out at an elevation relative to the unguarded edge, and
  - The risk is increased by the use of equipment near the control zone

### **Work outside the Control Zone**

When workers will at all times remain further from the unguarded edge than the width of the control zone, no other fall protection system need be used

### **Work near the Control Zone**

- If a worker will be working within 2 meters (6.5 feet) of the control zone, the line defining the control zone must be established by a raised warning line 36" high or other equally effective means at all times during such work.

### **Inspection and Maintenance**

- Safety belt, harnesses, lanyards, lifelines, connecting hardware anchors and other similar devices must be:
  - Inspected by a qualified person before use on a work shift
  - Kept free from substances and conditions that could contribute to their deterioration and
  - Maintained in good working order

### **Removal from Service**

- A device or part that is defective must be removed from service
- A fall arrest system has an arrest

### **Procedure:**

1. Conduct toolbox meeting as per job description of working from heights
2. Complete JHA
3. Inspect fall protection every day prior to use
4. Inspect fall prevention equipment prior to engaging work
5. Review job specific fall protection plan
6. Use engineered anchor points
7. Protect the lines from abrasions with proper softeners
8. One worker per lifeline is to be used per anchor point
9. A vertical lifeline must extend to within 1.2 meters (4 feet) of ground level or other safe lower surface
10. A personal fall arrest system without a shock absorber must limit the free fall of a worker to 1.2 meters (4 feet)

- 11. A personal fall arrest system with a shock absorber may allow a free fall of up to 2 meters (6.5 feet) or the limit specified in the manufacturer's instructions or whichever is the lesser.
- 12. A device or part that is defective must be removed from service immediately.
- 13. After a fall arrest system has arrested a fall of a worker it must be removed from service and re-certified by the manufacturer or its authorized agent or by a professional engineer


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## First Aid Procedure

	<p><b>Approved By:</b> Kevin Glover</p> <p><b>Written By:</b> Derek Dudar</p>	<p><b>Created Y/M/D:</b> 2014/11/3</p> <p>This work procedure will be reviewed anytime the task, equipment or materials change at a minimum of every 3 years</p>
<p><b>Reviewed by Worker Rep/WSH Committee:</b> Derek D, Cole H</p> <p><b>Date:</b> 2020/05/11</p>		<p><b>Location:</b> Saskatoon, SK</p>
<p><b>Hazards Present:</b></p> <p>Blood and Pathogens Re-injury Previous Hazards</p>	<p><b>Personal Protective Equipment</b></p> <p>Gloves Masks</p>	<p><b>Additional Training</b></p> <p>First Aid/ CPR</p>

### Procedure:

1. Report all injuries, not matter how minor, to your Team Lead Hand or supervisor as soon as possible
2. Know location of the job site first aid facilities and first aid kits.
3. Get treatment for injuries as soon as possible
4. Never move an injured person
5. Any injury where the skin is broken (e.g. cuts and lacerations) must be carefully treated so as to avoid infection. Make sure to wear gloves.
6. If you are injured, or if you are assisting someone who has been injured, do not become overly excited. Great haste in applying first aid is often not necessary and can sometimes be harmful
7. In most cases of severe bleeding the first thing to do is apply the cleanest padding available directly to the wound, keeping firm pressure on it until help can take over the possibility of a fractured skull is the exception to this rule
8. Most serious injuries involve shock, provide warm covering to the injured worker (e.g. blankets, jacket) Do not give the injured anything to drink (use a damp cloth to keep the lips moist)
9. When chemicals contact the skin washing with large amounts of water for at least 15-20 minutes, is imperative. If fumes, vapours, or dusts are inhaled, removing the victim to fresh air will provide the most benefit until help arrives and if injuries permit place in semi-sitting position.
10. In cases where breathing has stopped artificial respiration or mouth to mouth breathing must be started immediately. Only those persons properly trained in artificial respiration should attempt to do this. Only do mouth to mouth if equipped with proper barrier device.
11. Fill out incident and injury report

Remember to:

- Call for help immediately
- Stop severe bleeding
- Restore breathing
- Avoid panic
- Inspire confidence
- Do no more than necessary until help arrives
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## Eye Wash Use Procedure

	<b>Approved By:</b> Kevin Glover  <b>Written By:</b> Derek Dudar	<b>Created Y/M/D:</b> 2014/11/3 This work procedure will be reviewed anytime the task, equipment or materials change at a minimum of every 3 years
<b>Reviewed by Worker Rep/WSH Committee:</b> Derek D, Cole H  <b>Date:</b> 2020/05/11		<b>Location:</b> Saskatoon, SK

Hazards Present:	Personal Protective Equipment	Additional Training
Surroundings Lack of visibility Eye injury due to contaminate	Safety Glasses Full face shield Eye wash bottle station	

**Procedure:**

1. Do not panic
2. Shout out for help to allow co-workers to assist you
3. Get to the eye wash station and use the bottle wash
4. Rinse both eyes with copious amounts of water solution
5. Keep your eyelids open by using your hands to ensure adequate flushing of the eyes
6. Someone should contact office
7. Continue rinsing eyes until emergency medical personnel arrive to assist if required
8. Contact 911 in the event of an emergency
9. Fill out an incident report form

Please note: The emergency eye wash station is only for first aid. It is not medical treatment for chemical exposures. Make certain that you seek proper medical attention. It is important to inform the physician what you were exposed to.

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## Emergency Procedure - Injury

	<b>Approved By: Kevin Glover</b>  <b>Written By: Derek Dudar</b>	<b>Created Y/M/D: 2014/11/3</b> This work procedure will be reviewed anytime the task, equipment or materials change at a minimum of every 3 years
<b>Reviewed by Worker Rep/WSH Committee: Derek D, Alex C</b>  <b>Date: 2020/05/04</b>		<b>Location:</b> Saskatoon, SK

Hazards Present:	Personal Protective Equipment	Additional Training
Machinery that caused injury may still be able to cause injury. New hazards that may result from the initial incident Biological – Pathogens	Surgical Gloves Safety Glasses Safety Boots Hearing Protection High Visibility Clothing	First Aid/CPR

### Procedure:

1. Take charge of the scene; assign the following duties to specific personnel.
2. Protect the accident scene from continuing or further hazards (e.g. traffic, operating machinery, live wires)
3. Give first aid to the injured party as soon as is safe to do so.
4. Call ambulance and any other emergency services that are required. Meet and direct emergency services to the accident scene.
5. Obtain the name of the hospital to which the injured party is being transported.
6. Advise management they as soon as practicable.
7. Isolate the accident scene by erecting barricades, roping off or posting a guard to ensure that nothing is moved or changed.
8. Obtain names, addresses and phone numbers of any witnesses to the accident

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## Hearing Protection Procedure

	<p><b>Approved By:</b> Kevin Glover</p> <p><b>Written By:</b> Derek Dudar</p>	<p><b>Created Y/M/D:</b> 2014/11/3</p> <p>This work procedure will be reviewed anytime the task, equipment or materials change at a minimum of every 3 years</p>
<p><b>Reviewed by Worker Rep/WSH Committee:</b> Derek D, Cole H</p> <p><b>Date:</b> 2020/05/11</p>		<p><b>Location:</b> Saskatoon, SK</p>

Hazards Present:	Personal Protective Equipment	Additional Training
High Noise Level from Machines or Tools 85 dBA or higher or extended period of time	Ear Plugs Earmuffs	Hearing Protection Training

**Procedure:**

**Expandable Ear Plugs**

1. Roll the expandable pugs into a thin, crease free cylinder
2. Roll plugs with thumb and fingers into a smooth tube thin enough so that about half the length will fit easily into your ear canal
3. Allow ear plugs to expand in ear canal
4. When high noise levels are no longer hazardous, remove plugs from ears with care.

**Earmuffs**

1. Earmuffs come in many models designed to fit most people, they block out noise by completely covering the outer ear
2. Ensure that the outer ear is completely covered by earmuff
3. Ensure that holding strap is on top of the head, not behind the head
4. Inspect ear protection for damage prior and after each use

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## Fire and Fire Extinguisher Use Procedure

	<b>Approved By:</b> Kevin Glover  <b>Written By:</b> Derek Dudar	<b>Created Y/M/D:</b> 2014/11/3 This work procedure will be reviewed anytime the task, equipment or materials change at a minimum of every 3 years
	<b>Reviewed by Worker Rep/WSH Committee:</b> Derek D, Evan M  <b>Date:</b> 2020/05/11	<b>Location:</b> Saskatoon, SK

Hazards Present:	Personal Protective Equipment	Additional Training
Inhalation of Smoke Inhalation of Fire Extinguisher Chemical Burns Eye Injury Slips Trips and Falls	Safety glasses Safety boots Gloves High Visibility Clothing	

Class/Symbol	Materials Recommended	Extinguisher	Fighting the Fire
<b>A</b>	Wood, Paper, Rags, Rubbish and other ordinary combustible material	Water from a hose pump type water can or pressurized extinguisher and soda acid extinguisher	Soak the fire completely even the smoking embers
<b>B</b>	Flammable liquids oil and grease	ABC units, dry chemical, foam, and Co2 extinguishers	Aim at base of fire and use a sweeping motion from left to right. Keep the fire in front of you.
<b>C</b>	Electrical Equipment	Carbon dioxide and dry chemical (ABC units).	Use short bursts on the fire, when electrical current is shut off on a Class C fire. It can become a class A fire if the materials around the electronic fire is ignited.

### Procedure:

1. Call emergency services (911) if fire is too large to extinguish
2. Only use a fire extinguisher if it is safe to do so
3. Carry extinguisher in upright position to fire
4. Pull pin of extinguisher, hold hose or horn in one hand
5. When using an ABC fire extinguisher use the **P.A.S.S.** method;
  - a) **Pull the pin**
  - b) **Aim at the base of the fire**
  - c) **Squeeze the trigger**
  - d) **Sweeping motion of the fire extinguisher**
6. Promptly report use of extinguisher
7. Take extinguisher out of service and have it re-charged



**General Precautions**

1. Fire extinguisher caps shall not be interchanged
2. Water or water extinguishers shall not be used on electrical fire
3. Dry chemical recharged materials shall be stored in dry location
4. Dry chemicals shall be blown from the extinguisher hose, by turning the extinguisher upside down and squeezing control lever
5. A straight stream of water shall not be placed on hot oil or steam lines or other normally hot surfaces
6. All extinguishers shall be inspected at regular intervals and shall be tagged with the date of inspection and/or refill
7. All extinguishers shall be promptly refilled after use
8. The contents of all extinguishers shall be projected on a fire from the windward side and directed at its base or outer edge of fire with a sweeping motion
9. All instructions of the manufacturer as to the charging of the extinguisher and its maintenance shall be followed

**Emergency procedures plan (in case of fire)**

1. Sounding alarm
2. Notify fire department
3. Instructing site personnel on procedures
  - Meeting/mustering station
  - Head count (ensure everyone is accounted for)
4. Firefighting procedures


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## Hollow Core Erection Procedure

	<b>Approved By:</b> Kevin Glover  <b>Written By:</b> Derek Dudar	<b>Created Y/M/D:</b> 2018/06/20 This work procedure will be reviewed anytime the task, equipment or materials change at a minimum of every 3 years
	<b>Reviewed by Worker Rep/WSH Committee:</b> Derek D, Alex C  <b>Date:</b> 2018/06/20	<b>Location:</b> Saskatoon, SK
<b>Hazards Present:</b> Falls from Heights Pinch Points Crush Injuries Cuts and Lacerations Slips, Trips and Falls	<b>Personal Protective Equipment</b> Safety Glasses Hard Hat Hearing Protection Safety Boots Gloves High Visibility Clothing Tag Lines	<b>Additional Training</b> Crane Operator Certification

NOTE – Prior to starting please ensure that:

- ONLY authorized personnel will use any crane – Lead hands and foreman only may authorize personnel to use the crane. Only Certified ticketed personnel will be authorized to use the crane.
- A Field Hazard Assessment Analysis has been completed
- Any hazard in the work area that can be removed has been.
- All work is done with the Site Supervisor’s permission and any required permit or lift plans are in place.
- All employees have been safety oriented to General Contractor or Owner’s site.
- Ensure fall protection plan is in place if required and reviewed with installation crew.
- Set up crane in appropriate location to ensure proper lifting angles & radius.
- Check structure where panels are to be placed to ensure there are no preparation issues.
  - Concrete is smooth and level & free of debris.
  - Steel is correctly installed and correct dimensions
  - Nelson studs or hangars are present & installed properly

**Procedure:**

Once pre-job inspection is completed & crane and trucks are in position, begin placement of the panels following Site Handling of Hollow Core Slabs and Standard Erection Notes provided by Hollow Core panel supplier, & Proper Hoisting Practices.

1. Ensure that landing surfaces are smooth, level, free of debris & that korolath is in place where required prior to placement of panels.
2. Ensure each panel has cardboard plugs installed appropriately prior to lifting from truck.
3. Riggers on truck should do visual inspection of panels to note any visible cracks or broken panels
4. If cracked or broken panels are found, review with Hollow Core supplier to verify panels to be installed.
5. If panels require on site modifications, clear direction must be obtained from Hollow Core supplier prior to proceeding. Field crew must receive written direction via fax or email from supplier for any repairs or modifications necessary. If no fax or email is available, written direction must be sent to Eagle Crane office and confirmed by Eagle Crane prior to proceeding.
6. The minimum bearing length shall be followed according to the manufacture’s installation drawings.
7. Lead hand to document any panel deficiency or delays out of our direct control using the Hollow Core site documentation.

8. Floor installers to position extension ladders as required. Workers to tie off the ladder at the top and bottom as well as to tie off the upper ladder to prevent ladder kick out. Workers will then tie off to the identified anchor points.
9. Designated signaler to instruct the crane operator into position utilizing hand signal or radio communication.
10. At no time should any personnel be underneath a hoisted slab.
11. Never place hands in the cores or along the side of the panels while installing. Keeps hands on top of the panel at all times.
12. Install panel ensuring that the panel bearing is according to layout plans.
13. Where possible, floor installer will stand on placed panel to land the adjacent panel. Worker to ensure necessary fall protection.
14. When panel is landed in its position, workers will then disconnect the rigging and signal to operator to hoist the rigging away when safe to do so.
15. If panel placement needs to be adjusted without the crane, the worker may use a variety of options including:
  - a. use of pry or crow bars. Ensure worker positions themselves safely on previously placed panels to eliminate risk of falling
  - b. come-along with or without custom jug to apply pressure to allow easier movement of panels with pry bar
16. Once all panels are in place, floor installers and truck riggers to begin grouting. Grout all joints & nelson stud holes as required by drawings and contract. Control zones established and fall protection plan is followed.
17. Ensure grout flows properly into the joints and cores. Be careful to get minimal grout on face of panels.
18. Clean grout from any spots not requiring grout and any drippings or spillage that may have occurred.
19. Once finished all workers to ensure site is cleaned up and garbage is disposed of properly.

### **Rigging of Panels**

- a) Follow all rigging safe work procedures
- b) Ensure that slings and hardware are used within allowable safe working loads.
- c) Tag lines may be required during hoisting
- d) slabs are hoisted by slipping slings under and around slab at each end, ensuring that slings are pulled in adequately from each end so that the panels are lifted flat.
- e) When using clamps equip hollow-core clamps with safety lines that will retain the load
- f) Ensure that appropriate spreader bar employed where applicable
- g) When using clamps, check that clamp edges fit properly against sound concrete grooves in sides of slab, after crane has taken load but before hoisting. If the clamp does not seat properly in the side keyway then the clamp will not be used to hoist the panel.
- h) Clamps must be certified by an approved engineer as per OHS guidelines.
- i) Visual inspection of concrete panel will be conducted to determine area of the clamp is free of any cracking or damaged surface. Should the area be found to be damaged the clamp will not be used to hoist the panel.

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## Hollow Core Fall Protection Plan

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Description of Work:

Conduct the installation/placement of \_\_\_" inch hollow core panels on \_\_\_ floor.

### Equipment to be used:

- Personal Harnesses
- Retractable Lanyards
- Retractable cables
- Reusable Concrete Anchors
- Ropes & rope grabs
- Ladder for access/egress (tie off at all times and extent 3' past)
- Cable leashes

### Procedure:

Both precast installers will be working along the edge of the last panel installed where there is the opportunity for falling greater than 3 meters. Workers will be guiding in precast panels which are being lifted by the crane. The fall-arresting device required will prevent a worker from falling more than 1.2 meters, excluding the increase in total fall distance resulting from the use of a shock absorber. Where possible, tie offs concrete anchors will be drilled into the precast at various intervals that can support 5000lbs. Rope grabs will be utilized as a fall restraint/ travel limiting system when working on existing panels. Anchors for the rope grabs will utilize existing cable loops on panels or drilled in precast anchors. Alternative anchor points will be cable leashes wrapped around steel beams or columns provided it can support 5000lbs. Assessment of retractable cables anchored to beams or columns will be determined and used by the user permitting the anchor can support 5000lbs in the event of a fall.

Workers will identify and establish the control zones on the daily hazard assessment form. For temporary work zones workers shall identify the potential for a fall, such as any floor openings or unguarded edges. Workers will ensure that appropriate fall protection is utilized.

Ensure General Contractor immediately covers any openings where falls would be possible and installs railings where necessary once panels are installed. Should railings not be available while workers are grouting employees working within a two-meter unguarded edge zone workers will be anchored and tied off at all times.

### Monitoring:

Crane operator and other crew members off-loading the panels from the truck will monitor the installers on the floor.

Daily Hazard Assessment: Identification of fall hazards and anchor points/eliminate hazards where possible.

Crane swing path: Ensure area is identified and roped off using barricade tape. Inform all sub trades to stay clear of the cranes swing path. The Team Leader is to visually monitor the area to keep any unnecessary personnel clear of the cranes swing paths.

Daily hazard assessments will be completed & signed off by all employees

All employees have checked their Personal Protective Equipment & found it to be operational. All employees understand the plan and how to use their protective equipment.

**Emergency Response and Rescue Plan:**

**EMERGENCY NUMBERS:**

**Fire: 911**

**Ambulance: 911**

**Police: 911**

**Emergency/ Hospital Location and Phone Number:**

*EXAMPLE: University Hospital  
103 Hospital Drive  
  
306 655-1000*

2. Site Foreman \_\_\_\_\_ Phone Number \_\_\_\_\_

In case of a fall, monitors to call fire department for assistance and inform site contact. 911 to be called if necessary.

1. Identify the safest and quickest means of lowering fallen worker whether it is the use of a ladder, Ariel lift, forklift or zoom boom that has been identified on the site.
2. Should no means exist on site, and the situation is determined as critical; the utilization of the crane will be used to retrieve the fallen person.
3. Follow First Aid procedures until emergency help arrives.
4. Communication with the operator will be achieved by hand signals, radio communication.
5. Fallen person will then need to be checked over by a qualified physician immediately.
6. Crew Team Leader or next in command to notify their supervisor and manager of the situation.

**Crew Sign off:**

Employee Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_


Employee Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Grinding – Portable Grinder Procedure

	<p><b>Approved By:</b> Kevin Glover</p> <p><b>Written By:</b> Derek Dudar</p>	<p><b>Created Y/M/D:</b> 2014/11/03</p> <p>This work procedure will be reviewed anytime the task, equipment or materials change at a minimum of every 3 years</p>
<p><b>Reviewed by Worker Rep/WSH Committee:</b> Derek D, Cole H</p> <p><b>Date:</b> 2020/05/11</p>		<p><b>Location:</b> Saskatoon, SK</p>
<p><b>Hazards Present:</b></p> <p>Strains Abrasions Fire Sparks Noise</p>	<p><b>Personal Protective Equipment</b></p> <p>Safety Glasses Safety Face Shield Gloves Hearing Protection Safety Boots Hard Hat</p>	<p><b>Additional Training</b></p>

### Familiarize yourself with the grinder operation before commencing work

1. Guards must be provided in place and adjusted to protect you. Replace damaged guards.
2. Clean and service grinders, according to manufacturers' recommendations.
3. Ensure that a machine will not operate when unattended by checking dead-man (constant pressure) switch.
4. Wear safety glasses, goggles, and face shields to protect against flying particles. Gloves, aprons, safety boots, and respiratory protection are advisable, depending on the type work.

### Speeds


1. Maximum speed in revolutions per minute (rpm) is marked on every wheel. Never exceed this speed.
2. Check speed marked on wheel and compare it to the speed on the grinder. Is it equal to or greater than the maximum speed of the grinder?

### Procedure

1. Check grinder wheel for obvious faults and defects
2. Ensure trigger mechanism operates properly
3. Ensure circuit interrupter is in place and is working properly
4. Remove all flammables in the area where work is to take place
5. Ensure fire extinguisher is in close proximity
6. Turn off power prior to performing any adjustments
7. Use grinder according to manufacturer's specifications
8. Control the trigger mechanism with one hand while using the other on the grinder body to ensure control over grinder unit.
9. Use the flat side of the wheel for grinding purposes
10. Make sure grinding disc has stopped rotating before setting the grinder down
11. Check to make sure that there are no fires or sparks

Reviewed by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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 Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Boosting a Vehicle Procedure

	<b>Approved By:</b> Kevin Glover  <b>Written By:</b> Kevin Glover/Pierre Carle	<b>Created Y/M/D:</b> 2015/02/25 This work procedure will be reviewed anytime the task, equipment or materials change at a minimum of every 3 years
<b>Reviewed by Worker Rep/WSH Committee:</b> Derek D, Evan M  <b>Date:</b> 2020/05/11		<b>Location:</b> Saskatoon, SK

Hazards Present:	Personal Protective Equipment	Additional Training
Sulphuric acid Explosive hydrogen gas Awkward location Incorrect booster connections Sparks from booster connections if improperly installed	Eye Protection Acid resistant gloves Steel toed boots	

1. Position donor vehicle or battery pack close to the receiver vehicle battery, out of direct traffic. Do not allow the vehicles to touch each other.
2. Check battery cables for wear, frays, cracks and/or loose clamps/connections.
3. Clean both batteries so the “positive” or “+” and “negative” or “-” markings can be clearly seen.
4. Using booster cables then connect the red cable to the positive or “+” post of each vehicle battery.
5. Connect the black cable to the negative or “-” post of the donor vehicle battery.
6. Connect the black cable to an unpainted metal part of the receiver vehicle engine or frame.
7. Start the donor vehicle engine.
8. Start the receiver vehicle engine.
9. Once the vehicle is running, remove cables in reverse order.
10. Once running, allow the receiver vehicle to run for at least 15 minutes to recharge the battery.

**DO NOT:**

- a. Do not attempt to boost a frozen battery or a battery from which all the electrolyte fluid has evaporated or leaked out.
- b. Do not attempt to boost if the donor vehicle has a larger voltage source than the receiver vehicle.
- c. Do not perform this task in the presence of flammable vapours or materials.

When the receiver vehicle has a 24V system using 2–12V batteries, the batteries must be isolated and allowed to charge each one separately for approximately 15 minutes.

If a single 24V battery is in the receiver vehicle then a 24V system must be used as the donor.

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## Pinch Points Procedure

	<p><b>Approved By:</b> Kevin Glover</p> <p><b>Written By:</b> Derek Dudar</p>	<p><b>Created Y/M/D:</b> 2015/02/25</p> <p>This work procedure will be reviewed anytime the task, equipment or materials change at a minimum of every 3 years</p>
<p><b>Reviewed by Worker Rep/WSH Committee:</b> Derek D, Evan M</p> <p><b>Date:</b> 2020/05/11</p>		<p><b>Location:</b> Saskatoon, SK</p>

Hazards Present:	Personal Protective Equipment	Additional Training
<p>Pinch Points Crushing</p>	<p>Safety Boots Hard Hat High Visibility Vest/Clothing Safety Glasses Gloves</p>	

Pinch Points are areas where body parts can become caught between two objects or tangled in machinery. The resulting injuries can range from bruises and cuts to mangled body parts, amputation and even death.

**Be aware** of the potential pinch points in the area where you work. And dress appropriately for the work environment and the task you are conducting.

**Practice:**

- Avoid clothing that is loose or long
  - Avoid Necklaces, earrings, bracelets and rings
  - Avoid operating equipment while having long hair however if you prefer it tie it up or tuck it into clothing or up into your hard hat
  - Be careful around any machinery, even vehicles and forklifts
  - Do not remove safety guards
  - Use proper lock out/tag out procedures
  - Pay attention to the task at hand. Distractions, horseplay, daydreaming and multi-tasking are hazardous in any work environment
  - Be aware of the tools and equipment you work with
- Knowing what the hazards are and how to protect yourself from them is the least you can do for yourself.

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## Site Communication Procedure

	<b>Approved By: Kevin Glover</b>  <b>Written By: Derek Dudar</b>	<b>Created Y/M/D: 2015/02/25</b> This work procedure will be reviewed anytime the task, equipment or materials change at a minimum of every 3 years
<b>Reviewed by Worker Rep/WSH Committee: Derek D, Cole H</b>  <b>Date: 2020/05/11</b>		<b>Location:</b> Saskatoon, SK

Hazards Present:	Personal Protective Equipment	Additional Training
Pinch Points Slip/Trips/Falls Lack of communication	Safety Boots Hi Vis Safety Vest Hard Hat Safety Glasses Gloves	

Communication is important on all job sites. Communicating with other contractors on our sites will help to identify and control safety hazards that may exist between all parties.

**Procedure:**

Site arrangements with the site superintendent are to be made prior to hoisting to ensure all contractors are aware and to stay clear of the cranes intended work area swing zones.

Swing zones shall be restricted and pending on the circumstances may be barricaded to ensure personnel are clear and free of the cranes work area and swing area.

Pending on the circumstance a designate watch person may be assigned to monitor and enforce the swing zone area.

Operator JHA to be conducted to identify hazards and equipment priority assigned and reviewed should other equipment be in the same area.

One signalman or rigger must be designated to direct and control the operation. That person should be positioned to view the total operation and should maintain radio contact with the operators.

**Signal People and Riggers**

- Unless an operator has an unobstructed and clear view of the hoist, a designated signal person must give signals to the operator and direct the operations of the crane.
- Only the designated signal person is to provide signals to the operator.
- Other than emergency “stop signals” no operator shall follow the signals given by any worker other than those given by the
- designated signal person.
- Prior to the commencement of hoisting the operator and the designated signalman must both understand the meaning of each signal that is to be used for the hoisting operation.

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## Extension Ladder Climbing Procedure

	<p><b>Approved By:</b> Kevin Glover</p> <p><b>Written By:</b> Derek Dudar</p>	<p><b>Created Y/M/D:</b> 2014/11/3</p> <p>This work procedure will be reviewed anytime the task, equipment or materials change at a minimum of every 3 years</p>
<p><b>Reviewed by Worker Rep/WSH Committee:</b> Derek D, Cole H</p> <p><b>Date:</b> 2020/05/11</p>		<p><b>Location:</b> Saskatoon, SK</p>

Hazards Present:	Personal Protective Equipment	Additional Training
Falls from Heights Pinch Points Slips Trips and Falls	Safety Boots Safety Glasses Hard Hat Gloves Safety Glasses	

**Procedure:**

1. Inspect before each use as per inspection procedure.
2. Follow proper set-up procedure.
3. **DO NOT USE LADDERS** - If you tire easily, or are subject to fainting spells, are using medicine or alcohol that may cause impaired judgment or dizziness or are physically handicapped.
4. To protect children or others from unauthorized use of the ladder, (that could result in the risk of injury to those not properly trained), **never leave a ladder set - up and unattended.**
5. Securely engage ladder locks before climbing.
6. Check that top and bottom ends of the ladder rails are firmly supported.
7. Face the ladder when climbing up or down. Do not overreach. Deep body centered between side rails.
8. Maintain a firm grip, when climbing using both hands, when working from the ladder maintains three points of contact with the ladder.
9. Do not climb onto the ladder from the side unless secured against side motion - or climb from one ladder to another ladder.
10. Do not stand closer to the top than 3 feet from the top. Never climb above the support point.
11. Do not use a ladder in high winds.
12. Never use a ladder as a platform, plank, or hoist.
13. Do not overload, ladders are meant for one person only.
14. Do not “walk” or “shift” a ladder while standing on it.

**\*\*\*Warning:** DANGER! Metal ladders conduct electricity. Do not let ladders of any material come into contact with live electrical wires\*\*\*

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# Manual Lifting Procedure

	<p><b>Approved By:</b> Kevin Glover</p> <p><b>Written By:</b> Derek Dudar</p>	<p><b>Created Y/M/D:</b> 2014/11/3</p> <p>This work procedure will be reviewed anytime the task, equipment or materials change at a minimum of every 3 years</p>
<p><b>Reviewed by Worker Rep/WSH Committee:</b> Derek D, Alex C</p> <p><b>Date:</b> 2020/05/04</p>		<p><b>Location:</b> Saskatoon, SK</p>

Hazards Present:	Personal Protective Equipment	Additional Training
Size, shape of load Weight of load Range of lift Location of load in relation to body Duration load needs to be carried Slips Trips and Falls Pinch Points	Safety Boots Hard Hat High Visibility Vest/Clothing Safety Glasses Gloves	

**Manual Lifting/** Material handling

- Note before doing any manual lift task?
  - How heavy is this?
  - If it is too heavy to pick up by myself is there:
    - A mechanical way to do it
    - Is there someone to help me

Always assess each lift and do it the way that protect you from injury

**Note: Maximum lift should be no more than 50 lbs. use this as your guideline**

**Before lifting the load, think of alternate means of moving it (push, pull, roll, pour or pump).**

- Always look at an alternate way to perform the task - use pry bars to adjust material don't pull or jerk, use cranes or dollies to move material
- Always consider the number of items their size, shape and weight of an item before lifting it in all situations look for the mechanical way to move or lift the item.
- Check item to be lifted for hand hold if none present do not lift until proper lifting hand holds can be installed
- Check material to be lifted for other existing hazards
  - Look for sharp edges which can cut
  - Loose items which can come off while being carried
- If you have an existing back condition take extra precautions to prevent injury

1. Have firm footing and make sure the standing surface is not slippery.
2. Determine the best way to hold the load using any handles, gripping areas or special lifting equipment. Get a firm grip on the load.
3. Keep your back straight by tucking your chin in.
4. Tighten your stomach muscles and keep your shoulders over your hips and lift with your legs.
5. Lift the load slow and steadily. **DO NOT JERK, OR LEAN FORWARD AS YOU LIFT!**
6. Hold the load as close to the body as possible. Be sure you position the load close to the body before lifting.
7. Do not twist during your lift or when moving the load. Turn with your feet, not with your back.
8. Set the load down gently. Use your legs and keep your back as straight as possible.
9. Be sure your fingers and body parts are out of the way when putting the load down and when moving the load through tight spaces.
10. Ask for help if you need it and use mechanical means wherever it's available.

**Always use engineered/mechanical assistance when possible.**

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Grouting Procedure for Hollow Core

	<b>Approved By: Kevin Glover</b>  <b>Written By: Derek Dudar</b>	<b>Created Y/M/D: 2014/11/3</b> This work procedure will be reviewed anytime the task, equipment or materials change at a minimum of every 3 years
<b>Reviewed by Worker Rep/WSH Committee: Derek D, Alex C</b>  <b>Date: 2020/05/04</b>		<b>Location:</b> Saskatoon, SK

Hazards Present:	Personal Protective Equipment	Additional Training
Working at Heights Falls from Heights Communication Failure Slips, Trips, and Falls Cuts and Lacerations Other Workers Pinch Points	Hard Hat Hearing Protection Safety Glasses High Visibility Clothing Gloves Safety Boots Fall Arrest Equipment Job Hazard Assessment	Fall arrest Training WHMIS SCOT

**Procedure:**

1. Grout is to be of the type requested by the manufacturer
2. Grouting of the Hollow Core will be done by an approved concrete bucket. There will be a signal person on the ground to guide the bucket under the chute of the concrete truck, and a signal person on the roof to signal the crane. If the signal person on the roof is 10ft from an edge that is not barricaded, then that person must use 100% tie off procedure that is acceptable to the situation.
3. Once the concrete bucket is on the roof, the signal person will open the bucket chute which will allow the grout to slide into wheel barrow(s) that will be moved around the roof by workers and dumped in locations where grout is needed. If any worker is less than 10 ft. from any edge that is not barricaded, he/she must use a 100% tie off procedure acceptable to the situation.
4. Once the grout is dumped into locations that need grout, the workers will push it into the joints of the Hollow Core using shovels/bars to make sure all joints have been grouted enough to meet the manufacturers specs.
5. If a piece of Hollow Core is higher than another piece, it may be necessary however to jack up Hollow Core with shoring posts to make it level.
6. Once the Hollow Core is level to manufacturers/owners' specifications, the joints may be grouted and let to set to the grout specification. After grout has set as per manufacturers spec's the jacks/shoring posts may be removed.
7. Grouting must be done as per the manufacturer's specification. It may be necessary to heat the area up that requires grouting. This is to be done by the general contractor on site.

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# Company Rules & Regulations

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Eagle Crane endeavors to make workers aware of the occupational health and safety regulations that pertain to their work. Nothing in the book or stated by an Eagle Crane worker will ever take precedence over The Saskatchewan Employment Act (1993) and Regulations (1996) or other local OH&S Legislation. It is every worker's right and responsibility to get to know the regulations that pertain to their work. Eagle Crane will make up-to-date copies of the local OH&S Legislation available to all workers.

Based on our past experiences Eagle Crane has also developed a set of Company Rules by which all workers must abide:

- Do not operate any equipment if you are unsure about the operation of it or have not been trained in its safe operation. Talk to an experienced worker or operator.
- NEVER remove or disable any safeguards.
- Keep all work areas and walkways clean.
- Wear CSA-approved Grade 1 safety footwear at all times in all work areas. Other personal protective equipment (PPE) must be worn when required by provincial safety legislation, job site rules or the nature of the work being performed. Proper use of all required PPE is mandatory.
- Operate all vehicles and mobile equipment within their design limits, and in accordance with highway traffic rules and site safety requirements. Seatbelts are mandatory while operating all vehicles and mobile equipment. Report any changes in the status of your drivers' license to your supervisor immediately.
- Report all incidents, accidents and near misses to the Crew Leader / Field Supervisor. Accidents involving injury or property damage must be reported immediately - at a minimum, the report must be received within the same shift in which the incident occurred.
- While Eagle Crane wants all workers to enjoy their employment, no horseplay allowed while working. Distractions and inattentiveness could result in serious injury or damage.
- For safety reasons, no one under the age of 16 shall be employed or contracted by Eagle Crane. No one under 18 years old will work in positions deemed as hazardous employment.
- Possession, consumption or being under the influence of alcohol or drugs as defined by Eagle Crane's Substance Abuse Policy.
- Eagle Crane expects all its employees, and sub- contractors to be aware of the following general site safety rules. It is further expected that they understand that contravention of these rules and any other policy or standard laid out in the Eagle Crane Safety Manual or Employee Handbook will result in disciplinary action. Compliance is not an option but rather a condition of employment.
- All work must be carried out in a safe and responsible manner in accordance with site rules and procedures and as instructed by your supervisor. Work will always be conducted within the requirements of the OH&S regulations.
- Employees are expected to arrive at work mentally and physically able to perform their assigned tasks. Anyone not fit to do their assigned tasks will be removed from site immediately.
- Running is not allowed on any Eagle Crane worksite except in an emergency.

- Fighting, threatening, intimidation or harassment of anyone on an Eagle Crane work site will not be tolerated.
- Drugs and alcohol will not be tolerated while working or traveling to and from the worksite. No one is to operate any vehicle or equipment if they have been drinking.
- Possession of drugs, alcohol or paraphernalia for this will not be tolerated at any Eagle Crane location.
- It is the responsibility of the employee to show up for work in a fit manner and not under the effects of drugs or alcohol. Employees that show up at work in a manner that is not fit for work will not be allowed on site until they are fit.
- Theft, vandalism, abuse, or willful damage of any Eagle Cranes property, customer property or co-worker property is prohibited.
- The possession of firearms in Eagle Crane vehicles or worksites will not be tolerated.
- Personal materials and vehicles will be allowed only on Eagle Crane or customer sites with permission from site management.
- Operating company vehicles or equipment in a manner not in accordance with provincial laws, company standards, manufactures specifications, industry best practice or customer site requirements will not be tolerated.
- It is your responsibility to report all injuries, damages, accidents or incidents immediately. Failure to do so can result in incidents repeating themselves and workers not getting proper treatment for injuries.
- All hazards, unsafe acts or conditions must be reported immediately to your supervisor.
- Anyone who may have to work in an environment where respiratory protective equipment is required must be clean shaven and hair longer than shirt collar length must be tied back and controlled.
- Long hair will be controlled to prevent contact with machinery or equipment.
- Poor workmanship will not be tolerated. In general, any poor workmanship which endangers people or property will not be tolerated.
- Do not use tools which are unsafe or damaged.
- Tools or equipment must be used in the form they were intended- do not use a pipe wrench as a hammer.
- NO one will ride a hoisted load.
- NO one will ride on any part of a piece of equipment not designed to transport personnel. If a piece of equipment has one seat only one person can ride. No riding on fenders, running board, steps of forklifts, open tailgates, cranes hooks etc.
- If you suffer from a medical condition which may endanger yourself or your fellow workers or just require special medical attention in the event of an emergency, it is recommended to report this condition to our supervisor. This information will be kept confidential with only the supervisor and site first aid personnel being aware.
- No worker shall alter or modify any piece of equipment on our site to increase speed or improve performance without the written approval of their supervisor.
- Compressed air is not to be directed at any worker for any purpose.

# Disciplinary & Appeal Procedures

Eagle Crane's discipline and appeal procedures are intended to be corrective rather than punitive, placing the emphasis on identifying the reasons why a worker is not conforming to established standards of performance or behavior, and ensuring the worker's viewpoint is considered in the resolution of the situation.

*It is important to recognize that not every corrective discussion between a worker and a supervisor constitutes disciplinary action. Many work methods which are now considered unsafe or too risky have been a "traditional" way of doing things. These old work methods must be replaced with new ones, and the process of explaining and demonstrating these methods is a form of on-the-job training. However, the need for repeated correction of poor work habits due to negligence or a poor work attitude on the part of the worker will result in disciplinary action.*

**Disciplinary Procedure:** The purpose of this procedure is to provide a basis for ensuring fair and consistent handling of all situations in which disciplinary action may be deemed necessary, and to identify and correct situations where there may be barriers which prevent the workers from meeting company standards.

**Verbal Warning:** When a worker violates rules or regulations, or fails to meet established performance standards, the immediate supervisor will discuss the matter with the worker to hear the worker's side of the issue and explain the reason for the rule, regulation or standard. The supervisor will end the discussion in a positive manner, stating that the incident is over and it is expected that the worker will live up to the standards and continue to do a good job. A summary of the discussion between the worker and supervisor will be included in the worker's personnel file.

**Written Warning:** If the worker repeats the same infraction, or a different one, the supervisor will prepare a written warning, which will be delivered to the worker. A copy of the written warning will be retained in the worker's personnel file. If a suspension is implemented, the worker will report to the immediate supervisor at a pre-arranged time prior to returning to work.

In most cases, a worker will be given three warnings prior to the termination of their employment with Eagle Crane. The three warnings may be in any combination of verbal and/or written form. Depending on the seriousness of the incident, the warning process may be by-passed completely (for example, fighting, gross negligence, harassment, horseplay, theft, etc.), and immediate suspension or dismissal implemented.

**Appeal Procedure:** The purpose of this procedure is to provide a system through which a worker can discuss a problem or concern and is assured that the problem will either be resolved, or an explanation of why changes cannot be made will be given. The system is designed to resolve concerns between levels of supervision; in other words, a worker can go around the immediate supervisor without fear of recrimination if the worker perceives the supervisor to be the problem. Eagle Crane' management team is committed to assisting workers in removing barriers to performance and effectiveness.

If a worker wishes to have something explained to them, or disagrees with a policy, procedure or condition, the worker should discuss it with their immediate supervisor. The supervisor will listen to the worker's viewpoint, and then explain why things are the way they are or initiate change. If the worker is not satisfied with the explanation or feels the issue is still unresolved, he or she is encouraged to speak with the President.

# Substance Abuse Policy

Eagle Crane recognizes that the use of illicit drugs and the illicit use of alcohol, medications or other substances can have an adverse effect on safety in the workplace, and on the safety and well-being of our workers. The company has established this alcohol and drug policy:

- (a) to provide a safe workplace for our workers and those whose safety may be affected by the conduct of our workers; and
- (b) to ensure that our workers are treated fairly and with respect.

1. Prohibitions: No worker is permitted to:

- (a) work or report for work:
  - (i) under the influence of alcohol, illicit drugs or unprescribed drugs for which a prescription is legally required in Canada;
  - (ii) while unfit for work due to the use or after-effects of alcohol or illicit drugs, or the legitimate use of prescription or over-the-counter medications.
- (b) consume any alcohol or illicit drugs during working hours or while operating any company vehicle or equipment;
- (c) intentionally misuse prescribed medications, over-the-counter medications or other substances

2. Non-contravention Circumstances: A worker is not considered to be in contravention of this policy where he or she is in possession while at a company workplace of a prescription drug prescribed for him or her or an over-the-counter drug and:

- (a) the employee is using the prescription or over-the-counter drug for its intended purpose and in the manner directed by the employee's physician or pharmacist or as directed by the manufacturer of the drug, and
- (b) the use of the prescription or over-the-counter drug does not adversely affect the employee's ability to safely perform his or her duties, or
- (c) the employee has notified his or her supervisor or manager before starting work of any potentially unsafe side effects associated with the use of the prescription or over-the-counter drug.

The supervisor or any other individual who has received a notification under 2(c) above may not disclose such information to any person except another person who needs to know to ensure the safety of the employee and other involved individuals, or where such disclosure is required by law.

3. Reasonable Suspicion of Impairment: The following behaviors, among others, may be reasonably interpreted to be alcohol and / or drug related:

- (a) excessive lateness or absenteeism
- (b) glassy eyes, flushed face
- (c) alcohol odor on breath
- (d) slurred speech
- (e) unsteadiness
- (f) disorientation



Where the supervisor and the next level of management present at the company workplace, if any, have reasonable grounds to believe that a worker is or may be unable to work in a safe manner because of the use of alcohol and drugs, the following guideline will be followed

- a) the worker will be informed of why he or she is being removed from the workplace, will be provided with a ride home, and will not be permitted to return to work for a period of not less than 24 hours;
  - b) the worker must report directly to the immediate supervisor upon his or her return to the workplace;
  - (c) disciplinary action will be implement in accordance with Eagle Crane' disciplinary policy.
4. Customer Pre-access Testing: Where a worker has been assigned to work on a site where pre-access testing is required by the customer, the worker will be asked to submit to an alcohol and drug test in compliance with the customer's policy. Time and travel relating to Pre-access Testing will be considered to be time worked, and the worker will be paid for such time by the company.
5. Alcohol- or Drug-related Disability: Eagle Crane is prepared to offer support to a worker with an alcohol- or drug-related disability where the worker is willing to participate in a recognized substance abuse program. The worker must:
- (a) acknowledge the need for treatment,
  - (b) enter into a recognized substance abuse program, and
  - (c) follow the prescribed course of treatment.

Where the worker fails to comply with the above requirements, further disciplinary action may be implemented up to and including dismissal.

6. Confidentiality of Information: Eagle Crane will not disclose the identity of the worker or the results of medical testing except where disclosure is necessary for administration of this policy, or where such disclosure is required by law.

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Kevin Glover, President

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Date



# Employee Warning Report

Employee's Name: \_\_\_\_\_

Date of Warning: \_\_\_\_\_

Warning Issued By: \_\_\_\_\_

**Company Statement** (Supervisor's Report)

- WARNING       Verbal       Written       First       Second       Third  
 SUSPENSION       DISMISSAL       OTHER

Signature: \_\_\_\_\_ EFFECTIVE AS OF (DATE) \_\_\_\_\_

**Employee Statement**

- I agree with the Company's statement  
 I disagree with the Company's statement for the following reason(s) stated below:

I have entered my statement of the above matter.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- I would like to receive a copy of this statement for my records

PLEASE BE AWARE THAT THIS REPORT WILL BE KEPT ON FILE AT THE HOME OFFICE AND MAY BE DISCUSSED AT A COMPANY HEALTH AND SAFETY MEETING IN THE FUTURE

Date of Action \_\_\_\_\_

Site/Senior Management review \_\_\_\_\_

# Personal Protective Equipment (PPE)

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## Personal Protective Equipment Policy

All workers of Eagle Crane will use personal protective equipment as required by company policy, safety legislation, job site rules, or the nature of the work being performed. Eagle Crane will train all workers in the proper selection, use, care and limitations of the PPE required for use on the job. Whenever possible, hazards will be controlled by engineered or administrative methods. PPE will be used as a last line of defense after all other hazard control measures have been considered.

The following will be observed and practiced by the company and all workers when the company undertakes any job or contract:

1. All company-supplied PPE will be within the requirements of OH&S Regulations and applicable standards.
2. Wear minimum PPE requirements: approved high visibility vest, hardhat, CSA Grade safety boots with green triangle, safety glasses, and any other specialty PPE required for the job site.
3. All PPE used will be maintained in accordance with manufacturer's instructions and requirements.
4. All workers will inspect PPE at the time of issue, visually before each use and recorded inspections will be done a minimum of twice yearly.
5. All PPE that is of questionable reliability, is damaged or in need of service or repair, will be removed from service immediately and tagged "OUT OF SERVICE". Any PPE tagged "OUT OF SERVICE" will not be returned to service until it is repaired and inspected by a person qualified to repair and inspect the specific type of equipment.
6. No item of PPE will be modified or changed contrary to manufacturer's instructions, specifications, or OH&S Act and Regulations.

***The safety information in this program does not take precedence over applicable government regulations.***

## Personal Safety Equipment

Proper use of safety equipment is mandatory for all employees and includes the following:

**\*\*\*\* FALL PROTECTION MUST BE WORN AT ALL TIMES WHEN REQUIRED BY THE OCCUPATIONAL HEALTH AND SAFETY ACT AND REGULATIONS. \*\*\*\***

1. Reflective high visibility vests, coveralls or winter wear are to be worn on our jobsites at all times. It is essential that all workers be visible to the crane operators.
2. Hearing protection, including ear plugs or earmuffs, must be used if noise levels are judged by the Safety Committee to be excessive on any job.
3. Eye protection must be worn when working with or near any saws, or in any environment where there is the possibility of eye injury.
4. Care must be taken if gloves are needed. Always wear the proper gloves for the duties to be performed.
5. Hardhats shall be worn at all times on our job sites.
6. CSA Grade safety boots, which have the green triangle, are the required footwear.
7. All clothing and safety equipment should fit properly. Loose clothing and jewelry should not be worn in any work environment if these articles could contribute to an accident.
8. Safety gear should not be modified, and should be replaced if damaged. Proper care for equipment shall be followed.
9. Respirators and/or dust masks shall be provided and will be worn in all areas when required.
10. Under Saskatchewan Occupational Health and Safety Law, employers are required to supply hardhats, hearing protection, safety glasses and other required PPE as needed. This PPE must meet Provincial Standards.

Please refer to the following Occupational Health and Safety sections for more information on the requirements for specific PPE:

- Headwear: Section 91
- Eye and Face Protectors: Section 93
- Hearing Protection: Section 99
- Hand and Arm Protection: Section 97
- Footwear: Section 96
- Personal fall arrest system: Section 102
- Full-body Harness: Sections 103 and 107
- Lanyards and Lifelines: Sections 105, 101, and 106
- Respiratory Protective Devices: Section 88 and 89
- Confined Space Entry: Section 272(2)(f)

## Maintenance and Inspection of PPE:

- Inspect PPE before and after each use
- Clean all PPE after use
- Store PPE in Clean dry air – free from exposure to sunlight or contaminants
- REPAIR or REPLACE damaged or broken PPE

### Headwear Fit:

- Adjust headband size so that headwear will stay on when bending over, but not so tight that it leaves a mark on the forehead
- Ensure the suspension is in good condition, its purpose is to absorb energy
- Do not put anything between the suspension and the shell. There must be clearance to absorb the shock in case of a blow to head

### Care:

- Clean hard hat shell regularly with warm water and soap, and allow to air dry
- Clean suspension and shell regularly according to the manufacturers' instructions
- Store head protection out of the sun, away from extreme temperatures and in a safe place so it can't get knocked around or damaged
- Look closely for cracks, dents and other signs of wear
- Check suspension to make sure that it isn't stretched or worn and that the hat fits comfortably on the head
- Replace a hard hat if it is cracked, dented, or has taken a heavy blow

### Footwear Fit:

- Walk in new footwear to ensure comfort
- Boots should have ample toe room (12.5 mm from front of boot)
- Make allowance for extra socks or special arch supports when buying
- Boots should fit snugly around heel and ankle when laced
- Lace up boots fully

### Care:

- Use protective coating to make footwear water-resistant
- Inspect footwear regularly for damage
- Repair or replace worn or defective footwear

### Safety Glasses Fit:

- Wear safety glasses so that the temples fit comfortably over the ears. The frames should be close to the face as possible and adequately supported by the bridge of the nose
- Eye size, bridge size and temple length all vary

### Care:

- Clean safety glasses and goggles regularly, using mild soap and water. Rinse lenses with water first before wiping to prevent scratching
- Store eye protection preferably in a clean dust proof case or in a safe place to avoid scratches and other damage when not being worn
- Replace scratched, pitted, broken, bent or ill-fitting glasses

- Replace damaged parts only with identical parts from the original manufacturer to ensure same safety rating

#### High Visibility Vest Fit:

- Garment should be fitted to the person, consider the bulk of clothing that might be worn underneath the garment
- The garment should be done up properly around the body with no loose or dangling components
- The garment should sit correctly on your body and stay in place during your work

#### Care:

- Keep high-visibility apparel clean and well-maintained, contaminated or dirty retro reflective materials provide lower visibility
- Replace garments that show signs of wear and tear, soiling, or contamination

## Types of Personal Protective Equipment

**Basic PPE:** which includes eye and face protection, hand protection, foot protection, hearing protection, clothing and head protection.

**Clothing:** Eagle Crane workers are exposed to a numbers of work environments that require every worker to wear the appropriate clothing. Due to the fact that we may face extreme moisture, heat, cold it is very important that you wear the right type of clothing to protect yourself. Your clothing should be in good condition and not loose fitting. This is to prevent loose clothing and draw strings from being caught in moving parts.

When work could cause abrasion to arms, full-length sleeves should be worn. Additionally, the pant leg should be the full length of the leg.

**Specialized PPE:** includes fall protection, respiratory protection, chemical gloves and specialized clothing.

**Specialized Clothing:** Protective apparel provides a safety barrier that is critical to maintaining the wellbeing of the wearer. Apparel is available for:

- chemical emergency,
- chemical handling and splash protection, rain protection,
- general protection against dust or liquid splash common in industrial environments, and protection from extreme cold temperatures.

**How to Choose the Right Protective Clothing:** Selecting the right protective clothing can be a difficult task. Thousands of hazardous materials and hundreds of clothing choices add up to one tough decision for proper protection.

1. Consider the Hazard Scenario – This involves determining basic questions about the hazard itself and the exposure situation. Key issues are physical state of the hazard (particle, liquid, aerosol or vapour); concentration and temperature of the hazard; probability of actual exposure; length of exposure (in minutes or hours); and type of exposure (incidental vs. Total immersion,

for example); and physical demands on the worker (walking through a corridor vs. crawling in a confined space).

2. Consider the Total Clothing System – This is perhaps the most critical but often overlooked aspect of the clothing decision. All factors must be considered to ensure an optimum clothing choice; garment configuration (coverall, encapsulating suit, etc.) seaming technique (sewn, bound, heat-sealed, ultrasonic bonding, etc.) protective fabric type (limited use vs. Reusable) garment design (flat back vs. expanded back, etc.) design options (attached hood and boots, elastic back wait, etc.) integrated components (gloves, boots, visor material).
3. Prioritize Three Critical Factors: Protection, Comfort and Price – Once proper hazard assessment has been completed and all other elements of the work scenario have been evaluated against the Total Clothing System checklist above, every good decision must balance the three critical factors of Protection, Comfort and Price. Once the necessary level of protection has been assured, comfort and price are variables to allow the user to optimize their clothing decision.
4. Ask the Experts – Suppliers and safety specialists are always available to help determine the proper clothing for your particular situation.

The Eagle Crane Safety Manual focuses primarily on the aspects of basic PPE. Eagle Crane incorporates the use of specialized PPE into almost every job. While there is information in this manual about specialized PPE, anyone required to use specialized PPE at a job **must**, before the job starts, receive thorough training in the proper selection, use, limitations and maintenance of that PPE.

## Back Safety

You depend on your body for both your livelihood and social life. The second most common injury in our industry and the one that costs employers and workers the most lost time from work, lost wages and long-term pain is back injuries.

Never lift anything that is too heavy or awkward. Take the time to get help or to help someone who is lifting a heavy or awkward object.

Defend your zone!

- Your **Safety Zone** is your power position. Your body balances best above your base of support and your stand with feet shoulder-width apart. It's your comfort zone where your back is functioning at its best.
- Just outside your Safety Zone is your **At-Risk-Zone**. When lifting in this zone, back muscles have to work overtime. Lifting in this manner many times, or with a heavy load, can cause a painful injury. Be aware of when you are in situations that place you in the At-Risk-Zone and learn to lift objects properly when you need to lift something out of your Safety Zone.
- Just outside your At-Risk-Zone (15 – 30 cm in front of your feet) is your **Danger Zone**. This is where your back and balance are most vulnerable to injury. In these situations you may need to sub-divide the load, get help or reposition the load.

# Maintenance & Repairs

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## Maintenance Program Policy

All tools, equipment and facilities will be properly maintained to reduce risk of injuries to workers or damage to property. All preventative maintenance will be carried out by qualified personnel according to established schedules, and maintenance records will be maintained.

All workers will regularly check all tools and equipment that they are working with, and will take out of service any tools or equipment that pose a hazard due to a need for repair.

Each Crew Leader is responsible for the application of the maintenance program in his or her area of responsibility.

***The safety information in this program does not take precedence over applicable government regulations.***

A safe working environment requires well maintained tools and equipment. Eagle Crane has a Maintenance Program that includes schedules and procedures for preventative maintenance and repairs. Your duty is to perform any maintenance you have the experience and training to do. Any problems or concerns you may have about the condition of your tools and equipment, raise immediately with your supervisor.

It is the operator's responsibility to tag out any piece of equipment or tool that he believes to be defective or unsafe. Do not operate any locked out or tagged out equipment. Tags will be made available in the shop and on each truck. Clearly describe the hazard or problem you are having on the back of the tag. Be as specific as possible. All tag outs must be signed. Removal of a tag without authorization will result in disciplinary action. Before maintenance is done on any piece of equipment or tool it must be de-energized and/or tagged out. Please refer to the Eagle Crane Lockout Procedure before you proceed with any maintenance.

All vehicles shall be maintained according the Operators Manual. A maintenance log shall be kept in each vehicle. It is the responsibility of the person who performed maintenance or had maintenance done to a vehicle to fill out the maintenance log book with all the details including the date, cost and exact work done.

**All tools and equipment shall be inspected and checked before leaving the shop for a job.**

Broken and/or damaged and/or faulty tools are not to be used. If a shop tool cannot be used in the way it was manufactured to work, workers have the duty to take this tool to their supervisor, who will make alternate arrangements for them.

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Kevin Glover, President

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Date





## Maintenance and Repairs

### Lock Out/Tag Out

In order to ensure the safety of all personnel of Eagle Crane and any of their subcontractors and visitors a program/procedure for the tagging out of all equipment under repair will be observed. No work will be done on any equipment that has not been tagged out with a red tag, the key of a piece of equipment removed and given to one of two designates being the safety person or shop foreman while work is being performed.

This practice is to ensure the protection of site personnel who is working on any equipment that could endanger the worker or cause possible equipment damage. With all general procedures, there will be some variances for specific equipment this will be addressed by site personnel as required. All tools will be isolated from their power supply and checked prior to beginning repairs or servicing.

All workers involved in the maintenance activity must place their own lock and tag on each energy control point.

#### Tag-out

A tag-out will be required where any equipment can represent a potential hazard to life or property when repair or maintenance work is required to be done on them.

Tag-out equipment:

- Tags will state **do not operate.** Tags may allow operation under specific conditions or terms of use.
- For any Cranes, a tag will be attached to the steering wheel and a second tag attached to the keys. The keys will be removed from the equipment and the tag will identify where they are being stored.
- **Under no circumstances is anyone to ignore a lockout tag and attempt to turn on a piece of equipment under repair. Removing, ignoring or disregarding maintenance tags will result in immediate disciplinary action and can result in termination.**

#### **Tag Out Practice**

- No personnel will work perform maintenance or repair work on any equipment that represents a safety hazard until it is tagged out.
- All personnel working on the equipment or machinery will sign on to a single tag to the unit if possible. Workers are allowed to sign off on the tags.
- All personnel working on the equipment will be aware of the tag-out procedure used and conditions to return unit to active state
- The equipment will be tagged out prior to any work starting on it
- The lead or supervisor of the repair will ensure the unit is tagged out properly before any work is started
- All tags will be filled out completely with the name of the tagging out employee and the conditions of the tag out.

## **Removal of Tag-out by others**

Note: In the event that a tag out is found on a piece of equipment and the person responsible is not present then the following procedure will be followed:

5. Contact your supervisor.
6. Your supervisor will attempt to contact the person who installed the tag-out and get permission to remove it.
7. If the person who installed the tag-out cannot be contacted then the follow will be done:
  - A qualified person will examine the equipment tag-out to determine if it is safe to remove the tag-out.
8. The tag-out will be removed only if another maintenance or repair person of at least equal qualification deems it safe.
9. If maintenance, cleaning or adjustments are to be performed on a piece of equipment while it is in operation, all employees must refer to the safe work procedures to see how to complete the job safely. Employees must be trained on these safe work procedures and if any uncertainties arise then they are to address their supervisor prior to doing so.

**\*\*Once maintenance activities are completed, a supervisor must ensure that personnel are out of harm's way, slip, trip and fall hazards have been cleared from the area, and guards have been replaced before equipment start-up may occur.**



# Safety Training and Communication

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## Safety Training Policy

Eagle Crane will provide all workers with the following safety training:

- safety orientations for all new hires;
- job specific training as required by the company safety program and provincial safety legislation; and
- regular safety meetings;

Eagle Crane will endeavor to hold regular safety meetings; once per month but no less than nine per year; and OH&S meetings quarterly

***The safety information in this program does not take precedence over applicable government regulations.***

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Kevin Glover, President

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Date

# New Worker Safety Orientation

Safety Orientation will be provided:

- for each new worker to Eagle Crane; and
- for each worker returning to work after an extended absence (at least 6 months)

Workers are not permitted to work prior to their Safety Orientation. Suitable time will be scheduled to allow for this orientation prior to the new worker's first shift. Management and the worker's Crew Leader will share the responsibility of conducting the orientation.

The New Worker Orientation Checklist will be completed within the first ten (10) working days after the completion of the orientation process. This will allow for the Supervisor and new worker to document any procedures, practices or MSDS's that reviewed on the job-site. The Crew Leader will conduct a short competency check to ensure they understand the information in the Orientation. This checklist will be kept in the workers personnel file and must be signed by the worker and the person / people responsible for conducting the Safety Orientation.

***Refer to Appendix A for a copy of Eagle Crane New Employee Orientation Checklist.***

## **Management & Supervisory Training:**

Eagle Crane recognizes that safety is both a management responsibility and a worker responsibility. In order to meet their responsibilities, management will need a background in safety. In addition to the basic safety training provided to all workers, management may be required to have additional training in areas such as:

- causes and effects of loss,
- management control of loss, and
- understanding the Occupational Health and Safety Act & Regulations.

This will provide a sound foundation for improving safety by focusing and emphasizing the preventative aspects of safety management over the reactive aspects. Management training will not be a "one time" effort. As new issues face our industry and business we will endeavor to maintain a pro-active approach to safety through training and education.

Management monitors the training needs of workers by:

- evaluating safety statistics and trends,
- understanding amendments to existing legislation and regulations, and
- listening to suggestions made by the workers.

## **Worker Training:**

Safety training will be provided to all workers based on the following requirements:

- skills and knowledge required to complete assigned tasks and operate the required tools and equipment in a safe manner;
- compliance with Occupational Health and Safety Legislation;
- the review of incident reports and Worker's Compensation cost statements and company trends; and introduction or modification of processes or equipment.

Task- and equipment-specific safety training will be integrated with general equipment and tool training which is the responsibility of the Crew Leader. Documentation of other training, instruction and meetings (such as participant lists, certificates, copies of course material where possible) will be maintained on file.

## **Minimum Qualifications**

Eagle Crane has job descriptions and minimum qualifications for each position within the organization. Each employee is evaluated and their qualifications are documented during recruitment and sign-on process. These documents are filed in the employee's personnel file. Each new employee will be closely monitored and will not be allowed to perform tasks independently until it is clear they have the necessary qualifications and ability. It is required that competency is to be evaluated prior to any employee being allowed to perform new tasks introduced into the job description other than the position they were initially hired and evaluated to do.

## **TRAINING & SAFETY MEETINGS**

"Training" as it relates to this program is defined as information, instruction, and education to improve the safety awareness and skills of groups or individuals with-in Eagle Crane.

Job experience will provide most workers with an insight on correct work procedures to minimize their exposure to risk of health or injury, however never assume you know how to do a job safely.

Guessing often leads to poor quality of work and expensive errors and injuries. To avoid costly errors or injuries Eagle Crane has developed safe work practices and procedures for most critical jobs and tasks.

These procedures and practices are not a knock against the abilities of our workforce. Even though equipment and tasks can appear similar they often have subtle differences that can seriously affect the safety, quality, and production of the job. We simply want to ensure everyone's safety in performing his or her jobs.

Eagle Crane views effective training as providing a worker with the information, understanding and skills needed to perform a task or job properly. The Eagle Crane Safety Program has structured training into three separate sub-categories:

1. New Worker Safety Orientation
2. Management Training
3. Worker Training

Documentation of all training will be maintained in each worker's personnel file.



## Safety Meeting

<b>Date:</b>	<b>Location:</b>
<b>Site Supervisor:</b>	<b>Meeting Conducted by:</b>
<b>Number in Crew:</b>	<b>Number Attending:</b>
<b>Review of Last Meeting and Comments:</b>	
<b>Topic(s) Discussed This Meeting:</b>	
<b>Suggestions Offered</b>	
<b>Action(s) to be taken- state date/time to complete and by whom</b>	
<b>Incidents/Accidents Reviewed</b>	
<b>Employee's name</b>	<b>Employee Signature</b>
<b>Supervisor</b>	<b>Supervisor Signature</b>

Reviewed by (Managers Signature): \_\_\_\_\_ Date: \_\_\_\_\_







# Inspections

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## Inspection Policy

It is the policy of Eagle Crane to maintain a program of safety inspections. The objective of this program is to control hazards in the workplace. All company equipment, facilities (including job sites) and personal protective equipment is included in the inspection program.

Workers and supervisors are responsible for conducting informal inspections on an ongoing basis in their areas of responsibility. The Field Supervisor (or designate) is responsible to conduct formal inspections at job sites with a minimum frequency of 12 annually. Formal shop inspections will be performed quarterly by the OHS Committee (or designate).

Safety inspections are used to help monitor the workplace for any substandard acts or conditions. All workers should be involved in a continuous process of inspecting their workplace. Any substandard conditions and acts should be fixed immediately. Situations in which the worker does not have the authority or knowledge to fix a hazardous situation *must* be brought to the Supervisor or President's attention immediately. There are number of inspections that will be conducted to help ensure the safety of all workers and the public.

- Site Inspections [scheduled according to type of work] (Field Supervisor or designate);
- Quarterly Shop Inspections (Occupational Health Committee and/or Workers) will be done immediately prior to the Safety Committee meetings;
- Daily or Site Hazard Inspections to review of Pre-job Hazard Assessments (Crew Leader or designate), PPE Inspections (Crew Leader) and all required PME (Powered Mobile Equipment) inspections.

During an inspection, check storage areas, watch workers perform tasks and document any variance from the Eagle Crane Safety Program or Occupational Health and Safety Regulations. Due to the ever-changing nature of our work, Crew Leaders will continually inspect and monitor job-site conditions using an Eagle Crane Pre-job Hazard Assessment / Job Site Inspection Report form. This form will ensure that critical elements of the job are being closely monitored and documented. Results of site inspections and other relevant site-specific information will be reviewed during regular safety meetings. All completed Inspection and hazard assessment forms will be kept on file.

***The safety information in this program does not take precedence over applicable government regulations.***

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Kevin Glover, President

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Date



## Work Site Safety Inspection

<b>Location:</b>		<b>Date/time:</b>	
<b>Areas Inspected</b>		<b>Inspected by:</b>	
<b>Priority Index:</b> <b>Severity</b> 1=Imminent Danger    2=Serious    3=Minor    4=Negligible/OK    5=Not Applicable <b>Probability</b> A=Probably    B=Reasonably Probably    C=Remote    D=Extremely Remote			
Priority of Hazard	Description of Hazard (what the hazard is and the location)	Corrective Action (Include who is responsible for ensuring the issue is resolved and when it's to be resolved by)	Initial when completed (include date and time)
<b>Comments:</b>			

Inspector's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by (Manager's signature): \_\_\_\_\_

Date: \_\_\_\_\_



## Supervisor/Safety Officer Site Inspection Form

Location: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Item	Good	Deficiency	Corrective Action/Date
<b>Weather Conditions:</b> Wind, rain, fog, haze, snow Extreme heat / cold			
<b>House Keeping:</b>  Debris on ground etc.			
<b>Exposure to Overhead power lines:</b> Being Overhead or closely nearby			
<b>Tight area:</b> Other Equipment/ Buildings in close proximity			
<b>Rigging:</b> Right Rigging used Rigging inspection done Prior to lift			
<b>Other workers in Area:</b> Persons working close by  <b>Working Alone:</b>			
<b>Others working overhead or below:</b>			
<b>Fall protection:</b> IS harness being used properly? Been inspected prior to use <b>Fall rescue plan:</b> Is there one?			
<b>Ladders:</b> Properly used for task Top tied off / Bottom secure			
<b>Hoisting of Materials:</b> Persons kept clear of suspended loads			
<b>Exposed Holes:</b> Have open holes been covered?			
<b>Pinch points Observed:</b> Body/hands kept away from pinch points			

<b>Ground Conditions:</b> Is extra matting/pads required?			
<b>All PPE Worn and in good Condition:</b> Hard HAT- Safety Glasses- Steel toed Boots- Hearing Protection- Fall Protection Harness- Lanyard and Retractable- Proper Anchors Used- High Vis Vest/shirt/coveralls-			

**Notes:**

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Was a Field Level Risk Assessment done prior to job? Yes \_\_\_\_\_ NO \_\_\_\_\_

Emergency Muster point located? Yes \_\_\_\_\_ No \_\_\_\_\_

**Employees Name:**

**Signature:**

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**Inspected By:** \_\_\_\_\_

**Reviewed by Management** \_\_\_\_\_



## Yard and Office Site Inspection Form

*Date:* \_\_\_\_\_

**Site Hazards Addressed:**

- Housekeeping
- Exposure to energized electrical systems
- Rigging
- Working alone
- Others working overhead/Below
- Hoisting of materials
- Ladders
- Exposed holes

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**Physical Energy Hazards**

- Body parts in 'line of fire'
- Hands not in line of sight
- Working in tight clearances
- Tasks require you to work above your head
- Clean up and dust dispersal
- Stacking and storage of tools and equipment

**PPE**

- Hard Hats
- Safety Glasses
- Steel toed Boots
- Hearing Protection
- Fall Protection Harness
- Lanyards and Retractable
- Hi Vis vest/shirt/coveralls

**Job Hazard Analysis**     Done                       Not done

**Tool Box Meeting:**     Yes                       No

**Emergency Muster Point Location:**     Marked                       Unmarked

**Supervisor Name:** \_\_\_\_\_

**Sign:** \_\_\_\_\_

**Inspection Participants**

**Signature**

**Inspected by:** \_\_\_\_\_ **Date/Time:** \_\_\_\_\_



## Fall Protection Harness/ Lanyard/ SRL Inspections

Harness Number:	Location:		Month:		Inspected by:	
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 5
<b>Webbing</b>						
Examine webbing on both sides						
Check buckles and hooks						
Check for broken stitches						
Check for discoloration						
Check rivets are not pulled or loose						
Check grommets, loose or missing						
Check for burns/cuts						
<b>Hardware</b>						
Check metal parts						
Check metal wear pads on D-Ring						
Check buckles not bent						
<b>Lanyards/SRL</b>						
Check Expiry Date						
Check for knots						
Check for worn fibres						
Check for heat damage						
Check snap hooks for function						
Check lanyard rating E4 or E6						
Does SRL engage when pulled						
Pull SRL cord out and check for cracks or breaks						
<b>Damaged harnesses, lanyards and SRL's are to be removed from service immediately.</b>						

<b>Comments:</b>

Inspected by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# Investigations

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## Investigation Policy

At Eagle Crane, all incidents, including near miss occurrences, must be reported. The following types of incidents will be investigated:

1. incidents which result in lost time injuries;
2. incidents that cause property damage or interrupt operation with a loss or potential loss
3. incidents which cause or may cause the death of a worker or that require a worker to be admitted to a hospital as an in-patient for a period of 24 hours or more; and
4. incidents that, by regulation, must be reported to Occupational Health & Safety or other regulatory agencies.

### **Responsibilities:**

1. All workers must report all incidents to the Crew Leader or Field Supervisor immediately. Where a written report is required by this policy, the report must be submitted by noon on the work day following the day of the occurrence.
2. Management will review all incident reports and ensure investigations are conducted and corrective action implemented as required.

***The safety information in this program does not take precedence over applicable government regulations.***

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Kevin Glover, President

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Date

# ACCIDENT INVESTIGATIONS

All workers are responsible to immediately report any accident, incident or near miss in which they are involved or are a witness to. All incidents involving injury or property damage (no matter how minor) must be reported to the Field Supervisor before the end of the shift in which the incident occurred. That person must be qualified and have completed training on investigation techniques to be used during an incident investigation.

Accident Investigations will be conducted at Eagle Crane for the sole purpose of identifying the immediate and root causes of the accident so that corrective actions can be taken to prevent a recurrence of the accident. These are fact-finding, not fault finding processes. The Field Supervisor is responsible for conducting all types of investigations including near misses.

There are basically two types of investigations at Eagle Crane:

1. **Minor Incidents:** These types of accidents shall be reviewed at the next regular safety meeting. During the meeting the crew should discuss and document the immediate and root causes of the accident as well as any short-term and long-term solutions for preventing the accident in the future on the safety meeting form. Minor incidents may include, but are not limited to:
  - near misses (situations which could have resulted in injury or property damage)
  - accidents involving no lost-time injuries and/or property damage of less than \$2000.00.
2. **Major Incidents:** Incidents which include any lost time injury, property damage more than \$2000.00, and/or any incident for which an investigation is required by a regulatory agency (OH&S, police, etc.) The Field Supervisor is responsible for conducting a thorough accident investigation using the Eagle Crane Accident Investigation Form.

During the investigation of a major accident the Field Supervisor is responsible to:

- If required, assume control of the accident scene by directing and approving everything done;
- Ensure suitable first-aid and/or emergency response plans are carried out;
- Conduct an investigation of the circumstances which may include, but not be limited to:
  - Identify and interview witnesses or other people who may have relevant information.
  - Photograph, map or sketch anything needed to provide a clear understanding of the accident.
  - Preserve any relevant evidence.
  - Provide initial analysis of immediate and root causes.
  - Recommend and implement remedial corrective actions.

The completed Investigation Report is to be submitted to the President within 48 hours of becoming aware of the accident or injury. For other reporting requirements please refer to Section II.5 (reporting Injuries, Unsafe Acts and Conditions) of this booklet.

***Refer to Appendix A for a copy of the Eagle Crane Accident Investigation Form.***

# REPORTING INJURIES, ACCIDENTS & CONCERNS

The following reporting requirements are to ensure quick response to the possibility of a reoccurrence and WCB claims. By reporting quickly you also ensure that unsafe conditions can be corrected before another accident happens. Like all items in the Eagle Crane Safety Program, reporting accidents and injuries as soon as is reasonably practical is a job requirement. Failing to do so could result in disciplinary action.

1. All injuries suffered by workers must be reported as soon as possible to your Supervisor or the President. This report must be made within the shift in which the injury occurred.
2. Injuries requiring first aid treatment must be recorded in a first aid record book found in each truck or in the shop.
3. If, after first aid treatment, the worker decides to get medical treatment, the Supervisor and/or President must be informed of the medical treatment obtained.
4. A Near miss incidents, which could have resulted in personal injury or damage to machinery or equipment, must be reported to Crew Team Leader in charge of the job.
5. In Saskatchewan injuries that have resulted in loss of life, serious injury or damage to equipment or building must be reported to the Occupational Health and Safety Division as required by the provisions of Sections 8 and 9 of the Regulations.
6. Any accident, which results in the personal injury or illness, the Supervisor will ensure that the worker is given a copy of the WCB Worker Initial Injury Report Form (W1). The W1 form must be completed by the injured worker and forwarded to the President as soon as is reasonably possible. The Supervisor must fill in the worker's name and complete Section C (Injury Information) of the Employer's Initial Injury Report Form (E1) and forward it to the President as soon as possible. The quickness of response by the Supervisor and worker will ensure the worker receives his/her entitled benefits quickly. It also ensures that any return-to-work efforts are not hampered. WCB employee and employer forms can be located in Appendix "A"
7. The claim forms will be submitted to WCB once all of the required information has been received.

# Procedure for Dealing Serious Health and Safety Concerns

Any worker may raise and discuss health and safety concerns with their Crew Leader or Field Supervisor. If the situation remains unresolved then it is the duty of the Crew Leader or Field Supervisor to contact Management and try to resolve the problem. The Field Supervisor must document the concern as well as the steps taken to attempt a resolution.

If the concern cannot be resolved through discussions with the Crew Leader / Field Supervisor and Management, the worker is encouraged to raise the issue with the Occupational Health Committee. The Occupational Health Committee must document the concern and the steps taken to attempt a resolution.

If the problem is still unresolved, the worker or company representative may seek the assistance and advice of a Safety Professional or Occupational Health and Safety Officer.



**Vehicle Accident Report**  
**Vehicle Investigation Forms**

Page 1 of 5

**Time and Place**

Date of Accident: D/M/Y: \_\_\_\_\_ Time: \_\_\_\_\_ Date Reported: \_\_\_\_\_

Accident Location: (City/Province)  
If not a city, give a description:

**Company and Unit/Driver Information**

Vehicle Company: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Unit# \_\_\_\_\_ Make: \_\_\_\_\_ Mileage: \_\_\_\_\_  
Driver's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Driver's License#: \_\_\_\_\_  
Hour Driving before Accident: \_\_\_\_\_  
For what purpose was the vehicle being used?  
\_\_\_\_\_  
\_\_\_\_\_

**Damage to other vehicle**

Did the accident involve another vehicle? Yes. \_\_\_\_ No. \_\_\_\_ If Yes, complete the following:  
Owner of other vehicle: \_\_\_\_\_  
Other vehicle driver: \_\_\_\_\_ Driver's License#: \_\_\_\_\_  
Other driver's address: \_\_\_\_\_  
Vehicle make: \_\_\_\_\_ Year: License#: \_\_\_\_\_ Registration#: \_\_\_\_\_  
Description of damage to other vehicle: \_\_\_\_\_  
Insurance Company: \_\_\_\_\_ Policy#: \_\_\_\_\_  
Agent's Name: \_\_\_\_\_ Agent's Phone#: \_\_\_\_\_

**Damage to property of other**

Did the accident involve property damage? Yes \_\_\_\_ No \_\_\_\_ If Yes, complete the following:  
Owner of property damage: \_\_\_\_\_  
Description of damage:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Vehicle Accident Report**  
**Vehicle Investigation Forms**

**Time and Place**  
**Persons injured**

Where there are any injuries? Yes \_\_\_ No \_\_\_ If Yes, List names, addresses, and phone # of injured: \_\_\_\_\_

Names	Addresses	Phone#
1.		
2.		
3.		

Where were injured taken? \_\_\_\_\_ By Whom? \_\_\_\_\_  
Who administered First Aid? \_\_\_\_\_

**Damage to company vehicle**

Was there damage to the company unit? Yes \_\_\_ No \_\_\_ If Yes, complete the following:

Description of damage: \_\_\_\_\_

Cost estimate of damage: \$ \_\_\_\_\_ Who recovered our unit? \_\_\_\_\_

**Police Report**

Was there a police investigation made or did police respond? Yes \_\_\_ No \_\_\_ If Yes, complete the following:

Name of investigating officer: \_\_\_\_\_ Badge#: \_\_\_\_\_  
Department/Jurisdiction: \_\_\_\_\_ Charges: \_\_\_\_\_

Were there any witnesses to the accident? Yes \_\_\_ No \_\_\_ If Yes, Complete the following:

**Names and addresses of witnesses**

Name	Address	Phone#
1.		
2.		
3.		

**Driver's description of the accident/ what could have prevented this incident/ comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature of driver: \_\_\_\_\_

Signature of manager or supervisor: \_\_\_\_\_ Date \_\_\_\_\_



Vehicle Accident Report  
Vehicle Investigation Forms

Page 3 of 5

**CHECK OFF THE CONDITIONS RELEVANT TO YOUR ACCIDENT**

**Accident Involved**

- Vehicle-In Traffic
- Vehicle-Parked
- Motorcycle
- Pedestrian
- Bicyclist
- Fixed Object
- Train
- Animal
- Other

**Driver's Action**

**Prior To Accident**

- Traveling Straight
- Changing Lanes
- Turning-Right
- U-Turn
- Turning Left
- Stopped-Parked
- Stopped In Traffic Lane
- Stopped-On Shoulder
- Starting From Parked Position
- Starting In Traffic Lane
- Backing
- Slowing
- Other

**Driver Avoidance**

**Maneuver**

- Swerve-Pedestrian
- Swerve-Animal
- Swerve-Other Vehicle
- Skidding
- Forced Off Roadway
- Other

**Traffic Control Device**

- Stop/Go Signal
- Stop Sign
- Yield Sign
- Caution Signal/ Sign
- Officer/Flagman
- Railroad Crossing Lights
- Railroad Crossing Gates
- Audible Signal
- None
- Other

**Road Character**

- Level Number of Lanes
- Hill
- Cresting Hill
- One-Way
- Straight
- Curve
- Character change
- Lease
- Advance Warning of Road

**Driver Was Traveling**

- Uphill
- Cresting Hill
- Downhill
- Level

**Condition Of Road Surfaces**

- Dry
- Wet
- Snow
- Ice
- Muddy
- Oily
- Traffic Smooth
- Other

**Road Defects**

- Holes/Bumps/Dips
- Loose Material On Surface
- Roadway Construction
- Low Shoulder
- Soft Shoulder
- No Shoulder
- Road fine no defects
- Advance Warning of Defect

**Weather**

- Clear
- Snow
- Fog/Smog
- Rain
- Sleet
- White-out
- Other

**Visibility**

- Rain/Snow/
- Ice On Windshield
- Obstruction
- Oncoming Headlights
- Sunlight
- Clear
- Prescription
- Sunglasses

**Vehicle Defects**

- No Defects
- Brakes
- Steering
- Lights
- Windshield
- Mirrors
- Tires
- Other

**Lighting**

- Daylight
- Dawn/Dusk
- Night
- Artificial Lighting

**Miscellaneous**

- MPH/KPH Posted Speed Limit
- Driver Was Familiar with Road
- Photos Taken Of Accident
- Photos Attached
- Driver Was Familiar with Vehicle



**ACCIDENT SITE DIAGRAM**

N

**IMPORTANT**

USE THIS SPACE TO COMPLETE A DIAGRAM OF THE ACCIDENT SCENE, SHOW THE POSITION OF YOUR VEHICLE AND ANY OTHER VEHICLE (S) INVOLVED, WITH DIRECTION THE VEHICLE (S) WAS TRAVELING. BE SURE TO IDENTIFY ALL TRAFFIC CONTROL DEVICES, FIXED OBJECTS, AND ROAD SURFACE DEFECTS IN YOUR DIAGRAM. USE CLEAR SPACE FOR OFF-ROAD ACCIDENTS.







## Incident/Accident Investigation Report

General location of Incident (i.e. –Town/street address/township & range)			
Specific Location (i.e. –inside/outside/building/vehicle)			
Date of Incident (D/M/Y)_____/_____/_____		Foreman/Supervisor in Charge:	
Date Incident was reported____/____/_____			
Time of Incident (include a.m., p.m.): _____		Incident Reported by:_____	
Time Incident was reported:_____		Incident Reported to:_____	
Name of Injured Worker:			
Incident type (check all that apply): <input type="checkbox"/> Injury/Illness <input type="checkbox"/> Miss <input type="checkbox"/> Damage <input type="checkbox"/> Spill <input type="checkbox"/> Other			
If Injury/Illness was it a: <input type="checkbox"/> First Aid <input type="checkbox"/> Medical Aid <input type="checkbox"/> Lost Time <input type="checkbox"/> Modified Work <input type="checkbox"/> Fatality			
Person(s) Involved including witnesses(witness statements must be attached separately):			
<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>Company/Contractor</b>
Conditions at time of the Incident (include elements such as weather, status of job, housekeeping, visibility, etc.):			
Description of the Incident (tasks being performed, location of the person(s), equipment being used, other work activities, etc.):			

Diagram

What is the Root Cause of the Incident?

What is the Direct Cause of the Incident?

What is the Indirect Cause(s) of the Incident?

Recommended action (s) to prevent re-occurrence in the **SHORT TERM**:

Date Recommendations to be completed by (Day/Month/Year):

Name of person(s) to complete recommendations:

Recommended actions(s) to prevent re-occurrence for the **LONG TERM**:

Date Recommendations to be completed by (Day/Month/Year):

Name of person(s) to complete recommendations:

Estimated Cost of Incident:

Foreman/Supervisor(Signature)

Managers Signature:

Date Reviewed:

Date Reviewed:

Person(s) conducting the Incident Investigation (signatures):

Date Reported Completed (Day/Month/Year) \_\_\_/\_\_\_/\_\_\_

# Emergency Procedures

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For nearly any emergency or disaster, prior planning and preparation can save lives, reduce serious injury and minimize property damage. Eagle Crane has developed Emergency Procedures to be implemented in the event of a number of possible situations such as a fire or accident resulting in serious injury. Awareness and quick response is key to controlling these situations. The following will outline our emergency response plan. All workers should be trained to respond appropriately in the event of an emergency. Workers certified in first aid must be readily available to respond in an appropriate time frame during working hours as per OH&S Regulations. In addition, ensure that appropriate medical transportation is provided to limit travel time to a maximum of 30 minutes under normal travel conditions.

## Emergency Response Procedures

### Alarms

- **Evacuation – 1 long blast** of an air horn
- **First Aid Required – 2 short blasts** of an air horn
- **Call for Emergency Services away from immediate area, phone lists are located by all phones.**

### First Aid Kits

First aid kits are located on the wall of the shop between the doors into the office, in the men's bathroom, and in the cab of company trucks.

### Fire Extinguishers

Fire extinguishers are located by all exits out of the shop as well in or on the outside of each crane where required.

### Meeting points:

- 1) Meeting point 1 - Located at the West side of the Main Yard Gate

IF UNSURE OF ANY EMERGENCY SITUATION SIGNAL FOR AN EVACUATION AND ASSESS THE SITUATION AT THE MEETING POINT.

**Evacuation-** the alarm will be specific to the Main Office and shop facility/yard.

Once you hear the signal to evacuate – 1 long blast of the air horn - you will precede to the meeting point.

Once at the meeting point you will remain here until told to return to work by your supervisor.

Supervisors will be given the all clear to return by site management and will not return to site until so.

## **Serious Injury**

- 1.) The person nearest to the accident or first on the scene will shout for help, and provide whatever assistance they can for the injured person:
  - a) If the person first on the scene does not have any first aid training he is not to do anything which he is not trained to do. Example: moving the casualty.
  - b) if the casualty is unconscious First Aid help will be summoned immediately
  - c) if the casualty is conscious stay with to keep him calm
  - d) dispatch any other personnel who have arrived on scene to get first aid help and to inform the supervisor/manager
  - e) secure the area remove any hazards or dangers to both yourself and the casualty
- 2.) The first-aiders to first arrive on the scene will take control of the situation, he or she will:
  - a) Determine if Emergency Medical Service personnel are required, and if the area is properly secure
  - b) Proceed with any first aid that is required and assist casualty as required
  - c) Assist Emergency Medical personnel as required
- 3.) After casualty has been treated and removed make sure area is no longer disturbed so that a proper investigation can be conducted.

## **Fire Emergency**

### 1) Evacuation Procedure

- Remain Calm
- Once alerted, each person must move at a fast walk (do not run) to the assigned exit.
- If the exit is blocked, go to the alternate clear exit for your area.
- Ensure that fire exits, doors and routes throughout the facility are unblocked.
- Shut down operating machines, close filing drawers, cabinets and doors as you leave your area.
- Safety Supervisor and/or designated alternate is to be responsible to ensure that all individuals assigned to the office, shop or yard leave during a fire drill or an emergency. He will be responsible for checking washrooms, storage areas and other places where employees are likely to be alone.

### 2) Assembly and Roll Call

- All employees are to assemble at the meeting point (West side of yard gate).
- The Safety Supervisor and/or designated alternate is responsible for taking roll-call and ensuring that no one is still left in the building.
- The Safety Supervisor and/or designated alternate are to report any missing persons to the fire officer in charge.
- The building is not to be re-entered until the all clear is given by the fire officer in charge.

### 3) Safe Re-entry

- At this time, evacuees will return to the building. Further instructions will be given to employees. Everyone will be told when the officials finally declare the building safe.
- If the building is not designated as safe to enter then other work arrangements will be made.

#### 4) Debriefing

- After any emergency the safety committee will convene to evaluate all facets of the emergency response, and when necessary, improve the plans.

If garbage that may constitute a fire hazard is present, employees should place that garbage in covered receptacle provided.

Fire Extinguishers are located by each door and first aid kits are located in each company vehicle as well as in the washroom along with an eye wash station.

Emergency phone lists are located by each phone.

## **Responsibilities:**

Workers shall always use Eagle Crane emergency procedures found in Section 17 unless the Owner or Prime Contractor of the job-site has specified that you are to use their emergency procedures. During jobs where Eagle Crane workers are required to use another company's emergency procedures the Field Supervisor is responsible for securing written copies of the emergency procedure for that job and reviewing them with all workers.

During the duration of that job a copy of those emergency procedures shall be placed in Eagle Crane Safety Manual. At the end of the job, all emergency procedures that are not Eagle Crane shall be removed and placed in a separate binder at head office.



## Emergency Response Testing

Type of Drill Performed	Date	Comments	Supervisor	Signature

# Statistics & Record Keeping

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Incident Analysis is a systematic evaluation of loss statistics involving people, assets, production, and the environment. It highlights emerging issues, loss trends and significant opportunities that help to focus resources on key items and their root causes. Any corrective action process identified and initiated through incident analysis will help ensure the goal of an incident and injury free work place.

## **Responsibility:**

The respective senior managers and site supervisors will ensure that incident and injury data is collected, analyzed, and maintained.

## **Definitions:**

First Aid: The immediate and temporary care given to an injured or Ill person by a first aider at a worksite using available equipment, supplies, facilities or services.

Frequency Rate: is the number of lost time injuries X 200,000 divided by hours worked

Total Recordable Injury Frequency (TRIF): is the (Medical Aids + Lost Time Injuries + Restricted Duties) x 200,000 divided by hours worked

Lost Time Injury: Injury that causes the worker to miss time from work other than the day of the injury

Medical Aid (WCB): Injury that is treated by a medical practitioner outside of work but did not cause the worker to miss work other than the day of the injury

Severity Rate: is the Number of Lost Time Days x 200,000 divided by hours worked

Type of Incident: Identifies the event which directly resulted in the injury, e.g., struck against, fall, caught in, lifting, etc.

Type of Injury: Identifies the actual injury incurred, e.g., strain, sprain, break, cuts, etc.

## **Practice:**

The First Aid Treatment and Accident Report form is to be filled out anytime there is any incident that requires any kind of first aid.

The Safety Activity Summary is to be filled out on a monthly and quarterly basis.

At the end of each year all the information will be compiled into the Year End Injury Summary form.





# Safety Activity Summary

Date/Time: \_\_\_\_\_

Quarterly

- Number of Workers Hired:
  - Number completed orientations: \_\_\_\_\_
- Number of Tool Box Meetings Scheduled:
  - Number Conducted: \_\_\_\_\_
- Number of formal Inspections Scheduled:
  - Number Completed: \_\_\_\_\_
  - Total Unsafe Acts/Conditions Identified: \_\_\_\_\_
  - Number Corrected: \_\_\_\_\_
  - Number Outstanding: \_\_\_\_\_
- Number of Incidents:
  - Damage Only: \_\_\_\_\_
  - Injury Only: \_\_\_\_\_
  - Injury and Damage: \_\_\_\_\_
  - Near Miss: \_\_\_\_\_
- Number of Investigations Completed:
  - Outstanding: \_\_\_\_\_
  - Number of Recommendations Made: \_\_\_\_\_
  - Completed: \_\_\_\_\_
  - Outstanding: \_\_\_\_\_

Comments:


Manager's Name: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## Year End Injury Summary

Year: \_\_\_\_\_

Job Location	Personal Injury Cases		Days Lost	Frequency	Severity
	Lost Time Cases	Medical Referral			
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
<b>Total</b>					
			<b>Average:</b>		

Manager's Name: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Harassment Policy

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## Policy Statement

All workers employed by Eagle Crane and our Sub-Contractors and their workers on our worksite should have the freedom to work in an environment free from harassment.

This policy establishes that Eagle Crane prohibit harassment on our site of or by our employees. If such behavior has been proven, immediate disciplinary action will occur, that could result in warnings, suspension and/or termination.

**No** form of harassment will be tolerated in the workplace. Management and supervisors who have supervisory responsibilities over others must serve as an example and role model for those employees. Therefore, any violation of this policy by management staff will not be tolerated.

It is the responsibility of management personnel to take the appropriate steps to investigate any complaint of harassment and take the actions necessary to eliminate such harassment. Any employee who feels that they have suffered from harassment should approach a supervisor with whom they are most comfortable with, with their concerns and they must be dealt with. **\*This policy is posted on the bulletin board in our office and can be found in the employee hand books.**

## Policy Definitions

**Harassment** means any objectionable conduct, comment, gesture or display by a person that:

- a. is directed at a worker.
- b. is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place or origin; and
- c. in the case of a concern directed to the occupational health and safety committee the conduct, comment or display constitutes a threat to the health or safety of the worker.

Note: Harassment need not be a threat to health or safety to be a violation of the policy.

**"Personal harassment"**, within the above definition can be typified as:

**1: Sexual harassment:** Any unsolicited and unwelcome sexually oriented behavior. This behavior may include but is not limited to the following:

- a. an implied or expressed threat of reprisal for refusal to comply with a sexually oriented request.
- b. a demand for sexual favours in return for employment or more favourable employment treatment.

- c. unwelcome invitations or requests, whether explicit or indirect, to engage in behaviour of a sexual nature.
- d. unwelcome remarks, jokes, innuendos, propositions or taunting about a person's body, attire, sex, or sexual orientation.
- e. displaying of sexually explicit materials.
- f. leering (suggestive persistent staring) or other gestures associated with sexuality.
- g. unwelcome physical contact such as touching, patting, rubbing, pinching etc.

NOTE: When based on mutual consent, normal social contact between the sexes does not constitute sexual harassment. In the event that one party wishes to end the normal social contact, then the other party will respect their wishes. A breach of the party's wishes may, depending on the circumstance, be a violation of the policy.

2: *Other forms of Personal Harassment*: based on race, creed, religion, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin, but is not limited to the following:

A: unwelcome remarks, jokes, innuendos or taunting about any of the above.

B: displaying of racist or bigoted ethnic pictures or materials.

### **Complaint procedure**

An employee who has concerns about any harassment issue can approach a supervisor, one whom they are most comfortable with, with their concerns and they will be investigated. Investigation will be conducted by the Site Management. **All complaints must be regarded seriously and investigated promptly and confidentially.**

Senior Management should be immediately notified if a complaint is filed. When investigating a complaint, private interviews with both the complainant and the alleged harasser should be held as soon as possible, along with any witnesses. All information received should be documented accurately and completely. Face to face meetings should only be done if a mediator is involved. At other times a meeting face to face will increase stress levels to the point where solutions become impossible to correct.

If the complaint is determined to be valid, the offender will face immediate and appropriate disciplinary action based on the severity of the charge.

If you feel that you are suffering from harassment:

- Ask the harasser to stop, letting them know that their actions are making you uneasy or uncomfortable.
- If they don't stop, keep track of dates, times, what's happening and witnesses (if any).
- Speak to that supervisor with whom you are most comfortable about your concerns and confirm your conversation in a letter.
- With the aid of the person you went to, a decision will be made as to what will be the resolution.

## **Discipline**

All decisions passed down will be provided to both parties in writing. If the complaint is found to be in breach of the Company's Policy, the offender will face immediate disciplinary action based on the severity of the incident.

It is a serious matter to violate the policy or to make unfounded allegations against a person. The penalties for violations will be determined by the facts of each case, subject to the following principles:

1. It is an extremely serious offence for management employee to use or threaten to use their position to gain sexual favors from an employee will result in termination. Other harassment by a supervisor must also be dealt with.
2. Where the conduct complained of, creates a hostile work environment and, in the opinion of the management, an employee can be rehabilitated, lesser discipline including warning, suspension, demotion or transfer may be considered. The severity of the penalty must be determined by the severity of the violation of this policy.
3. Because complaints against a person can ruin that person's ability to continue to work, complaints filed which are found to be false or malicious will result in disciplinary action against the complainant including warning, suspension, demotion, transfer or dismissal. The penalty will be determined by the severity of the allegation and whether the employee may be rehabilitated. It should be noted however that filing a complaint in good faith will not be considered to be a false or malicious complaint.

## **Confidentiality**

The employer will not disclose the identity of the worker or the circumstances of the complaint except where disclosure is necessary for the purposes of investigating or taking disciplinary action in relation to the complaint, or where such disclosure is required by law.

## **External complaints**

Nothing in the Harassment Policy statement shall discourage or prevent a worker from referring a harassment complaint to the occupational health and safety division pursuant to the Occupational Health and Safety Act, 1993, initiating a complain under The Saskatchewan Human Rights Code, or exercising any other legal rights available under any other law.

---

Kevin Glover, President

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Date

# Violence Policy

*Section 37 of the OHS Regulations defines violence as follows:*

***“violence” means the attempted, threatened or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that they are at risk of injury.***

Eagle Crane is committed to having a workplace free of violence. If any employee or visitor on our site is exposed to or at risk of violence from another party on our site, whatever steps deemed necessary by management will be exercised to insure the safety of those put at risk.

Any worker that has been exposed to violence in our workplace shall report it immediately to their supervisor. An investigation using an “Accident/Incident Investigation Form” shall be carried out as soon as possible.

Incidents that involve threatening behaviour will be investigated by management and could result in the employee involved being required to attend an anger management program, at their own expense as a precondition to their return to work.

Discipline shall be handled as established in our Accountability Statement, where threatening behaviour shall be dealt with as a written warning for a first occurrence, suspension for a second occurrence and termination after a third. In cases where violence is attempted unsuccessfully, the first stage shall be a suspension and a second occurrence would result in termination. Where anyone on our site is assaulted by another worker, termination will be immediate and charges should be laid.

We are committed to a workplace free of violence and as such, violent actions will not be tolerated.

---

Kevin Glover, President

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Date

# Occupational Health and Safety Meeting

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## **Safety Meetings:**

One of the primary vehicles for ongoing safety awareness and exchange of safety information is Safety Meetings for all staff. These meetings serve to communicate safety information and concerns throughout the organization.

Whenever possible, safety meetings will be held weekly (on Monday or the first workday of the week) before the crews leave for a job. At a minimum, safety meetings will be held every two weeks. Safety meetings may also be held during the course of the individual job if safety issues arise.

To ensure that the Monday Safety Meetings run smoothly and productively, the President shall designate a different person each week to prepare an agenda and chair the next meeting. The person who prepared the agenda the week before shall take minutes. All workers present will be required to sign the back of the agenda. The agenda shall include:

- A quick review of the last minutes.
- Review of any accidents or near misses.
- Review of the latest Inspection(s) if it hasn't already been reviewed.
- A review of this week's work schedule and any special safety concerns to consider. This may include specific information to ensure the weeks work runs smoothly.
- Comments and questions.

***Refer to Appendix A for a copy of the Eagle Crane Safety Meeting Form.***

## **Occupational Health Committee:**

Saskatchewan safety legislation requires that a place of employment with more than 10 workers maintain an Occupational Health Committee. The purpose of the Occupational Health Committee is to provide workers at all levels the opportunity to participate in decisions that affect their health and safety. Worker and employer representatives meet regularly and work together to identify and resolve safety and health concerns in the workplace. Meetings must be held at least once every three months, and copies of the minutes of each meeting must be sent to the OH&S Division, posted in the workplace, and filed for future reference.

## **Structure of the Occupational Health Committee:**

- Each committee must have at least two, but not more than 12 members. At least half the members must be workers not involved in management.
- In a non-union workplace, the workers must elect their Occupational Health Committee



members. In a unionized workplace, the constitution of the union determines the appointment process. All workers have a responsibility to help Occupational Health Committee members carry out their duties.

- The employer must select management members. Management members must not outnumber worker members.
- The employer may provide clerical support to the committee. Support personnel who are not committee members should not vote or participate unduly in Occupational Health Committee deliberations.

**Selection of Members:** The employer should ensure the Occupational Health Committee fairly represents workers with significantly different concerns. For example, office workers as well as field workers, shift workers, etc., should be involved in Occupational Health Committee meetings and have their concerns fairly represented.

**Duties:** An Occupational Health Committee's work includes:

- helping the employer to identify, assess and control hazards
- making recommendations to the employer for improving workplace health and safety
- talking with workers about health and safety concerns and helping to resolve them
- encouraging better communication between the employer and workers
- receiving and distributing information, including OH&S publications
- inspecting the workplace regularly
- investigating reportable accidents and dangerous occurrences (near misses)
- helping establish and promote health and safety programs, policies and training
- investigating refusals to work
- helping employers meet legal OH&S requirements

**Quorum at Meetings:** A quorum for Occupational Health Committee votes and decisions means at least:

- half of all members must be present
- half of the members present must be workers
- at least one employer member must be present

**Setting up a Committee:** One way an employer can set up a committee is to:

- meet with workers and their representatives, supervisors / managers to explain what a committee is, why it is required, and how to select members
- ask workers and managers to explain the selection process to the workers
- give workers time to select members
- hold the first meeting within two weeks of the selection; appoint an employer co-chair at that meeting and ask workers to select their co-chair
- meet at least once each month for the next three months to help the committee get going and gain credibility
- meet at least once every three months after that
- conduct a workplace inspection soon after the first meeting; discuss health and safety concerns with workers and meet to discuss those concerns

- post minutes of meetings in the workplace

**Training of Committee Members:** Employers should send co-chairs to a course put on by OH&S or by a qualified instructor. Time spent at training courses put on by OH&S or by approved training agencies must be treated as paid work time. Committee members may take five days of educational leave each year for health and safety training.

**Occupational Health Committees on Construction Sites:** OH&S legislation requires an Occupational Health Committee to be established at a construction site at which 10 or more workers or self-employed persons work or are likely to work for more than 90 days. Where an Occupational Health Committee is required, the committee consists of representatives of the employer or contractor, and a sufficient number of members representing workers to equitably represent groups of workers who have substantially different occupational health and safety concerns. A meeting is not considered to be valid unless representatives of both employers and workers are present, and at least one half of the members present represent workers. Minutes of Occupational Health Committee meetings must be forwarded to OH&S, maintained on file with the committee, and posted in a readily accessible location on the work site.

Eagle Crane fully supports Occupational Health Committee and representative activities. Management will provide all necessary resources to ensure that the Occupational Health Committee Rep is able to function effectively, and encourages active worker participation in Occupational Health Committee Rep activities.

# Return to Work Policy and Program (RTWP)

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## NO LOST TIME PROCEDURES

### First Aid

- 1) If injury is minor and work is not affected, first aid will be performed and the worker will return to regular work.
- 2) If injury is minor and work is affected, first aid will be performed and the worker will return to other duties as established by management.
- 3) If injury seems more serious, first aid will be performed and the worker will be taken for further medical treatment.
- 4) We will work with the Doctor to accommodate our employees back to work whenever possible.
- 5) Lost time: \*The employee and employer shall maintain contact on a weekly basis if *the employee is not able to return to any* suitable work.
  - \*The employee should advise the manager of any changes in his/her condition
  - \*The employer can request the employee have completed a Functional Abilities Form (FAF) by their health care practitioner any time. The employee shall request the main health care practitioner complete this form and return to manager.
- 6) When the injured worker returns the FAF, the employer and employee shall meet to discuss the functional precautions and identify tasks the employee could perform. The manager shall draft a return to work plan with the employee.
  - Both parties shall meet once every week (or as established) to discuss the worker's progress during the plan. The employee will be provided time to attend any appointments for treatment.
  - The plan is intended to last a between four and twelve weeks. This can be extended in individual cases.
- 7) If, upon the conclusion of the Return to Work plan, the employee is not able to return to pre-injury employment, the manager shall notify the WCB and begin the process of long term arrangements.
- 8) The manager will maintain regular contact with the WCB and will ensure the necessary documentation is sent.
- 9) The manager will maintain regular contact with the employee and with the WCB until there is a successful resolution, involving either a return to pre-injury duties or suitable work.

## **POLICY**

Eagle Crane understands that it is a good rehabilitation practice to ensure a planned, early and safe return to work following an injury or illness.

Eagle Crane shall make every effort to encourage and support an early return to work by employees who have been off work as a result of illness or injury. In the event that suitable work can be identified, management will ensure, through the staff member's personal physician and the Workers Compensation Board where applicable, that the employee is capable of performing modified or accommodated duties. Management will inform the employee of the available work and request that he/she report to duty.

## **TERMS OF REFERENCE**

Return to work is part of a good occupational health and safety practice. A Return to Work Program is a company-wide initiative that combines a responsible approach towards returning injured workers to work, while maintaining a commitment of protecting the health and welfare, of all employees.

A Return to Work Program is designed to assist injured and ill employees to make an early and safe return to their regular duties. It is a temporary measure that is intended to bridge the gap between injury and return to full duties.

The modified duties will not normally last longer than twelve weeks. Extensions to this period will be considered on an individual basis.

Modified duties are a means of accommodating an employee's temporary restrictions. A broad approach to accommodation will be adopted that recognizes the unique circumstances in each case.

Accommodations can include:

- working fewer hours
- taking more frequent rest breaks
- obtaining assistance from a co-worker for more difficult tasks
- job/responsibility sharing
- physical changes to the work environment
- assistive devices
- assignment to another job
- special project work

Each manager is encouraged to use whichever measures are most appropriate in the individual case.

## **LOST TIME INJURIES**

In the event that the nature of the injury results in time off work, the employee will contact his or her supervisor to advise them of the length of expected absence, begin to discuss return to work and any anticipated accommodation that may be necessary upon return.

The supervisor will maintain telephone and/or personal contact with the employee on a weekly basis for the first five weeks and at suitable intervals beyond this time. The employee is responsible for keeping the supervisor advised of any changes in his or her physical condition. When possible the employee should talk or meet with the supervisor following his or her medical or health appointments. Both the employee and the supervisor are responsible for maintaining contact with the WCB as necessary.

When the injured employee is fit to return to work, an individual return to work plan is to be developed by the injured worker, together with his/her supervisor, and union representative as appropriate.

The goal of the company's RTW program is to assist the employee to make a safe and timely return to pre-injury duties. It is expected that the injured employee will increase the proportion of the pre-injury duties during the course of the program.

The supervisor is responsible for meeting with the employee at the start of the Return to work plan and when they return to the workplace. Any initial difficulties are to be dealt with at this time. Meetings between these individuals will then occur on a weekly basis or more frequently as necessary. The employee will be provided time to attend any appointments for related treatment.

The Return to Work plan is intended to last a maximum of twelve weeks. Extensions can be provided when medical opinion warrants.

If upon the conclusion of the Modified Work Program, the employee is not capable of returning to pre-injury employment, the WCB will be contacted.

The supervisor is responsible for ensuring that the necessary documentation is sent to the WCB.

The supervisor will maintain regular contact with the employee and with the WCB until there is a successful resolution, involving either a return to the pre-injury duties or some form of permanent accommodation.

## **RESPONSIBILITIES**

### **EMPLOYEE:**

- Report as promptly as possible all work-related injuries and complaints to immediate supervisor.
- Obtain necessary paperwork prior to leaving site.

- Maintain regular contact with his/her Supervisor and keep advised of any changes in the medical condition.
- Advise the treating physician of the availability of modified duties.
- Actively participate in developing a specific Return to Work plan.
- Communicate any difficulties or concerns regarding the duties provided to the immediate Supervisor and to the WCB.

#### Supervisor

- Investigate the injury/complaint. Take preventative measures to ensure it does not happen again.
- Ensure immediate completion of incident report.
- Work with the Doctor and employee to design the RTW plan.
- Meet with the returning employee at the start and end of the first shift to review and discuss any concerns the employee may have.
- Maintain progress chart or documentation relating to employee's injury.
- Maintain regular contact with the employee during his or her absence from work.
- Liaise with WCB personnel.
- Co-ordinate the development of the employee's return to work plan.
- Liaise with the department staff to discuss required accommodation/assistance.
- Attend regularly scheduled meetings with the employee during the work plan to discuss progress.
- Liaise with Human Resources, the Union and other managers in order to develop RTW program opportunities.
- Conduct an evaluation of the modified work program on a yearly basis, to determine its effectiveness.

#### CO-WORKERS:

- Provide support and encouragement to the employee participating in the RTW program.
- Provide direct assistance for specifically designated tasks on a temporary basis.



**PHYSICIAN'S STATEMENT**

- a) Employee may return to work at once without restrictions.
- b) Employee may return to work on \_\_\_\_\_ to modified duties with restrictions as follows:

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Duration of Restriction \_\_\_\_\_ (days, weeks)

- c) If unable to return to work, your professional opinion on a possible return to work date and course of treatment planned.

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Physician Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Thank you for your co-operation



## EMPLOYEE NOTICE – Suitable Employment

EMPLOYEE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

We are pleased that you are returning to suitable employment following your accident. We are providing you with information in order to facilitate your safe return. Working together will ensure that your return to work is safe, timely and supports your full recovery. As discussed in our meeting on \_\_\_\_\_, we recognize your present medical restrictions (as outlined below) and agree to provide suitable employment based on these restrictions.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your co-operation in the following is expected:

- If you are experiencing any problems with assigned tasks, please discuss with your supervisor.
- Your continued safety and recovery is our first concern. If you are asked by a fellow employee to assist in a task which you are not medically capable of doing, explain your restrictions and ask that they request assistance from supervision.
- If you are on prescribed medication, please inform your manager immediately as to the types, dosage, so that appropriate documentation is maintained and so that we can make fully informed decisions on your Return to Work plan that takes the nature of your medication into account. You are responsible for ensuring that you have adequate supply of your prescribed medication and follow your doctor's instructions regarding its use in order to participate with us in helping you return to work in a safe manner.
- Every effort must be made by you to attend work. If you are unable to do so, you must notify your Supervisor.

Please report to \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. on \_\_\_\_\_, for the appropriate duties which have been designed around what you reasonably believe you can perform.

Thank you for your co-operation.

Employee Signature \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_





Dear Doctor \_\_\_\_\_,

Within our Company's Safety Program, we are committed to provide work solutions for our employees who have suffered injuries at work. As such, we have developed a Return-to-Work and Absence Management Program and would like to ask your cooperation. We look forward to seeing what \_\_\_\_\_'s work restrictions and limitations are and will work with both you and \_\_\_\_\_ to insure that there are no negative effects of the return to work.

By the very nature of our work at Eagle Crane, it is essential that all workers involved with our operations are fully aware of the hazards and risks on our worksites. Our Company Safety Program therefore requires the following certification:

I hereby certify that medications required by \_\_\_\_\_ do not legally impair her/his ability to operate motor vehicles, heavy equipment and/or hazardous tools, based on the legislation concerning "Driving with Impairment" from the Criminal Code of Canada.

Signed:

\_\_\_\_\_ {Doctor} Dated: \_\_\_\_\_ {d/m/y}

If you have any questions, please call office at (306) 664-0088 for our assistance.

Thanks,

\_\_\_\_\_

# WHMIS 2015 (Work Place Hazardous Materials Information System)

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WHMIS 2015 is the new Globally Harmonized System (GHS) an information system for ensuring all workers are informed about the hazardous products their use, and the hazards associated with those products. You must receive proper training and support for the safe handling of hazardous products.

WHMIS is a three-part system supported by The Saskatchewan Employment Act and Regulations. The three-part system includes:

- Worker education, which includes generic and site-specific WHMIS training.
- A system to supply detailed information about the hazardous products through Safety Data Sheets (SDS).
- Warning labels, including supplier and workplace labels.

## **Responsibilities for WHMIS:**

Suppliers must properly identify hazardous products, which fall under WHMIS legislation and include supplier labels on each container of hazardous product and an SDS for each hazardous product in a shipment.

Eagle Crane is responsible for making sure workers are properly trained in WHMIS and the hazardous products they work with or around, providing a workplace labeling system, and SDS's to workers. Foremen are responsible for ensuring workers in their area receive specific WHMIS training in:

- the contents of labels and information sheets,
- procedures for the safe handling, storage and disposal of hazardous products, and any harmful fumes that may be released, and
- emergency procedures.

Workers must use the training and information provided by Eagle Crane to protect themselves, other workers around them, and Eagle Crane property by working safely with hazardous products.

If you are in doubt about the proper procedure to follow using a hazardous product, be sure to consult your Crew Leader or the Safety Data Sheets.

## **Container Labelling**

Management is responsible for container labelling procedures, reviewing, and updating. The labelling system to be used is as follows:

Eagle Crane will rely primarily on the use of the manufacturers' labels to meet the labelling requirement of the standard.

- All chemicals on site will be stored in their original container with manufacturers' label attached.
- Workers may dispense chemicals from original containers in small quantities for immediate use by a single employee on a single shift. Workplace labels must be affixed to hazardous products that have been transferred from the original container into another. These secondary containers must be labelled with at least the generic name of the product dispensed (e.g., paint, thinner, etc.). Excess chemical must be returned to the original container at the end of the shift or given for proper handling to the Safety Coordinator.
- Management will ensure that all containers are labelled with the manufacturers' label or equivalent containing the following information:
  - Chemical Name; Manufacturers' Name and Address; and Appropriate hazard warnings.
- No unmarked containers of any size will be left in the work area unattended.

## **Hazardous Product List & Safety Data Sheets**

A master list of all the hazardous products used on a job site will be maintained by Management and kept. SDS's are readily available for all employees review at any time.

Copies of SDS's for all hazardous products to which employees of this company may be exposed will be kept:

Anyone purchasing new hazardous products must request a copy of the Safety Data Sheet (SDS). The company Safety Coordinator will ensure that new SDSs are distributed to the appropriate job sites. If SDSs are not available or new chemicals in use do not have an SDS, immediately contact the company Safety Coordinator.

## **Employee Information and Training:**

All Eagle Crane workers will be certified by a recognized WHMIS/SDS Training Program {SCSA or equivalent}

### *Informing Other Employers*

It is the responsibility of Management to insure all employers on the job site exchange the following information:

- Hazardous products which employees may be exposed while on the job site.
- Procedures for obtaining SDSs from each employer
- Precautions employees should take to lessen the possibility of exposure.
- Location of written WHMIS programs for each company.

- Contact information for the Safety Coordinator for each company.

Each employer will be responsible for providing necessary hazard information to their affected employees.

## **An SDS should contain the following information:**

### *SECTION 1 – IDENTIFICATION*

- Product identifier (e.g. Product name)
- Other means of identification (e.g. product family, synonyms, etc.)
- Recommended use
- Restrictions on use
- Canadian supplier identifier+
  - Name, full address and phone number(s)

Emergency telephone number and any restrictions on the use of that number, if applicable++

### *SECTION 2 – HAZARDOUS IDENTIFICATION*

- Hazard classification (class, category or subcategory) of substance or mixture or a description of the identified hazard for Physical or Health Hazards Not Otherwise Classified
- Label elements:
  - Symbol (image) or the name of the symbol (e.g., flame, skull and crossbones)
  - Signal word
  - Hazard statement(s)
  - Precautionary statement(s)

Other hazards which do not result in classification (e.g., molten metal hazard)

### *SECTION 3 – COMPOSITION/INFORMATION ON INGREDIENTS*

- When a hazardous product is a material or substance:
  - Chemical name
  - Common name and synonyms
  - Chemical Abstract Service (CAS) registry number and any unique identifiers
  - Chemical name of impurities, stabilizing solvents and/or additives\*
- For each material or substance in a mixture that is classified in a health hazard class\*\*:
  - Chemical name
  - Common name and synonyms
  - CAS registry number and any unique identifiers
  - Concentration

NOTE: Confidential business information rules can apply

### *SECTION 4 – FIRST-AID MEASURES*

- First-aid measures by route of exposure:
  - Inhalation
  - Skin contact
  - Eye contact
  - Ingestion
- Most important symptoms and effects (acute or delayed)

Immediate medical attention and special treatment, if necessary

#### ***SECTION 5 – FIRE-FIGHTING MEASURES***

- Suitable extinguishing media
- Unsuitable extinguishing media
- Specific hazards arising from the hazardous product (e.g., hazardous combustion products)
- Special protective equipment and precautions for fire-fighters

#### ***SECTION 6 – ACCIDENTAL RELEASE MEASURES***

- Personal precautions, protective equipment and emergency procedures

Methods and materials for containment and cleaning up

#### ***SECTION 7 – PREVENTIVE MEASURES***

- Precautions for safe handling

Conditions for safe storage (including incompatible materials)

#### ***SECTION 8 – EXPOSURE CONTROLS/PERSONAL PROTECTION***

- Control parameters, including occupational exposure guidelines or biological exposure limits and the source of those values
- Appropriate engineering controls

Individual protection measures (e.g. personal protective equipment)

#### ***SECTION 9 – PHYSICAL AND CHEMICAL PROPERTIES***

- Appearance (physical state, colour, etc.)
- Odour
- Odour threshold
- pH
- Melting point/Freezing point
- Initial boiling point/boiling range
- Flash point
- Evaporation rate
- Flammability (solid; gas)
- Lower flammable/explosive limit
- Upper flammable/explosive limit
- Vapour pressure
- Vapour density
- Relative density
- Solubility
- Partition coefficient - n-octanol/water
- Auto-ignition temperature
- Decomposition temperature
- Viscosity

#### ***SECTION 10 – STABILITY AND REACTIVITY***

- Reactivity
- Chemical stability
- Possibility of hazardous reactions
- Conditions to avoid (e.g., static discharge, shock, or vibration)
- Incompatible materials
- Hazardous decomposition products

## *SECTION 11 – TOXICOLOGY INFORMATION*

Concise but complete description of the various toxic health effects and the data used to identify those effects, including:

- Information on the likely routes of exposure (inhalation, ingestion, skin and eye contact)
- Symptoms related to the physical, chemical and toxicological characteristics
- Delayed and immediate effects, and chronic effects from short-term and long-term exposure
- Numerical measures of toxicity, including acute toxicity estimates (ATEs)

## *SECTION 12 – ECOLOGICAL INFORMATION*

- Ecotoxicity
- Persistence and degradability
- Bio accumulative potential
- Mobility in soil

Other adverse effects

## *SECTION 13 – DISPOSABLE CONSIDERATIONS*

Information on safe handling for disposal and methods of disposal, including any contaminated packaging

## *SECTION 14 – TRANSPORTATION INFORMATION*

- UN number
- UN proper shipping name
- Transport hazard class(es)
- Packing group
- Environmental hazards
- Transport in bulk, if applicable
- Special precautions

## *SECTION 15 – REGULATORY INFORMATION*

Safety, health and environmental regulations specific to the product

## *SECTION 16 – OTHER INFORMATION*

Date of the latest revision of the SDS

WHMIS 2015 applies to two major groups of hazards: physical, and health. Each hazard group includes hazard classes that have specific hazardous properties.

- **Physical hazards group:** based on the physical or chemical properties of the product – such as flammability, reactivity, or corrosivity to metals.
- **Health hazards group:** based on the ability of the product to cause a health effect – such as eye irritation, respiratory sensitization (may cause allergy or asthma symptoms or breathing difficulties if inhaled), or carcinogenicity (may cause cancer).

GHS also defines an Environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015. However, you may see the environmental classes listed on labels and Safety Data Sheets (SDSs). Including information about environmental hazards is allowed by WHMIS 2015.

## List of Hazard Classes

### Physical Hazards

- Flammable gases
- Flammable aerosols
- Oxidizing gases
- Gases under pressure
- Flammable liquids
- Flammable solids
- Self-reactive substances and mixtures
- Pyrophoric liquids
- Pyrophoric solids
- Self-heating substances and mixtures
- Substances and mixtures which, in contact with water, emit flammable gases
- Oxidizing liquids
- Oxidizing solids
- Organic peroxides
- Corrosive to metals
- Combustible dusts
- Simple asphyxiants
- Pyrophoric gases
- Physical hazards not otherwise classified

### Health Hazards

- Acute toxicity
- Skin corrosion/irritation
- Serious eye damage/eye irritation
- Respiratory or skin sensitization
- Germ cell mutagenicity
- Carcinogenicity
- Reproductive toxicity
- Specific target organ toxicity – single exposure
- Specific target organ toxicity – repeated exposure
- Aspiration hazard
- Biohazardous infectious materials
- Health hazards not otherwise classified

Note: GHS also defines an Explosive class and the Environmental Hazards group (not mandatory). The WHMIS regulations do not currently include the Explosives hazard class. Explosives are covered by other legislation in Canada.

# Employee Handbook and Safety Orientation

## **EAGLE CRANE**

**101 173961 SASKATCHEWAN LTD.**

### **EMPLOYEE AND SAFETY ORIENTATION MANUAL**

**306 664 0088**





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## SAFETY POLICY

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Eagle Crane and its associated companies are committed to preventing the accidental loss of its resources, including workers and physical assets. Safety is as important as the quality of our work and productivity.

In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy work environment in accordance with industry standards and in compliance with legislative requirements, and will strive to identify and control any foreseeable hazards which may result in property damage, accidents or personal injury/illness.

All workers will be equally responsible for minimizing accidents within our facilities and operations. Safe work practices and procedures will be clearly defined in the Eagle Crane Safety Manual for all workers to follow. This policy provides support for all safety related activities and the information found in the company safety manual.

Accidental loss can be controlled through good management in combination with active worker involvement. Safety is the direct responsibility of all owners, managers, supervisors, and workers.

All management activities will comply with company safety requirements as they relate to bidding jobs, planning jobs and maintenance of facilities and equipment. All workers will perform their jobs properly in accordance with established procedures and safe work practices. Working in a healthy and safe way is a condition of employment.

Eagle Crane has developed a safety manual which lays the foundation for achieving the goals and objectives established in this policy. The safety manual is a living document which will strive to identify, assess and control the hazards we face in our work. I trust that all of you will join me in a personal commitment to make safety a way of life.



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## GENERAL RULES AND PROHIBITIONS

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General worksite safety rules for Eagle Crane site locations (More specific rules may be in place for each location):

Eagle Crane expects all its employees, and sub- contractors to be aware of the following general site safety rules. It is further expected that they understand that contravention of these rules and any other policy or standard laid out in the Eagle Crane Safety Manual or Employee Handbook will result in disciplinary action. Compliance is not an option but rather a condition of employment.

- All work must be carried out in a safe and responsible manner in accordance with site rules and procedures and as instructed by your supervisor. Work will always be conducted within the requirements of the OH&S regulations.
- Employees are expected to arrive at work mentally and physically able to perform their assigned tasks. Anyone not fit to do their assigned tasks will be removed from site immediately.
- Horseplay and practical jokes will not be tolerated.
- Running is not allowed on any Eagle Crane worksite except in an emergency conditions.
- Fighting, threatening, intimidation or harassment of anyone on an Eagle Crane work site will not be tolerated.
- Drugs and alcohol will not be tolerated while working or traveling to and from the worksite. No one is to operate any vehicle or equipment if they have been drinking.
- Possession of drugs, alcohol or paraphernalia for this will not be tolerated at any Eagle Crane location.
- It is the responsibility of the employee to show up for work in a fit manner and not under the effects of drugs or alcohol. Employees that show up at work in a manner that is not fit for work will not be allowed on site until they are fit.
- Theft, vandalism, abuse, or willful damage of any Eagle Cranes property, customer property or co-worker property is prohibited.
- The possession of firearms in Eagle Crane vehicles or worksites will not be tolerated.
- Personal materials and vehicles will be allowed only on Eagle Crane or customer sites with permission from site management.
- Operating company vehicles or equipment in a manner not in accordance with provincial laws, company standards, manufactures specifications, industry best practice or customer site requirements will not be tolerated.

- It is your responsibility to report all injuries, damages, accidents or incidents immediately. Failure to do so can result in incidents repeating themselves and workers not getting proper treatment for injuries.
- All hazards, unsafe acts or conditions must be reported immediately to your supervisor.
- The use of required personal protective equipment and site work wear is mandatory.
- Anyone who may have to work in an environment where respiratory protective equipment is required must be clean shaven and hair longer than shirt collar length must be tied back and controlled.
- Long hair will be controlled to prevent contact with machinery or equipment.
- Poor workmanship will not be tolerated. In general any poor workmanship which endangers people or property will not be tolerated.
- Do not use tools which are unsafe or damaged.
- Tools or equipment must be used in the form they were intended- do not use a pipe wrench as a hammer.
- NO one will ride a hoisted load.
- NO one will ride on any part of a piece of equipment not designed to transport personnel. If a piece of equipment has one seat only one person can ride. No riding on fenders, running board, steps of forklifts, open tailgates, cranes hooks etc.
- If you suffer from a medical condition which may endanger yourself or your fellow workers or just require special medical attention in the event of an emergency it is recommended to report this condition to our supervisor. This information will be kept confidential with only the supervisor and site first aid personnel being aware.
- No worker shall alter or modify any piece of equipment on our site to increase speed or improve performance without the written approval of their supervisor.
- Compressed air is not to be directed at any worker for any purpose.

***ALL WORKERS ON SASKATCHEWAN WORK SITES HAVE THREE BASIC RIGHTS GUARANTEED UNDER LAW:***

- The right to participate in workplace safety initiatives.
- The right to know about risks and hazards on their work site.
- The right to refuse work they see as dangerous.



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## FIT FOR DUTY

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It is Eagle Crane's intent to provide a healthy, safe and drug-free workplace. To achieve this goal, employees are required to report for work fit to perform their job.

Fit-for-duty means "that an individual is in a physical, mental, and emotional state which enables the employee to perform the essential tasks of his or her job in a manner which does NOT threaten the safety or health of oneself, co-workers, property, or the public at large".

- All Employees are to be made aware of the company's Fit for Duty policy through New Hire Orientation.
- All workers should be trained and educated to perform their job duties safely.
- Employees are to be competent and qualified.

Employees are expected to arrive at work mentally and physically able to perform their assigned tasks. Any one not fit or capable to perform their assigned tasks will be removed from work site.

No worker is permitted to work or report for work under the influence of alcohol, drugs or impairing medications. All workers must notify their supervisor if they are taking prescription or over-the-counter medications that may impair their ability to work safely.

Eagle Crane is prepared to offer support to a worker with an alcohol or drug related disability, where the worker is willing to participate in a recognized substance abuse program.

Eagle Crane will provide assistance to workers who are unable to perform their job duties, whether it be transferring the employee to another role, providing leave of absence or directing them to an employee assistance program.



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## SITE EVACUATION PLAN

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### **WHEN YOU HEAR or SEE a FIRE or hear a continuous motor vehicle horn:**

- Shut off your equipment and unplug the equipment you are working on.
- If there is a fire or any emergency requiring an evacuation the person seeing the emergency is to go to the nearest vehicle and sound the horn continuously for 30 seconds. For an emergency where first aid providers or supervisors are required to deal with an emergency, the vehicle will be sounded in 10 second increments with approximately a 5 second break for 4 rotations.
- You will go directly to the nearest safe area. Proceed in a calm and orderly fashion to the prescribed meeting area. Once outside, stay with your work crew.
- No buildings are to be entered when there is a Fire.
- Do not stop to pick up personal property.
- Keep doors closed. If a door is open, **close it.**
- Stay with your work crew until you are given permission to leave.
- The MUSTER Point for the office will be at the west end of the Entry Gate. If on a jobsite, the Site Coordinator shall establish the muster point in writing to all employees and sub-trades. Proper signage as established by OHS will be put up on every site.

### **ALL STAFF SHOULD**

- Be aware of where the muster point and fire extinguishers are located.
- Insure that your Supervisor knows where you are at all times.
- In the case of an alarm, follow your Supervisor's instructions and leave the work area in a calm and orderly fashion. It is your responsibility to understand where your assembly area is.



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## PERSONAL SAFETY EQUIPMENT

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Proper use of safety equipment is mandatory for all employees and includes the following:

**\*\*\*\* FALL PROTECTION MUST BE WORN AT ALL TIMES WHEN REQUIRED BY THE OCCUPATIONAL HEALTH AND SAFETY ACT AND REGULATIONS. \*\*\*\***

1. Reflective high visibility vests, coveralls or winter wear are to be worn on our jobsites at all times. It is essential that all workers be visible to the crane operators.
2. Hearing protection, including ear plugs or earmuffs, must be used if noise levels are judged by the Safety Committee to be excessive on any job.
3. Eye protection must be worn when working with or near any saws, or in any environment where there is the possibility of eye injury.
4. Care must be taken if gloves are needed. Always wear the proper gloves for the duties to be performed.
5. Hardhats shall be worn at all times on our job sites.
6. CSA Grade safety boots, which have the green triangle, are the required footwear.
7. All clothing and safety equipment should fit properly. Loose clothing and jewelry should not be worn in any work environment if these articles could contribute to an accident.
8. Safety gear should not be modified, and should be replaced if damaged. Proper care for equipment shall be followed.
9. Respirators and/or dust masks shall be provided and will be worn in all areas when required.

**10. All workers are to comply with Company guidelines and OHS Regulations in regards to wearing Fall Protection on any site that Eagle Crane is working on. Workers must be tied off if they are working more than 1.2 meters from the ground.**

Under Saskatchewan Occupational Health and Safety Law, employers are required to supply hardhats, hearing protection, safety glasses and other required PPE as needed. This PPE must meet Provincial Standards.



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## DRUG AND ALCOHOL POLICY

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Possession and/or consumption of drugs and/or alcohol in the work areas of Eagle Crane is strictly forbidden. Anyone found using or in possession will be dismissed for a first offence. Anyone who appears to be under the influence of drugs and/or alcohol will be sent home without pay.

Before an employee can return to work, when they have missed work for any medical reasons, they must bring a note from their Doctor establishing that any medication that they require, does not legally impair them from the operation of motor vehicles, or equipment, or impair how they can perform their duties.

### **Drug and Alcohol testing:**

Eagle Crane has a drug and alcohol testing program and have the right to perform drug testing. We can require testing on the grounds of post incident and reasonable cause. If you are asked to be tested, you have the right to refuse; however, a refusal, will result in termination on the grounds of non-compliance. Drugs and alcohol have been proven to impair judgment and reaction time of individuals making you a hazard to yourself and others. This cannot be tolerated by anyone. The use of drugs and alcohol at the work site will not be tolerated. Employees under the influence of drugs and alcohol will not be tolerated.

If you feel someone is under the influence of alcohol or drugs, report them to their supervisors so we can prevent them from hurting someone.

I \_\_\_\_\_ understand that as a condition of my employment I must be at work in a fit manner not under the influence of drugs or alcohol. I understand that under the conditions of post incident or reasonable cause that I can be drug tested.

Signed \_\_\_\_\_ Date \_\_\_\_\_

- Drugs and alcohol possession – Drugs and alcohol will not be tolerated at any worksite.
- Anyone found with: Alcohol, Drugs or Drug paraphernalia will face disciplinary action which can and may consist of Suspension or Termination





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## SAFETY POLICY REGARDING SELF EMPLOYED AND CONTRACTORS

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All contractors and self-employed workers working on Eagle Crane sites will comply with our Safety Program and will be provided with a copy of the Safety Manual which will establish the basic rules of safety on our site. If they violate this safety program, they will be notified in writing and must come into compliance to complete their work on our sites.

All contractors and sub-contractors on our site must provide Eagle Crane with a current Letter of Clearance from WCB or other steps will be taken.

Current Training Records are to be provided for any area where certification is a legal requirement {PME, Fall Protection, Confined Space, WHMIS, TDG, etc.}. No worker is to operate any equipment without certification.

**Responsibility of Contractors and Sub-Trades:**

6. To provide a safe and healthy workplace.
7. Ensure that legal health, first aid and safety requirements are met.
8. Making sure that the Supervisors, Forepersons and Workers are trained, supported and accountable for their safety requirements and that their performance is monitored.
9. Perform site inspections on a regular basis on work sites or when working and site conditions change.
10. Take an active part in all site Safety concerns and issues. This includes reporting and investigating of all accidents or near misses on our sites.

**Eagle Crane site inspections will be performed at all sites and where a subcontractor or their workers are found to not be in compliance with our Safety Program or the Saskatchewan Employment Acts and the related Regulations, a written warning will be issued and the contractor will come into compliance.**

Signed: \_\_\_\_\_ Witnessed: \_\_\_\_\_



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# STATEMENT OF RESPONSIBILITIES AND ACCOUNTABILITY

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## HEALTH & SAFETY RESPONSIBILITIES

For Eagle Crane to achieve the goals set out in the Eagle Crane Safety Policy, it is essential we share the responsibility for ensuring safety. Every worker has a part to play in achieving our safety goals. The following outlines the general roles and responsibilities for safety at Eagle Crane.

### **Management:**

- Play a leadership role in health and safety by establishing a system of internal responsibility for health and safety within Eagle Crane;
- Ensure policies, procedures and rules are developed and implemented to identify, control or eliminate hazards to the health and safety of Eagle Crane workers;
- Ensure our shop and equipment are in safe working condition at all times;
- Ensure visitors conduct themselves in a safe manner while on Eagle Crane property;
- Periodically review all accident statistics, WCB reports and Accident/Incident Investigation Reports to determine the level of safety performance;
- Conduct semi-annual site inspections;
- Ensure all workers are aware of their legal rights and responsibilities concerning safety;
- Consult and cooperate with the Occupational Health and Safety Committee;
- Cooperate with Provincial Occupational Health and Safety Inspectors; and
- Ensure legislative and regulatory requirements are met.

### **Field Supervisor and Crew Leaders:**

- Play a leadership role in health and safety within Eagle Crane;
- Ensure Eagle Crane policies, procedures and rules are implemented as applicable within their areas of responsibility;
- Secure any personal protective equipment and/or alternative control measures and equipment needed to allow work to be done safely.
- Establish a responsibility system for health and safety in which everyone in the workplace has a part;
- Consult and cooperate with the Occupational Health and Safety Committee;
- Ensure reported hazards, and safety concerns are responded to in a timely manner;

- Ensure our facilities and equipment are in safe working condition at all times;
- Ensure accidents, dangerous occurrences, equipment/material damage, emergency situations and near-miss incidents are investigated and reported as soon as is reasonably practicable;
- Ensure workers, visitors and contractors are wearing the appropriate personal protective equipment;
- Ensure information regarding the health and safety of workers is made available and/or provided to all workers;
- Encourage workers to bring forward health and safety concerns, and respond to those concerns promptly; and
- Ensure legislative and regulatory requirements are met.
- Ensure safety training including New Hire Orientations are provided as required for all workers;
- Conduct safety meetings;
- Ensure a Pre-job Hazard Assessment has been conducted before each new location and that the assessment is reviewed daily to identify any possible changes to the work environment;
- Ensure hazardous products are properly used and appropriate training and information related to the use and the hazardous products is given to the workers working with and around the hazardous products;
- Encourage workers to bring forward health and safety concerns, and respond to those concerns promptly; and
- Ensure legislative and regulatory requirements are met.

**All Workers:**

- Take responsible precautions for their own health and safety and the health and safety of others;
- Ensure the Eagle Crane safety manual including policies, procedures and rules are adhered to;
- Wear any and all personal protective equipment as required for the job;
- Use any and all safeguards and devices provided for the protection of themselves or others;
- Follow approved safe work practices and procedures when using all tools and equipment;
- Use all tools, equipment and materials in a safe manner and within the capacity and purpose for which they were provided;
- Perform work safely and report any hazardous condition, procedure, equipment operation or material concerns to their Supervisor immediately;
- Refuse work when faced with an imminent danger situation (See Workers Rights); work must stop immediately, and not resume until the concern has been reported and the reason for refusal has been resolved or corrected
- Report all injuries as soon as is reasonably practical, no matter how small. Never leave an Eagle Crane job or facility without reporting an injury to the Crew Leader, Supervisor, or President.

**Suppliers and Contractors:**

- Conduct themselves in a safe manner and co-operate with Eagle Crane Management and Supervisors and Workers; and
- Follow industry practices and The Saskatchewan Employment Act and Regulations.

**Occupational Health Committee:**

- Help the company to identify, assess and control hazards;

- Make recommendations to the company for improving workplace health and safety;
- Talk with workers about health and safety concerns and help to resolve them;
- Encourage communication between the employer and workers;
- Receive and distribute information, including OH&S publications
- Inspect the workplace regularly;
- Investigate reportable accidents and dangerous occurrences (near misses)
- Help to establish and promote health and safety programs, policies and training;
- Investigate refusals to work; and
- the company to meet legal OH&S requirements

### **Accountability**

Every worker at Eagle Crane is accountable for their own actions and must comply with the Eagle Crane Safety Program and all safety regulations. As a worker at Eagle Crane, you must keep in mind that we will train you and provide the protective equipment you require; however, that is only part of the job, it is your responsibility to adhere to safety rules and regulations, and not place yourself in unsafe situations. Safety performance is also an important factor in decisions respecting pay increases, bonuses and/or safety awards.

### **Accountability**

Every worker at Eagle Crane is accountable for their actions that harm or threaten themselves and their co-workers. The process of accountability shall be as follows:

For a minor occurrence that does not threaten life or serious injury:

**1st offence:** Verbal warning that will be noted in safety file.

**2nd offence:** Written warning.

**Subsequent offences could result in suspensions or ultimately dismissal.**

For a major occurrence where life is threatened or serious injury results: Investigation by the full OHS Committee which could result in warnings and/or suspension and/or termination if caused by negligence.



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# HARASSMENT POLICY

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## Policy Statement

All workers employed by Eagle Crane and our Sub-Contractors and their workers on our worksite should have the freedom to work in an environment free from harassment.

This policy establishes that Eagle Crane prohibit harassment on our site of or by our employees. If such behaviour has been proven, immediate disciplinary action will occur, that could result in warnings, suspension and/or termination.

**No** form of harassment will be tolerated in the workplace. Management and supervisors who have supervisory responsibilities over others must serve as an example and role model for those employees. Therefore, any violation of this policy by management staff will not be tolerated.

It is the responsibility of management personnel to take the appropriate steps to investigate any complaint of harassment and take the actions necessary to eliminate such harassment. Any employee who feels that they have suffered from harassment should approach a supervisor with whom they are most comfortable with, with their concerns and they must be dealt with.

## Policy Definitions

**Harassment** means any objectionable conduct, comment, gesture or display by a person that:

- d. is directed at a worker.
- e. is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place or origin; and
- f. in the case of a concern directed to the occupational health and safety committee the conduct, comment or display constitutes a threat to the health or safety of the worker.

Note: Harassment need not be a threat to health or safety to be a violation of the policy.

"**Personal harassment**", within the above definition can be typified as:

**1: Sexual harassment:** Any unsolicited and unwelcome sexually oriented behaviour. This behaviour may include but is not limited to the following:

- h. an implied or expressed threat of reprisal for refusal to comply with a sexually oriented request.
- i. a demand for sexual favours in return for employment or more favourable employment treatment.
- j. unwelcome invitations or requests, whether explicit or indirect, to engage in behaviour of a sexual nature.
- k. unwelcome remarks, jokes, innuendos, propositions or taunting about a person's body, attire, sex, or sexual orientation.
- l. displaying of sexually explicit materials.
- m. leering (suggestive persistent staring) or other gestures associated with sexuality.
- n. unwelcome physical contact such as touching, patting, rubbing, pinching etc.

NOTE: When based on mutual consent, normal social contact between the sexes does not constitute sexual harassment. In the event that one party wishes to end the normal social contact, then the other party will respect their wishes. A breach of the party's wishes may, depending on the circumstance, be a violation of the policy.

**2: Other forms of Personal Harassment:** based on race, creed, religion, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin, but is not limited to the following:

- A: unwelcome remarks, jokes, innuendos or taunting about any of the above.
- B: displaying of racist or bigoted ethnic pictures or materials.

### **Complaint procedure**

An employee who has concerns about any harassment issue can approach a supervisor, one whom they are most comfortable with, with their concerns and they will be investigated. Investigation will be conducted by the Site Management. **All complaints must be regarded seriously and investigated promptly and confidentially.**

Senior Management should be immediately notified if a complaint is filed. When investigating a complaint, private interviews with both the complainant and the alleged harasser should be held as soon as possible, along with any witnesses. All information received should be documented accurately and completely. Face to face meetings should only be done if a mediator is involved. At other times a meeting face to face will increase stress levels to the point where solutions become impossible to correct.

If the complaint is determined to be valid, the offender will face immediate and appropriate disciplinary action based on the severity of the charge.

If you feel that you are suffering from harassment:

- Ask the harasser to stop, letting them know that their actions are making you uneasy or uncomfortable.
- If they don't stop, keep track of dates, times, what's happening and witnesses (if any).
- Speak to that supervisor with whom you are most comfortable about your concerns and confirm your conversation in a letter.
- With the aid of the person you went to, a decision will be made as to what will be the resolution.

### **Discipline**

All decisions passed down will be provided to both parties in writing. If the complaint is found to be in breach of the Company's Policy, the offender will face immediate disciplinary action based on the severity of the incident.

It is a serious matter to violate the policy or to make unfounded allegations against a person. The penalties for violations will be determined by the facts of each case, subject to the following principles:

4. It is an extremely serious offence for management employee to use or threaten to use their position to gain sexual favors from an employee will result in termination. Other harassment by a supervisor must also be dealt with.
5. Where the conduct complained of, creates a hostile work environment and, in the opinion of the management, an employee can be rehabilitated, lesser discipline including warning, suspension, demotion or transfer may be considered. The severity of the penalty must be determined by the severity of the violation of this policy.
6. Because complaints against a person can ruin that person's ability to continue to work, complaints filed which are found to be false or malicious will result in disciplinary action against the complainant including warning, suspension, demotion, transfer or dismissal. The penalty will be determined by the severity of the allegation and whether the employee may be rehabilitated. It should be noted however that filing a complaint in good faith will not be considered to be a false or malicious complaint.

**Confidentiality**

The employer will not disclose the identity of the worker or the circumstances of the complaint except where disclosure is necessary for the purposes of investigating or taking disciplinary action in relation to the complaint, or where such disclosure is required by law.

**External complaints**

Nothing in the Harassment Policy statement shall discourage or prevent a worker from referring a harassment complaint to the occupational health and safety division pursuant to the Occupational Health and Safety Act, 1993, initiating a complaint under The Saskatchewan Human Rights Code, or exercising any other legal rights available under any other law.





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## VIOLENCE POLICY

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***Section 37 of the OHS Regulations defines violence as follows:***

***“violence” means the attempted, threatened or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that they are at risk of injury.***

Eagle Crane is committed to having a workplace free of violence. If any employee or visitor on our site is exposed to or at risk of violence from another party on our site, whatever steps deemed necessary by management will be exercised to insure the safety of those put at risk.

Any worker that has been exposed to violence in our workplace shall report it immediately to their supervisor. An investigation using an “Accident/Incident Investigation Form” shall be carried out as soon as possible.

Incidents that involve threatening behaviour will be investigated by management and could result in the employee involved being required to attend an anger management program, at their own expense as a precondition to their return to work.

Discipline shall be handled as established in our Accountability Statement, where threatening behaviour shall be dealt with as a written warning for a first occurrence, suspension for a second occurrence and termination after a third. In cases where violence is attempted unsuccessfully, the first stage shall be a suspension and a second occurrence would result in termination. Where anyone on our site is assaulted by another worker, termination will be immediate and charges should be laid.

We are committed to a workplace free of violence and as such, violent actions will not be tolerated.

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# EMPLOYEE DRIVING ORIENTATION

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Name (please print)

Driver's license #

All Eagle Crane personnel are expected to operate company vehicles and equipment in a safe manner at all times, as a condition of employment.

Eagle Crane vehicles and equipment rules and standards are summarized below:

## **Laws**

Company vehicles and equipment must be operated in accordance with all provincial, federal and municipal rules and regulations. **Seatbelt use is mandatory therefore, all drivers and passengers must wear seatbelts.** Drivers of company vehicles will be held liable for any violations or fines that are a direct result of the person's actions.

## **Driver's License**

Anyone who operates a licensed vehicle owned or provided by Eagle Crane must possess & maintain a current driver's license as required by government regulations. It is the employee's responsibility to notify his/her supervisor of any changes to the status of his or her driver's license. Loss or suspension of a driver's license means automatic suspension of company driving privileges.

## **Fitness**

Drivers must be physically and mentally alert in order to drive safely. Individuals with medical disabilities or conditions which can affect their driving, and the safety of others must inform their supervisors personnel prior to being given driving privileges.

## **Use**

Individuals are required to operate company units in a safe and responsible manner. Drive in a courteous manner, being respectful to other drivers on the road. When driving a company vehicle, regardless of what you are doing, you are representing Eagle Crane. Your conduct is noted and remembered by others. Be aware of this conduct at all times.

## **Privileges**

If at any time a vehicle operator's conduct is deemed unacceptable, driving privileges can be withdrawn.

## **Drugs/ Alcohol**

NO individual will operate any company vehicle or equipment while under the influence of drugs or alcohol. The possession of drugs and alcohol will not be tolerated in any Eagle Crane vehicle.

## **Site rules**

When operating a vehicle on a client's site or roadway, drivers must obey all site rules and regulations (speed limits, etc) Drivers may be required to obtain any site-required permits prior to entering certain monitored facilities.

## **Firearms**

Possession of firearms or ammunition in an Eagle Crane vehicle is strictly prohibited.

**Alterations**

No unauthorized alterations or removals of any factory installed equipment on any Eagle Crane vehicle will be tolerated.

**Maintenance**

It is the responsibility of the operator to maintain the vehicle assigned to him/her to manufacturer's standards. Records of maintenance must be kept with the vehicle or sent to the equipment division for record keeping.

**Inspection**

It is the responsibility of the person assigned to the vehicle to perform all required inspections (daily walk-around of the vehicle and prior to each use) as per company policy.

Written weekly inspections are required for all company vehicles. Copies of these inspections need be sent to your supervisor.

**Condition**

No Eagle Crane vehicle will be operated unless it is in safe working condition. If you feel it is not safe it is your right and duty to refuse to operate it.

**Cargo**

Any cargo on or in vehicle should be adequately secured to prevent unintentional movement.

**Parking**

Pull-through parking techniques should be used in parking lots, whenever practicable, where these techniques cannot be used the vehicle operator should back into the parking spot.

**Working alone**

When operating a company vehicle and traveling alone employees are required to follow the Eagle Crane working alone policy. If your travel places you are in working alone conditions.

**Vehicle Incidents**

All vehicle incidents must be reported to your supervisor immediately and a vehicle accident report must be filled out.

**Cell Phones/electronic communication devices**

Note: some sites prohibit the use of cell phone at all times in any vehicle.

The use of cell phones is prohibited in all company vehicles unless the following applies:

- A hands free for all applications is used
- The vehicle is stopped in a safe location off the road

Texting, talking, reading emails or any action that distracts the driver is prohibited in any Eagle Crane vehicle.

**Violations**

Disciplinary action will be taken against any employee of Eagle Crane who knowingly or willingly is found in violation of the Eagle Crane driving policy, any client rules or standards or the Provincial OH&S Act.

### **Driving Violation Standard**

All drivers of Eagle Crane vehicle will follow all applicable rules of the road, company driving standards and driving laws. Any drivers that violate safe driving standards and traffic laws can face disciplinary action.

All Eagle Crane employees driving any company vehicle must have a valid driver's license, be insured on the company insurance, and conduct all required inspections on the Eagle Crane vehicle they are driving.

### **Standard tickets – Convictions against license**

- 2 tickets – Verbal warning that another ticket may result in loss of driving privileges
- 3 tickets – Written warning, loss of driving privileges may occur, Disciplinary action will be determined by the workers supervisor and manager. If the employee is to continue driving it will require written sign-off by the employee's manager.
- 4 tickets- Loss of driving privileges may occur. Additional disciplinary action will be at the discretion of the supervisor or manager
  - o Safe driving course maybe required to allow continued driving.
- Convictions of a serious nature – These include DUI, dangerous driving, any suspension or any driving conviction that Eagle Crane deems of a serious nature. These will require a signoff by the division manager to allow the worker to operate any Eagle Crane vehicle. This is of course only applicable if the employee has a valid driver's license and we can insure the employee with our insurance company.

### **Photo Convictions:**

Any violations of the applicable traffic laws Eagle Crane driver are regarded as incidents. These represent unsafe actions, with company vehicles, that can lead to vehicle incidents or accidents. Photo radar or red-light tickets are examples of these infractions. Photo convictions issued to an Eagle Crane vehicle, where it is clear who the driver is, will be considered violations of the companies driving policy. The cost of these convictions will be charged to the appropriate employee. In case where the employee cannot be identified then the charges assigned to the company or person the vehicle is assigned to. Drivers with unacceptable numbers of offenses can have their driving privileges revoked.

### **Driving Record**

It is the policy of Eagle Crane to obtain and review the driving record on each prospective employee before an offer for employment is extended to the individual.

Driving records are checked annually on all employees where driving is part of his/her job description.

Management of Eagle Crane will review the driving record to ascertain, at its sole discretion, whether the applicant or employee holds a valid license and whether his/her driving record is within the parameters set by company policy.

If an employee's driving record does not meet the criteria set by the company, as determined at the sole discretion of management, remedial training or other disciplinary action may be taken, up to and including termination.

### Fuel Card/Credit Card Usage

All fuel cards or credit cards in the name of Eagle Crane and issued to an employee is to be used solely for the purchase of fuelling or repairing Eagle Crane's vehicles only. Any use of these cards for other required purchases must be pre-approved by the President or Supervisor. Personal use of Eagle Crane fuel cards will be considered a violation of the employee's employment agreement and may result in disciplinary action and or termination of employment with Eagle Crane.

Any employee who uses the card for non-approved items will be required to repay Eagle Crane for the amount owing.

### Questionnaire

1. True or False – You must wear a seatbelt while operating any Eagle Crane vehicle
2. You are allowed to use a cell phone in a company vehicle if you
  - A- Use a hand free unit
  - B- Is allowed to by law within that jurisdiction
  - C- You have stopped on the side of the road in a safe location
  - D- When you know it is an emergency
  - E- A, B and C
3. True or False – Being under the influence of drugs or alcohol while operating an Eagle Crane vehicle and or possessing drugs or alcohol in an Eagle Crane vehicle is prohibited  

True                      False
4. How many tickets can you have before you can lose your driving privileges
  - A – One
  - B – Two
  - C- Three
  - D – Four
5. True or False - if you lose your license and are assigned to drive a company vehicle you will. Report the loss of licence and do not drive any company vehicle

I acknowledge having received and reviewed the Eagle Crane driving policy and standards and agree that as a condition of my employment to abide by this as they are outlined. I also give Eagle Crane its insurance company permission to obtain a Drivers Abstract at any time they deem necessary.

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Employee signature

Date

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Supervisor/ Manager signature

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# SAFETY ORIENTATION QUIZ

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Please answer the following questions: In your own words:

1) Please describe two of your responsibilities or general safety rules.

- a) \_\_\_\_\_  
b) \_\_\_\_\_

2) What is the Eagle Crane's policy on drugs and alcohol? \_\_\_\_\_  
\_\_\_\_\_

3) Under the Personal Protection Equipment Policy, what are the items required by Eagle Crane when working on sites?

- a) \_\_\_\_\_  
b) \_\_\_\_\_  
c) \_\_\_\_\_

4) True or false -OH&S act gives you the worker the right to refuse to do work which is unsafe.

(Circle one)      True      False

5) True or false- you don't have to report accidents if you were not hurt badly and don't require a visit to the doctor. (Circle one)      True      False

6) True or false- You are allowed to use the any machinery without first being certified for use by your Supervisor or Team Leader      (Circle one)      True      False

7) True or false – Eagle Crane has a modified work program, and injured Eagle Crane site personnel will be required to perform modified work if injured at work and unable to do their regular duties. (Circle one)

True      False

8) What type of safety meetings will take place at Eagle crane?

- 1- \_\_\_\_\_      2- \_\_\_\_\_

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9) True or false- when operating a manlift, you need safety harness.

(Circle one)      True      False

10) True or false – You should check the lift capacity of rigging against the weight of the item to be lifted and you should check the rigging for damage prior to attempting a lift.

(Circle one)      True      False

- 11) True or false – You can use damaged rigging to lift as long as the rating of the rigging is 3x greater than the material to be lifted. (Circle one) True False
- 12) True or false – You are required to complete and participate in hazard assessments on site as part of your work duties called JHA's? (Circle one) True False
- 13) Drugs and Alcohol – under what circumstances can you be tested for drugs and alcohol at Eagle Crane.
- Random testing  Reasonable cause
- Pre – employment  Post incident
- Because my boss doesn't like me
- 14) True or False- If you are found in possession of drugs alcohol or paraphernalia for their use you can face disciplinary action and possible termination? (Circle one) True False
- 15) Is the muster point for the main office and shop located at the west gate entrance in the event of an emergency? (Circle one) True False
- 16) What is the Requirement for fall protection? \*\*\*\*\*
- a) 10 feet c) 2.4 meters e) 1.2 meters
- b) 3 meters d) 6 feet
- 17) Name 3 of the General Hazards you may face while working at Eagle Crane and the controls used to protect the worker from it: \_\_\_\_\_
- \_\_\_\_\_

Example: Flying particles from grinding safety glasses, face shields, Work blinds

Hazardous action	Control
1	
2	
3	

Comments:

## Employee Safety Training

Course	Yes	NO	Expiration Date	Training by
First Aid				
CSTS				
Confined space				
Fall Protection				
Man lift				
H2s				

Any safety training which you feel is relevant or may make you more efficient at your job

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- Employee copy of safety checklist supplied
  
- Tour of work site or identify on map with new employee - Identify
  1. First aid area
  2. Supervisors office/ area
  3. Emergency meeting point – (Muster Point)
  4. Washrooms
  
- Site Procedures or polices -
 

Grinding Ladders (step and extension) Housekeeping Lockout/tag out Compressed air	Hollow Core Installation Man lifts Fall protection manual lifting Use of hand tools
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- Site security plan – reviewed
  - Ensure keys are kept in equipment while parked inside shop area. Vehicles and equipment left outside are to have keys returned inside shop area.
  - The last individual to leave the building is to ensure that all doors and gates are closed.



## Statement of Acknowledgement

I understand the supplied information and will comply with these procedures to the best of my ability. I understand that failure to do so may result in my termination of employment with Eagle Crane.

Signed \_\_\_\_\_ Date \_\_\_\_\_

SIN \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Saskatchewan Health Card Number  
\_\_\_\_\_

## Signoffs

Supervisor \_\_\_\_\_

Orientation by \_\_\_\_\_



NEW EMPLOYEE ORIENTATION

REFRESHER EMPLOYEE ORIENTATION

## NEW EMPLOYEE SAFETY ORIENTATION

Employee:	Hire Date:
Date/time of orientation:	Trade:
<p><b>Introduction</b></p> <p><input type="checkbox"/> Company Safety Policy</p> <p><input type="checkbox"/> Worker's Three Rights (to Refuse, to Know, and to Participate)</p> <p><b>Responsibilities for Safety</b></p> <p><input type="checkbox"/> Worker</p> <p><input type="checkbox"/> Supervisor</p> <p><input type="checkbox"/> Manager</p> <p><input type="checkbox"/> Contractor</p> <p><b>Emergency Procedures</b></p> <p><input type="checkbox"/> Fire</p> <p><input type="checkbox"/> Ambulance and First Aid</p> <p><input type="checkbox"/> Security/Police</p> <p><input type="checkbox"/> Incident Reporting (including unsafe acts and near misses)</p> <p><input type="checkbox"/> Site Specific Emergency Procedures</p> <p><b>General Rules and Expectations</b></p> <p><input type="checkbox"/> Harassment, Violence</p> <p><input type="checkbox"/> Drugs and Alcohol</p> <p><input type="checkbox"/> Prohibitions</p> <p><input type="checkbox"/> Vehicle Operation</p> <p><input type="checkbox"/> Site Specific Rules</p> <p><input type="checkbox"/> Aspects of Work and What is Expected of Workers</p> <p><input type="checkbox"/> House Keeping</p> <p><input type="checkbox"/> Care, Use, and Maintenance of Tools</p> <p><input type="checkbox"/> Hierarchy of Controls</p> <p><input type="checkbox"/> Manual lifting and handling of loads</p>	<p><b>Personal Protective Equipment</b></p> <p><input type="checkbox"/> Hard Hats</p> <p><input type="checkbox"/> Safety Glasses</p> <p><input type="checkbox"/> Fall Protection</p> <p><input type="checkbox"/> Respirators</p> <p><input type="checkbox"/> Hearing Protection</p> <p><input type="checkbox"/> Steel Toed Boots</p> <p><input type="checkbox"/> Safety vest/Hi visibility clothing</p> <p><b>Safe Work Practices</b> <i>(Please list the Safe Work Practices gone over with employee or contractor)</i></p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><b>Safe Job Procedures</b> <i>(Please list the Safe Job Procedures gone over with employee or contractor)</i></p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><b>Meetings</b></p> <p><input type="checkbox"/> Safety Committee</p> <p><input type="checkbox"/> General Safety Meetings</p>
Trainer/Supervisor:	Signature:
Employee signature:	Date:



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## ENVIRONMENTAL POLICY

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**Eagle Crane** recognizes that sound environmental policy makes business sense. Our Company is committed to delivering safe, reliable services in an environmentally responsible manner to the clients that we serve. We are committed to pollution prevention; the conservation of resources; and the continual improvement of our environmental management systems and performance.

### **Policy Commitment**

**Eagle Crane** is committed to:

1. Compliance with all levels of environmental legislation, regulations, and accepted standards of environmental protection;
2. Providing Spill Kits and other resources to ensure the minimization of environmental damage in case we suffer a mechanical problem resulting in a spill or any other environmental issue.
2. Providing information on key environmental issues related to Company operations to our clients;
3. Supporting community-oriented environmental initiatives and programs;
4. Providing employees with the Information necessary to make informed decisions, and ensuring all employees recognize and understand their responsibility to follow the Eagle Crane's environmental policies and procedures;
5. Updating our Environmental Responsibility Policy on a regular basis; and setting environmental targets, objectives, and programs accordingly.

Incidents will be recorded. Repeated disregard or wilful violations of this policy by any subcontractors or employee at any level may be considered cause for discipline in accordance with the Occupational Health & Safety Act and existing law.



Modified Work Program:

Eagle Crane has a modified work program in place to help its injured employees to gradually return to pre-accident work duties. The worker's supervisor and his physician will find the most suitable modified work for the injured worker. These work duties will be constantly monitored and adjusted as the workers condition changes.

Eagle Crane requires that every worker inform his Doctor of the availability of this program with the purpose of obtaining advice as to the restrictions, kinds of work and the length of time needed for recovery. Eagle Crane realizes that the sooner a worker returns to work the better it is for the physical and mental recovery of the worker. With this in mind we ask that all workers have their doctor's fill out the modified work form and return it to either their supervisor.

By reading this policy and signing the declaration of acceptance you state that you understand the Eagle Crane Modified Work Program and will comply with this program if asked to.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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I, \_\_\_\_\_ have read this Safety manual and any questions that I have had were answered. If any questions about this program and/or the Company rules and regulations arise, I will ask my supervisor for explanation.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Witnessed \_\_\_\_\_

# Environmental Policy

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3. Supporting community-oriented environmental initiatives and programs;
4. Providing employees with the Information necessary to make informed decisions, and ensuring all employees recognize and understand their responsibility to follow the Eagle Crane's environmental policies and procedures;
5. Updating our Environmental Responsibility Policy on a regular basis; and setting environmental targets, objectives, and programs accordingly.

Copies of this policy will be included in the Employee Handbooks. Compliance with this policy will be reviewed regularly at all employee levels.

Incidents will be recorded. Repeated disregard or wilful violations of this policy by any subcontractors or employee at any level may be considered cause for discipline in accordance with the Occupational Health & Safety Act and existing law.

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Kevin Glover, President

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Date



# Hearing Conservation Program

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Eagle Crane recognizes that exposure to loud noise can damage employees' hearing. The following work practices have been implemented to minimize the potential risk:

- Appropriate hearing protection will be worn as specified by management. Hearing protection will be worn when it will provide greater safety and protection benefits.
- When working at a client's site, employees will adhere to the hearing-protection requirements of either the client or Eagle Crane, whichever are more stringent.
- The requirements outlined below are mandatory while working in the company's workshop or on its projects. They apply to all employees, visitors and contractors.

## Identification of Noise Sources

- Noise levels will be determined for all high-noise areas and equipment
- Representative monitoring will be performed to determine personnel exposures where appropriate.
- Equipment or areas with noise levels equal to or exceeding 85dBA will be identified with labels or signs, which will be posted on the piece of equipment or at the entrance to noisy areas.
- The sign or label will state either "Hearing Protection Is Required While the Equipment is Operating" or "Hearing Protection Is Required While Working in the Area" or similar wording, as appropriate.
- Equipment typically requiring labels includes but is not limited to compressors, saws, grinders, generators and pneumatic tools.
- Labels will be placed where the operator can readily see the warning, such as next to power switches.
- The requirements of this policy will be included in specifications when purchasing, renting or leasing equipment.

## Reduction of Noise Levels

- Whenever practical, noise levels identified as exceeding 85 dBA will be reduced by means of engineering or administrative controls, including isolation, enclosure and application of noise-reduction materials.
- Noise reduction ratings (NRRs) must be considered when selecting the type of hearing protection (ear plugs, ear muffs or both) for a particular job.

## Hearing Protection

- Only company-approved hearing protection will be used.
- Hearing protection will be worn at all times when noise levels are suspected of equaling or exceeding 85 dBA.
- Use of portable radios with earphones is prohibited at all times

## Training

- The Occupational Exposure Limits in Saskatchewan can be found in OH&S Regulations, 1996 Part VII, Section 113(1). Copies will be made available to employees on request.
- Once each calendar year, training will be conducted for all employees who may be exposed to noise levels of 85 dBA or greater.
- At a minimum, the training programs will include a discussion of the following:
  - i. The purpose of hearing protection
  - ii. The effectiveness, advantages and disadvantages of various types of hearing protection
  - iii. Pertinent noise-monitoring results
  - iv. Specific equipment and/or operations that produce high noise levels
  - v. The purpose of audiometric testing and explanation of testing procedures
- Training records will be kept in main office

## Responsibilities

- Each employee is responsible for:
  - Following the instructions received in the training program
  - Using control measures designed for reducing noise
  - Wearing proper hearing protection when needed
- Supervisors are responsible for ensuring:
  - Hearing protection is used in areas or operations where such use is required
  - Affected employees receive appropriate training and participate in biennial audiometry as required
  - High-noise areas and equipment are identified and labeled accordingly
- Management is responsible for:
  - Determining whether noise reduction is feasible by means of engineering controls
  - Ensuring adequate supplies of earplugs or other well-maintained hearing protection devices are available
  - Determining the adequacy of hearing-protection devices
  - Assisting in training as necessary
  - Coordinating and overseeing all audiometric testing on a biennial basis.





# Commercial Vehicle Operations

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## Commercial Vehicle Operation (>4500KG GVWR) Policy

This policy provides measure to protect the health and safety of, and minimize the risk to, any worker or any other person during the use and/or operation of any of Eagle Crane's commercial vehicle fleet. This policy is supplementary to and/or complimentary to other relevant and applicable legislation and company policy.

Objective of this Policy is to:

- ensure a safe and healthy working environment free of work-related injury;
- minimize the risks to the public and to personnel operating commercial vehicles;
- establish appropriate steps to prevent drivers from operating a commercial vehicle in an unsafe manner.

Responsibility:

Employees at all levels within Eagle Crane are responsible for implementation of and compliance with this policy.

Eagle Crane is responsible for establishing, maintaining and reviewing commercial vehicle operation framework to maintain public safety, and ensure the personnel are free from work related injury.

Ultimately, to successfully control the potential risks associated with commercial vehicle operation it is up to each individual to be aware of and abide by the policy outlined herein.

***\*Note: the safety information in this policy does not take precedence over applicable government legislations, with which all employees should be familiar.***

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Kevin Glover, President

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Date

# **COMMERCIAL VEHICLE OPERATIONS**

## **INSPECTION AND DOCUMENTATION**

All of Eagle Crane's commercial vehicles over 4500 kg GVWR must be inspected during use/operation at least once in every 24 hour period. Upon inspection, the equipment logbook must be filled out in accordance with Eagle Crane's Preventative Maintenance Program.

In addition, workers who are performing these inspections must immediately document and communicate to their supervisor any defect that is observed. The supervisor must pass along the documentation to management and communicate the defect to all other employees and ensure that the vehicle/equipment is not put into use again until the appropriate repairs are made. Under no circumstance will a vehicle be allowed to be operated on a public road when a defect that might affect the safe operation of the vehicle is present.

## **SECURING LOADS FOR TRANSPORT**

All equipment, materials, tools, machinery, cargo, etc. must be adequately secured for transport so that it cannot (a) leak, spill, blow off, fall off, fall from, fall through, or otherwise be dislodged from the vehicle, or (b) shift upon or within the vehicle to such an extent that the vehicle's stability or maneuverability is adversely affected.

Loads should be secured by the worker(s) who will be responsible for their transport, and double checked by other worker(s) present before departure.

Any loads extending past the vehicle or carrier which they have been secured to must be properly flagged and/or signage used to caution others on the public roadway.

## **EMPLOYEE QUALIFICATIONS**

Upon hire, each employee must provide a photocopy of his/her valid driver's license to be kept on file. In addition, every employee will authorize Eagle Crane to access, and Eagle Crane will access, a current drivers abstract on an annual basis throughout his/her employment term.

It is the responsibility of each employee to notify management of any changes to the status of their driver's license and to only operate vehicles appropriately in respect to their particular driving privileges.

## **DRIVERS LOGBOOKS AND LIMITATIONS**

Every driver shall fill out a daily log accurately recording the drivers daily hours of on-duty, including the time each work shifts starts and ends.

Employees are never required or allowed to operate any of Eagle Crane's commercial vehicles for any duration approaching 13 hours of operation or 15 hours on duty in one day.

Any employee experiencing diminished alertness or impairment of any kind to their ability to safely operate any vehicles or equipment must report this immediately to their supervisor and will be exempt from any such duties or responsibilities.

Workers must never operate motor vehicles and/or equipment while excessively fatigued.

# Appendix “A” Forms

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- Operator Field Risk Assessment
- Crane – Lift Plan
- Motor Vehicle Accident Report
- Safety Meeting
- Maintenance Work Order/ Vehicle Maintenance Request
- Incident Investigation Form
- Modified Work – Physician Form & Modified Agreement Form
- Supervisor/Safety Officer Site Safety Inspection
- Formal Workplace Inspection Form
- Employee Warning Report – Verbal & Written
- New Employee Safety Orientation Checklist
- Shop and Yard Site Inspection
- Crane Operator Competency Form
- Fall Protection Harness Inspection Form
- Drug Testing Request Form
- Field Level Hazard Assessment Form {In Operator’s books}
- Daily Log Book & Visual Inspection Form {In Operator’s books}
- Drivers Daily Log {In Operator’s books}
- WCB Forms – Employer & Employee (WCB Website)
- Occupational Health Committee Safety Meeting Minutes Form (OHS Website)
- Saskatchewan Apprentice 6A Form (Apprenticeship Website)
- Near Miss Form



## Operators Field Risk Assessment

### Part 1-Pre Job Information

Employee Name:	Date:	Unit 1:	Unit 2:
Customer Information:	Location:	Job Description:	
Task or load Description:			
Load Weight:	Temperature:	Precipitation:	
Wind Speed:	Other:		

### Part 2- Pre Trip & Travel

- |   |   |
|---|---|
| <input type="checkbox"/> Pre-Op Safety Check<br><input type="checkbox"/> Boom lowered & secured for travel/house lock applied (no boom dolly)<br><input type="checkbox"/> Boom dolly connected and functioning properly<br><input type="checkbox"/> Loose items secured for travel (outrigger mats, rigging, ladders, etc.) | <input type="checkbox"/> Daily Log Book Completed and Signed<br><input type="checkbox"/> Steps & decks clear of debris, oil & ice |
|---|---|

Hazards	no	yes	Status*	Corrective Action
Poor Weather condition				
Poor Visibility				
Overhead utility lines, bridges				
Route or Access Questionable				
Over-size/weight load or vehicle				

### Part 3 – Set Up & Hoisting

- |   |  |
|---|--|
| <input type="checkbox"/> Site Access Authorized and/or safe work permit obtained & understood<br><input type="checkbox"/> Special Requirements: _____<br><input type="checkbox"/> Reviewed Client/Crew's TASK & Initial | <input type="checkbox"/> PPE inspected & appropriate |
|---|--|

Hazards	no	yes	Status*	Corrective Action
Soft or questionable ground				
Trenches, tunnels, u/g structures				
Buried utilities, sewers, basins				
Structures				
Lift area obstructions				
Tail swing obstructed or limited				
Other crane(s) in working range				
Damaged/questionable rigging				
Signaller Identified				
Tandem/Multi Crane Lift				
Other work or trades in area				
Other hazards (list below)				

\*Hazard status: 1=imminent Danger 2=serious 3=minor 4=N/A

\_\_\_ Completed & review with crew directly involved with lift or task. If "NO" state reason(s):

**Signatures**

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**PART 4 - POST JOB CLOSE OUT:** \_\_\_Housekeeping completed \_\_\_Tools, rigging, mats, etc stowed & secure \_\_\_Waste disposed of \_\_\_ Permits signed off & returned \_\_\_Equipment post-op/walk around complete \_\_\_Equipment ready for travel - Comments/follow Up \_\_\_\_\_



## Eagle Crane Lift Plan

Customer Name:	Job Location:	Date:
Job Description:		
Task or load Description:		
Load Weight:	Temperature:	Precipitation:
Wind Speed:	Other:	
Description of item to be lifted:		
Hoisting Equipment to be used:	1:	2:
Equipment &Lift Relationship:		

	Crane 1	Crane 2		Crane 1	Crane 2
Operating Radius			Ratio of lift to allowable load		
Boom Length			a. Capacity from the chart		
Allowable Load Weight			b. % of capacity		
a. Load			c. Ratio of lift to allowable		
b. Rigging/spreader bars			Clearance between boom and Lift		
c. Block or ball			Clearance to surrounding facility		
d. Effective Jib					
e. Stowed Jib					
f. Other Rigging Jib					
g. Load lines Jib					
h. Aux. Boom Head Jib					
i. Total Weight to be lifted Jib					

Basis for Critical Lift:

- Load will be lifted over operating equipment or Power lines
- Two or more pieces of lifting equipment will be required to work in unison
- Load exceeds 90% of the manufacture’s rating chart at the working radius
- Other: \_\_\_\_\_

How was the weight of the lift obtained?	Yes	NO
Certified Scale	<input type="checkbox"/>	<input type="checkbox"/>
Has taken into account all modifications including internals as well as an allowable for scale, sediment sludge, Insulation, liquid, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated Independently	<input type="checkbox"/>	<input type="checkbox"/>
Should this weight be verified by independent source?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		
Plan for lift:		


Sketch

Reviewed by:

Other Employees

Crane Operator 1			
Crane Operator 2			
Signalman 1			
Signalman 2			

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**Vehicle Accident Report**  
**Vehicle Investigation Forms**

Page 1 of 5

**Time and Place**

Date of Accident: D/M/Y:	Time:	Date Reported:
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Accident Location: (City/Province)  
If not a city, give a description:

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**Company and Unit/Driver Information**

Vehicle Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Unit# \_\_\_\_\_ Make: \_\_\_\_\_ Mileage: \_\_\_\_\_

Driver's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Driver's License#: \_\_\_\_\_

Hour Driving before Accident: \_\_\_\_\_

For what purpose was the vehicle being used?

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**Damage to other vehicle**

Did the accident involve another vehicle? Yes. \_\_\_\_ No. \_\_\_\_ If Yes, complete the following:

Owner of other vehicle: \_\_\_\_\_

Other vehicle driver: \_\_\_\_\_ Driver's License#: \_\_\_\_\_

Other driver's address: \_\_\_\_\_

Vehicle make: \_\_\_\_\_ Year: License#: \_\_\_\_\_ Registration#: \_\_\_\_\_

Description of damage to other vehicle: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy#: \_\_\_\_\_

Agent's Name: \_\_\_\_\_ Agent's Phone#: \_\_\_\_\_

**Damage to property of other**

Did the accident involve property damage? Yes \_\_\_\_ No \_\_\_\_ If Yes, complete the following:

Owner of property damage: \_\_\_\_\_

Description of damage:

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**Vehicle Accident Report**  
**Vehicle Investigation Forms**

**Time and Place**  
**Persons injured**

Where they're any injuries? Yes \_\_\_ No \_\_\_ If Yes, List names, addresses, and phone # of injured: \_\_\_\_\_

Names \_\_\_\_\_ Addresses \_\_\_\_\_ Phone# \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Where were injured taken? \_\_\_\_\_ By Whom? \_\_\_\_\_

Who administered First Aid? \_\_\_\_\_

**Damage to company vehicle**

Was there damage to the company unit? Yes \_\_\_ No \_\_\_ If Yes, complete the following:

Description of damage: \_\_\_\_\_

Cost estimate of damage: \$ \_\_\_\_\_ Who recovered our unit? \_\_\_\_\_

**Police Report**

Was there a police investigation made or did police respond? Yes \_\_\_ No \_\_\_ If Yes, complete the following:

Name of investigating officer: \_\_\_\_\_ Badge#: \_\_\_\_\_

Department/Jurisdiction: \_\_\_\_\_ Charges: \_\_\_\_\_

Were there any witnesses to the accident? Yes \_\_\_ No \_\_\_ If Yes, Complete the following:

**Names and addresses of witnesses**

Name	Address	Phone#
1.		
2.		
3.		

**Driver's description of the accident/ what could have prevented this incident/ comments:**

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Date: \_\_\_\_\_ Signature of Driver: \_\_\_\_\_

Signature of Manager or Supervisor: \_\_\_\_\_ Date \_\_\_\_\_



Vehicle Accident Report  
Vehicle Investigation Forms

Page 3 of 5

**CHECK OFF THE CONDITIONS RELEVANT TO YOUR ACCIDENT**

**Accident Involved**

- Vehicle-In Traffic
- Vehicle-Parked
- Motorcycle
- Pedestrian
- Bicyclist
- Fixed Object
- Train
- Animal
- Other

**Driver's Action**

**Prior To Accident**

- Traveling Straight
- Changing Lanes
- Turning-Right
- U-Turn
- Turning Left
- Stopped-Parked
- Stopped In Traffic Lane
- Stopped-On Shoulder
- Starting From Parked Position
- Starting In Traffic Lane
- Backing
- Slowing
- Other

**Driver Avoidance**

**Maneuver**

- Swerve-Pedestrian
- Swerve-Animal
- Swerve-Other Vehicle
- Skidding
- Forced Off Roadway
- Other

**Traffic Control Device**

- Stop/Go Signal
- Stop Sign
- Yield Sign
- Caution Signal/ Sign
- Officer/Flagman
- Railroad Crossing Lights
- Railroad Crossing Gates
- Audible Signal
- None
- Other

**Road Character**

- Level Number of Lanes
- Hill
- Cresting Hill
- One-Way
- Straight
- Curve
- Character change
- Lease
- Advance Warning of Road

**Driver Was Traveling**

- Uphill
- Cresting Hill
- Downhill
- Level

**Condition Of Road Surfaces**

- Dry
- Wet
- Snow
- Ice
- Muddy
- Oily
- Traffic Smooth
- Other

**Road Defects**

- Holes/Bumps/Dips
- Loose Material On Surface
- Roadway Construction
- Low Shoulder
- Soft Shoulder
- No Shoulder
- Road fine no defects
- Advance Warning of Defect

**Weather**

- Clear
- Snow
- Fog/Smog
- Rain
- Sleet
- White-out
- Other

**Visibility**

- Rain/Snow/
- Ice On Windshield
- Obstruction
- Oncoming Headlights
- Sunlight
- Clear
- Prescription
- Sunglasses

**Vehicle Defects**

- No Defects
- Brakes
- Steering
- Lights
- Windshield
- Mirrors
- Tires
- Other

**Lighting**

- Daylight
- Dawn/Dusk
- Night
- Artificial Lighting

**Miscellaneous**

- MPH/KPH Posted Speed Limit
- Driver Was Familiar with Road
- Photos Taken Of Accident
- Photos Attached
- Driver Was Familiar with Vehicle



**ACCIDENT SITE DIAGRAM**

**N**

**IMPORTANT**

USE THIS SPACE TO COMPLETE A DIAGRAM OF THE ACCIDENT SCENE, SHOW THE POSITION OF YOUR VEHICLE AND ANY OTHER VEHICLE (S) INVOLVED, WITH DIRECTION THE VEHICLE (S) WAS TRAVELING. BE SURE TO IDENTIFY ALL TRAFFIC CONTROL DEVICES, FIXED OBJECTS, AND ROAD SURFACE DEFECTS IN YOUR DIAGRAM. USE CLEAR SPACE FOR OFF-ROAD ACCIDENTS.



**Vehicle Accident Review**  
**Vehicle Investigation Forms**

**ACCIDENT REVIEW** (TO BE COMPLETED BY DRIVER'S Foreman or safety)

I have reviewed this accident with the driver involved and have the following comments:

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This accident has been reviewed accordance with our Vehicle Accident Investigation Program and has found that it should be judged:

- Preventable                       Non-Preventable

Consideration of the facts indicated the following action should be taken to prevent such accident in the future:

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Reviewers sign off

Date	Name	Signature
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A copy of this report will be sent to Management for review.



## Safety Meeting

<b>Date:</b>	<b>Location:</b>
<b>Site Supervisor:</b>	<b>Meeting Conducted by:</b>
<b>Number in Crew:</b>	<b>Number Attending:</b>
<b>Review of Last Meeting and Comments:</b>	
<b>Topic(s) Discussed This Meeting:</b>	
<b>Suggestions Offered</b>	
<b>Action(s) to be taken- state date/time to complete and by whom</b>	
<b>Incidents/Accidents Reviewed</b>	
<b>Employee's name</b>	<b>Employee Signature</b>
<b>Supervisor</b>	<b>Supervisor Signature</b>

Reviewed by (Managers Signature): \_\_\_\_\_ Date: \_\_\_\_\_





\_\_Diagram

What is the Direct Cause of the Incident?

What is the Indirect Cause(s) of the Incident?

Recommended action (s) to prevent re-occurrence in the **SHORT TERM**:

Date Recommendations to be completed by (Day/Month/Year):

Name of person(s) to complete recommendations:

Recommended actions(s)to prevent re-occurrence for the **LONG TERM**:

Date Recommendations to be completed by (Day/Month/Year):

Name of person(s) to complete recommendations:

Estimated Cost of Incident:

Foreman/Supervisor(Signature)

Managers Signature:

Date Reviewed:

Date Reviewed:

Person(s) conducting the Incident Investigation (signatures):

Date Reported Completed (Day/Month/Year) \_\_/\_\_\_\_/\_\_\_\_





Dear Doctor \_\_\_\_\_,

Within our Company's Safety Program, we are committed to provide work solutions for our employees who have suffered injuries at work. As such, we have developed a Return-to-Work and Absence Management Program and would like to ask your cooperation. We look forward to seeing what \_\_\_\_\_'s work restrictions and limitations are and will work with both you and \_\_\_\_\_ to insure that there are no negative effects of the return to work.

By the very nature of our work at Eagle Crane, it is essential that all workers involved with our operations are fully aware of the hazards and risks on our worksites. Our Company Safety Program therefore requires the following certification:

I hereby certify that medications required by \_\_\_\_\_ do not legally impair her/his ability to operate motor vehicles, heavy equipment and/or hazardous tools, based on the legislation concerning "Driving with Impairment" from the Criminal Code of Canada.

Signed:

\_\_\_\_\_ {Doctor} Dated: \_\_\_\_\_ {d/m/y}

If you have any questions, please call office at (306) 664-0088 for our assistance.

Thank you,

\_\_\_\_\_  
Eagle Crane



21) Modified work:

Eagle Crane has a modified work program in place to help its injured employees to gradually return to pre-accident work duties. The worker's supervisor and his physician will find the most suitable modified work for the injured worker. These work duties will be constantly monitored and adjusted as the workers condition changes.

Eagle Crane requires that every worker inform his Doctor of the availability of this program with the purpose of obtaining advice as to the restrictions, kinds of work and the length of time needed for recovery. Eagle Crane realizes that the sooner a worker returns to work the better it is for the physical and mental recovery of the worker. With this in mind we ask that all workers have their doctor's fill out the modified work form and return it to either their supervisor.

By reading this policy and signing the declaration of acceptance you state that you understand the Eagle Crane modified work program and will comply with this program if asked to.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_



## Office/Shop/Yard Inspection Form

Location: Office/Shop/Yard

Date of Inspection:

Person(s) conducting inspection:

Floors in work area	Yes	No	Observation Action Taken – Assignment of rating hazard A,B or C	Follow Up
Free of debris?				
Not Slippery, oily, wet?				
Free of tripping hazards?				
Exits Stairways & Corridors				
Clear & unblocked?				
Well lighted?				
Free of tripping hazards?				
Chemicals				
Containers properly labelled?				
Containers sealed?				
MSDS Readily Available?				
Employees trained?				
Environment				
Suitable Temperature?				
Noise level (if not explain – to loud or excessive noise)				
Air quality – acceptable				
Work areas well lighted?				
Strong odors/fumes/dust?				
General Housekeeping (Shop and office area)				
Waste adequately removed?				
Tools and equipment stored properly?				
Work benches are cleaned and free of debris?				
Fire extinguisher up to date on inspection decal?				
Fire extinguisher accessible?				

Area is kept tidy?				
<b>Equipment and Tools</b>				
Safe guards secure and in place?				
Wiring and switches in good repair?				
Lock out devices used?				
Ladders are in appropriate and good repair?				
Propane cylinders are chained?				
<b>First Aid</b>				
First Aid Kit current and stocked?				
Eye wash station current and stocked?				
<b>Sea Can w/ Rigging</b>				
Area is clear and free of any obstructions?				
Rigging is organized?				
All defective rigging has been removed and taken out of service?				
Support hangers for rigging are secure?				
<b>Yard</b>				
Fire extinguisher accessible?				
Fire extinguisher up to date on inspection decal?				
Areas are clean and organized?				
Outdoor lights are they working?				
Doorways and walkways are clear of obstructions and accessible?				
Extension cords are wrapped and organized?				
<b>Personal Protective Equipment</b>				
Eye protection available?				
Hearing protection available?				
Protective clothing?				

Footwear appropriate?				
<b>Storage</b>				
Shelves organized?				
Shelves in good condition? Suitable support?				
Shelves or area overloaded?				
Additional Comments:				



## Work Site Safety Inspection

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Item	Good	Deficiency	Corrective Action/Date
<b>Weather Conditions:</b> Wind, rain, fog, haze, snow Extreme heat / cold			
<b>House Keeping :</b>  Debris on ground etc.			
<b>Exposure to Overhead power lines:</b> Being Overhead or closely nearby			
<b>Tight area :</b> Other Equipment/ Buildings in close proximity			
<b>Rigging:</b> Right Rigging used Rigging inspection done Prior to lift			
<b>Other workers in Area:</b> Persons working close by			
<b>Working Alone:</b>			
<b>Others working overhead or below :</b>			
<b>Fall protection :</b> IS harness being used properly? Been inspected prior to use <b>Fall rescue plan:</b> Is there one?			
<b>Ladders:</b> Properly used for task Top tied off / Bottom secure			
<b>Hoisting of Materials:</b> Persons kept clear of suspended loads			
<b>Exposed Holes :</b> Have open holes been covered?			
<b>Pinch points Observed:</b> Body/hands kept away from pinch points			
<b>Ground Conditions :</b>			

Is extra matting/pads required?			
<b>All PPE Worn and in good Condition:</b> Hard HAT- Safety Glasses- Steel toed Boots- Hearing Protection- Fall Protection Harness- Lanyard and Retractable- Proper Anchors Used- High Vis Vest/shirt/coveralls-			

**Notes:**

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Was a Field Level Risk Assessment done prior to job? Yes \_\_\_\_\_ NO \_\_\_\_\_

Emergency Muster point located? Yes \_\_\_\_\_ No \_\_\_\_\_

**Employees Name:**

**Signature:**

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**Inspected By:** \_\_\_\_\_

**Reviewed by Management** \_\_\_\_\_



NEW EMPLOYEE ORIENTATION

REFRESHER EMPLOYEE ORIENTATION

## NEW EMPLOYEE SAFETY ORIENTATION

Employee:	Hire Date:
Date/time of Orientation:	Trade:
<p><b>Introduction</b></p> <p><input type="checkbox"/> Company Safety Policy</p> <p><input type="checkbox"/> Worker's Three Rights (to Refuse, to Know, and to Participate)</p> <p><b>Responsibilities for Safety</b></p> <p><input type="checkbox"/> Worker</p> <p><input type="checkbox"/> Supervisor</p> <p><input type="checkbox"/> Manager</p> <p><input type="checkbox"/> Contractor</p> <p><b>Emergency Procedures</b></p> <p><input type="checkbox"/> Fire</p> <p><input type="checkbox"/> Ambulance and First Aid</p> <p><input type="checkbox"/> Security/Police</p> <p><input type="checkbox"/> Incident Reporting (including unsafe acts and near misses)</p> <p><input type="checkbox"/> Site Specific Emergency Procedures</p> <p><b>General Rules and Expectations</b></p> <p><input type="checkbox"/> Harassment, Violence</p> <p><input type="checkbox"/> Drugs and Alcohol</p> <p><input type="checkbox"/> Prohibitions</p> <p><input type="checkbox"/> Vehicle Operation</p> <p><input type="checkbox"/> Site Specific Rules</p> <p><input type="checkbox"/> Aspects of Work and What is Expected of Workers</p> <p><input type="checkbox"/> House Keeping</p> <p><input type="checkbox"/> Care, Use, and Maintenance of Tools</p>	<p><b>Personal Protective Equipment</b></p> <p><input type="checkbox"/> Hard Hats</p> <p><input type="checkbox"/> Safety Glasses</p> <p><input type="checkbox"/> Fall Protection</p> <p><input type="checkbox"/> Respirators</p> <p><input type="checkbox"/> Hearing Protection</p> <p><input type="checkbox"/> Steel Toed Boots</p> <p><input type="checkbox"/> Safety vest/Hi visibility clothing</p> <p><b>Safe Work Practices</b> <i>(Please list the Safe Work Practices gone over with employee or contractor)</i></p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><b>Safe Job Procedures</b> <i>(Please list the Safe Job Procedures gone over with employee or contractor)</i></p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><b>Meetings</b></p> <p><input type="checkbox"/> Safety Committee</p> <p><input type="checkbox"/> General Safety Meetings</p>
Trainer/Supervisor:	Signature:
Employee signature:	Date:





## Fall Protection Harness Inspection

Item	Location:		Month:		Inspected by:	
	Week 1	Week 2	Week 3	Week 4	Week 5	
<b>Webbing</b>						
Examine webbing on both sides						
Check buckles and hooks						
Check for broken stitches						
Check for discoloration						
Check rivets are not pulled or loose						
Check grommets, loose or missing						
<b>Hardware</b>						
Check metal parts						
Check metal wear pads on D-Ring						
Check buckles not bent						
<b>Lanyards</b>						
Check for knots						
Check for worn fibres						
Check for heat damage						
Check snap hooks for function						
Check lanyard rating E4 or E6						
<b>Damaged harnesses and lanyards are to be removed from service immediately.</b>						

<b>Comments:</b>

Inspected by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Operator Competency Observations

Operator Name \_\_\_\_\_ Years of Experience \_\_\_\_\_

Site \_\_\_\_\_

Crane Make Model & Serial Number \_\_\_\_\_

Date: \_\_\_\_\_

- |   |  |
|---|--|
| 1. Does the operator have a valid operator's certificate? _____                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Is the operator familiar operating the type of crane being used on this job? _____             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Has the operator reviewed the crane's operator manual? _____                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Manual was read in the presence of site safety or supervisor? _____                            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Has the operator had the appropriate safety orientation? _____                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Has the operator reviewed all site specific safety rules? _____                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Has the operator reviewed all site specific lifting rules? _____                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Has the operator reviewed all Eagle Crane lifting Rules? _____                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. Does the operator understand how to properly use a load chart? _____                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. Does the operator understand how to properly set up the crane for lifting? _____              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 11. Does the operator understand how to properly complete a daily Safety inspection? _____        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 12. Does the operator consistently complete the daily Safety Inspection? _____                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 13. Does the operator understand when and how to properly complete a Job Hazard Assessment? _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 14. Does the operator understand when and how to properly complete a formal lift plan? _____      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 15. Is the operator fully aware of and use proper rigging equipment and techniques? _____         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 16. Is the operator able to perform all crane functions smoothly, & safely? _____                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 17. Does the operator know and follow proper hand signals? _____                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 18. Is the operator familiar with proper crane maintenance procedures? _____                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 19. Is the operator familiar with the cranes on rubber characteristics & limitations? _____       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 20. Is the operator familiar with the cranes computer set up and operation? _____                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 21. Does the operator always use the correct computer settings? _____                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 22. Has the operator been observed operating the crane in a safe manner _____                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Conclusions & Recommendations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Operate** - with respect to machinery or equipment includes using or handling the machinery or equipment

**Competent** - in relation to a person, means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only minimal degree of supervision

I, \_\_\_\_\_ consider \_\_\_\_\_ to be a  
(Supervisor/foreman's name) (Operator's name)

competent operator, due to his training, experience, and observation of work on any Eagle Crane work site in a

\_\_\_\_\_  
(Make and model of crane)

\_\_\_\_\_  
Signed

I \_\_\_\_\_ have read and understood the safe work practices of the crane with  
(Operator's name)

regards to hoisting and crane use. Also, I will operate the designated machine in accordance with the manufacturer's operating instructions and the supervisor's direction.

\_\_\_\_\_  
Signed

# Subcontractor Management Policy

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Eagle Crane is committed to providing a safe working environment for workers and subcontractors.

In fulfilling this commitment, management will provide and maintain a safe and healthy work environment in accordance with industry standards and in compliance with legislative requirements. Eagle Crane will strive to eradicate any foreseeable hazards that may result in personal injury/illness, property damage or an incident. Eagle Crane must report all incidents involving subcontractors to the hiring client, and participate in the subcontractor's incident investigations.

To be successful in our commitment the responsibilities of health and safety have to be shared. Active participation by the subcontractor is imperative in order to achieve our goal of zero incidents and accidents.

All subcontractors will be required to comply with Occupational Health & Safety Legislation, Eagle Crane's Health & Safety Policies as well as their own company policies. In cases where there may be conflict between Health & Safety Policies or the Occupational Health & Safety Legislation, the most stringent policy/legislative requirement will be followed.

Subcontractors are authorized to use their own method of inspection, JHA or hazard assessment, or can adopt and utilize Eagle Crane's hazard assessment program, in order to identify and correct any hazardous conditions in the immediate environment. As a minimum, the method of assessing hazards must be compliant with Occupational Health & Safety Legislation.

Participation of the subcontractor in Eagle Crane's safety meetings, toolbox talks and job-site inspections is mandatory. Sub-contractors are also expected to conduct safety meetings and inspections as per their own policy requirements. Regular involvement in safety meetings and inspections promotes improvement in site safety and allows the subcontractor to maintain a consistent level of performance. Eagle Crane reserves the right to conduct a Safety Observation Report of the subcontractors work site, or request proof of completed meetings and /or inspections, at any time deemed necessary.

Failure to comply with Eagle Crane's Safety Policies or Procedures and/or Occupational Health & Safety Legislation and/or subcontractor's policies and procedures, by a subcontractor, their

employee(s), or representative(s), may result in the termination of service and/or may hold the sub-contractor liable for any damages incurred directly or indirectly through the subcontractor's actions or that of their employee(s) or representative(s).

- Valid WCB Coverage will be provided
- HSE Programs reviewed (If sub-contractor does not have HSE Program, Eagle Crane Safety Program will be followed.)
- Subcontractors will go through Site Specific Orientation as well as Eagle Crane's
- D&A Policy of hiring client and Eagle Crane will be communicated to subcontractor
- Sub-contractors must report all incidents

Eagle Crane will reevaluate all subcontractors on an annual or bi-annual basis and conduct random HSE Performance/ Program Audits.

**NOTE: The safety information in this policy does not take precedence over applicable government legislations, with which all employees should be familiar**

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Kevin Glover, President

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Date

