



APPLE PHYSICALL INSTALLATION REPORT

TECHNICIAN TO COMPLETE:

1. Physical Installation - Work completed by tech during visit.

1	Did you complete the SOW for today?	Yes / No
2	Details of what was done today:	
a.	All Orbits mounted/installed?	Yes / No
b.	Did you test/terminate the cable?	Yes / No
c.	Are the Orbits getting power from ST600? (light on orbit)	Yes / No

2. Tasks from SOW not complete.

1.	Was any part of the SOW was not completed?	Yes / No
a.	If "Yes" Why?	

3. Post completion information.

1.	Will there be access to ceiling after soffit/ceiling panels is installed?	Yes / No
2.	If soffit or ceiling panels are not installed, when will the soffit or ceiling panels be installed?	___/___/___
3.	Is there any additional equipment to be left on site?	Yes / No
a.	If "Yes" who was this equipment left with?	
i.	Name: _____	
ii.	Signature: _____	

APPROVAL AND AUTHORITY SIGN OFF ON COMPLETION.

Title	Name (Print)	Name (Sign)	Date
Tech name			
GC or Site supervisor			
Other(specify)			

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SAJO HEALTH & SAFETY POLICY AND PROGRAM

For US Operations in States
with Federal OSHA Jurisdiction

January 2019

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TABLE OF CONTENTS

	<u>Page No.</u>
Introduction	5
Health and Safety Policy Statement	6
Responsibilities	7-9
Constructors	7
Employers	7
Supervisors / Site Superintendent	8
Workers	8
Subcontractors	9
Suppliers	9
Personal Safety Rules	10
Disciplinary Procedures	11
Personal Protective Equipment (PPE)	12
Hazard Identification and Control	13
Accident / Incident & Injury Reporting and Responsibilities	14
Legal Requirements for Reporting	15-16
Accidents	15
Written Reports	16
Health and Safety Representation	16
Accident / Incident & Injury Investigation	17
First Aid	18-19
Hazard Communication Program (HazComm) & GHS	20
Procedures and General Requirements	21-32
Access and Egress	21
Ladders	21
Flammable or Combustible Materials	21
Scaffolds	22

SAJO

TABLE OF CONTENTS

	<u>Page</u> <u>No.</u>
Floor Holes / Covers	22
Housekeeping	22
Chutes	23
Excavations	23
Ice and Snow Treatment	23
Bracing and Securing	24
Fire Prevention	24
Compressed Gases	25
Electricity and Other Utilities	25
Traffic Control	25
Hot Work	26
Fall Protection	26
Equipment / Machinery	27
Equipment / Tools	27
Toolbox Meetings / Safety Talks	27
Explosive Actuated Fastening Tools	28
Electricity and Electrical Equipment	28
Temporary Heat	28
Signage, Fencing and other Precautions (walkways)	29
Guardrails	29
Visitors	29
Confined Space	30
Lockout/Tag-out Procedures	31
Materials Handling / Lifting	31
Crane Safety	32
Toxic and Hazardous Substances	33
Emergency Preparedness	34
Site Evacuation Procedure	35
Orientation	36

SAJO

TABLE OF CONTENTS

	<u>Page No.</u>	<u>Reference Page No.</u>
Forms, Reports and Checklists	36-63	
Subcontractor or Employee Warning Notice	36	11
Witness Statement	37	17
Accident / Incident / Injury Report	38	14, 17
Hazard Identification Report	39	13, 17
Confined Space Entry Permit	40-41	30
Hot Work Permit	42	26
Toolbox Meetings / Safety Talks Attendance Record	43	27
Construction Inspection Checklist	44-50	
Health and Safety Checklist	51-54	
Site Office / Site Trailer Checklist	55-56	
Orientation Form (employee)	57	35
Orientation Form (subcontractor)	58	35
Emergency Fall Rescue Procedure	59	26
Workers & Visitors on-site Log Report	60	9, 29, 62
First Aid & Injury Treatment Record	61	18
Emergency Response Procedure	62	34
Emergency Evacuation Plan	63	34, 62
Site Posters	64-67	
Mandatory On-Site PPE Poster	64	12
Other PPE to Wear Poster	65	12
First Aid Kit Location Poster	66	18
Emergency Response Poster	67	34, 62
Acknowledgement Forms	68-70	
Subcontractor Acknowledgement (Receipt of Health & Safety Policy)	68	5
Employee Acknowledgement (Receipt of Health & Safety Policy)	69	5
Contractor Safety Agreement	70	5

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INTRODUCTION

It is the responsibility of any and all contractors as well as employees rendering services to SAJO Inc. to review and abide by the contractor safety program at all times. The contractor safety program is meant to assist contractors in reducing injuries and incidents by complying with legislation and maintaining a cooperative, safe workplace. Additional guidelines and requirements may be necessary depending on specific site requirements.

The term contractors are all contractors, subcontractors, independent operators and any other person or firm including their workers, which SAJO Inc. contracts to render services. The principle contractor is responsible for ensuring that all parties mentioned above are aware of the contractor safety program prior to commencing work.

This handbook is designed for awareness only. For a more specific outline of workplace responsibilities and safe work procedures please refer to the Occupational Health and Safety Act of 1970 (OHSA) and any other applicable construction regulations.

Note: OSHA regulations can be found at the following link: www.osha.gov/laws-regs/regulations/standardnumber/1926

- **The site superintendent is to complete the form “Subcontractor Acknowledgement” as outlined on page 68.**
- **If applicable, the site superintendent is to complete the form “Employee Acknowledgement” as outlined on page 69.**
- **The project manager is to have the subcontractor complete and return to the head office a copy of the form “Contractor Safety Agreement” as outlined on page 70.**

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HEALTH AND SAFETY POLICY STATEMENT

SAJO Inc. is committed to the prevention of occupational illness and injury in the workplace. SAJO Inc. is responsible for implementing and maintaining a safe and healthy work environment for all employees. It shall be the responsibility of SAJO Inc. to comply with legislated and established safe work procedures and practices.

All supervisors (site superintendents) are responsible to ensure that safe and healthy work conditions are maintained for workers under their supervision. Supervisors will ensure that machinery and equipment are safe and that workers work in compliance with legislated and established safe work procedures and practices.

It shall be the responsibility of all workers to work safely and follow legislated and established work procedures and practices. It is also the responsibility of all workers to report unsafe or unhealthy conditions.

Contractors and their workers are expected to meet or exceed the SAJO Inc. health and safety requirements wherever possible. It is in the best interest of all employees to consider health and safety in every activity.

At SAJO Inc. an injury and accident free workplace is our goal. Through continuous commitment from all workplace parties, we can accomplish this.



Nick Tedeschi (Vice-President)

January 7, 2019

Date

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RESPONSIBILITIES

All personnel have the responsibility to perform work in compliance with the Occupational Health and Safety Act (OHSA) applicable construction regulations. All employees must continually develop, implement and maintain work habits, which support and promote awareness as well as safe and healthful work conditions. Reviewing, understanding and applying these standards to your daily activities are key to meeting the obligations of your responsibilities.

Constructors

- Review safety program for conformance with the company standards and client requirements.
- Conduct periodic checks to ensure compliance with safety standards.
- Review accident and incident reports to ensure proper completion.
- Take immediate action to correct unsafe conditions or unsafe work performances.
- Provide safe and operable equipment.
- Ensure measures and procedures prescribed in the OHSA construction regulations are carried out in the workplace.
- Ensure all workers abide by all other applicable Acts and their regulations.
- Provide instruction, supervision and information to a worker for the protection of the worker.
- Assist and cooperate with a safety committee or a safety representative.
- Employ only a person over such age as prescribed in the OHSA.
- Post a copy of the OSHA poster and any explanatory material prepared by OSHA, outlining the rights, responsibilities and duties of the workers.
- Prepare and review annually a written health and safety policy and develop and maintain a program to implement that policy.
- Post in a conspicuous place in the workplace a copy of the health and safety policy.
- Post JHSC meeting minutes (if applicable).
- Lead by example.
- Appoint competent supervisors (site superintendents) as outlined in the Safety Program.
- Take every precaution reasonable for the protection of all employees and contractors.
- Provide a safe and healthful working environment for all employees and contractors.
- Management will oversee and implement the coordination of a Joint Health & Safety Committee (JHSC) for each site project (if applicable).

Employers

- Prepare and review annually a written company health and safety policy.
- Post the health and safety policy in a conspicuous location.
- Provide necessary resources to implement, support, and enforce the company health and safety policy.
- Meet all legal requirements for investigating and reporting critical injuries, accidents and incidents.
- Ensure equipment, materials and protective devices are provided for.
- Ensure that equipment, materials and protective devices are maintained in good condition.
- Provide adequate training for employees to use equipment and protective devices properly.
- Provide information, instruction and supervision to a worker for the protection of a worker.

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- Appoint competent supervisors.
- Provide assistance and cooperation to a health and safety committee or a health and safety representative for any of their functions.
- Not employ anyone under the age as prescribed in the OHSA.
- To take every precaution reasonable in the circumstances for the protection of a worker.
- Conduct periodic checks to ensure compliance with safety standards.
- Review accident and incident reports to ensure proper completion.
- Take immediate action to correct unsafe conditions or unsafe work performances.
- Post a copy of the OSHA poster and any explanatory material prepared by OSHA, outlining the rights, responsibilities and duties of workers.
- Post JHSC meeting minutes (if applicable).
- Provide a safe and healthful working environment for all employees.

Supervisors / Site Superintendents

- Monitor the site for hazards, actual or potential, and other unsafe working conditions through observations and zone inspections.
- Correct any unsafe condition immediately or as soon as possible.
- Ensure company's health and safety policy and procedures are being enforced and practiced by all personnel on site.
- Coordinate investigations of incidents and accidents.
- Aid in the arrangement of safety education and training as required.
- Provide written work instructions for employees when necessary.
- Ensure all personnel are wearing proper protective equipment at all times.
- Take every precaution reasonable for the protection of all employees and contractors.
- Discipline workers and subcontractors that don't follow in accordance with the OHSA.
- Coordinate the emergency response plan.
- Ensure at least one qualified first aid attendant is present on the job site.
- Complete orientation forms of new personnel on the job.
- Complete weekly inspections of the job site.
- Coordinate safety talks.
- Lead by example.
- Other duties as assigned by management.

Workers

- Participate in training regarding the company's health and safety policy and procedures.
- Attend safety training or other toolbox meetings arranged by supervisors/site superintendent.
- Work in accordance with the OHSA and all its regulations.
- Report all unsafe conditions immediately to your supervisor.
- Report all injuries to your supervisor.
- Wear all proper personal protective equipment as required.
- Follow other rules as outlined under the section "Personal Safety Rules" (pg. 10) of this manual.
- Report all unsafe or defective tools equipment or devices to supervisors immediately.
- Operate machinery, tools and equipment as per manufacturers' specifications.
- Do not operate machinery, tools or equipment if not licensed or trained to do so.

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Subcontractors

- Must comply with all applicable legislation.
- Must comply with site-specific policies and procedures.
- Sign in and out on a daily basis along with having the responsibilities of signing in and out all members working with them. Refer to “Workers & Visitors On-Site Log Report” on page 59.
- Must provide clearance certificates and their own safety policies and procedures to the supervisor (site superintendent).
- Follow other rules as outlined under the section “Personal Safety Rules” (pg. 10) of this manual.
- Provide training for their respective employees including site-specific training.
- Inspect and maintain their respective protective devices.
- Monitor site on a daily basis.

All subcontractors are responsible for the administration, implementation, monitoring, supervision and enforcement of their safety programs.

Subcontractors are required to have their own individual safety programs, which meet (at a minimum) the following criteria:

- All applicable government standards and regulations.
- Industry standards.
- Local fire code and building code.
- Local electrical code.
- Client specific requirements.

Subcontractors shall promote safe work practices on part of their employees and their own subcontractors. All work by subcontractors shall be performed by competent persons. A competent person is defined by OSHA as one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

All subcontractors are required to comply with the above-mentioned criteria and SAJO Inc.’s safety policies and procedures to maintain consistency with all programs. Subcontractors are required to participate in the JHSC meetings if law requires one, depending on number of workers present or project duration. The subcontractor supervisor is also expected to perform his/her own site inspections to ensure compliance with their own workers including all housekeeping issues.

Subcontractors are also expected to provide their own Safety Data Sheets (SDS’s), if applicable.

Subcontractors must also ensure that all equipment, machinery and tools are maintained in proper working conditions.

Suppliers

- Must ensure that all machines, devices, tools and equipment are in good condition.
- That machines, devices, tools and equipment complies with the OHSA regulations.
- Provide manuals and instructions.

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PERSONAL SAFETY RULES

Employees and all subcontractors shall abide by the Occupational Health and Safety Act of 1970 (OHSA) and all applicable regulations, this health and safety program and:

- a) Know and follow the SAJO Inc. Health & Safety Policy and Program.
- b) Wear, at all times while on construction sites, a ANSI approved class B hard hat and ANSI approved safety footwear with sole and toe protection and all other Personal Protective Equipment (PPE) as may be deemed necessary for work being performed.
- c) No emergency exits shall be blocked at any given time.
- d) Wear adequate clothing to prevent injury from elements and harmful substances. Acceptable minimum clothing is full t-shirt and long pants. Shorts or muscle tops are unacceptable.
- e) Think and act safely at all times. Know your job and plan each move in advance. See your supervisor/foreman if you are in doubt.
- f) Not bring to the construction site any non-prescription drugs or alcohol. Any employee reporting for work in possession of, or under the influence of drugs or alcohol, will be refused work and is liable to be dismissed.
- g) Report all injuries, regardless of how minor, to their immediate supervisor, foreman or safety representative. Supervisors must in turn report all injuries to head office. Failure to report may jeopardize access to workers' compensation. An investigation report must also be completed.
- h) Not fight or engage in horseplay on the construction site.
- i) Operate all machinery and equipment in accordance with the manufacturer's specified recommendations and guidelines.
- j) Only work during SAJO Inc. posted hours of work. No after hours or weekend work will be allowed unless prior consent from the site superintendent has been granted.
- k) Under no circumstances is violence or fighting permitted in the workplace. If conflicts arise between different trades, workers or contractors, notify SAJO Inc. superintendent immediately.
- l) Sexual and workplace violence harassment will not be tolerated under any circumstances on a SAJO Inc. site.

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DISCIPLINARY PROCEDURES

Disciplinary Policy

In order to achieve the objectives of our Health and Safety Policy and Program, all personnel employed on a construction site will follow the safety rules described in this policy and the Occupational Health and Safety Act (OHSA), any other jurisdictional legislations, and, applicable construction regulations, as well as any other rules which may be brought to the attention of personnel during their course of employment. Failure to obey these safety rules and the OHSA and other legislations may result in the following:

Step One (Verbal Warning).

When a supervisor (site superintendent) identifies that a worker is not complying with company standards, the supervisor will initiate a verbal warning to the worker/subcontractor representative. The supervisor must state that the worker/subcontractor is receiving a verbal warning. It is important that the worker/subcontractor understands the expected level of work required and is then cautioned regarding failure to meet the standard.

Step Two (Written Warning).

If the supervisor observes the worker/subcontractor continually failing to comply with company standards, a written warning will be issued to the worker/subcontractor's representative. The warning letter will explain the reasons for further discipline. It will also advise the worker/subcontractor to take immediate steps to correct the behaviour. The letter will also state that continued failure to comply will result in further disciplinary actions such as a suspension.

Step Three (Suspension).

Following the written warning, further non-compliance by the worker/subcontractor will result in a suspension from work without pay. The suspension can vary from one day to one week. This will be decided by the severity of the incident. The supervisor will state that further non-compliance will result in dismissal.

Step Four (Dismissal).

Continued non-compliance will now lead to termination of employment of the employee, or change of employee if non-compliance stems from a subcontractor.

- **If applicable, the site superintendent is to complete the form “Subcontractor or Employee Warning Notice” as outlined on page 36.**

SAJO

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The use of personal protective equipment (PPE) is necessary to help prevent serious injury/illness by eliminating or minimizing exposures to a hazardous physical or chemical agent. Personal protective equipment must be worn where required. The maximum degree of protection offered by personal protective equipment will be achieved only if the equipment is right for the job, tailored for the individual, used with care; including maintenance and safety inspections before use, and being properly trained on how the PPE is to be used.

The following list has been developed to ensure that all personnel at SAJO Inc. sites fully understand the personal protective equipment requirements:

- All personal protective equipment to be used at SAJO Inc. sites will be evaluated and analyzed by the respective employer prior to purchase. This will ensure that equipment is the correct type and is appropriate for the circumstances.
- It is the responsibility of all employees to wear the appropriate personal protective equipment wherever there is potential risk of bodily injury and/or exposure to a hazardous agent.
- It is the responsibility of the employer to ensure that all respective employees required to wear or use personal protective equipment, receive the proper equipment and are trained in its proper use, care, limitations and maintenance of the equipment. The employer must also ensure that the worker is properly fitted with the correct protective equipment.
- Employees will inspect their PPE regularly to ensure that it is maintained in an adequate working condition.
- The employer will replace damaged items.

Personal protective equipment must be used at all times while working on a construction project. As mentioned above, hard hats and safety shoes or boots must be worn at all times. Depending on the nature of work being performed, safety glasses, respirators, earplugs and face shields, gloves or aprons and fall arrest must be incorporated into the job tasks. Contractors are responsible for their own workers and procedures.

- **The site superintendent is to post the “Mandatory On-Site PPE Poster” as outlined on page 64.**
- **If applicable, the site superintendent is to post the “Other PPE to Wear Poster” as outlined on page 65.**

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HAZARD IDENTIFICATION AND CONTROL

Hazard reporting is an integral part of an effective health and safety policy and program that involves all workplace parties. Workers must report hazards immediately to their supervisor. Hazard recognition should be performed before actual work is to begin. Any hazards recognized should be controlled or removed before work commences. Refer to page 17 for Hazard Classifications.

At SAJO Inc., it is the responsibility of all employees to be knowledgeable of workplace hazards, to identify, report, correct and ideally eliminate any known hazards as well as to avoid the creation of new ones. If these problems are corrected immediately, we can prevent unnecessary injuries, incidents or potential accidents.

Hazards include unsafe acts or unsafe conditions and can include but are not limited to the following:

- Operating machinery/equipment without authority
- Failure to warn or secure
- Operating equipment at improper speeds
- Making safety devices inoperable
- Using defective equipment
- Using equipment improperly
- Failing to use personal protective equipment (PPE)
- Improper loading/lifting

Responsibilities of Workers

Each worker will periodically inspect his or her workplace and equipment to observe for any unsafe conditions prior to starting work.

Workers should look for the following hazards:

- Inadequate guards or protection.
- Defective tools and equipment.
- Violations of the Occupational Health and Safety Act (OHSA).
- Substandard housekeeping.
- Excessive noise.
- Area congestion.
- Substandard or improper personal protective equipment (PPE).

Workers have an obligation to report unsafe acts and conditions immediately to their supervisor. This can be done by reporting it verbally to your supervisor or reporting it verbally to your Joint Health and Safety Committee (JHSC) member or safety representative.

- **If applicable, the site superintendent is to complete the form “Hazard Identification Report” as outlined on page 39, and use Hazard Classification as outlined on page 17.**

SAJO

ACCIDENT / INCIDENT & INJURY REPORTING AND RESPONSIBILITIES

SAJO Inc. is sincerely concerned with injury/incident prevention. Our goal is to take a pro-active approach in preventing injuries at our workplace.

It is our policy to care for any injured worker by providing immediate first aid and emergency transportation if necessary and to ensure that all other personnel are safe. All workers are to be educated and instructed to report all injuries. All such situations must be investigated to determine why the situation occurred and identify the hazards and/or controls, which will eliminate or minimize future occurrences from happening.

Responsibilities of Workers and Supervisors

Accident/Incident & Injury

- Report all accidents/incidents or injury immediately to the site superintendent.
 - Report all near-miss incidents to the site superintendent. A near miss this time could lead to a serious accident next time.
 - When incident reported is not the result of your materials, tools or employees' actions, the site superintendent must be notified so to correct the unsafe condition.
 - If you notice a potential hazard, correct the hazard if you are able to and/or report the potential hazard to the site superintendent. Don't wait for the incident/accident to happen before acting.
 - If you are required to seek medical attention you must tell your direct supervisor & site superintendent immediately. Appropriate paperwork must be submitted to the appropriate State Department of Labor. The supervisor is trained to fill out the proper forms.
-
- **If applicable, the site superintendent is to complete the form "Accident/Incident/Injury Report" as outlined on page 38.**

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Legal Requirements for Reporting Accidents

It is the employer's duty to notify the US Department of Labor – OSHA

Fatalities, and incidents that result in an amputation, hospitalization or loss of an eye must be reported to the US Dept. of Labor - OSHA, the onsite health and safety representative or JHSC, and trade union in the following circumstances (if applicable) as follows:

Occurrence	What Required	When	By Whom	To Whom
Fatality	Verbal notification	Within 8 hours	The employer	<ul style="list-style-type: none"> ▪ USDOL - OSHA ▪ JHSC ▪ H & S Rep ▪ Trade Union
	Written report <ul style="list-style-type: none"> ▪ OSHA 301 form or State First report of Injury 	Within 48 hours Within 24 hours	Written report by employer only The employer	<ul style="list-style-type: none"> ▪ JHSC ▪ State Dept. of Labor
Injury (non-critical) Work related event involving in-patient hospitalization of one or more employees or an employee's amputation or an employee's loss of an eye, as a result of a work-related incident, you must report the in-patient hospitalization, amputation, or loss of an eye to OSHA	Verbal notification	Within 24 hour	The employer	<ul style="list-style-type: none"> ▪ USDOL - OSHA ▪ JHSC ▪ H & S Rep ▪ Trade Union
	Notice in writing <ul style="list-style-type: none"> ▪ OSHA 300 log ▪ OSHA 301 form or State First report of Injury 	Within 6 days of the occurrence of learning of the incident Within 24 hours	The employer The employer	<ul style="list-style-type: none"> ▪ OSHA 300 log ▪ JHSC ▪ H & S Rep ▪ Trade Union ▪ State Dept. of Labor
Injury (including those listed above) Work-related where more than first aid treatment is provided	Notice in writing	Within 6 days of the occurrence of learning of the incident	The employer	<ul style="list-style-type: none"> ▪ OSHA 300 log ▪ JHSC ▪ H & S Rep ▪ Trade Union
	<ul style="list-style-type: none"> ▪ OSHA 300 log ▪ OSHA 301 form or State First report of Injury 	Within 24 hour	The employer	<ul style="list-style-type: none"> ▪ State Dept. of Labor
Occupational Illness Work related where more than first aid treatment is provided	Notice in writing	Within 6 days of the occurrence of learning of the incident	The employer	<ul style="list-style-type: none"> ▪ OSHA 300 log ▪ JHSC ▪ H & S Rep ▪ Trade Union
	<ul style="list-style-type: none"> ▪ OSHA 300 log ▪ OSHA 301 form or State First report of Injury 	Within 24 hour	The employer	<ul style="list-style-type: none"> ▪ State Dept. of Labor

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WRITTEN REPORTS

With respect to injuries, the Occupational Safety and Health Act (OSHA) requires only verbal reports as described above. SAJO requires written reports.

HEALTH & SAFETY REPRESENTATION

A Joint Health and Safety Committee (JHSC) shall be formed at a construction site when deemed necessary by SAJO. The JHSC shall consist of equal members from management and non-management alike. Other workers or their applicable union (if applicable) will select the worker members. Representatives on the JHSC will consist of representatives from the following:

- Workers from different trades (non management).
- Supervisor (management).
- Subcontractors from different trade groups.

Two members (one from each) are required if there will be between twenty and forty-nine people on a site and the job is forecasted to last more than three months. This number doubles and four members must be present (two management and two non-management) when there are fifty or more workers present and the job will last for more than three months.

If there are less than twenty workers employed on a site, then a safety representative will be chosen.

Functions of the JHSC or a safety representative include the following:

- Coordinate quarterly meetings.
- Site inspections done monthly.
- Review previous minutes.
- Record safety concerns from employees.
- Resolve safety issues brought forth.
- Make recommendations to the employer.

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ACCIDENT / INCIDENT & INJURY INVESTIGATION

The objective of the SAJO Inc. accident/incident investigation policy is to determine the root causes through examinations, observations and inquiries from witnesses, and to implement corrective measures to prevent further recurrence.

The supervisor along with the Joint Health and Safety Committee (JHSC) (if applicable) is responsible for investigating, documenting and implementing the corrective actions.

The following is a list of activities required in the event of an accident or incident:

- Establishing control at the scene.
 - Ensuring control at the scene for prevention of further accidents.
 - Provide and/or arrange for first aid and/or medical services.
 - Identify sources of evidence.
 - Preservation of evidence.
 - Photograph and sketch accident scene.
 - Examination of tools and equipment involved.
 - Interview of witnesses. Refer to the form “Witness Statement”
 - Completion of accident/incident/injury investigation form. Refer to the form “Accident/Incident/Injury Report”
- **If applicable, the site superintendent is to complete the form “Witness Statement” as outlined on page 37.**
- **If applicable, the site superintendent is to complete the form “Accident/Incident or Injury Report” as outlined on page 38.**

Hazard Classification

Hazards can be classified as either a class A, B, or C hazard. When a non-conformance item has been identified, a hazard classification will be assigned.

Class A Hazard

A condition likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment or material.

Class B Hazard

A condition likely to cause serious injury or illness resulting in temporary disability or property damage that is disruptive but not permanent.

Class C Hazard

A condition likely to cause minimum or minor injury or illness or non-disruptive property damage.

- **If applicable, the site superintendent is to complete the form “Hazard Identification Report” as outlined on page 39.**

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FIRST AID

A first aid kit will be located on site easily accessible by all. Each working crew is to have their respective certified first aider present at all times. Refer to “First Aid Kit Location Poster” posted on site, as outlined on page 66.

Subcontractors must participate by identifying their own qualified personnel, and comply with all jurisdictional First Aid Program regulations.

Requirements for first aid kits are specified by a medical professional, but guidance can be found within ANSI Z308.1-2015, as outlined on page 19. Class A kits are designed to deal with the most common types of workplace injuries. Class B kits are designed with a broader range and quantity of supplies to deal with injuries in more complex or high-risk environments. The quantities shown are to be considered minimums.

First aid trained personnel are required to be available within no more than 3-4 minutes from the workplace.

- **If applicable, the site superintendent is to have the appropriate personnel complete the form “First Aid and Injury Treatment Record” as outlined on page 61.**

Definitions

- **Injury:** An injury is an event resulting in physical harm to a worker. An injury is often described as an accident.
- **Incident:** An incident is an event that could have been an accident but wasn't.
- **First Aid:** First aid is defined as emergency care given immediately to an injured worker. Knowing first aid procedures can save lives, reduce the number of injuries and promote recovery.
- **Lost Time:** Lost time is a work related injury that results in the injured worker missing scheduled time from work.

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ANSI Z308.1–2015, TABLE 1: CLASSES OF FIRST AID KITS & REQUIRED SUPPLIES

First Aid Supply	Minimum Quantity		Minimum Size or Volume	
	Class A Kits	Class B Kits	(U.S.)	(Metric)
Adhesive Bandage	16	50	1 x 3 in.	2.5 x 7.5cm
Adhesive Tape	1	2	2.5 yd. (total)	2.3m
Antibiotic Application	10	25	1/57 oz.	0.5g
Antiseptic	10	50	1/57 oz	0.5g
Breathing Barrier	1	1		
Burn Dressing (Gel Soaked)	1	2	4 x 4 in.	10 x 10cm
Burn Treatment	10	25	1/32 oz.	0.9g
Cold Pack	1	2	4 x 5 in.	10 x 12.5cm
Eye Covering (with Means of Attachment)	2	2	2.9 sq. in.	19 sq. cm
Eye/Skin Wash	1 fl. oz. total			29.6 mL
		4 fl. oz. total		118.3 mL
First Aid Guide	1	1	N/A	N/A
Hand Sanitizer	6	10	1/32 oz.	0.9 g
Medical Exam Gloves	2 pair	4 pair	N/A	N/A
Roller Bandage (2 inch)	1	2	2 in. x 4 yd.	5 cm x 3.66 m
Roller Bandage (4 inch)	0	1	4 in. x 4 yd.	10 cm x 3.66 m
Scissors	1	1	N/A	N/A
Splint	0	1	4.0 x 24 in.	10.2 x 61cm
Sterile Pad	2	4	3 x 3 in.	7.5 x 7.5 cm
Tourniquet	0	1	1 in. (width)	2.5 cm (width)
Trauma Pad	2	4	5 x 9 in.	12.7 x 22.9 cm
Triangular Bandage	1	2	40 x 40 x 56 in.	101 x 101 x 142 cm

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HazComm & GHS

The OSHA Hazard Communication (HazComm) Standard was developed to assist workers in understanding the safety and health hazards of materials used in the workplace.

Globally Harmonized System of Classification and Labeling of Chemicals (GHS) is an internationally agreed-upon standard managed by the United Nations that was set up to replace the assortment of hazardous material classification and labeling schemes previously used around the world. Core elements of the GHS include standardized hazard testing criteria, universal warning pictograms, and harmonized safety data sheets which provide users of dangerous goods with a host of information.

The HazComm standard requires that employers and suppliers nationwide provide and make specific vital information about hazardous materials available to workers.

The key elements of HazComm are:

- Labels – alerts workers to the identity and dangers of products and to protect using prescribed precautions as prescribed by GHS.
- Safety Data Sheets (SDS)
- Worker education and training programs including workplace specific training.

The HazComm standard was designed to inform anyone who is exposed to hazardous materials in their workplace as well as the health effects and the appropriate precautions to be used when handling, storing, and disposing of such materials.

The company Hazard Communication program will be reviewed on an annual basis or as often as new chemicals arrive on a job-site.

SAJO Inc. must make available updated SDS sheets for all products brought onto a job-site. Each subcontractor must provide SAJO Inc. with SDS sheets when bringing controlled products onto our sites.

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PROCEDURES AND GENERAL REQUIREMENTS

Access and Egress

- Access to and egress from all work areas must be adequate and remain clear from debris and other waste material.
- Access to roof areas will be restricted for authorized workers only. The supervisor will evaluate the weather and identify any potential or actual hazards present. Overhead protection or barricades will be used when work must be performed above a means or access/egress in order to prevent pedestrian incidents from occurring.
- No work shall be performed on a building unless temporary or permanent stairs have been installed. Stairs are not needed when only the structural steel beams or columns are erected or when a permanent ladder is attached before the structure is raised into position.

Ladders

Improper use of ladders plays a major role in workplace injuries. Workers must inspect their ladders on a daily basis to insure the ladder integrity remains consistent with the construction regulations.

- Ladders must be placed on firm and level surfaces.
- Areas surrounding ladder at bottom and top clear of debris.
- Must be tied off when necessary to prevent movement.
- Ladders being used as a means of access/egress, fall protection must be used where a worker may fall in excess of ten feet, ladder must extend three feet above top landing.
- Ladders should be placed with an angle such that the horizontal distance between the top support and the base is approximately one-quarter of the vertical distances between these points.
- Maintain three-point contact while on a ladder.
- Broken or defective ladders must be replaced immediately.
- No ladder shall be present in an elevator shaft or a similar hoisting area when the shaft or area is being used for hoisting.
- Ladders should never be erected on boxes or pails or other items.
- Ladders should never be substituted for scaffold planks or other uses that they were not intended for.
- OSHA requires that workers utilizing ladders be trained

Flammable or Combustible Materials

- All flammable or combustible materials must be handled and stored with caution.
- Materials must be stored in approved containers with flash arresting caps in place.
- Containers must be grounded and during decanting, containers must be bonded.
- Flammable or combustible materials must be stored away from sources of ignition. “No Smoking” signs and GHS compliant labels must be present.
- Waste materials must be disposed of according to applicable environmental guidelines.
- Dumping materials into open sewers or on the ground is strictly prohibited.

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Scaffolds

A competent worker must inspect scaffolds on a daily basis. The erection, inspection and dismantling of scaffolds must be done by a competent worker, knowledgeable of the procedures and experienced of the hazards thereof. Scaffold planks must be of good quality No.1 Spruce and free of defects such as loose knots or splits. Planks must meet size requirements by being two inches by ten inches in cross section. Requirements for scaffolds can be found in the applicable construction regulations.

- Scaffolds must be erected with all pins, braces, screw jacks, base plates and locking pins in place and all other related fittings specified by the manufacturer.
- Platforms and/or benches must be at a minimum width of eighteen inches and must be planked across their full width when feasible.
- Scaffolds must be tied in to a building at vertical intervals not greater than four times the least lateral dimension, including any out rigging stabilizing devices.
- Secured guy lines must be used when scaffolds cannot be tied in to a building.
- Scaffold planks must be fastened to prevent movement.
- Scaffolds must be erected and maintained in a plumb and square condition.
- Planks must be clear of debris and any other hazardous substances.
- Safe access to scaffolds must be provided. Stepladders cannot be used. Extension and straight ladders can be used if the scaffold can withstand the side forces. Otherwise, a bolt on ladder is recommended. Follow the manufacturer's recommendations.
- Fall protection must be used and incorporated when working at heights in excess of ten feet or more for scaffolds.
- Scaffolds with wheels must have brakes on them and must be applied when work is engaged on them.
- Scaffolds should never be moved with a forklift truck or other equipment when fully erected.
- Sections of scaffolds that show signs of wear and tear such as cracks, dents, bending in the steel or other signs should be reported to the supervisor and replaced immediately.
- The feasibility of the use of fall protection must be determined for those erecting or dismantling scaffolds.
- Workers using, erecting, dismantling or moving scaffolds must be trained.

Floor Holes/Covers

Floor holes/covers are required when any hole in the floor exceeds 2 inches in diameter. Covers must withstand 2 times the maximum intended load. Covers must be secured and marked (HOLE or COVER or equivalent). Refer to the applicable construction regulations for further compliance.

Housekeeping

- Housekeeping should be done during work on a daily basis.
- Workers at their designated work area should maintain a clean working environment.
- Access ramps and ladders should remain clear of debris and other waste materials. Waste materials and other debris should be placed in waste containers immediately and removed from the work area.
- Each worker is responsible for maintaining and cleaning their work area. Protruding objects must be protected by a suitable means in order to prevent injury or impairment.

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Chutes

- A chute, in a container or by a crane or hoist, will lower garbage or debris from a high-rise construction site.
- Chutes shall be adequately constructed and fastened in place.
- Chutes shall be enclosed on all four sides where there is a slope exceeding a gradient of one in one.
- A chute shall have a gate at the bottom end if one is necessary to control the flow of material and shall discharge into a container or an enclosed area that is surrounded by barriers.
- Chute entrances shall be built so to prevent spilling over when debris is being deposited into it.
- Chutes entrances shall have curbs at least 4 inches high and chutes should be less than 4 feet in height; and, remain closed when not in use.
- Fall protection in front of chute openings is required.
- When closed, chutes should be able to prevent access for others.

Excavations

- During excavations, proper means of access and egress must be provided.
- If entering a trench/excavation with a depth less than five feet, the walls must be sloped or shored, unless a competent person has done an assessment and has determined that there is no indication of a potential cave-in. Refer to OSHA Subpart P for guidance.
- If entering a trench/excavation with a depth of five feet or greater, the walls must be sloped or shored. Refer to OSHA Subpart P for guidance.
- A ladder, ramps or other safe means of access/egress is needed for a trench of four feet or more in depth.
- No one can enter an unprotected trench at any time.
- All loose material must be scaled back from the sides of an excavation or trench.
- Material and equipment must remain at a minimum of two feet from the edge to prevent a cave in.
- A competent person designated by a professional engineer must inspect soil conditions before work commences and throughout the duration of work on a regular basis.
- Utility locations must be obtained prior to the commencement of any surface penetration.
- Utility location drawings must be reviewed by the supervisor and be in the possession of the equipment/machinery operator.

Ice and Snow Treatment

- Accumulation of snow and ice shall be cleared and treated as soon as is practicable. Subcontractors should aid in treating the area in which they are working as they are also responsible for their own workers.
- See the site superintendent for Calcium Chloride or sand which will be provided for the treatment of work surfaces.
- If the working conditions are such that treatment is ineffective, refrain from work until conditions are safe.

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Bracing and Securing

- Subcontractors are responsible for ensuring that proper wall, floor, structure bracing and securing techniques to prevent collapse are being adhered to. Bracing and supports should only be removed when the danger of collapse has been eliminated.

Fire Prevention

- One fire extinguisher with a rating of at least 2A must be provided for every 3000 sq. ft. of floor area.
- Fire extinguishers must be readily available in adequately marked areas.
- Employers must ensure that designated workers are properly trained in the care and use of fire extinguishers.
- Fire extinguishers shall be inspected for defects at least once per month.
- On high-rise projects, a fire extinguisher shall be present on each storey of an enclosed building during construction.
- Standpipes must be maintained so to be readily operable if required.
- Hoses for permanent standpipes shall have a valve. Please refer to the applicable construction regulations regarding compliance with standpipes.

Remember PASS!

- P-** Pull the pin, some units require the releasing of a latch, pressing a puncture lever or other motion
- A-** Aim the extinguisher nozzle at the base of the fire.
- S-** Squeeze the handle to release contents of the extinguisher.
- S-** Sweep from side to side at the base of the fire. Discharge the contents of the extinguisher.

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Compressed Gases

- Compressed gas cylinders must be handled with extreme caution.
- Cylinders must be transported and hoisted on site with a suitable crib.
- Competent workers only are allowed to handle compressed gas cylinders.
- Cylinders must always be stored and transported in an upright position.
- Storage cages must be kept in a safe location away from work areas or other high traffic zones.
- Empty and full cylinders should be stored separately.
- If a leak has been discovered, discontinue use immediately and remove, if safe to do so, the leaking cylinder to a safe area. Notify the supervisor immediately and the supplier should be notified for removal of the cylinder.
- If checking for leaks on any cylinder **USE WATER BASED SOAP SOLUTIONS**. While the average oil based dish detergent is fine for propane, when in contact with oxygen, becomes a highly explosive combination!
- Storage locations should be locked to prevent access.
- Signs should be posted such as “No Smoking” and “trained personnel only”.
- All cylinders should have the protective caps on them when not in use and especially during transportation.
- Not more than a day’s supply should be stored indoors at any given time.
- Propane should be stored separate from other compressed gases and at a minimum of ten feet from sources of ignition. Fire extinguishers must also be present. Proper PPE are required when handling propane.

Electricity and other Utilities

Utility locations will be identified wherever possible prior to the commencement of work. Warning signs will be posted along any route where utilities exist. Power lines will be insulated wherever possible. When using backhoes or other equipment and machinery near power lines, a signaler will be posted and used when approaching the minimum allowable distances, compliant with applicable construction regulations. No person shall dig without a utility location plan.

In the event that during an excavation, the operator encroaches on an identified utility, powered equipment will no longer be used and work shall only be performed by hand held tools if safe to do so.

Traffic Control

When deemed necessary, SAJO Inc. will provide trained, competent personnel to conduct traffic control for local traffic as per the applicable construction regulations. Our objectives include maintaining the health and safety of our workers as well as the general public. Our signs and garments will comply with the Manual on Uniform Traffic Control Devices (MUTCD) standards. When working after dark, SAJO Inc. will comply with all construction regulations regarding reflective vests and flashing amber lights. Backup or reverse alarms must be functioning and audible above surrounding noise, otherwise, a signal person must be present when any vehicle is reversing. Reversing vehicles will be kept to a minimum, whenever possible turn around points will be available.

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Hot Work

- During hot work, the contractor must make all necessary precautions to prevent a fire.
- Sections should be cordoned off for the protection of other workers.
- A fire extinguisher and a fire watch must be present in order to prevent a fire.
- Flammable liquids or other flammable materials may not be present during hot work.
- Welding and cutting torches, hoses, regulators and flashback arrestors must be inspected prior to each use.
- A hot work permit must also be obtained prior to the commencement of any hot work.

➤ **If applicable, the site superintendent is to complete the form “Hot Work Permit” as outlined on page 42.**

Fall Prevention

OSHA construction standards state that fall prevention is required when a worker is exposed to any of the following hazards:

- Falling more than 6 feet from a walking or working surface.
- Falling more than 10 feet from scaffolds.
- Falling from an aerial lift.
- Falling into water or another liquid.

Fall prevention is the responsibility of each worker and supervisor. Workers must receive training in all aspects of fall prevention including: guardrails, ladders, scaffolds, fall arrest and inspections, rescue plans and procedures. Documentation must be provided to the site superintendent. These components of the fall prevention program must be used in accordance with the construction regulations. Fall prevention systems include travel restraints when working on a platform. Fall arrest components include the following:

- ANSI approved safety harness.
- ANSI approved shock absorbers and lanyards.
- ANSI approved connectors such as rope grabs and chokers.
- Approved anchor points.
- ANSI approved lifelines (vertical or retractable).
- Horizontal lifelines require a qualified person approval.

➤ **If applicable, the site superintendent is to post “Emergency Fall Rescue Procedure” as outlined on page 59.**

SAJO

Equipment / Machinery

- All mobile equipment and machinery are the direct responsibility of the contractors on site. As employer/constructor, we will ensure the protection of all our workers on site by enforcing applicable legislation and compliance with the OHSA construction regulations. We will also ensure that proper documentation, including maintenance and pre start safety checks, is being adhered to.
- Workers and subcontractors must ensure safe work practices and must be aware of and work in compliance with all legislation that governs their work.
- Equipment must be maintained and operated by competent and trained personnel only.
- Proof of training must be kept in the operator's possession and provided to the site superintendent upon request.
- All equipment must not be left unattended while running.
- Parking brakes must always be applied when not in use.
- All pieces of equipment must have an owner's manual on file.
- A piece of equipment must never be used to lift a worker unless it is a power elevated work platform or an engineer approved cage.
- When parking machinery, all attachments must be lowered to the ground and with fork lift trucks, forks slightly tilted forward to prevent trip hazards from occurring.
- Loads must never pass over a worker or be handled in a way that would endanger a worker.
- Loads must never exceed the rated load capacity of the equipment being used.
- A competent signal person should be used when necessary in the operation of mobile equipment for the prevention of accidents.

Equipment / Tools

- All equipment and tools must be inspected for defects prior to each use.
- All power tools must be effectively guarded to prevent injury and be used in a safe manner as per the manufacturers' specifications.
- Electrical tools must be properly grounded.
- Defective tools must be taken out of service, tagged and repaired immediately.
- Suitable extension cords, free of defects, must be used while on site.

Toolbox Meetings / Safety Talks

Toolbox meetings/Safety talks will be held on a weekly/monthly basis or as required. These short informative talks will be conducted by the site superintendent, lead hand or a safety representative from the company. Attendance sheets will be handed out as well as topics discussed. Contractors are to abide with this policy and provide safety talks with their own employees or other subcontractors as a minimum on a weekly/monthly basis (or as required) provide proof with an attendance sheet which also states topics discussed.

- **The site superintendent is to complete the form "Toolbox Meeting / Safety Talks Attendance Record" as outlined on page 43.**

SAJO

Explosive Actuated Fastening Tools

- Operators of explosive actuated fastening tools must have a current record of training with them at all times.
- Eye protection, hard hats, safety boots and hearing protection must be worn at all times while using this type of tool.
- All tools of this nature must be inspected prior to each use and must be stored in a locked container when not in use.
- Misfired loads shall be placed in a water filled container and removed daily from site. Treat explosive actuated fastening tools with the same respect as a firearm.

Electricity and Electrical Equipment

- Only qualified electricians shall perform any tie-ins to any electrical equipment. Prior to this occurring, proper lockout/tag-out procedures shall be followed. Refer to lockout/tag-out procedures on page 31 of this manual.
- Report any defective electrical equipment immediately to your supervisor.
- Electrical panels and other disconnects must never be covered or hidden by any equipment, tool boxes, or articles of clothing.
- All extension cords must be properly grounded and free from damage.
- All electrical equipment and power tools must be properly grounded.
- Ground Fault Circuit Interrupters must be used at all times on construction sites.
- Report loose and unprotected wires and cables immediately to your supervisor.
- Energized conductors must be properly identified.

Temporary Heat

- Temporary heating units should only be handled and installed by contractors that are properly trained in the handling of this type of equipment.
- If heating units are not working or have been damaged, report it to the site superintendent immediately.
- Ensure that proper ventilation and circulation of fresh air is made available.
- Ensure that a fire extinguisher (4A40BC) is readily available.
- Never store or use flammable or combustible materials on or in proximity to the heater.
- Report any leaks immediately to your supervisor. Leave the area immediately and inform others working in the same unit to do so also.
- Heaters used in the vicinity of combustible tarpaulins, canvas, or similar coverings shall be located at least 10 feet from the coverings. The coverings shall be securely fastened to prevent ignition or upsetting of the heater due to wind action on the covering or other material.

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Signage, Fencing and Other Precautions (walkways)

- Subcontractors are responsible for providing their own signs when conducting work on a SAJO Inc. construction site.
- Signs are required to ensure proper identification of construction areas, access routes, overhead dangers, electrical hazards, confined space areas as well as other hazards outlined in the applicable construction regulations.
- Orange snow fence may be used under certain conditions providing the site superintendent is aware and approves the use of the snow fence. Orange snow fence signifies that a boundary has been created due to a potential or actual hazard. Snow fence also signifies that the construction boundaries should not be crossed.
- Proper fencing and covered walk ways must be provided as required to ensure appropriate restriction of work areas and to ensure the safety of the general public.
- No work will be carried out on a building or structure located within 15 feet of a public way unless a covered way is constructed over the part of the public way that is adjacent to the project. Refer to the applicable construction regulations for further compliance regarding public walkways and protection.

Guardrails

- Guardrails will be used where there is a possibility of a worker falling from one surface to another.
- Guardrails must be provided around the perimeter of a working surface where a worker may fall six feet or more and must include a top rail, mid rail and toe board.
- Guardrails temporarily removed for the purpose of doing work must be replaced immediately upon completion of the work.
- When guardrails have been removed, adequate means of fall protection must be used. Danger signs must also be placed. Fall protection includes: fall restraint, fall arrest and safety net systems.
- Handrails must be securely fastened on all open sides of stairs and guardrails must be installed on any open side of stair landings.
- Handrails must be constructed of the same material requirements as guardrails. Refer to the applicable construction regulations for full compliance.
- Be sure to ensure that handrails are free from splinters and other protruding objects such as nails.
- Workers must be properly trained in fall protection before entering a construction site.
- A top rail of a guardrail system must be 42 in. (+/-3 in.) from a walking/working surface. A mid-rail is required halfway to the walking/working surface.

Visitors

- Visitors must sign in at site office or trailer and state for whom they wish to meet. Refer to “Workers & Visitors On-Site Log Report” on page 60.
- Visitors must be accompanied by a supervisor or other competent person, wear proper personal protective equipment (PPE) and abide with all company policies, procedures and rules.
- Under no circumstances shall a visitor perform any work or operate machinery, equipment or tools.
- Visitors must report any unsafe conditions or acts immediately.

SAJO

Confined Space

Caissons are covered by OSHA's Underground Construction standard (1926 subpart S). Please refer to the applicable construction regulations for full instructions regarding caissons and underground construction.

A confined space is defined as:

- Large enough and so configured that an employee can bodily enter it;
- Has limited or restricted means for entry and exit; and
- Is not designed for continuous employee occupancy.

A Permit Required Confined Space is a confined space that:

- Contains or has a potential to contain a hazardous atmosphere;
- Contains a material that has the potential for engulfing an entrant;
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section; or
- Contains any other recognized serious safety or health hazard

SAJO Inc. will have signs posted identifying a Permit-Required Confined space.

In a confined space, the following hazards may be present:

Hazardous gas or vapors	Noise
Dusts, fumes or mists	Electrical or mechanical hazards
Extreme temperatures (hot/cold)	Uneven walking surfaces
Insufficient lighting	Oxygen levels less than 19.5% or greater than 23%

Each of the hazards can have a serious or critical affect on the person entering the confined space. Contractors will have all relevant workers trained in confined space entry before commencing work.

No worker on a SAJO Inc. site may enter a confined space unless approval is issued from the site superintendent and the worker must have previously completed the following criteria:

- Testing and evaluation of atmosphere
- Proper personal protective equipment (PPE)
- Purging and ventilation
- Access and egress
- Blanking off
- Lockout procedures
- Housekeeping
- Fire and electrical safety
- Qualified attendant (knowing 1st aid and/or CPR, lifeline and alarm at hand).
- Rescue plans and equipment
- Proper confined space entry permit
- Training

Once this has been accomplished, the site superintendent will allow the confined space work to proceed.

- **If applicable, the site superintendent is to complete the form "Confined Space Entry Permit" as outlined on pages 40-41.**

SAJO

Lockout / Tag-out Procedures

This procedure is designed for the protection of personnel from hazards associated with machinery and equipment and process systems during the construction of a project.

The following procedure must be followed:

- Inform site superintendent that the lockout/tag-out will be performed.
- Obtain lock and tag.
- Lock out the appropriate power sources and mark the tag as well.
- Be sure to check if more than one power source exists.
- Worker will retain the key until completion of task.
- If more than one trades-person is performing work on a piece of equipment, then there will be present one lock and one tag for each worker performing a task.
- If there is a change of shifts, the next set of workers will place new locks and tags on the piece of equipment before the first shift removes their own.
- If there is no shift change, the workers will hold on to the keys.
- When work has been completed, each worker will remove their own lock and tag.
- Under no circumstances will any worker remove another worker's lock and tag.
- If a worker forgets to remove a lock and tag, they will be called back to the job-site to remove the lock and tag.
- As a last resort, the site superintendent can remove (cut) a lock and tag if he is assured that the work has been completed.

Materials Handling / Lifting

- Where practical, heavy lifts should be done with mechanical lifting devices.
- When manual handling is required, dollies, trucks and similar devices should be used where practical.
- Workers should know their physical limitations and the approximate weight of materials they are trying to lift. Workers should be encouraged to get help when a lifting task may be more than they can safely handle.
- The right way to lift is the easiest and safest. Take a firm grip; secure a good footing; place the feet a comfortable distance apart; bend the knees; keep the back straight and lift with the leg muscles.
- Use gloves or hand patches, as required, when handling sharp, rough, heavy or hot materials.
- Never carry a load so large that it obstructs vision or too heavy that it cannot be safely lifted without assistance.

SAJO

Crane Safety

➤ Tower Cranes

The Assembly/Disassembly Director shall be responsible for ensuring that the tower crane equipment is installed and dismantled in a safe manner according to safety standards by regulations, laws, codes and manufacturer's specifications. The Director shall also be responsible for the safe performance of the workers present during these operations.

The Director shall verify that the tower crane operator is certified by local regulations.

➤ Mobile Cranes

All mobile crane lifts must be pre-planned and performed in accordance with the Occupational Health and Safety Act (OHSA). The crane inspection log book shall be kept in the operator's cab at all times and readily available for inspection.

The following criteria must be met for mobile cranes:

- When two or more cranes are working in close proximity, provision shall be made to prevent contact between cranes or adjacent equipment or structures. Suitable communication must be available between operators.
- A load chart applicable for the crane in use must be available for the operator and posted in the cab.
- The weight of material to be lifted must be specified. The operator is responsible to ensure that the load doesn't exceed the capacity of the crane.
- If specification of the load weight can't be obtained, the load shall be calculated.
- Cranes left unattended shall be tied down with brakes and dogs in the locked position.
- It shall be the duty of the owner of the crane to arrange for the daily/weekly/or as required inspections, tests, maintenance or other repairs as prescribed by the manufacturer's specifications.

It shall also be the duty of the owner of the crane to ensure that an updated log book is maintained and shall include the following:

- Inspections and repairs.
- Testing of safety devices.
- Size and type of wire being used.
- Rigging information.
- Hours of service or operation.

SAJO

TOXIC AND HAZARDOUS SUBSTANCES

OSHA has developed specific standards for certain substances. These regulations will outline a set of required steps to control the exposure of workers to the substance. The employer must conduct an assessment to determine whether the health of a worker may be affected by an exposure to the substance. While many of these substances will not be encountered during the scope of SAJO's operations, it is important to present this information. These substances are:

Substance	OSHA Ref.	Substance	OSHA Ref.	Substance	OSHA Ref.
Asbestos	1926.1101	4-Aminodiphenyl	1926.1111	Chromium (VI)	1926.1126
Coal Tar	1926.1102	Ethyleneimine	1926.1112	Cadmium	1926.1127
Carcinogens (Nitrobiphenyl)	1926.1103	Beta-Propiolactone	1926.1113	Benzene	1926.1128
Alpha-Naphthylamine	1926.1104	2-Acetylaminofluorene	1926.1114	Coke Oven emissions	1926.1129
Methyl Chloromethyl ether	1926.1106	4-Dimethylaminoazobenzene	1926.1115	1,2Dibromo -3- Chloropropane	1926.1144
3,3'Dichlorobenzidine	1926.1107	N-Nitrosodimethylamine	1926.1116	Acrylonitrile	1926.1145
Bis-Chloromethyl ether	1926.1108	Vinyl Chloride	1926.1117	Ethylene Oxide	1926.1147
Beta-Naphthylamine	1926.1109	Inorganic Arsenic	1926.1118	Formaldehyde	1926.1148
Benzidine	1926.1110	Beryllium	1926.1124	Methylene Chloride	1926.1152

Roles & Responsibilities

Constructor/Owner

- Have an examination carried out to establish whether any material that is likely to be handled, disturbed or removed be identified accordingly.
- Have a designated substance report obtained by an environmental consultant.
- Prepare and keep on the premises a record identifying the location of these substances (except for silica).
- Advise any employer or workers who perform work in the building of the information in the record as described in this policy, if the workers may do work that: (1- involves material mentioned in the record, or; 2- is to be carried on in close proximity to such material and may disturb it)
- Establish and maintain, for the training and instruction of every worker who performs work in the building and may do work in close proximity to such material: (1- the hazards of designated substance exposure; 2- the use, care and disposal of protective equipment and clothing to be used and worn when doing the work; 3- personal hygiene to be observed when doing the work; and, 4- the measures and procedures mentioned in this policy). Refer to the specific standard (OSHA Reference #) for the respective requirements.

Subcontractor/Employer

- Ensure that instruction and training for each designated substance present are provided by a competent person to every worker for: (1- the hazards of designated substances exposure; 2- personal hygiene and work practices; and, 3- the use, cleaning and disposal of respirators and protective clothing)
- Advise the health and safety representative, if any, of the time and place where the instruction and training will occur
- Ensure that every worker involved has successfully completed the training before performing the work.
- Ensure all spent material and demolition debris be disposed of accordingly.

Worker

- Perform work in compliance with this policy.
- Report any exposed material that may contain a designated substance to his or her supervisor.
- Wear PPE in compliance with SAJO's policy and as required by law.
- Prior to using PPE, visually inspect the condition of the equipment. If the employee identifies a defect, he or she shall notify their supervisor immediately so that the equipment can be repaired and/or replaced prior to use.
- Ensure respiratory protection equipment that makes contact with a workers skin shall not be shared unless it can be fully and safely disinfected prior to use.
- In all cases, and before using a respirator, users shall perform a qualitative fit check (inhaling and exhaling through the respirator) to ensure there is an adequate seal between the face piece and the users' face.
- A respirator shall not be worn if a worker's facial hair interferes with the seal.
- Attend all required training.

SAJO

EMERGENCY PREPAREDNESS

An emergency can include any of the following circumstances that may require a halt to business or an evacuation of the premises.

- Fire or explosion response
- Evacuation procedures
- Chemical spills response
- Medical emergency response

Even though the site superintendent will have appropriate emergency phone numbers and maps in place, it is the responsibility of the employer to give this information to the site superintendent so that the workers present can readily obtain this information.

- **The site superintendent is to complete & post on site the “Emergency Response Poster” as outlined on page 67.**

Responsibilities of Workers, Site Superintendent and Subcontractors

- Follow the emergency procedures and avoid taking any unnecessary personal risks in the event of an emergency. Refer to page 62 for the “Emergency Response Procedure”.
- Advise the site superintendent of any special needs requirements: such as needing assistance with evacuation and medical conditions.
- Direct all communication regarding the situation to the site superintendent.
- Each worker on a job site is responsible for knowing the evacuation plans from the constructor.
- The site superintendent will explain this procedure to each of the workers before work commences.

SITE EVACUATION PROCEDURE

In the case of an emergency that requires the evacuation of the site, an employee who has authority should be sent to the site office area to notify the site superintendent to start an evacuation. Refer to the “Emergency Response Procedure” on page 62 for full details and instructions. If this situation occurs, employees and contractors are to do the following:

- Shut off any of the equipment/tools they are using.
- Leave the site through the closest exit.
- Walk quickly but do not run. Running can cause accidents or an atmosphere, which can enhance panic.
- All employees once outside are to assemble at the site’s designated rally point. Refer to the “Emergency Evacuation Plan” on page 63.
- Once assembled, a member of the SAJO Inc. supervisory staff will perform a roll call to ensure that all personnel have successfully evacuated the site.
- Trained first aid personnel will attend to all injured employees while waiting for emergency services.
- **The site superintendent is to complete & post on site the “Emergency Evacuation Plan” as outlined on page 63.**

SAJO

ORIENTATION

The orientation of employees and subcontractors to the specific requirements and hazards of the site are the most important aspects of the safety program and the control of loss through injury or incident.

Contractors must maintain a copy of all documentation required to be kept on the worksite, according to applicable legislations and construction regulations prior to the work commencing and/or material arriving on the worksite.

This includes, but is not limited to the following documentation:

- Health and Safety Policy and/or Statement.
- Equipment Operator's Manual.
- Log Books.

In addition, all employees and subcontractors engaged in work for SAJO Inc. must abide by the safety policy in effect. Each employee and subcontractor is to acknowledge that a safety policy is in effect and that it has been discussed prior to the commencement of work with the site superintendent.

All subcontractors must have their own safety policy and program in place and must conduct safety meetings once per month or as needed, and, to report in writing to the site superintendent with regard to the meeting(s).

Each employee/subcontractor must complete the Site Health & Safety Orientation Checklist and review it with their respective supervisor overseeing the work to be performed at the construction site.

- **If applicable, the site superintendent is to complete the form “Employee Orientation Form” as outlined on page 57.**
- **The site superintendent is to complete the form “Subcontractor Orientation Form” as outlined on page 58.**

SAJO

SUBCONTRACTOR or EMPLOYEE WARNING NOTICE

Site Superintendent is to record any warning notice for non-compliance with Health & Safety Program

- *Original to be filed in Subcontractor's or Employee's personal file.*
- *A copy to be given to the Subcontractor or Employee.*

Subcontractor (Rep. Name) or Employee: _____

Title: _____

Date of Infraction: _____ Location of Infraction: _____

Description of Infraction:

Subcontractor or Employee Comments:

Disciplinary Action Taken:

Subcontractor's or Employee's Signature: _____

Date: _____

Site Superintendent's Signature: _____

Date: _____

WITNESS STATEMENT

Witness Name:	Company Name:
Project Name:	Location of Incident/Accident:
Date & Time:	Date & Time of Incident/Accident:
Information of Witness: (Address and Phone number)	Address of Incident/Accident Location:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Witness Signature and Date: _____

SAJO

ACCIDENT / INCIDENT or INJURY REPORT

These guidelines help organize the investigation process which involves the following: employees, contractors, tools, equipment and materials.

Site Superintendent is to investigate & record all accidents/incidents or injury. This is an aid for future prevention.

Part A- Accident / Incident

What happened?
<div style="display: flex; justify-content: space-between;"> <div>Date :</div> <div>Time :</div> <div>Project Name:</div> </div>
What was the immediate cause of the accident? What underlying causes were involved? What instruction, warning, training or caution was given before the accident?
How can a similar accident be prevented in the future? Recommendations for further action:

Part B-Injury

Last Name	First Name	Occupation
Nature of Injury	Report to Foreman	Date: Time:
	Report to Office	Date: Time:
Person who took employee for treatment	Was willful misconduct involved? <div style="display: flex; justify-content: space-around; align-items: center;"> <input type="checkbox"/> No <input type="checkbox"/> Yes (please explain) </div>	
Is this injury work related? <div style="display: flex; justify-content: space-around; align-items: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No (please explain) </div>		Person in charge Signature

SAJO

HAZARD IDENTIFICATION REPORT

Site Superintendent is to identify & record any hazards with the recommended corrective actions, and responsible party for the corrective measures.

Site Superintendent:	Project Name:	Date:
----------------------	---------------	-------

Completed

Location	Description of Hazard & Classification (A,B,C)	Recommended Corrective Action	Responsible Party	Due Date	yes	no

SAJO

CONFINED SPACE ENTRY PERMIT

Site Superintendent is to ensure form is completed and all confined space entry criteria have successfully passed.

Date:		Duration of Entry:			
Site location or description:					
Purpose of entry:					
Entry Supervisor(s) in charge of crews		Type of crew (welding, plumbing, etc.)		Phone No.	
Known Hazards:					
Communication procedures (including equipment):					
Rescue procedures (also see emergency contact phone numbers at end of form) Ensure contact has been made before entry is made:					
ATTENDANTS AND ENTRANTS					
Attendant(s)			Authorized Entrant(s)		
REQUIREMENTS COMPLETED (Put N/A if item doesn't apply)	DATE	TIME	REQUIREMENTS COMPLETED (Put N/A if item doesn't apply)	DATE	TIME
Lockout/De-energize/Tag-out			Supplied Air Respirator		
Line(s) Broken-Capped-Blank			Respirator(s) (Air Purifying)		
Purge-Flush and Vent			Protective Clothing		
Ventilation			Full Body Harness w/ "D" ring		
Secure Area (Post and Flag)			Emergency Escape Retrieval Equip		
Lighting (Explosive Proof)			Lifelines		
Hot work Permit			Standby safety personnel		
Fire Extinguishers			Resuscitator—Inhalator		

SAJO

Add other specific requirements, if needed, or attach additional requirements. See the following examples in bold print.

REQUIREMENTS COMPLETED (Put N/A if item doesn't apply)	DATE	TIME	OTHER REQUIREMENTS COMPLETED	DATE	TIME
Line(s) to be bled/blanked:					
Ventilation equipment:					
PPE clothing:					
Respirator(s):					
Emergency retrieval equipment:					

AIR MONITORING

Substance Monitored	Permissible Levels	Monitoring Results					
Time monitored (put time)							
Percent Oxygen	19.5% to 23.5%						
LEL/LFL	Under 10%						
Toxic 1:	____ PEL	____ STEL					
Toxic 2:	____ PEL	____ STEL					
Toxic 3:	____ PEL	____ STEL					

REMARKS:

Air Tester Name	Instrument(s) Used (for example: oxygen meter, combustible gas indicator, etc.)	Model No./Type	Serial/Unit No.	Last Date Calibrated

REMARKS:

SUPERVISOR AUTHORIZATION - ALL CONDITIONS SATISFIED

Name: _____ Signature: _____

Contact number: _____

SUSPEND OR CANCEL

Reason for suspension: _____ Corrected? _____

Permit canceled? _____

EMERGENCY CONTACT PHONE NUMBERS

AMBULANCE: _____ FIRE: _____ SAFETY: _____ RESCUE TEAM: _____ OTHER: _____

SAJO

HOT WORK PERMIT

Site Superintendent is to ensure form is completed and all necessary precautions are undertaken.

Permit issued to:	Date:
Exact work area:	Permit validity (time):

Work Description:

Identify Potential Hazards:

Name of Firewatcher Person: _____

Additional Permit Required:

- ☐ Confined Space Entry (specify):
- ☐ Lockout (specify):

Additional Permit Required:

- ☐ Pre-job Safety Briefing
- ☐ Area Barricaded/Clearly identified
- ☐ Work Area Inspected Prior to Start
- ☐ Emergency Procedures Reviewed
- ☐ Other:

Work Equipment and Requirements:

- ☐ Fire extinguisher
- ☐ Torches, regulators, hoses inspection
- ☐ Combustible and flammable material removed
- ☐ Combustible and flammable material covered
- ☐ Combustible and flammable material protected
- ☐ Combustible and flammable material wetted
- ☐ Ducts, vacuum and conveyor pipes capped
- ☐ Fire detection devices operational
- ☐ Sprinklers and other fire protection operational

- ☐ Fire detection/protection devices covered
- ☐ Wall, ceiling and floor opening covered
- ☐ Moveable or fixed protective screens provided
- ☐ Process on hold
- ☐ Other (specify):

Personal Protective Equipment (specify):

- ☐ Respirator
- ☐ Fire Resistant Clothing
- ☐ Welders Helmet
- ☐ Gloves
- ☐ Hearing Protection
- ☐ Head Protection
- ☐ Face Shield
- ☐ Other (specify):

Person Performing Hot Working: _____ Date: _____ Time: _____

Permit Issue: _____ Date: _____ Time: _____

Site Superintendent: _____ Date: _____ Time: _____

SAJO

TOOLBOX MEETING / SAFETY TALKS ATTENDANCE RECORD

Site Superintendent is to inscribe the safety subject matters, discuss & record the attendance.

Project Name: _____ Project No. : _____

Employees on site: _____ Site Superintendent : _____

Subjects discussed during meeting

1) _____

2) _____

3) _____

4) _____

Record of attendance

Name (please print)	Company	Signature

Superintendent's remarks : _____

Superintendent's signature

Date

SAJO

CONSTRUCTION INSPECTION CHECKLIST

PROJECT MANAGER:

SITE SUPERINTENDENT:

Project Name _____ Date _____ Conducted by _____

	OK	Requires attention	Location/Detail
1. SITE ACCESS			
• Clean, level ground			
• Adequate ramps			
• Adequate stairs			
• Adequate ladders			
2. PROTECTIVE EQUIPMENT			
• Hard hats worn			
• Foot protection worn			
• Eye & Face protection: Worn			
Available			
• Hearing protection: Worn			
Available			
• Respiratory protection: Worn			
Available			
3. GUARDRAILS, BARRICADES			
• Located where required			
• Properly constructed			
• Adequately secured			
4. LADDERS			
• Secured			
• Proper angle (extension)			
• Safe, usable condition			
• Proper size and type			

SAJO

CONSTRUCTION INSPECTION CHECKLIST

PROJECT MANAGER:

SITE SUPERINTENDENT:

	OK	Requires attention	Location/Detail
4. LADDERS (continued)			
• Properly used			
• Proper handrails and landing			
• Non-slip bases			
5. FIRE PREVENTION			
• Extinguisher(s) where required			
• Fully charged			
• Adequately identified			
• Master Emergency Plan			
6. PUBLIC WAY PROTECTION			
• Properly located (within 15 ft.)			
• Covered where required			
• Min. height, width requirement			
• Proper rail on street side			
• Proper lighting, where required			
7. HOUSEKEEPING			
• Clear walkways			
• Clear work areas			
• Clear access and landing			
8. FALL PROTECTION			
• ANSI approved			
• Properly worn			
• Safe, usable condition			

SAJO

CONSTRUCTION INSPECTION CHECKLIST

PROJECT MANAGER:

SITE SUPERINTENDENT:

	OK	Requires attention	Location/Detail
8. FALL PROTECTION (continued)			
• Working from: Ladder			
Scaffolds			
• Unprotected opening and edges			
9. STAIRWELLS & RAMPS			
• Proper filler blocks in metal stairs			
• Proper cleats on ramps			
• Adequately lighting in stairwells			
• Proper handrails and/or guardrails			
10. SCAFFOLDS			
• Properly erected (all parts used)			
• Properly secured			
• Properly planked			
• Properly guardrails, toe boards			
• Proper access to platform			
• Acceptable loading			
11. POWER TOOLS, EQUIPMENT			
• General condition			
• Proper guards, cords, PPE			
• Use of defective tags			
12. EXTENSION CORDS			
• Outdoor-type, rated over 300 volts			
• General condition of casting, ends, and connections			

SAJO

CONSTRUCTION INSPECTION CHECKLIST

PROJECT MANAGER:

SITE SUPERINTENDENT:

	OK	Requires attention	Location/Detail
13. COMPRESSED GAS CYLINDERS			
• Properly located			
• Properly secured			
• Properly moved or lifted			
14. WORKER EDUCATION			
• Hazard Communication Program training			
• Company safety policy & program			
• Injury reporting			
• Hazard reporting			
• OH&S Act and Construction Regulations			
• Personal H & S responsibilities			
15. FIRST AID REQUIREMENTS			
• Adequate # of qualified first aid attendants on jobsite			
• First aid kits: Adequate number			
Adequate contents			
16. CRANES, HOISTS, etc.			
• Safe setup of equipment			
• Maintenance log available			
• Competent operator			
• Condition of sling, hardware			
• Safety clips on all hooks			
• Proper use of tag lines			
• Proper lifting containers			

SAJO

CONSTRUCTION INSPECTION CHECKLIST

PROJECT MANAGER:

SITE SUPERINTENDENT:

	OK	Requires attention	Location/Detail
16. CRANES, HOISTS (continued)			
• Competent signaler			
17. WELDING			
• Rods & cylinders properly labeled			
• SDS's readily available			
• Properly secured ground cables			
• Proper eye protection worn			
• Proper screens and exhaust			
• Cylinder upright and secured			
• Fire extinguisher readily available			
18. ELEVATING WORK PLATFORM			
• Work training			
• Properly used			
• Safe, useable condition			
• Acceptable loading			
• Manufacture's operating manual			
19. TRAFFIC CONTROL			
• Trained traffic controllers			
• Properly located			
• Clean, regulation signs			
20. TEMPORARY POWER SUPPLY			
• Properly identified			
• Overhead lines flagged & secured			

SAJO

CONSTRUCTION INSPECTION CHECKLIST

PROJECT MANAGER:

SITE SUPERINTENDENT:

	OK	Requires attention	Location/Detail
20. TEMPORARY POWER SUPPLY (continued)			
• Surface cable buried or protected			
21. SIGNS & PRINT MATERIAL			
• OH&S Act and Construction Regulations			
• SDS copies			
• Warning signs			
• Emergency phone list			
• Report forms			
22. MATERIALS STORAGE			
• Properly located			
• Safely piled, stacked, bundled			
• Properly moved or lifted			
• Properly labeled (WHMIS)			
23. TRENCHES & EXCAVATIONS			
• Properly angled, where required			
• Excavated materials properly placed			
• Appropriate shoring used			
• Proper access to trench			
• Proper storage of materials in and above trench			
24. CONFINED SPACES			
• Proper access			
• Air testing before entry			

SAJO

CONSTRUCTION INSPECTION CHECKLIST

PROJECT MANAGER:

SITE SUPERINTENDENT:

	OK	Requires attention	Location/Detail
24. CONFINED SPACES (continued)			
• Rescue equipment readily available			
• Safety harness, lifeline properly anchored and used			
• Second person for rescue			
• Outgoing air monitored			
• Entry permit system			
25. SUSPENDED SCAFFOLDS			
• Properly attached and capable of at least 4 times maximum load.			
• Outrigger beam tied to fixed support with adequate counterweight			
• All mechanical/electrical devices in good working condition			
• Independent lifelines for each worker (extent to ground)			
• Engineers drawing on site if required			
26. FORMWORK			
• Guardrails and fall-arrest system			
• Design drawings kept on project			
• Inspection statement by engineer or competent worker			
27. HYGIENE			
• Cleanliness of toilet facilities			

SAJO

HEALTHY & SAFETY CHECKLIST

PROJECT MANAGER:

SITE SUPERINTENDENT:

Project Name _____ Date _____ Conducted by _____

	Yes	No	Document Proof / Reason
1. POLICY STATEMENT			
<i>The written policy statement has been:</i>			
• Distributed	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
• Properly explained to all employees	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
• Properly explained to all subcontractors	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2. RESPONSIBILITIES			
<i>The responsibilities have been explained to:</i>			
• Suppliers	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
• Supervisors / Foremen	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
• Workers	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
• Subcontractors	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
New personnel have received a health and safety orientation	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3. ENFORCEMENT			
• Disciplinary procedures are being followed	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4. HEALTH AND SAFETY RULES			
• The rules have been properly explained to all employees	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
• The rules have been properly explained to all subcontractors	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
• Action is taken when rules are not followed	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

SAJO

HEALTHY & SAFETY CHECKLIST

PROJECT MANAGER:

SITE SUPERINTENDENT:

	Yes	No	Document Proof / Reason
5. SAFE PRACTICE AND PROCEDURE			
<i>The written procedures have been communicated to:</i>			
• Employees	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
• Subcontractors	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6. EMERGENCY PROCEDURES			
<i>The emergency procedures have been communicated to:</i>			
• Employees	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
• Subcontractors	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
7. FIRST AID AND MEDICAL CARE			
• The First Aid Attendant's certificate(s) is on file	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
• There is a re-certification program	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
8. WORKER ORIENTATION			
<i>The checklist has been signed by the:</i>			
• Worker	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
• Supervisor who did the training	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

SAJO

HEALTHY & SAFETY CHECKLIST

PROJECT MANAGER:

SITE SUPERINTENDENT:

	Yes	No	Document Proof / Reason
9. TRAINING			
<i>Training records are kept for:</i>			
• Hazard Communication Program training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• New worker orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• Site safety talks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• First Aid Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• All training sessions such as fall protection etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
10. REPORTING & INVESTIGATING ACCIDENTS			
<i>Reports are kept for:</i>			
• Critical injuries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• Lost-Time injuries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• Medical aid injuries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• Property damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• Accident investigations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Standard forms are used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

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HEALTHY & SAFETY CHECKLIST

PROJECT MANAGER:

SITE SUPERINTENDENT:

	Yes	No	Document Proof / Reason
11. INSPECTIONS AND HAZARD ASSESSMENTS			
• Standard checklists are used	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
• Planned inspections are made	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
• USDOL inspection reports are kept	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
• Deficiencies are corrected	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
12. HEALTH & SAFETY REPRESENTATIVE OR JOINT HEALTH & SAFETY COMMITTEE			
• The monthly inspections are made	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
• The recommendations are answered	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
13. HAZARD COMMUNICATION PROGRAM			
• Worker training records are kept	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
• There is an SDS binder	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

SAJO

SITE OFFICE / SITE TRAILER CHECKLIST

The following documents must be posted or available in the workplace.

PROJECT MANAGER:

SITE SUPERINTENDENT:

Project Name _____ Date _____ Conducted by _____

REFERENCE	1. OCCUPATIONAL HEALTH AND SAFETY ACT (confirm posting or availability of the following)	posted or made available					
Page: 5	OSHA Poster, Construction Regulations, and any extracts. (posted)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Pages: all	SAJO Health and Safety Policy & Program (posted)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Pages: 20, 21, 25	Hazard Communication Program: hazardous materials inventory (available)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Page: 16	JHSC members list (if applicable) (posted)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
REFERENCE	2. CONSTRUCTION REGULATIONS (confirm posting or availability of the following)	posted or made available					
Page: 67	Constructor's name and head office information (posted)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
	Address, telephone number of nearest USDOL office (posted)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Pages: 21 - 32	DANGER signs in hazardous areas (if applicable) (posted)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
	Name, trade and employer of health and safety representative (posted)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
	Location of toilet facilities (posted)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A

SAJO

SITE OFFICE / SITE TRAILER CHECKLIST

The following documents must be posted or available in the workplace.

REFERENCE	3. EMERGENCY PLANNING (confirm posting or availability of the following)	posted or made available					
Page: 63	Emergency Evacuation Plan (posted)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Page: 59	Emergency Fall arrest Rescue Procedures (available)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Page: 67	Location of nearest hospital (map posted)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
REFERENCE	4. FIRST AID REQUIREMENTS (WSIB/WCB/CNESST) (confirm posting or availability of the following)	posted or made available					
Page: 66	Inspection card for first-aid box (posted)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Pages: 38, 61	Employer records on first aid treatment given (available)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
REFERENCE	5. EMERGENCY PHONE NUMBERS (confirm posting of the following)	posted					
Page: 67	Fire Department	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Page: 67	Police Department	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Page: 67	Ambulance	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Page: 67	Hospital and Walk-in Clinic	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Page: 67	Hydro	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Page: 67	Telephone Company	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Page: 67	Gas	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Page: 67	Water Department	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Page: 67	Poison Information Centre	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Page: 67	Mall / Landlord Security	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A

SAJO

EMPLOYEE ORIENTATION FORM

Site Superintendent is to complete the form & ensure that all SAJO employees acknowledge the reception of the orientation.

Orientation by:	Date:			
Employee Data				
Name:	Job Title:			
Home Address:	Date Hired:			
Phone:	In Case of Emergency Contact:			
Workplace Orientation / Health & Safety Procedure				
<p><i>With Employee reviewed</i></p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Health and Safety Policy and Program <input type="checkbox"/> Health and Safety Duties Under the Act <input type="checkbox"/> Emergency Response Procedures <input type="checkbox"/> Emergency Evacuation Plan <input type="checkbox"/> Fire Protection Equipment <input type="checkbox"/> First-Aid Facilities and First-Aid Attendant's Names <input type="checkbox"/> Location of Safety Equipment / First Aid Kit <input type="checkbox"/> Reporting Unsafe Acts and Unsafe Conditions <input type="checkbox"/> Reporting Injuries <input type="checkbox"/> Personal Protective Equipment (PPE) <input type="checkbox"/> other </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Safe Operation of Equipment, Including Inspection <input type="checkbox"/> Proper Lifting Techniques <input type="checkbox"/> Site-Specific Hazards <input type="checkbox"/> Restricted Areas <input type="checkbox"/> Material Handling and Storage <input type="checkbox"/> Housekeeping (parking, lunch area, toilets) <input type="checkbox"/> Job Duties <input type="checkbox"/> Names of JHSC Members <input type="checkbox"/> Name of Health and Safety Representative <input type="checkbox"/> Right to Know, Participate, & Refuse Unsafe Work <input type="checkbox"/> Site Discipline Procedures </td> </tr> </table>		<input type="checkbox"/> Health and Safety Policy and Program <input type="checkbox"/> Health and Safety Duties Under the Act <input type="checkbox"/> Emergency Response Procedures <input type="checkbox"/> Emergency Evacuation Plan <input type="checkbox"/> Fire Protection Equipment <input type="checkbox"/> First-Aid Facilities and First-Aid Attendant's Names <input type="checkbox"/> Location of Safety Equipment / First Aid Kit <input type="checkbox"/> Reporting Unsafe Acts and Unsafe Conditions <input type="checkbox"/> Reporting Injuries <input type="checkbox"/> Personal Protective Equipment (PPE) <input type="checkbox"/> other	<input type="checkbox"/> Safe Operation of Equipment, Including Inspection <input type="checkbox"/> Proper Lifting Techniques <input type="checkbox"/> Site-Specific Hazards <input type="checkbox"/> Restricted Areas <input type="checkbox"/> Material Handling and Storage <input type="checkbox"/> Housekeeping (parking, lunch area, toilets) <input type="checkbox"/> Job Duties <input type="checkbox"/> Names of JHSC Members <input type="checkbox"/> Name of Health and Safety Representative <input type="checkbox"/> Right to Know, Participate, & Refuse Unsafe Work <input type="checkbox"/> Site Discipline Procedures	
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Health and Safety Training				
Subject	Previously Trained	Requires Training	Training Arranged	Training Completed
Hazard Communication Program				
Designated Substance such as: (Asbestos, Lead, etc.)				
Electrical				
Fall Protection				
Working at Heights				
Confined Space				
Traffic Control				
Trenching				
Rigging and Hoisting				
First Aid				
Other				
Employee Acknowledgment				
As an employee, I understand the requirement to work in compliance with the Occupational Health and Safety Act (OHSA), the construction regulations, and the rules and guidelines included in the SAJO's Health and Safety Policy & Program.				
Employee Signature			Site Superintendent Signature	

SAJO

SUBCONTRACTOR ORIENTATION FORM

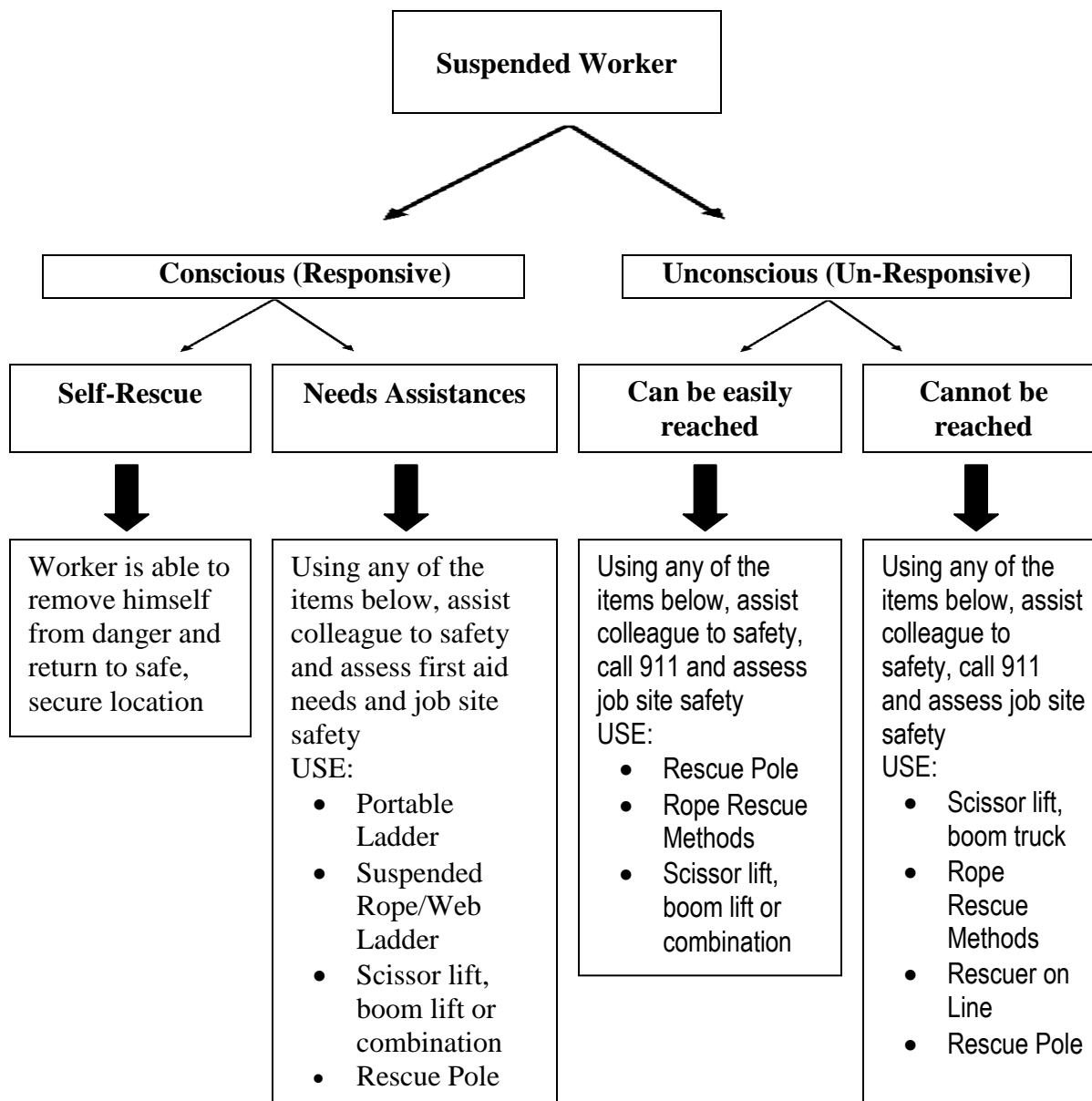
Site Superintendent is to complete the form & ensure that all subcontractors acknowledge the reception of the orientation.

Orientation by:	Project Name:			
Workplace Orientation / Health & Safety Procedures				
<p><i>With Subcontractor reviewed</i></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Health and Safety Policy and Program <input type="checkbox"/> Health and Safety Duties Under the Act <input type="checkbox"/> Emergency Response Procedures <input type="checkbox"/> Emergency Evacuation Plan <input type="checkbox"/> Fire Protection Equipment <input type="checkbox"/> First-Aid Facilities and First-Aid Attendant's Names <input type="checkbox"/> Location of Safety Equipment / First Aid Kit <input type="checkbox"/> Reporting Unsafe Acts and Unsafe Conditions <input type="checkbox"/> Reporting Injuries <input type="checkbox"/> other </div> <div style="width: 48%;"> <input type="checkbox"/> Personal Protective Equipment (PPE) <input type="checkbox"/> Site Discipline Procedures <input type="checkbox"/> Safe Operation of Equipment, Including Inspection <input type="checkbox"/> Proper Lifting Techniques <input type="checkbox"/> Site-Specific Hazards <input type="checkbox"/> Restricted Areas <input type="checkbox"/> Material Handling and Storage <input type="checkbox"/> Housekeeping (parking, lunch area, toilets) <input type="checkbox"/> Subcontractor is properly licensed <input type="checkbox"/> Subcontractor is trained for their duties </div> </div>				
Health and Safety Training				
Subject	Previously Trained	Requires Training	Training Arranged	Training Completed
Hazard Communication Program				
Designated Substance such as: (Asbestos, Lead, etc.)				
Electrical				
Fall Protection				
Working at Heights				
Confined Space				
Traffic Control				
Trenching				
Rigging and Hoisting				
First Aid				
Other				
Subcontractor Acknowledgment				
As a subcontractor, I understand the requirement to work in compliance with the Occupational Health and Safety Act (OHSA), the construction regulations, and the rules and guidelines included in SAJO's Health and Safety Policy & Program.				
Name	Company Name	Date	Signature	
Site Superintendent Signature		Date		

SAJO

EMERGENCY FALL RESCUE PROCEDURE

For each situation assess medical needs of suspended worker and immediately contact 911. Be sure the site superintendent is notified immediately for any incident and complete your report and log.



Additional Rescue Equipment/Methods:

- Self-Rescue with Assistance from Co-Worker
- Rigged Ladder
- Scaffolding Assembled
- Rope with pre-tied loop
- Winch Life Rescue
- Haul System Rescue

WORKERS & VISITORS ON-SITE LOG REPORT

Project Name : _____

[illegible]

SAJO

FIRST AID and INJURY TREATMENT RECORD

Site Superintendent is to coordinate or complete the required information in the event of a first aid/injury treatment.

Date and Time	Name of Injured Person/Company	Description & Location of Injury	Treatment Given	Signatures
		Description:		
Date	Full name			First Aid Attendant
Time				
<input type="checkbox"/> AM <input type="checkbox"/> PM	Company Name	Location:		Injured worker
		Description:		
Date	Full name			First Aid Attendant
Time				
<input type="checkbox"/> AM <input type="checkbox"/> PM	Company Name	Location:		Injured worker
		Description:		
Date	Full name			First Aid Attendant
Time				
<input type="checkbox"/> AM <input type="checkbox"/> PM	Company Name	Location:		Injured worker
		Description:		
Date	Full name			First Aid Attendant
Time				
<input type="checkbox"/> AM <input type="checkbox"/> PM	Company Name	Location:		Injured worker
		Description:		
Date	Full name			First Aid Attendant
Time				
<input type="checkbox"/> AM <input type="checkbox"/> PM	Company Name	Location:		Injured worker

SAJO

EMERGENCY RESPONSE PROCEDURE

These guidelines help explain the basic guidelines to be followed on-site in case of an emergency.

Emergency Coordinator (EC)

The site superintendent is the person who serves as the primary contact person for the company in an emergency on site. The EC is responsible for making decisions and following the steps described in this emergency response procedure in the event of an emergency occurring within or affecting the worksite.

Emergency contact numbers

All the necessary emergency numbers are indicated on the emergency response poster that is posted on site in a conspicuous place. Refer to “Emergency Response Poster” as outlined on page 66.

Potential emergencies requiring evacuation

The following potential emergencies requiring evacuation are the most common identifiable hazard assessments:

1. Fire or explosion
2. Chemical hazard (chemicals used by subcontractors on site).

Any other additional hazard other than those mentioned above will be communicated by the site superintendent during his orientation to workers at their first day on site.

Location of emergency equipment and first aid procedure

The site superintendent will indicate to workers before they start their work on site or during toolbox meetings the location of the following:

- Fire extinguishers
- Location of emergency exits
- Location of First Aid Kit
- Identification of First Aid Attendant and procedure in case of first aid

Evacuation Plan

The site superintendent will draw the sketch of the evacuation plan and he will indicate the assembly area on this plan. Refer to “Emergency Evacuation Plan” as outlined on page 63.

Workers and Visitors head-count system

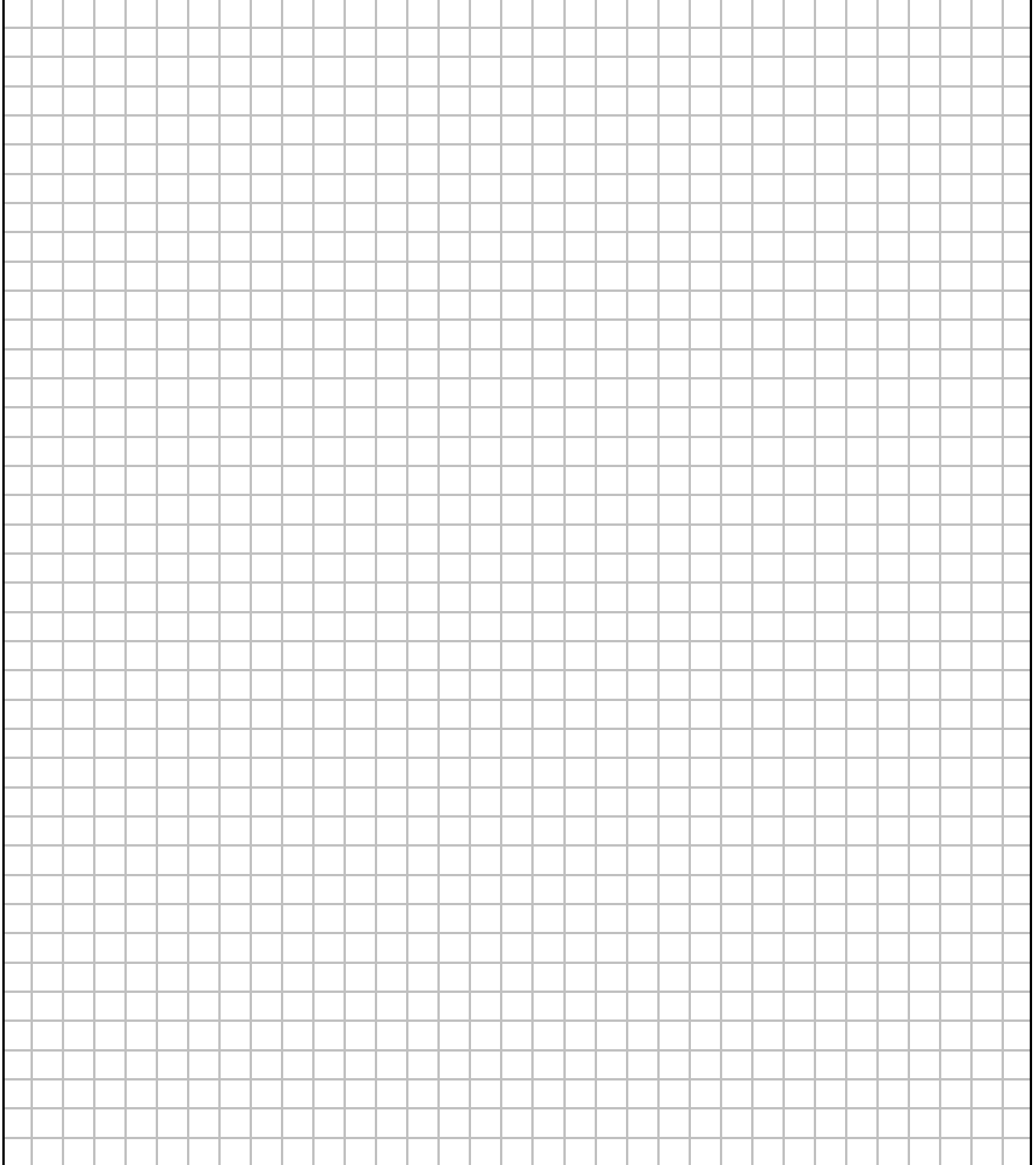
The site superintendent must keep a log of all employees and visitors on site, (Refer to “Workers & Visitors on-site Log Report” as outlined on page 60) with their respective site location. To further assist this process, the superintendent will also implement a buddy system where workers in various areas can account for each other in case of emergency. If an emergency should occur, the evacuation plan is executed and all evacuated workers must assemble at the designated assembly area.

The site superintendent then verifies his list against the actual head count and takes appropriate measures to inform authorities of any missing person. If the count does not match, the superintendent advises without delay the appropriate authority on the possibility of workers missing.

SAJO

EMERGENCY EVACUATION PLAN

Site Superintendent is to draw a sketch of the surrounding area and indicate the location of assembly for the personnel in case of a site evacuation. Indicate street names and/or landmarks for guiding purposes.

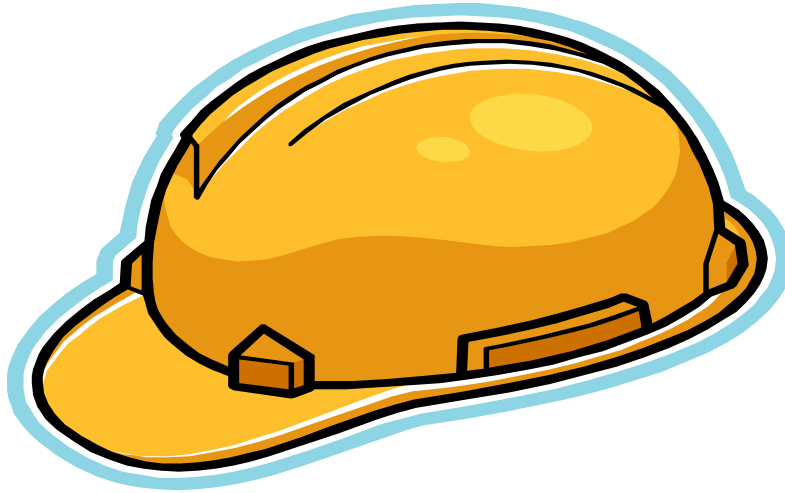
A large grid of 30 columns and 30 rows, intended for drawing a sketch of the surrounding area and indicating assembly locations. The grid is composed of thin gray lines forming a uniform pattern of squares.

SAJO

MANDATORY ON-SITE PPE

Site Superintendent is to post this poster on-site.

MANDATORY ON SITE PPE

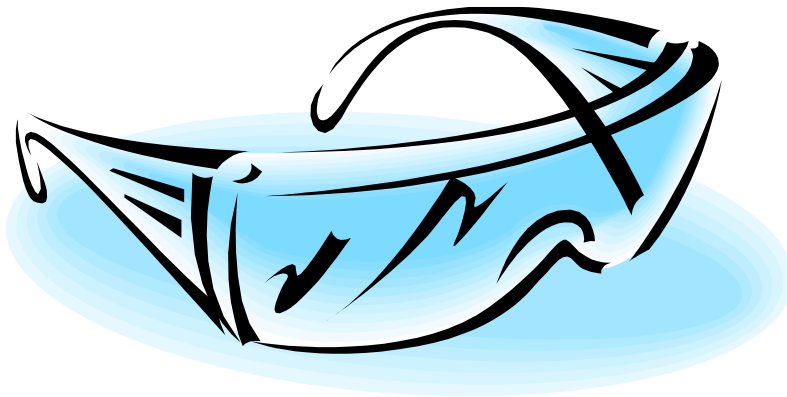


SAJO

OTHER PPE TO WEAR

Site Superintendent is to post this poster on-site.

OTHER PPE

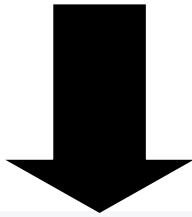


SAJO

FIRST AID KIT LOCATION POSTER

Site Superintendent is to post this poster to indicate the First Aid Kit location on-site.

FIRST AID KIT



SAJO

EMERGENCY RESPONSE POSTER

Site Superintendent is to inscribe all required information and post this poster on-site.

EMERGENCY RESPONSE



LOCAL EMERGENCY NUMBER

MALL SECURITY NUMBER

SITE LOCATION

Site Superintendent

Phone

Name of First Aid Attendant

Gas

Electricity

Water

Poison Control

Health and Safety

Environment

Nearest Hospital

HOSPITAL

(insert map of nearest hospital)

SAJO

SUBCONTRACTOR ACKNOWLEDGEMENT

Site Superintendent is to complete this form and keep in the subcontractor's file.

Receipt of Safety Handbook

Each worker must read and understand this policy, as well as the applicable sections of the Occupational Health and Safety Act (OHSA) and all applicable construction regulations, and use it as to fulfill his or her personal responsibility toward safety on SAJO Inc. projects.

I, _____, site superintendent of SAJO Inc.
(site superintendent's name)

hereby certify that I have explained _____ and
(subcontractor's name)
trained the subcontractor to comply with this manual as a guide for safety on the job site.

Site Superintendent's signature

Subcontractor's Representative's Name

Date

Subcontractor's Representative's signature

SAJO

EMPLOYEE ACKNOWLEDGEMENT

Site Superintendent is to complete this form and keep in the employee's file.

Receipt of Safety Handbook

Each worker must read and understand this policy, as well as the applicable sections of the Occupational Health and Safety Act (OHSA) and all applicable construction regulations, and use it as to fulfill his or her personal responsibility toward safety on SAJO Inc. projects.

I, _____, site superintendent of SAJO Inc.
(site superintendent's name)

hereby certify that I have instructed _____ and
(employee's name)
trained the employee to comply with this manual as a guide for safety on the job
site.

Site Superintendent's signature

Date

Employee's signature

SAJO

CONTRACTOR SAFETY AGREEMENT

Project Manager is to ensure that form is duly completed and returned to SAJO Head Office.

Representative Name / Title: _____

Contractor: _____

The term contractor include all contractors, sub-contractors, independent operators and any other person or firm including their workers which SAJO Inc. contracts to provide services. All contractors working on site are expected to meet or exceed all health and safety requirements. All contractors must provide qualified workers and adequate supervision for the work performed and must ensure the health and safety of all workers. The principle contractor is responsible for ensuring that all workers are aware of and in compliance with the following requirements:

- SAJO Inc. health and safety policies and procedures.
- The Occupational Health and Safety Act (OHSA) and any other applicable governing legislation, regulations and industry standards.
- Training and all essential obligations required to conduct all work in a safe and timely manner as well as hazards associated with all work.

Any violation of the above requirements will result in disciplinary action by SAJO Inc. against the contractor responsible. Contractors responsible for violations of the above requirements will compensate SAJO Inc. for any losses.

Prior to the start of work, contractors will receive a copy of SAJO's Health & Safety Policy and Program that outlines the specific requirements for contractors while on site, and, contractor must sign the Contractor Safety Agreement. For more detailed information, please refer to SAJO's Health & Safety Policy and Program.

Description of Project:
