

## David Rays Dampproofing Inc

### Health & Safety Policy

The purpose of this policy is to ensure that all employees receive adequate safety training. To be a resource to workers, supervisors and clients outlining our commitment to work with all parties to ensure a safe working environment



*“The point is that being able to demonstrate ‘due diligence’ is not about having a thing (a policy or a system or a heap of*

*procedures and checklists) it is about doing a thing” – Max Geyer*

## 1) HEALTH AND SAFETY POLICY

Management of David Rays Dampproofing Inc. is committed to providing and maintaining a safe and healthy working environment for all its employees through the implementation of a comprehensive health and safety program that meets or exceeds the requirements of the Workers' Compensation Act and the Occupational Health and Safety Regulation of WorkSafeBC.

It is our policy to provide first quality workmanship to our clients while taking all necessary steps to prevent injury to our employees, employees of other companies on the job site, the customer and the public, and to prevent damage to all property within the influence of the job site.

To achieve this objective, we will comply with all applicable regulations. We cannot meet this attainable goal without full cooperation from all personnel; therefore, cooperation is required from all site and management personnel in the compliance with all rules and regulations governing safe operating procedures for the prevention of injury, disease and property damage.

Our health and safety program is designed in the best interests of all personnel, subcontractors, visitors and customers. We believe accident prevention and efficient production can go hand in hand and, accordingly, insist on a dedicated participation in the program requirements.

## 2) IMPLEMENTATION OF SAFETY POLICY

David Rays Dampproofing Inc. is responsible to the Owner for the safe and healthful performance of all its work on all projects.

David Rays Dampproofing Inc. holds its supervisors and employees responsible for safety and health matters within the scope of its assigned or contracted work.

The purpose of this manual is to provide a comprehensive set of safety guidelines, which workers will consider in the performance of Dampproofing activities.

David Rays Dampproofing Inc. is responsible for providing a safe working environment for its employees, providing clear instructions to employees about the tasks, which they are to perform and ensuring that workers are trained or sufficiently skilled to safely do the work, which they are instructed to perform.

Each vehicle including the supervisor's, will have a copy of this manual available.

Each employee is responsible for protecting his/her own person and co-workers by performing work in a safe manner, utilizing all safety equipment which is specified to be required for the performance of the work and reporting all unsafe working conditions or practices which become apparent.

David Rays Dampproofing Inc. will conduct daily inspections of its work areas, operations, tools and equipment. These inspections will be performed at the start of each workday, and as often as necessary during the workday.

David Rays Dampproofing Inc. is committed to providing the information, which each employee requires in order to

work in a safe manner. An equal commitment is expected from individual workers to follow safe work procedures in accordance with the information provided.

The safety information in this manual does not take precedence over the WorkSafeBC Occupational Health and Safety Regulation. All employees should be familiar with the contents of this Regulation.

### 3) SUPERVISION AND DUE DILIGENCE POLICY

David Rays Dampproofing Inc. is committed to taking all reasonable steps in all circumstances in the workplace to ensure the health and safety of our workers. Achieving this goal of due diligence is largely dependent upon each and every team member.

To assist supervisory personnel in attaining due diligence expectations, David Rays Dampproofing Inc. management will:

1) ensure supervisory personnel receive instruction in:

a) health and safety responsibilities,

b) training, instructing and motivating workers to work safely through

the use of worker orientations, tool-box talks and one-on-one

discussions,

c) supervising workers, monitoring worker safety performance,

correcting unsafe behaviour and enforcing program requirements,

d) recognizing and controlling hazards,

e) performing safety inspections,

- f) performing accident investigations.
- 2) ensure that supervisory personnel have demonstrated abilities in:
  - a) effective communication,
  - b) leadership and safe organization of work,
  - c) problem solving, and
  - d) compatibility with company philosophy.
- 3) provide supervisory personnel with achievable safety objectives and feedback on their safety performance,
- 4) employ and promote only those supervisors who demonstrate a concern for the health and safety of the employees they are in charge of,
- 5) provide materials to assist supervisors in developing and maintaining worker interest in health and safety,
- 6) provide record keeping formats,
- 7) communicate to purchasers, contractors, regulatory agencies and workers that we and our supervisory personnel are committed to working safely.

#### 4) MANAGEMENT/SUPERVISORY PERSONNEL RESPONSIBILITIES

David Rays Dampproofing Inc. Management are responsible for ensuring that:

- 1) Periodic meetings of management personnel are held for the purpose of reviewing health and safety activities, accident trends and determining necessary courses of corrective actions.
- 2) Support and direction necessary for the effective implementation of the health and safety program are provided and David Rays Dampproofing Inc. health and

safety policies, procedures and WorkSafeBC requirements are enforced.

3) Workers are informed of any potential or actual dangers to their health and safety and are instructed in David Rays Damproofing Inc. Safe work practices and rules and WorkSafeBC requirements and policies.

4) Employees are not permitted to work when their actions indicate that the work would jeopardize themselves or others.

5) Appropriate records and statistics are maintained and made available, where required, to WorkSafeBC.

6) Where required by WorkSafeBC, a qualified coordinator is designated to be responsible for health and safety activities.

7) Where practicable, new work areas are inspected prior to commencement of work.

8) Daily informal inspections are undertaken and monthly planned, formal inspections of work areas, equipment, tools, work methods and practices are undertaken.

9) Completed inspection reports are submitted to management at the earliest opportunity.

10) Immediate action, as authorized by management, is undertaken to correct sub-standard safety practices and conditions identified through inspections or reported to management/supervisory personnel.

11) All accidents required to be investigated by the WorkSafeBC Regulation, are investigated for the purpose of identifying causes and necessary corrective actions.

12) Accident investigation reports are reviewed and necessary courses of corrective action are implemented through directives to appropriate personnel.

13) If regulatory infractions are noted on a WorkSafeBC inspection report, necessary corrective actions are authorized and implemented at the earliest practicable opportunity.

14) Job site health and safety activities are coordinated with any subcontractors and the principal contractor or owner.

15) An adequate supply of appropriate personal protective equipment is provided, used and maintained on the job site as required.

16) Regular tool-box safety meetings are held for personnel to:

a) discuss observed unsafe work practices and conditions,

b) review and implement corrective action to eliminate unsafe practices and conditions

c) encourage safety suggestions from workers.

17) If any WHMIS-controlled products are brought into the workplace, they are identified and labelled and appropriate Material Safety Data Sheets (MSDSs) are readily available.

18) A procedure is developed for periodically checking the well being of workers assigned to work alone under conditions that present a risk of disabling injury.

19) A good example is set for workers.

## 5) EMPLOYEE RESPONSIBILITIES

David Rays Dampproofing Inc. employees are responsible for ensuring that:

# If it Does NOT Fit It's NOT PPE



- 1) They are familiar with and comply with all applicable requirements of the WorkSafeBC Occupational Health and Safety Regulation and the David Rays Dampproofing Inc. Occupational Health & Safety Policy Manual.
- 2) They report all unsafe conditions and practices to their immediate supervisor and take corrective action, when practicable, to eliminate such hazards.
- 3) They do not operate equipment unless they are authorized and trained to do so, all safeguards are in place and functional, and no person will be endangered.
- 4) They immediately report to a David Rays Dampproofing Inc. Supervisor or the first aid attendant all work-related injuries and health problems and cooperate in the investigation of such incidents.
- 5) If they have a physical or mental impairment that may



affect their ability to work safely (e.g.: back problems, epilepsy), they inform their supervisor of the impairment and do not work where the impairment may create an undue risk to himself or herself or anyone else.

6) They do not enter or remain at the workplace if under the influence of alcohol, prescription or illegal drugs that may impair their ability to do their job safely.

7) They do not engage in any improper activity or behaviour (horseplay, scuffling, fighting, practical jokes or similar conduct) that may endanger themselves or others.

8) They maintain good housekeeping and enter/leave their work area using safe routes.

9) They wear appropriate personal protective equipment and maintain it in good working order.

10) They closely inspect, maintain and certify all fall protection equipment daily.

11) They do not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if there is reasonable cause to believe that to do so would create an undue hazard to the health or safety of any person.

12) They actively participate in toolbox safety meetings to help maintain safe conditions on site.

13) They set a safe example for other workers.

14) They do not engage in any illegal activity whether based at home or at an

out of town location and always remember that they represent the Company both on and off the job.

## 6) EQUIPMENT OPERATORS' SAFETY RESPONSIBILITIES

- 1) All operators of David Rays Dampproofing Inc. vehicles must have a valid Bc license.
- 2) Workers must not operate company vehicles or equipment while impaired by alcohol, drugs, fatigue or sickness.
- 3) Where seat belts are provided drivers and all passengers must wear them.
- 4) Operators must use running lamps or illuminated headlamps during daytime hours.
- 5) Workers must not operate any mobile equipment unless they are authorized.
- 6) Unauthorized workers must not be on any part of powered mobile equipment while the equipment is in motion.
- 7) Drive at safe speed with due regard for the weather, road and traffic conditions.
- 8) When an operator has reason to believe that the equipment or the load is hazardous the operator must stop the action as soon as safe to do so and report the problem to the supervisor.
- 9) Operators must obey all signs governing the movement, operation or parking of vehicles on any work site or public or private road,
- 10) Workers must not get on or off a moving vehicle except in an emergency.
- 11) Tools and equipment carried in any part of a vehicle or piece of mobile equipment where workers are riding must be placed or

secured to prevent injury to workers.

12) Mobile equipment used for lifting and hoisting must not be operated if the safe working load has been exceeded.

13) Workers must not ride with any part of their bodies outside the vehicle or equipment except as required to safely engage in work procedures.

#### Obstructed Vision

When a vehicle or equipment operator's vision is obstructed, the unit should not be moved until suitable precautions have been taken to protect the operator and any other workers from possible injury.

Precautions must include:

1) Inspection, on foot, of the area into which the equipment will be moved,

or

2) Direction by a signal person stationed in a safe position in continuous view

of the operator and having an unobstructed view of the area into which

the equipment will move, or

3) Direction by traffic control or warning system.

#### 7) ALCOHOL AND DRUG POLICY

David Rays Dampproofing Inc.

takes an active role to ensure the safety and general well being of its employees. Our goal is to maintain a safe and efficient workplace and we are committed to ensuring that

public safety, and the health and safety of our employees will not be compromised due to the influences of drugs or alcohol. We are also interested in assisting employees with drug or alcohol problems and will make every effort to see that they receive treatment and restore their health. This policy reflects all three objectives and reflects the Company's position with regard to the use, possession, and sale of drugs and alcohol.

Testing will be conducted in the following circumstances: Post Accident, Reasonable Suspicion, Return to Work, and Follow Up basis. Due to the nature of our work environment we feel that there is no alternative, pro-active way to achieve our goal of establishing a safe and efficient workplace by any less intrusive means.

All employees are covered by this Policy, however, testing will be restricted to those employees who carry out safety sensitive work or who may be called upon to perform safety sensitive duties. For the purposes of this Policy, "safety sensitive" specifically refers to those employees on the immediate worksite and those who may drive commercial motor vehicles whether they are directly employed by our Company, under lease by our Company, or at the direction of our Company. Participation in the drug and alcohol testing is a requirement of employment in all safety sensitive positions in this Company. You may choose not to participate in the program by resigning your position.

#### 9) SMOKING

Be aware of fire sensitive locations. On the worksite smoking is permitted in designated areas only. Smoking is not permitted in any David Rays Dampproofing Inc. vehicles.

## 8) SAFETY TRAINING POLICY

The purpose of this policy is to ensure that all employees receive adequate safety training. David Rays Dampproofing Inc. will provide and ensure that all employees participate in the following safety training:

- 1) Safety orientation for all new hires
- 2) Job-specific training as required
- 3) Eight-hour, annual safety training for committee members if required
- 4) First aid training to the specific level as dictated by crew size.

In addition, safety meetings involving all employees will be held on a regular basis.

It is the policy of David Rays Dampproofing Inc. that all employees will receive a company orientation as soon as possible after employment begins. The David Rays Dampproofing Inc. Supervisors will provide the orientation. This orientation will include, but will not be limited to:

- 1) An explanation of company safety policy.
- 2) Instructions regarding emergency procedures.
- 3) Personal responsibility and company responsibility regarding safe work practices and procedures.
- 4) Training in the proper method of using protective equipment and when to use it.
- 5) Educating employees about hazards of their trade, the jobsite they are on and the need to report such hazards immediately.
- 6) The company Safety Committee or supervisors will carry out inspections. This will be performed on a regular, ongoing basis or as needed.

7) Regular, ongoing Crew Meetings / “Tool Box Meetings” will be held to discuss safety needs and concerns to educate workers in safe work practices and procedures.

8) Through the actions of each supervisor and employee working together we can create a safe work environment. It is imperative that everyone participate in the safety program.

## 9) ACCIDENT AND INJURY REPORTING

1) All work-related accidents, injuries and diseases must be reported to your supervisor and/or the first aid attendant at the earliest opportunity. The first aid attendant will enter a written record of your treatment in the first aid record book. You will be requested to complete a WCB Form 6A (Worker's Report of Injury or Industrial Disease to Employer) to give to your supervisor. Your supervisor will coordinate investigation of the injury and complete an Accident Investigation Report for submission along with the Form 6A to head office for review. Where required by the WorkSafeBC Regulation, the David Rays Dampproofing Inc. office will complete a WCB Form 7 (Employer's Report of Injury or Occupational Disease) based on your supervisor's Accident Investigation Report and the Form 6A and submit it to WorkSafeBC.

2) If an injury occurs while no supervisory personnel are immediately present, at the earliest opportunity report the accident to the David Rays Dampproofing Inc. Ray Ebel [604-825-3771](tel:604-825-3771). Where possible, the report must be made before the end of the shift.

3) If a serious injury occurs on an "after-hours" site it must be reported to the site supervisor at the earliest practicable opportunity.

4) Where an accident results in death or a critical condition with a risk of death, the following authorities must be notified immediately:

- a) Local police (contacted by supervisor)
- b) Ambulance (contacted by supervisor)
- c) Management (contacted by supervisor)
- d) WorkSafeBC (contacted by management)

5) Where an accident results in structural failure or collapse on or around the Company work site the following persons are to be notified immediately:

- a) Management (contacted by supervisor)
- b) WorkSafeBC (contacted by management)

6) If necessary, employees may report injuries directly to a medical practitioner but must subsequently provide David Rays Dampproofing Inc. with:

- a) the reasons for not first reporting to first aid and your supervisor;
- b) the date and time of visit;
- c) the doctor's diagnosis and directions; and



d) a completed WCB Form 6A.

7) All incidents involving damage to company vehicles, equipment or property must be reported to your supervisor. If your supervisor is not immediately available, the damage must be reported to the David Rays Dampproofing Inc. [604-825-3771](tel:604-825-3771).

8) If substantial property damage occurs on "after-hours" sites it must be immediately reported to the site supervisor.

9) A follow-up written report must be prepared and submitted by each employee directly involved in vehicle and property damage.

10) Near misses that had the potential of resulting in a serious injury or property damage must be reported to the immediate supervisor for investigation.

11) Where practicable, the site supervisor must ensure all accidents are immediately investigated and an investigation report is completed and submitted to the office within 24 hours.

12) David Rays Dampproofing Inc. management personnel are responsible for completing the WCB Form 7 (Employer's Report of Injury or Occupational Disease) and submitting the form to WorkSafeBC within 3 days of the initial report.

## 10) FALL PROTECTION POLICY

Team members will determine if the walking/working surfaces on which they work have the strength and structural integrity to support employees safely. Employees will be allowed to work on those surfaces only when the surfaces have the required strength and structural integrity.



David Rays Dampproofing Inc. will ensure that every employee on a walking/working surface (horizontal or vertical surface) with an unprotected edge from which a fall of 3 m (10 ft) or more may occur will be protected from falling by the use of guardrail systems or personal fall restraint /arrest systems.

## 11) FIRST AID

Where required, David Rays Dampproofing Inc. will provide and maintain first aid services, supplies and equipment as identified by WorkSafeBC regulations. First aid services, supplies and equipment will be made available to all employees during working hours.

Workers who sustain a job-related injury or illness, regardless of seriousness, are required to immediately report it to the first aid attendant for treatment and/or recording and must also report it to their immediate supervisor. If medical treatment is required, employees are entitled to choose their own medical practitioner. A WCB Form 6A must be completed by any worker injured on the job. The WCB Form 6A must be submitted to head office at the earliest opportunity.

The First Aid Attendant will be in complete charge of all first aid treatment of injured workers until medical aid is available. Supervisory personnel will not attempt to overrule the attendant's decisions relating to first aid or emergency transportation.

Injuries that arise as a result of employment with the company will be reported to WorkSafeBC, by submitting WCB Form 7, if any of the following conditions occur:

- 1) the worker loses consciousness following the injury
- 2) the worker is transported to or directed to go for medical treatment
- 3) the injury is one that obviously requires medical attention
- 4) the worker states that they intend to seek medical attention
- 5) the worker has received medical treatment for the injury
- 6) the worker is unable or claims to be unable to return to his/her usual job, as a result of job induced injury, on any work day subsequent to the day of injury
- 7) the accident results in or is claimed to have resulted in the breakage of eye-glasses, dentures, hearing aids or prosthetic devices
- 8) WorkSafeBC or the worker requests that an Employers Report of Injury or Occupational Disease (Form 7) be submitted to the Board.

To help ensure that appropriate first aid and medical treatment is provided and that workers are assigned to work activities compatible with their health:

- 1) workers will be instructed in how to summon first aid and report injuries
- 2) workers will be encouraged to take first aid training
- 3) workers will be required to complete a medical questionnaire after hire and before starting work.

## 12) TRANSPORTATION OF INJURED WORKERS

In the event of a serious accident which requires immediate medical transport the First Aid Attendant or Supervisor shall phone 911, request an ambulance and provide the following information:

- 1) nature of the injuries
- 2) the address of the work site
- 3) precise directions to the work site

A worker must be sent to the main access road to direct the ambulance to the accident site.

If an injury is not serious but requires a doctor's attention, the following procedures are required:

- 1) the First Aid Attendant or Supervisor shall arrange transportation to the nearest medical clinic or hospital
- 2) arrangements will be made to return the worker to the work site or, if unable to return to work, provide transportation back to the employee's personal vehicle or to the worker's residence.

## 12) RIGHT TO REFUSE UNSAFE WORK

The WorkSafeBC Occupational Health and Safety Regulation, part 3.12, states:

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

Note that in any occupation, "undue hazard" is a hazard that is not normal for that work process or a hazard under which a worker engaged in that work process would not normally carry out the work.

As soon as a worker has concluded that an undue hazard exists, he/she is required to immediately report the circumstances to the immediate job supervisor or employer. The supervisor must immediately investigate the matter and

either:

- 1) Remedy the condition without delay; or,
- 2) Inform the employee that the reported condition is not valid.

If the matter is still not resolved and the worker continues to refuse to work, the supervisor or employer must investigate the matter in the presence of the worker and:

- 1) A worker member of the OH&S Committee, or (if such does not exist)
- 2) Worker OH&S Representative,
- 3) A worker selected by the worker's union, or (if there is no union)
- 4) Any reasonable available worker.

If the worker still refuses to work, either the supervisor or employer, and the worker must immediately notify an officer of the WorkSafeBC Prevention Division. He/she must investigate the matter without delay and determine whether or not an unsafe/unhealthy condition exists.

The WorkSafeBC Officer will:

- 1) Determine if the process has been followed and if there is a hazard.
- 2) Determine if the work process may proceed.

The WorkSafeBC Officer will issue orders if deemed necessary.

It should be noted that while the condition is being examined the worker can be assigned to other work.

If there is no loss of pay for the worker at this alternative position, he or she cannot consider it to be a discriminatory action.

.

### 13) PERSONAL PROTECTIVE EQUIPMENT

David Rays Dampproofing Inc. not only encourages, but also considers it a condition of employment that each employee, at every level, uses the appropriate Personal Protective Equipment to ensure every possible means is taken to do his/her job safely.

David Rays Dampproofing Inc. will ensure that a worker who wears personal protective equipment is adequately instructed in the correct use, limitations and assigned maintenance duties for the equipment to be used. All training in the correct use of personal protective equipment will be documented in the employee's personnel file.

All supervisors will ensure that the appropriate personal protective equipment is:

- 1) Available to workers,
- 2) Properly worn when required, and
- 3) Properly cleaned, inspected, maintained and stored.

The following are the minimum standards for protective devices as required by

the WorkSafeBC Occupational Health and Safety Regulation:

Safety Headgear:

1) Safety headgear must be worn by a worker in any work area where there is a danger of a head injury from falling, flying or thrown objects, or other harmful contacts.

2) Safety headgear must meet the requirements of CSA Standard Z94.1-92.

3) If a worker may be exposed to an electrical hazard the safety headgear

must have an appropriate non-conductive rating.

4) Chin straps or other effective means of retention must be used on safety headgear when workers are climbing or working from a height exceeding 3 m (10 ft), or are exposed

to high winds or other conditions that may cause loss of the headgear.



### Eye Protection:

- 1) Employees must wear properly fitting safety eyewear appropriate to the conditions of the workplace if handling or exposed to materials, which are likely to injure or irritate the eyes.
- 2) Employees wearing contact lenses must inform the proper supervisor so that lenses can be removed in case of an accident. Workers must not wear contact lenses where gases, vapours, flying objects, dust or other materials are present that may harm the eyes or be absorbed by the lenses.
- 3) Face shields must be worn during grinding and cleaning operations.

### Limb and Body Protection:

- 1) David Rays Dampproofing Inc. will provide appropriate skin, hand foot or body protection if a worker is exposed to a substance or condition which is likely to puncture, abrade or otherwise adversely affect the skin, or be absorbed through it.
- 2) If there is a danger of injury, contamination or infection to a worker's hands, arms, legs or torso, the worker must wear properly fitting protective equipment appropriate to the work being done and the hazards involved.

#### Footwear:

- 1) All personnel must provide and wear footwear meeting CSA Standard CSA- Z195-M92 above the ankle footwear that provides toe and shank protection and protection from ankle abrasion. Laced footwear must have the laces tied to prevent tripping.
- 2) Policy Item R8.22-1 of the WorkSafeBC Regulation allows that when workers are climbing or walking on steel, safety-toed footwear is not generally required. However, they must wear substantial footwear having leather uppers reaching past the ankle.

#### Hearing Protection:

- 1) Hearing protection (muffs or plugs) must be used in locations where there are intermittent or continuous high noise levels.
- 2) WorkSafeBC has determined maximum noise levels to be:
  - a) 85 dBA Lex (1Pa2h) daily exposure, and
  - b) 135dBA peak sound level.
- 3) David Rays Dampproofing Inc. will provide hearing tests for workers exposed to noise above the exposure limits stated above as follows:
  - a) An initial test as soon as practicable, but not later than 6

months after

the start of employment;

b) Annual tests thereafter.

c) All test results will be recorded in the employee's personnel file.

Additional Safety Equipment:

1) Employees must be trained in the use and follow strictly the requirements of additional protective equipment such as fall arrest and fall restraint equipment and respiratory protection, etc. as the work requires. (See specific policies in Section 3 of the Occupational Health and Safety Manual)

2) An employee whose duties on the work site result in exposure to the hazards of mobile equipment must wear high visibility apparel meeting at least Type 3 criteria (single strap fluorescent trim).

#### 14) GENERAL SAFETY RULES

1) All employees are required to supply and wear safety footwear appropriate for bridgework and to protect them from injury.

2) Eye protection must be worn on any worksite where exposure to an eye injury hazard is present.

3) Hearing protection devices (muffs and/or plugs) must be worn when there is excessive noise (85 dB or greater daily average) and when directed by your supervisor.

4) Fall protection must be used in fall hazard areas (areas where it is possible to fall 3 m (10 ft) or more, or where there is an injury hazard greater than the hazard of hitting the ground - e.g.: above operating equipment or moving parts).

5) Every employee must wear clothing appropriate for work. Long pants are the minimum requirement.



6) All hazardous conditions (work procedures, atmospheres, defective or malfunctioning tools, equipment, structures, protective clothing or equipment) must be immediately corrected and/or reported to your immediate supervisor.

7) If you have any concerns or questions regarding the safety of a work procedure, consult with your immediate supervisor before proceeding with the task. Your supervisor has the final word on safety on site, but if you feel there is a risk involved in following supervisory personnel instructions, do not carry on with the job. Contact the David Rays Dampproofing Inc. Supervisor immediately to discuss the situation under the terms of the WorkSafeBC Regulation, Section [3:12](#). You will not be reprimanded in any way for questioning the safety of a work procedure.

8) Equipment and machinery must be shut down AND locked-out before oiling, adjusting, repairing or maintaining. Shut down equipment and machinery before fuelling.

9) Use the tools and equipment necessary to do your job safely and use them in the way they were meant to be used. Take good care of tools and equipment - keeping equipment in good working order helps prevent accidents.

10) Inform others if you are going to work above or below them and ensure that safe guards or precautions have been arranged. Never leave tools or equipment in an elevated position where they can be knocked off onto another person.

11) Seatbelts must be worn by drivers and all passengers in company vehicles as required by law.

12) All rigging, hoisting and work platform procedures must be performed safely in compliance with the WorkSafeBC Regulation. Appropriate slings, chokers, etc. must be used for all

lifts.

13) All injuries must be reported to your immediate supervisor and first aid at the earliest practicable opportunity. If a serious accident occurs do not change anything at the accident location unless it is necessary to prevent further injury. Emergencies that occur on "after-hours" jobs, in addition to reporting to the appropriate authorities (police, ambulance, fire department, WorkSafeBC) must also be reported to the site supervisor.

14) If you are under the influence of, or impaired by, illicit drugs or alcohol, stay off the David Rays Dampproofing Inc. premises and related work spaces. You will not be allowed to work if it becomes evident that your ability to work safely is impaired by these substances.

15) Engaging in horseplay, worker to worker violence, practical joking, unnecessary running or jumping and other similar conduct is for-bidden and may result in disciplinary action.

16) Knowingly or intentionally engaging in hazardous behaviour is forbidden and may result in disciplinary action.

17) Only authorized and certified persons may operate company vehicles and powered mobile equipment.

18) Maintain good housekeeping in your work area and, where practicable, secure it against unlawful access during the off-shift.

19) As far as practicable work areas must be kept free from hazardous obstructions at all times.

20) Spilled toxic, flammable or corrosive materials must be cleaned up immediately using the method described in the appropriate Material Safety Data Sheet.

21) Company roads, walkways and yard areas must be kept clean by depositing refuse in designated containers.

22) Materials, tools and equipment must not be stored in a

manner that impedes access or egress routes.

23) All material must be properly stacked and secured to prevent sliding, falling or collapse.

24) Heed all safety guards, barriers, signs and tags and never render inoperable any safety device. Report any safety devices or guards that are not performing their intended function to your immediate supervisor for correction. These devices are in place for your protection.

25) Use proper lifting techniques to avoid sprains, strains and back injuries. Get help or use lifting equipment for heavy or cumbersome loads. Guard against getting into an unbalanced position when pulling, prying or pushing - particularly at heights.

26) Sub-trades are largely responsible for their own safety, but they must abide by the instructions of David Rays Dampproofing Inc. supervisory personnel. If you see them doing something that may cause a health or safety hazard to themselves or others, please report it at the earliest opportunity to your immediate supervisor.

27) For your own safety and that of your fellow employees, take particular care when working on scaffolds or other elevated platforms, and near power lines. These are the areas where the most serious accidents occur. When you are involved in these jobs take an extra moment to anticipate and minimize potential hazards to yourself and others.

28) The WorkSafeBC Occupational Health and Safety Regulation sets the minimum health and safety standard. A copy is on site. Cooperate with WorkSafeBC officers. Feel free to discuss intent of the Regulation; they are willing to discuss any safety concern.

29) Be safety smart - consult the David Rays Dampproofing Inc.

Occupational Health and Safety Policy Manual on site. Your participation in our program is encouraged, expected and for your benefit. Some methods of getting involved include:

- a) Obtaining, renewing or upgrading required certificates (first aid, hearing testing, WHMIS etc.) prior to their expiry,
- b) Don't just attend safety meetings, participate in them (e.g.: bring a topic to discuss),
- c) Make suggestions to your supervisor on how we can improve safety on the job,
- d) Work safely and encourage fellow workers to do the same.

“To ignore safety practices doesn’t indicate bravery, only foolishness. To do things safely and correctly is the mark of a wise person, not a timid one.”



**WORK SAFE BC**

**Occupational First Aid  
Level 1**

*Olsen-John Ebel*

is qualified to render level 1 first aid in accordance  
with the Occupational Health and Safety Regulation

*[Signature]*

Agency authorization



*2022-03-13* *40089811*

Expiry date (yyyy-mm-dd) Instructor number

**GCC-175261**