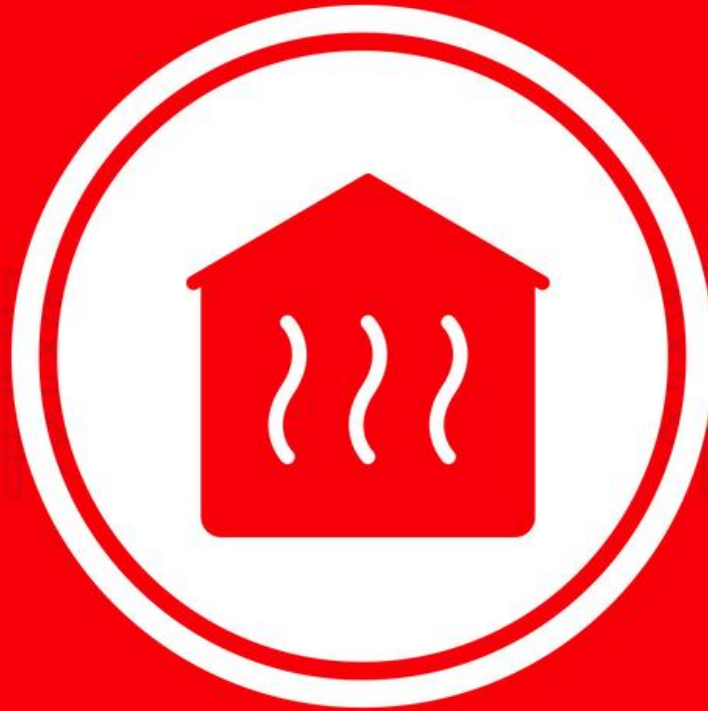


**ECONOMY HEATING (RESIDENTIAL) LTD.  
HEALTH AND SAFETY MANUAL**

**ECONOMY**



**HEATING**

**11408 – 156 Street, Edmonton T5M 3N2**

**Phone: 780 453 3741**

The safety information in this manual does not take precedence over applicable government legislation, with which all employees, contractors shall be familiar with.

# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

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7. Inspections and Preventative Maintenance
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The safety information in this policy does not take precedence over applicable government legislation, with which all employees, sub trades and subcontractors should be familiar.

**ECONOMY HEATING (RESIDENTIAL) LTD.  
HEALTH AND SAFETY MANUAL**

## Section 1

# Management Commitment: Health & Safety Policy, Responsibilities of Managers, Supervisors and Workers

The safety information in this policy does not take precedence over applicable government legislation, with which all employees, sub trades and subcontractors should be familiar.

# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## COMPANY HEALTH AND SAFETY POLICY

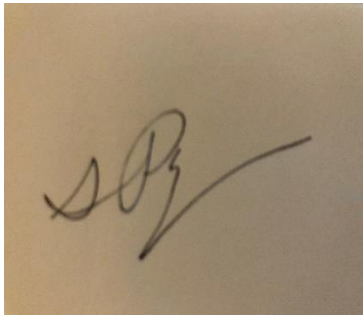
Economy Heating (Residential) Ltd. is committed to preventing the loss of any of its resources, including workers and physical assets. Economy is committed to ensure protection and maintenance of the health and safety including physical, psychological and social well being of employees.

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

All workers (management, supervisors, workers, contractors) will be equally responsible for minimizing incidents within the job sites we work on and the office/warehouse environment. Safe work practices and procedures will be clearly defined in the Company Health and Safety Manual for all workers to follow. Economy Heating recognizes that workers are required to travel to and from the work site and should abide by the applicable legislation as it applies to the safe operation of motor vehicles whether using a company supplied or personal vehicle.

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

All management activities will comply with company health and safety requirements as they relate to the planning, operation and maintenance of facilities and equipment. All workers will perform their jobs properly in accordance with established procedures and safe work practices.

A photograph of a handwritten signature in dark ink on a light-colored surface. The signature is stylized and appears to be 'SP' followed by a long horizontal stroke.

Sylvia Polczer, General Manager

Date: 14 Jan 23

The safety information in this policy does not take precedence over applicable government legislation, with which all employees, sub trades and subcontractors should be familiar.

# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### Assignment of Responsibility and Accountability for Health and Safety

#### Managers:

- Provide a Statement of Policy relating to the health and safety program. The statement provides a commitment and philosophy that sets levels of expectations for health and safety performance throughout the company.
- Maintain overall control of the Health and Safety Program.
- Ensure all established health and safety policies are administered and enforced in all areas.
- Ensure that all field operations personnel are aware of and effectively practicing the policies and procedures set out in the health and safety program in accordance with applicable legislated standards.
- Verify that reported incidents and unsafe acts/conditions have been effectively dealt with.
- Ensure policies, practices and procedures are reviewed annually.
- Ensure a copy of the Health and Safety Manual is available to all personnel through the company website.

#### Supervisors:

- Provide safe working conditions for all workers under their supervision.
- Provide workers with instruction in safe work procedures. Supervisors shall require workers to use personal protective equipment, as appropriate, as part of their routine duties (e.g. hard hats, goggles, masks, respirators, safety glasses, vehicle restraint devices, or other items deemed necessary).
- Advise workers that they must report any incidents, unsafe acts or conditions to their supervisor and management so corrective measures can be implemented.

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# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

- Effectively deal with any incidents, unsafe acts or conditions that have been reported, or which are liable to cause or have caused incidents.
- Undertake the investigation of incidents to determine the underlying causes. Report in detail to the Management and complete the required report forms on a timely basis.
- Provide a good example for workers by always directing and performing work in a safe manner.
- Conduct regular inspections for unsafe practices and conditions and ensure prompt corrective action to eliminate causes of incidents.
- Work in cooperation with Management to determine safe practices, enforce their use, develop disciplinary procedures for dealing with violations and develop other general safety and incident prevention measures.
- Provide each worker with information about the hazards of his/her job and how to avoid them.
- Enforce all established safety legislation and work methods. Take disciplinary action when necessary to ensure compliance with the rules.

### Workers/Contractors:

- Carry out their work in a manner that will not create a hazard to their own health and safety or the health and safety of other workers.
- Reduce and control unsafe conditions and acts on the work site.
- Report any incidents, unsafe acts or unsafe conditions immediately to management so corrective measures can be implemented.
- Report any anticipated loss of work time to management as soon as possible after being treated by a physician following injury.
- Comply with legislative requirements while carrying out their assigned duties.

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# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

- Ensure they do not undertake any work where they are not competent to do so.  
*“Competent”...means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision”*  
*Occupational Health and Safety Act, s.1(d)*

### Visitors:

- Sign in and report to a company representative before accessing the work site.
- Be escorted by a company representative at all times while on the work site.
- Wear all PPE as required by the company while on the work site.
- Adhere to all directions given by the company representative.
- Do not bring equipment on site without the authorization of the company representative.
- Immediately report any injury or illness sustained while at the work site to the company representative.
- Do not remove any company property from the work site without the approval of the company representative.
- Sign out when their work site visit is completed.

### Minimum Qualifications for Health and Safety Roles

#### Managers:

Successful completion of Safety Training Courses including Auditor Training, Principles of Health and Safety Management and Legislation Awareness. Knowledge of legislation that affects Economy Heating including Safety Codes Act (and the Alberta Building Code), OHS legislation, Apprenticeship and Industry Training Act, Employment Standards, etc. Understanding of the scope of work that falls under HVAC in new home construction.

The safety information in this policy does not take precedence over applicable government legislation, with which all employees, sub trades and subcontractors should be familiar.

# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### Sheet Metal Supervisors:

Supervisors of sheet metal installations and repair of HVAC equipment: Journeyman accreditation in Sheet Metal. Supervisors of sheet metal installations must have current first aid certification. Successful completion of a Leadership for Safety Excellence course.

### Refrigeration Supervisors/Foremen:

Supervisors of air conditioning installations and repairs involving refrigerants: Journeyman accreditation in Refrigeration and any other licenses as required under legislation for handling and transporting refrigerants.

### Workers:

Registration with the Apprenticeship Board in the relevant trade. At least one worker must have current first aid certification if working in a crew of two to four.

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**ECONOMY HEATING (RESIDENTIAL) LTD.  
HEALTH AND SAFETY MANUAL**

**Section 2  
Contractor and Visitor Management**

The safety information in this policy does not take precedence over applicable government legislation, with which all employees, sub trades and subcontractors should be familiar.

# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### CONTRACTOR AND VISITOR MANAGEMENT POLICY

#### Management Commitment:

Management is committed to provide a safe work environment for other employers, self-employed persons, visitors, & external worksite parties affected by the employer's work activities.

#### Purpose:

Ensure the health and safety of contractors and visitors at Economy Heating worksites. Ensure that contractors are deemed competent prior to entering Economy Heating worksites.

#### Scope:

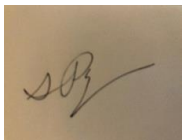
This policy applies to all contractors and visitors at Economy Heating worksites and shall be posted on our website.

#### Policy:

Health & Safety Orientations are provided to contractors and visitors that are authorized by the manager to be on construction sites prior to arrival on site. The Orientation will be conducted by the manager, HS Rep or the supervisor. It will inform contractors and visitors of their health and safety responsibilities, worksite hazards and controls and when conditions change during orientations.

Contractors are deemed competent through our contractor selection process. Contractors are monitored by our monitoring form. Economy Heating refers to the contractor non-compliance disciplinary procedure for actions of non-compliance.

Visitors at our office will be allowed only in the front office area in the presence of an employee and do not require an orientation. Vendors making deliveries should be delivered to designated spaces (e.g. warehouses.) & do not require an orientation. Service vendors, can enter our office to complete their job duties and do not require an orientation. **Any other visitors will be required to complete a safety orientation prior to arrival to the job site.**



Sylvia Polczer, General Manager

Date: 14 Jan 2023

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# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### Contractor Selection and Monitoring Procedure

#### Purpose:

Ensure contractors are competent for the tasks they are performing.

#### Procedure:

##### Contractor Selection

- General information, including contact and insurance information must be collected.
- Workers Compensation Board and statistical data for the previous three years is written into the contractor selection and monitoring form.

##### Contractor Monitoring

- Statistical information for the last 3 years must be inputted.
- Determine if the contractor has met all the requirements stated under the expectations checklist.

### Contractor Selection and Monitoring Procedure

#### Purpose:

Outlines the steps for resolving any contractor non-compliance concerns.

#### Procedure:

##### Minor Incidents

- Contractors receive a warning from their manager.
- A formal meeting is arranged with the manager. The contractor must implement corrective actions by the date noted or face suspension.
- The workers action is noted and recorded
- Suspension or higher action may be taken.

##### Serious Incidents/**Non compliance**

- Contractors meet with their manager who issues corrective actions that must be met by a certain date or else the contractor's employment will be terminated.

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## Contractor Selection Form:

General Information			
Company Name: _____	Phone Number: _____		
Address: _____	City, Province: _____		
Email Address: _____	Postal Code: _____		
Phone Number: _____			
Service(s) Provided: _____			
Contact Information			
Primary Contact: _____	Phone Number: _____		
Secondary Contact: _____	Phone Number: _____		
Insurance Information			
Current General Liability Insurance (CGL)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Current claims pending or outstanding against the organization?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Workers Compensation Board (WCB)			
Industry Code: _____			
Current WCB Worker Coverage in place	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
WCB Clearance Letter attached ( <i>current within 30 days</i> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Statistics ( <i>include both employees and subcontractors</i> )	Year Prior	Two Years Prior	Three Years Prior
Total number of employees			
Total number of subcontractors			
Number of lost time cases			
Number of medical aid cases			
Number of modified work cases			
Number of first aid incidents			
Number of OHS stop work/stop use orders			
Company meeting frequency			
Inspection frequency			
Number of workers with first aid certification			
Company meeting frequency			

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

<b>CONTRACTOR MONITORING FORM</b>			
<b>Statistics (include both employees and subcontractors)</b>	<b>Year Prior</b>	<b>Two Years Prior</b>	<b>Three Years Prior</b>
Total number of employees			
Total number of subcontractors			
Number of lost time cases			
Number of work days lost			
Number of medical aid cases			
Number of modified work cases			
Total employee exposure hours			
Number of first aid incidents			
Number of OHS stop work/stop use orders			
Total number of fatalities			
Number of training orientations provided			
Number of inspections completed			
Number of site-specific hazard assessments completed			
Number of corrective actions implemented			
Number of meetings			
<b>Expectations Checklist</b>			
Have the contractor(s) been taking the training provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have contractor(s) been completing site-specific hazard assessments?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Has the contractor(s) been completing inspections?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Has the contractor(s) been involved in disciplinary issues?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Has the contractor(s) been completing emergency response forms?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Has the contractor(s) been completing investigations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Score</b>	All expectations met: <input type="checkbox"/> Did not meet expectations: <input type="checkbox"/>		

---

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## **Section 3: Health and Safety Representative System**

# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### Health and Safety Representative System

Economy Heating's regular staff numbers approximately 10. The legislation requires a Health and Safety Representative be appointed where there are 5-19 employees.

The appointment of a Health and Safety Representative amongst our staff is required & shall be chosen by the workers at Economy Heating. The role of the Health and Safety Representative shall be working with management and workers to identify and solve health and safety concerns at the work site. The HS representative also promotes awareness and interest in health and safety. Economy Heating will provide training to the HS representative, so he/she is aware of their roles and responsibilities in the workplace. Term of office – the HS representative chosen by the workers shall remain in this position for as long as they are employed with Economy and as long as the workers and the representative are agreeable with the appointment.

The duties of the HS representative include:

- Receive and address concerns and complaints about the health and safety of workers
- Participate in the identification of hazards
- Develop and promote measures to protect the health and safety of persons at the work site
- Cooperate with an OHS officer exercising their duties
- Develop and promote programs for education and information concerning health and safety
- Make recommendations to the employer respecting the health and safety of workers
- Participate in investigations of serious injuries and incidents at the work site
- Maintain records in connection with concerns and complaints
- Attend to other matters relating to the duties of the HS representative
- Other duties as may be specified in the OHS Act, Regulations and Code

#### Procedure:

The contact information for the HS representative shall be displayed on the company website.

The HS representative shall meet with management on a quarterly basis to discuss any health and safety concerns. The HS representative may call a special meeting with management to deal with urgent concerns at the site.

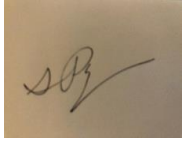
Economy Heating shall ensure that the HS representative receives training required to carry out their duties, including the mandatory two-part training that is required by OHS of HS representatives, as well as Leadership for Safety. Training must consist of three criteria: duties and responsibilities of the committee and/or representative, obligations of worksite parties and worker's rights.

The HS representative must inspect work sites where there are 5 or more workers at monthly intervals.

If the employer is unable to resolve an issue brought forward by the HS representative within 30 days, then the HS representative may contact OHS to seek resolution.

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL



Sylvia Polczer, **General Manager**

Date: 20 Jan 2023

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## Section 4 Training

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# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### TRAINING/SAFETY MEETINGS POLICY

Health and safety meetings involving all workers, supervisors and management will be held on a quarterly basis to ensure regular two-way communication regarding health and safety issues.

The company will provide and ensure that all employees participate in the following safety training:

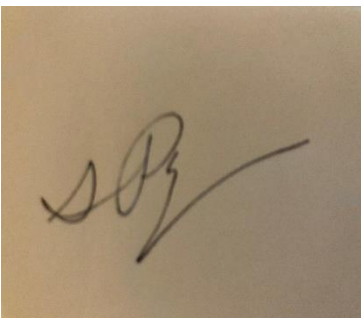
- Orientation for all newly hired staff
- Job specific training as required
- All training required under legislation
- Debriefing and review after all incidents
- Safety training for employees and management
- Refresher and update training

All newly hired workers will receive a safety orientation from the company on the first day of employment. See the New Employee Safety Orientation Form below for topics covered.

**A Manager's signature is required on all orientation forms.**

Mandatory certification requirements will be verified before workers are hired. Workers who drive a company vehicle must fill out a driver authorization form and approved by Economy Heating's insurance company. Field employees are required to provide proof they are registered apprentices or Journeypersons in the trade they are working in. The company shall verify field employee's trade credentials on the Alberta Apprenticeship website prior to the worker's first day of work.

A training matrix on the following page will be used to record and track employee's safety training.

A photograph of a handwritten signature in black ink on a light-colored surface. The signature is stylized and appears to be 'SP' followed by a long horizontal stroke.

14 Jan 23, Sylvia Polczer

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# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### TRAINING MATRIX:

Employee Name:      WHMIS              TDG      First Aid              Orientation

### Training Requirements for Management and Supervisors

Management and supervisors shall be trained in worksite investigations, inspections and formal hazard assessments. ACSA offers courses in these subjects, and there are also online courses available.

### Training Requirements for Visitors and Other Employers

No specific training requirements for visitors. Training requirements for other employers will vary depending on their scope of work. See the Contracted Employers Policy for further information.

### Assessment of Competency of New and Reassigned Workers

All new workers or reassigned workers shall be assessed by the field supervisor upon being hired. The following form shall be filled out by the supervisor and filed by the Safety Administrator. All employees must display satisfactory competency in the job they've been hired for. Another assessment shall be conducted within one month of the first assessment and a refresher when operational changes require it.

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## Competency Assessment

**Worker**

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

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

**Supervisor  
Initials**

**Part A: Qualification and Pre-Use Inspection**

Worker possesses current applicable training qualification (Confirmed) \_\_\_\_\_

Worker conducted pre use inspection of: \_\_\_\_\_

**Part B: Demonstration and Observation**

	Competent	Requires coaching	Demonstration Description:	Supervisor Initials
1	<input type="checkbox"/>	<input type="checkbox"/>		
2	<input type="checkbox"/>	<input type="checkbox"/>		
3	<input type="checkbox"/>	<input type="checkbox"/>		
4	<input type="checkbox"/>	<input type="checkbox"/>		
5	<input type="checkbox"/>	<input type="checkbox"/>		

**Supervisor  
Initials**

**Part C: Summary/Comments**

Worker's performance was satisfactory. \_\_\_\_\_

Worker requires further training and observation. \_\_\_\_\_

**Comments:**

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---

**Worker Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## Employee Orientation Form

\_\_\_\_\_  
Employee Name                      Date of Orientation                      Supervisor/Manager Name

- worker rights (right to refuse, right to know, right to participate)
- health and safety policies and procedures (including company written h&s policy, work alone policy, vehicle policy, ppe)
- health and safety responsibilities (OHS legislation & company assigned, employer/worker)
- task specific hazards and controls (FLA)
- hazard reporting (FLHA)
- applicable regulatory requirements (OHS legislation)
- discipline/enforcement policies
- violence and harassment prevention policies
- emergency response procedures (including alert/alarm systems, fire extinguishers/prevention, first aid attendants)
- incident and near miss reporting
- WHMIS (including SDS locations)
- HS Representative System
- Quarterly Safety Meetings
- Personal Protective Equipment (hard hats, steel toed boots, ear protection, safety glasses, gloves, masks)
- Trade Certifications, driver's license/insurance authorization form/safety certifications
- Offline Accessibility to Safety Legislation, Safety Manual, SDS, FLHA forms, Incident Reporting Forms, Trade & First Aid Certifications
- Competency Assessments & Regular Work Site Inspections
- Emergency Contact Information:

Employee Signature:

Supervisor/Manager's Signature:

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# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### Safety Orientation Information – Construction Sites

The following guidelines shall be followed for all work activities on any construction sites. These requirements are for all workers, visitors and contractors.

#### Introduction

**Alberta Occupational Health & Safety Act, Regulation and Code:** Employees on site are required to have access to the Alberta Occupational Health and Safety Act, Regulation and Code in hard copy or digital format (accessible without internet or cellular service).

**Economy Heating's Safety Manual:** Located at the main office and on the employee website to download/access: [www.economyheating.ca/employees](http://www.economyheating.ca/employees)

**Economy Heating Safety Policy:** All workers are required to comply with Economy Heating's safety policies and rules. They shall also comply with all applicable provincial Occupational Health & Safety legislation. Noncompliance with any of these items will result in implementing disciplinary action.

**Legislated Rights and Responsibilities:** Every worker has three rights. Right to participate (in health and safety), right to know (about hazards) and right to refuse (unsafe work). A worker must be competent (adequately qualified, suitably trained, and with sufficient experience) to perform work without supervision or with only a minimal degree of supervision.

#### Required Personal Protective Equipment (PPE)

Personal protective equipment must meet appropriate government standards.

#### **Industrial Protective Headwear (Hard Hats)**

- To be worn 100% of the time when working on the exterior of the project, or when walking into a structure under construction even if it will not be required while working inside.
- To be worn 100% of the time when working on the interior, until rough-ins (electrical, mechanical and plumbing) have been completed unless a hazard assessment identifies the need for head protection.
- To be worn as required when there is a danger to the head of any worker or the completed hazard assessment identifies the need for head protection.

#### **CSA Approved Safety Footwear (Steel Toed Boots)**

- To be worn 100% of the time when working on the exterior of the structure or when walking into a structure under construction even if it will not be required while working inside.
- To be worn 100% of the time when working on the interior of the structure until final flooring is installed unless the completed hazard assessment requires foot protection.

#### **Safety Glasses**

- Safety glasses shall be worn 100% of the time.

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# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### Hearing Protection

- Hearing protection to be worn by workers when exposed to noise levels greater than 85 db. (i.e. chainsaw, nail gun, circular saw, hammers, powered mobile equipment, etc.)

### Respiratory Protective Equipment

- Must be worn per the Alberta Occupational Health and Safety Act, Regulation and Code or when a hazard assessment or Safety Data Sheets identifies the need.

### Clothing

- Workers are required to wear clothing appropriate to the hazards of their work and per the requirement of the Alberta Occupational Health and Safety Act, Regulation and Code. Workers are required to wear a minimum of long pants and short sleeved shirt at all times.

### Fall Protection

- Fall protection shall be utilized for any situation where a worker may fall more than 3m or if a fall from a lesser distance may result in a serious injury due to conditions below the work area. Fall protection may also consist of covering of or installing guardrails on floor openings an exterior of work area.

### Hazard Assessment

Hazard Assessments must be conducted prior to commencing work on the site or when conditions change and must involve all workers. The completed hazard assessment shall be submitted electronically to the site check in phone.

### General Rules

**Incident Reporting:** All incidents shall be reported to management immediately. If a serious incident occurs that requires notification of Occupational Health and Safety then all work shall immediately cease until the Health and Safety Officer and the designated Economy Heating representative conduct an investigation of the incident and clear the site for work to resume. A determination of the reporting requirement shall be made by the management of Economy Heating prior to work continuing.

**Age Requirement:** No person(s) under the age of 18 is allowed on the construction site at any time.

**Alcohol, Cannabis, Drugs:** No alcohol, cannabis, illegal drugs or misuse of prescription drugs is allowed on site at any time.

**Horseplay, fighting, harassment or violence:** No horseplay, fighting, threats, harassment or acts of violence is allowed on site at any time. These acts constitute for grounds of immediate removal from site and possible termination of employment.

**Theft:** Workers that are caught stealing will be charged by police and their employment shall be terminated.

The safety information in this policy does not take precedence over applicable government legislation, with which all employees, sub trades and subcontractors should be familiar.

# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

**Smoking/Vaping:** All workers shall observe the local ordinances governing smoking as all homes are considered to be a place of work while being constructed. No workers shall smoke in the work vehicle, buildings under construction, anywhere on the lot or within 25 feet of any building on the site.

### Emergency Equipment

**First Aid Supplies:** All workers are required to have a first aid kit on site. Documentation of first aid training shall be on site at all times and must be produced to the builder representative or OHS officer at request. For 2-4 workers on site there shall be a minimum of one emergency first aider that is on site at all times when personnel are working.

### Working Alone

When there is only one worker on site regular check ins are required.

### Communication

All workers are required to have cell phones for communication with the office, for regular check ins, and to contact emergency responders.

### Fire Extinguisher

All workers shall ensure they have a 10lb. ABC fire extinguisher that has a current tag (annual) and up to date inspections (monthly) on site at all times.

### Emergency Procedures:

**Muster Point:** Workers shall proceed to the main showhome for the subdivision of a safe place. If there is more than one showhome for the area, then the showhome with the attached garage shall be the showhome used for meeting in the case of an emergency.

**Site Emergency Evacuation Procedure:** Vehicle horn 3 long blasts shall be the emergency signal used to advise personal of an emergency on site. Once mustered, report to Economy Heating's supervisor or manager that you have evacuated safely.

### Safe Work Practices

All workers will comply with the Safe Work Practices listed in the Safety Manual or any applicable Safe Work Practices developed for our industry.

### Equipment and Tools:

All equipment and tools that are used on site shall be in good working condition. They shall also be inspected prior to use by the worker using them and removed from service if any defect is identified.

The safety information in this policy does not take precedence over applicable government legislation, with which all employees, sub trades and subcontractors should be familiar.



# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### **Housekeeping of Site:**

All workers are required to place all debris associated with their work activities in the nearest designated receptacle immediately or brought back and disposed of in our dumpster. Excess usable materials shall be brought back to the warehouse for sorting.

### **Ladders:**

All ladders used on site shall be Grade 1 or 1A. All ladders shall be inspected prior to use and removed from the site immediately if there is a defect.

### **Material Storage:**

All materials delivered to the site shall be placed in a manner that will not obstruct access/egress to the units/homes.

### **Safety Data Sheets (SDS):**

Shall be on site for review for all controlled products that are being used on site.

### **Power Tools:**

All power tools shall be in good working condition with all safeguards furnished by the manufacturer in place. All power tools shall be inspected prior to use and taken out of service if any defect is identified.

### **Worker Responsibilities:**

- Comply with all applicable government legislation and Economy Heating safety policies.
- Notify Economy Heating's management immediately of any health and safety complain notifications, Occupational Health and Safety or Alberta Industry and Training Inspection and any resulting directives to correct unsafe acts or conditions received from OHS or AIT.

### **Media Communications:**

Workers are prohibited to speak on Economy Heating's behalf or on behalf of the builder. No response, not even "no comment" should be uttered to the media. Workers are prohibited from taking photos/videos or making comments that may present Economy Heating or the builder in a negative light. Any photos or posts shall not identify the builder or Economy either directly or indirectly.

The undersigned confirms that I have reviewed the Economy Heating safety orientation information and I am aware of what is required of me to be on the job site.

Date:

Worker Signature:

The safety information in this policy does not take precedence over applicable government legislation, with which all employees, sub trades and subcontractors should be familiar.

# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### **REFRESHER TRAINING**

Orientation Training shall be reviewed on an annual basis. This refresher training will include review of the topics listed on the Employee Orientation Form and Safety Orientation Information – Construction Sites.

First Aid Re-Certifications are required prior to their expiry dates. The Expiry Dates will be listed on the First Aid/Emergency Safety Training Log.

### **First Aid/Emergency Safety Training Log**

Name	Course	Issue Date	Expiry Date
Scott	Standard First Aid/CPR C	30 Sep 2020	30 Sep 2023
Sylvia	Standard First Aid/CPR C	12 Feb 2023	12 Feb 2026
Amy	Standard First Aid/CPR C	May 2021	May 2024

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## HEALTH & SAFETY MEETING

DATE: \_\_\_\_\_

PROJECT/FACILITY: \_\_\_\_\_

### AGENDA

- (1) REVIEW OF HS Rep MEETING Minutes \_\_\_\_\_
- (2) REVIEW OF INSPECTIONS/INCIDENTS \_\_\_\_\_
- (3) CURRENT TOPIC DISCUSSION \_\_\_\_\_
- (4) WORKER INPUT \_\_\_\_\_
- (5) DATE/TIME/TOPIC NEXT MEETING \_\_\_\_\_

### ATTENDANCE: (Have each attendee print and sign in ink)

- |           |            |
|-----------|------------|
| (1) _____ | (2) _____  |
| (3) _____ | (4) _____  |
| (5) _____ | (6) _____  |
| (7) _____ | (8) _____  |
| (9) _____ | (10) _____ |

### TOPIC OF REVIEW:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### WORKER INPUT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ACTION(S) TO BE TAKEN:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NEXT MEETING:      DATE: \_\_\_\_\_      TIME: \_\_\_\_\_

\_\_\_\_\_  
SUPERVISOR/MANAGEMENT SIGNATURE

The safety information in this policy does not take precedence over applicable government legislation, with which all employees, sub trades and subcontractors should be familiar.

**ECONOMY HEATING (RESIDENTIAL) LTD.  
HEALTH AND SAFETY MANUAL**

**Section 5  
Hazard Assessment**

The safety information in this policy does not take precedence over applicable government legislation, with which all employees, sub trades and subcontractors should be familiar.

# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### Hazard Assessment Policy

It is the policy of Economy Heating to implement a systematic process for the identification and control of hazards for each job task.

Identified hazards are identified according to a risk matrix.

Managers, supervisors and Health and Safety Representatives are required to complete hazard assessment training (Leadership for Safety Excellence course) and lead the hazard assessment process and review.

Workers participate in the hazard assessment process. Workers are required to conduct a job specific hazard assessment when:

- Work is conducted at a temporary/mobile site
- Workers are conducting activities at a work site not owned by their employer
- A new activity has been temporarily introduced at the work site
- Before the job or task begins
- Repeated if changes are introduced

Workers will be provided an opportunity for input regarding the formal hazard assessments at safety meetings.

Keep note that conditions on the work site may change on a daily basis.

Corrective Actions must be developed and implemented. All hazards will be communicated to all affected workers.

A formal hazard assessment shall be conducted whenever site specific hazard assessments, inspections or investigations identify a previously unrecognized hazard or when new operations/work processes/equipment/materials/products are introduced.

Formal hazard assessments shall be reviewed when operations work-related processes or equipment are modified or on an annual basis.

### Hazard Assessment Procedure

Purpose:

Outlines the steps for conducting hazard assessments

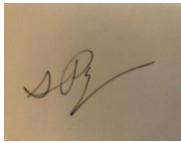
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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## Procedure

1. Identify the task
2. Identify hazards relevant to the task
3. Determine the priority of the hazard by using the risk matrix
4. Identify controls
5. Ensure controls are effective through continuous monitoring
6. Repeat if changes are made to work processes or if conditions change.

There are two positions within the company for the purpose of formal hazard assessment: field worker and office/warehouse worker. Formal hazard assessments for both positions can be found on the following pages in this section.



**Sylvia Polczer, General Manager 14 Jan 23**

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**ECONOMY HEATING (RESIDENTIAL) LTD.  
HEALTH AND SAFETY MANUAL**

**Risk Matrix**

		Severity		
		1 (Minor Injury)	2 (First Aid)	3 (Major Injury)
Probability	3 (Highly Likely)	3	6	9
	2 (Likely)	2	4	6
	1 (Unlikely)	1	2	3

Low Risk	1-2
Medium Risk	3-4
High Risk	6-9

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## Formal hazard assessment and control

<b>Job/position/work type:</b> Field Worker						<b>Date of assessment:</b> 8 April 2019
<b>Assessment performed by: (names)</b> Sylvia Polczer (Manager), Revised Apr 24/19						<b>Reviewed/revised:</b> 22 Apr 2019 Safety Meeting with all workers
Tasks (List <b>all</b> tasks/activities of the job/position)	Hazards (List <b>all</b> existing and potential health and safety hazards)	Severity	Likelihood	Risk	Controls (List the controls for each hazard: Elimination, Engineering, Administrative, Personal Protective Equipment)	Date implemented:
		S	x L	= R		
Manual handling, lifting, carrying	Construction materials & garbage	3	2	6	Elimination: Ensure there are no tripping hazards (ex. Garbage, construction materials) in pathway by either them aside or asking the builder representative to remove the material. PPE: Wear slip resistant steel toed boots.	22 Apr 2019
	Lifting or Moving Oversized/awkward objects	2	3	6	<b>Admin: SWP: Manual Lifting and Carrying</b> Admin: Get assistance when necessary from another worker Admin: Use wheeled carts to move heavy equipment PPE: Wear slip resistant steel toed boots	22 Apr 2019
	Sharp Sheet Metal	1	3	3	PPE: Wear Cut Resistant Gloves	22 Apr 2019
	Noise	2	2	4	PPE: ear plugs	22 Apr 2019
Travel	Motor Vehicle Accidents	3	2	6	<b>Admin: SWP-Driving</b> <b>Admin: SWP-Cell Phone Usage</b> Admin: ERP-Motor Vehicle Accidents	22 Apr 2019

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# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

					Admin: First Aid Kit & Fire Extinguisher in Vehicles travelling to job sites	
	Working Alone Violence	3	2	6	Admin: SWP-Driving, Cell Phone Usage Admin: Regular check ins and access to cell phone – Work Alone Policy Admin: Violence Prevention Policy & Training	22 Apr 2019
Entrance and Exit into Construction Sites	Overhead material falling from heights	3	2	6	Admin: FLHA (Field Level Hazard Assessment) upon arrival on site PPE: Hard hats, steel toed boots, safety glasses, cut-resistant gloves	22 Apr 2019
Cutting and installing Sheet Metal, PVC and related materials	Flying debris	2	2	4	Admin: SWP-Cutting and installing Sheet Metal, PVC and related materials Admin: Apprenticeship and Industry Training Sheet Metal Program-registration as a Journeyman or Apprentice PPE: Hard hats, steel toed boots, safety glasses, cut resistant gloves	22 Apr 2019
	Noise				PPE: Ear plugs	22 Apr 2019
Power & Hand Tools	Contact with moving parts (lacerations, abrasions, fractures)	2	2	4	Admin: Follow manufacturers operating instruction Admin: Never use defective tools Engineering: Tools must be disconnected from its power source before cleaning or adjusting Admin: Tag out any equipment that is defective or requires maintenance Admin: Sufficient amount of electrical outlet to prevent circuit overloading PPE: safety glasses, steel toed boots, hard hat, cut resistant gloves Admin: Apprenticeship and Industry Training Sheet Metal Program-registration as a Journeyman or Apprentice SWP: Power and hand tool use	22 Apr 2019

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

Generator	Fire Explosion	3	2	6	Admin: SWP-Generators ERP – fire	22 Apr 2019
	Chemical Exposure	2	2	4	Engineering: Ensure area is well ventilated PPE: Safety glasses, ear plugs, steel toed boots, gloves, long sleeve shirts, long pants	22 Apr 2019
Working on Ladders	Fall from height	3	2	6	Admin: SWP-Portable Ladders Admin: Call the office for assistance from another worker if required to secure ladder Admin: Do not use on uneven ground Admin: Do not step on top two rungs of ladder Admin: Inspect ladders before every use do not use if there is any damage or deficiencies Admin: Maintain three points of contact Admin: Work within the guidelines of the OHS Code, see section on ladders PPE: Use non-slip footwear	22 Apr 2019
Dealing with Co-Workers, Clients and General Public	Workplace Violence and Harassment	2	2	4	Admin: Violence Prevention Policy and Training Admin: Harassment Prevention Policy and Training	22 Apr 2019
Working with & near Chemicals	Chemical Exposure	2	2	4	Elimination: Clean up spills (Refer to SDS) Engineering: Ensure area is well ventilated Admin: WHMIS generic & site-specific training Admin: Electronic copies on phones, hard copies in vehicles Admin: SWP: Solvents PPE: refer to SDS for confirmation, includes solvent resistant gloves, breathing mask, safety glasses, long sleeve shirts and long pants	22 Apr 2019
General Housekeeping	Construction Materials and Debris	2	2	4	Elimination: Remove any tripping hazards	22 Apr 2019

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

					Elimination: Do not leave cords, materials, tools or anything else in way of walking paths Elimination: Clean up spills immediately	
Soldering	Fire	3	2	6	Admin: Minimum one worker on fire watch Admin: SWP-soldering Admin: Keep fire extinguisher within arm's reach Admin: ERP-Fire PPE: Use PPE as appropriate: gloves, safety glasses, steel toed boots, hard hat	22 Apr 2019
Working Alone	Workplace Violence Workplace Harassment	2	2	4	Elimination: Schedule more than one worker on the site whenever possible Elimination: Supervisor site visits Admin: Work Alone Policy Admin: Violence and Harassment Prevention Policies & training Admin: Worker must have cell phone with them and check in regularly Admin: First Aid Kits	22 Apr 2019

<p><b>Severity:</b> How serious could the consequences be? 3 – It could kill you or cause a permanent disability, today or over time. 2 – It could send you to the hospital. 1 – It could make you uncomfortable.</p>	<p><b>Likelihood:</b> How likely is it going to happen? 3 – It is highly likely. 2 – It might happen. 1 – It is unlikely.</p>	<p><b>Risk:</b> Calculate the risk of hazards to prioritize preventive actions. Severity x Likelihood = Risk</p>
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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## Formal hazard assessment and control

<b>Job/position/work type:</b> Office/Warehouse Worker/HSR – amended 16 Aug 21					<b>Date of assessment:</b> 8 April 2019	
<b>Assessment performed by: (names)</b> Sylvia Polczer (Manager)					<b>Reviewed/revised:</b> 24 Apr 19	
Tasks (List <b>all</b> tasks/activities of the job/position)	Hazards (List <b>all</b> existing and potential health and safety hazards)	Severity	Likelihood	Risk	Controls (List the controls for each hazard: Elimination, Engineering, Administrative, Personal Protective Equipment)	Date implemented:
		S	x L	= R		
Manual handling, lifting, carrying	Construction materials & garbage				Elimination: Ensure there are no tripping hazards (ex. Garbage, construction materials) in pathway by either them aside or asking the builder representative to remove the material. PPE: Wear slip resistant steel toed boots.	22 Apr 2019
	Lifting or Moving Oversized/awkward objects	2	3	6	Admin: SWP: Manual Lifting and Carrying Admin: Get assistance when necessary from another worker Admin: Use wheeled carts to move heavy equipment PPE: Wear slip resistant steel toed boots	22 Apr 2019
	Sharp Sheet Metal	1	3	3	PPE: Wear Cut Resistant Gloves	22 Apr 2019
	Noise	2	2	4	PPE: ear plugs	22 Apr 2019
Travel	Motor Vehicle Accidents	3	2	6	Admin: SWP-Driving Admin: SWP-Cell Phone Usage Admin: ERP-Motor Vehicle Accidents	22 Apr 2019

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

					Admin: First Aid Kit & Fire Extinguisher in Vehicles travelling to job sites	
	Working Alone Violence	3	2	6	Admin: SWP-Driving, Cell Phone Usage Admin: Regular check ins and access to cell phone – Work Alone Policy Admin: Violence Prevention Policy & Training	
Entrance and Exit into Construction Sites	Overhead material falling from heights				Admin: FLHA (Field Level Hazard Assessment) upon arrival on site PPE: Hard hats, steel toed boots, safety glasses, cut-resistant gloves	22 Apr 2019
Power & Hand Tools, photocopiers, fax machines, paper shredder	Contact with moving parts (lacerations, abrasions, fractures)	2	2	4	Admin: Follow manufacturers operating instruction Admin: Never use defective tools Engineering: Tools must be disconnected from its power source before cleaning or adjusting Admin: Tag out any equipment that is defective or requires maintenance Admin: Sufficient amount of electrical outlet to prevent circuit overloading PPE: safety glasses, steel toed boots, hard hat, cut resistant gloves Admin: Apprenticeship and Industry Training Sheet Metal Program-registration as a Journeyman or Apprentice SWP: Power and hand tool use	22 Apr 2019
Working on Ladders	Fall from height	3	2	6	<b>Admin: SWP-Portable Ladders</b> Admin: Call the office for assistance from another worker if required to secure ladder Admin: Do not use on uneven ground Admin: Do not step on top two rungs of ladder Admin: Inspect ladders before every use do not use if there is any damage or deficiencies Admin: Maintain three points of contact	22 Apr 2019

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# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

					Admin: Work within the guidelines of the OHS Code, see section on ladders PPE: Use non-slip footwear	
Dealing with Co-Workers, Clients and General Public	Workplace Violence and Harassment	2	2	4	Admin: Violence Prevention Policy and Training Admin: Harassment Prevention Policy and Training	22 Apr 2019
Working with & near Chemicals	Chemical Exposure	2	2	4	Elimination: Clean up spills (Refer to SDS) Engineering: Ensure area is well ventilated Admin: WHMIS generic & site-specific training Admin: Electronic copies on phones, hard copies in vehicles Admin: SWP: Solvents PPE: refer to SDS for confirmation, includes solvent resistant gloves, breathing mask, safety glasses, long sleeve shirts and long pants	22 Apr 2019
General Housekeeping	Material and Cords on floor	2	2	4	Elimination: Remove any tripping hazards Elimination: Do not leave cords, materials, tools or anything else in way of walking paths Elimination: Clean up spills immediately	22 Apr 2019
Desk Setup (Working at a desk, answering phone)	Extended periods of sitting	2	2	4	Admin: Adjustable chair, desk, monitor and keyboard must be set up for proper posture Admin: SWP Desk Setup	22 Apr 2019
Photocopying, faxing, stapling, hole punching	Repetitive motion	1	1	1	Admin: Take breaks as necessary.	24 Apr 19
Filing	Struck by/crushed	2	2	4	Engineering: Cabinet is engineered to no allow more than one drawer to be open at a time. Admin: Cabinets are loaded bottom up.	22 Apr 2019
Working Alone	Workplace Violence Workplace Harassment	2	2	4	Elimination: Schedule more than one worker on the site whenever possible	22 Apr 2019

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

					Elimination: Supervisor site visits Admin: Work Alone Policy Admin: Violence and Harassment Prevention Policies & training Admin: Worker must have cell phone with them and check in regularly Admin: First Aid Kits Admin: Security Cameras monitoring both entrances/exits	
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<p><b>Severity:</b> How serious could the consequences be?</p> <p><b>3</b> – It could kill you or cause a permanent disability, today or over time.  <b>2</b> – It could send you to the hospital.  <b>1</b> – It could make you uncomfortable.</p>	<p><b>Likelihood:</b> How likely is it going to happen?</p> <p><b>3</b> – It is highly likely.  <b>2</b> – It might happen.  <b>1</b> – It is unlikely.</p>	<p><b>Risk:</b> Calculate the risk of hazards to prioritize preventive actions.          Severity x Likelihood = Risk</p>
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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## FIELD LEVEL HAZARD ASSESSMENT AND CONTROL ECONOMY HEATING

<b>Date:</b>	<b>Job Number:</b>
<b>Location:</b>	<b>Worker Name(s):</b>

Priority	Hazards	Controls

Worker Signature:

Reviewed by:

Date:

Reviewed by:

Date:

Priority Index:

1. Imminent Danger
2. Serious
3. Minor
4. Not applicable

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# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### FIELD LEVEL HAZARD ASSESSMENT INSTRUCTIONS:

**Section 1: Employee Recognition/Acknowledgement:** The employee acknowledges that he/she is required to conduct a job site hazard assessment prior to the starting work (upon arrival on site) when conditions change, or when non-routine work is added. The employee acknowledges the following items have been provided and/or is familiar with the following procedures:

	First aid kit/supplies provided
	Fire extinguisher provided
	Safety equipment (i.e. hard hat, safety glasses, ear protection, chemical resistant gloves) provided
	Steel toed boots (provided by employee) to be worn
	Emergency contact numbers provided
	Occupational Health and Safety guidelines (knowledge of safe work practices/procedures)
	Smoking is not acceptable inside the home, on the property, nor in the workplace, including company vehicles
	Possession or consumption of alcohol, marijuana or any illegal drugs is not acceptable under any circumstances
	Employee to remove all waste and excess material from site
	Tools/materials are to be stored properly
	Pre-use inspection of tools, ladders & equipment to be conducted prior to starting work

**Section 2: Job Site Evaluation:** The following items should be considered when assessing relevant hazards and appropriate controls:

1) Imminent Danger 2) Serious 3) Minor 4) Acceptable 5) N/A not applicable – or yes/no response			
High Risk Positioning – Overhead Hazards			
	2 <sup>nd</sup> floor stairs installed (For htg. Rough-in)		Exterior site conditions – cleanliness
	Basement stairs installed (For furnace & duct installation)		Interior site conditions – cleanliness
	Garage clean (no sand piles, garbage, etc.) – For htg. Over garage		Sidewalks installed
	House backfilled (For hood installation)		Guardrails in place
	Floor openings		Lighting
	Fall protection needed?		Water/mud – basement (re: slips/trips)
	Fall protection used?		Stairwells clear of debris
	Site ready?		Flammable, hazardous chemicals being used
	Secondary exit is present and access is unobstructed		Dust/fumes
	Noise		Extreme temperatures or other weather conditions (ex. Wind)

### **Section 3: Field Level Hazard Assessment:**

List the hazards and controls on the Field Level Hazard Assessment and Control Form and send it electronically to the office prior to start of work, and whenever conditions change.

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## **Section 6**

# **Hazard Control (Safe Work Practices, Violence and Harassment Prevention Policies)**

# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## **SAFE WORK PRACTICES**

Getting the job done safely means that the people involved follow Safe Work Practices.

Safe Work Practices are a set of positive guidelines (do's and don'ts) on how to perform a specific task that may not always be done in a certain way.

Safe Work Practices are ways of controlling hazards and doing jobs with a minimum risk to people and property.

Safe Work Practices shall be reviewed annually.

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

SAFE WORK PRACTICE	
TITLE	Driving
GENERAL	Protecting workers from injuries associated with driving
APPLICATION	Operation of motor vehicles must be performed according to vehicle codes, traffic laws, company procedures, and manufacturers recommended operating guidelines.
PROTECTIVE MECHANISMS	Highway Traffic Act Company rules Manufacturer's recommendations
SELECTION AND USE	Company rules Manufacturer's recommendations
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instructions to their workers on protection requirements and training Compliance Enforcement
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> <li>1. Ensure you have a valid operator's license.</li> <li>2. Be conversant with traffic laws and regulations.</li> <li>3. Drive defensively.</li> <li>4. Back in when practical.</li> <li>5. Ensure the vehicle has a first aid kit and an ABC fire extinguisher.</li> <li>6. ensure to clear snow from all windows, lights and mirrors.</li> <li>7. Avoid using cruise control on icy roads.</li> <li>8. Accelerate and brake gently to reduce skids or spinouts.</li> <li>9. ensure winter clothing does not restrict movement, vision or hearing.</li> <li>10. ensure fuel tank is full when possible.</li> <li>11. Ensure you are familiar with the installation of snow chains.</li> <li>12. Monitor weather reports.</li> <li>13. Refer to SWP or "CELL PHONE USE IN VEHICLES."</li> <li>14. Ensure all objects are secured in case of sudden stops including fire extinguishers.</li> </ol>
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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

SAFE WORK PRACTICE	
TITLE	Solvents, Paint, Sealants (cleaning, primer, glue, paints, etc.)
GENERAL	Protecting workers from injuries associated with the use of solvents
APPLICATION	Solvents are used in construction work to clean tools, equipment, and for use with installation of 636 PVC pipe, sealant of ductwork joints and penetrations, etc.
PROTECTIVE MECHANISMS	WHMIS SDS in place and current PPE Respirator protection (if required)
SELECTION AND USE	As per job requirements
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> <li>1. Ensure all WHMIS requirements are met.</li> <li>2. Check toxic hazards of all solvents before use (SDS).</li> <li>3. When breathing hazards exist, use the appropriate respirator protection.</li> <li>4. use non-flammable solvents for general cleaning.</li> <li>5. Store flammables and solvents in special storage areas.</li> <li>6. Ensure that proper containers are used for transportation, storage and field use of solvents/flammables.</li> <li>7. Do not use solvents in areas where food may be contaminated.</li> </ol>
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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

SAFE WORK PRACTICE	
TITLE	Cell Phone Usage
GENERAL	Protecting workers from injuries associated with the IMPROPER use of cell phones while operating a motor vehicle
APPLICATION	Using a cell phone improperly while operating a motor vehicle may be hazardous to the worker and general public
PROTECTIVE MECHANISMS	Highway Traffic Act Local regulations Manufacturer's recommendations
SELECTION AND USE	Safe work procedure Manufacturers recommendations
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Enforcement Compliance
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> <li>1. Make driving your first priority.</li> <li>2. Whenever possible, let your voicemail take your incoming calls.</li> <li>3. Do not engage in stressful or emotional conversations.</li> <li>4. Utilize a hands-free device if calls must be made.</li> <li>5. Ensure you know your cell phone and its features such as speed dial and redial.</li> <li>6. Avoid taking notes or looking up phone numbers while driving.</li> <li>7. Make sure you are familiar with and following the local regulations regarding cell phone use while driving.</li> </ol>
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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

SAFE WORK PRACTICE	
TITLE	Power and Hand Tool Use
GENERAL	Protecting workers from injuries associated with the use of power and hand tools
APPLICATION	Power tools and hand tools are to be used and maintained in compliance with manufacturer's guidelines.
PROTECTIVE MECHANISMS	PPE Manufacturer's specifications
SELECTION AND USE	As per job requirements
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instructions to their workers on protection requirements and training. Review the project and prepare a list of required tools.
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> <li>1. Electrical tools must have 3-wire (grounding) cord and plug excluding double insulated tools.</li> <li>2. Tools to be used only for designated purpose/application and at rated speed.</li> <li>3. All manufacturers' guards etc. to remain in place and be functional if designated for safe operation of equipment.</li> <li>4. On/Off switches must be functional and positioned so Operator has access.</li> <li>5. Accessories can only be used if they are designed for use with the tools specified.</li> <li>6. Saw blades must be designed for the product being cut and at the rated speed, O.E.M. guards must be in place and functional.</li> <li>7. Chisels, punches, hammers, wrenches, etc. to have all burrs ground from striking area and have tips properly dressed.</li> <li>8. All damaged tools to be properly repaired and/or replaced by qualified personnel, using O.E.M. parts or equivalent.</li> <li>9. All tools must be cleaned after use and repairs made before being properly stored.</li> </ol>
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# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

SAFE WORK PRACTICE	
TITLE	Portable Ladders
GENERAL	Protecting workers from injuries associated with the use of portable ladders
APPLICATION	Portable ladders should only be used when there are no permanent or temporary stairways or work platforms available for task
PROTECTIVE MECHANISMS	Manufacturer's specifications PPE
SELECTION AND USE	Manufacturer's specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Work site inspection Selection of equipment
WORKER RESPONSIBILITY	<ul style="list-style-type: none"> <li>• All ladders shall be inspected prior to performing a task.</li> <li>• Wooden ladders shall not be painted.</li> <li>• Conductive metal ladders or wire or wire reinforced wooden ladders shall not be permitted in energized areas.</li> <li>• Ensure surface is level and firm.</li> <li>• Ensure ladder is secured against movement, ideally it should be secured at both ends. See diagram below from OHS Explanation Guide</li> <li>• If the surface that the ladder rests on is slippery or it is possible for the base of the ladder to move, then the ladder must be secured. Examples of acceptable securement methods include having a person stand at the base, one foot on the lowest rung, holding a side rail in each hand and butting the base of the ladder against a fixed structure such as heavy blocks or sandbags. Call the office to send a worker to the site if required to secure the ladder if working alone.</li> <li>• Ladders should not be climbed higher than the third step away from the top.</li> <li>• Maintain three points of contact whenever the worker extends an arm beyond a side rail.</li> <li>• Ladders should not be erected on boxes, tables, scaffold platforms, man lift platforms, or vehicles.</li> <li>• A ladder shall not be placed against an unsafe support.</li> <li>• Only light duty work of short duration should be performed from the ladder. The work done at each spot where the ladder is set up must be less than approx..15 minutes in length.</li> <li>• The worker's center of balance is at the center of the ladder at all times even with an arm extended beyond the side rails of the ladder.</li> <li>• The base of an inclined portable ladder must not be further from the base of the wall or structure than one-quarter of the distance between the base of the ladder and the place where the ladder contacts the wall.</li> <li>• Only Class 1 or Class 1A manufactured portable ladders meeting CSA standards are permitted to be used.</li> </ul>
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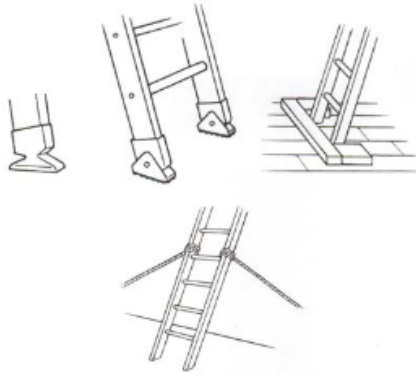


# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

Occupational Health and Safety Code 2018  
Explanation Guide

Part 8

Figure 8.10 Examples of securing the base of a ladder (rubber safety feet, cleats nailed to the floor, tying off to stakes in the ground)



At the top of the ladder, both rails should be supported unless the ladder has a single support attachment. Ladder ties to the support at the top are often used. An alternative might be to tie ropes or straps from the side rails (not the rungs) to a fixed object.

Figure 8.11 Examples of securing a portable ladder at the top



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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

SAFE WORK PRACTICE	
TITLE	Use of Portable Fire Extinguishers
GENERAL	Protecting workers from injuries associated with improper use of fire extinguishers.
APPLICATION	Portable fire extinguishers must be inspected and maintained on a regular basis to ensure proper operation in an emergency.
PROTECTIVE MECHANISMS	Safe work procedure Manufacturer's specifications PPE Alberta Fire Code SDS
SELECTION AND USE	Manufacturer's specifications Alberta Fire Code SDS
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Work site inspection Conversant with proper regulations Selection of equipment.
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> <li>1. Ensure you are fully trained with operation and maintenance of fire extinguishers.</li> <li>2. Check cylinder.</li> <li>3. Inspect cartridge puncture cap.</li> <li>4. Check hose and nozzle for obstruction.</li> <li>5. Check date of last recharge/maintenance to ensure it is been less than a year ago.</li> <li>6. Check pressure gauge.</li> </ol>
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# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

SAFE WORK PRACTICE	
TITLE	Office/Warehouse Safety
GENERAL	Protecting workers from injuries associated with the office and warehouse environment.
APPLICATION	To ensure employees are aware of the potential and existing hazards of the office and warehouse environment.
PROTECTIVE MECHANISMS	Safe work procedure ERP PPE Manufacturer's Recommendations Local Legislation Working Alone Policy Alberta Fire Code SDS
SELECTION AND USE	As per safe work procedure Manufacturer's specifications Alberta Fire Code SDS
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Conversant with proper regulations
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> <li>1. Ensure you are conversant with emergency evacuation.</li> <li>2. Ensure that all electrical cords are in good condition and are not overloaded.</li> <li>3. Ensure extension cords do not create a tripping hazard.</li> <li>4. Ensure floors and aisles are kept clear and not cluttered.</li> <li>5. Ensure that only one drawer of filing is open at one time and that drawers are closed when not in use.</li> <li>6. Ensure proper type of fire extinguisher is available.</li> <li>7. When transporting materials of a heavy nature ensure that handcarts are used properly.</li> <li>8. Operate all appliances and equipment according to manufacturers specifications.</li> <li>9. Ensure chairs are in good repair.</li> <li>10. Ensure rugs are kept clean and in good repair – free of tripping hazard.</li> <li>11. Ensure all loose clothing and hair are tied back when using paper shredder.</li> </ol>
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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

SAFE WORK PRACTICE	
TITLE	Soldering (Air Conditioning)
GENERAL	Protecting workers from injuries associated with soldering
APPLICATION	To ensure employees are aware of the potential and existing hazards of soldering
PROTECTIVE MECHANISMS	Safe work procedure ERP PPE Manufacturer's Recommendations Local Legislation Alberta Fire Code SDS
SELECTION AND USE	Manufacturer's specifications Alberta Fire Code SDS
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Conversant with proper regulations
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> <li>1. Ensure you are conversant with emergency evacuation.</li> <li>2. Ensure there is another worker on fire watch.</li> <li>3. Ensure your fire extinguisher is available and within hand's reach.</li> <li>4. Ensure flammable materials are kept out of work area.</li> <li>5. Ensure PPE is in place including eye and face shields.</li> <li>6. Ensure cylinders are secured and in upright position.</li> <li>7. Ensure empty and full cylinders are kept separate and identified.</li> </ol>
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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

SAFE WORK PRACTICE	
TITLE	Desk Setup
GENERAL	Protecting workers from injuries associated with Improper desk setup
APPLICATION	Improper desk setup may be hazardous to the worker
PROTECTIVE MECHANISMS	Safe work procedure Manufacturer's Recommendations Local Legislation
SELECTION AND USE	Manufacturer's specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Conversant with proper regulations
WORKER RESPONSIBILITY	<ul style="list-style-type: none"> <li>• Adjust your chair and equipment to fit you</li> <li>• Arrange working materials (example phone and pens) within comfortable reach</li> <li>• Report signs and symptoms early: numbness, tingling, swelling, etc.</li> <li>• Give your eyes a break – look away from the screen regularly</li> <li>• Get up – change positions</li> <li>• Stretch</li> <li>• Do not reach for phone</li> <li>• Do not cradle phone between ear and shoulder</li> <li>• Ensure sufficient lighting</li> </ul>
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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

SAFE WORK PRACTICE	
TITLE	Cutting and Installing Sheet Metal, PVC and related materials
GENERAL	Protecting workers from injuries associated with Cutting Sheet Metal and PVC
APPLICATION	Flying debris and cuts from working with Sheet Metal and PVC
PROTECTIVE MECHANISMS	PPE Manufacturer's Recommendations
SELECTION AND USE	Manufacturer's specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Conversant with proper regulations
WORKER RESPONSIBILITY	<ul style="list-style-type: none"> <li>• Wear PPE as appropriate: safety glasses are a must to protect eyes from flying debris, cut resistant gloves, steel toed boots and hard hats</li> <li>• It is recommended that long sleeve shirts and long pants be worn</li> <li>• Use both hands to cut pipe, one to use snips and one to hold the pipe</li> <li>• Cut away from your body to prevent possible impaling of yourself or cutting yourself</li> <li>• Before finishing last cut, hold material as far away from you as possible to keep the falling pipe from kicking back and possibly cutting you</li> <li>• Stretch</li> <li>• Do not reach for phone</li> <li>• Do not cradle phone between ear and shoulder</li> <li>• Ensure sufficient lighting</li> </ul>
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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

SAFE WORK PRACTICE	
TITLE	Generator
GENERAL	Protecting workers from injuries associated with using a generator
APPLICATION	To ensure employees are aware of the potential and existing hazards of using a generator
PROTECTIVE MECHANISMS	PPE Manufacturer's Recommendations Alberta Fire Code SDS
SELECTION AND USE	Manufacturer's specifications Alberta Fire Code SDS
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Conversant with proper regulations
WORKER RESPONSIBILITY	<ul style="list-style-type: none"> <li>• Use in well ventilated area</li> <li>• Ground generator properly to avoid electric shock</li> <li>• Use PPE: gloves, safety glasses, hard hat, steel toed boots</li> <li>• When refueling always shut off generator and avoid area with flames and/or cigarettes</li> <li>• Avoid getting burned as many parts on the generator are very hot to touch</li> <li>• Store gasoline for generator in a cool, dark, well ventilated area</li> <li>• Avoid excessive starts with pull cord</li> </ul>
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# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

SAFE WORK PRACTICE	
TITLE	Manual Lifting and Carrying
GENERAL	Protecting workers from injuries associated with material lifting and carrying
APPLICATION	Most lifting accidents are due to improper lifting methods. All manual lifting should be planned and safe lifting procedures followed.
PROTECTIVE MECHANISMS	Safe work procedure Manufacturer's Recommendations Local Legislation PPE
SELECTION AND USE	Manufacturer's specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	<ul style="list-style-type: none"> <li>• Ensure that you know your physical limitations and the approximate weight of materials</li> <li>• The use of power equipment or mechanical lifting devices should be considered and employed where practical.</li> <li>• Obtain assistance in lifting heavy objects</li> <li>• Ensure a good grip before lifting and employ proper lifting technique</li> <li>• Avoid reaching out</li> <li>• Pipes, conduit, reinforcing rods and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors</li> <li>• Be aware of hazardous and unsafe conditions</li> <li>• Bend from the knees</li> <li>• Use PPE: steel toed, boots, safety glasses, cut resistant gloves, ear plugs</li> </ul>
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# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### **Workplace Harassment Policy**

The management of Economy Heating is committed to providing a work environment in which all workers are treated with respect and dignity. Harassment will not be tolerated from any person at or outside of the work site including customers, clients, workers, supervisors, other sub trades and members of the public.

Economy Heating as the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment.

Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or a work site is not workplace harassment.

Economy Heating will ensure this policy is implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy.

Supervisors will adhere to this policy. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about harassment and to report any incidents to the appropriate person.

Economy Heating will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful and timely manner.

Economy Heating pledges to respect the privacy of all concerned as much as possible. Economy Heating will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

**Economy Heating will provide training to all employees on harassment prevention.**

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment. This harassment prevention policy does not discourage a worker from exercising the worker's right under any other law, including the *Alberta Human Rights Act*.

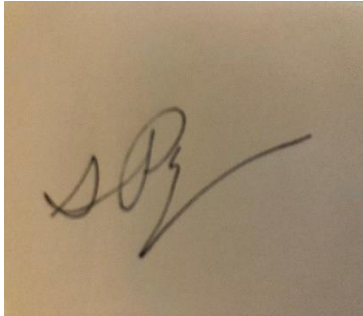
Refer to the Incident Reporting **Procedure** in this manual which applies for incidents that fall under the definition of violence and/or harassment.

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# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

There are three criteria for reviewing Violence and Harassment policies and procedures are: When an incident occurs related to violence and/or harassment •If the HSC or HS representative recommended a review •At least every three years.

A photograph of a handwritten signature in dark ink on a light-colored surface. The signature is stylized and appears to read 'SP' followed by a long horizontal stroke.

Sylvia Polczer, 14 Jan 23

### **Workplace Violence Prevention Policy**

The management of Economy Heating is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from the potential hazards associated with workplace violence. Violent behavior or threat of violence in the workplace is unacceptable from anyone.

Economy Heating as the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence. Everyone is obligated to uphold this policy and to work together to prevent workplace violence.

Violence, whether at a work site or work related, is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic or sexual violence.

Economy Heating will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about workplace violence and to report any violent incidents or threats.

Economy Heating will investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence in a fair and timely manner.

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

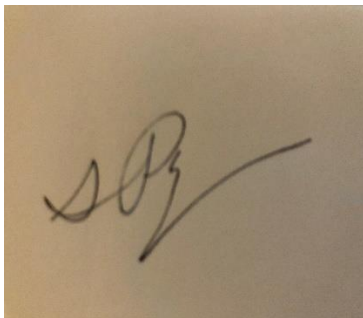
Economy Heating will provide training to all employees on violence prevention.

Economy Heating pledges to respect the privacy of all concerned as much as possible. Employer will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or as required by law. Economy Heating will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving workplace violence. This violence prevention policy does not discourage a worker from exercising the worker's right under any other law.

Refer to the Incident Reporting **Procedure** in this manual which applies for incidents that fall under the definition of violence and/or harassment.

There are three criteria for reviewing Violence and Harassment policies and procedures are: When an incident occurs related to violence and/or harassment •If the HSC or HS representative recommended a review •At least every three years.

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Sylvia Polczer, 14 Jan 23

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**ECONOMY HEATING (RESIDENTIAL) LTD.  
HEALTH AND SAFETY MANUAL**

**Section 7  
Inspections & Maintenance**

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## Inspection Policy

### Purpose

The purpose of this policy is to control losses of human and material resources by identifying and correcting unsafe acts and conditions.

### Policy

Economy Heating (Residential) Ltd. will maintain a comprehensive program of health and safety inspections at all facilities and job sites.

### Frequency of Inspections

- Quarterly or as per site requirement for the office site and construction sites

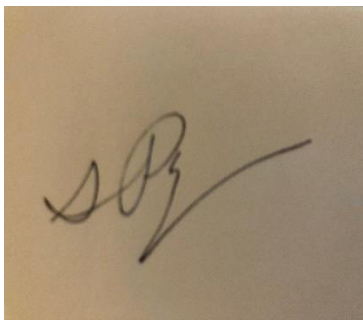
### Responsibilities

The manager is responsible for the overall operation of the program and reviewing monthly inspection reports.

The supervisor and the HS representative are responsible for directing monthly formal inspections on job sites that they control and for involving workers in such inspections. The work site safety inspection report is to be used for both the office site and construction sites.

The supervisor is responsible for conducting ongoing informal inspections of areas where their crews are working.

Workers are responsible for participating in and contributing to the Inspection Program including discussing the outcome of inspection reports at safety meetings.



**Sylvia Polczer, General Manager, 14 Jan 23**

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## WORK SITE SAFETY INSPECTION – ECONOMY HEATING

<b>Date:</b>	<b>Inspected by:</b>
<b>Location:</b>	<b>Worker Names:</b>

Deficiencies	Priority	Corrective Action	Indiv. Assign	Target Date	Date of Completion

Comments:

Reviewed by:

Date:

Reviewed by:

Date:

Priority Index:

1. Imminent Danger
2. Serious
3. Minor
4. Not applicable

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

Item	Location	Pass	Fail	Comments
OHS Legislation	Downloaded into cell phone			
Safety Manual c/w Safe Work Practices	Downloaded into cell phone			
Safety Data Sheets (SDS)	Hard copies or downloaded into cell phone			
Certificates (Journeyman or Apprenticeship Card, First Aid)	Wallet			
10 lb. ABC Fire Extinguisher recharge date within the last year	Readily available			
PPE (Hard hat, steel toed boots, safety goggles, ear plugs, gloves)				
First Aid Kit	Readily available			
Field Level Hazard Assessment filled out	Cell phone or hard copy			
Clean, level ground				
Adequate ramps/stairs				
Guardrails, Barricades if required				
Ladders				
Housekeeping (Clear walkways and work areas)				
Tools/Equipment				
Gas cylinders upright & secured if applicable				
Primer, glue, sealers upright and secured				

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

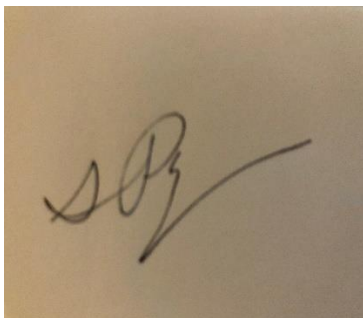
## PREVENTATIVE MAINTENANCE PROGRAM POLICY

All tools, vehicles and equipment shall be properly maintained in order to reduce the risk of injuries to workers or damaged property. To accomplish this, our Preventative Maintenance Program shall adhere to applicable legislation, regulations, standards and manufacturer's specifications.

For tools owned by the employee, each employee shall ensure that all preventative maintenance is carried out by qualified personnel according to established schedules and that records are maintained.

For tools owned by the company, the immediate supervisor shall ensure that all preventative maintenance is carried out by qualified personnel according to established schedules and that records are maintained.

All workers shall regularly check all tools, vehicles and equipment that they are working with, any tools, vehicles or equipment that pose a hazard should be taken out of service for repair and the employee shall notify their immediate supervisor of that need for repair.

A photograph of a handwritten signature in black ink on a light-colored surface. The signature is stylized and appears to be 'SP' followed by a long horizontal stroke.

**Sylvia Polczer**

**Dated: 14 Jan 2023**

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## Maintenance Schedule

Type of Equipment	Type of Inspection	Schedule
Power Tools, Generators, Ladders	Inspection by authorized dealer	Annually
Company Vehicles	Oil change and inspection by mechanic	Every 5000-8000 km depending on manufacturer's instructions or as per instructions on oil change sticker
Fire Extinguishers	Recharge and inspection by fire extinguisher company	Annually

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## Preventive Maintenance Recording Form

Description of Vehicle, Equipment or Tool: \_\_\_\_\_

Item	Information
List of items (parts to be inspected)	
Description of work performed	
Reporting any deficiencies	
Recommendations for correcting deficiencies identified	
Action taken(who, what, when)	
Inspector name	
Inspector signature	
Date of inspection	

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# Section 8

## Emergency Response

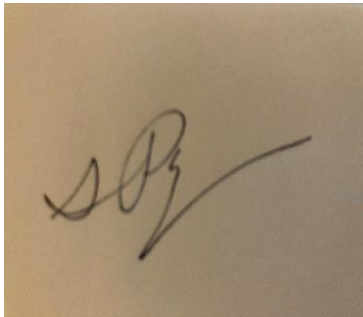
# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

It is the policy of Economy Heating to ensure that emergency response plans are in place, and that the appropriate resources are available to handle emergency situations at the workplace.

The manager/supervisor will gather pertinent emergency information such as the location of the nearest hospital, fire station, first aid station, etc. to minimize travel time to treatment for all employees.

It is company policy that all workers are to be aware of the action required in the emergency response plans, but in the event of an emergency, they should follow the instructions of the manager/supervisor.

An emergency drill shall be conducted on an annual basis. The emergency drill form found in this section shall be used to identify and correct deficiencies.

A photograph of a handwritten signature in black ink on a light-colored surface. The signature is stylized and appears to be 'SP' followed by a long horizontal stroke.

Sylvia Polczer, 14 Jan 2023

The safety information in this policy does not take precedence over applicable government legislation, with which all employees, sub trades and subcontractors should be familiar.

# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

Emergency response training of employees varies, at least one employee with first aid certification required when working in a crew of two to four. A list of employees with emergency response training is posted in the safety manual website.

## Emergency Response Plan

Company Name: Economy Heating (Residential) Ltd.

Location: 11408 156 St NW, Edmonton and various job sites in the Edmonton area.

POTENTIAL EMERGENCIES (Based on Hazard Assessment)	<p>The following are identified potential emergencies:</p> <p>Fire, Critical injury, Motor Vehicle Incident</p>
EMERGENCY PROCEDURES AND PROCEDURES FOR RESCUE AND EVACUATIONS	<p>If an emergency as identified above occurs, the following steps need to be taken by the assigned personnel:</p> <p>Fire:</p> <ul style="list-style-type: none"> <li>- The office manager is the Fire Warden</li> <li>- Call 911 to alert the fire station</li> <li>- All staff to calmly exit the building immediately and meet at the muster point</li> <li>- Fire Warden is to ensure that all staff, clients and visitors are accounted for and provide this information to emergency personnel</li> <li>- No one may enter the building</li> <li>- Use a fire extinguisher to attempt to extinguish a fire only if it meets all of the following conditions:             <ul style="list-style-type: none"> <li>o It is a small, localized fire and not spreading</li> <li>o It is blocking the only exit</li> <li>o It does not involve flammables or other highly combustible materials</li> <li>o It is not producing excessive smoke</li> </ul> </li> <li>- Never fight a fire if:             <ul style="list-style-type: none"> <li>o It is spreading beyond the spot where it started</li> <li>o There is smoke that could produce toxic gases</li> <li>o You can't keep your back to an escape exit</li> <li>o You don't have adequate fire-fighting equipment</li> </ul> <p style="margin-left: 20px;">Under any of the above conditions: Don't fight the fire by yourself, always call for help first, let expert firefighters handle it.</p> </li> <li>- Fire extinguisher procedure:             <ol style="list-style-type: none"> <li>1. Warn others and activate the fire alarm if one is available</li> <li>2. Use the correct fire extinguisher for the type of materials that are burning</li> <li>3. If possible have someone assist you with another fire extinguisher</li> </ol> </li> </ul>

The safety information in this policy does not take precedence over applicable government legislation, with which all employees, sub trades and subcontractors should be familiar.

# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

4. Know the location of your escape route and make sure it is clear
5. Be aware of low oxygen levels and toxic fumes
6. Stop fighting a fire if it gets out of hand, if you smell smoke or if you decide not to continue fighting the fire for any reason. Don't panic-leave the area and don't go back.

### Critical injury:

- Call 911 and access required supplies from first aid kit
- Notify a first aider

### Motor Vehicle Incident:

- Call 911 if there any critical injuries or if there is imminent danger such as vehicle on fire
- Turn on hazard signals on vehicle if safe to do so
- Do not stay in vehicle if not safe to do so
- Gather information from other drivers or witnesses such as name, phone number, driver's license, insurance information, license plate. Take photos of these on your phone if possible.
- Report the incident to the office and/or Manager
- Fill out a police report if property damage exceeds \$2000 or if there are any injuries. Provide a copy of the report to management

### Severe Weather:

#### **If You Are In a Structure**

- Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level.
- If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway, etc.) away from corners, windows, doors, and outside walls.
- Put as many walls as possible between you and the outside
- Get under a sturdy table and use your arms to protect your head and neck
- Do not open windows or use elevators

#### **If You Are In a Vehicle, Trailer, or Mobile Home**

- Get out immediately and go to the lowest floor of a storm shelter or sturdy nearby building. Mobile homes, even if tied down, offer little protection from tornadoes.
- Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, exit the vehicle immediately for safe shelter.

#### **If You Are Outside With No Shelter**

- Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.
- Do not get under an overpass or bridge. You are safer in a low, flat location.
- Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

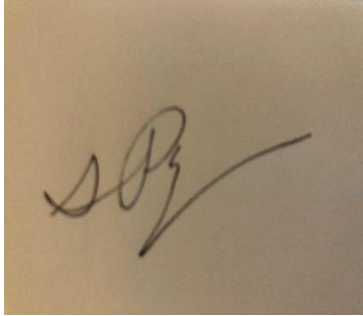
	Warning Signals applicable to all emergencies: <ul style="list-style-type: none"> <li>○ Vehicle horns, Verbal</li> </ul>	
LOCATION OF EMERGENCY EQUIPMENT	Emergency equipment is located at: <ul style="list-style-type: none"> <li>● Smoke Alarm: Front Office</li> <li>● Fire Extinguisher: Office, Warehouse, every company vehicle</li> </ul>	
WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT (List of names of workers trained and equipment trained on)	Amy-Standard First Aid	
EMERGENCY RESPONSE TRAINING REQUIREMENTS	<b>Type of Training</b>	<b>Frequency</b>
	First Aid	Every three years
LOCATION AND USE OF EMERGENCY FACILITIES	The nearest emergency services are located: <ul style="list-style-type: none"> <li>● Fire Station: 10949 156 St (Edmonton Fire Station 4)</li> <li>● Ambulance: Call 911</li> <li>● Police: 16505 100 Ave (Edmonton Police Service West Division)</li> <li>● Hospital: 10240 Kingsway NW (Royal Alexandra Hospital)</li> </ul>	

FIRE PROTECTION REQUIREMENTS	<ul style="list-style-type: none"> <li>● <u>A 5 lb. or 10lb. ABC fire extinguisher must be located in the office</u></li> <li>● <u>A 5 lb. or 10lb. ABC fire extinguisher must be located in the warehouse.</u></li> <li>● <u>A 10lb. ABC fire extinguisher in every company vehicle and employee vehicle used on the job site</u></li> </ul>	
ALARM AND EMERGENCY COMMUNICATION REQUIREMENTS	<ul style="list-style-type: none"> <li>● Every employee must have a cell phone for emergency communication.</li> </ul>	
FIRST AID SERVICES REQUIRED	<p>First Aid Supplies are located at:</p> <ul style="list-style-type: none"> <li>● First Aid kit type: <u>Type 1 or Type 2</u></li> </ul> <p>Location: Office and every company vehicle and employee vehicle used on the job site.</p> <p>First Aiders certified in Standard First Aid are:</p> <ul style="list-style-type: none"> <li>● Sylvia, Rob, Ed, Travis</li> </ul>	
MATERIAL SAFETY DATA SHEETS (MSDS)	<p>Material Safety Data Sheets are located:</p> <p><u>Office in the Safety File Cabinet, on the employee website, and in every company vehicle and employee vehicle used on the job site.</u></p>	
DESIGNATED RESCUE AND EVACUATION WORKERS	<p>The following workers are trained in Emergency Procedures and Evacuations:</p> <ul style="list-style-type: none"> <li>● Name: Sylvia Polczer Location: 11408 156 St, Edmonton</li> </ul>	

The safety information in this policy does not take precedence over applicable government legislation, with which all employees, sub trades and subcontractors should be familiar.



# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL



Signed: Sylvia Polczer, 14 Jan 23

## **RESCUE AND EVACATION PLAN/PROCEDURE: -**

### **General Emergency duties**

#### **Any person noticing an emergency shall:**

- Shouting Fire Fire / Raise Alarm / Announce about Fire or any incident./Honk vehicle horn three times as a warning.
- Immediately inform the in-charge of the activity without any time delay.
- If First Aid is required, alert the First Aider and ensure the casualty is taken care of. Do not disturb the casualty if signs and symptoms are not clearly understood.
- In case of any chemical or oil spill, try to contain the spill to minimum area with available resources present (MSDS) of the chemical to be referred before approaching the scene).
- Be present in the scene till appropriate personnel take charge or the situation is controlled.

Action by any observer in the event of Fire/Incident (any person noticing the fire/Incident)

- Shout Fire, Fire, Fire/ Accident-Accident, or Raise Alarm.
- If trained in the use of fire extinguishers, and if safe to do so, attack the fire with correct type of fire extinguisher.
- Proceed to the nearest muster point.

Action by all employees of Economy Heating at Site on hearing fire alarm:

- Evacuate the site immediately,
- Leave the site via the nearest exit route,
- Note the direction of smoke and move,
- Proceed to muster point,
- Do not run (only fast walk),
- Assemble in orderly manner and wait for instructions.

## **Emergency Phone Numbers**

Date: 14 Jan 23

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# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

Ambulance: 911

Police: 911 for emergency calls, non-emergency 780 423 4567

Poison Control: 1-800-332-1414

Fire Department: 911 for emergency calls, 780 425 1231

Water Utility: 780 412 6800

Electrical Utility: 780 412 4500

Gas Utility: 780 420 5585

Cable Utility: 1 888 472 2222

Occupational Health & Safety: 780 415 8690

### **Emergency Response Team**

Coordinator: Sylvia Polczer – 780 945 9735

First Aid Attendants: Sylvia Polczer – 780 945 9735, Travis – 780 453 3741

Site Location.: Office location: 11408 156 St., Edmonton & various job sites in the Edmonton area

### Other

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

Prime Contractor:	Coventry Homes/Impact Homes	780 453 5100
Prime Contractor:	City Homes	780 638 9299
Prime Contractor:	Fekete Homes	780 479 1967
Alberta One-Call:		1-800-242-3447
Insurance Company:	Federated Insurance	1-855-616-6262
Stars Ambulance:		780 890 3131
Nearest Hospital	Royal Alexandra Hospital	
Location (address):	10240 Kingsway NW	780 735 4111
Nearest Clinic		
Location (address):	9720 182 Street	780 342 1234

## Evacuation/Emergency Drill Record

**Emergency Simulated:**

**Date and Time of Drill:**

**Weather Conditions:**

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

**Drill Conducted By:** \_\_\_\_\_

**Description of Drill:** \_\_\_\_\_  
\_\_\_\_\_

**Event/Elements** \_\_\_\_\_

**Performed Well:** \_\_\_\_\_  
\_\_\_\_\_

**Events/Elements that  
need Improvement:** \_\_\_\_\_  
\_\_\_\_\_

**Areas/Departments** \_\_\_\_\_

**in Attendance:** \_\_\_\_\_  
\_\_\_\_\_

**Number of attendees:** \_\_\_\_\_

**Recommended** \_\_\_\_\_

**Follow-Up:** \_\_\_\_\_  
\_\_\_\_\_

**Date and time of next Drill:**      MM / DD / YYYY      :      AM/PM

**Reviewed By:** \_\_\_\_\_

\_\_\_\_\_  
Supervisor Name & Signature

\_\_\_\_\_  
Health & Safety Rep. Name Signature

\_\_\_\_\_  
Manager Name & Signature

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# Section 9

## Investigations

# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## Incident Investigation Policy

### Purpose

To investigate reported incidents so that **root causes** can be determined, and **corrective actions** can be implemented to prevent recurrence.

### Policy

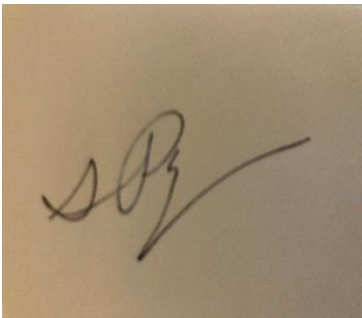
The following **types** of reported incidents shall be fully investigated:

- incidents that result in injuries requiring medical aid
- incidents that cause property damage or interrupt operations with potential loss
- incidents that have the potential to result in (1) or (2) above ("**near miss**")
- **occupational illness**
- **incidents that fall under the definition of violence and/or harassment**
- **work refusals**

All reported incidents that fall within legislative requirements must be reported to the appropriate authority (OH&S, WCB, law enforcement, CANUTEC, Alberta Environment, etc.)

### Responsibilities

1. All **workers** shall report all incidents as soon as possible to their immediate supervisor and assist in the investigation when requested.
2. **Supervisors** shall conduct initial investigations and submit their report(s) to management promptly.
3. **Supervisors** shall determine the need for, and if necessary shall direct, detailed investigations. They shall also determine causes, recommend corrective action and report to the manager.
4. The **manager** shall review all incident reports, determine the corrective action to be taken and ensure that such action is implemented.



Sylvia Polczer,

14 Jan 23

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# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### Incident Investigation Reporting Procedure

According to the OHS Act, injuries and incidents must be reported to the Government of Alberta if they:

- result in death;
- cause a worker to be admitted to hospital;
- involve an unplanned or uncontrolled explosion, fire or flood that causes or has the potential to cause a serious injury;
- involve the collapse or upset of a crane, derrick or hoist; or
- involve the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure

If any of the above apply, workers must report the incident to the office immediately.

### Incident Investigation Procedure

The person or team conducting the investigation of an incident should proceed as follows:

1. Take control of the scene
2. Initiate the Emergency Response Procedure
3. Ensure that any injured persons are cared for
4. Ensure that no further injury or damage occurs
5. Examine equipment/materials involved
6. Get the “big picture” of what happened
7. Preserve the evidence – collect and safeguard any physical evidence.
8. Take photographs of the scene
9. Interview witnesses and obtain written statements where appropriate
10. Analyze all the available information to determine the causes
11. Look for causes where the system failed the worker
12. Determine what corrective action will prevent recurrence
13. Complete the report
14. Follow up to ensure corrective action is completed

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## INCIDENT/ACCIDENT/NEAR MISS/WORK REFUSALS INVESTIGATION REPORT

Date/Time:

Incident Type:	Injury/Illness/Spill	Property Damage	Major Potential	Fire
Incident Date:		Time:		
Address:		Subdivision:		
Economy Job #:		Builder Name & Job # (if applicable):		
First Aid	Medical Aid	Modified Work	Loss Time	Fatal
Who was involved?				
What happened?				
Was the incident reported to supervisor? Yes ___ No ___				
Was the incident reported to OHS? Yes ___ No ___				
What was the immediate cause?				
What was the <b>underlying or root cause</b> ?				
What training, instruction, orientation, and cautions were given before the incident?				
How can similar incidents be prevented in future?				
Recommendation(s) for future action:				
Recommendations completed by whom:			Date/Time:	
Person in charge of investigation:				
Reviewed by senior management:			Date/Time:	

### WITNESS STATEMENT INCIDENT/ACCIDENT/LOSS

Name:	Location:
Date:	Time:
Telephone:	Cell:
When completing this statement, be sure to include all events and factors that led to this incident. Include actions taken during and after. Please print clearly. Use the back of this form for additional information.	
Witness Signature:	

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## Investigations - Corrective Action Log

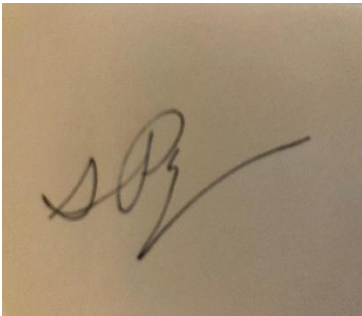
Recommendation	Assigned to	Target date	Date completed	Reviewed by

## **Work Refusal Policy**

To ensure the health and safety of all employees, Economy Heating has developed the work refusal policy to outline when an employee may refuse work they feel is unsafe and the procedures the company will take when a refusal is made. Any employee who refuses to perform their duties because of a legitimate safety concern will not face any reprisal because of this action.

All workers have the legal right to refuse unsafe work that either puts them in imminent danger, requires them to perform work they have not been properly trained to do, or with safety hazards that could reasonably be avoided with proper safety equipment, procedures or necessary repairs.

Economy Heating takes the health and safety of our employees very seriously. No employee who refuses work that he/she deems to be unsafe will be subject to employer reprisals in the form of discipline, dismissal, threats of dismissal, penalties or suspension.



Sylvia Polczer,

14 Jan 23

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# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### Work Refusal Procedure

In the event of work being refused or stopped, the following actions are required:

Employee:

1. The worker must immediately inform the supervisor or manager, or an appropriate designate, of a work refusal with an explanation of the circumstances they believe put them in danger.
2. The refusing worker must be available to the supervisor or employer for the purposes of investigation until an investigation has been completed. If the situation is resolved at this point than the worker will return to work.
3. Should the worker deem the situation to no longer be dangerous, the worker will return to work.
4. In the event that a worker is unsatisfied with the results of the investigation, they may continue to refuse the work provided they have reasonable grounds to base their refusal on. In the event of a continued refusal the employee should file a complaint with Occupational Health & Safety.

Supervisor/Manager:

1. The supervisor or manager must investigate the situation immediately and resolve the issue in the presence of the worker. The supervisor or manager should interview the worker and complete a written work refusal report and ensure sufficient information has been collected in order to conduct a proper investigation. Following the investigation, immediate steps must be taken to correct any problems or issue discovered.
2. The supervisor should ensure that no other worker is assigned to use or operated the tool/equipment or perform the work for which the work refusal was made until the investigation has been completed an any resolutions have been implemented.
3. In the event that a worker is unsatisfied with the provided resolution and continues to refuse work, Occupational Health and Safety will be notified and a request for an investigation must be made.
4. The employer may assign other reasonable work during the employee's normal work hours for a worker that has refused work. The worker will receive no loss of pay or reprisal for refusing unsafe work.

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## Section 10 Program Administration

The safety information in this policy does not take precedence over applicable government legislation, with which all employees, sub trades and subcontractors should be familiar.

# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## Records - Documentation Retention Policy

Economy Heating must retain accurate documentation regarding the Health and Safety Program to allow Management to monitor the program for effectiveness and to make improvements. The documentation shall be retained for at least 3 years or as specified in legislation.

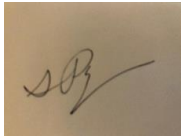
The following records must be retained:

- Hazard Assessment Forms
- Safety Meeting Forms
- Worksite Inspections and Reports
- Accident/Incident Investigations
- Inventory Reports
- Maintenance Reports
- WCB Reports and Claims Management
- Certifications required of employees under OHS and AIT

Management and workers will strive to continually improve the health and safety management system. The documentation listed above will be reviewed by management and workers and discussed at safety meetings. The documentation will identify processes and areas that can be improved upon and workers will take part in the process by participating in the safety meetings.

## Statistics

Statistics such as the form on the following page will be maintained and shall be reviewed annually.



Sylvia Polczer, General Manager

Date: 14 Jan 2023

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## Health and Activity Summary

For the Period Ending: \_\_\_\_\_

Quarterly

Yearly

Number of workers hired: \_\_\_\_\_

Number of completed orientations: \_\_\_\_\_

Number of tool box meetings scheduled: \_\_\_\_\_

Number conducted: \_\_\_\_\_

Percentage attendance: \_\_\_\_\_

Number of formal inspections scheduled: \_\_\_\_\_

Number completed: \_\_\_\_\_

Total unsafe acts/conditions identified: \_\_\_\_\_

Number corrected: \_\_\_\_\_

Number outstanding: \_\_\_\_\_

Number of reported incidents \_\_\_\_\_

Damage only: \_\_\_\_\_

Injury only: \_\_\_\_\_

Injury and damage: \_\_\_\_\_

Vehicle accident: \_\_\_\_\_

No-loss: \_\_\_\_\_

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

Number of investigations

Completed: \_\_\_\_\_

Outstanding: \_\_\_\_\_

Number of recommendations made: \_\_\_\_\_

Completed: \_\_\_\_\_

Outstanding: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Manager Signature:

Date:

# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## Continuous Improvement of the Health and Safety Management System

Economy Heating is committed to continually improve its Health and Safety Management System (HSMS). Annual COR audits or Action Plans shall be conducted and areas that require improvement shall be noted on the Audit Corrective Action Plan as shown below.

### Audit Corrective Action Plan

Recommendation	Assigned to	Target date	Date completed	Reviewed by

The safety information in this policy does not take precedence over applicable government legislation, with which all employees, sub trades and subcontractors should be familiar.

## **Section 11**

### **Additional Policies**

- Alcohol and Drug Policy
- Work Alone Policy
- Safe Work Procedures
- General Safety Rules
- Enforcement Policy
- Personal Protective Equipment
- Company Vehicle Policy



# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### **Alcohol and Drug Policy**

Economy Heating is committed to providing our workers with a safe workplace and a safe atmosphere, which allows us to protect our workers, inventory and other assets. Workers are expected to be in suitable mental and physical condition while at work, allowing them to perform their job effectively and safely.

Whenever use or abuse of any mood altering substance (such as alcohol or other drugs) interferes with a safe workplace, appropriate action must be taken. Economy Heating has no desire to intrude into its employees' personal lives. However, both on-the-job and off-the-job involvement with any mood altering substances can have an impact on our workplace and on Economy Heating's ability to achieve its objectives of safety and security. Therefore, workers are expected to report to the workplace with no mood altering substances in their body. While workers may make their own lifestyle choices, Economy Heating cannot accept the risk in the workplace that substance use or abuse may create. The possession, sale or use of mood altering substances at the workplace, or coming to work under the influence of such substances is a violation of company rules and the violator will be subject to disciplinary action, including possible dismissal.

Workers undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their duties are required to report this treatment to their supervisor and management.

Economy Heating recognizes that alcoholism/drug abuse is a form of illness that is treatable in nature. Economy Heating shall not discriminate against workers based on the nature of their illness. No worker shall have their job security threatened by seeking assistance for a substance abuse problem. Referral and treatment that is afforded to other workers having non-drug/alcohol related illnesses shall extend to them.

Nothing in this policy is construed to prohibit Economy Heating from its responsibility to maintain a safe and secure work environment for its workers or from invoking such disciplinary actions as may be deemed appropriate for actions of misconduct by virtue of the use or abuse of alcohol or drugs or both.

The safety information in this policy does not take precedence over applicable government legislation, with which all employees, sub trades and subcontractors should be familiar.

# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### **Working Alone Policy**

#### **Purpose**

This Working Alone Policy is in place to protect employees from serious injury or loss of life when they are working alone. This policy describes the responsibilities and actions to be taken to protect employees when they are working alone.

#### **Scope**

Working alone may be unsafe and requires special arrangements to minimize potential risks of injury. By protecting our employees, we are also protecting their friends, families, fellow workers, management, the public and the environment from the serious effects of incidents. The employer may not be able to anticipate and prevent every incident, injury or illness, but they should take all necessary precautions that a reasonable and efficient person would take in the situation.

#### **Policy**

All reasonably practicable steps will be taken to reduce, eliminate or control identified and potential risks to workers who work alone. A Working Alone Policy is used to try to limit the number of injuries or illnesses that result in a lost time accident suffered by a worker or other person in/around the workplace. The safety measures and working alone procedures contained in this policy will still apply even though the employee may be in contact with people from another employer and/or the general public.

The safety information in this policy does not take precedence over applicable government legislation, with which all employees, sub trades and subcontractors should be familiar.

# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### Responsibilities

#### **Employer:**

- Develop and implement safe work procedures to eliminate or reduce the identified risks to workers working alone or working in isolation.
- Train workers in the safe work procedures.
- Ensure that workers comply with the safe work procedures.
- Review and revise the procedures not less than every three years or sooner if circumstances at a workplace change in a way that poses a risk to the safety or health of a worker working alone.

#### **Supervisors:**

- Ensure employees follow the safe work procedures set out by the employer.

#### **Employees:**

- Take reasonable care/precautions to look after their own health and safety.
- Ensure you have a fully stocked First Aid Kit in your vehicle.
- Ensure you have a fully charged cell phone within arm's reach.
- Safeguard the health and safety of other people affected by their work.
- Cooperate and comply with the health and safety procedures set out by the employer.
- Use tools and other equipment properly in accordance with relevant safety instructions and any training received.
- Be sure to report any accidents, injuries, near misses or other dangerous occurrences.

The safety information in this policy does not take precedence over applicable government legislation, with which all employees, sub trades and subcontractors should be familiar.

# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### Procedures

- Employees are to perform a pre-shift vehicle inspection to ensure their mode of transportation is in safe working order.
- Employees must check in with the office several times a day, including upon arrival on the work site and upon departure from the work site.
- Employees who are working alone are required to have a working cell phone with them at all times.
- Employees working after hours and on weekends must check in with their designated emergency contact several times a day, including upon arrival on the work site and upon departure from the work site.
- Employees are strongly encouraged to work on site during office hours rather than after hours and on weekends whenever possible. After hours emergency furnace repair calls are an exception.

*“Regular contact by the employer or designate at intervals appropriate to the nature of the hazard associated with the worker’s work.” s.394 Occupational Health and Safety Code*

# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## SAFE JOB PROCEDURES

A job procedure is a written, step-by-step description of how to do a job from start to finish. Job procedures are sometimes referred to as “proper job procedures” or methods. Written job procedures are used to train new workers and workers that are moved to new jobs. Job procedures are also used as a reference, especially for complex jobs, particularly hazardous jobs, or for jobs that are not done often. A job procedure contains the appropriate safe work practices and highlights safety points.

The development of safe job procedures arises from potential hazards recognized on the work sites. These identified hazards are then subjected to a job hazard analysis (JHA) and finally into a safe job procedure based on experiences, applicable OHS regulations and the appropriate step-by-step measures to complete the job. Safe job procedures will be reviewed annually.

### SAFE JOB PROCEDURES FORM

SAFE JOB PROCEDURES		
JOB:		
Developed By:		DATE:
Approved By:		DATE:
Revised By:		
Equipment Required:	Material Required:	PPE Required:
Job Steps:		

### SAFE JOB PROCEDURES (ANNUAL REVIEW)

Safe Job Procedures	Development		Review		Review	
	Date	By Whom	Date	By Whom	Date	By Whom

The safety information in this policy does not take precedence over applicable government legislation, with which all employees, sub trades and subcontractors should be familiar.

# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

SAFE JOB PROCEDURES		
JOB: FIRE AND USE OF FIRE EXTINGUISHERS		
Equipment Required: ABC Fire Extinguisher	Material Required:	PPE Required:
Job Steps:		
1. Use the proper fire extinguisher for the job at hand		
2. Refer to each individual extinguisher		
3. Follow the manufacturer's instructions		
4. After discharging, tag out for maintenance		
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## General Review

Good housekeeping is essential in the prevention of fires. Fires can start anywhere and at any time. All installers are to be equipped with a fire extinguisher rated ABC, and are required to know how to use it. Always keep fire extinguishers visible and easy to get to.

## Types of Fires:

Class A: Consist of wood, paper, rags, rubbish, and other ordinary combustible materials.

To Fight: Soak the fire completely, including the smoking embers.

Class B: Flammable liquids, oil and grease.

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

Class C: Electrical

To Fight: Use short bursts on the fire. When the electrical current is shut off on a Class C fire, it can become a Class A fire if the materials around the electrical fire are ignited.

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

SAFE JOB PROCEDURES		
JOB: MANUAL LIFTING		
	Material Required: As designated by individual performing manual lifting	PPE Required: PPE as required
Job Steps:		
1. Size up the load. If you think you need help, ask for assistance.		
2. Get a good footing		
3. Bend your knees; get a good grip on the object to be lifted		
4. Keep your back straight, lift with your legs, and keep the object being lifted close to your body		
5. Keep your balance. Do not twist as you lift.		
6. To put objects back down; do not bend at the waist. Keep your back straight and bend your knees keeping the object close to your body until it is placed in a secure position		
7. If lifting heavier equipment, ensure proper tools assistance is provided to make the job easier. In placement of air conditioning condenser, ensure more than one person lifting and incorporate use of the wagon for carrying the condenser to the placement position. If suspending a furnace and assistance is not needed, then incorporate the use of suspension jack to raise furnace. If the surface permits, slide the equipment into place rather than lifting heavier than normal objects, if assistance is not required.		
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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

SAFE JOB PROCEDURES		
JOB: WORKING ALONE – Field Staff		
Equipment Required:	Material Required:	PPE Required:
Job Steps:		
1. Field staff must have cell phones on and on their person at all times		
2. Field staff must check in with the office several times a day. Regular requests for field staff to check in to the site cell phone will be made several times a day.		
3. All personnel should also phone home before leaving for the end of the work day.		
4. If working after office hours, all field staff must contact every several hours with their emergency contact, as well as upon arrival and departure from site.		
5. All personnel should be aware of local hospitals, emergency rooms, etc. and directions to get there from their job location in case of emergency		
6. If a field employee is not at their designated job location, they must let the office know which site they are working at or if they will be absent from work.		
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# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### GENERAL SAFETY RULES

1. Consuming or being in possession of alcohol, marijuana or any illegal drugs on company property, or any job site, is prohibited.
2. Fighting, horseplay, practical jokes, or any activity otherwise interfering with a worker's ability to perform his/her job is prohibited.
3. Running is not permitted, except in cases of an extreme emergency.
4. Theft, vandalism or any other abuse or misuse of company property is prohibited.
5. Unsafe acts, unsafe conditions, accidents, injuries or "near misses," regardless of their nature, shall be promptly reported to the immediate supervisor and management.
6. First aid treatment is to be obtained promptly for any injury.
7. Smoking is not permitted anywhere on the job site property, in the office or warehouse, or in company vehicles (as per Edmonton Bylaw 14614).
8. Hand tools shall not be used for any purpose other than that intended. All damaged or worn parts shall be promptly repaired or replaced.
9. CSA approved hard hats, steel toed boots and safety glasses shall be worn where required on the job by all personnel.
10. Only authorized personnel shall operate power tools, with guards furnished by the manufacturer in place and in a manner intended by the manufacturer.
11. Every worker shall keep his/her work area neat and orderly.
12. All work shall be carried out in accordance with the appropriate safe work practices and the supervisor's direction.
13. Only employees who have received authorization (with no restrictions) from our insurance company are permitted to drive a company vehicle.
14. Operate all vehicles and equipment in accordance with site rules and applicable legislation.

### GROUNDS FOR DISMISSAL

The following are prohibited at all times on all common property and all company job sites:

- Possession or consumption of alcohol, marijuana or illegal drugs
- Arriving for work or remaining at work when ability to perform the job safely is impaired
- Possession of firearms
- Theft and vandalism
- Damaging, disabling or interfering with safety, fire-fighting or first aid equipment

Use of company owned vehicles for personal use without written consent of management

The safety information in this policy does not take precedence over applicable government legislation, with which all employees, sub trades and subcontractors should be familiar.

# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### Enforcement Policy

The management of Economy Heating (Residential) Ltd. is committed to achieving health and safety excellence by providing an injury and accident free workplace for its workers. All employees are required to follow applicable legislation, company rules, safe work practices and safe job procedures.

Violations will be handled in an objective but firm manner. Documentation is required at each stage of enforcement.

The steps of the enforcement progression are:

1. Verbal Warning
2. Written Warning
3. Suspension
4. Dismissal

Any measure or combination of measures deemed appropriate to the circumstance can be used.

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## Employee Warning Report

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

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

Project: \_\_\_\_\_

Warning Issued by (print): \_\_\_\_\_

Type of Violation:  Health and Safety  Other

Company Statement (Supervisor's Report):

Signature:

**Employee Statement** (*check the appropriate statement*)

I agree with the company's statement.

I disagree with the company's statement for the following reasons. (State below)

Employee Statement

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

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

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

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# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### PERSONAL PROTECTIVE EQUIPMENT POLICY

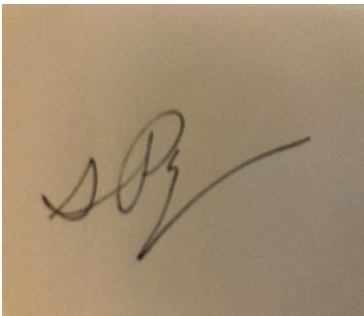
Employees and subcontractors shall use proper protective equipment applicable to their job requirements. Personal clothing should not in any way cause unsafe conditions for the worker. CSA approved hard hats to be worn when entering and exiting all construction sites. Hard hats are to be worn when working in the interior of the construction site if all rough ins (electrical, gas, HVAC) are not completed. Hard hats are to be worn if there are any signs of overhead danger. Steel toed boots as approved by CSA are to be worn in all construction sites. Safety glasses and disposable solvent resistant gloves are to be worn when handling chemicals. Ear plugs are to be worn when noise levels are high.

All PPE used by Economy Heating will be within the requirements of OHS legislation and applicable standards. ALL PPE used shall be in good condition and maintained and used according to manufacturer's instructions. All employees are responsible for ensuring they have the required PPE on job sites.

#### PPE List:

Includes but not restricted to:

- Safety Glasses
- Hard Hats
- Steel Toed Boots
- Work Gloves
- Disposable solvent-resistant gloves
- Ear plugs

A photograph of a handwritten signature in black ink on a light-colored surface. The signature appears to be 'SP' followed by a stylized flourish.

Sylvia Polczer  
Dated: 1 March 2019

The safety information in this policy does not take precedence over applicable government legislation, with which all employees, sub trades and subcontractors should be familiar.

# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## PPE Maintenance Record

Employee Name: \_\_\_\_\_

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

Type of PPE	Date Issued/Purchased	Inspection Date	Replacement Date

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# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### COMPANY VEHICLE POLICY

Economy Heating's Vehicle Policy gives employees guidelines for qualifying for, and using a company vehicle. A "company vehicle" is any vehicle Economy Heating assigns to employees. This policy applies to all employees who use a company vehicle and applies during and outside of working hours.

The General Manager will determine which employees require a company vehicle. These employees must complete a form authorizing the insurance company to obtain a driver's abstract, and the insurance company must approve the employee to drive under the insurance policy without restrictions.

Company Vehicles are to be used for Company (Economy Heating) Business only. Personal use of company vehicles is prohibited. Only the General Manager can make written exceptions to this rule and if exceptions are made, the company safety policies still apply.

Company vehicles are to be driven by authorized employees only, who have been approved by our insurance company to drive under the insurance policy without restriction, except in emergencies or in case of repair testing by a mechanic. Other employees, family members, etc. are not authorized to drive the Company vehicle.

Any employee who has a driver's license revoked or suspended shall immediately notify the General Manager and discontinue operation of the company vehicle. Failure to do so may result in disciplinary action including dismissal.

All accidents involving company vehicles must be reported to the General Manager and to the police. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including dismissal. All drivers and passengers operating or riding in company vehicles must wear seat belts. Report any mechanical difficulties or repair needs to the General Manager. Obtain oil changes and other maintenance as required. Drivers are responsible for the security of company vehicles being used by them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.

The Province of Alberta's Tobacco and Smoking Reduction Act prohibits smoking in workplaces and defines company vehicles as a workplace. Therefore, smoking is prohibited in Company Vehicles. Employees are not to drive while intoxicated, fatigued or on medication that affects driving ability.

The company is not responsible for paying fines employees receive while driving company vehicles they are responsible for.

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# ECONOMY HEATING (RESIDENTIAL) LTD.

## HEALTH AND SAFETY MANUAL

### COVID-19 Protocol – 24 Dec 2020

- Masks are to be worn in all indoor work places, the only exception is if an employee is working alone in the office/warehouse and there are no other persons present. Masks must be worn while working in an occupied house.
- Commonly touched surfaces are to be wiped down with bleach cleaner regularly.
- A bottle of hand sanitizer will be on the front counter at the office for everyone's use.
- Disposable Masks will be on hand in the PPE drawer in the warehouse for employee use.
- Maintain physical distance (6').
- Wash hands and use hand sanitizer often.
- Any employees who are experiencing COVID-19 symptoms must refrain from reporting to work and report the issue to management immediately. The province's current guidelines will dictate circumstances where one must self-isolate.
- Plexiglass barrier in place at the reception desk to protect staff and visitors.
- Limit the number of employees present at the office/warehouse as much as possible.

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## Section 12

### Description of Company's Scope of Work and Organization Chart

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# ECONOMY HEATING (RESIDENTIAL) LTD. HEALTH AND SAFETY MANUAL

## Scope of Work:

Economy Heating is a sheet metal contractor specializing in new home construction.

## Organization Chart:

- **General Manager (1)**
- **Field Workers (8)**
- **Office worker (1)**

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