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HEALTH & SAFETY POLICY

The Senior Management and Owners of M-Con Products Inc. are committed to providing a safe working environment to all of our employees, one which strives to maintain a workplace which protects from accidental injury and loss.

In fulfilling this commitment, we will provide our employees with the necessary skills and equipment to maintain a safe work environment and we will strive to eliminate hazards which may result in injury and property damage. We are committed to working jointly with our employees and our Joint Health and Safety Committee to achieve these goals.

Accidental injury and loss can be controlled through good management in combination with active employee involvement.

The Management and front line supervision team will take all necessary action to eliminate or control hazardous working conditions and provide the necessary training to our employees which will enable all work to be completed in compliance with the Occupational Health and Safety Act and its pertinent regulations.

All employees are responsible for their own personal safety and that of their co-workers. They play a key role in ensuring the completion of all assigned duties in a safe manner and are expected to use the safest work methods to carry out their job. Every employee is required to point out sources of danger and suggest means to remedy them to their immediate supervisor.

Through the implementation of our safe work practices and by working together, we can provide a work environment for ourselves, our contractors and our customers.

___________________________________
Rudy Mion
President,
M-Con Products Inc.

February 13, 2004
INTRODUCTION

This manual is intended to be a general overview of safety policies and procedures which must be followed by all employees. Employees should not rely on this manual exclusively. Reference must be made to the Occupational Health and Safety Act and any applicable regulations enacted there under; including but not limited to the Regulations for Industrial Establishments. In those cases where M-Con Products' procedures and policies require greater safety practices and procedures, they will take precedence over the governing standards as detailed in the Occupational Health and Safety Act and any applicable Regulation enacted there under.

The following Policies and Guidelines are designed to prevent incidents and injuries. They are based upon contemporary loss control management practices, health and safety legislation and input from the Joint Health and Safety Committee.

Reference to employees, supervisors and senior management shall mean those associated with the M-Con Products Inc. Reference to the constructor or contractor and facilities are explicit with the contractor’s name.

M-Con Products Inc. believes that all accidents can be prevented by making safety an integral part of every job and task. Safety rules do not guarantee freedom from risk or hazard. They do not cover every job situation. Good judgment will dictate that additional precautions may be required.

Accident prevention is best achieved by being alert, ensuring the safe way to accomplish each task is understood and that everyone is ever mindful of changing conditions and situations which may compromise safety.

BEFORE STARTING ANY JOB, ASK YOURSELF...

- What are the hazards associated with the job (heat, toxic products, electrical, tools, environmental, etc.)?
- What safety procedures or protocols have been included into the process to eliminate these hazards?
- If the hazard cannot be eliminated, what personal protective equipment is necessary to effectively manage the hazard or risk?
- What could go wrong and what contingency action should be taken to minimize the consequences?
- Have all these questions, and the answers, been discussed with everyone involved on the job?

BEFORE CARRYING OUT ANY TASKS, AS YOURSELF...

- Do I understand what is required and the safe way to do this task?
- Is there a written procedure? (If not, should there be?)
- Is this a deviation from a standard procedure? (If so, exactly what is the deviation?)
- What effect could the deviation have on normal operation? (Is a new job plan necessary?)
• What could go wrong if the operation is carried out this way?
• What contingency actions are available if it does go wrong?
• Has everything above been discussed with those involved in the operation?

You are the one most responsible for safety. This can only be accomplished by accepting that responsibility and doing the right things at the right time in a safe manner. Remember:

**NO JOB IS SO URGENT THAT IT CANNOT BE PERFORMED SAFELY**
To ensure compliance with the legislated requirements as spelled out by the Occupational Health and Safety Act, its applicable regulations, and the Workplace Safety and Insurance Act, M-Con Products Inc. recognizes the need to fully integrate health and safety responsibilities into every existing work activity. The safety standards implemented throughout our organization must, at a minimum, meet the requirements of any applicable piece of legislation or code of practice, as set out by the various regulatory agencies. Our Policy statement and all of our procedures are reviewed annually to ensure that they meet our needs and those of the regulatory agencies.

1.1 EMPLOYER

Notwithstanding the strict duties imposed by section 25, 26 and 29 of the Occupational Health and Safety Act. The senior management group of M-Con Product Inc. has the ultimate responsibility to ensure that all regulatory requirements are met and the appropriate standards applied. Through our leadership and commitment we oversee the full implementation of health and safety in every applicable policy and practice. Safe working procedures are implemented following regulatory guidelines and a consultative process with our Joint Health and Safety Committee. All employees are required to adhere to these procedures.

All personnel must understand and comply with all applicable Federal, Provincial and Municipal Acts, Standards and Regulations. A key requirement in all safety legislation is that each person is responsible for working safely with equal concern for the safety of co-workers.

Management has specific safety responsibilities. Incident investigations have demonstrated that a failure of any person to adequately fulfill their obligations will lead to situations where an incident may occur.

To establish and maintain a safe working environment, the senior management group will:

- Promote and manage incident prevention programs.
- Provide safety and job instruction training.
- Supply the proper tools and equipment.
- Supply the appropriate protective clothing and equipment, when required.
- Ensure that any contractor working on site knows that he is responsible for all employees working for him and for all other persons calling on him or doing business with his firm while on M-Con Products Inc. project or property. The Subcontractor is responsible for training and advising his respective employees of all site specific hazards, safe work practices, procedures and requirements.
- Ensuring the safe conduct of the visitor(s) or calling person(s).
- Securing compliance with all safety standards, procedures and contracted obligations to M-Con Products Inc.
1.2 EMPLOYEES

All employees of M-Con Products Inc. must follow the duties of workers under Sec. 28 of the Occupational Health and Safety Act. Also have responsibilities for, and play a key role in, ensuring a safe workplace for themselves and their fellow workers. To meet the requirements detailed under the Occupational Health and Safety Act, all employees are required to ensure that they:

- Use protective devices or clothing as required by the task.
- Maintain equipment and tools in good condition.
- Use equipment in a manner that will not endanger themselves or others.
- Report to their supervisor the absence of, or defect in any equipment or protective device of which they are aware and which may endanger himself or herself or another worker.
- Report unsafe working conditions, practices and hazards ensuring that appropriate interim action is taken to prevent exposure to other personnel.
- Advise any individual to stop working if they are working unsafely or ignoring safety rules or practices. If the individual does not stop when advised, his/her supervisor should then be notified.
- Exercise their right to refuse unsafe work, should the need arise.

1.3 SUPERVISORS

Under the Occupational Health and Safety Act, specific duties and legal obligations are delegated to persons who have direct authority over staff. Our supervisors are directly responsible for:

- Analyzing all work to ensure that work is correctly planned to avoid risk of injury or accident and executed in an effective manner.
- Providing and ensuring that all employees have received safe job instructions. Ensuring each employee understands the hazards, the correct procedures and applicable regulations pertaining to the task.
- Ensuring that safety regulations, safe practices and operating instructions are correctly applied.
- Ensuring tools and equipment provided are safe and suitable for the job.
- Ensuring that employees perform their work in accordance with correct procedures, protective devices and measures prescribed by the Occupational Health and Safety Act, and any applicable Regulation.
- Ensuring that staff that are found to be working in an unsafe manner are reminded of the proper work procedures and have the counseling documented in their employee file.
- Ensuring that any health and safety concern brought to their attention is investigated as soon as possible, taking the appropriate actions to correct any deficiencies;
- Ensuring that any work incident is immediately reported and investigated;
- Participating in monthly workplace inspections of their department, and documenting these;
- Investigate and Follow up as prescribed by legislation when a worker refuses unsafe work; and,
- Providing assistance to the Joint Health and Safety Committee, as needed and as appropriate.
2.1 TERMS OF REFERENCE

The senior management team is committed to providing a safe work environment for all of our employees and supports a well functioning Internal Responsibility System. An integral part of making this system work is the support and effort put forth by the Joint Health and Safety Committee. The work input and commitment to improving the health and safety of all the employees is a team effort. The following guidelines and Terms of Reference for the Joint Health and Safety Committee were developed as a guide for the committee members to follow when fulfilling their duties. The Joint Health and Safety Committee is an important resource and tool for assisting all employees to maintain a safe workplace environment. The following details the Terms of Reference by which the Committee functions.

2.2 STRUCTURE OF THE COMMITTEE

1. The Joint Health and Safety Committee (referred to hereafter as "The Committee") shall consist of an equal number of management and employee members representing the plant. Half of the members represent management and the other half represent the employees. At no time shall there be more management representatives than employee representatives on the committee.

2. All members of the Joint Health and Safety Committee shall complete the basic and workplace specific training required to complete the Certification Training as prescribed by the Workplace Safety and Insurance Board.

3. The Committee shall meet monthly, on a regularly established schedule predetermined and approved by the Committee. The Co-chairpersons must approve any changes to the meeting schedule.

4. The Co-chairpersons may call a special emergency meeting to deal with issues of an urgent matter at any time with joint agreement of the Co-chairpersons.

5. There shall be two (2) Co-chairpersons (one (1) from the management team and one (1) from the employees) who shall alternate the chair at meetings.

6. A Co-chairperson may, with the consent and approval of his/her counterpart, invite any additional person(s) to attend the meeting to provide additional information and comment, but such invited person(s) shall not participate in the regular business of the meeting.
2.3 FUNCTIONS OF THE COMMITTEE

To achieve the spirit of the Occupational Health and Safety Act, the functions of the Committee shall be:

- To review the health and safety issues identified, evaluate the recommended resolution and input on all matters pertaining to occupational health and safety in the workplace, with the appropriate management person;
- To encourage adequate education and training programs in order that all employees are knowledgeable in their rights, restrictions, responsibilities, and duties under the Occupational Health and Safety Act;
- To address matters related to all Regulations under the Act, including WHMIS and Hazardous Substances where applicable, and to receive copies of all reports as they relate to health and safety issues;
- To conduct monthly inspections of the workplace, recording all health and safety concerns noted during the inspection;
- To investigate any serious incidents including near misses, workplace work refusals, critical injuries and fatalities; and
- To deal with any occupational health and safety matter that the Committee deems appropriate.

2.4 RECOMMENDATIONS OF THE COMMITTEE

The General Manager (or designate) shall respond within 21 days with regard to written or minted Committee recommendations to the Committee. The written response shall indicate the employer's assessment of the recommendation and specify what action will, or will not (with explanations) be implemented as a result. Any proposed action by the employer shall include details of who will be responsible for such action and a proposed time frame. The response shall be included on the agenda of the next scheduled meeting.

2.5 ACCIDENT INVESTIGATIONS AND THE MINISTRY OF LABOUR

1. The Committee will investigate all serious workplace accidents, and review incidents that have the potential for a critical accident. The investigation team will be responsible for ensuring that senior management and the Ministry of Labour are informed of any incidents.

2. The Committee members will make themselves available to accompany the Ministry of Labour Inspector during Ministry inspections of the workplace.
3. The member selected by the employee members of the Committee will investigate work refusals, should they occur.

4. The members who represent the employees shall be consulted concerning proposed workplace testing strategies related to industrial hygiene, and shall be entitled to be present at the beginning of such testing.

### 2.6 MEETING AGENDA

1. The Co-chairpersons will jointly prepare an agenda.

2. The Committee may only consider such occupational health and safety issues as have been listed on the agenda, or have been agreed upon in advance by the two (2) Co-chairpersons. Prior to the beginning of the meeting, new business arising may be added to the agenda only if the two Co-chairpersons agree to have the items added. If no agreement is reached, the items will be deferred to the following meeting, where they will be included.

### 2.7 MINUTES OF MEETINGS

The Committee will appoint a member to act as the secretary, to take minutes and be responsible for having the minutes typed, circulated and filed within one (1) calendar week of the meeting, or as the Committee may from time to time instruct. Minutes of meetings will be reviewed and edited, where necessary, by the Co-chairpersons, then circulated to senior management and also posted in a conspicuous place in the workplace.

### 2.8 HEALTH AND SAFETY COMMITTEE MEMBERS’ ENTITLEMENT

1. Committee members shall be given adequate time from their job duties to participate in activities associated with carrying out their duties as members of the Committee. All time spent in attendance at Committee meetings or in activities relating to the function of the Committee will be paid for at the member's appropriate rate of pay for performing work, and the time spent is to be considered as time at work.

2. Committee members shall be entitled to a minimum of one (1) hour or such longer period of time as each Committee determines is necessary to prepare for each Committee meeting.
2.9 GENERAL

1. All employees will be encouraged to discuss their occupational health and safety concerns with their immediate supervisor before bringing it to the attention of the Committee.

2. Committee members will thoroughly investigate all unresolved health and safety concerns to get all the details and will exchange these details when searching for a resolution to the problem. All complaints reported to the Committee will be included on the agenda and applicable resolutions will be reported in the minutes.

3. The Co-chairpersons will be provided with copies of all workplace incidents on a monthly basis and the detailed injury statistics for the plant on a quarterly basis.

4. The Committee will be provided other health and safety information on a regular basis, by the General Manager, so that issues can be addressed in a timely manner.

5. Medical, personal or trade secret information will be kept confidential by all Committee members.

6. Once per year at the senior staff meeting, which all Supervisors and Lead Hands must attend, the Joint Health and Safety Committee will present an overview of their activities, including:
   - Objectives and goals and the action plan for the upcoming year;
   - Review the previous year’s performance; and,
   - Summary of previous year’s incidents with an analysis, prepared by the Committee, to provide the senior management team with some important input into the upcoming year’s priorities.

7. M-Con Products Inc. will prepare and review, at least annually, a written Occupational Health and Safety Policy, and maintain the program to implement that policy [Section 25(2)(j) of the Act]. This shall be accomplished in consultation with the Joint Health and Safety Committee.
3.1 PURPOSE

A strong part of maintaining a safe workplace and ensuring the continued functioning of the internal responsibility system includes a regular workplace inspection process. The purpose of an inspection is to identify hazards that could endanger the health and safety of anyone in our workplace.

3.2 RESPONSIBILITY

It is the responsibility of the senior management group to ensure that the management team and the Joint Health and Safety Committee members have been adequately trained and acquainted with this policy and its procedures, to ensure its full implementation.

Under the Occupational Health and Safety Act, the Joint Health and Safety Committee employee representative must conduct a monthly workplace inspection. At M-Con Products Inc., we exceed this minimum requirement by having the following inspection program in place:

- Monthly inspections to be completed by the Joint Health and Safety Committee inspection team, consisting of an employee and/or management representative;
- Pre-operation checks - to be conducted on all hoists, lifting devices, and mechanical equipment; and,
- Spot inspections – to be carried out by the supervisor and the General Manager as part of their supervisory responsibilities for ensuring a safe work environment.

3.3 JOINT HEALTH AND SAFETY COMMITTEE INSPECTIONS

The Joint Health and Safety Committee sets out the schedule for all worksite inspections. A two-person inspection team inspects a different part of the workplace. The team must follow the following procedure:

- Establish when you will conduct your inspection;
- Prepare for the inspection by familiarizing yourselves with the process and hazards associated with the work location to be inspected;
- Review any incidents and hazard reports that have been reported to the Joint Health and Safety Committee from the department;
- Other information that should be reviewed includes:
  - Basic layout plans showing equipment and materials used;
  - Information on chemicals;
- Storage areas;
- Number of employees in department, shifts and supervision;
- Department specific rules and regulations;
- Job procedures and safe work practices;
- Manufacturer's specifications for any equipment;
- Personal Protective Equipment (PPE);
- Engineering controls;
- Emergency procedures - fire, first aid, and rescue;
- Incident reports and completed investigation reports;
- Worker complaint reports regarding particular hazards in the department;
- Previous recommendations from the Joint Health and Safety Committee;
- Previous inspection reports;
- Maintenance reports, procedures and schedules;
- Regulator inspection reports or other external audits (insurance, corporate specialist);
- Monitoring reports (levels of chemicals, physical or biological hazards);
- Reports of unusual operating conditions.

- Use and complete the workplace inspection checklist while conducting the inspection;
- Contact the Supervisor upon arriving at the work location and report any safety hazards that require immediate attention to the Supervisor for his/her immediate action; and
- Submit the completed investigation form to the Joint Health and Safety Committee for its review. A copy of the report shall also be given to the respective Supervisor.

### 3.4 PRE-OPERATION CHECKS

Prior to using any power equipment, hoists, lifting devices and vehicles, the corresponding pre-operation inspection sheet must be completed by the employee prior to operating the equipment.

The pre-operation check sheet is found in the log associated with the equipment.

Sample inspection sheets are located in the department-specific safety procedures.
3.5 MANAGEMENT SPOT CHECKS

On a random basis the Supervisor and members of the senior management group will conduct a walk-through inspection of their departments to spot check for any hazards or health and safety concerns. These inspections must be documented and any hazards or issues noted dealt with as soon as possible.

If an employee is found to be the cause of an unsafe condition, the appropriate steps shall be taken, if necessary. The appropriate documentation must be completed and placed in the employee’s file.
**APPENDIX 1**

**Workplace Site Inspection form**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>No. of Employees:</td>
</tr>
</tbody>
</table>

**Class "A" Hazard**: A condition or practice with potential for permanent disability, loss of life or body part, and/or extensive loss of structure, equipment or material.

**Class "B" Hazard**: A condition or practice with potential for serious injury or illness (resulting in serious or temporary disability) or property damage that is disruptive but less so than Class "A".

**Class "C" Hazard**: A condition or practice with potential for injury or illness or disruptive (non-disabling) property damage.

<table>
<thead>
<tr>
<th>DESCRIPTION OF INSPECTION</th>
<th>Hazard Class</th>
<th>Repeat item (Y/N)</th>
<th>Recommended Action</th>
<th>Follow-Up</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PLANT ACCESS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean, level ground</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HOUSEKEEPING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear walkways</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear work areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear access and landing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PERSONAL PROTECTIVE EQUIPMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head protection</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foot protection</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eye protection</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hearing protection</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 2

FORKLIFT INSPECTION FORM

<table>
<thead>
<tr>
<th>OPERATOR’S NAME</th>
<th>HOUR METER READING</th>
<th>SERIAL NUMBER</th>
</tr>
</thead>
</table>

IMPORTANT!
The truck operator must make this check daily at the start of the shift.

<table>
<thead>
<tr>
<th>Engine Oil</th>
<th>Check level (When oil must be added, show number of quarts added)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel System</td>
<td>Check for leaks (Report any leaks immediately)</td>
</tr>
<tr>
<td>Radiator</td>
<td>Check coolant level</td>
</tr>
<tr>
<td>Tires</td>
<td>Check for foreign particles, gouges and cuts; check pressure</td>
</tr>
<tr>
<td>Mast, Carriage, Fork or Attachment</td>
<td>Check for loose or missing bolts and damage; check chain; check adjustment and operation</td>
</tr>
<tr>
<td>Oil and Water</td>
<td>Check for leaks</td>
</tr>
<tr>
<td>Truck Damage</td>
<td>Explain in remarks section</td>
</tr>
<tr>
<td>Operator’s Compartment</td>
<td>Inspect for cleanliness</td>
</tr>
<tr>
<td>Engine Oil Gauge</td>
<td>Check pressure</td>
</tr>
<tr>
<td>Fuel</td>
<td>Check level</td>
</tr>
<tr>
<td>Ammeter</td>
<td>Check charging rate</td>
</tr>
<tr>
<td>Safety Equipment</td>
<td>Check operation of rotating lights, back up alarms, etc.</td>
</tr>
<tr>
<td>Steering</td>
<td>Check Operation</td>
</tr>
<tr>
<td>Brakes</td>
<td>Check brake pedal travel and parking brake adjustment</td>
</tr>
</tbody>
</table>

√ = O.K.
X = Needs to be fixed

<table>
<thead>
<tr>
<th></th>
<th>OK</th>
<th>Needs Attention</th>
<th>OK</th>
<th>Needs Attention</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Clean Air Cleaner</td>
<td></td>
<td></td>
<td>5. Oil Lines for Leaks</td>
<td></td>
</tr>
<tr>
<td>2. Hydraulic Oil Level</td>
<td></td>
<td></td>
<td>6. Battery Compartment</td>
<td></td>
</tr>
<tr>
<td>3. Oil Clutch Level</td>
<td></td>
<td></td>
<td>7. Power Steering Oil Level</td>
<td></td>
</tr>
<tr>
<td>4. Transmission Oil Level</td>
<td></td>
<td></td>
<td>8. Lift Chain Adjustment</td>
<td></td>
</tr>
</tbody>
</table>
## APPENDIX 3

### SAMPLE SPOT CHECK FORM

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Safe Work Practices</th>
<th>Yes</th>
<th>No</th>
<th>Fire Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Use of machine guards</td>
<td></td>
<td></td>
<td>Fire extinguishers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Proper manual lifting</td>
<td></td>
<td></td>
<td>Proper type/location</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Smoking only in safe, designated areas</td>
<td></td>
<td></td>
<td>Storage of flammable materials</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Proper use of air hoses</td>
<td></td>
<td></td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No horseplay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
<td></td>
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</tr>
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</table>

### Use of Personal Protective Equipment

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Eye/face protection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Footwear</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gloves</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Protective clothing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Head protection</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Respirators</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

### Housekeeping

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Proper storage areas</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Proper storage of flammable material (oily/greasy rags, etc.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Proper disposal of waste</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Floors (clean, dry, uncluttered)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maintenance of yards, parking lots</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

### Electrical Safety

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Machines grounding/GFI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Electrical cords</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Electrical outlets</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

### Notes

---

Other _____________________
4.1 PURPOSE

Health and safety training is an important part of every employee’s job. The integration of health and safety starts with a new employee’s orientation and continues throughout an employee’s working career. This policy outlines the responsibilities for new employees’ orientation.

4.2 RESPONSIBILITY

It is the responsibility of each Supervisor to ensure that the staff under his/her direct supervision has received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy.

All new employees must be given a complete orientation during their first few days on the job. This orientation includes:

4.2.1 Management's Responsibilities

Supervisors are responsible for completing the following orientation training with a new employee, during their first week:

1. Taking new employees on a physical tour of their area within the first day of employment; this work site tour will include:
   - Demonstrating the proper material handling procedures;
   - Demonstrating the proper handling and storage procedures for any hazardous chemicals;
   - Explaining housekeeping standards;
   - Showing the location of all departmental Material Safety Data Sheets (or how to access them), fire extinguishers, first aid kits, fire exits and safety equipment; and
   - Introducing the employee to all staff in the department.

2. Ensuring that the new employee receives a tour of the entire plant—showing the employee all storage areas, fire exits, first aid stations, health and safety bulletin boards, lunch rooms and facilities. The employee will also be introduced to their Joint Health and Safety Committee representative.

3. Ensuring that the employee completes the M-Con WHMIS Training during his/her first week of employment.

4. Having new employees read and understand the department’s Health and Safety manual as well as understand the store Emergency Procedures. This includes:
Knowing where to locate emergency phone numbers;
Knowing where to locate fire exits and the fire routes;
Knowing where to locate fire extinguishers and how to use them;
Knowing who the first aiders are;
Knowing where the first aid stations are;
Knowing what their responsibilities are in the case of an emergency, fire, chemical spill or power outage;
Understanding the importance of informing their supervisor of any and all safety concerns and incidents; and
Knowing how and when to complete a Hazard Reporting Form and where to locate them.

5. Documenting the new employee’s orientation by completing the appropriate form and ensuring that a copy of the form is kept in the employee’s file.
APPENDIX 1

NEW EMPLOYEE ORIENTATION CHECK SHEET

Name of Employee: ______________________ Date of Hire: ______________

Your Supervisor has given you a physical tour of your department and covered the following Health and Safety procedures from the manual. The following summarizes the area covered during your orientation:

1. Emergency procedures in your area.
2. Hazardous materials in your area.
3. WHMIS as it relates to your department, where MSDS sheets are and your training on WHMIS.
4. Location of first aid kits, fire extinguishers, ladders, etc.
5. Introduction to the Joint Health and Safety Committee representative.
6. Introduction to the staff members with whom you will be working.
7. Where the emergency telephone numbers are posted.
8. Safety equipment locations and procedures of usage.
9. The procedure for material handling for your department.
10. The location of the Hazard Reporting Forms.

I have been provided with the orientation training detailed, and understand my duties and responsibilities.

Name of Employee: ______________________

Signature: ______________________________

Name of Supervisor: ______________________

Signature: ______________________________

Date: _________________________________
5.1 PURPOSE

The purpose of our incident reporting policy is to ensure that all incidents are investigated, such that the root cause can be found and appropriate steps can be taken to prevent recurrence.

5.2 RESPONSIBILITY

It is the responsibility of each Supervisor to ensure that the employees under his/her direct supervision has received the proper training and instruction, which allows this policy to be implemented. The responsibility for investigating incidents rests with the Supervisor and the members of the Joint Health and Safety Committee.

5.3 REPORTING PROCEDURE

1. Incidents of any kind must be reported immediately to the employee’s Supervisor or designate.

2. The employee’s Supervisor will conduct the incident investigations, along with the designated members of the Joint Health and Safety Committee.

3. In the event of an incident resulting in a critical injury or an incident that had the potential of causing a critical injury, the investigation will be conducted with an employee member of the Joint Health and Safety Committee assisting the Supervisor.

4. Copies of the report will be given to the General Manager, and the co-chairpersons of the Joint Health and Safety Committee.

5. Incident investigations are to be conducted immediately following the incident, by management and the Joint Health and Safety Committee. If a critical injury has occurred, the General Manager, (or designate) will inform the Ministry of Labour immediately. All steps will be taken to provide appropriate first aid to the injured employee, without disturbing the accident scene. The basic underlying causes as well as substandard practices or conditions must be analyzed when conducting the investigation.

5.4 INVESTIGATION PROCEDURE

In case of an injury, the Accident Investigation Report must to be completed immediately after thorough investigation by the Supervisor, and the employee representative to the Health and Safety Committee.
The Accident Analysis Report form must be completed step by step as outlined.

- Personal injury;
- Property damage;
- Description of accident, describing clearly how the accident occurred;
- Analysis of what acts, failures to act and/or conditions that contributed most directly to the accident;
- Determining what are the basic or fundamental reasons for the existence of these acts and/or conditions;
- Probable recurrence rate;
- Prevention - what action has or will be taken to prevent recurrence;
- Communication regarding remedial actions to be taken.

5.5 FORMS TO BE COMPLETED

In case of critical injury, the accident has to be reported immediately to the Ministry of Labour, and the Joint Health and Safety Committee must remit a written report to them within 48 hours.

5.6 SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

Your report should answer each of the following:

5.6.1 The Accident Sequence

Explain what happened (including events leading up to the accident).

5.6.2 Damage or Injury

Explain the nature and extent of the injury or damage.
5.6.3 Results (Loss)

Injury or Illness

<table>
<thead>
<tr>
<th>Injury or Illness</th>
<th>Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serious</td>
<td>Minor</td>
</tr>
<tr>
<td>Reportable</td>
<td>Serious</td>
</tr>
<tr>
<td>Compensatory</td>
<td>Major</td>
</tr>
<tr>
<td>Disabling, Lost Time or Major Death</td>
<td>Catastrophic</td>
</tr>
<tr>
<td>Catastrophes (Multiple Deaths)</td>
<td></td>
</tr>
</tbody>
</table>

5.6.4 Contact

Type of Incidents

1. Struck against
2. Struck by
3. Fall to below
4. Fall on same level
5. Caught in
6. Caught on
7. Caught between
8. Contact with electricity, heat, cold, radiation, caustics, noise, toxic or noxious substances.
9. Overexertion (overload)

5.6.5 Immediate Causes

Unsafe Practices

1. Operating without authority
2. Failure to warn or secure
3. Operating at improper speed
4. Making safety devices inoperable
5. Using defective equipment
6. Using equipment improperly
7. Failure to use personal protective equipment
8. Improper leading placement
9. Improper lifting
10. Taking improper position
11. Servicing equipment in motion
12. Horseplay
13. Drinking or drugs

Unsafe Conditions

1. Inadequate guards or protection
2. Defective tools, equipment
3. Congestion
4. Inadequate warning system
5. Fire and explosion hazards
6. Substandard housekeeping
7. Hazardous atmospheric gases, dusts, fumes, vapours
8. Excessive noise
9. Radiation exposures
10. Inadequate illumination or ventilation
5.6.6 Basic Causes

**Personal Factors**

1. Lack of knowledge or skill
2. Improper motivation
3. Physical or mental problems
4. Normal wear and tear
5. Abnormal usage

**Job Factors**

1. Inadequate work standards
2. Inadequate design or maintenance
3. Inadequate purchasing standards

What steps are recommended to prevent recurrence?

Who will follow up and who will report on progress of implementing the corrective actions?

5.7 WHO SHOULD BE INVOLVED IN AN ACCIDENT INVESTIGATION?

1. **Supervisor**
   
a) As the immediate supervisor, he/she has a close relationship with the injured person and knows him/her well.
   
b) He/she knows the department, machines and procedures better than anyone else does.
   
c) He/she carries the responsibility for safety in his/her department.
   
d) He/she is accountable for any interruption in the flow of activity.
   
e) He/she has to take preventive action - or set things in motion for such action. (Note the importance of follow-up.)

2. **Injured Person**

   He/she usually has first-hand knowledge of the accident.

3. **Joint Health And Safety Committee Representative**
   
a) Employee member (designated by other employee members) to investigate where a serious incident or near miss incident has occurred or a worker is killed or critically injured.
   
b) To facilitate co-operation between all levels of management and employees.
   
c) Responsible for inputting to the root cause of the incident, and making recommendations on how a similar incident can be avoided.
4. Senior Management

   a) Has overall responsibility.
   b) Sets policy and provides financial resources.
   c) Directly involved in overall Loss Control Program.

5. Witnesses

   All eyewitnesses must be interviewed. In addition, any indirect witnesses and people not at the scene, but who may have something useful to contribute to the investigation.

5.8 GUIDELINES TO FOLLOW

When completing the Supervisor's Accident Investigation Report, the following guidelines are to be followed:

- In case of injury, make sure worker is properly cared for before doing anything else.
- While providing all medical attention necessary, have scene kept as undisturbed as possible.
- Investigate as promptly as possible.
- Whenever possible, go to scene of accident for initial investigation.
- As applicable, have someone else get photographs, make drawings, or take measurements.
- Interview all witnesses, one at a time and separately.
- Reassure each witness of the investigation’s real purpose – to establish the root cause and to prevent recurrence, not to lay blame on anyone in particular.
- Get witness’s initial version with minimal interruption; ask for complete version, step by step; have him/her describe and point without doing.
- Apply empathy in interviews; make no attempt to fix blame or find fault.
- Be polite.
- Be objective; don't have a fixed opinion in advance.
- When witness finishes initial explanation, ask questions to fill in gaps.
- Avoid questions that lead witness or imply answers wanted or unwanted.
- Summarize your understanding with witness after interview.
- Express sincere appreciation to anyone who helped in the investigation.
• Record data accurately.

• SELECT APPROPRIATE ACTIONS.

5.9 THE TEN STEPS FOR INTERVIEWING

1. Show concern for the injured person, put any person you are interviewing at ease.

2. Explain that the reason for the interview is not to find fault, but to ferret out the facts.

3. Explain the benefits of getting at the true facts, to prevent recurrence.

4. Conduct the interviews at the scene of the accident wherever possible, but ensure that any demonstration does not result in a repetition of the injury.

5. Ask the person to give his complete story. Remember the tools - Who?, What?, Where?, When?, Why?, and How?

6. Ask him/her further questions to fill in the gaps. If his/her story leaves some points unclear, ask specific questions.

7. Check your understanding of the accident - remember the greatest enemy of communication is the illusion of it. Make sure you have the story as he/she meant to tell it.

8. Give him/her a chance to correct you, in case you misunderstood.

9. Discuss his/her ideas of how to prevent a recurrence; the injured person is most likely to have such ideas.

10. Thank the person sincerely; this is the only way to bring an interview to a fitting close. Remember your thanks will only ring sincere if your whole attitude and approach have been sincere throughout.


Who?

• Who was involved? Who is he/she? What was he/she doing at that time? Was it his/her job? Since when? Was he/she trained for it?
What?

- What equipment was involved? What was it doing/being used for at the time? Was this a normal use?
- What was its condition (use/abuse/maintenance, etc.)? Was this a usual condition? Was it properly guarded?
- What materials were involved? What were they being used for? Was this a proper use for them?
- What known hazards do they have (toxicity, radiation, sharp, etc.)? If hazards exist, were the materials being used/handled properly?

Where?

- Where did it happen in the store?
- What was the environment like? What was the layout?
- What was the condition of the workplace/site at the time (floor, housekeeping, traffic, lighting, noise distractions, temperature, etc.)?
- Where did it occur in the flow of operation?
- Where in the production line? Where were the people (identified in "Who" above) positioned relative to the occurrence?

When?

- When was it reported? When did it occur in the working day? On what day/date?

How?

- How did it happen? How can you be sure? Can you use the answer to these questions to produce a detailed description?
- Are the answers clear enough?
- Do you need to repeat or rephrase any questions?
- Do you need to ask more questions?

Why?

- Evolves from all these questions.
5.11 CONTRIBUTING CAUSES OF ACCIDENTS

Accident investigations have clearly shown that accidents do not just happen, they are caused. Most accidents are caused by some form of substandard practices and/or conditions. The most common immediate causes of accidents are:

Substandard Practices

1. Operating equipment without authority
2. Failure to warn
3. Failure to secure
4. Operating at improper speed
5. Making safety devices inoperable
6. Removing safety devices
7. Using defective equipment
8. Using equipment improperly
9. Failing to use personal protective equipment properly
10. Improper loading
11. Improper placement
12. Improper lifting
13. Improper position for task
14. Servicing equipment in operation
15. Horseplay
16. Under influence of alcohol and/or other drugs

Substandard Conditions

1. Inadequate guards or barriers
2. Inadequate or improper protective equipment
3. Defective tools, equipment or materials
4. Congestion or restricted action
5. Inadequate warning systems
6. Fire and explosion hazards
7. Poor housekeeping; disorderly workplace
8. Hazardous environmental conditions: gases, dusts, smokes, fumes, and vapours
9. Noise exposures
10. Radiation exposures
11. High or low temperature exposures
12. Inadequate or excessive illumination
13. Inadequate ventilation

Substandard practices and conditions are almost invariably a result of inadequate project management or planning, as well as supervisory and/or employee error.
APPENDIX 1
6.1 PURPOSE

As part of our health and safety management system, all employees have an important part to play. As was detailed earlier, a large part of this is informing your supervisor of any hazards that you become aware of. All hazards are to be reported to your supervisor as soon as you become aware of them.

6.2 RESPONSIBILITY

It is the responsibility of each Supervisor to ensure that the employees under his/her direct supervision have received the proper training and instruction, which enables this policy to be fully implemented.

6.3 PROCEDURE

Hazards need to be reported as soon as an employee becomes aware of them. Report all hazards to your supervisor and complete one of the following forms, to document those hazards which cannot be immediately corrected or require further investigation by your supervisor or the Joint Health and Safety Committee.

6.4 HAZARD REPORTING FORM

If you see a situation or a condition in our plant or yard, which you feel is a potential hazard, report it to your Supervisor immediately. In those rare occasions where a hazard is not corrected, please fill out the following form. Once the Employee Section is complete, please give the form to your Supervisor and a copy to the Co-chairs of the Joint Health and Safety Committee.

It is the Supervisor's responsibility to correct the situation immediately. The Supervisor should consult with the Joint Health and Safety Committee if he/she needs assistance in correcting the situation. Once the situation has been corrected, the Supervisor will complete the “Action Taken” section and provide a copy of the form to the Joint Health and Safety Committee Co-chairs for a further review.
APPENDIX 1

HAZARD REPORTING FORM

HAZARD:

_________________________________________________________

_________________________________________________________

LOCATION:

_________________________________________________________

_________________________________________________________

DATE: ___________________________________________________

EMPLOYEE NAME & NUMBER:

_________________________________________________________

GIVE COPY TO SUPERVISOR RESPONSIBLE AND THE CO-CHAIRPERSONS OF THE
JOINT HEALTH AND SAFETY COMMITTEE

SUPERVISOR RESPONSE:

ACTION TAKEN:

_________________________________________________________

_________________________________________________________

DATE SITUATION CORRECTED: ______________________________

SUPERVISOR SIGNATURE: _________________________________

JOINT HEALTH AND SAFETY COMMITTEE CO-CHAIRPERSON SIGNATURE:

_________________________________________________________
7.1 PURPOSE

All employees are required to report any unsafe conditions to their immediate supervisor immediately, so that the concerns can be addressed. In the event that the concerns cannot be corrected to the employee’s satisfaction, the employee has the right to exercise their right to refuse.

7.2 RESPONSIBILITY

It is the responsibility of each Supervisor to ensure that the staff under his/her direct supervision has received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy.

The Occupational Health and Safety Act, as detailed in Section 43, states that:

43(3) A worker may refuse to work or do particular work where he has reason to believe that,

   1. Any equipment, machine, device or thing he is to use or operate is likely to endanger himself or another worker;

   2. The physical condition of the workplace or the part thereof in which he works or is to work is likely to endanger himself; or

   3. Any equipment, machine, device or thing he is to use or operate or the physical condition of the workplace or the part thereof in which he works or is to work is in contravention so that he is likely to endanger himself or another worker.

43(4) Upon refusing to work or do particular work, the worker shall promptly report the circumstances of his refusal to his employer or supervisor, who shall forthwith investigate the report in the presence of the worker and, if there is such, in the presence of one of:

   1. A committee member who represents workers, if any;

   2. A Health and Safety Representative, if any; or

   3. A worker who because of his knowledge, experience and training is selected by a trade union that represents the worker, or if there is no trade union, is selected by the workers to represent them, who shall be made available and who shall attend without delay.

43(5) Until the investigation is completed, the worker shall remain in a safe place near his workstation.
In the event that this occurs, the following procedure must be followed:

1. Employee refuses to do the assigned task as he/she feels the task endangers his/her health and safety

2. Worker reports problem to Supervisor

3. Worker representative is called in

4. Supervisor investigates in the presence of employee and employee representative

5. Does Supervisor agree that the situation is likely to endanger?

   - **No**
     
     Employee has reasonable grounds to believe that his/her safety is endangered
     
     Ministry of Labour is called in to investigate
     
     Employee may be assigned alternate work
     
     Inspector investigates in consultation with Supervisor, employee representative, and employee

   - **Yes**
     
     The area supervisor takes corrective actions needed
     
     Employee returns to work
8.1 PURPOSE

All contractors hired by M-Con Products Inc. to complete various contracts, at all of our locations, are required and expected to complete their work in a safe and efficient manner.

8.2 APPLICATION

This policy applies to all external contractors retained by M-Con Products Inc. to complete specific projects.

8.3 RESPONSIBILITY

It is the responsibility of the Supervisor in charge of the project to ensure that the contractor is made aware of this policy and that the contractor completes the Liability Coverage for Contracted Services Form, prior to the start of any work.

The owners of M-Con Products Inc. and their employees are committed to providing a safe work environment for all workplace participants. This commitment is extended to all contractors, who are also expected to meet these standards. Contractors are expected to meet or exceed the requirements as set out by the Occupational Health and Safety Act and its applicable regulations. In the event that a contractor is found to be working in a manner believed to be dangerous by an employee of M-Con Products Inc., a member of the management team will ask the contractor to stop work immediately until an appropriate corrective solution is found. All contractors are required to have their own coverage under the Workplace Safety and Insurance Act or carry equivalent accidental injury coverage.

8.4 PROCEDURE

Prior to beginning their project, the Supervisor in charge of the project must familiarize the contractor of the specific policies and procedures that apply to his/her area. The contractor must be informed of any work site hazards and the required safety policies and procedures which need to be followed.

All contractors are required to sign the Liability Coverage for Contracted Services Form prior to the commencement of work and will be asked to provide a clearance certificate from the Workplace Safety and Insurance Board upon request.
APPENDIX 1

LIABILITY COVERAGE FOR CONTRACTED SERVICES FORM

_______________________ agrees to carry comprehensive Workplace Safety and Insurance Board coverage in the amount required by the Workplace Safety and Insurance Act or other applicable Provincial Act(s) and/or Regulation(s). Said coverage will remain in effect for the entire duration of your contract or involvement with M-Con Products Inc. All costs associated with said coverage will be for the account of __________________________, and __________________________ shall present M-Con Products Inc. with a current valid certificate of clearance evidencing such insurance coverage.

In the event of any claim, demand or cause of action, that is brought forward by a Customer, the Contractor shall notify M-Con Products Inc. thereof, and __________________________ shall at its own expense, defend or settle said action.

________________________                                                _______________________________
Date       Supplier

________________________                                                _______________________________
M-Con Products Inc.     Witness
9.1 PURPOSE

All visitors to M-Con Products Inc., at all of our locations, are required and expected to adhere to our safety policies and must wear the appropriate safety equipment while entering the work areas.

9.2 APPLICATION

This policy applies to all visitors to M-Con Products Inc.

9.3 RESPONSIBILITY

It is the responsibility of the Supervisor in charge guiding the visitor to ensure that the visitor is made aware of this policy and that the visitor signs in at the Administrative Office prior to entering the plant or yard.

The owners of M-Con Products Inc. and their employees are committed to providing a safe work environment for all workplace participants. This commitment is extended to all visitors, who are also expected to meet these standards. Visitors are expected to respect the requirements as set out by the Occupational Health and Safety Act and its applicable regulations. In the event that a visitor is found to be behaving in a manner believed to be dangerous by an employee of M-Con Products Inc., a member of the management team will ask the visitor to leave immediately until an appropriate corrective solution is found.

9.4 PROCEDURE

Prior to beginning their visit, the Supervisor in charge of the area or escorting the visitor, must familiarize the visitor with the specific policies and procedures that apply to his/her area. The visitor must be informed of any work site hazards and the required safety policies and procedures which need to be followed.

All visitors are required to sign in and out at the main reception area in the administrative offices.
10.1 PURPOSE

All employees of M-Con Products Inc. are required to work in a safe manner in accordance with this manual, job specific procedures and the requirements of the Occupational Health and Safety Act. All employees of M-Con Products Inc. have responsibilities for, and play a key role in, ensuring a safe workplace for themselves and their fellow workers. This policy defines the general safe work practices which apply to all work activities and must be followed at all times.

10.2 RESPONSIBILITY

It is the responsibility of every employee to follow these general safe working guidelines. Supervisors must ensure that their employees have received sufficient training and orientation to enable this policy to be put into action.

10.3 EMPLOYEE ACCOUNTABILITY

- Each employee is required to comply with all applicable health and safety legislation and with established standards, regulations and procedures.
- Contravention of a safety regulation could result in the issuance of orders and a penalty prescribed and enforced under the Occupational Health and Safety Act.
- Notices of non-compliance will be issued as follows:
  1st Notice  Written or Verbal warning
  2nd Notice  Written Notice (with disciplinary action)
  3rd Notice  Written Notice (with disciplinary action)
  4th Notice  Written Notice (TERMINATION)

10.4 PROCEDURE

**Alcohol/Unauthorized Drugs**

- Alcohol and unauthorized drugs are prohibited on M-Con Products Inc. property. Any person under the influence of alcohol or illegal drugs will be refused entry or removed from the premises.
- Personnel using a medically prescribed drug which may impair performance or judgment must inform their respective supervisor.

**Beards/Hair**

- Employees must be clean shaven when the nature of the work requires or may require the effective use of personal respiratory protection.
• Long hair which may catch in equipment or other facilities must be appropriately covered by a hard hat or cut to prevent entanglement.

**Compressed Air**

• Compressed air must not be used for cleaning clothes or directed towards any part of the body.

**Contact Lenses**

• Contact lenses shall not be worn during any work which would expose the wearer to chemicals, gases, vapors, dust or other materials that may harm the eyes or cause irritation.
• Contact lenses must not be worn when wearing self-contained breathing equipment.

**Firearms**

• Possession of firearms by any person except police officers is prohibited on M-CON property or projects.
• Anyone found with firearms will be immediately dismissed.

**Hand Tools**

• Avoid hand tool injuries by:
  • using the right tool for the job
  • maintaining tools in clean and good condition
  • using tools in the intended way
  • carrying pointed or sharp edged tools in pouches or sheath

**Horseplay**

• Startling, scaring, pushing, distracting, fighting, etc., are strictly forbidden.
• Anyone caught fighting is grounds for dismissal.
• Any horseplay which results in injury is grounds for immediate dismissal.

**Knives**

• A knife shall be used carefully and not as a screwdriver, pry bar or weapon.
Language

- When an employee cannot read or understand English, his supervisor is responsible for ensuring that he thoroughly understands the safety standards and regulations and all other pertinent safety requirements.
- When an employee has a communication problem, special procedures must be developed by the employer to ensure he/she can perform the work in a safe manner and that he/she can be made aware of emergency situations.

Personal Protective Clothing

- Wear appropriate protective clothing suitable for the task to cover and protect the body.
- Wear goggles, face shield, rubber suits when working on equipment in acid, and caustic or other similar hazardous material service.
- Sleeved shirts and long pants are mandatory.
- Do not wear neckties, loose sleeves, loose clothing, jewelry, rings, bracelets and necklaces which may be caught in machinery or other devices.

Personal Protective Equipment

- Ensure all personal protective equipment is in good working order prior to use.
- Appropriate personal respiratory protection must be worn when handling any hazardous materials/substances, which poses an inhalation hazard.
- Self-contained breathing apparatus (SCBA) or other approved means of supplied air and breathing protection must be worn whenever prescribed to protect an employee from exposure to harmful gases, vapours or oxygen deficiency. Each employee required to wear such equipment must be instructed and qualified in its use.
- Refer to Sections: Safety Glasses/Goggles, Safety Hard Hats, Safety Footwear and Fall Arrest Systems.

Running

- Running is not allowed on M-Con Products Inc. property.

Use of Personal Electronic Communication Equipment

- The use of any electronic equipment in the plant (i.e. Cellular phones, pagers, or any other personal communications) are strictly prohibited from use in the plant. They could interfere with radio controlled equipment in the plant.
10.5 SUPERVISOR ACCOUNTABILITY

Area supervisors must ensure that the employees under their direct supervision are working in compliance with this policy. Should any issues arise, the appropriate counseling or disciplinary actions shall be followed.
11.1 POLICY

Proper maintenance of a safe work environment includes maintaining a clean site. Under the Occupational Health and Safety Act and the regulations for Industrial Establishments, all work surfaces must be kept clear of any obstructions.

11.2 PROCEDURE

General Practices

- All entrances, exits and accesses to equipment, platforms, ladders, stairs, and buildings shall be continuously maintained free of all obstructions.
- The work site is to be kept clean and free from slip and trip hazards.
- All equipment, tools and unused materials at a job site must be returned to their proper storage area when not in use.
- All waste material must be appropriately disposed of in a designated location.
- Keep all walkways, stairs and platforms free of obstructions.
- Clean up all spills immediately.
- Observe good housekeeping practices at all times and maintain the work area free of combustible/flammable materials and tripping hazards.
- Store all waste or rags in closed metal containers.
- Ensure waste containers are emptied when full.
- Nails shall be removed from all lumber prior to storage or disposal.

Falling Materials

- When there is a danger of material falling onto work areas or where the public might be endangered, it is required that such areas be barricaded against entry and warning signs prominently displayed on all sides and approaches or protective canopies installed.

11.3 ACCOUNTABILITY

Area supervisors must ensure that the employees under their direct supervision are working in compliance with this policy. Should any issues arise, the appropriate counseling or disciplinary actions shall be followed.
Many of the jobs and duties completed by our employees require the use of safety glasses or other eye protection. Examples of such situations include:

- Welding
- Dispensing of chemicals from larger containers to smaller ones
- Grinding operations
- Pressure washing
- Chipping of concrete
- Cleaning of steel forming equipment

12.1 PROCEDURE

The appropriate eyewear must be worn at all times in the plant.

- Wear safety glasses with side shield or goggles whenever the nature of the job presents an eye hazard i.e. Dispensing chemicals, grinding etc.
- Some areas of the plant require the compulsory use of safety glasses, chemical goggles or face shields. Observe signs indicating this requirement and ask your supervisor for the appropriate eye protection to be worn in the area.
- Wearing of safety glasses is strongly recommended as a general practice for those areas and tasks where safety glasses are not mandatory.

12.2 ACCOUNTABILITY

Area supervisors must ensure that the employees under their direct supervision are working in compliance with this policy. Should any issues arise, the appropriate counseling or disciplinary actions shall be followed.
All areas of the plant pose the potential hazard of a foot injury due to the nature of the work being performed. All job tasks being completed by our employees require the use of safety footwear. Examples of such situations include:

- material handling, maintenance and general plant work

13.1 PROCEDURE

The appropriate footwear must be worn at all times. Appropriate being defined as:

- Appropriate CSA approved steel toed and slip resistant safety boots must be worn in all areas by plant employees. They must be free of defects and must be tied up properly.

13.2 ACCOUNTABILITY

Area supervisors must ensure that the employees under their direct supervision are working in compliance with this policy. Should any issues arise, the appropriate counseling or disciplinary actions shall be followed.
All areas of the plant pose the potential hazard of a head injury due to the nature of the work being performed. All job tasks being completed by our employees require the use of safety head wear. Examples of such situations include:

- material handling – use of overhead cranes

### 14.1 PROCEDURE

The appropriate headwear must be worn at all times.

- CSA (non conductive) approved safety hard hats must be worn by all personnel in all work areas.
- Safety hard hats shall be worn in a manner in which they were intended (employer's discretion).
- Safety hard hat colors recognized by M-CON:
  - white - supervisor
  - grey - department supervisors
  - blue - employee (more than one year experience)
  - green - new employee (less than one year)
  - red – quality control
  - yellow – visitor

### 14.2 ACCOUNTABILITY

Area supervisors must ensure that the employees under their direct supervision are working in compliance with this policy. Should any issues arise, the appropriate counseling or disciplinary actions shall be followed.
Most areas of the plant pose the potential hazard of a noise hazard due to the nature of the work being performed. Many job tasks being completed by our employees require the use of hearing protection. Examples of such situations include:
- work on the Pipe plus machine

**15.1 PROCEDURE**

The appropriate hearing protection must be worn at all times.

- Suitable ear protection devices such as muffs or plugs must be worn while working in all areas.
- All areas of the plant where hearing protection is required are identified with the appropriate signage.

**15.2 ACCOUNTABILITY**

Area supervisors must ensure that the employees under their direct supervision are working in compliance with this policy. Should any issues arise, the appropriate counseling or disciplinary actions shall be followed.
16.1 PURPOSE

Due to the work environment in the plant and outdoors, employees working in these areas are at a potential risk of being exposed to heat and cold, depending on the time of year and work performed. This policy is designed to detail safe working procedures.

16.2 RESPONSIBILITY

It is the responsibility of the area supervisor to ensure that the staff under their direct supervision has received the proper training and instruction, which enables this policy to be implemented.

16.3 BACKGROUND INFORMATION

1. **Is there a temperature at which work becomes dangerous and should be stopped?**

   The short answer is yes. Both very cold and very hot temperatures could be dangerous to your health.

   Excessive exposure to heat is referred to as heat stress and excessive exposure to cold is referred to as cold stress.

2. **The warning signs of heat stroke and hypothermia:**

   The victims of heat stroke and hypothermia are unable to notice the symptoms, and therefore, their survival depends on co-workers' ability to identify symptoms and to seek medical help.

   While symptoms can vary from person to person, the warning signs of heat stroke can include complaints of sudden and severe fatigue, nausea, dizziness, lightheadedness, and profuse and prolonged sweating. If a co-worker appears to be disorientated or confused (including euphoria), or has unaccountable irritability, malaise or flu-like symptoms, the worker should be moved to a cool location and medical advice should be sought.

   Warning signs of hypothermia can include complaints of nausea, fatigue, dizziness, irritability or euphoria. Hypothermia can cause pain in the extremities (hands, feet, ears, etc.), and severe shivering. Workers should be moved to a heated shelter and medical advice should be sought, when appropriate.
3. **What are the exposure limits for working in hot environments?**

Two types of exposure limits are often used: occupational exposure limits and thermal comfort limits. Occupational exposure limits are to protect industrial workers from heat-related illness. Thermal comfort limits are for office work to ensure productivity and quality of work.

ASHRAE Standard 55-1992 Thermal Environmental Conditions for Human Occupancy recommends the following acceptable temperature ranges at relative humidity (RH) of 50% and air speed less than 0.15 m/sec. (30 fpm).

<table>
<thead>
<tr>
<th>Season</th>
<th>Clothing</th>
<th>Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter</td>
<td>Heavy slacks, long sleeve shirt and/or sweater</td>
<td>20-23.5°C (68-75°F)</td>
</tr>
<tr>
<td>Summer</td>
<td>Light slacks and short sleeve shirt</td>
<td>23-26°C (73-79°F)</td>
</tr>
</tbody>
</table>

The American Conference of Governmental Industrial Hygienists (ACGIH) recommends Threshold Limit Values (TLVs) for working in hot environments. These limits are given in units of WBGT (wet bulb globe temperature) degrees Celsius (°C). The WBGT unit takes into account environmental factors, namely air temperature, humidity and air movement, which contribute to perception of hotness by people. In some workplace situations, solar load (heat from radiant sources) is also considered in determining the WBGT. Some Canadian jurisdictions have adopted these TLVs as occupational exposure limits and others use them as guidelines to control heat stress in the workplace.

The ACGIH publication "2000 TLVs and BEIs" provides recommended screening criteria for heat stress exposure for workers acclimatized to heat and for workers who are not acclimatized to heat (Table 2). The publications "2000 TLVs and BEIs" and "Documentation of TLVs and BEIs" should be consulted for more detailed information on these screening criteria, categories of work demands, and guidelines for limiting heat strain and heat strain management.
Table 2
Screening Criteria for Heat Stress Exposure
(WBGT values in °C)
for 8 hour work day five days per week with conventional breaks

<table>
<thead>
<tr>
<th>Work Demands</th>
<th>Acclimatized</th>
<th>Unacclimatized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light</td>
<td>29.5</td>
<td>27.5</td>
</tr>
<tr>
<td>Moderate</td>
<td>27.5</td>
<td>25</td>
</tr>
<tr>
<td>Heavy</td>
<td>26</td>
<td>22.5</td>
</tr>
<tr>
<td>Very Heavy</td>
<td>27.5</td>
<td>24.5</td>
</tr>
<tr>
<td>100% work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>75% Work; 25% Rest</td>
<td>30.5</td>
<td>28.5</td>
</tr>
<tr>
<td>50% Work; 50% Rest</td>
<td>31.5</td>
<td>29.5</td>
</tr>
<tr>
<td>25% Work; 75% Rest</td>
<td>32.5</td>
<td>31</td>
</tr>
</tbody>
</table>

The weather broadcast service of Environment Canada uses the humidex scale to inform the public about hot weather conditions. The humidex scale quantifies human discomfort due to perceived heat taking into account the effect of air temperature and relative humidity. For a given temperature, the humidex increases as the relative humidity (moisture content) of the air becomes higher. The following table gives ranges of humidex for various degrees of thermal effect on people.

Table 3
Humidex and Thermal Comfort

<table>
<thead>
<tr>
<th>Humidex Range (°C)</th>
<th>Degrees of Comfort</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 – 29</td>
<td>Comfortable</td>
</tr>
<tr>
<td>30 – 39</td>
<td>Varying degrees of discomfort</td>
</tr>
<tr>
<td>40 – 45</td>
<td>Uncomfortable</td>
</tr>
<tr>
<td>46 and Over</td>
<td>Many types of labour must be restricted</td>
</tr>
</tbody>
</table>

4. What are exposure limits for working in the cold?

In Ontario, the minimum indoor temperature that a person can be expected to work in without the provision of heat is 18 degrees Celsius. Due to the nature of the work in the Warehouse and the
Outdoor Centre, this provision does not apply. The use of proper personal clothing must, therefore, be implemented.

16.4 PROCEDURE

- Using the information provided, employees must follow safe work conditions. In most cases following simple steps can control the hazard of heat stress. Pace your work, following Table 2 above as a guideline, determine with the supervisor your work activity, and take frequent breaks.

- Wear the appropriate clothing for the work environment.

- Ensure that you replenish your fluids frequently by drinking water.

- Report any signs or symptoms to your supervisor immediately, should you begin to experience any signs of heat stress or cold stress.
17.1 PURPOSE

Due to the hazards associated with the use of forklifts and the regulations associated with their use under the Regulations for Industrial Establishments, only those employees who have completed a Ministry of Labour approved and recognized forklift truck training program are authorized to use any forklift.

17.2 PROCEDURE

It is the responsibility of the area supervisor to ensure that all of the staff under their direct supervision have received the proper training and instruction, which enables this policy to be implemented.

- A selected number of employees will be trained on the proper use and operation of forklift trucks. The program of instruction is detailed in this section.

- Prior to operating a forklift, the following pre-operation check shall be performed.

- The operator shall inspect the following items during the visual pre-use check:
  - General condition and cleanliness.
  - Floor - clear of objects that could cause an accident.
  - Overhead - no obstructions.
  - Nearby objects to avoid as you drive away.
  - Fire extinguisher - present and charged.
  - Engine oil level, fuel level, radiator water level (LPG, gas and diesel forklifts).
  - Battery - fully charged; check cables for exposed wires; battery plug connections not loose, worn or dirty; vent caps not clogged; electrolyte levels in cells; hold downs or brackets keep battery securely in place.
  - Bolts, nuts, guards, chains, or hydraulic hose reels not damaged, missing or loose.
  - Wheels and tires - check for wear, damage, and air pressure, if pneumatic tires.
  - Forks - forks not bent; no cracks present; positioning latches in good working condition; carriage teeth not broken, chipped or worn.
• Chain anchor pins - not worn, loose or bent.
• Fluid Leaks - no damp spots or drips.
• Hoses - held securely; not loose, crimped, worn or rubbing.
• Horn - working and loud enough to be heard in working environment; other warning devices operational.
• Lights - Headlights and warning lights operational.
• All pre-start-up visual checks shall be logged in the logbook.
• All forklifts shall be maintained and inspected yearly, according to the manufacturer’s instructions and recommendations.
• All maintenance and yearly inspection records shall be kept in the administration office’s files.

17.3 ACCOUNTABILITY

Area supervisors must ensure that the employees under their direct supervision are working in compliance with this policy. Should any issues arise, the appropriate counseling or disciplinary actions shall be followed.
APPENDIX 1

Locate and mark the following components:

1. Load back rest
2. Forks
3. Drive axle and wheels
4. Steer axle and wheels
5. Hand brake
6. Driver over head guard
7. Carriage

Learn the principles involved in forklift operation (Safety first)

- What are the limitation of a forklift
- Load handling techniques
- Stability comprehension
- Hazards recognition
- Working around others
- Legal Responsibilities
- Practising safe operating techniques
- Visual prestart check
- Operational pre-use check (list included)
- Stacking and Loading
- Demonstrate your ability
- Evaluation of these skills
- Accredited by SQDM ##0004569
Many of the work procedures completed involve the use of powerful energized equipment which must be operated and maintained by competent and qualified individuals.

All machinery, when being used in normal production mode must be in compliance with the recommended operation procedures provided by the manufacturer as well as the applicable regulations made under the Occupational Health and Safety Act.

18.1 PROCEDURE

Employees operating machinery shall ensure:

- Guards must be placed on machinery to prevent contact with moving parts.
- Guards must not be removed except when the machine is shutdown and locked out. Guards must be replaced before machinery is put in operation.
- Machines must be shutdown, locked out and tagged before any repair work is done. This includes electrical, air, steam or other driven equipment.
- Work over moving machinery is prohibited unless adequate protection is provided.
- Be aware of pinch points where hands/fingers could be caught or trapped.
- Any problems with the equipment must immediately be reported to your supervisor for the proper corrective action to be taken.

Grinders

- Hand grinders must not be altered and used as a bench grinder.
- Proper grinding wheels matched to the grinder speed must be used.
- Safety glasses and/or face shields must be worn when grinding.

18.2 ACCOUNTABILITY

Area supervisors must ensure that the employees under their direct supervision are working in compliance with this policy. Should any issues arise, the appropriate counseling or disciplinary actions shall be followed.
A key component to maintaining a safe work environment is the proper maintenance of all equipment.

This includes following the manufacturer’s recommendations as well as the appropriate applicable guideline or regulation under the Occupational Health and Safety Act.

19.1 PROCEDURE

• All equipment such as trucks, cranes, welding machines, etc., must be maintained in good working condition in accordance with manufacturer’s specifications.
• All equipment and tools used by the employees must be suitable for the work and the work area environment.
• No equipment shall be modified or altered to perform differently than intended unless written agreement by the manufacturer or certification from a Professional Engineer is obtained.
• Defective equipment shall not be used. Report this condition to your supervisor immediately.
• Defective equipment shall be turned off and sufficient measures taken to prevent the equipment from being operated and warning signs posted.
• Only authorized personnel are permitted to operate, adjust and repair M-CON's equipment.
• No equipment shall be left running unattended.
• Maintenance records must be kept on each piece of equipment.
• Inspection and certification records must be kept on each piece of equipment which requires inspection and certification.
• Lifting devices must be inspected and certified annually and the records of this procedure must be kept on file.

19.2 ACCOUNTABILITY

Area supervisors must ensure that the employees under their direct supervision are working in compliance with this policy. Should any issues arise, the appropriate counseling or disciplinary actions shall be followed.
The use of power tools is an everyday occurrence in the work performed by our employees. Power tools in use must meet the requirements as set out in this policy.

### 20.1 PROCEDURE

- Tools must be suitable for the job being performed, in good condition and appropriate to the hazardous conditions which may exist during their use.
- All electrical tools must be either three prong grounded, double insulated or rechargeable.
- All guards must be kept in place at all times.
- Air hoses and electric cords should not be placed on walk and roadways unless precautions have been taken to prevent tripping entanglement and wear.
- Inspect couplings, hose and hose connections of pneumatic tools prior to use.
- Verify the source of supply before connecting air-powered tools. Be sure it is industrial air, not natural gas, nitrogen, etc.
- Ensure air hose is connected to the equipment prior to turning on the air supply.
- The air supply must be shut off when changing pneumatic tools. Air supply must not be shut off by kinking the air hose.
- Disconnect power tools from power source before making repairs or adjustments.
- Explosive actuated fastening tools must only be operated by authorized personnel who have received adequate training to ensure competence.
- Report any problems to your supervisor immediately for action.

### 20.2 ACCOUNTABILITY

Area supervisors must ensure that the employees under their direct supervision are working in compliance with this policy. Should any issues arise, the appropriate counseling or disciplinary actions shall be followed.
21.1 PURPOSE

The purpose of this lock-out policy is to establish and maintain a zero energy state before and during any work that could expose a worker to the active parts of a machine. Zero energy means that all forms of energy in a machine or system have been isolated and controlled.

21.2 PROCEDURE

It is the responsibility of the area supervisor (or designate) to ensure that the staff under his/her direct supervision has received the proper training and instruction, which enables this policy to be implemented and meets the intent of this policy. Specific lock-out procedures applicable within the department must be reviewed with the staff and followed at all times, when applicable.

Prior to performing any work that may expose a worker to the moving parts on equipment powered by electrical, hydraulic, pneumatic, or mechanical energy, lock-out/tag-out procedures must be applied.

All employees working in the area affected must be notified of the work.

21.3 PREPARATION FOR SHUT DOWN

Before turning off any equipment, the person conducting the maintenance/repair/installation work must determine:

- The source, type, and amounts of energy powering the piece of equipment;
- Hazards posed by the energy involved; and
- Methods of controlling the energy.

21.4 EQUIPMENT SHUT DOWN

- Shut down the piece of equipment, using the operating controls.
- Follow the established procedures for use of the equipment to ensure that the shut down does not endanger anyone.
21.5 EQUIPMENT ISOLATION

- Operate all energy-isolating devices to isolate the equipment from its energy source.
- Isolate all energy sources (including secondary sources).
- Discharge or release any stored energy in the equipment.
- Never remove a fuse instead of disconnecting the equipment.

21.6 APPLICATION OF LOCK-OUT/TAG-OUT DEVICE

- Use the lock and tag provided by your Supervisor and apply it to all energy isolating devices.
- Use a lock-out device when a lock cannot be placed directly on the control.
- Each employee working on the equipment must attach his/her personal lock.
- Ensure that you fill out the DANGER - DO NOT OPERATE tag completely and ensure to include your name and date.

21.7 CONTROL OF STORED ENERGY

- Inspect the equipment to ensure all parts have stopped moving.
- Relieve any trapped pressure.
- Block or brace any parts that could fall due to gravity.
- Block parts in hydraulic and pneumatic systems that could move from loss of pressure.

21.8 VERIFICATION OF ISOLATION

- Prior to starting any work, make sure all personnel are clear of any dangers.
- Verify that the main disconnect switch or circuit breaker cannot be moved to the “on” position.
- Press all start buttons and other activating devices to ensure that they are not working.
- Shut off all machine controls.
21.9 COMPLETED WORK

- Ensure that machine controls are in the “off” position.
- Ensure that all guards have been re-installed and that the machine is completely re-assembled.
- Ensure that all tools and personnel have been removed and are clear of the machine.
- Notify everyone that the lock-out device and tag are being removed.
- Ensure that you remove only your own lock. Each employee involved in the work procedure must remove his/her own lock and tag.
- Follow the proper re-energizing steps to put the equipment back into service.

21.10 ACCOUNTABILITY

Area supervisors must ensure that the employees under their direct supervision are working in compliance with this policy. Should any issues arise, the appropriate counseling or disciplinary actions shall be followed.
22.1 PURPOSE

The purpose of the Hot Work Policy is to prevent potential loss or damage due to the hazards associated with performing any operation that produces open flames, heat, or sparks.

_The maintenance shop area has been designated as a Hot Work area and as such meets the requirements of this policy without requiring the permitting system. All other areas within the plant must follow this policy._

This policy applies to all employees as well as any outside contractors hired to perform work that involves hot work.

It is the responsibility of the area Supervisor (or designate) to ensure that the staff under their direct supervision have received the proper training and instruction, which enables this policy to be implemented, and meets the intent of this policy.

22.2 PROCEDURE

Hot Work is defined as any operation that produces open flames, heat, or sparks. Cutting, grinding, brazing, welding, soldering, etc. are all examples of operations which fall into this category.

Elimination of fuel spills or leakage from vehicles, in combination with adequate ventilation and control of ignition sources, is the most effective way of preventing flammable liquid fires in the shop environment.

Part 4 of the Ontario Fire Code details the required safe practices and procedures.

Safety measures to be followed are as follows:

- Review the fire safety and emergency procedures posted in the shop area.
- Ensure that adequate fire extinguishing equipment is present (20 lb. multi-purpose dry chemical).
- Ensure your familiarity with the flammable and combustible liquids spill procedure for the area.
- All repair or maintenance work on automobile engines or fuel components is performed in accordance with the approved procedures.
- An area surrounding the hot work area of 11metres (35 ft.) must be cleared of flammable hazards.
- All sources of ignition are eliminated prior to work beginning. This includes sources of static electricity, nearby welding, cutting or grinding operations, and any other devices or tools that can create electrical sparks.
• All flammable liquids are removed from the work area.
• All unmovable combustibles are protected with fire resistant tarpaulins or metal shields.
• Prior to the start of the hot work, the area supervisor (or designate) fills out the hot work permit to confirm that the precautions listed on the permit checklist have been taken. These include:
  • Location and nature of hot work.
  • Name of employee doing the job.
  • The expiration date and time of the permit.
  • Emergency notification procedure.
• The area supervisor (or designate) signs and issues the permit.
• The employee hangs the permit in a visible location in the hot work area and conducts the job.
• Monitoring an hour after the work has been completed.
• When the monitoring period has ended, the area supervisor (or designate) conducts a final inspection of the area and signs the permit. The permit is removed and retained as a record of the work.

22.3 ACCOUNTABILITY

Area supervisors must ensure that the employees under their direct supervision are working in compliance with this policy. Should any issues arise, the appropriate counseling or disciplinary actions shall be followed.
Welding poses its own unique hazards and must only be completed by competent trained staff.

23.1 PROCEDURE

- Inspect all welding or burning equipment before use for leaks and presence of oil or grease.
- A flash back preventer must be installed on the fuel and oxygen lines at the torch and regulators.
- Safety glasses and face shields must be worn when cutting, chipping or grinding.
- Suitable eye protection must be worn by anyone assisting or working near a cutting, welding, chipping or grinding operation.
- A fire hose or extinguisher must be readily available at the work area.
- Welding machines must be shut down prior to fueling.
- Remove all combustible materials a safe distance from the welding area.
- Suitable shielding must be placed around welding and grinding areas to protect personnel in adjacent areas from flashing and flying particles.

23.2 ACCOUNTABILITY

Area supervisors must ensure that the employees under their direct supervision are working in compliance with this policy. Should any issues arise, the appropriate counseling or disciplinary actions shall be followed.
24.1 PURPOSE

The use of ladders and scaffolds arises on a regular basis. This policy clearly outlines the safe use of ladders and elevated working platforms.

Falling from heights remains a leading cause of injury and illness in all workplaces. This policy defines how ladders and elevated work platforms shall be used at M-Con Products Inc.

24.2 PROCEDURE

24.2.1 Ladders

- All ladders must be inspected and found to be free of defects prior to use. Unacceptable ladders shall be removed immediately from the site.
- Ladders must be equipped with non-slip devices or safety shoes at the foot.
- Metal or wire reinforced ladders shall not be used in close proximity to electrical equipment.
- Ladders must be secured at the top or held by a second person to prevent movement during use.
- The base of an inclined portable ladder shall be no further from the base of the wall or structure than 1/4 the length of the ladder, measured from the point at which the ladder contacts the wall or structure.
- When sections of an extension ladder are extended, the overlap between the ladder sections must not be less than 3'0" for ladders up to 36'.
- Do not stand on, or work from, the top two rungs of a ladder.
- Step ladders must be fully extended when in use.
- Face the ladder and use both hands while climbing or descending.
- Tools must be carried in a pouch or lifted by a handling or lifting device when ascending or descending ladders.
- Ladders must be appropriately stored and made secure.
- Ladder jack scaffolds are prohibited.
- The area around the ladder base must be free from slippery substances and tripping hazards.

24.2.2 Scaffolds

- Scaffolds, swing stages or other temporary work platforms used for maintenance, installation or removal of equipment must be constructed, maintained and used in compliance with Regulations for Construction Projects.
- Scaffolds must be erected, maintained and dismantled under the direction of a competent worker.
- Ladder jack scaffolds are prohibited from use.
24.2.3 Fall Arrest Systems

- Appropriately secured body harness and lifelines must be worn by employees:
  - To ensure that workers are continuously protected at all times from the hazards of falling.
  - When working at heights greater than 10 feet above grade or floor level where it is impractical to provide adequate work platforms or staging with guard rails.
  - When working over operating machinery, open space or hazardous substance which cannot be guarded.
  - When occupying an elevated or aerial work platform.

24.3 ACCOUNTABILITY

Area supervisors must ensure that the employees under their direct supervision are working in compliance with this policy. Should any issues arise, the appropriate counseling or disciplinary actions shall be followed.
Soft tissue injuries, attributed to the improper use of equipment and procedures account for well over 50% of all lost time injury claims. Employees are required to follow safe material handling procedures in order to prevent injuries from occurring.

25.1 PROCEDURE

- Do not lift more than can be safely handled. Request a co-worker to assist or use the proper equipment.
- When manually lifting a heavy object, follow proper lifting procedures. Bend the knees, keep a straight back and use your legs to lift the load.
- Use mechanical equipment wherever practical for heavy objects.
- Only authorized personnel are permitted to operate material hoisting equipment.
- Safe lifting loads marked on lifting devices must not be exceeded.
- All hooks on lifting equipment must have the safety latch in place.
- All mechanical lifting operations must comply with safety standards and regulations.
- Persons must not stand or pass under any suspended load.
- Everyone must be clear of the kiln before moving the kiln into position.
- The use of crane, forklift or other equipment as a personnel lift device and/or work platform is prohibited unless it is designed and intended for that purpose.
- Cranes shall be regularly inspected by a competent person and a report detailing the findings of the inspection shall be kept with the crane for review by the operator and other authorized people.

25.2 ACCOUNTABILITY

Area supervisors must ensure that the employees under their direct supervision are working in compliance with this policy. Should any issues arise, the appropriate counseling or disciplinary actions shall be followed.
The purpose of the Workplace Hazardous Materials Information System is to ensure that the hazards of all chemicals produced or used are evaluated and that information concerning their hazards is transmitted to employers and employees. This transmittal of information is to be accomplished by means of a comprehensive WHMIS program, which must include container labeling and other forms of warning, material safety data sheets and employee training.

### 26.1 PROCEDURE

- All new employees will complete the M-Con Products Inc. WHMIS training program during their first week of employment. Supervisors must inform their employees of the availability of the program, including a review of the WHMIS controlled products in their area and where the material safety data sheets are located.
- The supervisor shall ensure that each container of hazardous chemicals in the plant is labeled, tagged or marked with the identity of the hazardous chemical(s) contained therein, and must show hazard warnings appropriate for employee protection.
- Employees must inform their supervisor of any material they come across that is not properly identified or that does not match the description of the material on the appropriate MSDS.
- Supervisors and employees must have access to the material safety data sheet for each hazardous chemical in use in their area. Prior to using a chemical, the MSDS for that chemical must be reviewed.
- A complete set of MSDSs is located in the First Aid Room. An additional complete set is kept in the Plant Office and an administrative copy is located in the Administrative Offices.
- The Supervisor shall ensure that the employees have been provided with the work site specific information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new hazard is introduced into their work area.
- The work site specific training shall include a review of the proper use and handling procedures, including the correct personal protective equipment and emergency procedures to be followed in the event of a spill.
- Ready access to the WHMIS MSDSs is maintained in all areas where WHMIS controlled products are used.
- On an annual basis, a WHMIS refresher session which ensures that all employees have a working knowledge of the chemical hazards in their work environment, as well as knowing where they can obtain further information must be completed.
- Written documentation of the initial WHMIS training session and all subsequent reviews shall be kept in the employee’s file.
26.2 ACCOUNTABILITY

Area supervisors must ensure that the employees under their direct supervision are working in compliance with this policy. Should any issues arise, the appropriate counseling or disciplinary actions shall be followed.
M-CON EARLY AND SAFE RETURN TO WORK POLICY

M-Con Products Inc. recognizes the benefits of a formal rehabilitation program to provide a fair and consistent policy for rehabilitating employees who have been injured on the job.

M-Con therefore undertakes to provide meaningful employment for temporarily disabled employees without the employees suffering a loss of income. M-Con is committed to accommodating its injured employees and helping in their rehabilitation.

_____________________________  ____________________
Walter Mion, General Manager  Date
27.1 BASIC DEFINITIONS

Modified Work:

Modified Work is a job, task, function or combination thereof that a worker who suffers from a diminished capacity may perform safely without risk of re-injury or aggravation of disability or risk to others. The work must be productive and the result of the work must have value.

Modified Work Program:

A Modified Work Program is a process that gives structure and organization to the activity of returning injured workers to the workplace as soon as possible after the accident. It is a company wide plan that recognizes the employer's responsibility and participation in the effective rehabilitation of its employees. THE PROGRAM WORKS BEST WHEN MUTUALLY SUPPORTED BY MANAGEMENT AND LABOUR.

Permanent Modified Work Positions:

A Permanent Modified Work Position will be introduced by the General Manager to the Company President for his approval as appropriate.

Wages:

While the injured worker is performing the temporary modified work, he/she shall be paid 100% of his/her pre-injury wages.

Duration:

The maximum length of time that the temporary Modified Work Program will last is 6 months per injury.

Dismissal Procedures:

Dismissals shall fall under the standard procedure as per company policy. Workers on modified work can be laid-off due to seasonal slowdown and re-hired as required.

Promotions:

Workers on the Modified Work Program shall be eligible for promotions based on performance and qualifications.
27.2 BENEFITS

Worker:

Injured workers benefit because Modified Work Programs allow them to return to the work force as quickly as possible thereby:

1. Encouraging speedier rehabilitation.
2. Helping them maintain contact with co-workers.
3. Reducing time needed for the rehabilitation worker to return to full work capacity.
4. Helping them maintain their identity and self-respect.

Employer:

Employers benefit because Modified Work Programs get skilled workers on the job as quickly as possible after an accident thereby:

1. Improving the financial status for the corporation:
   a) NEER compensation cost/experience rating
   b) Reinstatement Policy
   s) Cost of re-training the injured workers (Labour Market Re-entry)
2. Maintaining high productivity levels through the use of already trained workers.
3. Reducing the costs involved in hiring and training replacement workers.

27.3 GENERAL MANAGER’S RESPONSIBILITIES

1. The General Manager is responsible to run the Modified Work Program, responsible for both its overall management and its day-to-day operations.

2. The General Manager should report directly to the President.

3. It is important that the General Manager communicates with the injured worker as soon as possible after an accident. Early and regular contacts in person assure the worker that he/she is still a value to the firm and relieves anxiety about financial uncertainty.
27.4 GENERAL MANAGER'S CHIEF RESPONSIBILITIES

1. Ensuring employees understand the Modified Work Program.

2. Advising the Supervisor of an employee's imminent return to work and providing a briefing on the program.

3. Meeting with the employee on the first day back and facilitating the return to work.

4. Preparing a formal/written offer of work for the injured employee.

5. Meeting with the worker to establish goals and objectives.

6. Establishing individual programs for workers with the help of other professionals.

7. Retraining the employee on Health and Safety practices.

8. Monitoring the progress of workers placed in modified jobs.

9. Establishing and maintaining effective communication with the Workplace Safety and Insurance Board (WSIB) Claims Adjudicator, and the health care practitioner involved in the return to work program.

10. Review the results of the Modified Work placements with Management team and the Union, and the J.H.S.C.

27.5 WORKER RESPONSIBILITIES

In order for the Modified Work Program to be beneficial to all concerned, it is crucial that the injured employee:

1. Report all accidents immediately to his/her supervisor, no matter how minor.

2. Seek medical attention, if necessary, as soon as possible after the accident.

3. Ensure all relevant forms are completed by medical or other agencies as required and returned promptly to the General Manager.

4. Maintain regular contact with the General Manager.
5. Communicate concerns to his/her supervisor and the General Manager so that any problems can be worked out early.

6. Obtain medical clearance from the attending physician for return to work on regular or modified duties utilizing M-CON Modified Work form.

7. Ensure to schedule any rehabilitation activities, such as physiotherapy, outside of working hours.

8. Carry on assigned duties in a safe and productive manner.

9. Arrive on the job promptly and ready to start.

27.6 SUPERVISOR'S RESPONSIBILITIES

1. Investigate the injury/complaint.

2. Ensure the injured employee receives appropriate first aid.

3. Ensure completion of Incident Report.

4. Work with General Manager to design the modified work placement/specific accommodations.

5. Train the injured worker on the new duties required for the modified work assignment.

6. Meet with the returning employee to review/discuss any concerns the employee may have.

7. Complete on regular basis the modified work program progress report.

27.7 MEDICAL MANAGEMENT

The General Manager is responsible for the medical management of WSIB claims.

1. Review/complete required WSIB forms (a pre-accident job description should be attached to the Form 7).

2. Provide the employee with a Modified Work Program Form and discuss arrangements for its return.
3. Maintain a regular follow up with the worker's health care provider (duration of Modified Work Placement, recovery date, temporary vs. permanent physical restrictions, new Modified Work duties). Don't hesitate to contact the health care provider’s medical staff to clarify information.

4. Organize second medical opinion for injured employee, as required.

5. Consult with the C/A or nurse specialist at WSIB (restrictions, duration of Modified Work position).

6. Request a Worksite Analyst to discuss specific physical restrictions and job suitability.

27.8 MODIFIED POSITIONS

The main function of a General Manager is to locate modified positions and prepare a list of potential resources for Modified Work Programs.

1. Determine essential duties with accommodations.

2. Backlog/projects.

3. Reserved positions for WSIB/injured workers.

4. "Bank" of specific duties for modified positions.

27.9 PROCEDURE TO FOLLOW FOR ALL ACCIDENTS

All accidents must be reported immediately to the injured employee's supervisor.

Emergency situations dictate that prompt treatment of the injured employee should be top priority.

If an accident is minor and the employee does not intend to seek medical attention, a Supervisor's Accident Investigation Report must be completed and signed by the supervisor and kept on file. If medical attention is required, the following steps are to be completed:

1. The supervisor is responsible for transportation of the injured employee to the hospital. If conditions will not allow the supervisor to accompany the employee to hospital a designate may be appointed.

2. The injured employee must bring an M-CON Modified Work form to the treating physician and return it to his/her supervisor, within 24 hours.
3. A WSIB Form 7 will be completed by the supervisor in consultation with the injured employee.

4. The accident will be reported to the WSIB by the General Manager within 3 working days.

5. If M-CON's Modified Work form indicates that the injured employee is unable to participate in a modified work program, then the employee will report in person to the General Manager once a week, or less frequently if appropriate under the particular circumstances, to discuss his/her current status and expected date of return.

6. M-CON may, at its discretion, request a second medical opinion from a physician to be selected by M-CON (W.S.I.B. Act).

7. General Manager will then offer a written Modified Work/Contract based on the restrictions.
**APPENDIX 1**

**MODIFIED WORK PROGRAM REPORT**

<table>
<thead>
<tr>
<th>Employee's Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Manager:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Duration:</th>
</tr>
</thead>
</table>

As part of our Modified Work Program, we are endeavoring to locate modified employment for WSIB/injured workers.

**BASIC JOB DESCRIPTION:**

<table>
<thead>
<tr>
<th>PHYSICAL JOB ANALYSIS</th>
<th>LESSER TO GREATER</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bending at Waist</td>
<td>1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>Stooping</td>
<td>1 2 3 4</td>
<td></td>
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<tr>
<td>Kneeling</td>
<td>1 2 3 4</td>
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<tr>
<td>Crouching</td>
<td>1 2 3 4</td>
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</tr>
<tr>
<td>Crawling</td>
<td>1 2 3 4</td>
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</tr>
<tr>
<td>Walking / Level Surface</td>
<td>1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>Rough Ground</td>
<td>1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>Stairs</td>
<td>1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>Ladders</td>
<td>1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>Sitting on Chair</td>
<td>1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>Sitting on Bench</td>
<td>1 2 3 4</td>
<td></td>
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<tr>
<td>Sitting on Vehicle Seat</td>
<td>1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>Lifting from Ground</td>
<td>1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>Lifting from Bench</td>
<td>1 2 3 4</td>
<td></td>
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<tr>
<td>Lifting over Shoulder</td>
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<tr>
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<tr>
<td>Driving</td>
<td>1 2 3 4</td>
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</tbody>
</table>

**TO BE COMPLETED BY TREATING PHYSICIAN:**

I recommend/don’t recommend this modified position for my patient

(If the above position is unsuitable, please indicate the duties, which require modifications).

______________________________  _____________________
Health Care Provider’s Signature  Date

Employee and General Manager acceptance of modified work limitations

______________________________  _____________________
Employee: Date:

______________________________  _____________________
General Manager: Date:
APPENDIX 2

Activity based on 8-hour shifts:

**Bending**

1. Minimal - never or rarely required  
2. Occasional - occasionally to perform work duties  
3. Moderate - regular but not continuous  
4. Repetitive - frequent and continuous  

**Walking**

1. Minimal - infrequent - less than two hours  
2. Quarter day - up to 2 hours  
3. Half day - up to 4 hours  
4. Three quarter day - up to 6 hours  

**Sitting**

1. Minimal - rarely sits - less than 2 hours  
2. Quarter day - approximately 2 hours  
3. Half day - approximately 4 hours  
4. Three quarter day - approximately 6 hours  

**Lifting**

1. Minimal - 10 lbs (4.05 kgs.) maximum  
2. Light - 20 lbs (9.09 kgs.) maximum  
3. Medium - 50 lbs (22.73 kgs) maximum  
4. Heavy - 100 lbs (45.45 kgs) maximum  

**Standing**

1. Minimal - infrequent - less than 2 hours  
2. Quarter day - 2 hours  
3. Half day - 4 hours  
4. Three quarter day - 6 hours
**Hand & Eye Coordination**

1. Not required - work duties do not require
2. Minimal - little or minimal ability
3. Average - tasks which require medium degree
4. Fine - fine manipulation of small objects and excellent vision
APPENDIX 3

MODIFIED WORK PROGRAM REPORT

WEEKLY REPORT

Date: ________________________________

Employee's Name: _____________________________

Supervisor: _____________________________

Department: _____________________________

Job Title: _____________________________

Duration: _____________________________

Scale: 1. Poor
      2. Needs Improvement
      3. Competent/Good
      4. Above Average
      5. Outstanding

<table>
<thead>
<tr>
<th>SCALE</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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</thead>
<tbody>
<tr>
<td>Quality of Work</td>
<td></td>
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</tr>
<tr>
<td>Quantity of Work</td>
<td></td>
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<tr>
<td>Attitude of Fellow Member</td>
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<tr>
<td>Attitude of Supervisor</td>
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<tr>
<td>Absenteeism/Punctuality</td>
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</tbody>
</table>

Comments_____________________________________________________________
______________________________________________________________________

Employee: ________________________________

Supervisor/Manager: ________________________________
APPENDIX 4

M-CON PRODUCTS INC.

MODIFIED WORK FOR AN INJURED EMPLOYEE

Dear Doctor:

The Workers Safety and Insurance Board allows an employee who suffers an injury to perform work suited to his/her condition providing this work does not affect their recovery. The WSIB decisively promotes modified work.

To facilitate our employee's return to work, please complete this medical certificate.

1. Employee Name: ________________________________
2. Date of Visit: ________________________________
3. Employee can resume regular duties on: __________________
4. Are there any pre-existing conditions related to this injury: __________________
5. Please list any restrictions that you feel are necessary for the protection and accommodation of this employee in planning a modified work assignment.
   a) ____________________________________________
   b) ____________________________________________
   c) ____________________________________________
6. Duration of restrictions: __________________

I authorize my employer to access information on this form.

______________________________
Employee

______________________________
______________________________
Doctor's Signature
Doctor's Name (please print) Phone Number

Should you require further information, please contact:

Walter Mion, General Manager
M-Con Products Inc. (613) 831-1736
M-CON HEALTH AND SAFETY POLICY MANUAL

Title: Early and Safe Return to Work Policy

Issued By: General Manager

Date Issue: December 15, 2001

Revised:

APPENDIX 5

MODIFIED WORK/CONTRACT

M-Con Products Inc. (M-CON) has a Modified Work Program approved by corporate policy.

We are willing to offer ______________________________ a Modified Work Assignment following the physical restrictions confirmed by your doctor or Workers Safety and Insurance Board.

Job Title: ________________________________

Duration: _________________________ Hours: ______________________

Basic Duties:

a) _____________________________________________________________________________

b) _____________________________________________________________________________

c) _____________________________________________________________________________

d) _____________________________________________________________________________

The employee agrees to the following policy guidelines:

1. Promptly report for work into the Modified Work Assignment.
2. Maintain regular contact with the General Manager.
3. Comply with standard company policies.
4. Ensure to schedule any rehabilitation activities outside working hours.

EMPLOYEE’S AGREEMENT

I agree to participate in the Modified Work Program and I accept the position described above and the terms and conditions therein.

______________________________________ ___________________________
Employee Signature    Date

______________________________________ ___________________________
General Manager Signature   Date