



## Table of Contents

Section		Page
<b>1</b>	<b>Health and Safety</b> .....	5
1.1	Health and Safety Policy	
1.2	Assignment of Responsibilities	
1.3	Employee Rights	
	Form "F-01-1" Right to Refuse	
1.4	Performance Evaluations	
	Form "M-01-1" Supervisor Performance Evaluation	
	Form "F-01-2" Employee Performance Evaluation	
1.5	Sub-Contractor Policy	
1.5.1	Sub-Contractor Supplementary Information	
	Form "P-01-1" Sub-Contractor Declaration	
	Form "P-01-2" Pre-Construction Sub-Contractor Safety Checklist	
1.6	Section 1 Proof of Review	
<b>2</b>	<b>Hazard Assessment</b> .....	45
2.1	Hazard Assessment Policy	
2.2	Hazard Assessment Forms	
2.2.1	Hazard Ranking by Risk	
2.2.2	Hazard Assessment Techniques	
	Form F-02-1 Large Job Site Hazard Assessment	
	Form P-02-1 Roof Loading Assessment	
	Form F-02-2 Fall Protection Plan	
	Form F-02-3 Field Level Risk Assessment	
	Form S-02-1 Comprehensive Hazard Assessment Annual Review	
2.3	Inventory Forms	
	Form S-02-2 Critical Task Inventory.	
	Form S-02-3 Controlled Product Inventory	
	Form S-02-4 Tool and Equipment Inventory	
2.4	Section 2 Proof of Review	
<b>3</b>	<b>Safe Work Practices</b> .....	81
3.1	Safe Work Practice Policy	
3.2	Safe Work Practice Index	
3.3	Safe Work Practice - Proof of Review	
<b>4</b>	<b>Safe Job Procedures</b> .....	211
4.1	Job Procedure Definition	
4.2	Job Procedure Index	
4.3	Job Procedure - Proof of Review	
<b>5</b>	<b>Company Rules</b> .....	391
5.1	Disciplinary Policy	



5.2	General Safety Rules	
5.3	Disciplinary Action Record	
	F-05-1 Employee Warning Notice	
5.4	Section 5 Proof of Review	
<b>6</b>	<b>Personal Protective Equipment</b> .....	<b>409</b>
6.1	Personal Protective Equipment Policy	
6.2	Information Sheets	
6.2.1	Eye and Face Protection “Info Sheet”	
6.2.2	Fall Protection “Info Sheet”	
6.2.3	Foot Protection “Info Sheet”	
6.2.4	Head Protection “Info Sheet”	
6.2.5	Hearing Protection “Info Sheet”	
6.2.6	Limb and Body Protection “Info Sheet”	
6.2.7	Respiratory Protection “Info Sheet”	
6.3	Specialized PPE Inspection Forms	
	Form S-06-1 Harness Inspection	
	Form S-06-2 Non Retracting Lanyard Inspection	
	Form S-06-3 Self Retracting Lanyard Inspection	
	Form S-06-4 Lifeline Inspection	
	Form S-06-5 Rope Grab Inspection	
	Form S-06-6 Rollgliss Rescue Kit Inspection	
6.4	Section 6 Proof of Review	
<b>7</b>	<b>Maintenance</b> .....	<b>449</b>
7.1	Maintenance Policy	
7.2	Record Keeping	
	Form F-07-1 Aerial Lift Daily Inspection	
	Form F-07-2 Forklift Daily Inspection	
	Form F-07-3 General Roofing Equipment Daily Inspection	
	Form F-07-4 Company Vehicle Incident Report	
	Form P-07-1 Tool/Vehicle/Equipment Maintenance	
	Form S-07-1 Emergency Equipment Inspection	
	Tags Sample – “Out of Service” – “In Service”	
7.3	Vehicle Maintenance Plan	
7.4	Section 7 Proof of Review	
<b>8</b>	<b>Training and Communications</b> .....	<b>477</b>
8.1	Training and Communication Policy	
8.2	Orientations	
	S-08-1 Employee Safety Orientation	
	F-08-1 Visitor Safety Orientation	
8.3	Tool Box Meeting Records	
	F-08-2 Tool Box Meeting Minutes	
8.4	Employee Training Records	



	S-08-2 Employee Training Record	
8.5	Section 8 Proof of Review	
<b>9</b>	<b>Inspections</b> .....	<b>501</b>
9.1	Inspection Policy	
9.2	Procedures for Planned Inspections	
JP #36	Job Procedure for Conducting Planned Inspections	
9.3	Inspection Forms	
	Form S-09-1 Monthly Inspection	
9.4	Section 9 Proof of Review	
<b>10</b>	<b>Investigations</b> .....	<b>521</b>
10.1	Investigations Policy	
10.2	Investigation Forms	
	F-10-1 Incident Report	
	S-10-1 Investigation Report	
	S-10-2 WorkSafe Provincial Reporting	
10.3	Section 10 Proof of Review	
<b>11</b>	<b>Environmental</b> .....	<b>543</b>
11.1	Environmental Policy	
11.2	Provincial Environmental Spill Containment Procedures	
	ERP-11-1 Environmental Spill Containment	
	S-11-1 Environmental Incident Report	
11.3	Section 11 Proof of Review	
<b>12</b>	<b>Emergency Preparedness</b> .....	<b>559</b>
12.1	Emergency Preparedness Policy	
12.2	Emergency Preparedness Forms	
	F-12-1 Emergency Response Orientation	
	S-12-1 Emergency Response Drill	
	ERP-12-1 Emergency Response Plan – Fire	
	ERP-12-2 Emergency Response Plan - Injury or Death	
	ERP-12-3 Emergency Response Plan – Transportation of Injured	
	ERP-12-4 Post Emergency Process	
	ERP-12-5 Emergency Contacts – Cocagne NB	
	ERP-12-6 Emergency Contacts – Fredericton NB	
	ERP-12-7 Emergency Contacts – Saint John NB	
	ERP-12-8 Emergency Contacts – Elmsdale NS	
	ERP-12-9 Emergency Contacts – Winsloe PEI	
	ERP-12-10 Emergency Contacts – Mount Pearl NL	
12.3	Section 12 Proof of Review	
<b>13</b>	<b>Records &amp; Statistics</b> .....	<b>595</b>
13.1	Records & Statistics Policy	



13.2	Summary Forms	
	P-13-1 Monthly Safety Summary	
	S-13-1 Yearly Safety Summary by Branch	
13.3	Section 13 Proof of Review	
<b>14</b>	<b>HR Policies</b> .....	<b>611</b>
14.1	Cell Phone Policy	
14.2	Drug & Alcohol Policy	
	P-14-1 Reasonable Grounds Testing	
	P-14-2 Post Incident Testing	
	P-14-3 Alcohol & Drug Testing Consent	
	P-14-4 Alcohol & Drug Testing Information Release	
	P-14-5 Employee Assistance Program Referral	
14.3	Ergonomic Policy	
14.5	Harassment Policy	
14.5	Modified Duty Policy	
	M-14-1 Letter to Physician	
	M-14-2 Treatment from Physician	
	M-14-3 Offer of Modified Work	
	M-14-4 Employee Progress Evaluation	
14.6	Personal Hygiene Policy	
14.7	Prevention of Workplace Violence Policy	
14.8	Section 14 Proof of Review	
<b>15</b>	<b>Legislation and Reference</b> .....	<b>665</b>
15.1	Note – Location of Legislation	
15.2	Section 15 Proof of Review	
<b>16</b>	<b>Supplementary Information</b> .....	<b>671</b>
16.1	Forms – Master List	
16.2	Forms by Requirement	