



Walton GC Ltd. Health and Safety Policy

Date: May 28, 2021

HEALTH AND SAFETY POLICY STATEMENT

Walton GC is highly dedicated and committed to the prevention of accidental loss of resources, equipment, employees, and other vital assets.

Therefore, in order to ensure adequate protection of people, property, and resources, the management team here at Walton GC will provide guidelines and oversee execution to maintain a safe, efficient and healthy working environment with emphasis on industry standards and compliance to legislative requirements such as by laws, and building codes. Furthermore, we strive to eliminate any foreseeable hazards or issues which may result in the increase in cost, time, scope, injury and/or damage.

The responsibility of ensuring a healthy and safe environment is equally shared. Procedures, methodology, and other associated practices is clearly defined in our Health and Safety manual which all employees are required to abide by.

Liquidated damages and accidents can be controlled and minimized through effective management as well as active engagement from employees. All activities carried out within the company are to comply with established company safety standards, and in accordance with acceptable standards.

If there are any violations to any established safety standards and requirements, both disciplinary and corrective action will be taken accordingly to the degree of the violation.

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HEALTH AND SAFETY PROGRAM

Section A: Roles and General Responsibilities

- Project Managers
 1. Provide safe and healthy work environment
 2. Establish, implement, and maintain an adequate health and safety program
 3. Provide all information with regards to health and safety, including DSS (designated substance survey).
 4. Inspect projects and coordinate with lower management teams to monitor and take corrective measures when necessary
 5. Ensure that necessary protective equipment, material and first aid supplies are readily available
 6. Advise on health and safety practices of all employees including subcontractors onsite. Including: proper personal protective equipment (hard hats and certified safety boots)
 7. Conduct investigations of accidents and take necessary action to prevent reoccurrence
 8. Advise workers of potential hazards
 9. Take necessary precautions to ensure the protection of workers

- Subcontractors
 1. Work in compliance with Ontario Health and Safety Act and its regulations
 2. Use protective equipment/clothing
 3. Report any potential hazards, issues, defects, or violations of the act to the project manager
 4. Apply practices which do not danger the self or others in the work environment
 5. Work responsibly with emphasis on safety and efficiency

Section B: Training

- Project Manager Training

All Project Managers must attend and successfully complete the following courses:

1. WHMIS
2. Basics of Supervision
3. Fall Protection
4. Accident Investigation and Reporting

5. Working from swing stage and scaffolding

- Subcontractor Training

Subcontractors must provide health and safety policy as well as in good standing WSIB.

Orientation

At Walton GC, the management team ensures all employees thoroughly review, understand, and comply with the standards of the Ontario Health and Safety Act, Project and Site-specific Health and Safety Standards. All on site workers and representatives of the subcontractor and/or its sub-subcontractors is required to comply with Walton GC safety orientation prior to working on project site.

At minimum, all employees are to review during orientation:

1. Company Health and Safety Policy
2. Ontario Health and Safety Act
3. Company Health and Safety Program including the following at minimum
 - a. Health and Safety Rule
 - b. Accident and Hazard Investigation/Reporting
 - c. Enforcement and Disciplinary Action
 - d. Safe Work Practices
 - e. Employees Roles and Responsibilities
 - f. Employee Harassment Policy
 - g. Workplace Inspections
 - h. Emergency Preparedness
 - i. Medical and First Aid
4. Site Specific Health and Safety Standards and Requirements
5. Project Specific Health and Safety Standards and Requirements
6. Any Health and Safety standards required by Regional Municipality that is considered mandatory
7. Verification or Evaluation to ensure thorough comprehension of all required information

At minimum all employees are to review during Site orientation:

1. Site Specific Health and Safety Standards and Requirements
2. Names of Certified First Aid Providers and Location of First Aid Kits
3. Location of All Documents required on Site Including:

a. WSIB Clearance Certificates

To ensure compliance with standards of the Ontario Health and Safety Act and Legislative requirements, all employees are required to attend annual orientations to ensure thorough review of current and amended standards

Section C: Health and Safety Rules

Safety is the number one priority on all work sites and environments. Therefore, all employees, subcontractors and other personnel must understand and comply with all aspects of established company safety rules and applicable regulations of the Occupational Health and Safety Act. Below are the most fundamental and strictly enforced rules.

Personal Protection

1. CSA approved hardhats must be worn at all times while present on site
2. CSA approved footwear with toe and sole protection must be worn at all times while on site
3. Protective clothing must be worn when handling or using materials and tools which may cause injuries
4. Face shields, and Safety Glasses must be worn by employees when:
 - a. Chipping masonry or concrete materials
 - b. Cutting metal or lumber
 - c. Sand or water blasting
 - d. Using grinders and sanders
 - e. Working with compressed gases
5. Jewellery is to be removed
6. Hair should be tied back
7. Clothing shall not be hanging loose

Personal Protection Equipment

All other equipment such as fall arrest systems, harnesses, safety belts, respirators, etc. must be worn as required in accordance to the Act and established rules and practices.

Substance and Alcohol

Alcohol and illegal substances are NOT permitted on site. Any employee caught with possession will be asked to leave site until further notice.

Accident Report

All accidents that occur on site must be reported to the supervisor immediately. Furthermore, the supervisor must investigate and report all information to the management department

Smoking on Site

No smoking is permitted anywhere

Asbestos

If there is suspicion of Asbestos, it must be reported to the Project Manager. Designated Substance Survey has been provided in conspicuous place for subcontractors to review.

Hazard Report

All hazards and potential hazards shall be reported to the supervisor. The supervisor must take the corrective action necessary to prevent injury, illness, or potential damages.

Unsafe Practices Report

All unsafe practices shall be reported to the supervisor. The supervisor must take the corrective action necessary to prevent injury, illness, or potential damages. In addition, disciplinary action may also be incurred on the employee. The Supervisor must report all unsafe practices to the management department

Working Near a Shaft

Tie off when working near a shaft or floor/opening or install guardrail with hazard sign

Structural Demolition

Project plan is to be submitted before removing any structural elements or structural repairs

Hot Work

Keep Fire Extinguisher nearby when completing hot work. Ensure life safety system is on test. Notify project manager and security when completing hot work

Section D: Subcontractor Roles and Responsibilities Standard

Walton GC Subcontractor Health and Safety Standard applies to all subcontractors engaged by Walton and is intended to enhance project performance on all work sites. It is the intent of the standard to:

- Provide the Subcontractor with Walton's Health, Safety and Environmental requirements when working with Walton
- Provide a safer work environment for stakeholders on site
- Provide understanding of safety practices, standards, evaluation and enforcement for all subcontracts, their sub-contractors and their respective workers

Subcontractor Responsibilities:

Subcontractor Supervisor – Person in charge

- Ensure all employees under their direction are adequately trained and informed of their rights and obligations under this standard
- Ensure that workers under their direction use appropriate personal protective equipment and procedure need to protect themselves, their co-workers, and the environment
- Ensure that workers under their direction have the required training to perform their work and have their training certificate present with them
- Ensure that all new employees new to work site are oriented to site/job specific hazards and risk mitigation measures before commencing work
- Document and report all accidents, incidents or spills immediately
- Carry out and document regular inspections to ensure a safe healthy work environment
- In case of asbestos found in work area, notify Walton GC project manager immediately
- In case of asbestos suspected in the work area, notify Walton GC project manager immediately
- Provide its workers with a site-specific orientation relevant to subcontractor's scope of work

Subcontractor Workers

- Know and comply with Walton's Health and Safety Policy regulations, standards, safe work practices, procedures and rules applicable to the scope of work

- Notify the supervisor of unsafe working conditions and work practices that may pose a danger to workers and the environment
- Report all accidents, incidents, spills, injuries and near miss events to the Subcontractor Supervisor as soon as possible
- Cooperate for the purposes of protecting the health and safety of everyone

Section E: Reporting and Investigation Requirements

The following incidents:

- First aid injuries & serious miss incidents
- Medical aid injuries & Minor Property Damage and Spills
- Lost time injuries & major property damage and environmental impact incidents

Shall be reported to the Walton GC Project Manger immediately after the incident has occurred. A preliminary report shall be provided within 24 (twenty-four) hours of the incident and a final investigation report provided within 72 hours of the incident.

Incidents that must be reported to the OH&S authority:

- An injury which results in death
- An injury or accident that results in worker having to stay in the hospital for more than 2 days
- An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury
- The collapse or upset of a crane or any hoist machine and equipment
- The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure
- The release of a hazardous substance

Section F: Emergency Response Plan

The following Emergency Response Plan will address the following:

- First aid services (first aid kits and eye wash station location)
- Fire extinguisher locations
- Posting of site location and contact numbers at the job
- Emergency route to nearest hospital
- Building exit locations

Emergency response plans and emergency numbers will be posted at appropriate location on each site.

Section G: Enforcement and Disciplinary action

The Enforcement and Disciplinary Action Policy shall apply to ALL employees here at Walton GC and any who commit an infraction of the Ontario Health and Safety Act and established safety regulations. Violations and Infractions of established rules CAN lead to injury and or potential loss of life. The following procedures lists the action taken in the event of an infraction being committed

1. 1st Infraction - Employee will be issued and verbal warning. Details regarding to infraction and action taken shall be forwarded to the employer
2. 2nd Infraction - Employee will be issued and written warning. Details regarding to infraction and action taken shall be forwarded to the employer
3. 3rd Infraction - Employee will be asked to leave site until further notice. Details regarding to infraction and action taken shall be forwarded to the employer

Workplace Violence and Harassment

Walton GC is committed to the prevention of workplace violence and harassment and providing a working environment where all are treated with respected respect and dignity

Zero tolerance is in affect for any and all degree of violent behaviour or harassment in the work environment. All employees are expected to comply with and support the policy

Definitions

Defined by the Ontario Ministry of Labour, *workplace harassment* is defined as engaging in a course vexatious comment or conduct against a worker in workplace that is known or ought to known to be unwelcome

This includes repeated words, actions or a pattern of behaviours, against a work of workers in the workplace

Workplace violence is defined in the Ontario Health and Safety Act as an exercise of physical force by an individual against a worker in the work environment thus resulting or potentially resulting in physical injury. Furthermore, this can include verbal statements which a worker can interpret as threat to exercise force against the worker

In the event of workplace violence and harassment, all parties are to undergo investigation and the necessary disciplinary/corrective action will be taken to ensure reoccurrence is avoid at all costs.

JOINT HEALTH & SAFETY COMMITTEE and HEALTH & SAFETY REPRESENTATIVES

Joint Health and Safety Committee

A Joint Health and Safety Committee is composed of worker and employee representatives to raise awareness of health and safety issues and risks and develop recommendations or effective means of addressing them.

Number of JHSC Members

According to the Ontario Ministry of Labour workplaces that obtain more the 50 works must have JHSC that's composed of at least 4 members, 2 of which are workers and 2 who exercise managerial functions. Furthermore, to ensure compliance with the OHSa two members must be certified at minimum, one representing workers and one whom exercises managerial functions/responsibilities. In order to be certified both members must complete Part 1 and 2 of the mandatory training: Basic Certification, and Workplace-Specific Hazard Training.

Health and Safety Committee

The following describes the general responsibilities of a Health and Safety Representative as per the Ontario Ministry of Labour:

1. Identify actual and potential workplace hazards
2. Perform workplace inspections at least once a month
3. Make recommendations about health and safety in the workplace
4. Perform inspections where there are critical injuries or fatalities
5. Participate in first and second stage investigation of work refusals