TOUCHSTONE
Building Technologies Inc.

EMPLOYEE HEALTH &

SAFETY HANDBOOK

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HEALTH AND SAFETY POLICY

Touchstone Building Technologies Inc. regards its employees as the most valuable asset in the organization. We are committed to providing a safe and healthy work environment.

To fulfill the commitment, everyone must work together to provide and maintain a safe and healthy work environment that meets or exceeds all legislative and industry standards. We will apply the continuous improvement process to health and safety and will strive to control or eliminate all reasonably foreseeable hazards.

We will maintain our consumption of resources by reducing, reusing and recycling whenever possible, thus preventing and reducing pollution and its impact on the environment.

Management, employees, customers, guests, contractors, and sub-contractors share responsibility. We are all responsible for accident prevention, therefore we must be dedicated to, and demonstrate behavior that supports a strong, proactive safety improvement process. We all must lead by example, placing safety ahead of everything else we do.

Touchstone Building Technologies Inc. will work with all and support our health and safety program, ensure that the necessary resources are made available to the program, and consider the safety and health impacts and opportunities in all decisions.

We will provide all employees with appropriate training with respect to their environmental health and safety responsibilities and recognize an employee's obligation and right to refuse work that may cause imminent danger to them or other workers.

At Touchstone Building Technologies Inc., we recognize that our safety program is constantly evolving and we will continue to maintain and develop the program's policy and procedures.

The success of Touchstone Building Technologies Inc. is the result of dedication and teamwork and health and safety is a key requirement for our success and viability. Together we can make a difference.

Touchstone Building Technologies Inc. will keep records of Basic Health and Safety Awareness Training provided to workers and supervisors.

I AM RESPONSIBILITY FOR HEALTH AND SAFETY

I am an employee of Touchstone Building Technologies Inc. and understand that I have responsibilities to not only Touchstone, but to my friends and family to work safe by:

- Attending training courses and asking questions when I'm not sure
- Using personal protection and safety equipment when doing my job
- Analyzing every job and reducing the hazards as much as possible
- Following safe work practices

- Knowing and complying with all regulations of Touchstone and my industry in general
- Reporting any injury or illness immediately
- Reporting unsafe acts and unsafe conditions

Signed _____

As your supervisor, I understand that I have been given responsibilities to lead by example, to work safe and to:

- Instruct you to follow safe work practices
- Enforce health and safety regulations
- Correcting unsafe acts and unsafe conditions
- Ensure that only authorized, adequately trained workers operate equipment
- Report and investigate all accident/incidents
- Inspect periodically and take remedial actions to minimize or eliminate hazards
- Ensure equipment is properly maintained
- Promote safety awareness in workers

Signed _____

VIOLENCE AND HARASSMENT POLICY

Touchstone Building Technologies Inc. believes that the working environment should, at all times, be supportive of the dignity and self-esteem of every employee. Achieving this desired environment greatly depends upon mutual respect, co-operation, and understanding among fellow workers. Therefore, the company will not condone harassment and workplace violence of any kind, by or towards any of its employees in the workplace or at any work related and/or company social functions.

The Violence and Harassment Policy ensures that:

- Individuals are aware of and understand that acts of violence or harassment are considered as serious offence for which necessary action will be imposed; If any employee engages in workplace violence or harassment, an investigation will take place immediately
- Those subjected to acts of violence or harassment have access to any assistance they require in order to pursue a complaint with total confidentiality
- Individuals will be advised of available recourse if they are subjected to, or become aware of, situations involving violence or harassment

If you believe you are a victim or have witnessed violence and harassment in the workplace, report it to your supervisor or the Human Resources department immediately.

JOINT HEALTH & SAFETY COMMITTEE (JHSC)

What they do:

- Review and recommend OHS training programs for workers and supervisors;

- Promote health and safety by word, deed and by example
- Review accident statistics and make recommendations to prevent future accidents
- Review report of incidents, injuries and illnesses reported by workers and supervisors and make recommendations to prevent future accidents
- Review reports of inspections conducted by worker representatives and department representatives or the MOL

WORKER RIGHTS

1. To refuse unsafe work
2. To participate
3. To know

Your right to know and to participate can be achieved by putting your name in for the JHSC. You can make a difference to their safety culture by sharing your experience and your ideas to make your job more efficient and safer.

If you want the opportunity, be sure to put your name in with your Supervisor. When a position opens up your name will be put to your peers for a vote and you will be on your way to making a difference.

WORK REFUSAL PROCESS

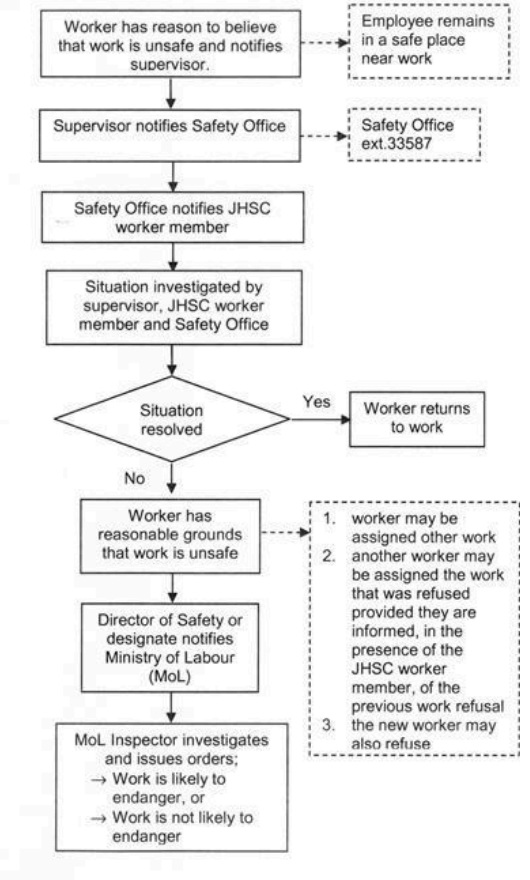


Figure 1 – Work Refusal Flowchart

JOB SAFETY ANALYSIS

Safe Work Starts with a Job Safety Analysis or JSA. The purpose of a JSA is to identify the hazards associated with the job you are about to perform. Then you can select controls to reduce the risk of an injury occurring to you, a co-worker or a bystander.

To complete a JSA (see the example below) you need to list all associated tasks: Beside each task, list the hazards. In the next column, list how you are going to control the hazard to reduce the risks of the job.

JSA

Task	Hazard	Control

Accessing the area. Using elevated work platform	Falls, tip overs	Inspection checklist to be completed
Working at the elevated area	Falls	There are guard rails Stay within guarded area
Lifting tools to the work area	Falling tools	Attach tools to rope and haul up after accessing the area and securing fall arrest equipment
Electrical work	Electrocution Live wires	Capacitors – Drain residual energy LOTO

Figure 2 – JSA (example only)

HAZARD EXAMPLES

The following are a number of hazards that could be associated with your jobs. If any of the following hazards appear on your job safety analysis, review the hazard examples in this book and determine how to control the hazard to reduce your dish.

Task	Hazard Examples
Working at heights	Fall hazards – Any work over 6' Ladders Elevated work platforms Scaffolds
Electrical work Working on live equipment	Electrical shock, Arc Flash Piping – cutting Electrical capacitors Pneumatic
Hazardous Chemicals	Exposure to Freon, ammonia, filters contents
Welding / Brazing	Compressed gas, arc flash, burns, fire
Working in a confined space	Exposure
Working on Drive components	In-running nips, pinch points
Using hand tools	Entanglement, electrical shock
Driving	Winter weather driving, breakdowns, emergency equipment, distraction
Lifting	Ergonomic strains and sprains
Working alone	Medical emergencies, incidents

Figure 3 – Examples of Task Related To Hazards

		Hazard Effect/Consequences			
		1 (Minor)	2 (Moderate)	3 (Major)	4 (Maximal)
		First aid case; exposure to minor health risk; little to no economic costs incurred.	Medical treatment; lost time injury; reversible impact on health; exposure to major health risk; economic costs are low.	Loss of quality of life; irreversible health impact; economic costs are moderate.	Single/Multiple fatalities; health impact is ultimately fatal; economic costs are high.
Likelihood		Risk Ranking			
4 (Almost Certain)	The incident occurs with regularity and will continue to occur (>75% likelihood)	7 (M)	11 (H)	14 (EX)	16 (EX)
3 (Likely)	The incident has occurred frequently, and is expected to occur (30-75% likelihood)	4 (L)	8 (M)	12 (H)	15 (EX)
2 (Possible)	The incident has happened at some time (infrequently), and will occur under some circumstances (10-30% likelihood)	2 (L)	5 (M)	9 (M)	13 (H)
1 (Unlikely)	The incident has happened in the past (rarely), and may occur in exceptional circumstances (<10% likelihood)	1 (L)	3 (L)	6 (M)	10 (H)

Figure 4 – Risk Assessment Matrix

WORKING AT HEIGHTS

Employees must regularly work at heights and they are responsible for practicing safe work methods to reduce the risk of falls.

- Visually check that the ladder is in good condition and appropriate for the job *For instance aluminum ladders are not appropriate for electrical work.
- And extension ladder should:
- Be set up using the 4 to 1 principle – 1 foot out for every 4 feet up
- Extend at least 3’ above the top edge
- When using a step ladder
- It must be in the open position with the brace / spreader in the locked position
- Do not stand on the top two steps or the shelf
- Before you begin, make sure The base of the ladder is level and the area is clear of equipment or materials that could create a trip hazard
- Don’t lean to the side – keep your weight between the ladder supports
- Portable ladders in use must be secured against movement
- Carry tools in a tool belt or raise or lower them with a hand line or ask for help
- Check that your boots and the rugs are free of mud, oil or debris
- If you must place your ladder in front of a door block or lock the door
- 3 points of contact with a ladder at all times – 2 feet 1 hand or 2 hands 1 foot etc.
- When not in use ladders are not to be stored securely
- Fall protection is required where workers may be exposed to a potential fall of 3 m (10 ft) or greater

Scaffolding – Must have been inspected by a competent person. Look for an inspection tag to ensure it has been erected properly and has been inspected regularly.

Temporary work platforms are not to be used if defects are found.

Scaffold load limits must not be exceeded.

Tie-off requirements for fall arrest and travel restraint systems mandate that the system components (including the anchor, lanyard, and harness) be compatible, inspected before each use, and used according to manufacturer's instructions. The anchor must be a strong, fixed support, able to withstand fall forces. For fall arrest, the system must limit free fall and minimize the fall arrest force on the worker to prevent injury.

ELEVATED WORK PLATFORMS

Powered mobile equipment is only operated by competent workers.

When using an elevated work platform, fall restraints are to be used at all times. You must have been trained on the equipment prior to using it and follow all safety instructions including, but not limited to not standing on the rails.

Regular inspections, maintenance, and repair of powered mobile equipment.

Where fall hazards have not been eliminated by walkways and guardrails, use a suitable fall protection system to minimize the consequences of a fall. This can be achieved with a fall arrest or fall restraint Fall Restraint Equipment.

At Touchstone, we believe in fall restraint rather than fall arrest. A fall restraint system prevents workers from reaching a hazard, while a fall arrest system does not restrict access, but protects them if they should fall.

Restraint systems are generally positioned no more than 2m from the hazard using personal protective equipment or guarding on roofs with less than an 18° slope. Fall restraint does not need to be designed to take a large load and the roof-mounted equipment can be used as an anchor. If the slope is greater than 18°, an engineered system must be in place.

Seatbelts are to be used on powered mobile equipment where required.

Powered mobile equipment is secured against unintentional movement when it is not in use.

NOTE: You must have accurate measurements to the ground or the floor below prior to doing the calculations.

If using fall arrest, you should have a rescue plan in place. Calling 911 is not sufficient. Talk to your supervisor before starting work and design a plan together.

Fall protection equipment must be inspected before use.

Hardware – (includes snap hooks, carabiners, adjusters, keepers, thimbles, and D-rings) Look for distortion, sharp edges, burrs, cracks, corrosion and proper operation

Webbing – Inspect for cuts, burns, tears, abrasion frays, excessive soiling and discolouration. Note: Writing on webbing, unauthorized modifications, partial deployment of shock absorber

Stitching – Inspect for pulled or cut stitches

Labels & Equipment Information – Inspect to ensure all labels are present and held securely in place, all text is legible, directional indicator is visible

Mechanical Components – Locking mechanisms functioning, all connectors present and functioning, gates open/close, system operates as designed

Ropes – (includes slings, lifelines and lanyards) Inspect for broken threads, loose eye connections, excessive abrasions, crushing, stretching

Defective fall protection equipment must be removed from service.

ELECTRICAL:

Electrical work may only be performed by competent/qualified workers.

All hazardous energy must be locked out (see Lock Out Tag Out) before starting work. Troubleshooting live should be done following a strict procedure and using non-conductive tools, clothing and appropriate arc flash PPE

General electrical safety precautions:

Electrical equipment must be approved for its intended use.

Inspect portable cord-and-plug connected equipment, extension cords, power bars, and electrical fittings for damage or wear before each use. Repair or replace damaged equipment immediately.

If extension cords pose a trip or access hazard, secure with tape to an adjacent wall or floor.

Always use ladders made with non-conductive side rails (e.g., fiberglass) when working with or near electricity or power lines.

Risk of electric shock is greater in areas that are wet and damp.

Use a portable in-line Ground Fault Circuit Interrupter (GFCI) if you are not certain that the receptacle you are plugging your extension cord into is GFCI protected.

Do not use outlets or cords that have exposed wiring.

Defective electrical components MUST be immediately removed from service.

Flammable materials must not be stored near electrical equipment.

Tools or equipment capable of conducting electricity shall not be used in close proximity to any live electrical installation or equipment.

NOTE: capacitors can store electrical currents for an indefinite period of and can be extremely dangerous when not discharged correctly. Ensure lockout procedures are followed and that circuits are tested to ensure that they are de-energized.

LOCK OUT TAG OUT (LOTO)

All employees are to complete LOCK OUT TAG OUT (LOTO) training.

The purpose of LOTO is to prevent energy from accidentally being released while machinery or equipment is being serviced. For our purposes, energy sources could be Electrical, Chemical, Thermal, Gas, Steam, Hydraulic, Kinetic or Potential Energy release (e.g. gravity). Ask if you don't know how to lock out an energy source. And just to make sure (#5), verify it worked by testing; for example, try and cycle the equipment or turn it on or off.

1. Prepare for shutdown
2. Shutdown equipment
3. Isolate all energy sources
4. Apply locks & tags
    - ✔ Make sure you have the right locks for the job
5. Verify isolation
6. Control stored energy
    - ✔ Capacitors
    - ✔ Gas pressure released
7. Prepare for Start-up
    - ✔ Put all guards back
    - ✔ Remove tools
    - ✔ Inform others of start-up
    - ✔ Restore system connections
    - ✔ All individuals must remove their own locks and tags. If you have a lock on equipment you must remove it before leaving for the day or you may be asked to return to work to remove it
    - ✔ Restore equipment to normal
    - ✔ Conduct normal start-up

All workers involved in the maintenance activity must place their own lock and tag on each energy control point.

In the event of a worker's lockout/tagout (LOTO) device needing removal when the authorized employee is unavailable, specific procedures must be followed, including employer-directed removal under strict conditions and documentation. This typically involves a supervisor or designated individual, verification procedures, and informing all affected personnel.

Employees are prohibited from performing maintenance, repair, or servicing work on equipment unless it has been properly de-energized, isolated, and locked out according to established procedures.

WELDING AND BRAZING

If you are doing welding or brazing, you are well trained and your testing is up to date. Just a reminder, hazards include, but may not be limited to:

- Fire caused by heat, sparks, molten metal or direct contract with the flame
- Fire/explosion caused by gas leaks, backfires and flashbacks
- Fumes created during flame cutting: Respiratory irritation: If you perform welding operations in a poorly ventilated area, you are at a risk of inhaling fumes, gas and dust present in the air as a result of welding
- Burns from contact with the flame or hot metal;
- Ergonomic: Standing for long periods of time bent over your work can cause stress to your back. The traditional "nodding of the helmet" –flicking your face shield down with your head and neck just before the arc is struck – can cause neck strain
- Welder's flash or arc eye
- Crushing or impact injuries when handling and transporting cylinders

Respirators may be needed for some welding jobs. You must be properly trained in the use of the respirator and be aware when you need one.

Permit? Do you need one? You should know the customer's requirements prior to beginning work. For instance, for insurance purposes a fire watch is often required four (4) hours after hot work is completed.

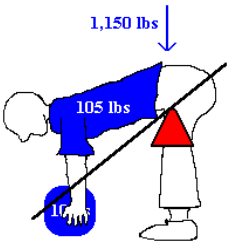
With or without a permit required you should:

- Make sure that all equipment is in good operating order before work starts
- Inspect the work area thoroughly before starting and move air flammable and combustible materials away from the work area
- Protect gas lines and equipment with fire resistant blankets or shields
- Combustible floors must be kept wet with water or covered with fire resistant blankets or damp sand. Use water ONLY if electrical circuits have been de-energized to prevent electrical shock
- Secure, isolate, and vent pressure vessels, piping and equipment as needed before beginning hot work
- Vacuum away combustible debris from inside duct openings to prevent ignition and cover duct opening with a fire resistant barrier
- Eliminate explosive atmospheres or do not allow hot work. Shut down any process that produces combustible atmospheres, and continuously monitor the area for accumulation of combustible gases before, during and after hot work.
- Inspect the area thoroughly after work is finished

SPRAINS AND STRAINS – BACK SAFETY

The main risk factors, or conditions, associated with the development of injuries during lifting activities include:

- Awkward Postures – Bending, twisting
- Repetitive Motions – frequent lifting, carrying, reaching
- Forceful Exertions – Heavy loads
- Static Postures – Fixed position for an extended period of time



Lower back strain is a typical complaint and looking at the sketch you can see the forces that you put on your back doing a simple lift. The strain will affect not only your work but your quality of life.

If your lift involves a twisting motion and/or is an awkward shape that is hard to hold or is over 50 lbs., you should ask for help as these are the most common risk factors.

If you are required to hold a position for an extended period of time, even sitting, take time to stretch periodically every 30 minutes or so.

As with general safety prevention is key:

Physical Fitness: Your stomach muscles provide a lot of the support needed by your back.

Poor Posture: It is best to try to maintain the back in its natural "S" shaped curve. You want to avoid leaning forward when you sit, or hunching over while you're standing.

Extra Weight: Note the sketch? The more you weigh, the more stress it puts on your back every time you bend over.

Stress: Tense muscles are susceptible to strains and spasms.

Confined Space: Definitions

A CONFINED space is defined as a fully or partially enclosed space,

(a) that is not both designed and constructed for continuous human occupancy, and
(b) in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it.

A RESTRICTED space may be entered and typically are not designed for continuous human occupancy but do not have the ability to accumulate a hazardous atmosphere. If a task is undertaken in a restricted space that causes or may cause a hazardous atmosphere, (such as welding or brazing) the Restricted Space must be immediately converted to a Confined Space.

Examples that you may see on your work sites include but are not limited to: storage tank pipes, electrical vaults, ducts, flues, chimneys, bag houses, furnaces and other areas having only a manhole for entry.

Welding inside these areas or working with refrigerants can either create a toxic environment, or an oxygen deficient environment. Neither will sustain life.

A confined space entry requires:

- ☐ Procedures to be followed;
- ☐ Confined space permit filled out;
- ☐ Multiple people with specialized training to be involved;
- ☐ Testing of the atmosphere before and during entry and;
- ☐ Specialized rescue equipment and PPE
- ☐ Hazardous energy and/or hazardous substances are isolated and locked out before a worker may enter a confined space.
- ☐ An attendant stationed outside a confined space while it is occupied by workers.
- ☐ Workers must not enter or remain in a confined space if the lower explosive limit (LEL) of an explosive substance is present in the atmosphere and exceeds specified limits.
- ☐ Respiratory hazards are controlled using ventilation. Where ventilation is not practicable, entrants must wear supplied air respiratory protective devices.

A great motto to **LIVE** by:

“When in doubt, stay out!”

WORKING ALONE:

While it is not always hazardous to work alone, it can be depending on the location or the type of work. This makes it important to assess each situation individually as a part of your job safety analysis.

Using the job safety analysis, a plan should be put in place to deal with emergency situations while working alone including instruction, training and supervision.

A key part of the plan should include a procedure to monitor and communicate with a lone worker. These may include:

- Supervisors periodically visiting and observing people working alone;
- Pre-agreed intervals of regular contact between the lone worker and supervisor, using phones, radios or email.
- Manually timed alarms or automatic warning devices which trigger if specific signals are not received periodically from the lone worker by dispatch or a supervisor.
- Specific to working at heights, a rescue plan should be able to be implemented within 15-20 minutes to ensure the fallen worker can be lowered to the ground within that time. Please note that calling 911 only is not a rescue plan in itself.

If you are working alone and the work is high risk, talk to your supervisor and create a plan together to ensure you know what to do in case of emergency and what to do to reduce the risk of an injury.

All supervisors must complete Ontario's Basic Health and Safety Awareness Training for Supervisors course within one week of performing work as a supervisor.

Supervisory training will cover a range of topics to equip supervisors with the skills to effectively lead, manage, and develop their teams. Key areas include communication, emotional intelligence, conflict resolution, delegation, and time management. Additionally, training on change management, coaching, and building a positive team environment is crucial.

Emergency washing equipment must be readily available at all work sites, especially remote locations, and its presence and functionality should be verified during employee onboarding. This includes ensuring that equipment like drench showers and eyewash stations are present, accessible, and in working order.

HIERARCHY OF HAZARD CONTROLS

To help you determine the level of control use the diagram below: (see figure 5 for definitions)

Figure 4 – Hierarchy of Controls diagram

Controls are placed – by order of effectiveness:

1. At the source (where the hazard “comes from”)

2. Along the path (where the hazard "travels")
3. At the worker

CONTROL DEFINITIONS

Eliminate	**Remove the hazard from the workplace. It should be used whenever possible**
Substitute	Choose a substance or chemical that is less hazardous than the original.
Engineer	Engineering controls are built into the design of equipment or process to minimize the hazard. Changing the way a job activity or process is done to reduce the risk is a form of engineering control as are guards or ventilation
Administrate	Ensure that you have been trained to do the job and use the equipment or tools Scheduling to ensure employees are not working too many hours or that high risk jobs have special procedures
PPE	Personal protective equipment (PPE) included protective clothing such as gloves, face shields, eye protection respirators and footwear that serve to provide a barrier between the wearer and the chemical or material Filling out your job safety analysis will ensure that you have applied the proper PPE to the proper hazard. If you don't know what you should be wearing ask your supervisor

Figure 5 – Control Definitions Chart

CONTROLS:

Some tools include physical inspection, testing, exposure assessment, observations, and employee's feedback/input. The last one is one of the most effective as you are the one actually doing the job. Your feedback IS important to make the tasks as efficient and safe as possible for you and other employees doing the same work.

When you are filling in the Controls column, be sure to answer the following questions:

- Have you or other workers been adequately trained in all aspects of the job
- Hazards associated with the job?
- Tools used to complete the job?
- Standard operating procedures?
- Has equipment used on the job been properly maintained and is there documentation? For example: (Rental equipment applies here to)
- Cranes/slings
- Scissor lifts
- Ladders
- Has equipment been visually inspected by you or other workers?
- Do you have the appropriate PPE on site?
- Has the PPE been inspected? (Fall arrest)
- Do you know what to do in an emergency?
- If you are working alone have you set up procedures to deal with any emergency?
- Have the controls solved the problem?

- Are the hazards called out adequately controlled to bring the level of risk to you, co-workers and the public to the lowest possible level?

TRAINING EXAMPLES:

The following is a list of training that you may require:

Training component	Terms
Safety Orientation	One time – all employees
First aid CPR	Every 3 years – all employees working at site, office workers as applicable
Confined Spaces Awareness	Every 3 years – all employees working at sites
Confined Spaces Entry	Every 3 years – all employees entering confined spaces
Confined Space attendant	Every 3 years – all employees conducting safety watches for confined spaces
Fall Protection	Every 3 years – all employees working above 6’
Ladder Safety	Every 3 years – all employees using ladders / scaffolding
Respirator fit test	Every 3 years – all employees required to wear respirators
Personal Protective Equipment (PPE)	All employees required to wear or maintain PPE
Aerial Platform	Every 3 years – all employees using aerial lifts
Fork Lift	Every 3 years - all employees using forklift
Electrical Safety – Arc Flash	Every 3 years – all employees working with electricity
Brazing	Testing required quarterly
Welding	Testing required quarterly
Fire / Safety watch	Every 3 years – all employees working with welding and brazing
WHMIS	All employees – annually
Transportation of Dangerous Goods (TDG)	Every 3 years – all employees transporting dangerous goods

Figure 6 – Training Requirements Chart

If you have any questions with regard to safety training or any safety related issue, please contact your supervisor.

If you have not been trained on the safe work practices, hazards or controls for a particular job or tool, do not proceed.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

The following CSA approved PPE must be worn:

Head protection:

CSA approved head protection is required on all construction sites, for all employees working in the vicinity of persons working overhead or for protection against impact and flying or falling objects. In addition, appropriate head protection must be worn where

hair is likely to become entangled in rotating shafts, gears, injury, or accidental contact with live apparatus exists.

Eye Protection:

Employees shall wear eye protection whenever they are exposed to the potential danger of hazardous substances or flying particles or when working on live electrical panels.

Foot Protection:

Employees shall wear CSA approved “green triangle” protective footwear with 6”

Hearing Protection:

Employees shall wear approved hearing protection whenever or wherever exposed to the hazard of noise in excess of the acceptable lower limit and time allowances in accordance with existing legislative requirements. Hearing protection must be in accordance with OH&S Regulations.

Respiratory Protection:

Appropriate respiratory protection is required when working in and around hazardous fumes, vapours or dusty environments. Respiratory equipment must meet the OHSA regulations and the employee must be trained as required by these regulations. Always ensure proper fit of these devices. Workers must not wear excess facial hair when the nature of the work requires or may require the effective use of a self-contained breathing apparatus. Workers may not be exposed to a concentration of a harmful substance that exceeds its Occupational Exposure Limits.

Hand Protection:

Protective gloves, suitable for the task, shall be carried on each workers’ person and shall be worn as required to prevent abrasions and cuts to workers hands. Appropriate hand protection will be worn when performing higher risk work.

Examples include:

- Chemical resistant gloves to avoid skin contact with caustics or corrosives
- Insulated gloves for high heat sources
- Cut resistant gloves when handling metal banding and similar materials
- Arc Flash suppression gloves shall be used by all workers required to work within the threshold limit boundary of any electrical insulation, or when disconnecting electrical power

WHMIS 2015:

Safety Data Sheets (SDS) must be obtained for all hazardous products.

1. Warning labels
- Supplier or WHMIS label must be affixed to all containers

- Must have workplace labels when it is put into another container (spray bottle for example)

2. Safety data sheets (SDS) must be available to you and be dated within 3 years. These will supply information such as:
    - Precautionary measures that you should take when using the product and PPE requirements
    - First Aid measures
    - How to Store the product properly
    - How to dispose or clean up the product
    - How to transport chemicals safely

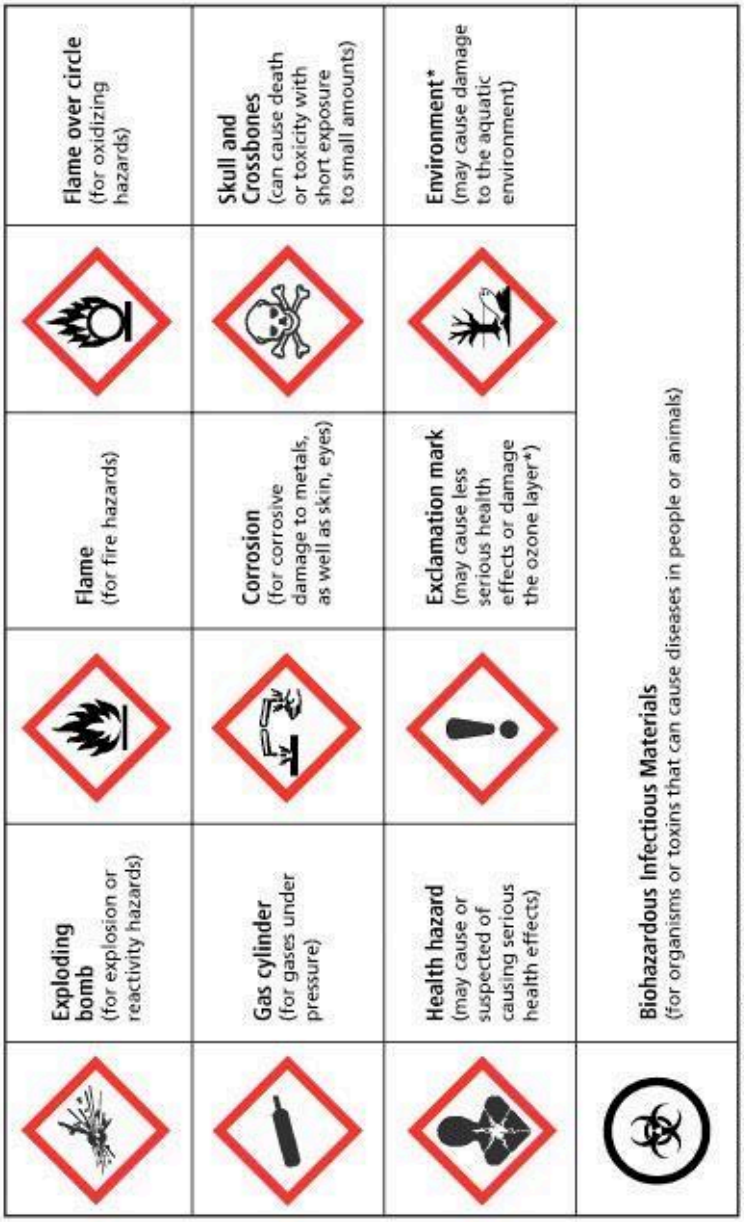


FIGURE 7 – WHMIS SYMBOLS

TRANSPORTATION OF DANGEROUS GOODS (TDG)

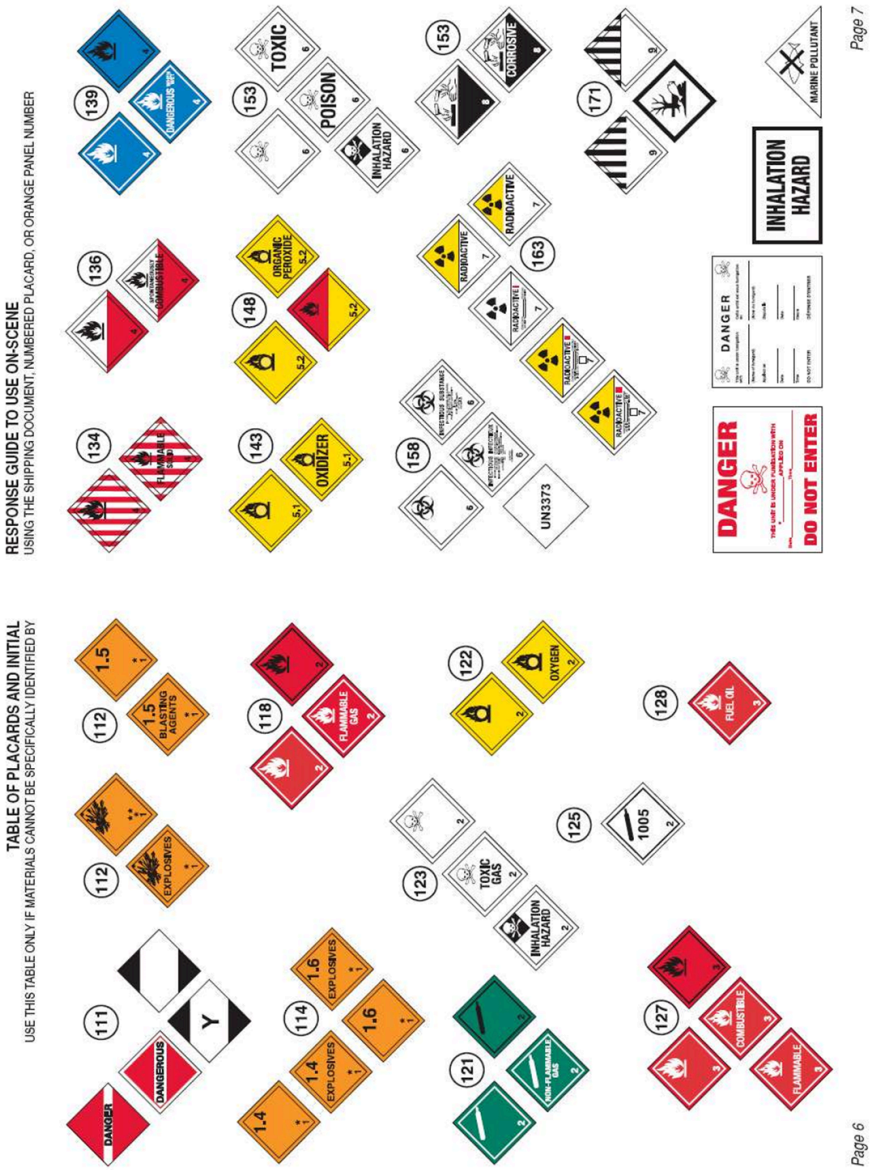


FIGURE 8 – TDG SYMBOLS

Classes of Dangerous Goods

1. Dangerous goods are divided into (9) classes:
- Class 1 – Explosives
- Class 2 – Gases
- Flammable Liquids
- Flammable Solids
- Oxidizing substances and organic peroxides
- Poisonous and infectious substances
- Radioactive materials
- Corrosive substances
- Miscellaneous dangerous goods

2. Only employees who are trained or are under the direct supervision of a trained person may handle or transport any dangerous goods relative to their assigned duties.
3. All trained employees will be issued a certificate of training
4. Certificate of training must be renewed every three years and a record must be kept for five years by the trainer.
5. It is the responsibility of the shipper to ensure the shipping documents contain all the required information.
6. It is the responsibility of the carrier to ensure the document accompanies the consignment.
7. The driver shall insure that one copy of the dangerous goods document is kept in a pocket mounted on the driver's door.
8. Dangerous goods transported in a van or pick-up trick must be accompanied by the proper documents. Documentation is to be carried in the proper location in the service vehicle. This documentation will list all dangerous goods that would normally be carried in the service trucks. It is the responsibility of the driver to ensure the quantity of dangerous goods shown on the document corresponds with the quantity in the truck. The driver must keep a daily log of the dangerous goods that are transported and file all required documentation in the book.
9. No person shall transport dangerous goods that are contained in a cylinder unless the cylinder is securely stored in or on that means of transport.
10. Transportation of large quantities of hazardous goods will be done by an approved carrier (i.e.) have the supplier deliver to site.

Gasoline and Other Flammable Liquids:

1. Must not be carried in the passenger compartment of a vehicle.
2. Must be carried and stored in approved containers, with properly fitted caps, and must be pre-vented from overturning.
3. Provide adequate ventilation.
4. Provide a fire extinguisher in transporting vehicle.
5. Do not use gasoline as a cleaner.
6. Gasoline engines should be shut off and allowed to cool before refuelling.

Oxygen, Acetylene, & Propane:

1. Must be stored and transported in a secured upright position.
2. Cylinders should be stored in a well-ventilated area with overhead cover from the weather.
3. Protecting caps, where applicable, must be in place when cylinders are moved or not in use.
4. A 2kg fire extinguisher is required on all vehicles carrying gas cylinders to fight engine and cab fires.
5. Fire extinguishers are to be inspected monthly.

Mobile Crane Hand Signals

There is more to giving good signals than memorizing the hand signal chart:

- Pay attention to how the crane and load moves when the operator follows your signals.
- Discuss the signals and lift path with the operator prior to making the lifts
- Position your hand away from your body and so the operator can see it clearly.
- Ensure that everyone is ready prior to lifting or setting a load
- Keep a clear view of the operator, load and entire load path
- Use a middleman to transfer signals if it is not possible for one person to see everything (radios can also be used).

MOBILE CRANE HAND SIGNALS

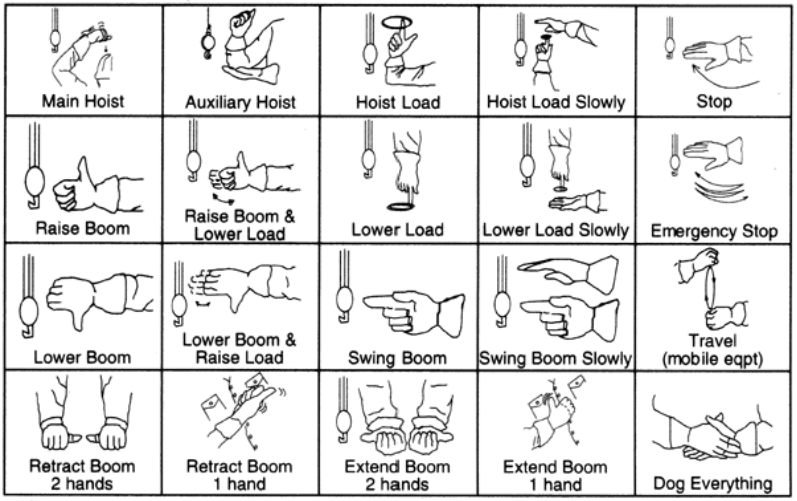


Figure 9 – Crane Hand Signals

COMPANY VEHICLE CHECKLIST:

Conducting a pre-trip inspection can make the difference between a safe trip and one that ends in a disaster. While the primary purpose of conducting a pre-trip inspection is to look for possible safety defects, you may also spot potential mechanical problems and avoid costly repairs and delays while on the road by fixing them now.

Conduct a 360° inspection of your vehicle daily

Figure 10 – Vehicle Inspection Diagram Example

Make sure any deficiencies are documented and reported immediately to your supervisor. Any safety issues should be corrected before you take the vehicle out for the day.

Couple of items to remember when using your vehicle:

- You are representing the company, always drive and behave appropriately
- Do not drive distracted: ensure all mirrors, set and radio are adjusted prior to leaving
- Absolutely no cell phone or hand held devices while driving
- When parking, always back your vehicle into the parking space.

ALCOHOL & DRUG

Touchstone prohibits the use of illicit drugs, alcohol, medications or other substances that can have adverse effects on the safety and well-being of employees, customers, the public or the environment.

1. Use, possession, distribution, offering or sale of illicit drugs, illicit drug paraphernalia, or un-prescribed drugs for which a prescription is legally required in Canada.
2. Presence in the body of illicit drugs for which a prescription is legally required in Canada, or other metabolites.
3. Use, possession, distribution, offering or sale of alcoholic beverages.
4. Intentional misuse of prescribed medications, over-the-counter medications or other substances
5. Having a blood alcohol concentration of 0.02% or higher.

6. Being unfit for work due to the use or after-effects of alcohol, illicit drugs, un-prescribed drugs for which a prescription is legally required in Canada, or the intentional misuse of medications.
7. Being unfit for work due to the effects of the legitimate use of prescription or over-the-counter medications. Employees have the responsibility to manage the potential impairment during working hours due to the legitimate use of medications in consultations with a physician or pharmacists.
8. Touchstone has a zero tolerance for all employees using a company's owned vehicle and/or using their own vehicle in the performance of their regular work related functions

DISCIPLINE

Discipline Policy – Health and Safety Program

The Management of Touchstone Building Technologies Inc. accepts our responsibility to inform employees of any hazards and to provide adequate training.

Employee Responsibilities:

Each employee must work safely at all times and recognize their responsibility under the Occupational Health & Safety Act and Company Policy.

Risk assessment must be conducted to evaluate the risk of workplace violence.

Supervisors will be held accountable for the safety of the employees under their supervision, therefore, have the responsibilities to ensure compliance with safe work practices at all times.

Managers have the responsibility and authority to enforce compliance with safe work practices at all times.

Discipline Guidelines:

Employees will be held accountable for any health and safety violations.

Disciplinary action will be as follows:

1. First violation: Verbal warning
2. Second violation: Written warning and possible 3-day suspension without pay
3. Third violation: Termination

ACCIDENT/INCIDENT RESPONSE:

Different situations require different responses but you should always ensure you have sufficient training, planning and equipment to handle any emergency,

Whether you are working at a site, always note emergency exits and equipment locations. Ask where the meeting/marshalling area is for emergencies and if there is an emergency sequence to be followed. Remember in any emergency response, time is key.

Ensure you feel confident with your training and equipment and review the kits and manuals regularly. Emergency training/drills should be carried out annually to ensure emergency situations can be handled efficiently with minimal casualties.

There are many different stations for an accident or to emerge from an accident and severe weather, fires, falls from heights, electrocution etc. you should have a plan, training and equipment for any eventuality.

Incidents/close calls and accidents requiring first aid are to be reported to your supervisor as soon as possible. These issues will be reviewed and discussed with the JHSC to determine why they happened and what we can do to ensure it does not happen again.

Incident investigations will be documented. Contributing factors/root causes identified to avoid the risk of an incident happening in the future.

First aid supplies are readily available in each work truck and at the office.

Workers certified in first aid are readily available to assist injured workers.

Accidents requiring medical attention must be reported immediately to your supervisor. If you don't seek medical attention at the time of the accident, but go later, you must let your supervisor know as soon as possible. Your supervisor will fill out the appropriate Workman's compensation forms.

Critical Injuries according to the health and safety act:

- Places life in jeopardy;
- Produces unconsciousness;
- Results in substantial loss of blood;
- Involves the fracture of an arm, or leg but not a finger or toe;
- Involves the amputation of a leg, arm, hand or foot but not a finger or a toe;
- Consists of burns in a major portion of the body; or
- Causes the loss of sight in an eye

With a critical injury, there will be an investigation by the police and the Ministry of Labour. And most importantly, no person shall interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the accident until permission to do so has been given by a Ministry of Labour Inspector, except for the purpose of:

a) Saving life or relieving human suffering;
b) Maintaining an essential public utility service or a public transportation system; or
c) Preventing unnecessary damage to equipment or other property.
d) **Internal audits and inspections:** Regular reviews can reveal safety concerns.
e) **Incident and near-miss investigations:** Analyzing past events helps identify root causes and areas for improvement.
f) **Employee feedback:** Workers can identify hazards and suggest solutions.
g) **External assessments:** Compliance reviews and audits can highlight deficiencies that require correction.

Implementation of corrective actions as a result of investigations to avoid reoccurrence.

EMERGENCY CONTACTS:

Fill in The Blanks Before Going Out Know Who to Call

Name	Contact Information	
	Cell:	
	Cell:	
	Cell:	
	Cell:	
Police, Fire, Ambulance	**911**	
Building Address	Know where you are and who to call (Building manager, superintendent or security)	
Major Intersection Street:		
Site Emergency Contact:		
Ministry of Environment – Spills Hotline	416.325.4000	1-800-268-6060
Public Workers (Sewers)	311	905.791.7800
Public Utilities (Electricity)	519.745.4771 – outages	
Ministry of Labour	1.800.268.2966	
Union Gas **Kitchener Utilities**	1.877.969.0999 519.741.2529	
Canutec – Canadian Transportation Emergency Centre	613.996.6666	
Weather Information	416.661.0123	
Poison Information Center	1.800.268.9017	416.813.5900

FIGURE 11 – EMERGENCY CONTACTS

When speaking to the 911 operator, stay calm, and give them the address, location of the accident and follow their instructions.

EARLY AND SAFE RETURN TO WORK (ESRTW)

The program is designed to enable you to remain at the workplace following an injury or to return to the workplace as soon as possible if you have already lost time from work. Studies have found that the longer you are away from the meaningful work and your fellow workers, the less likely you are to get back at it. And we want you back.

Going back to work may involve making changes to your work hours or duties. It can involve changes to the workplace area such as changing a workstation to help you with your return to work duties.

You are responsible to stay connected with your supervisor following an injury. If your injury prevents you from performing your regular job duties, you will work together to identify suitable work, even while you are receiving active medical treatment for your injury.

Your doctor will provide you with a report (Functional Abilities form) to bring to your employer. This simply identifies your physical capabilities as a result of the injury.

It is important to provide this report to us the next working day after each doctor's visit. This will enable us to identify suitable job duties that will enable you to continue working without aggravating your injury.

If necessary, the WSIB has Early and Safe Return to Work Specialists that will help us through the process.

INSPECTION REMINDERS

Small Power Tools	
1.	The outside of the tool is free of grease, oil and accumulated foreign matter
2.	Tool power-source shows no damage (cord, airline, battery, etc.)
3.	Tool is double insulated and tool housing is not damage
4.	If so equipped, electrical cord third prong (ground) is intact
5.	All shields, guards or attachments required by OSHA or manufacturer are present
6.	Rotating or moving parts of tool are guarded to prevent physical contact
7.	The tool is not leaking fluid such as gasoline, oil etc.
8.	Blades or bits are not damaged, cracked, etc.

9.	Tool appears to be in generally good condition
10.	Proper PPE is available

Company Vehicle Inspection	
1.	Are your windshield wipers in good repair and functioning properly?
2.	Are fluid levels above half – oil and windshield washer fluid.
3.	Are there any chips or cracks on windows?
4.	Is your oil change due in less than a month?
5.	Are your lights, front, rear, brakes and turn indicators functioning?
6.	Have you adjusted all mirrors, seats and radio prior to leaving?
7.	Have you checked to ensure seat belts are working?
8.	Is your first aid kit present and inspected within the last 6 months?
9.	Check your fire extinguisher. Is it secured? Has it been inspected within the last 6 months?
10.	Are your gas cylinders and any loose items secured?
11.	Are your ladders in good shape and properly secured?
12.	Have you visually checked your tire pressure and looked for obvious damage?
13.	Driving on highways or remote locations in the winter? Do you have an emergency winter driving kit? Is it complete?

TOUCHSTONE JOB SAFETY ANALYSIS (JSA) FORM

Customer:		**Date:**	
Location:		**Project / Work Order #**	
Name of Sub Contractor(s)			
Task / Activity			

CHECK ALL APPLICABLE ANTICIPATED OR POTENTIAL HAZARDS:

☐ Ergonomic – lifting, bending, stooping	☐ Heavy Equipment Lifting	☐ Hot Work / Fumes / Burns
☐ Work At Height (Scaffolds, ladders, roofs etc.)	☐ Energized Electrical equipment	☐ Trip & Fall
☐ Electrical (Isolation)	☐ Noise	☐ Demolition
☐ Traffic Patterns (Mobile Equipment / Pedestrian)	☐ Extreme Weather	☐ Working with Chemicals
☐ Confined Space Entry	☐ Fire / emergency / response	☐ Mobile Equipment
☐ Equipment Handling & Dismantling	☐ Pinch points, cuts, crush	☐ Drilling, Grinding, Cutting
☐ Work with asbestos	☐ Pressure Testing	
☐ Stored Pressure System (e.g. – Propane, NH3)	☐ Work in Hazards Areas (e.g. – Designated Substance)	

☐ Other: _____

Ensure that all hazards identified – are addressed in the JSA below

Tasks		Potential Hazards	Safety Controls to Reduce / Eliminate Hazard
1			
2			
3			
4			

Tools / Equipment: (list all tools / equipment to be used)

PERSONAL PROTECTIVE EQUIPMENT:

☐ Safety Boots	☐ Hard hat	☐ Respirator	☐ Gloves
☐ Safety Glasses	☐ Face Shield	☐ Hearing Protection	☐ Working at Heights Equipment
☐ Dust Mask	☐ Arc Flash kit	☐ Hi-Vis Vest	☐ Welding PPE
☐ Other			

Permits / Special Notification: (Any permits required for work, notification to authorities or site personnel)

Prepared By:	Position:	Date:

Acknowledgement: (Any person(s) involved in this work activity shall read and understood the information presented in the JSA prior to preforming ANY work)

Name:		**Signed:**		**Date:**	
Verified By:		**Position:**		**Date:**	

TOUCHSTONE
Building Technologies Inc.

NOTES:

EMPLOYEE SIGN OFF SHEET:

_____

Employee Name (please print)

I have received a copy of the General Health and Safety Rules and I agree to become familiar with these rules, to obey them and to use my best efforts to always follow the safe course in the performance of my work.

I acknowledge that this manual is for reference only and the complete Touchstone Building Technology Inc. health and safety manual is available to me through my Supervisor should I care to review the policies and procedures in detail.

I recognize and acknowledge that failure to adhere to these rules may result in disciplinary action and/or dismissal.

_____

Employee Signature & Employee Number

_____

Date

_____

Employee Signature & Employee Number

_____

Date

To be placed in the employee's file

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