



&

Jennison Construction Ltd.

2015

HEALTH & SAFETY

POLICY

&

COMPANY RULES

Lavis Contracting Co. Ltd.

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THIS BOOK BELONGS TO:

Name: _____ Employee # _____

Date Received: _____

**WELCOME TO
LAVIS CONTRACTING CO LTD.
FRANK KLING LTD.
JENNISON CONSTRUCTION LTD.**

Lavis Contracting Co. Ltd., specializes in: Hot Mix Asphalt, General Contracting, Reconstruction, Winter Road Maintenance, Cold In-Place Recycling; a full range of Aggregate services, Concrete Services, C.C.I.L. approved laboratory services, and bridge/culvert installation/repairs. We also recycle Asphalt, Concrete and Aggregates from all of our projects!

Frank Kling Limited and Jennison Construction Ltd., specializes in: Aggregate Production, Aggregate Washing Facilities, Masonry Sand and Specialty Aggregate Supply.

BOOKLET ACKNOWLEDGEMENT SHEET

Date: _____

Name (Print): _____ Employee # _____

Address: _____

City/Town: _____

Postal Code: _____

Phone Number: _____

Cell Phone Number: _____

I received a copy of Lavis Contracting Co. Limited's "Health & Safety Policy and Company Rules" Booklet. (2015 Revision)

I have read or had this booklet explained to me and agree to abide by the rules and regulations contained therein.

Signature: _____

Supervisor Signature: _____

Company Name: _____

Subcontractor/Broker

**** Please notify the office if your information changes ****

EMERGENCY CONTACTS

In case of an emergency, please notify:

Name: _____

Address: _____

Phone Number: _____

Cell Number: _____

Work Number: _____

Relationship to me: _____

Name: _____

Address: _____

Phone Number: _____

Cell Number: _____

Work Number: _____

Relationship to me: _____

HEALTH CONDITIONS

**** Please notify the office if your information changes ****

SAFETY POLICIES AND PROCEDURES

2015 HEALTH & SAFETY POLICY STATEMENT

Our Commitment

The owner and management of Lavis Contracting is committed to working together with our employees in the spirit of consultation and cooperation for the proper functioning of an effective health and safety management system, recognizing that everyone has a right to a safe workplace. The company is committed to providing a safe and healthy work environment, to preventing injuries and illness, maintaining compliance to legislative and statutory requirements, monitoring our sub-contractors, and ensuring the safety of members of the public. Lavis Contracting is committed to the continual improvement of our health and safety management system and believes in the principles of the Internal Responsibility System – that safety is an important part of everyone's job.

Our Objectives

Lavis Contracting has set the following health and safety objectives for 2015:

- **Achieve** certification to the Certificate of Recognition (COR) program across our Ontario Operations and maintain the certifications in Atlantic Canada.
- **Reduce** the number and severity of lost time injuries, medical aids, and property damage events.
- **Increase** reporting of incidents, near misses, and injuries across the company.
- **Improve** our performance in the Early and Safe Return to Work after workplace injury
- **Investigate** all serious incidents and events causing injuries.
- **Review** the performance of our health and safety management system.

Our Actions

Lavis Contracting encourages the participation and involvement of all employees – management and workers – to improving health and safety in our workplaces and *preventing* injuries and illness. The company will implement best industry practices where practical, maintain our properties, worksites, vehicles, and equipment in safe working condition, provide health and safety training and orientation, and promote health and safety on, and off, the job. Lavis Contracting will audit our health and safety system and take corrective actions in areas needing improvement.

Lavis Contracting Co. Ltd.
Per: Gordon J. Lavis & Paul A. Lavis

2015 ENVIRONMENTAL POLICY STATEMENT

Our Commitment

The owner and management of Lavis Contracting is committed to the protection of the environment, to preventing pollution, and planning our operations to ensure the preservation and to minimize our impact on our natural surroundings. Lavis Contracting is committed to the continual improvement of our environmental management systems – including environmental monitoring, policies, procedures, and practices. The company will comply with all legislated standards and regulations and will work to ensure our sub-contractors adhere to environmental legislative requirements and Lavis Contracting's Environmental Policy. Lavis Contracting will ensure the proper reporting and response should our operations negatively impact the natural environment.

Our Objectives

Lavis Contracting has set the following environmental objectives for 2015:

- **Assess** the environmental risks posed by our operations and implement risk mitigation strategies for the protection of the natural environment.
- **Report** all spills and ensure an adequate response.
- **Maintain** our ISO 14001 Environmental Management System certifications.
- **Recycle** products that will reduce the amount of waste.
- **Review** the performance of our environmental management system(s).

Our Actions

Lavis Contracting encourages the participation and involvement of all workplace parties – management, supervisors, workers, and subcontractors – to ensure environmental management practices are incorporated into our operations. The company will implement best industry practices, where practical, for environmental management and participate in raising awareness and educating employees in protecting the environment. Lavis Contracting will partner with the communities we work in and with stakeholders in our industry in the spirit of prevention.

Lavis Contracting Co. Ltd.
Per: Gordon J. Lavis & Paul A. Lavis

ASSIGNMENT OF RESPONSIBILITY

The required responsibilities outlined in these recommended safe practices apply to every day operations of Lavis Contracting Co. Ltd. The purpose is to serve as a guide to all employees and subcontractors of Lavis Contracting Co. Ltd in the prevention of injuries to persons employed on all construction projects.

EMPLOYER'S RESPONSIBILITIES

- 1) Provide the establishment of safety policies and procedures and the enforcement thereof.
- 2) Provide information, instructions, training and assistance to all supervisory staff, in order to protect the health and safety of all employees.
- 3) Provide ongoing safety education programs and approved first aid training courses as required.
- 4) Set a good example by following the safety policy and always directing or performing work in a safe manner and provide such safety equipment to ensure the work is carried out according to the health and safety requirements.
- 5) Prepare and review, at least annually, a written corporate health and safety policy.

SUPERVISOR AND FOREMAN'S RESPONSIBILITIES

- 1) Implement, support and enforce the safety program at crew level and review safety aspects of each task through the use of regular tailgate meetings.
- 2) Ensure all employees are educated to work in a safe manner and use or wear the equipment, protective devices or clothing that are required.
- 3) Advise employees of potential or actual dangers and how to isolate prevent or remove them.
- 4) Carry out regular workplace inspections to ensure a safe and healthy environment.
- 5) Report accidents immediately, advise management, record facts and investigate fully.
- 6) Inspect tools and safety equipment and ensure that they are properly maintained.

EMPLOYEES RESPONSIBILITIES

- 1) Know, understand and comply with the "Occupational Health and Safety Act and Regulations", job procedures and company rules.
- 2) Report to employer or supervisor any problem with equipment or any unsafe condition or practice that may be a danger to you or other workers.
- 3) Report all accidents, near misses and injuries to your supervisor immediately.
- 4) Complete all required paperwork, legibly, accurately and in a timely manner. (example: Daily Activity Reports)
- 5) Arrive fit for work, never work under the influence of alcohol or non-prescriptive drugs while on the jobsite.
- 6) Never engage in any prank, practical joke or horseplay that may endanger you, a fellow worker or the public.
- 7) Participate in health and safety training and jobsite tailgate meetings and/or safety talks.
- 8) Wear the required personal protective equipment (PPE) and clothing. (E.g. reflective vests, hardhat, safety boots, eye protection, respiratory protection, hearing protection and fall protection).
- 9) Ask your foreman to clarify anything you do not understand. Work procedures can be altered only by the foreman.
- 10) Co-operate with fellow workers.
- 11) Think before you act.
- 12) Test before you use.
- 13) Look before you step or turn.
- 14) Clean up before you leave. Keep working areas clean and neat.
- 15) Never do any heavy lifting without the proper help of another worker or machinery.
- 16) Always be aware of moving trucks and equipment around you and your fellow workers.
- 17) Be sure that all vehicles have properly secured loads.
- 18) Remove anything that may cause someone to trip or fall.
- 19) Properly store all tools and equipment.
- 20) Harassment of any kind will not be tolerated.

GENERAL SAFETY RULES

Employees must follow the general safety rules as outlined in the Safety Policies and Procedures. Supervisors/Foremen/Managers are responsible for communicating and enforcing the general safety rules, provincial regulations and any customer rules with the employees on their crews, in their work areas, and in their work locations.

- 1) Failure or refusal to follow the instructions of supervision or to do your job assignment.
- 2) Tardy arrival or unauthorized absence. Notification of absence must be reported by or on behalf of employees who are absent prior to the start of work on each and every day of the absence.
- 3) Leaving work assignment during working hours without permission.
- 4) Theft or misappropriation of property of employees, or of the company, or in the company's possession.
- 5) Operation of machines, tools or equipment to which you have not been assigned as per your Lavis license.
- 6) Falsification of company records.
- 7) Disregard of safety rules, common safety practices and all other company policies.
- 8) Assaulting, threatening, intimidating, harassing, coercing, or interfering with employees or supervision.
- 9) Incidents, injuries or "near misses," regardless of their nature, shall be promptly reported to your supervisor.
- 10) All personnel shall wear approved CSA hard hats, safety vests and safety boots on the job.
- 11) Clothing shall be appropriate to duties being performed. Long pants, a shirt (e.g., no tank tops are permitted) and CSA approved work boots.
- 12) Safety glasses, goggles or face shields shall be worn when welding, grinding and for other operations where eye protection is required.
- 13) Smoking is permitted only in designated areas. "Strike Anywhere" matches are prohibited.
- 14) Running is not permitted anywhere, except in the case of extreme emergency.
- 15) Hand tools shall not be used for any purpose other than that intended. Any tools or equipment that is damaged or has worn parts shall be locked and tagged out and promptly repaired or replaced.
- 16) Only authorized personnel shall operate power tools, with guards furnished by the manufacturer in place.
- 17) All electrical hand tools shall be grounded or double insulated.
- 18) Explosive/powder actuated tools shall be used only by persons who have been instructed and trained in their safe use.
- 19) Compressed gas cylinders shall be secured in an upright position.
- 20) Possession or use on the job of intoxicating beverages or unauthorized drugs is strictly forbidden and constitutes grounds for termination.
- 21) Riding on equipment is prohibited. No person shall ride any hook, hoist or other material handling equipment, which is used strictly for handling material and not specifically designed to carry riders.
- 22) Authorized personnel shall carry out welding and burning operations only, with the appropriate protective equipment.
- 23) Horseplay, fighting, gambling, and possession of firearms are strictly forbidden on the job and constitute grounds for termination.
- 24) No employee shall work on Saturdays/Sundays unless management has authorized it.
- 25) Soliciting or collecting contributions, distributing literature, written or printed material, posting or removal of notices, signs or writing on Company premises without the specific approval of management.
- 26) The making or publishing of false, vicious or malicious statements concerning any employee, any member of supervision, the Company or its products.
- 27) Abusive language to other employees or supervision.
- 28) Fighting.
- 29) Throwing refuse or objects on the floors or out of the windows
- 30) Failure to complete all required paperwork, legibly, accurately, and in a timely manner. (Example: Daily Activity Reports).

DISCIPLINARY ACTION

All employees will be subject to disciplinary action for the following offences but not limited to, while on company property or during the performance of your job:

- Flagrant safety violations, which do or could endanger life or damage company property
- Fighting or engaging in any "horse play".
- Unauthorized possession of firearms, other weapons, or explosives.
- Removing without authority, destroying or tampering with any safety device, sign or signal.
- Unauthorized use of first aid supplies and safety equipment or other equipment or property.
- Under the influence of alcohol or drugs, or in the possession of alcohol or drugs.
- Smoking outside of the "Designated Smoking Area"
- Not wearing required personal protective equipment (PPE) or equipment when it is a requirement of the job/task at hand.
- Failure to report workplace injury, incidents, occupational illness within the designated timelines, as well as failure to report motor vehicle collisions to the immediate supervisor.

Disciplinary action related to health and safety and the company safety rules will be carried out following the Corporate Discipline Policy (HR-14, Rev. 0).

CORPORATE DISCIPLINE POLICY

Purpose

The purpose of this policy is to clarify Lavis Contracting and related company and business units ("company") discretionary progressive discipline policy and to identify and address employee and employment related issues. This policy applies to any and all employee conduct that company management, in its sole discretion, determines must be addressed by discipline. No discipline policy can be expected to address each and every situation requiring corrective action that may arise in the workplace. Therefore, the company takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors at its sole discretion before making decisions regarding discipline.

Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance, or violation of the company's policies, practices, compliances or procedures. However, discipline may also be issued for conduct that falls outside of those identified areas. Equally important, company management need not resort to progressive discipline, but may take whatever action it deems necessary to address the issue at hand. This may mean that more or less severe discipline is imposed in a given situation. Likewise, some company policies like sexual harassment and attendance, contain specific discipline procedures.

Progressive discipline may be issued to employees even when the conduct that leads to more serious discipline is not the same that resulted in less severe discipline. That is, violations of different rules shall be considered the same repeated violations of the same rule for the purposes of progressive action.

Probationary employees are held to the highest standards for behavior and job performance. Progressive discipline is the exception rather than the rule for probationary employees.

Principles

When applied, company management will normally adhere to the following progressive disciplinary process, in whole or in part at its sole discretion:

1. **Verbal Warning:** An employee will be given a verbal warning when a problem is identified that justifies a verbal warning based on any unacceptable behaviour. Verbal warnings will be documented and placed in the employee's personnel file and will remain in effect for a minimum of twelve months.

2. **Written Warning:** A written warning is more serious than a verbal warning. A written warning will be issued when an employee engages in conduct that justifies a written warning or the employee engages in unacceptable behaviour during the period that a verbal warning is in effect. Written warnings are maintained in an employee's personnel file and remain in effect for a minimum of twelve months.

3. **Suspension/Last Chance Agreement:** A suspension without pay is more serious than a written warning. An employee will be suspended when he or she engages in conduct that justifies a suspension or the employee engages in unacceptable behaviour during the period that a verbal or written warning is in effect. An employee's suspension will be documented and, regardless of the length of the suspension issued, will remain in effect for a minimum of twelve months following the suspension period. Generally following a suspension, an employee will be reprimanded then sent home for the day on Last Chance Agreement. This is intended to help the employee decide whether he or she should continue employment with the company. If the employee returns, he or she will be expected to follow the company guidelines, policies, compliances, and procedures and continue their employment without interruption.

4. **Termination:** An employee will be terminated when he or she engages in conduct that justifies termination or does not correct the matter(s) that resulted in less severe discipline.

While the company will generally take disciplinary action in a progressive manner, it reserves the right, in its sole discretion with the approval of senior management, to decide whether and what disciplinary action will be taken in a given situation.

RESPECTFUL WORKPLACE POLICY

Lavis Contracting Co. Ltd is committed to fostering a supportive and respectful work environment that ensures dignity for all of its employees. In this environment, all employees and visitors to our facilities will be respectful of each other. Lavis Contracting Co. Ltd expects all of its employees to act in a professional manner when interacting with other contractors, owners, consultants, other employees or the public at large.

All Lavis Contracting Co. Ltd employees share responsibility to sustain a respectful work environment and to grow and develop a workplace where diversity is naturally valued, respected and which is absent of discrimination. A respectful work environment recognizes the individual and unique value of each employee and enables him or her to contribute to his or her fullest potential, leading to employee and customer enthusiasm.

WORKPLACE DISCRIMINATION POLICY

Lavis Contracting Co. Limited, in accordance with its corporate values and the Human Rights Code prohibits any form of discrimination in the workplace, including direct discrimination, discrimination because of association and systemic discrimination. Lavis Contracting Co. Limited's policy applies to discrimination in any aspect of employment, including, but not limited to recruitment, promotion, self-nomination, training, job transfer, receipt of benefits, dismissal, lay-off, performance evaluation and working conditions.

Harassment in the workplace is a form of discrimination and is contrary to Lavis Contracting Co. Limited's corporate values and prohibited by law. Harassment means being subject to any conduct or comment by a supervisor or co-worker that is known or should reasonably be known to be unwelcome, that denies individual dignity and respect on the basis of any of the grounds of discrimination prohibited by law. Derogatory comments, jokes, and taunts about individual's age, ancestry, citizenship or nationality, colour, ethnic/national origin, language or linguistic origin, pregnancy, race, record of offences, religion or creed, sex, sexual orientation, or any other prohibited ground are all forms of harassment.

Workplace discrimination and workplace harassment are unacceptable and the policy of Lavis Contracting Co. Limited is to deal with incidents of discrimination and harassment with seriousness and sensitivity. Anyone found in violation of these policies may be disciplined up to and including discharge, depending upon the circumstances involved.

PREVENTING VIOLENCE AND HARASSMENT IN THE WORKPLACE

Policy

At Lavis Contracting, the physical and mental health, safety, security, dignity, self-respect and well-being of our employees, managers, contractors, and other visitors, including vendors, suppliers and members of the general public – is very important. Employees and other internal and external stakeholders have a right to work and conduct their business at Lavis without fear of violence or anything that would disrupt our safe and respectful workplace and place of business. Violence, intimidation, harassment and bullying in any form will not be tolerated on Lavis premises, at any Lavis event or while conducting Lavis business, for any reason whatsoever. We acknowledge our responsibility to support and assist persons subject to violence and harassment and that appropriate action will be taken, whether such conduct is perpetrated by an employee, manager, contractor, or a member of the public. Unless otherwise noted, in this Policy, references to "employees" also include such individuals as managers, executives, contractors, agency employees, and in some cases could also potentially include consultants.

Preventing Workplace Violence

Lavis Contracting recognizes that there is a potential for workplace violence to occur. We also acknowledge that physical and emotional harm can often arise out of acts of violence. Every effort will be made by the Company to identify possible sources of violence and to implement procedures to eliminate or minimize the risk created by such situations. Any acts of violence or threats of violence in the workplace are unacceptable and will give rise to disciplinary action, up to and including termination of employment. The Company is committed to the prevention of workplace violence and to responding appropriately if workplace violence does occur. All managers, employees and contractors are responsible for creating and maintaining a safe work environment free from violence, threats and intimidation. Workplace violence includes, but is not limited to, the following types of conduct:

- Actual and attempted acts of physical violence, including actions such as hitting, punching, slapping or kicking.
- Threats of physical violence or intimidation. Sexual assault.
- Other acts of physical aggression, such as the deliberate destruction of or damage to property, especially where such actions are meant to intimidate one or more individuals. Employees who are victims of violent incidents in the workplace are advised to consult a physician for treatment and/or referral for counseling. We will not discriminate or retaliate against an employee because he or she has been or is perceived to be a victim of workplace violence.

Workplace Violence Prevention Program

Lavis Contracting has taken specific measures to implement this Preventing Violence and Harassment in the Workplace Policy. These measures are referred to as our Workplace Violence Prevention Program. The Program includes specific measures and procedures to control risks of workplace violence, as identified in the section on the "Workplace Violence Risk Assessment" below. Such measures include the following:

- Implementing procedures for summoning immediate assistance when workplace violence occurs or is likely to occur.
- Implementing procedures for reporting incidents of workplace violence.
- Implementing procedures for investigating and dealing with alleged incidents of workplace violence.
- Reporting and investigation procedures are detailed below under "What to do in Cases of Violence or Harassment."

Workplace Violence Risk Assessment

We have conducted a workplace violence risk assessment and will reassess the risks of workplace violence as often as necessary. The results of these assessments are communicated to affected employees and to the Joint Health and Safety Committee/Health and Safety Representative. The risks of violence which are assessed relate both to the potential for violent acts perpetrated by employees as well as by visitors and members of the public.

Individuals with a History of Violence

Under the applicable *Health and Safety Act*, the company has an obligation to warn employees of the identity and personal details of an individual with a history of violent behaviour where there is a risk of workplace violence being

perpetrated by that person. Such information will only be provided where the employees concerned could reasonably be expected to encounter that person at work, and where the risk of workplace violence is likely to expose those employees to injury. Confidentiality will be maintained wherever possible. Information which relates to potentially violent individuals will be shared with employees on a need to know basis. Employees are therefore expected to maintain confidentiality where they are in receipt of this type of sensitive personal information.

Workplace Violence Awareness Training

Lavis requires all new employees as part of their Orientation program to review the Preventing Violence and Harassment in the Workplace Policy. In addition, where we identify specific risks pertaining to your position, work location or shift, you will be provided with additional guidance and instruction. From time to time, we will also conduct training or provide referrals for one or more specific individuals where they require anti-violence awareness or anger management training as part of a Corrective Action Plan, or as identified through training needs analysis. Training sessions can/will be conducted as part of Fall Safety Training sessions and Spring Start-up training sessions (if applicable). Training can include a review of the policy and procedure, a safety talk, a PowerPoint presentation, etc. and can be performed by: Supervisors, Managers, Human Resources Representatives, Safety Department Representatives, or other appropriate personnel.

Robbery/Fighting/Violent/Illegal Acts

Lavis Contracting urges you not to get involved in any actions meant to thwart or deter a robbery, violent act or other serious criminal activity while on Lavis property or while conducting Lavis business. If you do encounter such activities, do not try to stop the robbery, violent act or crime. As soon as you and your co-workers are safe, notify your immediate supervisor/manager or a member of the management team immediately. If a fight breaks out in the workplace, do not try to physically intervene. Instead, notify your supervisor/manager immediately. All serious criminal activities must be reported immediately to the proper authorities.

Domestic Violence

Domestic violence, which affects people of all ages and all ethnic, racial, religious, educational and socioeconomic backgrounds, is defined as violent, threatening or extremely coercive behaviour perpetrated by one partner in a current or formerly intimate relationship on the other. Domestic violence includes, but is not limited to, the following types of behaviour:

- Actual or threatened physical violence or harm, up to and including incidents of serious assault and even homicide.
- Sexual assault (forcing someone into sexual activities against their will is a crime even where the parties are married to one another).
- Stalking and other forms of harassment and intimidation.
- Threats of harm or actual harm perpetrated against others (e.g., the victim's children, friends, family, co-workers, etc.).
- Damaging, destroying, or threatening to destroy, property belonging to the victim or individuals who are closely associated with the victim.

Domestic violence is a crime. While psychological, financial and emotional abuses are not crimes per se, such conduct is also unacceptable. The same can be said for extremely controlling behavior (e.g., controlling what the victim wears, not allowing him or her to see certain people, leave the house or socialize with others, limiting the victim's right to free speech, etc.). At Lavis Contracting, we have the utmost respect for your privacy and do not wish to intrude into the personal lives of our employees. However, where we are aware of the existence of domestic violence, or where such violence is suspected, and the consequences of domestic violence are likely to spill over into the workplace, we have a legal and moral obligation to intervene in the interests of the individual concerned and other employees. Our obligations are:

- To take measures protecting the employee who is a victim of domestic violence from his or her current or former partner while at work;
- To protect other employees from acts of domestic violence occurring in the workplace; and
- To warn other employees of the identity and personal details of an individual with a history of violent behaviour where there is a risk of workplace violence being perpetrated by that person.

Information on potentially violent individuals includes, but is not limited to, the identities, personal histories and descriptions of current or former partners of Lavis employees. Violent, intimidating or abusive conduct in the workplace will not be tolerated — including violence at the hands of one's current or former spouse or partner. Lavis Contracting aims to help ensure that the workplace remains free from the dangers of domestic violence and abuse. In order to facilitate this, we have implemented several specific measures designed to help combat domestic violence. We are also prepared to take other measures to help individual employees, either on request of that individual, or where it becomes clear that there is a likelihood of that person becoming a victim of domestic violence in the workplace.

Company Responsibilities

Some of the measures we have implemented to help combat domestic violence include:

- Developing a Preventing Violence and Harassment in the Workplace Policy, which addresses domestic violence and the Company's responsibilities with respect to domestic violence and actions an employee can take in situations where he or she is a victim of domestic violence.
- Ensuring that the concerns of employees who report incidents of domestic violence are taken seriously, that such information is shared only with other employees who need to know about these issues, and that appropriate measures are taken to minimize the possibility of acts of domestic violence occurring in the workplace.
- Performing a violence risk assessment of our premises and our business and implementing security measures designed to combat violence in the workplace.

On request of an employee, or where it becomes clear to management that there is a potential for acts of domestic violence to occur in the workplace, the Company is also prepared to take some or all of the following measures, as appropriate: Notifying reception of the identity and/or description of an abuser, with the direction that under no circumstances will that individual be allowed to contact the employee while he or she is at work.

- Banning an individual from the premises and calling the police if necessary.
- Moving an employee's workstation to a less public and/or more secure area of the building. Removing an employee's name from Lavis Contracting telephone directory.
- Providing a security escort to an employee's vehicle or to public transit.
- Changing an employee's mailing address, emergency contact details and home telephone number, and ensuring that such information remains confidential.
- Allowing for changes in hours, flexible hours, time off and job-protected leaves of absence where required for reasons connected with the issues of domestic violence and abuse.
- Reassigning the employee to a different work location, or, where possible, to a noncustomer facing role.
- Providing information to other employees about an individual with a history of violence where those employees are likely to encounter that person in the course of their work and where there is risk of physical injury.

Actions Employees Can Take

Employees who find themselves in the unfortunate position of being victims of domestic violence and abuse can take actions to protect themselves. Help is available. Some of the things you can do include:

- Summon immediate assistance – by raising these concerns directly to a co-worker, a lead hand, an immediate supervisor, and/or a manager.
- Talk to friends and family about your concerns. Inform your manager and/or Human Resources.
- Talk to your doctor or obtain the advice of a family lawyer.
- Contact a shelter or organization [e.g., Victim Crisis Assistance and Referral Services (VCARS) or the Victim Support Line (VSL)], or contact our Employee Assistance Program (EAP). Preserve evidence of instances of abuse and note dates and times of specific incidents.
- Call the police. Domestic violence is a crime, as is criminal harassment (i.e., "stalking"). In addition to possibly arresting the abuser, police officers are trained to provide guidance, support, assistance and referrals to victims of domestic violence and criminal harassment.
- Obtain a peace bond or a restraining order against the abuser from a court. If you are married, you may also be able to obtain an order from a court granting you exclusive possession of the family home.

- Apply to a court to have access to children denied to the abuser where the children are also victims of domestic violence and/or abuse. Where domestic violence impacts children, it is also a good idea to inform your child's school or daycare provider.

Consider basic personal security measures such as moving, obtaining an unlisted telephone number, changing locks, purchasing an alarm system, obtaining a cell phone, avoiding isolated areas, taking a self-defense course, etc.

Preventing Workplace Harassment

While Lavis Contracting Preventing Violence and Harassment in the Workplace Policy is not meant to stop free speech or to interfere with everyday social relations, harassment can be distinguished from normal, mutually acceptable socializing in that it is offensive, insulting, intimidating, hurtful and malicious. It creates an uncomfortable work environment and has no place in employment relationships.

Guiding Principles

What one person finds offensive, others may not. Generally, harassment is considered to have taken place if the person knew, or ought to have known, that the behaviour is unwelcome.

For the purpose of this Policy, retaliation against someone for invoking this Policy, for participating and cooperating in any investigation under this Policy, or for associating with a person who invoked this Policy, will be treated as a form of workplace harassment in itself.

Our Policy applies to all our employees, managers and contractors, and extends to all Lavis activities, including lunches and social gatherings (whether on or off-site).

It is both your responsibility and ours to keep each other informed of matters that infringe upon these rights. These matters must be brought to the attention of your supervisor/manager.

While harassment is usually based on an ongoing pattern of abuse, in some instances a single incident can be sufficiently serious to constitute harassment.

In the interests of being respectful and sensitive towards victims of workplace harassment, confidentiality will be maintained wherever possible. Exceptions will only be made where disclosure is necessary for the purposes of conducting a proper investigation or taking appropriate disciplinary/corrective measures, or where required by law or the principles of natural justice.

Workplace harassment includes, but is not limited to:

- Workplace bullying, which includes making rude, degrading or offensive remarks, discrediting the person, spreading rumors, ridiculing him or her, humiliating the person, calling into question their convictions or their private life, shouting abuse, etc.
- Sexual or racial harassment, or harassing someone based on any ground prohibited by human rights legislation, including race, color, sex, sexual orientation, pregnancy, civil status, age, religion, political convictions, language, ethnic or national origin, social condition or disability.

Refusing to speak to or work with someone or treating that person differently because of their ethnic or racial background, sexual orientation, social condition, religion, political convictions, first language, etc.

While harassment in any form will not be tolerated, we have specific guidelines below dealing with three types of workplace harassment: (1) sexual harassment; (2) racial/ethnic harassment; and (3) workplace bullying. The inclusion of specific guidelines must not, however, be taken to mean that we will ignore other forms of harassment. At Lavis, all allegations of harassment in the workplace will be taken seriously, regardless of the identity of the victim, the grounds for the harassment, or whether such harassment is perpetrated by a person's manager, co-worker, subordinate, or by a supplier, consultant, or member of the general public. As an employee, manager or contractor with the Company, you have certain responsibilities in our workplace.

Workplace Harassment Prevention Program

At Lavis Contracting, the following measures are part of this Preventing Violence and Harassment in the Workplace Policy and Workplace Harassment Prevention Program:

- Implementing procedures for reporting incidents of workplace harassment.
- Implementing procedures for investigating and dealing with alleged incidents of workplace harassment.
- Reporting and investigation procedures.

Workplace Harassment Awareness Training

Lavis Contracting requires all new employees as part of their Orientation program to receive workplace harassment awareness training. In addition, refresher sessions may be conducted for all employees or referrals provided for one or more specific individuals where they require antiharassment awareness training as part of a Corrective Action Plan or as identified through training needs analysis.

Training sessions can/will be conducted as part of Fall Safety Training sessions and Spring Start-up training sessions (if applicable). Training can include a review of the policy and procedure, a safety talk, a powerpoint presentation, etc. and can be performed by: Supervisors, Managers, Human Resources Departments, Safety Department representatives, or other appropriate personnel.

Sexual Harassment

Lavis Contracting is committed to providing our employees with a work environment free from sexual harassment. All employees have the responsibility to conduct themselves accordingly. Sexual harassment is against the law. Lavis Contracting promotes "zero tolerance" towards sexual harassment. Examples of sexual harassment include, but are not limited to:

- Gender-related comments about an individual's physical attributes, mannerisms or characteristics. Unwelcome physical contact such as patting, touching, pinching, petting, etc.
- Suggestive or offensive remarks.
- Unwelcome propositions of physical intimacy. Gender-related verbal abuse, threats or taunting.
- Leering.
- Bragging about sexual prowess.
- Demands, for dates or sexual favours; making promotions or perks contingent upon the granting of sexual favours.
- Negative consequences (e.g., firing, demoting or assigning unpleasant work) as a result of spurned advances or a relationship gone sour.
- Offensive jokes or comments of a sexual nature about an employee. Displays of sexually offensive pictures.
- Unwelcome questions or discussions about sexual activities.
- Sexual assault (this is also considered to be a type of workplace violence).
- Unwelcome language related to gender.

Both male and female employees can be victims of sexual harassment, which can be perpetrated by members of the opposite sex as well as those of the same sex. While incidents of sexual harassment are often characterized by an imbalance of power in the workplace, this is not necessarily always the case, with a harasser's co-worker and even his or her manager sometimes being the victim.

Racial/Ethnic Harassment

Examples of racial or ethnic harassment include, but are not limited to:

- Unwelcome remarks, jokes or innuendos about a person's racial or ethnic origin, color, place of birth, citizenship or ancestry.
- Displaying racist or derogatory pictures or other offensive material.
- Insulting gestures or practical jokes based on racial or ethnic grounds which create awkwardness or embarrassment.
- Refusing to work with someone because of his or her racial or ethnic origin.

Workplace Bullying

Workplace bullying usually consists of repeated incidents or a pattern of behaviour that is intended to intimidate, offend, belittle or humiliate a particular person or group of people. Many bullies attempt to assert some type of power over their victims through inappropriate aggression, and therefore may or may not be in a position of formal authority over their victims. While there is a fine line between "strong management" and bullying, most reasonable and objective bystanders know bullying when they see it. Bullying can have many negative effects on the individual concerned, including stress, feelings of helplessness, fear, low productivity, physical illness and anxiety. It can also negatively impact an organization in terms of staff turnover and employee retention, and reduced morale and productivity. Therefore, Lavis Contracting does not tolerate workplace bullying in any form. Managers, employees and contractors who engage in such conduct will be subject to disciplinary action, up to and including termination of employment. Workplace bullying (also known as "psychological harassment") includes, but is not limited to, the following types of conduct:

- Character assassination; spreading rumors, gossip and innuendo, especially that which is malicious, hurtful and untrue.
- Social isolation; ostracizing or ignoring an individual.
- Violence, intimidation or threats of violence.
- Deliberately undermining someone or stopping that person from completing his or her work.
- Belittling an employee's work or achievements or constantly taking credit for that person's accomplishments; removing responsibilities and accountabilities without reason.
- Constantly changing work requirements and/or standards.
- Assigning unreasonable duties or workload to an employee.
- Assigning demeaning and/or insulting work.
- Establishing impossible deadlines designed to set up an employee for failure.
- Withholding necessary information or deliberately giving false information.
- Making or forwarding offensive jokes, especially when the jokes are directed towards that person or to an identifiable group to which that person belongs.
- Spying on someone, stalking the person, sabotaging or tampering with his or her equipment or belongings, or otherwise invading that person's privacy.
- Regularly shouting or using profanity, especially when directed towards the individual concerned.
- Constantly or persistently criticizing an individual; regularly criticizing someone in public.
- Unwarranted, unjust or unreasonable punishment; constantly threatening someone with being fired where termination is not warranted.
- Falsely accusing an employee of misconduct, criminal activities or harassment.
- Continuously blocking reasonable requests for training, leaves or transfers.
- Engaging in online or "cyber" bullying.

Unless an individual has been unfairly singled out for especially harsh treatment, workplace bullying generally does not include situations such as the following:

- Holding people accountable for their performance through the provision of routine coaching and feedback, fair and objective performance appraisals, (performance improvement/corrective action) plans, or through appropriate and justifiable disciplinary action.
- Providing fair and reasonable constructive feedback or evaluation of the work completed by a colleague or a direct report.
- A manager assigning additional work of a reasonable scope and quantity to his or her direct reports, or requesting an employee to work reasonable overtime hours when required.
- Minor differences of opinion and/or the occasional workplace conflict which does not get out of hand.
- Occasionally showing slight frustration or annoyance, where such behavior is justified and displayed in a respectful manner with no threat of violence, intimidation or other reprisals.

What to do in Cases of Violence or Harassment

Violence and harassment can occur both at and away from the actual work site, as long as there is some connection with the work relationship. Instances of workplace violence and harassment include those which occur during business travel, at off-site conferences and training, and at work-related social gatherings, etc. In this Policy, "complainant" normally refers to the person who is the victim of the alleged violence or harassment, but can also refer to another individual who files a complaint on behalf of the victim, such as a witness or the victim's supervisor, manager or colleague. "Respondent" refers to the person who has allegedly committed acts of violence or harassment. The process described below applies to complaints of either violence or harassment, except where otherwise indicated. All claims of workplace violence and harassment will be dealt with fairly, promptly and confidentially.

Roles and Responsibilities

Everyone has a role to play in preventing workplace violence and harassment and in dealing with such allegations when they do occur. Some of the specific roles and responsibilities of the relevant stakeholders are detailed below.

Employees and Contractors

- To treat everyone in the workplace with dignity and in a manner that is respectful and free of violence, threats, intimidation and harassment.
- To make changes to their own behaviour where they become aware that there is potential for such behaviour to harm, intimidate, threaten or cause offence to others.
- To refuse to accept violent or harassing behaviour from others, regardless of whether that behaviour is perpetrated by one's manager or co-workers, or by a supplier or member of the public.
- To intervene and/or report instances of inappropriate behaviour on the part of others which could amount to workplace violence or harassment immediately to their supervisor or manager or alternatively directly to the Human Resources Department.
- To be supportive of others who are victims of workplace violence or harassment.
- To cooperate fully with any and all workplace violence and harassment investigations.

Supervisors and Managers

- Ensure all employees receive training on this Policy and the Filing a Harassment Complaint Procedure (e.g., during new hire orientation and fall safety training/spring start-up training). Ensure that all employees are fully aware of and understand the consequences associated with any breach of this Policy.
- To maintain a workplace free from violence and harassment.
- To take allegations of violence or harassment seriously and follow-up appropriately.
- To maintain confidentiality wherever possible.
- To be familiar with the requirements of the Preventing Violence and Harassment in the Workplace Policy.
- To be aware of the signs of workplace violence and harassment and be prepared to intervene when appropriate.
- To refer victims or perpetrators of violence or harassment to appropriate resources where applicable.
- To set a good example and maintain a high standard of conduct in all dealings with others.

Complainants/Victims of Violence or Harassment

- In cases of harassment, to clearly inform the harasser that his or her behaviour is unacceptable and that it must stop immediately. In cases of violence or in other cases where the complainant is not comfortable informing the respondent personally, this may be done by a manager or member of the Human Resources Department to whom the incident is reported.
- To preserve evidence and document dates, times and the names of any witnesses, as well as any attempts to resolve the situation.
- To cooperate fully with any and all workplace violence or harassment investigations.

Respondents/Employees Accused of Violence or Harassment

- To cooperate fully with any and all workplace violence or harassment investigations.
- To preserve evidence related to instances of alleged violence or harassment, documenting dates, times and the names of any witnesses - especially that which would help prove that any alleged incidents did not occur, or that such events did not constitute violence or harassment.

Human Resources Department

- Ensure all employees receive training on this Policy and the Filing a Harassment Complaint Procedure (e.g., during new hire orientation and fall safety training/spring start-up training).
- To assist managers and employees in investigating allegations of workplace violence and harassment. To inform employees and managers of their rights and responsibilities and of their right to obtain legal advice and/or representation from a qualified lawyer independent from the Company.
- To mediate workplace disputes involving workplace harassment, where appropriate, to facilitate the finding of a mutually acceptable solution.
- To assist employees in filing complaints of workplace violence and harassment.
To provide referrals and information about assistance that may be available through the Employee Assistance Program.

Investigators

- To carry out fair and impartial investigations into allegations of workplace violence and harassment. An investigator is a specially trained person who is appointed to investigate a formal complaint of workplace violence or harassment. An investigator would normally be a member of the Human Resources Department or a neutral third party.

Joint Health and Safety Committee/Health and Safety Representative

- To be informed where incidents of workplace violence occur which result in personal injury. Wherever possible, the identities of the individuals concerned will be protected.
- To participate in an investigation where there is a work refusal as a result of workplace violence. To obtain the results of workplace violence risk assessments.
- To provide recommendations in relation to policies, procedures and programs with regard to the prevention of workplace violence and harassment.
- To respond to employee concerns related to workplace harassment or bullying.

FILING A HARASSMENT COMPLAINT PROCEDURE

Filing a Complaint

1. Complaints of workplace violence or harassment should be filed as soon as possible. All allegations of violence and harassment will be taken seriously. It will be difficult time investigating or proving allegations where a complaint is not filed within one year (some provincial legislation does not allow complaints of workplace violence after 12 months).
2. Where there is an extremely urgent and/or life-threatening situation in the workplace, particularly with regard to serious violence, the most important concern is the immediate safety and well-being of affected employees, contractors, visitors and other individuals. Depending upon the situation, immediately call the police, fire department or paramedics, summon medical attention, or secure the location or evacuate the premises. Your safety and security is of paramount importance.
3. Wherever possible it is important to let a harasser or abuser know right away that his or her behavior is unacceptable and that it must stop immediately. In many cases of harassment, the person may not even be aware that his or her behaviour is inappropriate. A simple warning from the person on the receiving end of such conduct or comments may be enough to correct the problem. Documentation is extremely important, even if the problem appears to have been resolved, but especially if the harasser does not stop or if the violence or harassment is serious and justifies a formal complaint. Where an employee is not comfortable communicating directly with the harasser or abuser, or if efforts to resolve the situation between the parties have been ineffective, the employee has the option of speaking with his or her supervisor or manager, or contacting the Human Resources Department. At that point, the employee can either file a complaint, or have his or her manager or a Human Resources Representative speak with the perpetrator.
4. All incidents involving workplace violence must be reported to the employee's supervisor or manager, or to the Human Resources Department; even if the complainant believes that the problem has been resolved satisfactorily. If the employee does not wish to file a formal complaint of violence or harassment, the problem may be resolved informally or mediated with the assistance of a Human Resources Representative, or through discussion with a supervisor or manager.
5. Many disputes involving workplace harassment in particular can be successfully resolved through informal discussion and dialogue or some form of mediation.
6. If allegations of violence or harassment are serious, if efforts to resolve a dispute informally prove to be unsuccessful, or if the employee wishes to do so from the outset, a formal complaint can be filed.

Formal Complaints Include:

- Filing a written complaint for internal investigation by filling out and submitting a Workplace Violence and Harassment Incident Report Form.
- Any employee, manager or contractor who feels that he or she has been the victim of workplace violence or harassment has the option of filing a formal written complaint. Such complaints are filed using a Workplace Violence and Harassment Incident Report Form, available from your supervisor, the Human Resources Department, or through the Connect – Intranet SharePoint Site. Completed forms, which must be signed and include details of the alleged incident(s), can be submitted to your immediate supervisor or manager, or to the Human Resources Department. Where the respondent is your immediate supervisor, you may submit the complaint to the next level of management.

Investigations

All formal complaints of workplace violence and harassment will be taken seriously by supervisors, managers and the Human Resources Department. If it is determined that an investigation is required, it will be handled by a senior member of the management team/Human Resources Representative or by an external investigator. The purpose of an investigation is to gather evidence and interview both parties to the dispute as well as any witnesses. All relevant information will be gathered, including dates, times and the details of any alleged incidents. It is our intention to conclude investigations as soon as possible and to give anyone accused of workplace violence or harassment an opportunity to

provide a defense to the allegations. Both complainants and respondents have the right to seek independent legal advice and/or representation with respect to any investigation, and will be notified in writing of the outcome of the investigation.

Disciplinary/Corrective Action

Once it is determined that workplace violence or harassment has occurred, disciplinary/corrective action will be taken as required under the circumstances, having regard to a variety of factors including, but not limited to:

- The seriousness of the complaint;
- The impact on the complainant;
- The persistence of the conduct in question;
- The respondent's disciplinary record;
- The degree and aggressiveness of any physical contact;
- The wishes of the complainant;
- The degree, if any, to which the respondent misled a person investigating the incident; and • The degree of a respondent's willingness to cooperate and to change his or her behaviour.

Lavis Contracting reserves the right to take disciplinary/corrective action in the absence of a specific complaint, or where a complaint is initiated by a person other than the victim.

Confidentiality

The existence of complaints, both informal and formal, and any details pertaining to such complaints will be kept in confidence, except where disclosure of information is required to investigate the complaint, where such information is necessary for the respondent to defend against such allegations, or where we are required by law to do so, for example, as part of an investigation conducted by a law enforcement agency.

False and Unsubstantiated Complaints

No disciplinary action or reprisal can be made against a complainant who acts in good faith and exercises his or her rights under this Policy and under the law, even if the complaint turns out to be false, impossible to verify or if the behavior complained of does not amount to violence or harassment. A reprisal against such a complainant is itself a form of harassment and will not be tolerated. However, a false accusation made by a person who knows it to be false may also amount to harassment and would be subject to the procedures outlined above.

Complaints Involving Suppliers, Visitors or Members of the Public

Harassment and violence that may be perpetrated by and against people who are not employees of Lavis Contracting. This includes, but is not limited to, individuals such as contractors, suppliers, visitors, or other members of the public. Wherever possible, this Policy will be posted conspicuously in locations visible to those individuals. Contractors, consultants and other vendors would normally be required to accept and meet the terms of this Policy before the Company does business with them. Where a [client/customer] or supplier, etc. has been asked to stop abusing or harassing an employee and does not, Lavis Contracting employees are authorized to tell the individual that his or her behavior is inappropriate, end telephone conversations, politely decline service or to ask the individual to leave the premises. You must also notify your supervisor or manager if such a situation arises. If a third party is found to have violated this Policy, the Company has a duty to take reasonable steps to protect the safety, security and dignity of individuals affected by those actions and to resolve the situation. Remedies for these types of situations will depend on the particular circumstances of the complaint, but may include one or more of the following sanctions:

- Removing contractors, consultants or other workers who participate in harassment from the premises, and/or terminating their contracts.
- Barring the person from our facilities.
- Refusing service to that person.
- Notifying the police or other appropriate authorities.
- Taking legal action against the individual.
- In appropriate circumstances, re-assigning the complainant to avoid contact with the abuser or harasser.

ALCOHOL & DRUG POLICY

Purpose

The purpose of the Alcohol & Drug Policy is:

1. To promote a safe working environment for all employees by clearly defining Lavis Contracting's position with respect to the possession and use of alcoholic beverages and drugs.
2. To assist the Company and its employees in identifying alcohol and other drug use by employees which could negatively impact the ability to perform at the optimal and regulated standard of safety, completely free of the negative effects of the use of alcohol or other drugs.
3. To identify, accommodate, and assist employee's, in appropriate circumstances, which are identified as having a drug and/or alcohol-related dependency or disorder.
4. To implement appropriate corrective action up to and including discharge where an employee violates this policy.
5. To implement corrective measures (only in those circumstances where termination is inappropriate) which will assist any such employees who have been identified as violating this policy in returning to their work duties with the essential assurance that the employee will remain, while on duty, completely free of the negative effects of the use of alcohol and other drugs.

Scope

This policy applies to all employees, including any person performing work for the Company (including an employee, contractor, owner-operator, leased driver, casual and intermittent driver, or applicant for work) who holds a driver's license, or is required to hold a driver's license, and who regularly or occasionally may be required by the Company to operate a company vehicle or equipment.

This policy is intended to cover all employee classifications. Where the term "driver or driver's" is used in this policy, it should be interpreted as referring to all employee classifications that are of a safety sensitive nature.

All employees operating equipment within the tight confines of a plant, or operating large equipment, or working around moving conveyor belts on the sorting lines are considered to be in safety sensitive positions.

Employees are "on duty" whenever performing work for the Company, whether on company premises, operating a company vehicle, or otherwise. Drivers are performing "safety sensitive functions" during:

1. All time at a carrier or shipper plant, terminal, facility, or other property waiting to be dispatched unless the driver has been relieved from duty by the employer.
2. All time inspecting, servicing, or conditioning any commercial motor vehicle or related equipment.
3. All time spent at the driving controls of a company vehicle or equipment.
4. All time, other than driving time, spent on or in a company motor vehicle (except for time spent resting in the sleeper berth).
5. All time loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
6. All time spent performing the driver requirements associated with an accident.

Policy

No person under the influence of or carrying intoxicating alcoholic beverages, or illicit drugs, is to be on company property during normal working hours – or on work-shifts. The use of intoxicating beverages during working hours, including rest or lunch breaks, is prohibited. The use of drugs during working hours, including rest or lunch breaks, is prohibited without written clearance from a physician that the drug will not impair the employee's ability to work safely. Possession of intoxicating alcoholic beverages or illicit drugs on company property or job sites is prohibited.

Failure to comply with this policy will result in disciplinary action and may result in immediate termination of employment.

Responsibility

All Management & Supervisory Staff:

It is the responsibility of all management and supervisory staff to ensure that all employees are fully aware of and understand the consequences associated with any breach of Lavis Contracting's Alcohol and Drug policy.

Employees

It is the responsibility of all staff to comply with this policy.

Procedures

All new employees will be required to read and acknowledge receipt of this policy and agree to the terms and conditions by signing the acknowledgement form at the time of the orientation.

SMOKING IN THE WORKPLACE

Purpose

The purpose of this policy is to ensure Lavis Contracting complies with the requirements of the *Act*, and to ensure a safe and healthy workplace free from the effects of second hand smoke.

Scope

This policy applies to all employees within Lavis Contracting and subcontractors, consultants and/or suppliers attending any of Lavis Contracting's facilities, offices and / or job sites. Vehicles are included in this definition of an "Enclosed Workplace".

Policy

Lavis Contracting and all its employees will comply with the requirements of provincial smoking legislation (e.g., *Smoke-Free Ontario Act*) and/or municipal by-laws. Lavis Contracting will continue to enforce a "Smoke Free" work environment consistent with the requirements of the Act and sound Health and Safety Practices.

Protection of Employee's Rights

Some legal requirements provide for the protection of employee's rights, including that:

No employer or person acting on behalf of the employer shall take any of the following actions against an employee because the employee has acted in accordance with or has sought the enforcement of the smoking in the workplace legislation:

1. Dismissing or threatening to dismiss the employee
2. Disciplining or suspending the employee, or threatening to do so
3. Imposing a penalty upon the employee
4. Intimidating or coercing the employee

Individuals can be prosecuted and convicted for violations by government agencies, even if the corporation has not been prosecuted or convicted.

Responsibilities

All employees are required to familiarize themselves with, and comply with, the scope of this policy. It is everyone's responsibility to comply with this policy. It is the Supervisor's responsibility to enforce the policy and ensure employees are aware of the policy. The Safety department and Human Resources department assist in developing and interpreting the policy. The Corporate Services Department will ensure that appropriate signage is erected in Lavis Contracting facilities in compliance with legislation, including signage indicating where the "Designated Smoking Areas" are located.

BACKING-IN VEHICLES

Purpose

The purpose of this policy is to effectively deal with and eliminate preventable parking incidents with vehicles. All employees must be familiar with and comply with this policy. Supervisors are responsible for enforcing this policy.

Scope

This policy applies to all Companies and all operating divisions of Lavis Contracting.

Policy Parking Company Vehicles – Driver is alone in the vehicle

All vehicles must back into their parking spots at all times when parking. It is recommended to sound horn twice prior to backing up. Back up slowly and with caution and check mirrors continuously to monitor potential hazards and blind spots. In congested areas when the driver is unsure if the way is clear, the driver is to get out and do a walk around the vehicle to ensure the way is clear before proceeding to park.

Parking Company Vehicles – When a passenger or spotter is present

All vehicles must back into parking spots at all times when parking. When a passenger or fellow employee is present, this employee must act as a spotter/signal person during the parking process. The spotter/signal person is to position themselves in a safe position and maintain visual and verbal communication with the driver throughout the entire parking process.

Personal Vehicles Parked on Lavis Property

All personal vehicles parked at any Lavis owned or operated facility must back into their parking spots when parking. All employees are advised to follow the parking protocols for Parking Company Vehicles when parking their personal vehicles.

Exemption

The only exemption to this policy is for vehicles that either require to be seasonally (i.e. in the winter) plugged in, or plugged in for operational reasons. Lavis Contracting insists on strict adherence to this policy, and employees in violation will be subject to disciplinary action up to and including dismissal.

HAND-HELD ELECTRONIC DEVICES

Purpose

The purpose of this policy is to establish guidelines for the use of hand-held communication including cellular phones, entertainment devices, devices with a display screen and other electronic devices during the performance of employment duties, to ensure a safe and productive working environment for all employees and the public and to meet minimum legislative requirements.

Scope

This policy applies to all Companies and all operating divisions of Lavis Contracting.

Policy Commercial Motor Vehicles (CVOR Vehicles)

Employees who are operating a Lavis owned, leased or rental commercial motor vehicle (being any vehicle which is over 4500 kgs in weight) shall not under any circumstance use a handheld communication device, cellular phone or other electronic device while driving (whether personally owned or Company issued equipment) except in strict accordance with this policy. Drivers may use a Company issued or approved device that: 1) is securely mounted to the dashboard of the vehicle; or 2) that otherwise conforms to all applicable laws and regulations pertaining to the use of hand-held electronic devices and vehicle display screens while driving a motor vehicle. The acquisition of compliant equipment must be approved in writing by the operational Vice President for the business unit that requires the equipment. Notwithstanding anything else contained in this policy, employees are strongly encouraged to minimize the use of any electronic device while driving and to conduct any necessary communications from a parked position wherever possible.

Non-Commercial Motor Vehicles (CVOR), Lavis Owned

Employees who are operating Lavis owned, leased or rental motor vehicles weighing less than 4500 kgs (e.g. Pickup trucks) shall not under any circumstance use a hand-held communication device, cellular phone or any other electronic device while driving the vehicle (whether Company issued or personally owned equipment) except in strict accordance with this policy. Drivers may use a Company issued or approved device that: 1) is securely mounted to the dashboard of the vehicle; or 2) that otherwise conforms to all applicable laws and regulations pertaining to the use of hand-held electronic devices and vehicle display screens while driving a motor vehicle. The acquisition of compliant equipment must be approved in writing by the operational Vice President for the business unit that requires the equipment. Notwithstanding anything else contained in this policy, employees are strongly encouraged to minimize the use of any electronic device while driving and to conduct any necessary communications from a parked position wherever possible.

Vehicles, Employee Owned or Leased

Employees who are operating personal vehicles or who are using communications devices in the course of their employment shall not under any circumstance use a hand-held communication device, cellular phone or any other electronic device while driving the vehicle (whether Company issued or personally owned equipment) except in strict accordance with this policy. Drivers may use a Company issued or approved device that: 1) is securely mounted to the dashboard of the vehicle; or 2) that otherwise conforms to all applicable laws and regulations pertaining to the use of hand-held electronic devices and vehicle display screens while driving a motor vehicle. Notwithstanding anything else contained in this policy, employees are strongly encouraged to minimize the use of any electronic device while driving and to conduct any necessary communications from a parked position wherever possible. Use of any electronic device must at all times be in compliance with all applicable laws and regulations and consistent with prudent driving practices.

Drivers' Personally Owned Hand-Held and Other Electronic Devices

Drivers are not permitted to use any personal cellular phones, pagers, BlackBerrys and other texting devices, MP3 players or any other electronic devices during working hours or during the performance of employment duties unless specific approval is received from management. Personally owned devices are any pieces of equipment not issued to the employee by Lavis Contracting. Any emergency external communication during work hours must be routed through the employee's supervisor. Employees are permitted to use the equipment outlined above before or after work, but at all other times these devices must be turned off and stored so as not to be visible. Any personal device which is visible during work hours shall be deemed to be in use in violation of this policy and shall be confiscated until the completion of work on that day.

Non-Drivers' Personally Owned Hand-Held and Other Electronic Devices

Workers are not permitted to use any personal cellular phones, pagers, BlackBerrys and other texting devices, MP3 players or any other electronic devices during working hours or during the performance of employment duties unless specific approval is received from management. Personally owned devices are any pieces of equipment that are not issued to the employee by Lavis Contracting. Any emergency external communication during work hours must be routed through the employee's supervisor. Employees are permitted to use the equipment outlined above before or after work, but at all other times these devices must be turned off and stored so as not to be visible. Any personal device which is visible during work hours will be deemed to be in use in violation of this policy and shall be confiscated until the completion of work on that day.

General Requirements for All Employees and Vehicles

Use of any electronic device in connection with employment duties or activities must at all times be in compliance with all applicable laws and regulations and consistent with prudent driving practices.

Responsibilities

Lavis Contracting insists on strict adherence to this policy and employees in violation will be subject to disciplinary action up to and including dismissal, according to the corporate Discipline Policy (HR-14, Rev. 0).

VEHICLES AND EQUIPMENT POLICY

Purpose

The purpose of this policy is to define the terms under which the employee operates vehicles.

Scope

This policy applies to all sectors of the company.

Policy

Due to the nature of the various businesses in which Lavis Contracting is involved, it is necessary that the field supervisory, operating, and repair staff have a means of personal transportation, of transporting personnel, tools and equipment. In the majority of cases that is provided by assigning a vehicle (½ ton, ¾ ton, van, service or welder truck) to a particular employee.

1. Operation of the vehicle while on or off duty under the influence of a controlled substance will result in immediate dismissal and/or termination of employment as per Corporate Discipline Policy.
2. The employee will observe all rules of the applicable highway traffic act. All fines incurred as a result of the operation of the vehicle will be the responsibility of the driver.
3. If the employee accumulates excessive demerit points or is involved in repeated motor vehicle collisions or highway traffic infractions, Lavis Contracting reserves the right to request the return of the company vehicle. The employee will be subject to appropriate disciplinary measures up to and including termination of employment, as per Corporate Disciplinary Action Policy.
4. The vehicle is assigned to the employee solely to enable him to perform his assigned duties. At no time is it to be used for personal purposes either during or outside normal working hours.
5. In some cases it is deemed that it is advantageous to allow the employee to take the vehicle home overnight and on weekends. This is to allow a quicker response to emergency conditions that could occur outside normal working hours, or to reduce the amount of traveling time to and from jobs. There may be a requirement to park the vehicle on company property overnight if job assignment, working conditions, etc., change.
6. All fueling, if practical, shall be done at facilities provided by Lavis Contracting in the various yards. If this is not practical, and a credit card is assigned to the employee, the use of this card will be kept to the bare minimum and all purchases will be duly recorded on forms provided for this purpose and turned in every two weeks. Failure to comply with this requirement will result in the withdrawal of the credit card and any fuel purchased will be credited back to the employee through an expense account form.
7. The vehicle is to be maintained in a neat and tidy condition and the assigned driver must ensure that it is serviced in accordance with a schedule developed by Lavis's maintenance personnel.

Vehicle and Equipment Damage

With the increasing number of vehicle and equipment collisions caused by improper driver behaviour and the escalating costs associated with repair and insurance, drivers of vehicles and operators of equipment involved in collisions deemed preventable by the "Accident/Incident Review Committee" shall be held accountable.

Drivers and Operators of company owned or rented vehicles and equipment involved in any collision deemed preventable will be suspended without pay for two days for the first occurrence and five days for a second occurrence in a twelve month period. In addition, the driver will be required to attend retraining for fifty percent of the length of the suspension. Failure to attend for retraining will result in driving/operating privilege being revoked.

Failure to report any collision or damage to vehicle or equipment will result in disciplinary action being taken. Drivers and operators shall drive defensively and avoid collisions.

Vehicle Collision and Personal Injury Reporting

All supervisory personnel will, upon being notified of a personal injury or motor vehicle collision involving an employee under their control, investigate the incident using the Supervisor Incident Investigation Form, return it to the Divisional Office, and copy the Safety Department within **24 hours** of the incident (refer to Incident Reporting Procedure).

Vehicle and Equipment Collisions Frequency

Any driver or operator of company owned or rented vehicles or equipment involved in three preventable collisions in a rolling 20 (twenty) month period will have their driving/operating privilege revoked.

Vehicle and Equipment Backing Collisions

Any driver or operator of company owned or rented vehicles and equipment involved in a backing collision deemed preventable by the "Accident/Incident Review Committee" will be suspended without pay for five days. If the collision is deemed as critical in nature, Senior Management may recommend a termination of employment.

Such suspension will be imposed within one week of the "Accident/Incident Review Committee" decision. This policy applies to all sectors of the company.

Ignition Interlock Program (if applicable)

Anyone convicted of an impaired driving offence on or after December 23, 2001 will be subject to the Ignition Interlock Program. Upon reinstatement of the convicted person's driver's license that person must have an ignition interlock device installed on all vehicles they are to operate for a period of at least one year. This includes company vehicles as well as personal vehicles. When hiring or re-hiring persons who will operate company owned or rented vehicles or equipment their driver's license must be checked for an ignition interlock ('I') condition. No person will be allowed to operate company owned or rented vehicles or equipment while they have an ignition interlock ('I') condition on their driver's license.

JOINT HEALTH & SAFETY COMMITTEE -JHSC

Purpose

To establish the working parameters for the effective operation and maintenance of a healthy Joint Health and Safety Committee (JHSC). Every workplace has health and safety hazards and everyone requires protection from these hazards, which is a shared responsibility by workers and management together. This shared responsibility for safety creates a *partnership in the workplace* capable of reducing injuries and illnesses, and improving worker health, morale, productivity and efficiency.

Policy

Lavis Contracting recognizes the importance of an effective JHSC. Within this partnership, to reduce health hazards and prevent incidents is to encourage participation of individuals from all levels of the organization. The JHSC *Terms of Reference* are in accordance with the provisions of the various provincial Occupational Health and Safety Acts. Lavis Contracting seeks to exceed the minimum standards wherever possible, with respect to health and safety. The Terms of Reference outline essential elements of the JHSC and shall be considered part of this policy.

JHSC Functions

The functions, powers and duties relate directly to the three major tasks of: identifying, assessing and recommending action to management for health and safety improvements and the betterment of all workers.

The Committee has the following functions and powers:

- (a) to identify situations that may be a source of danger or hazard to workers;
- (b) to make recommendations to management and the workers for the improvement of the health and safety of workers;
- (c) to recommend to management and the workers the establishment, maintenance and monitoring of programs, measures and procedures respecting the health or safety of workers;
- (d) to obtain information from management respecting,
 - (i) the identification of potential or existing hazards of materials, processes or equipment, and
 - (ii) health and safety experience and work practices and standards in similar or other industries of which management has knowledge;
- (e) to obtain information from management concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety; and
- (f) to be consulted about testing and to have a designated member representing workers be present at the beginning of testing;
- (g) to be consulted in or about the workplace if the designated member believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid;
- (h) to evaluate and make recommendations on systems of reporting, recording, investigating and analyzing hazardous acts and conditions, which have caused or may cause personal injury or illness or property damage.
- (i) to promote standards and education programs that create a healthful and safe working environment; and
- (j) to perform monthly inspections of the company facilities covered by the Committee. All workplace inspections will be documented and reviewed at the next regularly scheduled meeting.

Certification and Training of Committee Members

Certified members will work closely with other JHSC members and they will have a special relationship with their counterpart certified member (management and worker alike). Although they may interact less formally with other members of the joint committee, their training will make them a valued resource for committee activities. They will also be responsible to the employer or worker group they represent. Certified members must have a good understanding of the functions, duties, rights and authority of the JHSC. Lavis Contracting will ensure that at least the minimum legislative requirements for training of JHSC members meets or exceeds the provincially set requirements.

Members of the JHSC will receive a copy of the Terms of Reference and be given time to review, comment on, and make recommendations regarding the Terms of Reference, and the proper functioning of Committees.

Health and Safety Representative Selection

All employees are encouraged to participate in the Joint Health and Safety Committee – either as an active member or in terms of providing feedback, observations, comments and recommendations to the committee. The selection of representatives on the JHSC is stated in the respective committee Terms of Reference.

Recommendations

The committee shall make recommendations to management in writing. Management shall respond in writing within twenty-one days of receiving a recommendation indicating their position and giving explanation of any negative response and providing a schedule for implementation of those items accepted. A recommendations form will be provided to members of the Committee. The Management Co-Chair will take formal recommendations from the committee to the respective Divisional Vice President/General Manager(s) for a response. The response to the Committee shall also be in writing and communicated to the Committee as soon as possible. Recommendations from the JHSCs will be reviewed annually during the Management Review Meeting.

Duties of Co-Chairs

1. Preside at all meetings, conducting the same in an orderly democratic manner. These duties shall be alternated between the two Co-chairs.
2. Review minutes of last meeting and agenda items for current meeting.
3. Review and analyze reported incidents, investigations, inspections, and recommendations and follow up.
4. Review and approve minutes prior to distribution and posting.
5. Assign special or ongoing projects to members of the committee, subject to the approval of the committee and/or the Divisional Manager (or equivalent) when deemed necessary.

Duties of the Secretary

1. Record, prepare, post and distribute the minutes of each meeting.
2. Prepare records of attendance.
3. Report any correspondence.
4. Distribute the minutes to the committee members no more than five working days following the last meeting.
5. Distribute the agenda, responses by management to committee recommendations (if any) and any other material pertinent to the next meeting to members of the committee no less than five working days prior to the meeting.

Committee Members

1. All non-management members shall be nominated and elected by their peer group. The Divisional Manager shall appoint management members.
2. Must attend as many meetings as possible.
3. Set examples to fellow workers by observing healthful and safe working practices and procedures, and report unsafe and unhealthful conditions and all incidents and near-miss incidents.
4. Promote safety awareness among fellow workers and influence them to work in a safe and healthy manner.
5. Participate in committee inspections and investigations as assigned by the chair.
6. Contribute ideas and make suggestions to improve health and safety in the workplace.
7. Receive other workers complaints and present their concerns to the committee as necessary, when all other routes have been exhausted. All workers shall address their concerns to their supervisor/foreman, if no action is taken, and then they shall take their concerns to their appropriate manager.
8. Accompany and assist provincially regulated authorities/representatives as required.
9. Assist as required in the development of safe and healthful job procedures and work standards.

JHSC Postings on the Health & Safety Board

The following business of the JHSCs will be posted on the public health and safety boards in the workplace:

- Copies of the Minutes of the JHSC meetings
- Copies of the Inspections performed by members of the committee

- A list of the names of the JHSC committee members o Including a listing of the telephone numbers to contact members o Indicating the certified/trained members of the JHSC o Indicating the representatives that are from management and the representatives that are from workers

Health & Safety Representative – When fewer than 20 employees

In workplaces with fewer than 20 employees on a regular basis, a Health & Safety Representative will take the place of a health and safety committee. This health and safety representative will be selected by workers in the workplace. The selection can be performed with a vote/election by workers. The name of the individual selected as the workplace Health & Safety Representative will be posted, including contact information, on the health & safety board in the workplace.

The functions of the health & safety representative:

- Perform monthly inspections of the workplace
- Make recommendations to management for the improvement of health and safety in the workplace.

PERSONAL PROTECTIVE EQUIPMENT

Purpose

The purpose is to clearly outline the Company Policy around the use of proper personal protective equipment (PPE) and to demonstrate that **wearing PPE is everyone's responsibility**. PPE is an essential component of work activity with the sole purpose of protecting the health and safety of workers – when used as needed.

Policy

Personal protective equipment is the last line of defence. It is the final control mechanism for the protection of employees performing work tasks. Personal protective equipment requirements should be outlined in the appropriate Safe Job Procedures or Safe Work Practices (if applicable). While working on work-sites and in the appropriate locations where the hazards and risk present the need for adequate and proper personal protective equipment, it shall be worn. All employees must use the proper PPE as follows:

Type of Protection	Personal Protective Equipment
Head Protection	CSA Approved* "Class E" Hard Hat
Foot Protection	CSA Approved Grade 1 work boots
Visibility	Safety/Traffic Vests
Eye Protection	CSA Approved Eye Protection/Glasses
Hearing Protection	CSA Approved Hearing Protection (when required)
Respiratory Protection	Properly rated masks, fit tested (if required)

**Canadian Standards Association (CSA) seal or label on the product*

Lavis Contracting supplies specialty PPE, as well as hard hats, safety vests, eye and hearing protection. PPE must be cared for, cleaned, and maintained according to the manufacturers' instructions. Employees shall wear shirts and long pants at all times.

All PPE purchased by the Company and put into use operationally, will conform with the relevant provincial Occupational Health & Safety Act, Regulations and Codes of Practice.

Responsibilities

Personal Protective Equipment is Everyone's Responsibility. All employees, workers, supervisors, managers, and safety representatives share in the responsibility to ensure the PPE is available, being worn properly, kept in proper condition, and that the regulatory and legal requirements are being maintained.

Supervisor Responsibilities

- Ensure that the proper PPE for the hazards associated with the work, are provided.
- Ensure that workers are wearing the proper PPE when required.
- Conduct periodic inspections of workers and correct situations where workers are not wearing the proper PPE.
- Lead Safety Talks on the proper care and use of PPE.
- Report repeat problem behaviourS to Project Management and/or Divisional Management.

Worker Responsibilities

- Wear the right PPE for the job.
- Keep the PPE in proper working condition and kept clean.
- Ensure others are wearing the proper PPE if observed.
- Inspect the PPE before and after each use.
- Request replacement PPE when damaged or broken.

Safety Representative/Department

- Set policies and procedures on the use of personal protective equipment.

- Observe PPE usage when conducting worksite inspections.
- Report deviations from this procedure to the Supervisor, Project Manager, Divisional Manager, or person in charge.

Procedures

1. Head Protection
2. Foot Protection
3. Visibility
4. Eye Protection
5. Hand Protection
6. Hearing Protection
7. Respiratory Protection
8. Specialized PPE

1. Head Protection

- Hard hats must meet the CSA standards and be kept in proper working condition (e.g., must be free of cracks).
- Must be visually inspected prior to each use.
- Never wear a safety hat without a properly adjusted suspension. This could reduce or eliminate its protective capabilities.
- Do not tamper with the hard hats in any way that will weaken them or reduce their effectiveness: do not paint, drill ventilating holes, cover completely with stickers.
- Both parts of the headwear must be compatible and maintained according to manufacturer's instructions. If attachments are used with headgear (e.g., ear muffs or winter covers), they must be designed specifically for the use with the specific headwear used.
- The usual maintenance for headgear is washing with a mild detergent and rinsing.
- Hard hats that have suffered an impact should be disposed of and replaced.
- The replacement dates on the hard hats indicates that the hard hat has met its cycle and should be replaced.
- Exposure to sunlight should be minimized (e.g., on the dashboard or rear window of a vehicle when not being worn).

2. Foot Protection

- Employees supply their own safety boots.
- Foot protection must be visually inspected prior to being worn.
- All foot protection must be CSA Approved and have the green label (meaning puncture resistant).
- Must be worn on all construction sites, plant locations, jobsites, and other appropriate locations and zones where construction footwear is needed.
- Must be properly laced up and clothing should be worn over the top of the boot to prevent foreign particles and liquids from falling inside.
- Higher cut boots provide enhanced ankle support (preventing ankle rolls). Must be in good condition (not excessively worn out, exposed steel caps, etc.).
- All employees must supply their own CSA certified safety boots. Lavis Contracting Co. Limited will refund an employee up to \$150 per calendar year for purchased boots with accompanying receipt and Safety Boot Refund form filled out (**after returning for the second season**).

3. Visibility

- In all types of roadwork, caution is advised when working in the area of construction equipment and road traffic.
- Traffic Vests that meet the visibility requirements for provincial regulations and legislative requirements.
- Blaze orange is the preferred colour for traffic vests, pants, jerseys and jackets.
- Night time visibility striping may be required, depending on the work conditions. The night time visibility will meet the provincial requirements and regulations.

4. Eye Protection

On construction sites, eye hazards are: Flying dust and slivers from sawing, chipping grinding; Dirt and grit and other particles blown by the wind; Welding arcs; Ultraviolet radiation from the sun; Sparks and slag from welding and cutting; Abrasives from sandblasting; Splash from chemicals such as cleansers; Pipe and wire sticking out of walls; Ties and wire hanging down from ceilings.

- The frames and lenses of all eye protection must meet CSA CAN/CSA Z94.3-92 Industrial Eye and Face Protectors.
- Wear safety glasses with side shields. If you wear glasses already, prescription safety glasses with side shields are also available and they will fit and feel like your regular glasses.
- If your safety glasses are fitted properly and your lenses are properly maintained, sight should not be blurry or distorted.
- Some jobs require more than safety glasses with side shields – the protection should be adequate to the level of risk. Safety glasses that protect from dust may not protect from splash or radiation.
- Glasses should be on when wearing other protection, such as a welding helmet or face shield.
- Always use the eye protection appropriate for the job and for the circumstances (e.g., risk assessment).
- Ensure eye protection fits properly and is close to the face.
- It is the employees' responsibility to keep their personal eye protection clean and serviceable.
- Eye/face protection should not be modified.
- Welders and welders' helpers should also wear the required eye protection equipment. Anyone else working in the area should also wear eye protection where there is a chance they could be exposed to a flash.
- Eye protection that is not in good condition should be disposed of and replaced.

5. Hearing Protection

- The respective provincial regulations regarding noise must be followed.
- Many workers are overexposed to noise, either from their own work or from ambient noise. Over-exposure decreases our ability to hear. Workers might confuse work-related hearing loss with hearing loss due to aging.
- It is possible to slow down or stop noise-induced hearing loss by taking precautions.
- Overexposure to noise doesn't necessarily take a long time. Short periods of very high noise can cause overexposure and hearing damage (e.g., working for only 15 minutes with a gas-powered quick-cut saw will lead to over-exposure for that day).
- Plugs and muffs should have a Noise Reduction Rating (NRR) printed on the packaging. This is the reduction the protection will be provided in an ideal situation.
- Hearing protection must be properly cleaned and maintained.
- If your hearing protection does not take the sharp edge off the noise, or if your ears have ringing, pain, headaches or discomfort in the ears, an evaluation of the type of hearing protection should be performed.
- Defective hearing protection is to be disposed of and replaced.

Noise is measured in decibels (dB). The scale commonly used to measure noise that may harm human hearing is the A scale. Decibels on the A scale are therefore described as dBA.

You should wear hearing protection if you're exposed to noise levels such as:

- more than 85 dBA for 8 hours, or more than 88 dBA for 4 hours, or more than 91 dBA for 2 hours.

Most power tools and equipment used in construction operate well over these levels.

If the level of noise cannot be reduced or eliminated, the next best choice is hearing protection. The two main types of hearing protection are muffs and plugs. Generally ear muffs provide better protection.

Ear Muffs	Ear Plugs
<ul style="list-style-type: none"> Useful for intermittent noisy work as they are quick and easy to put on and take off. Don't last forever. Their protection and comfort decrease over time. Muff cushions must be replaced when they lose flexibility or are damaged. Tension in the headband needs to be just right: too loose – they don't give enough protection; too tight – they're uncomfortable. 	<ul style="list-style-type: none"> Light and comfortable for most users, but they have to be put in properly to work right. Your hands have to be clean to insert them. Come in single-use or multiple-use types. Multi-use types should be replaced often when working in contaminated environments.

6. Hand Protection

- Gloves should be worn when possible – depending on the circumstances (e.g., risk assessment).
- Gloves can provide some protection from burns; also reduce cuts, scrapes, and abrasions.
- Do not assume that gloves will always protect the hands.
- Defective gloves must be replaced if they are worn, punctured.

7. Respiratory Protection

- Respiratory protection appropriate to the hazard where an employee's health or safety is likely to be endangered by lack of oxygen or in the presence of a toxic gas, fumes or dust.
- All guidelines and proper training will be available to all workers on the proper fitting, care and use of PPE and specialized PPE.
- Based on the risk assessment and Safe Job Procedures.

8. Specialized PPE

The following categories/equipment can be deemed to be specialized personal protective equipment:

- Harnesses, lanyards and fall protection equipment.
- Face shields.
- Chainsaw chaps and gloves.
- Confined space equipment and rescue equipment.

Guidelines for Specialized PPE:

Must be identified in Safe Job Procedures and Safe Work Practices, formal training programs, best industry practices, provincial standards and regulations.

- Must demonstrate training prior to use.
- Must have a documented inspection at least once per year.
- Disposed of and replaced when found to be defective or not properly functioning.
- Cared for and maintained, including the proper storage.

Training and Awareness

The requirements for personal protective equipment (PPE) are to be reviewed at Safety Meetings, during Health and Safety Orientations, as part of Safety Talks, and at Joint Health and Safety Committee Meetings. Signs indicating the PPE requirements at project sites should be posted as a reminder of the specific requirements for PPE at those work locations and in zones where PPE is a requirement.



Using the Proper Eye Protection



When selecting the appropriate eye protection, there are two preferred options: **Gray** and **Clear**

- The clear coloured safety glasses are used mostly for indoor work and provide general protection for the eyes.
- The gray colour safety glasses are used for outdoors, and protect against the light and glare.
- The amber/yellow colour safety glasses are used for low light environments and block out blue light. Amber/yellow is an option for foggy or low light conditions where it improves contrast. Amber/yellow lenses are **not** recommended for night time work.

Important Tips on Proper Eye Protection:

- Lenses can be clear, tinted, photochromic or polarized. Each type offers various levels of ultraviolet protection. Do not be fooled by the colour of the lenses. Amber/yellow safety glasses do not improve vision during evening work hours.
- Normally darker lens colours are used to reduce sun glare.
- Goggles are designed to protect your eyes from environments where fumes, liquids, dust and potential impacts are present.

Colour	Benefits	Application	
Clear	Impact protection.	General purpose, mostly for indoor	
Gray	Enhances colour recognition	Outdoors to protect against light and glare.	
Amber	Blocks blue portion of visible spectrum, creating maximum contrast	Low light environments for maximum contrast enhancements	

Using the Proper Eye Protection

GENERAL	<p>Protecting workers by promoting and educating workers on the use of proper eye protection.</p> <p>Hazards:</p> <ul style="list-style-type: none"> • Flying Objects: A piece of metal can pierce the cornea and eyeball and possibly cause the loss of an eye. • Dust: Dust, sawdust, etc. can cause irritation resulting in a corneal ulcer in a breakdown of corneal tissue causing a red, watery, or eyes filled with puss. • Heat: Heat can burn and severely damage the cornea. • Acid Splash: Acid splash and chemicals can burn the cornea, conjunctiva (white coat on the eye) and eyelid and possibly cause loss of sight. • Abrasive: Sand can cause a corneal abrasion which can result in loss of sight.
APPLICATION	Performing tasks on worksites involving the use of proper eye protection.
PROTECTIVE MECHANISMS	Hazard Identification & Control Safe Work Practice (SWP) Safety Bulletin
SELECTION AND USE	Safe Work Practice (SWP) Personal Protective Equipment (PPE) – Safety Glasses
SUPERVISOR RESPONSIBILITY	<p>Ensure the appropriate eye protection is available to workers.</p> <p>Ensure the appropriate eye protection is properly worn when required.</p> <p>Ensure the appropriate eye protection is properly cleaned, inspected, maintained and stored.</p> <p>Ensure the appropriate eye protection is selected for the working conditions.</p>
WORKER RESPONSIBILITY	<p>Use the equipment in accordance with training and instruction.</p> <p>Inspect the equipment before and after use.</p> <p>Report any equipment malfunction to the Supervisor or employer.</p> <p>Care for and maintain equipment, as safety glasses are exposed to many damage-causing hazards.</p> <p>Regularly inspect lenses for pitting and scratches that can impair visibility.</p> <p>Clean lenses with clear water to remove abrasive dust. Cleaning dry lenses can scratch the surface.</p> <p>Handle frames with care, and check daily for cracks and scratches.</p>
APPROVAL	Director, Health, Safety & Environment

SWP-SAF-021 Rev. 0, December 22, 2014

FALL ARREST HARNESS

All workers shall wear a fall arrest system when working in hazardous locations, e.g. falling distance is more than 3 metres, confined space etc.

When a safety harness is worn, an attendant outside the confined area must securely hold the lifeline or control the retractable lifeline and winch.

All workers affected will be trained in the use of fall arrest as per Lavis Contracting Co. Limited training policy.

A competent worker before each use shall inspect all equipment.

Any defective component of the fall arrest system shall immediately be taken out of service.

HOT WEATHER WORK PLAN

Lavis Contracting Co. Ltd. will use 32 Degrees Celsius as a trigger temperature for implementing the Hot Weather Work Plan. Lavis Contracting will educate its employees about heat stress through orientation and regular tailgate meetings. Along with the supervisor, all employees are encouraged to keep an eye on their co-workers and help recognize symptoms of heat stress. All foreman and safety reps will have a full copy of the Hot Weather Work Plan showing all guidelines for work/rest regimen.

TRAINING POLICIES

Note: A copy of all training is kept on file in the office for further reference. If you have had further pertinent training, please provide a copy of your certificate or certification cards to be added to your training file. If you renew training, please update the office accordingly.

SPRING START UP

Lavis Contracting Co. Limited is committed to providing a safe workplace. Each spring, Lavis Contracting Co. Limited provides a special orientation day for all employees to refresh and familiarize themselves with good working practices and the possible dangers and hazards that exist in the workplace. The Health and Safety Policy is reviewed, W.H.M.I.S. training is provided and special safety topics are discussed.

HEALTH & SAFETY ORIENTATIONS

Purpose

Lavis Contracting recognizes the Orientation and Training of the company's workers is an integral part of the Health and Safety Management System. This policy outlines health and safety orientations for new workers across the divisions of the company. Health and safety orientation provides an overview of the company health and safety management system for new workers – and workers that are returning from a seasonal layoff – to educate employees on their responsibilities. It also provides awareness of health and safety and provides specific information on: Reporting Incidents and Injuries, Return-to-Work Requirements, Emergency Planning, and Company Rules, among other topics.

Policy

This policy is intended to provide for legislative compliance and protection of the health and safety of Lavis Contracting employees and others who may work at Lavis Contracting workplaces by ensuring:

- A health and safety orientation is conducted for employees before starting work at Lavis Contracting.
- Job-specific health and safety training is provided prior to employees commencing specific jobs they have not previously performed that places their health or safety at risk.
- New Hire & Sub-Contractors Training Records are reviewed to verify competency to perform work on Lavis Contracting worksites and to assess training needs.
- Employee attendance at health and safety orientation and job-specific health and safety training is documented and is readily accessible to those who require the information.
- Regular evaluation and updating of health and safety orientation training and jobspecific health and safety training programs.

Orientation for New Employees

Younger and inexperienced workers are generally involved in more incidents than experienced workers. Health and safety education should start with an orientation as soon as a worker joins Lavis Contracting, or is given new duties (e.g., moves from one job function into a completely different job function, a worker moves into the position of a Supervisor, etc.).

The Safety Orientation Checklist is to be used in order to ensure all of the relevant components of the orientation have been completed. The standard checklist is to be signed by both the Facilitator (person providing the Orientation) and the employee to document that all sections have been reviewed and completed. A new worker shall not begin working unless this form has been reviewed for verification by the Site Supervisor (depending on the work location, a new worker may be given a Lavis Orientation hard hat sticker to illustrate that the worker has completed an up-to-date orientation).

New worker orientation will include the following:

- Lavis Health and Safety Orientation
- Health & Safety Prevention Training (Ontario employees only)
- Site-specific WHMIS requirements
- Incident Reporting procedures
- Reporting Injury and Illness Requirements, and their obligations in the Return-to-Work program
- Explanation of the proper use of the personal protection equipment applicable to the particular work being performed
- Identification of the location of the first aid kit or first aid station, fire extinguisher, telephone and washrooms
- Workplace and/or job site orientation with attention to site-specific hazards

Seasonal Start-up Orientation Training

All persons returning to work after a seasonal layoff (or other type of layoff over a period of time) and all newly hired employees will take part in an orientation seminar. This seminar will take place before any employee starts work for the new season.

The orientation and safety training for employees returning from seasonal layoff will include:

- Health and Safety Orientation
- Personal protective equipment (use, care, and maintenance)
- WHMIS
- Site/job specific hazard awareness and safe work practices

Sub-Contractor Orientation

All sub-contractor personnel working on Lavis sites shall, prior to starting work on site, attend a sub-contractor health and safety orientation. All sub-contractors must ensure their workers are adequately trained prior to starting work. Proof of training is required.

The mandatory training for sub-contractor employees shall include:

- Sub-Contractor Orientation
- WHMIS (proof of training is required)
- Worker Prevention Training (proof of training is required)
- Job specific training (e.g., Working at Heights, if applicable)

Records of Training

A record of training will be completed as proof that the worker has successfully participated in the training and will be documented by way of the following:

- An attendance sheet which is to be signed by the worker
- Safety Orientation Checklist
- Training Card (To be kept by the worker and be accessible at all times)
- Safety Contract
- Orientation Hard Hat Sticker

HEALTH & SAFETY TRAINING

Purpose

To outline the company and legislative requirements in health and safety training and to ensure that all employees receive general and specialized training in health and safety throughout and across all levels of the organization.

Policy

Training is an essential component to employee, personal, and skill development. It is also instrumental in preventing incidents, injuries, and illness and property damage. When employees have the skills to perform the work tasks properly, the awareness of hazards, and the knowledge of the potential risk – they are equipped to perform the job safely. Lavis Contracting provides, and employees shall participate in, safety, skill and related training. This training includes general and specific training:

General Health and Safety Knowledge	Specialized Training
Health and Safety Orientation	Job-specific Training
Prevention Starts Here (Ontario)	Safe Job Procedures
Health and Safety Training for Supervisors and Management (e.g., Basics of Supervision)	Transportation of Dangerous Goods (TDG)
Workplace Hazardous Materials Information System (WHMIS)	Working at Heights
First Aid and CPR	Confined Space and Confined Space Rescue
Fuel Handling	Equipment Operation
Health and Safety Manual	Operating a Chainsaw
Safe Work Practices	Elevated Work Platforms

**There are several other courses in health and safety. This list is meant to provide a brief overview of the difference between general health and safety knowledge and specialized training.*

Trainer Qualifications

Workers will be instructed by a competent and/or qualified person. In certain situations, due to legislative requirements and regulations training can only be provided by an individual that holds a certification in that specialized area. Certification records of those training credentials will be maintained and retained. Those individuals will also be authorized to sign the training record provided to the worker acknowledging their completion of the program.

Worker Training

Employees receive training at the start of their employment, as well as ongoing training as part of their personal development, and to meet legislative and regulatory requirements.

The following health and safety training is applicable to workers:

- Lavis Contracting Health and Safety Orientation
- Workplace Hazardous Materials Information System (WHMIS)
- Safe Work Practices
- Safe Job Procedures
- Emergency Preparedness and Planning
- Workplace Violence and Harassment Policy and Procedures review
- Certification Training (for members of the Joint Health and Safety Committees)

Supervisor Training

All Supervisors will receive competency training (e.g., Basics of Supervision) as an essential part of their responsibilities for managing health and safety. The Safety Department schedules training sessions at regular intervals to facilitate this requirement. Individuals that are promoted to the position of Supervisor will also take Supervisor health and safety training as part of that orientation into the new position – or be scheduled in a future Supervisor training session if programs have already been coordinated.

The following health and safety training must be attended for all Lavis supervisors:

- Lavis Contracting Health and Safety Manual – complete orientation and issued a copy
- Supervisor Prevention Training (Ontario)
- Hazard Assessment, Analysis, and Control
- Conducting Workplace Inspections
- Conducting Incident Investigations

Training Needs Review

Using tools like a training matrix, a software solution, or a spreadsheet, training will be tracked and evaluated for when it occurred and when it expires and requires recertification (e.g., First Aid training). On an annual basis, the business unit/Operation will review its training needs and work to plan health and safety training for the upcoming season/year.

Training needs will be identified based on:

- Skills required for the position
- Safe Job Procedure requirements
- Safe Work Practice requirements
- Changes in legislative and regulatory requirements
- Hazards and risk identified in the position
- Training standards

Scheduling and planning for training requirements must be taken into consideration in planning projects and operational activity. Supervisors and Managers are responsible for coordinating with and working with the Safety Department to ensure that legislative requirements, best practices in training, and industry accepted training standards are being met. Training and development will be audited as part of the Certificate of Recognition (COR) internal and external audits.

Storage of Records

To ensure training records for all employees of Lavis Contracting are properly stored and easily accessible. Records are best stored by individual names. Those records include a listing of all of the training that individual/employee has completed and is best illustrated on a training matrix or in a training database.

Records of training and competency (in certain circumstances) must be carried by the individual while they are working (in close proximity to the job site). In those circumstances, the individual must carry the training card/certification with them. Copies of these certifications will be maintained in employee files (e.g., with Human Resources, at the Divisional head office, or with the Safety Department). Electronic records are preferred. Sign in sheets to courses and programs are also important to retain on file. Those records are used to generate training cards and to input the information into a training matrix and into the individuals' personnel/training file.

Health and Safety Training:

1. Safety training is provided/organized by the Safety Department in consultation with the Operation/business unit. Training is provided by Lavis certified and competent trainers or is out-sourced to an external training provider.
2. Following all safety training provided, the Safety Department will add course details [Course, Course Type, Course Date, Number of Participants, Division, Location, Trainer(s)] and training documents to Safety SharePoint. Records of training can also be stored at the business unit divisional office, and/or on the COR Records Warehouse. The COR Records Warehouse is the preferred location for electronic training files.

3. The Safety Department will create Training Cards for employees that successfully fulfill the training requirements.
4. Training Cards and all other training documents (i.e. Agenda, Participant Attendance Sheet, WorkShield Scoring Spreadsheet, Safety Contracts, Safety Orientation Checklists, Exams, etc.) will be sent to the applicable work location via inter-office mail, or in person by the Safety Department.
5. The employee at each work location responsible for maintaining training records will ensure each employee receives their Training Card as proof of training.
6. The employee at each work location responsible for maintaining training records will make a copy of the Training Card and file it in the employee's training file, along with any other training documents (i.e. Safety Contract, Safety Orientation Checklists, Exam, etc.) and update the Training Matrix to reflect the training completed.
7. General training documents (i.e. Agenda, Participant Attendance Sheet, WorkShield Scoring Spreadsheet, etc.) should be filed in a general training file.

Operational Training (e.g., Training other than Safety Training):

1. Following all non-safety training (in-house or outsourced), the employee at each work location responsible for maintaining training records will ensure each employee receives their Training Card as proof of training (if applicable).
2. The employee at each work location responsible for maintaining training records will make a copy of the Training Card and file it in the employee's training file, along with any other training documents (i.e. Exam, etc.) and update the Training Matrix to reflect the training completed.
3. General training documents (i.e. Agenda, Participant Attendance Sheet, etc.) should be filed in a general training file.
4. The work location responsible for providing/organizing the training must inform the Safety Department of the training and provide copies of training documents (i.e. Agenda, Participant Attendance Sheet, Exams, etc.) via inter-office mail, email or in person.
5. The Safety Department will add course details [Course, Course Type, Course Date, Number of Participants, Division, Location, Trainer(s)] and training documents to Safety SharePoint.

Operational training is training specific to job procedures. Health and safety training is training and skills development related to health and safety.

TRAFFIC CONTROL

All employees of Lavis Contracting Co. Limited, who may be required to control traffic on a jobsite or on a public roadway, shall be adequately trained in the Procedures of Traffic Control and given adequate oral and written instructions by a competent person. A copy of this training shall be sent to the head office where it is to be kept on file for any further reference.

Lavis employees must adhere to the legal requirements of traffic control as set out by the OHSA, which includes but is not limited to the following:

- Traffic control includes but is not limited to the following work activities: directing vehicular traffic (i.e. public vehicles and construction vehicles), traffic signs (layout, installation, removal) lane closures, and other similar type work.
- Before beginning any work, a written Traffic Control Plan **shall** be developed and implemented at *every* project where workers may be exposed to a hazard from public vehicles and construction traffic (**Per Section 67(3) of OH&SA Construction regulations**).
- The Traffic Control Plan shall identify site-specific vehicular traffic hazards and include a Worker Protection Plan that will specify the measures that will be taken to protect the workers from all vehicular traffic hazards.

TCP's must read and understand the Infrastructure Health and Safety Association's "Handbook for Construction Traffic Control Persons", which includes but is not limited to the following:

- Each TCP shall be outfitted with the proper PPE, adequate signs, cones, barricades and a 'stop and slow' paddle. A two-way radio will be supplied when applicable.
- TCP shall position themselves facing oncoming traffic 40 to 50m from the working area so as to protect personnel and equipment and stand where you can be seen by approaching traffic at least 150m away. Adjust distances to suit road, weather and speed conditions.
- Give the motorist plenty of warning; don't show the STOP sign when the motorist is too close.
- When showing the STOP sign, use firm hand signals and indicate where you want traffic to stop.
- When showing the SLOW sign avoid bringing traffic to a complete halt. When motorists have slowed down, signal them to keep moving slowly.
- Before moving traffic from a stopped position, make sure the opposing traffic has stopped and that the last opposing vehicle has passed your post. Then turn your sign.
- Stay alert, keep your eyes on approaching traffic, and make your hand signals crisp and positive.
- Co-ordinate your effort where applicable to other TCP to avoid unnecessary delays, tie-ups and confusion.
- Plan an escape route: always have a clear exit if traffic disobeys your signals.

NIGHT TIME OPERATIONS

During non-daylight hours, the following procedures will be put into place to protect Traffic Control Persons (TCP) and workers:

- A portable light will be used to illuminate each traffic control person.
- TCP's will wear reflective arm and leg bands in addition to the standard personal protective equipment.
- An additional vehicle with flashing caution lights will be used ahead of TCP's to guide traffic safely through the work zone.

PROCEDURE FOR TRAFFIC CONTROL AFTER DUSK - REQUIREMENTS

- Reflective arm and leg bands must be worn in addition to standard personal protective equipment.

RECOMMENDED

- Use a flashlight with a red cone attachment as well as the sign and carry spare batteries.
- Place flashing amber lights ahead of your post.
- Stand in a lighted area under temporary or street lighting or illuminated by light from a parked vehicle (stand fully in the light without creating a silhouette).

WHEN USING TWO WAY RADIOS

- 1) TCP 'A' shall radio TCP 'B' to give message that he or she is going to "Hold Traffic Back".
- 2) TCP 'B' shall respond with "Message understood, my traffic is coming through"
- 3) Upon TCP 'B's last vehicle through or a period of one to two minutes, TCP 'B' shall determine via radio or sight if TCP 'A' is holding traffic back, **if so** then TCP 'B' shall reverse his or her sign to the Stop position and hold traffic back.
- 4) TCP 'B' shall then radio TCP 'A' giving the message, "My traffic is held back." TCP 'A' shall then respond with "Message understood. My traffic is coming through"
- 5) The same procedure will then apply for TCP 'A' and will work back and forth as required.

NOTE

- If TCPs are not able to see one another, each TCP will mention the type and colour of vehicle last allowed through, i.e. red Chevrolet car, green Ford truck etc.
- TCPs shall extend common courtesy to traffic, such as allowing traffic adequate stopping distance, allowing larger trucks to keep moving if possible, one to two minute intervals of traffic if road is busy both ways.
- Oncoming traffic shall be stopped until message is absolutely understood.

TRAFFIC CONTROL SUMMARY

- Always face traffic.
- Plan an escape route.
- Wear Personal Protective Equipment.
- Maintain proper communication with other traffic control persons.
- Stay alert at all times.
- Be Courteous.

EMERGENCY PROCEDURE FOR TRAFFIC CONTROL IN SUDDEN FOG CONDITIONS

Work on travelled roadways will not commence if foggy weather creates unsafe working conditions.

If sudden fog occurs during normal working operations the following safety procedures will be implemented:

- Extra vehicles with flashing lights will be placed to alert oncoming traffic
- Additional Traffic Control Persons or a pilot vehicle may be used
- TC-54 barrels or traffic cones may be placed around equipment to alert traffic and protect workers
- The superintendent will contact the Lavis Office and the Lavis Office will contact the local OPP for assistance and the local radio station will also be contacted so they can warn motorists.

W.H.M.I.S. WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

Lavis Contracting Co. Limited requires that all employees be trained in the recognition and control of workplace hazardous materials. Upon request by the Ministry of Labour Inspector, all employees should be able to confirm that they understand the system, its purpose and how to access information when needed.

W.H.M.I.S. IS COMMUNICATED TO ALL EMPLOYEES THROUGH

1. Labels

- All materials, applicable to W.H.M.I.S. shall be appropriately labeled to identify their potential hazards
- A "Supplier Label" shall be attached to the container when shipped to the project, or shall be returned to the supplier
- A "Workplace Label" shall be affixed to all decanted containers

2. Material Safety Data Sheets

- All materials, applicable to W.H.M.I.S. shall be provided with a Material Safety Data Sheet on or before the date of the first shipment
- A new Material Safety Data Sheet will be provided if the information is updated or upon expiry (3 years)

3. Employee Training – renewed yearly

All hazardous materials found in the workplace must be identified in accordance with the W.H.M.I.S. requirements of the Occupational Health and Safety Act. Material Safety Data Sheets will be provided and maintained at each site office, trailer for reference, to assist all employees in how to handle, store, and dispose of these materials.

All employees who work in or in close proximity to hazardous materials must have had formal training under the W.H.M.I.S. regulations. All workers shall be provided with workplace specific training on W.H.M.I.S., by their employer, yearly. Records of this training shall be available for inspection.

SEE TABLE #1: W.H.M.I.S. Symbols

OPERATION & TRAINING

Any employee of Lavis Contracting Co. Limited who is authorized by their supervisor via a Lavis License to operate a designated piece of equipment (loader, forklift, crushers, etc.) shall be adequately trained in Equipment Operating Procedures and given adequate oral and written instructions by a competent person.

FALL PROTECTION

Any employee of Lavis Contracting Co. Limited, who may use a fall protection system, shall be adequately trained in its use and given adequate oral and written instructions by a competent person.

CHAINSAW OPERATION

Any employee of Lavis Contracting Co. Limited who is authorized by their supervisor to operate a chainsaw shall be adequately trained in Chainsaw Operating Procedures and given adequate oral and written instructions by a competent person.

CRANE SIGNALING

Any employee of Lavis Contracting Co. Limited, who may be required to signal a crane or similar hoisting device, shall be adequately trained in Crane Signaling Procedures and given adequate oral and written instructions by a competent person.

NUCLEAR DENSITY GAUGE

Only properly trained personnel are to use, handle or transport a nuclear density gauge. Crew members in an area where a nuclear density gauge is being used shall follow the instructions of the trained operator (for example, the distance to stay away from the gauge). The Nuclear Safety and Control Act requires operators of density gauges be qualified and trained. The Dangerous Goods Act requires anyone transporting a nuclear density gauge be trained to do so. Lavis Contracting Co. Ltd. will ensure that proper training is available to personnel that handle, operate or transport nuclear density gauges. Records of training will be kept at the Lavis Lab, in the care of the Radiation Safety Officer, and will be available at Jobsites. Project supervisors and Radiation Safety Officers will ensure that only properly trained personnel handle, operator and transport nuclear density gauges.

CONFINED SPACE

“Confined space” means a fully or partially enclosed space that is not both designed and constructed for continuous human occupancy, and in which atmospheric hazards may occur because of its construction, location, content or because of work that is done in it.

Whenever entering a confined space, the following procedures are taken and a written permit is supplied before entry is permitted.

- Space location identified.
- Assessment of hazards that may exist.
- Atmospheric testing for oxygen, explosives and toxins at all levels.
- Steps taken to eliminate hazards.
- Rescue procedures.
- Permit signed by trained personnel.

If these procedures are not followed and no entry permit is signed:

DO NOT ENTER THIS SPACE---CALL FOR ASSISTANCE.

A copy of the confined space safe work procedure will be available at the job site at all times

COMPRESSED AIR EQUIPMENT

Compressed air is a very powerful force, which should not be underestimated. With compressed air not only can the stream of air be dangerous, but also the dust and particles of dirt that it carries can be readily embedded in the skin and eyes. Never blow dust from clothing with compressed air—regardless of the pressure.

- Never point compressed air equipment at people.
- Always wear eye and ear protection when working with or when working near compressed air.
- Wear a dust mask or wear a respirator if dust is being generated.
- Compressed air hose connections must be fastened to a nipple by two clamps. As an additional precaution, the hose must be wired to the nipple, as well as clamped.
- When disconnecting air lines or equipment, ensure that the air feed is shut off and that the air pressure has been relieved.
- Always wear safety glasses, gloves and ear protection when using air tools for chipping and drilling.
- Never wear loose clothing or jewelry which could catch on a piece of rotating air equipment.
- A NIOSH approved respirator and a fresh air source from the air compressor unit is needed when wearing a sandblasting hood.
- If practical, consider using a non-silica type sand blasting agent as a way to minimize the risk of hazardous dust.
- When towing the air compressor unit have two separate means of attachment to the towing vehicle.

GENERAL LOCKOUT AND TAGGING POLICY

Lockout means bringing every power source in a machine or system down to a zero energy state.

Lockout procedures prevent the sudden and unexpected release of energy from a machine or piece of equipment. Many injuries occur during equipment service and maintenance by moving parts because they were not locked out.

A lockout procedure involves placing padlocks and personal protection tags on a control point, such as a switch or valve, to lock it in the off position. The equipment can then be started only after every worker who might be exposed removes his or her lock and tag.

Some equipment can simply be switched off and locked out of service. But, in most cases the system involves several energy sources. A press may be hydraulically powered, for instance, but electrically controlled. Locking out the hydraulic power is not enough. Locking out the electricity may not be enough. Gravity can still cause a raised ram to drop of its own weight. There may also be stored energy in pistons or springs.

TYPES OF LOCKOUT DEVICES

- Personal locks --Insulated fuse pullers --Blocks and pins
- Personal tags --Status tags --Multiple lock adapters
- Master padlock --Chains, slings, cables

EQUIPMENT LOCKOUT PROCEDURES

- Identify all energy sources—electrical, kinetic, pneumatic hydraulic, potential, stored, etc.
- Determine if all energy sources can be turned off locked out or blocked.
- Have all energy sources shutdown by qualified personnel.
- Install a personal lock and tag, with reason, name and date.
- Release, disconnect or wait for stored energy to dissipate.
- Verify zero energy state (with extreme caution). Attempt to turn on the equipment with start button, ensure blocking (if required) and additional safeguards are securely in place.
- If zero energy state is not achieved, then arrange shut off by qualified personnel.
- When zero energy state is verified, the person performing the maintenance/repair work can proceed.
- When work is complete, remove locks and tags.
- Ensure all personnel are clear before removal of blocking and/or additional safeguards.
- Task is complete. Start-up equipment.

Lockout doesn't have to involve complicated machines and systems. It can mean putting a block under the arms of a backhoe while you replace a hydraulic cylinder or turning off the master power switch on a piece of equipment and removing its key.

GUARDING

- Guards are to be removed only by authorized personnel for performing maintenance procedures and while equipment is locked or tagged out. The guards must be replaced prior to starting up machine or equipment.
- The guard should extend beyond any pinch point. Pinch points are located in and around power transmission points of pulleys, drive belts, idlers and between belts.
- Guards should be considered a permanent part of the machine or equipment. Lock out/tag out procedures shall be followed when performing maintenance or repairs that involve removing or altering guards on a machine.

LIFTING AND LIFTING DEVICES

Lifting

- When lifting any heavy equipment do not subject yourself to strain
- Where a heavy load or object must be handled, use mechanical equipment where possible, otherwise, get help.
- Lift with your legs, not with your back. If you do not know proper lifting procedures ask your supervisor.
- Do not lift loads with a jerking motion, but slowly and steadily.
- Do not carry a load you cannot see over.

LIFTING DEVICES

- Lifting devices are a very important piece of equipment on our jobsites. They have to be handled with the utmost care and have to be inspected on a regular basis.
- Manholes and pipes are designed with special hoisting devices supplied by the manufacturer and are to be used as instructed.
- Pipe slings and straps are to be used as instructed and inspected daily.
- Any frayed cables and/or nylon straps are not to be used, REPLACE immediately.
- Never stand underneath a load.

Refer to hand signal chart when hoisting - TABLE #3 on Page 56.

SAFE WORK PRACTICES POLICY

Policy

Lavis Contracting will develop safe work practices for general and specific work activity to address hazards that may be presented in performing work tasks, project activity, or operations. Safe Work Practices are general in nature and work to supplement other knowledge garnered through experience, formal training, knowledge, and supervision.

Purpose

The purpose of this policy is to protect Lavis Contracting employees by establishing safe work practices for common activities. This will assist our employees in performing tasks in a consistent and safe manner in order to prevent losses related to incident, injury, property damage, or damage to equipment and the environment. Safe Work Practices (SWPs) offer general information involving the protection of worker health and safety by offering reminders, actions, and tips for dealing with certain work situations. SWPs list (in no specific order) the responsibilities of both supervisors and workers, provide an explanation on selection and use of the SWP and the various protective mechanisms that related to that practice. Often times, the SWPs are tasks that are well-known activities that have been documented for educational, informational, and knowledge transfer purposes. The SWPs are stored in a central location and reviewed by the Health and Safety Department. The SWPs reflect the various work operations and are divided into general and specific categories. This is accomplished with the assistance of managers, supervisors, and employees.

Responsibilities & Commitment

Lavis Contracting will establish safe work practices to minimize the risk of injury, illness and property damage. This process will be accomplished with assistance of the managers, supervisors, and employees. Safe Work Practices will be reviewed annually by management and staff, to review their relevance and applicability. Project Managers and supervisors will ensure employees are provided with training and instruction on safe work practices. All Lavis Contracting employees have a duty to comply with the safe work practices and procedures and utilize all safety devices provided to them.

Changes to SWPs

New Safe Work Practices developed, or changes to existing Safe Work Practices will be reviewed by the Safety Department and added to the inventory of Safe Work Practices – and stored on a network location (e.g., Sharepoint site) and in hard copy (paper copies for supervisors and the Safety Department). Safe Work Practices are issued and approved by the Director, Health, Safety & Environment. Safe Work Practices will be both general and specific in nature. General SWPs will apply to multiple Operations (e.g., Housekeeping practices) while others may be specific to an Operation.

Training

Safe Work Practices can be a useful tool to provide training and guidance to employees, helping them to work safely. Safe Work Practices include the everyday activities that workers perform such as, using ladders, three-point contact, taking shelter from a tornado, etc. SWPs can also outline practices involving Occupational Health. Workers should be aware of SWPs and provide input and review SWPs. SWPs can be reviewed:

- During safety training sessions
- As part of regular Safety Talks or as part of a Safety Alert
- At the Joint Health and Safety Committee meetings
- During the Job Hazard Analysis briefing at the start of the shift
- Annually to review their applicability and evaluation to regulatory requirements
- At anytime where it is appropriate to the work at hand.

HOUSEKEEPING

GENERAL	Job site housekeeping
APPLICATION	All sites
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> • Good housekeeping must be practiced at all times. Tripping hazards and slippery conditions must be eliminated. Aisles and access ways must be kept clear of any obstruction, and be well-lit and properly ventilated. • Scraps must be removed to disposal bin or designated disposal area. • Nails or sharp objects protruding from lumber or boards must be removed. • Daily job site cleanup is required and individual cleanup duties must be assigned to all workers. • All materials must be segregated as to size, kind and length and placed in neat, safe and orderly piles. This will ensure clear passageways in storerooms, warehouses and on job/project sites creating a safe workplace for all employees. • Materials must be properly stored, stacked or piled away from power lines and to prevent tipping/spilling. • Bagged or sacked material should be stacked or piled no more than ten high and should be cross piled on skids so that in all cases, no one can be injured because the material falls, rolls, overturns or breaks. • Barrels may be stacked upright with platforms/planks between layers and should not be stacked any higher than the mechanical equipment can safely reach. • Skids of brick blocks or other such material should be stockpiled in such a manner as to prevent tipping or collapsing. • Employees are not allowed to climb up, on or about around any such stacked equipment, machinery, supplies, parts, products, etc. • Stockpiles should be blocked and interlocked ensuring that they are not too high or obstruct any fire access, extinguishing or fire safety equipment (e.g. fire doors). • Proper tools, such as cutters or snips, must be used to break metal bands and extreme caution should be taken when removing such objects. • Protruding nails in boards, planks, etc., must have the nails removed or bent over, and the boards placed in an orderly fashion. When handling such material, the workers should wear heavy gloves and safety footwear as prescribed. • Signs must be posted to warn workers of hazardous areas.
SELECTION AND USE	This safe work practices applies to all sites.
SUPERVISOR RESPONSIBILITY	<ul style="list-style-type: none"> • Training of all employees to this SWP. • Enforcing this SWP. • Regular review of jobsites identifying unsafe conditions.
WORKER RESPONSIBILITY	<ul style="list-style-type: none"> • Following and respecting this SWP. • Continuous adherence to this practice. • Report unsafe and poor practices to their supervisor.

DEFECTIVE TOOLS

GENERAL	Job site tool evaluation
APPLICATION	All sites
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> If a tool is defective in some way, DO NOT USE IT. Be aware of problems like: <ul style="list-style-type: none"> o Split or broken handles o Chipped or worn down bits or Broken, dull or worn down saw blades o Worn out pull cords o Loose chain saw chains
SELECTION AND USE	<ul style="list-style-type: none"> This safe work practices applies to use of small, hand held tools.
SUPERVISOR RESPONSIBILITY	<ul style="list-style-type: none"> Training of all employees to this SWP. Enforcing this SWP. Regular review of jobsites identifying unsafe conditions. Investigate worker feedback in a timely manner.
WORKER RESPONSIBILITY	<p><u>Hand Tools:</u></p> <ul style="list-style-type: none"> Never use a defective tool. Double check all tools prior to use. Ensure defective tools are either repaired or replaced. Report unsafe conditions or acts immediately to the supervisor. <p><u>Power Tools:</u></p> <ul style="list-style-type: none"> Visually inspect power tools prior to use – looking for damaged parts, loose fittings or frayed electrical cords. Ensure power tools used are CSA or UL approved and plugs are three prongs grounded or double insulated. Use tools only in the manner in which they are designed. Read and follow manufacturer's instructions prior to using. Do not remove safety guards from tools or subject tool beyond its obvious capacity. Use only proper size bits, blades, disks or other attachments for the task at hand. Remember to let the tool do the work; if you have to force the power tool reconsider another tool or approach. When changing out parts, always disconnect tool from power source. Do not carry, hoist or unplug the power tool by its cord. Ensure proper personal protective equipment is worn when working with power tools (i.e., eye protection and/or face shields) to protect against flying particles. When working with power tools, avoid wearing any loose clothing, articles and if required secure long hair to avoid getting caught. Ensure adequate lighting present in area where working with power tools. Remove all defective tools from the work area and mark, 'Defective - Do NOT Use'.

OPEN CUT EXCAVATION WORK

- Review the project plan and specifications and perform an onsite inspection to identify the type of utilities present, either buried or above ground to identify any potential safety hazards. Also, review the soils investigation report to identify the type of subsurface conditions that may be expected to be encountered during the excavation work.
- Complete ALL utility locates before starting to dig. Co-ordinate all locate requests through Lavis Contracting Co. Limited office
- Ensure that all utilities are accurately located and marked out.
- Keep copies of the locate records onsite.
- If necessary, have the utility services disconnected, protected or relocated before or during the excavation work. If required, make arrangement to have the utility company onsite to assist before and/or during the excavation work. **Hand dig to confirm utility locations before uncovering them with heavy equipment.**
- Take all reasonable precautions to support exposed utilities and keep them from failing or breaking.
- Any excavation that a worker may be required to enter shall be kept reasonably free of water.
- The walls of an excavation shall be sloped 1:1, be stripped of loose rock or other material that may slide, roll, or fall upon a worker.
- A level area at least one metre away from the upper edge of each wall of an excavation shall be kept clear of excavated material, construction materials and equipment.
- Safe reliable means of access (i.e. ladder, ramp, stairs, and pathway) shall be provided at all times.
- Do not operate or position a vehicle or machine that will affect the stability of a wall of an excavation.
- During and after the excavation work, regularly monitor the ground inside and outside the excavation for signs of soil failure (groundwater seepage, ground swelling at the bottom of the excavation, tension or shrinkage cracks around the excavation at original grade).
- Any excavation that has someone entering must have a competent spotter at the top of the excavation to notify of any possible dangers.
- If it is not possible to slope the trench walls as specified, trench boxes should be used at all times. The trench boxes should be ordered to meet your requirements and they should be accompanied by an engineers stamped and approved drawing.
- A ladder should be inside the trench box at all times.
- Workers should never leave the protected area of a trench box.
- Special attention should be paid when manhole section or pipe sections are lowered into the trench box.
- Never stand underneath a load while it is lowered into the trench.
- Trench boxes should only be rented from approved suppliers.

POWERLINE SAFETY

Contact with overhead power lines is a major cause of fatal accidents in construction. The equipment involved is often a backhoe, dump truck, boom truck, crane or an excavator. But rolling scaffolds, extension ladders, lengths of pipe and metal siding have also been involved.

PRECAUTIONS

- Point out power line hazards on site.
- Review typical situations encountered regularly by your crew.
- Review company, project and legislated guidelines regarding work near overhead power lines.
- Check the area for overhead power lines before bringing in equipment such as excavators, backhoes, dump trucks or boom trucks. Determine power line voltage by checking markings on pole or calling the utility.
- Avoid storing materials and equipment below overhead power lines.
- Maintain minimum allowable distances set by regulations.
- Use a designated signaler to direct equipment operators. This designated signaler cannot perform any other function. If you are the designated signaler, warn operators when any part of their machine, boom, or load approaches the minimum clearance.
- When moving equipment, be aware of overhead power lines. Always maintain the minimum allowable clearance.
- Near live power lines up to 150,000 volts, bring nothing closer than 3m or 10ft.
- Between 150,000 and 250,000 volts, keep a minimum distance of 4.5m or 15ft.
- Over 250,000 volts stay 6m or 20ft away.

IN CASE OF CONTACT

- STAY IN THE TRUCK OR EQUIPMENT UNTIL THE POWER IS SHUT OFF.
- If possible, break contact by moving the equipment clear of the power line. Otherwise do not move the equipment until the utility shuts down the line and confirms that the power is off.
- Beware of time relays. Even after breakers are tripped by line.
- Keep everyone away from equipment in contact with the power line.
- Never touch equipment and ground at the same time.
- Get someone to call the local utility to shut off power damage. Relays may need to be reset to restore power.

OVERHEAD WORK

No work of any type shall be performed directly overhead another worker, vehicle or piece of equipment where there is a potential for a falling object to strike the worker, vehicle or piece of equipment below.

CONVEYOR SAFE WORK PRACTICES

- All workers should be in the operator's sight before turning on the conveyor.
- Before working with a conveyor, be sure to know the location of pinch points.
- All head, tail, drive and tension pulley guards are not to be removed during the conveyor belt operation.
- Never use a shovel or other such objects to remove debris from a moving conveyor.
- Never adjust conveyor belts while running.
- All conveyor belts must be stopped, locked, and tagged out before repairing, servicing or removing any guards.

PROPANE AND TEMPORARY HEATING

GENERAL	Site heating and torch use
APPLICATION	Formwork heating, field torch use
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> • No person shall handle propane unless the person is the holder of a certificate or ROT (record of training) for that purpose. • The cylinders are to be installed and secured in an upright position to prevent from falling. • Use only the proper tools for connecting any hoses or appliances to the cylinders. • Only workers certified in the use of propane shall be permitted to install the equipment. This includes the changing of cylinders. • Cylinders are to be transported in an upright position. They are to be secured from falling and/or lifted only if secured in a proper lifting cage that is designed for this purpose. • Adequate fire protection equipment that is suitable for use on propane fires shall be available in the vicinity of the equipment being used, and all workers shall be trained in the use of this equipment. • All connections are to be checked on a daily basis for leaks and proper installation ("Soap Test"). Any repairs to equipment shall be completed only by qualified people. • Where this equipment is installed and/or used in an enclosed area, provision is to be made for proper and adequate ventilation. • Safety devices, such as pressure release valves and regulators are not to be disabled or modified, unless a qualified technician carries out this work. • Personal protective equipment shall be used when handling propane (safety glasses, gloves and long sleeved shirts). • Propane under pressure is extremely cold and can cause frostbite. • Do not use or store cylinders of propane in low areas, such as trenches, manholes or basements. Propane is heavier than air and will collect in low areas. <p><i>For further information, see the appropriate current Occupational Health & Safety Legislation.</i></p>
SELECTION AND USE	This safe work practices applies to all sites.
SUPERVISOR RESPONSIBILITY	<ul style="list-style-type: none"> • Provide training to employees required to follow to this SWP. • Enforcing this SWP. • Regular review of jobsites identifying unsafe conditions. • MSDS Sheets are readily available
WORKER RESPONSIBILITY	<ul style="list-style-type: none"> • Ensure proper training has been received in accordance with the legislation. • Following and respecting this SWP. • Continuous adherence to this practice. • Report unsafe and poor practices to their supervisor.

WELDING AND CUTTING

- Welding equipment shall only be used by qualified authorized personnel and all required personal protective equipment shall be used.
- Only approved equipment in good condition shall be used and any defects must be reported immediately. Frequent inspections should be carried out.
- Adequate ventilation must be provided.
- Particular precautions must be taken prior to welding or cutting in dusty or gaseous locations.
- The areas in which welding is being done should be clear of combustibles, screened off with proper screens, provided with suitable fire extinguishers.
- Cylinders should be handled with care and secured in an upright position. They should be stored neatly with empty cylinders stored separately and clearly marked.
- When transporting cylinders the regulators must be removed and the caps installed.
- Hoses and cables must be protected from any possibility of damage. In some cases, it may be necessary to suspend them.
- Special care must also be used when working in confined spaces. All entries shall be made in conformance with the legal requirements. Special clothing should be worn, preferably fireproofed but wool is acceptable.
- Never feed oxygen from the cylinder into a confined area.
- Welding or cutting must not be done on containers that have held flammable or poisonous substances until they have been thoroughly cleaned and safe guarded.
- Protect cylinders, hose, legs and feet when flame cutting.
- Put stub end of welding rods in a suitable refuse container.
- Never allow oil or grease to come in contact with oxygen or oxy-acetylene equipment or hose.
- Always remove an oxy-acetylene torch from a confined space when the torch is not in use.
- To be accompanied by a standby person and extinguisher when necessary.

USE OF TIGER TORCHES

GENERAL	Protecting workers from injuries associated with the use of tiger torches
APPLICATION	The primary function of the tiger torch is to preheat piping systems
PROTECTIVE MECHANISMS	<ul style="list-style-type: none"> Manufacturers specifications PPE Fire protection
SELECTION AND USE	<ul style="list-style-type: none"> As per Safe Job Procedure Manufacturers specifications (400-01 training required) Propane Training
SUPERVISOR RESPONSIBILITY	<ul style="list-style-type: none"> Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Work site inspection MSDS
WORKER RESPONSIBILITY	<ul style="list-style-type: none"> Training (Propane Certificates). Ensure you are familiar with the operation of equipment. Ensure fuel lines are in good working conditions. Follow proper procedures for lighting torch. Ensure proper cylinders are secured and regulators in place. When not used for pre-heating operation, shut torch off at main fuel supply. Torches are not to be used for heating or thawing of lines where known hydrocarbons are present.
APPROVAL	Director, Health, Safety & Environment

FIRST AID

Purpose

To ensure all employees of Lavis Contracting are aware of the requirements to provide necessary first aid treatment to any employee injured in a workplace incident. Provincial regulations lay out the requirements for first aid materials (kits) that must be provided by an employer and the training requirements for workers who are to provide first aid treatment when required. The size of the first aid kit and the types of materials required are dependent on the number of people employed at the place of employment (see "First Aid Supply Requirements of Permanent Locations" table below). A vehicle being used by an employer to transport workers is also considered to be a place of employment.

Policy

Lavis Contracting will ensure that all workplaces are equipped with first aid kits as required by provincial regulations and legislative requirements, and sufficient personnel will be trained to provide first aid treatment when required.

Requirements

1. Each department must provide first aid kits at each place of employment or location where work is being performed.
2. Each vehicle owned by or operated on behalf of Lavis Contracting shall be equipped with a first aid kit.
3. Each first aid kit will be in the hands of an employee trained in first aid who works in the immediate vicinity of the kit. The person providing the first aid treatment must record the first aid treatment provided on the First Aid Injury Treatment Record form and complete an Incident Report Form.
4. Each department is responsible for inspecting the first aid kit at least once per month. Each first aid kit shall be provided with a First Aid Kit Monthly Inspection Form to record the inspection.
5. The list of first aid trained employees must be posted in workplaces (e.g., on the Safety Communication Board), and/or readily apparent on worksites (e.g., hard hat stickers of first aid trainers). Training records of first aid trainers must also be posted on the bulletin board. The first aid trained individuals will be listed on the Job Hazard Analysis.
6. If required, facilities will be equipped with a First Aid Room as per provincial legislation.
7. Any first aid kit, which has been used, shall be re-stocked as soon as possible. The employee using the kit shall be responsible for notifying his/her supervisor that the kit is incomplete and requires restocking.
8. First aid training for employees must be scheduled prior to provincially regulated expiry dates. Records of training will be maintained in an appropriate database. First Aid training sessions may be scheduled by the appropriate Safety Department representative.

First Aid Requirements shall be posted in every project that has a field office and in the foreman's Safety Binder on Projects without a field office.

Supervisors/Foremen will ensure that all employees on the job are aware of:

- Where to find first aid stations and kits.
- Who on site is trained in first aid.
- What are the local Emergency numbers (911, etc.).
- Keep a record of any time first aid is administered and report it to your supervisor, using the Incident Report Form.

All training will be carried out by a recognized Certified First Aid training company. Training records will be kept for all employees that have been trained. Training cards should be kept with the individual. Records of training will be kept in local offices/nearest location to where the trained employee works or stored on the Network.

Records include:

- Date of training, date of expiry/renewal, name of recognized agency that performed the training, etc.

Transportation after an Incident or Injury Policy

Lavis Contracting will comply with legislation which requires that an employer must provide immediate transportation to a hospital, a doctor's office, or the worker's home, if necessary.

Notes:

1. It is the choice of the injured party to decide which treatment center (i.e. doctor's office) he/she wishes to attend if any. It is the worker's choice to decide on whether medical aid is required. Provide first aid and make sure there is a record of first aid treatment provided using the First Aid Injury Treatment Record and Incident Report Form. If the employee refuses treatment, it will be acknowledged by the employee, and documented using an Incident Report Form.
2. In all cases, whether the injured party is conscious or unconscious the ambulance service will decide on which treatment centre is to be utilized.
3. In most cases of injury or illness where transportation is required, an ambulance should be the first, best option for transportation.
4. Personal vehicles should not be used to transport an injured party. If the injury/illness worsens during the journey or traffic is heavy, their arrival for treatment can be delayed.
5. The Supervisor or Designate should accompany the injured party to the hospital to provide support to the injured party and provide information to the treating physician.
6. If the worker, after initially refusing treatment subsequently attends a hospital, clinic, etc., steps should be taken as per the Return to Work Program.

FALL ARREST PLAN AND PROCEDURE

Lavis Contracting Co. Limited has a Fall Arrest Plan in place to retrieve a fallen worker who is suspended by his safety harness and lanyard in the area of the asphalt plant. The asphalt plant has maintenance platforms as high as 48' and the asphalt silo as high as 64'.

Lavis has a "snorkel lift" or man lift that has a platform with a 60-foot reach can be used. This machine would be our first line of defense for rescuing a suspended worker

The Central Huron Fire Department does not have a ladder truck, but through their mutual aid, the Goderich and Seaforth Departments both have 100' ladder trucks. The Fire Chief explained that the 911 call should specify a suspended worker and that they could dispatch the Goderich or Seaforth ladder truck.

Lavis Contracting Co. Limited is also equipped with a tripod and self-retracting lifeline for use in manhole work. This device not only incorporates Fall Arrest Protection, but also a self-contained bi-directional retrieval winch suitable for raising and lowering personnel in emergency rescue/retrieval situation.

RESCUE PLAN AT GRAVEL PIT PONDS

Lavis Contracting Co. Limited has pits where ponds are present. Precautions must always be taken to guard against the danger of drowning. When operating trucks and equipment around water, ensure a sound footing and stable placement of the vehicle or equipment to prevent upset.

Lavis Contracting Co. Limited provides personal floatation devices for their own dragline and shovel operators, which are the two pieces of equipment that typically bail gravel from the ponds. Rescue equipment in the form of a Ring Buoy attached to 15 metres of 10mm polypropylene rope is available and should be in close proximity to any bailing activity.

At the Main Pit Compound, a Ring Buoy attached to 15metres of 10mm polypropylene rope is housed inside a clearly signed cabinet at the asphalt plant's sediment ponds water pump location. All workers in these areas will be made aware of these safety devices and radio or cell phone communication will always be present.

VEHICLES, EQUIPMENT AND FUEL

CVOR MAINTENANCE PROGRAM

MAINTENANCE

- Maintenance includes but is not limited to: changing necessary fluids, replacing worn parts, belts, etc., inspection of machine/vehicle for damage, replace defective parts, and hoses.
- Brakes are only adjusted by a qualified brake adjuster or licensed mechanic.
- Vehicle Inspection reports are to be completed by servicing personnel whenever a vehicle is serviced in the field or shop.
- Equipment Operator Daily Report is now required on all E03, 04, 05, 06, 07, 08, 09, 10, 11, 12 and 13 numbered vehicles and must be filled out and handed in Daily by the operator.

REPAIRS

- No vehicle shall be operated with any unsafe mechanical deficiency at any time.
- All repairs are to be coordinated through the Lavis shop. Repair details are to be recorded and a copy of the repair details is to be kept at the Lavis shop.

ANNUAL INSPECTIONS

- All heavy vehicles will receive Periodic Mandatory Commercial Vehicle Inspections (PMCV) annually as coordinated by the Lavis shop.
- Any vehicle without a current PMCV sticker shall not be operated.

PRE-TRIP INSPECTION/CIRCLE CHECK

- Every driver of a commercial motor vehicle and some private use vehicles must carry out and log an inspection as outlined in *The Highway Traffic Act* and its *Regulations*, prior to the vehicle's use.
- A motor vehicle with a GVWR of 4,500kg or more that is a public service vehicle or commercial truck is classified as a commercial motor vehicle.
- Vehicle inspection reports are available in the shop and must be filled out accurately and completely. Every applicable box must be checked off according to your circle check inspection. A copy of the "Circle Check" form will be signed and remain in the vehicle until the operator or driver is finished for the day at which time they are responsible to turn in the Daily Inspection (Circle Check) Sheet to the Lavis Shop
- Only employees authorized by their supervisor are allowed to drive company vehicles/equipment.
- Operators of company vehicles or motorized equipment must have a valid and proper licence and comply with provisions of the Commercial Motor Vehicles regulations.
- For all vehicles/equipment, ensure that it is operable in a safe and reliable manner prior to operation. Perform a walk around to check tire pressure, lights, assess for body damage, fluid levels, wipers, etc. Report any deficiency to the Lavis Shop immediately for repairs or to schedule repair.

ACCIDENTS

- All accidents, whether involved directly or indirectly are to be reported to the head office immediately.

RECORDS

- Records are to be kept for maintenance and repair of all equipment and vehicles.

CLEANLINESS

It is the responsibility of each truck and equipment operator to maintain a high standard of cleanliness for all equipment on a daily basis. This includes truck and equipment cabs as well as exterior cleanliness. Please dispose of garbage and recyclables appropriately.

ZERO TOLERANCE: FOR ALCOHOL AND NON-PRESCRIPTION DRUGS

- Lavis vehicles/equipment will never be used to transport any alcoholic beverage.
- Lavis vehicles/equipment will not be driven by anyone who is under the influence of alcohol or any non-prescription drug.
- There is zero tolerance for consuming any alcoholic beverage or using any non-prescription drug while on any job site, while on Lavis' property, in any Lavis vehicle/equipment or during working hours.

QUALIFICATION FOR VEHICLE OPERATION

Whenever an employee's duties require the driving of company vehicles owned and/or operated by Lavis Contracting the following qualifications must be met:

- All drivers must pass a road test conducted by an appointed Lavis employee.
- A driver must not have had an impaired driving conviction in the last (2) two years, and no more than (1) one in the last (5) five years. An impaired conviction throughout their hire will disqualify them from being able to operate any motorized vehicle for a minimum of (1) one year after their license re-instatement or until the "I" restriction has been removed from their license.
- Employees must supply all materials requested during their employment to keep their employee file up to date (copy of driver's license, driver medicals for Class A, B, C licensed, reason for a Class change, etc.).

Violation of this policy may result in disciplinary action up to and including discharge.

VEHICLE OPERATING RULES

1. Only employees authorized via Lavis License by their supervisor are allowed to drive company vehicles and/or operate company equipment.
2. No employee shall operate any vehicle or equipment unless they have been properly trained to do so.
3. When operating a company vehicle/equipment, all Highway Traffic Act regulations are to be abided by. This includes but is not limited to wearing your seatbelt.
4. Only employees that have a valid and current driver's licence and authorized Lavis License may operate company vehicles and equipment.
5. Do not operate any vehicle or equipment that is deemed to be unsafe.
6. The use of company vehicles or property without authority or their use in an unsafe manner will result in a severe reprimand or dismissal.
7. All equipment operation is to be done by qualified personnel in accordance with the manufacturer's guidelines as shown in the operator's manuals. The manuals are to be kept with the equipment at all times.
8. Employees agree to notify Lavis of any/and all charges or accidents.
9. No Riders; other than passengers authorized by Lavis management.
10. Fuel Sheets are to be handed in weekly!
11. Maintain a reasonable speed on the road, jobsites and yard locations.
12. All Lavis employees including truck drivers and equipment operators are required to wear Personal Protective Equipment as outlined by the Occupational Health and Safety Act, this includes but is not limited to CSA certified safety boots, hardhat and reflective vest.
13. Smoking is prohibited in all enclosed areas including all equipment and vehicle cabs. This policy is consistent with Huron County's ETS By-Law.

14. All required paperwork must be completed legibly, accurately and in a timely manner. (Circle Checks, Daily Activity Reports, Weigh Tickets)
15. Company vehicles and equipment will be used for Lavis Contracting Co. Limited business only.
16. Do NOT leave keys in the vehicles. Please ensure any spare sets used are returned to the Key cabinet as soon as you are done with them.

TRUCKS—BACKING UP AND DUMPING

When working in conjunction with asphalt spreaders, gravel spreaders, milling machines, etc., drivers must be very attentive to the operation they are helping perform. Clear communication between the truck driver and signal person must be maintained at all times—this includes both VISUAL and VERBAL communication.

STEPS TO BE TAKEN IF BACKING UP IS REQUIRED

- Turn CB radios and AM, FM, music radio OFF.
- Company communication radio is left ON.
- The driver-side or passenger-side window must be down in order to ensure verbal communication between driver and signal person.
- Driver to ensure tailgates are locked and the load has been evenly distributed.
- All drivers should ensure:
 - That the tailgate is unlocked.
 - That the vehicle is dumping on a reasonably level and solid surface to prevent tip over.
 - That the signal person or other equipment is not beside the truck when dumping.

NEVER back-up to equipment until a signal person is in a position where he/she is able to see the back of the truck and he/she is visible in the truck mirror.

ONLY back-up when absolutely necessary to do so.

FUEL SPILLS AND LEAKS

In the case of an accidental spill or leak:

SMALL SPILLS AND LEAKS: Absorb with an inert material such as 'Oil Dri' or oil-absorbent towels (available in the fuel spill kit) and place spill cleanup material in appropriate waste disposal.

LARGE SPILLS AND LEAKS: Report to the office immediately so that the appropriate action can be taken. Keep away from heat and sources of ignition. Stop the leak if without risk. Note: Emergency stop is at electrical panel at the main Lavis pumps.

REMINDERS WHEN FUELING

- ALWAYS turn off your vehicle when refueling.
- When pumping fuel DO NOT leave pump unattended.
- Never smoke, light matches, or use lighters while refueling.
- Never prop open the fuel nozzle latch with anything.
- Do not re-enter your vehicle during fueling to prevent static charges from building.
- Prior to filling, be sure to touch the metal surface of the vehicle (i.e. Close your driver's door) to dissipate static buildup.
- Do not use cell phones during fueling.

- When leaving the fueling station, remember to remove the nozzle from the tank and be mindful of pulling away from the pumps especially with equipment to avoid catching the hoses.
- If a fire does start, do not remove the nozzle! Back away immediately. Eliminate sources of electrical power by shutting off the pump, use the emergency shutoff on the pump, and/or shut the breaker off in the electrical panel box located beside the fuel-recording building.

MOBILE FUELING OF EQUIPMENT POLICY

Dispensing shall not take place within:

- Thirty (30) metres of a stream, river, lake, canal or natural watercourse
- A building
- Three (3) metres of a property line
- Three (3) metres of a highway except when requested to do so by an emergency service provider
- Four and one-half (4.5) metres off any opening in a building
- Three (3) metres from a building with no openings, or
- Three (3) metres from any source of ignition

Prior to dispensing fuel, the attendant shall ensure that the tank vehicle or mobile refueling tank is at the same electrical potential as the vehicle or equipment being fuelled.

While dispensing gasoline or an associated product, the person transferring the fuel shall remain in constant attendance of the motor vehicle, tank or equipment being fuelled.

Unreeling of the fuel hose and nozzle shall be done with the nozzle in an upright position.

Transfer of fuel is to be stopped prior to overflowing.

During fueling, a fire extinguisher with a minimum rating of 4A, 60-B or C shall be readily available for use.

Spill containment kits shall be readily available during fueling operations.

The mobile refueler shall have a spill response procedure and personnel shall be trained in the cleaning up and reporting of spills.

During fueling, a sign shall be provided at the front and rear of the tank vehicle, visible to all persons as they approach it, which shall display the international no smoking symbol in red and black at least ten (10) centimeters in diameter on a white background.

Ensure Fuel Sheets are handed in weekly!

ADMINISTRATIVE POLICIES

STARTING YOUR CAREER WITH LAVIS, KLING OR JENNISON

To begin work, you are required to have the following items:

- A clean, current abstract (reviewed at time of interview)
- Your driver's license so that we may make a photo-copy for your file.
- A void cheque for Direct Deposit of your pay **or**
- A print out from your financial institution including the following information:
 1. Your Financial Institution Number (3 #'s)
 2. Your Transit Number (5 #'s)
 3. Your Account Number (varies based on the bank).

Please make sure this information is stamped or verified by the bank in order to ensure its accuracy.

- Pants. You are not permitted to wear shorts on the jobsite.
- Grade 1, CSA certified, "green patch" work boots (preferably boots to help support the ankle).
- Positive, Safety Conscious Attitude.

Personal Protective Equipment including a hard hat and vest will be supplied to you at the end of the orientation session.

SICK/PERSONAL LEAVE POLICY

WHAT IS A PERSONAL DAY?

A 'personal day' is a "paid" day off, for which an employee is permitted to be absent from work in order to attend to personal matters.

Lavis Contracting Co. Ltd. considers "personal matters" to cover those times when you would expect special consideration to be given to your circumstance (i.e., you need to be with an ill loved one, attend your child's graduation, doctor's appointments, etc.). We ask that you use personal days responsibly. Time off required for entertainment or vacation related activities would be best taken as either vacation or unpaid scheduled time off.

Furthermore, please be advised that Bereavement Time is over and above Personal Time.

All full-time regular and full-time seasonal employees are eligible for up to 6 sick /personal days per year.

The number of Sick/Personal days you are eligible for will be converted into hours (in order to track partial days) based on a typical workday to a maximum of 9 hrs/day. Therefore, if you typically work 9+ hours/day you are entitled to 6 days x 9 hours = 54 sick **or** personal hours/year.

All part-time employees are entitled to a pro-rated equivalent based on days worked per week as calculated below:

days worked per week / 5 x 6 (full-time sick/personal leave equivalency).

$4/5 \times 6 = 4.8$ which rounded = 5 days x 8* = 40 hours

$3/5 \times 6 = 3.6$ which rounded = 4 days x 8* = 32 hours

***whatever is typical up to a maximum of 9**

**Other extenuating circumstances may apply.

During the first season with Lavis Contracting Co. Ltd., new employees are eligible for paid sick/personal leave after completing a 3-month probationary period. After this probationary period, seasonal workers will be allowed 3 days in the next 4 months and year-round employees will be allowed 4.5 days in the next 9 months. After the first season/year, the regular Sick/Personal policy applies as outlined.

SALARY EMPLOYEES

The above policy applies to salaried employees as well as hourly. All sick/personal leave per employee will be tracked and in the cases where salary employees exceed their allotted paid leave in a calendar year, they will be subject to a reconciliation adjustment.

BEREAVEMENT TIME

In the event of a death in the immediate family of a full-time employee, the employee will be allowed up to 3 (three) working days off with pay.

The immediate family of an employee includes the employees: Father, Mother, Wife or Husband, Sons, Daughter's, Brother, Sister, Father-in-law, Mother-in-law, Brother and Sister in-law and Grandparents.

Should a loss occur, bereavement consideration shall be between the affected employee and management.

ENDING YOUR CAREER WITH LAVIS, KLING OR JENNISON

If, unfortunately, the circumstances arise that see us parting ways, for whatever reason, please do the following:

- Provide at least 2 weeks' notice to the office and your supervisor prior to your expected last day. This will ensure proper paperwork is completed.
- Return any keys, documentation, company issued radios, cell phones, undamaged safety equipment and anything else belonging to Lavis Contracting Co. Ltd. on or prior to your last day.
- If you move, please update our office with your new address in order for future paperwork to be completed and forwarded to you (such as T4 statements).

W.S.I.B AND RETURN TO WORK

CO-OPERATION OBLIGATIONS

The employee and employer must co-operate with each other in the return to work process by:

- Initiating early contact.
- Maintaining communication throughout the worker's recovery.
- Working towards identifying and securing a suitable and available job for the worker.
- Giving the W.S.I.B. all relevant information concerning the worker's return to work.
- Notifying the W.S.I.B. of any dispute or disagreement concerning the worker's return to work.

EMPLOYEE PROCESS AND PROCEDURES

- Contact the employer immediately after the work-related injury.
- Contact the employer within 24 hours after receiving initial health care treatment.
- Respond to written or telephone contacts from the employer within a reasonable amount of time.
- Be available to communicate with the employer during regular work hours.
- Attend appointments/meetings with the employer.

COMPANY PROCESS AND PROCEDURES

- Contact the worker as soon as possible after the work-related injury.
- Provide the worker/W.S.I.B. with the company return to work contacts.
- Respond to written and telephone contacts from the worker in a reasonable amount of time.
- Be available to communicate with the worker during regular work hours.
- Attend appointments/meetings with the worker.

PRIVACY POLICY

Collection, Use and Disclosure of Personal Employee Information:

"Personal employee information" is personal information collected, used or disclosed for the purposes of establishing, managing or terminating an employment relationship. We can collect, use and disclose this information without consent but we will only collect, use and disclose the personal information that is necessary for the purpose of administering the employment relationship. "Personal employee information" may include, but is not limited to, the following:

1. name;
2. home address and phone number;
3. employment history;
4. disciplinary records;
5. medical information or disability;
6. social insurance number;
7. age;
8. bank account;
9. wage or salary paid;
10. sex;
11. family status;
12. marital status;

In administering the employment relationship we may use this information to perform tasks such as providing benefits, paying wages and generally managing the workplace.

Some personal employee information will be disclosed to the following third parties:

- Our benefit provider: **Great West Life**
- Any third party necessary for the purposes of administering the employment relationship.

We will not disclose personal information to any third party unless we provide our employees with prior notification or our employees give us written consent to do so.

Our personal employee information is safe guarded to prevent unauthorized access, use and disclosure. Particularly sensitive information such as medical information is stored separately and is only accessed by those with the need to do so.

It is important that we keep our personal employee information as up to date as possible. Please notify us as soon as possible of any changes to employee contact information. Employees may access their personal employee information by making a request to our *Privacy Officer*. Any concerns or questions about the collection, use or disclosure of personal employee information can also be addressed by this individual.

SUBCONTRACTORS & BROKER TRUCKS

Creating and maintaining a construction environment which ensures the health and safety of all its members is a responsibility that must be shared.

Therefore, all subcontractors and "Broker Truck" drivers hired by Lavis Contracting Co. Limited must understand and adhere to our Health and Safety Policy and Company rules.

This includes but is not limited to the following:

- All subcontractors and broker trucks associated with our projects must understand and work in compliance with the conditions of "The Occupational Health and Safety Act" and the Provincial regulations current at the time of signing this policy, or as may be revised and enacted prior to completion of the project.
- Workers shall wear all personal protective equipment that is required by OHSA on all Lavis Contracting Co. Limited jobsites that includes but is not limited to: CSA certified safety boots, hard hat and proper reflective, fluorescent, orange vest.
- Workers will not work under the influence of alcohol, narcotics or nonprescription drugs.
- It is the responsibility of every subcontractor to inform their visitors and suppliers of all rules and regulations pertaining to the site, and to assist the contractor in ensuring compliance.
- Provide site-specific training as required to meet the safety policy and procedures for each job site.
- Co-ordinate all work activities through the project manager or superintendent.
- Conduct or take part in regular tailgate, on-site safety talks.
- Notify supervisor/project manager of any lost time injuries or medical aid cases.
- Provide to Lavis Contracting Co. Limited all material safety data sheets required for each jobsite.
- Drivers shall not back up on the job site unless a signal person is directing them.
- When traveling in the areas of the gravel pit, be cautious of other traffic, always give the loader operators the right of way, and do not use excessive speed.
- Never drive behind the asphalt plant loader while he is on the ramp feeding the plant.
- Do not turn around on any private driveway or parking lot.
- If hauling material out of the Lavis pits, check with the scale house or operator for every load.

PAPERWORK REQUIREMENTS

- Daily activity reports must be filled out and handed in each night.
- Each load must be counted and recorded on the daily activity report.
- Weigh tickets must be handed in to either the jobsite foreman or handed into the office daily.

All subcontractors and Broker Trucks of Lavis Contracting Co. Limited must review a copy of this safety policy and procedures booklet and sign the acknowledgement sheet for Lavis Contracting records.

DISCLAIMER

The information presented here is to the best of our knowledge current at the time of printing and is intended for general application.

This publication is to be used as a guide only.

It is not intended for replacement of government regulations or practices and procedures wholly applicable under every circumstance.

For further detailed information please refer to:

- The Ontario Occupational Health and Safety Act and Regulations for Construction Projects.
- The Handbook for Construction Traffic Control Person Manual.
- The Infrastructure Health and Safety Association(IHSA) of Ontario, Guidelines for Training Traffic Control Persons.
- The Province of Ontario Traffic Control Manual, Book 7, temporary conditions.
- Lavis Contracting Co. Limited's Office for additional information, forms, procedures and plans.
- COR Documentation from Miller SharePoint Portal website









SUMMARY

Safety is the responsibility of every person on our projects. You have the training and knowledge to work safely and watch out for fellow workers. Safety is our number one concern!




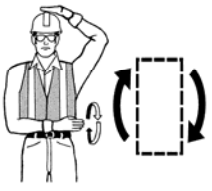
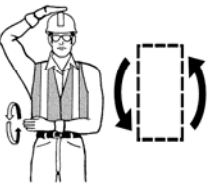






NEVER FORGET:

If you are not part of the solution, you are part of the problem!

**TABLE #1:
W.H.M.I.S. SYMBOLS**

Class A - Compressed Gas	
Class B - Flammable and Combustible Material	
Class C - Oxidizing Material	
Class D - Poisonous and Infectious Material 1. Materials Causing Immediate and Serious Toxic Effects 2. Materials Causing Other Toxic Effects 3. Biohazardous Infections Materials	  
Class E - Corrosive Material	
Class F - Dangerously Reactive Material	

**TABLE #2:
EXCAVATOR HAND SIGNALS**

 Swing Left	 Swing Right	 This Far To Go
 Counter Rotate	 Counter Rotate	 Open Bucket
 Close Bucket	 Dipper In	 Dipper Out
 Emergency Stop	 Stop Engine	NO RESPONSE SHOULD BE MADE TO UNCLEAR SIGNALS

**TABLE #3:
HOISTING HAND SIGNALS**

 Load Up 1	 Load Down 2	 Load Up Slowly 3	 Load Down Slowly 4	 Boom Up 5	 Boom Down 6
 Boom Up Slowly 7	 Boom Down Slowly 8	 Boom Up Load Down 9	 Boom Down Load Up 10	 Everything Slowly 11	 Use Whip Line 12
 Use Main Line 13	 Travel Forward 14	 Turn Right 15	 Turn Left 16	 Shorten Hydraulic Boom 17	 Extend Hydraulic Boom 18
 Swing Load 19	 Stop 20	 Close Clam 21	 Open Clam 22	 Dog Everything 23	NO RESPONSE SHOULD BE MADE TO UNCLEAR SIGNALS 24

EMERGENCY RESPONSE PLAN

1. REMAIN CALM.
2. Call for assistance. Assign specific responsibilities.
3. Access the hazards at the scene and make the area safe for yourself and others.
4. Identify yourself to the victim and offer to help. Access the casualties for life threatening conditions.
5. Promptly obtain First Aid/medical treatment. (Administer First Aid only if you are certified to do so.)
6. Accompany the injured employee to a doctor or hospital or wait with the employee or injured person until they no longer require your assistance.
7. Immediately notify Lavis Contracting Co. Limited's office of any accident or injury.
8. Complete accident investigation report immediately.

EMERGENCY CONTACT NUMBERS

Lavis Contracting Co. Limited:

Phone: 519-482-3694 Fax: 519-482-7886
37462A Huron Road., RR#2 Clinton, Ont
To report an absence from work dial ext. 239.

Frank Kling Limited

Phone: 519-527-0297 Fax: 519-527-0299
43067 Hydro Line Road., Seaforth, Ont.

Jennison Construction Ltd.

Phone: 519-238-8480 Fax: 519-238-2797
70572 Grand Bend Line., Grand Bend, Ontario.

Lavis Concrete Division

Phone: 519-524-4555 Fax: 519-524-4505 Seaforth: 519-527-0001
Parr Line., Benmiller & Hydro Line Road., Seaforth, Ont.

Ambulance/Police/Fire Department: 911

Hospital: Clinton 519-482-3447 Goderich 519-524-8323

Ontario One Call: 1-800-400-2255

Ministry of Labour: 1-877-202-0008

Bell Telephone (Repair): 1-800-400-2255

Union Gas (Emergency): 1-877-969-0999

Hydro One (Emergency): 1-800-434-1235

Ministry of the Environment (Spills): 1-800-268-6060

Eastlink Cable Repair: 1-888-345-1111

Hensall Co-op: 519-262-3002 or 519-891-1111

Note: Please take an extra moment to know your exact whereabouts when working on all jobsites. It is not only necessary for 'Daily Activity Reporting' but could save precious seconds in the event of an emergency.

All Pit 911#'s are listed in the main office as well as posted at each pit entrance.