

Health and Safety Program and Employee Regulations

THE OCCUPATIONAL HEALTH AND SAFETY ACT AND REGULATIONS SHALL BE OBSERVED ON ALL BPC PROJECTS.

GENERAL RESPONSIBILITIES FOR SAFETY AND HEALTH

(The following are requirements of the Health and Safety Act of Ontario, Sections 25, 26, 27 and 28.)

MANAGEMENT

- Overall responsibility for policy direction and planning
- Review of control information
- Delegation of responsibility/authority
- Budget allocation for health and safety
- Active support of health and safety programs
- Hold accountable those managers and supervisors reporting to them

SUPERVISORS

- Responsible for operator and other training
- Supervise to ensure correct working procedures are followed
- Communicate hazards and control procedures to workers
- Take reasonable precautions to ensure safety of workers
- Information feedback to management
- Cooperate with health and safety committee members
- Hold accountable those employees reporting to them

ALL EMPLOYEES

- Report workplace hazards to employer or supervisor
- Report known defective equipment or protective devices that may be hazardous
- Report all accidents to employer or supervisor
- Report all injuries to supervisor no matter how minor
- Comply with company rules and procedures
- Use machinery, equipment, tools, etc. only as authorized and in a safe manner
- Follow job procedures
- Cooperate with health and safety committee members
- Use or wear personal protective equipment as required

IN THE EVENT OF AN ACCIDENT IN HIS/HER AREA, THE SUPERVISOR SHALL:

- a. Administer First Aid if a worker is injured. Supply worker with transportation to hospital or doctor if required. Supervisor or other responsible persons should accompany injured workman.
- b. Investigate each accident and submit a complete report to the office.
- c. Ascertain if worker will lose time beyond the day of incident; if so determine if it is a direct result of this accident.
- d. Ensure that worker records in writing the events pertaining to the accident.
- e. Make sure office is advised immediately of all accidents.

The company will have the right to request that the injured person be examined by the Company Doctor and may request summary of worker's limitations. Light duty work may be prescribed if available for speedy return to work.

EMPLOYEES HAVE THE RESPONSIBILITY, AS A CONDITION OF CONTINUED EMPLOYMENT, TO:

- a. Wear approved Hard Hat on **all** construction projects.
- b. Wear approved safety foot wear, properly laced. **No safety boots – no work – no exceptions.**
- c. Wear protective glasses or goggles where exposed to the hazards of eye injury. Wear protective gloves or mitts when required. Wear ear protection where exposed to excessive noise. Wear a mask in dusty conditions.
- d. Be properly attired so as not to expose the body to hazards, example: sunburn, etc.
- e. Report to the supervisor any unsafe condition or act that may be observed.
- f. Refrain from working under mechanically or hydraulically upheld components without first pinning and blocking them. (ie: Loader, gill, blades, etc.)
- g. Work in such a manner that his/her conduct does not endanger himself/herself, fellow workers or the public.
- h. Refrain from consuming, being in possession or under the influence of alcohol or drugs on the project. **NO EXCEPTIONS!**
- i. Wear approved safety shirts or vests as soon as you step out of your vehicle.
- j. Ensure that the work safety equipment is maintained in good order. Refill fire extinguishers and first aid kits after their use.
- k. Drive personal and company vehicles in a safe and lawful manner.
- l. Park personal and company vehicles in such a way so as not to interfere with equipment movement or public traffic.
- m. Ensure that the work areas are kept tidy and free of debris.
- n. Ensure that the site, especially equipment, is not left in a condition which creates a hazard to other employees or to the public.

- o. Follow company policy regarding equipment checks, service logs and locking out and tagging out of defective equipment/tools.
- p. Ensure that equipment parked overnight or on the weekends cannot be started by unauthorized persons. All implements must be safely on the ground before leaving a machine. ie. 3 point, blades, loader buckets etc. Park all overnight equipment together and chain down all implements that could be stolen.
- q. Must take personal responsibility for the payment of tickets issued due to any contravention of the traffic act and or parking infractions.

Use extra care while working or driving in residential, commercial or heavy traffic areas.

- a. Mount and dismount equipment using toeholds and handles provided. Do not jump from equipment. Assist any driver in backing; be his eyes behind the vehicle, trailer or machine.
- b. Check engine oil level and top up as required before starting any equipment. This must be repeated at the end of every (4) hours of operation.
- c. Shut off all motors while refueling.
- d. Check all fluid levels on equipment before starting a shift and observe equipment constantly for any irregularities such as leaks, low pressures, strange noises, vibrations, etc., and report such to the supervisor. Be sure all required lights are working.
- e. Respect work site. Minor oil leaks or spills, for example, can be costly to clean up.
- f. Protect work done by other trades before setting out, (ie., cover windows, sidings, etc.).
- g. Be sure of underground utility locations before digging for any purpose.
- h. Be courteous to the public everywhere, and any person on the job site, at all times. Profanity where the public is concerned is not permitted. Urinating in public areas is not permitted; use proper facilities.
- i. Refrain from horseplay, racing, fighting or any action which may injure or offend others.
- j. Safety devices (such as power, take off guards, chain guards, etc.) must be on equipment and operating at all times. Report any problems with safety devices to supervisor.

**IF A FELLOW WORKER OR A MEMBER OF THE PUBLIC IS IN ANY DANGER,
ACT IMMEDIATELY TO PREVENT AN ACCIDENT**

MACHINERY OPERATION

1. A Circle Check must be carried out before operating or using any equipment. Circle Check forms are provided. The completed white copy must be placed in the bin before leaving the yard. If a defect is found, tell Danny immediately. If a defect arises during the day, notify your supervisor.
2. Only authorized and trained employees shall operate machinery.
3. A copy of all operator manuals and relevant safety materials shall be kept on file in the main office.
4. All equipment, tools and vehicles shall be checked before and after use for proper fluid levels and operating condition.
5. All shields and guards shall be kept on all equipment.
6. All machinery will be maintained and serviced when necessary or as per maintenance schedule.
7. All machinery shall be operated with the safety of the operator and others nearby in mind.
8. All defects in machinery shall be reported to the supervisor and written on daily time sheet.
9. All equipment and tools shall be replaced in their proper storage location after use.
10. All proper personal protective equipment shall be worn by the operator when deemed necessary by the supervisor.
11. Keys will be removed and placed in a specified area at the end of each day.
12. All equipment will be “immobilized” if left on job sites. Ask your supervisor to instruct you on procedures for immobilization.
13. Lock out and tag any equipment before working on it or leaving it in an unsafe condition. If equipment has a start key, remove it and keep it in your pocket before working or leaving the machine.

CONDITIONS OF EMPLOYMENT AND GENERAL REGULATIONS

CONSTRUCTION EMPLOYEES

1. Hours of work in a normal season:
Monday – Friday ± 7:00 a.m. thru ± 6:00 p.m. (on site)
Saturday As required by project schedule
½ hour lunch (unpaid). Paid if working as deemed by your supervisor.
If the job can be finished to BPC standards that night, stay late to finish it.
2. You are required to perform the circle check every morning & it must remain in your vehicle.
3. If you operate a piece of machinery you are responsible for completing a pre operational and operational equipment check. These shall be handed in after each shift.
4. If you operate a vehicle or machinery you are obligated to notify your supervisor that you have been prescribed medications that inhibit your ability to operate vehicles and/or equipment in a safe manner. If you have been prescribed medications that temporarily interfere with your ability to so; alternate duties will be assigned.
5. If your vehicle needs service have your supervisor arrange it with Danny or Richard.
6. Drivers / Foreman will be required to complete job costing allocation sheets and collect all delivery slips on a daily basis and submit to the office daily. Each hourly staff member is required to punch in and out utilizing either their thumb print or punch card allocated at the starting of employment. All documentation submitted MUST have the job number clearly written (including allocation of partial loads).
7. Employees are responsible for getting themselves to and from BPC yard daily. Rain and inclement weather may stop some projects, while others may continue because of site conditions. If there is severe weather in the morning, foreman should contact your supervisor to determine if you should proceed to your job.
8. Employees are required to report to work prepared with their personal necessities for the day. (ie. Lunch, refreshments, etc.) If there is no coffee truck available on site, one man may leave the job site to pick up refreshments for the crew. Break starts when the man returns to the site. Under no circumstances is the whole crew to leave the site for refreshments.
9. Any employee leaving the job site too early and without consent from the supervisor will be penalized by having the time deducted from their pay. A third violation will result in automatic dismissal.

10. Employees may be asked to work extra hours from time to time. These hours will be paid at the regular hourly rate.
11. Pay periods will be weekly and pay days occur on the Thursday following the week worked, with cut off being Sunday at midnight.
12. Requests for vacation pay must be made by Monday at 5pm or they will be processed for the next pay period.
13. Saturday work may be necessary from time to time. You are expected to be available for Saturday work when required.
14. Please call the office if you are unable to attend work. The office is open 6:00 a.m. every morning or call one of us on our cell phone.

BPC office	905 529-3011
Richard	905 638-5616
Dan	905 638-2273

Failure to notify us in advance of your absence will result in a written warning. Further offenses may cause one of the following:

- 2nd offence is a one day suspension without pay
- 3rd offence is termination of your employment with BPC

15. Employees are entitled to all statutory holidays. To be paid for the holiday, the employee must work their regularly scheduled shift before and their regularly scheduled shift after the holiday.
16. Company vehicles for personal use is not permitted unless previously authorized by management. If permitted, trucks must first leave the yard with all tools removed and returned with a full tank of fuel bought elsewhere. Any garbage on the truck must be cleared before normal working hours. The truck must be cleaned and have the tools returned to the vehicle. Dumping charges may also apply. Any accidents that occur with company equipment during personal use will be the responsibility of the borrower.
17. Shop time and use of mechanical facilities for personal vehicles may occur only if permission is first received from management and if you obtain the consent from the mechanics.
18. Each new employee is part of a probation period of 90 calendar days. During the probationary period, a new employee will be considered “temporary”.

19. A rate of pay will be established upon hiring. This rate of pay may be adjusted upwards or downwards during the probationary period based on the evaluation of your performance.
20. Driving a company vehicle may be part of your job. If you drive a BPC vehicle, you must have a valid driver's license and a copy of that license must be submitted to BPC upon hiring. You are required to submit a copy of your new license whenever it is renewed. Any employee operating a company vehicle without a valid license is subject to immediate dismissal. Any tickets, citations or fines for driving offences or traffic violations are the financial responsibility of the driver.
21. Should an employee have the misfortune of a death occurring in his immediate family, the company allows 3 days of paid funeral leave. The immediate family is defined as father, mother, wife, husband, brother, sister and children or step children. All other funeral leaves may be allowed without pay. This leave takes effect after the probationary period.
22. Equipment which has been broken, damaged or lost through the carelessness of any employee, must be repaired or replaced at the cost of the party responsible for the neglect. The same rule applies to any equipment or tools which are stolen from a job site through an employee's neglect. Every night before leaving your vehicle you will ensure all power tools such as chain saws, stone saws and the like are secured in locked boxes or inside the cab of your truck to prevent theft. If this is not done and theft occurs then the entire crew will be held responsible for the replacement. Equipment is to be secured or locked in cabinets at all times.
23. Wash days are every other weekend. Please line your trucks up accordingly on the Friday night. Drivers are expected to keep the inside of their trucks clean and free of refuse at all times.
24. Reasons for immediate dismissal are:
 - a) Repeated unexcused absence
 - b) Use of alcohol or drugs during working hours, (drugs prescribed by a doctor are the exception)
 - c) Side jobs done on company time, using company tools, equipment or vehicles.
 - d) The use of company tools, equipment or vehicles after normal working hours without permission of management.
 - e) Stealing from fellow employees, the company and/or Clients.
 - f) Repeated failure to wear personal safety equipment.
 - g) Driving a company vehicle without having a valid provincial drivers' license.
 - h) Negligent Non-compliance with health and Safety Policy as stated herein.
 - i) Failure to perform circle check on vehicle.



If you are in violation of any company policy or the Occupational Health and Safety Act of Ontario, you will be notified in writing. A second notice will result in a day suspension with no pay. The third notice will result in dismissal.

It is clearly stated so that there can be no misunderstanding, that employment by Burlington Paving Company Ltd is of an undefined duration.

OUT OF TOWN WORK POLICY

1. All crews will be required to assist with out of town work
2. It is expected that crews will arrive at our out of town project not later than 8:00 am Monday morning and that this will be determined between the crews and the supervisor, whether they travel early in the morning or on Sunday evenings, depending on the distance to the job site.
3. Under no circumstances will anyone leave an out of town project prior to 3:00 pm on Friday. Travel should take place after this time or work a full day Friday and travel home on Saturday. For out of town projects only all crew members will be paid travel time.



AGREEMENT

The employee keeps one copy with the manual and returns one signed copy to the company, which is placed in their employee file.

I, _____

Social Insurance Number _____

I acknowledge that I received a copy of Burlington Paving Company Limited Employee Training Manual and Health and Safety Regulations and that I will be bound by these regulations during the term of my employment with BPC.

I certify that I understand these regulations and that I will, at all times, conduct myself in a manner which will avoid accidents and injuries to myself, and to others. I will interact with my fellow workers, clients and members of the public in a professional and respectful manner. I will obey the laws of the Province of Ontario and Canada.

Signed this _____ day of _____, in the year of 20____.

AGREEMENT

The employee keeps one copy with the manual and returns one signed copy to the company, which is placed in their employee file.

I, _____

Social Insurance Number _____

I acknowledge that I received a copy of Burlington Paving Company Limited Employee Training Manual and Health and Safety Regulations and that I will be bound by these regulations during the term of my employment with BPC.

I certify that I understand these regulations and that I will, at all times, conduct myself in a manner which will avoid accidents and injuries to myself, and to others. I will interact with my fellow workers, clients and members of the public in a professional and respectful manner. I will obey the laws of the Province of Ontario and Canada.

Signed this _____ day of _____, in the year of 20____.

EMPLOYEE RECORD

DATE _____
NAME _____
ADDRESS _____

Date of Birth: ___ YYYY/MM/DD _____

PHONE # _____ Alternate Phone # _____

EMAIL ADDRESS: _____

SOCIAL INSURANCE NUMBER _____

Ontario Health Card Number: _____

BIRTH DATE _____

DO YOU HAVE A VALID DRIVER'S LICENCE? YES ___ NO ___

DRIVERS LICENSE NUMBER & CLASS _____

EXPIRY DATE _____

EMPLOYEE SIGNATURE: _____

PERSON TO NOTIFY IN CASE OF EMERGENCY

NAME _____

RELATIONSHIP _____

ADDRESS _____

PHONE NUMBER _____