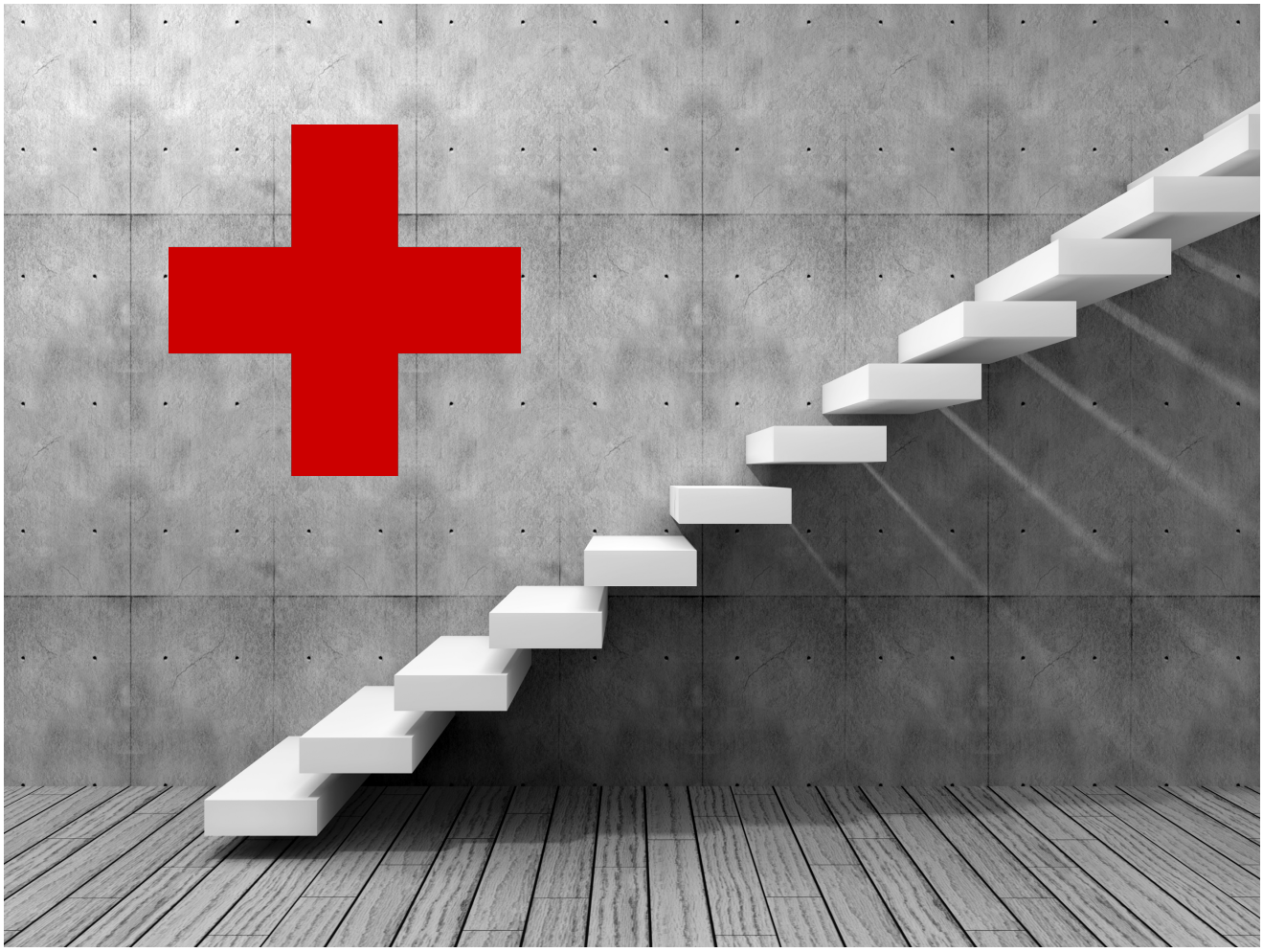
LEVCON CONSTRUCTION LTD.



Occupational Health & Safety Program

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Last updated December 11, 2018

POLICY STATEMENT

Health and Safety Policy

LEVCON wants its workplace to be a healthy and safe environment. To achieve this, our company will establish and maintain an occupational health and safety program designed to prevent injuries and disease. LEVCON is responsible for providing workers with adequate instruction in health and safety and for addressing unsafe situations in a timely, effective manner. All workers and service contractors are required to work safely and to know and follow our company guidelines for safe work procedures.

Signed:

Date:

Employer's responsibilities include:

- Establishing the health and safety program
- Conducting an annual review in January of each year Providing a safe and healthy work environment
- Training Supervisors
- Providing a safe and healthy work environment

Supervisors' responsibilities include:

- Providing a health and safety orientation to new workers
- Providing ongoing training to workers
- Taking part in inspections and investigations
- Reporting any safety or health hazards
- Correcting unsafe acts and condition
- Treating all employees with respect and dignity.

Workers' responsibilities include:

- Learning and following safe work procedures
- Correcting hazards or reporting them to supervisors
- Participating in inspections and investigations where appropriate
- Using personal protective equipment where required
- Helping to create a safe workplace by recommending ways to improve the health and safety program

Regular Inspection

LEVCON supervisors or foremen will regularly inspect the workplace and equipment. Either when beginning a new job or monthly, whichever applicable. (See Workplace Inspection Checklist)

Written Instructions

LEVCON will provide written instruction in Worker Orientation for tasks that require a high level of hazard such as:

- Confined Space Entry
- Fall Protection
- Violence at workplace
- PPE
- Chemical Spill Cleanup

We also conduct quarterly staff meetings where safety and health concerns can be addressed.

Management Meetings

LEVCON conducts regular management meetings where we review health and safety activists and incident trends. During these meetings as required we:

- Review existing policies and procedures
- Review feedback from workers
- Address questions or concerns brought directly to management
- Review reports and other information about health and safety in workplaces performing similar work, as well as general information about workplace injury and disease prevention, to improve the existing OHS program

Investigations

LEVCON will investigate all accidents and incidents that have the potential to cause an injury or disease. The purpose of an investigation is to identify the cause or causes and to recommend steps to prevent similar unsafe conditions.

LEVCON will create and incident report for:

- Accidents in which a worker is injured or killed
- Accidents in which no one is hurt but equipment or property is damaged
- Near misses (no visible injury or damage but the incident could have resulted in a serious injury, death, or property damage)

Any serious incidents will be reported to WorkSafeBC.

A serous incident is one that:

- Resulted in serious injury to a worker or the death of a worker
- Involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system, or excavation
- Involved the major release of a hazardous substance

To report a serious incident, call 604 276-3100 in the Lower Mainland or 1 888 621-SAFE (7233) toll-free in B.C. To report an incident after normal business hours, call 604 273-7711 or toll-free 1 866 922-4357 (WCB-HELP).
In the event of a serious incident, the scene must be secured and left undisturbed until a WorkSafeBC officer releases it (except for attending to injured workers and preventing further injuries).

In the event of an incident **LEVCON** will:

1. If one or more workers were injured, fill out forms 7 and 7A and send copies to WorkSafeBC or submit online:
2. Determine who will investigate the incident.
    - Determine the cause or causes of the incident.
    - Identify the unsafe cause or causes of the incident.
    - Recommend corrective action.
3. Investigate the incident:
4. Prepare incident investigation report.
5. Provide copy of report to joint committee (and WorkSafeBC if required).
6. Take corrective action required to prevent reoccurrence of similar incidents.
7. Prepare follow-up report on corrective action taken.
8. Provide copy of follow-up report to joint committee or post at the workplace.

Records

LEVCON will keep records of employees and all incident reports where significant injury occurs.

Instruction and supervision of workers

LEVCON is committed to the education and training of its workers both as carpenters and in Health and Safety.

We will offer funding to help educate our carpenters in conjunction with IFC apprenticeship programs, as well as on the job training and supervision.

All foreman will:

- Ensuring proper training of workers
- Observing workers after training to ensure that they continue to follow safe work procedures
- Making informal inspections on a daily basis to ensure safe work procedures are being followed, including the proper use of protective equipment, devices, and clothing provided
- Enforcing safety rules and safe work procedures
- Conducting informal discussions (crew talks) with workers to discuss specific safety issues as they arise

Drugs & Alcohol Abuse

Impairment by alcohol, drug or other substance is strictly prohibited by LEVCON and WorkSafe BC.

- A person must not enter or remain at any workplace while the person's ability to work is affected by alcohol, a drug or other substance so as to endanger the person or anyone else.
- The employer must not knowingly permit a person to remain at any workplace while the person's ability to work is affected by alcohol, a drug or other substance so as to endanger the person or anyone else.
- A person must not remain at a workplace if the person's behaviour is affected by alcohol, a drug or other substance so as to create an undue risk to workers, except where such a workplace has as one of its purposes the treatment or confinement of such persons.

CONCLUSION

LEVCON is committed to nurturing a safe environment for all employees and sub-trades to thrive in their personal and professional development.

We take pride in our workplace and our staff.

Any concerns are questions about our safety should be brought to us immediately via email to **info@levcon.ca** or phone **1-877-3LEVCON.**

LEVCON CONSTRUCTION LTD

WORKPLACE INSPECTION CHECKLIST

Storage	**Yes**	**No**	**Equipment & Tools**	**Yes**	**No**
Is there a secure place for tools and materials.			Is equipment and tools kept clean and in good working order?		
Does your storage layout minimize lifting issues and potential concerns?			Are operators properly trained on using saws, grinders and other tools?		
Area floors and area in storage kept clean?			Is a safe workspace on site set up for cutting?		
Are racks and shelfs in good condition?			Are noise levels controlled?		
			Are fumes and exhaust levels controlled when working in encloses spaces?		
Electrical	**Yes**	**No**			
Are electric cords in good repair?			**Entrances & Exits**	**Yes**	**No**
Is there clear access to electric panels or compressor?			Is there safe access for workers?		
Are electric cords secure?			Are emergency exits clear of materials or equipment?		
Are proper plugs used?					
Are plugs, sockets, and switches in good condition?			**First Aid**	**Yes**	**No**
Are portable power tools in good condition?			Is the first aid kit accessible and clearly labeled?		
			Is the first aid kit adequate and complete?		
Environment	**Yes**	**No**	Is the first aid kit clean and dry?		
Is air quality good?			Are emergency numbers displayed?		
Are workers educated as to what proper gear requirements are in various weather conditions?					

General Worker Questions	Yes	No	Hazardous materials	Yes	No
Do workers know where to go and who to call for first aid assistance?			Are containers clearly labelled?		
Do workers know where to find personal protective equipment?			Are hazardous materials properly stored?		
Do workers know the procedures for working alone?			Are hazardous materials disposed of properly?		
Do new workers receive and orientation specific to there workplace?					
Do new workers receive adequate training in safe work procedures?					

For any further questions please call LEVCON at 1-877-3LEVCON

LEVCON
EVERYTHING CONCRETE

WORKPLACE INSPECTION REPORT

LEVCON CONSTRUCTION LTD

Date:

Inspectors' Name _____

Location	Description of hazard	Recommended corrective action	Person responsible for correction	Due Date	Completed Yes | No	

WORKER ORIENTATION CHECKLIST

Name:

Position (Tasks):

Date of Orientation:

Supervisor:

Company Name **LEVCON CONSTRUCTION LTD.**

TOPIC	Initials (foreman)	Initials (staff)	Comments
Foreman name: Foreman number:			
Rights & Responsibilities: a) General duties of employers, workers, and supervisors b) Worker right to refuse unsafe work and procedure for doing so c) Worker responsibility to report hazards and procedure for doing so			
Workplace health and safety rules			
Know hazards and how to deal with them			
Safe work procedures for carrying out tasks			
Procedures for working alone if applicable.			
Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations			
Personal protective equipment (PPE) — what to use, when to use it, where to find it, and how to care for it			
First Aid a) First aid attendant name and contact information b) Locations of first aid kits and eyewash facilities c) How to report an illness, injury, or other accident (including near misses)			

TOPIC	Initials (foreman)	Initials (staff)	Comments
Emergency Procedures a) Locations of emergency exits and meeting points b) Locations of fire extinguishers and fire alarms c) How to use fire extinguishers d) What to do in an emergency situation			
Where applicable, basic contents of the occupational health and safety program			
Hazardous Materials and WHIMIS a) Hazardous materials (controlled products) in the workplace b) Hazards of the controlled products used by the worker c) Purpose and significance of hazard information on product labels d) Location, purpose, and significance of material safety data sheets (MSDSs) e) How to handle, use, store, and dispose of hazardous materials safely f) Procedures for an emergency involving hazardous materials, including clean-up of spills			

Other questions and comments:

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