

Jacobson & Greiner



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Group of Companies



# **On-Site Safety Manual - Sub-Contractors**



# **Subcontractor**

Jacobson & Greiner Group of Companies is committed to encouraging and promoting a safe work environment for its' employees and all subcontractor employees utilized. Jacobson & Greiner Group of Companies to promote a safe workplace and fulfill obligations with, regard to safety and health we ask all subtrades to adhere with the company rules and policies, and the Workplace Safety & Health Act and Regulations.

Prior to start of work, Jacobson & Greiner Group of Companies Safety Coordinator is to be provided with documentation that reflects that the subcontractor is aware of applicable Health and Safety policies, procedures, and regulations. All trades must be registered and in good standing with the Workers Compensation Board of Manitoba. Additionally, a pre-job hazard assessment based on your scope of work, safe work practices and procedures and all MSDS must be submitted prior to the start of the job.

Field Level Hazard Assessment (FLHA) form is to be filled out before commencing work or as the task changes at any Jacobson & Greiner Group of Companies work site. Please ensure all your workers on site review the FLHA and sign their own name. If your company has its own format for daily hazard assessment, that may be used in place of the Jacobson & Greiner Group of Companies FLHA but a copy must be retained on site.

Note that a Jacobson & Greiner Group of Companies employee should provide your workers with a site orientation immediately upon entering the site.

If a controlled product will be used by your company or brought onto site, ensure two copies of the MSDS are brought on site. Give one copy to the Jacobson & Greiner Group of Companies foreman and keep the other copy readily available to any workers using the controlled product.

All safety concerns of the subcontractor or safety infractions by its employees will be dealt with immediately. Written documentation of the concern or problem, the solutions agreed upon and the conclusions of the safety committee will be provided to Jacobson & Greiner Group of Companies management and to the onsite subcontractor representative.

Subcontractors are to take all reasonable safety precautions with respect to his work. They shall comply with all safety measures initiated by Jacobson & Greiner Group of Companies and with all applicable rules, laws, ordinances, rules, regulations and orders of any government agency. Subcontractors are required to attend site safety meetings. All Subcontractors are required to follow the Basic Safety Rules. Subcontractors are to ensure their employees understand and adhere to all rules. Should an incident/accident arise due to any injury or property damage having taken place by any work done by the subcontractor, the site supervisor and Jacobson & Greiner Group of Companies safety must be notified immediately, and a written report must be submitted with three (3) days. Employees must report all incidents involving subcontractors to the hiring client and participate in the subcontractor's incident investigations.

Upon completion of work on site (or weekly at minimum), leave a copy of all FLHAs with Jacobson & Greiner Group of Companies foreman or forward to the Jacobson & Greiner Group of Companies Safety Coordinator.

Please ensure that your employees understand and adhere to these rules and bear in mind that these rules and procedures apply to each, and every small job as well.



# Company Safety Policy

Effective Date: July 1<sup>st</sup> 2018

We here at the J & G Group of Companies believe that providing and maintaining a safe and healthy work environment is a vital element within the operation of our business.

It is the goal of the J & G Group of Companies, to work towards making every workplace as safe as possible, while eliminating all hazards. It is through the company commitment to work in a spirit of consultation and cooperation with workers that the safety program will be efficient. It is only with complete dedication, commitment, involvement, and participation of ALL personnel to this program that our goal will be achieved. There is no time at which productivity is to be valued above the safety and health of any person – whether they be subcontractor, visitor, customer, or personnel - in the workplace. It is the right of every worker to work in a safe and healthy work environment.

It is only with the cooperation of management and all personnel that health, safety, and environmental hazards will begin to decrease in the workplace. Safety in the workplace begins with each person, making each individual effort essential. Safety in the workplace is a shared responsibility; no one person is more responsible than another. Management alone cannot keep the workplace safe. Through a combined effort and the application of our safety policies and procedures we can achieve our goal of a hazard free workplace.

Adherence to Workplace Safety and Health Regulations and our policies and procedures are not seen as an option. The health and safety of every person in the workplace is of the utmost importance and is the responsibility of ALL involved.

## Subcontractors

Subcontractors must be prepared to follow all appropriate rules pertaining to work with **Jacobson & Greiner Group of Companies**

The responsibilities of the subcontractor include but are not limited to:

1. Posting a signed Safety and Health Policy on site.
2. Always maintaining and enforcing safety rules and regulations.
3. Familiarizing themselves with project safety requirements and hazards.
4. Including safety planning in all work done.
5. Carrying out discipline for any worker that repeatedly fails to obey safety rules and regulations in place.
6. Providing personal protective equipment to their employees and enforce its use.
7. Conducting regular toolbox meetings in accordance with WSH regulations.
8. Conducting safety inspections of the site on a regular basis.
9. Conducting accident investigations and making recommendations to prevent a re-occurrence of the accident.



10. Co-operating with the safety representative to provide a safe working environment for everyone.

As required by the project management contractors must provide evidence of the above activities and regularly report project safety performance including but not limited to injuries, incidents, and accident investigations.

## General Safety Rules

1. When on a job site, hard hats, vests, safety boots and job-appropriate clothing are to be worn.
2. Wear any other specialized personal protective equipment in accordance with the job being performed (i.e., hearing protection, safety glasses and safety goggles).
3. ALL paperwork assigned to a job, equipment, and employee must be filled out correctly and handed in prior to end of day. This includes and is not limited to: Timecards, Daily Vehicle Maintenance, Hazard Assessment, Worksite Inspection, Daily Log Journal, and Day Planner entry (Foreman).
4. The consumption and possession of any alcohol or drugs upon arrival for work disables the ability to perform a job properly and/or safely and will result in immediate dismissal.
5. Interference with other workers through fighting, horseplay, practical jokes, vandalism, etc., is cause for immediate dismissal.
6. The appropriate foreman is to be informed of any unsafe acts and conditions, including "near miss" incidents immediately.
7. All incidents that result in damage or injury must be reported to your foreman immediately.
8. Immediately administer proper first aid treatment for any injury.
9. Appropriate safe work practices and procedures shall be always followed under your foreman's direction.
10. Use only tools that are in good repair, and that have all guards and safety devices in place.
11. Every worker is responsible for keeping his/her work area neat, clean, and orderly through good housekeeping.
12. Safe work practices and procedures are developed for a reason and must be followed.
13. When a job is too big for one person, workers should call for assistance.
14. Proper PPE must be used when using hazardous materials following WHMIS recommendations.
15. No person shall ride on any hook, hoist, or other material handling equipment which is used strictly for handling. Riding on equipment in a manner other than that which it is designed for is strictly prohibited.
16. Operation of all vehicles and mobile equipment is to be done in accordance with site safety rules and highway regulations.
17. Hand tools are to be used only for the purpose they are intended for.
18. Workers are to attend every toolbox meeting.
19. No one is allowed to ride on the side of equipment or trucks.



20. No cellphone use that is not hands free is allowed while traveling with vehicles or equipment. Fines incurred are the responsibility of the employee.

**\*\*\*NOTE: Hard Hats are not required by operators while inside the cab or by workers inside vehicles or offices.**

## Disciplinary Program

The following is the guideline by which the rules and regulations within our safety program will be enforced. A company record is maintained to record such interactions with employees.

Step 1 - Verbal warning to offending worker, record kept on file.

Step 2 - Written notice of safety infraction, record kept on file.

Step 3 - Two-day suspension without pay, record kept on file.

Step 4 - Immediate Termination.

**Note: Immediate dismissal/termination may be the result of any intentional or extremely reckless endangerment of the property or the life and safety of any person.**

## Personal Protective Equipment Policy

**Revision Date:** October 5, 2022

**The J & G Group of Companies** is devoted to the safety and health of their employees. It is our goal to minimize injuries to employees using PPE. It is essential that all employees use CSA or ANSI approved PPE.

It is the responsibility of all company personnel, including management, foreman and regular employees, to wear the items of PPE as required in each department and as each job may dictate. To encourage the use of PPE, approved hard hats, safety glasses, vests & ear plugs will be supplied for all employees to use.

The minimum PPE required are a vest, hard hat and steel toe boots, although additional job specific PPE such as hearing protection and safety glasses, or goggles may be required for certain types of work (hearing protection is required when working in areas or around equipment where the noise levels are above 85 dBA – refer to “PPE – Hearing Protection Procedure”).

PPE must meet the minimum standards listed below:



<b>PPE</b>	<b>Standard</b>
Hard Hat	CSA Z94.101977 ANSI Z89.1-1969
Steel Toed Footwear	CSA Z195-M1981
Safety Glasses	CSA Z943-M1982 ANSI Z87.1-1968
Respirators	CSA Z94.4-93
Hearing Protection	CSA Z94.2-1974
Fall Protection	CSA Z259
Hand Protection	

Note:

- All employees are required to wear appropriate (non-baggy) clothing, always including regular length pants and sleeved shirts.
- All PPE is to be maintained according to manufacturer's instructions and requirements.
- All PPE issued by the company is to be inspected before distribution and should be subsequently inspected by the employee before each use.
- Any PPE that is of questionable reliability, damaged, or in any need of repair is to be replaced and discarded immediately.
- Alteration of a piece of PPE in any way contrary to manufacturer's instructions or legislated Regulations is prohibited.

Fit Testing: Dependent upon what type of tasks the employee will be performing there will be need for Respiratory Protective Equipment (RPE). Employees will be provided RPE that is suitable, adequate, and approved for use by the worker from one or more airborne contaminants with a face piece that is the proper size and where a tight fit is essential to the proper functioning of the RPE and makes an effective seal to the facial skin of the worker. Where a tight fit is essential to ensure the worker is not exposed to an extent that may pose a risk of significant harm, as per Workplace Safety & Health Regulation 6.15(2); the worker must be fit-tested by a competent person in an approved manner. Fit testing requirements are that the worker is clean shaven, and this will be a mandatory requirement if/when an employee is required to be fit tested to wear the appropriate RPE.

Adherence to Workplace Safety and Health Regulations and our policies and procedures are not seen as an option. The health and safety of every person in the workplace is of the utmost importance and is the responsibility of all involved.



# Emergency Preparedness Policy

**Revision Date:** July 1, 2018



**Minor First Aid:**

Your Foreman or other First Aiders will administer First Aid Treatment for minor injuries. First Aid Kits are in all Job shacks and company vehicles. Any and all materials used from the first aid kit must be documented in the first aid kit's logbook & the logbook must be presented to the safety coordinator monthly. In cases that need further treatment or medical diagnosis is needed, the employee will be accompanied to the medical facility by an employee of **the J & G Group of Companies**. The employee will stay with the injured employee until his/her family is present or until medical personnel indicate no further emergency exists.

**Major Accident:**

In the event of a more serious injury, you must ensure the safety of yourself and others. It is important to follow the Emergency Procedures below and remember that a seriously injured person must not be moved unless a life-threatening hazard exists, as you may cause more harm than good.

**Emergency Procedures**

	<p><b>1</b> <b>TAKE COMMAND</b> Assign the following duties to specific personnel.</p>		<p><b>5</b> <b>GUIDE THE AMBULANCE</b> Meet and direct the ambulance to the accident scene.</p>
	<p><b>2</b> <b>PROVIDE PROTECTION</b> Protect the accident scene from continuing or further hazards -- for instance, traffic, operating machinery, fire or live wires.</p>		<p><b>6</b> <b>GET NAME OF HOSPITAL</b> For follow-up, find out where the injured is being taken.</p>
	<p><b>3</b> <b>GIVE FIRST AID</b> Give first aid to the injured as soon as possible. For basic first aid, see Chapter 13.</p>		<p><b>7</b> <b>ADVISE MANAGEMENT</b> Inform senior management. They can then contact relatives, notify authorities, and start procedures for reporting and investigating the accident.</p>
	<p><b>4</b> <b>CALL AN AMBULANCE</b> Call an ambulance and any other emergency services required. In some locales, dialing 911 puts you in touch with all emergency services.</p>		<p><b>8</b> <b>ISOLATE THE ACCIDENT SCENE</b> Barricade, rope off or post a guard at the scene to make sure that nothing is moved or changed until authorities have completed their investigation.</p>



# Fire Protection Plan

- Any and all fire hazards are to be reported to your foreman immediately.
- Upon notification of a fire, ALL occupants are to leave the building in an orderly manner following the evacuation routes to their respective meeting point a good distance from the building.
- The individual who located or detects the fire or spill is to assess the incident and respond by:
  1. Containing the fire with a fire extinguisher if safe to do so, and
  2. Immediately calling 911.
- Please Note: Fire extinguishers usually have a short duration of discharge (approximately 60 seconds), so it is important to aim at the base of the fire. Also, never back yourself towards a corner, always work towards an exit.

### Tips to prevent fires:

- Housecleaning and daily clean-up of work areas make it a safer place to work, while also helping in fire control and prevention.
- Flammable and combustible liquids should be stored in areas non-hazardous to buildings, equipment, material, and facilities.
- Oily rags and waste materials must be kept in properly marked canisters.
- Used or low fire extinguishers are to be brought into the shop for a replacement immediately upon use/discovery.
- No gasoline-powered equipment is allowed in enclosed or underground facilities.
  
- Any kind of hot work being performed requires a minimum 20 lb. ABC fire extinguisher to be within 3 meters of the worker.
- All company vehicles and job shacks will be equipped with a fire extinguisher.

Single action lighters and strike anywhere matches are not to be allowed on site.

## In Town Emergency Numbers

Site Address: \_\_\_\_\_  
 Site Phone Number: \_\_\_\_\_

911                          OR                          \_\_\_\_\_

City Fire Department	911
City Police	911
Environment Canada	(204) 981-7111
Manitoba Conservation	(204) 944-4888
Utilities: Gas, Electric	1-888-474-0707
Utilities: Water	(204) 729-2285





Name	Company Employed by:	Phone#	Address

**General**

**Hospital:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Aiders**

**Onsite:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Workplace Health and Safety Representatives:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Accident/Incident Reporting and Investigation Policy

**Revision Date:** July 1, 2018

It is the policy of the **J & G Group of Companies** that all accidents/incidents causing injury or property damage, as well as near misses be reported immediately to your foreman, for the purpose of investigation. Record of the accident/incident must also be made on the day by the employee. Included are all minor incidents such as cuts, scrapes, and bruising, as well as any major injury. It is also imperative that employees also record in the first aid logbook any item that is removed from the first aid kit or used, so that supplies may be kept up to date.

Accidents of a more serious nature, which require professional medical help must be recorded on a Company Accident Report and reported to the Workers Compensation Board through a "Workers Report of Injury". Any accidents/incidents resulting in occupational illness, fire, explosions, property/equipment damage, dangerous occurrences and any environmental damage must also be reported. Any right to refuse situations must be reported immediately to the job foreman; or if in the case they are the cause of the problem reported to management. Each incident has many long-term effects and must be dealt with immediately. They are each of equal importance and shall be handled accordingly.

The purpose of the investigations is to discover the causes of accidents and develop preventative measures to reduce the risk of a similar incident's occurrence. It is the foreman's responsibility to ensure that the documentation has been forwarded to management. Management then has the responsibility to review reports, devise a corrective action to be followed, and to ensure that the corrective action has been implemented. Investigations are conducted by a member of the Safety and Health Committee; along with all workers involved.

Adherence to Workplace Safety and Health Regulations and our policies and procedures are not seen as an option. The health and safety of every person in the workplace is of the utmost importance and is the responsibility of ALL involved.

## Hazard Assessment Policy

**Revision Date:** July 1, 2018

We at the J & G Group of Companies are entirely committed to our safety program. As a result, we have implemented Hazard Assessment forms, which will enable its users to identify, evaluate, and control daily hazards. Prior to the performance of any work at a site, a Hazard Assessment must be completed and reviewed with all employees. Hazard Assessments should then be performed on a regular basis. Through the involvement of everyone in these inspections, a team approach is produced. This team approach will yield the best results possible from these inspections.



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## Safety Inspection Policy

**Revision Date:** July 1, 2018

To avoid incidents or accidents before they occur through identification and correction of any unsafe conditions and behavior, The **J & G Group of Companies** will ensure that regular safety inspections are conducted. There are two different types of inspections:

### Informal Inspections

- To be conducted on a continuous basis by supervising personnel.
- Designed to identify safety hazards and increase awareness.

### Formal Inspections

- Are to be conducted by Foremen and a Workplace Health and Safety representative every second week of operation on same worksite.
- Are to be conducted by Office staff and Shop staff monthly.
- Observations will be documented, and immediate corrective action will be made.
- Problems that do not have an immediate solution are to be dealt with as quickly as possible.

Inspections are performed to minimize injuries and company property damage and are to be taken quite seriously. All aspects of the job site including the yard, the buildings, and the equipment, will be inspected. All inspection reports are to be forwarded to the head office, posted on bulletin board, and kept on file. Safety inspections are essential to keeping a workplace safe.

Adherence to Workplace Safety and Health Regulations and our policies and procedures are not seen as an option. The health and safety of every person in the workplace is of the utmost importance and is the responsibility of ALL involved.

## Harassment Policy

**Revision Date:** April 6, 2023

### Company Commitment

The **J & G Group of Companies** are committed to providing a safe and respectful work environment for all staff and customers. No one may be harassed, and no one has the right to harass anyone else, at work or in any situation related to employment with this organization.



This policy is a step toward ensuring that our workplace is a respectful and safe place for all of us, free from harassment.

### What is Harassment?

There are two main types of harassment. One type includes inappropriate conduct in any form about a person's:

- Age, race
- Creed, religion
- Sex, sexual orientation
- Marital status, family status, economic status
- Political belief, association or activity
- Disability, size, weight, physical appearance

A second main type relates to what is sometimes referred to as “**bullying**” behavior that may involve:

- Repeated humiliation or intimidation that adversely affects a worker's physiological or physical well-being
- A single instance so serious that it has a lasting, harmful effect on a work environment

Harassment may be written, verbal, physical, a gesture or display, or any combination of these. It may happen only once, but often it happens repeatedly.

### What is not harassment?

Reasonable actions by managers or supervisors to help manage, guide, or direct workers or the workplace are not harassment. Appropriate employee performance reviews, counseling or discipline by a supervisor or manager is not harassment.

### Employee Rights and Responsibilities

Employees are entitled to work free of harassment at ***the J & G Group of Companies***. Employees have the responsibility to treat each other with respect. We ask that any employee who experiences harassment or sees another person harassed reports it to the supervisor and/or the safety team at ***the J & G Group of Companies***.

Employees are responsible to co-operate in the investigation of a harassment complaint. Anyone who investigates or gives evidence in a complaint investigation is asked to keep details confidential until the investigation is complete. All employees have the right to file a complaint with the Manitoba Human Rights Commission.



## Employer Responsibilities

Management must ensure, as much as reasonably possible, that no employee is harassed in the workplace.

Management will take corrective action with anyone under their direction who harasses another person.

Management will not disclose the name of a complainant or an alleged harasser or the circumstances of the complaint to anyone except where disclosure is:

- Necessary to investigate the complaint
- A part of taking corrective action
- Required by law

The **J & G Group of Companies**, its managers and supervisors are responsible for keeping a safe work environment, free of harassment. If you are a manager or supervisor and you become aware of harassment you must do everything in your power to stop it even if a complaint has not been made.

Courts presume that employers and managers are responsible for being aware of harassment in their organization and may penalize them accordingly. Managers who ignore harassment leave themselves and their employer open to legal consequences and will be disciplined at the J&G Group of Companies.

## Procedures Applying to Complaints of Harassment

If you are harassed, the first thing to do is tell the person harassing you to stop, if you feel comfortable doing that. You can do this in person or in writing. If you feel unable to deal with him or her directly, you can speak to your supervisor or the Safety Team.

There may be informal ways to handle your complaint. Your supervisor may speak to the harasser. Your supervisor may also arrange for mediation, in which a neutral third party helps the people involved reach an acceptable solution. If the informal route fails or is not appropriate, **the J & G Group of Companies** supports its employees in filing a formal complaint.

The complaint will be investigated thoroughly and promptly by an independent party (either within the organization or outside of it) trained to investigate such matters. When the investigation is complete, the investigator will provide a written report for management.

Management will then inform the person who filed the complaint and the harasser of any remedies or disciplinary action.



## Corrective Action for Harassers

Employees who harass another person will be subject to corrective action by the J&G Group of Companies. In most cases, the harasser will also be required to attend workplace behavior training. If the investigation does not find evidence to support the complaint, no record will be kept in the file of the alleged harasser. When the investigation finds harassment occurred, the incident and the corrective action will be recorded in the harasser's personnel file.

## Confidentiality

J&G Group of Companies and its managers will not identify a complainant, an alleged harasser or any circumstances about a complaint to anyone, except:

- When it is necessary in investigating the complaint
- If it is part of disciplinary action
- Where required by law

No record of the complaint, investigation or decision will go in the employee's personnel file if the complaint was made in good faith. Any unfavorable work review or comments that were placed in the complainant's personnel file because of the harassment will be removed from the file.

## Retaliation

Anyone who retaliates in any way against a person who has complained of harassment, given evidence in a harassment investigation or been found guilty of harassment, will be considered to have committed harassment and will be subject to corrective actions described previously.

## Education

The **J & G Group of Companies** commits to making sure all its employees and managers are versed on the subject of harassment and this harassment policy.

## Monitoring

J&G Group of Companies will monitor this policy and adjust whenever necessary. If you have any concerns about this policy, please bring them to the attention of the Safety Team.

Note:

In keeping with the requirements of The Human Rights Code, it is practical for employers to include remedies for harassed workers in the workplace policy. The policy could include the following remedies:



## Remedies for the Harassed Worker

- Employees who have been harassed may be entitled to one or more of the following remedies, depending on the severity of the harassment and its effects:
- An oral or written apology from the harasser and ***the J & G Group of Companies***
- Compensation for any lost wages
- A job or promotion that was denied because of the harassment
- Compensation for any lost employment benefits, such as sick leave
- Compensation for hurt feelings.
- A commitment they will not be transferred, or have a transfer reversed, unless they choose to move.

**The information in this policy does not take precedence over applicable government legislation, which all workers should be familiar with.**

**This harassment prevention policy at *the J & G Group of Companies* does not serve to discourage or prevent anyone from exercising their legal rights.**

# Violence Prevention Policy

**Revision Date:** July 1, 2018

## Company Commitment

At ***the J & G Group of Companies***, we are committed to providing a safe work environment for our staff. Management recognizes the potential for violence or threats against staff.

Actions have been taken to identify possible sources of violence and to implement a violence prevention program to eliminate or minimize risk.

## What is Violence?

As defined in Part II of The Workplace Safety and Health Regulation, M.R. 217-2006: "Violence" is the attempted or actual exercise of physical force against a person and any threatening statement or behavior that gives anyone reason to believe that physical force will be used against them.

## Violence is Against the Law

Canada's *Criminal Code* prohibits violence. You have a right to live and work without being subjected to violence. This policy outlines what to do if you are subjected to threats or violence at work, or if you, as a manager or an employee, become aware of a violent situation.

## Employee Rights and Responsibilities



- Employees are entitled to work free from violence.
- Employees are responsible for working together in a professional manner and resolve issues in a non-violent manner.
- Employees are to bring issues to their supervisor if they cannot be mutually resolved.
- Employees must report incidents or violence to their supervisor.
- Employees must cooperate in the investigation of a violent incident.
- Anyone who gives evidence or information in an investigation or is involved in the process must keep this information confidential, except when it is necessary to deal effectively with the issue.

### Employer Responsibilities

The management at **the J & G Group of Companies** will ensure, as much as reasonably practicable, that no employees are subjected to violence in the workplace.

Management will take corrective action with anyone under their direction who subjects an employee to violence.

Management will not disclose the name of a complainant or the circumstances of the complaint to anyone except where disclosure is:

- Necessary to investigate the complaint.
- Required to take corrective action required by law.

Any information that is disclosed (As above) will be the minimum required for the purpose.

Management will ensure all employees are aware of the risks of violence in the workplace and are properly trained and equipped to protect themselves.

The **J & G Group of Companies** violence prevention policy is not intended to discourage or prevent anyone from exercising any other legal rights under any other law.

The **J & G Group of Companies** its managers and supervisors are responsible for creating a safe working environment that is free from violence. Anyone aware of violence in our workplace must bring it to the attention of management so the issue can be addressed immediately.

### Where Might Violence Occur?

At **the J & G Group of Companies** all employees have the highest risk of exposure to violence from customers and the public.

### Steps to Eliminate or Reduce the Risk of Violence

The **J & G Group of Companies** assesses the risk for workplace violence annually, or more often if something in our workplace changes, or a violent incident occurs.

The **J & G Group of Companies** has a system for flagging individuals who have demonstrated increased risk for violent behaviors. Alerts will be placed in customer files and the information shared with employees who are likely to encounter those customers.

Notifications of individuals who have been restricted from **the J & G Group of Companies** properties are kept in the alert binder.





Safe work procedures have been developed to inform and train employees about the risks of violence. Documented safe work procedures on violence prevention include:

- Emergency response plan for injured workers
- Working alone or in isolation

### **Employees**

- The violence prevention policy will be reviewed with all staff at orientation.
- The plan for working alone or in isolation must be reviewed with all employees who work alone. Employees must follow this plan and supervisors must ensure the plan is followed.
- All staff receive personal safety and de-escalation skills training during their orientation.
- Radio or cell phone communication will be provided to all field employees.
- Prior to attending a high-risk area or client, appropriate procedures must be developed with your supervisor (check-in times, number of employees, distress word etc.)

### **Notification of Risk**

Anytime there has been a change in the nature or extent of the risk of violence, **the J & G Group of Companies** will provide employees with all the information available, including personal information, within the limitations of the law. Information will be provided to the extent necessary for the purpose.

### **How to Report Incidents of Violence**

1. If the situation has or is likely to escalate into a physical act of violence, contact the police immediately.
2. Report all threats or acts of violence to your immediate supervisor.
3. The supervisor will notify the Manitoba Workplace Safety and Health Division if the incident meets the definition of a “serious incident” (as outlined under the section, Process for Investigating Violent Incidents)
4. The employee and the supervisor will complete an Incident Report Form. The form must be completed for all incidents, whether the incident involves a threat or act of violence.
5. The supervisor will report all incidents or violence to the owner of **the J & G Group of Companies** as soon as possible, including the Incident Report Form.

### **Incident Investigation**

When an incident of violence has occurred or could reasonably be expected to occur **the J & G Group of Companies** will take the following steps:

1. If the incident meets the definition of a “serious incident” as defined by Part 2 of the Workplace Safety and Health Regulation, the supervisor will immediately notify the Safety Manager who will notify the Workplace Safety and Health Division and the co-chairs of the committee.
2. The supervisor will advise any employees who may be at risk and will notify the area director of the incident.



3. The safety and health committee rep, the supervisor, and any other person required, will complete an investigation into the incident using the forms and tools in the investigation kit (ex: in staff room, beside the first aid kit)
4. All information available and relevant to the violent incident will be provided to the investigation team.
5. The investigation results will be summarized by the safety and health rep with a copy of the report given to the supervisor, and owner.
6. The recommendations will be reviewed with the safety and health rep and documented on the Incident Report Form.
7. Progress on implementing and recommendations will be documented on the safety and health rep minutes. Once the recommendations have been implemented, staff will be notified, and it will be noted on the safety and health rep minutes.

### **Annual report**

Each investigation report will be included in the annual workplace violence report produced every April. The annual report on violence will be provided to the owner and the safety and health reps no later than June 1 of each year.

### **Follow Up to a Violent Incident**

Employees who have been victims of violence will be:

Encouraged to seek medical help from their healthcare providers or referrals for post-incident counselling, if required

Given the opportunity to be examined by a doctor and transported to a medical facility, if required.

The supervisor and owner will review the incident and its effects and take reasonable steps to accommodate employees involved in the incident.

**THE INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER  
APPLICABLE GOVERNMENT LEGISLATION WITH WHICH ALL WORKERS SHOULD BE  
FAMILIAR.**

# **Waste Management and Environmental Policy**

**Revision Date:** July 1, 2018



- The proper safeguard of our environment is important to our organization.
- While doing our work, we shall consider the appropriate protection of human, animals, plant life, air, water, and soil.
- We expect all persons to do their best to prevent harm to the environment.
- Our goals on the job can be met without risking harm to the environment.
- We shall use, store, and dispose of products in such a manner that will provide appropriate protection to the environment.
- Management will develop and enforce good environmental standards in accordance with relevant legislation.
- Worker will be kept informed on how to do their jobs in such a manner as to cause minimum environmental harm and waste of materials.
- Where possible, we shall recycle and promote the use of recycled products.

## Working Alone Policy

**Revision Date:** July 1, 2018

In accordance with the Workplace Safety and Health Regulation 105/88 the owner of The **J & G Group of Companies** will be responsible for setting up the Working Alone check sheet. The owner is to verify that the employee has reported back at the designated times and will initiate a search if they have not.

To ensure that all construction employees are free from hazards while working alone a checklist of procedures has been put in place.

1. Training for all staff in the procedures of working alone employer, foreman, and worker.
2. All staff are aware of real and potential hazards in the work area. By worker hazard and recognition training.
3. A method of checking in with the worker will be established.  
(A) The worker will contact the office at the designated times of lunchtime (1200-1230) and end of day (1730-1800). The worker will have a company radio in vehicle on the job site or if so, choose can use their personal cell phone. The designated contact will complete the log in the office with the employee's name, time and location of work.
4. If contact is lost with the worker, the designated contact person will advise management to go to the site. If management does not subsequently contact the office, 911 will be called.

Adherence to Workplace Safety and Health Regulations and our policies and procedures are not seen as an option. The health and safety of every person in the workplace is of the utmost importance and is the responsibility of ALL involved.



## **Foreman's To Do List**

(Upon Arrival to Site – Using Vehicle Safety Manual)

1. Set up a bulletin board.
2. Post emergency numbers.
3. Post emergency procedure policy with evacuation routes.
4. Post company's PPE Policy.
5. Post company's General Rules.
6. Post toolbox meetings.
7. Appoint site worker representative or set up site safety committee.
8. Set-up First Aid kit, Fire Extinguishers, Eyewash Station, Hearing Protection and demonstrate to all workers where they are located.
9. Check fire extinguishers.
10. Check first aid kits.
11. Check eyewash station.
12. Conduct Orientations for site with trades.
13. Log in book – First aid log/eyewash station log.
14. Check training of subtrades (WHMIS/CPR & First Aid)
15. Daily Diary.



## **Working Alone Check Sheet**

In accordance with the WORKPLACE SAFETY AND HEALTH REGULATION 105/88 the supervisor and safety advisor will be responsible for setting up the Working Alone check sheet. The supervisor is to verify that the employee has reported back at the designated times, and will initiate a search if they have not:

1. Name of Worker: \_\_\_\_\_
2. Designated Contact Person: \_\_\_\_\_
3. Date: \_\_\_\_\_ Time: \_\_\_\_\_
4. Location of Work: \_\_\_\_\_
5. Method of check Back:
  - Personal check in by worker
  - Personal checks by the contact person
  - Telephone call to contact person
  - Radio call to contact person
6. Degree of risk (determined by worker) Time check:
  - 4.0 hrs.
  - 3.0 hrs.
  - 2.0 hrs.
  - 1.0 hrs.
  - 0.5 hrs.
7. Completion of work: Date: \_\_\_\_\_ Time: \_\_\_\_\_