
MILLTRON

ELECTRIC INC.
SAFETY POLICY MANUAL

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9630 Milwaukee Way
Prince George, BC
V2N 5T3

Phone: (250) 563-9332
Fax: (250) 563-9435
www.milltron.com

Milltron Electric Inc.**Policy Statement**

Milltron Electric is committed to providing a safe and healthy working environment for all of its employees and to promoting positive attitudes toward safety and health.

Management is responsible for the development and maintenance of the Safety Program. They will monitor results and concerns of fellow employees and make any necessary changes to improve the safety of the employees.

Project Management is responsible for providing a safe work site and for establishing and maintaining adequate standards of maintenance of site and equipment to ensure that physical and health hazards are guarded against or eliminated, and for developing work procedures that ensure a safe and healthy workplace.

Supervisors / Foremen are responsible for ensuring that workers are properly instructed, use safe work procedures, and have the appropriate equipment to do their work safely.

All employees are responsible for their own safety as well as that of fellow workers. They are to follow the Safety Program policies and procedures and provide full cooperation of maintaining a safe work site.

1.0 RESPONSIBILITIES**1.1 Management Responsibilities**

Management is responsible for:

- 1.1a ensuring that they know and comply with the requirements of the Rules of Conduct, Safety Policy and WCB regulations,
- 1.1b providing a safe and healthy workplace,
- 1.1c identifying, eliminating and bringing to the attention of workers specific and general hazards at the work site,
- 1.1d employees' receiving the necessary training in safety as it applies to their work,
- 1.1e promptly correcting hazards and investigating accidents and near – misses at the work site,
- 1.1f having the required first aid service and equipment available,
- 1.1g maintaining records and statistics,
- 1.1h ensuring a safety coordinator is available to all personnel on the subject of health and safety, and that adequate time is allotted for safety issues,
- 1.1i ensuring that methods of practices, equipment, and work sites are inspected regularly to avoid and correct any potential hazards,
- 1.1j ensuring that company policies, procedures are enforced,
- 1.1l providing a good example to all employees.

1.2 Project Managers' Responsibilities

Project Managers are responsible for:

- 1.2a ensuring that copies of the Safety Policy are on site,
- 1.2b performing regular inspections of the work site and informing workers of any hazardous conditions,
- 1.2c ensuring that they know and comply with the requirements of the Rules of Conduct, Safety Policy and WCB regulations,
- 1.2d ensuring that adequate first aid facilities are available at the job site,
- 1.2e making the customer aware of our safety policies and complying with any specific safety requirements they may have.
- 1.2f taking immediate action and authorization to correct any sub-standard safety condition,
- 1.2g ensuring that WHMIS controlled materials are identified and Material Safety Data Sheets are available on site,
- 1.2h ensuring that workers use and are trained in safe procedures,
- 1.2i providing a good example to all employees.

1.3 Safety Coordinator's Responsibilities

1.3 The Safety Coordinator is responsible for:

1.3a promoting the Safety Policy Manual to all employees

1.3b ensuring that they know and comply with the requirements of the Rules of Conduct, Safety Policy and WCB regulations,

1.3c the development of the Safety Program, Safety Policy Manual and new safety policies and procedures,

1.3d conducting accident investigations,

1.3e acting promptly on requests for action or information received from workers, safety-reps, Project Management, Marketing, Engineering, WCB, and customers,

1.3f keeping records of accident investigations, toolbox meetings, safety meetings, and hearing conservation program,

1.3h assisting employees in dealing with WCB if requested,

1.3i monitoring safety statistics by employee, job and company,

1.3j keeping informed on changes to regulations, which impact our employees,

1.3k representing Milltron to the WCB when required,

1.3l keeping informed on new safety equipment and practices, which can benefit our employees,

1.3m providing a good example to all employees.

1.4 Foremen's Responsibilities

Foremen are responsible for:

- 1.4a performing Safety Orientations for new employees and regular Milltron employees arriving to work at a new site,
- 1.4b ensuring that they know and comply with the requirements of the Rules of Conduct, Safety Policy and WCB regulations,
- 1.4c performing regular inspections of work practices and conditions and report results to the Safety Coordinator,
- 1.4d assigning a safety rep for every project,
- 1.4e taking immediate action to correct any sub-standard safety condition,
- 1.4f coordinating with customers' on any site-specific safety requirements,
- 1.4g ensuring WHMIS controlled products are identified and labeled and Material Safety Data Sheets are used,
- 1.4h encouraging workers to participate in the safety program,
- 1.4i ensuring that tools and equipment are properly maintained and in safe working order,
- 1.4j informing workers of any potential or actual dangers to their health and safety,
- 1.4k cooperating in safety investigations when requested by Project Management or the Safety Coordinator,
- 1.4l ensuring first aid is administered to injured workers and the appropriate forms are completed and submitted,
- 1.4m ensuring that workers use and are trained to use appropriate personal protective equipment,
- 1.4n providing a good example to all employees.

1.5 Safety Reps' Responsibilities

Safety Reps are responsible for:

- 1.5a ensuring that they know and comply with the requirements of the Rules of Conduct, Safety Policy and WCB regulations,
- 1.5b performing inspections of work practices and conditions and report findings to the foreman or Safety Coordinator,
- 1.5c ensuring that workers use and are trained to use appropriate personal protective equipment,
- 1.5d ensuring that workers understand how to access first aid facilities at the job site,
- 1.5e taking immediate action to correct any sub-standard safety condition,
- 1.5f encouraging workers to participate in the Safety Program,
- 1.5g ensuring that customers' specific work site safety requirements are met,
- 1.5h informing workers of any potential or actual dangers to their health and safety,
- 1.5i holding Tool-box Safety Meetings for all workers,
- 1.5j providing a good example to all employees.

2.0 SAFETY PROGRAM OUTLINE**2.1 Safety Orientation****NEW EMPLOYEES**

- 2.1a Upon being hired, workers are given the Milltron Safety Policy Manual to read. The Foreman asks if they have any questions regarding our policies, procedures or the Safety Program in general. Before they begin work, they sign the 'Employee Declaration Form' located at the beginning of their book confirming that they understand the policies and will work by them. The form is returned to the office and kept in the safety file.
- 2.1b Upon being hired, new employees are given the "Post-Hire / Pre-placement Questionnaire". The purpose of this questionnaire is to identify any pre-existing conditions, which may limit the employee's ability to perform work of a specific nature. We will make every attempt to assign employees to tasks that suit their abilities.

ALL EMPLOYEES

- 2.1c Employees are given the following PPE for their own use: Safety Glasses, Hearing Protection, and Gloves (if required). They are shown how to replace this equipment if it becomes worn or damaged. Employees are expected to provide their own steel-toed boots and appropriate clothing.
- 2.1d Employees are given a guided tour of their work area and specific hazards are identified. This includes lock out locations and procedures. Emergency equipment such as eyewash stations and fire extinguishers pointed out.
- 2.1e Employees are also instructed on the procedures taken in case of fire, and how and where to place an emergency call.
- 2.1f Employees are shown where specialized safety equipment for the project is kept. If work entails use of this equipment then the foreman will provide the training required to use this equipment.
- 2.1g Employees are instructed in the emergency evacuation procedures for the site, and are instructed on how to summon first aid.
- 2.1h Employees are encouraged to work safely, and to get involved in safety by speaking up at tool-box safety meetings and reporting hazardous conditions to their foreman or safety rep. If they have any safety-related questions, they can ask the foreman, safety rep, or call the Safety Coordinator at any time.

2.1l Employees are shown where the small tools and ladders are kept and are reminded to follow the policies regarding their use.

2.2 Supply of Safety Equipment

2.2a Employees are expected to provide the following:

- Certified steel-toed boots
- Appropriate clothing
- Hard hat
- Locks

2.2b Milltron provides employees with the following equipment for their personal use:

- Hearing Protection
- Eye Protection
- Safety Vests (if required)
- Respirators (if required)
- Gloves (if required)

2.2c The following equipment is provided at most work sites for general use:

- Face shields
- Safety vests
- Fall protection equipment: Lifelines, harnesses, lanyards, rope grabs.
- Lens cleaning stations

2.3 Safety Meetings

2.3a Site safety meetings (Toolbox Safety Meetings) are held at the beginning of the project when the crew arrives, and weekly thereafter. Additional meetings if required, may be held.

2.3b Meetings resulting from accident investigations and audits are held as required.

2.3c The Safety Coordinator holds all records of the toolbox meetings. Issues arising from the meetings are directed to the Project Manager.

2.3d The Project Manager and Safety Coordinator hold safety meetings monthly.

2.3e Site safety meetings required by other project participants are attended as required.

2.4 Safety Policies and Procedures

- 2.4a Safety policies are general instructions on safe acts and safe use of material and equipment, including the Rules of Conduct. These policies are located in Section 3 of this book.
- 2.4b Safety Procedures are specific instructions for using safety equipment. These procedures are located at the end of this book.
- 2.4c There are sometimes specific safety procedures required. These are developed on a project-to-project basis, as required. The Project Manager, Foreman and Safety Coordinator issue Safety Policies and Procedures.

2.5 Training

- 2.5a Basic training includes topics like eye protection, hearing protection, ladder safety, (PPE) personal protective equipment, and locking-out.
- 2.5b Specific training includes the use of special equipment such as fall protection, man lifts, etc. The Foreman provides this training.
- 2.5c Milltron provides WHMIS training. All our Foremen will have a working knowledge of WHMIS.
- 2.5d Any regular employee wishing to obtain First Aid training at any level will have the option to do so. It will be notified and negotiated under Milltron. Interested employees are to contact the Safety Coordinator.

2.6 First Aid

- 2.6a The customer will provide first aid on the job site.
- 2.6b Workers shall be instructed in the procedure for summoning first aid.
- 2.6c A procedure shall be developed for evacuation of injured workers specific to each work site.

2.7 Accident Reporting

- 2.7a All accidents, no matter how minor, must be recorded in the Accident Record Book on the day of the occurrence. There is an accident record book kept in each site trailer.
- 2.7b If the accident results in a significant injury, then the employee must submit a WCB Form 6A. If the injured worker receives first aid, the first aid attendant must submit a WCB Form 7A. The Milltron personnel department will submit a WCB Form 7.

2.8 Investigation of Accidents

- 2.8a The Project Manager and Supervisor will investigate all accidents that result in injury requiring medical treatment or death. Information shall be recorded on the form provided and supervisors shall review the reports to all workers.

2.9 Control

- 2.9a Milltron makes every effort to ensure that our employees have the necessary safety equipment and training to do their work safely. It is the employees' choice whether or not they use the equipment and perform their work safely.
- 2.9b Employees who are seen by the foreman / supervisor performing unsafe acts will be exposed to the following.
- **First Time Violation:** The foreman issues a verbal warning and demonstrates the correct procedure on performing the task.
 - **Second Time Violation:** The foreman issues a verbal warning as well as a written warning is issued and put on file. The foreman again demonstrates the correct procedure on performing the task.
 - **Third Time Violation:** A two-day suspension with no pay. A second written warning is issued and put on file.
 - **Fourth Time Violation:** Dismissal from that work site.

3.0 Safety Policies

3.1 Rules of Conduct

- 3.1a Steel-toed footwear must be worn at all times.
- 3.1b Wear clothing appropriate for work.
- 3.1c A hard hat must be worn at all times on the project site, except areas where the non-use of hard hats is specifically allowed.
- 3.1d Eye protection must be worn at all times except for the lunchroom, offices, and washrooms.
- 3.1e Hearing protection must be worn in areas with excessive and continuous noise.
- 3.1f Any worker under the influence of alcohol, drugs, or medication that prohibits them from doing their job safely will be removed from the job site for the safety of others, and investigated.
- 3.1g All injuries are to be reported to the first aid attendant, no matter how small.
- 3.1h Only authorized personnel may operate company vehicles, equipment and tools.
- 3.1i All hazardous conditions and near misses are to be reported to the supervisor immediately.
- 3.1j Never remove or render safety devices inoperable.
- 3.1k If you have any doubt regarding a job procedure or the safety involved, consult with your foreman before proceeding with the task. **You have the right to refuse hazardous work.**
- 3.1l Follow the safety procedures described in the Safety Policy Handbook. Site-specific procedures, if any, may override those in the handbook.
- 3.1m Maintain good housekeeping in your work area.

3.2 Lock-Out

- 3.2a A proper lock out device must be used when performing work on air, electric, hydraulic or steam driven equipment. All equipment must be locked-out and tagged in accordance with applicable safety regulations and the Milltron Lock out Procedure and/or the Customer's Lock out Procedure.
- 3.2b The first worker applying a lock in the lock out procedure must ensure that the locked out equipment cannot be operated and has been tagged. If more than one worker is assigned to a task, each worker must place his own lock and tag on the isolation devices.
- 3.2c All locks must be identified with the name of the worker, using white tape, and shall only be operable by that worker's key.
- 3.2d The Foreman shall ensure that unsafe equipment, if required, remains locked out until there's no further work involved with that equipment.
- 3.2e Installation, maintenance and repair work on equipment and machinery will not be performed unless there are no hazards to workers while doing the work.
- 3.2f The person who placed the lock must remove that lock.
- 3.2g Prior to removing the last lock, the person is to ensure that the machinery or equipment can be operated safely and that all persons are clear during test runs.

3.3 Cleanliness

- 3.3a Work areas are to be kept clean and free of obstructions at all times.
- 3.3b Materials, tools, and equipment must not be stored in stairways, corridors, catwalks, overhead or obstructing any means of exit.
- 3.3c **All garbage** is to be disposed of on a continuous basis. No garbage will be allowed on the job site at the end of the shift.

3.4 Ladders

- 3.4a Do not use ladders that appear unsafe. Any ladder that has broken or missing steps, broken or cracked side rails, worn or broken legs must be tagged and returned to the warehouse for repairs.
- 3.4b Ladders when used must be securely placed and free of movement.
- 3.4c Only one person on a ladder at a time.
- 3.4d Do not over-reach while working from a ladder.
- 3.4e Never work from the top two steps of a ladder.
- 3.4f Always use ladders of sufficient length.
- 3.4g Do not use ladders in a horizontal position as a platform.
- 3.4h Where a fall of 3 meters or more may result from working on a ladder, fall protection must be used.
- 3.4i Extension ladders must always be placed at least 1/4 of their length away from the structure of which they are leaned against.
- 3.4j Any ladders contained of metal must not be used near energized electrical equipment.

3.5 Manual Lifting

- 3.5a Before lifting anything, always ensure the object is not too heavy, bulky, or awkward for lifting. If it is, **Get Help**.
- 3.5b Before lifting the object, be sure you have a clear route to get where you are going.
- 3.5c To lift an object, remember to always use your legs as your lifting force. Keep the object as close to your body as possible and keep a firm grip on the object.

3.6 Tools

- 3.6a Inspect tools for defects. Defective tools belonging to Milltron are to be tagged and returned to the warehouse for repair.
- 3.6b Use tools only for the jobs for which they are intended.
- 3.6c Carry sharp tools in a protective housing to eliminate any protruding sharp edges.
- 3.6d Always keep tools clean and dry and storing them appropriately after being used.
- 3.6e Do not operate a tool unless authorized to do so.
- 3.6f Do not apply unnecessary excessive force on tools.
- 3.6g Do not remove any manufacturer safety features or guards on any tool.

3.7 Powder Actuated Tools

- 3.7a No one shall operate a powder-actuated tool unless they hold a valid operators certificate and training for that specific tool.
- 3.7b Workers shall wear safety glasses and hearing protection when using the tool.
- 3.7c Damaged or defective tools shall be tagged and returned to the warehouse for disposal or repair.
- 3.7d Before using a powder-actuated tool be sure that tool is appropriate for the application.

3.8 Hearing Protection

- 3.8a Hearing protection must be worn in areas with excessive and/or continuous noise levels.
- 3.8b Participate in the Hearing Conservation Program by making yourself available for mandatory hearing tests when you are due for your annual exam and the testing vehicle is at the work site. Advance notice will be given.

3.9 Fall Protection

- 3.9a All fall protection procedures must conform to the guidelines set out in the WCB Fall Protection Regulations.
- 3.9b A fall protection system must be used where a fall of 3 m (10ft) or more may occur, or a fall from a lesser height involves an unusual risk of injury (ex: fall into operating machinery).
- 3.9c All fall protection equipment shall be inspected for missing or broken parts, excessive wear, appropriate size and length before being put to use. Any equipment that doesn't pass the inspection will be tagged and returned to the warehouse for repair or replacement.
- 3.9d When working in the vicinity of other trades, cooperate with them to ensure the safety of all workers. Do not remove or tamper with safety systems used by others.
- 3.9e When practical Milltron will ensure that guardrails, barriers or other means of fall restraint are used.
- 3.9f When the use of a fall restraint system is not practical then a fall arrest system is used.

3.10 Forklifts

- 3.10a Only authorized personnel are to operate the Forklifts.
- 3.10b The operator must follow the manufacturers operating instructions.
- 3.10c The Controls of the vehicle must be tested daily before being used.
- 3.10d Always check the maximum capacity that the vehicle can handle and DO NOT exceed that maximum capacity.
- 3.10e Before transporting a load be sure that the path to be taken is free of any safety hazards. Always check clearances and road conditions before transporting.
- 3.10f Tie any loads that have any possibility of tipping or sliding and keep the load as low to the ground as possible.
- 3.10g Never leave the forklift without, setting the parking brake, leveling and lowering the forks. Turn the motor off if you are leaving for a while.

3.11 Man Lifts / Aerial Lifts

- 3.11a Only authorized personnel may operate a man/aerial lift.
- 3.11b Always wear a safety harness and lanyard.
- 3.11c Ensure the vehicle is stabilized before operating the boom.
- 3.11d Never use the boom for any purposes other than positioning personnel to carry out their work.
- 3.11e Workers must not be transported on aerial work platforms. Workers may remain on platforms while minor adjusting movements are made.

3.12 WHMIS / SIGNS / TAGS / ASBESTOS

- 3.12a All controlled products must be appropriately labeled as per WHMIS regulations.
- 3.12b Every accident prevention sign and tag must be posted to provide vital information and warning. Don't ignore them; follow instructions.
- 3.12c Use danger signs when immediate danger exists.
- 3.12d Use caution signs when a potential hazard exists.
- 3.12e Accident prevention tags are a temporary means of warning you of an existing hazard, defective tools or pieces of equipment. If an unsafe or defective tool or machine is discovered, tag it.
- 3.12f Ensure that work area or surface is "**asbestos free.**" Never disturb any surface or object containing asbestos. These may be found in older PDC's, electrical rooms/vaults, transformer substations, building insulation, etc.

LOCK OUT PROTECTION PROCEDURE

1.0 LOCK OUT PROCEDURE

1.1 Identifying a Lock

1.1a Before placing the lock, be sure it is properly identified with your name on it using white tape.

1.2 Locking-Out

1.2a Identify the equipment to be locked.

1.2b Locate all power sources.

1.2c Inform all affected people that you will be locking out that equipment.

1.2d Stop the equipment if it's not already, ensure that it is stopped then proceed with locking out.

1.2e Disconnect the power source. Place the lock, identified with your name, on the lock out lever. Using the scissors if necessary.

1.2f Test the power source to ensure the lockout system works and also try and start the equipment at the control station.

1.2g If everything checks out then proceed with work.

1.2h Ensure that your lock is properly identified with your name on the white tape.

1.3 Removing Lock-Out

1.3a Ensure all your work is complete.

1.3b Clean up any tools or equipment used in that area.

1.3c Check with all affected people that they are ready to start, and they are free and clear of the equipment.

1.3d Remove lock used for locking out.

1.3e Use a second person if required to test correct equipment operation.

FALL PROTECTION PROCEDURE

1.0 FALL RESTRAINT

1.0a Always be sure to visually inspect any fall restraint equipment before using.

1.1 Lanyards

1.1a A fixed anchor, lanyard and waste belt may be used to prevent a worker from falling into a hazardous area. The fixed anchor must be able to support a load of 800lbs in any direction.

1.2 Guardrails

1.2a Whenever possible use guardrails to prevent falling into a hazardous area. If the guardrail is inadequate for the situation then another means of fall protection must be applied.

1.3 Control Zones

1.3a If work is to be performed within 2 meters of the edge of a control zone, a warning line of high visibility material must be connected and maintained between 0.85 and 1.15 meters above the working surface. Work within the control zone is not permitted without use of an alternative fall protection system.

2.0 FALL ARREST

2.1 Shock Absorbers

2.1a A shock absorber must be used where the worker's free-fall is over 1.2m (4ft).

2.2 Full Body Harnesses

2.2a All fall arrest procedures require the use of a properly fitted full-body harness.

2.3 Vertical Lifelines

- 2.3a All vertical lifelines must conform to WCB Fall Protection Regulations.
- 2.3b A vertical lifeline must be made of synthetic fiber rope, having a breaking strength of at least 26.7kN (6000lbs), free of knots and splices except at its termination where the termination must not reduce the strength of the lifeline to less than 22 kn. (5000lbs).
- 2.3c Unless previously authorized by the board, the suspended length of vertical lifeline must not exceed 91m (300 ft) in length.
- 2.3d A vertical lifeline must be installed in a manner that minimizes the swing fall hazard.
- 2.3e Only one worker may be attached to a vertical lifeline, unless the vertical lifeline is installed as a ladder safety device.
- 2.3f Each lifeline used for fall arrest must be secured to an independent point of anchorage.
- 2.3g A vertical lifeline must extend to within 1.2m (4ft) of ground level or other safe lower surface.

2.4 Horizontal Lifelines

- 2.4a All horizontal lifelines must conform to WCB Fall Protection Regulations.
- 2.4b A temporary horizontal lifeline system for fall restraint must be equipped to provide an ultimate strength of at least 3.5kN (800lbs) for each worker connected to it.
- 2.4c No more than three workers may be secured to a horizontal lifeline.
- 2.4d A horizontal lifeline must have a breaking strength specified by the manufacturer of at least 89 kn. (20000lbs).

SURVIVAL FIRST AID

Survival first aid procedures keep the injured person breathing and the bleeding controlled until medical help arrives.

When necessary, remove yourself and the injured from any further threat of injury. Change the person's position only if necessary to administer survival techniques. Keep the injured person warm. Move the injured person only if necessary.

ESSENTIALS OF SURVIVAL FIRST AID

1. After making sure that there is no danger to your self and no further danger to the patient, determine level of consciousness.
2. Ensure that airways are open.
3. Make sure that breathing is present and adequate. If breathing is absent, administer mouth-to-mouth resuscitation.
4. Check for a pulse. If no pulse can be detected, begin CPR at once and continue until medical assistance arrives or until the pulse returns.
5. Check to see whether bleeding is present. If so, apply pressure over the wound to stop the blood flow. Apply a pressure dressing.
6. Get help as soon as possible.

Note: This page is for information only. In the event of an accident, get the first aid attendant immediately.

NEW EMPLOYEE DECLARATION FORM

All new employees are to fill out this form after they have read the Milltron Electric Inc. Safety Policy Manual. After being completed it is to be removed and sent to the Safety Coordinator.

Employee

I have read the Milltron Electric Inc. Safety Policy Manual and fully understand the contents and agree to work by the rules, policies and procedures stated in it.

Name (print)

Signature

Date:

Foreman

Signature:

This page must be signed by employee and foreman, and returned to the office. Employee keeps the remainder of the Safety Policy Document.