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**TODDGLEN**  
**GROUP OF COMPANIES**

**TODDGLEN GROUP OF COMPANIES**  
**HEALTH & SAFETY**  
**JOB SITE**  
**POLICIES AND PROCEDURES**

*(Rev. January 7, 2021) – COVID-19 Policy Revised*

**“IT IS THE POLICY OF THE TODDGLEN GROUP OF  
COMPANIES TO PROVIDE A SAFE AND HEALTHY  
ENVIRONMENT FOR ALL WORKERS. WE ARE COMMITTED  
TO THE PREVENTION OF OCCUPATIONAL ILLNESS, INJURY  
AND PROPERTY DAMAGE.”**

**JOHN TODD – PRESIDENT**

**REFER TO THE TODDGLEN GROUP OF COMPANIES  
HEALTH & SAFETY POLICY & PROCEDURES MANUAL,  
WHICH IS KEPT ON ALL PROJECT SITES,  
FOR MORE DETAILS OR CLARIFICATION.**

## 1.0 MANAGEMENT RESPONSIBILITIES:

- Promote and enforce Safety Awareness, the Health & Safety Policy and the Return to Work Program.
- Investigate thoroughly all accidents involving lost time, injury and/or property damage and any hazardous incident in order to prevent reoccurrence.
- Support any action taken by anyone working on site, in the interest of safety.
- Review and update the Corporate “Health & Safety Job Site Policies and Procedures Manual” and the Health & Safety Policy & Procedures Manual annually, or as needed.
- Review accident/incident reports from Trade Contractors.
- Conduct or provide training programs as necessary for management, supervisors and workers.
- Conduct unplanned site inspections including work conditions and methods together with worker interviews.
- Conduct planned site inspections at regular intervals.
- Monitor injured worker’s progress and offer modified duties during the rehabilitation stage, as per the Return to Work Program.
- Ensure a copy of the Toddglen Group of Companies’ *“Health & Safety Job Site Policies and Procedures Manual”* and the *Health & Safety Policy & Procedures Manual* are included in Trade Contracts.

## 2.0 SITE SUPERVISOR RESPONSIBILITIES

(Superintendent, Safety Representative and/or Foreman)

- Ensure that a safe and healthy working environment exists.
- Ensure compliance with the Toddglen Group of Companies' *Health & Safety Policy and Procedures Manual* and the *Return to Work Program*.
- Ensure that the requirements of the *Occupational Health and Safety Act* and Regulations for Construction, and all other applicable legislation are met.
- Ensure all necessary signs are posted on site.
- Ensure all necessary documents are available on site.
- Protect the health and safety of the public to the best of your ability.
- Determine clean-up facilities required and provide and maintain them where necessary.
- Ensure that a Toddglen employee holds a valid First Aid Certificate and is responsible for the first aid kit supplies.
- Design fire/emergency plan specific to the site.
- In the case of accidental injury or damage, follow the procedures entitled "*Accident/Incident Investigating and Reporting*" in the Toddglen Health & Safety Policy & Procedures Manual located on all project sites.
- Complete Accident/Injury Reports for all accidents/injuries (including Trade Contractor accidents/injuries) and send a copy to Toddglen's Head Office **immediately**.
- Investigate all incidents/accidents immediately and take any appropriate corrective measures.
- Retain a copy of every unexpired Material Safety Data Sheet (MSDS) with respect to hazardous materials being used or delivered to site.
- Ensure that Toddglen personnel **DO NOT** accept propane on behalf of **ANY** Trade Contractor. Trade Contractors are responsible for having the proper certified personnel for all aspects of propane and its use.
- Take action **immediately** to correct any hazardous condition or dangerous practice discovered or reported.
- Advise workers of any known hazards on the job.
- Conduct Safety Meetings prior to and during work on a regular basis. Minutes are to be kept, one copy filed on site and one copy sent to Head Office. Trade Contractors must participate in Safety Meetings.

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- Conduct pre-start-up safety inspection as well as a biweekly safety tour of the project. Record observations and action taken. Use the “*Inspection Checklist*” and retain a copy on site.
- Facilitate election of a Health and Safety Representative or committee where necessary. The Health and Safety Representative shall be a certified member or working towards completion of certification. Post copies of written reports and act on recommendations.
- Conduct site orientation and training as required for any new worker using the Toddglen form. Provide pre-task safety instruction where necessary for all workers.
- Supply and maintain or have maintained in good operating condition, all equipment, tools and personal protective equipment necessary for the job and complete daily inspection sheets for the equipment.
- Attend such training programs as required by Toddglen and the Ministry of Labour.
- If medical attention is required due to a work-related accident, the worker **must** be accompanied to the doctor or hospital by a responsible supervisor or management representative, and transportation provided if required.
- Cooperate fully with Construction Safety Inspectors.

## 3.0 WORKER RESPONSIBILITIES

- Always try to work in the safest possible manner, for yourself and others.
- Maintain a clean and tidy work area at all times.
- Actively participate in removing hazards.
- If safety hazards cannot be removed or resolved immediately, they must be reported to a supervisor ***immediately***.
- If you have an idea for a safer, more efficient way to perform a task suggest it to your supervisor.
- Always wear Personal Protective Equipment (PPE) required by your supervisor/Company, and by all applicable legislation.
- Always remind coworkers when you see them working unsafely or not wearing proper safety equipment.
- Always comply with the Occupational Health and Safety Act and Regulation for Construction Projects. A copy is available on site at all times.
- Report all accidents, injuries (however minor), damage and close calls ***immediately*** to your supervisor.
- If you require medical treatment (hospital or doctor) due to an injury at work, you must be accompanied by a responsible supervisor or manager.
- Report any hazardous conditions or practices to your supervisor ***immediately***.
- Advise your supervisor of any previous accidents, illnesses or limitations that you have so that appropriate work may be given to you.
- Do not use or be intoxicated by alcohol, illegal drugs or substances or legal cannabis or its derivatives that have not been medically prescribed while on the jobsite and report others found doing so.
- Do not use any prescription drug, including prescribed medical cannabis, or an over-the-counter drug or medication which may have any adverse side effects or impair your motor skills or your judgment.
- Know that accidents will be investigated thoroughly. This is to prevent similar accidents and losses in future and to correct hazards, ***not*** to find the “*guilty*” party or to lay blame.
- Follow instructions, provide information and cooperate during emergencies and investigations. ***DO NOT*** speak to reporters but refer them to Toddglen’s head office for comment.

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- Always report for work with C.S.A. approved “*green patch*” work boots, class “B” hard hats and leather work gloves in good condition. Ask your supervisor to provide any other safety equipment required for your job.
- Attend training programs as required by your employer and the Ministry of Labour.
- If any doubt exists or you have any questions, do not hesitate to ask your supervisor
- Cooperate fully with Construction Safety Inspectors.

### REMEMBER .....

- Everyone is responsible for safety.
- If you see a problem, fix it right away. Actions speak louder than words.
- Don't be shy. Remind other workers about safety.
- Keep your site clean and tidy. You will work safer and faster.
- Follow the Toddglen Group of Companies' “*Health & Safety Job Site Policies and Procedures Manual*”, the Toddglen “*Health & Safety Policy & Procedures Manual*” and the “*Return to Work Program*”. Anyone who does not follow the Policy and Program will be subject to disciplinary action and/or dismissal.
- Never put your own or someone else's safety at unnecessary risk. It is not worth it if someone gets hurt.
- No worker will be disciplined or dismissed for working in accordance with the Toddglen Group of Companies' Safety Policies, the *Return to Work Program*, or the “*Occupational Health and Safety Act and Regulations*”.

## 4.0 TRADE CONTRACTOR GUIDELINES FOR OUR SAFETY PROGRAM

Toddglen's contractual commitment with Trade Contractors and other vendors, suppliers or service firms engaged at the site requires their active participation in our site safety program and adherence to the rules and procedures as set out in this safety policy and as bound in the Trade Contract.

The Trade Contractor shall ensure that any subcontractors, suppliers or persons working on their behalf, are provided with a copy of these Trade Contractor Guidelines and policy requirements. These guidelines include our corporate Health & Safety Job Site Policies and Procedures to assist them to reduce accidents and incidents, and comply with the *Occupational Health and Safety Act* and Regulations.

## 4.1 TRADE CONTRACTOR RESPONSIBILITIES

Each Trade Contractor shall actively promote safe work practices and procedures among their employees and between trades. All Trade Contractors must ensure their crew supervisory personnel have received appropriate training in Health & Safety practices and legislation and that they are competent to perform their work in a safe and efficient manner. Trade Contractor supervisors are required to abide by all requirements as listed in our safety policy.

All Trade Contractors shall ensure that our corporate Health and Safety Policy and Procedures are communicated and enforced by their supervisors, workers, subcontractors/suppliers at our sites. A copy of this manual can be reviewed at the site office.

## 4.2 TRAINING AND ON-SITE MEETINGS

In addition to Trade Contractors providing competent supervision of their crews, workers must be oriented to Toddglen Health and Safety requirements by the Trade Contractor prior to working on site. All supervisors on our sites, whether working directly or under contract with Toddglen or the Owner are expected to perform their duties and responsibilities in a manner that ensures that workers under their authority have the knowledge, training and experience to perform their job tasks in the safest manner possible. All supervisors must ensure their workers are familiar with the *actual* and *potential* hazards of the job and with an understanding of the safety standards and regulations that apply to their work.

## 4.3 CREW TOOLBOX SAFETY TALKS

Health and Safety crew "Toolbox Talks" are to be held by Trade Contractors at least once a week or as frequently as the Project Superintendent establishes. Records of Toolbox talks are to be submitted to the Project Superintendent for review immediately thereafter. We invite you to use our Crew Safety Talk forms for recording purposes.

## 4.4 TRADE CONTRACTOR'S LABOUR SAFETY REPRESENTATIVE

Each Trade Contractor shall be represented by the on-site Labour Health & Safety Representative elected by their workers or their union, in accordance with the Health and Safety Act. Trade Contractors are to cooperate in the selection of the respective labour safety representatives. These representatives will be required to participate in our Joint Health and Safety Committee Meetings or in Worker Trade Committee meetings (where applicable).

## 4.5 TRADE CONTRACTORS AND OUR JOINT HEALTH & SAFETY COMMITTEES

Trade Contractor shall appoint someone to act as the Joint Health & Safety Committee's Worker Representative on behalf of all labour safety representatives on the project. This JHSC member shall exercise their rights as outlined in Ontario's *Occupational Health & Safety Act* and this Policy. The Trade Contractor must provide training of this representative as required, to meet "Certified Member" standards (where applicable).

## 4.6 TRADE CONTRACTOR'S PROVISION OF DOCUMENTATION

The Trade Contractor shall provide to the following to Toddglen's site office:

- 4.6.1 Copy of their Health and Safety policy and procedures
- 4.6.2 Any engineer stamped and signed design drawings and specifications of equipment or structures
- 4.6.3 Written safe work procedures as required (ie. Fall Protection Compliance Plan)
- 4.6.4 Any licenses or permits, log books and operator manuals of equipment and operators.
- 4.6.5 All documents required by the Occupational Health & Safety Act and Regulations.
- 4.6.6 A copy of the WSIB Clearance Certificate.
- 4.6.7 Form 1000 – Registration of Constructors and Employers Engaged in Construction.
- 4.6.8 Copies of Hazardous Material Safety Data Sheets (MSDS)
- 4.6.9 Proof of WHMIS (Workplace Hazardous Material Information System) training, Working at Heights training and Ministry of Labour Worker Awareness training for all workers.

The Trade Contractor shall maintain copies of all documentation required to be kept on the site, in accordance with applicable legislation, prior to the commencement of work and the arrival of material/equipment on site.

## 4.7 NOTIFICATION OF NEAR MISSES, INCIDENTS OR ACCIDENTS

- Trade Contractors, their employer, supervisors or workers are required to report all incidents, accidents or near misses to the Project Superintendent.
- Submit copies of documentation required by the *Occupational Health and Safety Act* or *Workers Compensation Act*, for reporting accidents/incidents and injuries to the authorities to the governing authorities and Toddglen for review. In cases of

accidents resulting in Critical Injuries, the Trade Contractor shall ensure the accident scene is not disturbed except for the purposes of:

- saving life or relieving human suffering
- maintaining an essential public utility service or public transportation system
- preventing unnecessary damage to equipment or other property

## 4.8 INVESTIGATING AND REPORTING PROCEDURES

All Trade Contractors must conduct a full investigation of any accident or incident causing personal injury or property loss. Near miss incidents should also be fully investigated. The investigation shall identify the events leading to the accident, incident or near miss, along with the root causes, witness statements, related information, and measures to be taken to prevent a recurrence.

Trade Contractors are to ensure the proper authorities are notified and the appropriate reporting forms are submitted within the prescribed time restraints as set out in legislation. Toddglen shall be notified within twenty-four hours of any claim made by anyone against the Constructor or a Trade Contractor of any accident, incident or material or property damage.

## 4.9 ENSURING COMPLIANCE ON TODDGLEN WORK SITES

Trade Contractors are required to enforce the safe working practices and the safe working conditions on our projects.

Trade Contractors will be held accountable in accordance with their Trade Contract to ensure compliance to all provisions of the *Occupational Health and Safety Act and Regulations* for Construction Projects, and to Toddglen's Corporate Health and Safety Policy and Procedures.

In accordance with the Toddglen Health and Safety Policy and Procedures Manual, penalties may be assessed against the Trade Contractors for the non-compliant behavior of their employers, employees, subcontractors and suppliers.

Any costs for remedial action having to be taken by Toddglen for any reason, to correct neglect by Trade Contractors to ensure safe work site conditions, or other reasons as per the Contract, shall be back charged to the Trade Contractor as appropriate.

## 4.10 TRADE CONTRACTOR PERFORMANCE REVIEW

An evaluation of a Trade Contractor working on any of our projects may be conducted at any time during their work to determine an overall safety performance rating. Such ratings and assessments will be forwarded to Toddglen management. Trade Contractors demonstrating consistently poor ratings may not be eligible for future bid considerations.

## 4.11 SUMMATION

The Toddglen corporate Health and Safety requirements and procedures as included herein are meant as a guide to establishing and maintaining safe working practices and conditions on our sites. They are not all inclusive, therefore Trade Contractors are advised and encouraged to refer to the provisions of the *Occupational Health and Safety Act and Regulations* and to industry standards for further guidance.

## 5.0 CORPORATE HEALTH AND SAFETY RULES

It is the policy of Toddglen to insist that all Trade Contractor's employees and our direct workforce understand and strictly adhere to the provisions of the *Occupational Health and Safety Act* and Regulations.

Below, are some of the most fundamental of our Corporate Safety Rules. Know them and adhere to them. Your foreman or Project Superintendent should inform you of any additional safety rules and procedures, specific to your site or work conditions.

## 5.1 PERSONAL SAFETY RULES

### 5.1.1 HEAD PROTECTION

C.S.A. approved class "B" hardhats must be worn at all times while on the site.

### 5.1.2 FOOT PROTECTION

"Green Patch" - C.S.A. approved footwear or its equivalent with toe and sole protection must be worn at all times while you are on the project.

### 5.1.3 SKIN PROTECTION

Appropriate work clothing must be worn when handling and using tools and materials which may cause injuries to your skin. Refer to O.H.S.A. for minimum requirements.

Face shields, goggles or glasses and hand protection must be worn by workers and must be of a design to afford suitable eye, face and hand protection when:

- a) Welding, burning or cutting with torches;
- b) Using abrasive wheels, portable grinders or files;
- c) Chipping concrete, stone or metal;
- d) Drilling or working under dusty conditions;
- e) Sand or water blasting;
- f) Waterproofing;
- g) Working on energized switchboards;
- h) Using explosive actuated fastenings or nailing tools;
- i) Working with compressed air or other gases;
- j) Working near any of the operations listed above.

### 5.1.4 For your protection on the job, do not wear:

- a) Loose Clothing or cuffs
- b) Greasy or oily clothing, gloves or boots
- c) Torn or ragged clothing or footwear
- d) Finger rings, bracelets or neck chains

### 5.1.5 MINIMUM DRESS CODE

Every employee shall wear a minimum of a full T-shirt and long pants to prevent injury from the elements and harmful substances. No shorts or tank tops allowed.

### 5.1.6 TETHERING

If you are working within 1 metre of an open slab edge (i.e. a slab edge unprotected by a guardrail) any tools being used must be tethered and any loose personal objects or equipment such as hardhats. Any tools which are not being used must be kept well away from the slab edge in a crate or a bucket. When using a scissors lift, a boom lift or a swing stage any tools that are being used must be tethered and tools that are not being used must be kept in a bucket or other suitable container

5.1.7 Other personal protective equipment, such as safety belts and full-body harnesses, respirators, reflective vests, floatation vests, ear protection devices, etc., must be worn when required by the *Occupational Health and Safety Act* or its Regulations and when directed by your foreman.

### 5.1.8 ILLEGAL DRUGS OR ALCOHOL OR CANNABIS THAT IS NOT PRESCRIBED

Illegal drugs and alcohol will not be permitted on the job sites. Cannabis or its derivatives which have not been medically prescribed for the worker are also not permitted on the job sites. Any employee found to be in possession of or under the influence of illegal drugs or alcohol or cannabis or its derivatives that are not medically prescribed for the worker will be refused permission to work and be subject to disciplinary action or the termination of their employment.

### 5.1.9 PRESCRIPTION OR OVER-THE-COUNTER DRUGS AND MEDICATION

If while on the jobsite you are required for medical reasons to use either a prescribed drug, including prescribed medical cannabis, or an over-the-counter drug or medication which may have any adverse side effects such as impairing your motor skills or your judgment you must report your use to your supervisor, in writing, using the form available in the site office. If you fail to do so you may be subject to disciplinary action or the termination of your employment.

### 5.1.10 REPORTING INJURIES AND ACCIDENTS/INCIDENTS

All injuries and accidents/incidents, no matter how minor, must be reported immediately to your supervisor. The supervisor will conduct their investigation and report to management.

### 5.1.11 REPORTING UNSAFE PRACTICES AND CONDITIONS

If you notice any unsafe practice or condition on the job, you are obligated by law and by Toddglen to report the situation immediately to your supervisor, so that corrective action can be taken.

### 5.1.12 NO HORSEPLAY

Do not engage in any prank, contest, feat of strength, unnecessary running or boisterous conduct. Violators will be subject to disciplinary action.

### 5.1.13 Never place tools or materials near edges of openings or floors, as these items may be dislodged onto someone below. Keep all tools and materials at least six feet back from any edges and openings.

### 5.1.14 SEEK ASSISTANCE WHEN LIFTING HEAVY ITEMS

Always seek assistance or use mechanical lifting devices when attempting to lift heavy material. Avoid awkward positions and always lift with the legs, not your back. Your back is very susceptible to injury in a bent position.

### 5.1.15 DO NOT REMOVE GUARDRAILS OR COVERINGS

Do not remove or make ineffective, any protective device or equipment which is required by your employer or the Occupational Health and Safety Act. If your work requires the removal a protective device such as a guardrail or covering, use the appropriate safety measures to protect yourself and other workers and immediately replace the protective device when your work is finished or you leave the area. Report the presence of any missing or defective protection devices immediately to your supervisor.

### 5.1.16 OBEY NO SMOKING RULES

Smoking is strictly prohibited near flammable or combustible gases and materials and all storage areas. Obey all signage in areas forbidding smoking. There is absolutely no smoking in buildings including parking garages.

### 5.1.17 KNOW YOUR LIMITATIONS

Never work at heights if you are afraid to do so, or if you are ill or subject to dizzy spells. Advise your supervisor of your condition so that you can be assigned to suitable work. Always work within your limitations.

### 5.1.18 WORK IN WELL LIGHTED CONDITIONS

Always work in adequately lit conditions. Use portable lighting stations in serviced areas where no electrical service is available.

### 5.1.19 AVOID WORKING ALONE

Always use the "buddy system" to avoid working alone. If it is necessary to work alone, arrangements should be made to check on the worker at fifteen minute intervals by the worker's supervisor. Confined space work, requires constant supervision of the worker(s). There are strictly regulated procedures to follow in this kind of situation, check with your supervisor for instructions before entering any confined space.

## 5.1.20 CONFINED SPACE WORK

A confined space has:

- a) limited or restricted entry or exit, or
- b) it may contain a potentially hazardous atmosphere, or
- c) there may be a risk of entrapment,
- d) or a serious health hazard in the space, or
- e) rescue may be difficult

If any of these conditions apply you must ensure that a hazard assessment has been performed and that there is an emergency response plan. Consult the Project Superintendent before working in a confined space.

## 5.1.21 ACCESS/EGRESS TO WORK AREAS

Access and egress shall be by way of ramp, ladder, stairs or runway. Workers should not climb or jump to access levels. No person shall jump from one level to another and anyone discovered jumping may be subject to immediate termination of employment.

## 5.1.22 LADDERS

- a) Ladders should be set up on a firm level surface and if the base is to rest on soft un-compacted or rough soil, a mud sill shall be used.
- b) Straight ladder installation should be avoided, however when necessary, the ladder must be properly tied off (secured) at top and bottom to prevent movement.
- c) When working off a step ladder, the length of the ladder should be such that the worker stands no higher than at the second rung from the top.
- d) When climbing up or down, workers shall always face the ladder.
- e) Ladders should not be erected on boxes, carts, tables, scaffold or man lift platforms, on vehicles, or secured temporarily to objects or structures.
- f) Depending on the length, straight ladders should be set up at an angle such that the horizontal distance between the top support and the base is not less than one quarter or greater than one third the vertical distance between these points.
- g) All ladders erected between levels must be securely fastened, top and bottom to prevent movement, extend 900 millimeters (3 feet) above the top landing and afford clear access at top and bottom.
- h) Metal ladders or ladders with wire reinforcing must not be used near energized electrical equipment or power wires.
- i) Ladders with weakened, broken, bent or missing steps, broken or bent side rails, broken, damaged or missing bases, or are otherwise defective must be removed from site immediately.
- j) Ladders should not be used horizontally as substitutes for scaffold planks, runways, nor for any other use or service for which they have not been designed.
- k) Workers should not straddle between the ladder and another object.
- l) Three points of contact should always be maintained when climbing up or down a ladder (two feet and one hand or one foot and two hands).

- m) If work to be performed on a ladder will cause heavy exertion by the worker, or that the worker be overextended to the sides, the use of a scaffold platform is required.
- n) Under no circumstances should a worker attempt to hand carry materials or equipment while climbing or descending on a ladder. It is important to maintain three point contact at all times. Use a rope or hoist to lower or raise items from one level to another.
- o) According to regulatory requirements, there must be a minimum clearance of six inches between ladder rungs and any surface, to ensure the worker using the ladder obtains a firm footing on the rungs.

### 5.1.23 WORKING OFF STEP LADDERS

Workers performing brief, light duty work off step ladders is acceptable providing no heavy exertion or body extension from ladder's vertical plane will be necessary. Workers must lock step ladder braces in place and stay off the top rung or shelf. Workers up higher than three metres on a ladder or higher than and in close proximity to guard railing, must wear, set-up and use fall arrest protection. If heavy exertion or body extension is a consideration, scaffolds or other work platforms should be used. Workers should never straddle themselves between a ladder and another surface.

### 5.1.24 WOOD WORK PLATFORM

Work platforms shall be a minimum 18 inches wide and be designed and constructed to support and resist at least four times the anticipated load. Workers shall not use ladders or other temporary structures or poorly constructed benches or inadequate materials as a work platform. All temporary or permanent platforms must be suitably cross braced to provide stability.

### 5.1.25 USE OF GRINDERS AND CUTOFF SAWS

Abrasive wheels can cause serious injury. Proper storage, use and maintenance of these wheels must be observed. Follow these guidelines:

- a) Familiarize yourself with the manufacturer's operation manual before using the tool. Follow all safety instructions.
- b) Ensure proper guards are in place and that all necessary personal protective equipment is used for your personal safety.
- c) Never exceed the maximum wheel speed (every wheel is marked). Check the marked speed and compare it with the speed of the grinder.
- d) When mounting the wheels, check them for cracks and defects, ensure that the mounting flanges are clean and the mounting blotters are used. Do not over tighten the mounting nut.
- e) Before grinding, run newly mounted wheels at operating speed to check for vibrations. Vibrating or defective wheels may explode or dislodge causing serious injury.

### 5.1.26 WELDING, TORCH CUTTING OR BURNING

Work involving welding, torch cutting or burning can increase the fire and breathing hazards on any job. Follow these guidelines prior to the start of work.

- a) Always ensure that there is adequate ventilation, either natural or mechanical, since hazardous fumes can be created causing respiratory harm.
- b) Always use the necessary personal protective equipment for your protection such as respirators, cutting goggles and protective clothing.
- c) Ensure that fire extinguishing equipment is nearby for immediate use.
- d) Check cables and hoses to protect them from slag and sparks.
- e) Check the work area of combustible material and possible flammable vapors before starting work. If combustible materials or sensitive equipment cannot be removed, fire blanket protection or a fire watch must be maintained.
- f) Never weld or cut lines, drums, tanks, etc. that have been in service without first making sure that all flushing, ventilating, purging precautions have been carried out and permits obtained.
- g) Never enter, weld or cut in a confined space without first conducting proper air tests and all other necessary confined space procedures and required lockout and tagging.
- h) When working overhead, cordon off your work zone below and post signs warning other workers to stay clear. Use fire resistant materials (fire blankets, tarps, etc.) to control or contain slag or sparks.
- i) Contact lenses should never be worn by anyone working near welding operations.

### 5.1.27 USE OF CHAIN SAWS

Workers must refer to the manufacturer's operation manual and be trained in its safe use before using a chain saw. Follow these guidelines:

- a) Never leave a running chainsaw unattended. Shut it off.
- b) Use all manufacturers' protective equipment. Do not remove any part of the equipment. Also wear appropriate Personal Protective Equipment such as gloves, Kevlar chaps, chin guards, hearing, eye and head protection.
- c) Fuel the saw in a ventilated area and not while it is running.
- d) Ensure that the chain saw brake is functioning properly – that it stops the chain.
- e) The chain must be kept sharp to prevent chain kickback. Have the correct tension on the chain and keep it adequately lubricated.
- f) Use the correct methods of starting, holding, carrying, using and storing the saw, as directed by the manufacturer.
- g) Ensure that the saw motor is shut off while transporting.
- h) Do not wear loose fitting clothing.

## 5.1.28 USE OF COMPRESSED AIR EQUIPMENT

Air powered tools in construction range from staple guns to jack hammers. If not treated with respect, these tools can cause serious harm.

- a) Prior to use all hoses should be physically inspected for defects such as cuts, abrasion, bulging and other damage. Any defective hoses should be taken out of service for repair or replacement. Ensure their connections are securely wired.
- b) Wear personal protective equipment such as eye protection and face shields, and ensure other workers in the area are made aware of or have restricted access to the hazard area.
- c) A proper pressure regulator and relief device must be in the system to ensure that correct pressures are maintained.
- d) The equipment must be properly inspected and maintained in accordance to the manufacturer's requirements.

## 5.1.29 USE OF HAND HELD ELECTRICAL POWER SAWS

In addition to following the manufacturer's safe operational instructions, the following guidelines should be followed:

- a) Always unplug the saw from its power source before attempting to change its blade. Always keep the blade sharp.
- b) Before the saw is set down always ensure the retracting blade guard has fully returned to its down position.
- c) Ensure all cords are clear of the cutting area before starting to cut.
- d) Before cutting check the stock for foreign objects or any other obstruction which could cause the saw to "kick back".
- e) When ripping, make sure the stock is held securely in place.
- f) Where harmful vapors or dusts are created, approved breathing protection is to be used.
- g) As with all electrical tools used outdoors or in wet locations, ground fault circuit breaker interrupter devices must be used either at the power panel or at the cord.
- h) Use gloves and close fitting clothing to avoid being caught in the blade.

## 5.1.30 DEFECTIVE TOOLS

If a tool is defective in some way **DO NOT USE IT!** Inspect all tools prior to use and ensure defective tools are repaired. Watch for problems such as:

- a) Broken or inoperative guards
- b) Insufficient or improper grounding due to damage or defects (ie. cracked casings).
- c) No ground wire (broken ground post) on plug or frayed cords.
- d) On/off switch is not in good working order - e.g. jams, releases.
- e) Improper grinding wheel speeds or chipped/cracked blades.

### 5.1.31 POWDER ACTUATED TOOLS

- a) Only workers who have furnished evidence of training by the manufacturer shall be allowed to operate a powder-actuated tool.
- b) Eye and head protection shall be worn by all personnel exposed to the use of this type of tool at all times.
- c) Tools shall not be loaded until just prior to use and loaded tools shall not be left unattended unless they are locked in a container.
- d) These types of tools are not to be used in or near an explosive or flammable atmosphere and cartridges (power source) shall be kept separated from all other material.
- e) Hearing protection shall be worn by the operator and any workers within the confines of an enclosed area up to 50 feet from the point of discharge and 25 feet in open outdoor locations.
- f) These tools should never be pointed at anyone, whether loaded or unloaded. Hands should be kept clear of the muzzle at all times.
- g) Keep cartridges stored in a suitable container. Un-discharged (misfired) cartridges should be kept in a water filled container until they can be safely disposed of.

### 5.1.32 COMPRESSED GAS CYLINDERS

Use compressed gas cylinders with extreme caution. Some basic safety rules are:

- a) Only competent and authorized workers are to handle compressed gas cylinders.
- b) All compressed gas cylinders should be stored in a secured and upright position.
- c) After using a compressed gas cylinder, always ensure that the valve has been closed and that the protective valve cap is in place.
- d) Upon discovery of a compressed gas leak from a cylinder, hose, valve or other connection, discontinue use until the problem has been rectified. Under no circumstances is a leaking compressed gas cylinder to be used.
- e) No empty cylinders shall be left inside enclosed buildings. Take them to an outdoor compound.
- f) When storing compressed gas cylinders, always store empty ones separately from full or partially filled cylinders.
- g) Compressed gas cylinders should be stored in a designated outdoor compound, affording adequate ventilation and explosion proof characteristics.
- h) Always keep compressed gas cylinders at least 15 feet away from any heat generating sources.
- i) Overhead protection should be provided to the valves and connections to compressed gas cylinders when there is a risk of materials falling from above.

### 5.1.33 PORTABLE PROPANE HEATING SYSTEM SETUP AND USE

Ontario's Energy Act requires employers to provide written evidence certifying the competency of persons assigned to connect, activate, handle and disconnect portable propane heating systems with inputs of 400,000 btu or less. In addition to our compressed gas cylinder handling guidelines we expect the following to be adhered to:

- a) Handlers of propane cylinders and heaters are to wear insulated gloves and eye protection.
- b) Only certified persons are to handle, connect, disconnect or activate these propane systems.
- c) Cylinders are to be secured in an upright position and the gas lines are to be protected against damage at all times.
- d) A minimum ten foot clearance is required between heater and combustibles and between cylinders and ignition sources.
- e) Adequate ventilation is required to prevent flame out of heaters.
- f) Always test for leaks using soap and water. Never use matches.
- g) Fire extinguisher protection must be made readily available.
- h) Review the manufacturer's operation manual for specific safe work procedures.

### 5.1.34 FLAMMABLE AND COMBUSTIBLE MATERIALS

- a) All flammable materials must be stored in approved containers, in well ventilated areas, with caps in place, away from heat, open-flame and ignition sources.
- b) Quantities of flammable materials greater than 235 litres must be stored outside in an isolated and fenced area, away from exits and entrances and with "no smoking" signs posted.
- c) All flammable or combustible materials must be clearly labeled as to their inherent dangers (ie. WHMIS labeling requirements).
- d) Supervisors are to ensure their workers are aware of the volatile characteristics of the flammable and combustible materials they store, use, handle or transport.
- e) Be aware of vapor build-up in confined spaces and low lying areas such as pits and trenches.

### 5.1.35 TRENCHES AND EXCAVATIONS

- a) Work shall not be performed in a trench unless another worker is working above ground and in close proximity to the trench or to the means of access to it. Where personnel are required to enter a trench, proper means of access and egress must be provided *within the protected area*.
- b) Where personnel are required to enter a trench deeper than 1.2 metres (4 feet), the walls must be cut back on a one to one or a one to three gradient depending on the classification of the soil, or be supported as prescribed in Ontario's regulations 213/91 under Excavations - Part III.

- c) Where the depth of the trench exceeds 6 metres (20 feet) or the width exceeds 3 metres (10 feet), the shoring of the trench walls must be designed by a professional engineer.
- d) Where it is not practicable or possible to cut back or shore an excavation wall, a professional soil test engineer shall determine the stability of the excavated wall and state in writing whether it is safe to work near the wall(s), along with the frequency of follow-up inspections and other precautions to be taken.
- e) No excavating shall commence until a determination has been made as to the possible location of any services in the area. The location of any service lines shall be marked and if said services cannot be disconnected or shut off, the utilities authority shall supervise its uncovering if the service will endanger any workers in the area.
- f) Materials, equipment and excavated surcharge shall be kept back at least two meters away from the edge of any excavation and a level area of at least one meter from the excavated edge shall be maintained at all times.

### 5.1.36 WALL BRACING

Masonry walls require temporary bracing until installation of the permanent structural members. Masonry walls should not be built higher than ten times their thickness unless properly braced.

### 5.1.37 FIRE PROTECTION

Fire extinguishers must be readily accessible at adequately marked locations, properly maintained and promptly refilled after use. They must also be inspected for defects or deterioration at least once a month by a competent worker who shall record the date of the inspection on a tag attached to it. At least one fire extinguisher must be provided where flammable liquids are stored, handled or used, where temporary oil fired or gas fired equipment is used, where welding or open flame or gas fired operations exist and on each storey of an enclosed building being constructed or altered and for each workshop with 300 or fewer square metres of floor area. Every fire extinguisher must be of a type whose contents are discharged under pressure and shall have an Underwriter's Laboratories of Canada rating of at least 4A40BC.

### 5.1.38 TRAFFIC CONTROL

A worker who is required to direct traffic shall be a competent worker of such purposes and shall not perform other work while directing traffic. The worker shall be given written instructions in a language he can read and understand, setting out the signals he is to use and shall have the instructions explained to him orally. The traffic control person shall wear a vest that is reflective fluorescent and colored blaze orange or red and use the proper stop and slow sign all in accordance with Book 7 Rules.

## 5.1.39 SIGNALPERSON

Around heavy trucks and equipment, a competent signalperson is required when the operator's view is obstructed or when the equipment is driven where the operator or another person may be endangered, as in backing up. A high visibility vest shall be worn when necessary. The signaler shall not perform other work while acting as a signaler.

## 5.1.40 TRUCKS AND HEAVY EQUIPMENT BACKING UP

All vehicles shall be equipped with back-up beepers and in situations where workers are nearby and possibly in danger, a traffic control person will position themselves in view of the vehicle operator and the intended path and direct the operator. The traffic control person and workers in the area should be made aware of the vehicle's blind spots by the operator. Workers in these areas must also wear a traffic vest.

## 5.1.41 WIND RELATED HAZARDS

Strong winds and gusts pose a real risk to workers. In these conditions refrain from handling materials at heights to avoid the risk of being blown over. Walls and structures of any type are vulnerable to collapse and special bracing precautions should be taken.

## 5.1.42 ELECTRICAL EQUIPMENT

- a) Prior to performing any maintenance or repairs on live electrical equipment, all power sources must be shut off, locked out or disconnected. Trade Contractor supervisors must have proper lock-out procedures for their workers to follow.
- b) Electrical panels and fuse boxes should not be covered or hidden by articles of clothing, materials or machinery. Keep the area in front of these services clear of obstruction and water.
- c) All electrical equipment must be effectively grounded and have Ground Fault Circuit Breaker Interrupter devices when used outdoors or in wet locations.

## 5.1.43 FORKLIFTS

- a) Daily inspection checks shall be performed by the operator in accordance with the manufacturer's recommendations. Only trained personnel shall operate forklifts.
- b) Do not drive with wet or greasy hands. You could lose steering control.
- c) Face in the direction of travel, look behind you before going backwards.
- d) Make sure that the truck is able to carry the load.
- e) Recheck the brakes with the first load, and when changing to heavier loads. Never drive with faulty brakes. Report faulty brakes to your supervisor immediately.
- f) Avoid sudden stops, starts or turns. These could spill the load.
- g) When vision is blocked, stop and sound horn at doors, corners, exits, etc.

- h) Cross railroad tracks very slowly, on an angle if possible.
- i) Keep forks close to the ground (4"-6") and tilted slightly back.
- j) Do not drive into an area where there may be flammable or explosive dust or vapors unless the truck is designed and approved for such hazardous areas.
- k) Slow down or stop when your vision is blocked.
- l) No horse-play or stunt driving, and no passengers.
- m) Do not lift anyone on the forklift blades, this is strictly prohibited.
- n) Do not work or allow others to work under raised loads.
- o) Before entering elevators, check if they are empty and locked at floor level. Make sure they can carry the load. Turn off engine when in elevator and lower the forks.
- p) When driving up or down a slope, the load must always be uphill. Do not drive across a slope.
- q) When you leave the truck, lower the forks, set the brake, neutralize controls and shut off power.
- r) When parking the truck, do not park on a slope and do not block gangways, halls or exits.

#### 5.1.44 INCIDENTS INVOLVING TENANTS AND GENERAL PUBLIC

Contact by construction personnel with the general public and/or occupants of existing buildings must be limited and not be confrontational. All Trade Contractors must advise their employees of this requirement and report any adverse contact with the general public or occupants to their supervisor, and in turn to the Project Superintendent.

Trade Contractors must make Toddglen aware of any change in their work operations which may cause unforeseen hazards or concerns by occupants or the public. Where required "Information Notices" will be supplied to Occupants regarding hazards.

#### 5.1.45 CRANES AND OTHER HOISTING EQUIPMENT

- a) All hoisting equipment shall only be operated by licensed and/or qualified personnel.
- b) The operator must never leave the controls unattended while the equipment is running.
- c) If the view of the operator is obstructed the operator shall request the assistance of a competent signal person.
- d) Hydraulic equipment must never be left unattended while any part is in a raised position.
- e) Loads being hoisted are not to pass over workers or handled in such a manner which might endanger a worker.
- f) All log books and maintenance records are to be present with the hoisting equipment and kept up to date. A thorough pre-job maintenance of the hoisting equipment shall be performed and recorded in the appropriate log books. An inspection/approval report is to be provided to the Project Superintendent and signed by the licensed mechanic, before the machine is brought on site.

- g) No hoist operator shall swing any loads over existing public buildings without prior approval from the building's owners.
- h) The operator shall perform daily inspections of the hoist equipment prior to use and record such inspection results in the daily inspection log.
- i) No crane or other hoisting equipment shall be loaded beyond its rated capacity.
- j) The operator shall ensure the hoist boom or device is kept a safe distance from all high power sources as per regulations.

### 5.1.46 RIGGING REQUIREMENTS

- a) All rigging equipment shall be inspected prior to each shift and as necessary during the shift to ensure safety. Damaged or defective slings shall be immediately removed from service.
- b) Wire rope slings shall be lubricated as necessary during use to prevent corrosion.
- c) Only competent workers trained in rigging and signaling shall be allowed to rig and handle loads.
- d) All rigging equipment shall have at least a safety factor of five.
- e) All rigging devices including slings shall have permanently affixed identification stating size, grade, rated capacity and the name of manufacturer.
- f) Wire rope slings shall be padded or softeners used to protect it from damage from sharp corners.
- g) Loads handled by slings shall be landed on cribbing or dunnage so that slings need not be pulled from under or be crushed by the load.

### 5.1.47 OVERHEAD WORK

All supervisors must take precautions to warn and protect workers who may be endangered by overhead work. Cordoning off of the zone below the work area and posting danger signs or a watch person is required.

### 5.1.48 DESIGNATED SUBSTANCES (ie. lead)

- a) The existence of a designated substance in the workplace, will require appropriate protective measures to be taken in accordance with regulatory requirements.
- b) The supervisor will determine the proper respiratory and clothing protection to be used by workers and ensure all workers in the area use this protective equipment.

### 5.1.49 HOT WORK PERMITS

Before proceeding with any open flame operation, including torch cutting or welding, all workers must check with the Project Superintendent to determine if hot work permits are required.

### 5.1.50 POWER ELEVATED WORK PLATFORMS

- a) All power elevated work platforms shall be thoroughly inspected and certified by a licensed mechanic as being safe to operate. The mechanic will place a service tag at the machine's controls, indicating their name and the date of the most recent inspection and approval.
- b) All other relevant documentation shall be physically present on the machine (ie. manufacturer's operation manual, certificate of authorization and maintenance records/logs).
- c) The supplier shall have a competent person provide instruction, demonstrations and training on the safe use of the machine to those workers who will operate it.
- d) Workers shall wear a full body harness and shock absorbing lanyard attached to the platform at the proper tie off point in accordance with the manufacturer's manual at all times during the operation of the machine.
- e) All operators shall conduct a daily maintenance and safety check prior to operating any power elevated work platform.

## 6.0 EMERGENCY PROCEDURES

1. Take command of the situation and assign duties to specific people.
2. Prevent further injury. Remove danger or block off area.
3. Render first aid – locate qualified first aider only.

### CALL:

### PHONE #

<input type="checkbox"/> AMBULANCE		<b>"911"</b>
<input type="checkbox"/> POLICE		<b>"911"</b>
<input type="checkbox"/> FIRE DEPARTMENT (Where necessary)		<b>"911"</b>
<input type="checkbox"/> UTILITIES	GAS	_____
	HYDRO	_____
	WATER	_____
<input type="checkbox"/> SENIOR MANAGEMENT	OFFICE	<b>(416) 492 – 2450</b> 1 (800) 268 – 3316
	PROJECT MANAGER	_____
	OTHER	_____
<input type="checkbox"/> MINISTRY OF LABOUR	TORONTO	(905) 577-1316
	OTHER	(877) 202-0008

4. Have someone meet and guide emergency crews to accident scene.
5. Senior Management to notify next of kin and handle reporters.
6. Send a responsible person to the hospital with the injured worker. Send the proper documents from the "Return to Work Program" with the injured worker, if possible.
7. ISOLATE THE AREA AND IDENTIFY WITNESSES – begin accident investigation.

**SAFETY ORIENTATION**

**Project:** \_\_\_\_\_

**Worker:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

The following was discussed during the orientation:

- 1. **COVID-19 protocol for all workers and visitors** \_\_\_\_\_
- 2. **Personal Protective Equipment (PPE)**
  - a) **Hard hats – Class E/5 yrs.** \_\_\_\_\_
  - b) **Safety shoes – 6” in height** \_\_\_\_\_
  - c) **Eye protection – job specific** \_\_\_\_\_
  - d) **Hearing protection – 85 decibels** \_\_\_\_\_
  - e) **Safety vest** \_\_\_\_\_
- 3. **Fall Protection**
  - a) **Guardrails/temporary barrier requirements** \_\_\_\_\_
  - b) **Fall arrest/fall restriction/travel restraint – 6.6’ edge** \_\_\_\_\_
  - c) **Secure ladders and coverings** \_\_\_\_\_
  - d) **Proper use of scaffolds – storage location** \_\_\_\_\_
  - e) **Working at heights training** \_\_\_\_\_
- 4. **Safe material handling and storage (stockpiled gas etc.)** \_\_\_\_\_
- 5. **Tethering of tools, equipment and hard hats** \_\_\_\_\_
- 6. **Traffic control – trained personnel** \_\_\_\_\_
- 7. **Fire prevention – fire extinguishers, hot work** \_\_\_\_\_
- 8. **Propane handling – trained personnel** \_\_\_\_\_
- 9. **Site specific hazards** \_\_\_\_\_
- 10. **Daily Housekeeping** \_\_\_\_\_
- 11. **WHMIS 2015 training – updated every 2 years** \_\_\_\_\_
- 12. **MOL Occupational Health and Safety Awareness Training** \_\_\_\_\_
- 13. **Tool box talks – weekly submission from all trades** \_\_\_\_\_

## **HEALTH AND SAFETY POLICY**

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- 14. Hazard and accident reporting \_\_\_\_\_
- 15. Disciplinary procedure \_\_\_\_\_
- 16. First aid facilities and first-aiders' names \_\_\_\_\_
- 17. Name of health and safety representative \_\_\_\_\_
- 18. Name of JHSC members \_\_\_\_\_
- 19. Telephones \_\_\_\_\_
- 20. Washrooms \_\_\_\_\_
- 21. Parking \_\_\_\_\_
- 22. Smoking policy \_\_\_\_\_
- 23. Hours of operation \_\_\_\_\_
- 24. Evacuation Plan and nearest hospital \_\_\_\_\_
- 25. Egress and Access \_\_\_\_\_
- 26. New workers \_\_\_\_\_
- 27. Worker conduct \_\_\_\_\_
- 28. Equipment inspections – Daily 10 hp – submit weekly \_\_\_\_\_
- 29. Toddglen Health & Safety Policy & Procedures Manual \_\_\_\_\_

I have read and understood this Worker Orientation Checklist and the topics discussed and I acknowledge that I must abide by the rules above and as set out in the Toddglen Health & Safety Policy & Procedures Manual and the Ontario Health & Safety Act and Regulations. I acknowledge that any repeat violations to these policies will be cause for disciplinary action and/or removal from the project site.

Worker must affix the “Toddglen Safety Orientation” decal to their hard hat upon completion of this orientation.

Date: \_\_\_\_\_

Worker Signature: \_\_\_\_\_ Toddglen Representative: \_\_\_\_\_

## **Evacuation Plan**

In the event of a life-threatening event all workers on the project shall follow the direction of the project superintendent, assistant superintendent and the emergency response personnel.

The following procedure shall be followed:

1. Upon notification by the alarm (air horn) sound system, all personnel shall immediately leave the project site and assemble at the collection area indicated in the site trailer.
2. The alarm sound system shall be a blow horn which will be activated by a person designated by the site superintendent and shall consist of three short sound blasts and one long sound blast repeated in series.
3. Follow directions given to evacuate by the project manager, superintendent or assistant superintendent.
4. All crew supervisors will do a headcount at the collection area to ensure that all workers are accounted for. The crew supervisor is to report their head count to the superintendent.
5. All personnel shall remain at the collection area until further instructions are given by the project superintendent or emergency response personnel.
6. A rescue plan will be developed and reviewed by all workers/staff on site upon the installation of the Tower Crane for rescue procedures.
7. 911 will be called upon site management review and emergency services will enter the work site with someone appointed at the front gate.

## 7.0 COVID-19 PROCEDURES

In order to ensure the continuing health and safety of all of the workers and staff on our sites during the COVID-19 pandemic Toddglen requires that all trades and their workers and other staff at the project site carry out the practices listed below, until further notice. These practices are consistent with the best practices recommended by the Government of Ontario for the health and safety of construction sites on March 29, 2020.

If you have any concerns about either Toddglen's policies or any specific situation on the site please speak to the site superintendent immediately so that your concerns can be addressed.

### **Wear a Mask**

A mask is a piece of equipment that covers the wearer's nose, mouth and chin. It is fixed to the face with straps, ties or elastic, either behind the head or with ear loops. During the COVID-19 pandemic masks have two purposes – to protect persons near the wearer if the wearer has been infected with COVID-19, and as personal protective equipment to protect the wearer if others around them may be infected. Masks are important to reduce the risk of transmitting COVID-19 where other controls, such as physical distancing, cannot be consistently maintained.

**Toddglen requires that all workers and supervisory staff at our project sites must wear a mask at all times in indoor spaces and wherever physical distancing is not possible. This includes the site office and any designated lunch or break areas.**

Please note that not all masks are equal. A mask must securely cover the nose and mouth and fit closely to the face without gaps. Masks may be disposable or reusable. If a mask is made of cloth it should be made of at least two layers of tightly woven fabric such as cotton or linen and it should *not* have an exhalation valve.

When wearing a mask you should:

- inspect the mask for tears, holes or other defects before each use
- ensure the mask is clean and dry
- wash your hands with soap and water or use alcohol based sanitizer before and after touching the mask
- put on and remove the mask by holding its ear loops or ties, rather than touching the part of the mask that covers the face
- replace masks that become damp or dirty
- wash cloth masks regularly with hot, soapy water and let dry completely before reuse
- discard used masks that cannot be washed in a plastic lined garbage bin

### **Personal Hygiene to Protect Yourself and Your Coworkers**

Everyone must take individual responsibility to prevent the spread of COVID-19. Please ensure that your workers and staff at the site follow these personal hygiene requirements:

1. Avoid touching your eyes, nose and mouth with unwashed hands.
2. Wash your hands thoroughly (a minimum of 20 seconds) and frequently at the wash stations. If soap and water are not available use alcohol-based hand sanitizer frequently.

3. Cough and sneeze into your elbow or a tissue and wash your hands afterwards. If you use a tissue discard it immediately and wash your hands.
4. Avoid high touch areas such as handrails, elevator buttons, doorknobs and public transit poles.
5. Open doors and touch elevator buttons with gloves, the back of your hand, or other body part.
6. Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them and dispose of them in a garbage receptacle.
7. Workers should disinfect their cell phones and key fobs on a regular basis and keep personal sanitizing hand rub dispensers in their vehicles.
8. Workers should wash their clothes as soon as they get home.

### **Physical Distancing**

As advised in frequent government announcements physical distancing (two metres) is required to control the spread of COVID-19. In order to ensure physical distancing on site, trades must require all workers and on-site staff and supervisors adopt the following practices:

1. All site construction offices will be controlled access, only. Trades and their workers must contact site management staff by phone or email for discussions. Entry to site offices should only be granted if physical distancing can be maintained.
2. Workers must not work in large groups. It is the responsibility of trade contractors to enforce this practice.
3. Workers must not sit together at any time.
4. Workers should be asked to avoid social gatherings and any large groups when they are off the site.
5. Lunches and breaks for workers on site should be staggered and preferably taken in a separate area for each trade.
6. Supervisors must organize and schedule work in a manner that allows workers to maintain physical distancing and to avoid numerous trades working simultaneously in the same area.
7. There must be no handshakes or other physical contact with other employees and, if possible, no sharing of items such as tools and pens. If a tool must be shared it must be disinfected before it is used by another worker.
8. Trades must avoid all non-essential meetings and gatherings on the site. Limit the number of people attending any essential meeting and meet in an area that permits physical distancing.

## **On-site Sanitation**

1. Toddglen has increased the frequency of the cleaning of the washrooms and wash stations and all frequently touched surfaces are also being wiped cleaned regularly with bleach or disinfectant solution.
2. Toddglen is providing sanitizer dispensers at wash stations but some workers are taking the dispensers. Please ask your workers to report this conduct to their supervisors if they see it happening. If hand sanitizer is not available at a wash station it should be reported to Toddglen.
3. All shared workplace surfaces such as desks and tables and objects such as telephones, keyboards and door handles must be wiped clean regularly with disinfectant or a water/bleach solution.

## **Communication Between Toddglen and Trades and Between Trades and Their Workers**

It is essential that we work together to identify workers and staff who may pose a higher risk to the site. That includes persons who are ill or who are routinely not following the practices listed above. Toddglen cannot police the practices on site by itself. We depend on our trade contractors and individual workers and staff to take responsibility for keeping our site safe from the spread of the COVID-19 virus. Trades must monitor their workers and staff and report any high risk behavior to their supervisor and Toddglen site staff.

At a minimum the following practices must be adopted:

1. If a worker is ill, for any reason, they must notify their supervisor and Toddglen's site staff immediately. The worker will be asked to leave the site and obtain medical attention. Also, we require that any worker or staff member that is ill must complete the online self-assessment: <https://covid-19.ontario.ca/self-assessment/#q0>. The worker who is ill and any other workers who have worked closely with them may be required to self-isolate for up to 14 days, depending on the assessment and the medical advice which they receive. All trades are expected to advise Toddglen if they learn that a worker or staff member has tested positive for the COVID-19 virus.
2. All trades must implement a COVID-19 worker monitoring system by having their on-site supervisor complete the attached questionnaire once a day – in the morning – and provide the completed questionnaire to Toddglen staff prior to workers entering the site.
3. You must not hesitate to question your employees if they show any symptoms of being sick or if you believe that they should be in self-isolation.
4. Everyone must understand that neither Toddglen nor a trade contractor can insist that a worker be tested for the COVID-19 virus. That decision can only be made by qualified medical personnel after the assessment of a worker who has developed flu-like symptoms. That is why it is essential that workers who become ill must report this to their employer and then the trade employer must then report this to Toddglen.

## HEALTH AND SAFETY POLICY

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5. The Ministry of Labour now requires that employers must report any confirmed COVID-19 infection to the Ministry of Labour (in writing) within four (4) days, the joint health and safety representative and the worker's trade union, if applicable.
6. If one of your workers or staff or one of their immediate family members has travelled outside of Canada (including the United States) since Friday March 13, you must require them to notify you and then you must direct them to self-isolate for a period of 14 days from the date of their return to Canada.
7. If any worker does test positive for the virus Toddglen will report this fact to all trades on site and we will then consult with you and consider what must be done on the site to address the risk that a positive test poses to all the workers and staff who may have been in contact with the infected worker.
8. Please instruct your workers to immediately report any concerns they have about sanitation at the site to Toddglen's site staff.

Toddglen will be reviewing any new recommendations by governing authorities of practices that may enhance the safety of our site and better protect all the workers and staff at our site from the risk of infection by COVID-19. If you have any suggestions in this regard please contact Toddglen.

## COVID-19 Assessment

Dear Sir/Madam,

This assessment must be completed by all persons entering the site. Please contact the project coordinator or site superintendent to deliver the completed form to the site office. You will not be permitted to enter this site if you do not complete this form. The information you provide will be used by our team to evaluate and respond to health and safety risks associated with COVID-19 exposure at the project site. Where necessary for public health and safety reasons, our company may use the information you provide in internal and external communications related to the COVID-19 emergency, however our company will not identify you in any communication by name unless required by law. Completed forms will be retained in a secure and confidential manner for the duration of the COVID-19 emergency.

Name of Visitor/Worker	
Employer of Visitor/Worker	
Phone Number of Visitor/Worker	
Site Visited	

1. Are you currently experiencing any of the following symptoms? * Fever/chills * Cough * Shortness of Breath/Difficulty Breathing * Runny/Stuffy Nose * Sore Throat/Trouble Swallowing * Body Aches * Decrease/loss of smell/taste * Nausea, vomiting, diarrhea, abdominal pain * Not feeling well, extreme tiredness, sore muscles	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you been in close contact with a confirmed or probable case of COVID-19 within the last 14 days? Close Contact is defined as being within 2 metres (6 feet) of the person, having cared for, having lived with or spent more than 15 minutes with the person.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you travelled outside of Canada within the last 14 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**If you have answered Yes to any of these questions you may not enter our office/site.**

**Thank you for your understanding and cooperation.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**ALL TRADE CONTRACTORS, SUBCONTRACTORS AND WORKERS MUST  
COMPLY WITH ALL FEDERAL AND PROVINCIAL LEGISLATION AND  
THE TODDGLEN GROUP OF COMPANIES HEALTH & SAFETY POLICIES**

**FAILURE TO DO SO WILL RESULT IN REMOVAL FROM THE SITE**