



SHOTCRETE STRUCTURES LTD.

Health and Safety Manual



Company Health and Safety Policy

It is the policy of Torrent to provide quality service while taking all precautions to prevent any incidents or accidents that could cause injury, illnesses or property damage. This objective will be achieved through the implementation and ongoing maintenance of a comprehensive health and safety program.

Torrent recognizes it is the right of workers to work in a safe and healthy work environment. Torrent believes and is committed to working in a spirit of consultation and cooperation with all workers to implement and maintain a successful health and safety program. It is the active participation by everyone, every day, in every job that keeps everyone safe. It is through this process that a healthy and safe work environment will be promoted.

To ensure the health and safety program is effective, all workplace parties have been assigned responsibilities and accountability for health and safety activities.

The **Employer** accepts the responsibility and is accountable for the leadership of the health and safety program. This includes continually improving the program to ensure healthy and safe work conditions.

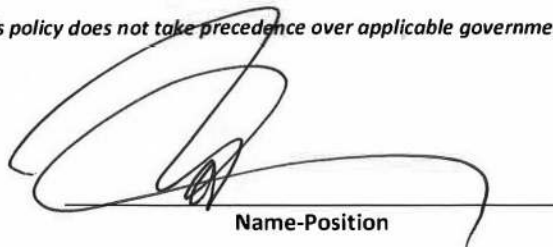
The **Supervisors** accepts the responsibility and is accountable for the health and safety of workers. This includes promoting the health and safety program and informing workers of their responsibilities, accountabilities and workplace hazards.

The **Workers** are responsible and accountable for their own safety and the safety of others. This includes following all rules, regulations, practices and procedures.

Torrent's health and safety program has been designed in the best interests of all personnel, sub-trades, visitors and customers. Management fully supports the health and safety program and is committed to providing a safe and healthy work environment for all employees and personnel on any project or property location.

All workplace parties' responsibilities and accountability are further detailed in Element 01 Leadership and Responsibilities.

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


Name-Position

Jan 02, 2020

Month/Day/Year

Date



Torrent Company Safety Rules

1. Proper Personnel Protective Equipment (PPE) must be used at all times.
2. CSA approved hard hats must be worn at all times on the job sites and as required in the shop and yard.
3. CSA approved safety footwear must be worn at all times in all shop and site work areas. Casual shoes are permitted in the office areas only.
4. All onsite employees must be clean shaven while wearing respirators.
5. Tobacco smoking is permitted only in designated areas.
6. No drugs or alcoholic beverages are allowed at work. Being in the possession of, or under the influence of, drugs or alcoholic beverages in the workplace will not be tolerated. Some may think it is an innocent thing to do during breaks or at the end of the day but it is strictly prohibited at work and will result in disciplinary action or immediate dismissal. If you partake at home in the evening, please ensure that you are fit for work the next day.
7. No cell phone usage on the job site unless required for work.
8. Hand tools shall not be used for any purpose other than intended.
9. No horseplay or fighting.
10. Proper lifting techniques should be used to avoid strains and back injuries.
11. If you have any doubt regarding a job procedure or the level of safety involved, consult with your immediate supervisor before proceeding with the task.
12. Good housekeeping must be maintained.
13. All hazardous conditions must be reported to your supervisor. The hazardous condition must be corrected immediately.
14. All injuries/illnesses no matter how slight must be reported to the supervisor and first aid attendant. All injuries / illnesses must be documented.



Introduction & Overview

Introduction

The purpose of the Program containing twelve Elements is to offer your Company useful and guided information to promote the success of your Health & Safety program. Just a few of the Elements that are covered in the Program include information regarding Joint Health & Safety Committee (JHSC) creation, Training and Communication, as well as Personal Protection Equipment (PPE) use. The Program is meant to create an effective and resourceful way for your Company to implement a prosperous Healthy & Safety program.

The Four-Step Process was created and developed to offer a new way of interpreting the content of each Element that is consistent and simple to follow. The Four-Step Process is comprised of steps that cover policy development, ways to establish responsibilities and training, how to monitor and review the progress of the Element, as well as how to continue improvement for the success of the Program.

This Overview & Introduction will work to explain each specific step in further detail so that the Elements can work for your Company in an efficient way.



The Four-Step Process





Plan

The *Plan* is the first step in the Four-Step Process and looks specifically at policy development. This step is followed after the Policy that is presented for each Element and looks at the ways in which Torrent can establish and implement their *Plan*. This step is important because the *Plan* step looks at the ways in which Torrent establishes the overall Policy by implementing investigations, analyzing reports, as well as determining qualifications. This step also looks at the overall Policy to work towards implementing a successful process – by ensuring that the next steps: *Apply*, *Check* and *Act* all work cohesively to meet the goals set out by the Program.

It is imperative that the communication of policies is effective as it requires the workforce to have background knowledge and training in health and safety as well as an established communication network. *Plan* is the first step which is one of the crucial building blocks in order to create a successful Program.

Apply

Apply is the second step in the Four-Step Process and looks specifically at responsibilities and training. This step is followed after the *Plan* step and is important because it describes the way in which Torrent works to train employees on the components of the Element as well as determine each employee's respective responsibilities. This is also an important step in regards to new hire orientations as well as job-specific training.

Check

Check is the third step in the Four-Step Process and looks specifically at monitoring and review of the progress of the Element. This step is followed after the *Apply* step and looks at the way in which Torrent establishes a successful Program by reviewing and ensuring that the plan has been applied and is working successfully. There are various ways in which Torrent can ensure that the Element is being implemented. For example, in this step it is important to review the Element's objectives, verify documentation, and establish awareness and competence. It is also important to periodically review the worker's involvement and maintain the integrity of the Program.



Act

Act is the fourth step in the Four-Step Process and looks specifically at the continuation of improvement in order to implement a successful Program. This step is followed after the *Check* step presented for each Element. The *Act* step looks at the ways in which Torrent works to establish the *Plan*, *Apply*, and *Check* steps and also provides suggestions for ways in which these steps can be improved. *Act* is then followed by the section of *Verification & Review of Employee Knowledge* which works to ensure that the employee is aware of the Policy and whether or not it is being properly implemented.



Leadership & Responsibilities

Table of Contents

Definitions	2
Responsibilities & Accountabilities	2
Employer	2
Supervisor(s)	3
Workers.....	3
Subcontractor	4
Supplier	4
Visitor	5
Documentation Review/ Program Communication.....	5



Definitions

Employer is a person who bids on projects and supervises management through the planning and coordination of the projects.

Supervisor is a person who instructs, directs and controls workers in the performance of their duties.

Worker is a person who works part-time/full time under a contract of employment, whether oral or written. They perform a specific or necessary task or completes task in a certain way.

Multiple-employer workplace is a workplace where workers of 2 or more employers are working at the same time.

Prime Contractor is a person who performs a complete contract, and employs one or more subcontractors to carry out specific parts of the contract (in relation to a multiple-employer workplace).

Subcontractor is a person or company that carries out specialty work for Torrent.

Supplier is a person or entity that is the source of goods or services.

Visitor is a person who does not work for Torrent but is in Torrent's facilities for a short amount of time.

Responsibilities & Accountabilities

Employer

The employer is committed and accountable to the maintenance of the premise in a manner that ensures the health and safety of workers near or at the workplace.

The Employer will:

- Ensure the health and safety of:
 - all company workers employed by the employer, and
 - any other workers present at a workplace at which that employer's work is being carried out,
- Remedy any workplace conditions that are hazardous to the health or safety of the employer's workers and ensure that the employer's workers:
 - are made aware of all known or reasonably foreseeable health or safety hazards to which they are likely to be exposed by their work, comply with this Part, the regulations, and any applicable orders, and
 - are made aware of their rights and duties under this Part and the regulations,
- Establish occupational health and safety policies and programs in accordance with the regulations,
- Provide and maintain protective equipment, devices and clothing in good condition as required by regulation and ensure that these are used by the employer's workers,
- Provide to the employer's workers the information, instruction, training and supervision necessary to ensure the health and safety of the employer's workers and other workers at the workplace,



- Make sure a copy of this Act and the regulations is readily available for review by the employer's workers by doing the following:
 - At each workplace where workers of the employer are regularly employed, post and keep notice posted advising where the copy is available for review,
- Consult and cooperate with the joint committee and worker health and safety representatives for workplaces of the employer, and
- Cooperate with the Board, officers of the Board and any other person carrying out a duty under this Part or the regulations.

Supervisor(s)

The supervisor is committed and is accountable to ensuring that healthy and safe work conditions are maintained in his/her assigned work area.

The Supervisor will:

- Ensure the health and safety of all workers under their direct supervision,
- Be knowledgeable about the OHS regulations applicable to the work being supervised,
- Ensure that workers under his or her direct supervision:
 - are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work, and
 - comply the OHS regulations and any applicable orders,
- Consult and cooperate with the joint committee or worker health and safety representative for the workplace, and
- Cooperate with the Board, officers of the Board and any other person carrying out a duty under this Part or the regulations.

Workers

The worker is committed and accountable to follow Torrent health and safety program to ensure to their own safety and the safety of others.

The Worker will:

- Take reasonable care to protect the worker's health and safety and the health and safety of other persons who may be affected by the worker's acts or omissions at work,
- Carry out his or her work in accordance with established safe work procedures as required by the OHS regulations,
- Use or wear protective equipment, devices and clothing as required by the OHS regulations,
- Does not engage in horseplay or similar conduct that may endanger the worker or any other person,
- Ensure that ability to work without risk to his or her health or safety, or to the health or safety of any other person, is not impaired by alcohol, drugs or other causes,



- Report to the supervisor or employer:
 - any contravention of this Part, the regulations or an applicable order of which the worker is aware, and
 - the absence of or defect in any protective equipment, device or clothing,
 - the existence of any other hazard, that the worker considers is likely to endanger the worker or any other person,
- Cooperate with the joint committee or workers health and safety representative for the workplace, and
- Cooperate with the Board, officers of the Board and any other person carrying out a duty under the OHS regulations.

Subcontractor

The subcontractor is committed and accountable to providing the prime contractor with all necessary information.

The subcontractor will:

- Provide the name of the designated supervisor,
- Work plans/permits applicable to their job duties,
- SDSs for controlled products being brought to the worksite,
- Regular safety meeting records,
- Ensuring regular toolbox talks are conducted and a representative attends all scheduled site safety meetings,
- Comply with all applicable health, safety and environmental regulations and legislation,
- Use all required risk controls including the use of personal protective equipment, and
- Record, correct and report all unsafe conditions and unsafe acts observed.

Supplier

The supplier is committed and accountable to providing the owner with all necessary information in regards to the product or equipment supplied.

The Supplier will:

- Ensure that any tool, equipment, machine or device, or any biological, chemical or physical agent, supplied is safe when used in accordance with the directions provided by the supplier and complies with the regulations,
- Provide directions for the safe use of any tool, equipment, machine or device, or any biological, chemical or physical agent to be used at a workplace by workers,
- Ensure that any biological, chemical or physical agent supplied is labelled in accordance with the applicable federal and provincial enactments,
- If the supplier has responsibility under a leasing agreement to maintain any tool, equipment, machine device or other in safe condition, the supplier will be in compliance with this Part, the regulations and any applicable orders, and
- Comply with the regulations and any applicable orders.



Visitor

In order to ensure the health and safety of visitors on the company's premises, Torrent will commit to having visitors partake in the following:

- Sign in at the main office reception area with their name, company, date, time of entry and exit,
- When visiting to active company worksites, visitors will:
 - Receive a Visitor Safety Orientation upon arrival,
 - Follow all instructions of the site supervisor at all times,
 - Remain with their company escorts at all times and not venture unaccompanied,
 - Have current safety training documentation as required by Torrent at active worksites,
 - Report all hazards immediately to their escort,
 - Will NOT interfere with operations or operate any equipment or tool unless authorized by Torrent and only if the visitor is adequately trained and competent,
 - Wear appropriate, approved personal protective equipment when hazards are present or required,
 - Conduct themselves appropriately at all times and not distract workers,
 - Will NOT take photographs of company activities without the express consent of the client and or Torrent, and
 - Will NOT divulge nor disclose confidential company information at any time with any person, agency or group.

**Note visitors not entering active work sites (office visits) do not require a safety orientation*

Documentation Review/ Program Communication

Health and Safety Policy

Reviewed prior to implementation by the employer/president/general manager and annually thereafter. The JHSC committee should also be involved in this process and this process is to be documented on the Health and Safety Policy Review Form located on the Safety Admin.

Health and Safety Manual

Reviewed prior to implementation by the Employer/Joint Health & Safety Committee (JHSC) and annually thereafter.

Document Posting

When posting documents ensure they are posted in a high traffic area; near time clock, bulletin board, lunch room, trailers, etc., easily accessible and visible, protected from the elements and free of obstructions.

The following documents must be posted:

- Health and Safety Policy,
- WorkSafeBC Rights and Responsibilities,
- WorkSafeBC Safety on the Job is Everyone Business,
- Workers Responsibilities,
- Supervisor Responsibilities,



Leadership & Responsibilities

- Employer Responsibilities,
- WorkSafeBC Right to Refuse Unsafe Work,
- WorkSafeBC Health and Safety Representation in Workplace, and
- WorkSafeBC Young and New Worker.

Document Filing

Ensure all documents are entered into the Safety Admin. This will ensure all relevant documents are digitally accessible.



Hazard Assessment & Control

Table of Contents

Policy	2
Responsibilities	2
Employer	2
Supervisor	2
Worker	2
Hazard Identification, Assessment and Control Process	3
Step 1: Identifying the Hazards	3
Step 2: Analyzing the Degree of Risk	3
Step 3: Prioritizing the Hazards.....	3
Step 4: Controlling the Hazards	4
Hazard Assessment Tools.....	5
1. Company Hazard Assessment.....	5
2. Project Hazard Assessment.....	5
3. Field Level Risk Assessment (FLRA)	5
4.Task Hazard Analysis (THA)	5
Critical Task List (CTL).....	6
Hazard Assessment Review and Communication.....	6
Management Review Process	6
Communication.....	6
Subcontractor Program.....	6



Policy

The goal of Torrent's Workplace Hazard Assessment and Control Process is to reduce the incidences of injuries, property and environmental damage through hazard identification, risk assessment and corrective action. Hazards may exist in many forms; they can be visible or hidden; a condition or an action.

The Hazard Assessment Tools provide a process that facilitates the identification, assessment, monitoring and control of hazards. Torrent will utilize the Hazard Assessment Tools described in this manual to ensure hazards are identified and assess for every worksite, critical job and task.

The hazard identification, assessment and control processes are an ongoing component of the health and safety management system. New or updated Hazard Assessments will be completed as the worksite evolves. This includes but is not limited new equipment, job design changes, machine upgrades, significant staff changes, etc.

Responsibilities

Employer

- Takes immediate remedial action when a worker or supervisor reports a potentially hazardous situation.

Supervisor

- Utilizes the proper Hazard Assessment Tool to conduct the hazard identification, assessments and control process,
- Conducts the hazard identification, assessments and control process with workers prior to the start of work,
- Ensures hazard identification and hazard assessments are conducted properly; controls are then implemented and evaluated for effectiveness,
- Ensures only authorized, adequately trained workers operate tools, equipment and/or use hazardous chemicals, and
- Ensures equipment and materials are properly handled, stored and maintained.

Worker

- Must participate in hazard identification, assessments and control process,
- Must implement and follow the hazard identification and assessment process, and
- Applies the control measures identified; if they are not adequate, workers have a legal responsibility to notify the supervisor immediately.



Hazard Identification, Assessment and Control Process

To ensure all hazards are assessed Torrent utilizes four different Hazard Assessment Tools. Generally, the hazard assessment process includes the following four steps:

1. Identifying the Hazards,
2. Analyzing the Degree of Risk,
3. Prioritizing the Hazards, and
4. Controlling the Hazards.

Step 1: Identifying the Hazards

Hazard Identification is a process that identifies conditions that may be unsafe or unhealthy to the wellbeing of people or cause loss for Torrent. Proper hazard identification can help to effectively reduce the risk of loss to people, property, and the environment through elimination.

It is the Supervisor's responsibility to lead and involve affected workers in the adequate identification of the risk to the health and safety of Torrent workers. Hazard identification should be completed by a team of qualified personnel. This team should consist of a qualified worksite supervisor and at least one employee that is involved in the function being assessed. If necessary it would be beneficial or required to bring an expert, depending on the worksite or task being evaluated.

Step 2: Analyzing the Degree of Risk

Supervisors are responsible for analyzing the degree of risk, but it is most beneficial to include the workforce. This approach should include knowledgeable workers or a specialist because the concept of risk is somewhat subjective and can be difficult to identify. Past experiences, upbringing, actual or supposed knowledge causes each person to attach a different significance (if any) to a given risk.

When assessing a hazard for possible risks, you must have an idea of accepted norms in order to judge the situation. The following list contains laws, standards, guidelines and codes to compare hazardous conditions:

- Occupational Health and Safety Act,
- Occupational Health and Safety Regulations,
- Fire and Building Codes,
- Ministry of Labour Standards & Guidelines,
- CSA Standards,
- Workplace Policies and Procedures, and
- Manufacturers and Suppliers Instructions.

Step 3: Prioritizing the Hazards

Supervisors conducting the hazard assessment process will assess and prioritize risks based on the severity, the probability and frequency of the risk. The system below will appear and be used on each Hazard Assessment Tool.



National Safety Council System

This system of hazard classification uses both a degree of risk (severity) and the probability of the hazard resulting in a loss.

The severity can be:

1. Imminent Danger (e.g., causing death, widespread occupational illness, loss of facilities)
2. Serious (e.g., sever injury, serious illness, property and equipment damage)
3. Minor (e.g., non-serious injury, illness, or damage)
4. Insignificant (e.g., minor injury, requiring first aid or less)

The probability can be:

- A. Extremely remote – unlikely to occur
- B. Remote – could occur at some point
- C. Reasonably probable – likely to occur eventually
- D. Probable – Likely to occur immediately or soon

Each hazard is assigned both rankings (severity and probability). The result is clear priorities in terms of hazard control. A hazard ranked 1-D is a higher priority of correction than a hazard ranked as 1-A, 2-B or 3-A.

Step 4: Controlling the Hazards

Following the identification and assessment of hazards, Torrent will develop and implement appropriate controls in a timely manner. Five general approaches to minimize and control hazards on the work site include:

Elimination

Sometimes a hazard can be eliminated by taking a different approach to performing a task or by changing the design of the project. Although this may sound unrealistic, sometimes clients are responsive to change, particularly when you save them time, money or improve the public's perception.

Substitution

Particularly with hazardous materials, it may be possible to use a product which is less hazardous than the one originally specified. A different procedure or piece of equipment may increase the safety margin with specific tasks.

Engineering Controls

Methods built into the design of a plant, equipment, ventilation system or process. This built-in protection pays for itself and should be used when continual human involvement is required. It may be possible to increase the safety of the operation by using mechanical and design controls.

Administrative Controls

Administrative controls change the way work is done including the timing of work, policies, work rules, and work practices and procedures such as personnel scheduling, training, housekeeping and equipment maintenance.



Personal Protection Equipment (PPE)

Personal Protective Equipment (PPE) must be worn by workers. This includes hard hats, gloves, respirators, gas monitors, eye and face protectors, boots, safety harnesses and lanyards, etc.

**Note: Although it is often a necessary part of the job, the use of PPE is a "last" line of defense.*

Hazard Assessment Tools

Torrent has developed four Hazard Assessment Tools for the identification, assessment and control of hazards. There are different types of Hazard Assessment Tools depending on Torrent's activities, worksite or project. Risk or hazard assessments are mandatory as stated in Torrent policy and provincial legislation.

Located in the assessment section of the Safety Admin there are four types of Hazard Assessment Tools Torrent uses:

1. Company Hazard Assessment

Torrent *Hazard Assessment* contains an inventory of main work tasks conducted by workers on a regular basis. These tasks show the potential hazard, along with a risk rating.

Any tasks with a risk rating of "A" are considered to be critical tasks and must have a Safe Work Practice or Safe Job Procedure created.

2. Project Hazard Assessment

Prior to starting the project or starting any new work on the project, the Project Manager or Supervisor or designate will complete a *Project Hazard Assessment*. This assessment will identify any critical tasks and allow time to develop and implement relevant Safe Work Practices or Safe Job Procedure to control any risks of an incident.

3. Field Level Risk Assessment (FLRA)

Prior to starting work each day a *Field Level Risk Assessment* must be completed by the supervisor and a worker. This is the final field-level formal hazard assessment, meaning any hazards that were not identified or controlled through Torrent and the Project Hazard Assessment should be identified on the Field level hazard assessment.

4. Task Hazard Analysis (THA)

After identifying uncontrolled hazards, the next process is taking steps to eliminate or reduce them to an acceptable level of risk. A Task Hazard Analysis is a technique used to analyze a specific job or task. This technique breaks down tasks into separate steps. The hazards and appropriate controls are then identified for each step and a predetermined standard is developed. Task Hazard Analysis are to be completed and documented in the Assessment Section of the Safety Admin under the Task Hazard Analysis.

This process also provides a task inventory list; all tasks that workers are required to perform. To keep this list current, you must perform a Task Hazard Analysis on all new task introduced into the workplace. It is important that this process does not stop – as it is ongoing. This information is important for developing Safe Job Procedures, Safe Work Practices and training programs.



Furthermore, the Task Hazard Analysis also has a risk priority based on a severity, probability and frequency evaluation. In the Assessment Section of the Safety Admin under Task Hazard Analysis, each job/task is provided with a priority rated of A, B, C, etc. Specifically, critical jobs/tasks are provided with a "A" priority rating. This information is valuable for developing an accurate Critical Task List.

Critical Task List (CTL)

Torrent's Critical Task List is located on Safety Admin, in the Reports Section under Print Outs within the Critical Tasks report.

Hazard Assessment Review and Communication

Management Review Process

All Hazards Assessment will be reviewed and evaluated by Senior Management. This process will be documented with the signature of Senior Management.

Communication

Prior to starting work, results of the *Hazard Assessment* will be reviewed and signed off by all affected employees. During the review, hazards identified and the controls developed and implemented will be discussed.

All completed Hazard Assessment Forms will remain in effect for the duration of the work activities and will be:

- Posted where practicable in the area where the work is being performed, or made readily available to all affected workers, and
- Upon completion of the work activities all related forms will be kept on the Safety Admin.

Subcontractor Program

For information regarding Torrent's process for evaluating and monitoring subcontractors, please refer to Supplementary Contractor Management Program.



Safe Work Practices

Table of Contents

Policy 2

Responsibilities 2

 Employer 2

 Supervisor 2

 Worker 2

Developing Safe Work Practices 3

 Selecting a Team 3

 Task Hazard Analysis 3

 Risk Priority Rating of Safe Work Practices 3

Location of Safe Work Practices 3

Reviewing Safe Work Practices 4

Training 4



Policy

Torrent is committed to preventing the accidental loss of all resources. In order to eliminate the chance of injury and/or incident while improving efficiency and productivity Safe Work Practices are to be accurately developed, reviewed and implemented.

Safe Work Practices can be defined as a set of methods or “Do's and Don'ts” regarding how to use equipment or carry out a specific task. Practices should inform workers about present hazards and provide direction on how to safe guard against hazards.

Torrent involves supervisors, workers, and specialists in the development and review of Safe Work Practices. The development team creates practical practices, which enables workers to complete their tasks at hand efficiently, effectively, and most importantly, safely.

Safe Work Practices are the basis for workers’ education, which is expected to help demonstrate and perform these tasks. Torrent expects and encourages all workers to adhere to these principles.

Responsibilities

Employer

- Instils the importance of developing Safe Work Practices and ensuring the appropriate workers are trained in how to perform all tasks safely.

Supervisor

- Ensures Safe Work Practices are written for the work you are to perform and that they are readily available to workers,
- Involves the workers in the development and/or review of Safe Work Practices
- Reviews and edits Safe Work Practices to make sure they are easily understood,
- Conducts regular inspections of their area of responsibility, to ensure Safe Work Practices are being followed, and
- Enforces the use of established Safe Work Practices.

Worker

- Works within the requirements of Torrent’s Safe Work Practices and regulatory requirements,
- Knows how to access the Safe Work Practices,
- Follows the Safe Work Practices as required,
- If requested, participates in the development and/or review of Safe Work Practices in a positive manner, and
- Understands safe work practices or asks the supervisor for clarification.



Developing Safe Work Practices

Safe Work Practice must be developed for all tasks that Torrent is performing. At times, Practices may be related to a whole range of work activities rather than a specific task. It is important to make sure that Safe Work Practice are written to fit the scope of work and use a language that is easily understood by your workforce.

Torrent must conduct an assessment of all tasks the company is performing to develop Safe Work Practices that accurately reflect Torrent's activities. Once the assessment is completed and all company tasks have been listed, select a task and conduct a collaborative Task Hazard Analysis.

Selecting a Team

Involving a number of individuals increases the likelihood of accurately identifying job steps, potential hazards and appropriate measures for eliminating or controlling hazards.

An effective team includes:

- The supervisor,
- An employee who is familiar and experienced with the task,
- Other workers who perform the task regularly,
- Experts or specialists when necessary—maintenance personnel, safety advisor, engineers, and
- As many knowledgeable and experienced personnel as possible,

Task Hazard Analysis

Once the team and task has been selected, perform a Task Hazard Analysis using the Task Hazard Analysis Tool located in the Assessment Section on the Safety Admin. Ensure to complete all fields.

At the completion of the Task Hazard Analysis, determine whether the analysis fulfills the definition of Safe Work Practice (See Policy). If so, make sure to select Safe Work Practice as the category in the Task Hazard Analysis Tool.

Risk Priority Rating of Safe Work Practices

During the Task Hazard Analysis, the user will be required to select a risk priority based on severity and probability for the task (See Element 02 Hazard Assessment & Controls). Therefore, all Safe Work Practice will include a Risk Priority Rating.

Location of Safe Work Practices

Torrent will ensure that all employees have access to Safe Work Practices by making them readily available at all workplace locations. At each worksite, a copy of the Safe Work Practices will be located on the SafetyAdmin a web-based program. In the shop, Safe Work Practices will be located on the SafetyAdmin a web-based program. Lastly, in the Main Office, Safe Work Practices will be available located on the SafetyAdmin a web-based program.



Reviewing Safe Work Practices

All Safe Work Practice must be reviewed by management/supervisors and workers prior to implementation and annually or if updated or altered thereafter. This review process will occur at the monthly and JHSC meeting.

Training

Prior to performing the job/task, all Supervisors, Joint Health & Safety Committee Members, personnel using and/or conducting the annual review of the Safe Work Practices will be trained.

During the New Worker Orientation, Project Orientation and job specific training the following information will be cover:

- How to develop Safe Work Practices,
- When to use Safe Work Practices,
- How to use and follow Safe Work Practices,
- Who is responsible to ensure the practices are followed, and
- How and when to review Safe Work Practices.



Safe Job Procedures

Table of Contents

Policy	2
Responsibilities	2
Employer	2
Supervisor	2
Worker	2
Developing Safe Job Procedures	3
Selecting a Team	3
Task Hazard Analysis	3
Risk Priority Rating of Safe Job Procedures	3
Location of Safe Job Procedures	3
Reviewing Safe Job Procedures	4
Training	4



Policy

Torrent is committed to preventing the accidental loss of all resources. In order to eliminate the chance of injury and/or incident while improving efficiency and productivity Safe Job Procedures are to be accurately developed, reviewed and implemented.

Safe Job Procedures can be defined written step by step set of instructions on how to safely complete a specific task. This procedure should clearly identify hazards the worker could be exposed to, steps required to complete tasks and the control measures.

Torrent involves supervisors, workers, and specialists in the development and review of Safe Job Procedures. The development team creates practical procedures, which enables workers to complete their tasks at hand efficiently, effectively, and most importantly, safely.

Safe Job Procedures are the basis for workers' education, which is expected to help demonstrate and perform these tasks. Torrent expects and encourages all workers to adhere to these principles.

Responsibilities

Employer

- Instils the importance of developing Safe Job Procedures and ensuring the appropriate workers are trained in how to perform all tasks safely.

Supervisor

- Ensures Safe Job Procedures are written for the work you are to perform and that they are readily available to workers,
- Involves the workers in the development and/or review of Safe Job Procedures,
- Reviews and edits Safe Job Procedures to make sure they are easily understood,
- Conducts regular inspections of their area of responsibility, to ensure Safe Job Procedures are being followed, and
- Enforces the use of established Safe Job Procedures.

Worker

- Works within the requirements of Torrent's Safe Job Procedures and regulatory requirements,
- Knows how to access the Safe Job Procedures,
- Follows the Safe Job Procedures as required,
- If requested, participates in the development and/or review of Safe Job Procedures in a positive manner, and
- Understands Safe Job Procedures or asks the supervisor for clarification.



Developing Safe Job Procedures

Safe Job Procedures must be developed for all tasks that Torrent is performing. At times, Procedures may be related to a whole range of work activities rather than a specific task. It is important to make sure that Safe Job Procedures are written to fit the scope of work and use a language that is easily understood by your workforce.

Torrent must conduct an assessment of all tasks Torrent is performing to develop Safe Job Procedures that reflect Torrent's activities. Once the assessment is completed and all company tasks have been listed, select a task and conduct a collaborative Task Hazard Analysis.

Selecting a Team

Involving a number of individuals increases the likelihood of accurately identifying job steps, potential hazards and appropriate measures for eliminating or controlling hazards.

An effective team includes:

- The supervisor,
- An employee who is familiar and experienced with the task,
- Other workers who perform the task regularly,
- Experts or specialists when necessary—maintenance personnel, safety advisor, engineers, and
- As many knowledgeable and experienced personnel as possible,

Task Hazard Analysis

Once the team and task has been selected, perform a Task Hazard Analysis using the Task Hazard Analysis Tool located in the Assessment Section on the Safety Admin. Ensure to complete all fields.

At the completion of the Task Hazard Analysis, determine whether the analysis fulfills the definition of Safe Job Procedures (See Policy). If so, make sure to select Safe Job Procedures as the category in the Task Hazard Analysis Tool.

Risk Priority Rating of Safe Job Procedures

During the Task Hazard Analysis, the user will be required to select a risk priority based on severity and probability for the task (See Element 02 Hazard Assessment & Controls). Therefore, all Safe Job Procedures will include a Risk Priority Rating.

Location of Safe Job Procedures

Torrent will ensure that all employees have access to Safe Work Procedures by making them readily available at all workplace locations. At each worksite, a copy of the Safe Work Procedures will be located on the SafetyAdmin a web-based program. In the shop, Safe Work Procedures will be located on the SafetyAdmin a web-based program. Lastly, in the Main Office, Safe Work Procedures will be available located on the SafetyAdmin a web-based program.



Reviewing Safe Job Procedures

All Safe Work Procedure must be reviewed by management/supervisors and workers prior to implementation and annually or if updated or altered thereafter. This review process will occur at the monthly and JHSC meeting.

Training

Prior to performing the job/task, all Supervisors, Joint Health & Safety Committee Members, personnel using and/or conducting the annual review of the Safe Job Procedures will be trained.

During the New Worker Orientation, Project Orientation and job specific training the following information will be cover:

- How to develop Safe Job Procedures
- When to use Safe Job Procedures,
- How to use and follow Safe Job Procedures and
- Who is responsible to ensure the procedures are followed, and
- How and when to review Safe Job Procedures.



Company Rules

Table of Contents

Policy	2
Responsibilities	2
Employer	2
Supervisor	2
Worker	2
Company Safety Rules.....	3
Employee Non-Compliance Procedure.....	3
Sub-Contractor Non-Compliance Procedures.....	4
Review and Communication of Company Rules	4
Document Review and Communication	4
Documents Posting and Distribution	4



Policy

Rules are an integral part of a company's health and safety management program. The purpose of Company Rules is to establish company specific rules to govern the conduct and action of workers. The rules apply to any individual or organization conducting an activity on any of Torrent's property.

Torrent will also ensure that all workers are properly instructed in the safe performance of their duties. Torrent will determine which rules and supplementary instructions are needed and whether or not they are being followed. In order to accomplish this, Torrent must review investigation records for incidents and inspections. Management is responsible for the revision and development of supplementary instructions.

All workers will be trained and provided with Torrent's written rules and the supplementary instructions. Rules, Regulations and Supplementary instructions are all enforced in the same manner. All violations must be dealt with promptly and consistently. This requires all managers and supervisors to follow Torrent's disciplinary guidelines.

Responsibilities

Employer

- Takes appropriate action to ensure that Management takes immediate corrective action in the case of safety infractions, and
- Actively encourages all managers, supervisors, workers and contractors to comply with company, industry and government rules and regulations.

Supervisor

- Demonstrates a commitment to safety by following regulations and rules consistently,
- Holds workers accountable for their safe performances following safety directives,
- Assists workers in understanding the need for rules and the consequences of not following established safety rules and requirements, and
- Handles worker infractions of safety rules and regulations by following the disciplinary policy.

Worker

- Demonstrates a commitment to safety by following regulations and rules consistently.



Company Safety Rules

1. CSA approved hard hats must be worn at all times on the project sites and as required in the shop and shop yard,
2. CSA approved safety footwear must be worn at all times in all shop and site work areas. Casual shoes are permitted in the office areas only,
3. No horseplay or fighting,
4. All injuries/illnesses no matter how slight must be reported to the supervisor and first aid attendant. All injuries/illnesses must be documented,
5. No drugs or alcoholic beverages are allowed at work, this may result in disciplinary action or immediate dismissal,
6. All hazardous conditions must be reported to your supervisor. In addition, the hazardous condition must be corrected immediately, and
7. If you have any doubt regarding a job procedure or the level of safety involved, consult with your immediate supervisor before proceeding with the task.

Employee Non-Compliance Procedure

Rules will be applied and enforced consistently with all employees. Failure to follow safety regulations and/or any safety rules and supplemental instructions results in the following disciplinary actions:

First Offence – Verbal Warning

The first offence is an explanation of the infraction, corrective action required and the consequences.

Second Offence – Written Warning

The second offence results in being “written-up” on the non-compliance form. The non-compliance form is located in the forms section on the Safety Admin. A copy of the infraction is sent to the offender and our head office.

Third Offence – Suspension

The employee is suspended for a period of time as decided by management and the area supervisor.

Fourth Offence-Dismissal

The fourth and final offence results in IMMEDIATE dismissal from the facility or workplace. Once informed, the supervisor responsible for the worker will immediately remove the worker. This infraction will be documented on the non-compliance form located on the Safety Admin and the head office will be notified.

Under certain circumstances, depending on the severity of the infraction:

- A worker or sub-contractor may get “written-up” without first receiving a verbal warning.
- A worker may be dismissed from the site without being “written-up”.



Sub-Contractor Non-Compliance Procedures

All sub-contractors must adhere to the safety regulations and/or any safety rules and supplementary instruction.

The same disciplinary action guidelines apply to sub-contractors. When a supervisor is made aware of the health and safety regulations being neglected on part of the sub-contractor, it is their responsibility to use disciplinary action as follows:

First Offence – Verbal Warning

The first offence will be an explanation of the infraction, corrective action required, and the consequences.

Second Offence – Written Warning

The second offence results in being “written-up” on the non-compliance form. A copy of the infraction is sent to the sub-contractor’s head office.

Third Offence – Suspension

The sub-contractor is responsible to suspend the offender from the facility or workplace for a period of time as decided by company’s representative.

Fourth Offence – Dismissal

The fourth and final offense results in IMMEDIATE dismissal from the workplace. Once informed, the sub-contractor responsible for the worker will immediately remove the worker. A copy of this infraction is sent to our head office and the sub-contractor.

Under certain circumstances, depending on the severity of the infraction:

- A worker or sub-contractor may get “written-up” without first receiving a verbal warning.
- A worker or sub-contractor may be dismissed from the site without being “written-up”.

Review and Communication of Company Rules

Document Review and Communication

Following the review and approval of new or changes in rules the administrative assistant/safety representative/Joint Health & Safety Committee will ensure all updates are sent to the **(name employee position)** of each operational worksite.

The **(name employee position)** receiving the program update will:

- Ensure all workers are notified of the updated rules at the next Toolbox Talk.
- This will be documented on the Safety Admin in the Toolbox Talk section.

Documents Posting and Distribution

A copy of Torrent’s Health and Safety Rules must be posted in a high traffic area on site; (near time clock, bulletin board, lunch room, trailers, etc.), easily accessible and visible, protected from the elements and free of obstructions.



Personal Protective Equipment (PPE)

Table of Contents

Policy	2
Responsibilities	2
Employer	2
Supervisor	2
Worker	2
Distribution of PPE	3
Fitting, Care and Use of PPE.....	3
PPE Selection.....	3
Training	3



Policy

Personal Protective Equipment (PPE) is designed to reduce or eliminate potential injuries to a worker. This policy ensures proper PPE is selected based on workplace hazards that are identified through assessments of job or tasks

Efforts will be made to minimize hazards through the use of engineering controls, systems, work practices, or administrative controls. When this is not practical, it is recommended that basic and/or specialized PPE is used. Basic PPE examples are gloves, hard hats, clothing, and steel boots. Specialized examples include full body harness, respirator, goggles and reflective vests.

Workers are expected to supply and maintain their own basic PPE, while specialized PPE will be supply by Torrent The company will also ensure specialized and extra basic PPE is available and accessible to each employee in the shop or in the lockup on the project site.

All PPE will conform to government and Occupational Health & Safety Regulations requirements and relevant safety standards. No piece of PPE should be modified or changed contrary to its manufactures instructions. Whenever PPE is required and used by Torrent's workers, it must be inspected first and then worn and maintained in a good and sanitary condition. All PPE that is of questionable reliability, damaged, or in need of service or repair, will be removed from service immediately.

Responsibilities

Employer

- Provide resources to ensure PPE is maintained in good condition as required by the Occupational Health & Safety Regulations.

Supervisor

- Establishes requirements for PPE and takes disciplinary action to ensure compliance,
- Consults with workers to evaluate equipment and workplace conditions to determine appropriate PPE,
- Trains the worker in the use, fitting, care and maintenance of the PPE,
- Training documents and records will be maintained by the manager/supervisor,
- Ensures that PPE of questionable condition, damaged or in need of service or repair is removed from service immediately and guaranteeing replacement procedures for PPE.

Worker

- Uses required PPE,
- Ensure you have been trained and educated on the use, fitting, care and maintenance of PPE,
- Actively participate in PPE training, inspections, maintenance and care,
- If you are unable to access PPE, notify your supervisor immediately, and
- Supply your own basic personal protective equipment.



Distribution of PPE

Types of PPE	Basic/ Specialized	Fitting, Care & Use of PPE	Provided By	
			Worker	Employer
Clothing for Protection from the Elements	Basic	PPE SWP	☒	
Safety Headgear	Basic	PPE SWP	☒	
Safety Footwear	Basic	PPE SWP	☒	
General Purpose Work Gloves	Basic	PPE SWP	☒	
Specialized Hand Protection	Specialized	PPE SWP		☒
Eye and Face Protection	Specialized	PPE SWP		☒
Hearing Protection	Specialized	PPE SWP		☒
High-Visibility Safety Apparel	Specialized	PPE SWP		☒
Respiratory Protection	Specialized	Supplementary		☒
Fall Protection Equipment	Specialized	Supplementary		☒

Fitting, Care and Use of PPE

(the company) has written Safe Work Practices (SWP) or Supplementary Programs for PPE which outline the proper fitting, care and use PPE. On the Safety Admin the Safe Work Practices are located in the procedures section while Supplementary Programs are located in the documents section. *Refer to chart above.*

PPE Selection

Personal protective equipment **will** be selected based on the following information:

- By referring to the appropriate task hazard analysis, safe work practices, safe job procedures, safety data sheets and/or hazard assessments.
- For hazardous materials always check the material safety data sheet (SDS) and product labels to determine personal protective equipment requirements,
- Ensure PPE meets required standards and regulations.

Training

All workers who are required to use PPE will be trained. During the New Worker Orientation, Project Orientation and job specific training the following information will be cover:

- When the use of PPE is required,
- What specific PPE is required for the job and/or task,
- The proper fitting, care and use of PPE as outlined on PPE Safe Work Practices,
- How to inspect PPE,
- The limitations of required PPE, and
- The lifespan and disposal of required personal protective equipment.

Following training, Torrent's workers must demonstrate an understanding of the above training and all employee training must be documented and maintained.



Preventative Maintenance

Table of Contents

Policy	2
Responsibilities	2
Employer	2
Supervisor	2
Worker	2
Maintenance	3
Inventory of Items.....	3
Servicing Equipment and Company Vehicles.....	3
Daily Informal Tool Inspections	3
Daily Vehicle and Equipment Inspections.....	3
Log Book.....	3
Defective Tool Repair Steps:	4
Detective Equipment Repair Steps:	4
Qualifications	4
Training	4



Policy

The purpose of Preventative Maintenance is to ensure that all tools, equipment and vehicles are maintained in a condition that will not damage the environment or compromise the health and safety of workers, visitors or sub-contractors.

Regulatory bodies and equipment manufacturers have specifications for maintenance, and this information is incorporated into the maintenance of equipment. Supervision shall ensure that qualified personnel, according to manufacturer's warranty, carry out all preventative maintenance frequently or by the established schedules. Those records will be maintained in the Equipment section located on the Safety Admin.

Each vehicle, tool or piece of equipment will be inspected daily prior to use. Vehicles and equipment will be fitted with a trip log book as necessary. Any defective tools, vehicles, or equipment that pose a hazard shall be removed from service until repaired by a qualified person or replaced. Through regular inspections, all workers and supervisors are responsible for identifying and removing defective equipment from service.

Responsibilities

Employer

- Ensures all company tools, equipment and vehicles are appropriately cared for and maintained.

Supervisor

- Ensures all preventative maintenance is carried out by qualified personnel,
- Ensures maintenance is carried out according to established schedules that meets regulatory and/or manufacturers' standards,
- Ensures all equipment that requires ongoing maintenance is identified, logged or documented,
- Ensures that workers are trained in how to remove defective equipment or tools from service, and
- Ensures all preventative maintenance records are maintained on the Safety Admin.

Worker

- Regularly checks/inspects all tools, vehicles and equipment prior to use,
- Ensure any tools, vehicles or equipment that poses a hazard is tagged as out of service,
- Use "out of service" tags and notifies supervisor with a complete description of the problem, and
- Exercises the right to refuse to work with unsafe equipment when necessary.



Maintenance

Inventory of Items

Torrent has documented a list of items in the Equipment Inventory section of the Safety Admin. This list includes all Company tools, equipment and vehicles to be maintained. Torrent will create/upload Maintenance Schedules for each item that is to the Equipment section of the Safety Admin.

Servicing Equipment and Company Vehicles

Torrent has uploaded Maintenance Schedules that meet regulatory and manufacturer's standards for all items that need to be maintained. When equipment and vehicles have reached hours of service or set points for maintenance, the Safety Admin will notify the appropriate personnel. Maintenance personnel will then be contacted and a service date will be agreed upon. The equipment is made available when the maintenance person arrives and the equipment is repaired or serviced to the manufacture's specification.

Following repair or service, stickers will be placed in the equipment or vehicle to remind the operator when the next service is due, this is usually the next equipment hour level to be reached. Maintenance sheets and invoices are completed and signed off. Copies will be uploaded into the Equipment Records section of the Safety Admin. This provides a record of equipment and vehicle maintenance service and repair.

Daily Informal Tool Inspections

All employees must inspect their tools prior to use. If any defect(s) is found, follow the "Defective Tool Repair Steps" as stated on pg. 4.

Daily Vehicle and Equipment Inspections

All equipment and vehicle operators are required to fill out a daily inspection sheet before use and before the shift begins. All vehicles and equipment shall be inspected utilizing the inspection checklist located in the Equipment Inspections section of the Safety Admin.

If any defects are found during the inspection, workers will follow the correct tag out/ lock out procedures and then record the deficiency and the individual "Issued To" on the Safety Admin inspection sheet. Once the inspection is completed and saved, the Safety Admin will email the "Issued To" individual to inform this person of the deficiency. This individual will take corrective actions to fix the deficiency. The corrective action taken will be described in the Inspection document under maintenance with the Complete date. Note, any defects should be dealt with immediately or as soon as it is reasonably achievable.

For future reference, all inspections can be reviewed by selecting the Equipment Inventory, clicking on the correct Reference ID and then scrolling down to Inspections.

Log Book

Each vehicle should carry a log book, which must be filled in by the vehicle driver or operator prior to use. There is a list of items which are required to be checked off. Any defects should be recorded and reported immediately to maintenance for repair.



Defective Tool Repair Steps:

1. Bring defective tool(s) to your supervisor, and
2. Tag tool with a company tag explaining what's wrong with it. Please note: If any tool is not tagged, it will not be sent out.

Detective Equipment Repair Steps:

1. If a piece of equipment is defective notify your supervisor immediately,
2. Using manufacture's instructions shutdown equipment and isolate energy source,
3. Remove all stored potential energy and confirm zero energy flow state,
4. Tag equipment to explain what's wrong and ensure each worker locks out equipment,

Qualifications

All individuals who perform maintenance, inspections or operate tools, equipment and vehicles should have the appropriate skills, accreditation and certification. This certification applies to both company workers and contracted maintenance services.

Qualifications should include:

- Vehicle operators must possession a valid driver's license.

Personnel are trained and experienced in the following areas:

- Familiarity and comprehension of the safety requirements for the equipment that they intend to repair or operate,
- Use of manufacturers' operating and maintenance manuals,
- How to communicate to the maintenance personnel when there is a problem with a specific piece of equipment, and
- Hand signals and/or other requirements as set by Torrent, owner/client and local laws.

Training

Prior to starting work, supervisors, workers and maintenance personnel will be trained in the following:

- The policy and how it is applicable to the maintenance of the equipment and the worker,
- Defective tool management,
- Repair and maintenance schedules of equipment, and
- Daily inspection of equipment and vehicles.



Training and Communication

Table of Contents

Policy	2
Responsibilities	2
Employer	2
Supervisor	2
Worker	3
Training	3
New Hire Orientation.....	3
Supervisor Orientation and Training.....	4
Job/Task Specific Training.....	4
Training Records	5
Communication; Safety Meetings.....	5
Daily Toolbox Talks.....	5
Weekly Crew or Project Safety Meeting.....	5
Monthly Employer Safety Meeting.....	5
Toolbox Talks and Safety Meeting Agenda.....	6
Monthly Joint Health & Safety Committee Meeting	6



Policy

This element provides positive guidelines to effectively communicate and train the workforce in Torrent's health and safety policies, practices and procedures.

As required by legislation, Management shall provide appropriate health and safety training that will give workers the skills and tools to identify and manage the risks associated with their environment. This will ensure workers perform their work safely and enable individuals to communicate any health and safety concerns to management.

Training activities required within the industry are established through regulatory requirements, industry best practices and safety literature. Torrent must be involved in developing and delivering training in all levels of the organization. Training may be delegated to third parties, but the organizations supervisory level will lead and monitor the training effort to ensure it is effective.

Through daily, weekly and monthly Safety Meetings Torrent will ensure that all Health and Safety issues are communicated to all employees and contractors. Utilizing the Safety Admin as well as paper files, all training and safety meetings will be document and maintain.

Responsibilities

Employer

- Takes a positive, proactive approach to education and communication,
- Takes corrective steps, including ensuring resources are in place in an appropriate and consistent manner to address all training and educational issues,
- Ensures Supervisors are adequately trained to prepare workers to perform their duties, and
- Ensure employees' training records are documented and filed.

Supervisor

- Trains and educates the workforce in a positive and constructive manner,
- Ensures all workers receive a new hire orientation prior to starting work,
- Trains workers in their specific tasks,
- Provides instructions to workers in practices and procedures,
- Takes action to ensure workers understand and comprehend the training,
- Measures workers' knowledge and competency of training to ensure completion,
- Ensures only authorized, adequately trained workers operate tools and equipment,
- Ensure that equipment and materials are properly handled, stored and maintained,
- Evaluates and monitors all training activities daily,
- Holds toolbox talks and safety meetings as required by policy,
- Participates in and solicits participation from others in these meetings, and
- Records and documents all meetings and training activities.



Worker

- Participates positively in training and educational activities,
- Actively participates in required safety meetings and training classes, and
- Contacts supervisor for the appropriate training when unsure of the task/job required to be performed.

Training

For training to be effective, Torrent must conduct Training Needs Analysis prior to implementation. This Analysis will determine employee's training needs by comparing their current competency to the competency level required for their position. This will be conducted prior to an employee starting work.

Three mandatory training requirements that are verified prior to the employee starting work include the New Hire Orientation, Skills training, and Respirator fit Test.

In the Training Courses section of the Safety Admin, there is an outline that describes each company-approved course. Information about who delivers the course, who can take the course, the intended outcome and other related criteria are described in the outline.

The following describes the training activities that Torrent will be conducting:

New Hire Orientation

It is mandatory that all employees or contractors employed by Torrent attend a safety orientation prior to commencing work. This applies to a new, transferred or returning employee.

New Hire Orientations may take anywhere from one to four hours. During this time the *New Hire Orientation Checklist* will be utilized to train employees in the following:

- Supervisor Contact Information,
- Employers and Workers Rights and Responsibilities,
- Health and Safety Policy,
- Health and Safety Rules,
- Possible Workplace Hazards new workers may be exposed to,
- Working Alone or in isolation,
- Violence in the Workplace,
- Personal Protective Equipment,
- Location of first aid facilities and how to summon first aid,
- Reporting Incident/Injury/Illness/ Near Miss
- Emergency Procedures
- Instruction and demonstration of the new worker's tasks
- WHMIS 2015 & Safety Data Sheets (SDS)
- Joint Health and Safety Committee Contact Information
- Locations of the Health and Safety Program, Practices and Procedures



Each Company employee will be required to take a competency examination at the completion of the orientation to ensure they have a good understanding of the materials presented. After passing the examination the employee and the person conducting the orientation will sign the *New Hire Orientation Checklist* to confirm the completion. This is not the final step of the process; the supervisor will be required to monitor the employee to ensure they have performed what they have learned.

Supervisor Orientation and Training

Under the Occupational Health & Safety legislation supervisors and managers are Torrent's representatives to our clients and workers. Our program increases the understanding of supervisors' and managers' skills, legislative responsibility and compliance and due diligence assurance.

Supervisors are required to go through both New Hire Orientation (pg. 2) and the Supervisor Orientation. Supervisor orientation will cover topics related to the supervisor's task responsibilities, regulations and legislation as well as Torrent's policies and procedures.

Additionally, Supervisors will be trained in workplace inspections, health and safety responsibilities, investigation and reporting procedure.

Job/Task Specific Training

Torrent will assess qualifications including certificates and years of experience to ensure that Job Specific Training is conducted by a competent person or third party.

Job Specific Training teaches the skills, knowledge and competencies that are needed to perform a specific job. Job Specific Training can be formal or informal and may take anywhere from a few minutes to several months. Formal training using a written reference material that is delivered in a controlled environment. While, informal training involves the teaching hands-on skills. In either case, Torrent must determine what the employee has retained before they can pass to the next level or execute the task.

Job Specific Training/instruction of workers is conducted when:

- A new employee is hired,
- An employee is assigned to new or different work, and
- An employee is moved to a new location.

The immediate supervisor will determine and arrange Job Specific Training based on a task's complexity and the employees' current task knowledge and experience. The employee will be provided with all the necessary information to perform the task safely and correctly. This training could involve work procedures, practices, task specific hazards, etc.



Training Records

Torrent will document and maintain up-to-date New Hire Orientation records, informal Job Specific Training and formal Job Specific Training records. Informal job specific training may be documented as a skill on the Safety Admin, on the Job Specific Training Log or in a toolbox meeting record.

New Hire Orientations and formal job specific training records such as confined space, fall protection or respirator training must be documented on the Safety Admin. Following training completion, proof of training will be uploaded into the Training Records section of the Safety Admin in each employees' file. To review employees that have been trained in specific skill, trade, course, certificate or license select Training Items and then clicking on the correct Record Name.

Retention Time

Safety minute meetings, New Hire Orientations, job specific training records, attendance records, competency verification must be kept for the duration of workers employment + 3 years.

Communication; Safety Meetings

Safety Meetings are the primary vehicle for communicating ongoing safety awareness and the exchange of safety information. Therefore, all employees including senior management will attend and participate in health and safety meetings.

The following four basic types of safety meetings will be conducted, documented and digitally filed on the Safety Admin.

Daily Toolbox Talks

The daily Toolbox Talks provide timely information on health and safety items that relate to project activities. Prior to starting work each day, Toolbox Talks will be conducted by supervisors and/or lead-hands. Topics for discussion should pertain to health and safety matters only.

It is mandatory for all crew members to attend these meeting. As required by law, each member's name and the meeting minutes must be recorded on the Toolbox Talk form. The minutes must be made available to the workers. Anyone who is unable to attend this meeting must be informed about meeting topics and discussion items. The Toolbox Talk form is located in the Library section of the Safety Admin.

Weekly Crew or Project Safety Meeting

The weekly meeting involves the supervisor and their crew. The minutes of these meetings are recorded on the Safety Meeting form located in the Library section of the Safety Admin.

Monthly Employer Safety Meeting

The monthly safety meeting involves employer and supervisors. The minutes of these meetings are also recorded on the Safety Meeting form located in the Library section of the Safety Admin.



Toolbox Talks and Safety Meeting Agenda

- Review of minutes of the previous meeting, including status on any concerns raised,
- Review of incident(s) reported since the last meeting, including the status of corrective action recommended and taken,
- Review of planned inspections conducted since the last meeting, including status of corrective actions,
- Document workers suggestions and remarks in the appropriate sections,
- Presentation of safety or health topics, and
- The length of the meetings should be between 10 – 30 minutes and follow these rules:
 - Start and end on time,
 - Conducted in an orderly manner following a prepared agenda,
 - Allow for employee contributions, and
 - Minutes are recorded.

Monthly Joint Health & Safety Committee Meeting

Please see description in Element 14.



Workplace Inspections

Table of Contents

Policy	2
Responsibilities	2
Employer	2
Supervisor	2
Employee	2
Types of Inspections.....	3
Informal Inspections	3
Formal Inspections.....	3
Special Inspections.....	4
Inspection Recording Process	4
Prioritizing the Hazards Identified	4
Hazard Control Actions	5
Inspection Review and Communication	5
Management Review Process	5
Communication.....	5



Policy

The purpose of Workplace Inspections is to identify compliance and noncompliance issues such as conditions, behaviors and hazards that could lead to accidents. During an inspection, situations or deficiencies that have the potential to cause harm such as unsafe acts or unsafe conditions will be identified, prioritized and corrected in a timely manner.

Torrent will be conducting formal and informal inspections that cover the worksite, equipment, vehicles and personal protective equipment (PPE). Formal inspections are documented inspections that will be conducted at a pre-determined frequency. This frequency is depicted under Types of Inspections (See pg. 3). Informal inspections are daily inspection that are conducted prior to all work activities.

The employer is responsible for the overall operation of the program. They will direct formal inspections on their on-job sites and ensure workers are involved in these inspections. Supervisors are responsible for conducting formal and informal inspections, while workers are responsible for participating in these inspections.

Torrent believes it is important that the Joint Health and Safety Committee (JHSC) plans, conducts, reports and monitors inspections. Management personnel are too closely follow-up with the monitoring and record keeping of inspection reports.

Responsibilities

Employer

- Ensure inspection process and the appropriate actions are being implemented.
- Ensure resources are available to conduct, record and make changes to any unsafe actions or conditions.
- Maintains an awareness of the importance of conducting Workplace Inspections, assessing the hazards and implementing the controls.

Supervisor

- Conducts inspections of their area of responsibilities/ where their crews are working.
- If unsafe practices or conditions are identified, ensures prompt corrective action is taken to eliminate the causes.

Employee

- Conducts regular inspections of their area of responsibility, to ensure safe work practices are being followed.



Types of Inspections

Informal Inspections

On a daily basis, all employees, supervisors and managers must conduct ongoing informal inspections of their work environment. Any unsafe act and/or unsafe condition must be reported to the supervisor or person responsible for that area or operation.

In many cases, an employee and supervisor can correct a problem by discussing the act or condition before an incident occurs. There may be situations that require additional corrective action, these must be recorded by the supervisor in the daily log for follow-up.

Formal Inspections

Formal or planned inspections are completed on a scheduled basis and documented on the Safety Admin. The supervisor or designate will set the planned schedule of inspection(s) for their respective area depending upon the hazards and possible risks.

Office and Shop Facility Inspections

Torrent Office and Shop inspections and any other type of workplace inspection on the Safety Admin. These inspection forms are built by selecting the Inspection Creation tab under the Admin section and then clicking "Add".

During their planned walk-through of the project site or facility, the inspectors will visually inspect all areas and utilize these Inspection forms to document and prioritize the deficiencies identified. Corrective actions will be implemented in a timely manner to correct these deficiencies.

Crew Inspection

Is to be conducted by the supervisor and a worker (or designate) on a weekly basis.

Crew inspections must be documented on the crew Inspection form which is located in the Inspection section of the Library on the Safety Admin.

Permanent Facility Inspection

Is to be conducted by the supervisor and a worker (or designate) on a monthly basis. Optimum frequency depends on the types and degrees of the hazards and loss exposures, as well as the rate at which things change in the operating area. This inspection should be done often enough to keep abreast of changes, although there should be enough time between inspections to allow action on findings.

Permanent Facility Inspections must be documented on the appropriate Inspection form located in the Inspection section of the Library on the Safety Admin. For future reference, all Project Site and Permanent Facility Inspections can be reviewed by selecting Inspections in the Library section of the Safety Admin.



Equipment, Vehicle and PPE Inspections

Torrent will develop Equipment, Vehicle and PPE Inspections on the Safety Admin. Inspection forms are built by selecting the Inspection Template tab under the Equipment section and then clicking "Add."

Equipment and Vehicle Inspections

Is to be conducted by the operator at the start of the work shift or prior to operating a piece of equipment. The Equipment or Vehicle Inspection and the inspector(s) must be documented on the appropriate form located in the Equipment Inspection section of the Safety Admin.

PPE Inspections

For information regarding PPE Inspections please refer to the specific PPE Safe Work Practice located in the Procedures Section of the Safety Admin.

Special Inspections

A special inspection must be completed in the event of an equipment malfunction or a serious incident. Trades are required to conduct and submit a **(weekly, daily or monthly)** formal safety inspection to the responsible company supervisor with hazards and corrective actions identified.

Inspection Recording Process

Any unsafe acts and/or conditions observed during an inspection tour must be recorded on the Inspection Form located on the Safety Admin. The individuals conducting the inspection will record the location of the unsafe acts and/or conditions, description of the hazard, hazard control actions/description and a priority rating. Each individual participating in the inspection will be documented by clicking on "Conducted By" and then selecting the appropriate name from the drop-down box.

Prioritizing the Hazards Identified

National Safety Council System

This system of hazard classification uses both a degree of risk (severity) and the probability of the hazard resulting in a loss.

The severity can be:

1. Imminent Danger (e.g., causing death, widespread occupational illness, loss of facilities)
2. Serious (e.g., sever injury, serious illness, property and equipment damage)
3. Minor (e.g., non-serious injury, illness, or damage)
4. Insignificant (e.g., minor injury, requiring first aid or less)

The probability can be:

- A. Extremely remote – unlikely to occur
- B. Remote – could occur at some point
- C. Reasonably probable – likely to occur eventually
- D. Probable – Likely to occur immediately or soon



Each hazard is assigned both rankings (severity and probability). The result is clear priorities in terms of hazard control. A hazard ranked 1-D is a higher priority of correction than a hazard ranked as 1-A, 2-B or 3-A.

Hazard Control Actions

The supervisor will ensure that deficiencies identified during inspections are addressed in a timely manner based on their priority ranking. It is the supervisor's responsibility to assign the hazard control actions to the appropriate personnel. This will be done on the Inspection form by selecting an employee from the "Issued To" drop box along with a "Target date."

Monitoring and Follow-Up

The supervisor is accountability to ensure hazard control actions is accomplished by this specific date. Feedback on this action is to be conveyed to the inspection team and the crew.

Inspection Review and Communication

Management Review Process

The manager or designate must monitor the inspection process to ensure inspections are being conducted at pre-determined intervals and that deficiencies are being corrected in a timely manner.

All Inspections will be reviewed and evaluated by Senior Management. This process will be documented by clicking on "Reviewed By" and then selecting the appropriate name from the drop-down box.

Communication

Torrent will ensure that Inspection Reports are posted and communicated to the appropriate employees. Following the inspection, all affected workers will be informed of the inspection results at the next Toolbox Talk.

A copy of the most recent Project Site Inspection must be posted in a high traffic area (near time clock, bulletin board, lunch room, trailers, etc.), easily accessible and visible, protected from the elements and free of obstructions.



Investigations & Reporting

Table of Contents

Policy	2
Responsibilities	2
Employer	2
Supervisor	2
Employee	2
Definitions	3
Reporting of Incidents, Accidents or Near Misses	3
Immediate Notice of Certain Accidents	3
Incidents that must be Investigated	3
Submitting Investigation Reports to WorkSafeBC	4
Investigation Process	4
Investigation Reporting Procedure	5
Preliminary Investigation Report	5
Interim Corrective Action Report	5
Full Investigation Report	5
Full Corrective Action Report	6
Supervisor Training	6
Investigation Review and Communication	7
Management Review Process	7
Communication	7



Policy

Incident investigation and reporting is a good safety management practice and Torrent's obligation and regulatory requirement. The purpose of the incident investigation is to determine the cause of the incident and implement suitable corrective measures, so further incidents can be prevented.

This element provides a standardized procedure for the investigation and reporting process. Using a team-based approach, Torrent will investigate incidents, accidents and near miss occurrences. The immediate supervisor will lead the Incident Investigation with the assistance of the employer, worker representative and/or Joint Health and Safety Committee (JHSC) member.

Following an incident, Torrent will immediately undertake the following:

- A preliminary investigation within 48 hours of the incident,
- An interim corrective action report which addresses the findings of the preliminary investigation,
- A full investigation report within 30 days of the incident, and
- A full corrective action report that addresses the findings of the full investigation

Reports should meet both legislative and corporate reporting requirements and track the tendencies of incidents.

Responsibilities

Employer

- Provides the necessary resources to implement approved corrective and preventative actions,
- Ensures all workers receive training and education in the reporting of incidents, and
- Ensure regulatory reporting requirements are followed for the incident types stated in Section 172 of Workers Compensation Act (Note: Types are stated under "Immediate Notice of Certain Accidents" on the following page).

Supervisor

- Investigates all incidents or near misses to determine the underlying causes,
- Ensure that incident investigations are carried out with the participation of employer and work representatives,
- Ensures investigations are reported in detail to the manager and the required report forms completed within an acceptable time frame,
- Ensure preliminary, interim, full investigation reports and full corrective action reports are provided to health and safety committee(s) or worker safety representative(s), and
- Reviews accident/incident statistics and reports in order to identify and implement corrective action(s),

Employee

- Reports all incidents to the immediate supervisor,
- Takes steps to prevent further loss, injury or damage resulting from an incident,
- Participates in the investigations of incidents, and
- Is apart of the solution.



Definitions

Incident / Accident is an accident or other occurrence that resulted in or had the potential for causing an injury or occupational disease.

Near miss is an event or sequence of events that had the potential to cause serious injury, ill health, or property damage.

Reporting of Incidents, Accidents or Near Misses

All workers employed onsite will immediately report any incident, accident or near miss to:

- the acting first aid attendant or the nearest first aid facility any time an injury occurs (First Aid)
- the site supervisor or designate,

The site supervisor or designate will:

- Immediately investigate “Incidents that must be Investigate” as stated below,
- Document a minor Near miss in the Minor log, and
- Complete a Near Miss Investigation Form located on the Safety Admin for all serious near misses.

An injured employee who leave the worksite without reporting and completing required documentation will be considered absent from work and:

- will not receive pay for any missed time,
- may be subject to disciplinary action (Rule Encouragement and Enforcement Procedures), and
- may have a formal objection filed against any claims for compensation benefits.

Immediate Notice of Certain Accidents

Torrent must immediately notify the Board of the occurrence of any accident that:

- Resulted in serious injury to or the death of a worker,
- Involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system, or excavation,
- Involved the major release of a hazardous substance, and
- an incident required by regulation to be reported.

Unless directed by an officer of the Board or a peace officer, a person must not disturb the scene of an accident that is reportable, except so far as necessary to:

- attend to persons injured or killed,
- prevent further injuries or death, or
- protect property that is endangered as a result of the accident.

Incidents that must be Investigated

Torrent must immediately investigate the cause(s) of any accident or other incident that:

- Resulted in injury to a worker requiring medical treatment, or
- Did not involve injury to a worker, or involved only minor injury not requiring medical treatment, but had a potential for causing serious injury to a worker, and
- does not apply in the case of a vehicle accident occurring on a public street or highway.



Submitting Investigation Reports to WorkSafeBC

Any incident that must be investigated must also be:

- Submit a preliminary investigation report to WorkSafeBC within 48 hours of the incident,
- Determine interim corrective actions as appropriate and prepare a corrective action report,
- Complete a full investigation and submit a report to WorkSafeBC within 30 days of the incident, and
- Determine final corrective actions as appropriate and prepare a final corrective action report.

Investigation Process

Torrent will immediately undertake an investigation into an incident. As far as possible, the investigation will identify any unsafe conditions, acts or procedures that significantly contributed to the incident.

The four stages when an incident is being investigated are as follows:

Pre-Investigation Stage

Where practicable, the scene of an incident is required to be reported to the provincial regulatory body and shall be left undisturbed until permission to clear the scene has been granted by the regulatory officer. Exceptions include activities for rescue work or prevention of further damage or injury, in which case, photographs and sketches of the incident scene should be undertaken beforehand, if feasible

Pre-occurrence stage

In the pre-occurrence stage there are factors that permitted the sequence of events leading to the incident. These may include Torrent characteristics - trade, safety program, supervision, safe work procedures, equipment maintenance, meeting minutes; and/or worker characteristics - occupation, health, experience, training, disciplinary records, etc.

Occurrence stage

In the occurrence stage are immediate factors that occurred during the incident. These may include what the person(s) involved was/were doing (task, specific activity, posture, etc.), materials and equipment directly involved (type, brand, size, etc.), actions and movements that led to the accident or incident (fall, trip, slip, etc.), and environmental characteristics (weather, lighting, noise, temperature, vapours, ventilation, etc.).

Post-occurrence stage

The post-occurrence stage includes factors that occur during the actual incident that minimized or increased the seriousness. These may include the response time of emergency personnel, first aid available on site, location and condition of emergency equipment, emergency plans, as well as personal protective equipment worn or unused.



Investigation Reporting Procedure

Located in the Library section of the Safety Admin there is an Investigation form that can be used to create the Preliminary Investigation Report, Interim Corrective Action Report, Full Investigation Report and Full Corrective Action Report. By collecting all necessary information and completing the appropriate sections of the Investigation form each of the four reports will be completed as required. The following outlines the purpose and timeline for each required investigation report.

Preliminary Investigation Report

Torrent will prepare a report of their preliminary investigation which will identify any unsafe conditions, acts, or procedures that must be addressed so work can resume safely until a full investigation has been completed.

This report will be prepared and completed within 48 hours of the occurrence of the incident. Upon request, Torrent will provide a copy of the preliminary report to WorkSafeBC. Torrent can choose to provide a copy of the preliminary report to the JHSC, JHSC representative or post the report in the workplace (*with personal privacy considered*).

Interim Corrective Action Report

Torrent will prepare an interim corrective action report that will be put in place from the time of the incident until the time of the full investigation (30 days) to prevent a recurrence.

The interim corrective action report will include the unsafe conditions, acts, or procedures that resulted in the corrective actions, the interim corrective actions taken and the date that corrective action was completed. The supervisor will assign the interim corrective actions to the appropriate employees for implementation. After the implementation of interim corrective actions, the supervisor will follow-up and ensure the corrective actions are effective.

The report must be provided to the JHSC or the worker safety representative.

Full Investigation Report

Torrent must undertake a full investigation immediately following the completion of the preliminary investigation. The Full Investigation Report will determine the incident's cause(s) and identify unsafe conditions, acts, or procedures that significantly contributed to the incident.

There are no material changes to the content of the required reports. However, the preliminary investigation report focuses on corrective action during the interim period until the full investigation is completed.

Employers are required to submit their full investigation report to WorkSafeBC within 30 days of the incident. An initial extension and additional extensions to that time period may be granted by WorkSafeBC where the employer can demonstrate that delays in its ability to complete the investigation by the deadline are due to factors outside its control.

Torrent can choose to provide a copy of the Full Investigation Report to the JHSC committee, JHSC worker representative and/or post the report at the workplace (with personal privacy considered).



Full Corrective Action Report

Torrent must provide a copy of the report that outlines their full investigation's corrective action to the joint committee, worker health and safety representative, or post the report at the workplace (with personal privacy considered).

This report must also include the following:

- The unsafe conditions, acts, or procedures that made the corrective action necessary,
- The corrective action taken to prevent the recurrence of similar incidents,
- The names and job titles of the persons responsible for implementing the corrective action following the full investigation, and
- The date the corrective action was taken.

The supervisor will assign the corrective actions found in the full corrective actions report to the appropriate employees for implementation. After the implementing corrective actions, the supervisor will follow-up and ensure the corrective actions are effective.

**** NOTE: During the investigation and reporting personal privacy should be considered. Therefore, include only personal information in the report that is relevant to the investigation. If personal information must be included in the report, and the report needs to be posted in a public place, please be considerate and remove all personal information.***

Supervisor Training

It is important that Torrent ensures those that are conducting investigations are qualified and competent.

The training will cover the following topics:

- Complete an investigation of an incident including recommendations for hazard control, follow-up, and estimated cost,
- Collect investigation data,
- Evaluate collected data during an investigation,
- Write effective reports,
- Know how to preserve evidence and keep an incident scene safe,
- Monitor and follow-up on recommendations, and
- At the completion training a quiz will be administered to ensure knowledge is retained.



Investigation Review and Communication

Management Review Process

All Investigation Reports will be reviewed and evaluated by Senior Management and the Joint Health and Safety Committee. This process will be documented by clicking on “Reviewed By” and then selecting the appropriate name from the drop-down box. At the bottom of the completed investigation report, Senior Management will provide an electronic signature by selecting “Sign.”

Communication

Once the final Investigation Report has been completed and approved by Torrent and Joint Health and Safety Committee Corrective actions will be posted and communicated to the appropriate employees.

All affected workers will be informed of the Corrective Actions from the final Investigation Report at the next safety meeting or FLHA.

Torrent will ensure Corrective Actions are posted in a high traffic area; (near time clock, bulletin board, lunch room, trailers, etc.), easily accessible and visible, protected from the elements and free of obstructions.



Emergency Preparedness

Table of Contents

Policy	2
Responsibilities	2
Employer	2
Supervisor	2
Employee	2
Definitions	3
Developing Emergency Response Plans	3
General Emergency Requirements	3
Regular Worksites	4
Temporary Worksites	4
Fire Prevention	5
Fire Extinguisher Inspection	5
First Aid Requirements	6
Equipment	6
Attendants Qualifications	6
Proof of Certification	6
First Aid Records	6



Policy

This element applies to all workers, site visitors and sub-trades, who may be present during an emergency. Regardless of how careful we may be, there is always a risk of injury or incident that requires emergency preparedness. The purpose of Emergency Preparedness is to develop and implement Emergency Response Plans (ERP) that co-ordinate actions to reduce losses, exposure to people, property and the environment, during and after an emergency occurs.

To prepare for emergencies, Torrent will develop formal emergency preparedness plans and train all employees in their emergency procedures, roles and responsibilities. These training requirements will be documented on the emergency preparedness plans. Therefore, all employees who may be present during an emergency will be familiar with the appropriate course of action for situations requiring care, emergency evacuation or rescue.

Using a mock drill, Emergency preparedness plans will be tested for deficiencies on an annual basis. The deficiencies along with the corrective actions taken will be documented on the Mock Drill Form located on the Safety Admin.

Responsibilities

Employer

- Provide adequate first aid facilities equipment and services,
- Ensure Emergency Response Procedures are developed and updated when operations change,
- Record and file all completed records for future reference during inspections and audits, and
- Initiate specific emergency procedures for their worksite(s) and will incorporate any client stipulations and requirements.

Supervisor

- Ensure all workers are trained in Emergency Response Procedures for foreseeable emergencies,
- Ensure that the employees understand the Emergency Response Procedures specific to their position and current conditions,
- Ensure that all workers understand who the first aid attendant is and how to reach him/her,
- Annually execute and document Emergency Response mock drills, and
- The results of the mock drill such as corrective actions are communicated to workers at the next safety meeting.

Employee

- Know the content and location of emergency response plans,
- Follow emergency response plans during all emergencies, and
- Know your first aid attendants and how to contact them.



Definitions

Regular Worksite is any worksite that is active for one or more weeks.

Temporary Worksite is any worksite that is active for less than one week.

Developing Emergency Response Plans

To successfully reduce losses of people and property, Emergency Response Plans must be developed, implemented and practiced.

An emergency preparedness risk assessment will be completed for each work site or operational situation in order to develop appropriate Emergency Response Plans for the work being done. Depending on the site location and nature of the work other Emergency Response Plans may be developed for earthquakes, floods, tornadoes, etc. All company locations will develop and post appropriate Emergency Response Plans including a Fire Response Plan.

As required, Torrent will create and document detailed Emergency Response Plans in the Procedures Section or the Task Hazard Analysis (THA) Section of the Safety Admin. Primary and secondary emergencies stations for gathering personnel must be designated and identified so workers know where to gather after an evacuation. Emergency lighting will be established in situations where risk assessments have shown that a lack of lighting would prove hazardous in the event of an evacuation.

An integral part of our emergency planning is to ensure that all workers and outside agencies are aware of the risk of an emergency that requires evacuation and an emergency response in the workplace.

Coordinating Responses to Emergencies

Torrent has identified the positions and operational groups that are likely to be the recipients of emergency information and reports. In the event of an emergency, supervisors and sub-contractors will communicate with outside agencies and first aid personnel, as required.

General Emergency Requirements

All fuel/power shut-offs and emergency exits will be clearly marked and kept free of obstructions at all times.

All emergency contact numbers will be kept accurate and made available to all workers during regularly scheduled work hours.

Appropriate emergency communication devices such as a phone, horn or two-way radio will be kept readily available at each operational worksite as a means of:

- alerting site personnel, and
- contacting outside assistance.

The site supervisor or designate will maintain an awareness of the number of employees onsite at all times and will be able to provide an accurate head count in the event of an emergency.



Torrent will ensure:

- That appropriate transportation is available to transport an injured worker to a medical treatment facility.
- Under no circumstance that an injured worker transport themselves to medical aid from the worksite, even for minor injuries.

Regular Worksites

The site supervisor or designate will ensure a detailed Emergency Response Plans specific to the needs of each regular worksite in operation is created and posted in accordance with established procedure.

Plans will include but are not limited to:

- site information,
- emergency contact information (including directions to the nearest clinic or hospital),
- key locations (first aid equipment/room, emergency personnel meeting point, and muster stations),
- how to call for first aid, and
- fire response and evacuation.

The site supervisor or designate will ensure

- Directions to the nearest hospital / medical clinic are posted on the Safety Board,
- Annual drills are held to ensure awareness and effectiveness of the emergency response plan.

Torrent will ensure a written Fire Response Plan that is posted in an accessible location and includes but is not limited to the following information:

- Types and locations of fire extinguishers
- Diagram of the location
- Escape routes
- Communication devices

Temporary Worksites

Employees working outside regular worksite locations will be provided with a handout that contains contact information for the following:

- emergency services,
- head office,
- major hospitals, and
- the local OHS Regulatory Authority



Fire Prevention

The site supervisor or designate will ensure that appropriate fire extinguishers are installed at key locations on all worksites. For regular worksites, these locations will be marked with a sign in writing or by a picture.

In addition to (1), fire extinguishers will be kept in all company mobile equipment, trucks, and vehicles.

All fire extinguishers will be:

- Class ABC,
- Kept in good working condition,
- Readily available,
- Tagged to indicate an annual inspection by a qualified person or agency, and
- Stamped to indicate a five-year certification by a qualified person or agency.

Fire Extinguisher Inspection

Torrent will ensure that fire extinguishers are inspected on an annual and monthly basis. Annual inspection will be conducted by a qualified person or agency, while the site supervisor or designate will ensure that company-owned fire extinguishers are inspected monthly. Monthly inspection will be documented on the inspection form located on the Safety Admin.

These are guidelines for the monthly fire extinguisher inspection:

- Know where all of the portable fire extinguishers are located and document any that are missing so they may be replaced,
- When approaching the extinguisher, check that it is easy to see and not blocked by equipment or other objects that could interfere with access in an emergency,
- Check that the operating instructions on the nameplate are facing outward and are legible,
- Make sure that the pin and safety seal or tamper indicator are intact and not broken,
- Ensure that the pressure is at the recommended level. On extinguishers equipped with a gauge, the needle should be in the green zone — not too high and not too low,
- Examine the extinguisher for obvious physical damage, corrosion, leakage, or a clogged nozzle,
- While you are examining the extinguisher, feel the weight — does the unit feel full?
- Is the Workplace Hazardous Materials Identification System (WHMIS) label in place?
- Look at the maintenance tag attached to the extinguisher and verify that the last maintenance date was not more than 12 months ago.
- If all of the above conditions are met, initial and date the back of the tag.

When an inspection of a fire extinguisher reveals a deficiency in any of the conditions listed above, immediate corrective action should be taken.



First Aid Requirements

Torrent will completed the First Aid Assessment to determined adequate supplies, facilities and number of qualified first aid attendants for each operational worksite. The First Aid Assessment is located in the Assessment Section of the Safety Admin.

Equipment

First aid equipment, supplies, and facilities will be kept clean, dry, ready for use, and readily accessible at all times when employees are onsite.

Attendants Qualifications

Each first aid attendant will:

- Be at least 16 years old,
- Have successfully completed the first aid training course or first aid examination developed or approved by the local OHS Regulatory Authority, and
- Have a first aid certificate in good standing at the required level issued by BC or a person recognized by the local OHS Regulatory Authority.

The first aid attendant on duty will be physically and mentally capable of safely and effectively performing his or her required duties and will have his or her certificate available onsite.

Proof of Certification

The attendant's certificate must be shown to the employer or the employer's representative before the attendant begins first aid duties.

The attendant must have his or her certificate available at the workplace. The certificate must be produce for inspection at the request of an officer of the Board.

A photocopy or other reproduction of a certificate is not acceptable as proof of certification.

First Aid Records

Any time first aid is administered or treatment advice is given to an injured worker, the necessary documentation will be completed by the first aid attendant.

First Aid Records will be kept according to Section 3.19 of the OHS Regulation. For more information please refer to Element 12: Records and Statistics.



Records & Statistics

Table of Contents

Policy	2
Responsibilities	2
Employer	2
Supervisor	2
Employee	2
Reports on File	3
Retention of Safety Records	3
First Aid Records	5
Health and Safety Activity Summaries	5
Health and Safety Statistical Reports	6
Frequency Rate	6
Severity Rate	6
Review Process	6



Policy

Torrent's) Records and Statistics will demonstrate compliance to the health and safety regulations through activities, regulatory compliance and maintenance of overall record management. The program's documentation will be organized, managed and stored on the Safety Admin.

A systematic approach will provide a uniform method to record and measure leading and lagging statistics. Leading statistics are a measure of the company's activities that will prevent and control injury, while lagging statistics are a measure of the company's past incidents and accidents. Incident and injury rates will be compiled in accordance with the American National Standards Institute (ANSI) Z16.4 code.

This information will be used to evaluate:

- The trends of employees' serious injuries,
- Identify a cost to the employee injured (medical/compensation),
- Relative need for activities designed to promote safe work practices and procedures,
- Effectiveness of activities designed to promote safety activities, and
- The progress initiatives that are being developed to improve an employee's injury experience within their work environment. Additionally, improving the foundation for general analysis of injury categories in order to assist in prioritizing injury prevention efforts.

Responsibilities

Employer

- Ensure records and statistics are completed,
- Ensure statistical data is utilized to determine trends,
- Ensure the identified trends are corrected with effective strategies, and
- Reviews accident/incident statistics and reports in order to identify and implement corrective action(s).

Supervisor

- Lead the development and communication of a monthly action plan based on the findings of the statistical analysis, and
- Provide the Employer/Manager with the necessary information to complete the monthly statistics.

Employee

- Report all relevant safety information to your supervisor.



Reports on File

The following is a list of some of the safety-related reports that are kept on file. Most of these reports will be maintained on the Safety Admin which will enable the appropriate personnel and regulatory agencies to easily access them.

- First aid records,
- WorkSafeBC inspection reports,
- Incident investigation reports,
- Hazardous Substance Inventory and Material Safety Data Sheet (at the specific locations),
- Joint Occupational Safety and Health Committee meeting minutes,
- Log books on equipment (maintenance shop with the equipment),
- Maintenance records (maintenance shop),
- Training records,
- Inspection reports,
- Frequency and severity rating,
- Orientation of workers and Supervisors,
- Work procedures, use of equipment, emergency procedures,
- Toolbox talk and safety meetings minutes,
- Supervisor and worker orientation and training records,
- Certification records,
- Occupational First Aid:
 - Hearing testing
 - Respirator fit-testing
- Hazard and risk assessments,
- Fire and emergency drills, and
- Claims & disability management records.

Retention of Safety Records

Policy, Leadership and Administration	
Notice of Project (NOP) WorkSafeBC and 30M33s-Safe Work Permit from Electrical Provider	Five years
Health and Safety Policy Review	Three years
Health and Safety Committee	
Committee Minutes	Two years
Supervision	
Supervisor training records (legal requirements, inspection and investigation procedures, etc.)	Length of employment plus two years



Education and Training of Workers	
Worker orientation record	Length of employment plus two years
Safe Work Practices & Safe Job Procedures	Current
Worker's SJP and SWP training and retraining records	Length of employment plus two years
Tool-box safety talk records	10 years
Rules and Supplementary Instructions	
Records of worker instruction in supplementary instructions	Length of employment plus two years
Records of rules & supplementary infractions and penalties	Length of employment plus two years
Records of worker safety suggestions	To be decided by Health & Safety Committee
Records of worker safety suggestions	10 years
Inspections	
Planned Inspection Reports including corrective action documentation	10 years
Informal Inspection Reports including corrective action documentation	10 years
Safety Inspection Reports, Compliance Reports and Penalty Assessments	10 years
Maintenance records and mobile equipment log books	Life of vehicle plus five years
Daily inspection checklists	Life of vehicle
Incident and Accident Investigations	
Incident/Accident Investigation Reports	20 years
First-Aid	
First aid Records	Three years
First aid training & Certification Records	Length of employment plus two years
First aid treatment books	Five years following completion of book



Appropriate injury reporting forms and Claims Cost Statements	20 years
Monthly injury records	10 years
Frequency and severity rates	10 years
Monitoring of Workplace Exposures and Health	
Contaminant Inventory Forms	Current
Monitoring date and worker exposure records	Permanent
Medical surveillance records	Permanent
Corrective action records (control measure)	Permanent
Emergency Preparedness	
Documented drills	20 years
Records of actual emergencies	20 years
Periodic Review	
Health and Safety Program Review Report	10 years

First Aid Records

First Aid Records will be documented and stored on the Safety Admin for at least 3 years. The appropriate permissions will be set on the Safety Admin to ensure these records will be kept confidential and secure.

Health and Safety Activity Summaries

Torrent's Health and Safety Activity Summaries are developed and maintained in the Reports-Custom Section of the Safety Admin. After selecting the Custom Section, summaries of leading indicators and lagging indicators can be viewed on a monthly, quarterly or annual basis.



Health and Safety Statistical Reports

Torrent will create statistical reports by totaling and analyzing the Health and Safety Activity Summaries. These reports will be generated on an ongoing basis and will be made readily available the JHSC and Management as required.

Frequency Rate

The injury frequency rate is the number of injuries that results. The Frequency Rate is calculated as follows:

$$\frac{\text{Number of recordable cases} \times 200,000}{\text{Number of employees: hours of exposure}}$$

Severity Rate

A recordable case is an injury incident that results in one or more lost workdays other than the day of the incident. The Injury Severity Rate is calculated as follows:

$$\frac{\text{Number of workdays lost} \times 200,000}{\text{Number of employees: hours of exposure}}$$

Review Process

Utilizing the Health and Safety Activity Summaries and Statistical Reports (leading and lagging indicators), Torrent will compare health and safety performance year to year. These comparisons will be reviewed on a monthly, quarterly and annual basis at the Joint Health and Safety Committee meetings or Management meeting. This will be documented in the meeting minutes on the Safety Admin.

The analysis of annual statistics will be reviewed at the Joint Health and Safety Committee meetings or Management meeting to identify and record trends or needs for improvement to Torrent's) safety program. This will be documented in the meeting minutes on the Safety Admin.



Joint Health & Safety Committee

Table of Contents

Policy	2
Responsibilities	2
Employer	2
Committee	2
Co-chairperson	3
Resource Person	3
Health and Safety Committee- Terms of Reference	4
Worker Complaints	7
Joint Health and Safety Committee Recommendation	7
Training and Education	8
Documentation Maintenance and Communication	8



Policy

The Joint Health and Safety Committee (JHSC) will maintained at all times, consistent with the requirements of the Terms of Reference. The committee will identify potential dangers and hazards in the workplace and recommend a means of improving health and safety programs and practices within the organization. As an advisory body, the committee will stimulate the awareness of safety issues and workplace risks.

Torrent fully supports the work of the JHSC in making our company a safer place to work and endeavors to cooperate with the JHSC whenever possible. All senior management, supervisors and employees are expected to extend their full co-operation and support to the committee and its individual members.

Responsibilities

Torrent regards the JHSC as a high priority. Assisting and supporting the work of the JHSC ensures practices and procedures within the company represent a safe workplace. The training and communication of the JHSC is a shared responsibility for all employees and requires the co-operation and collaboration between all management and personnel.

Employer

The employer must ensure that, with respect to each of the employer's joint committees, a written evaluation is conducted annually by:

- The co-chairs of the JHSC or, with respect to each co-chair, the member or members of the JHSC designated by the co-chair, or
- the employer or a person retained by the employer.

Committee

The committee both aids and advises management and workers on matters of health and safety pertaining to operations. Responsibilities and leadership skills include:

- Monitors activities,
- Assist in Investigates and review incidents and/or accidents investigation reports (preliminary and full),
- Reviews corrective actions for investigations (interim and full) makes suggesting for any improvements or changes,
- Provides educational information,
- Actively participates and promotes safety and training program(s),
- Evaluates safety training,
- Actively participates in inspections of facilities and equipment to detect unsafe conditions and/or practices,
- Assists with the implementation of recommended corrective/preventive measures,
- Listens to and solicits suggestions by workers, and makes appropriate recommendations,
- Promotes compliance of health and safety legislation, and
- Carries out any other duties and functions prescribed by regulation.



Co-chairperson

One co-chairperson is to be selected by the labor representatives and one co-chairperson is to be selected by the employer representatives to participate in the JHSC. Responsibilities & leadership skills include:

- Demonstrates leadership qualities, confidence and maintains respect of other members,
- Actively monitors and controls the meeting,
- Encourages and maintains an unbiased viewpoint,
- Actively listens to all committee members,
- Reviews the previous minutes and materials for accuracy,
- Actively works together with members on the preparation of the agenda,
- Records, documents, and maintains a file of committee activities,
- Circulates and posts the committee minutes for members and the work force,
- Ensures all members are notified prior to committee activities and meetings,
- Assist in Investigation and make recommendations, and
- Conducts or assist in evaluating JHSC activities and effectiveness.

Resource Person

The resource person is the company's representative for information about the JSHC. Responsibilities & leadership skills include:

- Demonstrates leadership qualities, confidence and maintains respect of other members,
- Attends JHSC meetings but does not have the right to vote,
- Monitor the committee's activities for compliance with Occupational Health and Safety Regulations,
- Advise both management and worker members when questions arise,
- Actively monitors the meeting's attendance and progress on related issues,
- Membership Selection,
- The company's JHSC member represents their portion of the work group. The selection and membership of these members should accurately represent their workforce,
- At least four regular members, two alternates from either worker and/or management, employed and experienced in the type of work carried out,
- The members that are chosen must represent the employees and management but under no circumstances shall the management's representatives outnumber those of labour, and
- The members of the JHSC, in which one individual represents labour and the other management, elect co-chairperson(s).



Health and Safety Committee- Terms of Reference

1. **Name of the health and safety committee**

The committee is known as the company's Joint Health and Safety Committee.

2. **Constituency**

- Four regular members whom are employed full-time will be selected to represent the workers and the employer,
- Management representatives should not exceed the number of worker representatives,
- Two substitute members employed full-time: one to represent management, and one to represent workers, and
- Substitute members are to be granted the same rights as committee members.

3. **Purpose**

A joint committee is formed of worker and employer representatives consulting in a cooperative spirit to identify and resolve safety and health problems. They support a planned occupational safety and health program in the place of employment.

4. **Duties and Function of the Joint Health and Safety Committee**

- Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations,
- Consider and quickly deal with complaints relating to the occupational health and safety of workers,
- Consult with workers and the employer on issues related to occupational health and safety and its environment,
- Make recommendations to improve the occupational health and safety of workers and compliance with the regulations, and monitor its effectiveness. Recommendations are to be made to both the employer and the workers,
- Suggest recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Regulation, and monitor their effectiveness,
- Advises the employer on programs and policies required under the Regulation for the workplace and monitor their effectiveness,
- Advises the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers,
- Ensure that incident investigations and regular inspections are carried out as required by the Regulation,
- Evaluate the effectiveness of the joint health and safety committee,
- Participate in inspections, investigations and inquiries as provided by the Regulation, and



- When necessary, request information from the employer about:
 - Known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed,
 - Health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge, and
 - Carry out any other duties and functions prescribed by the Regulation.

5. Records

The committee keeps accurate records of all matters that come before it. The committee maintains copies of its minutes for a period of at least two years from the date of the joint health and safety committee meeting to which they relate.

6. Role of Guests

- Co-Chair(s) can invite guests to committee meetings, and
- Guests who attend committee meetings must be there for the purposes of training, providing a presentation and/or consultation.

7. Meetings

- The committee meets monthly on the first working day of each month,
- Special meetings, if required, are to be held at the call of the co-chairs,
- The minimum number of members required at meetings is two workers and two managers, and
- The committee adds procedures it considers necessary for the meetings.

8. Agendas and Meeting Reports

- The co-chairs are to prepare and distribute an agenda to members prior to the meeting,
- A report of the meeting is prepared as soon as possible after the meeting and is made available to the employer, Joint Health and Safety Committee members, workers and WorkSafeBC, and
- A copy of the report of each meeting is posted promptly in a place readily accessible to employees, for whom this committee is responsible.

9. Composition of the Committee

- The committee consists of four members and two alternates,
- Two worker representatives are elected from each of the following areas: office and projects, and
- Two employer representatives are appointed from each of the following areas:
 - Office and projects.



10. Co-chairperson

- The committee elects co-chairs from its membership,
- The worker representatives select a co-chair, and
- The employer representatives select a co-chair,
- The co-chairs:
 - Control the meetings,
 - Ensure the maintenance of an unbiased viewpoint,
 - Arrange the agendas,
 - Reviews previous meeting reports and material prior to the start of meetings,
 - Arrange the meeting place,
 - Notifies members of meetings,
 - Prepare meeting agendas,
 - Prepare meeting reports,
 - Forwards a copy of meeting reports to the employer for distribution,
 - Prepare recommendation(s) and forwards a response to the employer, and
 - Prepare all correspondence.

11. Terms of Office

- Committee members sit on the committee for a minimum of two years,
- If a member of the committee is chosen by the workers and is unable to complete the term of office, the workers must choose another member,
- If a member of the committee appointed by the employer is unable to complete the term of office, the employer appoints another member, and
- All members arrange to have alternative member attend meetings in their place when they are unable to attend.

12. Recommendations to the Employer meet these Guidelines

- Directly related to health and safety,
- Reasonably capable of being done, and
- Complete (employer does not need more information to make a decision).

13. Assistance in resolving disagreements within committee

If the JHSC is unable to reach agreement on a matter relating to the health or safety of workers at the workplace, a co-chair of the committee may report this to WorkSafeBC, after which WorkSafeBC may investigate and attempt to resolve the matter.



Evaluation of the Committee Activities

The employer or committee will ensure the joint health and safety committee activities are evaluated annually. The person conducting the evaluation may be, the employer or person retained by the employer and or a committee member(s).

The evaluation of the Joint Health and Safety Committee must contain, and relate to all relevant requirements set forth with regards to the WSBC Act and OHS regulations. Please refer and utilize the WorkSafeBC Joint Health and Safety Committee Evaluation Tool found at: <https://www.worksafebc.com/en/resources/health-safety/checklist/jhsc-evaluation-tool?lang=en>

14. Minimum Training Requirements

Each member of the joint committee member receives a total of at least 8 hours of instruction and training as soon as practicable but no later than 6 months after becoming a member.

15. Amendments

These terms of reference may be amended by vote of the committee members.

Worker Complaints

Complaints concerning health and safety should be directed to the worker's supervisor. However, if the situation is not handled to the worker's satisfaction, a committee member should be contacted. The JHSC member can work with the supervisor and the committee, if needed, to resolve the complaint. It is important to keep the worker informed of the disposition of the matter, and in most cases, written forms are greatly encouraged over verbal communication.

Joint Health and Safety Committee Recommendation

It is suggested that JHSC members are to discuss unresolved issues at their meetings. Other topics of discussion include injury or illness problem areas as identified by review and analysis of records and statistics. The JHSC can decide if any action should be taken. If these issues cannot be resolved, the committee has the right to make a formal recommendation to management.

The JHSC recommendation form should be used and management has up to 21 calendar days to respond. It is the responsibility of the JHSC to make recommendations that are **only** related to occupational health and safety issues.



Training and Education

The employer must ensure that each member of the joint committee member receives a total of at least 8 hours of instruction and training as soon as practicable but no later than 6 months after becoming a member.

Each member of the Joint Health and Safety Committee is entitled to an annual educational leave totalling 8 hours, or a longer period if prescribed by regulation, for the purposes of attending occupational health and safety training courses relevant to the activities of a Joint Health and Safety Committee representative.

The training must include the following topics (at least 4 hours):

- Duties and function of the joint health and safety committee (WCA section 130)
- Requirements respecting investigation (WCA Section 173 – 176)
- Requirements respecting inspections (OHS regulation 3.5, 3.7 and 3.8) and how to make regular inspection (OHS 3.5)

A member of the Joint Health and Safety Committee may designate another member as being entitled to take all or part of the member's educational leave.

Torrent will provide the educational leave without loss of pay or other benefits and pay for, or reimburse the worker for, the costs of the training course and the reasonable costs of attending the course. The person who receives instruction and training must ensure the employer must receive a copy of the record.

Once the person who receives instruction or training ceases to be a member, the training records must be maintained for 2 years by the employer.

Documentation Maintenance and Communication

The following documentation will be documented and maintained on the Safety Admin:

- JHSC agenda and meeting minutes,
- JHSC inspection reports and follow-up corrective action, and
- Training records of JHSC members.

Torrent will ensure that the following information is posted and maintained in the workplace in high traffic areas:

- The names and work locations of the Joint Health and Safety Committee members,
- Three most recent Joint Health and Safety Committee meeting minutes, and
- Joint Health and Safety Committee recommendations and corrective actions, and
- Copies of any applicable orders under Provincial Occupational Health and Safety Agency for the preceding twelve months, such as copies of regulatory safety inspection reports.