



## Health and Safety Policy

CANTIRO GENERAL HEALTH AND SAFETY POLICY			
	General Policy and Procedures	Policy No.	<b>HSE 2-001</b>
Section	Health and Safety	Original Date	May 10, 2023
Subject	Health and Safety Policy		
Issued to	All Employees	Publish Date	October 10, 2023
Issued by	Health and Safety	Page	1 of 3
		Review	Annual

Cantiro is committed to a health and safety program that protects and maintains the health and safety of workers at our work sites. Cantiro is also committed to the protection and maintenance of the health and safety of other persons in our workplace, including trade partners that we engage and the general public.

Cantiro, their supervisors, and the workers at our company are responsible and accountable for Cantiro's health and safety performance. Active participation by everyone, every day, in every job is necessary for the health and safety excellence that we expect. Health and safety excellence includes promoting and maintaining the highest degree of physical, psychological, and social well-being.

Our goal is a healthy, injury-free workplace for all. By working together, we can achieve this goal. Safety Lives Here!

**Cantiro** will ensure:

- The health, safety, and welfare of workers at the work site.
- The health and safety of other persons at or near the work site, who may be affected by hazards from our work site.
- Workers are aware of their occupational health and safety rights and duties.
- Workers are not subject to, and don't participate in, workplace harassment or violence.
- Supervisors are competent and familiar with the occupational health and safety legislation.
- Workers have the training they need to work in a healthy and safe manner.
- Dangerous work is only carried out by a competent worker, or a worker who is working under the direct supervision of a competent worker.
- That the health and safety committee or representative complies with their legislated requirements.
- Health and safety concerns are resolved in a timely manner.
- Information related to work site hazards, controls, work practices, and procedures is readily available to workers, the health and safety committee or representative, and the prime contractor.
- Current occupational health and safety legislation is readily available to workers and health and safety committees or representatives.

**Supervisors will:**

- take all precautions necessary to protect the health and safety of every worker under their supervision and ensure:
  - The workers they supervise follow procedures and measures required by the occupational health and safety legislation.

- The workers they supervise are not subject to and don't participate in workplace harassment or violence.
- Advise every worker they supervise about all known or reasonably foreseeable hazards to health and safety in their work area.
- Report health and safety concerns to the employer.

#### **Workers will**

- protect their own health and safety, as well as that of other people at or near the work site.
- cooperate with their supervisors and employer to protect their own and others' health and safety.
- Use all devices and wear all personal protective equipment required by the employer or the *Occupational Health and Safety Act* or Code.
- Refrain from causing or participating in workplace harassment or violence.
- Report health and safety concerns to Cantiro or the Safety Advisor.
- Participate in any training provided by the Cantiro.
- Not perform work that may endanger themselves or others, unless they are directly supervised by a worker who is competent to perform the work.

In addition, Cantiro, their supervisors, and workers will:

- Cooperate with any person exercising a duty imposed by the *Occupational Health and Safety Act* or Code.
- Comply with the *Occupational Health and Safety Act* and Code and any work site policies, procedures, and codes of practice.

**Cantiro will ensure, to the best of its ability, that other parties at the work site (e.g. contractors, suppliers, or service providers) comply with the *Occupational Health and Safety Act* and Code, and worksite policies.**

Workers at every level must be familiar with the rights, duties, and requirements of the Alberta Occupational Health and Safety legislation as it relates to their work.

#### **Document Revision History**

Revision	Rev. Date	Sec/Para Changed	Change Made	Next Review Date
01	May 10, 2023	Whole Document	Policy written	As Required

#### **Document Approval**

<b>Prepared by:</b> Nicole Linman	<b>Reviewed by:</b>	<b>Approved by:</b>
Title: HSE Advisor	Title:	Title:

<div>_____/_____ Sign/Date</div>	<div>_____/_____ Sign/ Date</div>	<div>_____/_____ Sign /Date</div>
--------------------------------------	---------------------------------------	---------------------------------------



## Health and Safety Responsibilities

CANTIRO GENERAL HEALTH AND SAFETY POLICY			
	General Policy and Procedures	Policy No.	<b>HSE 2-003</b>
Section	Health and Safety	Original Date	July 26, 2023
Subject	Health and Safety Responsibilities		
Issued to	All Employees	Publish Date	October 10, 2023
Issued by	Health and Safety	Page	1 of 7
		Review	Annual

### Senior Management

The Senior Management of Cantiro shall ensure the development of communication of, and supervision of the Safety Program. Management will supply the support structures (safety policies and procedures, education and training, safety equipment, etc.) necessary for the program to be effective and inclusive. They will exhibit due diligence, leadership and show commitment to a safe and healthy workplace. Their responsibilities include, but are not limited to, the following:

- Establish a Health and Safety program and review annually.
- Show support and commitment.
- Provide a safe workplace.
- Maintain the program and enforce the health and safety policies.
- Ensure proper training of workers is available.
- Ensure the required personal protective equipment (PPE) is available and used.
- Ensure regular inspections are conducted.
- Ensure workers are aware of their rights and duties under the OH&S Act, Regulations and Code
- Cooperate with the joint work site health and safety committee or the health and safety representative.
- Ensure first aid treatment is available.
- Review investigations
- Ensure compliance with legislation.
- Review injuries reported to the Workers' Compensation Board (WCB) and Occupational Health and Safety (OH&S)(when required)
- Set a good example.

## Managers

Management must consistently demonstrate the company's commitment to health and safety:

- Must attend and participate in the required training to meet the minimum qualifications standards established for your role within the company.
- Provide health and safety information, instruction and assistance to all supervisory staff. This information is to include any applicable safety legislation and the policies and procedures as set out in this safety manual. Supervisory staff is then responsible for providing health and safety information, instruction and assistance to the rest of the employees.
- Ensure that all Supervisors are competent and understand the applicable legislation and information in this Safety manual. Supervisors must ensure employees are competent before starting an assigned task.
- Lead by example; wear all applicable Personal Protective Equipment. Encourage safe behavior, and values which is critical in getting employees to support and believe in the Cantiro Health and Safety Program.
- Ensure all established safety policies are administered and enforced in all areas.
- Ensure that all employees are aware of their safety responsibilities and company rules. Ensure that disciplinary action is applicable and completed in a timely manner.
- Identify and provide the necessary health and safety training for all staff. Provide employees with all necessary training to complete their tasks safely (job specific)
- Participate in regular health and safety inspections of the work sites. Perform a minimum of one complete safety inspection once a year. This should include all areas of operation.
- Maintain overall control of the Safety and Loss Prevention Program direction. Encourage employees to report unsafe acts, condition or near misses and to report injuries or damage immediately.
- Ensure proper Emergency Response Procedures are developed and implemented on all sites, including offices.
- Review site documentation for completeness and quality. Ensure supervisors are completing all necessary documentation and sending to office for review and proper filing. Educated supervisors on proper documentation completion and perform necessary corrective action when documentation has not been completed.
- Review, evaluate and assess the Health and Safety Program and make ongoing improvements.
- Review all the Health and Safety Policies on a regular basis. The Health and Safety Policy must be current.

**Safety is an investment that benefits everyone.  
Together we can fulfill this commitment.**

### **Site Superintendent / Supervisors**

The Site Superintendent/ Supervisors are responsible for ensuring the effective application of safety policies and procedures in the workplace and demonstrating such through day-to-day attitudes and actions, and that safe work performance is a top priority. Site Superintendents/Supervisors responsibilities shall include, but not be limited to, the following:

- Take all precautions necessary to protect the health and safety of every worker under your supervision.
- Ensure that every worker under your supervision uses hazard controls, and properly uses or wears personal protective equipment designated or provided by the employer or required to be used or worn by the OH&S Act, Regulations or Code
- Ensure that none of the workers under your supervision are subjected to or participate in harassment or violence at the work site.
- Inspect the workplace on an ongoing basis for unsafe work practices and conditions and ensure that actions are taken immediately to correct any deficiencies.
- Respond to all employees' concerns, complaints and inquiries in a prompt and open manner.
- Attend accidents/incidents if required to do so.
- Cooperate with the Joint Site Health and Safety Committee/Representative
- Report all accidents/incidents/near misses (PSI)(potentially serious incident)
- Be knowledgeable of workers' rights per OH&S
- Set a good example.

## **Contractors**

Contractors on site will determine the necessary safety requirements, recognizing that they are responsible for the health and safety of their employees. They will demonstrate leadership and cooperation and ensure that the work they perform does not create hazards to others on the work site. All contractors must ensure compliance with all applicable OHS Legislation and all other applicable regulatory requirements. Contractors:

- Must attend and participate in the required training to meet the minimum qualification standards established for your role within your company.
- Are to understand and comply with Cantiro Health and Safety Program
- Will comply with Cantiro Contractor Health and Safety Compliance Program
- Are to provide information, instructions and assistance to their supervisory staff in order to protect the health and safety of their employees.
- Will, prior to work commencement, develop a hazard assessment and inform the site superintendent and other trades, of the hazards they will encounter through the work on the site and how potential and existing hazards will be controlled.
- Will notify Cantiro of any unsafe conditions or acts that may exist on the project site.
- Are to report all incidents, in writing, immediately to Cantiro to investigate incidents fully, and to advise Cantiro Homes on how they propose to prevent similar incidents in the future.
- Ensure that Daily Toolbox Meetings are held and documented with an attendance record and the safety topics/ Job Procedures/ Safe Practices covered.
- Are to carry out and document regular inspections of their work site to ensure a safe and healthy environment.
- Are to attend required meetings for the purpose of acquiring safety education and communicating that knowledge to their employees.
- Are responsible for well-maintained tools and equipment plus any other special personal protective devices which may be required.
- Are responsible to provide the appropriate equipment to complete their jobs safely (examples: cranes, forklifts, man lifts, scaffolding)
- Will ensure that all workers and supervisors have been competency tested and are qualified to use the equipment required to complete the work.

## **Employees / Workers**

Cantiro is committed to providing a safe work environment but to be effective, employees must assume a certain degree of responsibility. Each employee shall take reasonable care

to protect their health and safety and that of their fellow employees who may be affected by their actions. Employee responsibility will include, but not be limited to, the following:

- Must attend and participate in the required training to meet the minimum qualification standards established for your role within the company.
- Attend an orientation on or before the first day of work or when arriving on a new site.
- Read, understand and comply with the Company's Safety Program and all appropriate safety legislation.
- Report to work fit for duty, able to perform your assignments and responsibilities safely and efficiently and always remain in that condition while on duty and must not bring or consume at the workplace, any alcohol, cannabis, or illegally regulated drugs. The use of prescription drugs must be reviewed with the supervisor if your ability to perform your work impaired in any way.
- Take every reasonable precaution to protect yourself and the safety of other workers. Work in a conscientious manner and with regards to the health and safety of yourself and other workers who may be affected by your actions. Maintain a safe work environment at all times.
- Cooperate with Cantiro and their supervisors to the best of your ability. Contact the Supervisor if you are unsure of a procedure/task. You must notify your supervisor if you believe the work being performed is unsafe. Ensure corrective action is taken prior to resuming work. This must be documented. Communication with your supervisor is very important to understand that safe skill set of the task.
- Safely perform the tasks that you are trained or qualified to do. Do not operate equipment if you are not qualified to do so.
- Participate in hazard assessments at Cantiro and site visits. Review the safe work plan with your supervisor.
- Understand and follow all Safety Data Sheets for all "controlled products" that are used at Cantiro.
- Review and follow all necessary safe work practices and job procedures.
- Always maintain the company's image and housekeeping.
- Participate in the company's Modified Work Program as needed.
- Wear, maintain and inspect the PPE and Safety Clothing required by legislation and Cantiro.
- Attend all safety meeting. Participate in discussions.
- Maintain and attend all training required. Update expired training certificates and ensure Cantiro has all updated training information.
- Participate in Site Inspection if asked to do so.
- Report all unsafe acts, condition, violence, harassment, substance abuse, damaged equipment/tools, near misses, incidents, and injuries to the supervisor as soon as possible.
- Be familiar with the Emergency Response Plan.
- Know the location of all first aid, emergency and safety equipment at Cantiro and be trained in the safe operation of this equipment.



- Take every precaution to protect the environment Report any spills, improper waste disposal, etc. to your supervisor.
- Participate in the review and update of the Health and Safety Program.
- Attend Safety Committee meeting if asked.

**"Safety is a way of life, use common sense and think before you act, and we will all be able to go home at the end of the day."**

## **Safety Advisor**

The Safety Advisor is responsible for the daily administration of the Health and Safety Program for Cantiro. They are responsible for ensuring the program is being used on all work sites, that corrective actions are being taken if there is any non-compliance and the program is continually reviewed and updated. It is their responsibility to provide further education to employees. Answer questions and provide the Cantiro employees including management with feedback on the program:

- Must attend and participate in the required training to meet the minimum qualifications standards established for your role within the company.
- Knowledgeable in all work legislation including the Alberta OHS Act, Regulations and Code.
- Provide a leadership role in the company's Health and Safety Program.
- Provide health and safety educational material or instruction to all employees as required. Encourage all employees to participate in the Health and Safety Program and to give input on changes, additions, etc.
- Ensure that corrective action has been assigned and completed in a timely manner whenever deficiencies are identified. Ensure that a safe work environment is maintained at Cantiro.
- Review documentation that has been forwarded to the office from the sites. Review with management for completeness and quality. Take corrective action for documents that are incomplete or are of low quality. Ensure these documents are given to the proper personnel for statistics and filing (administration).
- Post all safety policies, bulletins, posters, rules and regulations, etc.
- Ensure regular hazard assessments are being done and documented on all sites. Review the hazard assessments for completeness and quality. Provide corrective action where necessary.
- Ensure all sites are conducting regular safety meetings, and all employees are participating.
- Identify and give required training, such as WHMIS, and record this information for all employees. Assess and encourage safety seminars and training for all staff.

- Establish schedules for workplace inspections by upper management and safety coordinator/administrator. Ensure that regular Site Inspections are being conducted by supervisors.
- Assist in the preparation of all incident reports, investigations, analysis, summaries, and corrective actions.
- Ensure that pertinent safety reports are submitted in the required timeframes (e.g., WCB has a 72-hour window). Maintain or assist administration with all WCB requirements.
- Review the statistics and check for patterns of non-compliance or problem areas in the program. Take corrective actions accordingly.
- Review applicable documentation with the safety committee. Prepare a report of the corrective actions.
- Provide a leadership role in the company Health and Safety Committee, encourage employees to participate in the committee.

### **Document Revision History**

Revision	Rev. Date	Sec/Para Changed	Change Made	Next Review Date
01	July 26, 2023	Whole Document	Review and revision. Formatted to the new Cantiro Health and Safety Manual	As Required



## Contractor and Visitor Management Policy

CANTIRO GENERAL HEALTH AND SAFETY POLICY			
	General Policy and Procedures	Policy No.	<b>HSE 2-008</b>
Section	Health and Safety	Original Date	July 26, 2023
Subject	Contractor and Visitor Management Policy		
Issued to	All Employees	Publish Date	October 10, 2023
Issued by	Health and Safety	Page	1 of 1
		Review	Annual

### Purpose

Ensure the health and safety of other employees, contractors, visitors any external parties that may be present on Cantiro worksites.

Ensure that contractors are deemed competent prior to entering Cantiro worksites.

### Scope

Applies to all contractors and visitors or any other persons at the worksite who may be affected by hazards originating from Cantiro Worksites.

### Policy

Health and safety orientations are provided to contractors and visitors.

Informs contractors and visitors of their health and safety responsibilities, worksite hazards and controls, and when conditions change during orientations.

Contractors are deemed competent through Cantiro contractor selection process. Contractors are monitored by the Cantiro monitoring program.

Cantiro refers to the contractor non-compliance disciplinary procedure for actions of non-compliance.

## Document Name Hazard Identification/Assessment

Document ID: CAMC-0014

Version Number: 1

Refer to Master Procedure #:

Version Date: May 9, 2023

This document's effective date is the  
"Version Date"



---

Cantiro is committed to protecting human life on all our work sites. All necessary precautions must be taken to prevent injury, illness, or loss. There are different methods of hazard assessment in the Hazard Assessment Process that are discussed within this section, these include:

Formal Hazard Assessment (FHA) involves a detailed look at an organization's overall operations. It's meant to identify hazards, measure risk (to help prioritize hazards), and develop, implement, and monitor related controls. Worker jobs or types of work are broken down into separate tasks. Formal hazard assessments are detailed, may involve many people, and will require time to complete.

Job Hazard Analysis (JHA) is completed for specific steps broken down from a specific scope of work, and is completed when the work is performed irregularly, is new to workers, or involves the possibility of injury to a worker.

Field Level Hazard Assessments (FLHA) will be performed before the project or task begins, at the beginning of the workday, and as the scope of work changes. The FLHA includes all existing and potential hazards that apply to the work site or the work activities being performed. If a Safe Work Practice, JHA/Safe Job Procedure, or safety topic relates to the tasks/work being done, the worker documents that they have reviewed the necessary documents. If controlled products are being used on the site, the SDS will be reviewed in the FLHA process and documented. The superintendent shall ensure that the identified Personal Protective Equipment (PPE), as documented on the FLHA, is correct and adequately protects the workers. The supervisor understands that if for any reason the proper selection of PPE cannot be established, advice from an expert in the field will be acquired. A worker's exposure to a hazard must never be compromised.

Site Safety Inspections shall be performed to ensure that the Hazard Assessment Process is effectively protecting the workers. Any hazardous condition encountered during a site inspection will be identified and the appropriate corrective action will be performed in a timely manner. Any condition that includes imminent danger shall be dealt with immediately.

The Hazard Assessment Process will be under continual **review** to ensure accuracy and consistency. Management will be responsible to monitor the hazard assessment program. Hazard assessments are a very important part of the Cantiro Health and Safety Program. Cantiro believes that with an effective Hazard Assessment Process, all losses and injuries are preventable.

## Document Name Hazard Identification/Assessment

Document ID: CAMC-0014

Version Number: 1

Refer to Master Procedure #:

Version Date: May 9, 2023

This document's effective date is the  
"Version Date"



---

### 1.0 Purpose

The purpose of this procedure is to establish and maintain a formal process for the identification, assessment, and control of hazards. The most frequent cause of incidents at a workplace is failing to take the time to think through the work process, identify the hazards and deal with them. The Alberta OHS Legislation Code Part 2 requires employers to perform hazard assessments to identify, document, and communicate existing or potential hazards on the work site. Formal Hazard Assessments (FHA) or Job Hazard Analysis (JHA) must be developed for the work that is performed. The workers involved must be engaged in the development of the Formal Hazard Assessments by either development, review, and/or revision of the assessments.

**Formal Hazard Assessments (FHA)** or **Job Hazard Analysis (JHA)**, break down specific tasks that a worker does constantly where the steps and surroundings do not change for the job.

The **Field Level Hazard Assessment (FLHA)** is a tool that was also created to help employers fulfill these requirements. A Supervisor must ensure that every worker under their care is involved in creating a proper Field Level Hazard Assessment. The quality of the FLHA documentation is equally important. Job Hazard Analysis (JHA) must be reviewed regularly and available to the workers.

#### General Information

The most frequent cause of incidents at a workplace is failing to take the time to think through the work process, identify the hazards and deal with them. A Supervisor must ensure that every worker under their care is involved in creating a proper Field Level Hazard Assessment. The quality of the FLHA documentation is equally important.

Hazard control is an essential element of Due Diligence. One way of thinking about Due Diligence is taking "reasonable care" to ensure that no harm comes to a worker at Cantiro. The starting point of Due Diligence is following the OHS Act, Regulation, and Code. Field Level Hazard Assessments can be complicated and can be completed in various ways. All FLHA's must include two basic steps: a **site walk-through (observation)** and proper **documentation**. The method used to determine hazards will depend on several factors.

### 2.0 Scope

This procedure applies to the Cantiro Group of companies

### 3.0 Responsibilities

- 3.1 It's the responsibility of senior management to ensure that there is a formal hazard identification assessment and control program in place and that resources are available to complete hazard assessments and implement adequate controls.

## Document Name Hazard Identification/Assessment

Document ID: CAMC-0014

Version Number: 1

Refer to Master Procedure #:

Version Date: May 9, 2023

This document's effective date is the  
"Version Date"

# CANTIRO

3.2 It's the responsibility of employees to:

- a. Participate in job hazard analysis and field-level hazard assessments where required; and
- b. Generate Job Hazard Analysis and Field Level Hazard assessment forms

3.3 It's the responsibility of superintendents to:

- a. Review completed field-level hazard assessment forms for adequacy; and
- b. Review and sign off field-level hazard assessments to ensure that preventative measures/ controls have been implemented and are effective.

3.4 It is the responsibility of the Safety Department to maintain the hazard assessment system by:

- a. Ensure that an effective hazard assessment program is established and maintained;
- b. Maintaining completed Job Hazard Analysis records
- c. Review completed field-level hazard assessments for adequacy; and
- d. Providing support as required

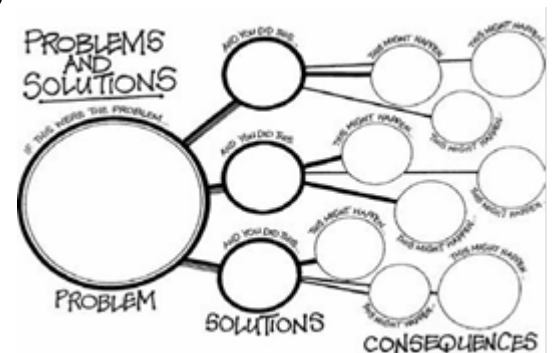
## 4.0 Definitions

4.1 **"Hazard"**- means a situation, condition, or thing that may be dangerous to the health or safety of workers.

4.2 **"Hazard Assessment"**- an employer's responsibility to assess a workplace for any existing or potential hazards. The process involves identifying hazards, determining the potential severity and frequency of exposure to those hazards, assessing the hazard to determine an appropriate corrective measure, and implementing and monitoring the corrective measures to control the hazards. The results of a hazard assessment must be in writing and must be communicated to every worker that is affected by the hazards. The hazard assessment is completed as a JHA or a Field Level Hazard Assessment (FLHA).

Hazard Assessments must include these four components:

- Identification of all existing or potential hazards, including the dangers in the work process
- Determining the potential severity and frequency of the hazard
- Plans to eliminate or control the hazards
- Communication with all affected workers



## Document Name Hazard Identification/Assessment

Document ID: CAMC-0014

Version Number: 1

Refer to Master Procedure #:

Version Date: May 9, 2023

This document's effective date is the  
"Version Date"

# CANTIRO

If the Hazard Assessment does not have all four of these components it would be considered incomplete.

And always remember, **"Think Safe... Think Ahead."**

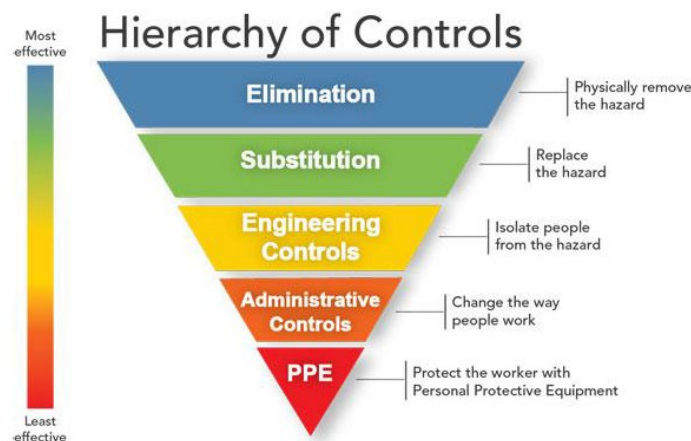
### **"WHAT ARE THE HAZARDS AND HOW CAN THEY HURT ME?"**

4.3 **"Hierarchy of Controls"** This is the preferred order of control measures listed from the most to the least effective. Workplace Hazards should be controlled at the highest possible level and should not be addressed at a lower level unless it is found that it is not reasonably practicable to address them at a higher level.

Risk-assessed hazards are compiled, addressed, and mitigated through dedicated assignments, appropriate documentation of completion, and implemented control methods including engineering or administrative controls and PPE required as written on the work site hazard assessment of the site-specific HSE plan. No work will begin before the work site hazard assessment is completed.

Additionally, no risk assessed as high (intolerable) shall be performed.

If the hazard cannot be eliminated then it shall be controlled by Engineering, Administrative, and/or PPE controls. Engineering controls are incorporated into the process itself, sometimes as part of the equipment. Substitution could be one engineered method to follow. Administrative controls are used to minimize exposure to a hazard through worker training and worker rotation. If the engineering or administrative controls do not achieve this, then the employer must ensure the appropriate PPE is used by workers affected by the hazard. Cantiro may use a combination of engineering, administrative and PPE controls to achieve a greater level of worker safety.



## Document Name Hazard Identification/Assessment

Document ID: CAMC-0014

Version Number: 1

Refer to Master Procedure #:

Version Date: May 9, 2023

This document's effective date is the "Version Date"

# CANTIRO

---

### Elimination

Elimination is the most effective and preferred method of dealing with a risk or hazard. If we can eliminate risk or hazard, then there is nothing to control. Wherever possible, we should try to eliminate the risk/hazard. Where elimination is not possible, rely on the remaining four methods of mitigation/control

### Substitution

Substitution is the second most effective and preferred method of controlling risk or hazard. It must be the first consideration in controlling exposure to a risk or hazard. This method simply substitutes a safer option. For example:

- Substituting a safer chemical for a dangerous one
- Substituting a more environmentally friendly product
- Substituting a tool to allow the work to be done more safely
- Substituting equipment that is better suited to the job
- Doing the job/task a different way

### Engineering Controls

Engineering control of hazards deals with the elimination or isolation of the hazard from the employee and the physical limits of the employee's exposure to the hazard. (I.e. exposure to a chemical based on schedule 1 of the OHS Code) Engineering Controls involve designing out the risk. Engineering controls physically prevent access to a risk or hazard and require no direct action from personnel. They are designed in, or automatic. Examples include:

- Installing a security fence to restrict the entrance of unauthorized personnel
- Installing screens in welding areas to protect personnel from sparks and arc radiation
- Installing ventilation systems to remove toxic vapours/fumes
- Installing noise control barriers on noise suppressors
- Installing monitoring and warning equipment
- Isolating the hazard with an enclosure or physical barriers
- Ergonomic design
- Guarding
- Mechanical Ventilation
- Security Systems

### Administrative Controls

Administrative controls deal with the directing of personnel and include policy, procedure, and training. Administrative controls reduce or limit the amount of exposure an employee has to a specific hazard. Management needs to ensure that there is a strong commitment from both management and the employee to ensure these controls work effectively.



## Document Name Hazard Identification/Assessment

Document ID: CAMC-0014

Version Number: 1

Refer to Master Procedure #:

Version Date: May 9, 2023

This document's effective date is the  
"Version Date"



---

Administrative controls are procedures used to avoid exposure to a hazard, or risk, which cannot be substituted or engineered out. Examples of administrative controls are:

Examples of Administrative controls include:

- Establishing practices and procedures for the ongoing operation and maintenance of equipment
- Establishing good housekeeping standards and practices
- Hiring and placement of personnel
- Rotating workers to reduce the risk of exposure
- Training and educating employees, both workers and Supervisors
- Establishing safety audits and inspections
- Compliance with Cantiro Health and Safety program
- Standard operating procedures
- Safe job procedures
- Workplace-specific training

### Personal Protective Equipment

Personal Protective Equipment (PPE) should only be considered as a last line of defense or as backup protection if the other methods of hazard control fail to provide adequate protection. PPE should be used as a supplement to the other controls but never as a substitute.

The following should be considered when using PPE:

- Determine where the PPE is needed
- Determine which type of PPE is suitable
- Train the worker on the proper use of PPE
- Enforce the use of PPE where it is required
- Inspect PPE regularly for damage and defect, document the findings
- Maintain and replace PPE when necessary.
- If more information is required on PPE, please reference the manual section on PPE.

Examples of Personal Protective Equipment are:

- Fire retardant coveralls
- Safety boots
- Hardhats
- Work gloves
- Safety Glasses

4.4 **"Reasonably Practicable"** The term "so far as is reasonably practicable" means that the degree of risk in a situation can be balanced against the time, trouble, cost, and physical

## Document Name Hazard Identification/Assessment

Document ID: CAMC-0014

Version Number: 1

Refer to Master Procedure #:

Version Date: May 9, 2023

This document's effective date is the  
"Version Date"



---

difficulty of taking measures to avoid the risk. If these resources are so disproportionate to the risk that it would be unreasonable to expect any employer to have to incur them to prevent it, the employer is not obligated to do so unless there is a specific requirement that they do.

4.5 **"Residual Risk"** The remaining risk after control measures have been implemented.

4.6 **"Risk"** Risk is defined as the chance that someone or something will be adversely affected in a way by unintended exposure to the hazard.

## 5.0 Procedure

### Hazard Assessment Program

Hazard Assessments are a proven technique used in modern health, safety, and environmental management systems to identify and correct hazards on a work site. The process involves identifying hazards, determining the potential severity and frequency of exposure to those hazards, assessing the hazard to determine an appropriate control, and implementing and monitoring the controls to mitigate or eliminate the hazards. Cantiro shall establish and maintain a process to identify and assess hazards on an ongoing basis. The results of this process shall be used to set objectives and targets and to develop preventive and protective measures.

The Hazard Assessment Program is a proactive process designed to identify, assess, and control/eliminate hazards before they cause an injury, or incident of loss which in turn can cost companies, such as Cantiro manpower, time, and money.

The Hazard Assessment Process should be used for all routine and non-routine activities as well as new processes, and changes in operation, products, or services (as applicable).

### Hazard Assessment and Control

#### Method of Assessment – Hazard Assessment Process

The assessment of hazards in the work area is done using different methods depending on the situation. The methods used are conducted throughout the job process to ensure workers and the public are kept safe and healthy.

The different types of hazard assessments (methods) used are:

- Formal Hazard Assessment (FHA) or Job Hazard Analysis (JHA)
- Field Level Hazard Assessments (FLHA)

## Document Name Hazard Identification/Assessment

Document ID: CAMC-0014

Version Number: 1

Refer to Master Procedure #:

Version Date: May 9, 2023

This document's effective date is the  
"Version Date"



---

Provincial legislation requires that a hazard assessment be conducted as follows:

- An employer must assess a work site and identify existing and potential hazards before work begins at the work site or before the construction of a new work site,
- An employer must ensure the (JHA) and/or (FLHA) is repeated
  - At reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions
  - When a new work process or activity is introduced
  - When a work process or operation changes, or
  - Before the construction of significant additions or alterations to a work site.
  - Work is conducted at temporary / mobile work sites
  - Workers are conducting activities at a work site not owned by Cantiro
  - Before the job begins

### Formal Hazard Assessment (FHA) and/or Job Hazard Analysis (JHA)

Involves a detailed look at an organization's overall operations. It's meant to identify hazards, measure risk (to help prioritize hazards), and develop, implement, and monitor related controls. Worker jobs or types of work are broken down into separate tasks. Formal hazard assessments are detailed, may involve many people, and will require time to complete.

Cantiro will create, review and revise the Formal Hazard Assessments (FHA) and Task Hazard Analysis (JHA)

1. When a new operation, work processes, equipment, materials, or products are introduced onto our sites.
2. When operations work-related processes or equipment are modified FHA will be reviewed and revised.
3. When site-specific hazard assessments, inspections, or investigations identify a previously unrecognized hazard
4. A review will be done every 3 years if it has not been updated previously.

If the scope of work has a high degree of probability or has the potential to cause serious injury, will be performed regularly, is new to the workers, or has been altered because of procedures, materials, or equipment a Job Hazard Analysis (JHA) must be done.

For all work that poses a threat to the health and safety of a worker, a JHA - Safe Job Procedure must be completed.

Once the major steps have been identified on the JHA form, look at each step individually and identify specific hazards associated with that step. Once all steps have been assessed and hazards identified for each step, identify corrective measures to protect the worker from the hazards. This columnar approach allows for correlation between steps, hazards, and the corrective measures that will protect the workers.

## Document Name Hazard Identification/Assessment

Document ID: CAMC-0014

Version Number: 1

Refer to Master Procedure #:

Version Date: May 9, 2023

This document's effective date is the  
"Version Date"



---

Once a JHA has been completed, a written step-by-step description of how to do the work, watch for the identified hazards and utilize the corrective measures is created. This is called a Safe Job Procedure.

An existing Job Hazard Analysis (JHA) or Safe Job Procedure is formally reviewed annually or repeated at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions

### Hazard Identification

All employees and subcontractors affected by hazards identified in the Hazard Assessment Process are informed of the hazards and the methods used to control or eliminate the hazard.

Worker names and participation in the process shall be documented on the written Hazard Assessment Reports. Workers will be trained in the hazard identification process including the use and care of proper PPE, and how to complete FLHA's, JHA's, and other documentation as required.

The respective superintendent or manager advises the safety advisor when additional hazards are introduced into the workplace to revise planning and assessment needs.

Unsafe hazards must be reported immediately and addressed by the superintendent. The superintendent discusses the Hazard Assessment Process with employees at the respective work location during the employee's documented orientation.

Hazard Identification is a learned skill and employees need practice to improve on this skill.

In the early stages of doing hazard assessments, employees may not see the hazards or the potential for hazards. Training the eye to see hazards involves trying to answer questions about the situation.

Most of the questions will start as follows: "What if this happens, will I or someone else be hurt?" With each subsequent assessment, the ability to see or visualize the hazards/potential for hazards in a situation improves.

Some questions to help identify hazards or potential hazards are:

- Can anybody get caught in or between objects?
- Is there a chance of electrocution?
- Do tools, machines, or equipment present any hazards?
- Can the worker make harmful contact with moving objects?
- Can the worker slip, trip, or fall?
- Can the worker suffer strain from lifting, pushing, or pulling?
- Is the worker exposed to extreme heat or cold?
- Is excessive noise or vibration a problem?
- Is there a danger from falling objects?

## Document Name Hazard Identification/Assessment

Document ID: CAMC-0014

Version Number: 1

Refer to Master Procedure #:

Version Date: May 9, 2023

This document's effective date is the  
"Version Date"



- Is lighting a problem?
- Can weather conditions affect safety?
- Is harmful radiation a possibility?

The Hazard Assessment Process should be used for all routine and non-routine activities as well as new processes, and changes in operation, products, or services (as applicable).

### Hazard Classifications (Severity and Probability) and Risk Rating Scale

Each identified hazard is assessed for risk based on the potential severity of affecting injury to people, damage to assets, the environment, or the reputation of Cantiro. The probability of risk exposure is then considered.

Following risk assessment steps, each risk assessed becomes classified as Low, Medium, or High per the Cantiro Risk Assessment Matrix shown below. The risk assessment level of the hazard is recorded with the associated work task within all the hazard assessment/analysis processes.

<b>"Red"</b>	<b>High (6-9)</b>	<p>These risks are not acceptable to our organization. While risk measures can be put into place (Elimination, Engineering, Administration, and PPE) the job should be stopped until proper people (i.e., the safety department, and management) can be brought in to maintain and control the risk, which will allow us to bring it to a tolerable and acceptable level of risk for all involved. This would be considered an event that happens often and will probably continue in different circumstances. Work that has been evaluated previously will be reviewed to ensure the situation is the same and will implement the same procedures to ensure the proper measures are put into place to reduce the risk to a tolerable level. I.e., Working at Heights is considered a High Risk. Fall protection equipment, training, and administration are the controls put into place to make this a tolerable risk. A detailed JHA must be completed as soon as reasonably practicable to address the hazards associated with this task. The Task may continue with temporary control measures put in place while the JHA is being completed.</p> <p>The JHA must be reviewed by the Safety Advisor and the Health and Safety committee. Temporary control measures must be implemented before the task is continued. Temporary control measures may include training workers on the risk associated with the task and the temporary control measures, installing temporary guards, improving ventilation, etc.</p>
<b>"Yellow"</b>	<b>Medium (3-4)</b>	<p>Working with Medium risk, while we need to consider that the risks can be lowered to a tolerable level, an effort to do this must be made before starting the task. These risks are said to happen 10%-60% of the time when doing the task, though still considered an infrequent event. Control Methods must be put in place. Follow SWP/SJP and other information that could be found in the Health and Safety Manual /Occupational Health and</p>

**Document Name Hazard Identification/Assessment**

Document ID: CAMC-0014

Version Number: 1

Refer to Master Procedure #:

Version Date: May 9, 2023

This document's effective date is the  
"Version Date"**CANTIRO**

		Safety Act, regulations, and Code. A detailed JHA must be completed as soon as reasonably practicable to address the hazards associated with this task with priority given to tasks that have been identified with high or extreme levels of risk. The JHA should be completed as soon as possible, but the task may continue until the JHA has been completed.																
"Green"	Low (1-2)	These risks would be considered acceptable, with no actions required. While no actions are required, a reassessment of the task is mandatory whenever something changes within the scope. These risks would be a first aid injury that does not require medical attention, though it is considered an unlikely event. Tasks that have been assigned a low risk should not have an immediate or direct impact on worker safety. Priority will be given to tasks with medium or higher levels of risk before the low-level risks are assessed.																
Severity (Impact)		Probability (Likelihood)																
3. Serious/ Imminent Danger – fatality, loss of facility, widespread occupational illness. Over 100K to repair. A long-extended period of interruption in business operations.		3. Probable – The event happens repeatedly on a house build. 61%-100% chance of the incident happening while doing this task.																
2. Moderate – injury/illness, property/equipment damage, Repair cost from 30K-99K. Few days of interruption in operations.		2. Reasonable Probable – likely to occur eventually, considered to be an Infrequent event with a percentage of 10%-60% chance of occurring.																
1. Minor – First Aid Injury, an event that would take less than 30K to fix. A brief interruption in our operations of less than a few hours.		1. Remote – Unlikely to happen or has not happened to date. Less than a 10% chance of occurring.																
Risk Probability Chart																		
<div><div>SEVERITY →</div><div>LIKELIHOOD ↓</div><table><tr><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>1</td><td>LOW - 1 -</td><td>LOW - 2 -</td><td>MEDIUM - 3 -</td></tr><tr><td>2</td><td>LOW - 2 -</td><td>MEDIUM - 4 -</td><td>HIGH - 6 -</td></tr><tr><td>3</td><td>MEDIUM - 3 -</td><td>HIGH - 6 -</td><td>HIGH - 9 -</td></tr></table></div>				1	2	3	1	LOW - 1 -	LOW - 2 -	MEDIUM - 3 -	2	LOW - 2 -	MEDIUM - 4 -	HIGH - 6 -	3	MEDIUM - 3 -	HIGH - 6 -	HIGH - 9 -
	1	2	3															
1	LOW - 1 -	LOW - 2 -	MEDIUM - 3 -															
2	LOW - 2 -	MEDIUM - 4 -	HIGH - 6 -															
3	MEDIUM - 3 -	HIGH - 6 -	HIGH - 9 -															
Severity (Impact) (X) Probability (Likelihood) = Risk Rating																		
Engineering Controls (Eng.): Are considered the first line of defense. Are usually “devices” installed and/or used to protect workers; i.e. exhaust ventilation equipment shields, non-slip flooring, ergonomic keyboards, wireless headsets, etc.																		
Administrative Controls (Admin): Measures that alter the way work is done, including timing, policies, Safe Work Practices (SWP) and protocols, Job Risk Assessments (completed before starting a task to assess the current situation), training, etc.																		
Personal Protective Equipment (PPE): Considered the “last line of defense” to protect the worker; Needs to be properly worn and maintained.																		

## Document Name Hazard Identification/Assessment

Document ID: CAMC-0014

Version Number: 1

Refer to Master Procedure #:

Version Date: May 9, 2023

This document's effective date is the  
"Version Date"



### Inspections and Review

Regular inspections of the work site are required to ensure that the Hazard Assessment Process is being followed.

Please refer to Section 7: Inspections and Maintenance for Information Regarding the Site Safety Inspections.

The Safety Advisor will be responsible for the review of the documents included in the Hazard Assessment Process. The review is completed to ensure that the documentation is fully completed when required and is in compliance with legislation and the Cantiro Health and Safety Program.

**Refer to and follow Part 2 Hazard Assessment, Elimination and Control of the OHS Code**

### 6.0 Associated Documents

N/A

### 7.0 Document Revision History

Revision	Rev. Date	Sec/Para Changed	Change Made	Next Review Date
01	May 9, 2023	Whole Document	Procedure Developed. Reason: Required a procedure guiding evaluating the level of risk associated with recognized hazards	As Required

### 8.0 Document Approval

<b>Prepared by:</b> Nicole Linman Title: HSE Advisor	<b>Reviewed by:</b> Title:	<b>Approved by:</b> Title:
_____/_____ Sign/Date	_____/_____ Sign/ Date	_____/_____ Sign /Date

## Document Name: Inspection Policy

Document ID: CAMC-0080

Version Number: 2

Refer to Master Procedure #:

Version Date: January 22, 2025

This document's effective date is the  
"Version Date"



---

### Inspection Policy

- A. this company's policy is to maintain a program of regular, monthly safety inspections. The objective of this program is to control hazards in the workplace
- B. Management Site Inspections will be conducted by a management representative (Safety Advisor) at random job locations Quarterly.
- C. Formal Site inspections will be conducted by Cantiro Superintendents on an ongoing basis

Cantiro will maintain a comprehensive program of safety inspections at all facilities and job sites. This policy aims to control losses of human and material resources by identifying and correcting unsafe acts and conditions.

Superintendents and their Assistants are responsible for:

- Conducting ongoing formal (Subdivision) inspections of areas where work is being done. This ongoing informal inspection requires the superintendents and their assistants to constantly watch for unsafe acts and conditions.
- Superintendents are responsible for formal inspections on job sites that they control and ensure they involve workers in that area. Formal inspections (see detailed description) will be done regularly. Any conditions that require corrective action will be followed up.

Workers are responsible for visually inspecting their work areas and equipment and participating in and contributing to the Inspection Program as requested. Any unsafe or unhealthy conditions and practices shall be brought to the attention of your supervisor for immediate action.

Communication of inspections will be done at the bi-weekly construction meeting.

All employees and contractors of Cantiro are responsible for complying with the *Occupational Health and Safety Act*.

This policy will be reviewed annually by management.



## Document Name: Inspection Policy

Document ID: CAMC-0080

Version Number: 2

Refer to Master Procedure #:

Version Date: January 22, 2025

This document's effective date is the  
"Version Date"



---

A safety inspection is an observational tour of the workplace to check for compliance with safety legislation, established Safe Work Practices and Safe Job Procedures, and safety rules. It should identify any situation that has the potential to cause personal injury or property damage, including substandard conditions on the worksite and substandard practices on the part of the workers. The majority of incidents are caused by substandard practices, frequently combined with substandard conditions, which have been allowed to exist uncorrected.

A good inspection program is essential to maintaining safety on the worksite. However, it should be viewed as a fact-finding rather than a fault-finding exercise.

### Inspection Purpose:

- Identity existing and potential hazards,
- Identify safety legislation violations,
- Determine underlying causes of hazards,
- Monitor hazard controls,
- Determine corrective action to minimize or eliminate hazards,
- Reinforce and promote safe work practices and safe job procedures.

### Informal or Continuous Inspections

Informal inspection is an important daily activity all Workers and Site Supervision should be conducting as they perform their tasks. Safety problems do not wait for a planned inspection and the Site Superintendent and workers must be constantly watching for acts and conditions. Informal inspections are essential to keep small problems from developing into major ones. They include identifying and correcting unsafe conditions that are found around the worksite during normal day-to-day activities. Unsafe conditions should be corrected as soon as possible and always be reported to the site Superintendent for proper follow-up.

*Informal Inspections have significant limitations as they commonly identify obvious problems only and do not take a systematic approach. Informal Inspections cannot replace Planned Inspections.*

### Planned or Formal Worksite Inspections

There are several forms of planned inspections:

- **Periodic Inspections** – conducted at regular and/or scheduled intervals. The greater the incident severity potential, the more often these inspections should be conducted.
- **Intermittent Inspections**: conducted at irregular intervals. It is important that you don't just inspect at planned intervals. Workers tend to clean up their act or their worksite if they know an inspection is coming.

## Document Name: Inspection Policy

Document ID: CAMC-0080

Version Number: 2

Refer to Master Procedure #:

Version Date: January 22, 2025

This document's effective date is the  
"Version Date"



- 
- **General Inspections** – conducted in places (not included in the periodic inspections) such as non-work areas that are assumed to be non-hazardous, i.e., storage areas, port-a-potties, etc.

### Pre-Inspection Preparation

Set up a team of workers and supervisors. Review previous inspection reports for recommended corrective action to follow up on. Plan your route carefully and be sure to schedule enough time to allow for a thorough examination.

### Conducting the Inspection

Your inspection should examine all aspects of the workplace – people, physical, environment, equipment, materials being used, and the actions taking place.

#### Look for:

1. Potential hazards.
2. Existing hazards.
3. Violations of safety legislation.
4. The causes behind the problems.

#### Give the inspection your full attention and continually ask seven questions:

1. Who?
2. What?
3. Where?
4. When?
5. Why?
6. How?
7. What if?

#### Principles to observe:

- Warn workers of immediate danger to life and health (IDLH) situations.
- Shut down and lockout/tag out any equipment or tools that will remain hazardous until it is repaired.
- Do not operate the equipment yourself unless qualified and authorized.
- If you do not have enough knowledge of the situation to make an accurate safety judgment, consult with someone who does.
- Look at things from every angle.
- Where appropriate, measure the levels of chemicals, noise, and/or biological agents in the atmosphere.
- Clearly describe each hazard and its location on the inspection report.
- Try to make your observations without disrupting normal work activities.

## Document Name: Inspection Policy

Document ID: CAMC-0080

Version Number: 2

Refer to Master Procedure #:

Version Date: January 22, 2025

This document's effective date is the  
"Version Date"



- 
- Examine equipment both when it is stopped (static) and when it is running (dynamic).
  - Photograph hard-to-describe situations or problems.

### Key things to look for:

1. Critical equipment parts. These include parts that would cause the most serious problems if they became substandard. Look for problems that might be caused by stress wear, impact, vibration, heat, corrosion, chemical reaction, misuse, etc.
2. Evidence of structural, functional, and ventilation problems. For example Jagged edges, worn areas, leakage, improper pressure, noxious fumes, unusual noise, etc.
3. Personal protection equipment (PPE). This includes eye, ear, foot, head, hand, respiratory, and body protection. Check to see whether the correct PPE is available (and in good repair) for each worker, whether each worker is wearing the appropriate PPE as it was designed to be worn, and whether it fits properly.
4. Deviations from safe work practices or safe job procedures. For example: Using machinery or tools without authority, using the wrong tool for the job, removing or dismantling guards or other safety devices, repairing or adjusting equipment while it is in motion, maintaining electrical equipment that is not disconnected or locked out, etc.
5. Housekeeping. For example, Protruding nails, improper storage, blocked exits, accumulations of combustible materials, spills, and items that could cause slips or trips.
6. Signs. Include caution/danger tape, barricades, warning or danger signs, alarms, and other devices used to identify a known hazard or limit access to a work area.

### Hazard Classifications:

**Class "A" Hazard or High Hazard** - A condition or practice with the potential for permanent disability, loss of life, or body.

**Class "B" Hazard or Medium Hazard** - A condition or practice with the potential of serious injury or illness (resulting in temporary disability) or property damage that is disruptive but less severe than CLASS "A".

**Class "C" Hazard or Low Hazard** - A condition or practice with potential for minor (non-disabling) injury or illness, or non-disruptive property damage.

### During Planned Worksite Inspections:

1. Identify any actual or potential problems by using all five senses.
2. Record all detected hazards or unsafe conditions on the Inspection Checklist Report. Describe the items, their location, and whether it has been corrected.
3. Classify items according to their potential for injury or damage using the classification system found at the bottom of the Inspection Report.
4. Rectify or follow up with A and B priority unsafe items immediately.
5. Look for basic causes of substandard conditions, practices, and procedures.
6. Notify Superintendent of any remaining hazards.

## Document Name: Inspection Policy

Document ID: CAMC-0080

Version Number: 2

Refer to Master Procedure #:

Version Date: January 22, 2025

This document's effective date is the "Version Date"



*Note: The purpose of the Site Safety Inspection is to take a safety inventory, not to catch guilty people; therefore, the report should only identify substandard acts, not the names of workers or companies seen doing them.*

### Follow-up and Monitoring:

Management must follow up to see that the corrections are made promptly based on classifications. Not doing so would defeat the purpose of the inspection.

### Schedule of Formal Inspections

Inspection	Frequency	Responsible to Complete	Submit to	Submittal Frequency
Project High Hazard Work Assessment / Trade Inspection	4 a month completed with a trade.	Superintendent	Safety Department	End of the Month
Vehicle Inspection	Monthly	Anyone who drives a Cantiro Fleet Vehicle	Fleet Administrator	End of the Month
Showhome Inspection	Quarterly	Area Sales Manager or BDC	Safety Department	End of the Quarter
Office Inspection	Annually	Safety Advisor	JHSC	Before the start of the fourth quarter.
PPE Inspection	Weekly to be completed on the FLHA and Weekly Subdivision Hazard Assessment	Superintendent and Site Assistant	Safety Department	End of the Week
Joint Health and Safety Inspection	Quarterly	JHSC	JHSC and company	Quarterly as per meetings
Management Inspections	Quarterly	Safety Advisor	Management and Safety Department	End of Quarter

### Document Revision History

Revision	Rev. Date	Sec/Para Changed	Change Made	Next Review Date
01	July 10, 2023	Whole Document	Policy written	As Required

**Document Name: Inspection Policy**

**Document ID:** CAMC-0080

**Version Number:** 2

**Refer to Master Procedure #:**

**Version Date:** January 22, 2025

This document’s effective date is the  
“Version Date”



02	January 22, 2025	Inspection Frequency	Changes to the superintendent Frequency for Inspection	As required

**Document Approval**

<b>Prepared by</b> Nicole Linman Title: HSE Advisor	<b>Reviewed by:</b> Title:	<b>Approved by:</b> Title:
_____/_____ Sign/Date	_____/_____ Sign/ Date	_____/_____ Sign /Date

## Document Name: Incident Investigation

Document ID: CAMC-0090

Version Number: 1

Refer to Master Procedure #:

Version Date: August 9, 2023

This document's effective date is the  
"Version Date"



---

**Cantiro** is committed to maintaining a workplace in which safety is a part of everything we do.

All serious incidents shall be reported immediately to a Supervisor. The Supervisor will then ensure the investigation team is established and start the investigation.

For serious incidents, a full investigation is to be conducted. A full investigation means an investigation team, responds as quickly as possible to the scene. The following should be gathered as quickly as possible after the incident:

- Information relating to the incident is gathered at the scene, including measurements, drawings, photographs, etc.
- People who observed what happened are interviewed.
- Conclusions are made, a report is completed and submitted to management for review.

It is **Cantiro's** policy that:

- Incidents that did or could have resulted in injury, damage, or loss should be reported and investigated in a timely manner. This includes near misses, injury, vehicle, and environmental incidents.
- The investigation shall identify root causes and contributing factors that are a result of the incident.
- Corrective or preventive actions shall be identified and implemented in order to prevent recurrence.

The objective of the **Cantiro** incident investigation policy is to determine the root causes through examinations, observations and inquiries from witnesses, and to implement corrective measures to prevent further recurrence. To prevent incidents and improve our safety performance by requiring the identification and correction of unsafe work practices and system deficiencies that could result in incidents that may injury an employee or contractor.

Objectives to an investigation include:

- Determine all causes that had contributed to the incident, direct and indirect.
- Evaluate the severity of the incident and the probability of reoccurrence.
- Recommendation of action

## Document Name: Incident Investigation

Document ID: CAMC-0090

Version Number: 1

Refer to Master Procedure #:

Version Date: August 9, 2023

This document's effective date is the  
"Version Date"



- 
- Identify the possible training requirements within the company, deficiencies in safe work procedures and requirements for personal protective equipment (PPE)

The Supervisor/ Safety Advisor will be responsible for during an incident investigation is the documentation and implementation the corrective actions.

The following is a list of activities that are required in the event of an incident:

- Establishing control at the scene.
- Ensuring control at the scene for prevention of further accidents.
- Provide and/or arrange for first aid and/or medical services.
- Identify sources of evidence.
- Preservation of evidence.
- Photograph and sketch accident scene.
- Examination of tools and equipment involved.
- Contact the Safety Advisor
- After the initial contact with the Safety Advisor, it will be decided if the incident needs to be escalated to management and/or OHS board.
- Investigation will commence with the Safety Advisor and all findings will be distributed to appropriate parties.

The following incidents require a less formal investigation but shall be investigated.

- Personal injury that is not considered to be serious. This includes all first aid cases.
- Reported near miss incidents that did not have the potential for serious personal injury.

The incident investigations will be addressed immediately and reviewed on a yearly basis by management and the Health and Safety Committee to determine if the corrective measures continue to be effective. A Trend Analysis should be developed and received for corrective actions.

### Responsibilities

All employees shall report all types of incidents, regardless of how minor the accident or injury, including Hazard I.D.'s - Near Misses, Unsafe Acts, Unsafe Conditions, Suggestions for Improvements and Positive Observations, to their supervisor.

The Management and the Supervisor shall determine corrective action to be taken and ensure that such action is implemented. An action plan will then be implemented with the appropriate corrective action to prevent reoccurrence. Such actions will be

## Document Name: Incident Investigation

Document ID: CAMC-0090

Version Number: 1

Refer to Master Procedure #:

Version Date: August 9, 2023

This document's effective date is the  
"Version Date"



communicated at the next Safety Meeting to workers to ensure the incident occurrence can be minimized.

An incident report must be filled out by the affected worker and the worker's supervisor. A witness statement is required for workers that were present at the scene of the incident.

### Procedure

The Investigation Procedure will include the following:

- Attend the scene as soon as possible after the incident. Take only appropriate pictures. Avoid people's faces.
- Interviewing all affected employees, other workers or witnesses.
- Do a thorough examination of the worksite for any factors related to the incident.
- With a team approach, determine the cause of the incident.
- Determine and take the appropriate corrective actions to prevent a reoccurrence.
- Complete the documentation; record the findings and communicate these findings to the employees.

### Incidents- General

There are many different types of incidents. An incident could be viewed as any unplanned situation that has caused or has the potential to cause harm or property damage. Below is a list of the most common types of incidents:

✓ An Unsafe Act	✓ Injury-first aid
✓ A Near Miss	✓ Injury-medical care
✓ A Near Miss-OHS reportable	✓ Injury-emergency medical care
✓ Property Damage	✓ Fatality
✓ Property Damage-OHS reportable	✓ Environmental

As you can see there are many different types of incidents. Each incident is handled in a unique way. It is important to understand the difference so that the proper reporting and procedures can be followed.

- "Unsafe Act" an act that can result in injury, death, damage, or loss is considered unsafe.



## Document Name: Incident Investigation

Document ID: CAMC-0090

Version Number: 1

Refer to Master Procedure #:

Version Date: August 9, 2023

This document's effective date is the  
"Version Date"



- 
- "Near Miss" is an undesirable event that under slightly different circumstances could have resulted in personal harm, property damage, or loss.
  - "Near Miss – OHS Reportable" involves an unplanned or uncontrolled explosion, fire or flood that causes serious injury, it may need to be reported to OHS.
  - "Property Damage" damage to or the destruction of public or private property, caused either by a person who is not its owner or by natural phenomena.
  - "Property Damage – OHS Reportable" involves an unplanned or uncontrolled explosion, fire or flood that causes property damage, it may need to be reported to OHS.
  - "Injury – First Aid" is limited to a one-time treatment, with follow-up visit if needed, for observation purposes only, of injuries such as minor cuts, scrapes, scratches, treatment of minor burns, removing splinters, etc., or other minor injuries which do not require medical treatment beyond the date of the accident.
  - "Injury – Medical Care" includes medical and other services provided by a person licensed to practice the healing arts in Alberta, and nursing, hospitalization, drugs, dressing, x-ray treatment, special treatment, appliances, apparatuses, transportation, etc.
  - "Injury – Emergency Medical Care" requires the urgency for ambulance or paramedic services.
  - "Fatality" a death caused by an incident at the workplace, on the way to and from the workplace, or during other works or movements directly or indirectly related to the occupation.
  - Occupational illness
  - "Environmental" relating to the natural world and the impact of human activity on its condition.

Generally, an incident occurs when there is a breakdown in the hazard control process. Most incidents occur because the following items (or a combination of) have been overlooked and/or ignored:

## Document Name: Incident Investigation

Document ID: CAMC-0090

Version Number: 1

Refer to Master Procedure #:

Version Date: August 9, 2023

This document's effective date is the  
"Version Date"



---

<ul style="list-style-type: none"><li>✓ Lack of planning</li><li>✓ Poor Scheduling</li><li>✓ Poor Communication</li><li>✓ Lack of Supervision</li><li>✓ Ineffective Supervision</li><li>✓ Inadequate Hazard Assessments</li></ul>	<ul style="list-style-type: none"><li>✓ Lack of experience</li><li>✓ Little or No Training</li><li>✓ No Inspections</li><li>✓ Little or No Corrective Action</li><li>✓ No accountability</li></ul>
---	--

One way to ensure that incidents are reduced is for Management and the Safety Advisor to make sure that all participants involved in a project understand their role and expected safety performance. By clarifying these roles and responsibilities, each participant can work towards a common goal of preventing incidents at Cantiro. But given the unlikely scenario of an incident occurring, all workers will know the reporting procedures in place for Cantiro. Furthermore, all supervisors will also be trained in investigations and reporting procedures.

The reason for an incident investigation is to determine the Root cause of an incident in order to prevent the incident from recurring. It is not designed to lay blame.

The magnitude of the incident is not important. It has been proven that large, serious incidents were preceded by a number of seemingly unimportant small incidents. Incident investigation will identify the corrective actions of the findings and will have completion dates of when these will be taken care of.

### Incident Reporting

All incidents must be immediately reported to the direct supervisor and the Incident reports must be completed immediately. Serious injuries and/or damage shall be reported to the office of Cantiro who will then distribute them to OHS and WCB as required. Fatalities must be reported by the company/representative to Alberta Labour Workplace Health and Safety and to the Police (911). Do not disturb the scene of the fatality. Supervisors must take pictures of the area once a fatality has been deemed under control. All incidents will be investigated by the direct supervisor with assistance from the safety advisor or management. Even minor incidents must also be investigated.

- All incidents will be discussed at the next Toolbox Meeting.
- A more thorough investigation is required for major incidents.
- Documentation should be collected for at least one month prior to the incident for the investigation and for looking at Due Diligence.

## **Document Name: Incident Investigation**

**Document ID:** CAMC-0090

**Version Number:** 1

**Refer to Master Procedure #:**

**Version Date:** August 9, 2023

This document's effective date is the  
"Version Date"



---

### **Preservation of Evidence**

Where practical, the scene of an accident should be left untouched, except to preserve life or relieve human suffering. Refer to OHS Act (Section 13(3))

#### **Conducting Investigation**

1. Take control of the scene.
2. Ensure that no further injury or damage occurs.
3. Get the "big picture" of what happened.
4. Examine equipment/materials involved.
5. Collect and safeguard any physical evidence.
6. Take photographs or make sketches of the scene.
7. Interview people involved and obtained written statements.
8. Analyze all the available information to determine causes.
9. Look for causes where the system failed the worker not only where the worker failed the system.
10. Determine what corrective action will prevent recurrence.
11. Complete reports.

NOTE: Incident investigations are not conducted to fix blame. They are conducted to prevent recurrence.

### **Notification of Next of Kin**

Under no circumstances should the name of an incident victim or fatality be released without permission from the company's senior management and/or the police.

It is important that the employees next of kin be notified as soon as possible. The names, addresses and telephone number of next of kin are included in the employee's personnel file.

### **Fatal Injury**

This notification should only be made in person and only with the family clergy, doctor or friend. The RCMP or city policy will assist in the notification whenever possible and will ensure the notification is complete.

Never release the victim's name until the next of kin has been notified.

### **Media Relations**

## **Document Name: Incident Investigation**

**Document ID: CAMC-0090**

**Version Number: 1**

**Refer to Master Procedure #:**

**Version Date: August 9, 2023**

This document's effective date is the  
"Version Date"



---

If the media arrives at the scene of the emergency before the company has prepared a statement, the senior Cantiro representative at the scene of the emergency is authorized to release the following statement:

"We are currently dealing with the emergency to ensure the safety of personnel, property, public and the environment. A more comprehensive statement will be released as soon as more information has been determined".

Do not speculate on the cause of the emergency or provide the media with any type of statement that is "off the record".

The media shall always be accompanied while on Cantiro property.

### **Principal Causes of Serious Injury**

Although there are hundreds of ways of getting hurt, provincial incident statistics show that only a very small number of work situations are responsible for a large proportion of severe injuries in the construction industry. Information is available from WCB that describes the types of injuries, frequency and costs. Listed below are five examples of the most frequent work situations in which workers are seriously injured:

#### **Struck By**

Always watch when handling equipment and other types of objects on a job site. Be aware of other workers completing tasks in the same area you are working in. Explosive-actuated and power tools have caused many incidents by workers not trained in their use. When handling long pieces of lumber or pipe, look before lifting as to where your co-workers are located. Many workers have been hit in the face area because a worker failed to concentrate on what they were doing.

#### **Overexertion**

Many workers are injured because of overexertion. There is a reason "why" there are so many back injuries. We all have our limits when it comes to strength. Use equipment for lifting heavy objects and plan your work so these are available. When lifting manually always ask for help when you need it and always use your legs when lifting, NOT YOU'RE BACK. Back injuries are costly to your employer and yourself and can last a lifetime. See Part 14 of the OHS Code.

#### **Falls from Elevation**

Workers have fallen from elevations because they were not wearing their safety personal protective equipment or through openings in the roof or floor. When working above ground elevation make sure that you have taken all the necessary precautions, including knowing

## **Document Name: Incident Investigation**

**Document ID:** CAMC-0090

**Version Number:** 1

**Refer to Master Procedure #:**

**Version Date:** August 9, 2023

This document's effective date is the  
"Version Date"



---

where the workers are on the ground. Always make sure that you know what is always happening around you. Always remember to wear your personal protective equipment such as fall protection approved equipment, hard hat, CSA steel toe boots, safety belts, and safety glasses. See part 9 of the OHS Code.

### **Rubbed or Abraded**

This type of injury is caused by nails or sharp objects sticking out of walls, etc. Watch for electrical boxes that have wire hanging out of them. Watch for objects lying on the ground. Housekeeping is very important to avoid incidents/injuries, especially in the construction industry.

### **Bodily Reaction**

Be aware of what your co-worker is always doing. Workers not concentrating, cause many incidents. Also, be aware of a worker that could be under the influence of drugs or alcohol and report this to your supervisor immediately. Workers under the influence can put themselves and their co-workers in danger of a serious accident.

### **Serious Injuries or Accidents**

It is very unfortunate but sometimes serious accidents do occur. It is very important that workers participate in the emergency response plan. When workers are witness to a serious incident or accident it is important to consider the following (this list may have to be adjusted according to the situation or site):

- Call 911 or designate someone to call 911 (confirm)
- Call, signal or send for the site first responder (1 LONG LOUD BLAST)
- Assess the scene for dangers and cause.
- Approach the scene when safe.
- Determine the level of consciousness.
- Provide basic life support as needed. If the person is conscious, then ask them for permission to help. Tell the person if you are or are not a first aider.
- Have someone go to the site access point to guide emergency vehicles.
- Validate that the Supervisor has been informed of the incident.
- Supervisor to stop work and secure the scene.
- Notify the Safety Advisor and/or Manager.
- Conduct an investigation.
- Safety or Manager to contact OHS, Police etc.
- Conduct an incident investigation.

## **Document Name: Incident Investigation**

**Document ID:** CAMC-0090

**Version Number:** 1

**Refer to Master Procedure #:**

**Version Date:** August 9, 2023

This document's effective date is the  
"Version Date"



- 
- Collect all pertinent documentation for at least one month prior to the incident such as FLHA cards, safety meeting minutes, training documentation, site inspections and other incident reports.
  - Inform WCB of complete WCB forms.

In situations involving serious injury or loss, the accident must be preserved. An investigation must be carried out into the circumstances surrounding the serious incident or accident. A serious incident or injury consists of the following:

- Any injury that results in death
- Any injury or accident that results in a worker being admitted to hospital.
- Any unplanned or uncontrolled explosion, fire, or flood that causes a serious injury or the potential of a serious injury.
- The collapse of a crane, derrick, or hoist
- The collapse or failure of any structural component of a building

OHS must be notified of any of the above situations.

### **Minor Personal Injury and/or Property Damage**

This is an acute injury or illness that needs immediate care. If the injury is serious in nature and needs emergency response see the document on Serious Incident. The following steps should be considered once it's been determined to be a minor injury:

- Have certified first response personnel apply the appropriate first aid.
- Discuss returning to work with the injured worker.
- If it is determined that the employee needs medical attention, ensure that they do not drive themselves.
- The supervisor must record the incident in the first aid log. Include the incident, the date, the name of the person, the location, and any witnesses.
- The injured employee must fill out an incident report.
- If the person is a company employee and they need medical attention, then they must fill out a WCB Employee Report
- The Supervisor and management complete the WCB Employer Report.
- This report must be sent into WCB within 72 hours (see WCB 1-2-3-poster)
- If the injured person is a subcontracted employee, then the subcontractor's supervisor is responsible for the WCB Reports

## **Document Name: Incident Investigation**

**Document ID:** CAMC-0090

**Version Number:** 1

**Refer to Master Procedure #:**

**Version Date:** August 9, 2023

This document's effective date is the  
"Version Date"

# CANTIRO™



A Minor Incident is described as a personal injury requiring first aid treatment on-site that is not LTA's (lost time accidents).

The human and economic cost of workplace injuries is staggering.



## Document Name: Incident Investigation

Document ID: CAMC-0090

Version Number: 1

Refer to Master Procedure #:

Version Date: August 9, 2023

This document's effective date is the  
"Version Date"

# CANTIRO



**Report early** — the sooner WCB gets your information, the faster we can process your benefits.

#### Send forms:

By mail: PO Box 2415, Edmonton, AB T5J 2S5

By fax: Edmonton 780-427-5863

or toll free 1-800-661-1993

#### Need more information?

Call toll free 1-866-922-9221 or visit our

website at [www.wcb.ab.ca](http://www.wcb.ab.ca)