Blacktop Paving Inc Safety Manual

Safety:
"With the millennium came great change in the construction industry as safety has been addressed. We foster a "culture" of safety at Blacktop Paving, working with our employees and the public to proactively address safety face on. Please feel free to browse our Safety Manual below."

Blacktop Paving Safety Manual:
Blacktop Paving Inc is a company built on safety; It is our goal to ensure that our staff, property and the public are protected from accidents and injuries through our dedication to a culture of safety.

Workers at every level, including management, are responsible and accountable for Blacktop's overall health and safety initiatives. Complete and active participation by everyone, every day, in every job is necessary for the health and safety excellence that Blacktop Paving expects. The management supports the coordination and cooperation of all workers concerning health and safety on the job site.

The management encourages all workers to participate in the program and provides proper equipment, training and procedures. Workers are responsible for following all procedures, working safely, and , wherever possible, improving health and safety measures. Incidental loss can be controlled through good management in combination with active worker involvement, and both parties will drive this safety policy forward.

An injury and incident-free workplace is our goal. Through continuous health and safety efforts, we can accomplish this. The safety policy of Blacktop Paving Inc is an ever evolving entity, and through the efforts of all parties we will continue to help it to grow, benefiting our staff, property and the public.

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

Management will:
Establish a health and safety policy
Provide a health and safe workplace
Maintain a health and safety program
Ensure proper training of workers
Ensure that personal protective equipment is available
Ensure that regular inspections are done
Correct/investigate any unsafe conditions
Report all injuries to the Workers' Compensation Board

Ensure compliance with all legislation
Review all policies, practices and procedures annually

Supervisor/Foreman will:
Promote health and safety awareness
Establish safe work procedures
Report any unsafe acts to management
Instruct workers about health and safety
Correct unsafe practices and conditions
Detect troubled workers and work with them to ensure health and safety
Enforce health and safety rules
Investigate any work site hazards or incidents
Ensure that all equipment is properly maintained
Ensure that safety documentation is filed regularly
Ensure safety meetings occur on a regular basis
Ensure that any other contractors working with or near Blacktop are aware of and involved in safe practices
Comply with legislation
Set a good example

Workers will:
Follow all safe work procedures
Report and correct any unsafe conditions
Report all unsafe acts (near misses, incidents, accidents)
Report any injuries
Comply with rules and legislation
Make suggestions for improvement
Participate and run in safety meetings
Set a good example
It is the responsibility of ALL persons on any job site to ensure that hazards are identified and dealt with. Hazards can exit in many forms: they can be visible or hidden, a condition or an act.

Hazard Assessment: A through examination of an operation (job site, shop, etc.) for the purpose of identifying what actual and potential hazards exist.

Every workplace consists of four major components:

People – workers, management, visitors, suppliers, sub-contractors, public
Environment – housekeeping, noise, lighting, weather considerations, public

Materials – hauling, dumping, loading, WHIMIS, PPE
Equipment/tools – PPE, maintenance, suitability, proper use

Guidelines for Hazard Assessment:
IDENTIFY -- break down the job, procedure, or process into its takes or componets and identify all hazards associated with each task or component
ELIMINATE – Plan to eliminate as many hazards as practical. If a hazard is elimitated, it is impossible for a problem to occur.
SUBSTITUTE – substituting a piece of equipment/tool/particular work activity for one less hazardous
CONTROL – Control the hazards that cannot be elimitated; This needs to be done through assessments, toolbox talks, and pro-active actions.
PROTECT – Protect employees with PPE, signs and barricades. Ensure all employees are properly trained. This is the "Last line of Defense" and all other controls should be used first.

Workplace hazard assessment and controls are a mandatory part of a Health and Safety Program. Fewer injuries/incidents increase productivity and lower costs, benefiting all parties involved. The team approach is essential to ensuring a safe and efficient workplace and Blacktop Paving Inc will endeavor to provide one through our culture of safety.

Safe Work Practices are a set of positive guidelines or "Do's and Don't's" – on how to perform a specific task that may not always be done in a certain way

These practices are a way of controlling hazards and doing jobs with a minimum risk to people and property.

The Management of Blacktop Paving Inc has begun the process of Safe Work Practice through their Health and Safety program. This process must continue through the efforts of ALL staff, ensuring that the requirements of the job and current legislation/safety code are met.

Through the use of regular toolbox talks Blacktop Paving Inc will continue to add to our existing Safe work practices as new concerns are brought forward by ALL parties involved. Any incidents that occur will be assessed and included in our efforts to ensure that the practices provided meet the requirements of the Health and current legislation. Our yearly review will then enable us to update our Health and Safety program, as it grows alongside the company.

Employee orientation will include an overview of all safe work practices, and they will be available to any employee at all times.

The management of Blacktop Paving Inc understands and fully endorses these safe work practices, and has ensured they meet the requirements of the job and current regulation and safety code.

A Safe Job Procedure is a written, specific step-by-step description of how to complete a job safely and efficiently from start to finish.

To develop Safe Job Procedure there are four basic stages:

Identifying/selecting the job to be analyzed
Breaking the job down into a sequence of basic steps
Identifying potential hazards in each step
Determining preventative measures to overcome these hazards

Blacktop Paving Inc paving has established an existing set of safe job procedures, and will continue to expand upon it through an active participation of all employees.
Our yearly review of the Health and Safety program will then update any changes or improvements made throughout the year.

Employee orientation will include an overview of all safe job procedures, and they will be available to any employee at all times.

The management of Blacktop Paving Inc understands and fully endorses these safe job procedures, and has ensured they meet the requirements of the job and current regulation and safety code.

Mandatory Requirements:

Employees must wear safety boots and reflective vests at all times. Pants no shorts to be worn. Proper PPE must be worn when necessary (ear plugs, safety glasses/shields)

Any unsafe acts, unsafe conditions, and near miss incidents must be reported to a supervisor as soon as possible.

ALL damage or injury must be reported immediately.

Work must be performed following all safe work practices and job procedures in accordance with the supervisor's direction.

Operation of any vehicles or mobile equipment must be done in accordance with site rules and highway legislation. Any violations that are the responsibility of an employee will be paid by said employee. All employees MUST wear seatbelts while driving!

Good housekeeping will be maintained in all work areas/vehicles. Any tools/equipment being moved in company vehicles must be secured properly.

First aid treatment is to be obtained promptly for any injury; this treatment must be accompanied by the appropriate documentation.

Only tools that are in good repair are to be used, all guards and safety devices are to be in place.

Grounds for dismissal:

Possession or consumption of alcohol or illegal drugs.

Arriving for work or remaining at work when ability to perform the job safely is impaired.

Any theft, vandalism, or misuse of company property

Fighting, horseplay, or practical jokes.

Riding on any equipment that is not designated for more than one operator

Insubordination to any employee in a position of authority

Violations will be handled in an objective but firm manner. Documentation is required at each stage.

The steps of the enforcement progression are:

Verbal Warning
Written Warning
Suspension
Dismissal

Any measure or combination of measures deemed appropriate to the circumstance can be used.

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

POLICY

Workers of Blacktop Paving Inc shall wear safety footwear (CSA Grade 1), work grade long trousers, reflective vests and shirts with sleeves. These requirements to don't apply to workers when they are inside offices, or in the cabs of vehicles.

Blacktop Paving Inc will provide reflective vests and any PPE not listed above that is required for a specific task. Company PPE is to be cared for responsibly.

All PPE used by Blacktop Paving Inc shall conform with OH&S Legislation and relevant standards

All PPE used is to be in good condition and maintained according to manufacturers instructions.

The management of Blacktop Paving Inc understands and fully endorses this policy and has ensured they meet the requirements of the job and current regulation and safety code.

Blacktop Paving Inc requires all employees to maintain all tools, vehicles, and equipment in a condition that will maximize the safety of all personnel.

This will be accomplished through:

Adherence to applicable regulations, standards, and manufacturer's specifications.

Services of appropriately qualified maintenance personnel.

Scheduling and documentation of all maintenance work

The supervisor shall be responsible for the application of the program in his/her area of responsibility.

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All equipment to be inspected on an annual basis in accordance with recommendations in owner's manual from manufacturer

All hand tools to be inspected and maintained on an ongoing basis before and after each use

Any defective tools to be marked and placed aside for repair

Vehicles to be inspected and maintained in accordance with manufacturers recommendations and all applicable legislation as follows (these are general required serveices for most vehicles, and do not take precedence over the actual manufactures recommendations):

Annual safety inspections by qualified personnel
Oil and filter change every 5000km
Lubvricate front suspension, steering linkage, and parking break cable gides
Check oil, coolant level, and washer fluid at each fuel fill
Inspect tire inflation and tire wear at least once a month
Inspect exhaust system every 25,000km
Inspect fuel system for damage or leakes every 25,000km
Change automatic transmission fluid and filter every 50,000km
Change transfer case fluid every 50,000km
Engine cooling system service every 150,000km
Inspect belts every 150,000km

Upon noticing that a tool or piece of equipment has become broken, showing signs of excessive ware, or is defective in any way, the following procedures shall ensue:
Notify management personal immediately
Tag the tool or piece of equipment by attaching a piece of paper that indicates what is wrong with it
Move the tool or equipment (if it can be in a safe manor) to a safe place, out of the way, where it will not be mistaken with "in use" tools/equipment
Management shall take proper measures to ensure that the defective tool/equipment is addressed in a reasonable time frame.
The purpose of this policy is to ensure that each worker is educated in the general and specialized safety as per each level of the organization.

Policy:
Blacktop Paving will mandate that each staff member practice safety and safety related training essential in minimizing human loss as well as physical injury to staff and company resources.
The training will include, but not be limited to:
New-hire safety orientations
Specific task/trade training and certification
Management and supervisor safety training
Specialized safety and related training
Safety meetings should be held on a weekly basis
Refresher training must be done by all staff in the operations end

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The purpose of this policy is to control losses of human and material resources by identifying and correcting unsafe acts and conditions.
Blacktop Paving will maintain a program of safety inspections at all facilities and job sites. All applicable legislation, which all employees should be familiar with, takes precedence in the result of conflicting matters.
Responsibilities:
The manager is responsible for the overall operation of this program
Superintendents are responsible for directing formal inspections on job sites that they control and for involving workers in such inspections
Supervisors are responsible for conducting ongoing informal inspections where their crews are working
Workers are responsible for participating in and contributing to the inspection program
Monthly inspections are to be conducted by management personal that are qualified

The purpose of this policy is to investigate accidents and incidents so that causes can be determined and corrective action can be taken.

Policy: In this Policy for Blacktop Paving Inc., the following types of incidents shall be fully investigated:
Accidents that result in injuries requiring medical aid
Accidents that cause property damage or interrupt operations with potential losses
Incidents that have the potential to result in one or two of the above, such as close calls or near misses

All losses that fall under Section 13 of the OH & S Act must be reported to OH & S and WCB or other regulatory agencies as defined by the OH & S Act

Responsibilities:
All employees shall report all incidents as soon as possible to their immediate supervisor and assist in the investigation when required
Supervisors shall conduct initial investigations and submit their reports to management promptly
Management shall determine the need for, and if necessary shall direct detailed investigations. They shall also determine causes and recommended corrective action, and ensure the action is implemented
*The above information in this policy does not take precedence over any and all applicable legislation, which all employees should be familiar.

EMERGENCY:
Supervisors have the accountability for emergency preparedness and to ensure that emergency response plans are in place and the appropriate resources are available to handle emergency situations at the workplace.

The supervisor implements the emergency response plans and confirms that all personnel are familiar with the plan and can adequately respond when required.

The supervisor will gather pertinent emergency information such as the location of the nearest hospital, fire station, and first aid station, etc/… to minimize travel time to treatment for all employees.

It is the company policy that all workers are to be aware of the action required in the emergency response plans but, in the event of an emergency, should follow the instructions of the manager/supervisor.

It is the company policy that all emergency response plans be tested (mock drill or review during a safety meeting) on an annual basis. Identified deficiencies in the emergency response plan will be rectified immediately upon discovery

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

In the event of an emergency the following steps are to be followed:

Ensure affected personnel are out of danger. All work on jobsite stops. Equipment is parked and shut off. Crew is to assemble at muster point (as designated by supervisor)

On-site first aider is to begin first aid if necessary

Supervisor will use the following checklist to ascertain the required emergency response:

Required outside response i.e. Ambulance, Fire, Police

Exact location of required response

Contact is to be made to management. The term "MAYDAY" will be used across the radio to indicate managements' immediate attention. Management will then make appropriate calls. All emergency numbers can be found within the safety manual.

Supervisor will continue to monitor the site to ensure the safety of all personnel and public

General Emergency:	911		
Ambulance:		780 426 3232	
Police:	West	780 426 8000	
	North	780 426 8100	
	South	780 426 8200	
	Central	780 421 2200	
	Via cell	*377	
Fire Dept.:		780 496 3900	
Blacktop Office:		780 433 6666	
Sean Davey:	780 203 4787		
Taylor Hewins:		780 203 4948	
Nigel Everall:	780 220 4787		
Power		780 412 4500	
Telephone		611	
Water		780 412 6800	

Sewer	780 496 1717
Gas minor	780 420 7523
Gas major	780 468 8210
After hours	780 496 9380

Blacktop Paving recognizes the benefits of a formal rehabilitation program. Said benefits include our most valuable resource: our workers. This program will provide a fair and consistent policy for rehabilitating and reintegrating workers into the workplace. The program will benefit workers who have been injured on the job or are recuperating from personal injury or illness.

Blacktop Paving, when possible, will strive to provide meaningful employment for any temporarily disabled workers, thereby returning very valuable human resources, productivity and benefits to the company. The workers will be able to return to the workplace earlier and thus maintain their standard of living.
The proper safeguard of our environment is important to our organization
While doing our work, we shall consider the appropriate protections of humans, animals, plant life, air, water, and soil.
We expect all persons to do their best to prevent harm to the environment
Our goals on the fob can be met without risking harm to the environment
Management will develop and enforce good environmental standards in accordance with relevant legislation
Workers will be kept informed on how to do their jobs in such a manner as to cause minimal environmental harm and waste of materials.

Where possible, we shall recycle and promote the use of recycled products.

Blacktop Paving is committed to provide safe and healthy working conditions. Our approach to alcohol and drugs is to move towards elimination of problem incidents and to reduce risk to people, production, equipment and the work process. We ask for the active participation of everyone involved. All workers and contractors must comply with Blacktop's rules and procedures.

Rules:

Zero tolerance for drugs or alcohol at or during work, this includes job sites as well as the shop and yard
Although Blacktop Paving cannot control employee's actions outside of work, there will also be zero tolerance for careless/dangerous actions of employees

caused by activities conducted before or after work; if it can be determined that a given employee has endangered themselves, others, or equipment due to illegal activites outside of work, disciplinary action will be taken

Policy Scope for Blacktop Paving;

Supervisors and managers are responsible for informing all workers and contractors to the contents of the policy and services available to them
Supervisors and mangers are responsible for monitoring job performance and dealing with performance issues caused by drugs and alcohol
The enforcement of this policy will apply where workers are in non-compliance.