

SAFETY POLICY

Douglas Homes is the prime contractor on our worksites and as prime; we must establish a system for safety. Part of that system is that every worker must receive an orientation before beginning work on our worksites.

SAFETY RESPONSIBILITIES

Each worker has a responsibility to keep themselves safe as well as their fellow co-workers. Understand, you also have responsibility to refuse any work you feel is unsafe so it can be reassessed by management before proceeding.

FIRST AID LOCATION

In accordance with Part 11 of the Alberta OHS Code "First Aid"

A first aid kit and eyewash should be supplied by your company. If there is a serious injury, call 911 first then proceed to call or go get first aid, once your health has been addressed, you must notify your supervisor as well as Douglas Homes supervisor as soon as possible.

EMERGENCY RESPONSE PLAN & PROCEDURES

In accordance with Part 7 of the Alberta OHS Code "Emergency Preparedness and Response":

In the event of an emergency site evacuation, stop whatever work you are doing, and make your way to the street. When there, contact your supervisor / foreman, to be accounted for. Stay there until site management says it's safe to return into the building.

WASHROOMS / HAND SANITIZER / DRINKING WATER

There are outhouses located nearby and all are equipped with hand sanitizer. All trades are required to ensure their employees have access to clean drinking water.

SMOKING POLICY

There is to be no smoking in or on the building. All smoking will take place at outside, 3m from the building. Make sure it is out before you walk away.

FIRE EXTINGUISHER LOCATIONS

Every trade is required to supply a fire extinguisher appropriate to their site activities.

SITE INSPECTIONS

Visual inspections of your work area are to be done daily, before you start your day and whenever returning for break. Any noted safety concerns must be brought up to your immediate supervisor or the site supervisor. These concerns must be documented in your hazard assessment.

HAZARD ASSESSMENTS

To ensure compliance with Part 2 "Hazard Assessment, Elimination and Control" of the Alberta OHS Code:

Hazard assessments must be completed before work begins: either daily or weekly, this depends on your own company policy, but they must be reviewed and signed off daily as a minimum.

INCIDENT REPORTING

All incidents, whether injury, property damage or a near miss, occupational illness or work refusal, must be reported to the Douglas Homes site supervisor as soon as possible. It must then be reported to the company Safety Manager

PERSONAL PROTECTIVE EQUIPMENT

In accordance with Part 18 of the Alberta OHS Code "Personal Protective Equipment"

All personnel entering our site must follow our PPE policy and be prepared to protect themselves from any hazards they may create or encounter on our sites.

Hardhats are required at all times when an overhead hazard exists, unless you are operating equipment equipped with a fop (falling object protective structure) then it may be removed, but must go back on when you leave the equipment, high vis clothing is required at all times where site equipment is in use or workers are exposed to vehicle traffic, Steel toes are required when a hazard to your feet exists. You are expected and required to protect yourself from any additional hazards you may encounter or create.

SCAFFOLD AND LADDERS

In accordance with Alberta OHS Code **Part 3 “Specifications and Certifications”, Part 8 “Entrances, Walkways, Stairways and Ladders”, Part 9 “Fall Protection” and Part 23 “Scaffolds and Temporary Work Platforms”**.

If you are required to use scaffold or ladders to complete your task, then you must use them as per manufacturer’s specs. All A-frame ladders must be open and braced, not closed up and leaning. For this, use a rigid or extension ladder.

All scaffold must be erected according to manufacturer’s specs, and tagged correctly according to OH&S legislation (red, yellow, green), by the person assembling the scaffold.

Fall protection must be used on scaffold above 3m where no guardrail exists or where an unusual risk of injury is present (ex. water, re-bar).

FALL PROTECTION REQUIREMENTS

In accordance with **Part 9 (Fall Protection)** of the Alberta OHS Code:

If your job task requires you to work at a height of 3m or more or where an unusual risk of injury is present (machinery, rebar) then you must be protected by either a proper legal railing in accordance with **Part 22 “Safeguards” Sec 315** or an approved personal fall protection system.

If you must be protected with a fall protection system, then you must first submit a fall protection plan that meets the requirements of **Part 9 Sec 140 “Fall Protection Plan”**, and have it approved before work begins. The plan must contain both a calculated clearance distance required below the work area, and a rescue plan to rescue a fallen worker, note: 911 is not an acceptable rescue plan.

HOT WORK

In accordance with **Part 10 “Fire and Explosion Hazards”** in the Alberta OHS Code:

If any of your work creates an ignition source such as sparks or flames, then you must take proper precautions to eliminate the risk of fire.

NEAR MISS / INCIDENT INVESTIGATION

All incidents and near misses will be investigated and done so in a positive manner. You cannot be disciplined for reporting an unsafe act or condition. All workers must co-operate during an inspection or investigation.

COMPETENCY ON TASKS & TOOLS

All workers must only use tools and equipment they are trained to use, and only do tasks they have been trained to perform.

EQUIPMENT INSPECTIONS

All tools and equipment must be inspected daily before use, and if anything is found to be in need of repair, then it must be taken out of service with a red tag which must contain the date, the reason for the tag, and the name of the person doing the tagging.

DOUGLAS HOMES EQUIPMENT POLICY

No operator will operate Douglas Homes equipment unless they are a Douglas Homes employee.

SAFETY MEETINGS

Tool box meetings must be held weekly with your trade.

WORKING ALONE

Working alone after hours is only permitted after a working alone policy and hazard assessment in accordance with **Part 28 “Working Alone”** in the Alberta OHS Code, has been submitted, and Sr. Management has authorized your activity in writing or email.

LOCATION OF THE OH&S REGULATION AND CODE

In accordance with **Part 2 “Availability of Information” Section 14 “Duty To Provide Information”**

Your employer should be able to provide a copy of the OH&S regulation and code, as part of their employer requirements.

However, there is a copy also available in every Douglas Homes Company Vehicle and a copy in every show home, available for use by any trade at any time.

SUBSTANCE ABUSE POLICY

Douglas Homes holds a zero-tolerance policy for the use/influence/or possession of drugs and alcohol on this site.

WORKER CONDUCT / VIOLENCE / HARASSMENT

*In accordance with **Part 27** of the Alberta OHS Code “Violence and Harassment”:*

All workers are expected to conduct themselves in a professional manner, so horseplay, bullying, harassment, vandalism, violence or theft will not be tolerated, and must be reported to site safety / site management, immediately.

DISCIPLINARY POLICY

Workers that do not comply with Douglas Homes safety policies will receive first a verbal warning, second a written warning, and thirdly are asked to leave the site. Imminently dangerous acts, such as working at heights without fall protection, theft or violence in the workplace, will result in your immediate dismissal from this site, at Douglas Homes site personnel discretion.

HOUSEKEEPING POLICY

*In accordance with **Part 11 Sec 185** of the Alberta OHS Code*

All trades are expected to leave a clean and organized worksite. You must ensure that you are being respectful of other trades by organizing your materials and keeping the work area clean. No one else should ever have to clean up your mess or materials.

ORIENTATION POLICY

As Prime Contractor, Douglas Homes has a responsibility to ensure that safety expectations and requirements are communicated reviewed and understood by all workers, before any work begins on any Douglas Homes worksite. This also means that if you are a foreman or supervisor, you have a responsibility to ensure that if you have any employees who have not received a Douglas Homes orientation, rather they were missing that day, show up from another crew or are a new hire, no matter what the reason, that they must receive an orientation before beginning any work on any Douglas Homes worksite.

If you hire any subtrades, you are responsible for ensuring that you provide Douglas Homes Safety Orientation package to them to be reviewed and completed before they begin any work for you on Douglas Homes worksites. This Documentation must be submitted to be filed with your trade qualification documents.

Safety Orientations will be sent out annually for review and completion by all employees.