

BASIC SAFETY RULES for SUB-TRADES and WESTBOW EMPLOYEES

- 1) All sub-contractors will participate in a jobsite safety orientation prior to the commencement of work on a Westbow project. (*Westbow Occupational and Safety Manual – Responsibility for Health and Safety Coordination*)
- 2) Sub-trades are responsible for maintenance of their own safety program including first aid certification and GHS (WHMIS) training, and they must also abide by the instructions of Westbow Construction's management personnel.
- 3) All workers on Westbow jobsites are required to supply and wear **safety footwear** appropriate for their jobs and of adequate design to protect their feet from injury.
- 4) Every employee must wear clothing appropriate for work. **Short sleeved shirts and pants of a reasonable length**, sufficient to prevent injury, are the minimum requirement.
- 5) **Hi-viz vests or similar shirts or jackets** must be worn whenever work is being performed in the vicinity of mobile equipment.
- 6) **Eye protection** must be worn on any worksite where exposure to an eye injury hazard is present.
- 7) **Hardhats** must be worn whenever there is a danger of being struck by falling objects or other projectiles.
- 8) **Hearing protection devices (muffs and/or plugs)** must be worn when there is excessive noise (85 dB or greater daily average) and when directed by a manager.
- 9) **Fall protection (guardrails or harnesses and lanyards)** must be used in areas where work is being done where a fall of 3 m (10 ft.) or more is possible, or, per the WCB *Regulation* s.11.2(1)(b), "...where a fall from a height of less than 3 m involves a risk of injury greater than the risk of injury from the impact on a flat surface." Supervisors should be aware of the Hierarchy of Controls, and implement it fully in order to mitigate fall hazards.
- 10) Other workers must be informed when an employee is going to work above or below them and ensure that safeguards or precautions have been arranged. Tools or equipment must not be left in an elevated location where they can be knocked off onto another person.
- 11) Knowingly or intentionally engaging in hazardous behaviour is forbidden and may result in disciplinary action.

BASIC SAFETY RULES (cont'd):

- 12) All injuries must be reported to your immediate supervisor and the on-site first aid attendant at the earliest practicable opportunity. **If a serious accident occurs, do not change anything at the accident location unless it is necessary to prevent further injury.** Emergencies that occur on "after-hours" jobs, in addition to reporting to the appropriate authorities (police, ambulance, fire department, WorkSafeBC) at the soonest possible time must also be reported to:
 1. Westbow Project Manager *or*
 2. The Westbow Construction Office: 604-490-3451
- 13) **Maintain good housekeeping** in your work area and secure it against unlawful access for the time that you are away. As far as practicable, work areas must be kept free from hazardous obstructions at all times.
- 14) All material must be properly stacked and secured to prevent sliding, falling or collapse.
- 15) Heed all safety guards, barriers, signs and tags and **never** render inoperable any safety device. Report any safety devices or guards that are not performing their intended function to your supervisor for correction. These devices are in place for **your** protection.
- 16) For your own safety and that of your fellow employees, take particular care when working on scaffolds or other elevated platforms, **and near power lines.** When you are involved in these jobs take an extra moment to plan, anticipate and minimize potential hazards to yourself and others.
- 17) The WorkSafeBC *Occupational Health and Safety Regulation* sets a minimum health and safety standard. A copy is readily available online; ask the on-site supervisor how to access it. Cooperate with WorkSafeBC officers and feel free to discuss the intent of the *Regulation*; they are willing to discuss any safety concern.
- 18) Be safety smart - consult Westbow's *Occupational Health and Safety Policy Manual* online. Your participation in our program is encouraged, expected and for your benefit. All of these rules and instructions are written with the intent of creating the safest possible working environment for our employees and those of the sub-contract companies and it is expected of all supervisors and employees to seriously observe them in both action and discussion.

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