

MODEX PROJECTS LIMITED

Health and Safety Program

74 TERNAN GATE, BEDFORD, NS

* The safety information in this program does not take precedence over the Occupational Health and Safety Act or applicable legislation.

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CORPORATE SAFETY POLICY	4
ROLES AND RESPONSIBILITIES	5
Project Management Team Responsibilities	5
Contractor Responsibilities	5
HAZARD MANAGEMENT POLICY	7
Summary Of Hazards.....	8
SAFE WORK PRACTICES & JOB PROCEDURES	9
SAFE WORK PRACTICES - TABLE OF CONTENTS	10
Circular Saws – Handheld.....	11
Compressed Air	12
Concrete Pouring & Pumping.....	13
Cranes.....	14
Defective Tools.....	15
Equipment And Machinery	16
Fire Extinguishers	17
Guardrails & Protective Coverings.....	19
Hand Tools.....	20
Housekeeping.....	21
Ladders – General	22
Ladders - Portable	23
Lifting - General.....	24
Materials Handling and Storage	25
Owner Tools	26
Scaffold Inspection.....	27
Scaffold.....	28
Working Around Mobile Equipment.....	30
Roofing Conditions.....	31
Burning Welding and Cutting Conditions	32
SAFE JOB PROCEDURES - TABLE OF CONTENTS	33
Elevated Work Platforms	34
Electrical Safety.....	36
Powerline and Underground Hazards.....	37
Refueling Equipment.....	39
Table Saws.....	40
COVID-19 PREVENTION PROCEDURES.....	41
VIOLATION REPORT	45
PERSONAL PROTECTIVE EQUIPMENT POLICY	46
WORKING AT HEIGHTS POLICY	47
NOISE MANAGEMENT POLICY	49
PREVENTATIVE MAINTENANCE POLICY.....	50
ACCIDENT/INCIDENT INVESTIGATION POLICY.....	51
EMERGENCY PREPAREDNESS	52
FIELD EVACUATION PROCEDURE	53
FIELD EMERGENCY PROCEDURE LEAKING GASES, LIQUIDS OR FIRE	54
ENVIRONMENTAL POLICY	55
SUBSTANCE USE/IMPAIRMENT POLICY.....	56

ANTI-HARASSMENT AND NON-VIOLENCE POLICY	57
INFORMATION FOR VICTIMS	58

CORPORATE SAFETY POLICY

At Modex Projects Limited, we are committed to fostering a safe, healthy, and efficient work environment for all employees, contracted workers, subcontractors, and anyone entering our worksites. We recognize that our continued success relies on the strength and effectiveness of our Health and Safety Program.

Our goal is to eliminate or control hazards that may result in incidents, injuries, or environmental harm. To achieve this, we actively collaborate with workers at all levels and make every reasonable and practical effort to apply the principles of sound safety management, loss prevention, and environmental stewardship.

We are fully committed to complying with the Nova Scotia Occupational Health and Safety Act and Regulations, industry best practices, and all relevant environmental legislation. Safety is not just a policy — it is a shared responsibility and a core value of our company.

- Management will support this commitment by:
- Providing appropriate training and resources,
- Establishing clear procedures,
- Ensuring the availability and use of proper tools and equipment, and
- Promoting a culture of safety through leadership and accountability.

Supervisors, employees, and contracted parties are expected to understand and fulfill their roles in implementing and maintaining the Health and Safety Program. Active participation is required from everyone, every day, in every task.

Safety excellence at Modex Projects Limited includes promoting the highest degree of physical, psychological, and social well-being for all. We believe that a healthy, safe, and injury-free workplace is possible — and achievable — through cooperation, consultation, and a shared commitment to continuous improvement.

Working safely is both a right and a responsibility.

Farhang Fotovat

Signed by: Farhang Fotovat
August 22, 2025

ROLES AND RESPONSIBILITIES

Project Management Team Responsibilities

Primary Role:

- Lead by example in all aspects of health and safety.
- Ensure consistent implementation, review, and continuous improvement of the Modex Projects Limited Health and Safety Program.

Key Responsibilities:

- Integrate applicable provincial safety, environmental, and related legislation during project planning phases.
- Inform contractors of their responsibilities and the requirement to comply with both Modex Projects Limited's Safety Program and relevant Provincial OH&S regulations.
- Ensure contractors provide documentation confirming they are in good standing with Provincial OH&S and/or Workers' Compensation Board (WCB) when working with Modex Projects Limited.
- Ensure a Site Emergency Response Plan is developed, kept current, and clearly posted at all worksites.
- Ensure a comprehensive Hazard Assessment is completed, maintained, and readily accessible at all worksites.
- Conduct and document at least one inspection per site each month, including a review of the Health and Safety Program.
- Ensure all contractors complete a Worksite Safety Orientation before commencing work on any Modex Projects Limited site.
- Monitor contractors through regular site visits and documentation reviews to verify compliance with the Modex Projects Limited Health and Safety Program.
- Participate in required safety training sessions.
- Demonstrate proper use of Personal Protective Equipment (PPE) at all times on site.

Contractor Responsibilities

Contractors working with Modex Projects Limited are expected to meet the following health and safety requirements to ensure a safe, compliant, and well-managed work environment:

Compliance & Documentation

- Comply with all applicable Provincial Occupational Health & Safety (OH&S) legislation and Workers' Compensation Board (WCB) regulations.
- Confirm WCB/insurance status is in good standing before beginning work.
- Sign and submit the Contractor Safety Agreement and WCB verification with all contracts.
- Follow the Modex Projects Limited Health and Safety Program in full.
- Maintain continuous WCB/insurance coverage and provide verification to Modex Projects Limited.
- Provide:
 - Proof of employee safety training (e.g., fall protection, mobile equipment).
 - Equipment certifications (e.g., cranes, elevated work platforms) prior to use on site.
 - Safety Data Sheets (SDS) for any hazardous materials.
 - A completed fall protection plan for applicable work, in accordance with OH&S regulations.
 - Health and safety policies/programs and a list of training completed, including dates.

Worksite Safety Practices

- Conduct site-specific safety orientations for all workers prior to starting work.
- Ensure all personnel (including subcontractors) are competent and trained for the tasks they perform.
- Enforce proper use of Personal Protective Equipment (PPE).
- Perform and document incident, injury, and near-miss investigations and submit reports within 24 hours.
- Report unsafe acts or conditions immediately to the Project Management Officer or site designate.
- Conduct monthly toolbox talks for projects lasting more than four continuous weeks — submit records to Modex.
- Maintain regular communication with Modex site supervisors and keep accurate documentation.

Subcontractor Oversight

- Ensure all subcontractors meet the same health and safety requirements outlined above.

Emergency Preparedness

- Review fire and emergency procedures with Modex Projects Limited before starting work.
- Identify and assess any actual or potential hazards in the work area before beginning tasks.

Enforcement

- Failure to comply with OH&S legislation or Modex Projects Limited policies may result in:
 - Written violations
 - Removal of personnel or subcontractors from the site
 - Suspension or termination of the contract

HAZARD MANAGEMENT POLICY

Modex Projects Limited is committed to establishing and maintaining a comprehensive Hazard Management System. This system provides a structured, ongoing approach to identifying, assessing, and evaluating workplace hazards. Regular reviews and updates ensure that risk control measures are effective, supporting informed decisions that promote a safe and healthy work environment for all personnel.

All employees and contractors are required to actively participate in the Hazard Assessment Program to identify, eliminate, or manage hazards on site.

Contractors must complete a Hazard Assessment prior to starting any work and update it whenever site conditions change.

This policy is intended to complement, not override, any applicable Provincial Occupational Health & Safety (OH&S) legislation.

Farhang Fotovat

Signed by: Farhang Fotovat
August 22, 2025

Summary Of Hazards

Each project site will be subject to many hazards produced because of elements such as but not limited to geographic location, contractors, and weather conditions.

It will be the responsibility of each contractor to assess, document and control the applicable hazards specific to their area of work.

General site hazards may include the following:

- Underground Utilities Overhead utilities
- Moving Equipment / Vehicular Traffic Trenching / Excavation Hazards Unstable Ground
- Working at Heights (E.g. Ladders, Scaffolds, Elevated Work Platforms, Unprotected Edges, Holes in floors)
Electricity
- Noise
- Overhead hazards – secured / unsecure material and equipment/tools Lifting / Hoisting
- Gases, Liquids Under Pressure Broken / Defective Tools Time of Day – Lighting
- Sharp Edges Pinch Points
- Use of Chemicals, Cement, Solvents and other hazardous materials resulting in respiratory hazards, fire and explosion hazards
- Overexertion Heat Stress Cold Stress
- Unauthorized access Reduced visibility

SAFE WORK PRACTICES & JOB PROCEDURES

At Modex Projects Limited, our goal is to complete all work efficiently, on schedule, and with the highest standard of safety. To support this, we have developed a set of Safe Work Practices (SWPs) and Safe Job Procedures (SJPs) for common construction site tasks.

SWPs and SJPs are essential control measures. They outline general safety guidelines—what to do and what to avoid—when performing routine work such as operating power tools, working at heights, or handling hazardous materials.

- **Safe Work Practices (SWPs)** provide general safety guidance and are often derived from manufacturer manuals, industry standards, and best practices. They may be presented in written form, pictograms, or a combination of both.
- **Safe Job Procedures (SJPs)** are step-by-step instructions for safely performing specific tasks. SWPs often support SJPs by reducing repetitive content.

To promote safe and consistent work practices, Modex Projects Limited will:

- Develop and document Safe Work Practices and Safe Job Procedures.
- Ensure these documents are accessible at all worksites.
- Provide employees with safe tools, equipment, and materials.
- Offer full support from management to uphold safe work standards.
- Require Site Managers to enforce adherence to all SWPs and SJPs.

Note:

This manual cannot address every possible situation due to the variety and complexity of tasks on a job site. While the content provided is intentionally concise and practical, specific scenarios may require additional precautions. For further guidance, consult the relevant manufacturer specifications or speak with a Project Manager.

SAFE WORK PRACTICES - TABLE OF CONTENTS

1. Circular Saw – Handheld
2. Compressed Air
3. Concrete Pouring and Pumping
4. Cranes
5. Defective Tools
6. Equipment and Machinery
7. Fire Extinguishers
8. Guardrails and Protective Coverings
9. Hand Tools
10. Housekeeping
11. Ladders – General
12. Ladder – Portable
13. Lifting – General
14. Material Handling and Storage
15. Power Tools
16. Scaffold Inspection
17. Scaffold
18. Working Around Mobile Equipment
19. Roofing Conditions
20. Burning Welding and Cutting Conditions

Circular Saws – Handheld

Purpose

Preventing incidents associated with the improper usage of handheld circular saws. This type of power hand tool is one of the most commonly used in construction. Because of this common use, there are numerous incidents and injuries due to careless acts.

Key Safe Practices:

1. Approved safety equipment such as safety glasses or a face shield must be worn.
2. Where harmful dusts are created, ensure adequate ventilation is maintained or use approved respirator protection.
3. The proper sharp blade designed for the work to be done must be selected and used.
4. The power supply must be disconnected before making any adjustment to the saw or changing the blade.
5. Before the saw is set down, make sure the retracting guard has fully returned to its down position.
6. Both hands must be used to hold the saw while ripping.
7. Maintenance is to be done according to the manufacturer's specifications.
8. Ensure all cords are clear of the cutting area before starting to cut.
9. Before cutting, check the stock for foreign objects or any other obstruction which could cause the saw to kick back.
10. When ripping, make sure the stock is held securely in place. Use a wedge to keep the stock from closing and causing the saw to bind.

Compressed Air

Purpose

Preventing incidents associated with the improper use of compressed air. Air powered tools in construction range from stapling guns to jack hammers.

Key Safe Practices:

1. Compressed air must not be used to blow debris or to clear dirt from any worker's clothes or skin.
2. Ensure that the air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools.
3. All hose connectors must be of the quick disconnect pressure release type with a "safety chain or cable".
4. Wear appropriate Personal Protective Equipment (PPE) such as eye protection, face shields, hearing protection and gloves.
5. Ensure other workers in the area are made aware of PPE requirements and/or restrict access to the hazard area.
6. Hoses must be checked on a regular basis for cuts, bulges or other damage. Ensure that defective hoses are repaired or replaced.
7. A proper pressure regulator and relief device must be in the system to ensure that correct desired pressure is maintained.
8. The correct air supply hose must be used for the tool/equipment being used.
9. The equipment must be properly maintained according to the manufacturer's requirements.
10. Follow manufacturer's general instructions and comply with legislated safety requirements.

Concrete Pouring & Pumping

Purpose

Preventing incidents associated with the improper use of working with concrete.

Key Safe Practices:

1. Workers must wear the proper PPE including hard hat, safety footwear & safety glasses. Specialized PPE may also be required as based on worker's Hazard Assessment.
2. Concrete is a controlled product so SDS sheets for the type of concrete you are using must be onsite prior to the pour.
3. All workers who will be working with concrete or in the general area, must know and comply with all safe handling requirements, wear the appropriate PPE and be trained in WHMIS.
4. Exposed skin that contacts wet concrete can become extremely irritated. In some cases, these irritations are serious enough to result in medical and time loss injuries.
5. It is advisable to wear a long sleeve shirt to protect against both site hazards and sun exposure.

Cranes

Purpose

Preventing incidents associated with the improper usage or operation of cranes.

Key Safe Practices:

1. The operator shall be trained, qualified and authorized to operate the crane and possess a valid record of training while performing work.
1. The operator shall inspect and test his equipment at the beginning of each shift and report any discrepancies.
2. Prior to immobilization of any hoisting equipment and cranes, copies of all crane inspection certification and operator's certification must be collected and retained.
3. The operator must complete a documented Hazard Assessment.
4. Crane out riggers must be set up on stable and firm ground.
5. When equipment is used in hoisting operations, a standard signal system shall be used; signals shall be given only by the designated signal person. Electrical or mechanical signal systems shall be used in cases where the signal cannot be observed by the operator.
6. Safe load capacity and traveling speed shall be posted on all equipment and shall not be exceeded.
7. If outriggers are installed on a mobile crane, then the operator must ensure the outriggers are extended and supported by solid footings before being used. The outriggers must also be set up on load-bearing floats or pads that are of adequate size, strength and rigidity.
8. The presence of high voltage lines must be communicated to the operator and the hazard must be identified and documented on the crane operator's hazard assessment form.
9. Equipment shall maintain a minimum operating distance from high-voltage lines (6m or 20 feet)
10. All equipment shall be provided with a braking system adequate to control the movement and to stop and hold the equipment under all conditions of service.
11. Riding on equipment by unauthorized persons is prohibited.
12. Getting on or off any equipment while it is in motion is prohibited.
13. Riding on loads, hooks, hammers, material hoists and buckets SHALL NOT be permitted.
14. Loads, booms, buckets, etc. shall not be swung over the heads of workers.
15. While a load is suspended from a crane, derrick, hoist, forklift, gantry, or carried on an elevator platform, the operator shall not leave his position at the controls until the load has been landed, or platform has been returned to ground level.
16. No modifications or additions which affect the capacity of safe operation of the equipment shall be made to any crane without written approval of the manufacturer.
17. Prior to immobilization of any hoisting equipment and cranes, copies of all crane inspections certification and Operator's certification* must be available.
18. Prior to immobilization of any hoisting equipment and cranes, verification of a current logbook must take place to ensure that regular and scheduled inspections and maintenance are being performed.
19. All persons working in close proximity to hoisting equipment and cranes shall ensure their increased visibility by wearing a reflective vest or striping at all times.
20. All persons working in coordination with hoisting equipment and cranes shall have an effective means of communication with the operator at all times.
21. All persons working in coordination with hoisting equipment and cranes shall immediately inform other persons of dangers and hazards associated with the operation of the equipment should they enter the safe working distance zone of 7.62m (25 feet).

Defective Tools

Purpose

Preventing incidents associated with the use of defective tools. Defective tools can cause serious and painful injuries. If a tool is defective in some way, DO NOT USE IT.

Key Safe Practices:

1. Never use a defective tool.
2. Inspect all tools prior to use.
3. Ensure defective tools are tagged-out so they can be either repaired or replaced to prevent other workers from accidentally using them.
4. Notify your manager immediately of the defective tool.
5. Be aware of problems such as:
 - Chisels and wedges with mushroomed heads.
 - Split or cracked handles.
 - Chipped or broken drill bits.
 - Wrenches with worn out jaws.
 - Tools that are not complete such as files without handles.

To Ensure Safe Use of Power Tools, Remember:

1. Do not use power tools when they are defective in any way.
2. Do not use power tools without proper instruction.
3. Inspect all tools prior to use.
4. Be aware of problems such as:
 - Broken, inoperative, missing or modified guards.
 - Insufficient or improper grounding due to damage on double insulated tools.
 - No ground wire (on plug) or cords or standard tools.
 - The on/off switch not being in good working order.
 - Cracked tool blade.
 - The wrong grinder wheel is being used on the tool.
 - The guard has been wedged back on a power saw.

Equipment And Machinery

Purpose

Preventing incidents associated with the improper usage or operation of equipment and machinery.

Key Safe Practices

1. Equipment and machinery shall have a documented inspection completed prior to use and its Operation Manual(s) should be available at the worksite.
2. Only trained, competent and authorized personnel can operate equipment and machinery. Do not operate any equipment or machinery that you are not familiar with.
3. Operate equipment and machinery as per manufacturer's specifications and instructions.
4. Operate equipment or machinery only with all factory installed or approved guards and control devices in place.
5. Check all guards and control devices prior to use.
6. Any defective equipment or machinery must be immediately removed using tag-out procedures and reported to the manager.
7. Never swing suspended loads over workers. Keep proper clearance from all structures and voltage lines.

Fire Extinguishers

Purpose

Preventing incidents associated with small fires. When used correctly, fire extinguishers can help to save lives and property.

What is a fire extinguisher?

A fire extinguisher is a portable device carried or on wheels and operated by hand, containing an extinguishing agent that can be expelled under pressure for the purpose of suppressing or extinguishing fire. They are used to put out a small fire in its early stages. They are not designed to fight large fires or spreading fires. Even against small fires, they are useful only under the right conditions.

They are generally designed with the following characteristics:

- Carrying handle.
- Discharge lever.
- Discharge nozzle or hose assembly.
- Usually have a pressure gauge.
- Cylinder or canister.
- Siphon tube.
- Extinguishing agent.
- Expelling means.
- Inspection tag.

Types of fire extinguishers

- There are numerous types of fire extinguishers; each rated for a different fire hazard and containing various extinguishing agents including carbon dioxide, water-based agents, wet chemical, dry chemicals, dry powder and clean agent gas.
- Type of extinguisher that is used should be matched to the hazard(s) being protected.
- Fire extinguishers are distinguished by their designated ratings, which indicate the fire hazard that they are suitable to be used on.
- Fire extinguisher ratings are provided on the label of the fire extinguisher and generally consist of a letter and a number (numbers are located on Class A and B extinguishers only).
- The “letters” tell you the Classes of fire that the extinguisher is suitable for use on.
 - The “number” indicates the effectiveness of the extinguisher by measuring the time it takes to put out a certain size of fire. Generally, the higher the number, the larger the size of fire that can be extinguished up to a certain size as specified in the testing standards.
- A 20 lbs. ABC fire extinguisher shall be used at all our construction sites.

How fire extinguishers work:

Fire extinguishers suppress fires by discharging an agent that will interrupt the combustion process, by removing one of the key elements necessary to sustain a fire. Under the theory of the fire tetrahedron, there are four methods of fire suppression. The agents in a fire extinguisher attempt to remove one or more of these elements.

1. Remove the heat,
2. Removing the fuel,
3. Excluding the oxygen or
4. Stopping the chemical chain reaction.

There are 5 ways that fire extinguishers can operator:

1. Self-Expelling – the extinguishing agent have sufficient vapor pressure at normal operating temperatures to expel themselves.
2. Gas Cartridge or Cylinder – expellant gas is confined in a separate pressure vessel until an operator releases it to pressurize the fire extinguisher shell.
3. Stored Pressure – the extinguishing material and expellant are kept in a single container under pressure.

4. Mechanically Pumped – the operator provides expelling energy by means of a pump and the vessel containing the agent is not pressurized.
5. Hand Propelled – the material is applied with a scoop, pail or bucket.

Hazards of using fire extinguishers:

- Extinguishing agents must be used with care. They can damage equipment and materials plus burn your skin or make breathing difficult. Extinguishing agents are considered a controlled product and need a SDS.
- Using the wrong type of extinguisher for the wrong class of fire could be extremely dangerous and make the fire emergency worse. It is particularly dangerous to use water or a type A extinguisher on a grease fire or electrical fire.
- A novice can cause the fire to spread and endanger life. Proper training and practice are essential before you use an extinguisher in a fire emergency.
- Fire extinguishers make it tempting to stay and fight a dangerous fire emergency. One should only use a fire extinguisher if one is confident in using it. One the whole, fire fighting is the job of the fire department. The important thing is to safely GET OUT of the fire emergency and activate the site emergency evacuation procedure.

Locations of Fire Extinguishers:

- Extinguishers should be near fire hazards for which they are suitable.
- Install fire extinguishers in an obvious place, near an exit and/or escape route and close to a hazard area(s).
- Use fire extinguishers suitable for more than one class of fire – Modex Projects Limited' policy is to have 20 lbs. ABC fire extinguishers on all of our construction sites – refer to our Fire Protection Plan. Annual Maintenance Inspection by Qualified Person:
- Rechargeable extinguishers require maintenance on a yearly basis. Maintenance will include an examination of mechanical part, extinguishing agent and expelling means.
- All rechargeable type fire extinguishers shall be recharged after use or as indicated after an inspection or when performing maintenance.
- Rechargeable fire extinguishers should be hydrostatically tested when required. Depending on the type this can be at 5 or 12 year intervals. Refer to the label on the specific fire extinguisher for exact intervals.
- Maintenance, recharging and hydrostatic testing are to be performed by a service agency whose facilities are certified by ULC or Intertek.
- In addition, every fire extinguisher technician must be qualified as required under the Provincial Fire Code.

Guardrails & Protective Coverings

Purpose

Preventing incidents associated with the improper installation of guardrails and protective coverings.

Key Safe Practices

1. Guardrails must be installed to protect workers from falling from temporary or permanent work area(s) if there is a hazard of falling:
 - A vertical distance of 10 feet (3m) or more.
 - A vertical distance of less than 10 feet (3m), if there is an unusual possibility of injury.
 - Into or onto a hazardous substance or object, or through an opening in a work surface.
2. Guardrails must have top rails, mid rails and toe boards that meet current Provincial OH&S Legislation.
 - Top rail must be at a height of 36" to 42" (920mm to 1070mm).
 - Mid rail must be installed mid-way between top rail and base.
 - Toe board must be 6" (152mm) in height.
 - Vertical post cannot be more than 10 feet (3m) apart measured at centers.
3. Wire rope used as an alternative to rails must meet current Provincial OH&S Legislation.
4. Where it is impracticable to use fall-protection devices such as guardrails, covers or nets then travel restraint or fall arresting devices must be used.
5. Where fall protection devices must be removed for work to proceed, workers must be protected by fall protection equipment.

Hand Tools

Purpose

Preventing incidents associated with the improper use of hand tools.

Key Safe Practices

1. Use tools only for the job for which they were intended.
2. Do not apply excessive pressure on tools.
3. Carry sharp tools in a heavy belt or apron rather than pockets, and hand tools at your sides, not behind your back.
4. Carry tools in a manner that does not interfere with using both hands on a ladder, etc.
5. Wear appropriate Personal Protective Equipment, i.e. safety glasses, gloves, etc.
6. Maintain tools carefully, keep them clean and dry, and store them properly after use.
7. Inspect tools for defects prior to use.
8. Replace cracked and broken handles on files, hammers, sledges and screwdrivers.
9. Re-dress burred or mushroomed heads of striking tools.
10. If live electrical work is to be performed by qualified electricians, they must exercise extreme caution when using tools near live electrical circuits. Do not use tools with cushion grip handles as a replacement for insulated handles.
11. Pull on wrenches and pliers. Never push unless you are using an open hand.
12. Face adjustable wrenches forward and turn wrench so pressure is against permanent jaw.
13. Do not increase leverage by adding sleeves to increase tool length.
14. Do not cut or chip towards yourself when using cutting tools or chisels.
15. Do not re-dress, grind, weld or heat-treat hammer heads.
16. Do not use one hammer to strike another.
17. Do not use a dull chisel. Re-dress heat-treated tools with a whetstone rather than a grinder.
18. Ensure knife blades are sharp and cut away from your body.
19. Ensure knives with retractable blades are stored with the blade retracted when not in use.
20. Do not use C-clamps to construct scaffolds or platforms for workers.
21. Do not hoist with C-clamps. Use special lifting clamps.

Housekeeping

Purpose

Preventing incidents associated with improper housekeeping.

Good housekeeping is essential for maintaining workplace safety and also enhances productivity on the job site.

Key Safe Practices

1. Plan the worksite so that adequate storage areas are available, including the areas allocated to subtrades.
2. Work areas must be kept clean and free from obstructions at all times. Keep areas organized so that vehicle and pedestrian traffic can move freely. Tools, loose objects, oil, grease and other materials left lying about are slipping and tripping hazards.
3. Work areas must be cleaned daily immediately after finishing a job, or as necessary.
4. Spilled toxic, flammable or corrosive materials must be cleaned up immediately using the method described in the appropriate Safety Data Sheet (SDS).
5. Workers must help to keep roads, walks and yard areas clean by depositing refuse in designated containers.
6. Place garbage containers in convenient locations and ensure proper use.
7. Do not allow the buildup of combustible garbage in any areas.
8. Materials, tools and equipment must not be stored in stairways, corridors, catwalks, ramps, passageways, exits or overhead.
9. Ensure that electrical cords and hoses are kept to one side of stairways and work areas.
10. Broken glass and other “sharps” must not be disposed of in regular trash containers.
11. All material must be properly stacked and secured to prevent sliding, falling or collapse. Pipe, conduit, and bar stock should be stored in racks or stacked and blocked to prevent movement.
12. Garbage can be lowered from one level to another by way of chute, bin or crane.
13. All materials must be stacked or stored in a manner that permits safe access to and egress from a work area.
14. Maintain a spill kit at the worksite for spilled material.
15. Consult SDS sheets and manufacturer’s instructions for cleanup WHMIS controlled or toxic materials.
16. Use recycle bins for appropriate recyclable materials when available or as directed by Site Manager.

Ladders – General

Purpose

Preventing incidents associated with the improper usage of ladders. Before using any ladder, make sure that it is in good condition and is the right ladder for the job being done.

Key Safe Practices

1. When setting up a ladder, secure the base and “walk” the ladder up into place.
2. The ladder should be set at the proper angle of one (1) horizontal to every four (4) vertical.
3. Before using a ladder, make sure it is secured against movement. A worker shall hold the ladder until it is properly secured.
4. When in position, the ladder should protrude one meter (1m) above the intended landing point.
5. Workers shall not work from the top two rungs of a ladder.
6. Don’t overreach while on a ladder. It is easier and safer to climb down and move the ladder over a few feet to a new position.
7. Always face the ladder when using it. Grip it firmly and use the three-point contact method when moving up or down.
8. Never carry tools or equipment while climbing a ladder if three-point contact at all times cannot be maintained.
9. The minimum overlap on an extension ladder should be one meter (1m) unless the manufacturer specifies the overlap.
10. Keep both metal and wood ladders away from electrical sources.
11. Ensure that the ground area at the base of the ladder is free from slipping or tripping hazards.
12. ‘Job-built’ ladders must meet the requirements set forth in the Provincial OH&S Legislation.

Ladders - Portable

Purpose

Preventing incidents associated with the improper usage of portable ladders. Before using any ladder, make sure that it is in good condition and is the right ladder for the job being done.

Key Safe Practices

1. Inspect ladder for defects prior to use. Remove from service all ladders with broken rungs, split rails, and worn or broken safety feet, frayed or damaged ropes using tag-out procedures.
2. When setting up a ladder, secure the base and “walk” the ladder up into place.
3. The ladder should be set at the proper angle of one (1) horizontal to every four (4) vertical.
4. Ladder feet must be placed on a firm surface.
5. Before using a ladder, make sure it is secured at top and bottom against movement.
6. Workers shall not work from the top two rungs of a ladder.
7. Ladders are to be used by one person at a time.
8. Ladders used for ascending or descending from one level to another must extend at least 3’ (1m) above the upper landing.
9. Do not overreach while on a ladder. It is easier and safer to climb down and move the ladder over a few feet to a new position.
10. Always face the ladder when using it. Grip it firmly and use the 3-point contact method when moving up or down.
11. Never carry tools or equipment while climbing a ladder if three-point contact at all times cannot be maintained.
12. The minimum overlap on an extension ladder should be one (1) meter unless the manufacturer specifies an overlap.
13. Keep both metal and wood ladders away from electrical sources.
14. Doors must be locked or blocked when ladders are used in front of them.
15. Do not carry heavy, bulky, or hazardous materials while ascending or descending a ladder. Keep hand free for 3-point contact at all times while climbing.
16. Ladder length limits:
 - a. Stepladders – 20’ (6m).
 - b. Trestle ladders, or extension sections or base sections of extension trestle ladders – 16’ (4.8m).
 - c. Single ladders – 30’ (9m).
 - d. Extension ladders (two sections) – 48’ (14m).
 - e. Minimum lap for ladders up to 36’ (11m) – 3’ (1m) lap; 36 (11m) to 48’ (14m) – 4’ (1.2m) lap.

Lifting - General

Purpose

Preventing incidents associated with improper lifting techniques. Caution and appropriate controls must be used during any lifting activity – to protect the load and the workers. Lifting on worksites is done either mechanically or manually. Whenever possible, lift and place heavy or awkward items using mechanical lifting devices.

Manual Lifting:

Proper lifting techniques should be employed (i.e. Keep objects as close to body as possible, lift with legs – not back). Know your limits and ask a co-worker (buddy system) to help lift objects too heavy or awkward for one person. Do not be afraid to ask for help. Eliminate potential tripping or slipping hazards before beginning to lift.

Key Safe Practices:

- Do not lift more than 55 lbs. by yourself!
- Use a squat & maintain the natural curves of your spine – keep your low back curve, chin up, tummy tight & knees bent
- Avoid twisting your back during lifting activities – ensure your feet, knees and torso are facing the same direction when lifting. Turn your feet!
- Your feet should be shoulder width apart with one foot slightly in front of the other.
- Many lifting situations are not ideal - Keep in good physical shape!
- Test the load's weight and stability.
- Use mechanical assistance (hoists, carts, cranes, dollies).
- Take smaller loads at one time.
- Avoid lifting immediately after prolonged sitting – limber up!
- Back belts are generally not recommended.

Mechanical Lifting:

Equipment or machinery must be of sufficient size to safely lift anticipated loads. Equipment or machinery must be inspected and properly maintained. Workers must be competent in the operation of the equipment (see SWPs & SJP for forklifts and skid steer loaders).

Materials Handling and Storage

Purpose

Preventing incidents associated with the improper materials and handling storage.

Every material handling operation is different. Each part of the construction industry must take care to ensure safety practices are in place at every stage of material handling.

Every worker and Project Manager has a safety role to play in handling and storing materials. Good housekeeping, proper lifting and loading procedures, and proper packaging are all important. Material handling and storage are legislated in part due to the transportation of goods and you should refer to the Provincial OH&S Legislation for further information. Where required, a Material Safety Data Sheet (SDS) should be readily available at the site.

Key Safe Practices

1. If uncertain of proper handling procedures for the product, refer to the SDS and Workplace Hazardous Materials Information System (WHMIS).
2. Do not exceed the recommended load limits of vehicles used in handling materials.
3. Determine how the material will be transported. Wherever possible, use trucks, box trucks, forklifts, dollies, carts, wheelbarrows, and hoists.
4. Ensure the vehicle operator is trained and competent for the job at hand and have good visibility.
5. Where possible, palletize materials. Using blocking, support chains, metal bands or wire rope to secure material being transported.
6. Do not pile material too high or within 1.8 meters (6 feet) of a floor opening or excavation.
7. Materials must not be susceptible to toppling over or becoming unstable if bumped on the bottom.
8. On arrival to the worksite, check for breakage or spillage before off loading.
9. Is there a fire risk? Keep flammable material away from potential ignition sources.
10. Check for power line hazards.
11. Evaluate the route that materials move through, i.e. tight corners, stairs, obstructions, etc.
12. Instruct workers on objectives and procedures for materials handling.
13. Ensure there are enough workers to do the job right.
14. Ensure there is safe working space for workers, equipment and material.
15. Ensure that appropriate personal protective equipment is used. 15. When lifting by hand – follow Lifting – General Safe Work Practice.
 - a. Do not attempt to lift items that are obviously too heavy or bulky.
 - b. Check objects for splinters, nails, or sharp edges.
 - c. Ensure that you have a clear view and path for carrying materials.
 - d. Avoid twisting; keep back straight. Lift with legs, not your back.

Owner Tools

Purpose

Preventing incidents associated with the improper usage of power tools.

Key Safe Practices

1. Inspect tools, power cords and electrical fittings for damage, broken or inoperative guards prior to each use. Repair or replace damaged equipment. Never use a defective tool.
2. Do not wear gloves, loose clothing or jewelry while using revolving power tools.
3. Switch tools off before connecting them to a power supply.
4. Do not use electric tools in wet or damp locations unless the tool is connected to a ground- fault circuit interrupter (GFCI).
5. Ensure tools are properly grounded (three-prong plug) or are double insulated.
6. Keep power cords clear of tools during use.
7. Suspend power cords over aisles or work areas when possible to avert stumbling or tripping hazards.
8. Do not carry electrical tools by the power cord.
9. Avoid octopus connections.
10. Wear safety glasses and a face shield (as per Hazard Assessment and Users Guide) when using power tools for grinding, cutting, chipping and sanding operations.
11. Wear hearing protection when operating power tools.

Scaffold Inspection

Purpose

Preventing incidents associated with improperly inspected and tagged scaffolds. Scaffold inspection tags let workers know if a particular scaffold is safe for use, that a potential or unusual hazard is present or the scaffold is unsafe for use.

Key Safe Practices:

1. Scaffolds must be inspected prior to initial use by the scaffold erecting company's component worker and then tagged with the appropriately colored inspection tag.
2. Scaffolds must be re-inspected by a competent worker every day.
3. Tags must be placed at each point of entry to the scaffold. This includes access points from the ground level and any access points from the structure with which the scaffold is being used.
4. A scaffold being modified on a particular level requires a "yellow" tag so the tag can alert workers climbing onto the scaffold of the modifications and any special precautions that might affect them.
5. Scaffold tags must include the following information:
 - a. Duty rating of scaffold.
 - b. Date on which the scaffold was last inspected.
 - c. Name of the competent worker who inspected the scaffold.
 - d. Any precautions to be taken while working on the scaffold.
 - e. Expiry date of the tag.
6. Scaffolding that is erected but not immediately put into service, must be tagged with a red tag until inspected by a competent worker. A scaffold sitting idle may be exposed to weather or other circumstances that could make it unsafe for use.

Color of Inspection Tags:

GREEN – "Safe for Use" or similar wording.

YELLOW – "Caution: Potential or Unusual Hazard" or similar wording. RED – "Unsafe for Use" or similar wording.

Scaffold

Purpose

Preventing incidents associated with improper usage of scaffolds. There are various types of scaffolds and they all have a right way and a wrong way to be erected. Every worker who designs or constructs a scaffold should be competent and know what the manufacturer's specifications are for that type of scaffold. The scaffold type best suited for the job and its required load capacity must be determined before the job begins.

Key Safe Practices

1. Ensure that the scaffold you intend to use is the correct one for the job.
2. Inspect all scaffold parts and locking devices regularly before and during use. Do not inter-mix frames and components manufactured by different companies.
3. The location in which the scaffold is to be constructed is level or is capable of presenting secure footing by use of proper mudsills or other device.
4. The scaffold shall be erected by a competent worker and appropriate scaffold inspection tag placed at all access points.
5. Comply with all applicable Provincial OH&S Legislation and manufacturer's requirements.
6. Ensure safe access and egress to both the scaffold and the general work area has been provided. Do not climb cross braces.
7. Leveling adjustment screws have not been over extended.
8. Tower scaffolds have outriggers or are guyed and have all component parts secured in place, i.e. cross braces, pins, lateral braces.
9. Scaffold work platforms have perimeter guardrails designed to withstand 200lbs (890 N) in any direction applied to any point of the top rail.
10. Horizontal rail: 107 cm (42 inches) above the platform.
11. Intermediate rail: Horizontal rail midway between scaffold platform and top rail.
12. Toe board: Horizontal member at platform level no less than 15 cm (6 inches) in height or no more than 13mm (1/2 inch) clear from the lower edge and the platform.
13. For workers on platforms above the scaffold floor increase the guard rail to a minimum effective height of 107 cm (42 inches) or travel restraint for fall protection.
14. Scaffold platforms must be a minimum width of 500 mm (20 inches) except that a nominal 300mm (12 inches) wide platform may be used with ladder-jacks, pump jacks or similar systems.
15. Scaffold platforms must not have an open space between the platform and a structure that is greater than 250mm (10 inches) in width.
16. Scaffold platforms must be continuous around obstructions that would create openings into or through which a worker might step or fall through.
17. Scaffold planks are of number one grade materials with the maximum spans of 3.1m on light duty and 2.3m on heavy duty with a maximum projection beyond the ledger of no more than 30mm.
18. Rolling scaffolds shall only be used on level surfaces.
19. No one shall ride on a rolling scaffold when it is being moved. All tools or materials shall be removed or secured before moving.
20. All wheels shall be locked in place while in use.

General Stability of Scaffolding:

The ratio of maximum height to minimum horizontal width of an access scaffold must not exceed 3:1, unless lateral support is provided as required below.

External Lateral Supports:

External lateral supports must be installed at vertical intervals, not exceeding 3 times the minimum width of the structure, and at every third bay of scaffolding longitudinally. They must consist of a rigid connection to another structure or building, or guy wires or other supplementary devices securely fastened to adequate anchors. External lateral supports must be installed at vertical intervals not exceeding every third tier and every third bay of scaffolding longitudinally, or 6.4 meters (21 feet), whichever is less.

Sills:

A sill is a wood, concrete or metal footing used to distribute the load from a standard or vertical post or base plate to the ground. Sills must be sound, rigid and capable of adequately supporting the maximum load to which the scaffold is likely to be subjected. Any settling or deformation of the sill should not affect the stability of the scaffold. To ensure proper distribution, sills must be continuous at least under two consecutive vertical legs or vertical supporting members as shown in Figure 1. This CSA requirement is considered to apply to scaffolds that use rigid scaffold frames. Although Figure 1 shows sills made of wood, sills can also be made of materials such as concrete, i.e. base plates may rest on a concrete slab that serves as a sill, and metal. Regardless of their material of construction, sills must be sound, rigid, and capable of adequately supporting the load to which the scaffold is likely to be subjected.

Continuous sills may not be practical, safe, or appropriate in situations where the terrain is uneven and cannot be leveled. A tube and clamp or similar type of scaffold that allows the use of variable lengths legs may be required to compensate for elevation variations in the surface on which the scaffold rests. In such cases the use of a continuous sill is likely impossible.

Working Around Mobile Equipment

Purpose

The following practice should enable workers working around powered mobile equipment to do so responsibly and without risk of incident and injury. Workers working in close proximity to mobile equipment must understand these directions and adhere to them.

Key Safe Practices

1. Conduct a documented Hazard Assessment before performing any work.
2. All workers working in close proximity to powered mobile equipment or within 7 meters (25 feet) shall ensure their increased visibility by wearing a reflective safety vest at all times.
3. Establish eye contact with operators of mobile equipment each time you must encroach within 7 meters (25 feet) of their activities.
4. In addition to all basic Personal Protective Equipment, all workers within 7 meters (25 feet) of mobile equipment must wear hearing protection for noise hazards.
5. All workers working in close proximity of mobile equipment must:
 - a. Continually be aware of audible back up and stopping alarm signals.
 - b. Immediately notify the operator of any concerns or notable deficiencies in the equipment they are operating.
 - c. Immediately report any unsafe operation of the equipment to the Project Manager.
 - d. Have an effective means of communication with the operator at all times.
 - e. Immediately inform other workers of dangers and hazards associated with the operation of the equipment should they enter the safe working distance zone of 7 meters (25 feet).

Roofing Conditions

It is a condition precedent to liability under this policy that the following precautions are adhered to on each occasion where the Insured or persons acting on behalf of the Insured are undertaking any roofing activities involving the application of heat or when installing hot membrane roofing materials:

1. During any heat application a fire extinguisher in good working order will be on the work site and in close proximity at all times.
2. A guard or watchman will be on hand during all heat application operations to watch for and extinguish any sparks or overheated areas and will remain on site for one hour after completion or suspension of operations.
3. With specific regard to hot membrane installation an employee or other responsible person must take readings of the roof temperature using a hand-held infrared thermometer and follow all of the manufacturer's instructions in order to detect zones of excessive heat on the roof once the installation is completed or suspended.
4. Any use of a tar boiler must be at ground level only.

Burning Welding and Cutting Conditions

It is a condition precedent to liability under this Policy that the following precautions are adhered to on each occasion where the Assured or persons acting on behalf of the Assured are using any oxy-acetylene or electric welding or cutting/grinding equipment or blow lamp or blow torch.

1. the immediate area in which the operation is to be carried out must be segregated to the greatest practicable extent by the use of screens made of metal and/or fire-retardant material.
2. the whole of this segregated area must be adequately cleaned and freed from combustible material before operations commence.
3. combustible floors/substances in or surrounding this segregated area must be liberally covered with sand or protected by overlapping sheets of incombustible material.
4. where work is being carried out in any enclosed area an additional employee of the Assured or an employee of the occupier shall be present at all times to guard against an outbreak of fire
5. no work should be carried out unless specifically authorized by the occupier who should also be asked to approve the safety arrangements.
6. the following must be kept available for immediate use near the scene of operations.
 - a. suitable fire extinguishers and/or
 - b. hoses connected up in readiness for immediate use and tested prior to the commencement of the work.
7. a thorough examination must be made in the vicinity of the work approximately one hour after the termination of each operation In the event that it is not practicable for such examination to be carried out by the Assured's own employee then appropriate arrangements must be made with the occupier
8. before "burning off" metal work built into or projecting through walls or partitions an examination should be made to confirm that the other end of the metal is not in a hazardous proximity to combustible material which may be ignited by the conduction of heat.

Furthermore, where the Assured or persons acting on behalf of the Assured burns debris it is a Condition precedent to liability under this Policy that the following precautions shall be taken on each occasion

1. Fires to be in a cleared area and at a distance of at least ten yards from any property.
2. Fire not to be left unattended at any time.
3. A suitable fire extinguisher to be kept available for immediate use.
4. Fires to be extinguished at least one hour prior to leaving site at the end of each working day.

SAFE JOB PROCEDURES - TABLE OF CONTENTS

1. Elevated Work Platform
2. Electrical Safety
3. Powerline and Underground Hazards
4. Refueling
5. Table Saw

Elevated Work Platforms

Purpose

To prevent incidents involving unsafe operation of aerial platform lifts which includes scissor and boom lifts and forklift man baskets.

Key Safe Procedures:

1. Operator and all workers who will be using the lift must be trained, qualified and authorized to operate or work on the platform.
2. The operator will refer to written safety directions, precautions, safe operation methods and roles described in the Operator's Manual.
3. The Operator will not operate the aerial platform boom lift until they fully understand written safety directions, precautions, safe operations methods and rules described in the Operator's Manual.
4. The Operator will ensure the aerial work platform lift is operated in accordance with instructions and/or directions described in Operator's Manual and as per current provincial OH&S Legislated requirements.
5. Fall Protection must be worn on ALL BOOM LIFTS. No exceptions!
6. Fall Protection must be worn on SCISSOR LIFTS or on an elevating work platform with similar characteristics unless manufacturer's specifications allows usage with only it's guardrails for fall protection, and the scissor lift or elevating work platform is on a firm, substantially level surface as per current provincial OH&S Legislated requirements.
7. Project Manager has the right to exceed OH&S requirements and ask for 100% tie-off on scissor lifts.

Personal Protective Equipment (PPE) Requirements:

- Hard Hat.
- Hearing Protection.
- Fall Protection harness and lanyard.
- Safety boots.
- Eye protection.
- Safety vest, if working within 7 meters (25 feet) of mobile equipment.

Starting Procedures

1. Conduct a Documented Hazard Assessment before using this equipment.
2. Ensure there are no overhead utilities nearby and that the ground is level, if possible.
3. Inspect Fall Protection equipment prior to putting it on.
4. Ensure proper PPE is being worn.
5. Check the last performed Aerial Work Platform Operator's Daily Inspection Report for any notes or comments.
6. Perform a documented Aerial Work Platform Operator's Daily Inspection Report (additional forms available from Superintendent).
7. Follow manufacturer's recommended starting procedures.
8. Must properly using the 3-point mount and dismount procedure.
9. Ensure all controls (ground and platform) have been tested prior to use.
10. Follow safe operating practices outlined in the Operator's Manual.
11. Ensure load being placed on the lift (including weight of personnel) is within the rated capacity of the lift.
12. Ensure all guardrails and safety equipment is in place and is in working condition.
13. Watch out for other workers and be aware of what is going on around you.
14. Place barricades around your work area in high traffic areas or if other hazards exist.

Shut-Down Procedures

1. Travel to a suitable parking area, which is firm and level.
2. Place platform in stowed position.
3. Come to a full stop.
4. Place controls in neutral.
5. Idle engine for gradual cooling.

6. Shut off engine or electrical power connection.
7. Take necessary steps to prevent unauthorized use in accordance with the Manufacturer's Operator's Manual.
8. Dismount using the 3-point procedure.
9. Close LPG fuel valve on the tank

Electrical Safety

Purpose

Electrical work requires all workers involved in the operation to have the proper training and qualifications in the electrical trade and to be able to demonstrate competency in their work activities.

Personal Protective Equipment (PPE)

- Hard hat.
- Hearing protection.
- Safety glasses.
- Safety boots.

Procedure

1. All temporary wiring must be installed and maintained in accordance with all applicable Provincial Codes and Regulations.
2. Temporary electrical cords must be covered or elevated. They are to be kept clear of hallways and other locations where they may be subjected to damage or present a tripping hazard.
3. Splices in electrical cords must retain the mechanical and electrical strength of the original.
4. Energized wiring in junction boxes, circuit breaker panels, etc. must be protected from accidental contact whenever it is left unattended.
5. Electrical wires that need to be cut must be tested prior to being cut to ensure they are in fact dead.
6. Temporary lighting lamps that are broken or burned out must be replaced as soon as possible. Bulbs must not be removed from other areas to provide lighting.
7. Temporary lighting lamps must have guards over the bulbs to prevent breakage.
8. Do not work on any circuits when standing on metal or in water.
9. Workers (other than qualified electricians) and equipment shall not touch or handle electrical guarding. Whenever guarding is used, a qualified safety watcher (trained and experienced journeyman electrician) shall be posted to control the approach of equipment, tools and workers in order to prevent contact with the electrical guarding.
10. All electrical tools and equipment must be grounded or double insulated.

Powerline and Underground Hazards

Purpose

Powerlines are closely regulated by Legislation. Provincial Occupational Health and Safety Legislation require you to stay clear of powerlines. Do not go too close with people, equipment or material. The limits are outlined in the Provincial OH&S Legislation. Depending on the voltage of the powerlines, you will need to establish a safe working distance and make sure that everyone follows those guidelines.

Personal Protective Equipment (PPE)

- Safety boots.
- Safety glasses.
- Hard hats.
- Hearing protection.

Procedure

1. Do a Hazard Assessment. What equipment will you be using? If constructing a building, will it be too close to the power lines? Are the materials and building components being used awkwardly and at risk due to powerline closeness?
2. Notify the power company for disconnection or relocation of the line if needed or have the line isolated or de-energized.
3. Ensure existing concrete at the worksite is not disturbed or removed until any embedded facilities have been isolated or their location marked.
4. UNDER NO CIRCUMSTANCES ARE WORKERS (OTHER THAN QUALIFIED, PROPERLY INSTRUCTED WORKERS IN AN EMERGENCY SITUATION) TO WORK IN, MATERIALS BE STACKED BY, SCAFFOLDS BE ERECTED BY, OR TOOLS AND EQUIPMENT BE OPERATED IN PROXIMITY TO POWERLINES WITHIN THE LIMITS OF APPROACH SPECIFIED IN THE FOLLOWING TABLE. THE ONLY EXCEPTION IS IF THE WORKERS ARE PROTECTED IN ACCORDANCE WITH PROVINCIAL OH&S LEGISLATION.

VOLTAGE MINIMUM DISTANCE

750V – 69,000V = 3 meters (10 feet) 69,000V –

138,00V = 4.5 meters (15 feet)

138,000 or above = 6 meters (20 feet) Unknown
= 6 meters (20 feet)

5. Sufficient distance is to be added to the specified distance to prevent unplanned or accidental movements bringing the worker, tools, equipment or materials within the specified distance. The specified distance used applies to all parts of the equipment including booms, hoisting cables and any part of the load being raised. Distances shall be increased to provide for any change in boom angle, swing of the hoisting cable and the load while it is being raised, lowered, or moved laterally to ensure that safe distance is maintained at all times. Operators must consider the probability of hazard from switching surges, altitude, humidity, wind, line configuration, etc.
6. When powerlines are encountered within a work area, alert your manager. The manager will ascertain the voltage and minimum distance required and will inform you of the legislated safe distance requirements.
7. When job circumstances require that work be done closer than the limits of approach stated above, the following procedure MUST be followed prior to commencing the work:
 - a. An assurance in writing must be obtained from and signed by the person(s) controlling the electrical system. The assurance must state that during the work period, the electrical conductors will be de-energized or effectively guarded against contact, or displaced/rerouted from the work area. The assurance must be available for inspection on the project site.
 - b. Use a trained signaler.
 - c. Keep an eye on overload at all times.
 - d. Look out for uneven ground that may cause your vehicle to bounce or weave.
 - e. Never ride or climb on equipment or a load when near a powerline.
 - f. Do not ground your equipment around a powerline.
 - g. Remember, electricity is invisible. Don't take chances.

Emergency Procedures

If a powerline comes in contact with your vehicle STAY IN THE VEHICLE UNTIL HELP ARRIVES. If you strike a powerline:

- Call the power company right away and report the details of the incident.
- The power company will inspect and repair the area.
- Report the incident to your manager and Branch Safety Advisor.
- Report the incident to the applicable provincial Authority, if required.
- Investigation of incident must take place.

Refueling Equipment

Purpose

Protecting workers and the environment from improper use of fueling equipment, which may be hazardous if not carried out properly.

Personal Protective Equipment (PPE) Requirements

- Hearing protection.
- Gloves.
- Safety boots.
- Eye protection.
- Hard hat.

Material Required • SDS for fuel being used.

Procedure:

1. Complete a Hazard Assessment detailing refueling hazards and plan to eliminate or control the hazards.
2. Inspect all refueling equipment, i.e. battery, hose, pump, nozzle, slip tank, etc. to ensure it is in proper working condition.
 - a. Be aware that not all fuel hoses are rated for cold weather and should be replaced with a 5. proper rated hose if using in cold weather.
 - b. Be aware of all ignition sources; smoking, cell phones, etc.
3. Ensure a 20 lbs. ABC fire extinguisher and a spill kit is close by in the event of a spill or fire.
4. Ensure equipment you are refueling is shut-off prior to refueling and notify all affected workers of the interruption, i.e. generator shut-down, prior to shutting the equipment off.
5. Open fuel cap on equipment being refueled.
6. Position fuel nozzle in equipment being refueled.
7. Start fuel pump. DO NOT LEAVE NOZZLE AREA DURING REFUELING.
8. Press fuel nozzle trigger to start refueling. DO NOT TRUST AUTOMATIC FUEL NOZZLE TO AUTOMATICALLY SHUT-OFF. SUPERVISE REFUELING AT ALL TIMES.
9. Shut-off nozzle once fuel tank is full.
10. Place nozzle back on fuel pump and shut-off pump.
11. Place fuel cap back on equipment being fueled and secure it.

Note: ALL spills MUST be reported to your Project Manager immediately.

Table Saws

Purpose

Table saws can be dangerous tools if not used properly and safely at all times. Always refer to the manufacturer's specifications on use, care and maintenance before using it.

Personal Protective Equipment (PPE)

- Hard hat.
- Gloves.
- Safety glasses.
- Respiratory protection, if needed.
- Hearing protection.
- Safety boots.

Procedure

1. Complete a documented Hazard Assessment before using this equipment.
2. Make sure power controls are in an off position and unplug the electric cord before changing saw blades.
3. Make sure that the saw and motor frame are properly grounded.
4. Have a pusher stick handy and easy to reach.
5. Check to see that the correct blade is installed in the saw for the type of materials being cut.
 1. Ensure that it is sharp and doesn't have any cracks in it.
 2. Ensure that the guard is in place and that the anti-kickback mechanism is installed.
7. Check to see that there is a tab on the throat plate to ensure that the rotation of the blade will not dislodge it, and that it is adjusted to the correct height.
8. Adjust the height and angle of blade and fence. Keep blade 3mm (0.12") above material. If the blade binds with the throat plate, turn on the saw and cut a kerf in the throat plate by elevating the blade slowly, until it reaches the correct height.
9. Set the fence at the required setting. If the material is more than 122 cm (4 feet) long, get help or use a worktable positioned tight to the table saw.
10. Ensure that you have enough room to push the stock through the saw from beginning to end. Be sure that no one is standing directly behind the saw in case of material kicking back.
11. If two people are required to handle the stock, have the helper ready before starting your cut.
12. Wear appropriate PPE including eye and hearing protection.
13. Turn on saw.
14. Set material to be cut onto table and move cautiously tight to fence and to saw blade.
15. Only the worker feeding the material should put hand pressure on the material.
16. When the material is near the end, use the push stick to complete the cut.
17. Remove the stock from the table, being careful not to come too closely too the moving blade and place the waste material in the garbage bin immediately.
18. Shut-off saw.
19. Use a brush or stick to remove scrap or sawdust from the table saw.

COVID-19 PREVENTION PROCEDURES

COVID-19 Control Measures

Symptoms of Covid-19

Those who are infected with COVID-19 may have little to no symptoms. You may not know you have symptoms of COVID-19 because they are similar to a cold or flu.

Symptoms may take up to 14 days to appear after exposure to COVID-19. This is the longest known incubation period for this disease. Health Canada is currently investigating if the virus can be transmitted to others if someone is not showing symptoms. While experts believe that it is possible, it is considered less common.

The most common symptoms of COVID-19 are fever, tiredness, and dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhea. These symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms and don't feel unwell. Most people (about 80%) recover from the disease without needing special treatment. Around 1 out of every 6 people who gets COVID-19 becomes seriously ill and develops difficulty breathing. Older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness. People with fever, cough and difficulty breathing should seek medical attention.

In severe cases, infection can lead to death.

Protect Yourself (Health Canada) Social

distancing

The spread of COVID-19 can be slowed down through making a conscious effort to keep a physical distance between each other. This is proven to be one of the most effective ways to reduce the spread of the illness.

Changes must be made to everyday routines to minimize close contact with others, including:

- avoiding crowded places and non-essential gatherings
- avoiding common greetings, such as handshakes
- limiting contact with people at higher risk like older adults and those in poor health
- keeping a distance of at least 2 arms-length (approximately 2 meters) from others

Hygiene

Proper hygiene can help reduce the risk of infection or spreading infection to others:

- wash your hands often with soap and water for at least 20 seconds, especially after using the washroom and when preparing food or use alcohol-based hand sanitizer if soap and water are not available
- when coughing or sneezing:
- cough or sneeze into a tissue or the bend of your arm, not your hand
- dispose of any tissues you have used as soon as possible in the garbage and wash your hands afterwards
- avoid touching your eyes, nose, or mouth with unwashed hands

Employees should not come to work in the following situations: (contact your supervisor via cell phone immediately)

1. Workers who are ill, whether or not the illness has been confirmed as COVID-19.
2. Workers who have travelled outside of Nova Scotia. In these cases, they must remain away from the workplace for at least 14 days.
3. Workers who have an ill person in their home.
4. Workers who share a residence with a person who has been exposed to COVID-19.
5. Workers who have been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19.

Workers who suspect they may have COVID-19 should use the NS Self-Assessment Tool:

<https://when-to-call-about-covid19.novascotia.ca/en> or call 811 for assistance.

Prevention of Covid-19 on Modex Projects Limited - Projects

Due to the nature of work on projects of Modex Projects Limited, there is limited access to running water. Therefore, all contractors are responsible to provide their employees with hand sanitizer or similar and masks. Contractors will also need to provide their employees with disinfecting supplies as required (Alcohol wipes, Lysol cleaner, Spray Nine, etc.).

Hygiene Practices

Clean your hands with soap and water for 20 seconds or use alcohol base hand rubs/sanitizer before you eat and at the end of the workday, during the work shift and when you get home from work.

Do not shake hands; avoid physical contact.

Do not share phones, food, drinks, cigarettes, personal hands tools.

Do not touch your face, eyes, nose, mouth with unwashed hands (i.e., smoking, drinking water, eating, etc.).

Follow good respiratory etiquette by covering your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough.

Regularly clean and disinfect commonly touched surfaces and tools.

Health Verification of Workers

At start of shift, Project Managers or Contractor supervisors to confirm the health status of workers through discussion.

When wearing gloves

Do not touch your face, eyes, or mouth

Make sure that hands are washed thoroughly or disinfected with hand sanitizer as soon as possible after gloves are removed.

Meetings

Hold outside in open areas (when possible) and maintain 2m social distancing.

Operations / Job Sites

Where possible, the number of people working in one area will be reduced; the preference will be to have only one trade working inside each project under construction.

Workers are expected to maintain social distancing of 2m.

When working within 2m of another worker, a mask must be worn by both workers.

Workers are not to eat in groups or in the same location. Use your own car or find a location that allows separation from other crew members during your lunch or coffee breaks.

Reduce the number of passengers in vehicles at any one time to one person per vehicle. If absolutely necessary Department of Labour is recommending no more than two people in a vehicle at one time and the preferred method of travel is the passenger to be in the back seat creating as much separation as possible.

Passengers to avoid being inside each other's breathing zone. Garbage shall be removed from site as soon as possible.

Tools

Avoid sharing tools or equipment. Wipe down tools and equipment frequently.

First Aid Treatment

First Aid Attendants to wear N95 mask or ½ mask respirator, safety glasses and medical gloves when treating workers.

GENERAL SAFETY RULES

THE FOLLOWING ARE NON-NEGOTIABLE ON-SITE RULES FOR ALL CONTRACTORS:

Work shall be carried out in accordance with the Occupational Health and Safety Act, Regulations and applicable Codes of Practice for your industry.

Blatant disregard of these Company Rules and/or the Nova Scotia Occupational Health & Safety Act and applicable regulations will not be tolerated. Violations will typically be progressive as follows, but serious offences may not be given warnings. 1st Offense - verbal warning (copy in contractor's file); 2nd Offense - written warning (copy in contractor's file); 3rd Offense - immediate removal from the site and/or contract termination.

1. All Contractor employees shall have all necessary compliance training and any other safety- related training required to perform any work prior to being on our sites.
2. Verbal and/or physical mistreatment of persons or property will not be tolerated and will have serious consequences.
3. The possession or consumption of alcohol or legal/illegal drugs on any company premises/job site is prohibited. 1st Offense - immediate removal from the site and/or termination of the contract. A report will also be sent to the appropriate authorities if required.
4. All individuals working at or for Modex Projects Limited (including contractors) are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitation due to the use or after-effects of alcohol, legal/illegal drugs, non- prescription drugs, prescribed medications, or any other substance that may impair judgement or performance.
5. Fit for duty - means being able to safely and acceptably perform assigned duties without any limitations due to the use/aftereffects of Drug use or the inappropriate use of Alcohol or Medications.
6. Smoking is prohibited inside at all Modex Projects Limited building sites after framing. 1st Offense - verbal warning; 2nd Offense - written warning and a copy in contractor's file; 3rd Offense - immediate removal from the site and/or contract termination. The designated smoking area is in driveways only after framing.
7. Fighting, horseplay and practical jokes are not allowed. 1st Offense - written warning and a copy in employee file; 2nd Offense - dismissal.
8. Theft, vandalism or any other abuse or misuse of Modex Projects Limited company property is prohibited. 1st Offense - immediate removal from the site and/or contract termination (a report will also be sent to the appropriate authorities).
9. All unsafe acts and conditions, including near-miss incidents, are to be reported to your immediate Manager and the Modex Projects Limited Project Manager within 24-hours of their occurrence.
10. First aid treatment is to be obtained immediately for any injury. Emergency services are to be called in the case of life-threatening injuries. All treatment and acts are to be documented and reported to Modex Projects Limited's Project Manager.
11. Any property damage, whether accidental or intentional, must be reported to Modex Projects Limited's Project Manager immediately.
12. Clothing and PPE:
Appropriate Personal Protective Equipment is to be used, maintained, and inspected according to the manufacturer's specifications.
 - CSA Grade 1 footwear is to be worn for all trades on Modex Projects Limited sites.
 - Shirts (including tank tops) must be worn on all sites.
 - Shorts may be permitted.
13. Only those tools that are in good repair, with all guards and safety devices intact, shall be used.
14. Drinking beverages and eating inside after the painting stage is prohibited. All individual personal garbage must be removed at the end of the workday.
15. Workers must have a reliable means of communication in the event of an emergency.
16. Every worker shall help keep the job site neat, clean and orderly. Action: 1st Offense - verbal warning; 2nd

Offense - written warning with a copy in Contractors file; 3rd Offense - immediate removal from the site and/or termination of the contract.

Modex Projects Limited reserves the right to dismiss immediately any employee or contractor (employee) in violation of the Nova Scotia Occupational Health & Safety Act or regulations where this violation has the potential to endanger the health or safety of any persons on the job site.

VIOLATION REPORT

1ST WARNING (Verbal Warning) <input type="checkbox"/>
2ND WARNING (Written Warning) <input type="checkbox"/>
3RD WARNING (Dismissal) * <input type="checkbox"/>

☐ Absent without permission

☐ Late

☐ Non-compliance issues (i.e. PPE)

☐ Unsafe operating practices/procedures

☐ Substance abuse

☐ Theft

☐ Customer complaint

☐ Not following company rules

☐ Refusing call back to work

☐ Lack of productivity

☐ Insubordination

☐ Other

Details:

Signature of Employee:

Signature of contractor:

Signature of Project Manager:

Date:

PERSONAL PROTECTIVE EQUIPMENT POLICY

At Modex Projects Limited, it is our policy that all employees, contractors, clients, and visitors must wear appropriate Personal Protective Equipment (PPE) at all work sites.

The required PPE must be determined based on the site-specific Hazard Assessment and the nature of the tasks being performed. Minimum PPE requirements include, but are not limited to:

- CSA Grade 1 protective footwear
- CSA Type II, Class E hard hats
- CSA-approved eye protection (safety glasses or goggles)
- High-visibility vests
- Hearing protection, as needed
- Task-appropriate hand protection
- Suitable work clothing for the job being performed
- Any specialized PPE required for specific job site hazards

All PPE must meet the standards set out by applicable Provincial Occupational Health & Safety (OH&S) regulations, Workers' Compensation Board (WCB) legislation, and Canadian Standards Association (CSA) requirements.

PPE provided by Modex Projects Limited will be:

- Compliant with all applicable safety standards
- Inspected upon issuance and prior to each use by the wearer
- Maintained according to the manufacturer's guidelines

Important:

- Any PPE that is damaged, defective, or suspected to be unsafe must be removed from service immediately and tagged accordingly.
- No PPE may be altered or modified in any way that is inconsistent with manufacturer specifications or regulatory requirements.

This policy supports our commitment to maintaining a safe and compliant work environment for everyone on site.



Signed by: Farhang Fotovat
August 22, 2025

WORKING AT HEIGHTS POLICY

Modex Projects Limited is fully committed to protecting the health and safety of all employees, contractors, and site personnel. Preventing fall-related injuries is a top priority, and all work at heights must comply with applicable safety regulations.

Responsibility & Training

- All Project Managers must maintain current Fall Protection training certification.
- Project Managers are responsible for ensuring fall protection measures are in place and followed at all times on the job site.
- All personnel working at heights must be protected in accordance with Workplace Health & Safety Regulations.

When Fall Protection Is Required

As per Section 21.2 of the Workplace Health & Safety Regulations, fall protection is required when a person is exposed to a fall hazard from a work area where the fall distance is:

- 3 meters or more above the nearest safe surface or body of water, or
- Less than 3 meters, if the work is being done above:
 - A surface or object that could cause greater injury than a solid flat surface, or
 - Exposed hazardous material (e.g., open tanks, pits, or vats).

Acceptable Fall Protection Systems

Depending on the situation, one or more of the following fall protection systems may be used:

- Guardrails:
 - Must withstand a point load of 200 lbs in any direction.
 - Must include a top rail (36"–42") and a mid-rail.
- Temporary Floor Coverings:
 - Must support four times the maximum expected load.
 - Must fully cover the area and be secured against movement.
- Personal Fall Arrest Systems (including travel restraint):
 - Must be inspected before each use for cuts, frays, or damage.
 - Must be removed from service after a fall event.
 - Must comply with CSA standards.
 - All users and installers must be trained in their proper use.
- Personnel Safety Nets
- Warning Lines
- Travel Restraint Systems

Written Fall Protection Procedures & Plans

1. Safe Work Procedure (for fall distances up to 7.5 m)

Contractors must prepare a written fall protection safe work procedure for any activity where fall protection is required up to a height of 7.5 meters. This procedure must meet or exceed the requirements of Section 21.3 of the regulations.

A written procedure is not required if:

- A permanent guardrail system is in place, or
- The work is performed on approved platforms compliant with Sections 23.12 to 23.15, including:
 - Lift Truck Work Platforms
 - Elevating Work Platforms
 - Crane-Supported Work Platforms
 - Mast-Climbing Work Platforms

However, fall protection must still be used, and manufacturer's instructions must be followed.

2. **Fall Protection Safe Work Plan (for fall distances 7.5 m or more)**

A written fall protection safe work plan is required for work areas where the fall distance is 7.5 meters or greater. This plan must meet or exceed the requirements of Section 21.4 of the Workplace Health & Safety Regulations. The same exemption applies regarding permanent guardrails and approved platforms as noted above.

REMEMBER:

If you are unsure about the type of fall protection required for a task, ask your supervisor before proceeding.

Farhang Fotovat

Signed by: Farhang Fotovat
August 22, 2025

NOISE MANAGEMENT POLICY

Noise is one of the most common and often overlooked workplace hazards, particularly in construction and related industries. Prolonged exposure to high noise levels can result in permanent hearing loss—an entirely preventable injury. Noise is generally defined as "unwanted sound," and while tolerance to noise may vary among individuals, excessive noise is known to impact quality of life, disrupt sleep, elevate stress levels, and negatively affect overall health.

Modex Projects Limited is committed to protecting the hearing of all employees, contractors, clients, and visitors.

Hearing Protection Requirements:

It is company policy that appropriate hearing protection must be worn in any area where noise levels exceed 85 decibels (dB).

- For reference, normal conversation is around 60 dB, and a lawnmower typically reaches 90 dB.
- A useful guideline: If you must raise your voice to be heard by someone 1 meter (3 feet) away, hearing protection is likely required.

Hearing protection devices (HPDs) are designed to reduce the level of sound reaching the inner ear, helping to prevent long-term hearing damage.

Responsibilities

Modex Projects Limited will:

- Provide appropriate hearing protection to all employees.
- Ensure hearing protection is readily available in high-noise areas.
- Require employees to complete field-level hazard assessments that include evaluation of noise risks.
- Enforce the use of hearing protection when noise exceeds 85 dB.

Employees are expected to:

- Wear appropriate hearing protection in designated high-noise areas.
- Accurately assess noise hazards during daily tasks and hazard assessments.
- Cooperate fully with the company's noise management program.

Contractors must:


- Assess noise hazards related to their own work activities.
- Provide their workers with suitable hearing protection based on anticipated exposure levels.

Prohibited Devices – Music and Distractions

To ensure awareness and prevent distractions:

- Muff-type headphones, earbuds, or any hearing protectors modified to play music (e.g., AM/FM radios, MP3 players, smartphones) are strictly prohibited.
- These devices can significantly reduce a worker's ability to hear warnings, instructions, or approaching hazards and are not permitted on any Modex Projects Limited worksite.

Modex Projects Limited is committed to preventing work-related hearing loss through proper hazard identification, education, and the consistent use of hearing protection.



Signed by: Farhang Fotovat
August 22, 2025

PREVENTATIVE MAINTENANCE POLICY

Purpose

Preventative maintenance is a critical component of Modex Projects Limited's Safety and Loss Prevention Program. Maintaining tools and equipment in safe, reliable working condition helps prevent incidents and injuries while improving overall job site productivity.

Tools and Equipment

1. Pre-Use Inspections

All tools and equipment must be thoroughly inspected prior to each use to ensure they are in safe working condition.

2. Tag-Out Procedures

Any tool or piece of equipment found to be defective, damaged, or in need of repair must be immediately removed from service and tagged accordingly using labels such as:

- "Do Not Use"
- "Out of Order"
- Or other equivalent warnings

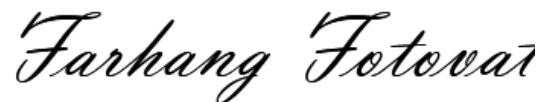
Rented Equipment

Upon delivery of any rented equipment to a Modex Projects Limited worksite, the Project Manager is responsible for:

- Locating and reviewing the equipment logbook, if applicable
- Performing both a visual and documented inspection before it is used
- Rental equipment must be clearly tagged as ready for use upon arrival.
- If the equipment arrives without a proper tag or identification, it must be returned to the supplier immediately and must not be used under any circumstances.

Note: If equipment certification is required before operation, it must be completed and verified prior to any use on site.

By following these preventative maintenance procedures, Modex Projects Limited ensures a safer, more efficient work environment for everyone involved.



Signed by: Farhang Fotovat
August 22, 2025

ACCIDENT/INCIDENT INVESTIGATION POLICY

Modex Projects Limited is committed to maintaining a safe and healthy workplace. To achieve this, all accidents, incidents, and near-misses must be reported and investigated promptly to identify root causes and prevent recurrence.

Reporting Requirements

All employees are required to immediately report the following to their Project Manager:

- Any incident that results in injury or property damage
- Any near-miss incident that had the potential to cause serious harm or damage

Incidents Requiring Investigation

Modex Projects Limited will conduct investigations into, but not limited to, the following types of incidents:

- Fatalities or injuries requiring medical treatment
- Confirmed or suspected occupational illnesses
- Property damage resulting in financial or operational loss
- Near-miss events with the potential for serious injury or damage
- Structural failures, including buildings, cranes, hoists, excavations, or temporary structures
- Incident trends identified by Safety Committees or through statistical analysis
- Significant spills or releases of hazardous/toxic substances
- Any incident mandated by Provincial OH&S legislation to be investigated
- Incidents involving environmental damage or contamination

Investigation Procedures

- Investigations will be initiated within 24 hours of the incident.
- Where required, incidents will be reported immediately to Provincial OH&S Authorities or other governing bodies.
- Investigations will be conducted by individuals knowledgeable in the type of work involved and will, where practical, include both an employer representative and a worker representative.

Investigation Objectives

Each investigation will aim to:

- Determine the direct causes of the incident
- Identify root causes and contributing factors
- Develop recommendations and corrective actions to prevent similar occurrences
- Collect witness statements, where applicable
- Obtain photographic evidence, when available
- Submit reports to the appropriate regulatory authorities as required

By proactively reporting and investigating all incidents and near-misses, Modex Projects Limited strengthens its commitment to continuous improvement and a safer working environment for all personnel.

Farhang Fotovat

Signed by: Farhang Fotovat
August 22, 2025

EMERGENCY PREPAREDNESS

EMERGENCY TELEPHONE NUMBERS

Fire Department	911
Police	911
General Inquires	902)490-5016 or 911
Halifax Regional Water Commission	(902)490-4820
Nova Scotia Power	(902)428-6230
Department of Labour and Advanced Education	1-800-952-2687
Emergency Measures Organization	(902)424-5620
Poison Control	(902)428-8161
EMERGENCY RESPONSE TEAM	
Modex Office	(902) 706-6339
Project Manager – Farhang Fotovat	(902) 830-8815

Note: Contractors must ensure their employees know who their trained first aiders are and where the fire extinguishers and first aid kits are located.

FIELD EVACUATION PROCEDURE

In the event of an emergency that requires evacuation of the worksite, the following steps must be followed to ensure the safety of all personnel:

1. Activate the Field Emergency Notification Procedure.
 - Remain calm and proceed quickly and safely to the designated Muster Point.
2. Check work areas as you evacuate.
 - While moving toward the exit, check your surroundings for any injured or remaining personnel.
3. If you find an injured or trapped person:
 - If it is safe to do so and the situation is not immediately dangerous to life or health (IDLH), provide assistance or make them comfortable without moving them.
 - Reassure them that help is on the way.
 - Do not move injured persons unless they are in immediate danger of further harm.
4. Notify others and provide first aid if trained:
 - Warn nearby personnel of hazards.
 - Administer first aid if you are trained and it's safe to do so.
 - Call 911 and be prepared to provide the following:
 - Nature of the emergency (what happened)
 - Number and condition of injured persons
 - Exact location of the incident
 - First aid being administered
 - Your name and contact number
 - **Do not hang up until the 911 dispatcher ends the call.**
5. **Do not attempt to fight fires** unless:
 - You are trained, and
 - You are confident that the fire can be safely extinguished using available extinguishers.
 - If not, leave it for the fire department.
6. At the Muster Point:
 - Report immediately to the Project Manager or designated person for a head count.
 - Do not return to the building or site until you receive an official "all clear."
7. Assist emergency responders if requested.
 - Otherwise, remain calm, stay at the Muster Point, and keep clear of emergency operations.
8. REMEMBER:
 - Your safety comes first.
 - Never become the second casualty. If there is danger, protect yourself before assisting others.

FIELD EMERGENCY PROCEDURE LEAKING GASES, LIQUIDS OR FIRE

In the event of a gas leak, hazardous liquid spill, or fire, follow the procedures below to ensure the safety of all personnel:

1. Eliminate Ignition Sources
 - Immediately shut down all equipment, engines, tools, and other potential ignition sources.
2. Protect Yourself First
 - Your safety is the top priority. Only assist others when it is safe to do so.
3. Contain the Hazard (If Trained & Safe to Do So)
 - If trained and safe, use a fire extinguisher to suppress small fires.
 - Shut off leaking gases or fluids if possible without putting yourself at risk.
4. Avoid Inhalation Hazards
 - Stay low to the ground to avoid inhaling smoke, fumes, or potentially toxic vapors.
5. If Clothing Catches Fire – STOP, DROP, AND ROLL
6. Call Emergency Services - Dial 9-1-1 Immediately
Be prepared to provide the following information:
 - Type of emergency: Fire, gas leak, chemical spill, etc.
 - Police, Fire, or Ambulance required
 - Number of injuries or casualties
 - Description of injuries or medical conditions
 - Exact location of the emergency
 - Type of assistance being given
 - Your name and phone number
7. If the situation cannot be contained:
Activate the Emergency Notification Procedure:
 - Sound the air horn three times in a row:
 - Blast #1 – Hold for 3 seconds
 - Blast #2 – Hold for 3 seconds
 - Blast #3 – Hold for 3 seconds
 - Wait 3 seconds and repeat until all workers are accounted for.
 - Proceed immediately to the designated Muster Point.
8. Evacuation Protocol
 - Ensure **exit** routes are known, unobstructed, and unlocked at all times.
9. At the Muster Point
 - Report to the Project Manager or designate for a head count.
 - Do not return to the work area until officially cleared to do so.
10. Emergency Response Cooperation
 - Only assist Emergency Responders when asked.
 - Stay calm and remain clear of emergency operations.
11. Rescue Procedure (Only If Safe) - If you must attempt a rescue:
 - Approach from the upwind side to avoid exposure to gases, vapors, or smoke.
 - Administer first aid only if it is safe and you are trained to do so.
 - Keep unauthorized personnel away from the hazard zone.

Note: Avoid low-lying areas where heavier-than-air gases may accumulate.

12. Situational Awareness - Use Your Senses to Detect Hazards:
 - Listen for unusual sounds such as hissing (gas leaks).
 - Observe for placards indicating hazardous materials.
 - Watch for downed power lines, smoke, flames, or chemical vapors.

REMEMBER: Never become the second casualty. Protect yourself first. If you're unsure, evacuate and report immediately.

ENVIRONMENTAL POLICY

Modex Projects Limited is committed to conducting its operations in an environmentally responsible manner. As a responsible company, we are dedicated to promoting practices that safeguard the environment, protect our workers and clients, and comply with all applicable environmental legislation.

Employee Responsibilities

All employees are responsible for taking the necessary steps to minimize environmental impact in their daily activities. This includes:

- Proper handling, storage, and disposal of materials
- Participating in training on acceptable recycling and waste management practices
- Understanding the environmental risks associated with their work and how to control them

Construction Site Practices

On all construction sites, Modex Projects Limited will:

- Use, store, and dispose of excess materials in ways that protect both people and the environment
- Follow established waste management protocols to reduce environmental impact
- Require all workers, including contractors, to dispose of personal garbage in the designated on-site containers
- Ensure that disposable items such as coffee cups are discarded with regular construction waste, not left on site

Management Commitment

Management is responsible for:

- Developing and enforcing environmental standards in line with current legislation
- Providing training and resources to support environmental stewardship
- Monitoring compliance and correcting improper practices when identified

Incident Reporting

All environmental incidents must be reported immediately to ensure proper response and regulatory compliance.

By promoting awareness and accountability, Modex Projects Limited strives to minimize our environmental footprint and contribute to a sustainable future.

Let me know if you'd like this section customized for a specific project or formatted into a policy statement for employees to sign.

Farhang Fotovat

Signed by: Farhang Fotovat
August 22, 2025

SUBSTANCE USE/IMPAIRMENT POLICY

Purpose

Modex Projects Limited is committed to maintaining the highest standards of health and safety on all worksites. To support this commitment, all employees and contractors must remain free from impairment while performing their duties. The use of substances that may impact an individual's ability to work safely is strictly prohibited during work hours, including breaks.

Policy Overview

All individuals performing work for or on behalf of Modex Projects Limited—including employees, contractors, and sub-contractors—are required to report fit for duty and remain so throughout the workday. This means being able to safely and competently carry out assigned duties without any limitations caused by:

- Alcohol
- Illegal or recreational drugs
- Misused prescription or over-the-counter medications
- Inhalation or use of psychoactive or intoxicating substances

Use or possession of any of the above on-site, including during breaks or while operating company equipment or vehicles, is strictly prohibited and will result in immediate disciplinary action, up to and including removal from the worksite.

Prescription Medication Disclosure

If an employee or contractor is taking prescription medication under the direction of a physician that may cause:

- Drowsiness
- Impaired focus or judgment
- Reduced consciousness or alertness

They must immediately inform their direct supervisor or Project Manager. A risk assessment will be conducted to ensure that it is safe for them to continue working or if modified duties are necessary. Disclosure will be treated confidentially and respectfully.

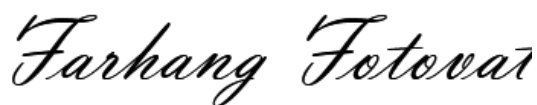
Random Inspections

Modex Projects Limited reserves the right to conduct random site inspections to ensure compliance with this policy. All contractors and workers are expected to cooperate fully.

Definitions

Fit for Duty: The ability to perform assigned work safely and acceptably, without limitation due to the effects or after-effects of alcohol, drugs (legal or illegal), medications, or any substance that could impair physical or cognitive performance.

This policy applies to all Modex Projects Limited worksites and is enforced without exception. Maintaining a substance-free work environment is essential to ensuring the safety and well-being of every worker, visitor, and member of the public.



Signed by: Farhang Fotovat
August 22, 2025

ANTI-HARASSMENT AND NON-VIOLENCE POLICY

Our Commitment

At Modex Projects Limited, we are committed to fostering a work environment that is safe, respectful, and free from harassment, violence, or intimidation. Every individual, whether an employee, contractor, manager, client, or member of the public—has the right to work in an environment where dignity and respect are upheld at all times.

Harassment or violence of any kind will not be tolerated in the workplace or in any setting connected to employment at Modex Projects Limited.

Harassment is Against the Law

Harassment is not only unacceptable—it is illegal.

Employees are protected under the Canadian Human Rights Act and the Canada Labour Code, both of which prohibit workplace harassment and discrimination. Physical and sexual assault are further addressed under the Criminal Code of Canada.

Everyone has the right to live and work free from harassment—and the ability to take action if it occurs.

Roles and Responsibilities

All Employees and Contractors

Every individual working at or for Modex Projects Limited is responsible for:

- Treating others with respect at all times
- Speaking up if they experience or witness harassment or inappropriate conduct
- Reporting incidents promptly to a manager or designated contact
- Maintaining the confidentiality of all parties involved in a complaint

Managers and Supervisors

Project Managers and supervisors play a key role in maintaining a safe and respectful work environment. They are expected to:

- Model appropriate behavior at all times
- Address and act on harassment concerns immediately—whether or not a formal complaint has been made
- Take every report seriously and respond with discretion and urgency
- Understand that failure to act may result in personal liability or legal consequences under workplace laws

Managers will be held accountable if they ignore, enable, or fail to prevent harassment or violence in the workplace.

Company Responsibilities

As the employer, Modex Projects Limited has a legal and ethical responsibility to:

- Monitor and maintain a harassment-free workplace
- Take all complaints seriously, regardless of the parties involved
- Investigate all incidents in a prompt, confidential, and fair manner
- Discipline anyone found to have harassed others or retaliated against individuals who reported harassment or participated in an investigation
- Take action against any manager who fails to address harassment or does not fulfill their duty to protect workers

By working together to uphold this policy, we ensure Modex Projects Limited remains a safe, supportive, and respectful workplace for everyone.

INFORMATION FOR VICTIMS

At Modex Projects Limited, we are committed to providing a safe and respectful workplace for all. If you are experiencing harassment or believe someone else is, please read the following information carefully and know that you are not alone—and there are steps you can take.

What Is Harassment?

Harassment is any behavior that demeans, humiliates, or embarrasses another person, and that a reasonable person would know is unwelcome. It may involve a single incident or occur repeatedly over time. Harassment may include words, actions, gestures, or displays—whether in person, in writing, or through digital communication.

Examples of Harassment May Include:

- Unwelcome remarks, slurs, jokes, or taunts related to someone's race, ethnicity, religion, gender, age, disability, sexual orientation, or other personal characteristics
- Written or verbal abuse, threats, or insults
- Practical jokes that embarrass or insult
- Unwanted physical contact (e.g., touching, patting, pinching, hitting)
- Condescending, belittling, or patronizing behavior
- Humiliating an individual in front of others
- Vandalism or damage to personal belongings
- Physical or sexual assault

The Canadian Human Rights Act protects individuals from harassment related to personal characteristics such as race, gender, religion, disability, sexual orientation, and more.

Additionally, this policy covers “**personal harassment**” which includes disrespectful or bullying behavior that may not fall under legally protected grounds but still causes harm.

Harassment can occur between:

- Co-workers
- Managers and employees
- Employees and clients
- Individuals of the same or opposite sex
- An employee and a job applicant

What Is Not Harassment?

- Consensual jokes or personal relationships where both individuals willingly engage
- Constructive feedback, performance evaluations, disciplinary actions, or counseling conducted in a professional and respectful manner by management

Where Can Harassment Happen?

Workplace harassment can occur on the job site, at work-related events, during off-site meetings, or in any situation connected to work, including online interactions.

What to Do If You Experience Harassment

1. **Speak Up (If You Feel Safe to Do So)** - If you are comfortable, tell the person clearly that their behavior is unwelcome and must stop. This can be done in person or in writing. If you write a letter, date it and keep a copy. You may also want to confide in someone you trust.

Farhang Fotovat
Signed by:
Farhang Fotovat
August 22, 2025

2. **Keep a Record** - Document every instance of harassment. Include:

- What happened
- When and where it occurred
- Who was involved or witnessed the behavior
- How it made you feel

Keep these records as they may support a formal complaint if needed.

3. **Report It** - If the harassment continues or if you don't feel safe addressing it directly, report the behavior to the person designated to receive complaints at Modex Projects Limited.

The designated anti-harassment contact at Modex Projects Limited is: Farhang Fotovat **(902)830-8815**

If you are unable to report the issue internally, or if the situation involves physical or sexual assault, you are encouraged to:

- Contact the police
- Speak with a healthcare professional
- File a complaint with the Canadian Human Rights Commission

You have the right to:

- A harassment-free workplace
- Be heard and supported without fear of retaliation
- Have your complaint treated seriously, confidentially, and fairly

Modex Projects Limited will take all complaints seriously and is committed to protecting the well-being and dignity of everyone in the workplace.