

# BENCORP

C O N S T R U C T I O N

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## Health and Safety Manual and Policies

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Owner

# **Health and Safety Policy**

## **Organization and Delegated Responsibilities**

The ultimate responsibility for the health and safety rests with the proprietor. However individual responsibilities are designed to all sub-contractors and self employed people for the Company's activities for which they have control.

All workers regardless of position or occupation have general duties under the health and safety regulation.

### **Proprietor:**

The Proprietor is ultimately responsible for health, safety and welfare within the Company and is specifically responsible for:

1. To develop, implement and maintain an effective Health and Safety Policy that meets legal requirements and protects all involved from injury and ill health.
2. To review and update as necessary the Health and Safety Policy to ensure it remains effective and up to date.
3. The objectives outlined in the Company Health and Safety Policy are fully understood and observed by all employees/trades/subcontractors.
4. Adequate funds, insurances, materials, equipment and human resource are provided to meet all legal and contract requirements.
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6. To ensure safety is treated with equal importance as quality, productivity and other business objectives.
7. Ensure failure to comply with the Health and Safety Policy and procedures is treated as a disciplinary matter.
8. To ensure health and safety responsibilities are clearly defined and allocated within the Company.
9. Ensure effective communication channels exist within the Company to enable health, safety and welfare matters to be effectively communicated and for concerns to be investigated and where necessary, effective action taken.
10. An effective training program is developed and maintained to instructing the requirements of the Health and Safety Policy and safe systems of work relevant to the job responsibilities and place of work.
11. All of them are adequately trained and competent to carry out their Health and Safety responsibilities.
12. Health and Safety monitoring activities including inspection and audits are undertaken on a regular basis to ensure the required standards of health; safety and welfare are maintained.
13. Effective arrangements are in place to control potentially serious hazards or situations of imminent danger, and a suitable number of competent people are given responsibility implementing these arrangements.
14. Ensure lost time accidents are investigated and effective measures taken to prevent recurrence.
15. To ensure all accidents, dangerous occurrences and diseases are reported to the Health and Safety Executive as required by The Ministry of Labour.

16. To ensure suitable and sufficient first aid and welfare facilities are provided and all are fully informed of the arrangements.
17. Ensure adequate information, both written and verbal, is passed on regarding Health and Safety matters.
18. Understand and keep up to date with the requirements of the Company Health and Safety Policy and other relevant health and safety standards.
19. Ensure all are provided with sufficient information, instruction and training on health safety and welfare matters.
20. Ensure all are capable and competent of carrying out their work in a safe and healthy manner and that adequate levels of supervision are provided.
21. Ensure adequate resources are provided and maintained to meet all legal and contractual health, safety and welfare matters.
22. To set high personal standards in relation to health, safety and welfare, including wearing appropriate personal protective equipment and following relevant health and safety standards when visiting site, to foster a positive health and safety culture.
23. Ensure health, safety and welfare matters are treated with equal importance to quality, productivity and other business issues.
24. Ensure employees and others who fail to comply with relevant safety health; safety and welfare requirements are suitably disciplined/reprimanded.
25. Ensure regular consultation on all aspects of health. Safety and welfare takes place with employees, contractors, clients and others as appropriate.
26. Arrangements are in place to undertake risk assessment and ensure the assessments are recorded, reviewed and updated as necessary.
27. Provision is made for the inspection, examination, maintenance, servicing, repair, and replacements as necessary of plant, tools and equipment.
28. Accidents are reported, recorded and investigated as necessary, including the production of reports identifying the cause of the accident and recommended actions to prevent recurrence.
29. Ensure appropriate personal protective equipment is provide and ensure it is maintained cleaned and replaced as necessary.
30. Articles and substances purchased by the Company are safe for use and safety data sheets and other relevant health and safety information is obtained from suppliers and manufacturers.
31. Familiarize oneself with the contents of the Company's Health and Safety Policy and relevant health, safety and welfare standards, following the safe working practices and procedures detailed.
32. To use and keep in good condition the correct tools, plant equipment, materials, machinery, substances, transport equipment, safety devices and safety equipment in accordance with the training, instruction and information received, reporting any defects to your supervisor.
33. Develop a personal concern for your own and others health and safety, and not cause injury or ill health to yourself or others by your acts or omissions.
34. Not to take any unnecessary risks, report any unsafe working practices, unsafe conditions, dangerous occurrences and near misses.
35. Co-operate with health and safety matters to ensure compliance with legal requirements.
36. Not to intentionally or recklessly interfere with or misuse anything provided for health and safety reasons.
37. Present oneself for work in a fit and healthy condition and not under the influence of any alcohol or illegal drugs.
38. Co-operate with others at the workplace to ensure our work activities and the work activities of others does not adversely affect the health and safety of all people in the workplace.
39. Maintain a safe and tidy place of work at all times.
40. Participate in developing a positive health and safety culture within the Company by adopting a reasonable attitude towards health and safety at all times.
41. Refrain from acts of horseplay at all times.

### **Subcontractors/ Self Employed**

1. Comply with the requirements of the Health and Safety and associated legislation appropriate to the operation of our organization.
2. Take responsibility the heath and safety of person employees, including sub-contractors and self-employed.
3. Provide and maintain suitable levels of supervision to ensure safe working practices are observed at all times.
4. Appoint a competent person to assist your Company in managing health and safety. Inform the Managing Direct of the name and qualifications of competent people.
5. Comply with health and safety requirements, including rules, regulations, safe working practices and other relevant health, safety and welfare standards applicable to each project
6. Follow the directions of the Company at all times in relation to heath, safety and welfare matters.

## **Health and Safety Policy**

### **Health and Safety Arrangements for Implementing the Policy**

*This section of the Health and Safety Policy details the systems and procedures in place to ensure the policy is effectively implemented throughout the Company.*

#### **Management of Health and Safety: General.**

The company recognizes the importance of managing health and safety with the same degree of expertise and to the same high standards as other core business activities.

Effective management of health and safety is considered essential to the control of risks and prevention of harm to employees and other persons.

#### **The key elements of effectively managing health and safety within the Company are:**

1. The development and maintenance of a health and safety policy, which sets a clear direction for the Company to follow, contributes to business performance and demonstrates a commitment to continuous improvement.
2. Health and safety responsibilities are assigned at all levels within the Company, which motivate and empower employees to work safely preserving physical and human resources which reduce financial losses and liabilities.
3. Arrangements in place including the provision of adequate physical and competent human resources for delivering the policy, including the development and maintenance of an effective health and safety management system.
4. A risk assessment based approach is adopted to prioritise and set objectives to eliminate or control to acceptable levels of risks to health and safety.
5. Health and safety performance is measured through regular inspection and auditing activities to identify improvement opportunities.

#### **The Company will comply fully with the requirements of the Management of Health and Safety at Work Regulations, in particular:**

1. Assessment of the risk to employees and other person who may be affected by the work of the company are undertaken to ensure compliance with relevant health and safety legislation and protect people from injury and ill health. Implementing suitable preventative and protective measures following the principles of the regulations will control the risks identified by the risk assessments. The guidance provided in publications will be followed as appropriate.
2. Effectively managing health and safety to control risk and prevent harm to employees and others. Management systems have been developed to include the key elements of planning, organizing, control, monitoring and review.
3. Procedures for serious and imminent danger and for danger areas have been developed including the appointment of competent persons to take charge of such situations.
4. Contact will be made with external services regarding first aid, emergency medical care and rescue work, for incidents and accidents, which may require urgent action.

5. Information provided on the risks to health and safety and the precautions to be observed, including the procedures to follow in the event of emergency situation and the names of the competent persons in charge.
6. Co-ordinate activities with others when sharing the same workplace to ensure all persons are aware of the risk to health and safety and the precautions to be observed. The company will cooperate as necessary with others to ensure all parties to meet their legal responsibilities.
7. Ensure all people are capable and competent to undertake their work in a safe and healthy manner. Everyone will receive training upon recruitment, when exposed to new or increased risks and when given changed job responsibilities. Refresh or training will be provided as necessary.
8. Employees will use everything provided to them to carry out their work in accordance with the training and instruction provided. Employees will also report any serious risk to health and safety or failures in health and safety management system to their manager or supervisor for action.

### **Information and Instruction**

People who use work equipment or who supervise or manage its use will be provided with adequate information and where appropriate written instruction relating to the use of the equipment.

#### **Information and where appropriate written instruction will cover:**

1. All health and safety aspects arising from the use of the equipment and the methods for dealing with them.
2. Any limitations on the use of the equipment.
3. Any foreseeable difficulties that could arise in the use of the equipment and the methods for dealing with them.
4. Conclusions drawn from experience in using the work equipment.

### **Training**

All people who use work equipment will receive appropriate health and safety training on:

1. The method of using the work equipment.
2. Risks associated with the use of equipment.
3. The controls to be applied to eliminate or control the risks to acceptable levels.
4. Training will take place during employees normal working hours or as agreed.
5. Records of training will be held in a central training records.

### **Markings and Warnings**

1. Work equipment will be suitably marked for health and safety reasons, including the identification of controls, maximum speeds, safe working loads and hazardous conditions or substances.
2. Suitable warning notices or devices will be fitted to work equipment where hardware measures (guarding) do not adequately control the risks. Examples of information relayed by warning notices include prohibitions, restrictions and positive instructions.
3. Warning devices may be audible or visual or a combination of both.

### **Personal Protective Equipment**

*The company recognizes the importance of the provision of personal protective equipment while undertaking some work activities as a means of preventing injury or ill health.*

**The company will comply with the requirements of the Personal Protection Equipment at Work Regulations, in particular:**

1. Workers must use personal protective equipment as required.
2. All personal protective equipment will be assessed to ensure its suitability to protect against the identified hazard.
3. Items of personal protective equipment are selected to ensure they are compatible with each other where more than one item is to be worn at the same time.
4. Personal protective equipment is maintained, replaced, or repaired as necessary.
5. Suitable accommodation is provided for all personal protective equipment to ensure it does not become damaged or contaminated when not in use.
6. Users of personal protection equipment have been fully trained in its use including the risk, which the personal protective equipment will protect against.

**The company will comply with the Health and Safety (First Aid) Regulations, in particular:**

1. An assessment of the need for first aid at each work location has been undertaken taking into account access to emergency services.
2. Each office and company vehicle is equipped with a fully stocked first aid box.
3. Signs are displayed in offices detailing the location of the first aid boxes.

### **Selection of Sub-Contractors**

1. The company recognizes importance of appointing only subcontractors who are competent and who allocate adequate resources to health and safety management.
2. The company will assess the competence and resource allocation of each subcontractor before being appointed.
3. Where necessary the Health & Safety Consultant will undertake or assist with the assessment of subcontractors.

### **Ladders and Steps**

1. All ladders and steps must be inspected for defects before being put into use.
2. Timber ladders and steps must not be painted or treated in a manner that prevents defects being seen.
3. Ladders should be stored in racks supported on the sites only. Storage areas should be dry, well ventilated and away from sources of heat.
4. Ladders must extend a suitable distance above a working platform when used for access to ensure a suitable handhold is available.
5. Ladders should where ever possible be placed at an angle of 1 meter out to 4 metres up.

Extension ladders should have the following minimum overlaps:

- Under 5 meters - 2 Rungs
  - 5-6 meters - 3 Rungs
  - Over 6 meters - 4 Rungs
6. Operatives are advised to maintain three points of contact at all times when using a ladder and are never to overreach.
  7. When working from a ladder always ensure a good handhold is available.
  8. When climbing a ladder carry tools in a belt or similar holder.
  9. Steps should be set at right angles to the work whenever possible and the top step must not be used to stand on, unless suitable guard and handrails are fitted.
  10. Always use steps in the fully open position, ensure ropes are tight at all times.

### **Mobile Towers**

1. Mobile tower scaffolds must only be erected, modified, or dismantled by competent people.
2. Partly erected or dismantled mobile tower scaffolds must have notices displayed and access blocked.
3. All mobile tower scaffold must be must be erected on for safe foundations, and where appropriate securely fixed to the building.
4. Guardrails and toe boards must be provided on all mobile towers,
5. The main guardrail on mobile towers must be at least 950mm above the working platform.
6. Toe boards on mobile towers shall rise above the working platform by at least 150mm.
7. There shall be no unprotected gap between guardrails and toe boards of more than 470mm, on mobile towers.
8. Ensure that working platforms are kept clean and free for tripping hazards, and that the mobile tower is not overloaded with materials or equipment.
9. Always lock the wheels on mobile towers before use and never move it with people on the platform or structure.
10. Never climb the structure of a mobile tower, always use access ladders.
11. Steps, ladders or trestles should never be used from the working platform of scaffolds or mobile towers to gain additional height.
12. Mobile towers should not be used above 9.7 meters in height.
13. The last base to height ratio should not be greater than 3:1 where the tower is used externally or 3:5:1 where the tower is used internally; outriggers may be used to increase the base size providing additional stability.

### **Mobile Elevated Work Platforms**

1. Safety Harnesses shall be worn at all times and fixed to the appropriate anchor points on the platform.
2. Outriggers and stabilizers shall be safely deployed and set down on firm level ground.
3. The machine shall remain level at all times.
4. Make sure that all tools and material are secure.
5. Make sure that the working platform is kept clean and tidy and is not slippery.
6. Make sure that all work is undertaken within the specified reach of the machine.

7. When moving the machine make sure the route is clear and safe, including keeping clear of overhead power systems.
8. Ensure that safe working load of the machine is not exceed.
9. Ensure adequate signs and barriers are erected around the work area.
10. Do not operate equipment at height in high winds.
11. Only competent persons shall operate mobile elevated work platforms.
12. Ensure that ground conditions are satisfactory for the machine and stabilizing devices.
13. Carry out daily inspection of the machine before putting into use.
14. All mobile platforms shall be inspected and maintained in accordance with statutory and manufacturers requirements.

### **Cradles**

1. Where the Company uses cradles for window cleaning purposes. Safe systems of work will be used when working from cradles as detailed below.
2. The erection, dismantling and major alterations to cradles will be carried out and supervised by experienced competent people, familiar with the type of equipment.
3. The framework for outriggers will be secured at suitable intervals to prevent displacement. counterweights will be sufficient to give a resisting movement at least three times the overturning movement.
4. Cradles will be clearly marked to show the safe working load (SWL) and the number of people held.
5. Suitable working space of at least 600 mm width will be provided. The working platform will be closely boarded, have no gaps except for drainage and have a slip free surface.
6. Timber boards on the cradle will overhang the stirrups by at least 100mm but not more than 200mm.
7. Toe boards will be fitted which rise above the working platform at least 150mm.
8. Guard rails will be fitted around the full perimeter of the cradle and rise a least 910mm above the working platform. Intermediate guardrails will be fitted so that the gap between the top guardrail and the tow board is not more than 470mm.
9. Before first being put into use an inspection certificate will be issued by the erection contractor or when using the client cradle.
10. Suspension ropes, winches, blocks etc. will be inspected an thoroughly examined every six months and suitable certificates of inspection will be checked prior to using.
11. Cradles will be inspected by a competent person and suitable records of the results of inspections retained. When using, clients cradles the copies of the inspection certificate.
12. Persons working from cradles will be properly trained in their operation. User will carry out visual inspections of the equipment including guarding, ropes and electrical cables for defects before being put into use. The user will also undertake functional tests of the controls and safety devices.
13. Suitable precautions will be taken to secure the area below the cradles using barriers, cones, signs etc. as appropriate.
14. People living or working in the buildings will be warned about the use of cradles and instructed to observe restricted area and not to open windows.
15. At least two turns of rope will remain on the drums when the cradle reaches its maximum operating distance.
16. The working platform will be kept clear, clean and free of stored materials. Only sufficient materials for the immediate work in hand will be held on the platform.
17. All tools and equipment carried in the cradle will be secured too prevent movement or items falling from above.

18. Suitable precautions will be taken to guard against items falling from above.
19. The correct means of access to and from the cradle will be used at all times, the practice of climbing ropes is strictly prohibited.
20. The practice of transferring between adjacent cradles is strictly prohibited.
21. The equipment will not be used in high wind conditions.
22. At the end of each working day or shift the cradles will be secured in a safe position to prevent unauthorized access, controls will be disabled and electricity supplies isolated and made safe.
23. Safety harnesses will be provided, and persons working in the cradles advised to wear them.

### **Conclusion**

Accidents are costly to the individuals, families, their organizations and the nation as a whole. Creating a healthy and safe workplace is therefore crucial. For this reason, occupational health and safety is important to everyone. Employers and workers should help each other to prevent accidents. Accident prevention starts with effective internal responsibility system for occupational health and safety. As a Company, we work hard to make sure all health and safety policies are followed.