

DIRECT 

TRAFFIC MANAGEMENT INC.

Health & Safety Policy

President's message

Our program and commitment to health, safety and the environment demonstrates that we continue to be good corporate citizens working towards an accident free workplace. Accidents are not part of our business and are never an acceptable risk. The health and safety of every employee is a primary concern and is the basis for our policies and directives in this area. We will review the Health and Safety Policy annually and update it as required. Any changes or revisions to the Policy shall be communicated to all parties by effective means, such as staff meetings, training sessions or specific memos.

Our Health and Safety Policy has been prepared for your use and reference. To be successful in health and safety, we require the cooperation and dedication of all levels of management, supervisors and employees. This policy has been developed to assist you in making the right choice when it comes to your health and safety.

Health and Safety violations by any employee will be viewed as a major breach of our program and will be grounds for immediate disciplinary action, up to and including discharge. The Internal Responsibility System (IRS) means that we must all work together to ensure that health and safety is a primary focus of all our employees. We do not expect you to work in an unsafe or unhealthy manner at any time. I ask that you read this manual carefully and completely and raise any questions or concerns to your immediate supervisor.

Thank you for your cooperation.



Peter Wehmeyer

President

May 1, 2015

Date

Policy

This manual is to be read and complied with. Keep close on hand for reference.

This manual is a tool to provide assistance and guidance and does not remove, alter or replace employer/employee responsibilities or obligations as per the current Occupational Health and Safety Act (OHSA), company procedures or the procedures of the companies we work for. In any case, current, governing laws take precedence. Success depends on the responsibility and dedication of EVERYONE! We all need to make the right choices.

Health and Safety violations will be viewed as a major breach of company policy and will be grounds for disciplinary action up to and including discharge.

Remember the following at the beginning of every shift – “Working safe is working smart!”

Responsibilities - Employer

Employer must ensure that the health and safety of the employees is protected at all times. Employers have the responsibility to implement and maintain a safe and healthy work program. In order to accomplish this, the employer will:

1. Appoint competent supervisors to supervise the work.
2. Provide proper equipment and materials to accomplish the work. Explain the proper use of equipment, materials and Personal Protective Equipment (PPE).
3. Advise workers of actual and potential hazards associated with their work.
4. Provide training in health and safety topics.
5. Update, circulate and post health and safety policy and OHSA at work locations.
6. Discipline any worker that violates our health and safety policies or OHSA laws.
7. Post the OHSA and regulations for reference.
8. Have a safety representative or a Joint Health and Safety Committee (JHSC) in place as required.
9. Develop a program to assist in implementing our company policies.
10. Develop an early and safe return to work program.
11. Monitor all accident reports and corrective action taken.
12. Encourage the reporting of unsafe acts or conditions.
13. Take every reasonable precaution to protect workers from injury or illness.

Responsibilities - Supervisor

Supervisor must supervise the work in progress and ensure the work is done in compliance with all OSHA laws, our company health and safety policy and procedures. In addition, your supervisor will:

1. Supervise your work personally, or appoint, in their absence, a competent person to do so.
2. Ensure all workers comply with the OSHA, as well as the health and safety policy and procedures.
3. Advise workers of potential and actual hazards in the performance of the work.
4. Provide and/or arrange for training for required health and safety topics.
5. Circulate post and explain this health and safety policy to workers.
6. Discipline any worker that violates our health and safety policies or OSHA laws.
7. Have a copy of the OSHA available for reference.
8. Work with the safety representative of JHSC as required.
9. Implement the program to ensure the company's policies are known and followed.
10. Monitor and implement our early and safe return to work policy.
11. Perform routine workplace safety inspections.
12. Investigate all accident and incident reports and institute corrective action required. Ensure all corrective measures are carried out in a timely manner.
13. Conduct /oversee toolbox talks and safety meetings. Encourage the reporting of unsafe acts or conditions. Encourage safe work practices.
14. Ensure that PPE is available and worn as required.
15. Take every precaution reasonable to protect the health and safety of workers.
16. Regularly evaluate worker performance and provide periodic feedback with respect to health and safety.

Responsibilities - Worker

Workers are expected to know and understand the basic principles of this policy and the OHSA. You have the right to work in a safe and healthy environment and are expected to comply with the following requirements at all times:

1. Fully read and agree to comply with all OHSA and our company policy.
2. Use and wear the prescribed equipment, materials and protective devices supplied.
3. Know and understand the limitations of PPE.
4. Be aware of actual or potential health and safety hazards associated with your work.
5. Participate in required training related to health and safety related topics.
6. Refer to the health and safety manual as required.
7. Do not violate health and safety policies or the OHSA at any time.
8. Be aware of your responsibilities under the OHSA.
9. Support your JHSC as required.
10. Cooperate with our program and assist in implementing our company policies.
11. Report any accident or incident to your supervisor immediately.
12. Report any unsafe or unhealthy acts and/or conditions to your supervisor immediately.
13. Participate in health and safety meetings and toolbox talks.
14. Always work in a manner that is safe and does not endanger yourself or others.
15. Never engage in horseplay or report to work in an unfit manner.

Equipment Tag-Out

Any equipment other than TC-54s & TC-51s that become damaged to the point that it is not safe for use must be identified and repaired. The damaged piece of equipment must be marked in an obvious area using **yellow** electrical tape, **yellow** bags or **yellow** caution tape. After being marked it will be placed in the damaged equipment area for repair. Damaged equipment sheets are located in this area and must be filled out completely for each piece of equipment. Damaged TC-54s will be placed in the appropriate area in the yard for disposal. Damaged TC-54s & TC-51s do not have to be identified with the colour yellow. Yellow bags and tape will be available in the damaged equipment area.

Incident Policy

An incident, as defined by the IHSA, is an event that results in an injury, property damage or material loss. The Occupation Health and Safety Act does not define "incident".

When an incident occurs it must be reported to the Team Leader on site immediately. If there is no Team Leader on that job site, you must contact your Supervisor. A Supervisor must be contacted for ALL incidents involving a vehicular accident or any personal injury. When the Supervisor is contacted they will determine if the incident needs to be investigated further. If the incident requires immediate and further investigation a Supervisor will be dispatched to the scene equipped with an Incident Investigation Kit. While waiting for the supervisor, the team leader must first secure the scene and attend to injuries. After securing the scene the Team Leader can begin collecting and recording any information that pertains to the incident until the Supervisor arrives on site.

For incidents involving minor property damage or equipment loss, an incident report must be completed by the Team Leader responsible for the job site. The Team Leader will fill out the incident report with all workers that were involved as soon as possible. **Any worker injury must be reported to a Supervisor immediately.**

All incidents will be reviewed by a supervisor within 24 hours, and monthly by the JHSC. The JHSC will review and make recommendations to management. Any incidents involving a critical injury as defined in S.51(1) of the OHS Act will be reported to the employer, supervisor, JHSC and the MOL immediately.

Near Miss Policy

A near miss, as defined by the IHSA, is an event that could have resulted in an injury, property damage or material loss at work.

These events will be recorded by any employee that recognizes them. Completed near miss reports can be handed into the office and will be investigated immediately. These forms will also be presented to the JHSC each month at the scheduled meeting times.

Work Refusal

Refusal to work is usually associated with failure to communicate concerns of unsafe conditions to supervisors and management. The management of Direct Traffic Management Inc. encourages the reporting of unsafe working conditions in order to provide an opportunity to investigate and take corrective measures if needed. Should you find yourself in a position that is unsafe, (or is new to you and you're not comfortable with), consult your immediate supervisor. Your supervisor will assess the situation with you and a new plan will be initiated to complete the work. The particular work you refused may be offered to another employee providing that the other employee has been advised about your work refusal and the reasons for your work refusal. Your supervisor may assign you to other duties while the issue is being resolved.

When a situation occurs that an employee does not consider it safe to install a closure due to weather conditions, this is not considered a work refusal. This is part of our procedure manual and is treated as a normal occurrence in the performance of the work. Weather issues are treated differently, and a worker refusing to set up due to weather should refer to the procedures manual of information.

Disciplinary Action

Should a violation of company policy occur, the following steps are the minimum procedures to be used. Penalties can be more severe for the first and second offences if it is determined that the policy was knowingly ignored, or if the violation is of a serious nature.

1. First Offence – a verbal warning is given to the worker by the supervisor. The verbal warning will include the nature of the violation and the required corrective measure(s) to be taken by the worker. The verbal warning should be documented and acknowledged by both the supervisor and the worker.
2. Second Offence – a written warning is given to the worker by the supervisor. The exact violation should be explained along with the required corrective measure(s) to be taken by the worker. The worker and supervisor are to sign the written violation and a copy is to be given to the employee and another put into the employee's folder.
3. Third Offence – Employee is suspended from work without pay. This action is to be written up, and both the worker and supervisor are to sign. The employee will be given a copy and a copy will be put into the employee's folder.
4. Fourth Violation – Employee is dismissed from company service. A written letter is to be put into the employee's folder.

Equipment Use and Inspection

1. All drivers must provide proof of licence to the office in the form of a current Ontario Ministry of Transportation driver's abstract.
2. All vehicles are to be inspected at the beginning of the shift by the workers using them. All defects and missing equipment should be noted and corrective measures taken to ready the vehicle for work. If this is not possible, your supervisor is to be notified. All required paperwork is to be in the truck. Notify your supervisor if this is not the case.
3. Drivers are required to know and obey the Highway Traffic Act, as well as OHSA and company policies regarding vehicle use.
4. Use the vehicles according to manufacturer's owner's manuals. Do not overload! Make sure your load is properly secured before moving.
5. At the end of every shift, park the vehicle ready for use on the next shift. This means you must re-fuel the vehicle, fix or report any required repairs and remove equipment not required. Garbage is to be removed and the vehicle is to be left clean and tidy.
6. Notify your supervisor of any damage to the vehicle incurred during your shift.

Personal Conduct

Horseplay – no worker shall engage in an activity that may be a hazard to co-workers, the public, the work area or the environment.

Fighting – fighting will not be tolerated at any time by any employees with co-workers, supervisors or the public. Any worker caught fighting will be subject to immediate dismissal.

Theft – any worker caught stealing tools, equipment, materials or supplies from the company will be subject to immediate dismissal and the matter will be referred to the proper authorities for possible investigation and prosecution.

Substance abuse – if any worker is suspected of, or is caught using any illegal or controlled substances, disciplinary action will ensue.

Misuse/Destruction of Company Equipment – any misuse or abuse of company tools, equipment, property, vehicles or supplies will result in immediate disciplinary action. All of the above must be used in the manner for which they were intended and as per manufacturer's specification.

Insubordination – at no time will insubordination be tolerated. All workers are required to listen to, and follow the guidance of their supervisors, managers and any other personnel that have authority over them. This extends to the Ministry of Labour, Ministry of the Environment, Police, Fire and EMS officials. Any worker failing to abide by this rule will face immediate disciplinary action.

Harassment – at no time will any worker harass any other worker, client or member of the public, physically, sexually or emotionally. When an instance of harassment is reported it will be taken very seriously and will be investigated thoroughly. If the allegation is found to be true, the worker will face immediate discipline up to and including dismissal. If it has been found that there has been harassment that includes unwanted contact you will be dismissed immediately and the issue will be forwarded to the proper authorities for a proper investigation. If you are the recipient of harassment of any nature, report it immediately to your supervisor or the person in charge that is not involved in the allegation. Your allegation will be taken seriously, and as such, you will be treated with the respect, dignity and confidence that you deserve.

Working with a Subcontractor

Subcontractors must supply Direct Traffic Management Inc. with proof of WSIB and liability insurance. Verbal and written instruction will be provided by Direct Traffic Management Inc. to subcontractors representative. A pre-start meeting, or tailgate meeting must take place on site, off the travelled portion of the roadway, before any work commences. During this meeting, 2-way radios or telephone information can be exchanged so that Direct Traffic Management Inc. crews can maintain contact at all times. Direct Traffic Management Inc. crews will monitor all sub contractor work taking place to ensure compliance with our policies and procedures.

CVOR Policy

Highway Traffic Act Reg. 555/06 - Hours of Service. Subsection 26 and 28

If an employee works for any other CVOR operator in a day, the employee must notify Direct Traffic Management Inc. The employee must provide hours on duty and hours driving each day if working for any other employer with a CVOR certificate.

Facilitated Return to Work Policy

Introduction

This policy and procedure is designed where practical and feasible, to facilitate the timely return to work of all applicable employees affected by illness or injury. These are the governing standards and where they exceed the Workplace Safety Insurance Act or any other similar Act, Regulation, Standard or instruction, Direct Traffic Management Inc.'s policies and procedures take precedence.

Policy

It is Direct Traffic Management Inc.'s policy to facilitate in the successful return to work of all applicable employees afflicted as a result of injury or illness.

Suffering, financial loss and time loss resulting from injury or illness shall be minimized through a pre-planned, systematic program.

The program requires that:

- Employees cooperate with all reasonable initiatives designed to facilitate a timely recovery from injury or illness and subsequent return to work.
- Employees must continue to receive medical and rehabilitative treatment.
- Temporary modified work assignments (sometimes called "light" or "limited" duty) are provided if available within prescribed medical limitation.
- Communication shall be maintained between the employer and injured or ill worker.
- Communication shall be maintained between the employer and injured or ill worker's personal physician.

I have read and understand the Direct Traffic Management Inc. Health and Safety Policy.

Employee: _____

Sign

Date _____

Print

Supervisor: _____

Sign

Date _____

Print



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