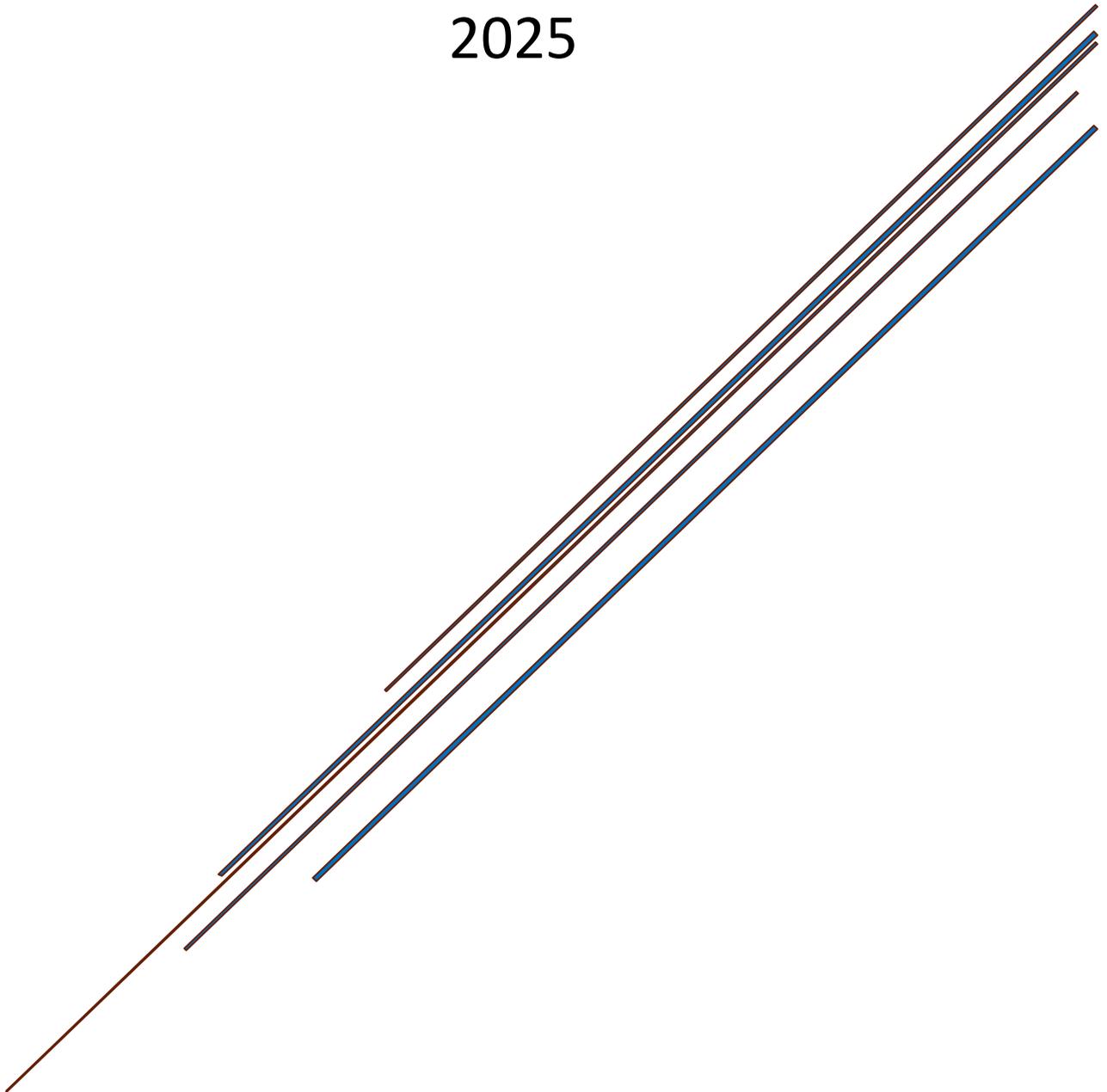




HEALTH AND SAFETY MANAGEMENT SYSTEM

2025



Star Building Materials

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MFG of Wooden Trusses

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Star Building Materials HSMS

Revised & Merged August 2025 by Star Building Materials

Star Building Materials Manual Edmonton and Calgary locations was revised and merged in August 2025 to indicate the formation of one Star Building Materials HSMS program for Alberta.

HEALTH & SAFETY MANAGEMENT SYSTEM SECTIONS

SECTION 1 – MANAGEMENT’S COMMITMENT

SECTION 2 – PUBLIC, VISITORS AND CONTRACTED EMPLOYER

SECTION 3 – HEALTH AND SAFETY COMMITTEES AND HEALTH AND SAFETY REPRESENTATIVES

SECTION 4 - TRAINING

SECTION 5 – HAZARD ASSESSMENT

SECTION 6 – HAZARD CONTROL

SECTION 7 – INSPECTIONS AND MAINTENANCE

SECTION 8 – EMERGENCY RESPONSE

SECTION 9 - INVESTIGATIONS

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CORPORATE HEALTH AND SAFETY MANAGEMENT SYSTEM OVERVIEW

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The information in this manual has been prepared based on information supplied by Star Building Materials legislation, standards, and other sources of information as generally available. The manual is intended for general use and may not apply to every circumstance. Star Building Materials, its owners and sub-contractors have taken every care to ensure the completeness and accuracy of the manual but make no warranty expressed or implied in relation to the contents.

COMPANY WORK DESCRIPTION

Star Building Materials scope of work includes designing, engineering, manufacturing floor and roof systems, pre-built wall panels and wholesaling wooden beams and joists. Ordering, storage, distribution, and delivery of construction materials and their related components.

The information in this manual is intended for general use and may not apply to every circumstance. It is not a definitive guide to the Alberta Occupational Health and Safety Act (OHS) or any other government regulations. It does not relieve any person using this manual from their responsibilities under any applicable legislation with which they must be familiar.

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HEALTH AND SAFETY INFORMATION

PROGRAM AUDITS

Star Building Materials will ensure that they are meeting their obligations and complying with internal programs and government regulations by conducting regular audits. The audits will evaluate the Star Building Materials Health and Safety Program to ensure its effectiveness and determine if goals are being met. Program deficiencies shall be identified, and recommendations made for improvement. Star Building Materials Safety Coordinator shall ensure the Occupational Health and Safety Program is audited at least once a year in accordance with the Alberta Construction Safety Association (ACSA) Certificate of Recognition (COR) program requirements.

DUE DILIGENCE

What is meant by “Due Diligence?”

Due diligence is the level of judgment, care, prudence, determination, and activity that a person would reasonably be expected to do under particular circumstances. Due diligence is sometimes referred to as reasonable precautions; meaning the care, caution, or actions a reasonable person would be expected to take under similar circumstances to prevent an injury or accident.

Due Diligence has three factors:

- 1) **Foreseeability:** Could a reasonable person have foreseen an incident taking place?
- 2) **Preventability:** What could have been implemented to prevent an incident?
- 3) Who had the control to prevent the incident?

When applied to OHS, due diligence means employers and workers will take all reasonable precautions to prevent injuries or accidents in the workplace. This applies to situations that are not addressed elsewhere in OHS legislation. Due Diligence is important as a legal defense for a defendant charged under OHS legislation; they might be found not guilty if they can prove that due diligence was exercised under the circumstances.

Why does due diligence have special significance?

“Due Diligence” is important as a legal defense for a person charged under the OHS legislation. If charged, a defendant may be found not guilty if he or she can prove that due diligence was exercised. In other words, the defendant must be able to prove that all precautions, reasonable under the circumstances, were taken to protect the health and safety of workers.

How does an employer establish a due diligence program?

The employer must have in place written OHS policies, practices, and procedures (such as this HSMS Manual). These demonstrate that Star Building Materials perform workplace safety audits, perform required maintenance on tools and equipment etc. have identified hazardous practices and/or conditions and have applied corrective actions, providing all workers with relevant workplace information to enable us to work safely. **The information in this policy does not take precedence over all applicable government legislation with which all workers should be familiar.**

SECTION 1 – MANAGEMENT COMMITMENT

HEALTH AND SAFETY POLICY

Star Building Materials policy is to provide a safe and healthy work environment for all employees, contractors, sub-contractors, clients, visitors, and the public at large in all phases of Star Building Materials operations. Work related injuries, illnesses and damage to equipment or materials can be prevented. A healthy and safe work environment supported by a sound Health and Safety Management System and a well-trained and capable staff cooperating fully with senior management shall ensure that health and safety is the core principle of Star Building Materials operations.

GOALS

It is Star Building Materials goal to ensure that managers, supervisors, workers, sub-contractors, and all parties work together to achieve the highest level of health and safety performance possible. Star Building Materials strives for health and safety excellence by promoting and maintaining the highest degree of physical, psychological, and social well-being of all employees. Star Building Material's goal is to have a healthy, injury-free work environment for all workers.

AIMS

The aims of this Health and Safety Management System are to:

- Create health and safety awareness for all levels of employment.
- Ensure all personnel understand the roles and responsibilities of all positions, including their own.
- Ensure a clear understanding of the policies, procedures, standards and codes of practices.
- Maintain a healthy company culture and clear communication practices.
- All work together and create a positive atmosphere where all levels of personnel are held accountable and feel safe in daily work activities and tasks.
- Ensure a standard for implementing health and safety within every element of the company.

Workers at every level must be familiar with the requirements of the Alberta OHS legislation as it relates to their work.

RESPONSIBILITIES

It is the overall responsibility of all levels of management, employees, contractors, sub-contractors, and visitors to ensure that the policies and procedures in the health and safety manual are complied with and that improvements for health and safety performance are brought forward and discussed as quickly as possible.

The information in this policy does not take precedence over all applicable government legislation with which all workers should be familiar.

Signature:	Date Review:
Position: Director Branch Operations	Review Initials:

This signature encompasses a review and acknowledgement of all policies within Star Building Materials Alberta manual.

INTRODUCTION

Star Building Material's Health and Safety Manual has been designed to give an overview of the rules and procedures we follow at our workplace and is intended to be used in conjunction with the Alberta Occupational Health and Safety Act, Regulation and Adopted Code (OHS) and other applicable government legislation.

This Health and Safety Manual has been developed to maintain a safe and healthy work environment for all employees and hold a high standard in safety excellence. All employees have the right and responsibility to read and become familiar with this Manual as well as to know when and how to refer to it.

COMPANY COMMITMENT TO HEALTH AND SAFETY

Star Building Materials holds the health and safety of the personnel as the key to a successful company. Star Building Materials is commitment to:

- Developing a comprehensive Health and Safety Management System and promoting it to all levels of employees. The health and safety of the company relies on all personnel's ability to effectively and appropriately utilize, practice and commit to the system.
- Ensuring that all senior management is dedicated to the health and safety program and maintains a level of leadership that sees health and safety as a core principle to the structure of the company.
- Protecting and maintaining health and safety of the workplace at a physical, psychological and social well-being level.
- Providing a safe and healthy work environment and recognizes that workers have that right.

COMPLIANCE

Star Building Materials complies with all the company health and safety policies, procedures, safety standards, codes of practice, and all applicable government legislation. This compliance is also expected from all roles and personnel included in the company. All sub-contractors must ensure that both office and site personnel have read, understand, and will comply with this document prior to starting work on a Star Building Materials site.

HEALTH AND SAFETY COMPANY STRUCTURE

ORGANIZATIONAL CHART

Star Building Materials Organizational Chart is designed to show all positions in the company, complete with the names of the current personnel in that position. The Organizational Chart is a comprehensive chart that enables all personnel to visualize the structure of the company and understand all roles. **Star Building Materials chart is available on [IQ Home \(qualico.com\)](http://IQ Home (qualico.com))**

LEVEL OF ALL PERSONNEL

Star Building Materials has a comprehensive level of personnel in order for all involved to understand what roles and responsibilities are assigned to each position and to visualize the internal layout and design of the company working practices.

Director(s)

Senior Manager(s)

Manager(s)

Supervisor(s)

Workers

COMMUNICATION PROTOCOL

Star Building Materials communication protocol plays a huge factor in how employers, managers, workers, and contractors can fully commit and comply with their individual roles and responsibilities. Having open and honest communication creates a safe and healthy working environment on all levels including physical, psychological, and social well-being. Each level of personnel has a unique and specific communication protocol responsibility. Proper communication adds to awareness and strengthens the Health and Safety Management System.

EMPLOYERS / SENIOR MANAGEMENT

For our Health and Safety Management System the term Employer is used in association, and/or interchangeably, with Senior Management.

ROLES AND RESPONSIBILITIES

- Demonstrate and uphold safety culture and positive influence towards health and safety
- Ensure a copy of the company Safety Policy is posted on area Safety boards
- Uphold, promote, and demonstrate by example safety rules, regulations, and standards
- Provide clearly stated policies, monitor compliance and take necessary corrective actions
- Provide awareness and assistance to workers for resources and allocate sufficient health and safety information
- Ensure all employees have required training, within government and other regulations, industry standards and this manual
- Support the managers and supervisors as required in management and disciplinary procedures as considered necessary.
- Support ongoing meetings of a Health and Safety Committee

- Maintain sufficient budget for health and safety personnel, dedicated OHS professionals, safety representatives, training costs, other safety initiatives and materials (safety manuals, inspection lists, SDS's, etc.)
- Manage loss of time injuries and monitor patient progress.
- Ensure all necessary and required PPE and other safety equipment is provided and available for workers
- Confirm all workers are covered by the Workers Compensation Board of Alberta (WCB) and other Star Building Materials Group Insurance Benefits

EMPLOYER / SENIOR MANAGEMENT COMMUNICATION PROCEDURES

Star Building Materials has a goal to ensure an open and safe communication process between all levels of personnel. It is important that this communication process be maintained and is instilled in the company culture.

EMPLOYER COMMUNICATION PROCEDURES

The Employer will ensure that:

- The Company Health and Safety Policy is communicated to all workers, including managers, contractors, workers, visitors, etc.
- Health and Safety resources, and where to find them, is communicated
- That specific personnel will be assigned to ensure communication to a specific department and the workers within that department.
- Communication will be applied via various forms:
 - written communication,
 - verbal communication,
 - orientation, training theory and demonstrations.

Company culture plays a large role in creating a safe and healthy environment for everyone. Star Building Materials will support their employees by implementing and establishing open communication to management in all daily routines and practices. Communication is the key to awareness for everyone and it starts with the employer and senior management.

EMPLOYER / SENIOR MANAGEMENT DEDICATION AND ENGAGEMENT

The Employer / Senior Management will ensure:

- the health, safety, and welfare of workers at the work site.
- the health, safety, and welfare of other persons (including visitors, public, contracted employers, any other parties) that are on or near a work site and may potentially be affected by hazards created at the work site.
- that all personnel working under the companies' protection are aware of their roles and responsibilities.
- that all personnel working under the companies' protection are aware of their OHS rights and duties.
- that workers are not subjected to or participate in harassment or violence at the work site.

- that workers are supported by a competent supervisor or manager who is familiar with the OHS Legislation.
- that health and safety concerns are taken seriously and resolved in a timely manner.
- that management and workers are properly trained for the protection of health and safety at the work site.
- that all personnel working under the companies' protection are accounted for (name and position).

EMPLOYER/SR MANAGEMENT HEALTH AND SAFETY SUPPORT

Employers will support the integrity of the Health and Safety Management System. By doing this, they are also supporting all levels of personnel to adhere to the system. Employers are required to supply the following types of health and safety resources at the work site and ensure that these resources are always readily available.

- Company information that can or may affect the health and safety of the workers on site, such as:
 - Hazard ID and assessments
 - Hazard controls
 - Inspection results
 - Safe work practices
 - Safe job procedures
 - Emergency response plans
 - Etc.
- Current OHS Act, Regulations, and Code (hard copy, downloaded, or stored electronic copies, Site Docs)
- Applicable Federal Legislation (Canada Labour Code)
- Applicable Transport Safety Codes (TDG, National Safety Code, etc.)
- Environment regulations
- Industry specific code of practices

Additional Resources that the employer can provide through the Health and Safety Committee/ Health and Safety Representative are:

- Industry Best Practices
- Safety Updates
- New or revised information from Manufacturer's, Suppliers and other avenues
- Safety Updates

Star Building Material's procedure to make certain health and safety resources are made available includes an Action Plan and the allocation of the safety department to perform a check and balance monthly; to ensure the following health and safety resources are available:

- Paid time
- Equipment
- Training
- Materials
- Additional need

MANAGEMENT/SUPERVISORS ROLES AND RESPONSIBILITIES

- Set a good example by using PPE and ensuring all workers follow our PPE requirements
- Ensure timely and accurate injury reporting.
- Ensure daily hazard assessment(s) are completed and involves applicable worker(s)
- Ensure Safety Inspections are completed to applicable frequency
- Ensure toolbox meetings are held weekly
- Ensure corrective measures found through hazard assessments, inspections or incidents are discussed with the workers or if rated as “Imminent Danger” or “Serious” problem, immediately call a toolbox meeting to resolve. In addition, report to senior management any items that may influence similar other areas of the operation.
- To know and apply the laws and regulations that apply to the job and enforce them as well as company safety policies and rules to know the potential and actual hazards in the workplace
- Ensure all new hires complete a safety orientation before work begins/first day of work, and that new workers are properly trained and monitored.
- Ensure all workers have the necessary skills, training, experience and licensing to perform their work in a safe manner
- Ensure Workplace Hazardous Information System (WHMIS 2015) information is readily available, all Safety Data Sheets (SDS) are available for all hazardous materials and use and SDS are kept current and up to date.
- Make certain that equipment, tools, personal safety equipment, vehicles, and premises are properly maintained
- Ensure good housekeeping practices are taken to correct any build-up of unsafe conditions.
- Ensure that required disciplinary proceedings are started when workers fail to follow the policies, practices and procedures contained here

MANAGEMENT COMMUNICATION PROCEDURES

The same policy and goal apply on the management/supervision level as it did on the employer level for proper communication and maintaining the integrity of Star Building Materials. Proper communication starts at the employer/senior management level and works its way through the company. This needs to be maintained at all levels and managers/supervisors tend to bridge the gap between employers and workers.

The Supervisor will ensure:

- Company Health and Safety Policy is communicated to all workers under their supervision.
- Employer has identified them for communication to specific personnel within their supervision.
- communication will be through the following means:
 - written communication,
 - verbal communication,
 - cohesive question and answer process, as necessary,
 - clarification and comprehension, and
 - orientation, training theory and demonstrations.

Company culture plays a large role in creating a safe and healthy environment for everyone. Star Building Materials will support their employees by implementing and establishing open communication between all levels from workers to management in all daily routines and practices. Communication is the key to awareness for everyone, and it starts with the employer and senior management.

MANAGEMENT DEDICATION AND ENGAGEMENT

Managers/Supervisors will ensure:

- They are competent to supervise and manage workers.
- Workers maintain the health and safety of the work site under their supervision in accordance with procedures and measures required by the OHS Legislation and SBM.
- Workers, under their supervision, use all hazard controls required by the employer under the OHS Legislation.
- Workers are not subjected to or participate in harassment or violence at the work site.
- All necessary precautions are taken to protect the health and safety of every worker under their supervision.
- Advise every worker under their supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work.
- Report concerns about an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer.

MANAGEMENT HEALTH AND SAFETY SUPPORT

Managers/Supervisors are required to demonstrate their full commitment to the Health and Safety Management System. It is important for all managers to maintain a consistent attitude and ‘walk the walk, Talk the talk.’ Management needs to lead by example. Managers can demonstrate their commitment by:

- Providing opportunities for workers safety-related training
- Including workers in problem solving, safety initiatives, and assisting in the development and review of policies and procedures
- Allocating and advocating for appropriate resources, time, and money
- Attending safety and leadership training
- Participating in safety meetings, health and safety committees, inspections, and incident investigations
- Providing information to workers using multiple channels
- Following company policies and procedures, complying with legislative requirements.
- Ensuring workers are aware of all the policies and procedures, company rules, and if necessary, discipline appropriately.

Management Initiatives

Managers’ initiative is to adhere to the roles and responsibilities listed above, and to commit to the Health and Safety Management System with full dedication and engagement. It is important that all managers/supervisors ensure that they demonstrate the utmost respect and are 100% committed to the value of the system.

WORKERS

ROLES AND RESPONSIBILITIES

- Cooperate with their Supervisor/Manager to protect the health and safety of themselves and other people at or near our workplace.
- To work in a way that does not cause an unsafe situation.
- Refrain from causing or participating in harassment or violence.
- Report concerns about an unsafe or harmful work site condition that occurs/exists to the employer or supervisor, including workplace hazards, practices.
- Use PPE or other safety equipment as directed by the employer or the OHS Act, Regulation, or Code

Additional ways for workers to participate and help ensure a more effective HSMS are:

- Actively participating in toolbox meetings, safety meetings, hazard assessments, formal and informal inspections, emergency response plans/drills, and incident reporting and investigations
- Joining the Joint Health and Safety Committee (JHSC)
- Review of safety materials, such as this HSMS, Safe Job Procedures, Safety Meeting Minutes, additional safety information etc.

WORKER COMMUNICATION PROCEDURES

Communication processes are instilled in our company culture and maintained from the Employer, Management, and Workers. Communication will be applied via various forms:

- written communication,
- verbal communication,
- cohesive question and answer process, as necessary,
- orientation, training theory and demonstrations.

Workers have the responsibility to understand the information communicated to them and when in doubt “ASK”. Star Building Materials supports workers by implementing and establishing open communication to management in all daily routines and practices.

The worker will ensure that:

- The HSMS is communicated and accessible to them.
- Workers ask questions if they are unsure of anything that has been communicated to them, or if they need guidance on a task or process.
- They are comfortable with their understanding of health and safety information such as orientation, training sessions, and on-the-job instructions such as safe work and safe job procedures for their work.
- the workers ensure that they ask questions if they are unsure of anything that has been communicated to them.

Company culture plays a large role in creating a safe and healthy environment for everyone. Star Building Materials will support their employees by implementing and establishing open communication to workers in all daily routines and practices.

WORKERS RIGHTS

Fundamental Rights

All workers should know their workplace rights and feel confident to use them appropriately. Under the OHS Act, the Worker's Rights are:

The Right to Know – The hazards present on the job, and how these hazards can affect them.

The Right to Participate – To take part in health and safety activities, and report workplace hazards.

The Right to Refuse – If you have reasonable grounds that the work is a danger to yourself or the safety and health of another worker or person. You must report any refusal to your supervisor.

Workers can exercise these rights without fear of losing their job, being reprimanded, or discriminatory action (termination, layoff, suspension, change of hours etc.). All workers can refuse work that is dangerous to themselves or co-workers. If you refuse work, there are specific procedures that must be followed.

Workers will:

- protect the health and safety of themselves and other people at or near the work site.
- cooperate with their supervisors and employers to protect the health and safety of themselves and others.
- refrain from causing or participating in harassment or violence.
- report concerns about an unsafe or harmful work site or condition that occurs/exists or has occurred/existed to the employer or supervisor.
- use and wear devices and personal protective equipment required by the employer or the OHS Act, Regulation or Code.

Additional ways for workers to participate and help ensure a more effective Health and Safety Management System are:

- attending safety meetings and volunteering on the Health and Safety Committee.
- investing their full attention to site/worker orientations, on-the-job training, tailgate/toolbox meetings, etc.
- having regular performance evaluations and competency/skill checks.
- participating in site-specific hazard assessments, formal and informal inspections, emergency response plans / drills, and incident reporting and investigations.
- assign roles and responsibilities to contractors and visitor, if necessary, and under the request from the supervisor.

SUMMARY OF MANAGEMENT COMMITMENT

All levels of the company need to understand and fully comprehend their roles and responsibilities under this management commitment and ensure that they are familiar with the requirements of the Alberta OHS legislation as it relates to their work. A secure and thriving Health and Safety Management System requires that all levels of the company commit and adhere to the values of the system and follow their roles, responsibilities, and demonstrate their rights as necessary. Other workers, not listed in this section, such as contracted employers, suppliers, service providers, etc. are also required to comply with the OHS Act, Regulation and Code and all work site policies. These other workers will be reviewed in Section 2 of this manual.

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SECTION 2 – PUBLIC, VISITORS, AND CONTRACTED EMPLOYERS COMPANY HEALTH AND SAFETY COMMITMENT TO THIRD PARTY PERSONNEL POLICY

Star Building Materials is committed to protecting and maintaining health and safety at the workplace as well as the physical, psychological, and social well-being of all workers. It is the employer's responsibility to ensure proper systems are in place to maintain consistency within their Health and Safety Management System. These include pre-qualifications for Contractors, Subcontractors, Service Providers; sign-in and visitor log sheets. It is the policy of Star Building Materials to provide a safe and healthy work environment for all employees, sub-contractors, clients and the public at large in all phases of Star Building Materials operations.

The information in this policy does not take precedence over all applicable government legislation with which all workers should be familiar.

INTRODUCTION

Star Building Materials works with internal employees at all levels to ensure that they are under the appropriate protection for health and safety and recognizes that Contractors, Subcontractors, Service Providers, and Supplier Partners may be affected by our daily work. Star Building Materials extends our Health and Safety Management System to ensure the health and safety of every worker whenever possible. Employers are responsible for workers and other parties near or at Star Building Materials.

DEFINITIONS, ROLES AND RESPONSIBILITIES OF PERSONNEL

In Section 1 the persons defined below play important roles within the Health and Safety Management System and can be, but are not limited to, the following definitions:

- Owners
- Contractors
- Contracting Employers
- Service Providers
- Suppliers
- Temporary Staffing Agency Workers
- Visitors
- Public

OWNERS

The Owner is a person owning the land where the work is being done or who enters into an agreement with the owner to meet the owner's OHS obligations. It is possible that the Employer is also the Owner. If the Employer owns the site, yard, shop, etc. the Employer is also the Owner. If the Employer is working as a Prime Contractor, Contractor, or Contracted Employer and hired by the Owner of the land, they are two separate entities.

ROLES AND RESPONSIBILITIES

- Uphold, promote and enforce all safety rules, regulations, and standards
- Ensure the land, infrastructure, and buildings are maintained so they do not endanger the health and safety of Workers or any other persons
- Cooperate with others exercising their duties under OHS Legislation
- Comply with OHS Legislation

CONTRACTORS AND CONTRACTING EMPLOYERS

The word Contractor as it is used in this document means and includes Contractors, Subcontractors, Prime Contractors, Service Providers, and Supplier Partners.

An Employer hired by a Contractor is known as a Contracted Employer, and an Employer hiring a Contracted Employer is known as a Contracting Employer, under the Partnerships in Injury Reduction (PIR) definition. However, this is not a legal definition under OHS but can be used for clarification throughout this HSMS.

ROLES AND RESPONSIBILITIES OF CONTRACTORS AND CONTRACTING EMPLOYERS

1. Health & Safety Program Compliance

- Contractors must have their own HSE program that complies with Alberta legislation and demonstrates a clear understanding of their health and safety responsibilities.
- Contractors without their own HSE program, are expected to follow Star Building Materials' Health and Safety Management System (HSMS) while still meeting the requirements of the OH&S Act.

2. Regulatory Compliance

- Comply with all applicable OHS legislation, local worksite rules, and other relevant regulations.
- Cooperate with others exercising their duties under OHS legislation.

3. WCB and Certification Requirements

- Maintain WCB status in good standing.
- Ensure all contractor employees maintain necessary certifications.
- Complete a pre-qualification package annually or when conditions change.
- Maintain a liability insurance policy of \$2M minimum and have Star Building Materials as an added insured party in the event of an incident involving loss of property or other scenarios.

4. Orientation and Training

- Provide Star Building Materials orientation packages and site-specific training to all personnel under their direction.
- Workers and subcontractors must receive a safety orientation before beginning work onsite.
- All contractors are responsible for WHMIS 2015 training for their staff. Workers handling or near hazardous substances must have valid WHMIS 2015 certification.
- Safety Data Sheets (SDS) must be submitted before bringing any controlled products onsite.

5. Supervision and Competency

- Ensure all workers and subcontractors are competent.
- Provide information, instructions, and assistance to supervisors to protect worker health and safety.
- The contractor's supervisor or representative's name and contact number must be listed on the Safety Qualification Sheet for emergency contact purposes.

6. Communication and Documentation

- Follow proper communication protocols as outlined in the HSMS.

- Comply with requests for documentation or participation in safety-related meetings.
- 7. Incident Reporting and Investigation**
- Immediately report all incidents and near-misses to a Star Building Materials site superintendent or safety representative.
 - Freeze the scene for investigation and assist in determining corrective actions to prevent recurrence.
- 8. Personal Protective Equipment (PPE)**
- Wear required PPE and ensure all workers are provided with and use necessary PPE as per OH&S Act requirements.
 - Follow the PPE requirements on sites when working on behalf of Star Building Materials if the PPE requirement is above that of Star Building Materials.
- 9. Tools, Equipment, and Housekeeping**
- Maintain all tools and equipment in good condition and in compliance with legislation and company standards.
 - Provide and maintain specialized PPE and first aid supplies.
 - Maintain good housekeeping: keep walkways clear, remove debris and tripping hazards, and store materials properly.
- 10. Worksite Safety**
- Ensure that worksite processes and procedures do not pose risks to any person, including those not under their direct supervision.
 - If using ladders, scaffolds, or temporary platforms, ensure compliance with OH&S Act and implement a Fall Protection Plan if required.
- 11. Subcontractor and Worker Management**
- Advise the prime contractor of the names of all employers or self-employed people under their direction.

SERVICE PROVIDERS/ SUPPLIERS / TEMPORARY STAFFING AGENCIES

SERVICE PROVIDER ROLES AND RESPONSIBILITIES

- Ensure Service Providers comply with the OHS Act, Regulation, and Code and demonstrate understanding of their health and safety responsibilities
- Ensure services are performed by competent workers
- Ensure no one at or near a work site is in danger from work site activities
- Cooperate with others exercising their duties under OHS legislation

SUPPLIER(S) ROLES AND RESPONSIBILITIES

- Ensure supplied equipment is in safe operating condition and complies with the OHS Act, Regulation, and Code
- The Supplier must provide directions respecting the safe use of any tool, equipment, machine or device; or biological, chemical, or physical agent which is obtained from the supplier to be used at a workplace by a worker
- Ensure any harmful or explosive substance they supply is safe to use.

- Ensure that any biological, chemical, or physical agent supplied by the supplier is labelled in accordance with the application federal and provincial enactments.
- If the Supplier has responsibility under a leasing agreement to maintain any tool, equipment, machine, device, or other thing, maintain it in safe condition and in compliance with OHS legislation.
- Ensure equipment is maintained in a safe condition.
- Provide notice to employers if the equipment does not comply with standards.
- Provide notice to employers if harmful or explosive substances do not comply with standards.
- Cooperate with others exercising their duties under OHS legislation.
- Comply with OHS legislation.

TEMPORARY STAFFING AGENCIES ROLES AND RESPONSIBILITIES

- Ensure the Worker assigned to another Employer is suitable for the task
- Ensure the Worker is equipped with necessary PPE before starting work
- Ensure the other Employer can ensure the health and safety of the Worker
- Comply with OHS legislation
- Cooperate with others exercising their duties under OHS legislation

VISITORS AND THE PUBLIC

A **Visitor** is a person who ‘visits’ the work site. They do not fall under any other roles and are not employed or contracted under any party that is working on the work site. Depending on the work site, the owner, prime contractors, and other potential conditions there may be different policies and procedures on whether a visitor is permitted and what the process is if they are permitted. It is important to establish a policy for how to handle and protect the safety of any visitor(s) on site. Visitors do not fall under any other roles; Under the PIR definition a Visitor is any person at a work site who is not under the direct control of the Employer.

The Public refers to anyone not working with any organizations involved in our workplace. The Public is generally not allowed to enter where work is in progress; however, depending on the set up of the work site and whether the site is open to the public there may be public on site or in the vicinity and adjacent areas. Because of this, it is important to establish health and safety controls and protocols to protect people that do not fall under the employer’s direction.

COMMUNICATION PROTOCOL AND CRITERIA

Star Building Materials Health and Safety Management System is successful when communication is established, maintained, and instilled in the company culture between all levels of employees. Unless otherwise requested, Workers and Contractors (“Contractor” as used in this document means and includes Contractors, subcontractors, Service Providers, and Supplier Partners) report to management and/or our Safety Representative.

Star Building Materials will support their Workers and Contractors via open communication with management in daily routines and practices. To ensure open communication, our protocol and criteria includes:

- Screening and pre-qualification
- A sound health and safety communication procedure for all parties
- Health and safety criteria for personnel
- Continuous communication maintenance

HIRING MANAGER RESPONSIBILITIES

The hiring manager may also be the employer or someone in a senior management position. They develop a plan to decide what positions need to be filled or created, set up positions, post position openings for candidates to apply, screen potential candidates, and follow through on the hiring process. The hiring manager also has roles and responsibilities when it comes to ensuring health and safety compliance.

The hiring manager will:

- Fairly evaluate all candidates for a position or contract
- Ensure the candidate is properly suited and deemed competent for the position
- Ensure the candidate meets the criteria for the position, as much as possible
- Screen accuracy of certifications and accreditations
- Hire employees and contractors on a non-biased level
- Obtain the appropriate information to make a health and safety targeted decision on the hiring of an employee or contractor.

HEALTH AND SAFETY COMMUNICATION PROCEDURE

Star Building Materials requires a communication procedure for health and safety for all personnel.

1. The employer/senior manager will communicate the Company Health and Safety Policy, provide proper references, and make it readily available to all personnel.
2. Follow a proper Management Process System as per position.
3. Any health or safety issue or concern will be communicated to management/safety coordinator or employer/senior management as agreed.
4. When communicating a formal health and safety complaint, it is required to record it properly. Electronic submission or written records will be required to ensure the complaint is reviewed and corrected appropriately.
5. Additionally, communicating health and safety throughout the work site which happens on a daily (ongoing) basis. Communication includes proper reporting of hazard assessments, adhering and administering proper controls, assisting others when necessary, ensuring others are complying with the HSMS etc.

HEALTH AND SAFETY HIRING CRITERIA FOR PERSONNEL

In addition to other criteria, Star Building Materials is responsible to ensure that a potential employee, Contractor, etc.:

- Exhibits a safety conscious mindset and demonstrates their ability to adopt the HSMS fully and with integrity
- Holds applicable and up-to-date certifications as needed

- Upholds, promotes, and demonstrates all safety rules, including the OHS Act, Regulation, and Code Standards and other applicable Government Legislation
- Maintains WCB insurance and remains in good standing (if a Contractor)
- Completes an up to date (annual basis) pre-qualification package honestly, that meets the requirements of the position and is adhered to (if a Contractor)
- Maintains an independent Health and Safety Management System that meets the terms of the Star Building Materials HSMS (if a Contractor)

CONTINUAL COMMUNICATION MAINTENANCE

Establishing effective lines of communication from the start of any working relationship is critical; and there should be a continuous and appropriate line of communication throughout. Maintaining this line of communication is just as important as starting it.

Maintenance can be through the following:

- Daily check-ins, including Toolbox/Tailgate meetings, Safety Meetings, etc.
- Approachability, openness, and accessibility for discussing health and safety, and maintaining resources.
- Updates on conditions and discussion on how changes in conditions could impact work
- Utilize a proper Management Process, especially for a Contracted Employer
- Other additional agreed upon possibilities

COMPLIANCE/NON-COMPLIANCE ASSURANCES

Star Building Material's intent is to hire only safety-conscious and dependable companies with a firm commitment to employ competent persons, supervisors, and workers to perform work for Star Building Materials in compliance with good industry practices and applicable OHS Legislation.

Once Star Building Materials has approved a Contractor (Self-Employed person, Service Provider, Supplier, etc.) there needs to be a process to ensure compliance is met and assessed properly throughout the duration of the contract.

Star Building Materials requires communication between all parties performing work to reduce the likelihood of injury to workers, the public, or damage of materials and equipment. To maintain compliance, the Contracted Employer and Contracting Employer hold accountability of their agreed roles and responsibilities and clearly communicate, assess, and evaluate throughout the duration of the agreement. Adhering to Star Building Material's Health and Safety Management System and maintaining:

- | | |
|------------------------------------|-------------------------|
| 1. Quality | 4. Disciplinary Actions |
| 2. Safety Qualification Guidelines | 5. Inspections |
| 3. Safety Rules | 6. Reporting |

INTERNAL PROCESS FOR MEETING COMPLIANCE

An internal process to evaluate, select, monitor, and address non-compliance from external personnel is necessary to ensure all work is in accordance with OHS Legislation and other applicable legislation.

A review process for compliance maintenance of external personnel is also required. The review process will include, but is not limited to:

- Checklist of specific compliance requirements for the work
- Review of pre-qualification package details to ensure all items are being met
- Health and safety documentation including daily inspection forms, safety meeting minutes, field level risk assessments, etc.
- Management review of job site and working conditions
- Review of the management process between Contracted Employer and Contracting Employer

CONTRACTOR REQUIREMENTS

Requirements for a Contractor to be compliant include, but is not limited to:

- WCB coverage for their employees, Subcontractors, etc. and be in good standing
- Proper certifications as per OHS Act, Regulations, and Code
- Required third party liability insurance as necessary or applicable
- Completion of our pre-qualification Package, and other documentation to demonstrate health and safety standards are met

The standards for Contractors can change based on the work requirements or if there are other industry standards that must be followed. Standards will be addressed for each contract and agreed upon prior to the start of the work. This process is required to be completed for each time a contractor is hired.

1. Pre-Qualification and Selection:
 - a. Determine requirements
 - b. Assess Contractors
 - c. Select a Contractor
2. The Pre-Project Meeting:
 - a. Review the scope of work
 - b. Review project safety plan
 - c. Collect appropriate documentation
3. Monitoring, Evaluation, and Feedback:
 - a. Monitor Contractors
 - b. Evaluate Contractors
 - c. Provide feedback

CONTRACTOR PRE-QUALIFICATION PACKAGE

The pre-qualification package is a document comprised of information that the contractors must meet to be considered for a project or contract. The current SBM Safety Qualification Guidelines package can be found at the end of this Section. In summary it is comprised of:

- Star Building Material's Safety Qualification Guideline's initial page with essential information about the package and our contact information
- Star Building Material's Safety Agreement for Contractors with reference to all applicable OHS Act, Regulation, and Code.

- Contractor Evaluation Criteria, including contractors' health and safety program, WCB information, trade union information, liability insurance information, references, applicable policies, commitment (if necessary).
- SBM General Rules for Contractors and our Site Map with details of Sign in and our Muster Point etc.
- Signed and agreed upon by both parties
- Contractor questionnaire designed to evaluate the contractors Health and Safety Management System

STANDARDS

The standards for contractors can change based on the work site, the project and if there are any other industry standards that must be followed. Standards will be addressed for each project and agreed upon prior to the start of the project or contract.

ADDITIONAL EXPECTATIONS OF EXTERNAL PERSONNEL

Additionally, there are other components and expectations that Star Building Materials has for their contractors to meet compliance:

- General Trade Safety Rules.
- Disciplinary Procedures for Contractors.
- Contractor Management: Inspections.
- Reporting

MAINTENANCE AND MONITORING OF EXTERNAL PERSONNEL

Once the pre-qualification and selection process is completed, the next step is the Monitoring, Evaluation, and Feedback process. This provides maintenance and assurance that the Contractor is compliant throughout the process.

Star Building Materials will hold the Contractor accountable for maintaining their management process and other procedures by evaluating the Contractor. The safety evaluation helps to establish proper communication between Star Building Materials and the Contractor.

EXTERNAL PERSONNEL MAINTENANCE AND SAFETY EVALUATION CRITERIA

- Comply with OHS Act, Regulations, and Code at all times
- Provide ongoing health and safety information, instructions, and assistance to their supervisors
- Share all orientation materials with new Contractor employees
- Keep paperwork and records up to date
- Report all accidents, incidents, and near misses immediately, assist in investigating incidents, and advise on how incidents could be prevented
- Maintain tools and equipment, and any other required special personal protective equipment, to meet the manufacturers or regulation standards
- Maintain good housekeeping standards
- Ensure appropriate first aid supplies and certified First Aiders are available as per legislation

- Develop a proper Emergency Response Plan and ensure that the plan is understood by all workers

SAFETY EVALUATION

Star Building Materials will hold the contractor accountable for maintaining their management process and other procedures by consistently evaluating the contractor. This can be done by utilizing a checklist or hiring a third-party safety coordinator for ongoing inspections. The safety evaluation will help establish proper communication between Star Building Materials and the contractor. Star Building Materials may also ask the contractor to complete a Self-Evaluation.

DEFICIENCY CORRECTIONS

Star Building Materials will give the Contractor a set time to correct any deficiencies, unless the deficiency is too substantial for continuation, as deemed by agreements. Star Building Materials will follow the Compliance and Enforcement as per Part 8 of the OHS Act.

ORIENTATIONS AND SIGN-OFFS

There are additional orientations that may be administered for visitors and contractors prior to their entrance onto site. These orientations can consist of the following:

- General Orientation
- Site-Specific Orientations
- Visitor Specific Orientations
- Or a combination of the above

CONTRACTOR AND VISITOR ORIENTATION REQUIREMENTS

The visitor procedures vary depending on which area of our worksite they are seeking to access and the purpose of the visit. For Star Building Materials Edmonton the standard for visitors is to have a sign in/sign out system to ensure visitors are accounted for in case of an emergency; and for visitors seeking access to the shop or yard to report to the Shipping Office. Star Buildings Materials Calgary uses a QR code sign-in system that is available in all building locations.

The requirements for a visitor orientation may vary, including:

- The Company Health and Safety Policy
- The requirement to check in with the Shipping Office for direction before accessing the shop or yard
- The map of our work site including exits, muster point, etc.
- The presence of first aiders and an AED on our worksite
- Minimum requirements for Personal Protective Equipment
- Emergency Response Procedures.
- Any other pertinent standards specific to site.

The requirements for a Contractor orientation are reviewed thoroughly via the agreements, pre-qualification package and Section 4, as necessary in the HSMS Manual.

VISITOR LOG POLICY

Signing in and signing out are the first and last requirements of entering and exiting our work site.

All visitors must:

1. If visiting site for the first time, schedule time for the proper orientation process.
2. Sign in at Reception, prior to visiting any other area on site including the Shipping Office.
3. Wear the required personal protection equipment for the area of the work site you are visiting.
4. Contact the party they are meeting to establish a meeting place for being escorted around site.
5. Sign out prior to leaving site.

The sign off will include:

1. The name of the visitor
2. The company they work for
3. Time of entry
4. Time of exiting
5. Their Signature

HEALTH AND SAFETY ACCESSIBILITY

The Health and Safety Management System needs to be accessible to all parties involved with the company or on the work site. Having an accessible HSMS means this information is readily available to all personnel. Employers are required to supply the following types of health and safety resources at the work site and ensure that these resources are always readily available.

- Company information that can or may affect the health and safety of the workers on site, such as safe work practices and safe job procedures
- Current OHS Act, Regulations, and Code (hard copy, downloaded, or stored electronic copies)
- Applicable Federal Legislation (Canada Labour Code)
- Applicable Transport Safety Codes (TDG, National Safety Code, etc.)
- Environment regulations
- Industry specific code of practices

SUMMARY OF PUBLIC, VISITORS, AND CONTRACTED EMPLOYERS

This Health and Safety Management System supports and understands the requirements of additional personnel that may be on the work site and anticipates factors that may play into consideration during this process. It is important to gain an understanding of the roles and responsibilities of all personnel; as well as requirements, procedures, and proper communication protocols to maintain a consistent work site system to ensure the health and safety of all workers and people onsite.

This section listed the criteria for compliance and maintaining a proper health and safety system.

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SECTION 3 – JOINT HEALTH AND SAFETY COMMITTEE (JHSC) HEALTH AND SAFETY MANAGEMENT SYSTEM COMMITTEE POLICY

As a part of Star Building Materials responsibility and commitment to this Health and Safety Management System, they will ensure proper systems are in place to maintain consistency and integrity. Star Building Materials will adhere to all applicable government legislation to ensure the formation of a proper Joint Health and Safety Committee. Star Building Materials will operate under the best work practices and support the JHSC to maintain a level of accountability and continuous growth for a health and safety mindset.

The information in this policy does not take precedence over all applicable government legislation with which all workers should be familiar.

INTRODUCTION

Star Building Materials believes that by having a Joint Health and Safety Committee (JHSC) everyone on a work site becomes more accountable and conscious of their health and safety actions. Star Building Materials understands the importance of what the HSC stand for and wants to instill this importance in all parties under the protection of the company. As stated in the Principles of Health and Safety Management (PHSM) the primary purpose of the JHSC is to identify and resolve safety concerns. The JHSC will also promote health and safety at the work site and increase two-way communication between workers and employers.

STAR BUILDING JOINT HEALTH AND SAFETY COMMITTEE'S PURPOSE AND ROLE

The Committee is an important communication link between management and employees; their purpose is to identify and resolve safety concerns as well as to promote health and safety at SBM. Getting Employers and Workers actively involved can create and maintain interest in health and safety, as well as establishing a positive safety culture among all Workers. An effective Committee can assist in the reduction of losses resulting from incidents and occupational illness. The functions of the Safety Department and the Committee are closely intertwined, and their relationship must be clearly defined to prevent misunderstanding and conflict. This Committee has no operational authority over the Safety Department.

RULES OF PROCEDURE

The Joint Health and Safety Committee is bound by a set of Rules of Procedures. These elements must be included from beginning to end and be a protocol for every motion made by the JHSC. Star Building Materials is dedicated to ensuring that the Joint Health and Safety Committee follows a system in establishing the committee.

- All applicable OHS Legislation and guidelines of the constitution of the Committee.
- Additional Rules of Procedures to be set in motion.
- Proper protocol and communication to maintain the system

ESTABLISHMENT OF AN HSC

An employer shall establish a Joint Health and Safety Committee:

- if the employer employs 20 or more workers and work is expected to last 90 days or more, or
- at any other work site designated by a director.

HSC RULES OF PROCEDURE

The constituency identifies the different departments or groups represented on the committee. Members are elected in a manner to provide appropriate representation of all departments, groups, or areas to address all relevant occupational health and safety concerns at the work site.

Star Calgary Example:

Member #	BU	Representative type
1	Operations	Worker
2	Operations	Employer
3	Office	Worker
4	Office	Employer
6	Truss Plant	Worker
7	Warehouse	Worker
8	Warehouse	Employer
9	EWP Plant	Employer
10	EWP Plant	Worker
11	Wall Panel Plant	Worker
12	Wall Panel Plant	Employer
Ex Officio	Safety Coordinator	Ex Officio
Ex Officio	Regional Safety Manager	Ex Officio
<i>6 Worker Representatives, 4 Employer Representatives.</i>		

PURPOSE

The primary purpose of the JHSC is to identify and resolve safety concerns. The committee should also promote health and safety at the work site. The committee aids in increasing two-way communication between workers and employers as well as promoting a healthy and safe working environment.

COMMITTEE COMPOSITION

All Worker and Employer representatives receive a JHSC orientation prior to being on the committee.

1. The Committee consists of 4-16 members.
2. The Committee must consist of Worker representatives and Employer representatives
3. Worker representatives will ideally volunteer to participate in the committee
 - a. If at the constitution of the new committee there are no volunteers for a specific business unit, the safety department will review what are the best safety performers for that business unit and will solicit their participation, with the expectation that one of them will volunteer.
 - b. Ultimately, if this method yields no positive outcome, during a safety meeting with the members of that business unit, the safety personnel leading the meeting will put up for vote with the employees who should be the business unit representative in the committee. The Employer representatives will either volunteer for the committee or will be named by their respective business unit to participate in the Committee. At least one Worker representative is selected from each group/ work area.
4. At least half the members must be Worker representatives
5. The Committee must have 2 Co-Chairs, one selected by the Worker representatives, and the other selected by the Employer representatives
6. The Co-Chairs of the Committee must notify the Safety Department when there is a lack of representation on the Committee
7. All members must arrange to have an alternate member to attend meetings in their place that is aware of current issues and represents their work area
8. Representatives from the Safety Department shall attend every Committee meeting, but the representative's role at these meetings shall be Ex Officio, with no voting rights and with support role only
9. Committee membership consists of representatives from the following groups in both Edmonton and Calgary:
 - Office/Design/Administration Department
 - EWP Yard
 - Lumber Yard
 - Warehouse
 - Truss/Yard Shop
 - Safety Department

*Edmonton will also have representatives from The I-Joist Shop as of September 2025.

DUTIES AND FUNCTIONS

All Committee members shall:

- Promote overall health and safety at the work site by supporting the growth and strength of the HSMS
- Participate inspections and investigations
- Review and identify hazards through hazard assessments
- Respond appropriately to concerns from workers by helping to develop corrective actions
- Monitor effectiveness of safety program and follow up on corrective actions

- Attend all committee meetings when present in the workplace for such meetings. Communicate all concerns and complaints during the meetings and ensure that all members agree on how to move forward
 - Members may send alternates, provided that such alternates are approved by the Committee
- Provide input into the agenda items to be discussed and actively participate in debating the agenda items.
- Review and discuss event summaries for the previous period as well as individual events.
- Act immediately to resolve hazards within their BU and/or notify their supervisor
- Notify a Co-Chair or bring to the attention of the committee systemic problems that might exist in other BUs besides the one to which the committee member belongs
- Perform any other specific or implied duties assigned by the committee or as dictated by the OHS Act, including cooperating with OHS officers
- Relay information from the meetings to management and prime contractors as necessary to address any concerns and complaints

CO-CHAIR RESPONSIBILITIES

The Committee will have two co-chairs that will alternate leading the Committee meetings. The Employer Co-Chair will be provided by Star Building Materials; the Worker Co-Chair will be selected by the Worker committee members. The co-chairs will be elected during the 1st or 2nd meeting of the new Committee, or at the meeting when one of the Co-Chairs retires from the chair position. The co-chairs will alternate in serving as chairs at committee meetings. The chairperson not chairing the meeting will act as the de-facto committee secretary. The Co-chairs have specific requirements and responsibilities.

The Committee Secretary (non-presiding chair)

- Report on the status of Committee recommendations and activity from previous meetings
- Prepare the minutes for the current meeting
- Distribute (and/or post) the minutes to employees and management after approval by the committee
- Disseminate information to Committee members as required, as per requests and recommendations received during the meeting
- Assist the Chairperson as required.

Presiding Chairperson

- Scheduling and preparing an agenda for the following meeting
- Share this agenda with the rest of the Committee before the meeting and update it based on suggestions received
- Presiding over the meeting and guiding it as per the agenda
- Ensure a decision is reached on agenda items
- Ensuring deferred agenda items are assigned to a committee member
- Review and approve the minutes
- Invite specialists or other guests as required

- Ensure the Committee carries out its functions and meets its obligations
- Ensure that meeting minutes are approved and given to the Employer within seven days of the meeting
- Ensure copies of the approved meeting minutes are posted or provided by electronic means at the workplace within seven days after the day the meeting was held
- Present recommendations to management to improve the health and safety program and practices

RECORDS AND MEETINGS

The Committee will keep accurate records of all activities conducted by, and all items addressed by the Committee. Records include meeting agendas, meeting minutes, recommendations to the employer, inspections, hazard reports, incident reports, investigations, action plans, orders, interactions with OHS officers, or any other documentation related to the duties and functions of the Committee.

The Committee shall meet a minimum of four times per year, during working hours, as agreed upon by the Committee annually. A quorum is required to conduct a quarterly meeting but is not required for activities outside of the quarterly meetings, such as learning teams, inspections, event analysis, etc. A quorum consists of more than half of the members present with at least half (minimum 3) of those members being Worker representatives.

TRAINING REQUIREMENTS

Members of the Joint Health and Safety Committee must be trained in the following:

- the roles and responsibilities of co-chairs and members on joint health and safety committees
- the obligations of work site parties
- the rights of workers

PARTICIPATION AND INVOLVEMENT

- The Joint Health and Safety Committee shall meet as soon as practical after its establishment and thereafter at least quarterly or determined by the committee.
- The Committee shall hold its meetings and carry out its duties and functions during normal working hours.
- Either co-chair of the Committee may call a special meeting of the committee to deal with urgent concerns at the work site or if requested by an OHS officer

REPLACING A MEMBER

The normal term for a Committee member shall not normally exceed two years. However, members may renew their terms as often as they wish

- With Committee approval and,
- provided no volunteers are denied the opportunity to participate in the Committee. Members may not simply leave the committee without a replacement.

Worker members wishing to leave the committee must indicate their wishes to the Worker Co-Chair. The Worker Co-Chair would arrange for a new member to be elected or volunteer. Replacements should

be appointed as soon as possible. Employer members wishing to leave the committee must inform the Employer Co-Chair who may appoint, or request that the business unit appoints a replacement. Co-Chairs will make a commitment of a minimum of 1 year to carry out their duties. Co-Chairs may automatically renew their terms as often as they wish, if no other members express the wish to occupy the position.

- If another member wishes, after the Chair has served for a year, to occupy the position, the member will take precedence and will be awarded the Chair.
- If more than one member wishes to occupy an available Chair position, the new Chair will be elected by vote.
- If the Chair wants to step down and no committee members wish to occupy the position, the Ex Officio members will chair the meetings and will work with the committee and the BUs to identify a new Chair as soon as possible.

Removal of Committee members for not carrying out their duties

Committee members can be removed from the Committee for not fulfilling their duties if:

- The committee member does not attend 3 consecutive meetings.
- The committee member does not complete or participate in 3 consecutive area inspections.
- The committee member fails to bring to the Committee's attention safety concerns that have been raised by their co-workers.

Note – the Committee will formally ask the delinquent committee member to explain why they have not fulfilled their duties and document the response. The Committee, minus the offending member, will meet and decide by vote if the explanation provided by the member is exculpatory and if the member should retain their position.

RECOMMENDATIONS TO THE EMPLOYER

Recommendations to the Employer will be written using the approved template, directly related to health and safety, reasonable, and clear and complete. If the matter can be resolved by the Employer, within 30 days, the Employer shall do so and inform the committee. If the matter cannot be resolved by within 30 days, the Employer shall respond in writing, stating how the concern will be addressed and when the concern will be addressed, including:

- A timetable for implementing changes to address the matter, and any interim control measures that the employer will implement to address the matter.
- Or, if the Employer disagrees, giving the Employer's reasons for not accepting the recommendation

RESOLUTIONS OF DISAGREEMENT

With the Employer/Prime Contractor

When a matter cannot be resolved after written reasons are given by the Employer, the Employer, the JHSC, or a member of the JHSC may refer the concern to an OHS Officer.

Amongst the JHSC (failure to reach consensus)

When the Committee is unable to reach an agreement regarding a health and safety matter, the safety department will contact Alberta OHS.

PROCEDURES FOR HANDLING CONCERNS AND COMPLAINTS

The JHSC will receive safety concerns and complaints from workers around the worksite. It needs to address these concerns and complaints as efficiently and effectively as possible. The procedure for handling these issues must be consistent and ensure that the safety of the site workers is addressed as soon as possible. The committee will record concerns within the meeting minutes, as well as recommendations made by the JHSC. These will be posed to management to be properly addressed. All concerns and complaints will be received and appropriately addressed.

RECORDS AND DOCUMENTATION

The employer shall maintain a copy of the minutes for 2 years and have them readily available for inspection by a Committee member or an officer.

TRAINING RECORDS

Star Building Materials will maintain and adhere to keeping all training records for the members of the Joint Health and Safety Committee for a minimum of 2 years. All training records will be kept 2 years following the change of committee members.

INSPECTION OF WORKSITE WITH AN OFFICER

When an officer inspects a work site, the officer may request the Joint Health and Safety Committee co-chairs or their designates to be present at that inspection.

TIME AWAY FOR COMMITTEE WORK AND ENTITLEMENT TO PAY

A member of a Joint Health and Safety Committee is entitled to take the following time away from the member's or the representative's regular duties:

- The period of time that the committee or representative determines is necessary to prepare for each committee meeting or meeting with the employer or prime contractor as applicable.
- the time required to attend each meeting of the committee, or with the employer or prime contractor, as applicable.
- The time required to attend health and safety training, as approved by the committee and the employer, or by the representative's employer.
- Such time as the committee or representative determines, it is necessary to carry out the member's, or the representative's duties as a committee member, or representative under this Act, the regulations and the OHS code.

A member of the Committee is deemed to be at work during the times described above and is entitled to be paid for those times by the member's employer at the member's applicable rate of pay.

PROCEDURE FOR ENSURING ACCESSIBILITY

It is the duties of the HSC Members and management to ensure that all safety issues, concerns and hazards are made known to all the workers working within the area. If these hazards have yet to be eliminated, controls need to be put in place. Postings, Health and Safety Bulletins, and notifications within Toolbox meetings will also be relayed.

POSTING OF ALL PERSONNEL ON THE JHSC

The employer shall ensure that the names of Joint Health and Safety Committee members are posted conspicuously at every work area where workers are represented by the committee.

AMENDMENTS

A vote of the committee may amend these rules of procedure. Any changes will be recorded in this section of the rules of procedure.

SUMMARY OF JHSC

The Joint Health and Safety Committee not only assists in making a safer and healthier workplace, but they also help in holding accountabilities for all parties involved on a work site to ensure safety compliance and they ensure that all safety issues or potential safety issues are taken seriously and help see the issues through.

Star Building Materials Health and Safety Management System benefits from a strong JHSC. The JHSC needs to be diligent and thorough on all health and safety fronts to expose any concerns and be able to maintain a level of understanding through all levels of personnel on the safety standards.

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SECTION 4 – TRAINING

HEALTH AND SAFETY COMMUNICATION POLICY

Star Building Materials shall ensure that all contractors and employees deliver, receive, and document adequate safety training. Star Building Materials shall provide, contractors and employees shall take part in all required safety training to minimize or zero any losses of human and equipment resources of all Star Building Materials operations.

Star Building Materials senior management and superintendents shall ensure that no employee engages in any task that the employee is not deemed competent at. All employees are required to cooperate fully when scheduled for training of any sort – whether in classroom, on-line, or on-the job. Monthly health and safety meetings will be held to discuss the training and orientation programs to ensure they remain up-to-date and pertinent.

Training will include, but will not be limited to:

- Newly hired or transferred workers safety orientations
- SBM Health and Safety Program training and refresher courses;
- Specialized safety and related training;
- Task specific training and certification; (forklift)
- Ongoing legislative training, as applicable to the Employee role or scope of work (WHMIS (GHS), Applicable Legislation);
- First Aid and CPR training, as required by role and applicable Legislation.

It will be the responsibility of Managers and supervisors to evaluate the need for training of each employee, which will be maintained and monitored by recording the results of the training provided.

No training will be conducted during any employees' personal time i.e., while some weekend coursework may be required, employees will receive their regular pay or overtime pay if already qualified in the overtime zone. Proper Orientation and Training is also a requirement under OHS Legislation. It is the obligation of the employer to ensure all hired personnel are properly trained and are competent at their job.

The information in this policy does not take precedence over all applicable government legislation with which all workers should be familiar.

INTRODUCTION

Star Building Materials, employees, contracted employers, and other entities hired by the employer all benefit when they are properly trained and have the same goal of finishing their tasks in a safe and healthy way. Health and safety training is important for many reasons:

- Training makes the workforce more flexible by preparing Workers to do different jobs, depending on the need.
- Training improves work quality by teaching people how to use and maintain tools properly, and what standards to reach for in job performance.
- Training improves morale by building confidence and raising job satisfaction.

Health and Safety is not considered common sense, which means that working with a health and safety mindset is a learned skill that requires time, maintenance, and focus.

TRAINING PROGRAMS

Star Building Materials employees will participate in all safety and related training that is necessary to minimize the loss of human and physical resources of the company, COR requirements and training that is required by OHS Act, Regulations, and Code, and any other Government Legislation.

First, it is important to assess what the training needs are. Employers need to evaluate the appropriate and required training for new hires, workers who have been reassigned to new jobs or have new tasks added, and workers who have been relocated. Training will be tailored to the specific needs according to job tasks and hazards. For Star Building Materials this training can include, but will not be limited to:

- New Hire Safety Orientations
- Specialized Safety and Related Training
- Job-Specific Training
- Task Specific Training and Certification (first aid, Forklift)
- Position-Specific Training i.e.: Worker Safety Representatives

ORIENTATION PROGRAM

The Health and Safety Orientation Program is the most important tool that management has available to introduce new workers to Star Building Material's Health and Safety Program. This is especially true for new to the industry workers and younger workers where the numbers of reported accidents/incidents are extremely high. All work site parties are required to have an orientation before coming onto a work site.

ORIENTATION REQUIREMENTS

New Workers need an introduction to company health and safety requirements and expectations. Two kinds of orientations are required:

1. Health and Safety Orientations – an overview of the legislative and company regulations and rules that pertain to health and safety issues, company health and safety regulations, safe and unsafe conditions and practices, what to do in case of an emergency, incident reporting, etc.
2. Site Specific Orientations – a walking tour of the site (where appropriate) with explanations of the potential hazards present, and the preventative measures to be taken.

The orientation is always on the workers' first day, before the start of work, and is to be conducted without interruptions. After taking part in an orientation, a skills checklist/test may be administered to the worker to ensure that the information was properly understood and applied. This way the new hire is clearly aware of their responsibilities and our commitment to safety. New employee orientations should be verified and signed off by the supervisor. The supervisor must also deem the employee competent.

Site-specific orientations are to be completed before entering the work site or starting of any work/tasks/projects.

ON- THE-JOB TRAINING (OJT)

On-The-Job training is the hands-on explanation and demonstration of how to do the job and work tasks the worker will be assigned. It should reflect the potential hazards and preventive steps identified in the hazard assessment for the job. The training could include, but is not limited to, information like SWJs/SWPs, in depth explanation of the tasks associated with the job, the reasons behind guidelines and procedures, and the trainer observing the Worker as they perform the task.

COMPETENCY ASSESSMENTS

Along with the pre-qualifications set for determining whether the potential worker is an adequate candidate, being deemed competent also requires other elements once hired, including:

- Adequately qualified (pre-hire check: certificates, diplomas, degrees, tickets, trade qualifications)
- Suitably trained (e.g., orientations, on-the-job training, site-specific safety training, etc.)
- Sufficient experience to work with minimal or no supervision (e.g., skill assessments, operator tests, observations, performance reviews, etc.)

EMPLOYEE COMPETENCY ASSESSMENT

Only qualified personnel are authorized to operate or perform maintenance on certain equipment and machinery, as determined by Star Building Materials. To be considered “qualified” the trainer or supervisor must assess the worker’s understanding of the equipment they are working with including:

- The limitations of the equipment
- That the worker is competent at conducting a pre-use inspection as per the Safe Job Procedures/ Safe Work Practices. (located on SiteDocs, they must read and sign off prior to training)
- The worker understands the Safe Job Procedures
- The worker is aware of the basic maintenance and mechanical requirements as per manufacturer’s specifications
- The worker is aware of applicable hazards
- The worker understands the PPE required
- Lock out/Tag out Procedures

When the Trainer deems the Worker to be competent in these areas are per our Occupational Health and safety requirements, then the Trainer and Worker sign the applicable Training Checklist. The Worker’s training competency is then kept on record with the Safety Department.

CONTINUING TRAINING

Star Building Materials encourages workers to take the initiative and request additional training. It also offers additional training to support their growth in the workplace. Training should be a continual process for all Star Building Materials workers, involving a variety of different activities, such as:

Toolbox safety meeting, which should:

- Be held once per week in each area, aside from in the office where it will be held once a month.
- Be conducted by the Supervisor / Safety rep or via SiteDocs (office).
- Discuss at least one relevant safety topic in detail.
- Consist of presentation time and discussion / question period.

Possible meeting topics include new/changed procedures, new equipment, health and safety issues that have occurred, etc.

Other Training:

- Employee training for formal hazard assessments, inspections, investigations, etc. Workers participate in reviewing formal and site-specific hazard assessments, as well as filling out inspection and investigation forms. Training can take place from a competent Supervisor/Manager and/or Safety Department and the use of online in-house training programs. Additional and formal training may be used to assist in the complete understanding of requirements.
- Refresher training: Any training that requires refreshment or expires, including First Aid, WHMIS, etc.
- Other Training Sessions: As needed.

Joint Health and Safety Committee (JHSC) Meetings: Additional training may be delivered to Employees at JHSC meetings as required and appropriate.

RECORDS AND DOCUMENTATION

All documents concerning orientation, skills checks/tests, employee assessments, evaluations, or training information will be recorded and obtained for a minimum of two years, and as documents are updated via SiteDocs. Maintaining proper records will also help to assess the competency level of the employee at the start and how far the employee came.

COMMUNICATION, FEEDBACK, AND EVALUATION

Open communication between the Worker and the Supervisor/Manager allows the Worker the time and space for questions and concerns throughout the training process. Weekly toolbox meetings are held to discuss the Health and Safety programs and related topics to ensure the health and safety program remains up-to-date and relevant to the task being done and industry standards. These meetings allow workers another opportunity to communicate any comments, questions or concerns about the HSMS.

Training Programs need to be constantly evaluated and updated; it is important that workers understand they play a significant role in assessing how the training program worked for them. Employee feedback helps SBM to be accountable and see from the Worker's perspective; it also helps assess whether the training was sufficient, properly focused, and applicable

HEALTH AND SAFETY EMPLOYEE PERFORMANCE EVALUATION

Along with a competency check from the manager/supervisor, the next step would be an employee performance evaluation focusing specifically on the health and safety aspect of the position. These evaluations can coincide with other evaluations and play a huge role in how the employee will move forward with the company. Additionally, employee self-evaluations help to assess where the worker believes they can grow and how the employer can support their growth in their health and safety performance.

SUMMARY OF TRAINING

Training is the most important factor for maintaining a strong Health and Safety Management System. Proper training can be the difference between non-efficient and efficient work, as well as (in some cases) life and death.

Star Building Materials has an obligation to ensure that the employee is properly trained and deemed competent prior to working on any job site, and the employee has a duty to follow through and do the best they can to learn and ask questions and fulfill their standards of employment.

Training and orientation programs can properly set the company culture and establish proper mind set to have a continuous safe and healthy work environment for all personnel.

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SECTION 5 – HAZARD ASSESSMENT

HAZARD ASSESSMENT POLICY

Star Building Materials believes that proactive identification of hazards is a critical component of the Health and Safety Management System. This process is essential in establishing safe working conditions on projects and ensuring ongoing safe working conditions.

Management and/or the Safety Coordinator will review Formal Hazard Assessments to identify all jobs/tasks, the hazards of those jobs/tasks, and the controlling measures required annually, in the event of process or operational change (including change in work site equipment), and/or as need is identified in an inspection, incident investigation or hazard assessment. Workers participate through review of formal hazard assessments.

Once the work site has been occupied, a weekly Site-Specific Hazard Assessment (SSHA) shall be conducted by affected, trained workers on site. These SSHA and any Sub-Contractor SSHA's shall be updated as job conditions change. All Hazard Assessments will be completed through SiteDocs. The Safety Coordinator will perform spot checks on hazard assessments to ensure compliance.

Managers/Supervisors must ensure workers are trained on and adhering to the hazard assessment process and policy. Workers must adhere to the hazard assessment process and policy.

The information in this policy does not take precedence over all applicable government legislation with which all workers should be familiar.

INTRODUCTION

It is not possible for companies to create a safe workplace if they do not know what hazards they will be facing. Hazard assessments help to target the hazards and establish a system to eliminate or control them. The process of identifying and assessing hazards requires a consistent approach for Management and Workers to analyze what is happening in the workplace. It allows focus in the right areas, to develop efficient Worker training, inspections, emergency response plans, etc. specific to the hazards.

HAZARDS

A *Hazard* is defined as a: *situation, condition or thing that may be dangerous to the safety or health of workers.* Basically, a hazard can cause harm or adverse effects.

A workplace hazard poses a level of threat to:

- Life
- Health
- Property/Equipment
- Environment

A workplace hazardous situation creating an injury, death or damage to property/equipment is called an incident/accident. The workplace consists of: people, materials, the environment and tools/equipment.

TYPES OF HAZARDS

Two main types of hazards are *Health* and *Safety*. *Health* based hazards have the potential to cause acute or chronic conditions, illness, or disease. And *Safety* base hazards have the potential to cause immediate injury or damage.

A common way to classify hazards is by category:

- **Physical** - radiological, working at heights, lifting heavy loads, extreme temperatures, violence, ergonomics, etc.
- **Chemical** – fumes, vapours, gases, waste products, etc.
- **Biological** – bodily fluids, viruses, bacteria, molds, etc.
- **Psychosocial** – harassment and bullying, stress, fatigue, etc.

SITE-SPECIFIC HAZARD ASSESSMENT OVERVIEW

A *site-specific hazard assessment* (field level hazard assessment (FLHA)) is performed prior to the start of work at a site and when conditions change or when non-routine work is added. It flags hazards identified at the location or introduced by a change at the work site. Any hazards identified are to be eliminated or controlled immediately, before work begins or continues.

Star Building Materials requires that all personnel understand what a hazard assessment is and how to properly complete the process. Working with a health and safety approach is a learned skill such as which involves the following:

- Understand your roles and responsibilities ~~in the process~~
- Follow a hazard assessment model
- Properly trained prior to using the hazard assessment documents
- Ensure you are competent and understand the purpose of the process
- Take the time to properly fill out records and documentation

FORMAL HAZARD ASSESSMENTS

A formal hazard assessment takes a close look at the complete operations of Star Building Materials to identify hazards, measure risk (to help prioritize hazards), develop, implement and monitor related controls. Workers' jobs or types of work are broken down into separate tasks.

Formal hazard assessments are reviewed annually or when changes are made to operations. Formal hazard assessments are detailed, can involve many people, and require time to complete. Star Building Materials will have our Safety Department lead the process, ensure that all Workers participate in the hazard assessment of their work area and in the control or elimination of the hazards identified; as well as take the required time to complete the assessment properly.

Additionally, Star Building Materials will ensure that the formal hazard assessments are reviewed or reassessed if:

- An inspection finds something was missed on the formal hazard assessment
- An inspection or investigation identifies ineffective controls
- A site-specific hazard assessment identifies new hazards

- There is a new work process introduced
- There is a change in the work process or operational change
- There is a significant change to the work site

Star Building Materials utilizes the 9-Step Formal Hazard Assessment Model (which was adopted from the Government of Alberta's 9-Step model).

- **Step 1:** *Determine what jobs the workers perform*
- **Step 2:** *List tasks associated with jobs*
- **Step 3:** *Identify health and safety hazards*
- **Step 4:** *Rank hazards according to risk*
- **Step 5:** *Find ways to eliminate or control hazards*
- **Step 6:** *Implement the selected controls*
- **Step 7:** *Communicate the hazards and controls to employees*
- **Step 8:** *Monitor the implemented controls*
- **Step 9:** *Review and revise the hazard assessment as needed*

INVENTORY OF ALL JOBS/POSITIONS

Step 1 is to identify all the jobs/positions within Star Building Materials. A job is a position held by the worker (personnel). It is important to ensure that all types of jobs and all personnel are covered under this step, even if the position is currently vacant. *A detailed company list of positions and tasks will be available in a separate folder, as it is only visible internally.*

IDENTIFYING ALL TASKS/ACTIVITIES WITHIN ALL JOBS/POSITIONS

Step 2, in the Formal Hazard Assessment Model, takes all the jobs/positions that were identified in Step 1 and lists all the tasks and activities that will be completed by the personnel within that job/position. A task is an activity performed as part of a job. At this step, Star Building Materials will start conducting a Pre-Project Hazard Assessment (PPHA) this will help establish all the tasks within the position. *A detailed inventory of all the tasks and activities, with a priority rating, that Star Building Materials does can be accessed in the FHA internal folder.*

IDENTIFYING ALL HEALTH AND SAFETY HAZARDS WITHIN TASKS/ACTIVITIES

Step 3 takes the process a step further. After identifying all the tasks that will be completed by each position it is important to identify all the hazards within the tasks. In these hazard assessments there will be a thorough identification process for each hazard. *The remaining steps of the Formal Hazard Assessment Model will be reviewed and are integrated throughout this section and Section 6 – Hazard Control.*

CONTRIBUTING FACTORS

When conducting a Formal Hazard Assessment or a Site-Specific Hazard Assessments there are many contributing factors that can be involved in whether or not a hazard will or can exist. Contributing factors can periodically be overlooked. It is important that all levels of management and workers understand that taking care of the hazard without realizing what the contributing factors are, can result in the re-occurrence of the hazard. Contributing factors should be addressed during the identification process.

The following is a list created by Principles of Health and Safety Management, adopted from the Government of Alberta. (PEME)

Contributing Factors	Questions to Ask
People	<ul style="list-style-type: none"> • Are they well trained/competent in performing work? • Are they overtired? • What motivates them?
Equipment	<ul style="list-style-type: none"> • Are equipment or tools appropriate for the task? • Is the equipment properly installed? • Is the equipment properly maintained? • Are manufacturers' specifications being followed?
Materials	<ul style="list-style-type: none"> • What materials are being used? • Are they being handled, stored, and disposed of properly?
Environment	<ul style="list-style-type: none"> • Where is your work site? • Does your work environment introduce any health and safety hazards?

RISK ASSESSMENT SYSTEM

What is Risk?

Risk is the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. It may also apply to situations with property or equipment loss.

Factors that influence the degree of risk include:

- How much a person is exposed to a hazardous thing or condition.
- How the person is exposed (e.g., breathing in a vapor, skin contact).
- How severe are the effects under the conditions of exposure.

What is a Risk Assessment?

- Risk assessment is the process where you:
- Identify hazards
- Analyze or evaluate the risk associated with that hazard
- Determine appropriate ways to eliminate or control the hazard.

RATING OF HAZARDS

A hazard involves something that could potentially be harmful to a person's life, health, property, or the environment. To enable the worst hazards to be eliminated or mitigated first a rating system must be in place. One concept that is often ignored in identifying a hazard is the presence of stored energy that when released can cause damage. Stored energy can occur in many forms:

- Chemical
- Mechanical
- Thermal (air)
- Electrical,
- Hydraulic, etc.

Other hazardous situations involve the presence of:

- Confined or limited exit spaces
- Oxygen-depleted atmospheres
- Awkward positions
- Repetitive motions
- Overhead hazards such as low-hanging objects, or
- Protruding objects such as sideways pointing rebar

MEASUREMENT SYSTEM REQUIREMENTS

All hazards are not equal, and it is important to understand what makes one hazard more dangerous than another hazard. Star Building Materials implements a specific rating system that will be standard across each hazard that has been and potentially will be presented. Risks are measured on a ranking system of Severity(S) and Likelihood(L).

Severity: 1: Makes you uncomfortable 2: Sends you to the hospital 3: Kill you/cause a permanent disability

Likelihood: 1: Unlikely 2: Might happen 3: Highly likely

Risk Ranking: Severity x Likelihood = Risk

		Severity		
		Make you uncomfortable 1	Send you to the hospital 2	Kill you/cause a permanent disability 3
Likelihood	Unlikely 1	1	2	3
	Might happen 2	2	4	6
	Highly likely 3	3	6	9

Using the above risk matrix, a hazard that ranks a 3 for severity and a 3 for likelihood would score a 9 (3 x 3 = 9). A hazard with a 1 severity and a 3 likelihood would score a 3 (1 x 3 = 3). The hazard that scored 9 in the matrix should be addressed immediately.

EVALUATION OF MEASUREMENTS

Once the hazards are ranked according to risk, they are placed in order of priority. Priority allows everyone to see what hazards need to be addressed first. The higher-ranking hazards should be addressed first, and all hazards should be either eliminated (if possible) or controlled through different methods.

SITE-SPECIFIC HAZARD ASSESSMENT

Site-Specific Hazard Assessments focus on workplace factors, and they are completed at the beginning of every workday or when conditions change. Site-specific hazard assessments identify new hazards that must be addressed before work continues.

At Star Building Materials, all affected Workers participate in conducting site-specific hazard assessments and results will be discussed with all affected Workers. All Workers must be trained to conduct a proper site-specific hazard assessment. Star Building Materials utilizes a 5-Step Site-Specific Hazard Assessment Model (which was adopted from the Government of Alberta's).

- **Step 1:** *List Tasks*
- **Step 2:** *Identify health and safety hazards*
- **Step 3:** *Eliminate or control the hazards*
- **Step 4:** *Communicate the hazards and follow controls*
- **Step 5:** *Repeat the process if there is a change to conditions*

A site-specific hazard assessment is filled out as conditions change and is reviewed by all Workers affected. It's important these assessments are taken seriously by all Workers involved.

Complete a site-specific hazard assessment:

- Before work begins
- If a new hazard is introduced to the work site
- When site conditions change
- Work is conducted at temporary site
- Workers are conducting activities at an outside source work site (site reviews etc.)
- New temporary activities are added
- Repeated if changes are introduced

MANAGEMENT/SUPERVISORS PARTICIPATION

All Managers/Supervisors will be trained in-house on hazard assessment and control by our Safety Department, to understand formal hazard assessments. To keep our health and safety management activities in line with Star Building Material's needs, Managers/Supervisors will participate with the Safety Department in the creation and review of the full formal hazard assessment process. As operations expand or changes are made to the way work is performed via new processes/tasks/equipment introduced, any additional formal hazard assessments will be reviewed by Managers/Supervisors with our Safety Department.

Star Building Materials Managers/Supervisors will assign a Safety Department representative to lead the hazard assessment process. The Safety Department representative is required to recognize, evaluate, and control the hazards. Additionally, they are required to understand the job tasks that they will be evaluating, and the experience/skill level of those doing the work, while working with the Workers in each area and their Managers/Supervisors.

EMPLOYEE PARTICIPATION

Star Building Materials will involve all Workers in the hazard assessment process and in the control or elimination of identified hazards as Workers have the greatest understanding of hazards or potential hazards in the workplace. Workers will be represented throughout the process; although all Workers may not be present, they will be notified of the assessment results.

Formal hazard assessments are completed mainly in an office setting, if hazards are identified on a site-specific hazard assessment that were not identified on the formal hazard assessment, it is important that management properly re-assess the formal hazard assessment to include these hazards. If a worker identifies hazards missing from a formal hazard assessment, they are encouraged to communicate them.

IDENTIFYING AND REPORTING NEW HAZARDS

Minor hazards can become major issues if they are not identified, prioritized, and eliminated or controlled. It's important for Workers to actively identify and report unsafe work and conditions or practices as soon as possible. Record keeping and documentation of new hazards allows us to discuss and evaluate them, and to eliminate or control them if they should reoccur.

RECORD AND DOCUMENTATION OF NEW HAZARD AND METHODS TO ELIMINATE NEW HAZARD(S)

Record keeping and documentation of the newly identified hazard is the next important element to the process. This way, it will be discussed and evaluated appropriately. Proper hazard assessments, (PPHAs or SSHA) will be completed and all personnel will be involved in the outcome and results of the assessments. By properly recording and documenting, it will allow for potential elimination of re-occurrence and prepare workers and personnel for what to look for in similar future work sites.

JOBS/POSITIONS AND ASSOCIATED TASKS

Jobs /Positions	Tasks/Work Conditions/Work Environment
Office	
Vice President/Managers	<ul style="list-style-type: none"> - Office computer work (ergonomics) - Limited travel to worksite
Office Worker	<ul style="list-style-type: none"> - Office duties (ergonomics) - Limited travel may be required - Dealing with clients/customers
Shop/Yard	
Supervisor	<ul style="list-style-type: none"> - Office and computer work (ergonomics) - Working around mobile equipment - Working in the warehouse or shop - Use of equipment and tools - Providing supervision - Working in extreme weather
Manufacturing Worker	<ul style="list-style-type: none"> - Housekeeping duties - Working with chemicals (cyber saw)

	<ul style="list-style-type: none"> - Use of equipment and tools (including sharp and moving equipment) - High noise volume - Housekeeping duties - Awkward body positioning - Dust - Working with compressed air - Lifting heavy loads - Working in extreme weather
Order Picker	<ul style="list-style-type: none"> - Working around Mobile Equipment - Housekeeping duties - Working in extreme weather - Working with sharp materials - Forklift training
Yard Worker	<ul style="list-style-type: none"> - Working in extreme weather - Operating forklifts - Load restrictions - Loading/unloading materials - Pedestrians in the yard - Housekeeping duties
Delivery Driver	<ul style="list-style-type: none"> - Driving/operating equipment - Travel/delivering material to site - Loading truck for delivery - Working in extreme weather - Working around moving equipment <p>Crane/Moffet Delivery Drivers ONLY:</p> <ul style="list-style-type: none"> - Operation of crane - Operation of Moffet
Rooftop Delivery Helper	<ul style="list-style-type: none"> - Work on worksite - Handling equipment and tools - Loading and unloading materials - Overhead obstruction - Working in extreme weather - Interacting with contractors
Maintenance Technician	<ul style="list-style-type: none"> - Office and computer work (ergonomics) - Working in Manufacturing Plant as needed - Test tools/equipment and providing maintenance - Loading and unloading materials - Working at heights - Operating forklifts - Working in extreme weather

SUMMARY OF HAZARD ASSESSMENT

Hazard assessments are roots of the Health and Safety Management System. All other elements are determined from this information. Understanding and identifying hazards on the work site is critical for all personnel involved.

This section included understanding what a hazard is; identifying all jobs/positions, their tasks, and their related hazards; prioritizing and ranking the hazards by completing a risk assessment; potential contributing factors; formal hazard assessment process; site-specific hazard assessment process.

Also included in this section was the senior management and employee's involvement and participation. As well as including templates of the assessments that are required for Star Building Materials hazard assessment process. A successful Health and Safety Management System will include involvement from all personnel.

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SECTION 6 – HAZARD CONTROL HAZARD CONTROL SYSTEM POLICY

A hazard can be defined as any circumstance or condition that poses the risk of an incident or injury. Once a hazard has been identified, it is important to follow through and control the hazard. It is the policy of Star Building Materials to ensure that hazards are either eliminated or controlled prior to working, and if a hazard is identified during the work process it will be assessed and controlled prior to continuing work. Supervisors and workers are required to work together in identifying the hazards and placing proper controls. When there is a team approach it allows all affected personnel to understand and be aware of all the health and safety issues they may encounter. It is through the control of hazards that the frequency and severity of incidents is reduced, resulting in a parallel reduction in human and financial costs. Each contractor on site faces some of the same hazards as well as individual hazards. Controlling these hazards is the responsibility of Star Building Materials and their contractors.

When hazards are identified, assessed, and potentially reassessed it is important to know what can be done to either eliminate or control these hazards. There are different controls on a system of hierarchy including engineering, administrative, and personal protective equipment. It is also possible to use a combination of controls. It is important that all controls are apparent and communicated to all affected workers.

Supervisors are to ensure that the controls are being used and ensure that the standard is being maintained and hold all work site parties accountable. Star Building Materials will ensure all workers will be protected properly at the work site. Working together towards the common goal of health and safety when identifying hazards and eliminating or selecting appropriate controls is essential for the growth and integrity of the HSMS. SWPs and SJPs are one way in which Star Building Materials implements administrative controls.

All of Star Building Material's SWPs and SJPs will be stored electronically on Company Repository Drive, SiteDocs Resource Tab.

The information in this policy does not take precedence over all applicable government legislation with which all workers should be familiar.

INTRODUCTION

Star Building Materials has created and implemented an active hazard recognition and control program, which involves:

- Determining the hazards are present in the workplace using the appropriate hazard assessment form and appropriately evaluating them by conducting daily inspections.
- Assessing the risk level for the hazards identified.
- Implementing strategies to eliminate or reduce the risk involved.
- Monitoring and follow-up to ensure the control strategies chosen are implemented and effective.
- Recognition, evaluation, and control of workplace hazards are a fundamental safety concept that should be understood and practiced by everyone.

Site-specific hazard assessments are used by Workers, the Safety Department and Management/Supervisors to identify and control hazards at our workplace and are found on SiteDocs. For a hazard assessment to be compliant, Workers must identify the types of controls, those controls must be put in place to eliminate or control hazards and be communicated to all affected Workers.

HIERARCHY OF CONTROLS

Star Building Materials uses the following hierarchy to help Workers and Managers/Supervisors to determine the best way to control a hazard. Formal and site-specific hazard assessments, and all their documentation, must use the Hierarchy of Controls. Understanding the Hierarchy of Controls is important for workers to know what types of controls are available; if a hazard cannot be **Eliminated** then **Engineering, Administrative, and PPE** controls can be used, **or combined**, to control a hazard. Wherever possible, try to **eliminate** the hazard. It is the most effective way to control a risk because the hazard is no longer present. If elimination of a hazard is not an option then:

- **1st Choice: Engineering Controls** - To control the hazard *at the source*, such as fencing to create a barrier such as around our saws.
- **2nd Choice: Administrative Controls** - To control the hazard *along the path*, i.e., a control placed between the hazard and the worker. Examples are to put up signage, SWP's/SJP's, etc.
- **3rd Choice: Personal Protective Equipment (PPE)** - To control the hazard *at the Worker*, such as such as gloves, safety glasses, Hi-Viz vests, etc.
- **Combination of Controls** - If a hazard cannot be eliminated or controlled by a single control method, then a combination is used. For example, an *Engineering* control (such as a fence) *with PPE* (earbuds) to protect a worker from a noise hazard.

CONTROL FACTORS

There are additional factors when determining which control would work best to control the hazard.

Factor	Question to answer
Legislation	<ul style="list-style-type: none"> • Has the Hierarchy of Controls been used? • Is there a legislated requirement for a Code of Practice? • Does PPE or other equipment meet adopted standards? • Are workers aware of how the hazard will be controlled?
Scope of Work	<ul style="list-style-type: none"> • Is this a short-term project or long-term work site? • What is reasonably practicable based on the scope of work?

IMPLEMENTATION OF ALL CONTROLS

We must communicate the hazards and their following controls to all affected Workers; Workers must be aware and understand the hazards and follow/use the controls. This communication can be via orientation, training sessions, the buddy system, discussing the hazards and their controls during safety meetings etc. Workers must follow through and dedicate the proper time and effort to correctly use and implement controls.

HAZARD CONTROL ENFORCEMENT

Monitoring implemented controls involves checking to see if the control is effective for its purpose and proper enforcement if necessary. Some opportunities to monitor controls are during inspections, exposure testing, work site records, and worker feedback.

Managers/Supervisors are responsible to reinforce the use of controls. Some opportunities are at toolbox or safety meetings, during inspections and hazard assessments, and if needed during employee discipline meetings (enforcement).

EMPLOYEE PARTICIPATION AT ALL LEVELS

It is a requirement that an employer must involve all affected Workers in the hazard assessment and in the control or elimination of the hazards identified. It is required that the Workers be represented in the process and have a voice throughout. Although all Workers may not have to be present, they will be represented and notified of the results of any assessment conducted. Workers are the front people and have the best insight to hazards or potential hazards.

PROCEDURE FOR EMPLOYEE PARTICIPATION OF DEVELOPMENT, REVIEW, AND REVISION OF HAZARD ASSESSMENTS

It is important that all Workers review existing hazard assessments for their designated Work Site(s) during their training and prior to beginning work. If hazards are identified on a Site-Specific Hazard Assessment that were not identified on the Formal Hazard Assessment, it is important that management properly re-assess the Formal Hazard Assessment to include additional findings. If a Worker sees items that are missed in a Formal Hazard Assessment, they are encouraged to voice what has been missed. SBM requires that Workers have a representative in any hazard assessment meetings and are properly informed of any outcomes from these meetings.

TRAINING

SBM and its Contractors must provide Work Site-specific training to Employees to include the specific hazards associated with each job. At a minimum, the following elements should be included in the training sessions:

- A review of the Work Site-specific written safety policies.
- Specific training on the hazards associated with the materials and equipment used by the Employee.
- Specific training on how Employees are to protect themselves against the hazards in the Work Site.
- Recognition and assessment of health and safety risks.
- Regulations applicable to their work.
- Basic information on the location of health and safety instruction, documentation, safety devices and Personal Protective Equipment.

REVIEW PROCESS

The Job Hazard Analysis process and Hazard Assessment forms will be reviewed, at a minimum, every three (3) years or when there is a change in site conditions, work scope, or if a change in legislation

triggers a need for reassessment. If there are any discrepancies noted, they must be addressed and rectified immediately.

SAFE WORK PRACTICES AND SAFE JOB PROCEDURES POLICY

Safe Work Practices (SWP) are a set of positive guidelines or “Do’s and Don’ts” on how to perform a specific task that may not always be done in a certain way. Doing the job safely means that the workers involved follow the Safe Work Practices.

A Safe Job Procedure (SJP) is a written, specific **step-by-step** description of how to complete a job safely and efficiently from start to finish. In a JHA (as described in Section 5), each basic step of the job is examined to identify potential hazards and to determine the safest way to do a job. The result is called a Safe Job Procedure (SJP).

Safe Work Practices will be developed and reviewed by both Management and Employees. Star Building Materials Management must understand and fully endorse SWPs, and ensure that:

- They are in writing.
- They are related to the actual scope of work.
- All employees understand the SWP that apply to them.
- They are reviewed at least annually and after an incident.

All employees and sub-contractors shall be familiar with and follow the SJP that apply to their task(s). Any workers who have suggestions as to how a task may be completed more safely and efficiently are requested to notify their superintendent who shall in turn advise senior management through Star Building Materials Health and Safety Committee. The committee will then recommend to senior management whether a full JHA or a review of an existing SJP shall be completed or not.

In a Job Hazard Analysis or JHA each step of a job and its tasks are examined to identify potential hazards and to determine the best and safest way to carry out a job. The result is a Safe Job Procedure or SJP; a specific step-by-step description of how to best perform a job and its tasks from start to finish. All Workers involved will follow the SJP that apply to their task(s).

The Safe Work Practices and Safe Job Procedures are stored electronically in Star Repository Drive, SiteDocs Resource Tab.

The information in this policy does not take precedence over all applicable government legislation with which all workers should be familiar.

LUNCH POLICY

It is the policy of Star Building Materials to provide a safe and healthy work environment for its employees and will follow OHS policy regarding safe eating practices.

Employees are not permitted to eat at a workstation which has the possibility of being contaminated by a harmful substance. Staff may use the lunchroom Star Building Materials has provided while following all SWP, SJP, and AHS guidelines or may eat at a location which does not present any hazard to

themselves or anyone else under OHS Code. This policy must be followed at all times to ensure the health and safety of all employees.

Supervisors are to ensure that workers are in compliance with this policy. Should there be infractions with workers not following the policy, they will be held accountable to Star Building Materials Disciplinary system.

Workers are encouraged to assist each other to meet the intent of this policy which is to work in a healthy environment.

The information in this policy does not take precedence over all applicable government legislation with which all workers should be familiar.

COMPANY RULES POLICY

All employees and sub-contractors are required to know and comply with all Star Building Materials Rules. Failure to comply with the rules will result in corrective measures up to and including termination. All employees shall remember that compliance with government legislation and the health and safety program is a condition of employment.

All management and supervisors shall be alert always to enforce OHS legislation and the health and safety program. Failure to enforce the same may lead to disciplinary action being taken against the supervisor by Star Building Materials and may also include charges laid in accordance with Alberta OHS. Employees who fail to comply with government regulations and the health and safety program will be subject to disciplinary action.

The following will be grounds for disciplinary action:

- Failure to comply with any aspect of OHS legislation or the Company Health and Safety Program.
- Violence, harassment, or discrimination in the workplace and outside the workplace if it affects health and safety inside the workplace.
- Possession or consumption of alcohol, illegal drugs, or properly prescribed drugs in a manner that the employee is considered by another employee or supervisor to be a health and safety hazard to other employees or to themselves.
- Sabotage, theft or vandalism that damages, disables, or interferes with the safety of any materials, tools, or equipment.

Workers who fail to comply with Star Building Materials Company Safety Rules, SWP's, SJP's, Workplace Health and Safety Regulations, and Legislation are subject to the following:

First Offence - Verbal warning

Second Offence - Written warning

Third Offence - Written warning, and a specified period of time off at the discretion of management

Final Offence - Immediate suspension or termination pending management review

All disciplinary actions will be documented to be used for reference and kept in the Worker's employee file. Workers who violate safety rules and regulations deemed more serious and/or are willfully negligent in nature will be dealt with at the discretion of management.

The information in this policy does not take precedence over all applicable government legislation with which all workers should be familiar.

DISCIPLINARY ACTION – SPECIAL EXEMPTION

Workers who show a blatant disregard for any rules, safety practices or procedures that - in the opinion of the Supervisor AND the President - immediately endanger or seriously jeopardize the safety of materials, equipment and/or the worker or other workers present may be subject to immediate removal from a project and possible termination of employment without warning.

GENERAL SAFETY RULES

- All incidents, near misses, injuries, property damage, and unsafe conditions must be reported to a Supervisor/Manager or the Safety Department immediately on the same day.
- Report all incidents of violence or harassment to your immediate Supervisor right away
- Read, understand and follow all company safety policies, SWP's, SJP's, safety rules & Alberta safety regulation
- The use of alcoholic beverages, drugs and their derivatives are strictly forbidden while on the job
- All tools used in the Shop/Yard should be regularly inspected and tagged if they are damaged and in need of replacement and/or repair.
- No Worker shall operate any equipment in a manner that endangers themselves or other Workers
- Only people properly trained and authorized shall operate equipment or machinery
- Do not clean or adjust equipment or machinery while it is running, in motion or when there is danger of contact with moving parts
- Running, horseplay, scuffling or fooling around is strictly forbidden on the job
- All forklift operators are to have a two way radio with a mic at all times while operating.
- No one is to walk under forklift forks or walk under a package that is on the forks
- No personal vehicles are allowed in the yard.
- Loose clothing, rings, watches, bracelets or dangling neckwear must not be worn where there is a hazard of them becoming caught in machinery or other objects. Long hair must be tied back.
- Work areas are to be kept clear of debris and tripping hazards (good housekeeping). Keep floor mats wrinkle free to prevent tripping. Do not run extension cords across any walkways. Do not obstruct doorways with boxes, equipment, or filing cabinets
- The Yard must be kept reasonably clean and free of debris (tarps, dunnage, etc.)
- Do not store materials in a location where they may be a danger to others or to property
- Do not lean against guardrails or handrails
- Do not tamper with fire extinguishers, emergency facilities, or safety equipment.
- Safety glasses must be worn for all operations where the eyes are in danger of being injured or irritated as per OH&S Regulations by all staff

- All Workers handling material with sharp edges, rough, or abrasive surfaces must wear gloves
- No tank tops/spaghetti straps (Shop/Yard) shirts must have a min. of 4" covering the shoulder. Tops and bottoms must meet (no bare midriffs). Long pants only (shorts and skirts not allowed)
- Only C.S.A. approved footwear shall be worn or allowed at Shop/Yard
- C.S.A approved high visibility safety vests worn in the Yard
- No headphones or cell phones allowed in the Shop or Yard, please leave them in your locker
- Hazardous materials must be identified, stored, and handled in accordance with WHMIS regulations
- Smoking in any work area is prohibited; this includes Vaping.
- All Workers working alone must a have work alone plan with their employer
- Report nonfunctioning lighting to your immediate Supervisor right away
- Clean up spills
- Request help when moving heavy objects or boxes

WORKER'S RESPONSIBILITY TO REFUSE UNSAFE WORK, DISCIPLINE EXEMPTION AND USE OF OTHER WORKERS

- No worker shall be disciplined, discriminated against, or harassed for acting in compliance with the requirement to refuse to do work that they have reasonable grounds to believe places them or other workers in immediate danger. A temporary assignment to reasonable alternative work in that worker's trade or calling at no loss of pay to the worker is not considered disciplinary action.
- No other worker shall be assigned to do the task until the refusal has been fully investigated and cleared for work to recommence, even if a worker volunteers for the task.

DRUG AND ALCOHOL POLICY

Star Building Materials believes that a healthy, dependable, and productive work force and working conditions free from the effects of alcohol and drugs are important to the safety of employees, clients, and the public. The inappropriate use of alcohol and drugs creates a variety of workplace hazards including decreased productivity, a decline in quality of services performed and products provided, and increased risk of injury.

The purpose of the drug and alcohol policy is to establish and provide a safe workplace for all employees and those whose safety may be affected by the conduct of employees, as well as to ensure that all employees are treated fairly and with respect. Star Building Materials follows the OHS Legislation and Canadian Model for Providing a Safe Workplace - Alcohol and Drug Guidelines and Work Rule.

It is recognized that the abuse of alcohol and/or drugs is considered a disease. Therefore, Star Building Materials will assist the employee to recover from the misuse.

It is the policy of Star Building Materials to ensure and promote the following work standards. No worker shall:

- distribute, possess, consume, or use illegal drugs or alcohol at any company workplace.

- report to work or be at work under the influence of drugs or alcohol that may or will affect their ability to work safely.
- test positive for any illegal drugs or alcohol at concentrations above the specified table.
- Misuse prescription or non-prescription drugs while at work. If a worker is taking a prescription or non-prescription drug for which there is a potential unsafe side effect, he or she has an obligation to report it to the supervisor.

Authority for the Collection of Samples

Star Building Materials follows all applicable legislation on proper procedure for testing employees under specific circumstances.

The information in this policy does not take precedence over all applicable government legislation with which all workers should be familiar.

DEFINITIONS

For this policy, the following definitions apply:

Alcohol: Any substance that may be consumed and that has an alcoholic content in excess of 0.5 per cent by volume.

Alcohol and drugs: Alcohol or drugs or both.

Alcohol and drug test: A test administer in accordance with 4.8.1 of this alcohol and drug policy.

Alcohol and drug work rule: The alcohol and drug work rule set out in 3.1 of this alcohol and drug policy.

Drug paraphernalia: Includes any personal property which is associated with the use of any drug, substance, chemical or agent the possession of which is unlawful in Canada.

Drugs: Includes any drug, substance, chemical or agent the use or possession of which is unlawful in Canada or requires a personal prescription or authorization from a licensed treating physician, non-prescription medication lawfully sold in Canada and drug paraphernalia.

Employee assistance services program: Services that are designed to help employees who are experiencing personal problems such as alcohol and drug abuse.

Laboratory: A laboratory providing urine-based drug testing services or oral fluid-based drug testing services must be certified by National Health Standards.

ROLES AND RESPONSIBILITIES

Workers must:

- Understand the alcohol and drug work rules
- Take responsibility to ensure their own safety and the safety of others
- Ensure they comply with the work standards as part of their obligation to perform work activities in a safe manner
- Comply with the work rules and follow appropriate treatment if deemed necessary
- Use medications responsibly, be aware of potential side effects and notify their supervisor of any potential side effects where applicable

- Encourage their peers or co-workers to seek help when there is a potential breach or breach of policy

Supervisors or leaders must:

- Be knowledgeable about the company’s alcohol and drug work rules and procedures
- Ensure they comply with the work standards as part of their responsibility to perform their work-related activities in an effective and safe manner
- Be knowledgeable about the use of alcohol and drugs and be able to recognize the symptoms of the use of alcohol and drugs
- Understand their company’s performance management policy and how the Canadian Model is integral to this policy
- Act on performance deviations
- Act on reported or suspected alcohol or drug use by workers
- Complete any awareness training (as necessary)

Owners and contractors must:

- Provide a safe workplace
- Provide prevention programs that emphasize awareness, education, and training with respect to the use of drugs and alcohol
- Ensure the guidelines and work rule support other performance management systems
- Ensure effective employee assistance services are available to workers
- Assist workers in obtaining confidential assessment, counselling, referral, and rehabilitation services
- Actively support and encourage rehabilitation activities and re-employment opportunities where applicable
- Provide supervisors with appropriate training (as necessary)
- Ensure all employees understand the existence of and content of the guidelines and work rule as part of the employee’s orientation
- Ensure that drug and alcohol testing is performed according to the appropriate standards

DRUG TESTING PROCEDURE

- Star Building Materials may require the collection and testing of samples of blood or urine if Star Building Materials Senior Management or Supervisors have reasonable grounds for suspicion in the following purposes:
 - Investigations of apparent employee impairment
 - Investigations of accidents/incidents in the workplace
 - Investigations of incidents of workplace theft
 - Maintenance of the safety for other employees or sub-contractors and/or the public.
 - Maintenance of productivity, quality of products or services, security of property or information.

- The Supervisor or Senior Manager shall obtain written permission from the employee prior to making any movement to an authorized testing center.
- The Supervisor or Senior Manager shall escort the employee to the testing center in a Star Building Materials vehicle and return with the employee to the work site when the test is complete.
- Any drug or alcohol testing shall be done during regular Star Building Materials work hours.
- Star Building Materials shall pay all testing and transportation costs.
- Collection of samples will be performed at and by a local licensed medical facility.
- For step-by-step Alcohol and Drug Testing Procedures Star Building Materials will consult Canadian Model 6 for General, Breath Testing, Saliva Testing, Drug Testing (urine), and Drug Testing (oral fluids) Procedures.

Star Building Materials Action

Upon receipt of a verified or confirmed positive drug or alcohol test result which indicates a violation of this policy, or upon the refusal of an employee or prospective employee to provide a sample, Star Building Materials may use that test result or refusal as the basis for disciplinary or rehabilitative action, which may include any or all the following:

- A requirement that the employee enroll in a Star Building Materials approved rehabilitation, treatment, or counseling program, which may include additional alcohol or drug testing.
- Suspension of the employee with or without pay for a set time.
- Termination of employment.
- Refusal to hire a prospective employee.
- All information, interviews, reports, statements, memoranda, or test results received by Star Building Materials through this drug and alcohol testing program are confidential.
- Communications will not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding related to an action taken by Star Building Materials under Company Rules, or in defense of any action brought against Star Building Materials.
- The test results are the property of, and will remain with, Star Building Materials.
- Star Building Materials is entitled to use results as a basis for action:
- Reinstatement.
- If any employee is terminated because of a positive drug test result, she/he may be considered for rehire on a job available basis after three weeks after evidence of a current drug test taken which indicates a negative in all controlled substances.

Notice to Employees

Star Building Material's written policy for testing shall be distributed to employees annually and made available for review by prospective employees prior to conducting any hiring interview.

VIOLENCE PREVENTION PLAN POLICY

Star Building Materials has a zero-tolerance policy towards violence, as a result the following will be enforced:

- Every worker is entitled to employment that is violence free,
- Make every effort to ensure that no worker is subjected to violence,

- Take corrective action respecting any person under the employer’s direction who subjects any worker to violence.

Star Building Materials will never condone any form of violence in the workplace under any circumstances. If necessary, Star Building Materials will recommend to any affected employee that they receive a medical check-up for possible injuries or consult with an appropriately licensed medical professional. Star Building Materials shall investigate all such incidents and follow through with corrective action, as well as making the report fully available to the employees involved to prevent a recurrence. Employees may be assured that complete confidentiality is a given unless information is legally required by authorized enforcement or investigative organizations, in which case the minimum amount of information required shall be released.

Employees shall be trained in the recognition, appropriate response, and methods of obtaining assistance to combat violence. Employees identified as suffering from a predisposition to violence shall be referred to an appropriate counselling agency, and contractors shall make similar arrangements. Senior Management, Supervisors and Contractors shall complete an Accident/Incident Investigation Report and inform the affected employees of the action that will be taken when an incident takes place. No worker can be penalized, reprimanded, or criticized in any way when acting in good faith while following this policy and the supporting procedures. This violence prevention policy is not intended to discourage a worker affected by violence from exercising the worker’s rights pursuant to any other law.

This policy and associated Safe Work Practices and/or Safe Job Procedures shall be reviewed for effectiveness when an incident occurs and every 3 years if there is no incident.

The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.

INTRODUCTION FOR VIOLENCE PROTECTION

Abuse, bullying, and violence (hereinafter called “violence”) can come from anyone in the workplace or at home and be directed at anyone. Violence can victimize both men and women and may be directed by or towards workers, clients, or members of the public. Violence is considered a workplace hazard for the purposes of the OHS.

When an employer is aware that a worker is or is likely to be exposed to domestic violence at a work site, the Company will take reasonable precautions to protect the worker and any other persons at the work site likely to be affected.

PREVENTION OF VIOLENCE

Star Building Materials believes in the prevention of violence and promotes a violence-free environment in which all people respect one another and work together to achieve common goals. Violence in any form erodes the mutual trust and confidence that are essential to our operational effectiveness. It destroys individual dignity, lowers morale, engenders fear, and breaks down work unit cohesiveness. Violence may occur as a single event or may involve a continuing series of incidents. It can victimize both men

and women, and may be directed by or towards our workers, visitors, and members of the public. Any act of violence committed against any worker or member of the public is unacceptable and will not be tolerated.

Awareness, communication, and early intervention are key to a violence-free work environment. Everyone has a personal responsibility in making this happen. A single incident can have life-long consequences for workers and their families and can forever impact how a company does business. Knowing how to assess the risks in your workplace and finding solutions to prevent violence are critical steps towards developing an effective workplace violence prevention program.

VIOLENCE IN GENERAL

Persons with a tendency to violent reactions often have a history of anger or assault. Violent people have a need for personal space that can be more than four times the need of other individuals. These special space requirements must be respected. Early clues to aggressive behavior or a difficulty in maintaining personal control include:

- Increased agitation
- Pacing
- Clenching or pounding of fists
- Increasing verbal hostility and anger such as muttering viciously

GENERAL BEHAVIOR EXPECTATIONS ALL LEVEL OF EMPLOYEES AND CONTRACTORS

Most employees generally work in enclosed office areas such as offices or housing unit sites. To minimize or avert physical attack from a potentially violent person requires considerable self-control by the potential victim. All employees shall review the following recommended actions:

- Focus on the other person to let them know you want to hear what they have to say - listen carefully.
- DO NOT glare or stare - that may be perceived as a challenge.
- Remain calm and try to calm the person. DO NOT allow the other person's anger to make you angry.
- Remain conscious of how you are delivering your words.
- Speak slowly, quietly, and confidently.
- Speak simply. DO NOT rely on official language or complex terminology or slang.
- Avoid talking a lot of technical or complicated information when emotions are high.
- DO NOT interrupt or offer unsolicited advice or criticism.
- Encourage the person to talk. DO NOT tell the person to relax or calm down.
- Remain open-minded and objective.
- Use silence as a calming tool.
- Acknowledge the person's feelings. Indicate that you can see he or she is upset.
- Use calm body language - a relaxed posture with hands unclenched attentive expression.
- Arrange yourself so that your exit is not blocked.
- Position yourself at a right angle rather than directly in front of the other person.

- Give the person enough physical space. This varies by culture, but normally 1 - 2 meters is considered an adequate distance.
- Get on the other person's physical level. If they are seated, sit on another similar seat, or try kneeling or bending to be at the same eye level, rather than standing over them.
- DO NOT pose a challenging stance such as:
 - Standing directly opposite someone.
 - Putting your hands on your hips.
 - Pointing your finger.
 - Waving or crossing your arms.
- DO NOT make sudden movements that can be seen as threatening.
- DO NOT fight. Walk or run away. Get assistance from security or police.
- If an attack commences, try to do the following:
 - Make a scene, yell, or scream as loudly as possible. Shout words like STOP, FIRE or HELP.
 - If you are being pulled along or dragged, fall to the ground and roll.
 - Blow a whistle, activate a personal security alarm, or push the nearest security alarm.
 - Give bystanders specific instructions to help you. Single someone out and send him or her for help. For example, "You in the yellow shirt, call the police."
- If someone grabs your purse, briefcase, or other belongings, DO NOT resist. Throw the item to the ground several feet away from the thief and run in the opposite direction, yelling "help" or "fire".
- DO NOT chase a thief - run to the nearest safe place, an office or store.
- Call security or the police immediately after the incident. If the attack does not warrant calling police, tell the supervisor, and file a written incident report as soon as possible.

ADDITIONAL WORK SITE PRECAUTIONS

- Most of the routine work is conducted on unfamiliar work sites. The following suggestions will minimize or prevent risks associated with working in unfamiliar areas:
- Have access to a cell phone.
- Use an established check-in procedure (*Safe Work Practice - Working Alone*).
- Prepare a daily work schedule so others know where and when you are supposed to be.
- Arrange to meet in a safe environment.
- Be alert and make mental notes of your surroundings when you arrive at a new or different setting.
- Use the "buddy system", especially when you feel your safety may be threatened.
- Determine which circumstances unaccompanied visiting would involve unacceptable risk.
- Exercise your right to refuse to work in clearly hazardous situations.
- Disclose any feelings of discomfort or apprehension about an impending appointment to your supervisor or senior management.
- DO NOT enter any situation or location where you feel threatened or unsafe.
- Carry hand-held alarms, noise devices or other effective alarm devices.
- Check for escape routes and position yourself near an escape route when possible.
- Mentally rehearse what you will do if an individual becomes aggressive or hostile.
- Decide what your best preventive tactic will be.

- If inside, take control of the seating arrangements. If possible, sit near the door.
- Maintain a "reactionary gap" between you and the person - out of reach of kicking, grabbing, or punching distance. Increase the gap by sitting at a table. Always be aware of the person's distance.
- Be prepared for an appointment. Review the information about the person you are meeting.
- End the appointment in a non-confrontational manner if the person seems obviously: intoxicated, under the influence of drugs, and/or emotionally disturbed, threatening or out of control.
- DO NOT allow yourself to be backed into a corner. Leave a clear path to the exit.
- DO NOT venture too far into the premises, e.g., remain near an exit.
- NEVER turn your back on the person or enter a room first, when unsure let them lead.

GENERAL VIOLENCE PREVENTION

- Terminate a potentially violent interaction before it becomes violent - interrupt the conversation firmly but politely. Tell the person that you:
- Do not like the tone of the conversation and will not accept abusive treatment.
- Will end the conversation if necessary.
- Tell the person that you will ask them to leave the building/area or that you will leave.
- If the behavior persists, end the conversation.
- Ask the person to leave the building/area or you leave.
- If the person does not agree to leave, leave the scene, and inform your supervisor immediately.
- DO NOT return to the person if you believe they pose a physical threat.
- Warn other staff and have them leave the immediate area and call security or police.

COMPANY OBLIGATIONS

Star Building Materials has the following obligations:

- to dedicate sufficient attention, resources, and time to address factors that may contribute to workplace violence, and to prevent and protect against it.
- to provide a safe, healthy, and violence-free workplace.
- to communicate to its employees' information in its possession about factors contributing to workplace violence.
- to assist employees who have been exposed to workplace or non-workplace violence.

ASSESSING VIOLENCE

Star Building Materials will assess the potential for workplace violence by, at a minimum, considering:

- the nature of the work activities.
- the working conditions.
- the design of the work activities and surrounding environment.
- the frequency of situations that may present a risk of workplace violence and/or harassment.
- the severity of the adverse consequences to the employee exposed to a risk of workplace or non-workplace violence.
- the observations and recommendations of the workplace health and safety policy committee or if there is no policy committee, the workplace health and safety representative, and properly expressed views of other employees.

- the measures that are already in place to prevent and protect against such workplace or non-workplace violence.

IMPLEMENTING CONTROLS

Star Building Materials will assess the potential for workplace violence by filling out the following checklist.

1. My workplace has written violence prevention policy developed by management and worker representatives and signed by senior management.
2. My workplace has clearly established standards and expectations for violence prevention.
 - Risk assessment.
 - I have reviewed records and reports, e.g., security reports, employee incident reports, staff perception surveys, health and safety inspection reports and other related records.
 - I have reviewed factors at my workplace that may contribute to the risk of violence, e.g., contact with the public, exchange of money, working alone or at night, etc.
 - I have asked workers if they have concerns about work practices, public interactions, or any other issues related to violence.
 - I have reviewed my legal responsibilities.
 - Control violence causing hazards.
 - I have reviewed workplace design to minimize the risk of violence, i.e., use of signs, photos, locks, physical barriers, lighting, and electronic surveillance.
 - I have considered improvements such as placing the reception area with the view of other workers, improving lighting in the parking lot, or using fences to control access to the workplace.
 - I have reviewed work practices such as keeping cash on hand to a minimum, varying the time of day that the cash register is emptied, checking the credentials of clients, or using a 'buddy' system.

EDUCATION AND TRAINING

Education and training are provided to workers, so they are aware of potential violence risks and procedures for controlling them. Requirements include regularly inspecting the workplace and looking for signs of violence such as broken items or holes in walls and continually observing employees' actions and performance for changes that might indicate the presence of violence i.e., unaccustomed shyness, inability to move easily to do work that was easily done before or embarrassment when trying to explain bruising, etc.

Victims of Violence

Star Building Materials will ensure that a worker is advised to consult a health professional of the worker's choice for treatment or referral if the worker:

- reports an injury or adverse symptom resulting from workplace violence, or
- is exposed to violence outside the workplace.

Worker Education

Star Building Materials workers will receive training in:

- how to recognize workplace or non-workplace violence,
- the employer's policy and procedures,
- the appropriate response to incidents of violence, and
- The procedures for reporting, investigating and documenting incidents of workplace violence.

INCIDENTS OF VIOLENCE

If Star Building Materials becomes aware of workplace violence or alleged non-workplace violence, we shall try to resolve the matter with the employee as soon as possible. If the matter is unresolved, Star Building Materials shall appoint a competent person to investigate the violence and provide that person with any information where disclosure is not prohibited by law and that would not reveal the identity of persons involved without their consent. The competent person shall investigate the violence and at the completion of the investigation provide the employer with a written report with conclusions and recommendations. Star Building Materials shall, in completion of the investigation into the violence:

- keep a record of the report from the competent person.
- provide the workplace safety committee or the health and safety representative, as required, with the report from the competent person, providing information where disclosure is not prohibited by law and that would not reveal the identity of persons involved without their consent; and
- adapt or implement actions or changes to prevent a recurrence of the workplace violence and/or harassment.
- make the investigation report fully available to the employees involved

REPORTING VIOLENCE

The worker that was subject to violence, having asked the person to stop, will report the violence to their direct supervisor immediately. The worker will provide the supervisor with a statement outlining the details of the alleged violence. The Supervisor will have a discussion with the employees and attempt to resolve the matter with them, if it cannot be resolved then an investigation will be required.

HARASSMENT PREVENTION PLAN POLICY

Star Building Materials has a zero-tolerance policy towards harassment in the workplace place. As such, the following will be enforced:

- Every worker is entitled to employment that is harassment free,
- Every effort will be made to ensure that no worker is subjected to harassment,
- Corrective action will be taken respecting any person under the employer's direction who subjects any worker to harassment.

Star Building Materials will never condone any form of harassment in the workplace under any circumstances. Star Building Materials shall investigate all such incidents, follow through with corrective action, and make the report fully available to the employees involved to prevent a recurrence. Employees

may be assured that complete confidentiality is a given unless information is legally required by authorized enforcement or investigative organizations, in which case the minimum amount of information required shall be released.

Employees shall be trained in the recognition, appropriate response, and methods of obtaining assistance to combat harassment. Senior Management, Supervisors and Contractors shall complete an Accident/Incident Investigation Report in the case of an incident and inform the affected employees of the action that will be taken. No workers can be penalized, reprimanded, or criticized when acting in good faith while following this policy and the supporting procedures. This harassment prevention policy is not intended to discourage a worker affected by harassment from exercising the worker's rights pursuant to any other law.

This policy and associated Safe Work Practices and/or Safe Job Procedures shall be reviewed for effectiveness when an incident occurs and every 3 years if there is no incident.

The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.

INTRODUCTION FOR HARASSMENT

Bullying, discrimination, harassment, and sexual harassment (hereinafter called "harassment") can come from anyone in the workplace or at home and be directed at anyone. It can be subtle or overt and harassment may be deliberate or unintended. The test is whether a reasonable person knows, or ought to know, that the recipient would consider the behavior unwelcome or inappropriate. It may be a single event, or a continuing series of incidents and it may involve the abuse of authority or position, or it may involve relations between co-workers and other personnel. Harassment can victimize both men and women and may be directed by or towards workers, clients, or members of the public. Harassment is considered a workplace hazard for the purposes of the OHS. Any form of harassment could potentially lead to violence.

Workplace harassment means any objectionable or unwelcome conduct, comment, or action that a person knows or ought reasonably to know will or would cause offence or humiliation to a worker but excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or the workplace. Typically, it will include unsolicited and unwelcome conduct, comment, gesture, or contact (harassment) that causes offence, humiliation, or fears that compromise or devalues the individual and may escalate to actual physical harm or threat(s) of harm to any individual, which creates mistrust, fear or that compromises or devalues the individual.

PREVENTION OF HARASSMENT

Star Building Materials believes in the prevention of harassment and promotes a harassment-free environment in which all people respect one another and work together to achieve common goals. Harassment can take the form of physical contact. Harassment in any form erodes the mutual trust and confidence that are essential to our operational effectiveness. It destroys individual dignity, lowers morale, engenders fear, and breaks down work unit cohesiveness. Harassment may occur as a single

event or may involve a continuing series of incidents. It can victimize both men and women, and may be directed by or towards our workers, visitors, and members of the public. Any act of harassment committed against any worker or member of the public is unacceptable and will not be tolerated.

Awareness, communication, and early intervention are key to a harassment-free work environment. Everyone has a personal responsibility for making this happen. A single incident can have life-long consequences for workers and their families and can forever impact how a company does business. Knowing how to assess the risks in your workplace and finding solutions to prevent harassment are critical steps towards developing an effective workplace harassment prevention program.

SEXUAL AND DISCRIMINATORY

Sexual and discriminatory harassment approaches vary considerably in their operation and can be delivered by and towards both males and females. Senior management, supervisors and workers shall make themselves aware of the following:

- Inappropriate comments
- Production, references to material with sexual or discriminatory content
- Frequent close invasion of personal space
- Unwarranted invitations to gatherings or private meetings
- Inappropriate touching

WORK SITE PRECAUTIONS

Most of the routine work is conducted on initially unfamiliar work sites. The following suggestions will minimize or prevent risks associated with working in unfamiliar areas:

- Have access to a cell phone.
- Use an established check-in procedure (*Safe Work Practice - Working Alone*).
- Prepare a daily work schedule so others know where and when you are supposed to be.
- Arrange to meet in a safe environment.
- Be alert and make mental notes of your surroundings when you arrive at a new or different setting.
- Use the "buddy system", especially when you feel your safety may be threatened.
- Determine which circumstances unaccompanied visiting would involve unacceptable risk.
- Exercise your right to refuse to work in clearly hazardous situations.
- Disclose any feelings of discomfort or apprehension about an impending appointment to your supervisor or senior management.
- DO NOT enter any situation or location where you feel threatened or unsafe.
- Carry hand-held alarms, noise devices or other effective alarm devices.
- Check for escape routes and position yourself near an escape route when possible.
- Mentally rehearse what you will do if an individual becomes aggressive or hostile.
- Decide what your best preventive tactic will be.
- If inside, take control of the seating arrangements. If possible, sit near the door.
- Maintain a "reactionary gap" between you and the person - out of reach of kicking, grabbing, or punching distance. Increase the gap by sitting at a table. Always be aware of the person's distance.
- Be prepared for an appointment. Review the information about the person you are meeting.

- End the appointment in a non-confrontational manner if the person seems obviously:
 - Intoxicated.
 - Under the influence of drugs.
 - Emotionally disturbed, threatening or out of control.
 - DO NOT allow yourself to be backed into a corner. Leave a clear path to the exit.
 - DO NOT venture too far into the premises, e.g., remain near an exit.
 - NEVER turn your back on the person or enter a room first, when unsure let them lead.

GENERAL HARASSMENT PREVENTION

Terminate an interaction if it becomes uncomfortable - interrupt the conversation firmly but politely. Tell the person that you:

- Do not like the tone of the conversation and will not accept harassment.
- Will end the conversation if necessary.
- Tell the person that you will ask them to leave the building/area or that you will leave.
- If the behavior persists, end the conversation.
- Ask the person to leave the building/area or you leave.
- If the person does not agree to leave, leave the scene, and inform your supervisor immediately.
- DO NOT return to the person if you believe they pose a physical threat.
- Warn other staff and have them leave the immediate area and call security or police.

COMPANY OBLIGATIONS

Star Building Materials has the following obligations:

- to dedicate sufficient attention, resources, and time to address factors that may contribute to workplace harassment, and to prevent and protect against it.
- to provide a safe, healthy, and harassment-free workplace.
- to communicate to its employees' information in its possession about factors contributing to workplace harassment.

ASSESSING HARASSMENT

Star Building Materials will assess the potential for workplace harassment by, at a minimum, considering:

- the nature of the work activities.
- the working conditions.
- the design of the work activities and surrounding environment.
- the frequency of situations that may present a risk of workplace harassment.
- the severity of the adverse consequences to the employee exposed to a risk of workplace or non-workplace harassment.
- the observations and recommendations of the workplace health and safety policy committee or if there is no policy committee, the workplace health and safety representative, and properly expressed views of other employees; and
- The measures that are already in place to prevent and protect against such workplace harassment.

IMPLEMENTING CONTROLS

Star Building Materials. Group of Companies. will assess the potential for workplace violence by filling out the following checklist.

1. My workplace has written harassment prevention policy developed by management and worker representatives and signed by senior management.
2. My workplace has clearly established standards and expectations for harassment prevention.
 - Risk assessment.
 - I have reviewed records and reports, e.g., security reports, employee incident reports, staff perception surveys, health and safety inspection reports and other related records.
 - I have reviewed factors at my workplace that may contribute to risk of harassment, e.g., contact with public, working with others etc.
 - I have asked workers if they have concerns about work practices, public interactions, or any other issues related to harassment.
 - I have reviewed my legal responsibilities.
 - Control harassment causing hazards.
 - I have reviewed workplace design to minimize the risk of harassment i.e., training, policy in place, and setting a good example.

EDUCATION AND TRAINING

Education and training are provided to workers, so they are aware of potential harassment risks and procedures for controlling them. Requirements include regularly inspecting the workplace and looking for signs of harassment by observing employees' actions and performance for changes that might indicate the presence of harassment i.e., unaccustomed shyness, inability to move easily to do work that was easily done before or embarrassment when trying to explain comments or situations, etc.

Victims of Harassment

Star Building Materials will ensure that a worker is advised to consult a health professional of the worker's choice for treatment or referral if the worker reports adverse symptoms resulting from workplace harassment

Worker Education

Star Building Materials workers will receive training in:

- How to recognize workplace harassment,
- the employer's policy and procedures,
- the appropriate response to incidents, and
- The procedures for reporting, investigating and documenting incidents of workplace harassment.

HARASSMENT INCIDENTS

If Star Building Materials becomes aware of workplace harassment, we shall try to resolve the matter with the employee as soon as possible. If the matter is unresolved, Star Building Materials shall appoint

a competent person to investigate the harassment and provide that person with any information where disclosure is not prohibited by law and that would not reveal the identity of persons involved without their consent. The competent person shall investigate the harassment and at the completion of the investigation provide the employer with a written report with conclusions and recommendations. Star Building Materials shall, on completion of the investigation into the harassment:

- keep a record of the report from the competent person.
- provide the workplace safety committee or the health and safety representative, as required, with the report from the competent person, providing information where disclosure is not prohibited by law and that would not reveal the identity of persons involved without their consent; and
- adapt or implement actions or changes to prevent a recurrence of the workplace harassment.
- make the investigation report fully available to the employees involved

REPORTING HARASSMENT

The worker that was subject to harassment, having asked the person to stop which they did not, will report the harassment to their direct supervisor immediately. The worker will provide the supervisor with a statement outlining the details of the alleged harassment. The Supervisor will have a discussion with the employees and attempt to resolve the matter with them, if it cannot be resolved then an investigation will be required.

PERSONAL PROTECTIVE EQUIPMENT POLICY

- OHS, Site Specific Hazard Assessments; FLHAs and manufacturer’s instructions shall govern minimum standards of personal protective equipment (PPE) for work locations.
- All employees and sub-contractors are required to wear the appropriate PPE when and where required as noted above. It is better to “over-protect” than “under-protect.”
- Supervisors and sub-contractors must see that employees have obtained and use the required basic PPE for each task and work site.
- Specialized PPE such as fall arrest equipment, face shields, etc. shall be supplied and maintained in good condition by Star Building Materials.
- Respiratory protection is mandatory in all ventilation sensitive situations.
- Employees are responsible for obtaining, caring for and maintaining their basic PPE. Workers are required to immediately correct or report any problems, damage, or loss of equipment.
- Employees are not permitted to use any PPE that is not approved by an applicable and authorized safety standards association i.e., Canadian Standards Association (CSA); American National Standards Institute (ANSI); etc.
- All PPE must meet those requirements established by:
 - Star Building Materials; and
 - Client site specific requirements if better than Star Building Materials policies or rules.
- **No exceptions!** ALL management, employees, sub-contractors, clients, and visitors must wear appropriate PPE when on any of the work sites and must meet these requirements.

The information in this policy does not take precedence over all applicable government legislation with which all workers should be familiar.

BASIC PPE STANDARDS

All Shop or Yard Workers must provide their own CSA approved footwear. Workers must be prepared with appropriate clothing for inclement weather or seasonal weather conditions. Requirements for PPE for are:

Workshop (Shop)

- CSA approved steel toe boots: visitors without will be provided with safety steel toe caps
- Safety glasses
- Hearing Protection
- Gloves

Yard

- CSA approved steel toe boots: visitors without will be provided with safety steel toe caps
- High visibility vest
- Safety glasses
- Gloves

SUPPLY OF BASIC PPE

Star Building Materials provides the following basic PPE for Workers:

- Safety glasses
- Hearing protection
- Safety gloves
- Safety vest
- Workers will, after 3 months of employment will be eligible to receive a boot voucher for Mark's Work Warehouse then annually thereafter.

SUPPLY OF SPECIALIZED PPE

Star Building Materials supplies and maintains specialized PPE for use by Workers in accordance with the manufacturers' instructions:

- General face guard visors - workers must also wear safety glasses when a face guard visor is worn
- Hard hats for site visits etc.
- Cut-resistant clothing for chain saw use (chaps etc.)
- Nuisance dust masks
- Winter cleats to prevent slippage

Note that employees must continue to wear safety glasses when Grinding or Welding Visors are worn.

HAIR

Kept neat and tidy - long hair may get caught in machinery and cause serious injury to workers. Hair must either be removed or properly secured with a hair net or "ponytailed."

OTHER PERSONAL ADORNMENTS

Hand rings, earrings, bracelets (unless for medical emergency warnings), body piercing objects and necklaces should never be worn when they pose a health and safety risk to the person because of the task to be done. It is strongly recommended that employees leave these items at home and never wear them to work.

HEARING PROTECTION

Hearing Protection shall be worn where noise levels exceed the safe limit as set out by the schedules in the OHS. If a person must raise their voice to be understood by the person standing next to them without hearing protection, then hearing protection is required immediately.

Superintendents/supervisors shall:

- Identify situations where hearing protectors are required.
- Determine the type of hearing protection required – see next pages.
- Provide employees with appropriate hearing protection.
- Ensure that workers are informed in the proper use, care, and maintenance of hearing protection.
- Ensure that workers wear appropriate hearing protection always in noise hazard areas or when performing tasks which generate potentially hazardous noise levels.

Workers shall:

- Wear appropriate hearing protection always in noise hazard areas or when performing tasks which generate potentially hazardous noise levels.
- Maintain hearing protection in good condition.

Ear buds or any other equipment that creates music or other noise shall not be worn in warehouses, yards, and manufacturing areas as it may prevent Workers from hearing instructions from supervisors, other workers or vehicles or mobile equipment near them. It is not an approved standard for hearing protection.

COMMUNICATION OF PPE REQUIREMENTS

Basic PPE requirements will be communicated during the new hire orientation. Specialized, basic PPE requirements, and site-specific PPE requirements, will be communicated before the start of work on a new contract by the client project superintendent during the client's site orientation or Star Building Materials project manager/foreperson to the sub-contractor foreperson depending on the circumstances.

PPE TRAINING

Prior to the use of PPE employees' supervisors will ensure that they have been trained and are competent in their safe use. The supervisor shall at his/her discretion request the employee to demonstrate their competency i.e., fall arrest, use of respirators, etc.

Sub-contractors are required to ensure that their employees have been trained to a level satisfactory to the OHS in the use of all PPE. Sub-contractors will be asked to submit proof of PPE training for both levels of Fall Arrest certifications.

PPE GENERAL MAINTENANCE

Basic PPE maintenance is the responsibility of the Worker and Managers/Supervisors. During safety inspections, the Supervisor and/or the inspecting Worker may request to see a piece of PPE to ensure it has been properly maintained and is up to date. All Workers will inspect their PPE before each use and are responsible to immediately report any defective PPE, so it can be replaced.

WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEMS POLICY

- Employees working with controlled substances will receive both the “Generic” and Star Building Materials “Specific” WHMIS 2015 certification. Star Building Materials uses online WHMIS training.
- Updates to the specific training will be carried out as new hazardous materials are put in the workplace and/or at client safety orientations.
- Safety Data Sheets (SDS) will be maintained in a separate folder for each job site and brought up to date on site as new hazardous materials appear or as SDS require updates. They will be checked for accuracy before the start of work on a new site and the client’s SDS will also be reviewed if Star Building Materials requires it.

Star Building Materials maintains all SDS sheets on a company depository folder as well as SiteDocs.

The information in this policy does not take precedence over all applicable government legislation with which all workers should be familiar.

SUMMARY OF HAZARD CONTROLS

Hazard controls are the second half to hazard assessments and are just as important as identifying hazards. This section included understanding, implementing, and utilizing hazard controls on the work site. It discussed the Hierarchy of Controls, including elimination, engineering controls, administrative controls, personal protective equipment (PPE) controls, or a combination of the above.

This section also included Safe Work Practices, Safe Job Procedures, company rules, violence protection and harassment prevention plan, personal protection equipment, and WHMIS. This is listed under the Hazard Controls section of the HSMS Manual because this plan is a form of control on the work site.

All hazard controls need to be adhered to and followed accordingly. A strong HSMS is dependent on all the personnel dedicating and ensuring that the policies and procedures of the system are properly met.

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SECTION 7 – INSPECTIONS AND MAINTENANCE

INSPECTIONS POLICY

Star Building Materials will maintain Health and Safety Inspections to control hazards in the workplace; control losses of human and material resources by identifying and correcting unsafe acts and conditions; and will meet Occupational Health and Safety Legislation and any other certifying partners requirements. Inspections are completed to ensure that Star Building Materials operates at its best potential, in a healthy and safe manner. All personnel will participate in different types of inspections throughout their jobs, depending on what type of inspections are being completed.

All Star Building Materials facilities and job sites shall be included in the inspection program as follows:

- Two types of inspections: Informal and Formal.
- Informal inspections are conducted on a constant basis. This is done by workers who are expected to visually inspect for hazards throughout their shift.
- Formal inspections, by managers/supervisors, are written inspections completed in each area of the facility and are to be completed WEEKLY, at minimum. Office inspections are to be completed monthly. Additionally, the safety coordinator will complete one formal inspection of each area of the facility once per week. Workers are to follow instructions from managers/supervisors on their roles for the inspections.
- An annual inspection done including the vice president or senior management team, safety and regional safety manger.
- If there are any safety issues found, they are to be flagged for corrective action. Any hazards that endanger workers are to be corrected immediately and the correction is to be communicated to any affected workers.
- Additional formal inspections will be completed as needed to comply with differing client requirements.

The Vice President is responsible for ensuring identified issues are corrected promptly, whether they were involved in the previous inspection or not. A Company Designate will sign off on ALL inspection reports.

The information in this policy does not take precedence over all applicable government legislation with which all workers should be familiar.

INSPECTION PROGRAM INTRODUCTION

Inspections supply Star Building Materials with feedback on the performance of the HSMS and assist us in creating an action plan to improve our HSMS. Inspections act as a regulatory system to ensure compliance with the HSMS through all policies and procedures, JHA's, SWP's, SJP's, and other elements such as legislation, standards, company rules, and other applicable information.

SAFETY INSPECTION REQUIREMENTS

Inspectors will note any sub-standard physical conditions or acts encountered. A sub-standard condition exists if the work site or any work process:

- Poses a risk of physical injury to a worker or any workers present.
- Poses a risk to workers' health and wellbeing.

- Fails to meet regulatory, industry standards or Star Building Materials policies and procedures.
- Fails to meet manufacturer`s instructions or specifications.

When sub-standard conditions are found, the inspectors must delegate corrective action immediately. This may include revisions to SWP, SJP, PPE, and training. Inspectors shall not shy away from initiating disciplinary action.

If the Inspectors find a situation that presents an imminent danger situation or a serious hazard the work shall be immediately stopped, and steps taken by the Site Supervisor/manager or safety department to isolate the hazard and begin corrective action. Safety Inspections should be used as an instructive tool during discussions of corrective action recommendations, during inspections and at Safety Meetings.

CONDUCTING INSPECTIONS

Inspections are to be completed only by competent and trained Workers; the person completing the inspection must know what to look for and be trained in that specific inspection item. Supervisors/Managers and Workers will take place in inspections throughout the workday.

There are four basic inspection areas to be considered: People, Equipment, Materials and Environment.

INFORMAL INSPECTIONS

Informal inspections are completed daily by Supervisors/Managers and Workers. Informal inspections have a simple form and are worked into our daily practices.

This type of inspection can go a long way in ensuring a small problem stays a small problem. If there are any findings during the inspection, the person completing the inspection should flag it appropriately and record the actions taken to correct the problem. If the problem is not something that can be fixed right away or jeopardizes health and safety, it is important that it be flagged and reported to the Supervisor/Manager or the Safety Department immediately. This can be done using the SiteDocs app on the workstations tablet.

FORMAL INSPECTIONS

Formal inspections go into detail about company operations and require thorough documentation. Formal inspections include a team of personnel from Senior Management, Managers/Supervisors, the Safety Department, and Workers. They are pre-planned and need to be coordinated with work processes. There are different types of formal inspections that each serve a particular purpose. The four basic types are:

- Periodic or routine – these are conducted at regularly scheduled intervals.
- Intermittent or irregular – these are conducted at various and staggered times.
- Focus (Spot) – these are conducted as needed in specific work areas.
- General – these are conducted at all company operations including the Office.

INSPECTION PROCESS - WORKER INVOLVEMENT

Every affected Worker or person working with specific equipment and/or working in a specific area has the right to be a part of the inspection process. Informal inspections take place on a constant basis by all levels of employees. Formal inspections are more complex and require the participation of the Workers in an area and require Managers/Supervisors and the Safety Department. Inspection findings and any changes in operations or other relevant items are communicated with all Workers.

INSPECTION TRAINING

Every worker taking place on the formal inspection team should have training to fulfill the requirements of the inspection. Additional training that focuses on observation, communication, writing and recording, and teamwork skills will allow the employee to see different perspectives and assist in the process.

RECORD AND DOCUMENTATION PROCEDURES

All written and formal inspections are required to be retained for a minimum of two years. All inspections forms are required to be filled out as thoroughly and complete as possible.

SPECIFIC TOOLS FOR CONDUCTING INSPECTIONS

Star Building Materials is responsible for ensuring that if there are any specific tools that are used for proper inspections that they are properly maintained and reviewed. These tools can consist of different model structures and procedures to follow, employee observations, and any physical tool that assists in the inspection process.

INSPECTION PROCEDURE

1. **Preparation:** Wear all appropriate PPE, review previous inspection of the site, and have blank inspection forms available for documentation. Informal inspections do not require documentation but require immediate corrective action of any observed unsafe acts.
2. **Inspection:**
 - Inform all Workers of the area that an inspection is being performed and have them participate, provide feedback, and ask questions
 - Enter data into the inspection form
 - Proceed with tour of the area
 - Stray “off the beaten path” and look over, under, around, behind, inside, etc.
 - Take time to observe all workers on task in their area
 - If imminent danger exists take immediate action
 - Record all unsafe acts or conditions on the form
 - Prioritize the unsafe acts and conditions
 - Identify corrective actions required for each unsafe act or condition
 - Assign corrective actions with a date and time to persons responsible to correct unsafe conditions
 - Follow up to ensure the corrective action has been completed
 - Distribute or post copies of the inspection report for all Workers to review
3. **Review:** Have senior management review the inspection report.

IDENTIFICATION/CORRECTION OF DEFICIENCIES FOUND IN AN INSPECTION

During the inspection deficiencies may be identified. It is critical that these deficiencies are properly recorded and relayed to management. Following the inspection procedure will ensure that the process is completed appropriately and that all deficiencies have follow-up plans for corrective action.

Follow-Up Measures

It is important to have a follow-up action plan for the correction of deficiencies.

1. Prioritizing the deficiency – like prioritizing the hazard, it is important to prioritize the deficiency found. Using the same risk matrix in Section 5, will help to indicate which deficiencies need to be addressed first.
2. Developing a corrective action plan – this plan is specific to each deficiency and the task must be properly assigned to the person with the date that it needs to be implemented by and to what degree.
3. Identify positive findings – this helps to indicate what is done properly and helps to motivate workers to see the integrity of the HSMS.
4. Communication (Edmonton)- Inspection reports are readily available for all Workers and posted on the safety boards in the Shop and Office Lunchrooms. The results of an inspection provide Workers with updated information and makes them aware of the information identified around our workplace. It also provides feedback on our work procedures and helps to engage all Workers.

REPORTING UNSAFE OR UNHEALTHY CONDITIONS

Workers should report any unsafe or unhealthy conditions by informing their Manager/Supervisor and/or the Safety Department or with the appropriate SiteDocs form. Through SiteDocs they can rate hazards so that the Management team can assess and complete any corrective actions that may be necessary in a timely matter.

All Workers can refuse work they have reasonable grounds to believe is dangerous to themselves or others. If you refuse work, there are specific procedures that must be followed. SBM will investigate any refusal of unsafe work as per the Investigation Policy. Supervisors/Managers will inspect, implement, and document all corrective actions of unsafe work conditions reported to them, to ensure those unsafe conditions are mitigated. Supervisors/Managers will ensure their inspection results are communicated and signed off by Senior Management. All findings will be communicated to Workers through Toolbox Meetings and posted Inspection Reports.

PREVENTATIVE MAINTENANCE PROGRAM POLICY

Star Building Materials, sub-contractors, and employees shall maintain all tools, vehicles, computers, and equipment in a condition that will maximize the safety of all personnel. The preventative maintenance program shall include the following components:

- Inventory list – including equipment and vehicles (owned or leased), at all locations (shops, office, work sites, etc.), and common tools and PPE.
- **Follow and record in detail all applicable regulations, standards, and manufacturers' specifications.**
- Use only appropriately qualified and competent technicians.

- Schedule inspections and documentation of all maintenance work.
- Carry out the Inspections in accordance with the Manufacturers' instructions.
- If there are no manufacturers' instructions the instructions of a professional engineer shall be followed.
- Monitoring system – assign appropriate personnel to arrange and perform the required maintenance.
- Out of Service – remove all defective tools and equipment.
- Record Keeping – retain records of all preventative maintenance work.

The information in this policy does not take precedence over all applicable government legislation with which all workers should be familiar.

INTRODUCTION

Work site activity means people working with tools and equipment. In addition to ensuring that workers use the tools and equipment properly, it is vital that tools and equipment are properly inspected, maintained, and kept in good repair. An effective preventative maintenance program will reduce the risk of injuries, damage, or lost production.

COMPANY PREVENTATIVE MAINTENANCE ITEMS

1. Inventory or Record List: Star Building Materials requires that there be an up-to-date inventory list that has all items, either owned or leased listed to ensure all tools and equipment are checked and maintained at the appropriate intervals and as per manufacturers' specifications.
2. Schedule: a preventative maintenance schedule is required to be kept up-to-date and include a list of any tools or equipment that needs to have any maintenance items at periodic times, such as an oil change, filters, and/or other fluids replaced after a specific amount of mileage or hours.
3. Legislation requirements: The legislation requirements of any tools and equipment be referenced and available for each item.
4. Manufacturer's Specifications: The operation and maintenance manual or user manual that was supplied by the manufacturer must be retained, reviewed, and be followed for any scheduled item. A warranty schedule of all tools and equipment must also be available.
5. Records and Documentation: Star Building Materials requires all records of maintenance schedules, warranty schedules and certificates, inventory and record lists be kept and retained for the length of the time the tool or equipment items are in service and up to two years after the item is out of service, decommissioned, or sold.

PREVENTATIVE MAINTENANCE PROGRAM COMPLIANCE

To maintain compliance and an active Preventative Maintenance Program we require:

- All workers understand, implement and communicate the preventative maintenance program involving the tool, devices, or equipment they use.
- Tools and equipment that require certification by specialized personnel be completed at the proper intervals, such as certified equipment inspections.
- Pre-start checklists and walk arounds prior to working with tools and equipment.
- Ensure that tools, equipment, or devices are accessible from a safe location, such as the area around tools, equipment, or devices is tidy.

- Verify that tools, equipment, or devices are in good condition with no damage such as cracks, debris etc.
- Logbooks that are to be kept up to date by operators of the tools and equipment. If any of the vehicles or equipment follow under additional regulations, such as Transport Canada or others, it is important that all proper information be retained and always properly completed.
- Records and documentation of all receipts of any maintenance work completed on any tools or equipment be retained and documented on the appropriate forms and schedules.

COVERAGE

Preventative maintenance covers the following:

- Hand tools (i.e., hammers, chisels, screwdrivers, etc.)
- Power tools (i.e., air, electrical, and explosive powder actuated, etc.)
- Office equipment (i.e., photocopiers, computers, printers, etc.)
- Personal Protective Equipment (basic and specialized)
- Mobile lifting equipment (i.e., cherry pickers, light cranes, forklifts, scissor-lifts, hoists, etc.)
- Heavy equipment (i.e., cranes, tractor-trailers, etc.)
- Light road vehicles (i.e., cars, light trucks (up to 3,500 kg) and light trailers)

DUTIES OF SUPERVISORS

Supervisors shall:

- Keep an up-to-date inventory list of all the tools and equipment or designate someone to do this.
- Immediately remove from use, not return to use and label/tag/lockout equipment that is:
 - Suspect,
 - Damaged,
 - In need of servicing,
 - Giving poor performance or operational problems, and

Schedule and document all equipment inspections, routine maintenance, modifications, breakdowns, and repairs.

SUMMARY OF INSPECTIONS AND MAINTENANCE

This section included the company's policy and procedure for inspections. Identified informal and formal inspections and the responsibilities of all workers as well as listing requirements and frequencies of inspections. Provided was an outline on how to appropriately complete inspections and identify deficiencies, suggest corrective actions, assign individual to complete the corrective actions within a specific timeframe. Additionally included, was a statement on how workers are to report unsafe acts or conditions.

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SECTION 8 – EMERGENCY RESPONSE

EMERGENCY RESPONSE POLICY

Star Building Materials is responsible to establish an effective Emergency Response Plan based on potential site hazards, injuries or other unwanted events that have the potential to occur.

All employees will be familiar with their roles in the event of an emergency, including locations of first aid equipment, fire extinguishers, emergency phone numbers and muster points on site.

All employees will receive emergency response training during site specific orientations and must have a clear understanding of what is required of them and when.

Practice drills are conducted to confirm our ERP effectiveness. The practice drill record form is completed after drills by the Safety Department conducting the drill. Recommendations made for improvements to the ERP will be carried out as quickly as possible. Star Building Materials will complete tests periodically and, at a minimum, annually. There will be known planned drills as well as surprise drills to ensure that all personnel are prepared. Practices and knowledge-based testing are also included during this process.

The information in this policy does not take precedence over all applicable government legislation with which all workers should be familiar.

ROLES AND RESPONSIBILITIES DURING AN EMERGENCY

EMPLOYER RESPONSIBILITIES

- The employer shall provide first aid and obtain appropriate medical aid if required. This includes arranging transportation to an appropriate medical facility with a Star Building Materials authorized driver and a properly insured vehicle or if serious, call for emergency medical services.
- If Star Building Materials transportation is used, the authorized driver must be assisted by a First Aid qualified attendant.

SUPERVISOR/MANAGER RESPONSIBILITIES

- To ensure proper notification is made as soon as possible
- To follow the ERP
- To ensure all workers stop work, and that all tools and equipment are shut off if possible and left where they are
- Have all workers gather at our Muster Point, or appropriate location as per our ERP
- To ensure a “head count” is conducted so every worker is accounted for
- Ensure no one leaves the workplace unless authorized or requiring medical aid
- Make workers aware of any specialized resources (tools, equipment, staff training etc.)
- In the event of an accident to secure the site, or a portion of the site, to prevent people from entering, and/or the site from being disturbed prior to an investigation

WORKER RESPONSIBILITIES

- To know and understand our Emergency Response Plans and be able to follow the ERP during a drill or an actual emergency
- To seek first aid or medical treatment immediately if you are injured
- Be aware of our specialized resources (tools, equipment, staff training etc.)
- Report to your Supervisor/Manager before leaving the workplace
- To maintain communication with your Supervisor/Manager or Safety Department while following the ERP

If you are injured at work:

- Refer to Star Building Materials Modified Work Program and complete WCB Workers' Report of Accident form and return the completed medical assessment form to the Occupational Nurse (**Star Calgary only**), Edmonton workers return the completed paperwork to the Safety Coordinator, immediately following return from the medical facility.
- To send the Workers' Report of Accident form immediately to WCB
- Follow the treatment plan provided and keep health care appointments and receipts for any costs directly related to your injury
- Stay in touch with the Safety Department, Occupational Nurse Calgary and WCB case officer
- Work with Star Building Materials, your WCB case officer, and health care providers to develop and maintain your return-to-work plan

SUB-CONTRACTORS/EMPLOYED CONTRACTORS/SUPPLIER RESPONSIBILITIES

- To cooperate with Star Building Materials staff and follow the intent of this ERP.
- To stop work and shut down all equipment, if possible, and leave all tools where they are.
- Gather in a common area designated by site staff, or supervisor. (Muster Point)
- Ensure no phone calls are made by anyone unless authorized by site staff.
- Release no information to anyone off site.
- Ensure no one leaves the site until authorized by Star Building Materials Fire Marshall or Supervisor/Manager you report to.
- Be aware of any specialized resources (tools, equipment, staff training).

Do these:

- Stay calm and take charge.
- Scene assessment.
- Make informed decisions.
- Injured worker is your first concern.
- Call 911 if there is any doubt of not being able to handle the situation.
- Secure the scene until higher authorities tell you it is no longer required.
- Write down the facts of the incident and witness statements where applicable.

Do not do these:

- Do not panic.

- Do not do more than you are capable.
- Never leave the injured worker alone.
- Never let the injured worker drive themselves to professional medical help.
- Do not disturb the scene of the incident.
- Do not forget to report the incident.

EMERGENCY RESPONSE PLAN

CONTENTS OF EMERGENCY RESPONSE PLAN

According to Part 7, Section 116 of the OHS Occupational Health and Safety Code, the contents of an emergency response plan must include:

- a) the identification of potential emergencies.
- b) procedures for dealing with the identified emergencies.
- c) the identification of location of an operational procedure for emergency equipment.
- d) the emergency response training requirements.
- e) the location and use of emergency facilities.
- f) the fire protection equipment.
- g) the alarm and emergency communication requirements.
- h) the first aid services required.
- i) procedures for rescue and evacuation.
- j) the designated rescue and evacuation of workers.

IDENTIFICATION OF POTENTIAL EMERGENCIES

Identifying potential emergencies is a key element to being proactive and raising awareness of all workers. The identification of potential emergencies is most often from completed hazard assessments.

OBJECTIVES OF AN EMERGENCY PLAN

The objectives of an emergency response plan are to:

- Preserve life
- Prevent injuries/prevent injuries from becoming worse
- Prevent loss of property
- Meet or be better than OHS requirements for an Emergency Plan

RESPONSIBILITY TO ACTIVATE AN EMERGENCY PLAN AND EMERGENCY NOTIFICATION

SBM Edmonton - The responsibility to activate our emergency plan rests with the Sales and Operations Manager or Production Supervisor/Manager. However, in an emergency any worker has the authority to activate the plan to preserve life, equipment, material, or other property

SBM Calgary - The responsibility of activating our emergency plan rests with the Safety Department and Operations Manager. However, in an emergency any worker has the authority to activate the plan to preserve life, equipment, material, or other property

Emergency Notification

Notification will be via use of air horns, electrical alarm bells, two-way radios, paging via our phone system (SBM Edmonton) etc. as directed in the emergency response plan.

In case there is no alarm signal, Star Building Materials will use 3 repeated long blasts on an air horn as the alarm signal to indicate that there is an emergency, and all workers should evacuate.

Emergency phone lists and emergency procedures are posted on our Safety Boards; they are part of our Orientation process and are accessible via SiteDocs. **SBM Calgary** the ERP Plan is also on the Safety website - calsafety.starbuilding

Muster Points – Posted on Safety Boards

SBM Edmonton Muster Point Locations

Main Office Muster Point A is located on Southwest side of the building.

Muster Point B is Located on the Southeast of the building.

I-Joist Shop Muster Point C is located on the Westside of the shop near the yard entrance.

Truss shop Muster Point D is located on the Northside of the shop near the fire hydrant.

Ewp Muster point E is located on the southside of the Warehouse on the other side of the road.

Logistics Building Muster Point F TBD

SBM Calgary – Posted on area safety boards in ERP Plan

Workers in buildings 1,2,3 including yards, Evacuate to Muster Point on, Northwest side of Roundabout.

Workers in Buildings 4,5, Lumber yard, Logistics Office, Warehouse loading area go to Muster Point In parking lot behind Logistics office.

EMERGENCY RESPONSE PLAN SUPPLIES

NON-MEDICAL SUPPLIES AND EQUIPMENT

Star Building Materials will supply non-medical emergency supplies and equipment as per OHS Legislation and dependent on the type of emergencies identified. Included in the ERP will be a non-medical list of supplies and a description of the supplies.

Additionally, it is the policy of Star Building Materials that these supplies will be readily available.

FIRST AID EQUIPMENT AND SUPPLIES

Star Building Materials will supply first aid equipment and supplies as per OHS Legislation and dependent on the type of emergencies identified. Additionally, it is the policy of Star Building Materials that these supplies will be readily available. See ERP plan for locations of First Aid Kits, AED machines, Eye Wash Stations and any other required safety supplies.

FIRST AID SERVICES REQUIREMENTS

Star Building Materials will have required level of First Aid Trained workers as per OHS Legislation.

- Star Building Materials maintain First Aid Kits as per legislation
- Workers who volunteer will be trained in Intermediate first aid, in accordance with OHS.
- All workers will be made familiar with first aid personnel. A First Aider list will be posted on area Safety Bords as well as in the resource tab in Site Docs.

- Any worker who is treated with the first aid kit will record the treatment on the First Aid Form via SiteDocs.

EMERGENCY RESPONSE TRAINING REQUIREMENTS

General

- All personnel working with controlled substances will have generic and site-specific WHMIS training
- All Supervisors/Managers designated to initiate the plan or respond to emergencies are to be trained in Star Building Materials procedures, processes, and equipment that are identified in the plans
- Refresher training and practice drills will be scheduled to ensure the competence of all personnel in conducting their duties and to improve the efficiency and effectiveness of the plan

DUTIES FOR FIRE WARDEN

- Be familiar with all exit locations of the building and most importantly the nearest exits.
- Know the location of your department's fire alarm pull station and fire extinguisher.
- Immediately report the fire odor or signs of smoke to the Fire Marshal.
- Ensure that combustibles do not accumulate in your department.
- Ensure that all Workers leave the building in the event of an emergency and / or alarm activation and guide them to the muster point. Ensure visitors or anyone with mobility challenges is assisted to evacuate safely.
 - In the event exits are blocked by fire or smoke; keep calm, go to a safe area and close the doors. Put jackets or sweaters under the door to prevent smoke accumulation. Stay low to the floor if the area fills up with smoke. If you are near a window, signal the fire fighters by waving a bright colored object or call 911 from a cell phone and report where you are so that rescue can be performed.
- Use fire extinguishers to assist in the evacuation of your department, if it is safe to do so.
- Report from the muster point to the Fire Marshal that all Workers are accounted for.
 - You will be informed at the muster point on the next steps regarding re-entry of the building or other directions.

LIFE SAFETY PLAN

For the safety of our customers and all workers at Star Building Materials, we have created this procedure to allow for orderly evacuation should a life-threatening event occur (fire, gas leak, etc.).

In the event of an emergency, please familiarize yourself with the following:

1. Location of the nearest fire exit: Site maps are posted at all workplace Safety boards. Be familiar with where your nearest exit is relative to your work area.
2. No smoking: In the event the emergency is a gas leak, smoking in the vicinity of the building is strictly forbidden.
3. **SBM Edmonton** report your absence from the building: Always report to Reception or your Supervisor/Manager before leaving the premises. In case of an evacuation, you must be accounted for.

4. Establish a buddy system: During evacuation, keep an eye out for any person who may require assistance, or report the absence of a co-worker to your designated fire marshal.
5. Don't panic: Most injuries occur because of poor judgment triggered by panic. Exit quickly, but in an orderly fashion and keep calm and focused. Look for directions from the people in charge. DO NOT RUN.
6. Location of the fire extinguishers: These will be marked on the Site map provided at the closest Safety board. Know where they are in your area.
7. Do not leave the property: If an evacuation has taken place, do not leave the gathering point or attempt to move your vehicle. Look for and report to your fire marshal immediately.
8. Do not stop to look for valuables: Take your purse, wallet and coat if it is within easy reach. Report to your fire marshal immediately.
9. Do not re-enter the building for any reason until the Fire Department has indicated that it is safe to do so.

EVACUATION PROCEDURES

Shop and Yard Evacuation Procedures – Any workers working with electrical equipment or tools should turn off the equipment before evacuating.

Forklift Operators & Delivery Drivers– Turn off equipment and leave it in the yard making your way on foot to the nearest muster point.

All Office staff - close all windows, doors, and shut off lights in their work area. Follow fire warden instructions to the closest evacuation route.

During an Evacuation

- Don't panic
- All workers should proceed quickly out the nearest safe exit and re-group at the Muster Point
- Stay quiet and orderly and wait for the roll call to be done
- No smoking or cell phone usage during an emergency or drill

Unable to Evacuate due to Fire

- 1) If your clothes are on Fire – STOP - DROP - ROLL.
- 2) Close the door, seal any cracks around the door with toweling or clothing if possible.
- 3) Call 9-1-1 to let them know you are inside, if there is no phone - alert others through a window.
- 4) Open the window, if there is no window stay close to the floor – best breathing air is 18 inches above the floor.

FIRE PROTECTION REQUIREMENTS

General

- All workers are responsible for good housekeeping. Excess garbage or materials should be removed daily
- Exits and stairs are maintained in safe condition for use
- A hot work permit is required for any hot work and all open flame devices on site

- All emergency equipment (e.g., fire extinguishers, first aid kits) is well maintained and fully accessible
- No parking Fire Zone is always kept clear for use by emergency responders at need
- All cylinders are to be secured when not in use and will always display appropriate signage/placards

REMEMBER IT IS FAR BETTER TO PREVENT A FIRE THAN FIGHT IT!

Fire Extinguishers

- Fire extinguishers will be at or near any gas equipment; during a hot work operation and for 1-hour after a hot work operation; any person conducting hot work will be responsible for providing fire extinguishers to be kept at or within close reach of the hot work
- Fire extinguishers are located close to stairwell entrances and our buildings entrances/exits
- All fire extinguishers are inspected monthly (at a minimum) and recertified annually by a qualified technician
- All fire extinguishers are identified using appropriate signage
- Each worker will be trained to use a fire extinguisher and know the limitations of the extinguishers at our workplace. If a fire is not easily extinguished, call the fire department for immediate assistance. *See SWP – Fire Extinguishers*

CONTACTING OUTSIDE ASSISTANCE

When an injury, accident or fire occurs, outside assistance from the local ambulance service or fire department may be needed. It is essential that all workers know where the nearest means of communication is and how to summon assistance. The following lists questions that need to be answered in certain emergency situations.

Priorities for Notification

- Any worker can contact EMS, as the main priority is to get qualified and specialized assistance here as soon as possible. If in doubt that EMS may be needed, make the call to 9-1-1
- THEN depending on the emergency, not all the following need to be notified as noted below

Notify Immediately

- EMS (9-1-1) – State: “Ambulance,” or “Fire,” or “Police” as required
- If a worker is in control of the situation in the absence of their direct Supervisor/Manager, they should contact the Safety Department or Operations Manager.

EVALUATION, PROCESS, AND FREQUENCY, AND IDENTIFICATION OF DEFICIENCIES

EVALUATION PERFORMANCE OF ERP

It is the responsibility of Star Building Materials to evaluate the performance of the Emergency Response Plan. It is important that any items that come up as deficient based on either drills or results of an activated plan are corrected as soon as reasonably practicable. Drills will be periodically conducted at intervals to help evaluate the performance and will include the information on the ERP and all personnel's knowledge and understanding of the plan. All drills will be recorded and documented and be used to ensure that the plan is sufficient and holds to the integrity of the HSMS.

PROCESS AND FREQUENCY FOR TESTING THE ERP

Star Building Materials will complete tests periodically and, at a minimum, annually. There will be planned drills as well as surprise drills to the workers to ensure that all personnel are prepared. Practices and knowledge-based testing will also be included during this process. Additionally, Tabletop Exercises (Evacuation, shelter in place, lockdown, etc.) will be performed so all employees can talk through the process, prior to completing the drill.

IDENTIFYING DEFICIENCIES

If deficiencies are identified during a drill or active emergency, it is important to communicate to the supervisor. Once the supervisor is made aware of the deficiency there needs to be a corrective action to the ERP or to the equipment or location. There are a number of considerations that may arise in deciding which approach is the best to correct the deficiency. This can be similar to correcting a hazard. It is important to address the deficiency, create an action plan, assign personnel to correct the deficiency and determine an appropriate timeline. Once the deficiency has been corrected, it is important to conduct the drill (as necessary) again. Simulations and action logs are helpful to determine if the deficiency has been properly corrected.

Fire Calls

- **STAY CALM**
- Your name
- Star Building Materials contact phone number
- Star Building Materials Street Address
- The status of the fire (e.g.: if it is currently being fought, if we have evacuated the building)
- The location of the fire
- Type of fire (solids, fluids etc.)
- Related hazards (WHIMIS, smoke, wind etc.)
- State if the fire responder's vehicle will be guided in, either a vehicle or a clearly described person
- Wait for further instructions from the Dispatcher

Dangerous Goods Spill

- Are there any injuries? What product was spilled?
- How many liters?
- Is an ambulance required? (Have someone meet the fire crew/ambulance)
- Is spill under control?

Medical Aid Calls

- Is the patient conscious? (Yes or No)
- Is the patient alert? (Yes or No) Does he/she have a specific complaint?
- Difficulty breathing? (Yes or No)
- Approximate age of patient?
- Is patient male or female?
- Tell operator if first aid is being administered

Vehicle Accident

- Are there any injuries? If so, how many?
- Is an ambulance required?
- Are there any fuel leaks?
- How many vehicles are involved?
- Location of accident?

Notify As Soon As Possible – if Required

1. OHS Call Centre 1-866-415-8690, to be contacted by the Safety Department.

ALL OTHER NOTIFICATIONS can wait until the emergency is under control – then:

1. WCB – (up to 72-hours after the injury is reported by the worker or they are admitted to the care of a medical facility)
2. Other Supervisor/Managers if scheduling will be affected.

Reporting Requirements for the OHS Call Centre

The Safety Department is responsible for reporting to the OHS Call Centre. After the emergency has been controlled and appropriate care has been given; the following incidents are to be reported immediately to the call center:

- Any injury or incident that results in a worker being admitted to the hospital
- Any injury or incident that has the potential of causing a serious injury that occurs at our workplace
- Any injury or incident or a class of injuries or incidents specified in the regulations
- Any injury or incident that causes a fatality
- Any unplanned or uncontrolled explosion, fire, or flood that causes a serious injury or that has the potential to cause a serious injury
- The collapse or upset of a crane, derrick, or hoist
- The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure

Information Requirements for the OHS Call Centre

- Provide your name
- The business name: Star Building Materials
- SBM’s phone number
- SBM’s Street Address
- The specific location of the incident and the type of incident (e.g., fire, injury, accident etc.)
- Related hazards (WHIMIS, smoke, wind etc.)

Information for the Alberta Workers Compensation Board

- Reporting to the WCB is done by completing and submitting the proper WCB form(s). See “Modified Work” for requirements relating to our Modified Work Program
- Star Building Material’s Safety Department completes WCB forms within 72 hours of SBM learning of the incident
- Star Building Materials pays the workers regular salary for the day the injury occurred

POST INJURY ACTIVITY

SBM Edmonton - The worker’s supervisor will provide the worker with an employee information package. This package is to be delivered to the worker upon release from the medical facility or if the attending physician has authorized loss of work time. The package shall consist of:

- Memo to the injured employee.
- Letter to worker’s physician and release of information form.
- Medical assessment form.
- Job description and physical demands analysis (if applicable modified tasks).

SBM Calgary – The OHN Nurse or Safety Coordinator will provide the worker with an employee information package. This package is to be delivered to the worker upon release from the medical facility or if the attending physician has authorized loss of work time. The package shall consist of:

- Memo to injured employee.
- Letter to worker’s physician and release of information form.
- Medical assessment form.
- Job description and physical demands analysis (if applicable modified tasks).

FIRST AID RECORDS

An investigation may be supervised by Star Building Materials Regional Safety Manager if the injury requires more than use of the on-site First Aid Kit. The Regional Safety Manager will be present if the manager/supervisor is not present at the site.

The following types of claims will be reported to WCB:

- Time loss beyond the actual day of the incident.
- Modified work beyond date of the incident.
- Time loss forecast after discussion with the worker and attending physician.

- If permanent clinical impairment is likely.
- Doctors visit(s) and any treatment i.e., casts; stitches; physiotherapy; etc.
- Medical aid not covered by WCB or Alberta Health Services such as unconnected pre-existing problems i.e., dental, eyeglasses or specific prescription drugs.

Emergency Numbers – See Emergency Contact List Posted on Area Safety Boards or Resource tab in Site Docs.

SCENARIOS FOR EMERGENCY RESPONSE PLAN RESPONDING TO THE MEDIA

It is possible Star Building Materials might be contacted by representatives of the media following an incident. **ALL MEDIA INQUIRIES ARE TO BE DIRECTED TO A DELEGATED QUALICO MEDIA SPOKESPERSON.**

Without proper media training, there are inherent risks associated with speaking to the media. How to respond to questions, what questions to respond to, how to address any injuries on the scene, or information on the damage that has occurred should be answered **ONLY** by the delegated media spokesperson.

LIST OF SCENARIOS FOR POSSIBLE EMERGENCIES

It is Star Building Material's responsibility to ensure that an identification of potential emergencies is completed and available to all workers. This list will be a part of the Investigation training process. Scenarios are based on the operations of the company; they are dependent on hazard assessments, equipment, hazardous materials, and other workplace considerations.

Once a list of potential emergencies is generated, scenarios will be created for each identified item. Each scenario will include:

- What the scenario is, the hazard, and an example of what would happen
- A procedure to follow specific to the scenario
- Actions and reporting requirements
- Legislation requirements that would be applicable to the scenario
- Any additional complications or emergencies that might arise in the event of the scenario

Potential Emergency Scenarios are available in the ERP Plan and on SiteDocs in the Resource Tab, the following is a list of possible Emergencies:

1. Active Shooter
2. Contact with Electric or Natural Gas Lines
3. Dangerous Goods Spill
4. Dealing with Angry Individuals
5. Fire / Explosion
6. Fire / Explosion on Site
7. Generic Pandemic Response
8. Handling a Bomb Threat

9. Medical Emergency
10. Operational Emergencies
11. Suspicious Packages
12. Tornado
13. Worker Fall and Suspended in a Safety Harness
14. Working in the Cold
15. Working in Extreme Heat
16. Contact with a Power Line

SUMMARY OF EMERGENCY RESPONSE

The Emergency Response Plan is a large part of the Health and Safety Management System. This section included the importance of the ERP and all the elements it consists of. It included a step-by-step guide on how to complete a site-specific emergency response plan and the legislative requirements.

Star Building Materials has many responsibilities and one of the main responsibilities with the Emergency Response Plan is to ensure that it is the best it can be. This includes drills and scenarios and simulations to ensure that it can be the best it possibly can be.

It is important that the Emergency Response Plan is always up-to-date and readily available for all personnel. The Health and Safety Management System is mainly about being initiative-taking, however, in case of an emergency it is also important to have plans which react appropriately and efficiently.

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SECTION 9 – INVESTIGATIONS

INVESTIGATIONS POLICY

Investigations assist Star Building Materials with the prevention of accidents and incidents and will be conducted for every Near Miss or Incident. All Investigation results will be reported to Senior Management and reviewed with all staff at the next Safety Meeting.

The following types of incidents shall be investigated and reported:

- Significant medical attention injuries - any medical attention beyond that of the first aid kit.
- Any incidents that cause property damage or interrupt operations – including “near-misses” or “close calls.”
- Any incidents that have the potential to result in serious injuries, illnesses, losses of material or damage to equipment or vehicles.

Supervisors and the Safety Coordinator are responsible for investigating incidents/accidents using the Star Building Materials investigation report forms, including additional Alberta Workers Compensation Board (WCB) investigation forms if required. They must be submitted internally to the office within 36 working hours for both OHS reportable incident and a WCB Injury Report. The office shall then ensure that:

- The Director, Occupational Health and Safety is advised as soon as possible in the event of:
 - An injury or incident that results in the death of a worker.
 - An injury or incident that results in a worker being admitted to the hospital.
 - An unplanned or uncontrolled explosion, fire, or flood that causes a serious injury or that has the potential of causing a serious injury.
 - The collapse or upset of a crane, derrick, or hoist.
 - The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.
 - Any injury or incident or a class of injuries or incidents specified in the regulations.
 - Any injury or incident that has the potential of causing serious injury to a person occurs at a work site.
 - The office must report to WCB no later than 72 hours after an incident report has been made by the worker if medical attention has been required beyond the use of an on-site first aid kit.
- Any employee using a first aid kit must record the details on the First Aid Report form in the kit; give it to the Superintendent, filed with the employee’s confidential papers and held for 3 years minimum (WCB regulation) whether still employed by Star Building Materials or not.

The information in this policy does not take precedence over all applicable government legislation with which all workers should be familiar.

INTRODUCTION

An incident is any unplanned and unwanted event, which results in damage, or injury or which could have resulted in damage or injury. Almost every incident is the result of a combination of causes. The primary purpose of the investigation is to identify these causes so that corrective action can be taken to

prevent a recurrence of the incident. Additionally, the information collected will be valuable in meeting WCB and OHS reporting requirements.

Investigations should be conducted by the supervisor in charge of the area and/or personnel involved immediately. You may assist in the investigations and every incident report must be reviewed to ensure that appropriate corrective actions take place.

SUB-CONTRACTOR/EMPLOYED CONTRACTORS INVESTIGATIONS

A sub-contractor is responsible for investigating incidents and submitting the results to the Star Building Materials Supervisor/Manager directing their work. The Star Building Materials Safety Department will be contacted within 36 hours by the Manager to assist with the investigation of all significant injuries or incidents. Star Building Materials reserves the right to conduct a separate investigation into a sub-contractor incident in addition to the sub-contractor’s investigation.

TYPES OF INCIDENTS

According to Principles of Health and Safety Management, the categories of incidents are ones that involve *losses*, which consist of a direct or indirect financial impact on the company, and the second type involves near misses where there is no measurable financial impact to the company, however, there was potential for loss. The following is an example from PHSM.

<i>Type</i>	<i>Examples</i>
Loss	<ul style="list-style-type: none"> • Injury requiring first aid • Injury required medical aid or lost time • Injury requiring modified work or long-term disability • Work-related/occupational illness • Fatality • Damage to materials or finished products • Damage to tools and equipment • Damage to buildings, facilities, or work site • Damage to vehicles and powered mobile equipment • Damage to manufacturing equipment • Stop in production or construction • Contamination of the environment • Damage to reputation
Near Miss	<ul style="list-style-type: none"> • Supervisor slipping on icy walkway • Untrained worker stopped from beginning a task • Worker nearly getting a hand caught in a machine • Manager without PPE told to leave a work area • Driver almost hitting another vehicle at an intersection • Operator on a cell phone while at controls of equipment

REPORTING PROCESS

Where practicable, the scene of any incident should be left untouched, except for activity necessary for the rescue. This is to prevent further failures or injuries until the incident has been investigated. When an incident occurs or has potential for causing serious injuries refer to the designation of serious injury

and incident regulation under the OHS legislation. There is an internal and external reporting process. The *internal reporting* process includes reporting to upper management within the company. Whereas, *external reporting* includes reporting to external entities, such as WCB, OHS, and Environmental entities, etc.

WCB Requirements for Injury Reporting

- Reportable injuries include any injury where treatment went beyond first aid or there was missed time from work.
- Workers must report injuries to WCB as quickly as possible after reporting them to their employer (WCB has its own forms for injury/illness reporting that must be completed).
- Employer must report to WCB within 72 hours of being notified of an injury/illness that results in or will likely result in:
 - Lost time
 - Modified work beyond the date of the accident
 - Death or permanent disability
 - A disabling/potentially disabling condition
 - The need for medical treatment beyond first aid
 - Medical aid expenses
- Employers must notify WCB within 24 hours of a worker's return to work following lost time beyond the date of accident.

EMPLOYEE AWARENESS OF REPORTING

Employees are required to be a part of the investigation process and understand what needs to take place to ensure the prevention of accidents and incidents and that everyone approaches health and safety with serious consideration.

REPORTING INCIDENTS, OCCUPATIONAL ILLNESS AND WORK REFUSALS

Workers have the right to refuse work if they believe there is a dangerous condition that creates an unsafe condition for them. This condition must be reported so that Star Building Materials can act and inspect to see if the condition is hazardous and what can be done to correct it. If the work refusal remains an inspection process it will be internal and taken care of by the employer. If the work refusal turns into an investigation, OHS will complete it. OHS will be involved if the worker has a complaint that they believe has not been corrected.

REPORTING NEAR MISSES

Star Building Materials is committed to eliminating incidents at the work site as much as possible. That is why it is essential that Star Building Materials requires that near misses be reported. Near misses can eventually lead to an actual loss incident. Star Building Materials wants to ensure that near misses are not to give the worker a sense of being at fault, but it is to assist in preventing future incidents and about finding out the facts.

POLICY FOR INCIDENT INVESTIGATION

Star Building Materials investigates all incidents, near misses, occupational illnesses, and work refusals. SBC reports incidents to Alberta OHS as per the OHS Act and reports incidents to WCB as needed. Incidents are reported by following the SBM incident reporting procedure. Corrective actions identified in investigations are implemented as soon as possible.

INVESTIGATION PROCESS

Investigations are completed to understand what happened and lessen potential incidents; our reporting process is part of our orientation program to ensure all workers are part of the maintenance of our HSMS.

To perform an investigation, we:

1. Gather incident information by taking pictures or videos and conducting interviews with witnesses and affected workers.
2. Identify the root causes.
3. Develop and implement corrective actions.
4. Ensure that investigation results are communicated to workers.
5. Ensure that a continual review is completed to ensure that corrective actions are effective, as well as communicating any further actions taken to workers.
6. The investigation is officially over once senior management has reviewed and accepted the report.

The Safety Department's responsibilities include:

- Investigating incidents/accidents using our policies and procedures.
- Filling out our reporting forms.
- Reviewing the forms that are filled out by employees.
- Assigning responsibilities for corrective action items to workers.
- Ensuring that corrective action items are properly implemented within the set time frame.
- Seeing the investigation through until its completion.

Managers will review and sign all investigations and assist where practical, ensuring corrective actions are completed.

IN THE EVENT OF A SERIOUS OR IMMINENT DANGER

- When an incident or emergency arises, it is the responsibility of the person(s) involved to take immediate action to control the situation quickly and safely.
- If the situation can be safely contained / controlled by the individuals on site at the time when emergency arises, please take the necessary steps, and then report to your direct supervisor so an investigation can begin to prevent similar occurrences in the future.
- If the situation cannot be safely controlled by the individuals on site, contact your direct supervisor immediately.
- Once the serious or imminent danger has been controlled, begin the investigation.

WORK REFUSAL INVESTIGATION

All workers have the right to refuse dangerous work if they have reasonable grounds that the work is a danger to themselves or to the health and safety of another worker. Should a worker refuse work, after they have submitted the Work Refusal Form, an investigation will be conducted and documented using the Inspection Report – For Refusal of Unsafe Work.

PARTICIPATION IN THE INVESTIGATION PROCESS

SENIOR MANAGEMENT RESPONSIBILITY

Senior Management must be involved throughout the investigation process. Their responsibilities include:

1. Investigating incidents/accidents using the company policies and procedures.
2. Filling out the appropriate report forms.
3. Reviewing the forms that are filled out by employees.
4. Assigning responsibilities for corrective action items to personnel.
5. Ensuring corrective action items are properly implemented.
6. Seeing the investigation through until completion.

WORKER PARTICIPATION

Affected workers must be involved throughout the investigation process:

1. Follow the instructions from the supervisors or upper management.
2. Fill out witness reports or statements accordingly.
3. Raise concerns and refuse unsafe work or conditions.
4. Actively assist the supervisors as requested.
5. When corrective actions have been implemented, instill, and maintain a safety conscious mind set.

KNOWING THE CAUSES

When working on an investigation it is important to be able to discover the root causes that led to the incident or injury in the first place. The different causes are Direct Causes, this happens at the worker level; Basic (indirect) Causes, this happens at the supervisory level; and Root Causes, this happens at the management level.

Direct causes can be improper placement of materials by workers, workers failing to follow a rule, or a congested work area. Basic (indirect) causes can be lack of worker knowledge/skill related to a task, improper attempt to save time/effort, or inadequate attention to work planning. Root causes can be failure to maintain standards for training, inspections, or work planning. These are just a few examples of each potential cause.

REPORTING INVESTIGATIONS CORRECTIVE ACTIONS

A successful investigation is the key to finding the best corrective actions. Corrective actions are the most important outcome of the investigation process. Corrective actions are not only an OHS requirement, but they also play a huge role in preventing any potential future occurrence.

As per PHSM and discussed in previous sections, Corrective Actions need to comply to the S.M.A.R.T. concept:

Specific – they should be as specific as possible so there is no confusion about what is being recommended.

Measurable – They should be written in a way that allows the company to clearly know when the corrective action has been completed and by whom.

Attainable – They should recommend actions that are possible for the company to complete in a reasonable timeframe.

Relevant – They should address issues identified in an inspection or investigation.

Time-bound – They should have specific, realistic completion dates/times.

REPORTING INVESTIGATIONS FOLLOW-UPS

After the investigation process is complete and corrective actions are in place, it is critical that the corrective actions are completed, properly documented, and reported to upper management by the personnel involved in completing the corrective actions.

Once there is confirmation of corrective actions to supervisors, they need to communicate the investigation results and make all workers aware of the corrective actions. It may be necessary to distribute proper training of the corrective actions to the workers. Additionally, memos and Safety bulletins and newsletters are an effective way to communicate the investigation results and corrective actions to all the workers.

Lastly, it is important to have a follow-up safety meeting with the investigation team to ensure that all items have been properly addressed and the investigation can have proper closure.

INVESTIGATIONS SUMMARY

Investigations are not only a requirement but extremely important to prevent potential future incidents from happening. They not only look at the incident or injury, but it helps to assist the Health and Safety Management System and determine if there are any possible improvements that can be administered.

This section included investigating process, responsibilities, and procedures. It included appropriate forms for conducting investigations and what it takes to properly participate in an active investigation. It is important that the right questions are asked, and the integrity of the investigation process be maintained by all levels of the company.

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**SECTION 10 – PROGRAM ADMINISTRATION
PROGRAM ADMINISTRATION POLICY**

- Management will scan, save, and retain on file by means of a computer system all hard copy documentation regarding any activities for the Health and Safety Program. This will allow the Health and Safety Program to be monitored for effectiveness and compliance with OHS, industry standards and the Alberta Construction Safety Association (ACSA) Certificate of Recognition (COR).
- Management in conjunction with the Safety Coordinator will assist in monitoring all Safety Documentation systems and requirements.
- As a minimum, the following documentation will be stored and retained as shown below in the Document Retention Table: *All Safety Summaries will be on an Excel Spreadsheet.*
- Where applicable L.T.F.R / I.S.R / T.R.I.F. statistics will be monitored and maintained.

RECOMMENDED DOCUMENT RETENTION TABLE

<i>Records</i>	<i>Hard Copy Destruction (years)</i>	<i>Electronic Destruction (years)</i>
Accident /Investigation Reports.	7	12
COR External and Internal Audits.	5	7
Disciplinary Action (confidential)	7	12
Employee Orientation Records	7	12
Employee Training Records.	7	12
Field Level Hazard Assessments	1	3
First Aid Records (confidential files)	12	12
General Safety Meeting Minutes	3	7
Health and Safety Manual Updates	3	7
Medical Assessments (confidential)	12	12
Pre-project Formal Hazard Assessments	3	7
Safety Inspection Reports	3	5
Safety Statistics	5	7
Site Specific Hazard Assessments	3	5
Toolbox/Tailgate Safety Meetings Minutes.	3	7
Tools and equipment purchasing & leasing records, maintenance schedules & invoices.	5	7

Note: Senior management, in conjunction with the safety coordinator, will coordinate and monitor all safety documentations to be stored and maintained.

The information in this policy does not take precedence over all applicable government legislation with which all workers should be familiar.

MAINTENANCE SYSTEM OF HEALTH AND SAFETY RECORDS

Retaining all the appropriate records and documents is not only required by OHS Legislation, but also an incredibly important part of the Star Building Materials Health and Safety Management System. It is a good indicator to review and observe specific trends. It helps see where there may be weak spots in the HSMS which can be rectified.

Maintaining appropriate records will strengthen Star Building Materials by ensuring all personnel are covered, that the equipment and tools are well taken care of and there is less likelihood of an injury or incident.

HEALTH AND SAFETY RECORDS AND STATISTICS TRENDS

An annual summary is to be updated on a quarterly basis, on an Excel Spreadsheet and/or via tracking through SiteDocs. Additionally, a year-to-year comparison chart of all the items will be a part of the statistics summary. This helps us to see trends and will indicate what is happening within the HSMS.

COMMUNICATING AND IMPLEMENTING RESULTS FROM PAST COR AUDITS

Star Building Materials will participate yearly in the ACSA COR audit program. Each year an audit or action plan is to be completed. Every 3rd year an external audit will be preform by an approved auditor.

When a COR Audit is complete, Star Building Materials will review the audit results and create a list of items that require corrections. Audit results will be communicated to all workers at the next scheduled safety meeting. Once the COR results are communicated, Star Building Materials will address any changes and maintenance that are to be made. An Action Plan for implementing changes to the HSMS will be completed based on COR Audit results. This action plan will be referred to at intervals throughout the year and before the next audit will help improve the HSMS.

YEAR TO YEAR COMPARISONS

Year to year summaries and comparisons shall be maintained on the following three key indicators.
See the Available Electronic Year to Year Comparisons Spreadsheet.

$$\frac{\text{Lost Time Frequency Rates: L.T.F.R.}}{\text{Lost Time Cases x 200000.}} = \text{LTFR}$$

Total Employee hours of Exposure

$$\frac{\text{Injury Severity Rate}}{\text{Workdays Lost x 200000.}} = \text{ISR}$$

Total Employee hours of Exposure

$$\frac{(\text{Lost Time Cases} + \text{Medical Aids} + \text{Modified Work Cases}) \times 200000.}{\text{Total Employee hours of Exposure}} = \text{LTFR}$$

200,000 hours is an Industry Standard and represents the equivalent of 100 employees working 1 full year. These statistics do not work effectively when the company's employee count is under 40 full time employees. These and the year-to-year comparison statistics, should be reviewed at a minimum on a yearly basis but they are also reviewed at JHSC meetings to assist in the reduction of loss.

TREND REVIEW

The Health and Safety Records and Statistics Review is separate from this manual and will be maintained and kept on record for quarterly review.

SUMMARY OF PROGRAM ADMINISTRATION

This section allows for Star Building Materials to observe the health and safety trends of their operations. This helps all levels of employees to see outcomes of what can be addressed and what is currently working.

Obtaining records and documents is not only required by OHS Legislation but it also helps everyone to see the hard work they are doing is paying off, and which areas require further improvement. This is also a good gauge for production and efficiency for the company. By maintaining records and documents, the Health and Safety Management System is also being maintained.