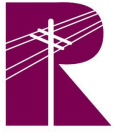


Reyner Electrical Construction

835988 Hubbard Rd. Drumbo ON N0J 1G0

Health and Safety Program

Updated June 2020



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Health and Safety Policy

At Reyner Electrical Construction Inc., we are committed to providing a safe and healthy workplace. To meet this commitment, all staff and subcontractors will adhere to relevant legislation, including the *Occupational Health and Safety Act*, the Infrastructure, Health and Safety Association guidelines, EUSA rule book, and our own policies outlined in this report.

The guiding principles of our safety conscious workplace are as follows:

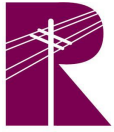
- No job or production schedule is more important than the health and safety of an individual. If a job cannot be completed safely, it will not be done.
- All employees have a responsibility to preserve the health and safety of themselves, their families, fellow workers, this employer, and the community.
- All workplace accidents are preventable.
- All staff members have the responsibility to contribute to improving workplace safety. All input is encouraged to prevent injuries and accidents.
- A discipline policy is in place to hold all staff members accountable for a safe workplace. Anyone not working safely will not be employed by Reyner Electrical Construction Inc.

The report that follows outlines our joint health and safety committee, emergency plan, protective equipment policy, working on site guidelines, confined space protocol, equipment maintenance and operation, LOTO procedure, vehicle and road safety guidelines, and our injury/disease protocol. Our tailboard talk sheet and traffic protection plan are included within the enclosed appendix.

Jan Reyner

President

Reyner Electrical Construction Inc.



Joint Health and Safety Committee (JHSC)

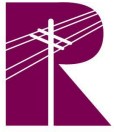
Our JHSC will consist of at least one member of management and one employee. The duties of the committee will be to formulate safety policies, report any accidents or incidents, conduct field inspections, discipline offenders, and have meetings with staff. JHSC meetings will educate employees, promote the health and well-being of workers, and improve professionalism and workplace safety.

The JHSC will help to ensure that management, employees, and any subcontractors are fulfilling their obligations of maintaining a safe work environment.

Management must guarantee that all necessary safety equipment and information is provided. Further, management must enforce a discipline procedure to ensure all staff members are abiding with safe work practices.

The duties of employees are to abide by safety rules and use provided safety equipment. Additionally, employees are responsible for:

- Exercising common sense and being aware of the dangers of the workplace.
- Completing reports or documentation when required. Any accidents or occurrences that result in physical injury and/or automobile/property damage, must be reported immediately to a supervisor.



Health and Safety Orientation and Training

Reyner Electrical recognizes that safety, education and training and orientation of all company employees and contractors is an important part of the company's Health and Safety Program. This section outlines responsibility and accountability for attending health and safety training and orientation. All workers regardless of their role, must receive health and safety orientation.

Upon hire Reyner Electrical requires that all employee's complete safety training and annually thereafter.

Safety Training Orientation Topics:

Orientation on Health and Safety should be completed within the first week of hire, whenever possible. Components of training will include, but not limited to:

- Review of the health and safety policy
- Employee rules and responsibilities
- Standards and procedures for reporting injury and illness
- Reporting hazards
- Occupational Health and Safety Act including rights as a worker
- Joint Health and Safety Committee (including who they are, how to contact them)
- Specific responsibilities

Responsibility:

The following persons are responsible for conducting the orientation:

Management team- job tasks, standard operating procedures, safe work practices and risks with their specific job. The management team in conjunction with the JHSC and approve the safety training orientation program annually, or as required.

Job Specific Training:

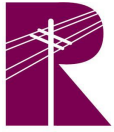
In addition to the Health and Safety Orientation training, employees are required to attend the following training and maintain valid certification. All job specific training will be provided by a third party approved trainer:



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- WHMIS 2015 to be completed annually
- CPR First Aid
- MOL Worker Health and Safety Awareness Training
- Mandatory Working at Heights Training by a MOL approved training provider. This training is to be renewed every three years
- Confined space training to be renewed every two years
- Rescue Techniques
- Utility Work Protection Code. This training is to be renewed every three years.

All training documentation, including records for general safety compliance, equipment operation, and task-specific hazards (e.g. confined spaces, lockout/tag-out, etc.) will be maintained by the Reyner Electrical and will be provided to the client representative immediately upon request.



Emergency Plan

An Emergency Plan is an essential aspect of any health and safety program. Reyner Electricals' Emergency Plan must be in writing (as follows). Further, this document must be reviewed by all employees on an annual basis. The purpose of this plan is to identify the actions, roles, and responsibilities associated with any emergency incident or accident. This emergency plan will be audited annually.

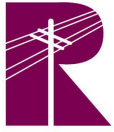
Reyner Electricals' overall high-level emergency reporting and response plan is as follows:

- Upon determining that an emergency or critical incident has occurred immediately notify your manager or a JHSC member. Notification should be immediate, therefore in-person or via cellphone are recommended.
- The following sections provide detailed guidelines and procedures for incident specific situations (such as critical injuries). These guidelines must also be followed.
- Where required, contact emergency services immediately by calling 911.
- Provide support services to aid recovery.

Critical Injuries

Below are the general guidelines and requirements when involved in, or witness to, a critical injury:

- If you are first on the scene (and not the injured party), send someone to notify a manager or JHSC member, and call emergency services (911) immediately.
- If safe to do so, stay with the injured person until the manager and/or ambulance arrives.
- Turn the scene over to the manager or emergency services once they have arrived.
- The manager of the injured worker or safety representative will secure the area of the occurrence. Further, if available and appropriate to do so, the safety representative or manager will direct certified first aid holders to provide medical attention to the injured worker. The manager or safety representative will clear the area of all unnecessary personnel.
- If not already done, the manager will instruct two workers to call 911, (it is recommended that one worker act as a communication link between the 911 dispatch and accident scene).



- The injured worker is not to be moved unless absolutely necessary (where life is in danger). If the victim is immobile in an area that poses any rescue risks, stay near the location and talk to victim – **do not** try to initiate a rescue until help arrives.
- If possible (and appropriate), the manager will designate personnel to travel with the injured worker to the hospital. Until family members arrive, personnel will stay at the hospital and report the status of the worker to the manager.
- The manager will coordinate with the police department to notify the worker's family.
- An accident investigation will be conducted by the manager, and if necessary, with the assistance of a certified member of the JHSC. The accident investigation must be started within 5 hours of the accident occurring.
- Witnesses of the occurrence are asked to identify themselves to a manager.
- Written statements and pictures of the accident scene will be taken and included with the manager's findings.
- The manager and/or safety representative will ensure that the Regional Government Agencies are immediately notified where required. Detailed notes regarding the date and time of the call, who was spoken to, and the conversation details will be recorded.
- All written notice requirements of the Regional Government Agencies will be completed within the required timeframe(s).
- A corrective action plan will be developed based on the facts and conclusions drawn from the investigation. This corrective action plan will be promptly implemented to preserve the safety of our workers.

Protective Equipment Policy

The following mandatory protective equipment will be supplied to all staff:

- Hard hats, CSA hearing protection, safety glasses, traffic control vests (or MTO approved traffic safety clothing), and CSA approved “Green Patch” safety footwear (preferably electrically resistant).

All of these safety items are deemed essential and must be in an employee’s possession on all jobsites. **No exceptions** to this rule will be tolerated.

Safety headgear/hardhats shall be worn under all of the following circumstances:

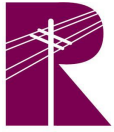
- While working in an elevated position, using spurs, ladders, or aerial lifts;
- When working below an overhead work area;
- While working underground in trenches, splice pits, manholes, and/or excavations;
- While in or near buildings under construction and/or demolition;
- And, while working in any circumstance where head injury may occur.

Ear protection shall be worn by all persons who are subjected to potential hearing impairments from prolonged exposure to loud sounds. Examples include jackhammering and the use of heavy equipment such as saws, drills, etc.

Eye protection shall be worn when there is any chance of objects or hazardous materials endangering the eyes. Examples include grinding, cutting, sparks, using power tools, etc.

Approved orange fluorescent traffic clothing or vests (or approved MTO traffic clothing) shall be worn when working on or near the travelled portion of a road, while on construction site, when in a trench/excavation, and when working around heavy equipment.

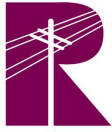
CSA approved “Green Patch” safety footwear (preferably electrical resistant) shall be worn by all employees while on site.



Depending on the type of work being conducted, additional safety equipment will be provided to staff. Examples of additional safety gear is enclosed below:

- Fall arrest devices, such as fully body harnesses, body belts, lanyards, and emergency descent devices, must be used when there is a danger of falling three meters or higher. This equipment must be CSA approved.
- The appropriate class of rubber gloves must be used when working on or near energized areas. These gloves are to be tested every 60 days.
- Ladders must be SCA fiberglass and in good condition. Further, these devices must have all necessary safety attachments.
- All necessary signage, cones, barricades, etc. will be used to safely work on or near roads (as per MTO regulations).
- To work in confined spaces, staff will require a proper license and required manhole gear. This gear includes toxic gas detector, retrieval system, barricades, and blower.

Overall, it is the employee's responsibility to verify that no work is completed without the proper safety equipment. Staff is also required to inform a supervisor when gear is lost, defective, or in need of repair.



Working On-Site Guidelines

When a crew gets to a new work location, two main procedures are to be implemented:

- (1) The Traffic Protection Plan (see appendix);
- (2) And, the daily Tailboard Talk Sheet (see appendix).

To comply with MTO regulations, the foreman and/or drivers of vehicles are responsible for setting out and documenting a safe roadside work plan when working on or near a road. Upon preparing the daily Tailboard Talk Sheet, the foreman or supervisor will conduct a meeting with staff. Meetings will provide staff with job steps, information surrounding potential hazards, and daily goals. Examples of potential hazards include underground locates, holes, traffic, moving machinery, etc.

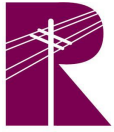
All staff is encouraged to ask questions at this meeting and provide input for improved safety and efficiency of the project. The supervisor/foreman is required to complete these forms.

Special items of importance:

All manhole safety procedures must be followed as per company guidelines. Additionally, confined space permits must be obtained to perform work in manholes.

No overhead work is to be conducted without first verifying the safety of the aerial device or RBD. In addition, poles and hardware must be inspected to ensure the proper notifications/tagging/hold-offs are present.

Underground work should not be done without locates being completed. When using mechanical equipment (backhoe, RBD), one meter of clearance is required from located utilities. When digging within one meter of utilities, the excavation is to be done by hand or by daylighting equipment.



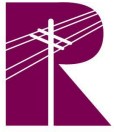
Confined Space Protocol

When working in confined spaces, employees must adhere to the protocol outlined below:

- A confined space should not be entered until all other options have been ruled out.
- A confined space permit must be completed by the entry supervisor when a confined space is entered.
- Before entering a confined space, the atmosphere must be tested.
- No hazardous atmosphere can exist within the space when employees are inside the space.
- Atmosphere testing must be conducted, verified and repeated as often as defined by the risk assessment.
- The entry supervisor must verify that the space is safe for entry and must continue monitoring the space while employees are in the space.
- Lines going into the confined space which carry flammable, explosive, toxic, or other substances must be disconnected or locked to prevent air contamination, oxygen deficiency or enrichment, or engulfment.
- Visual, voice, or signal line communications must be maintained between all persons in the confined space and the attendant.
- A safety belt or harness must be worn by each person in the confined space.
- Persons designated as attendants or entry supervisor must not perform any other duty other than those directed toward the safety of the entrants.
- No unauthorized entry is allowed.

Authorized Entrants:

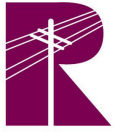
- Must know the hazards that may be faced when entering and working in the confined space. As per the Canadian Centre of Occupational Health and Safety, a thorough hazard risk assessment should be performed prior to entry. Employees should understand the hazards present and the corresponding mitigation strategies.
- Must alert the attendant to any warning sign or symptom of exposure to a dangerous situation.
- Exit from the space as quickly as possible whenever an order to evacuate is given.



Equipment Maintenance and Operation

To preserve the well-being of our employees, equipment must be properly operated and maintained. Below are the procedures that each employee at Reyner Electrical will follow:

- Seat belts shall be worn at all times when operating equipment.
- All operators of construction equipment should be properly licensed and certified by a competent person. Copies of the certifications shall be maintained on the jobsite and made available upon request.
- All equipment must be inspected daily before use. Defects and repair items shall be noted. Corresponding repairs will be made as soon as possible and/or defective items will be removed from service immediately.
- All equipment shall have a reverse signal alarm (back-up alarm) that is audible above the surrounding noise level.
- In addition, a “spotter” will be used when equipment and operations must be reversed in a congested area, or when personnel are present. When spotting, this person will remain in eye contact with the operator throughout the entire procedure.
- All cracked or broken windshields, mirrors, and operating lights shall be replaced. Windshield wipers shall be in good working order. It is the operator's responsibility to ensure all windows and mirrors are clean and free from obstructions.
- Vehicles used to transport employees shall have seats firmly secured. Further, these vehicles must have the adequate number of seats to carry each employee safely.
- Standing or riding on the back of a piece of equipment or a moving vehicle is prohibited. This action would be considered grounds for termination.



LOTO

The purpose of this section is to review our procedures for using energy isolating devices to disable machines or equipment to prevent the unexpected start up or the release of stored energy that may cause injuries. This program is referred to as Lock out/Tag out (LOTO).

General LOTO Definitions:

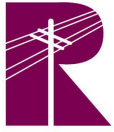
- *Authorized Employee:* is an employee (or worker) who locks out or tags out machines or equipment in order to service or maintain them.
- *Affected Employee:* is an employee (or worker) whose job requires them to operate or use a machine or equipment on which servicing or maintenance is being performed under LOTO/LOTO-T, or whose job requires them to work in an area in which such servicing or maintenance is being performed. The affected worker cannot perform work under a LOTO/LOTO-T permit.
- *Energy Isolating Device:* is a device that prevents the transmission or release of energy. An "energy source" is any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.
- *Lock Out:* is the placement of a locking device on an energy-isolating device that ensures the equipment being controlled cannot be operated until the lockout device is removed. "Lockout device" is a device that utilizes a positive means such as a lock, either key or combination type, to hold an energy-isolating device in a safe position.
- *Tag Out:* is the placement of an attachable tag on an energy-isolating device to indicate that the energy isolating device and the equipment being controlled may not be operated until the tag-out device is removed.
- *Tag Out Device:* is a prominent warning device, such as a tag and a means of attachment, which can be securely fastened to indicate that the energy isolating device and the equipment being controlled may not be operated until the tag-out device is removed.

The basic principles of LOTO are:

- Follow an established energy control procedure.
- Only a qualified person may perform LOTO or LOTO-T.
- Identify all sources of energy prior to beginning work.



- Lock out each source of energy with approved tagged locks.
- Test for zero energy (using the test-known, test-unknown, test-known method) with an approved multimeter.
- Commence and complete work.
- Remove locks.
- **Note:** After applying a lockout (and/or tagout) to the energy isolating device, workers should seek to relieve, disconnect, or restrain any potentially stored or residual hazardous energy. Whenever there is a potential of re-accumulation of stored energy level, verification of isolation should be continued until the servicing or maintenance is completed, or until the possibility that such accumulation no longer exists.
- When a worker removes his/her lock or tag from a piece of equipment, the onus is on the worker to make sure that another person locks out or tags out the equipment if it still requires lockdown. Worker should not remove their lock until another lock is in place (ex. from the next shift) – the exact procedure for passing on a lock out condition will vary from site to site. Workers should refer to the customer’s lock out codes and procedures for more details.
- It is forbidden to intentionally defeat safety interlocks on machinery. During equipment commissioning and tuning, however, it may be required to operate a piece of machinery with guarding (for example) that is not available or not in place. This type of action may only occur with a written pre-arranged procedure and a safety review. Safety tape, for example, may be required to mark off the testing area. Alternatively, a watchman may be required. The site’s Project Manager and Safety Manager must be notified of the reason for such work. For safety reasons, personnel are forbidden from carrying out such work alone.
- Workers are not permitted to interfere with or attempt to remove another person or organization’s safety lock or safety tag. Any safety lock can only have **one** unique key that cannot be copied for **any** purpose. If the key is lost, then the lock(s) must be discarded. The locks must be appropriately marked with the worker’s name, Reyner Electricals’ name, and their telephone number. If a worker inadvertently leaves a job site with a lock in place, it will be removed after an appropriate audit. Workers must be reachable via a cellular telephone or regular telephone if they have a lock in place. Workers should always use their own lock or tag and never rely on another person or organization’s lock or tag.

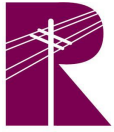


- Equipment must be locked out before commencing work inside the operating envelope. It may not be possible to lock out a piece of equipment during commissioning or repair – this can only occur with written pre-arranged procedures and a safety review. The site's Project Manager must be notified of the reason for such work. A watchman may be required to monitor the status of any workers inside the work envelope.
- **More than one worker present:** The authorized worker overseeing the LOTO procedure should ascertain the exposure status of individual group members. Each worker shall attach a personal lockout or tagout device to the group's approved device while he/she is working and will then remove it when finished.



Vehicle and Road Safety Policy

- Management will ensure that all vehicles, heavy machinery, and aerial devices are fully insured and meet all Ontario regulations. This includes safeties, e-tests, and regular maintenance.
- All staff must be legally licensed to drive in Ontario. Staff must immediately inform management upon the loss or suspension of their license.
- No one is permitted to drive or operate machinery when impaired. In accordance with the *Ontario Health and Safety Act*, impairment may arise from the use of alcohol, prescription and non-prescription medication, medical and recreational cannabis and other substances, such as fentanyl and other opioids.
- All local and provincial road regulations must be adhered to. These include speed limits, seat belt laws, traffic lights, and signs. Staff must inform a supervisor if ticketed. Staff will be responsible for their own violations and associated fines.
- Radios and cellphones should not be used when driving, unless a handsfree device is used. Even then, when on the phone one should pull over to a safe location to conduct a call.
- Drivers and passengers are responsible for vehicles being clean and tidy for themselves. Further, they should ensure that vehicles are orderly and professional.
- Drivers are responsible for completing “daily circle checks” of their vehicles. Any deficiencies and/or unsafe working conditions found during these checks must be reported to management. Repairs and proper adjustments will then be completed.
- Depending on the vehicle and/or trailer, a logbook must also be filled out.
- Drivers are responsible for creating a safe “traffic protection plan” when necessary (see appendix). Additionally, they must fill out proper documentation as per MTO regulations (Orange Book).
- Drivers are responsible for ensuring their vehicles are equipped with a first aid kit, tools, cones, and any necessary safety gear before leaving the site.
- Drivers are not to drive a vehicle with a bucket boom extended.
- Drivers are not to back up when they cannot see behind. Drivers must use a spotter or get out of the vehicle and look. They are never to drive with someone on the bumper of side of the truck.



Injury/Disease Protocol

In all cases of injury/disease the worker must:

1). Get first-aid assistance right away.

First-aid includes, but is not limited to: cleaning minor cuts, scrapes, and scratches; treating a minor burn; applying bandages, and/or dressings, cold compresses, cold packs, ice bags, splints; changing a bandage or a dressing after a follow-up observation visit; and any follow-up for observations purposes only.

2). Tell the employer of any injury and/or possible onset of work-related disease/condition.

Note:

- In addition, workers are required to ensure that the vehicles first-aid kits are checked and replenished regularly. Kit replacement items can be obtained from the stock room.

Blood Borne Pathogens:

This policy is implemented as a safeguard for employees against health and safety effects associated with occupational exposure to blood borne pathogens. It is not always possible to know when an employee may have a blood or body-fluid borne illness and/or pathogen. Therefore, infection control is the best way to restrict or reduce the possibility of transmission of such diseases. This plan applied to all employees who have a primary responsibility to render first aid and/or CPR.

Everyone who is designated as first aid and/or CPR trained, or who is experienced with emergency medical procedures, must comply with this plan. Exposure determination shall be made without regards to the use of personal protective equipment.

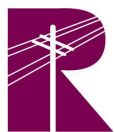
Persons administering first aid and/or CPR shall be responsible for cleanup and proper disposal of biohazardous waste accumulated during medical emergencies.



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Sub- Contractor Management Program

Reyner Electrical will not subcontract any portion of the work or their services.



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Appendix
