

The Gisborne Group



Company Safety Orientation

INTRODUCTION

- ❖ The Gisborne Group, a 100% Canadian owned and operated company, has been a leader and innovator as an industrial construction contractor since 1953
- ❖ Field operations and support services employ approximately 400 employees nationally with offices in both Alberta and British Columbia



INTRODUCTION – Industrial Construction

- ❖ Primary services include: CSMP, Fire Protection, and Maintenance
- ❖ Typical industrial construction projects include wood products processing and manufacturing, mining and mineral extraction, oil/gas and chemical production facilities



INTRODUCTION – Fire Protection

- ❖ Gisborne Fire Protection services encompasses engineering and construction within heavy industrial, commercial, and residential industries
- ❖ Our strong commitment to safety and quality extends to each individual of the organization, ensuring that our customers are provided with the best possible service and our employees are regarded as professionals across the industry





INTRODUCTION

- ❖ Throughout this presentation, we will review the key elements of Gisborne's Health, Safety & Environmental (HSE) Corporate Program.
- ❖ As a Gisborne employee, you will be responsible to and held accountable for, conducting your activities in accordance with the guidelines of the program and the instructions provided by your Supervisor.
- ❖ At the completion of this presentation, you will be provided with an examination of retained knowledge to ensure that you understand your responsibilities as a Gisborne employee. Should you have any questions related to this presentation or the exam, please address with your direct Supervisor for resolution.

HEALTH, SAFETY & ENVIRONMENTAL PROGRAM

- ❖ As a construction contractor, Gisborne offers our professional skills in each vocation and a commitment to conduct all of our activities in accordance with the most current OH&S legislation and the safest practices of the industry.
- ❖ Gisborne has developed and implemented a Health, Safety & Environmental (HSE) management system to provide specific guidelines in the safe execution of all activities related to our enterprise.
- ❖ The “HSE Program” is divided into thirteen key elements that clearly define the necessary responsibilities, procedures and practices required for the prevention of injuries, damages and other forms of loss on every worksite .
- ❖ By creating a culture within our organization that maintains safety and health as our primary focus, we instill in every employee a personal commitment to safety that’s found in the workplace and at home.

GISBORNE'S SAFETY CHARTER

OUR CORPORATE GOAL

- FOSTER A CULTURE THAT ENHANCES PERSONAL ATTITUDE TOWARDS HEALTH AND SAFETY
- ELIMINATE RISK, INJURIES AND ANY INCIDENTS OF LOSS
- CREATE OPPORTUNITIES FOR EVERYONE TO BE RECOGNIZED IN HEALTH AND SAFETY

KEY CONTRIBUTORS TO ACHIEVE THESE GOALS

- UNDERSTANDING AND PERSONAL COMMITMENT TO GISBORNE'S SAFETY CULTURE
- ACCOUNTABILITY FOR SAFETY AT EVERY LEVEL OF THE ORGANIZATION
- DEDICATION TO THE HAZARD ASSESSMENT PROCESS AND THE ELIMINATION OF RISK

HOW ARE WE GOING TO DO THIS?

- PROVIDE THE NECESSARY LEADERSHIP, TRAINING AND RESOURCE TO ASSURE SUCCESS
- IMPLEMENT ALL ELEMENTS OF OUR HSE PROGRAM TO REALIZE OUR GOALS
- MEASURE AND REPORT ON KEY PERFORMANCE INDICATORS FOR CONTINUOUS IMPROVEMENT
- COMMUNICATE THIS CHARTER AND STAND BY IT ACROSS ALL BUSINESS OPERATIONS



HEALTH, SAFETY & ENVIRONMENTAL CORPORATE PROGRAM

Gisborne's HSE Program is divided into the following 13 key sections:

1. Occupational Health and Safety Policy & Levels of Responsibility
2. Risk Tolerance, Hazard Assessments & Musculoskeletal Injuries
3. Rules, Disciplinary Procedures, Employee Orientation and Training
4. OH&S Regulations, First Aid Requirements & Injury Management
5. Safe Work Policies, Practices, and Job Procedures
6. Inspections & Audits
7. Hazardous Materials & Substances (WHMIS-2015)
8. Hearing Conservation & Substance Abuse
9. Incident Investigations
10. Emergency Preparedness & Environmental Protection
11. Company Vehicles & Equipment Maintenance
12. Bullying, Harassment & Violence, The Right to Refuse
13. Mental Health Awareness

1. Occupational Health and Safety Policy & Levels of Responsibility

- ❖ Gisborne's safety policy clearly defines the corporate responsibility for safety in the workplace that includes a commitment by all members of the organization to maintain our operations to the highest standard of safety possible
- ❖ Such a policy in place ensures that every Gisborne employee is safe in the knowledge that Management, Supervisor and Workers believe in operating safely and professionally as a condition of employment.
- ❖ An effective HSE program requires joint effort and collaboration between all workplace parties. Only through such a cooperative and consultative process will a sound culture of safety be established for all.
- ❖ Under applicable OH&S Legislation, an OH&S Committee has been established where a workforce of 20 or more employees exists. In keeping with the requirements of the Legislation, a formal OH&S Committee with representation from all areas of our business meets monthly with input from all areas of our organization
- ❖ Copies of the HSE program are available upon request through your orientation program administrator or direct Supervisor. All Gisborne jobsites will have a copy of the HSE program available for review at all times.

1. Occupational Health and Safety Policy & Levels of Responsibility

Your essential responsibilities as a Gisborne employee include the following:

- ❖ Comply fully with all Gisborne, Owner/Client and jurisdictional health, safety and environmental policies, rules, procedures and standards in the execution of the work.
- ❖ Actively participate in continuous hazard assessment of all worksite conditions and ensure the reporting of unsafe conditions and unsafe behaviors.
- ❖ Promote Gisborne's culture of safety by actively participating in all safety-related activities and mentoring those new workers unfamiliar with Gisborne's HSE program.
- ❖ Only complete tasks that you are authorized, trained and qualified to complete.
- ❖ Report to the area Supervisor, any incident or near miss that has resulted in, or had the potential to result in, any injury, property damage or environmental impact.
- ❖ Assure that where instructions from Supervision are unclear or not understood, clarification or further explanation is requested to assure that instructions are clear.
- ❖ Actively participate in Gisborne's Injury Management program and ensure that the guidelines of the same are followed as determined by management



2. Hazard Assessments & Musculoskeletal Injuries

- ❖ Prior to the start of a project, a detailed process for the identification, assessment and control of hazards and their related risks shall be implemented.
- ❖ The Project Hazard Analysis shall be provided as a reference document to identify the general hazards associated with the project from beginning to end.
- ❖ Detailed Job Hazard Analyses (JHA), will break down components of the work or individual tasks into defined steps supported by detailed Safe Work Procedures and proven Safe Work Practices.

2. Hazard Assessments & Musculoskeletal Injuries

- ❖ After reviewing the Project Hazard Analysis and JHA's related to your task, you will be provided with a Pre-Task Hazard Assessment (PTHA); a tool used to identify hazardous situations, assess the causes of such conditions, and isolate and implement controls to remove the potential for incidents/accidents.
- ❖ For our Industrial operations, Gisborne employees complete a two-sided "Pre Task Hazard Assessment" card that outlines how workers will control hazards in the workplace. Prior to commencement of any task, an "PTHA" card must be completed.
- ❖ If you are ever unsure as to the method of control or if it is safe for work to begin, stop and consult your immediate Supervisor for direction before proceeding.

The Gisborne Group		PRE-TASK HAZARD ASSESSMENT (PTHA)		Date:	
Project Name:		Area Location:		Contract No.:	
Crew Supervisor:		Emergency Master Point:		Emergency Contact No.:	
Description of Work:					
→ REVIEW THESE CONDITIONS AT THE SITE OF THE TASK AND CHECK OFF THOSE THAT APPLY TO THE WORK ← Any identified "High Risk" activities as indicated below will require a Job Hazard Analysis (JHA) or Safe Operating Procedure					
PERMIT IDENTIFIED HAZARDS: <ul style="list-style-type: none"><input type="checkbox"/> Review Safe Work Permit<input type="checkbox"/> Review Critical Lifting Permit/Checklist<input type="checkbox"/> Review Electrical Permit<input type="checkbox"/> Review Confined Space Entry Permit<input type="checkbox"/> Review Underground/Excavation Permit<input type="checkbox"/> Review Lockout Requirements<input type="checkbox"/> Review Safety Data Sheet (SDS)	TASK ORIENTATION/LIMITATIONS: <ul style="list-style-type: none"><input type="checkbox"/> Job Steps Discussed & Understood<input type="checkbox"/> Personnel are Fit & Competent to Perform Task<input type="checkbox"/> Proper Equipment for the Task is Available<input type="checkbox"/> Understanding of Practices / Procedures for Task<input type="checkbox"/> Requirements / Changes of Jobsite Reviewed<input type="checkbox"/> Deletions/Communication Barriers<input type="checkbox"/> Working Alone or in Isolation<input type="checkbox"/> Exposure to Pressure Systems	OVERHEAD/ELEVATED WORK HAZARDS: <ul style="list-style-type: none"><input type="checkbox"/> Harness Required/Anchor Points Appropriate<input type="checkbox"/> Others Working Overhead/Below<input type="checkbox"/> Hoisting or Moving Loads Overhead/Around Task<input type="checkbox"/> Use of Scaffolds/Ladders/Aerial Work Platform<input type="checkbox"/> Objects/Debris Falling from Above<input type="checkbox"/> Barriercodes/Signs/Hole Covers Required<input type="checkbox"/> Falls from Height / Fall Protection Plan	ERGONOMICS/ACCESS HAZARDS: <ul style="list-style-type: none"><input type="checkbox"/> Load Too Heavy/Awkward to Lift<input type="checkbox"/> Overreaching<input type="checkbox"/> Working Above the Head/Shoulders<input type="checkbox"/> Prolonged/Extreme Bending<input type="checkbox"/> Prolonged/Extreme Twisting<input type="checkbox"/> Repetitive Motions<input type="checkbox"/> Unstable/Awkward Position<input type="checkbox"/> Part(s) Of Body in "Line of Fire"<input type="checkbox"/> Hands Not in Line of Sight<input type="checkbox"/> Working in Tight Clearance<input type="checkbox"/> Uncontrolled Release of Energy/Force	WORK ENVIRONMENT HAZARDS: <ul style="list-style-type: none"><input type="checkbox"/> Weather Conditions (Wind/Rain/Cold/Hot)<input type="checkbox"/> Slips or Trips Possible, Path Obstructions<input type="checkbox"/> Waste Material Generated Performing Task<input type="checkbox"/> Exposure to Energized Electrical<input type="checkbox"/> Lighting Levels Too Low / Too High<input type="checkbox"/> Position of Extremities (Pinch Points)<input type="checkbox"/> Poor Air Quality<input type="checkbox"/> Exposure to Noise<input type="checkbox"/> Hazardous Material Exposure (Hides, Lead, Asbestos)<input type="checkbox"/> Extremes of Heat/Cold<input type="checkbox"/> Sharp Objects or Edges	RIGGING & HOISTING HAZARDS: <ul style="list-style-type: none"><input type="checkbox"/> Unstable Ground Conditions for Equipment<input type="checkbox"/> Lifting Unsecured or Loose Equipment<input type="checkbox"/> Tension Crane Lift<input type="checkbox"/> Hoisting Over Live Processes<input type="checkbox"/> Lifting Personnel (Cock, Man Basket)<input type="checkbox"/> Blind Lift (No Load Communication, Grabs)<input type="checkbox"/> Unknown Load Weights<input type="checkbox"/> Damage to Slings/Connections/Rigging<input type="checkbox"/> Incorrect 20kV or Configuration for Slings & Rigging<input type="checkbox"/> No Safety/Deadman Applied
TOOL & EQUIPMENT HAZARDS: <ul style="list-style-type: none"><input type="checkbox"/> Loose Hand/Power Tools at Height<input type="checkbox"/> Missing Handles/Guards<input type="checkbox"/> Short Circuit Power Tools (Wet Conditions)<input type="checkbox"/> Pneumatic Tools (Compressed Air)<input type="checkbox"/> Cords or Cable Insulation Damage (Kicks)<input type="checkbox"/> Damaged Abrasives or Wire Wheels<input type="checkbox"/> Dull Cutting Edges (Drill, Holes, Saw Blades)<input type="checkbox"/> Fueling Heavy Equipment<input type="checkbox"/> Congestion Requiring Spotters	PPE REQUIREMENTS: <ul style="list-style-type: none"><input type="checkbox"/> Clothing Suited to Task, Limb, Body Protection<input type="checkbox"/> PFI Rated Clothing<input type="checkbox"/> Hand Protection Suited to Task (e.g. Glove Matrix)<input type="checkbox"/> Head Protection – Hard Hat<input type="checkbox"/> Foot Protection – Boots Adequate to Task<input type="checkbox"/> Eye Protection (Shielded Glasses, Goggles, Face Shield)<input type="checkbox"/> Respiratory Protection (Fit Test Completed)<input type="checkbox"/> Hearing Protection Suitable to Level of Hazard	WELDING / CUTTING / BURNING HAZARDS: <ul style="list-style-type: none"><input type="checkbox"/> Working over Flammable Materials (Wood, Rubber, Plastic)<input type="checkbox"/> Flammables Nearby (Wood, Paper, Chemicals)<input type="checkbox"/> Sources of Ignition Nearby<input type="checkbox"/> Arc Flash, Sparks, Slag<input type="checkbox"/> Compressed Flammables & Oxidizers<input type="checkbox"/> Inadequate Fire Protection<input type="checkbox"/> Damaged/Loose Gas/Fuel Hoses or Welding Cable<input type="checkbox"/> Fumes and Dusts from Alkal Processes<input type="checkbox"/> Flashback or Hydrocarbons at Gas/Fuel Assemblies			

3. Rules, Disciplinary Procedures, Employee Orientation & Training

The Gisborne Group has developed the following set of company rules to ensure your safety. Cooperation and compliance with the rules as set out below is a condition of employment. As a Gisborne employee, you will be responsible to follow and held accountable for the following:

- ❖ **1. SAFETY COMPLIANCE:** All project employees are expected at all times to be concerned not only with their own safety, but also for the safety of fellow workers and the general public. Situations of non-compliance with the safety requirements will not be tolerated.
- ❖ **2. ATTITUDE:** Every employee shall be responsible for a personal commitment to safety, to act in a safe and courteous manner at all times, using good judgement in all decisions and promoting safe behaviors in all interactions with others
- ❖ **3. PERSONAL PROTECTIVE EQUIPMENT (PPE):** PPE will be employed for all work activities on all Gisborne jobsites. Minimum requirements will include: CSA approved hardhats, hearing protection, safety glasses, suitable gloves, CSA approved steel-toed boots covering the ankle, reflective outerwear, and clothing suitable for the work environment. JHA's and Pre-Task Hazard Assessments will be engaged to determine additional PPE requirements for the work.

3. Rules, Disciplinary Procedures, Employee Orientation & Training

- ❖ **4. FALL PROTECTION:** Effective protective systems will be employed for all work areas where a fall of 3 meters (10 ft) may occur. Suitable fall protection systems will be determined based on environmental conditions and the fall protection plan applicable to the area.
- ❖ **5. HOUSEKEEPING:** Every Gisborne jobsite will be maintained to the highest degree of cleanliness and orderliness at all times. Good housekeeping standards demonstrate our commitment to safety and professionalism.
- ❖ **6. IMMINENT DANGER:** If there is believed to be the possibility of any immediate danger in the execution of any work, all work activity will cease until the hazard can be removed or controlled. Employees are responsible to refuse unsafe work, or work that they have not been trained to do.
- ❖ **7. INCIDENTS:** All incidents, substandard acts, conditions, or near misses shall be immediately reported to the area Supervisor. This includes such conditions which have the potential to cause injury or damage to personnel or property.



3. Rules, Disciplinary Procedures, Employee Orientation & Training

- ❖ **8. CONDUCT:** Unprofessional behavior, horseplay, practical jokes, or otherwise interfering or distracting other workers is prohibited.
- ❖ **9. LARCENY:** Theft, or any abuse or misuse of company or client owned property is prohibited. Individuals found responsible for any such activity will be subject to immediate dismissal and the full extent of the law.
- ❖ **10. HEAVY EQUIPMENT & POWER TOOLS:** Company owned and rented tools and equipment will be maintained and used in accordance with the manufacturer's instructions. Only trained, qualified, and authorized persons are to use such equipment.
- ❖ **11. DEFECTIVE TOOLS & EQUIPMENT:** Unsafe equipment or tools, frayed, or defective electrical extension cords, and unguarded machinery are prohibited from use. Report any such condition to your supervisor and **tag** the item or equipment "**Out of Service, Do Not Use**".
- ❖ **12. RESPIRATOR PROTECTION, CONFINED SPACE, AND WORKING ALONE:** Specific protocol must be followed at all times when utilizing respiratory protection, entering confined spaces, and working alone. Such procedures will be developed site-specific based on established OH&S guidelines and proven work procedures.

3. Rules, Disciplinary Procedures, Employee Orientation & Training

- ❖ **13. SCAFFOLD:** All scaffolds shall be erected and **tagged** by a competent and authorized person. Prior to accessing any scaffolding, the tag shall be checked for current inspection and any necessary precautions. Scaffold tagging will use **GREEN**, **YELLOW**, and **RED** tags for safe to use, caution required, and danger – do not use respectively
- ❖ **14. TAGGING/LOCKOUT:** Unsafe equipment, tools, and/or machinery must be appropriately identified as unsafe for use and taken out of service. Report such conditions to your immediate supervisor for follow-up. When locking out equipment for access, full lockout procedures must be employed prior to access. See your Supervisor for detailed instructions.
- ❖ **15. GUARDRAILS & COVERED OPENINGS:** Fall protection systems in the form of guardrails and appropriate floor coverings are maintained and employed for the purposes of employee protection. Never remove or alter any such equipment without express authorization from the area Supervisor.



3. Rules, Disciplinary Procedures, Employee Orientation & Training

- ❖ **16. FIRST AID AND MODIFIED WORK:** All injuries are to be reported to your Supervisor or Safety representative immediately, regardless of the nature or extent of the injury. Whenever possible, modified duties will be made available to assist in expedient recovery and limit time loss. All employees will participate in modified work if deemed acceptable by the attending physician.
- ❖ **17. WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS):** All controlled products in use on Gisborne job sites will be labeled in accordance with WHMIS legislation. Consult the Safety Data Sheets (SDS's) for the safe handling, use, and storage of all controlled products.
- ❖ **18. SUBSTANCE ABUSE:** The use, sale, or possession of any controlled substance, alcohol or marijuana on company or client property is strictly prohibited. Any person suspected of being under the influence of controlled substances, alcohol or marijuana will be removed from the worksite immediately.
- ❖ **19. VIOLENCE & HARASSMENT:** As an equal opportunity employer, the Gisborne Group will treat all employee's equally, regardless of race, color, religious affiliation, or sexual orientation. Acts of bullying, violence, harassment, or otherwise interfering in the safe and productive work of other employees is strictly prohibited
- ❖ **20. ACCESS:** Hazardous areas within Client/Owner facilities that are not intended to be accessible to construction personnel will be secured by locked doors or equivalent means of security. Construction personnel are strictly forbidden to access these areas unless safe work procedures are in place for access and express permission is provided by the area Supervisor responsible for the work.

3. Rules, Disciplinary Procedures, Employee Orientation & Training

DISCIPLINE:

- ❖ When the need arises to implement disciplinary actions, direct supervision in collaboration with the site safety professionals and the project management team will administer progressive discipline based on the nature of the violation.
- ❖ Progressive disciplinary action may include warnings both verbal and written. Where necessary, applicable time-loss suspensions and employment termination may also be required.



TRAINING:

- ❖ All Gisborne employees shall be oriented to the company and the worksite through a detailed orientation.
- ❖ Employees new or unfamiliar to the industry shall be trained through the Construction Safety Training System (CSTS) and shall be mentored and assessed through Gisborne's Green Hand / Gold Hand Program.

Task or project-specific training (e.g. Fall Protection, Aerial Work Platform), shall be conducted on an as-needed basis through internal resources or external third-party providers.

4. OH&S Regulations, First Aid & Injury Management

- As an industrial construction contractor, Gisborne's construction activities are bound by all applicable regional Occupational Health and Safety (OH&S) regulations.
- Each Province or Territory has their own set of standards, regulations, and enforcement techniques. See your Supervisor or site Safety Officer for any questions that may arise regarding adherence to regional Codes and Standards
- The Gisborne Group's compliance with said regulations is absolutely mandatory; therefore, every employee will be held responsible to adhere to all applicable standards as set out by the regional Occupational Health and Safety legislation.

4. OH&S Regulations, First Aid & Injury Management

FIRST AID

- ❖ To ensure that Gisborne's personnel are provided with expedient medical care in the event of an injury, construction projects are always provided with a First Aid attendant and appropriate medical equipment.
- ❖ Employees must pay particular attention to the site specific orientation which will determine the location of First Aid facilities and personnel, signaling devices for summoning assistance, and a means for transportation to medical facilities.
- ❖ As a Gisborne employee, it is your responsibility to report all injuries no matter how small, to your immediate Supervisor. This protocol includes any injuries sustained outside of work activity with Gisborne.

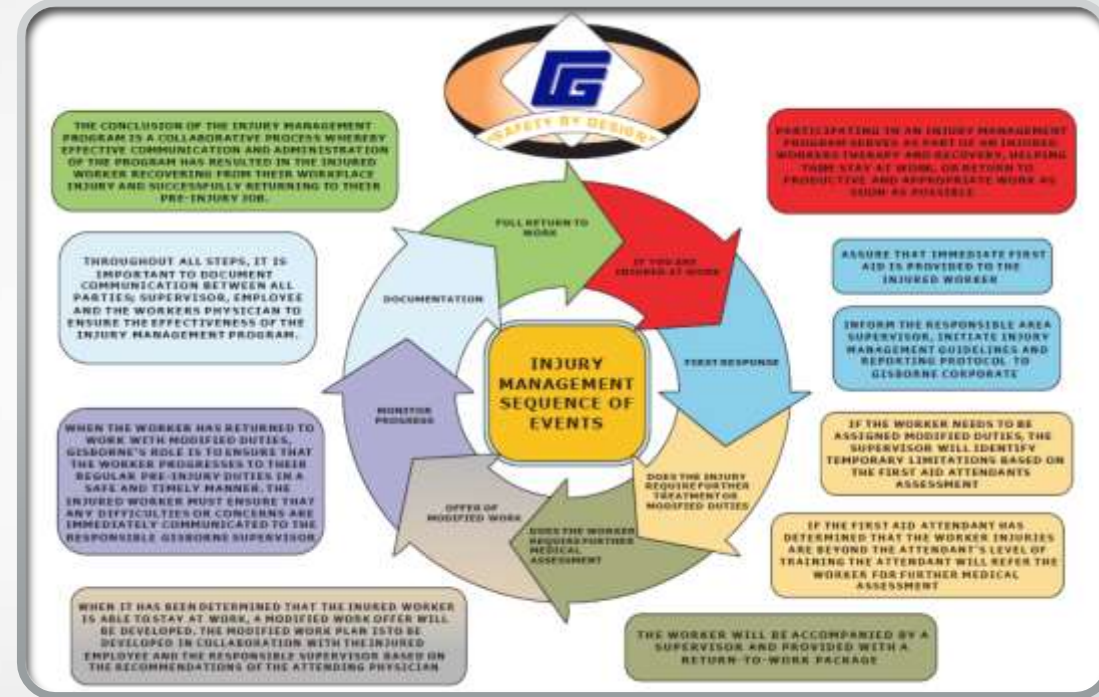
**NO MATTER HOW INSIGNIFICANT THE INJURY MAY SEEM,
IT MUST BE REPORTED TO YOUR SUPERVISOR**



4. OH&S Regulations, First Aid & Injury Management

INJURY MANAGEMENT

- ❖ Through partnerships with medical services providers, regional Occupational Health and Safety Regulators and Worker's Compensation authorities, Gisborne manages a comprehensive program focussed on maintaining injured worker connection and rehabilitation through the workplace.
- ❖ Such a program ensures that all parties to a workplace injury are working in collaboration to facilitate expedited recovery for the injured while minimizing the physical, financial and social impact to all workers suffering from a workplace injury.
- ❖ Participation in the Injury Management program is a condition of employment for all Gisborne personnel. Management and Supervision are responsible for the implementation and administration of the program while all Gisborne employees are responsible for active participation in the program as a condition of employment. Questions related to the program may be directed to the **Injury Management Coordinator** – Shayne Taylor - Corporate Director of HSE-The Gisborne Group. Contact information: staylor@gisborne.com
Cell: 250-802-1263



5. Safe Work Policies, Practices and Job Procedures

- ❖ To execute work safely and productively, Gisborne has developed various policies, practices and job procedures specific to our scope of work. Gisborne's various safety policies are defined throughout the Corporate HSE Manual, with which all employees shall comply.
- ❖ Gisborne's Safe Work Practices provide general recommendations for the safe execution of a work process or use of a specific tool. Safe Work Practices are generally one-page documents, found in Appendix-A of the Corporate HSE Manual and are referenced as supportive educational material within each Job Hazard Analysis (JHA).
- ❖ Safe Work Practices will at minimum provide a description of the activity, tool or process, when the practice would apply to the work, hazards associated with the practice, protective mechanisms to ensure safety and responsibilities for supervision and workers.
- ❖ Always read and understand all of the information detailed and referenced within each Job Hazard Analysis (JHA). By endorsing the document, you are accepting responsibility for maintaining the established guidelines outlined within the document.
- ❖ If ever unsure of your responsibilities, discuss with your Supervisor for clarification

5. Safe Work Policies, Practices and Job Procedures

PERSONAL PROTECTIVE EQUIPMENT POLICY

- ❖ The use of personal protective equipment is the most essential requirement of daily construction activity and makes up part of every Safe Work Practice. The Gisborne Group has implemented a Personal Protective Equipment policy to ensure that all personnel are protected from harm.
- ❖ It is the combined responsibility of management, supervision and workers to recognize potential or existing hazards of the workplace and ensure that construction personnel engage with suitable PPE to protect the wearer from identified hazards.

Safe Work Policies, Practices and Job Procedures

PERSONAL PROTECTIVE EQUIPMENT POLICY

Mandatory basic PPE shall include:

- CSA Approved Hard Hats.
- CSA Approved Eye Protection following Gisborne's Eyewear Matrix.
- Hand protection in keeping with Gisborne's Glove Matrix.
- Suitable CSA approved steel toed footwear covering the ankle.
- Hearing protection as necessary based upon the area auditory hazards.
- Outerwear appropriate to the environmental conditions and site requirements.
- Reflective high visibility clothing.



5. Safe Work Policies, Practices and Job Procedures

- ❖ Always remember to reference Gisborne's Glove and Eyewear Matrices to ensure that you are using the correct protective PPE for your task.
- ❖ Whenever welding, chipping, or grinding with abrasive and wire wheels, always wear an appropriately fitting face shield.

[illegible]

			
<p>The following list of gloves we offer which shall be supplied to all offshore installation through this word supply. This report further this Matrix is to provide a description of typical hand personal protective equipment (PPE) required for workers on GlobeGlove's products. This summary will assist in ordering product on remote sites and to identify the typical use for each style of glove. This design ensures standardization in supply and increases worker awareness in use for as indications of their personal protective equipment.</p>			
NO.	DESCRIPTION	RANGE	ACCLAS PART NO. USE:
1	Standard Work Glove, Light Leather, Cotton Back		Croder Glove Small Medium Large CS000001 CS000002 CS000003 <p>Good for use where there is no need for extreme protection. Suitable for a variety of tasks including heavy power tool use (sawdust, vibrating power tools), portable diesel hand tool use (blows, rakes, picks, shovel functions), material handling and general construction. Not suitable for hot work (gas cutting, grinding, welding), or chemicals.</p>
2	Leather Mechanic's Style Work Glove, Quilting Leather-Palm, Back to another Work on Back		Croder Glove Small Medium Large CS000004 CS000005 CS000006 CS000007 CS000008 <p>Use for gloves for optimum dexterity when working with small parts and tools. With level protection from abrasion when using hand and power tools. Sparks and flames will not stick to the glove. Excellent for welding and for use in hot work (gas cutting, grinding, welding). Liquid resistant for protection from chemicals.</p>
3	Rubber Coated Leather, Heavy Task on Back, One Piece Seamless Palm, With Length		Robi Glove Small Medium Large AL000001 AL000002 AL000003 AL000004 <p>Heavy industrial rubber with snap closure at wrist. A modified glove for handling heat and power tools, grinding, mounted metal and other sharp surfaces. Can be used for gas cutting and gas welding as full leather coverage of the hand is provided.</p>
4	Leather / Leather Glove, Synthetic Palm, Elastic Wrist (No Lace)		Croder Glove Medium Large CS000009 CS000010 CS000011 CS000012 <p>A lighter version of #1 above, this glove provides the same functionality with a lighter feel. A good glove for general construction, handling heat and power tools, grinding, mounted metal and other sharp surfaces. An additive can also be used for grinding and gas cutting as full leather coverage of the hand is provided.</p>
5	Poly knit / Cotton Back, Treated Palm, Rubber Coating		Welding Glove Medium Large WAT00001 WAT00002 WAT00003 <p>Heat and chemical resistant in the palm and fingers, leading to a non-slippery surface. A versatile excellent grip on wet surfaces. Applicable for general purpose, grinding and other tasks where abrasion, handling heat and power tools, grinding, mounted metal and other sharp surfaces that may be wet or in the site, gases, acids, concrete and concrete solutions, liquid fuels, oil, grease, hot. Suitable for hot work of use in hot.</p>
6	Thermal Poly/Cotton, Quilting Work Glove, With Heat, With Seamless Rubber Palm		Croder Glove Medium Large CS000013 CS000014 CS000015 <p>Good performance characteristics for #6 above, but extra reinforced for accuracy during industrial use and hot work conditions.</p>
7	Nitrile Glove, Latex and Powder Free, Non-Slip (TOD) Back		Croder Glove Medium Large CS000016 CS000017 CS000018 <p>Single use hand gloves for the glove. Typically used when chemicals, oils, grease, paints or similar products may come in contact with the hands. Can be used for cleaning, disinfecting, very light chemical protection, and for use in the site. The glove gives optimum dexterity. Not suitable for hot work or sharp objects or surfaces.</p>
8	Quilting Nitrile Glove, Heavy, Medium Weight		CS000019 CS000020 <p>A general purpose glove with little nitrile protective qualities on the palm. Typically used in a work area during industrial use and hot work conditions. The glove gives optimum dexterity. Not suitable for hot work or sharp objects or surfaces.</p>
9	High Temperature, Quilting Glove		Quilting Glove Small Medium Large AL000005 AL000006 AL000007 AL000008 <p>Designed for a close fit and best for maximum comfort, greater security and optimum dexterity when hot welding. Designated glove structure provides excellent protection from heat and fire. High temperature resistant and provides excellent protection from heat and fire. Not suitable for hot work or sharp objects or surfaces.</p>
10	Thin Leather Coated, Wing Thumb, Quilting Glove		LY000001 LY000002 <p>Good for hot and cold resistant heat specific for grinding and welding applications. The glove is a modified hand with a thin leather resistance can be heated. A good glove for grinding and welding as the quilted cuff provides added protection from sparks and slag.</p>
11	Fully lined Working glove, One Piece Back, Single or Two Split Leather		ALL THERM Small Medium Large AL000009 AL000010 <p>Optimum working glove for all day long gas cutting, welding and grinding operations. The glove provides maximum protection from all heat sources due to thermal protection lining. Standard size for all working operations.</p>
12	Heavy duty PVC Coated Glove, One Piece Back, Single or Two Split Leather		ALL THERM Small Medium Large AL000011 <p>This quarter glove is resistant to acid, bases, and caustic materials protecting the wearer from oils, grease and hydrocarbons. The heavy PVC coating also provides excellent abrasion, puncture, and cut resistance. The quarter glove for maximum protection, heat and chemical handling, painting and welding in wet weather conditions.</p>

5. Safe Work Policies, Practices and Job Procedures

- ❖ Where deemed necessary based on the environmental conditions of the worksite and atmospheric hazards associated with the task, suitable respiratory protection may be required.
- ❖ When working in areas over water, suitable buoyancy equipment (life preservers) shall be employed to protect the wearer from the possibility of drowning.



- ❖ For all construction projects, The Gisborne Group will supply quality PPE and ensure that mandatory compliance with the PPE policy is strictly enforced.



5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – POWER AND HAND TOOLS

- ❖ As industrial construction craftspeople, we rely on various power and hand tools to complete certain tasks, it is therefore imperative that we employ safe, quality, and reliable tools to facilitate our field work.
- ❖ Always use power and hand tools as they were intended and maintain the equipment in good operating condition. If damaged, missing guards, or inoperable, apply a warning tag **“Do Not Use”**, remove the item from service and see your Supervisor for a suitable replacement
- ❖ Modifications to, or removal of, guards and safety devices are strictly prohibited & constitute non-compliance with Gisborne’s safety program and the manufacturer’s best practices for safe operation.

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – RIGGING & HOISTING

- ❖ Safe rigging and hoisting practices ensure that those involved with the lifting and placement of equipment are protected during such operations.
- ❖ Review and understand basic hand signals and always ensure that equipment used for hoisting is checked for condition and capacity prior to each lift.
- ❖ Gisborne employs several checklists for common and uncommon or critical lifts. Always consult with your supervisor to ensure that the correct formwork for your lifting operations are being completed and reviewed with all those involved in the lift.
- ❖ Remember to understand and follow all instructions prior to making any lift. If you are unsure, ask your supervisor as it is the best way to protect yourself and others.
- ❖ Only trained, qualified, and competent personnel will apply rigging techniques and a single, designated individual will provide signals to the lift operator unless it is a **STOP** signal.



5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – OPERATING HEAVY EQUIPMENT

- ❖ Heavy equipment operators will be responsible for, and shall have the knowledge of:
 - ❑ Manufacturer operating requirements
 - ❑ Weight of loads
 - ❑ Clearance requirements
 - ❑ Lifting restrictions
 - ❑ Travelling with loads
 - ❑ Environmental restrictions
- ❖ Only those personnel demonstrating competency in accordance with the manufacturer's instructions, holding a valid drivers license, and authorized by Gisborne's site management, will operate any owned or rented heavy equipment.
- ❖ All operators must ensure proper function of all controls, complete a documented checklist prior to operation and wear a seatbelt at all times where applicable to the equipment being operated.



5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – AERIAL PLATFORM OPERATION

- ❖ No worker will be permitted to operate an elevating work platform unless they:
 - ❑ Have been adequately instructed by a qualified person in the safe operation of the equipment and hold a current and valid fall protection and operator certificate.
 - ❑ Have demonstrated that they are a competent operator based on the manufacturer's best practices for safe operation.
 - ❑ Have completed a detailed and documented inspection of the aerial work platform and found that all operations and controls for the machine are sound for safe use.
 - ❑ Have obtained authorization to operate the equipment from site management.
 - ❑ Are familiar with the operating instructions and regulations pertaining to the equipment.

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – AERIAL PLATFORM OPERATION

- ❖ All occupants of elevating work platforms shall at all times, wear a full body safety harness and be attached to the manufacturer's designated anchor point within the basket of the platform through a suitable lanyard.
- ❖ Occupants of any elevated work platform shall ensure that they follow all applicable Safe Work Practices as defined within Gisborne's HSE manual and the manufacturer recommended instructions for safe operation.
- ❖ Where any elevated work platform is equipment found to be sub-standard at checkout or during operation, that equipment shall be isolated from service until such a time as it can be appropriately repaired.



5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – HOUSEKEEPING

- ❖ A clean and organized work environment prevents workplace injuries and incidents, while promoting productive and quality work.
- ❖ Every project employee will be held accountable to maintain a safe standard of housekeeping not only in their work area, but throughout the entire worksite
- ❖ Stairwells, catwalks, ladders, and other accessways are the most prevalent accident areas. Always ensure that such areas are kept free of materials, cords, cabling and equipment that may pose tripping hazards to workers.
- ❖ Work is not to commence in an area until such time as the workstation previously in use has been left in a suitable and safe condition for others to perform assigned work.

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – SIGNS & SAFETY BARRIERS

- ❖ As construction activity is constantly changing the work environment, we must ensure that appropriate barriers and signage is employed to alert others of potential hazards in the area. Equally important is the removal of such materials when they are no longer required.
- ❖ Barrier tapes are often the chosen method of isolating hazardous work areas. In all cases, the use of barrier tapes must be accompanied by a tag identifying the date, hazard within the area, and the name of the person who erected the barrier.
- ❖ **RED** "Danger" Tape: Entry permitted only with express consent from those working within the area or the area Supervisor. Read the tag to determine the area hazards and be alert for upset conditions.
- ❖ **YELLOW** "Caution" Tape: Identifiable hazards are prevalent within the confines of the barrier. Read the tag to determine the area hazards and be alert for upset conditions.



5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – HOT WORK & FIRE PROTECTION

- ❖ An abundance of ignition and fuel sources combined with an oxygen rich atmosphere can have disastrous results for both Gisborne and client personnel and property.
- ❖ Gisborne site management, in partnership with client representatives, will determine the site specific fire protection requirements for all construction projects.
- ❖ Project employees will be held accountable to follow all applicable Safe Work Practices pertaining to hot work and the associated permitting guidelines as determined by site management.
- ❖ The Fire Triangle: The most basic understanding of fire safety is based upon the principle of keeping fuel and ignition sources separated from one another

5. Safe Work Policies, Practices, and Job Procedures

SAFE WORK PRACTICE – HOT WORK & FIRE PROTECTION

- ❖ Project personnel shall be responsible for and held accountable to maintain good housekeeping standards to limit fuel supply and erect suitable barriers to control the spread of ignition sources such as sparks and hot slag from flame heating and welding and/or oxy/fuel cutting procedures.

THE CLASSES OF FIRES

For Gisborne's construction operations, fires typically fall into one of the following (3) classes:



Wood, paper, debris, and other readily available sources of combustible materials shall be extinguished with water or an ABC (dry chemical) fire extinguisher.



Flammable liquids, oil, grease, gasses, or any combination thereof, shall be extinguished with an ABC (dry chemical), foam, or carbon dioxide fire extinguisher.



Electrical equipment shall be extinguished with an ABC (dry chemical) or carbon dioxide fire extinguisher.

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – HOT WORK & FIRE PROTECTION

If you discover a fire:

- ❖ Immediately stop what you are doing and engage with the emergency preparedness plan for the site by using the available site signaling devices to alert others in the area of the condition.
- ❖ If safe to do so, apply appropriate fire suppression measures to prevent the spread of fire.

REMEMBER P-A-S-S

P: Pull the pin on the fire extinguisher

A: Aim at the base of the fire

S: Squeeze the lever fully

S: Sweep from side to side to engulf fire with the extinguishing agent

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – LADDERS

- ❖ All ladders must be inspected prior to use. Any ladders found to be defective and requiring repair will be tagged as “**Unsafe for Use**” and removed from service.
- ❖ Always ensure that the stabilizing bracing bars of stepladders are secured prior to access.
- ❖ Never stand on the top two steps of any stepladder and always engage with three-point contact when climbing any ladder.
- ❖ Extension ladders must be erected on firm, level ground, and tied-off appropriately to prevent inadvertent movement.
- ❖ Carry tools and equipment to elevated positions through the use of tool belts, buckets, or drawn up separately through the use of suitable hand lines.



5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – SCAFFOLDING

- ❖ Though there are many different types and manufacturers of scaffolding, Gisborne primarily utilizes Tube & Clamp and Frame type scaffolds on all construction projects.
- ❖ When job-built wooden scaffolds are utilized, they shall be erected in accordance with applicable regional legislation. See your Supervisor for specific requirements regarding erection & modification.

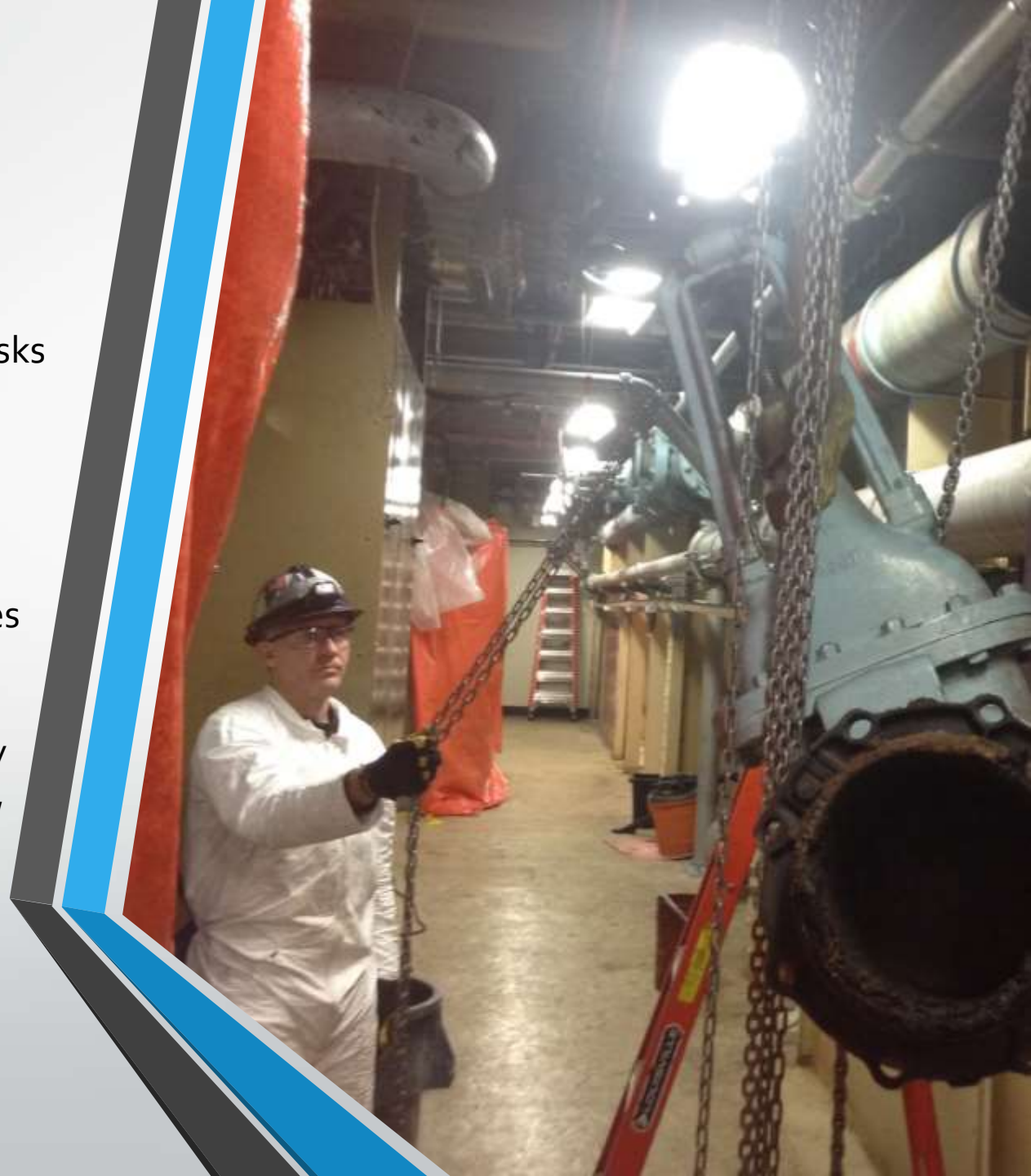
REMEMBER

- ❑ Only qualified personnel may erect or modify scaffolding.
- ❑ Always check the applicable scaffold tag for precautions before accessing any scaffold.
- ❑ Ensure the scaffold tag is dated current and access is approved.

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PRACTICE – MANUAL LIFTING AND CARRYING

- ❖ Construction activities often demand heavy and repetitive tasks requiring manual lifting and carrying. Average lift and carry capacity from waist height is approximately 25 kg (57 lbs). When lifting from the floor to waist height, capacities are typically reduced by 50-60% .
- ❖ Know your limitations and always employ safe lifting practices when engaging in any manual lifting activities.
- ❖ Muscle strains and sprains are painful injuries often caused by overexertion and unsafe lifting practices. Whenever possible, engage with available mechanical lifting means to avoid over exertion.
- ❖ Avoid reaching and twisting, keep your weight centered and secure at all times and always ask for assistance whenever necessary. Always lift with your legs, not your back



5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PROCEDURES – LOCKOUT

- ❖ The Gisborne Group has implemented a lockout policy through our Corporate HSE Program for the protection of all personnel working on any powered equipment.
- ❖ The policy applies to all maintenance and construction activities that pose a hazard to life and property. Lockout applies to all energy sources such as compressed air, hydraulics, steam, gravity, electricity, and pressurized pipe systems and vessels.
- ❖ With the assistance of your Supervisor, you must confirm all energy isolation points both stored and potential, then apply appropriate lockout measures as detailed in the site-specific lockout procedure.
- ❖ As a Gisborne employee, it is your direct responsibility to ensure that powered equipment is shut down, isolated, locked out, and tested for operation, prior to performing any assigned work on the identified equipment.
- ❖ Always ask for clarification when isolating equipment for lockout. Never assume that someone else will isolate the equipment for you as your safety is your responsibility.



5. Safe Work Policies, Practices, and Job Procedures

SAFE WORK PROCEDURES – FALL PROTECTION

- ❖ Many construction activities require personnel to access areas above grade at various elevated positions. In such conditions, an appropriate means of fall protection must be employed to ensure your safety.
- ❖ Effective fall protection measures may employ the use of barriers or guardrails, engineered systems, safety harnesses and lanyards, retractable and stationary lifelines, or other effective means as determined through hazard assessment.
- ❖ Though many protective methods can be used, most importantly is the proper selection and use of the equipment based on the available hazards and the classification of fall protection required for the work.
- ❖ Fall protection is classified into two distinct categories:

FALL RESTRAINT

FALL ARREST

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PROCEDURE – FALL PROTECTION

FALL RESTRAINT

- ❖ Fall restraint systems are typically a travel limiting or restriction system used to prevent a worker from travelling to an unprotected edge from which the worker could fall.
- ❖ Guardrails are the most common and effective means of fall restraint, though other travel restricting systems such as harnesses with **fixed** lanyards may also be employed.

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PROCEDURE – FALL PROTECTION

FALL ARREST

- ❖ A fall arrest system is a series of components designed to arrest a worker's fall, preventing the worker from striking the next lowest level and minimizing the possibility of serious injury.
- ❖ Fall arrest systems can be comprised of numerous system components assembled into a system to provide the best method of prevention. Typically, a personal safety harness, shock-absorbing lanyard and anchoring cable or clamp are utilized.
- ❖ In certain cases, the use of horizontal, retractable, and vertical lifelines may be employed to provide greater range of motion for access to the work.
- ❖ Regardless of the system employed, each of personal fall protection utilized for the completed system must be checked for condition prior to each use.



5. Safe Work Policies, Practices, and Job Procedures

SAFE WORK PROCEDURE – FALL PROTECTION

- ❖ Key points to remember when applying fall protection systems include the following:
 - ❑ You must be trained and hold a Fall Protection Certificate to use personal fall protection systems (harnesses, lanyards, cable anchorages).
 - ❑ Typically, most regional legislation requires fall protection systems to be engaged at elevations over 3 metres (10 feet). At certain client sites, the standard is engaged at 1.8 metres (6 feet). Check with your Supervisor for the specifics of your project.
 - ❑ Always consider Swing Fall Hazard when applying the fall protection system to a suitable anchor point. Whenever possible, position the anchorage directly overhead
 - ❑ Anchor points for the purposes of attaching a **FALL RESTRAINT** system must withstand a minimum force of 800 lbs.
 - ❑ Anchor points for the purposes of attaching a **FALL ARREST** system must withstand a minimum force of 5,000 lbs.
 - ❑ Falls from heights are the most common and harmful accident in the construction industry. Ask your Supervisor for instructions if you are unsure of how to proceed with applying personal fall protection systems.

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PROCEDURE – CONFINED SPACE

- ❖ Prior to any confined space entry, a documented **Job Hazard Analysis** & associated **Confined Space Entry Permit** shall be completed. This documentation will accompany Gisborne's **Confined Space Entry Procedures** and be suitably engaged in the orientation of all personnel involved in the entry.
- ❖ The confined space shall be classified according to the hazards associated with the space and the work to be completed. Personal protective equipment shall be applied as designed for the entry based upon the hazard classification determined in the planning of the work.
- ❖ The confined space atmosphere will be purged & vented prior to entry and checked periodically for the duration of the work . Approved & calibrated gas monitoring devices will be used by qualified personnel to monitor atmospheric conditions.

5. Safe Work Policies, Practices and Job Procedures

SAFE WORK PROCEDURE – CONFINED SPACE

- ❖ Appropriate lockout and blanking procedures for all confined space entries shall be employed and documented in accordance with Gisborne's lockout protocol for your specific worksite.
- ❖ Access/egress to the space shall be continuously monitored by a safety standby person. The **Confined Space Permit**, displayed at the entry to the space, will detail specific procedures for rescue/extraction from the space.
- ❖ Confined spaces can be **DEADLY**. Remember that specific protocol and documented procedures are to be engaged for **EVERY** confined space entry regardless of the hazard classification.
- ❖ If you are uncertain as to safe entry into any vessel, tank, bin, hopper or excavation, consult with your Supervisor prior to any entry to ensure that your safety is assured.

6. Inspections & Audits

- ❖ To ensure that all construction jobsites are maintained in accordance with Gisborne's Corporate HSE program, regular worksite inspections will be conducted to demonstrate compliance to established standards for the project.
- ❖ Worksite inspections focus not only on the worksite environment, but also on the activities of those performing the work. These informal inspections/observations are opportunities for dialogue amongst then project team and foster continuous improvement of our corporate culture.
- ❖ As a Gisborne employee, your work responsibilities may include the inspections of equipment required for your activities at the jobsite. You may also be asked to engage with supervision and safety personnel to inspect the worksite and correct substandard conditions.
- ❖ All Gisborne direct employees and subcontractors will be held accountable for consistent adherence to all aspects of the site safety plan and for active participation in all inspections, observations and audits.

7. Hazardous Materials (WHMIS)

WHMIS: The **W**orkplace **H**azardous **M**aterials **I**nformation **S**ystem is a comprehensive program that provides information on the safe use of hazardous materials in Canadian workplaces to reduce exposure to industrial accidents & health problems

Under **WHMIS**, there are **THREE KEY ELEMENTS** in which information on hazardous materials must be communicated:

1. Standardized supplier or workplace **Labels** on all containers of hazardous materials
2. The provision of **Material Safety Data Sheets (MSDS)** to supplement the container label with detailed hazard & precautionary information
3. The provision of **Employee Education & Training** in the WHMIS system

7. Hazardous Materials (WHMIS)

- ❖ Controlling hazards can be accomplished through the implementation of the following:
 - ❖ Engineering controls – change the process and/or chemical, eliminate the hazard, isolation or enclosures, exhausting and ventilation, wetting down
 - ❖ Administrative controls – rotation of workers, alarm systems, monitoring systems
 - ❖ Personal protection equipment controls – respirators SCBA, protective clothing, barrier creams, aprons, footwear, gloves, or other similar protective devices and equipment to limit exposure to the material being used
- ❖ PPE is always the last line of defense – use engineering and/or administrative controls to reduce or eliminate the hazard before turning to PPE as a protective measure

7. Hazardous Materials (WHMIS)

- ❖ All controlled products in use on Gisborne construction sites **MUST** have an appropriate WHMIS label affixed to the product container
- ❖ Any supplier of a controlled product **MUST** ensure that the product is supplied with an appropriate supplier **Label** and an **SDS –Safety Data Sheet**
- ❖ At a minimum, the **SUPPLIER LABEL** must always include the following information:
 - ❖ Product Name
 - ❖ Supplier Name & Contact Data
 - ❖ Reference to an MSDS Sheet
 - ❖ Precautions for Safe Use
 - ❖ Hazard & Exposure Effects
 - ❖ Applicable Hazard Symbols
 - ❖ First Aid Information

7. Hazardous Materials (WHMIS)

- ❖ If a product is to be transferred to another container or if the suppliers label becomes illegible, a **WORKPLACE LABEL** must be affixed to the container. At a minimum the workplace label must include:

1. The name of the product
2. Precautions for safe use
3. Reference to an **SDS** sheet



- ❖ **SDS** sheets and product labels are provided by suppliers of hazardous materials to ensure users of such materials have the appropriate information they need to ensure their safety

7. Hazardous Materials (WHMIS)

- ❖ **MSDS** sheets provide detailed technical information concerning the safe use of the product. Typically the SDS will list:
 - ❖ All of the hazardous ingredients of the product
 - ❖ Information related to safety and potential health effects and illnesses from exposure to the product during handling, storage, and use
 - ❖ The protective measures required for the safety of workers exposed to the product
 - ❖ Contact information for the supplier, including detailed information related to action in the event of an emergency
 - ❖ Hazardous materials can enter your body through inhalation, ingestion of the product, or absorption through the skin. Always ensure that appropriate protective measures are followed when handling

7. Hazardous Materials (WHMIS)

- ❖ The **WHMIS** program has developed nationally recognized symbols that demonstrate certain properties of the hazardous material:



Minor Health Effects



Biohazardous



Compressed Gas



Corrosive



Explosive or Reactive



Flammable



Health Hazard



Oxidizing



Poisonous and Infectious

All material received on Gisborne construction sites must be inspected for a **WHMIS** label and corresponding **SDS** sheet. **SDS'** must be organized, no more than **3 years old** and made available for review upon request

8. Hearing Conservation & Substance Abuse

- ❖ Construction workers tend to be more diligent in protecting their eyes than their hearing. Once hearing is damaged, it cannot be repaired
- ❖ The use of diesel, gasoline, electric, and pneumatically powered equipment will generate continuous noise levels in excess of 85 decibels. Without the use of proper hearing protecting, damage to the audible range of those persons in such environments will result
- ❖ All workers exposed to regular noise levels in excess of 85 decibels must undergo annual testing in accordance with Legislative Occupational Health & Safety Standards

8. Hearing Conservation & Substance Abuse

- ❖ The Gisborne Group, its agents, employees, and clients will not tolerate substance abuse in the workplace. Such activity imperils the health and well-being of our employees, compromises the reliability & quality of Gisborne's services and jeopardizes the protection of company and/or client owned property
- ❖ To eliminate risk posed by substance abuse in the workplace, the following prohibitions will apply:
 - ❖ Being under the influence of illegal or controlled drugs or alcohol on company or client property or during company business
 - ❖ Use, possession, or sale of illegal or controlled drugs or alcohol on company or client property or during company business
 - ❖ The use of drugs or alcohol off company or client property, which could adversely affect or impair the employee's performance, or their or others safety in the workplace

8. Hearing Conservation & Substance Abuse

- ❖ All Gisborne employees have the right to work in a drug & alcohol free environment and to work with persons free from the effects of drug & alcohol abuse
- ❖ For the safety of all project personnel, it is mandatory to report to work in appropriate physical & mental condition to perform assigned duties in a safe and efficient manner while complying with all applicable health, safety, and environmental standards & procedures
- ❖ Any person found to be under the influence of drugs or alcohol or displaying erratic or hazardous personal conduct from the use or previous use of such substances will be immediately removed from the work site
- ❖ It is mandatory & imperative in all case of substance abuse activity, either observed or suspected, that each be reported to the area Supervisor for immediate action

9. Incident Investigations

- ❖ Incidents resulting in personal injury or illness, damage, or loss to property, equipment, or the environment must be investigated to determine the root cause implement corrective action to assure recurrence is avoided
- ❖ Though a small injury or near miss may seem insignificant, it is these small incidents that help us to better understand where we must improve our actions to prevent serious incidents
- ❖ All Gisborne employees will be held accountable to report all injuries and near misses to their Supervisor, no matter how small they may seem
- ❖ Through the investigative process, we will establish improved procedures and practices to perform our tasks safer and more productively in the future

10. Emergency Preparedness & Environmental Protection

- ❖ In emergency situations, time is of the essence, therefore a clear understanding of emergency procedures will assure a prompt response from emergency services
- ❖ Your Supervisor or site representative will review specific requirements pertaining to the following elements of the emergency preparedness plan prior to beginning any work
 - ❖ **Communications:** Emergency phone numbers, site signaling devices, alarm signals, and their locations
 - ❖ **Medical Aid:** Locations of medical aid facilities, supplies, eye wash stations, first aid showers, and emergency response personnel
 - ❖ **Evacuation:** Safe routes of escape and locations of all muster points away from imminent danger
 - ❖ You must be accounted for during an evacuation

10. Emergency Preparedness & Environmental Protection

- ❖ As a responsible contractor, The Gisborne Group endeavors to minimize environmental impact in all construction activities
- ❖ By assuring the maintenance of safe environmental conditions within our construction envelope, we realize minimal environmental effect at the complete of work
- ❖ Gisborne employees help to achieve this standard by maintaining equipment in good working order and utilizing safe work practices when handling hazardous materials
 - ❖ All Gisborne endeavors are appropriately planned to ensure each project is provided with emergency response spill kits if an environmental impact situation is to arise during the course of work. See your Supervisor for locations & proper use

11. Company Vehicles & Equipment Maintenance

- ❖ Regular inspection & maintenance of Gisborne owned & rented equipment will ensure that project personnel are provided with safe, productive, and reliable equipment to complete assigned work
- ❖ All tools & equipment regardless of function, origin, and/or size will be maintained and operated in accordance with the manufacturer guidelines for safe use and care

Hand and Power Tools

- ❖ Gisborne owned tooling remains the property of The Gisborne Group & will be employed for the purposes for which they are designed & intended
- ❖ Misuse, carelessness, and disregard for the maintenance protection, and security of supplied tools will not be tolerated. All personnel will be held accountable to preserve supplied tools in the best possible condition & care

11. Company Vehicles & Equipment Maintenance

Vehicles & Heavy Construction Equipment:

- ❖ All Gisborne project vehicles and heavy construction equipment, whether owned or rented, will be maintained in good, clean, and safe working order
- ❖ Equipment maintenance will follow the manufacturer suggested maintenance schedule on an as-required basis



- ❖ All construction equipment will have an appropriate checklist on board which **MUST** be completed and verified prior to use. Damage, loss of function, leaks, and/or disrepair **MUST** be immediately identified to the area Supervisor and noted on the checklist
- ❖ Equipment that has been tagged as “**Unsafe for Use**” will not be used for any purpose until such time as it has been appropriately repaired

11. Company Vehicles & Equipment Maintenance

Fall Protection Equipment:

- ❖ As we depend on fall protection equipment to ensure protection when working at elevation, it is imperative that such equipment is inspected for condition prior to each use
- ❖ When utilizing full-body harnesses, a documented inspection sheet must be completed weekly to demonstrate regular examination of the equipment
- ❖ **Your life is on the line!** Harness, lanyards, retractable lifelines, carabineers, and any associated fall protection equipment **MUST** be inspected before each use
- ❖ Items identified as damaged or otherwise questionable will be tagged "Do Not Use" and substituted with a suitable replacement. See your Supervisor for appropriate tags and equipment checklists.



12. Violence & Harassment, The Right to Refuse

- ❖ The Gisborne Group believes in the prevention of violence and harassment and promotes an abuse-free environment in which all people respect one another and work together to achieve common goals
- ❖ Abuse, violence, or harassment in any form is a harmful practice that erodes mutual funds and confidence; both of which are essential to the effectiveness of this organization
- ❖ Any act of violence or harassment committed by or against any employee or member of the public is considered unacceptable conduct and will not be tolerated
- ❖ Gisborne is committed to investigating all reported incidents of violence and harassment and will take necessary actions to address such behavior and provide prompt resolution
- ❖ If such conditions cannot be resolved through your direct Supervisor, contact the office of the Corporate Safety Director for immediate assistance

12. Violence & Harassment, The Right to Refuse

- ❖ All employees are afforded the basic right to refuse work that they have reasonable grounds to believe may present an unusually dangerous condition to themselves or another employee
- ❖ If this right is exercise, the task or issue in question must be identified to the Supervisor responsible for the work
- ❖ A formal investigation into the matter will be conducted to ensure that all parties involved provide input into a suitable resolution
- ❖ The right to refuse must only be used for legitimate health and safety reasons
- ❖ If an appropriate agreement between all parties cannot be reached, contact the office of the Corporate Safety Director for immediate assistance

13. Mental Health Awareness

- ❖ All Gisborne employees, contractors and associates will be educated about factors in the workplace that contribute to mental health awareness and safety
- ❖ Mental health awareness includes elements of the work environment, management practices or organizational practices that impact/influence mental health and well-being.
- ❖ Gisborne will provide company mental health leaders who will be trained in understanding and recognizing mental health issues
- ❖ All designated mental health leaders will have been given appropriate training that will allow them to perform the above direction professionally and without judgement or misinterpretation of any mental health awareness issues that may arise.

Conclusion

- ❖ Your health and safety, and that of your co-workers is your primary concern in all endeavors. It falls to each employee to ensure that unsafe conditions are not overlooked on the jobsite:



- ❖ Each day, make a diligent effort to make a difference. It is only through you and your commitment to creating a culture focused on safety, that we will succeed at becoming the best in our industry

Conclusion

- ❖ Within this presentation, we have covered in broad terms, the elements of Gisborne's Occupation Health and Safety Plan. The purpose is to provide you, as a Gisborne employee, a basic understanding of your rights and responsibilities when working on Gisborne job sites
- ❖ Your Supervisor and co-workers are your most valuable resource. Their experience and guidance will assist you in making safe choices and developing yourself as a contributing member of our team.



- ❖ Gisborne believes in a team environment focused on excellence and accountability. We all work together and depend on each other to complete our clients projects safely and productively

Conclusion

- ❖ Your success with The Gisborne Group will be dependant on your adherence to the principles outlined within this orientation and the instructions provided by your Supervisor.
- ❖ We look forward to a mutually rewarding relationship in the future for all Gisborne employees and trust that through teamwork and a commitment to safety, we will share a prosperous future for all

Please click on the link below to go to the online orientation exam. Results will be automatically tabulated, and you will be emailed a copy of your results.

