

1.1 PURPOSE

- 1.1.1 The purpose of this policy is to provide safe conditions to employees and to provide a clean and sanitary place to work that is free from recognized hazards that could cause death or serious physical harm to employees and visitors. TERRY R PITT CONSTRUCTION has implemented a prevention program that considers the behaviors of people, equipment, work methods, processes, and the environment to reduce and prevent incidents.

1.2 RESPONSIBILITIES

1.2.1 Supervisors

- 1.2.1.1 Ensure hazards checklist is used to determine the risk of slips, trips, or falls occurring involving employees.
- 1.2.1.2 Monitor the effectiveness of existing controls and implement any further controls agreed as a result of assessment.
- 1.2.1.3 Investigate incidents involving slips, trips, and falls and use any reports of near misses to determine and address potential risks.
- 1.2.1.4 Inspect jobsites for hazards and inform maintenance of hazards that are identified.
- 1.2.1.5 Check floor surfaces as requested for slip or trip hazards, determine any needed corrective action, and notify appropriate party to correct the problem.

1.2.2 Employees

- 1.2.2.1 Cooperate with management by assisting in a workplace assessment, as appropriate, to determine the risk of slips, trips, or falls.
- 1.2.2.2 Comply with the control measures identified in the risk assessment.
- 1.2.2.3 Report to management any concerns regarding slip, trip, or fall hazards.
- 1.2.2.4 Take care of your own health and safety and do not place others at risk of slips, trips, or falls by what you do or fail to do (ex. cleaning up spills immediately).
- 1.2.2.5 Wear footwear that is appropriate to the workplace and role.
- 1.2.2.6 Clean up spills and pick up debris to help ensure others are not injured.
- 1.2.2.7 Make suggestions to your supervisor about any changes to improve employee safety.

1.2.3 Contractors

- 1.2.3.1 Maintain housekeeping standards consistent with the TERRY R PITT CONSTRUCTION housekeeping policy.

1.3 GENERAL HOUSEKEEPING STANDARDS

- 1.3.1 Workplace inspections will be conducted to identify and correct potential safety and health hazards.
- 1.3.2 Any deficiencies or hazards must be acted upon to remove the hazard, warn of it, or close off the area in question.
 - 1.3.2.1 Workers must use barricades when the floor they are working on is slippery or presents a tripping hazard. Barricades will be removed as soon as the hazard is corrected.
 - 1.3.2.2 Place non-skid mats at building entrances during inclement weather. Mats will be checked on an hourly basis to ensure they are properly controlling the hazard.
- 1.3.3 Housekeeping plays such a critical role in the success of our slip, trip, and fall prevention program so all employees must make housekeeping their top priority.
- 1.3.4 Work areas are to be kept clean throughout the shift and a thorough review and cleaning must be completed prior to completing shift.
- 1.3.5 Walkways will be kept clear of electric cords, hoses, or any other potential hazards. If walkways cannot be kept clear, then they need to be blocked off until the task is completed.
- 1.3.6 Spill areas must be secured until the spill is removed.
- 1.3.7 Stock or finished goods will not be stored on stairs, in walkways, or in such a manner that would be a hazard to anyone walking through.
- 1.3.8 Horseplay, running, and fighting are prohibited.
- 1.3.9 Keep tools or materials out of designated walkways.
- 1.3.10 The floor of every area of the facility will be maintained, so far as practicable, in a dry condition. Where wet processes are used, drainage will be maintained and false floors, platforms, mats, or other dry standing places will be provided.
- 1.3.11 If pedestrian traffic leaves wet footprints when stepping off the mat, the mat needs to be replaced with a dry one or an additional mat needs to be placed at the end of the first mat.
- 1.3.12 If the mat has become wrinkled or bunched up, it needs to be reset so it is flat and does not present a tripping hazard.
- 1.3.13 Where practicable or appropriate, waterproof and slip proof footwear is to be worn by employees.

- 1.3.14 Every floor, working place, and passageway will be kept free from protruding objects, storage of equipment, pallets of products, and uncovered openings in the floor. Parts and equipment will be placed in designated and/or marked areas so that walkways are not blocked. Ice, grease, debris, and excessive water are to be kept clear from all walking surfaces.
- 1.3.15 All fire hoses, extinguishers, eye wash stations, and showers will be kept free from obstruction or blockage by any item which could hamper or prevent someone from obtaining it in an emergency.
- 1.3.16 The shop manager will establish an area for spare parts, salvage material, debris, and other materials. Each worksite is to be neat, orderly, and free from hazards to employees.
- 1.3.17 Keep areas clean, remove trash, and do not allow it to build up.

1.4 FACILITY GROUND AREAS

- 1.4.1 Work access roads are to be kept clean and void of obstacles, in good repair, and clearly marked. There should be no roadway debris.
- 1.4.2 All shop areas are to be kept free from obstacles and trip hazards.
- 1.4.3 Trucks and equipment are to be pulled into designated stalls as far as possible so as to provide free travel on roads.
- 1.4.4 All parts will be stacked, grouped, or piled in a neat order.
- 1.4.5 All parking areas are to be kept free from loose lumber, trash, large stones or bricks, vehicle parts, or excessive vehicle fluid spills.
- 1.4.6 Fluid spills are to be cleaned up using absorbent and disposed of properly.
- 1.4.7 Walkways should be in good repair, clean, and free of obstacles.
- 1.4.8 Proper drainage that does not cross walkways should be provided. Snow and ice are to be removed to eliminate interruptions of safe and orderly passage for equipment and pedestrians.
- 1.4.9 All walkways and work areas are to be free of obstacles and have adequate lighting during the evening hours.
- 1.4.10 Unnecessary tools and equipment will be picked up and stored when not in use.
- 1.4.11 Barricade worksites when necessary to prevent civilians from entering congested work areas.

1.5 SLIPS, TRIPS, AND FALLS

- 1.5.1 Workplace/environment risk assessments should consider the potential hazards associated with slips, trips, and falls (ex. flooring, lighting, wires, etc.) and identify the control measures required to eliminate, reduce, or control such risks.
- 1.5.2 Slips, trips, and falls must be reported and investigated according to the *Incident Investigation Policy*.
- 1.5.3 Near misses associated with slip, trip, and fall hazards must always be reported and investigated in the same manner so that management can address the cause and reduce the likelihood of an accident happening.
- 1.5.4 Clean up spills immediately. If a liquid is greasy, ensure a suitable cleaning agent is used.
- 1.5.5 Provide handrails and use floor markings.
- 1.5.6 Determine the cause of slippery surfaces and use appropriate cleanup methods.
- 1.5.7 The process of cleaning can create slip and trip hazards, especially for those entering the area being cleaned (ex. smooth floors left damp by a mop are likely to be extremely slippery and trailing wires from a vacuum or buffing machine can present a trip hazard). Stop pedestrian access to smooth wet floors by using barriers or cleaning in sections. Signs and cones only warn of a hazard, they do not prevent people from entering the area.
- 1.5.8 An effective cleaning regime requires a good management system to help identify problem areas, decide what to do, and check that the steps have been effective.
- 1.5.9 Effective training and supervision are essential to ensure cleaning is undertaken to the correct standard. Lack of understanding can lead to inappropriate shortcuts.
- 1.5.10 Contamination is implicated in almost all slip accidents. Regular and effective cleaning to remove contamination helps reduce accidents.

1.6 CORRECTIVE MAINTENANCE PROCEDURE

- 1.6.1 When a hazard has been identified through inspection or our hazard reporting program, maintenance must be notified so that the problem can be corrected.
- 1.6.2 Any problem needs to be communicated to a supervisor immediately.
- 1.6.3 The supervisor will inspect the problem and communicate the best action to take.
- 1.6.4 If it cannot be corrected immediately, a temporary control will be put in place to prevent anyone from being injured.

1.7 TRAINING

- 1.7.1 Management believes that employee involvement in the TERRY R PITT CONSTRUCTION safety and health program can only be successful when everyone on the site receives sufficient training to understand what their safety responsibilities and opportunities are and how to fulfill them. Training is a high priority to help ensure a safe workplace. All employees will receive awareness training during new hire orientation.
- 1.7.2 Employees who conduct formal workplace inspections will be trained on their responsibilities and on how to perform them.

