

AURA

Health and
Safety Manual





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1. HEALTH, SAFETY AND ENVIRONMENTAL POLICY

POLICY BRIEF AND PURPOSE

Aura is committed to providing a safe and healthy work environment for everyone. In an effort to uphold this commitment we will work collaboratively, encouraging open dialogue between employees and leadership to establish a high functioning health and safety culture across the organization. The following health, safety and environmental policy will provide the guiding principles for ensuring that all Aura's offices and construction sites are operated safely and effectively with the objective of achieving zero time-loss incidents.

SCOPE

This policy applies to all employees of Aura Office Environments employed in a full-time or part-time capacity, as well as any consultants, contractors, clients, and visitors to Aura's head office or any of Aura's active constructions sites.

POLICY GUIDELINES

Aura's leadership will provide a safe and healthy work environment through the administration of a comprehensive health and safety program. Applicable health and safety legislation will be adopted and implemented, and the program will be amended as required in response to any legislative changes and updates, to ensure it remains compliant at all times.

In recognizing the right of employees to work in a safe and healthy environment, as well as recognizing the right to refuse unsafe work, leadership will provide the necessary resources to maintain a health and safety program including all necessary training so that team members can recognize workplace hazards and understand the appropriate actions to be taken to avoid unsafe behaviours and conditions, thereby providing the team with the ability to actively participate in safe practices and procedures.

Safety is everyone's responsibility. With teamwork, we aim to provide our clients with quality services that are unsurpassed while integrating all practical measures to prevent injury and illness. To achieve this, specific accountabilities and responsibilities will be assigned and understood by all team members and workers. This policy shall be reviewed annually. *

Dan Boram, CEO

June 13, 2024

*Policy Review History:

Previous Annual Review Date: August 2021

Previous Annual Review Date: August 2022

Previous Annual Review Date: July 2023

Previous Annual Review Date: June 2024



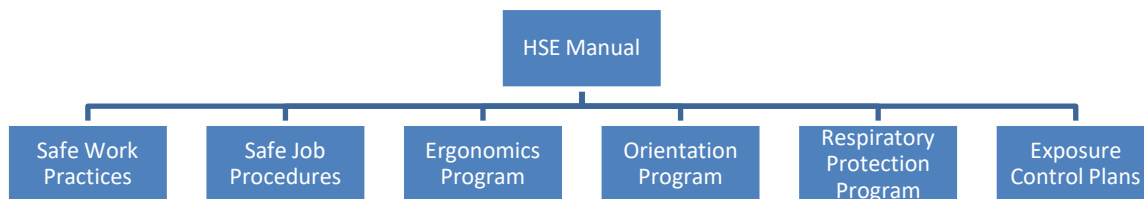
Disclosure

This manual applies to Aura Office Environments, herein referred to as Aura. This manual and its procedures contained within are expressly written for the operations conducted by Aura Employees and Contractors. Aura employees will follow established policies and procedures outlined in the Aura Safety Management System (SMS). When working off-site with a contractor, this document will act in conjunction with the contractor's existing policies and practices. In the case of duality, the document with the higher level of safety standards will be followed. This document is not to be shared with any other party unless authorization is given by the Director of Construction of Aura.

Safety Management System (SMS)

This Management System is an integrated model that incorporates the elements into a set of documents. The structure of the management system describes aspects of Aura, which has the following management system structure:

- 1. Health, Safety & Environmental Policy:** The policy signed by the CEO of Aura providing a framework to ensure Aura' continued commitment to Health, Safety and the Environment.
- 2. The HSE Manual:** Defines the Company's policies for health & safety, and details what the Company does to satisfy the requirements of the overseeing regulatory bodies and certification agencies.



Guiding Principle

These rules and guidelines cover those matters that necessarily need to be defined to ensure the smooth, disciplined, and economic running of the business. They are intended to cover matters that are not specifically dealt with by the Labour Relations Code of British Columbia or by existing terms and conditions set forth in the contractual agreement between Aura and the Contractor / Subcontractor / Client. The term *Employees and Contractors* will refer to those working, as hired by Aura either directly or in a contractor / subcontractor role.

Aura property, buildings, equipment, tools, and appliances are to be respected and carefully used to maintain their productive capacity, ensuring safe use and minimizing impacts to the environment. Any Employee or Contractor accidentally damaging any item should notify their Supervisor immediately. Employees and Contractors will refrain from willfully, or by gross negligence, causing damage.

These rules and guidelines are established to protect the safety and well-being of all Employees and Contractors to ensure everyone plays an active role in maintaining a safe, clean and orderly work environment.

All Employees and Contractors conducting work for Aura are expected to familiarize themselves and comply with this document.



Policy Review

All Health, Safety and Environment documentation that is part of the Safety Management System will be reviewed annually. The review must be attended by a minimum of Aura's owner and the worker HSE representative. The date of the review, meeting minutes, and any changes made must be recorded in the documentation review record. Once a document review has been completed, whether changes are made or not, the document must be dated and signed by the CEO and made available to all workers.

Currency of Document

Document/policy review may incorporate management, supervisory personnel, JOHC member/representative(s) and/or workers as required or available to fulfill regulatory requirements. Currency of document review will be no longer than a 12-month period.



2. RESPONSIBILITY AND ACCOUNTABILITY

PURPOSE

To outline the rights and responsibilities of all parties working for and with Aura to ensure the safety of all parties so that we can perform our required tasks in an efficient and safe manner.

LEADERSHIP RESPONSIBILITIES

- Provide a Statement of Policy committing to the safety program. The statement provides a commitment and philosophy that sets levels of expectations for safety performance throughout the company.
- Maintain overall control of the Safety Management System, actively promote health and safety excellence, and therefore create a strong health and safety culture.
- Have a full working knowledge of the safety management system.
- Lead by example and support all company safety initiatives.
- Allocate resources and assign responsibilities for the implementation, operation and ongoing improvement of the safety management system.
- Ensure all established safety policies are administered and enforced in all areas.
- Ensure that all field operations personnel are aware of and effectively practice the policies and procedures set out in the safety program.
- Set expectations and hold managers accountable for delivery of all safety deliverables and performance metrics.
- Challenge unsafe behaviour and correct inappropriate and unsafe actions.
- Recognize and reward people who have positively impacted the Safety Culture of the Company.
- Provide and train adequate numbers of emergency response personnel.
- Provide and maintain required emergency response facilities including first aid and firefighting equipment.

PROJECT MANAGER RESPONSIBILITIES

- Ensure that the safety policies are implemented in each project they oversee.
- Select suppliers and vendors in accordance with the Safety Management System and uphold those suppliers to safety standards of excellence.
- Ensure that the highest standards of performance are maintained according to the safety program and all safety related legal requirements on their job sites. They are also accountable for the safe performance of personnel and equipment on their project sites.
- Implement a Site Safety Program and develop a clear understanding of safety responsibilities and specific duties for site superintendents. They must be knowledgeable about and responsible for complying with all requirements, laws and codes.
- Ensure that Site Superintendents conduct weekly toolbox meetings.



SITE SUPERINTENDENT RESPONSIBILITIES

- Provide safe working conditions for all workers under their supervision.
- Provide workers with instruction in safe work procedures. Site Superintendents shall require workers to use personal protective equipment, as appropriate, as part of their routine duties.
- Correct work site conditions, which are liable to cause or have caused accidents.
- Collaborate with the Construction Safety Officer and First Aid Attendants in the investigation of accidents, incidents, or near misses to determine the underlying causes.
- Provide a good example for workers by always directing and performing work in a safe manner.
- Conduct regular inspections for unsafe practices and conditions and ensure prompt corrective action to eliminate causes of accidents.
- Work in cooperation with other project supervisory personnel to determine safe practices, enforce their observance, develop procedures for dealing with violation and develop other general safety and accident prevention measures.
- Provide each worker with information about the hazards of their job and how to avoid them.
- Maintain a housekeeping standard and assign definite cleaning and organizing responsibilities to individuals.
- Enforce all established safety requirements and work methods. Take disciplinary action when necessary to ensure compliance with the rules.
- Provide a minimum of one toolbox meeting a week with their location employees and document in SiteMax.
- Accompany the WorkSafeBC Inspector or designate during a project inspection. If he/she is not available, Superintendents will assign another Supervisor to the inspection.
- Respond promptly to personnel's safety issues relating to the facilities and services provided.
- Make themselves aware of the hazards that exist for the short-term, temporary and new worker who is new to construction activities. Ensure that new workers receive a detailed safety orientation before they are allowed to start work. Assign new workers to work with other workers who are familiar with the project and are aware of any specific safety rules and requirements that are in force.

WORKER RESPONSIBILITIES (INCLUDING SUB-CONTRACTORS)

- Carry out their work in a manner that will not create a hazard to their own safety and health or the safety and health of other workers.
- To have a full working knowledge of all applicable safety management systems.
- Assist Site Superintendent(s) to challenge, reduce and control unsafe conditions and acts on the work site.
- Uphold the right to refuse unsafe work and the responsibility to report unsafe work.
- Report any accidents, incidents, near misses and/or injuries immediately to their supervisor.
- Report any anticipated loss of work time to their supervisor as soon as possible after being treated by a physician following injury.
- Provide timely advice to the management team regarding opportunities to achieve the highest safety standards.
- Participate in all safety activities willingly in order to create a strong safety culture.



CONSTRUCTION SAFETY OFFICER RESPONSIBILITIES

- Take responsibility for the daily administration of the safety program on all projects.
- Post all safety bulletins, safety posters, and safety rules and requirements.
- Undertake the investigation of accidents, incidents, or near misses to determine the underlying causes. Report in detail to the JOHC and complete the required report forms on a timely basis.
- Ensure that pertinent safety reports are submitted as required.
- Prepare written descriptions of identified unsafe conditions and the steps taken to correct these conditions.
- Maintain a list of safety equipment purchased.
- Prepare a copy of equipment inspection reports.
- Prepare a copy of field safety inspection checklists.
- Ensure that corrective action has been taken whenever deficiencies are identified.
- Assist with safety seminars or training.
- Maintain current knowledge of safety literature, health and safety requirements and codes of practice.
- Maintain inspection schedules.
- Review accident reports to stay informed about project and company safety performance.

FIRST AID PERSONNEL

Prior to the start of work on a project where Aura is responsible for the first aid coverage, the Project Manager will conduct a First Aid Hazard Assessment for the project. The manager will then appoint an adequately trained person(s) to provide such first aid services as may be required, given the nature of the job site and OH&S requirements.

The person(s) appointed to this position shall possess an appropriate certificate in first aid in accordance with the relevant OH&S requirements, and must be available at all times to administer first aid.

- Administer first aid as required.
- Maintain a first aid log.
- Order all first aid supplies and equipment.
- Maintain relations with physicians, WorkSafeBC, ambulance services and hospitals.
- Coordinate the transportation of injured workers to a physician's office or hospital.
- Assist the CSO when necessary.
- Provide health education materials and/or instruction to all on-site workers as required.

Aura is also responsible for providing the needed first aid supplies as required according to the first aid hazard assessment for each project.

VISITOR RESPONSIBILITIES

- Sign in with the site superintendent and be accompanied while on site.
- Be aware of any site-specific safety requirements, including the use of PPE (personal protective equipment).



Health & Safety Manual

- Be aware of any potential hazards and appropriate control measures in place.
- Be aware of emergency responses and evacuation routes.
- Be aware of hazard reporting and incident reporting procedures.

REPORTING RESPONSIBILITIES

All parties listed above will retain the responsibility to report Incidents and injuries to their immediate supervisor, or in the case of Management or Leadership, to report to additional agencies as required by legislation and/or these policies.

All Incidents, near-miss Incidents, and injuries will be reported to the employer regardless of severity. First aid attendants receiving first report of an injury will be responsible for reporting the injury to their immediate supervisor.



2.1 RIGHTS

Workers in Canada and British Columbia possess rights when performing their workplace duties under the Workers Compensation Act of British Columbia. Employers must inform their employees of their rights under WCA Part 2 Division 4 Section 21.

These rights are:

THE RIGHTS TO KNOW

Workers have the right to know of any known or foreseeable health or safety hazards to which they may be exposed to by their work.

THE RIGHT TO PARTICIPATE

Workers have the right to participate in consultation and cooperation with the Joint Occupational Health and Safety Committee (JOHC) in an effort to identify and control hazards in their workplace.

THE RIGHT TO REFUSE UNSAFE WORK

Workers have the right to refuse work that they believe will constitute an unsafe act or condition which may cause harm to themselves or other workers. The procedure in the OHSR Part 3 section 3.12 – Procedure for refusal; will be used should a worker exercise this right.

THE RIGHTS OF NON-DISCRIMINATION

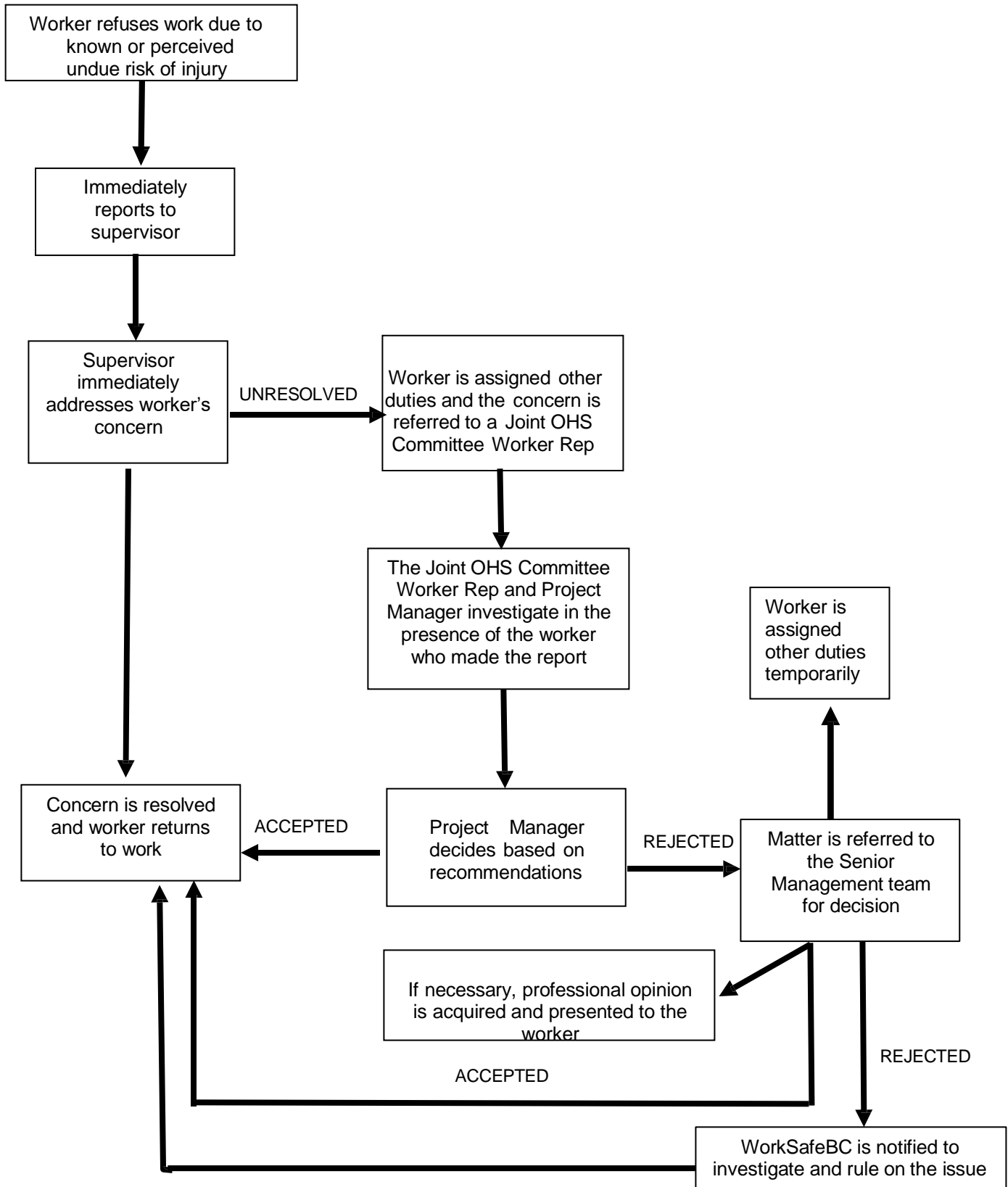
Workers have the right of no discriminatory actions held against them when refusing work which they believe is unsafe. The description and procedure in the Workers Compensation Act Part 2 Division 6 sections 49 may be followed by a worker who feels they have been discriminated against.

(WCA) PROCEDURE FOR REFUSAL OF UNSAFE WORK

1. A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.
2. A worker who refuses to carry out a work process or operate a tool, appliance or equipment must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.
3. A supervisor or employer receiving a report must immediately investigate the matter and
 - a. ensure that any unsafe condition is remedied without delay, or
 - b. if it is their opinion the report is not valid and the work is safe to perform, they must so inform the person who made the report.
4. If the procedure does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, the supervisor or employer must investigate the matter in the presence of
 - a. the worker who made the report and in the presence of
 - b. a worker member of the joint committee,
 - c. a worker who is selected by a trade union representing the worker, or
 - d. if there is no joint committee or the worker is not represented by a trade union, any other reasonably available worker selected by the worker.
5. If this still does not resolve the situation to the satisfaction of the worker, WorkSafeBC is to be called.
 - a. This can be done by either the supervisor or the worker, or the JOHC representative.
 - b. While waiting for a WorkSafeBC representative to attend the site, the worker may be assigned to other duties that do not pertain to the task that is being resolved.



RIGHT TO REFUSE UNSAFE WORK PROCESS





2.2 RESPECTFUL WORKPLACE/HARASSMENT

PURPOSE

Aura is committed to providing a working environment that is respectful and free from discrimination and harassment, in which all individuals are treated with respect, dignity and have equal opportunities.

Under the British Columbia Human Rights Code (the "Code"), every person has the right to freedom from harassment and discrimination in employment.

Harassment and discrimination will not be tolerated, condoned, or ignored. If a claim of harassment or discrimination is proven, disciplinary measures will be applied against the offending employee(s), up to and including dismissal.

The purpose of this policy is to:

- educate all employees on the issues of discrimination and harassment, of any kind, and to ensure that employees are aware that certain types of behaviour will not be tolerated;
- create a fair, impartial and confidential procedure for handling and investigating harassment complaints;
- make all employees responsible for maintaining a respectful and harassment free workplace;
- alert all employees that discrimination and harassment may be an offence under the law.

Scope

This policy applies to all employees of Aura Office Environments employed in a full-time or part-time capacity as well as contractors working on behalf of Aura. This policy applies to every level of our organization and to every aspect of the workplace environment and employment relationship, including recruitment, selection, promotion, transfers, training, salaries, benefits and termination.

To further clarify, the Respectful Workplace Policy applies to harassment, discrimination or bullying by one employee to another, to clients or to anyone employees may encounter while doing their job. Furthermore, this policy applies to events that occur outside of the physical workplace, such as during business trips and company parties.

DEFINITIONS OF PROHIBITED BEHAVIOUR

For the purposes of this policy:

"Discrimination" means any form of unequal treatment based on a protected ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but have the effect of disadvantaging certain groups of people.

"Bullying and Harassment" means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying, or action by a person that the person knows or ought reasonably to know will or would cause offence, humiliation, or intimidation to another person, or adversely affects the person's health and safety, and includes inappropriate conduct or comments relating to a person that is a protected ground under the Code. It also includes unwelcome sexual solicitation or advances. Lack of intent does not mean the conduct is not bullying and harassment if the bully ought to have known the behaviour would cause the victim to be humiliated or intimidated.



“Sexual Harassment” means engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; and/or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Examples of Prohibited Behaviour

Examples of the type of behaviour prohibited by this policy include but are not limited to:

- Any form of sexual harassment, including touching, petting, pinching, kissing, unwelcome sexual flirtations, advances, requests, or invitations, leering or other suggestive gestures;
- The display of visual sexual material that is offensive, or which one ought to know, is offensive;
- Bullying;
- Demeaning and/or belittling comments;
- Nicknames, remarks, jokes or innuendos related to a protected ground;
- Obscene remarks or gestures;
- Display or circulation of offensive pictures, graffiti or materials, whether in print form or via e-mail or other electronic means;
- Singling out an individual for humiliating or demeaning teasing or jokes because they are a member of a protected group;
- Comments ridiculing an individual because of characteristics that are related to a protected ground; and,
- Creating a poisoned work environment through comments or conduct. The comments or conduct may not be directed at a specific individual, and may be from any individual, regardless of position or status. A single comment or action, if sufficiently serious may create a poisoned environment.

What isn't Workplace Harassment or Discrimination?

Reasonable action or conduct by a manager or employee that is part of his/her normal work function will not normally be considered harassing or discriminatory. This is the case even if there are sometimes unpleasant consequences for an employee. Examples include:

- Changes in work assignments;
- Scheduling;
- Job assessment and evaluation;
- Workplace inspections;
- Implementation and enforcement of dress codes; and,
- Counselling/disciplinary action.

Differences of opinion or minor disagreements between co-workers will also generally not be considered workplace harassment.

ROLES AND RESPONSIBILITIES

All employees are expected to uphold and abide by this policy, by refraining from any form of harassment or discrimination, and by cooperating fully in any investigation of a harassment or discrimination complaint.



Managers have the additional responsibility to act immediately on observations or allegations of harassment or discrimination. Managers are responsible for creating and maintaining a harassment and discrimination-free organization and should address potential problems before they become serious. Any employee who believes they have been subjected to workplace discrimination or harassment should report the matter to their manager for investigation in accordance with the procedures set out below. If an employee's manager is alleged to have engaged in workplace discrimination or harassment, the employee may report such matters to the next level of management.

COMPLAINT PROCESS

Step One: Reporting

A report should include details about the alleged incident(s), including the date(s), time(s) and location(s), what happened, who was involved and the names of any witnesses.

If an emergency exists and the situation is one of immediate danger, then it should be immediately reported to the police by dialing "9-1-1" as soon as it is safe to do so. A person in a situation of immediate danger must at the same time take whatever steps are necessary to ensure their own safety and to protect themselves against harm or injury. Once an employee is safe, then he or she can then report the matter to management.

A manager in receipt of any report or complaint by an employee of workplace discrimination or harassment, or who otherwise becomes aware of any allegation of workplace discrimination or harassment, shall immediately notify the Director of People and Culture.

Step Two: Workplace Investigation

The Director of People and Culture, upon receipt of a complaint or allegation of workplace discrimination or harassment, shall conduct a prompt, thorough and confidential investigation into the allegation or complaint.

Aura will also conduct an investigation if it indirectly becomes aware of an incident of workplace harassment or discriminatory conduct, such as where an employee witnesses an incident of workplace harassment or discrimination or learns about it from a third party.

Aura may, at its discretion or where required, utilize the services of a third-party investigator, outside legal counsel, or such other external expertise as necessary in the circumstances.

Under no circumstances will a complaint or allegation be investigated by the individual who is the alleged harasser or by the individual who is alleged to have engaged in discriminatory conduct. Furthermore, under no circumstances will a complaint be investigated by an individual who is under the direct control of the alleged harasser or by an individual who is alleged to have engaged in discriminatory conduct.

The investigation procedure is as follows:

- Interview with the complainant: The investigator will interview the complainant concerning the facts underlying their allegation(s).
- Interview with the respondent: The investigator will interview the employee accused of committing the workplace discrimination or harassment. The employee will be asked for their response to the allegation(s) being made and for their side of the story.
- Interviews with witnesses and other individuals: The investigator will then interview any other employees or individuals who may have witnessed the incidents of alleged workplace discrimination or harassment, or who may otherwise be able to provide information relevant to the investigation.



- Records: The investigation will be documented, and the record will consist of, among other things, detailed notes of all interviews with employees and witnesses and all other information relevant to the investigation.
- Report: The results of the investigation will be reported, in writing, to management. The results will include an assessment of the validity of the complaint.

Step Three: Action

The results of an investigation must be communicated in writing within ten (10) calendar days of the investigation being concluded to the worker(s) who has/have claimed the alleged harassment or discrimination. Where an investigation results in disciplinary action, the complainant(s) and the respondent(s) will be informed in writing. If the investigation does not corroborate the complaint(s), then the complainant(s) and the respondent(s) will be advised in writing and the matter will be closed. It is important to note that the results of the investigation are not the same as the investigation report. The results of the investigation are a summary of the findings of the investigation.

If the investigation corroborates the complaint(s), then Aura will, among other things, take appropriate disciplinary action against the offending employee(s) and any other measures it deems necessary to properly address the incident and prevent future incidents of workplace discrimination and harassment. The nature and extent of any disciplinary or remedial action will be determined by Aura in its sole discretion and may include dismissal of the offending employee(s) for cause. Aura also may require that an employee participate in an anger management program or other form of counselling, either voluntarily or as a condition of continued employment.

Any corrective action must be communicated to the complainant(s) and the respondent(s) in writing within ten (10) calendar days of the investigation being concluded. The amount of information provided about the corrective action will depend on the circumstances but must indicate what steps Aura has taken or will take to prevent a similar incident of workplace harassment if workplace harassment was found.

PROTECTION FROM RETALIATION

No retaliation or reprisals will be undertaken or tolerated against any employee who, in good faith, complains of, reports or participates in the investigation of any allegations of workplace discrimination or harassment.

EMPLOYEE COOPERATION

If it is necessary for the purposes of completing, carrying out or protecting the integrity of an investigation, or if it is necessary to maintain a work environment that is safe and free of harassment and discrimination, Aura may require an employee to remain out of the workplace while an investigation is being conducted.

The participation and cooperation of all employees is critical to the development and implementation of this policy. The refusal or failure of any employee to cooperate with Aura is a serious form of misconduct for which an employee may be disciplined up to and including dismissal.

CONFIDENTIALITY

Aura recognizes the difficulty of coming forward with a complaint of workplace discrimination or harassment and a complainant's interest in keeping the matter confidential. To protect the interests of the complainant, the respondent, persons who may report incidents of workplace harassment and the integrity of the process, confidentiality will be maintained throughout the process and information relating to the complaint will be disclosed only to the extent necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint or is otherwise required by law.



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All individuals involved in a workplace investigation are expected to keep the substance of the investigation strictly confidential. Unless otherwise set out in this policy, all records of complaints, including records of meetings, interviews, results of investigations and other relevant material, will be maintained in a confidential file and will be disclosed only to the extent necessary to carry out these procedures and where disclosure is required by law.

All such records will be retained in accordance with our privacy policy and procedures.



3. HAZARD/RISK ASSESSMENT

PURPOSE

The purpose of this element is to facilitate the implementation of Aura's requirement that work activities are assessed in order to identify hazards, the risk posed by the identified hazards relative to the health and safety of Aura employees, sub-contractors and the public, and to identify practical measures to reduce those risks by way of eliminating, reducing, or controlling against the identified hazards.

Job Hazard Analysis may also be referred to as Job Safety Analysis' (JSA) or other relevant terms. When new employees enter employment with Aura; the terminology will be clarified.

DEFINITIONS

- **Hazard** – a situation or act which may cause injury or loss to the worker or property.
- **Hazard Assessment** – Identifying and assigning a risk value to hazards
- **JHA** – Job Hazard Analysis. Breakdown of hazards at each job step
- **JSA** – Job Safety Analysis
- **SDS** – safety data sheet
- **Practical measures** – Knowledge, training, and/or actions which are possible given the current schooling, technology, or invention.
- **Risk** – the probability that a person or property will be harmed if exposed to a hazard.
Low/medium/high
- **WHMIS** – workplace hazardous material information system (GHS 2015)

REQUIREMENTS

Company supervisors will provide the most up to date assessments of present or possible hazards in order to identify and take action against such hazards as provided for in the Occupational Health and Safety Regulation. Aura supervisors will utilize the Job Hazard Analysis (JHA) form to document findings and control methods.

When situations arise whereas the supervisor or another experienced worker cannot satisfactorily assess and control the project hazards; then another knowledgeable person of the tasks and hazards will be brought to the project in order to provide the assessment. The reassessment of potential hazards will take place whenever conditions at the project change or a new phase of the work description begins.

In addition to the assessment of hazards, a risk assessment must be conducted at any Aura project where the need for evacuation or rescue may arise. The risk assessment will consider the frequency, severity, and probability of an incident occurring and be categorized as Low, Medium, High, or Critical. Utilize the Risk Matrix to calculate overall risk levels. All possible actions will be required to achieve the lowest risk.

RESPONSIBILITIES

- **Management** will provide supervisors and workers with any necessary equipment and training required to complete satisfactory hazard assessments and controls.
- **Supervisors** will conduct hazard assessments in their area of work or within the company as required and submit findings to records.
- **Supervisors** will take action to rectify any hazard found during their hazard assessment.



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- **Supervisors** will inform all workers under their supervision, as well as any proximal trades, of the hazards which are found, the control measures to be implemented, and the risk level of the hazards after the controls have been completed.
- **Supervisors** will refer to their WHMIS binder for any hazardous materials that may come into contact with any workers and implement any information from the SDS sheets in their control actions that is necessary for worker safety.
- **Workers** will report any situation that they feel necessary, whether present or developing, for a hazard assessment from their supervisor. Workers may make their report verbally and the supervisor will document the reporting and controls.
- **Supervisors** will complete the JHA paperwork for all new jobs.
- **Workers** will notify their supervisor of any situation or act which may require a hazard assessment to be performed.

PROCEDURES

Factors to be considered in assigning a priority for assessment or analysis include:

HAZARD ASSESSMENT

- Start-up at a new Aura project
- Start of a new scope of work by Aura
- During routine inspection schedules (New hazards found)
- When scope of potential hazards is beyond the most qualified or competent person on site – seek further expertise

JOB HAZARD ANALYSIS / JOB SAFETY ANALYSIS

- Accident frequency and severity: jobs where accidents occur frequently or where they occur infrequently but result in disabling injuries
- Potential for severe injuries or illnesses: the consequences of an accident hazardous condition, or exposure to harmful substances are potentially severe
- Newly established jobs: due to lack of experience in these jobs, hazards may not be evident or anticipated
- Modified Jobs: new hazards may be associated with changes in job procedures
- Infrequently performed jobs: workers may be at greater risk when undertaking non-routine jobs, and a Job Hazard Analysis means reviewing hazards

PROCEDURE FOR COMPLETING A JOB HAZARD ANALYSIS

BREAKDOWN OF JOB STEPS

- Job or task is identified for analysis by supervisor
- Supervisor overseeing the job breaks job into steps (with assistance from shop employees, Corporate Safety Manager, etc.)
- A job step is defined as a segment of the operation necessary to advance the work
- keep the steps in the correct sequence as much as possible

IDENTIFY ACTUAL/POTENTIAL HAZARDS (REFER TO CHECKLIST)

Once the basic steps have been recorded, potential hazards must be identified at each step. This is based on observation of the job, knowledge of past accident and injury causes, and personal experience. To identify hazards, the supervisor may use questions such as these (This is not a complete list):



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1. Can any body part get caught between objects?
2. Do tools, machines or equipment present any hazards?
3. Can the worker make harmful contact with objects?
4. Can the worker trip, slip or fall?
5. Is visibility poor due to spraying conditions?
6. Can the worker suffer strain from lifting, pushing or pulling?
7. Is the worker exposed to extreme heat or cold?
8. Is excessive noise or vibration a problem?
9. Is there danger from falling objects?
10. Is lighting a problem?
11. Is harmful radiation a possibility?
12. Can contact be made with hot, toxic or caustic substances?
13. Are there dusts, fumes, mists or vapours in the air?

RISK	CONSEQUENCES				
LIKELIHOOD (Probability)	What is the severity of injuries / potential damage / financial impacts (if the risk event actually occurs?)				
	A. Insignificant	B. Minor	C. Moderate	D. Major	E. Catastrophic
How likely is the event to occur?	No Injuries, First Aid, No Environmental Damage, <\$1,000 Damage	Some First Aid Required, Low Environmental Damage, <\$10,000 Damage	External Medical, Medium Environmental Damage, <\$100,000 Damage	Extensive Injuries, High Environmental Damage, <\$1,000,000 Damage	Death or Major Injuries, Toxic Environmental Damage, >\$1,000,000 Damage
1. Almost Certain <i>Expected in normal circumstances</i>	MODERATE	HIGH	HIGH	CRITICAL	CRITICAL
2. Likely <i>Probably occur in most circumstances (10%)</i>	MODERATE	MODERATE	HIGH	HIGH	CRITICAL
3. Possible <i>Might occur at same time (1%)</i>	LOW	MODERATE	HIGH	HIGH	CRITICAL
4. Unlikely <i>Could occur at some future time (0.1%)</i>	LOW	MODERATE	MODERATE	HIGH	HIGH
5. Rare <i>Only in exceptional circumstances (0.01%)</i>	LOW	LOW	MODERATE	MODERATE	HIGH

PREVENTATIVE MEASURES/CONTROLS

The final stage in a Job Hazard Analysis is to determine ways to eliminate or control the Hazards identified.

ELIMINATE THE HAZARD

This is the most effective measure, some examples are:



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- Choose a different process
- Modify existing process
- Substitute with less hazardous substance
- Improve environment (ventilation)
- Modify or change equipment or tools

CONTAIN THE HAZARD (ENGINEERING)

If the hazard cannot be eliminated, contact might be prevented by using enclosures, machine guards, worker booths, railings or permanent devices. Hazards must also be rated to the potential severity of the hazard use the risk matrix table.

REVISE WORK PROCEDURE (ADMINISTRATION)

Consideration might be given to modifying steps that are hazardous, changing the sequence of steps or adding additional steps (such as locking out energy sources). One way to minimizing exposure is to reduce the number of times the hazard is encountered.

PPE

Hazards need to be minimized to their lowest level of risk possible. As Low As Reasonably Achievable (ALARA). Once all other reasonable control measures are exhausted; PPE may be used to achieve appropriate safety levels.

COMMUNICATION OF JOB HAZARD ANALYSIS TO WORKERS

When the Job Hazard Analysis is completed, the results must be communicated to all workers who are, or who will be, performing the job. The Job Hazard Analysis must be discussed by the employees performing the job to ensure that all the basic steps have been noted, and are in the correct order, have suitable controls and be documented and signed by the worker and supervisor. Supervisors will ensure that workers are following the appropriate control Procedures.

When the task being performed will be performed often and in the same manner; a permanent Safe Job Procedure (SJP) may be developed for future use.

TRAINING

Management will make available the necessary training to supervisors so that the supervisor can properly identify and correct hazardous situations. Training in the assessment of hazards will become available to employees if the work being performed requires special knowledge in order to perform their work in a safe manner.

CRITICAL TASKS

Safety critical tasks are those where sub-standard performance could contribute to a major accident hazard.

The following list is of tasks assessed by Aura employees that are critical tasks.

The list is not exclusive of all operations with risk but simply those with the highest risk.

The list is not in order of risk.

The level of risk must be established on each site for each setup and be part of the Hazard assessment process.

- Spray Foam Insulation
- Asbestos Abatement
- Concrete Cutting



Procedures and details can be found in the Safety Manual, Safe work Practices and Safe Job Procedures, SDS sheets, and Hazard Assessments.

REFERENCES & APPENDICES

- Job Hazard Assessment
- WHMIS

Some portions of the Hazard Assessment model have already been pre-qualified as hazards requiring a detailed ECP or written procedures and are available in the Aura safety program. These written documents can be used in whole or in part as part of a particular Job hazard assessment and control plan.

Aura Exposure Control Plans (ECP's) or Written Procedures

- Lock-out
- Noise
- Dust particulate



4. SAFE WORK PRACTICES AND PROCEDURES

PURPOSE

The purpose of the Safe Work Practices and Safe Job Procedures implemented into the Aura safety program is to facilitate general and specific safety measures into the common and unique work activities that are known to occur. The Safe Work Practices and Procedures may be written text and/or pictograms adopted by the company or the Safe Work Practice and/or Procedures provided in a manual which accompanies a tool or piece of equipment in use within the company.

DEFINITIONS

- Practice – a standardized method used by the company to achieve skill, safety, and understanding amongst employees.
- Pictogram – a picture or series of pictures that demonstrate the use of a tool or piece of equipment.
- SWP – Safe Work Practices
 - A set of positive guidelines or "dos and don'ts on how to carry out a specific task or use equipment. They must inform the worker about the hazards that are present and provide direction on how to safeguard against the hazards. They are general guidelines only. Big picture guidelines
- SJP – Safe Job Procedures
 - Written step by stem set of instructions on how to complete a specific task safely. They must clearly identify the steps, in order, what the workers must do. This will include the hazards, control measure, and what to do in emergency situations.
- Procedure - a step-by-step description from start to finish of a task.
- Chronological order – a certain number of steps that are always performed in the same order to prevent incidents from occurring. (Natural or logical procedure)
- Task – a specific duty that formulates only one part of an employee's overall job.

REQUIREMENTS

Safe Work Practices will be required for any tool, piece of equipment, or situation that may pose an unnecessary risk to the employee and surrounding employees when in use or occurring.

Safe Job Procedures will be developed by management and with the assistance of supervisors and employees whenever a hazard assessment, investigation, or a safe work practice dictates the necessity for written documents to clarify the safest way to perform a task in a sequential manner. Safe Job Procedures will be developed for all high risk and critical tasks that Aura employees will perform. The procedure will be in written form and present at all Aura facilities where the tasks will be performed.



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RESPONSIBILITIES

- **Management** will make provision for the development of Safe Work Practices where no other Safe Work Practice has been provided by the manufacturer or supplier of tools and equipment, or other situations that require Safe Work Practices to ensure a safe environment.
- **Supervisors** will ensure that employees are following the Safe Work Procedures and provide the necessary knowledge and training to enable the employees to work in a safe manner.
- **Supervisors** will ensure the workers have access, and know where to find, the necessary Safe Work Practices and Job Procedures for the tasks workers will perform while under their direction.
- **Workers** will make themselves familiar with the company and follow the direction of such practices.
- It is the responsibility of all persons working for Aura to provide feedback and suggestions towards the betterment of all current and future Safe Work Procedures. This opportunity will arise at any time an employee identifies a risky situation or through regular toolbox talk communications.
- Members of the **joint occupational health and safety committee** will provide as the main avenue for development of safe work procedures with qualified and knowledgeable supervisors and workers.
- **Workers** will ensure they understand and use the safe job procedures pertaining to their tasks.

TRAINING

All employees will be instructed on how to locate Safe Work Practices and Procedures that are pertinent to the work being performed, during the New Employee orientation process. Training for supervisors and employees directly involved in the development of Safe Work Procedures will be provided through the company training program.

REFERENCES & APPENDICES

- Aura Safe Work Practices as listed below
- Aura Safe Job Procedures as listed below
- Safe Work Practice template
- Safe Job procedure template



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4.1 SAFE WORK PRACTICES

4.2 SAFE JOB PROCEDURES

Safe Work Practices	Safe Job Procedures
<ol style="list-style-type: none">1. Housekeeping2. Step ladders3. Manual lifting4. Electrical Safety5. Power & Hand tool use6. Chemical storage7. Office safety8. Scaffolds	<ol style="list-style-type: none">1. Excavations2. Concrete cutting3. Fall protection4. Silica exposure5. Working alone6. Tagging and lockout



5. COMMUNICABLE DISEASE PLAN

PURPOSE

This Communicable Disease plan has been created by Aura Office Environments to outline the policies and procedures that have been put in place to protect Aura team members, guests, and others entering the business from the potential transmission of Communicable diseases. This plan follows the WorkSafeBC four step process for developing a Communicable Disease Plan and aligns with current Provincial Health Officer (PHO) orders and WorkSafeBC requirements.

Aura will review the latest orders and WorkSafeBC requirements on a regular basis, as any changes may need to be incorporated into this plan.

RESPONSIBILITIES

Aura Office Environments leadership are responsible for the development of this plan including risk assessments, supporting policies, monitoring, and adapting the plan and addressing team member concerns. Leadership is also responsible for Communicable Disease Plan training and communication to our team members before and during their employment.

All Aura team members and contractors will follow this safety plan as a condition of employment. All guests must follow this safety plan as a condition of visiting our property.

The Director of People and Culture is responsible for implementing this communicable disease plan throughout the workplace.

Team members are responsible for participating in the development, implementation, and ongoing sustainment of the Communicable Disease Plan. If team members have any concerns regarding this plan, they are to bring them to the attention of the Director of People and Culture.

IDENTIFY THE RISKS

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from one person to another. Examples of communicable disease that may circulate in a workplace include COVID-19, norovirus, and seasonal influenza. There may be certain times of the year when the risk of an outbreak within the workplace is elevated and at those times additional safety measures may need to be implemented to ensure any communicable disease exposure is minimized. The following indoor areas have been identified as areas where team members and/or guests may gather or have considerable interaction, which may create elevated risk of infection:

- Boardroom/Meeting Rooms, Kitchen/dining area, Construction Site Office, Orientation Location

The following in office/construction site tasks bring our team members close to one another or to clients:

- Meetings, training sessions

The following tools, machinery and equipment have been identified as items that employees and/or clients share:

- Office Equipment, Kitchen Utensils/equipment, Construction Tools

The following items have been identified as high touch surfaces:

- Doorknobs, elevator buttons, light switches



CONTROL THE RISKS

The main aim is to reduce the risk of communicable disease spreading through droplets in the air as well as being transmitted via workplace surfaces. Therefore, any controls that are adopted should always reflect that. Different controls will offer varying levels of protection and the preferred option is always the control that offers the highest level of protection. This approach to controlling risks is referred to as the "hierarchy of controls". This process involves assessing the likelihood of harm or injury associated with different hazards (something with the potential to cause harm or injury) which together formulate the risk.

In some cases, it may be necessary to combine different levels of protection, in order to control one particular risk. An example of this, in relation to managing the risk of COVID-19 transmission, is to install barriers to separate people (engineering control) and to wear a mask (personal protective equipment).

Types of risk controls

Elimination or Substitution are the highest, most effective levels of control and involve removing the risk of exposure to a given hazard entirely or substituting a hazard for something that is less harmful.

We may implement the following controls to limit the number of people in our workplace and to ensure physical distancing:

- Working remotely/from home, virtual meetings, lowering occupancy limits, limiting in person client meetings,

Engineering controls include placing physical barriers between people when physical distancing cannot be maintained and ensuring adequate ventilation and air circulation within buildings.

We have addressed ventilation and air circulation in the following areas:

- We have confirmed with our landlord, Cadillac Fairview that the HVAC systems at 609 Granville is up to the required standard as per PHO recommendations.

We may put the following administrative controls in place:

- information posters within the workplace, occupancy limit signage, physical distancing, and mask reminder posters

Personal Protective Equipment (PPE): This is the least effective option in terms of protection and should be considered if the higher levels of protection don't allow you to adequately control the risk. PPE should be used in addition to other control measures and not in isolation.

Face coverings may be worn in common areas including lobbies or foyers, elevators, hallways and stairwells, bathrooms, and meeting rooms. We strongly recommend the use of face coverings to be used in those areas throughout the workplace in order to provide, an additional layer of protection. The PHO definition of a "face covering" means either a medical or non-medical mask, or tightly woven fabric that tightly covers the nose and mouth of a person.

We may put the following PPE controls in place:

- Face coverings are mandatory for everyone in public indoor settings: Meetings rooms and the kitchen/dining area when it is not possible to maintain a distance of 2 meters between individuals
- Face coverings are required for all workers when working in staff common areas

DELIVER POLICIES AND PROCEDURES

Clear policies and procedures help to ensure that the identified controls are being followed within the workplace and establish the minimum requirements. They may include arrangements for who can and cannot be at the workplace, how to deal with illness in the workplace, cleaning, and personal hygiene protocols, first aid provision, and managing potential violence in the workplace.



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Workplace Vaccination Policies

Employers have a legal responsibility to provide a safe workplace for staff and have obligations based on human rights, employment standards and common law considerations. Vaccinations are strongly encouraged by public health and although we have not implemented any mandatory vaccination policies, we may request all employees to voluntarily disclose their vaccination status during a pandemic.

Healthy Workers Policy

Aura supports all team members only reporting to onsite work if they are in good health and not experiencing any communicable disease symptoms. Team members must always follow guidance from Public Health regarding needs for self-isolation and self-monitoring. Topics to consider when assessing oneself for on-site work include having symptoms of a communicable disease or if you are a close contact of someone with a communicable disease. During a time of elevated risk all team members may be asked to complete a health assessment prior to arrival at the office or worksite and check their temperature with the contact free thermometer provided for this purpose upon arrival.

Anyone displaying any symptoms must not attend the workplace and is encouraged to partake in any Self-Assessment Tools provided and/or call HealthLinkBC at 8-1-1 for further direction from Public Health.

If any worker becomes ill at the worksite, they are to don a mask and report to the onsite First Aid attendant. The worker will be isolated from the other workers on the worksite and arrangements will be made for them to go home whether that be by them driving themselves home, or a member of their household transporting them home. Remember to follow community guidelines for the use of transit and ride share companies.

All team members are eligible to use sick leave during their absence.

Physical Distancing

Physical distancing includes limiting close contact with other people. This can be achieved by limiting one's interactions with others all together and providing extra space (2 meters) with others who you cannot avoid all together. Sometimes, 2 meters will not be practicable which is where engineering controls such as barriers must be used, and non-face-to-face interaction is encourage (i.e., phone calls or emails).

Team members should attempt to maintain a distance of 2 meters between, themselves and their co-workers at all times. Visitors to the office should be limited as much as possible.

Hand Washing

Regular hand washing is an important step in controlling the spread of Communicable Diseases in the workplace. Aura team members must wash their hands when they arrive at the workplace, before and after breaks, after coughing, sneezing, or touching the face, after using the washroom and before leaving work. Soap and water are preferred, but hand sanitizer with at least a 70% alcohol base can be used when soap and water is unavailable, or as an additional control.

Hand Sanitizer is readily available throughout the office and SDS information is available in the SDS Binder displayed adjacent to the Aura Safety Notice Board

Cleaning and Disinfection

The cleaning and disinfection of the workplace including high-contact surfaces in restricted and Client-facing work environments is an important part of keeping the workplace safe from COVID-19 transmission. Cleaning and disinfection are often referred to as a "two-stage" process. Cleaning removes visible surface dirt and debris, whereas disinfection destroys bacteria and viruses.

All high touch surfaces should be cleaned daily, using disinfectant to ensure the risk of transmission is minimized. Cleaning supplies are available and the related SDS information can be located at the SDS station.



First Aid

All Aura first aid attendants must follow the WorkSafeBC Occupational First Aid Attendants (OFAA) guidelines when responding to a first aid emergency in the workplace.

Workplace Violence

The potential for violence exists whenever there is direct interaction between workers and others. Employers must provide a workplace as safe from the threat of violence as possible. If there is a risk of violence in a workplace, the employer must set up and instruct workers on procedures to eliminate or minimize the risks. Some of these tendencies may be more likely to manifest when individuals are dealing with elevated levels of stress and uncertainty, consistent with a pandemic situation.

Please refer to the Workplace Violence Prevention Policy found later within this document.

Elevated Risk Additional Measures

Additional measures may need to be implemented during elevated risk, whether identified within your business itself, small community, or greater community at large.

The Director of People and Culture will be responsible for remaining vigilant and monitoring community public health announcements including the introduction of PHO orders and recommendations for our area.

COMMUNICATION AND TRAINING

Everyone within the workplace must understand how to keep themselves and others safe. Training should include the need to stay at home when sick, understanding occupancy limits, hand washing procedures, how to wear a face covering properly, who is permitted to enter the workplace, and how workers can provide feedback. Supervisors should be trained on how to monitor workers to ensure that policies and procedures are being followed. The Communicable Disease Plan will be communicated to workers by providing a copy of the plan to them, reviewing it with them, posting a copy in the workplace as well as posting it somewhere visible on your company's website (for staff and public to view).

The Director of People and Culture will be responsible for providing training on the Communicable Disease Plan and ensuring that all team members are aware of the elements of the policy and how to remain compliant.

The Director of People and Culture is responsible for implementing this Communicable Disease Plan throughout the workplace.

The Director of People and Culture is responsible for reviewing and updating this Communicable Disease Plan quarterly or following a workplace outbreak of a communicable disease, or whenever Provincial Health Officer orders, other government requirements and WorkSafeBC protocols change. What is essential is that our Communicable Disease Plan is reviewed and continually revised to keep pace with changes at the workplace since its original development and implementation.

Training on this Communicable Disease Plan will be included when bringing back team members following a period of absence as well as distributed to current team members.

This Safety Plan will be reviewed and revised, as required, to reflect any:

- Changes to job scope which may affect the plan,
- New areas of concern or the identification of something that isn't working,
- Health and safety concerns raised through a worker representative or joint health and safety committee,
- Changes to Provincial Health Officer orders or other government and industry requirements that affect the plan.



6. COMPANY RULES

PURPOSE

To establish a set of requirements that reflects a willingness to create a safe workplace and meet Province of British Columbia legislation on workplace safety. The Company Rules list a selection of managerial requirements that either will or will not be tolerated in an effort to provide a functioning health and safety program by way of establishing safety attitudes through positive behavior initiatives.

DEFINITIONS

- **Legislation** – The statues and Acts of British Columbia. The Canada Labour Code may take precedence over the WCA for the purposes of work performed as a subcontractor.
- **Progressive Discipline** – A fair and firm written policy in an attempt to handle disciplinary proceedings in a justifiable and professional manner in an ascending enforcement of company rules and procedures in an attempt to achieve compliance by way of behavioral amendments: verbal warning, written warning, dismissal.
- **PPE** – Personal Protective Equipment
- **Unsafe Act** – actions of an individual that may cause harm to themselves, other workers or a piece of equipment. (Misconduct)
- **Unsafe Condition** – a situation where if left alone may cause harm to a worker or equipment.
- **Absolutes (Rules indicative of immediate suspension or termination)** – types of work or tasks that have a high chance of causing a serious injury or fatality to oneself or others. These include failure to lockout, isocyanate exposure, confined space entry, intoxication, and falling from heights.

REQUIREMENTS

Management will set forth the company rules needed to provide for a safe and respectful workplace. Supervisors will ensure the company rules are followed and enact the company's progressive discipline policy when required. Workers will follow the company rules or make themselves subject to progressive discipline.

Sub-contractors are required to acknowledge and comply with the Aura progressive discipline policy.

Management and Supervisors are required to exercise sound judgement based on knowledge, education and experience when assessing the need to enforce the progressive discipline policy upon an employee.

The person issuing the employee warning notice is required to consider retracting the notice in a timely manner if further information shows the employee was in compliance.

RESPONSIBILITIES

- **Leadership** has the responsibility to provide a set of company rules to be followed by every employee of Aura. Disciplinary actions for not following company rules will also be provided for by leadership.
- **Leadership** will review the company rules on a yearly basis or when the need arises.
- **Leadership and Managers are** responsible for communicating the progressive discipline elements to all Aura employees and sub-contractors.
- **Leadership** and Managers are responsible for properly enforcing the progressive discipline policy and document incidents correctly.



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- **Managers** are responsible for notifying employees of infractions and providing the employee with a copy of the paperwork indicating the date, time and nature of the infraction.
- **Site Superintendents** will ensure company rules are posted at every project and are being followed by employees and contractors.
- **Workers** will make themselves familiar with the company rules at all Aura facilities.
- **Workers** are responsible for understanding what circumstances will require a notice of warning to be issued.

TRAINING

Company rules will be introduced at New Worker Orientations and reviewed annually during the weekly Toolbox talks.

REFERENCES & APPENDICES

Company rules will be posted at all facilities or be available for quick reference in this safety manual at each project.

Aura Employee Warning Notice in **Forms**

6.1 GENERAL CONSTRUCTION SITE RULES

1. All visitors **MUST** report to the Site Superintendent or Site Office before entering the work site
2. All personnel **MUST** receive a Safety Orientation before commencing work on site
3. This site is run in strict accordance with WSBC regulations and WHMIS
4. SDS sheets are required for applicable products and are made available to workers (all secondary containers must be labelled correctly as per WHMIS requirements)
5. Personal Protective Equipment is required at all times
6. Hazardous conditions are to be assessed and marked or flagged
7. Any injuries, accidents or unsafe conditions **MUST** be reported to the Site First Aid/Safety Officer
8. Good housekeeping practices are required of all workers. Site must be kept clean
9. Smoking is not permitted.

ON SITE FATIGUE

Although being tired or weary is not an actionable offence; it does reduce a worker's ability to function at acceptable safety levels at work if fatigue imparts a negative effect on a worker's performance. As such, fatigue in the workplace will be a consideration in all positions within the company. Fatigue is commonly inflicted upon an individual due to anxiety, sleep apnea, insomnia, or prolonged working times. The following information is supplied as a guideline when consideration regarding fitness for work is a concern for employee scheduling or any other reason.

WorkSafeBC reports the following:

- 17 hours awake is equivalent to a blood alcohol content of 0.05 (legal limit in BC)
- 21 hours awake is equivalent to a blood alcohol content of 0.08
- 24-25 hours awake is equivalent to a blood alcohol content of 0.1

It is an employee's duty to inform their employer if they feel that their fitness for work, or to continue work, is untenable due to lack of sleep, stress, prolonged work hours causing mental or physical fatigue, or anxiety.



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Site Superintendents are to monitor their worksites for signs of fatigue including:

- tiredness
- sleepiness, including falling asleep against your will ("micro" sleeps)
- irritability
- depression
- giddiness
- loss of appetite
- digestive problems
- increased susceptibility to illness

Workers identified as suffering from fatigue will be removed from the workplace in a safe manner, receive first aid and be given assistance as required to reach further medical assistance if required. Ample rest typically cures fatigue.

No worker will be disciplined for informing the employer of fatigue but may have progressive discipline applied if they fail to do so.

IMMEDIATE DISMISSAL

The following "Absolutes" are prohibited at all times on all company property. Contradiction of the following rules may result in immediate dismissal.

- Failure to comply with WSBC and Construction Site Safety Rules
- Violation of a safety rule/policy that could result in immediate death or dismemberment
- Violence, Horseplay, Practical Jokes or Harassment
- Theft, vandalism, or the possession of firearms
- Damaging, disabling or interfering with safety, firefighting or first aid equipment
- Consumption of alcohol or usage of illegal drugs and/or arriving for work/remaining at work when ability to perform the job safely is impaired

6.2 PROGRESSIVE DISCIPLINE

Refer to Aura's full discipline policy for a comprehensive explanation of the policy in its entirety. Included below is a summary of the discipline to be applied within the context of safety infractions.

APPLICATION

All workers are required to comply with the Aura Safety Program, *Occupational Health and Safety Act* and all applicable regulations. Failure to comply with the WCA and Regulations will result in the following action:

1st Offence – Worker will be given a verbal warning. (Coaching) The details will be documented.

2nd Offence – Worker will be given a written warning. (Further actions involve consequences)

3rd Offence – Worker will be given a suspension or termination. (Consequences applied)

Violations that qualify as Absolutes are grounds for immediate suspension or dismissal.

Note: Warnings are intended to give workers the opportunity to correct their actions. Serious offences or flagrant violations of the Aura safety program or the Occupational Health and Safety Act and Regulations are grounds for immediate suspension or dismissal.



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Offences will be dealt with on a case-by-case basis in consideration of the contributing factors and at the discretion of Aura management.

6.3 DRUG AND ALCOHOL

PURPOSE

The purpose of this policy is to maintain a work environment, which is free from the influence of illegal drugs and alcohol to protect the health, safety, and wellbeing of our employees. It is also to assist in identifying appropriate interventions in reference to the chemically dependent employee, and to create an environment conducive to the employee identifying the problem and taking appropriate action before the condition renders the employee unemployable.

POLICY

The policy of Aura is to employ a work force free from use of illegal drugs and abuse of alcohol, either on or off the job.

It is a standard of conduct for employees of the company that no employee shall report to work or work with the presence of illegal drugs or alcohol in his or her body or in his or her possession. In order to maintain this standard, the company shall establish and maintain the programs and rules set forth below.

Any unlawful or unauthorized transfer, sale, distribution, manufacture, possession, or use of a controlled substance or alcohol by an employee on the job, in the workplace or where our company work is performed is prohibited. This policy applies to all official or unofficial break and meal periods, and all other times during the working day in which an employee has reported for work.

Our Supervisors and Management reserves the right to contact proper law enforcement officials and/or Provincial licensing/certifying boards regarding any matter, subject to this policy.

Employees have legal responsibilities under the Health and Safety Legislation to report situations that they believe are unsafe. This includes informing the employer of any legal drug use (Prescription drugs) that pose the risk of incapacitation of the employee to safely perform their tasks.

If an employee becomes aware of conduct by another employee, or an employee is or becomes aware that their own conduct or status, which is contrary to this policy and poses an immediate safety risk to personnel, equipment or property, the employee must immediately disclose the situation to the company. Unacceptable conduct of incapacity or intoxication under this policy may derive from both legal or illegal drug and/or alcohol consumption.

Employees may disclose their knowledge in confidence to any company official the employee is comfortable making the disclosure to. The company will maintain the confidence of the employee making the report and will conduct its own investigation into the alleged conduct.

The company will determine a course of appropriate action based on the information gathered in its investigation and determine whether there is reasonable cause to pursue action under the provisions of this policy.

Information collected of an employee for the purposes of enacting this policy will remain within the company and only be disclosed to authorities having jurisdiction or the employee themselves.

Violation of the substance abuse program will be subject to disciplinary action, up to and including termination even on a first offence.



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DEFINITIONS

"ACCOMMODATION" providing an employee with a disability to alternate work suitable to the employee's condition until such a time as the accommodation creates undue hardship upon the company.

"BONA-FIDE OCCUPATIONAL REQUIREMENT" (BFOR) means a requirement for employment which is determined in good faith as reasonably necessary to ensure a safe workplace for an employee, other employees, and the public.

"LEGAL DRUG" - Prescribed drug or over-the-counter drug which has been legally obtained and is being used solely for the purpose for which it was prescribed or manufactured.

"ILLEGAL DRUGS" in this policy means inhalants and controlled substances, and Includes medications, which contain a controlled substance, which are used for a purpose or by a person for which they were not prescribed or intended or otherwise used under the supervision of a licensed health care professional.

"HIRE" in this policy means by way of permanent, temporary, or contractual employment.

"REASONABLE SUSPICION OR REASON TO SUSPECT" means a basis to form a belief based on specific facts and inferences drawn from those specific facts.

"SAFETY SENSITIVE POSITION" means a position that if held by an impaired or incapacitated individual could impose unacceptable risk onto oneself, other workers or the public.

"UNDER THE INFLUENCE OF ALCOHOL" means appearance, speech, behavior or bodily odor which causes a superior to suspect the employee to reasonably be intoxicated and/or that the employee has a blood alcohol exceeding the Blood Alcohol Concentration permitted under this policy.

PROCEDURE

Under Aura' Drug and Alcohol Policy, an employee must notify Aura of a criminal conviction for drug-related activity. The report must be made within five days of the conviction. Reporting such a conviction will not be a determining factor in an employee's status within Aura, but failure to report may be a factor.

Procedures for all locations are as follows:

- A. Upon hire each new employee should be given information about the Substance Abuse Policy and should sign that they have been trained, reviewed and received a copy.
- B. The Worker is required to sign an agreement to Aura' Drug and Alcohol Policy and it shall be placed in the employee's personnel file or subcontractor file.
- C. Issues and questions involving drug and alcohol use should be presented to the Safety Manager, or the Company Executive for consideration and determination.
- D. Employees are not permitted to use, transfer, possess, distribute or work under the influence of drugs or alcohol. For the purposes of this policy a positive drug test is sufficient to establish "use" and a positive alcohol test is sufficient to establish "under the influence." Aura may also test for substance abuse in reasonable cause, post-accident situations, and return to work employees meeting substance abuse criteria as listed below.
 - a. FOR REASONABLE CAUSE – in instances where illicit drug and/or alcohol is suspected, an employee may be asked to submit to a drug test in conjunction with Aura' Substance Abuse Policy.
 - b. POST- ACCIDENT/INCIDENT – when an employee is involved in a work-related accident or Incident requiring medical treatment, lost time, personal injury to others, vehicle or equipment damage, or property damage, an employee may be asked to submit to a drug screening in conjunction with the Aura' Substance Abuse Policy. A



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positive test result in association with the incident will result in an immediate suspension of 3 days for the employee without pay.

- c. RETURN TO WORK (RTW) – when an employee has been away from the workplace due to or in part from an associated drug or alcohol abuse Incident or condition. Such an employee may be asked to submit to a reasonable number of drug & alcohol tests to ensure compliance with RTW measures over the next 6 months following return.

Note: A worker suffering from fatigue may exhibit signs and symptoms similar to that of alcohol intoxication. While such a situation does not fall within the drug & alcohol testing policy, supervisors are reminded that decisive action is required to ensure workplace safety which may include removing the worker from the site until no longer incapacitated by fatigue. First aid measures and/or progressive discipline may be required.

- E. Subject to any limitations imposed by law, a refusal to provide a body substance sample under the conditions described above may result in disciplinary action up to and including termination. Contact the Safety Manager /or the Human Relations Department prior to any disciplinary action being taken.
- F. If any illegal drug paraphernalia are found on Aura' property, the appropriate manager shall be notified immediately. The possession, use, transfer or sale of illegal drugs during work hours or company events or on company property is prohibited and will result in disciplinary action up to and including termination.
- G. Employees involved in illegal drug use or suffering from drug/alcohol dependency are encouraged to seek medical treatment and/or rehabilitation. Employees can use vacation time or may be granted an unpaid leave of absence for rehabilitation. However, to avoid any disciplinary action, it is the responsibility of each employee to seek assistance before any drug problem leads to a violation of Aura' policy.
- H. Job performance will be the primary determinant of personal actions affecting employees who suffer from illegal drug dependency, prescription drug incapacity, alcohol intoxication and return to work following or during rehabilitation.
 - a. No discrimination may be directed to a worker that has known dependency issues.
 - b. Satisfactory performance of the workers agreed upon job descriptions remains a requirement, even if chemically dependent employees seek medical help.
 - c. Employees who may experience a lower capability to perform safety sensitive duties due to prescriptive drug use must immediately inform their supervisor who will re-assign the employee to a non-safety sensitive position until such a time as the employee's physician provides written acknowledgement that the employee may safely return to normal duties.
- I. Supervisors and managers will enforce the Substance Abuse Policy and will be responsible for drug awareness communication and education. Supervisors and managers are responsible for managing job performances and for ensuring that employees report to work free from the influence of drugs and alcohol. Employees are responsible for seeking assistance, cooperating with testing, and reporting violations of Aura' Substance Abuse Policy.
 - a. If a Supervisor or Manager reasonably suspects a worker is impaired, he must approach the worker to investigate. It is the supervisor's prerogative to require the worker be tested or to send the worker off site for the duration of the shift.
 - i. If the worker is being removed off site for the shift, minimum paid hours apply.
 - ii. If the worker is being sent for testing, the time spent traveling is to be considered work hours.
 - b. The supervisor must ensure that the worker has safe transportation off site.



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- c. If the worker has gone for testing, he will be suspended with pay until the results are known. If the results are positive for impairment, then the worker will be deducted for the hours he was paid post testing.
- d. Alcohol test results will be considered positive based on the following amounts of Blood alcohol Content:

Any amount above 0.01: (0.01 milligrams/100milliliters of blood)

- e. Drug test results will be considered positive based on exceeding the "Cut-off level" as updated to the date of Incident. The chart below provides an example of Cut-off levels that may be used by the qualified testing project to determine positive or negative results.

Drug Type	Cut-Off Level	Urine Test	Hair Test
Alcohol	N/A	6-24 hours in urine	90 days in hair
Marijuana	50 ng/mL	3-30 days in urine	90 days in hair
Cocaine	300 ng/mL	2-10 days in urine	90 days in hair
Amphetamines	1000 ng/mL	1-3 days in urine	90 days in hair
Opiates	2000 ng/mL	2-3 days in urine	90 days in hair
PCP	25 ng/mL	3-30 days in urine	90 days in hair
MDMA	500 ng/mL	3-4 days in urine	90 days in hair
Benzodiazepines	300 ng/mL	1 to 6 weeks in urine	90 days in hair
Barbiturates	300 ng/mL	1 day to 3 weeks in urine	90 days in hair
Codeine	100 ng/mL	2-3 days in urine	90 days in hair
LSD	0.5 ng/mL	2-24 hours in urine	90 days in hair
Nicotine	200 ng/mL	2-4 days in urine	90 days in hair

Supervisors are granted the authority to immediately apply the progressive discipline policy to employees found in violation of the substance abuse policy per the written policy. Supplemental actions will be at the discretion of management after consideration of all of the incident factors up to and including termination. Employees may be additionally required to participate in substance abuse counselling as organized by the employer.

Employee Assistance

Aura encourages employees to seek help. To assist employees in obtaining treatment, we will refer the employee to a provider, or the employee may choose a provider. Confidentiality is assured. Employees who undergo voluntary counseling or treatment and continue to work are subject to the same job performances and behavior standards as other employees. As is the case of all employees, those seeking voluntary counseling or treatment that fails to meet performance standards will be subject to disciplinary action.

When treatment is necessary, coverage is based on the parameters set forth in any applicable medical benefits plan.

Employees are solely responsible for all costs of treatment not covered by an applicable medical benefits plan.

Some of the options for employees to seek help are listed below:



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- BC Ministry of Health - Alcohol & Drug Information & Referral Service at 1-800-663-1441. This service provides information and referral services for people across B.C. needing help with any kind of substance abuse. Includes information and referral to education, prevention and treatment services and regulatory agencies.
- Employee and Family Assistance Programs (EFAP)
- Counselling Programs like Alcoholics Anonymous or Narcotics Anonymous
- Family doctors
- Addiction Rehabilitation Clinics



7. PERSONAL PROTECTIVE EQUIPMENT

PURPOSE

The purpose of this policy is to prevent or minimize injuries to workers by the use of Personal Protective Equipment (PPE). PPE will be utilized when all other hazard control measures have failed to completely eliminate the project hazards. This policy also defines the minimum, basic PPE equipment to be worn at all times in order to promote a safe workplace culture amongst Aura employees.

DEFINITIONS

PPE – Personal Protective Equipment

Basic PPE – safety footwear, appropriate clothing for typical work activities.

Specialized PPE – all other PPE not described as “Basic PPE”

OH&S – Occupational Health & Safety

WSBC – WorkSafeBC

SDS – Safety Data Sheet

REQUIREMENTS

- All PPE used by Aura shall conform to the WSBC regulation and CSA safety standards.
- All workers shall wear CSA approved (green triangle) safety footwear, high visibility vests, long trousers, and sleeved shirts (4” sleeve), during times while working onsite. Long sleeve shirts will be required when handling chemical products but do not replace the required protection as listed in SDS sheets and as written into safe job procedures.
- All workers shall wear CSA approved hard hats at all times, on all worksites, until occupancy is obtained or the daily FLHA identifies that there are no overhead risks present in the area of work. Exceptions may be considered on the grounds of protected human rights and religious beliefs if a hazard assessment is conducted in the area that the worker will be operating and it is established that there is no overhead risk, requiring the use of hard hats.
- All workers shall additionally wear all prescribed PPE as listed on provided SWP’s or SJP’s or as otherwise instructed by their supervisor.
- The worker shall supply their own safety footwear, and daily wear clothing to protect against the natural elements.
- Aura shall supply safety glasses, gloves, hearing protection, and any other specialized PPE when required for its employees.
- Workers must wear the required PPE for the task they are performing or the tool they are using.
- All PPE used by Aura staff will be maintained in accordance with manufacturer’s instructions and requirements.
- Company-issued PPE will be inspected at the time of issue and before each use by the employee.
- All PPE that is damaged, or in need of service or repair will be removed from service immediately.
- All PPE that has been removed from service will be tagged “OUT OF SERVICE.” Any PPE tagged “OUT OF SERVICE” will not be returned to service until repaired and inspected by a qualified person.
- No piece of PPE will be modified or changed contrary to manufacturer’s instructions or specifications or Occupational Health and Safety legislation, Equipment manuals, spec. sheet,



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- hazard assessments, SDS.
- Equipment manuals, spec. sheet, hazard assessments, SDS sheets, and the appropriate SWP/SJP shall be referred to, to determine what type of PPE is required:
 - Example #1 – If the manufacture of a tool or piece of equipment specifies that the worker must wear safety glasses when operating the tool or piece of equipment.
 - Example #2 – If the task/tool requires the worker to handle a chemical or substance that the SDS identifies the need for hand protection, the worker must wear an appropriate type of glove.
 - Example #3 – if the hazard assessment for the task identifies a risk of exposure to silica dust, the worker must wear the appropriate level of respirator, gloves and/or glasses as specified in the hazard assessment and subsequent SWP/SJP.
 - The supervisor must monitor the workers to endure that they are following this requirement.

***The safety information in this policy does not take precedence over Occupational Health and Safety legislation requirements. All employees should be familiar with the Workers Compensation Act and the WorkSafeBC Regulations.**

RESPONSIBILITIES

- **Aura** will be responsible to supply any specialized safety equipment as needed or address requirements per written contractual stipulations.
- **Workers** are responsible for wearing their basic PPE including safety footwear, high visibility vest, full length pant, minimum ¼ length sleeve t-shirt, hardhat, and appropriate work gloves, glasses and mask as required.
- **Workers** will ensure that their PPE is in good condition prior to each use.
- **Management** will ensure that all PPE used for the company conforms to applicable standards for type of use.
- **Supervisors** must ensure that workers have been trained to use the PPE correctly.
- **Aura** shall maintain or have maintained all specialty PPE according to the manufacturer's instructions.

TRAINING

The company will coordinate all necessary training for any specialty PPE that the company requires the workers to use. **No workers are to use any piece of PPE until they have been trained in the selection, care, and use.**

REFERENCES & APPENDICES

- WSBC OHSR Regulation Part 8 – Personal Protective Clothing and Equipment.
- Manufacturer's inspection and use instructions.
- CSA – Canadian Standards Association
- ANSI – American National Standards Institute
- ASTM – American Society for Testing and Materials.
- Fall protection equipment
- Respiratory Protection Program



7.1 FALL PROTECTION

PURPOSE

To provide the necessary requirements for Aura employees who must work at heights in short term periodic circumstances as a situation may arise. It is not anticipated that working at height will occur at a high frequency, however, each project location must assess if this situation has the probability of arising.

DEFINITIONS

Fall Protection System – means:

- (a) a fall restraint system,
- (b) a fall arrest system, or
- (c) work procedures that are acceptable to the Board and minimize the risk of injury to a worker from a fall.

Fall restraint – means a system to prevent a worker from falling from a work position, or from travelling to an unguarded edge from which the worker could fall.

Fall Arrest – means a system that will stop a worker's fall before the worker hits the surface below.

Guardrail - means a guard consisting of a top rail 102 cm to 112 cm (40 in to 44 in) above the work surface, and an intermediate rail located approximately midway between the underside of the top rail and the top of the toe-board, if one is provided, or the work surface if no toe-board is provided.

Anchor – means a secure point of attachment for a lifeline or lanyard.

For fall arrest it must be rated for 5000 lbs, or 2x the maximum arresting force of the fall protection system.

For fall restraint the anchor must be rated for 800 lbs or 4x the weight of the worker with equipment.

Lifeline – means a synthetic or wire rope, rigged from one or more anchors to which a worker's lanyard or other part of a personal fall protection system is attached.

Lanyard – means a flexible line of webbing, or synthetic or wire rope, that is used to secure a safety belt or full body harness to a lifeline or anchor.

Full body Harness – means a body support device consisting of connected straps designed to distribute the force resulting from a fall over at least the thigh, shoulders and pelvis, with provision for attaching a lanyard, lifeline or other components.

Control Zone - the area between an unguarded edge of a building or structure and a line which is set back a safe distance of at least 2 meters (6.5'). It must be clearly marked with an elevated barrier.

REQUIREMENTS

Aura is required to ensure that a fall protection system is used when work is being done at a place from which a fall of 3 m (10 ft.) or more may occur, or where a fall from a height of less than 3 m involves a risk of injury greater than the risk of injury from the impact on a flat surface.

Aura will be required to provide guardrails as the form of fall protection where practical. Where guardrails are not practical; another form of fall protection will be used. Fall restraint will first be considered and if fall restraint is not practical; a fall arrest system may be used. If none of the above listed applications are practical; a control zone may be used.

A written fall protection plan (FPP) will be created in situations where Aura employees are required to work at elevations above 25 feet.



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This fall protection system must be adjusted so as to limit the wearer's fall to within the shortest distance from where he stands or sits, and only full body safety harnesses should be allowed for his/her protection.

RESPONSIBILITIES

Management is responsible for providing the necessary fall protection equipment and/or system for the employees to conduct their work in a safe manner. The implementation of a comprehensive fall protection program will address this requirement.

Supervisors are responsible for ensuring a fall protection plan is created when a fall from over 25 feet may occur.

Supervisors are responsible for ensuring Aura workers under their control are suited and instructed on the proper fit, use and procedures for the fall protection system being used.

Workers are responsible for wearing fall protection when required by regulation, pre-inspecting the components prior to use and immediately reporting any wear or damage to any part of the fall protection system to their supervisor.

Workers are responsible for following the procedures set forth by supervisor in the fall protection plan.

PROCEDURES

Equipment Standards and Set-Up

1. Full body harnesses and lanyards must be ANSI or CSA certified and carries a corresponding label. (Safety belts will not be utilized - harnesses will be used for fall restraint and arrest)
2. Safety harnesses are to be snug-fitting and worn with all hardware and straps intact and properly fastened. (Leg straps should not have enough room for your fist to pass between the strap and the leg.
3. Lanyards are to be system equivalent.
4. The lanyard or lifeline and lanyard combination must be secured to a rigid anchor support capable of resisting the peak arrest forces of 5000 lbs. Minimum or 2 times the maximum arrest force for fall arrest protection purposes and its length should be adjusted so that the wearer will be prevented from falling no greater than 4 feet from where he stands without a shock absorber and 6.5 feet with a shock absorber. Anchor supports for a fall restraint configuration must be able to withstand a force of 800lbs or 4 times the weight of the worker.
5. When the lifeline consists of wire rope, or the connecting lanyard consists of nylon webbing, a shock-absorbing lanyard shall be used.

Lifelines and their Set-Up

All lifelines shall be:

1. Have a minimum breaking strength of 6000lbs.
2. Used only by one worker at a time.
3. Free of any cuts, abrasions, other defects and protected against chaffing.
4. Long enough to reach the ground or be knotted at the end.
5. Connected at right angles to the worker's position.
6. Provided with a rope grab (cam lever) device for lanyard attachment.



WARNING!

No worker shall be exposed to heights greater than 3 metres (10') when near an unguarded edge to a floor, roof, platform, opening or on a ladder without first providing travel restraint, fall arrest or guardrail protection. Or below 3m (10') where the lower surface consists of anything but flat even ground (e.g., Dowels)

Any person found doing so shall be subjected to disciplinary action.

Fall protection is also required if a worker may fall into or onto operating machinery, into or onto hazardous substances or objects regardless of the minimum three-meter ruling.

TRAINING

Aura supervisors must ensure that the worker is instructed in the fall protection system being used for the area and the procedures to be followed. E.g. - Employees who may require entry onto the roofs of Aura facilities may require fall protection measures.

REFERENCES & APPENDICES

WSBC OHSR regulations Part 11 – Fall Protection

WSBC OHSR Guideline G11.2 (5)-1 Control zones and safety monitors as a work procedure acceptable to the Board

Aura SWP Section - Fall Protection

Project Specific Fall protection plan (FPP) in **Forms**

7.2 RESPIRATORY PROTECTION

A wide variety of equipment can be used to protect workers from respiratory hazards. Devices range from simple, inexpensive dust masks to sophisticated self-contained breathing apparatus. Choosing the proper respiratory protection is key to protecting yourself from hazardous gases, vapors, fumes, mists and dusts.

Respiratory protective equipment can prevent illness, disease, and death from breathing hazards. However, the equipment must be properly selected, fitted, worn, and maintained to ensure maximum protection.

Generally speaking, respiratory protection will be accomplished through the application of the hierarchy of controls meaning that the use of respiratory PPE will be the final item being considered to protect workers. Once all other practicable measures have been considered and applied; respiratory protection will typically be applied through the use of Supplied Air Respirators or Air Purifying Respirators (APR) adequately fit tested to the users. On occasion, it may be necessary to utilize other means of respiratory protection as determined by way of the hazard assessment process. Additional training will occur if and when these circumstances arise.

Note: Refer to the Respiratory Protection Program for full details.

RESPIRATOR SELECTION

In order to select the proper respirator for a particular job, it is necessary to know and understand:

- the characteristics of the contaminant(s),
- the anticipated exposure conditions,



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- the performance limitations of the equipment,
- any legislation that applies.

Refer to the Safety Data Sheet (SDS) or Sheets if more than one product is being used. The SDS will identify any respiratory protection required and should specify the type of respirator to be worn.

It is also important to realize that facial hair and deep facial scars can interfere with the seal between the respirator and face. Respirators should only be selected by someone who understands all of these factors.

If there is any doubt about the correct type of protection for a specific material and operation, consult the manufacturer of the product, a supplier or manufacturer of respirators.

FIT TESTING

Before each use, you must perform a Positive and Negative pressure test (Fit Check). This cannot be done with a hood-style respirator. Qualitative or quantitative fit testing (Fit Test) performed by a qualified tester will occur annually to ensure that a proper seal can be obtained between the respirator and the users face. Test results shall be recorded in the company training matrix.

NEGATIVE PRESSURE TEST

The wearer puts on the respirator and adjusts it so that it feels relatively comfortable. Then the air inlets are blocked off with the hands or a plastic cover, and the wearer inhales gently. If the respirator is properly fitted, it should collapse slightly and not permit any air into the face piece. If leakage is detected, the mask should be readjusted, and the test repeated until the fit is satisfactory.

POSITIVE PRESSURE TEST

The wearer puts on the respirator and adjusts it so that it feels relatively comfortable. Then the exhaust port of the respirator is covered, and the wearer tries to exhale gently. The face piece should puff away from the wearer, but no leakage should occur.

GENERAL INSTRUCTIONS:

1. Filters should be changed as follows:
2. Dust/mist/fume filters should be changed when there is noticeable resistance to normal breathing or when the filter becomes dirty or physical damage occurs.
3. Chemical cartridge respirators should be changed when the gas or vapour can be tasted or smelled, the package expiry date lapses, the filter has been out of the opened package for longer than 6 months, or the filter becomes dirty from other sources or physical damage occurs.
4. Any filter should be changed at the interval specified by the manufacturer or when damaged in any way. Filters will have the date of "In service" written with felt pens at first use.
5. Inhalation and exhalation valves should be checked before the respirator is used.
6. Damaged facemasks, straps, filters, valves, or other parts should be replaced with "original equipment" parts.
7. Facemasks should be washed with mild soapy water as often as necessary to keep them clean and wearable.
8. Respirators should be assigned to the exclusive use of individual workers.
9. Check all supply hoses, valves, and regulators on supplied-air respirators as specified by the manufacturer.
10. Compressors and filtration systems used with supplied-air respirators must be maintained in accordance with the manufacturers' recommendations.



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11. Consult the manufacturer for information on respirator cartridge change-out.

REFERENCES & APPENDICES

Respiratory Protection Program
Annual Fit Test **Form**

7.3 HEARING CONSERVATION

PURPOSE

To ensure the proper provisions have been established for the recognition, assessment and control of unwanted noise in the work environment. The nature of work being performed by Aura employee's warrant that a hearing conservation program be implemented into the company health and Safety program.

DEFINITIONS

Noise exposure limits - 85 dBA Lex daily noise exposure level and 140 dBC peak sound level.

NIHL - Noise Induced Hearing Loss

dBA - Decibels "a" scale weighted (similar to human hearing range). The standard measurement in noise exposure. The dBa scale doubles in loudness every 3 points.

REQUIREMENTS

Aura is required to develop and implement an effective noise control and hearing conservation program with the following elements:

- a) Noise measurement and assessment of the work area;
- b) Education and training of the workforce;
- c) Noise exposures is to be reduced by means of engineering controls were possible and only when engineering controls cannot reduce the noise levels sufficiently, then ear protection is to be provided by means of personal ear protective equipment;
- d) Select adequate hearing protection for the hazards that are present;
- e) Posting of noise hazard areas;
- f) Annual hearing testing for workers;
- g) Annual program review.

RESPONSIBILITIES

Management is responsible for the administration of a hearing conservation program.

Management is responsible for ensuring that noise measurements are taken for work areas where the noise may exceed 82dBa decibels or implementing the hearing conservation program in areas already known to exceed noise exposure limits through industry information.

Management will provide warning signs to machinery known to exceed noise exposure limits.

Management is responsible for scheduling annual hearing tests.



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Supervisors are responsible for ensuring that employees are wearing hearing protection suitable for the exposure that is present at the project.

Workers are responsible for wearing the hearing protection issued to them during times of harmful noise exposures.

TRAINING

Education and training in the proper selection and use of hearing protection will be given to all Aura employees.

Exposure limits and the causes of NIHL will be taught.

REFERENCE & APPENDICES

WSBC OHSR Regulations Part 7 Division 1- Noise Exposure

Aura Safe Work Practice Hearing Protection

7.4 SAFETY EYEWEAR

PURPOSE

The purpose of this policy is to ensure that all employees are appropriately provided with and use the proper safety eyewear for a variety of work applications in order to prevent eye injuries from occurring.

DEFINITIONS

Approved Eyewear – the latest publication conforming to the CSA Z94.3 or ANSI Z87.1 standards.

Face Shield – a face shield is utilized when exposures from work activities impose risk to the facial area of a worker in addition to the worker's eyes. Face shields are always worn in addition to safety eyewear rather than in place of it.

REQUIREMENTS

Aura is required to supply the appropriate safety eyewear according to the hazards present which could have a negative impact on the sight of a worker.

Aura is required to supply safety eyewear meeting minimum safety standards and provide instruction/training on the use and limitations of the safety eyewear.

Safety eyewear must be fitted with side shields whenever necessary to protect the workers using the eyewear PPE.

RESPONSIBILITIES

Management is responsible for supplying the necessary eyewear protection required for all work undertakings engaged by the company. Some types of safety eyewear will include glasses, goggles, shields, and hoods.

Supervisors are responsible for ensuring that employees are wearing eyewear protection suitable for the exposure that is present at the project.

Workers are responsible for wearing the eyewear protection issued to them and as listed in all applicable SWP's and SJP's or as otherwise directed by their supervisor.



TRAINING

Education and training on the proper selection and use of eyewear protection will be given to all Aura employees.

REFERENCE & APPENDICES

WSBC OHSR Regulations Part 8.14 – Safety Eyewear

7.5 SAFETY FOOTWEAR

PURPOSE

The goal and purpose of this policy is to ensure that all staff members that work on the worksite continue to have a safe and healthy work environment.

SCOPE

This policy will govern as to what is appropriate Safety Footwear to be worn by all worksite staff when performing employment duties.

POLICY STATEMENT

The following guidelines have been identified to help better determine what "Appropriate Safety Footwear" is.

DEFINITIONS

A determination has been made that safety protective footwear is required to have toe protection and metatarsal protection; therefore, footwear must meet the requirements of:

- (a) CSA Standard CAN/CSA-Z195-M92, Protective Footwear,
- (b) ANSI Standard Z41-1991, American National Standard for Personal Protection - Protective Footwear, (c) British Safety Institution Standard BS EN 345:1993 Specification for Safety Footwear for Professional Use, or
- (d) British Safety Institution Standard BS EN 346:1993 Specification for Protective Footwear for Professional Use.

Examples of hazards that require the provision of these types of protection are tools, materials or equipment potentially dropping or rolling onto the toes or top of the foot. The levels of footwear certified by CSA as meeting CAN/CSA Z195-M92 are set out in the following table.

REQUIREMENTS

Employees are required to supply their own safety footwear in compliance with this policy. Please refer to the Safety Shoe Reimbursement Policy for details and eligibility for expensing safety shoes. As it has been determined that employees will carry/push/pull items of a weight in excess of 30 lbs; Grade #1 toe protection footwear will be required for entering Aura worksites.

The degree of protection to the toe based on the table above is approximately as follows:

- Grade 1 - Dropping a 30-pound weight from 3 feet onto toe
- Grade 2 - Dropping a 20-pound weight from 3 feet onto toe



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Grade 3 - Dropping a 15-pound weight from 3 feet onto toe

If the possibility of ankle cuts or abrasion exists, the footwear should be at least 13 cm (about 5 inches) high and provide adequate protection from cuts and abrasion. (The height of footwear is the measurement from the top of the sole at the arch to the top of the upper.)

RESPONSIBILITIES

It is the employee's responsibility, with the guidance of their Manager and the above definition, to ensure that they have the appropriate footwear based on their employment duties. If the employee is not wearing the appropriate footwear, they may be asked to stop their employment duties until such time as they are wearing the appropriate footwear in order to safely fulfill their employment duties.

TRAINING

Education and training in the proper selection and use of foot protection will be given to all Aura employees.

REFERENCES

WSBC OHSR Regulations Part 8.22 – Footwear



8. PREVENTATIVE MAINTENANCE PROGRAM

PURPOSE

To provide a systematic process for maintaining all tools, vehicles, and equipment in a condition that will maximize the safety of all personnel, disallow the evolving of unsafe conditions, reduce down-time and eliminate unnecessary expenditures.

DEFINITIONS

Qualified service technician – A person possessing the necessary skill, training, and experience to perform the necessary maintenance.

Regulatory Requirement – A need imposed by a regulatory body having jurisdiction over an area of business activity for which the company is engaged. (E.g. – Mobile work platform engineering certifications)

REQUIREMENTS

- It is the requirement of Aura to have all tools, equipment, and vehicles maintained to appropriate standards and manufacturers specifications.
- A tagging system to identify defective tools and equipment is to be utilized to identify equipment that needs repair.
 - Any piece tool/equipment that is deemed to be potentially unsafe MUST be tagged as needing repair and no employee will utilize said tool/equipment until repaired.
- Records must be kept of the maintenance and repair of all powered equipment. An up-to-date list of all company tooling and equipment must be maintained for all assets.
- No piece of equipment that has been tagged as unsafe can be returned to service until sufficient repairs have been made.

RESPONSIBILITIES

- **Management** will be responsible for the effectiveness of the maintenance program.
- **Management** is responsible for issuing maintenance responsibilities to qualified personal from within or outside of the company.
- **Supervisors** must ensure that only competent, trained, and authorized workers operate equipment and that operators inspect equipment and vehicles prior to use.
- **Supervisors** must not assign any worker to use a piece of equipment that is known to be defective.
- **Workers** must only operate tools and equipment that they have been trained and authorized to use.
- **Workers** are responsible for reporting defective tools, equipment, and vehicles using the tagging or pre-trip inspection system.
- **Workers** are responsible for tagging and verbally reporting to their supervisor any tool, equipment, or vehicle that requires immediate attention. A description of the problem should be attached.
- **Qualified Technicians** are responsible for ensuring that equipment is repaired correctly prior to its return to service. Technicians must hold a valid certification or credentials at time of performing maintenance or repairs.



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PROCESS

It is our policy to ensure that all tools and equipment are well maintained in order to reduce the risk of accidents or injuries.

1. Only properly trained workers are to use tools and equipment.
2. Inspect all tools and equipment before using.
3. Each project superintendent is to confirm sub trade supervisors perform a weekly inspection of all tools and equipment. Aura superintendents to perform weekly inspection of any Aura tools and equipment on site.
4. .
5. If at any time a worker judges that a tool or piece of equipment is unsafe for use, they are to properly tag the item (OUT OF SERVICE) and write the DATE, TIME, THEIR NAME, and REASON on the tag and inform the supervisor.
6. Tools or equipment that are tagged unsafe shall be either repaired or replaced. Head office shall be informed and take the appropriate actions.

REMINDER: Always use Hand and Power Tools Safely

1. Select the right tool for the job.
2. Keep tools in good condition.
3. Use tools the correct way.
4. Keep tools in a safe place

TRAINING

Training will be provided for employees who are required to perform inspection and maintenance procedures on tools, equipment, and vehicles or third-party vendors will be utilized. Maintenance personnel may be required to attend offsite training courses in order to qualify themselves to maintain specialty equipment or tools.

REFERENCES & APPENDICES

WSBC OHSR Regulation Part 3.9 – Remedy without delay

WSBC OHSR Regulation Part 3.10 – Reporting unsafe conditions

WSBC OHSR Regulation Part 12.10 - Identifying unsafe equipment



9. TRAINING AND COMMUNICATION

PURPOSE

The purpose of this policy is to provide general and specialized safety training throughout the company which will enable employees to conduct their workplace tasks in a safe and professional manner. Proficient means to communicate with all employees and subcontractors will be established. Communication will involve the delivery of information and acceptable measures to verify the proper understanding of the information.

DEFINITIONS

- **Legislative minimums** – The requirements as stated in the WCA and OHSR.
- **Communication** – A medium by which information will be both delivered and understood by the involved parties. Hazards and chosen methods of controlling hazards will be communicated to all employees through various mediums contained within this safety management system such as memos, training sessions, safety board postings, JOHC meetings, general safety meetings, toolbox talks, JHA's/JSA's, and orientations.
- **Qualified Person** - knowledgeable of the work, the hazards involved and the means to control the hazards, by reason of education, training, experience, or a combination thereof.
- **Mandatory training** – training possessed by or provided to workers prior to commencing certain activities within the company.
- **Specialized training** – training required to be possessed by a sufficient number of employees for the company to engage in viable work facilities.
- **Toolbox Talk/Tailgate meeting/Safety Briefing** - A **Toolbox Talk/meeting/briefing** is an informal group discussion that focuses on a particular **safety** issue and training topic. A topic is delivered, and two-way discussions occur amongst the attendees and facilitator delivering the talk.
- **Competency** – the ability to perform tasks successfully or efficiently.
- **Evaluation** – an assessment from a qualified person to determine the competency of an employee.

REQUIREMENTS

Aura requires all new employees to provide verification of safety training and/or certificates upon being hired with Aura. New employees requiring additional safety training will receive the training before entering regular employment. Safety training necessary to each employee will be provided by a company supervisor or other qualified person or third-party vendor. A system to accurately communicate all safety concerns with employees and subcontractors will be utilized.

RESPONSIBILITIES

- **Management** is responsible for defining the required training to be held by employees and subcontractors.
- **Management** will ensure that all employees possess or are provided the necessary training required to perform the employee's tasks in a safe manner.
- **Management** will verify an employee's training record prior to allowing an employee to undertake a task that requires specialized training.



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- **Management** will communicate the required training to subcontractors before allowing them on site.
- **Management** will maintain a list/table of qualified persons permitted to perform specified tasks and a quantifying methodology for assigning qualifications which may include certifications from third-party organizations. (Training matrix)
- **Management** will provide Supervisory specific training for employees engaged in the Management/Supervision of other employees.
- **Supervisors** are responsible for ensuring that they maintain the required training and certification necessary to train subordinates.
- **Supervisors** will ensure their immediate workers possess the required training for the given tasks to be performed and have received proper communication of present or possible hazards before proceeding with work.
- **Supervisors** will provide training for employees performing tasks under their supervision.
- **Supervisors** will document all training that takes place on their shift.
- **Employees** will participate in all necessary training provided by the company as a term of employment.

PROCESS

Supervisors will be the primary source of safety training within the company. Qualified employees with specialized training credentials may be asked to train other employees when necessary. Safety training resources may be brought into the company or employees may be sent to outside resources (Third-party). Training on safe work practices and procedures will be provided for by the company.

Aura will provide all safety and related training that is necessary to minimize losses of human and physical resources of the company. Employees are required to participate in any training necessary for Aura to fulfill its safety program obligations.

This training will include, but not be limited to:

- Project Safety orientation;
- New hire safety orientations;
- Safety training for workers, supervisors and management;
- Job-specific training and certification;
- Workplace Hazardous Materials Information System (WHMIS);
- Operator orientation and evaluation for specialized tools/equipment.
- Fall Protection training (if required);
- Safe work practices and job procedures, as applicable; and
- The proper fitting, safe use, cleaning and maintenance of respiratory protective equipment, as applicable.

In addition, toolbox and site-specific safety meetings involving workers will be held on a weekly basis or as determined by site requirements.

***The safety information in this policy does not take precedence over Occupational Health and Safety legislation.**

TRAINING PROGRAM

The training program consists of all practical and necessary safety training required to fulfill the company's mandate for meeting or exceeding legislative minimums and establishing a competitive workforce related to the undertakings sought by the company.



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Current mandatory training elements consist of certification verification and training all shop workers with the necessary Safe Work Procedures, locating and use of this manual, worker orientations, WCA and regulations, and WHMIS.

Mandatory training/Certification at time of hire (within first week)		
New hire safety orientation	Initial Task specific SWP's & SJP's	Site Safety orientation
WHMIS 2015		

Note: Site Specific Orientations will be that of the head office or of a project.

Specialized training elements will be provided to the various levels of the organization as necessary to fulfill regulatory requirements. Training such as first aid training for attendants and fall protection for a determined amount of employees are examples of the types of specialized training that will be verified or provided by the company.

Mandatory training/Certification at end of probation as agreed upon at time of hire (Typically 3 Months)		
New hire safety orientation	All position specific Safe work practices and job procedures (SWP's/SJP's)	Site Safety orientation
WHMIS 2015	Fire Extinguisher	

Additional/Specialized training will have no timeline requirements but will occur on an as-needed basis.

Additional/Specialized Training as required (non-exhaustive list)		
Respiratory Protection	First-Aid (Various Levels)	Operator Competency - various
Supervisor Training	Fall Protection training	

Nothing within this policy shall prevent a Project Manager or Superintendent from training a worker prior to their probation period ending on an as-needed basis.

Office/Admin employees will require a company safety program orientation, emergency evacuation training, and fire extinguisher training at minimum.

Additional/Specialized Training as required (non-exhaustive list)		
New hire safety orientation	Evacuation Training	Fire Extinguisher

COMMUNICATION METHODS

Communication will be conducted with a variety of methods. Simplified information may be communicated by use of cell phone, hard-wire communications, or two-way radio. Communicating safety issues for critical tasks must be delivered in the form of a written procedure or written plan. Communicating the need for First Aid may be accomplished by summoning the First-Aid attendant with multiple horn blasts (3) or use of telephone PA system. (Public Announcement)

It is the intention of Aura to successfully receive and deliver all safety related materials required to achieve a safe and informed workforce at all times. Aura will maintain a system of open communications with its employees, contractors, and suppliers by including the following components into the Safety Program as required.

- Executive Safety meetings
- Project Safety meetings
- JOHC meetings
- Toolbox Talks



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- Safety memorandums
- Emails
- Safety Alerts/Bulletins
- Safety boards
- Share drive Safety folder
- Cell phone issue
- Safety Program Manual
- Records and Statistics
- Orientations

This is not an exhaustive list and other modes of communicating may be used as required.

REFERENCES & APPENDICES

WCA Part 2 Division 3 Section 21 (2)(b)(iii) – Rights and Responsibilities

WSBC Regulation Part 3 Section 3.23, 3.24 – New worker

WHMIS- WORKSAFEBC Regulation Part 5 Section 5.5, 5.6

New/Young Worker Orientation package

New supervisor Orientation Package

WHMIS SDS sample

Aura Organizational Chart

Toolbox talk sample in **Appendix – Forms**

9.1 NEW AND YOUNG WORKER ORIENTATION

PURPOSE

The purpose of the New/young worker Orientation is to establish a foundation in workplace safety at any time a new, young, returning, or job/task changing employee begins a new or unfamiliar job segment with Aura. This foundation in workplace safety begins with an orientation to alert the new or young workers of the workplace hazards that they are most likely to encounter. The orientation proceeds to engage the new or young worker in the process of eliminating, minimizing, and protecting against the workplace hazards in an ongoing effort to create the safest workplace possible while performing their job or undertaking a specific task.

DEFINITIONS

New worker – new employee to the Aura workplace

Young worker – a worker who is under 25 years of age.

Job – an assigned position comprised of a number of tasks.

Task – a segment of work forming a portion of an overall job position.

Returning worker – a worker who has been absent from employment with Aura for a period long enough to require updating on current workplace safety (a returning worker qualifies as a new worker)

Job/task changing worker – a worker employed by Aura who undergoes a change from their normal job or task duties which may present a new set of hazards. (A job/task changing worker qualifies as a new worker)

REQUIREMENTS

New and young workers will be required to receive the Aura New/young worker orientation and necessary training before beginning work at an Aura project.

The following topics are to be delivered to new and young workers:



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- Workers' rights
- Worker's responsibilities
- Health and safety rules
- Possible hazards
- Working alone
- Violence in the workplace
- Personal protective equipment
- Supervisor contact and responsibility
- First-aid
- Emergency procedures
- Fire Protection and Procedures
- Health and safety program and manual
- Access to WSBC Regulations and SWP's/SJP's
- Instruction and demonstration of work
- WHMIS
- JOHC Representative
- Risk Assessment process

RESPONSIBILITIES

- Management is responsible for assuring a new or young worker receives their orientation before allowing the worker to engage workplace activities.
- Management must provide further training to a worker who is unable to perform their assigned duties in a safe manner.
- Management must provide further training for a worker who requests the training.
- Management will record and submit records of orientation to the workers training file.
- Supervisors are responsible for providing project orientations to all workers who must enter the project.
- Supervisors will ensure that new or young workers have completed their New /Young Worker orientation before allowing the worker to commence work activities.
- Workers are responsible for participating in training sessions when required by regulation or Aura policy.
- Workers will be required to show knowledge & competency of the orientation materials. (Exam)

TRAINING

New and young workers will receive educational training on all of the topics listed under the requirements section of this element. The orientation must be prior to any hands-on instruction.

Workers will also receive hands-on instruction and demonstration of their job/task duties from their supervisor or other qualified worker appointed by the supervisor. (Mentor)

REFERENCES & APPENDICES

- WSBC OH&S Regulation Part 3 Section 3.22 thru 3.25- Young and New Workers
- Aura safety manual -Worker's responsibilities
- Aura safety manual - Company rules
- Aura safety manual – Workers rights
- Aura safety manual - Hazard assessment
- Aura safety manual - Working alone
- Aura safety manual - PPE
- Aura safety manual - First aid



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- Aura safety manual - Emergency procedures
- Aura safety manual - WHMIS
- Aura safety manual - JOHC
- New/young Worker Orientation Program

10. INSPECTION

PURPOSE

To provide the foundation from which formal and informal inspections will be enacted in an effort to identify potential problems in the workplace and deficiencies in equipment as well as an avenue to determine safety program compliance and status of current hazard control measures. The process of inspecting will entail identifying both unsafe acts and conditions arising in the workplace.

DEFINITIONS

Formal Inspection – a pre-planned, documented, and extensive inspection of the entire project

Informal Inspections – a less extensive inspection of the immediate work area, PPE, and/or tools prior to use.

PSI – Pre start inspection (same as equipment inspection)

REQUIREMENTS

Aura will require formal and informal inspections to occur at all places of work.

Formal inspections will take place once a week by supervisors and once a month by project managers at each project and include all areas under the control of Aura. The inspections will cover offices, buildings, temporary structures, tools, equipment, machinery and work methods and practices. Formal inspections conducted by the site supervisor will include a representative of the JOHC, or another available worker when a JOHC member is not readily available.

Informal inspections will take place at all facilities on an ongoing basis by all employees of Aura. Special inspections will take place when there is an equipment malfunction that may have caused a serious accident or when a serious injury occurs. Informal inspections will occur at any time that any employee identifies a possible safety hazard and reports the hazard to their supervisor or takes immediate action to correct the hazard.

Documented Inspection Schedule: (Formal)

Inspection Type	Schedule	Performed By:
Project Site	Weekly	Supervisor JOHC Member
Project Site	Monthly	Project Manager
Office	Monthly	JOHC Member
PPE Daily	Daily pre-Use (Informal)	Worker
PPE Annual	Annually	Supervisor
Equipment	Daily Pre-Use	Operator



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RESPONSIBILITIES

- **Management** is responsible for providing the necessary paperwork needed for inspections to take place and for review of inspection reports in order to formulate corrective actions for the overall safety program.
- **Management** will post a monthly review of safety concerns and action taken on the safety board.
- The **safety committee members** are responsible for conducting formal safety inspections on a monthly basis while being accompanied by the project supervisor.
- **Supervisors** will conduct the weekly safety inspection with an appointed worker when it is not reasonable to have a safety committee representative present at a project.
- **Supervisors** will conduct an annual formal PPE inspection of each employee.
- **Workers** will conduct pre-use inspections of PPE, tools and equipment prior to use.
- **Workers** will perform formal inspections with the supervisor as requested by the supervisor.
- All persons who perform formal inspections for the company will submit a record of their inspection for filing in records and statistics.
- It is the responsibility of all parties involved in inspections to take immediate action for any situation found (identified deficiency) during an inspection that poses an immediate threat to health and safety.

PROCESS

ALL INSPECTIONS

1. Review previous inspection records and note any commonly reported hazards.
2. Familiarize yourself with the type of workplace and unique hazards.
3. Use your eyes, ears and other senses to identify actual or potential problems as you go about your inspection. Record the hazards on the Site Safety Inspection Form.
4. When unsafe conditions are noted requiring immediate action, correct the situation immediately.
5. Look for basic causes of sub-standard conditions, practices and procedures.
6. Keep a copy of the inspection form readily available at the project.
7. Review items with the Health and Safety representatives and during toolbox talks and management meetings.

FORMAL INSPECTIONS

1. Monthly inspection shall be done with site workers, site management, and senior management. Discussions and comments from employees will be added to the inspection document.
2. These inspections will include all items regularly checked in the informal inspections, as well as maintenance issues such as fire extinguishers or fire protections systems, PPE, and filter condition.

PRE-START INSPECTIONS

1. Equipment will be inspected according to the manufactures specifications and industry standards.
2. Any issues identified must be reported and documented.
3. If the issues make the equipment unsafe to operate it must be removed from service and tagged.



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FOLLOW-UP ACTIONS TO HEALTH AND SAFETY INSPECTIONS

Where unsafe conditions, practices or procedures are noted:

- Take action immediately to rectify the problem if possible.
- Place warning signs and barricades to keep workers away. Use verbal warnings if applicable.
- Notify management to rectify conditions, record conditions, actions taken and the date on the inspection form.
- Record and complete the site health and safety inspection form and file it with safety documentation.

WHEN A WORKER IS NOTED PERFORMING AN UNSAFE ACT, ADVISE AS FOLLOWS:

- Inform their supervisor of the unsafe situation
- The Supervisor will:
 - Discuss the unsafe condition with the individual
 - Advise them on how to correct the unsafe condition
- Re-visit the area to ensure the safe practice is being followed during the next inspection

TRAINING

- Training will be provided to supervisors on the proper use of inspection forms and procedures in order that they may fulfill their job description.
- The safety committee members will possess the required inspection training through their JOHC committee training.

REFERENCES & APPENDICES

- WSBC Regulation Part 3 Section 3.5, 3.7 - Rights and Responsibilities
- WCA Part 2 Division 11 Section 75 – Authority to conduct inspections (WSBC Officer)
- Monthly Inspection Report – **Located on SiteMax**



11. INVESTIGATIONS

PURPOSE

The prime objective of accident investigation is prevention. Finding the causes of an accident and taking steps to control or eliminate it can help prevent similar accidents from happening in the future. Accidents can rarely be attributed to a single cause, but rather to a series of contributing causes. Work environment, job constraints, and supervisory or worker experience can all play a part. These factors must be examined to determine what role each had in causing or contributing to the accident.

DEFINITIONS

An **Accident** is defined as an unplanned event that causes harm to people or damage to property. Accidents are categorized as one of the following:

- **Lost Time Injury (LTI)** refers to any injury that prevents a worker from coming to work on the day following the day of the injury.
- **Medical Aid** refers to any injury not severe enough to warrant more than the day of injury off, but where medical treatment by a doctor is given.
- **First Aid** refers only to injuries that can be treated on the job without any days lost.
- An **incident** is a broad term describing all unwanted events and includes an accident.
- A **Near Miss** is a situation in which no injury or damage occurred but might have if conditions had been slightly different.
- **Occupational Illness** is defined as a condition resulting from a worker's exposure to chemical, biological or physical agents in the workplace to the extent that the health of the worker is impaired.
- **Serious Injury** is defined as an injury of a serious nature that:
 - a) Places life in jeopardy;
 - b) Produces unconsciousness;
 - c) Results in substantial loss of blood;
 - d) Involves the fracture of a leg or arm but not a finger or toe;
 - e) Involves the amputation of a leg, arm, hand or foot;
 - f) Consists of burns to a major portion of the body;
 - g) Causes the loss of sight to an eye; or
 - h) Required CPR or artificial ventilations.

JOHC – Joint Occupational Health and Safety Committee

Safety Representative – the workers safety representation person.

Knowledgeable Supervisor – A Supervisor who has the appropriate amount of experience and training on the subject of investigation or incident under investigation.

WSBC – WorkSafeBC

REPORTING POLICY

Aura requires all employees to immediately report to their supervisor all accidents and Incidents that result in injury or property damage, and all near misses with the potential for serious injury or property damage and all situations that have the potential to render harm or damage to employees or property. Supervisors will report the accident promptly to management to ensure timely submission to WSBC. Each incident will be analyzed to determine causes and contributing factors and the analysis will be used to reduce or eliminate the risk of further incident.



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REQUIREMENTS

- Management will ensure that members of the JOHC or safety representative are made available to perform an accident/incident investigation with management where required.
- Investigations will be required for any incident that results in:
 - An injury requiring medical treatment.
 - A lost time incident (Time beyond the day of injury)
- Investigations and Immediate notification to WorkSafeBC will be required for any incident that results in:
 - A serious injury or death of an employee;
 - Structural failures;
 - The release of a hazardous substance;
 - Involved no injury or minor incident that had the potential for causing a serious injury; or
 - Any other incident that is required to be investigated by WorkSafeBC.
- The Accident investigation must be conducted according to WorkSafeBC. Preliminary investigations must be completed within **48 hours** of the incident and supplied to the JOHC committee/safety representative. Full investigations must be completed within **30 days** of the incident and provided to WorkSafeBC and to the JOHC committee/safety representative.
- The investigation must include:
 - The place, date, and time of the incident;
 - The names and job titles of the person(s) injured;
 - The names of witnesses;
 - A brief description of the incident;
 - A statement of the sequence of events leading up to the incident;
 - Identify any unsafe acts/conditions/procedures that could have contributed to the incident; and
 - Recommended corrective actions.

RESPONSIBILITIES

- **All** employees must report accidents/Incidents, near-misses, and other hazardous situations to their supervisor allowing the supervisor to prompt an investigation and submit the necessary paperwork to management. Any employee who can correct or secure a potential incident from occurring without placing themselves in harm's way shall do so in a safe manner.
- **Management** has the responsibility to notify the Workers Compensation Board of any accident that requires the Board to investigate.
- The **Corporate Safety Manager** must take the lead with the assistance of members of the Joint Occupational Health and Safety Committee/safety representative and have the responsibility to perform accident investigations with a knowledgeable company supervisor using the company investigation procedure and report.
- **Management** is responsible for reviewing accident reports and taking corrective actions.
- The **Supervisor** and the **JOHC** must investigate all accidents and incidents that involve workers.
 - This Includes completing the Accident Investigation Report, taking statements from witnesses and collecting any other pertinent information and ensuring the injured worker has received the necessary medical assistance.



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- The **Supervisor** is responsible for ensuring that all accident reports are transmitted to management.

PROCESS

1. The employee reports a work related accident
2. Administer first aid if required
3. Arrange for transportation for injured employee to medical treatment if required
4. Eliminate the hazard if possible or guard the accident scene if worker is critically injured
5. Investigate the cause of the accident and report findings in the Accident/incident Report form. Ensure all areas of the form are completed.
6. Send copy of the form to Health and Safety Department
7. Ensure Return to Work package is sent to worker
8. Report all accidents/incidents as follows:
 - Lost Time Injuries
 - Medical Aid
 - First Aid
 - Incidents and Near Misses

TRAINING

Investigation will be carried out by a supervisor knowledgeable about the work that was being performed during an accident and a member of the JOHC. Training of the supervisor will be verified prior to that person being appointed to the supervisor position, and the JOHC member will be trained through the JOHC committee educational allowances.

REFERENCES & APPENDICES

WCA Part 2 Division 5 Section 36 – Duties and functions of a joint committee
WCA Part 2 Division 10 Sections 68 thru 73 – Accident reporting and investigation
WCA Part 2 Division 11 Section 74 – Application of division (WSBC Officer Inspections)
WSBC Employer Incident Investigation Report (Form 52E40) (EIIR)



12. EMERGENCY PREPAREDNESS

PURPOSE

To implement a practical emergency plan to minimize injuries and property damage that may result from accidents, emergencies, or natural disasters. Preparation for responding to emergencies will be preceded by the assignment of responsibilities, drafting procedures, providing training and providing the necessary equipment to respond to these situations effectively and specifically to each project.

DEFINITIONS

Assignment - a person's role in a particular situation.

Natural disasters – a disaster such as a flood, earthquake, or windstorm.

First Aid Attendant – in relation to this policy, the individual who performs First Aid treatment or duties for any given situation. Typically, this responsibility will go to an assigned individual but may include other FA attendants as well.

REQUIREMENTS

- Prior to start of work a risk assessment must be done. This will include the possible emergencies that could occur.
- Written procedures must be developed when a risk assessment shows the need for evacuation or rescue.
- Additional first aid supplies may be required per the First Aid Assessment of each project.

RESPONSIBILITIES

- The **Project Manager** for each project will be required to complete an emergency plan document or retain a copy from the head office for their project. The supervisor will discuss the plan and each employee's responsibilities with employees during the New Worker orientation.
- **Supervisor** will ensure that the necessary equipment for responding to emergencies is readily available as required for each situation. Locations with 2 or more facilities under the control of one supervisor may require additional first aid supplies.
- **Workers** are responsible for following the procedures and participating in the emergency practice drills.

PROCEDURES

- An emergency response plan will be required for each office/project and will contain:
 - A method for reporting the emergency;
 - A list of workers responsible in emergency situations and how to contact them;
 - A plan for incident investigation and correction of the hazard; and
 - A list of phone numbers for emergency and support services (should be posted by telephones).
- In addition to the basic need for evacuation or rescue, due to fire, earthquake, etc. Additional emergency plans may be needed for:
 - work at heights;
 - work in confined spaces or where there is a risk of entrapment;
 - work with hazardous substances;



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- workplaces where there are persons who require physical assistance to be moved; and
- Other such places that may complicate extraction of the worker from the site.
- The plan may also require:
 1. A method for reporting the emergency. Generally, telephone is the most effective; however, an alternative should exist if the emergency disables the project phones.
 2. A list of additional workers responsible in emergency situations and how to contact them. This should be plainly posted.
 3. A plan for incident investigation and correction of hazard.
 4. A list of phone numbers for emergency and support services. This should be posted by the telephone.
 5. A method for sounding an alarm, such as an air horn or warning bell.
 6. A description of potential emergencies. This is extremely important from an educational standpoint. Emergency preparedness is essentially based on anticipating all possible situations.
 7. A map of the workplace that shows evacuation routes, head count location (Muster), as well as location of emergency equipment, first aid station, fire extinguishers. This should be designed at the start of the job and posted where visible.
 8. The manager's routine for shut down of the project. This should be established to ensure that if a shutdown occurs, no potential hazard may be left. For example, ensuring that the power has been shut down before attempting an electrical contact rescue.
 9. A system for communication, both internal and external. Two-way radios, telephones or alarms should be available.
 10. An evacuation, head count and rescue plan. Rescues should only be attempted by trained persons and only if they do not risk injury to themselves. Each supervisor should have a roll call system in place to ensure that all workers have been evacuated from the hazard area.

The practice shall include:

- a) Notification of emergency services, all supervision and possibly prior notification of workers;
 - b) A pre-determined all clear signal to allow rapid return to work; and
 - c) An evaluation system to determine the effectiveness of the emergency plan. (This is usually only a stopwatch timing to determine evacuation time.).
- Supervisors must designate workers to fulfill assignments in the case of an emergency and designate those workers prior to the emergency occurring.
 - An effective mode of communication must be established in order to:
 - Notify other workers of an emergency;
 - Summon First aid Attendant;
 - Summon other on-site emergency response resources;
 - Inform workers that they must evacuate;
 - Check and confirm that all workers have evacuated the area; and
 - Notify the Fire department, Ambulance, hazmat, Gas, electrical, poison control, and other emergency responders.
 - Notify adjacent workplaces that they may be affected.
 - Equipment that is relevant for the hazard level associated with the hazard assessment must be available to workers in the case of an emergency.



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TRAINING

- Supervisors and JOHC members will receive training on emergency plan development.
- Employees who are designated as part of the emergency response procedures will be trained as to their role.
- All Employees must be trained in the Emergency procedures. This will be done through a review of the emergency procedures as part of the new hire orientation and employee participation in the annual emergency drill.
- Supervisors and JOHC members will receive training on emergency plan development.
- A training scenario to practice emergency preparedness must be held at least once a year.

REFERENCES & APPENDICES

WSBC OH&S Regulations Part 4 Sections 4.13 thru 4.17 – Emergency Preparedness and Response.
Emergency response planning checklist in **Appendix - Forms**

Emergencies

WHAT TO DO IN AN EMERGENCY!

1. STAY CALM (Do not become part of the problem)
2. Complete your emergency plan assigned duty (given by your supervisor)
3. Call for first aid (if required call 911)
4. Notify your supervisor regarding your status (face to face, radio, or cell)
5. Call Support agencies (if required) Fire, Ambulance, Police, BC Hydro, Fortis, Waterworks, WorkSafeBC. (See emergency numbers in the emergency plan)
6. Report to emergency plan meeting place for roll call
7. Assist as directed by your supervisor (first aid, eliminate, reduce, control, evacuate)

EMERGENCY SCENARIOS

- Downed Worker;
- Earthquake;
- Fire; (See Fire Safety)
- Fall from height (See fall protection plan - FPP)

DOWNED WORKER

1. Call for assistance (Other workers and/or 911)
2. Check that it is safe to approach the downed worker –look for the possible cause, e.g., arcing electric cable.
3. If the worker has fallen or been hit, rule out neck and back injury before moving them.
4. If unconscious, assess that the worker is breathing.
5. If not breathing, provide artificial respiration and check pulse.
6. If no pulse, provide CPR.
7. If the worker is bleeding badly, apply pressure to the wound.
8. Do not remove any penetrating objects.
9. Safeguard against shock with warmth and oxygen as required.



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10. Keep the worker as comfortable as possible until the ambulance arrives.

EARTHQUAKE

In the event of an earthquake the DUCK–COVER–HOLD technique will be employed for shoreside operations.



- 1) Immediately face away from windows and DROP or **DUCK** down onto the floor.
- 2) Take **COVER** under a sturdy desk, table, or other stable furniture. If this is not possible seek cover against an interior wall and protect your head and neck with your arms. Avoid windows, hanging objects, mirrors, or tall furniture.
- 3) If you take cover under furniture and **HOLD ON**.
- 4) After the shaking stops, check carefully for injuries and hazards such as broken glass, before moving and standing up.
- 5) Check yourself and co-workers for injuries, if necessary, apply lifesaving first aid interventions.
- 6) Evacuate the building; Proceed to the muster station, according to the site-specific emergency plan.
- 7) If you're outside in an earthquake, stay outside. Move away from buildings, trees, streetlights, and power lines. Crouch down and cover your head. Many injuries occur within 10 feet of the entrance to buildings. Bricks, roofing, and other materials can fall from buildings, injuring persons nearby. Trees, streetlights, and power lines may also fall, causing damage or injury: Proceed to the muster station, according to the site-specific emergency plan.

12.1 FIRE SAFETY

PURPOSE

This Document describes the Aura Fire safety procedures. This document is not a comprehensive list of all the fire safety risks for Aura. It does outline the general requirements for:

- Inspection, testing and maintenance of life safety equipment.
- Storage of flammable and combustible materials
- Fire Drills
- Procedures to follow in case of a fire event or a false alarm

DEFINITIONS

Access to Exit – the way out of the building. A part of a means of egress with a floor area that provides access to an exit serving the floor area.

Class 'A' Fire – A fire involving combustible materials such as wood, cloth, or paper.

Class 'B' Fire – A fire involving flammable or combustible liquids, fat, or grease.

Class 'C' Fire – A fire involving energized electrical equipment.

Class 'D' Fire – A fire involving other combustible metals.



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Fire Protection Systems – A general term used in this document which includes sprinklers and fire alarms systems, hose stations, portable fire extinguishers, fire dampeners, emergency lights, exit signs, fire doors, smoke control equipment, and voice communication systems.

Flammable Liquid – Any liquid having a flash point below 37.8°C and having a vapour pressure not exceeding 275 kPa (absolute) at 37.8°C.

Means of Egress – A continuous path of travel provided by a doorway, hallway, corridor, exterior passageway, balcony, lobby, stair, ramp, or other egress project or combination thereof, for the purpose of escape of person from any point in a building, room, or contained open space to a public thoroughfare or other acceptable open space (means of egress includes exits and access to exits).

Qualified Individual - A person having specific trade qualifications and/or technical certification, acceptable to the authority having jurisdiction, to conduct inspections, testing, repairs or installations of life safety systems.

Smoke alarm - A combined smoke detector and audible alarm device designed to sound an alarm within the room or suite in which it is located upon the detection of smoke within the room or suite.

ROLES & RESPONSIBILITIES

EMPLOYEES & CONTRACTORS

All workers are required to be knowledgeable about, and to follow, the evacuation procedures in the case of a fire alarm. During a Fire Drill, False Alarm or Fire Event all workers shall follow the instructions of supervisor or other designated personnel.

SUPERVISORS

Ensure that employees under their control are knowledgeable and aware of the appropriate actions to take if they encounter a fire, in addition to the applicable building evacuation procedures. Supervisors are also required to make arrangements for employees with disabilities. Supervisors are also responsible for the regular and ongoing inspection of life safety equipment and providing reports of inspections to the Corporate Safety Manager.

CONSTRUCTION SAFETY OFFICER

The Corporate Safety Manager is responsible for maintaining and administering the Fire Safety plan which includes ensuring that training of key personnel is completed, and that appropriate equipment is obtained and issued to in-house emergency responders, and responsible for keeping records the number and quality of Fire Drills, as well as ensuring that communication with the municipal fire department occurs and is recorded as needed.

OCCUPATIONAL HEALTH AND SAFETY COMMITTEES

Report any deficiencies in Fire Safety Equipment, buildups of flammable materials or blocked evacuation routes that are identified during monthly inspections.

MUNICIPAL FIRE DEPARTMENT

Respond to Fire Alarms as outlined in their mandate.

MANAGEMENT RESPONSIBILITIES

Ensure the Fire Safety procedure must be reviewed annually.

GENERAL PROCEDURES

The following procedures outline the processes that are to be used to reduce the risk of fire and to minimize the impact of a fire event on the Aura and client property and business continuity.



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PRECAUTIONARY MEASURES

Aura employees & contractors shall adhere to appropriate housekeeping practices and shall not store flammable materials in a manner that could create or promote a fire. The storage of flammable materials (fuel, solvents, lubricants, etc.) shall be minimized.

Aura employees and supervisor shall refer to "Safe Work Practices - Storage of Chemicals" when storing flammable or combustible liquids or pressurized gas cylinders.

12.2 HOT WORK (TORCH WORK) PROCEDURES

PURPOSE

Aura is committed to a workplace free of injuries. Given the nature of the operations, each operation where welding, grinding, burning, or other such work occurs will have a Hot Work policy in place which ensures that employees or visitors to the operation are protected from the potential from related injuries and that site property is protected from the risks of hot work.

Preamble

Hot Work is any work or task that requires or involves open flames or any other sources of heat that could ignite flammable or combustible materials in the work area. Any portable welding, brazing, cutting, heating, or other type of torch work being performed indoors or in areas where flammable materials are being stored requires a work area inspection prior to performing hot works.

POLICY

This policy was developed to ensure that the Hot Work will be managed, and proper actions are taken to prevent loss due to fire caused by Hot Work (grinding, cutting, soldering & welding, explosion or any other activity that involves an open flame). All affected employees and contractors will receive instruction as to the expectations of them to ensure compliance with this policy.

SCOPE

The provisions set out in this policy apply to any work done on site using a welder, torch, or any other facsimile and is to be strictly adhered to by all parties.

RESPONSIBILITIES

MANAGEMENT

- To ensure that all employees involved in the Hot Work Process are trained.
- Conduct periodic audits to ensure compliance with this policy.
- Corporate OH&S Manager is to communicate any changes to this policy with respect to regulation and interpretation.
- Ensure that the policy is reviewed annually and is current with all applicable regulations.

PERSON PERFORMING HOT WORK

- The person doing the Hot Work must verify that a safe work area free of combustibles and flammables has been achieved prior to engaging on hot works.
- The person doing the Hot Work is responsible for complying with all rules and regulations concerning safe work practices and all requirements stated on the permit.



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THE FIRE WATCH – IF APPLICABLE

- Assist Hot Work Operator in preparation and clean-up of Hot Work area.
- Wet down surrounding areas if applicable.
- Assess 35' radius for potential fire hazards.
- Be alert to any changes and identify changes or concerns to Hot Work Operator.
- Determine post-work timeframe for re-checking that smoke/fire has not initiated. (E.g. – 30 minutes)

OUTSIDE CONTRACTORS

- Will be trained and held to the same Hot Work Standards as the company employees. The supervisor who hires the contractor will ensure that this training has taken place prior to starting Hot Work and audits the process.

REFERENCE & APPENDICES

Hot work - SWP

12.3 FIRST AID

PURPOSE

The purpose of the first-aid element is to establish the necessary Aura guidelines and procedures required to provide all employees with timely medical attention when and if such need should arise. It is the intent of Aura to provide immediate and effective first-aid treatment for employee injuries in order to prevent further injury, promote recovery and reduce the severity of such injuries.

DEFINITIONS

First-aid Regulation – WSBC posts minimum requirements for employers to meet in order to satisfy first-aid for workers.

First-aid Assessment Worksheet – worksheet completed for each project to determine adequate levels of FAA certification and project supplies/equipment.

FAA – First Aid Attendant

REQUIREMENTS

- Aura is required to assess the need for FAA and the necessary equipment to meet regulation minimums at places of work where the regulation defines such a need.
- Aura' activities are primarily activities such as construction remodeling (Tenant Improvements) and associated activities which falls largely into a high hazard rating and will therefore adopt this rating when making first-aid assessments.
- Written first-aid procedures and hazard assessment must be prepared for each Aura project.
- FAA will have authority over injured workers until such a time a higher medical authority assumes responsibility for the patient.
- Prior to the start of work the closest hospital and walk in clinic are to be identified and included in the site safety plan.



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- Transportation to medical facilities is to be provided by the employer by means of an ambulance, company vehicle, or taxi. Depending on the type of injury and the condition of the worker. This decision will be made by the FAA and the FAA may accompany the worker to a medical project if necessary.
- First aid supplies must be readily available and must be restocked when supplies are used.
- First aid kits must be inventoried monthly.
- Appropriate means of summing a FAA must be planned for the project.
 - This could be by means of an air horn, radio, verbal, or cell phone, depending on the site.
 - The communication must also be set up to allow the FAA to call for assistance.
- All accidents resulting serious injuries must be investigated immediately.
 - See Accident investigation section for more details.

RESPONSIBILITIES

MANAGEMENT

- Management must verify first-aid attendants hold valid certificates for the level of first aid required on any particular Aura project and pay for training when required.
- Management must ensure the appropriate level of first-aid equipment; supplies, facilities, means of communication, and first-aid attendants are available for their workers at each project.
- Management must provide a means of transportation to a medical project.
- Management must ensure written first-aid procedures are available at each project.
- Management must maintain at the workplace a record of all injuries and exposures to contaminants that are reported or treated.
- First aid records must be kept for at least 3 years and are confidential. (Confidential at the worksite and when stored at head office)

SUPERVISOR

- Supervisors will ensure a FAA and necessary equipment is on site before commencing work activities whenever the requirement is necessary.
- Supervisors will ensure the work detail given to FAA's will render the attendant readily available in the case of a worker needing first-aid and a method of communicating the need of first aid to the attendant.
- Supervisors will allow FAA's reasonable time to deal with first-aid issues, supplies and equipment aside from their normal duties.
- Supervisors must inform the Safety Manager promptly when any accident requiring medical aid (MA) has occurred.

WORKERS

- Workers are responsible for reporting all work related injuries to the first-aid attendant and their immediate supervisor.

FIRST AID ATTENDANT

- FAAs are responsible for administering first-aid when required and filling out the appropriate paperwork for each case.
- FAAs will keep the first-aid equipment and supplies stocked and ready for deployment.
- FAAs must keep their certificate in good standing with the WorkSafeBC.
- FAA must have their certificate available on site at all times and produce it when requested.



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FIRST AID ASSESSMENT

The following example of Table 6 will commonly demonstrate the first aid requirements for Aura projects.

Table 6: This table applies to a workplace that an employer determines under section 3.16 (2)(b) of the Regulation creates a high risk of injury and that is 20 minutes or less surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	<ul style="list-style-type: none">Personal first aid kit		
2	2-15	<ul style="list-style-type: none">Level 1 first aid kit	Level 1 certificate	
3	16-30	<ul style="list-style-type: none">Level 2 first aid kitDressing station	* Level 2 certificate	

TRAINING

- All designated First Aid attendants must be certified. Training for FAA's will be provided by a qualified training institution that is recognised by WorkSafeBC.
- Aura will make provision for the number of FAA's to be trained that it may require from time to time including the certificate level.

REFERENCES & APPENDICES

WSBC OHSR Regulation Part 3 section 3.14 thru 3.21- Occupational first aid

WSBC Guidelines G3.16 – First-aid assessment

WSBC Guidelines G3.17 – Developing and implementing first-aid procedures

WSBC Employer's Report of Injury or Occupational Disease (form 7)

WSBC First-aid assessment worksheet - **Forms**



13. STATISTICS AND RECORDS

PURPOSE

Maintaining current health and safety statistics in a central location is a major part of a good health and safety program. Many policies, procedures, notices, statements, and reports are necessary to fulfill legal and health and safety program requirements. Aura maintains a system to record and review statistics in order to recognize hazards and monitor the success of their health and safety program. Records, reports and other performance measures will be reviewed in order to establish areas of the safety program needing improvement. This review is an essential element that will help prevent future accidents and injuries.

DEFINITIONS

Incident trends – situations causing repetitive hazards that may also grow in frequency and severity.

REQUIREMENTS

The occupational health and safety program must be designed to prevent injuries and occupational diseases, and without limiting the generality of the foregoing, the program must include the maintenance of records and statistics, including reports of inspections and Incident investigations, with provision for making this information available to the joint committee as applicable and, upon request, to a WSBC officer.

RESPONSIBILITIES

- **Workers** are responsible for reporting all accident, incidents, first aid events and equipment damage to supervisors.
- **Supervisors** are responsible for documenting and forwarding all health and safety information to management in a timely manner.
- **Safety Manager** will be responsible for maintaining the health and safety records, compiling statistics, and formulating an action plan to resolve necessary issues with the assistance of the JOHC.

PROCEDURES

RECORDS

Aura records will be kept for the following safety elements:

1. Accident and incident investigation reports, including Near-miss reports
2. Inspection records (Company and WorkSafeBC)
3. Maintenance records
4. Disciplinary action records
5. First aid treatment records
6. Right to refuse unsafe work occurrence records
7. Worker and subcontractor safety commitments
8. Orientation and training records
9. Records of management meetings (health and safety component)
10. Health and safety program review records
11. JOHC meeting minutes
12. Monthly and year-to-year safety metrics



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Refer to the applicable section in the manual for more details about how the records are to be collected and stored.

All records will be kept at the head office of each project. If these records are digital files, they will be stored in the Safety folder on the shared server.

The records will be used by Aura management to:

1. Monitor and evaluate the health and safety performance of the company, specific locations, supervisory personnel and workers
2. Identify common factors or trends in accidents and incidents
3. Monitor and evaluate the effectiveness of corrective actions

STATISTICS

Statistics must be tracked to help determine how well Aura is achieving their health & safety goals. Frequency, severity and average days-lost rates can be used as indicators of the level of success of Aura health and safety program. They show the rate and duration of work-related lost time injuries and illnesses. The following guidelines are provided for producing the required statistics:

1. Work-related injuries and illnesses to be Included in calculations are those which require treatment by a physician, with prescribed absence from work beyond the day of illness or injury occurrence.
2. Illness and injury frequency, severity and average days lost rates will be determined each month:
 - a. Frequency, severity and average days lost rates will be based on all lost time work related injuries and illnesses that appear on WorkSafeBC Monthly Claim Cost Statements.
 - b. Days charged for illnesses and injuries, for which the disability continues beyond the statement date, will be included in following month's calculations.
 - c. Injuries or illnesses which occurred over a long period, such as bursitis or tendonitis, will be included in the month they are reported.
3. Statistics are to be reviewed in the monthly JOHC meetings and documented in the minutes.
4. The following formulas are industry accepted methods for calculating work-related lost time illness and injury frequency, severity and average days lost rates:

FREQUENCY RATE

$$\frac{\text{Number of lost time injuries and illnesses} \times 200,000}{\text{Total hours worked during the month, year, etc.}}$$

SEVERITY RATE

$$\frac{\text{Total days lost due to work-related injuries and illnesses} \times 200,000}{\text{Total hours worked during the month, year, etc.}}$$

NOTE: The 200,000 figure represents 100 workers at 40 hours per week for 50 weeks per year.

TRAINING

There is no training component at this time.

REFERENCES & APPENDICES

WSBC Regulation Part 3 Section 3.3 – Contents of Program



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Records review and statistical analysis in **Appendix**

Monthly Data report in **Appendix**

Year End Injury Summary in **Appendix**



14. LEGISLATION

PURPOSE

The purpose of Occupational legislation is to provide governing rules for the workplace in an effort to sustain health and safety for all workers in British Columbia. Aura willingly adopts the Workers Compensation Act and Regulation of British Columbia in consideration of its Safety Program development.

DEFINITIONS

WCA – Workers Compensation Act (Law)

The Board - Workers Compensation Board (Board of Directors)

OHSR – Occupational Health and Safety Regulation (Law)

WorkSafeBC – an independent agency governed by a board of directors that administers the WCA.

Readily available – is an exercise in judgement after considering the circumstances and may best be described by example. E.g. provide the documents to a worker within a few days for a topic of interest or provide to the worker immediately before commencing a high risk work operation.

Practicable – that which is readily capable of being done.

REQUIREMENTS

Employers, Supervisors, and Workers must all adhere to the legislative measures provided by the WCA and OHSR.

Workers must be allowed to consult the Act or regulation whenever the need arises and; therefore, management must have the Act and Regulation readily available.

Aura will provide copies at the regular workplace locations for employee review as per the WCA. Copies may be provided in hard-copy or electronically.

Situations posing an immediate hazard may require Aura management to provide these documents before a worker continues their work tasks such as when a worker imposes their right to refuse unsafe work. Other situations will provide the worker with the Act and Regulation in a short and reasonable timeframe or direct the worker to the Aura legislation materials locations.

RESPONSIBILITIES

- **Management** will consult with all applicable regulation when providing for a safe workplace for all Aura employees and make provision for the WCA Act and Regulation to be readily available for all employees as required.
- **Supervisors** will perform their duties within the regulation and provide access to the regulation for any worker who wishes to consult the Act or regulation documents at the appropriate time.
- **Management** will provide copies of the WCA Act and Regulation at each project and provision for employees to have easy access to same information during normal working hours.
- **Workers** are responsible for complying with all legislation put forth as provided by the WCA Act and Regulation.

TRAINING

Training for this element is incorporated into supervisory education which is necessary prior to deeming an individual qualified to act in a supervisory position.



REFERENCES & APPENDICES

WCA Part 2 Division 4 Sections 21 thru 30– General Duties



15. JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

PURPOSE

The purpose of the Aura JOHC is to comprise a group of management and worker representatives working together towards identifying and solving health and safety problems in the workplace. Dependent of company size (No. of employees) the safety representation may consist of a worker safety representative up to and including 19 employees rather than a committee with at least 4 members once numbers reach 20 or more.

DEFINITIONS

Representative – A person who is acting on behalf of others.

Orders- directives from WorkSafeBC

JOHC – Joint Occupational Safety and Health Committee

Recommendations – requests to management deriving from the JOHC process which detail actions concluded by the JOHC to improve upon, or correct, safety related issues in need of resolving. Management must respond to any such written recommendations within 21 days, in writing.

REQUIREMENTS

- Employers, supervisors and workers must consult and cooperate with the JOHC or worker representative.
- JOHC meetings or worker representative and manager meetings will take place every month.
- JOHC minutes will be posted on the safety bulletin board for a minimum of 3 future meetings. Orders will remain posted for 12 months, or as listed on the Order.

RESPONSIBILITIES

- **Management** is responsible for providing the time and a space for which the JOHC meeting can take place.
- It is the general duty of the **employer, supervisor and worker** to consult and cooperate with the JOHC and worker health and safety representative for the workplace.

SELECTION OF MEMBERS

The role of the committee is consultative. Duties are to review and recommend. It is important that members work in a cooperative manner to solve problems.

Employer Representatives

Committee members can become frustrated and lose enthusiasm if the employer representatives do not have authority to follow up on most of the safety and health issues. The committee itself does not have the authority to act on its own recommendations. It is therefore vital that the chosen employer representatives have sufficient authority to act upon any matters agreed upon at a meeting.

Worker Representatives

Worker representatives must be chosen by and represent the workers. Worker representatives should be chosen to effectively represent all workers at all locations and departments; therefore, committee members should be chosen from different areas within the organization.



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Use of Alternates

Alternate members should be selected to attend meetings or conduct committee business when regular members are not available. It is a good idea to have the alternate selected in advance and ensure adequate training.

Co-Chairs

The two co-chairs must have leadership qualities and the confidence of the members. The worker representatives of the committee should select one co-chair. The employer representatives of the committee should select another co-chair. The co-chairs' major responsibilities are to:

- Control meetings
- Maintain an unbiased viewpoint
- Review previous meeting reports and material
- Prepare the agenda
- Record the committee activities and meeting minutes for all topics discussed
- Circulate and post the meeting reports
- Send out meeting notices

It is desirable for the employer to provide typing and clerical services. It is also acceptable for the employer to provide a recording secretary who would not necessarily be considered a committee member. The committee is also able to invite other individuals as guests to acquire knowledge or experience as a future member, or as a special guest invited to provide professional/expert opinion on any related issues.

TRAINING

Aura will facilitate committee members to receive 8 hours of educational leave as required by section 135 of the WCA. New members must receive training within their first 6 months on the committee.

WorkSafeBC provides educational courses through its WorkSafeBC Educational Network partners.

There are currently six baseline courses available by qualifying educational partners. An up-to-date list of partners is available through the WorkSafeBC website.

REFERENCES & APPENDICES

WCA Part 2 Division 4 Section 21 thru 30- General Duties

WCA Part 2 Division 5 Section 31 thru 46 – Joint committees and worker representatives

WorkSafeBC Education Network – WorkSafeBC website www.worksafebc.com

JOHC Terms of Reference in **Appendix**

JOHC recommendation form in **Appendix – Forms**



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15.1 SAFETY MEETING AND PLANNING

PURPOSE

To provide for scheduled meetings to discuss health and safety issues in order to analyze the condition of the safety program, develop a suitable course of action for current issues and set future goals.

DEFINITIONS

Periodic management meetings – meetings held at a frequency that is sufficient to control the hazards identified on the project.

Toolbox Talk/Tailgate meeting/Safety Briefing - A **Toolbox Talk/meeting/briefing** is an informal group discussion that focuses on a particular **safety** issue and training topic. A topic is delivered, and two-way discussions occur within the attendees. Frequently, other safety related items are included at the end of a Toolbox meeting.

JOHC – acronym term for Joint Occupational Health and Safety Committee (JOHC)

REQUIREMENTS

- The Health and Safety program must have provision for holding periodic management meetings for the purpose of reviewing health and safety activities and Incident trends, and for the determination of necessary courses of action. Aura will schedule safety meetings, other than the JOHC and toolbox meetings at an acceptable frequency to maintain employee education at a level meeting COR standard.
- Supervisors will be responsible for conducting toolbox meetings each week, and daily informal reviews of the hazards involved in the days work.
- Aura will establish and maintain a JOHC as required by the OHSR. (See JOHC)

Meeting Type	Schedule	Attendees
Managerial	Quarterly	Project Managers General Manager
Joint Committee	Monthly	JOHC Members
Toolbox (Site)	Weekly	All Site employee's
Toolbox (Office)	Monthly	All Office employee's
Pre-Shift (Pre-Task)	Daily	All site workers

RESPONSIBILITIES

- **Management** will be responsible for scheduling safety meetings as needed and developing an agenda prior to the meetings in an effort to develop future plans and financing for the safety program. Management will conduct their safety meetings with executive staff and may invite other employees to attend as needed. If no managerial safety meeting takes place during the month, then the JOHC meeting will provide the agenda for the monthly safety issues.
- **Supervisors** will hold a safety meeting after their pre-shift site inspection. Hazards will be conveyed to the workers, action plans to deal with any found hazards will be discussed, and the contents of the meeting will be documented.



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- **JOHC** meetings will be held monthly to discuss safety issues and develop collaborative safety plans for the future.

GENERAL OUTLINE OF A TYPICAL HEALTH & SAFETY MEETING

(See JOHC committee minute's document for capture of requirements listed below)

1. Take attendance. It is very important to document who is attending and if not, why they are not there. Attending today's meeting is:

1) From the Workers_____ 2) From Management_____

2. Take minutes of the meeting. Record items discussed, action items, and issues reviewed.

3. General discussion of safe work practices. Review the safety inspection, including when it was conducted and by whom. Bring up any incident that has happened since your last meeting. E.g., antifreeze spilled and not cleaned up, unsafe pulling practices, unsafe behavior in the workplace, equipment needing attention, etc.

4. Specific discussion of any concerns or complaints by workers about conditions affecting their health and safety. Try to get worker input on actions needed to remedy any concerns. Employee input is important regarding changes you plan to implement at site that will directly affect their health and safety. Assign action items and document when they are to be addressed.

5. Have the safety representative explain his or her function to the workers. Get his or her recommendations for possible improvements. Explain that he/she is the team's direct connection to leadership and that his or her recommendations will be discussed at leadership meetings. Make sure the safety representative posts their position so workers can report to them if they have any concerns.

6. Refer to SiteMax incident reports. When reviewing the reports some incidents may be recurring. A typical example is minor cuts caused by handling sharp metal. A recommendation would be to suggest that workers wear gloves when working with sharp tools and materials.

7. These meetings are to be held once a month to ensure that actions have been taken to make changes if needed.

8. Finally, post the minutes of these meetings on the site safety noticeboard so employees and contractors can recall any practices that have been discussed. It is very important to review these practices until they become second nature.

TRAINING

All Supervisors will be trained in how to conduct and document a safety meeting.

REFERENCES & APPENDICES

WSBC OHSR Part 3.3 – Contents of program



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16. WHMIS

Workplace Hazardous Materials Information System

PURPOSE

The purpose of the WHMIS program is to provide current and accessible information on controlled products used within the workplace. Workers require a system to provide recognition, evaluation and control of these hazardous products in order to prevent acute or chronic occupational health illness. The WHMIS system allows Aura employees to be knowledgeable about the hazardous products, how to protect against them, and emergency measures in the case of an accident.

DEFINITIONS

Acute – sudden onset

Chronic – occurring over a long time or reoccurring

TDG – Transportation of Dangerous Goods

TDS – Technical Data Sheet

SDS – Safety Data Sheet

REQUIREMENTS

- Aura carries a variety of controlled products for various operational applications.
- The WHMIS requirement for storing and using these products states that there will be proper identification of the products by the use of labels and SDS sheets.
- Worker education and training on how to use the WHMIS system must be implemented into the Aura training program.
- Controlled products that are purchased for use at Aura must be accompanied by all the hazard information available for the safety of the worker.
- All products that are transferred into a workplace container must have the appropriate workplace labelling that includes:
 - Name of Product;
 - Precautionary measures; and
 - Reference to the SDS sheet.
- Workers must have easy access to the SDS's for the products they are handling or in proximity to.
- TDS sheets and specifications sheets and labels are not SDS sheets but may contain some safety information. But these must not be considered a substitute for having the SDS sheet.
- The WHMIS program will be reviewed on an annual basis.

RESPONSIBILITIES

Management

- Request from supplier any labels that may be required.
- Management is responsible for ensuring that all controlled products received or purchased for Aura from a supplier have the proper SDS sheet for the product and affix a supplier label if not already done so.



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- Will ensure that employees who use controlled products have SDS sheets and safe working procedures readily available on site.
- Will ensure that employees who must work with or in proximity to controlled products receive the WHMIS training.
- Review in conjunction with the supervisor all Aura supplied material with the view of obtaining all SDS's that are required.
- Obtain from the client any SDS which are required for client supplied material.
- Obtain from subcontractors any SDS which are required for material supplied by subcontractors.
- Cooperate with the client / Prime contractor in setting up a general SDS file for the project.
- Ensure supervisors has set up and has updated SDS filing system on site.
- Request from supplier any labels that may be required.

Suppliers

- Supplies must provide SDS sheets for all new products at time of purchase.
- If the product label is damaged or missing the supplier must either replace it or retain the product. It cannot be sent to the site without the appropriate labelling.

Supervisors

- Supervisors must ensure SDS information is accessible to employees on their project.
- Ensure that there is an SDS for controlled products used on the site and in the site file which is accessible to all workers.
- Ensure that all products have either the supplier labels or a workplace label that is readable and understandably to the workforce.
- Review all Aura supplied material and obtain all SDS required.
- Make available "upon request" SDS to all Aura employees.
- Ensure that proper personal protective equipment is available on site.

Workers

- Workers must read SDS sheet for products that they are handling or working around.
- They must adhere to the precautionary measures listed on the SDS sheets for safe handling storage and use.
- Report damaged or missing labels to the supervisor.

TRAINING

Aura will provide worker education and training to all employees who must work with or in proximity to controlled products annually.

Employees will have the GHS 2015 (WHMIS) version of training.

A record of this training must be maintained and available when required.

REFERENCE & APPENDICES

WSBC OHSR Regulation Part 5 sections 5.3 thru 5.19 - WHMIS



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Sample Workplace Label

DANGER

Toluene

May intensify fire; oxidizer. Toxic if swallowed. Very toxic to aquatic life.

SEE SAFETY DATA SHEET

Sample Suppliers Label

TOLUENE

CAS # 108-88-3.

Obtain special instructions before use. Do not handle until all safety precautions have been read and understood.



DANGER

Highly flammable liquid and vapour. May be fatal if swallowed and enters airways. Causes damage to central nervous system if inhaled. Causes damage to central nervous system, liver and kidneys through prolonged or repeated exposure. May damage fertility or the unborn child. Harmful if inhaled. May be harmful if swallowed. Causes skin irritation. May cause respiratory irritation. May cause drowsiness and dizziness. Toxic to aquatic life.

Keep away from heat, sparks and flame - No smoking. Take precautionary measures against static discharge. Ground/bond container and receiving equipment. Use only non-sparking tools. Do not breathe vapours. Wear protective gloves and eye/face protection. Use only in a well-ventilated area. Keep container closed when not in use. Store in a cool, well-ventilated place away from heat and ignition sources. Store locked up in a closed container.

IN CASE OF FIRE: Use carbon dioxide, dry chemicals or appropriate foam.

FIRST AID:

IF SWALLOWED: Immediately call a POISON CENTER or doctor/physician. Do NOT induce vomiting. IF ON SKIN:

Remove/take off immediately all contaminated clothing. Wash with plenty of soap and water. Get medical advice/attention. IF INHALED: Call a POISON CENTER or doctor physician.

REFER TO SAFETY DATA SHEET



NIAGARA FALLS
NEW YORK

HOUSTON
TEXAS

MISSISSAUGA
ONTARIO

DORVAL
QUEBEC

WHMIS Symbols



GHS Pictograms



FLAMMABLE



CORROSIVE



EXPLOSIVE



**COMPRESSED
GAS**



OXIDIZING



TOXIC



**HEALTH
HAZARD**



**HARMFUL/
IRRITANT**



**DANGEROUS FOR
THE ENVIRONMENT**



17. LOCK-OUT PROGRAM

PURPOSE

To provide the knowledge and the means to determine and implement the necessary controls for de-energizing equipment and/or machinery into a state whereby no worker will be harmed in the accidental release of uncontrolled energy whether it be by another person or by unforeseen circumstances.

DEFINITIONS

Lockout – the act of placing a keyed lock at a source of energy termination point.

Tagging – paper label containing information about the lockout.

De-energize – to eliminate or release in a controlled manner all energy sources into a state where there is no kinetic, potential, chemical, thermal, electrical or radioactive energy capable of harming a worker.

REQUIREMENTS

- Lockout procedures are required to be developed for any Aura workplace where a worker must work on, in, or around any piece of equipment or machinery that has the potential for uncontrolled energy release.
- Each worker who must engage in tasks requiring lockout; must place their own set of assigned locks at the lockout point.
- Tags shall accompany the workers locks with the workers name and contact information on the tag

RESPONSIBILITIES

- **Management** will develop a written lockout and tagging procedure for items within the workplace falling under lockout requirements.
- **Management** will develop, or ensure that a qualified supervisor develops, lockout procedures for situations where a lockout/isolating required situation has been identified and a pre-established procedure has not been developed.
- **Management** will ensure all supervisors receive a pre-specified number of locks determined by the de-energizing and lockout hazards that they may encounter during their normal work activities.
- **Supervisors** will have readily available the pre-specified number of locks for their workers when lockout procedures must take place.
- **Supervisors** will ensure lockout procedures are followed.
- **Worker** will not engage in any hazardous situation that requires lockout prior to placing their assigned lockout locks.
- **Workers** will return locks to their supervisor once lockout tasks are completed.

TRAINING

Workers who are required to use the lockout procedure will be given training on the proper usage of the procedure and the potential hazards associated with lockout.



REFERENCES & APPENDICES

WSBC OHSR Regulation Part 10 – De-energization and Lockout

Aura Lockout procedures

Lockout Tag Example in **Appendix**



18. CONFINED SPACE PROGRAM

PURPOSE

The purpose of the confined space element is to properly inform and train workers about the hazards of confined spaces. Assurance that workers are able to identify and therefore avoid or take appropriate measures against confined space hazards is the goal of Aura management.

DEFINITIONS

Confined space – a space that is enclosed or partially enclosed, large enough for a worker to enter in order to conduct work, but that is not meant for continuous human activities, and may be constructed or configured in such a manner as to complicate rescue or evacuation if required.

Low hazard atmosphere - means an atmosphere which is shown by pre-entry testing or otherwise known to contain clean respirable air immediately prior to entry to a confined space and which is not likely to change during the work activity, as determined by a qualified person after consideration of the design, construction and use of the confined space, the work activities to be performed, and all engineering controls required by this Regulation.

Moderate hazard atmosphere - means an atmosphere that is not clean respirable air but is not likely to impair the ability of the worker to escape unaided from a confined space, in the event of a failure of the ventilation system or respirator.

High hazard atmosphere - means an atmosphere that may expose a worker to risk of death, incapacitation, injury, acute illness or otherwise impair the ability of the worker to escape unaided from a confined space, in the event of a failure of the ventilation system or respirator.

REQUIREMENTS

- All spaces qualifying as a "Confined Space" will be labelled and entry forbidden to Aura employees unless trained under an Aura CSE (Entry) program.
- Aura employees are required to only enter a confined space conforming to their training level.
- All confined spaces that an Aura employee is or may be required to enter will be identified as a confined space.
- All confined spaces requiring Aura worker entry will receive a hazard assessment by a qualified supervisor or worker.
- If and when required, Entry permits will be developed for each confined space requiring entry and will be signed by the supervisor in charge.
- Confined space procedures will be developed for any confined space requiring entry.
- Aura will require a written confined space program prior to any Aura employee attempting to enter a confined space.

RESPONSIBILITIES

- **Management** must assume or assign responsibility for the administration of the confined space program to a qualified person.
- **Management** must ensure that supervisors responsible for the supervision of confined space entries are adequately trained to perform this duty.



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- **Management** must secure the services of a qualified vendor, with capabilities to enter confined spaces, should there be any reason to enter such spaces to perform necessary duties for work unable to be performed by “confined space qualified” Aura employees.
- **Supervisors** are responsible for only allowing confined space trained workers to enter a confined space.
- **Supervisors** are responsible for pre-entry testing and the elimination or reduction of any identified hazards before allowing worker entry.
- **Supervisors** will not allow entry of a Aura worker into a confined space that shows a moderate or high hazard atmosphere, nor attempt to equip a Aura worker with PPE to protect against a hazardous atmosphere in order to allow entry, where the pre-entry testing indicates a moderate to high hazard atmosphere.
- **Workers** must feel adequately prepared of the necessary precautions to take for confined space work before making entry or notify their supervisor for further instructions.
- **Workers** are responsible for immediately exiting and notifying their supervisor of any potentially hazardous changes which take place during confined space work.

AURA POTENTIAL CONFINED SPACES

Confined spaces that may be encountered during normal Aura operations and are foreseeable in future work situations are identified and listed in the following list. This list is not exhaustive and should be amended as needed in order to identify potential confined spaces that are new to Aura operations. Specific assessments and procedures of these spaces will be conducted and developed as encountered.

- Air exhaust systems
- Attic spaces
- Crawl spaces

Note: Some spaces at Aura facilities will be conditionally exempt as being classified as a Confined Space, however, conditions and work activities involving sources such controlled products could render the “Enclosed space” as a Confined Space.

SAFE WORK PROCEDURES

INTRODUCTION

- Safe work procedures will be developed for each confined space that an Aura employee must enter to perform work tasks. The procedures will be developed by a qualified person and include all of the following sub-categories applicable to the confined space in question. A hazard assessment from the Aura Safety Manual will accompany each confined space entry.

IDENTIFICATION

- All confined spaces and potential confined spaces at Aura will be identified by the supervisor or other knowledgeable person and that person will assure a proper entry permit has been completed before any employee enters the confined space as required. The completion of the entry permit by a qualified person will address safe working conditions for Aura employees. Confined spaces will be given a Low, Moderate, or High Hazard rating in order to the necessary level of safety measures for each rating.

LOW HAZARD RATING PROVISIONS:

- There must be a means for workers inside the confined space to summon the standby person at all times. Radio or telephone contact, or other means, can be used. The standby person does not



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need to be located at or near the entrance. The standby person must check on the well-being of the workers inside the confined space every 20 minutes.

- The standby person must have a means of summoning rescue personnel.

MODERATE HAZARD RATING PROVISIONS:

- The standby person must be stationed at or near the entrance to the space. The standby person may have other duties if they do not interfere with remaining at or near the entrance and checking on the well-being of workers.
- Workers inside the confined space must be able to summon the standby person at all times.
- The standby person must check on the well-being of the workers at least every 20 minutes, or more often if the nature of the work requires it.
- The standby person must have a means of summoning rescue personnel.

HIGH HAZARD RATING PROVISIONS: (SEE NOTE)

- The standby person must be stationed at the entrance.
- Workers inside the space must be able to summon the standby person at all times.
- The standby person must check on the well-being of the workers continuously and have no other duties except monitoring the well-being of the workers.
- The standby person must be equipped and capable of immediately initiating rescue, using lift equipment if required, or otherwise perform the duties of a rescue person.
- The standby person must be trained in rescue procedures.
- The standby person must prevent the entanglement of lifelines and other equipment.
- The standby person must have a means of summoning rescue personnel.

LOCKOUT & ISOLATION

All Aura employees who are required to enter a confined space that requires Lockout will follow the Aura Lockout Procedures. Lockout procedures may be found in the Aura Safety Manual. Indication of the use of Lockout procedures will be listed in the Hazard Assessment for each identified confined space.

- I. Atmosphere Testing - Verification of initial space conditions will be conducted prior to entry and ventilation in order to realize normal atmospheric conditions in the confined space. The initial readings will help to plan the testing frequency and ventilation requirements. No employees will enter a confined space without atmospheric readings showing safe conditions prior to entry. Testing will be done no more than 20 minutes prior to a worker entering the confined space. More than one atmosphere testing may be conducted prior to entry and continuous monitoring may be conducted if required by situational conditions.
- II. Venting, cleaning, purging, or inerting- All confined spaces that are to be entered by Aura employees will have continuous venting regardless of the initial atmospheric testing showing clean respirable air. Cleaning of confined spaces should be conducted from outside of the confined space, when practical. Purging of all confined spaces with clean respirable air will occur prior to entry. It is not a practice of Aura to conduct inerting of confined spaces in order to render explosive atmospheres acceptable for entry.
- III. Ventilation – Aura confined space procedures will include continuous ventilation for all confined spaces. Mechanical ventilation will be the primary practice utilized for confined spaces but, other ventilation systems may be used when mechanical ventilation is not practical. The volume of confined spaces will be assessed in order to select a mechanical ventilation device capable of achieving ventilation minimums.



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- IV. Current is at a rate of 50 cubic feet per minute (CFM) for each worker in the confined space. Greater volumes of ventilation are recommended. Exhaust ventilation may be used in conjunction with pressurized ventilation, especially when work activity generates airborne contaminants.

- V. Stand-by Persons – Stand-by persons will be required for all Aura confined space entries. The stand-by person will remain outside of the confined space at all times and have a means of contact with the occupant worker. The confined space worker must be able to contact the stand-by person at any time. The stand-by person will not attempt to perform a rescue or render first-aid unless trained to do so and there is an additional stand-by person at the entrance.

Note: Aura employees will not enter confined spaces that may become high hazard atmospheres in order to perform work unless provision for immediate rescue has been assessed and provided by qualified rescuers. Aura employees are not trained in the use of supplied air systems or confined space rescues at this time.

WRITTEN PROCEDURE

Based on the hazardous assessment, all written procedures shall be completed by a qualified person familiar with the confined spaces and the nature of the work required.

All written procedures shall be completed by a qualified person who is familiar with the confined space and the nature of the required work and must be based on the hazard assessment.

Written confined space procedures shall specify the controls and processes that will be used to eliminate or minimize the identified hazards and must address all applicable WorkSafeBC requirements, including atmospheric testing, ventilation, standby, rescue, entry permits, personal protective clothing/equipment, lockout and isolation, and other precautions (i.e. cleaning, purging, etc.).

Where alternative procedures for specific confined spaces have been developed, planned work entry procedures and practices shall adhere to all the conditions. If the planned work and/or conditions in the space are outside the scope of the procedures work cannot proceed. Ensure that management and Safety Manager are informed.

PROGRAM ADMINISTRATION

Management shall support a Confined Space Program Administrator.

The Confined Space Program Administrator shall be responsible for effective operation of the confined space program.

The Confined Space Program requires a biennial review or sooner as regulations change or if operational conditions vary from when the original program was prepared.

EDUCATION AND TRAINING

Before carrying out confined space entry/work, workers must be provided with hazard awareness education and training on the written procedures for the space(s) that they are required to enter.

Procedural training must be repeated as required to ensure that workers understand and follow the procedures at all times when carrying out confined space entry/work and rescue.

RESCUE

A space-specific rescue plan shall be completed and implemented before workers enter the confined space.

The rescue plan, including removing a worker from the space, must be practiced at the start of work in a space and at least annually.

A rescue practice drill shall be carried out prior to work in situations where a confined space is entered at periods greater than once a year.



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A rescue plan will be developed that may require the use of a written agreement with an outside rescue agency.

Self-rescue will be initiated any time ventilation ceases to function.

Aura employees are not trained to enter confined spaces with supplied air equipment and therefore will not attempt entry for rescue in an Immediate Danger to Life or Health (IDLH) situation.

Written procedures for rescue must be developed for each confined space as part of the Hazard assessment and the entry permits.

- I. Lifelines, Harnesses, and Lifting Equipment - Aura will maintain lifting equipment, harnesses, and lifelines in accordance with the level of Aura employee training acquired annually. The possibility of worker retrieval with the lifting equipment is not a substitute for atmospheric conditions where the worker would become impaired with the loss of ventilation. All equipment must meet standards acceptable to WorkSafeBC.
- II. Personal Protective Equipment – Air purifying respirators will be worn by Aura workers when contaminants disturb the clean, respirable air in a confined space due to worker activity. Air purifying respirators for the specific contaminant will be chosen per the Aura respirator program. Consider local exhaust venting when this occurs. Only employees who have passed a fit test will be permitted to enter a confined space needing an air purifying respirator.
- III. Coordination of work activities – The qualified person performing the hazard assessment and confined space entry permit must consider other activities being performed adjacent to the confined space that may affect the safety of the confined space work. Likewise, the work being performed in the confined space may have adverse effects on other workers. Care must be exercised to prevent overlapping activities that may put either or both other parties at risk.

TRAINING

Training may be provided to a confined space awareness level for some employees and an entry level for others as determined by company needs.

Training for confined space entry and supporting roles will be provided by a combination of in-house and outsourced training in order to meet regulatory requirements.

REFERENCES & APPENDICES

WSBC OHSR Regulation Part 9 – Confined Spaces



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19. WORKING ALONE POLICY

PURPOSE

The purpose of this element is to establish protocols for employees who may encounter a hazardous situation while working alone and the procedure to follow when such hazards pose a medium to high risk.

It is the policy of Aura that under normal and most atypical operating conditions there shall be no need for a worker to work alone. Unless impracticable 2 or more workers are to be assigned to a work area together.

Only when it is impossible or impracticable to have 2 or more workers assigned to a task is a worker to be assigned to work alone.

DEFINITIONS

Working alone – to work in circumstances where assistance is not readily available in the case of an emergency or injury. (Do not confused "Working by yourself" with "Working alone")

REQUIREMENTS

- If a Working alone task is to be done, the Project Manager, and the superintendent are to be informed of the working alone plan.
- A hazard assessment must be conducted prior to work beginning, in order to:
 - Assess the need for a worker to work alone or in isolation;
 - Identified hazards must be eliminated or reduced to their lowest possible measure using:
 - administration and/or
 - engineering controls.
- When a worker must be assigned to work alone, a procedure must be devised for:
 - checking the welfare of the worker working alone
 - actions to follow in case the worker cannot be reached
- The procedure to follow when a worker cannot be contacted must include provisions for an emergency rescue.
- The procedure to check on a worker must include time intervals for contacting the worker based on the hazard and level of risk that is determined during the hazard assessment.
 - The interval times will be decided upon with the consultation between the person doing the hazard assessment and the worker assigned to perform the work.
 - The interval for a high hazard task shall not exceed 15 minutes.
 - It is recommended that a high hazard task never be done with a solo worker.
 - The intervals for a medium hazard task should not exceed 1 hour.
 - The intervals for a low hazard task should not exceed 2 hours.
- A trained contact person will be assigned to workers who are working alone.
 - By default, the contact person will be the workers direct supervisor, if the supervisor is unavailable the job can be assigned to another qualified worker.
- All check-in contacts will be recorded by the assigned contact person including the end of shift contact.



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- A method of contact will be developed between the contact person and the worker that will best support the safety of the worker. This may include:
 - Cell phone;
 - Radio;
 - Hand signals; or
 - Direct verbal contact; and
 - The contact method must be tested and verified prior to the start of work.

RESPONSIBILITIES

- **Management** will be responsible for conducting a hazard assessment to determine present or possible hazards or for appointing a qualified person to conduct the assessment.
- **Supervisors** will ensure the working alone procedure is utilized when such work is being performed in their area of control.
- **Contact** persons will ensure proper contact frequencies are adhered to and document the contact intervals.
- **Workers** will be responsible for ensuring the working alone procedure is in use when performing work under this description.

TRAINING

Workers required to work alone or to be the contact person for the worker will receive training on the working alone procedures. Training will include methods of contact and reasonable contact intervals based on the types of hazards and levels of risks involved.

REFERENCES & APPENDICES

WSBC OH&S Regulation Part 4 sections 4.20.1 thru 4.22 Working-alone or in Isolation



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20. EXPOSURE CONTROL

PURPOSE

The purpose of controlling exposures to workers is to prevent acute or chronic illness from occurring by not allowing preventable situations from taking place at any Aura project. The scope of work undertaken by Aura involves the possibility of exposures in the form of MSI's, radiation, and toxins in the mode of dusts, fumes and vapours.

DEFINITIONS

Acute – sudden onset of illness or symptoms.

Chronic – continuing over a long time or reoccurring.

Knowledge of Process – experience and education of a particular work process which credits a person with knowing the hazards.

REQUIREMENTS

- Aura is required to assess the possibility of employee exposure to hazardous substances and to take appropriate actions including monitoring the workplace, and if results dictate the necessity, assuring worker safety by implementing an exposure control plan (ECP).

RESPONSIBILITIES

- **Management** is responsible for ensuring a walkthrough survey of the workplace is conducted at any project having the possibility of worker exposures.
- **Management** is responsible for attaining an SDS sheet for the controlled products that workers must use or work in the vicinity of.
- **Management** must provide workplace monitoring when required according to the OHSR Regulation.
- **Supervisors** will not let any employees continue to work on a site without an Exposure Control Plan when they suspect a harmful exposure is present.
- **Workers** are responsible for immediately reporting any illness or symptoms which they feel may have occurred from exposures.

TRAINING

Training for identification, hazard assessment and the knowledge of process which may expose workers to hazardous products will be provided.

Training for the use of PPE, specialized PPE and exposure control methods will be delivered to Aura employees who require this training in order to perform their tasks in a safe manner.

REFERENCES & APPENDICES

WSBC OHSR Regulation Part 5 sections 5.48 thru 5.59 – Controlling Exposure
Exposure Control checklist in **Appendix**



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21. SUB-CONTRACTORS

PURPOSE

The purpose of the sub-contractor element is to ensure the integrity of the Aura Safety Program is maintained equally for all workers who operate under the direction of Aura as an employee or as a sub-contractor. Subcontractors will be evaluated prior to a project initiating and monitored during and/or after completion of the subcontractor's contract associated with each given project.

DEFINITIONS

Sub-contractor – individual who or corporation that performs work or provides services to Aura on a termed basis for a portion of a total contract and with the supply of their own equipment.

REQUIREMENTS

- Contractors are required to submit a Clearance letter from WSBC to Aura. The letter must state that the contractor is in good standing with WorkSafeBC.
- Contractors must submit their WSBC compensation rate and accident statistics to Aura for review.
- Contractors must submit their safety program manual to Aura management for review of subcontractor's safety policies before commencing or anytime during operations.
- Contractors may be required to submit any additional document Aura management feels necessary to confirm competency for scope of work the subcontractors will perform or compliance with WSBC regulations, or Aura and Aura client requirements.
- Contractors must be informed about, and comply with, Aura's and Aura clients' Drug and Alcohol policies.
- At all times the Aura safety manual and policies shall take priority to the contractor's policies:
 - If the contractor's policies are considered to be insufficient by Aura management, then they must resubmit sufficient policies to Aura or comply with Aura policies.
 - If the contractor does not have the required safety policies. Aura management must determine if an alternate contractor could be used for the work. If no alternate subcontractor is available. The contractor must comply with Aura's policy.
 - This must include a signed document stating the contractor's acceptance of Aura's policies.
- Management will ensure contractors have access to Aura safety policies.
- If an incident occurs that involves the contractor. The contractor must immediately report it to Aura. Aura supervisors will contact any applicable Aura client.
 - If the incident requires investigation by regulation or policy, it must be investigated without delay.
 - The contractor must engage Aura in the investigation process.
 - The investigation report must be submitted to Aura. Aura will review and forward the report to any applicable Aura client.

RESPONSIBILITIES

- **Management** will collect and confirm all subcontractor documentation required by this policy as protocol for hiring the sub-contractor and evaluate the documentation to determine the level



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of Aura safety supervision required to have the subcontractor operate safely on the project/worksite.

- **Management** will take into account the subcontractors compensation rate, accident statistics, safety program, and training documentation when selecting which contractor to issue the contract.
- **Management** is responsible for ensuring that subcontractor employees receive a site safety orientation.
- **Subcontractors** are responsible for attending/conducting workplace hazard assessments, safety meetings, and toolbox talks that are applicable to their scope of work.
- **Subcontractors** must provide adequate supervision for their employee's working on an Aura project.
- **Subcontractors** are responsible for conducting hazard assessments and controlling found hazards for their work area and submitting records to Aura site superintendent.
- **Superintendents** must verify that contractors under their supervision have submitted all the required documentation.
- **Superintendents** are responsible for keeping contractors up to date on project hazards and changing conditions.
- **Superintendents** must monitor and include the contractors in any safety inspection, or investigations.
- **Management** is responsible for reviewing a contractor at the end of a project to assess their safety related performance.
 - This can include the review of their:
 - Active participation in safety meetings;
 - Quality of the trades hazard assessments, investigations, inspections;
 - Compliance to Federal/Provincial safety standards as applicable; and
 - Adherence to Aura safety requirements.

TRAINING

Sub-contractors may be required to attend project and/or offsite training as part of their contract with Aura.

REFERENCES & APPENDICES

Sub-contractor evaluation and monitoring form

Sub-contractor Acknowledgement form



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22. VIOLENCE IN THE WORKPLACE

PURPOSE

The purpose of this element is to provide the necessary protocols to prevent Aura employees from encountering violence or threats while performing their work duties from persons not employed by Aura. Altercations/Incidents between co-workers will be discussed further under the Respectful workplace Policy.

DEFINITIONS

Violence in the workplace – violence in the workplace refers to a physical force causing injury and includes threatening statements or behaviour from a non-worker which causes a worker to believe they are at a risk of injury.

Non-worker – a person of the public or unknown firm not employed by Aura.

Workplace conduct (Improper) – improper behaviour or activity towards another employee.

REQUIREMENTS

- For all workplaces that include employee interaction with non-workers the hazard assessment must include an assessment of the risk of workplace violence.
- Procedures, policies and worker environment to deal with workplace violence must be established for any Aura workplace where the risk assessment determines the possibility of workplace violence that cannot be eliminated.
- Any worker who has been a victim of physical violence in the workplace should be examined by a physician as soon as possible.

RESPONSIBILITIES

- **Management** is responsible for assessing the probability of violent situations to occur at each workplace. Many Aura work sites will not have a foreseeable risk once the Hazard Assessment is completed.
- **Supervisors** will complete the Hazard Assessment in order to determine the inclusion of Workplace Violence controls.
- **Supervisors** must inform and train the workers about the Risks, likelihood, controls, and responses to workplace violence.
- **Workers** are responsible for participating in the hazard assessment processes and assisting management in identifying solutions to the hazards.
- **Workers** must inform their supervisor if an incident, or likelihood of an incident, arises.



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TRAINING

Basic identification and recognition of workplace training is to be done as part of the new worker orientation process.

This will include that workers are informed of the company's policy and procedures regarding workplace violence.

Training for the recognition of potential violence, procedures to follow, how to get assistance and how to document an incident will be provided to employees who may encounter this hazard.

The training will be provided by the supervisor, CSO, or someone qualified to do so. The training will include a document review of the procedures as well as practical demonstration of the proper procedures.

This training will include:

- The specific hazards present in the applicable workplace
- The history of any past incidences in the workplace
- The likelihood of such an incident occurring
- Ways to recognize potential situations and behaviors that increase the likelihood on an incident
- Controls that are in place reduce, minimize, eliminate, the chances of an incident occurring
- What to do during an altercation or incident
- The appropriate responses to an incident of violence
- How to obtain assistance
- What to do following an incident including reporting, documenting, and investigation.

REFERENCES & APPENDICES

- WSBC OH&S Regulation Part4 section 4.27thru 4.31 - Violence in the Workplace



23. ERGONOMICS

PURPOSE

The purpose of the Ergonomics element is to recognize the MSI hazards to Aura workers and develop and implement all necessary precautionary measures and procedures in order to prevent and reduce the MSI Injuries

DEFINITIONS

MSI – musculoskeletal injury. An injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels, or related soft tissue including a sprain, strain, and inflammation that may be caused or aggravated by work.

RSI – Repetitive Strain Injury. A general term used to describe the pain felt in muscles, nerves and tendons caused by repetitive movement and overuse.

REQUIREMENTS

Aura is required to identify and train workers in the hazards involved in their jobs. MSI's must be reviewed as part of the initial hazard assessment for a project.

Controls for ergonomic risks will follow the hierarchy of controls.

- A. Elimination: Eliminate the need for a task so that the hazard is gone OR eliminate the hazard all together. E.g., Use an automatic process or sub-contract specialized work.
- B. Substitution: Replace task or tool with a lower risk system. E.g., Instead of using a chemical to clean with, use soap and water.
- C. Engineering control: Use a tool that has a lower risk. E.g., Use a hand saw instead of a power saw.
- D. Administrative control: Limit the time a worker is exposed to the hazard. E.g., Rotate workers when doing a task so that no one workers exposure is prolonged.
- E. Personal protective equipment: Workers to wear PPE to reduce the effect of the exposure. E.g., Impact gloves for handling tools, or impact mats when standing in one place for long durations.

Workers cannot be assigned PPE as the primary control. There must be attempts to control the hazard by other means first. This process is to follow the hierarchy.

PPE can be assigned as a control in a situation as a temporary measure to control the hazard while the assessment is ongoing and other controls are being developed.



MSI SIGNS AND SYMPTOMS

The symptoms of MSI vary and range from minor discomfort to severe pain. Some signs and symptoms include numbness, pain, redness and swelling, difficulty moving a particular body part, and tingling. Signs and symptoms of MSI may appear suddenly (for example from a single incident that causes an injury) or gradually over a longer period of time. Don't ignore signs or symptoms of MSI – you may need treatment, or you may need to take steps to prevent the injury from getting worse. If you have signs or symptoms of MSI, talk to your supervisor or another on duty first aid attendant.

RISK FACTORS

The primary risk factors for MSI are the physical demands of a task including:

- Force
- Repetition
- Work posture
- Local contact stress

Aura will identify factors in the workplace that may expose workers to a risk of MSI and ensure the risk to workers is assessed. Activities associated with Aura operations that pose a risk of MSI to employees include working with computers in an office environment and moving and working with various types of equipment. Any questions or concerns about MSI in the workplace should be directed to your direct supervisor.

COMPUTERS AND WORKSTATIONS

- Regular break from mouse work can also help prevent sore muscles. Take frequent micro pauses to lift your hand off the mouse and relax the muscle. Try to do a different task or pause for a minute or two at least every hour to vary your posture and rest tired muscles.
- Regular stretch breaks of about 30 to 60 seconds every half hour will improve blood circulation, decrease the level of discomfort associated with sitting in one position, increase productivity and decrease errors.
- Ensure your workstation is set up to minimize the risk of MSI and is set up in a manner which is comfortable and does not require a lot of overextension.

ERGONOMICALLY CORRECT LIFTING TECHNIQUES

- Use proper lifting techniques and establish good footing before attempting to lift any load;
- Keep your back straight and do not lean over when lifting;
- Lift gradually, using your legs. DO NOT jerk or twist your back when lifting;
- Get help for bulky or heavy loads; and
- Whenever possible, try to use mechanical aids to reduce the amount of lifting strain you are required to do.



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RESPONSIBILITIES

- **Management** is responsible for the administration of the Ergonomic program.
- **Management** is responsible for ensuring that, where possible, the risk of MSI's is eliminated. And where not possible they are reduced as much as possible.
- **Management** will provide the appropriate equipment, tools and PPE to prevent MSI injuries where it has been identified.
- **Supervisors** are responsible for ensuring that workers are informed of the hazards, the controls, and the proper procedures to be followed.
- **Supervisors** must monitor the workers to ensure they are following the procedures and wearing the appropriate PPE.
- **Workers** are responsible for are following the procedures and wearing the appropriate PPE.
- **Workers** must inform supervisors when they have identified a potential ergonomic problem.

TRAINING

Aura Management and supervisors must provide the needed education and training in the identification of MSI risks and controls including the proper lifting techniques and work positioning. As well as the hazards of failing to follow proper procedures.

REFERENCE & APPENDICES

WSBC OHSR Regulations Part 4.46 to 4.53

WorkSafeBC MSI handbooks

Preventing Musculoskeletal Injury (MSI): A Guide for Employers and Joint Committees

And Understanding the Risks of Musculoskeletal Injury (MSI)



24. RESPIRATORY PROTECTION POLICY

PURPOSE

The protection of all workers from respiratory hazards will be achieved by identifying respiratory hazards, the provision of and proper use of respirators, and following the procedures outlined in this program.

DEFINITIONS

PAPR – Powered Air Purifying Respirator

APR – Air Purifying Respirator

Respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element, prior to user inhalation. Equipment is limited to environments with sufficient oxygen (i.e. ~20.9% by volume) and contaminant levels below the maximum use concentration of the specific respirator.

APF – Applied Protection Factor

NIOSH – National Institute for Occupational Safety & Health

SAR – Supplied Air Respirator

REQUIREMENTS

Respirators must be chosen due to an evaluation of the workplace conditions. Respirators will be required whenever air contaminants exceed the 8-hour Time Weighted Average (TWA).

All types of respirators used for company operations must conform to recognized standards. ([CAN/CSA-Z94.4-93, Selection, Use, and Care of Respirators](#))

Annual testing of supplied must meet the recognized standard. ([CAN/CSA-Z180.1-00, Compressed Breathing Air and Systems.](#))

A Respiratory Protection Program is required due to the exposure of chemical hazards common to Aura activities. Many of the elements found in this policy are expanded upon in the Respiratory Protection Program

RESPONSIBILITIES

WorkSafeBC BC recommends that one individual be responsible for the administration of the Respiratory Program.

The Corporate Safety Manager is responsible for:

- Developing written instructions, the elements of this program
- Amending these instructions
- Selecting respirators
- Issuing stop work orders where there is a danger of serious personal injury

Management is responsible for:

- Ensuring that the project is evaluated for breathing hazards



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- Eliminating or minimizing all breathing hazards
- Providing and maintaining the respiratory protective equipment
- Ensuring that all workers use the equipment when required
- Providing materials for workers to clean their respirators
- Providing Supervisors with education and training to ensure that workers use their respirators safely
- Developing emergency evacuation procedures and ensuring that supervisors and workers receive appropriate training at any project where workers may need to be rescued or evacuated because of breathing hazards
- Ensuring that all illnesses or injuries resulting from breathing hazards and requiring medical aid are reported and recorded
- Requiring a medical assessment if there is a concern about a worker's ability to wear a respirator

Supervisors are responsible for ensuring that:

- Identifying breathing hazards and making suggestions as to how they can be eliminated
- Being alert to changes in the workplace that could require a change in the type of respiratory protection measures being used
- Workers are aware of breathing hazards
- Respirators are available when required
- Workers use respirators correctly and as required
- Respirators are properly cleaned, inspected, maintained and stored

In addition, supervisors should be alert to situations that could interfere with the safe use of respirators, including:

- Other PPE that could interfere with respirator use e.g., safety glasses, hard hats, etc.
- Changes in working conditions that may result in exposure to higher concentrations or to new contaminants
- Problems experienced by workers during respirator use, such as discomfort, skin irritation, or breakthrough of contaminants causing breathing difficulty

Workers are responsible for:

- Their own safety and that of their co-workers
- Understanding and following safe work procedures
- Using the respirator as instructed
- Understanding the limitations of the respirator they are using and following the manufacturer's instructions carefully
- Inspecting their respirators before use
- Immediately reporting any equipment malfunctions and other problems to their supervisor
- Properly cleaning, maintaining and storing their respirators
- Reporting all symptoms related to respirator use to their supervisor or first aid immediately
- Reporting any harmful conditions
- Notifying the supervisor if they have any medical concerns about using a respirator

FITTING YOUR AIR-PURIFYING RESPIRATOR

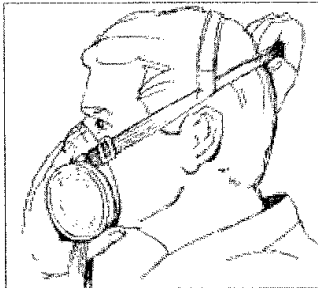
A respirator is only good as the fit on your face. Anything less than a complete seal to your face will expose you to the contaminants in the work area.



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1. When you are first given a respirator, you **MUST BE FIT TESTED** by a qualified
2. individual
3. Annually, every worker who has a respirator **MUST BE FIT TESTED** by a qualified individual.
4. Every time you put on your respirator you **MUST DO A SEAL CHECK**. You must be "Clean-shaven" in order to achieve a seal with a respirator.
5. It is important to make sure the model of the respirator fits your face properly. Respirators come in different sizes and shapes and sizes. The worker should try as many as necessary to find the one that will provide the best seal and comfort. A respirator should fit tightly but not leave red marks on the worker's face.

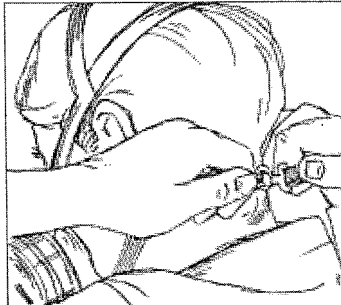
The diagram following shows the proper way to put on a respirator.



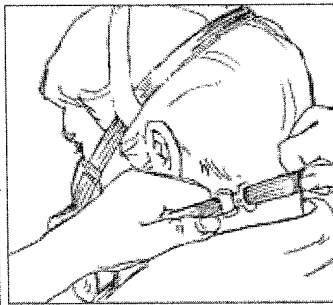
Position head harness



Grip straps and tighten



Fasten buckle



Adjust fit

Seal Check

A seal check actually consists of two separate checks to test the seal of your respirator. One of these checks must be done every time you use a respirator.

- Negative Pressure Check
- Positive Pressure seal Check

With some respirators it may be difficult to cover the intake or outtake valves - so it is up to the worker to choose which seal check will work best. All PPE that will be worn during work must be donned before the seal check is performed.



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Before the seal test is done, workers must go through the "Respirator Inspection Checklist first (located back of this section). After the checklist is completed, inspect the inlet and exhaust valves and make sure they are in good condition and lying flat.

Negative Pressure Seal Check

Wear the respirator for a few minutes so that the silicone or elastomeric material is warm, and the face piece is conformed to your face.

Cover the inlets and inhale.

Breathe in slightly to create a vacuum. Hold for 10 seconds.

A good seal will have the face piece slightly collapsed against your face and it will stay collapsed while you hold your breath.



Positive Pressure Seal Check

Cover the exhalation valve with your hand. Breathe out slightly. Hold 10 seconds.

A good seal will have the face piece bulge or puff out from your face without breaking the seal.



With both the seal checks, if you can't maintain a seal check the inhalation or exhalation valves to make sure they are properly seated. Then reposition the respirator on your face and adjust the head straps. If you still can't get a seal, try a different size or model of respirator until you find one that will seal properly.

FIT TESTING

All workers must have their respirator fit tested when:

- They are first assigned a respirator and then annually after that
- The worker has experienced a major, weight loss or gain, been fitted with dentures, has undergone facial surgery, or has broken facial bones.
- A worker switches respirators

Fit testing is only done by qualified fit test administrators contracted by Aura to perform these tests. Supervisors are not permitted to perform fit testing unless they have been trained and certified by an outside agency.

Qualitative Fit Testing involves one or more of the following agents:

- Irritation smoke
- Odor (banana oil)
- Taste (bitter aerosol; saccharin)

It is important that the fit tester takes into account any medical conditions or medical assessment. Workers will be given a threshold-screening test before the fit testing to confirm that the worker can detect the agent.

Fit testing involves six (6) exercises that are done for a prescribed amount of time (30 seconds).



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1. Normal breathing (regular).
2. Deep breathing (regular and deep).
3. Turning the head from side to side.
4. Nodding the head up and down.
5. Talking or counting out loud.
6. Normal breathing (regular).

If there is any leakage, a new respirator will be tried and the 6 exercises will be repeated again. The fit tester will repeat until a respirator is found that passes the fit testing.

RECORDS

Aura will maintain written records of the results for all fit testing. The records will include, at minimum:

- Name of worker
- Date of testing
- Specific make, model and size of respirator
- Type of testing done and testing agent used
- Results of fit test(s)
- Comments on testing difficulties
- Name of fit tester
- Contact # for fit tester

CARING FOR YOUR RESPIRATOR

Your respirator is a key piece of safety equipment and must be maintained with care and respect. All workers are expected to:

- Maintain the respirator according to manufacturer's instructions
- Clean it regularly
- Inspect respirator before each use
- Replace missing parts

Pre-Use Inspection

Workers are to perform a visual inspection prior to each use of the respirator. The purpose of the inspection is to:

- Check for warping, dirt, holes, tears, cracks
- Make sure face piece is still flexible
- Find weak points
- Ensure all of the parts are on the respirator and functioning
- Cartridges are still useable
- Make sure you have the right cartridge

Any respirator that is found to be deficient is to be removed from service and the Health & Safety Manager is to be contacted so that a new respirator can be issued and with it a new fit test scheduled.

Filter and Cartridge Replacements

If your filter / cartridge is past its replacement date it won't work. All filters / cartridges are to be dated when they are put into service. **Never use a cartridge/ filter of unknown age.**



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Manufacturers will provide the information about the service life of a filter/cartridge, but work environments and use can change that service life.

- Work that requires fast movement or heavy labour will shorten the service life due to the amount of air being moved through the filter
- Low contaminant concentration levels will increase the service life
- Humidity about 85% will reduce the service life

If a worker experiences any of the following, the cartridges should be immediately replaced:

- Smelling or tasting the contaminant while wearing the respirator
- Throat or lungs feel irritated

CLEANING A RESPIRATOR

Respirators must be cleaned after each use. Cleaning removes dirt and bacteria and reduces skin rashes where the seal touches the face. Workers using respirators shouldn't wear after shave lotions or powders which can also cause skin irritations.

1. Remove the filters / cartridges from the respirator in order to keep them dry. It is advisable to wipe a cartridge exterior with a damp cloth to clean- do not clean the interior of the cartridge. Filters that are heavily coated with dirt or other materials should be replaced.
2. Remove the head straps, gaskets and valve from face piece. Using a mild antibacterial soap, wash the face piece with warm (not hot) water. Hot water can warp the face piece. If the face piece has stubborn materials on it, a soft nail brush can be used. NEVER USE SOLVENTS OR HARSH CLEANERS
3. Rinse the face piece in clean, warm water to remove any soap residue. Any soap that is left on the face piece can cause skin rashes and seal the intake/ exit valves.
4. You can dry the face piece by either lying it on a clean surface; hanging it from a line; or wiping it dry with a lint-free cloth. Make sure that face piece will not become distorted while drying.
5. Wash the valves and any gaskets carefully with antibacterial soap. Rinse thoroughly and allow them to dry completely. The valves must dry FLAT. Any valves that are curled or damaged must be replaced immediately.
 - a. Once all pieces of the respirator have dried completely, re-assemble the respirator with special attention to the valves and gaskets being replaced in the correct position.

When you remove a respirator at break or at the end of the day, use the company supplied antibacterial PPE wipes to clean the seal edge and the inside of the face piece.

It is not recommended to share respirators and whenever possible Aura will assign respirators to individuals who will be responsible for that respirator for the entirety of the project.

Storage

Respirators must be protected against damage. Workers should always:



store the respirator in a safe place such as a cabinet or job box. Do not store with your tools.
store the respirator in a plastic bag to protect the cartridges from continuing
store the respirator, place it so that the face piece and head



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- straps are not bent or stretched out of shape
- Do not fold a respirator

Seal the 100 series filters with duct tape, or equivalent, prior to taking the respirator off your face. This prevents any toxic particulate contaminants from getting into the air or onto the face piece. Remove the tape AFTER you put the respirator back on. Old 100 series filters should be taped before removing and discarding.

MAINTENANCE AND REPAIR

Follow the manufacturer's instruction for simple tasks such as replacing valves and clamps. The replacement parts must be for the same make and model –do not try to make a part that is available "work" on your respirator. You will be putting yourself or other worker at risk.

Any damaged or non-working respirator must be tagged "Out Service" and returned using the same procedures as any other tool.

Complicated maintenance or repairs must be completed by qualified individuals as dictated by the manufacturer. Respirators requiring these types of repairs should be returned to either the certified technician or the Health and Safety Manager immediately. If the respirator is sent directly to the certified technician, the supervisor is to contact the Health & Safety Manager to inform of the repair request.

WorkSafeBC requires a record for each individual respirator that logs all maintenance and repairs.

TRAINING

Employees must be trained on the use, care, and maintenance of respirators.

REFERENCES AND APPENDICES

WSBC OHSR Regulations Part 8.2 – 8.10 General Requirements

WSBC OHSR Regulations Part 8.32 – 8.45 Respirators



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25. HEALTH AND SAFETY PROGRAMS

The health and safety programs are supporting systems for the HSE Management System and are directly attached to the system as primary documents. They are separated into individual documents solely to maintain reasonable size and ease-of-use characteristics which is one of the guiding principles of the Aura safety program.

Program	Reference
Safe Work Practices	HSE Manual Section 4
Safe Job Procedures	HSE Manual Section 4
Respiratory Protection Program	HSE Manual Section 24
Orientation Program	HSE Manual Section 9.1
Confined Space Entry Program	HSE Manual Section 18



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26.REVISIONS

Date	Revision	Approved By:
July 21, 2022	Edited Responsibilities, Added Communicable Disease Plan, Added/Edited Construction Site Safety Rules,	JOHC
July 2023	Rewrite of HSE Policy, replace respectful workplace policy to align with Aura's employee handbook and finalize minor edits to all chapters	JOHC
June 2024	Minor edits and typos	JOHC