



Health and Safety Policy

Buttar Drywall Ltd are committed to ensuring the health and safety of everyone who works for the Company and also of everyone who may be affected by the Company's work activities, including visitors, clients, contractors, and the general public. This policy sets out the arrangements that are necessary to achieve the above while complying with the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and all other applicable legislation.

The Company will ensure, so far as is reasonably practicable, that:

- Safe equipment is provided and safe systems of work are devised and implemented.
- Adequate arrangements are in place for the safe use, handling, storage and transport of materials, substances and equipment o
Sufficient information, instruction, training and supervision is given to ensure the health and safety of employees and others affected by their actions.
- A safe workplace, including a safe means of entering and leaving workplaces, is provided and maintained.
- The working environment is without risks to health and adequate welfare facilities are provided.

It is Company policy to consult with employees on health and safety issues before updating or modifying any part of the health and safety policy and to provide training and information, as appropriate.

The Company will do as much as is reasonably practicable to ensure that health and safety arrangements are adequately resourced at all times.

This policy can only be successful with the active co-operation of employees who have responsibility for taking care of themselves and others, following safe working procedures and reporting any safety issues as soon as possible.

This policy will be reviewed annually and revised as necessary in response to changes in legislation or methods of working.

The primary responsibility of the employees is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees **MUST** become familiar with, observe, and obey site safety rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees **MUST** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction **NOT** to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job. If, after discussing a safety situation with his or her supervisor, an

employee still has questions or concerns, he or she is required to contact the Safety Coordinator.

NO EMPLOYEE IS EVER REQUIRED to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

General Safety Rules

➤ Conduct

Horseplay, 'practical jokes,' etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behaviour. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

➤ Drugs and Alcohol

Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden. Certain projects require a drug & alcohol screen prior to admittance on the project by the project Owner, General Contractor.

➤ Housekeeping

You are responsible to keep your work area clean and safe. Clean-up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls, and switches
- Walkways or other paths used by employee or others
- Areas where the use of aerial lift equipment including ladders and scaffolding are being used

➤ Injury Reporting

All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers' Compensation

benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

Employee Safety Responsibilities

➤ Off-Site Safety

- a. Employees are required to follow all safety and security procedures during off-site visits.
- b. If your contact person does not advise you regarding safety hazards, consider the following:
 - Emergency exit location(s);
 - Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three point contact (hand on rail and feet on stairs);
 - When visiting construction sites, eye protection, hearing protection, approved work boots and hard hats are required.
 - Wear boots that support your feet and are slip resistant. All projects require steel toed boots.
 - Avoid clothing that is either constrictive or too loose; loose clothing can get caught in machinery or other equipment.
 - Cut off sleeve shirts or shorts, tank tops, muscle shirts of any kind are forbidden on every project.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, may result in discipline, up to and including discharge.

When working at a customer location, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on the company. Before operating any equipment at a customer location, permission must first be secured from the customer contact.

General Safety Precautions

➤ Lifting

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Never lift anything if your hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

➤ Ladders & Stepladders

1. Read and follow the manufacturer's instructions label affixed to the ladder



if you are unsure how to use the ladder.

2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or stepstool.
11. Do not stand on the top two rungs of any ladder.
12. Do not stand on a ladder that wobbles, or that leans to the left or right of center.

13. When using a straight or extension ladder, extend the top of the ladder at least three feet above the edge of the landing.
14. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
15. Do not move a rolling ladder while someone is on it.
16. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
17. Do not carry items in your hands while climbing up or down a ladder.

➤ Housekeeping

1. Do not place materials such as boxes or trash in walkways and passageways.
2. Sweep up shavings from around equipment such as drill presses, lathes or planers by using a broom and a dust pan.
3. Mop up water around drinking fountains, drink dispensing machines and ice machines immediately.
4. Do not store or leave items on stairways.
5. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
6. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
7. Straighten or remove rugs and mats that do not lie flat on the floor.
8. Remove protruding nails or bend them down into the lumber by using a claw hammer.
9. Return tools to their storage places after using them.
10. Do not use gasoline for cleaning purposes.
11. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

➤ Heavy Equipment Operation

1. No passengers are permitted on heavy equipment.
2. Keep windows and windshield clean.
3. Do not use heavy equipment if the horn or backup alarm do not sound.
4. Turn off the engine before leaving heavy equipment unattended.
5. Do not jump off of or onto any heavy equipment.

6. Keep heavy equipment in gear when going down grade. Do not use neutral.
7. Display the "Slow Moving Vehicle" sign when operating heavy equipment on roads.
8. Do not operate backhoes, power shovels and other heavy equipment within two (2) feet from the edge of an excavation.
9. Do not use a bucket or other attachments for a staging or temporary platform for workers.
10. Do not operate a backhoe over or across underground utilities that are marked by paint, flagged or staked.
11. Set swing brake of a backhoe bucket arm when moving the vehicle to and from the digging site.
12. Stay in the compartment during operation of heavy equipment. Do not reach in or attempt to operate controls from outside the piece of equipment.

➤ Scaffold Safety



1. Follow the manufacturer's instructions when erecting the scaffold.
2. Do not work on scaffolds outside during stormy or windy weather.
3. Do not climb on scaffolds that wobble or lean to one side.
4. Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook or fitting is visibly worn, cracked, rusted or otherwise damaged. Do not use a scaffold if any rope is frayed, torn or visibly damaged.
5. Do not use any scaffold tagged "Out of Service."

6. Do not use unstable objects such as barrels, boxes, loose brick or concrete blocks to support scaffolds or planks.
7. Do not work on platforms or scaffolds unless they are fully planked.
8. Do not use a scaffold unless guardrails and all flooring are in place.
9. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
10. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toeboard or planking.
11. Use your safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.
12. Do not climb the cross braces for access to the scaffold. Use the ladder.
13. Do not jump from, to, or between scaffolding.
14. Do not slide down cables, ropes or guys used for bracing.
15. Keep both feet on the decking. Do not sit or climb on the guardrails.
16. Do not lean out from the scaffold. Do not rock the scaffold.
17. Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.
18. Do not throw anything "overboard" unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.
19. Do not move a mobile scaffold if anyone is on the scaffold.
20. Chock the wheels of the rolling scaffold, using the wheel blocks, and also lock the wheels by using your foot to depress the wheel-lock, before using the scaffold.

