



**DEMOLITION LTD**  
CONSTRUCTION • DEMOLITION • RECYCLING

# Policies & Procedures

## Employees / Drivers

## Company Vehicles

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## Section 1: COMPANY HEALTH & SAFETY POLICY STATEMENT

### 1.1 SAFETY POLICY

We all want to have a safe and healthy workplace. To ensure this, management needs everybody's participation. Management of CDR Demolition is committed to providing safe and healthy working conditions, and to promoting positive attitudes towards safety and health within the organization for all our employees, contractors, subcontractors and their employees. CDR Demolition can accomplish this by ensuring the implementation of written instructions identified as Systems, Procedures and Practices.

Management is responsible for providing a safe workplace and for establishing and maintaining adequate standards of maintenance of the workplace and equipment to ensure that physical and health hazards are guarded against or eliminated, and for developing work procedures conducive to a safe and healthy work environment.

Supervisors are responsible for the health and safety of all workers under the direct supervision, ensuring that workers are properly instructed, made aware of all known or reasonably foreseeable hazards and that they comply with all safe work procedures and regulations to do their work safely; for enforcing safe work procedures and regulations; for correcting all unsafe activities.

Workers are required to work safely, to know and follow all rules, safe work procedures and regulations and to actively participate in making their work environment safe, healthy and productive while also being aware of other persons who may be affected by their acts or omissions.

Everyone is expected to correct and/or report all unsafe conditions and activities to management, supervisors or the safety representative, and to work cooperatively toward the prevention of accidents to create and maintain a healthy and injury free workplace.

It will be the duty and obligation of EVERY EMPLOYEE to follow safe work procedures, to observe all regulations concerning his or her work, and to cooperate in attaining the objective of a safe and healthy workplace.

Our safety program includes a safety orientation for new employees, safety training, management and employees safety committees, an active self-inspection program, and personal protective equipment as some of the ways by which we will reduce work hazards.

Cooperate with the Joint Health and Safety Committee and safety representatives for the workplace.

### 1.2 POLICIES AND PROCEDURES

The objective of CDR Demolition is to achieve profitable production and quality workmanship without injury to workers or damage to property and equipment. To achieve this objective, management will develop, implement and maintain a Health and Safety Program comprised of Safety Policies, General Safety Rules and Specific Job Safety Systems, Procedures, and Practices. This program will be reviewed annually.

The Safety Policies and Procedures Manual, will include, but not limited to, the following:

- Statements of accountability for the management, supervisors, and employees.
- New Employee Induction Program.
- General Safety Rules and Regulations.

- Specific Job Safety Procedures.
- Safety Training Requirements.
- Requirements for Communication Programs for Safety Education and Promotion.
- Safety Audit and Inspection Procedures.
- Accident Investigation and Reporting Procedures.
- WorkSafe BC reporting and Appeal Procedures.
- Procedures for Safety Committees
- Safety Legislation and Regulation
- Procedures for annual review of Health and Safety Program.

### 1.2(2) SUPERVISORS RESPONSIBILITIES

All supervisors are directly responsible for workers under their direction. Management expects that every supervisor will uphold the following items and ensure that communication concerning the corporate safe attitude is made to every employee.

Supervisors will ensure that safety is treated equally to productivity or quality control. Supervisors are to analyze work activities with employees under their direction and develop standard procedures which include safe working practices. Supervisors are also responsible for instructing and enforcing the written safe working procedures.

Every supervisor will be held accountable for carrying out their duties. Workers when assigned the position of supervisor will be responsible for the following which will include but are not limited to the following:

- Shall be responsible for the implementation of our company Safety Program and will ensure the WorkSafe BC regulations and bylaws are understood and followed by all employees.
- Ensure safe work procedures are followed and develop standard operating procedures that include proper safety practices.
- Develop a clear understanding of safety responsibilities and specific duties for each worker.
- Instil, by action, example and training, a sincere safety attitude through all supervisory personnel and employees.
- Informs each employee of the hazards of the job, instructs them in safe work procedures, and follows up to ensure that each worker understands and utilizes safe work procedures.
- Ensure that required safety equipment and protective devices are provided and used.
- Ensuring "tool box/crew talks" are conducted and documented on a regular or as needed basis.
- Ensuring that only authorized, adequately trained workers operate machinery and equipment.
- Reporting, investigating and documenting all near miss incidents and/or accidents.
- Correcting unsafe conditions, acts and practices.
- Conducting informal inspections of tools and equipment to detect any defects and correcting them accordingly.
- Instilling health and safety awareness in the workers under your direction.
- Following up on all health & safety recommendations.
- Setting and leading by example!

### 1.2(3) EMPLOYEES RESPONSIBILITIES

CDR Demolition expects all employees, contractors, subcontractors and their employees to take an active part in our Occupational health & Safety Program. This can be accomplished by, but is not limited to the following:

Knowing the requirements of the Company Health & Safety Program and the WorkSafe regulations.

Follow safe work procedures and WorkSafe BC regulations and take an active part in protecting yourself and their fellow workers.

Reading and understanding the Company safety rules and safe work procedures. Complying with all site safety rules and written safe work procedures.

Clarifying those established safe work practices and procedures with your supervisor if you are unsure.

Report immediately any and all dangerous and hazardous conditions, practices or behaviours on the work site to your supervisor, foreman or the designated safety representative. Where able, correcting unsafe conditions as you come upon them, then immediately reporting them to your supervisor or designated safety representative.

- Report all injuries (even insignificant ones) that you sustain, to your supervisor as soon as possible and receive first aid or medical help without delay.
- If your injury on the job requires medical attention, you shall, following an 'injury, report any anticipated loss of working time to your supervisor as soon as possible.
- Use all protective clothing and equipment required by company policies and the WorkSafe BC regulations.
- Report all incidents and near misses to your supervisor, foreman or site safety representative.
- You must ensure you show up physically and mentally fit to perform your job. Be responsible and stay off work when your ability to work is impaired in any way. Inform your supervisor if you are taking any prescription drugs.
- Participate in all training and meetings as required by CDR Demolition
- Contribute to the company safety program by making health and safety suggestions.
- You have the right to refuse work that you feel may put your life or the lives of others (workers or public) in danger.

#### **1.2(4) SAFETY REPRESENTATIVES RESPONSIBILITIES**

Designated safety representatives shall be completely familiar with and understand the CDR Demolition Occupational Health & Safety Program and applicable Government regulations.

The designated safety representative shall assist in the ongoing safety efforts in the workplace through efforts in promoting safety amongst all employees and subcontractors. This basic responsibility includes, but is not limited to the following:

- Assist management in implementing, promoting and enforcing health and safety at all times.
- Advise employees on health and safety issues and concerns.
- Communicate employee suggestions and concerns to the supervisor and/or management.
- Provide and document general induction and safety orientations to employees and new workers.
- Report hazards. Real or unreal to the supervisor and/or management.
- Ensuring all workers receive a company orientation regarding rules, safe work procedures and the WorkSafe regulations. Ensuring their orientation is documented.
- Ensuring that workers have received general training regarding WHMIS as well as site specific instruction in safely storing, handling, using and disposing of WHMIS controlled products and ensuring that Material Safety Data Sheets (MSDS) are current, not more than 3 years old and are available on site.
- Ensuring all workers are adequately trained in fall protection procedures and the WorkSafe regulations.
- Ensuring that workers who wear respirators are fit tested and trained in the proper usage, care and maintenance of their respirators and that written safe work procedures are available for the job being performed. Training must be conducted annually. Ensure the training is documented and current.

- Ensuring all workers have documented training and operating certificates/licenses where applicable, i.e., hearing, WHMIS, fall protection, respiratory, mobile equipment, specialized equipment.
- Participate in accident/incident investigations.
- Conduct regular formal and documented workplace inspections as necessary.
- Maintaining and documenting regular safety meetings/crew talks.
- Assist in the development of health and safety rules and safe work practices and procedure.
- Participate in the General Contractors safety committee meetings.

### **1.2(5) RESPONSIBILITIES OF CONTRACTORS AND SUBCONTRACTORS**

All contractors and their subcontractors working for CDR Demolition shall be made aware of our Occupational Health and Safety Program. It is the contractor/subcontractors responsibility to perform the job in compliance with our safety standards. The contractor/subcontractor is responsible for the compliance, of all the employees for whom he is primarily responsible, with all WorkSafe BC Occupational Health and Safety Regulations as well as all the other applicable Acts and Regulations.

Any infraction not immediately corrected as directed by CDR Demolition will result in the contractors and subcontractors being advised of the breach of contract and the action that will be taken as a result of the breach. It must be firmly established that all workers on the job, including all subcontractors' employees, are protected by our safety program.

#### ***INSTRUCTIONS TO CONTRACTORS AND SUBCONTRACTORS REGARDING CONTRACTS AND PURCHASE FORMS***

As a contractor/subcontractor, entering into a contract with CDR Demolition, you are agreeing that your company, management staff, supervisory staff and employees will comply with our Occupational Health and Safety Program as well as all applicable Acts and Regulations. This is binding while you are under our contract.

#### ***INSTRUCTIONS TO CONTRACTORS AND SUBCONTRACTORS***

The following are some of but not all of the instructions or requirements:

- All contractors/subcontractors working on CDR Demolition projects shall verify and,
- Ensure that employee medical certification, if required to perform the job, is maintained;
- Conduct toolbox safety meetings as directed and submit minutes to the site superintendent;
- Conduct accident investigations and submit copies of investigation findings and recommendations;
- Ensure special work procedures (i.e. Fall Protection Plan, lockout, etc.) are submitted and followed;
- Ensure that a copy of your Fall Protection Program is submitted and when a fall hazard exists from a height of 25 feet or more, a Fall Protection Plan shall be implemented and submitted.
- Ensure copies of MSDS (Material Safety Data Sheets) for all WHMIS controlled products are on site and submitted to site superintendent or First Aid Attendant;
- When required, ensure an Occupational Health & Safety Manual for the contractor/subcontractor is submitted;
- Ensure that Workers Compensation Board coverage for workers is current.
- Ensure you provide your own first aid and first aid kit when working after normal working hours and weekends when not provided by CDR Demolition

### **1.3 MANAGEMENT MEETINGS**

It is recommended that a management Safety Committee meeting be held each month, more frequently or as required to effectively control safety within the company and shall be scheduled to permit review of the Safety Committee Minutes, Accident Reports and to initiate corrective action indicated. Minutes of these meetings will

be kept on file at Head Office. Each meeting should include a review of the preceding meeting to ensure follow-up and continuity.

## Section 2: WRITTEN & PRACTICAL SAFE WORK PROCEDURES

### 2.1 POLICY

- It is our company policy that written and practical instructions will be developed and maintained on an ongoing basis to eliminate or control the dangers likely to be encountered by our workers in the performance of their duties.
- These written instructions will be identified as Systems, Procedures and Practices. At the commencement of each work day the supervisor's basic responsibility will include, but is not limited to, and he/she shall ensure:
  - Identify specific hazards, document and file. If necessary post these hazards in a conspicuous location readily accessible to all workers. All workers shall be made aware of these hazards during orientation and/or safety meetings.
  - The safety rules and instructions provided in our Safety Program may not cover all the health and safety requirements employees will be expected to follow for each different situation. They are intended to remind employees of the more obvious conditions.
  - Written instructions regarding specific real or potential hazards shall be maintained at the workplace available to workers. The WorkSafe BC Occupational Health and Safety Regulations shall also be available at each workplace.
  - All workers are charged with the responsibility of following these written and practical instructions. Supervisors and/or designated personnel are to be held accountable for monitoring of the workplace to ensure that compliance is obtained.
  - Generally, compliance will be obtained by mutual co-operation and by education of supervisors and workers in the "WHYS" of our safety rules and procedures.

### 2.2 TYPES OF SUPPLEMENTARY INSTRUCTION

- Supplementary instructions are expressed as rules and procedures (general and specific). They are developed from input supplied by workers, the Safety Committees and supervisors.
- A System is an ordered method or combination of specific events. I.e. a worker is faced with a task that will expose themselves to a fall hazard and decides the best fall protection system to implement.
- A Procedure means a step-by-step method to perform a task in a safe and productive manner. I.e. what equipment and materials are required to do the job, what are the hazards, and how to do the job safely.
- A Work Practice is a set of guidelines reviewed on how each CDR Demolition employee, contractor, subcontractor and their employees will perform their daily task. i.e. Workers creating waste that prevents safe access and creates a trip hazard will remove the waste when the work is completed before the worker leaves for the day.

### 2.3 SAFETY RULES

Rules are an integral part of the company safety program. When rules are implemented and maintained they will contribute to the overall success our safety program. '

In order to promote good accident prevention practices, the following safety rules have been developed. Following these safety rules will greatly reduce the possibility of accidents occurring.

The progressive disciplinary program:

Drivers are bound to make mistakes from time to time. If these errors go unaddressed, they have the potential to turn into serious problems, which may in turn cost the carrier time and money.

- First infraction = verbal warning with notation on driver file
- Second infraction = written warning with required training
- Third infraction = written warning with 3-day suspension
- Fourth infraction = written warning with longer suspension up to and including termination
- Serious infractions (theft/drugs/alcohol) = immediate dismissal

No matter what kind of progressive disciplinary action is used, make sure you do the following to ensure you are compliant with MVAR 37.19:

1. Issue a notice of non-compliance to the driver; and
2. Record the date when the non-compliance happened, the date the notice was issued and the action you have taken.

It is also recommended that you have the driver acknowledge action taken with their signature and the date.

Each worker is responsible for their actions and must be alert to the actions of others. The cooperation and support of all workers is essential to an effective Safety Program and each must do his/her part. These rules and requirements are for your benefit.

## **2.4 JOB ORIENTATION / EMPLOYEE (DRIVER) RESPONSIBILITIES**

CDR Demolition Ltd provides Orientation is part of employee training. The purpose of an orientation program is to familiarize new employees with their jobs and the company, including all policies and procedures.

### ***Employee (Driver) Responsibilities***

- A. Complete training as required,
- B. Advise supervision of any medical, physical, or psychological condition that would impair driving performance,
- C. Inspect the vehicle before use to confirm it is in proper working condition,
- D. Promptly report any malfunction or problem with the vehicle to their supervisor.
- E. Operate the vehicle in a safe manner, using seat belts, maintaining speed limits, obeying the laws

## **2.5 EMPLOYEE / DRIVER QUALIFICATION**

CDR Demolition Ltd sets up an individual qualification file for each driver authorized to drive their vehicles. This is to ensure that a driver is qualified and continues to be qualified to operate a commercial vehicle. The file should contain at least the following:

Application for employment and employment history  
Collision and violation disclosures  
Driver record (abstract)  
Annual review of driver fitness and corrective disciplinary action, if required  
Record of training by driver and Certificates of dangerous goods training  
Record of medical requirements / expiry, if applicable

**Disclosure of Collisions:** A driver hired by CDR Demolition to drive a commercial vehicle shall immediately indicate to the CDR Demolition Ltd., in writing, all details of collisions. These include collisions that occur in private vehicles, as well as CDR Demolition's vehicles. We will keep records of all collisions, conduct evaluations and take corrective action as required.

**Disclosure of Violations:** Any driver of commercial vehicles should report any and all convictions resulting from the operation of a motor vehicle to the CDR Demolition Ltd.. This should be done in writing at the time of the conviction.

**Substance Abuse:** Substance abuse refers to "continuous or excessive" use of legal substances such as alcohol and prescription drugs, as well as the use of illegal substances. CDR Demolition has a "zero tolerance" for any substance that impairs an employee's ability to carry out their job responsibilities.

## 2.6 WORKING HOURS

No person working with or for CDR Demolition Ltd. shall use a company truck and work more than twelve hours including work time (time on site), travel time or time on duty in the vehicle. They will be subject to at least 10 consecutive hours of off-duty time.

## 2.7 DAILY INSPECTIONS & LOG BOOKS

Drivers may choose an inspection procedure (circle procedure or walk-around) that best suits the vehicle and its location. You may inspect vehicle components in any order that you choose, as long as each item on the inspection schedule is inspected. The defects that are discovered must be recorded on the inspection report, and CDR Demolition Ltd. notified about the defects. Drivers are also required to carry and produce an inspection schedule based on the vehicle, as well as a corresponding valid inspection report.

The driver is required to record a defect on the report immediately after the initial inspection, upon discovery of a defect while travelling (at the first opportunity when vehicle is stopped and parked safely off the highway), or when discovered at the end of a trip or day. A driver may continue to drive with a minor defect that is listed on an inspection schedule if the defect has been entered immediately on the daily inspection report and reported to CDR Demolition Ltd.

The Daily Inspection Sheet contains an area to record Loads - Material taken to the Landfill and/or Recycler for disposal. This will provide a log and manifest of the driver's activity and materials transported.

### ***Pre-trip and post-trip inspections***

CDR Demolition Ltd. shall **NOT** permit a driver to drive, and no driver shall drive, a commercial motor vehicle unless the requirements of this section are met.

The driver or a person specified by the carrier shall satisfy himself or herself that the commercial motor vehicle is in a safe operating condition including, but not limited to, the operating condition of the following items:

- |   |                              |
|---|------------------------------|
| (a) brakes, inc: brake connections and adjustments; | (g) windshield wipers;       |
| (b) parking brake;                                  | (h) rear vision mirrors;     |
| (c) steering mechanism;                             | (i) coupling devices;        |
| (d) lighting devices and reflectors;                | (j) wheels and rims;         |
| (e) tires;  | (k) emergency equipment;     |
| (f) horn;   | (l) load securement devices. |



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## 2.8 SUPPLEMENTARY DOCUMENTATION

### *Daily Logs and Records*

A daily log is required unless all of the following requirements are met:

- a. The driver operates within a radius of 160 kilometres of the driver's home terminal;
- b. The driver starts and ends his work shift at the same location;
- c. The driver does not work more than 15 hours in a work shift;
- d. The carrier that employs the driver maintains and keeps accurate time records of the driver's shift start and finish times for a period of six months; and
- e. Every calendar day must be accounted for

### *Cargo insurance*

37.48 Cargo Insurance (subsection 2) does not apply in relation to a business vehicle licensed and operated exclusively for the transportation of one or more of the following commodities:

- (d) logs, poles, piles, ties, shingle bolts, mine props, rough sawn lumber and fence posts;
- (e) fuel wood, sawdust, hog fuel, pulp chips and Christmas trees;
- (g) earth, rock, gravel and sand in bulk and unset cement mix;
- (k) stumps and debris from demolished buildings.

### *Responsibilities of carriers, shippers, consignees and drivers*

37.12 A carrier, shipper, consignee or other person must not request, require or allow a driver to drive and a driver must not drive if

- (a) the driver's faculties are impaired by fatigue, illness or a mental or physical infirmity to the point that it is unsafe for the driver to drive,
- (b) driving would jeopardize or be likely to jeopardize the safety or health of the public, the driver or the employees of the carrier,
- (c) the driver is the subject of an out-of-service declaration, or
- (d) the driver, in doing so, would not be in compliance with this Part.

### *Daily driving and on/off-duty time*

37.13.01 (1) A carrier must not request, require or allow a driver to drive and a driver must not drive after the driver has accumulated 13 hours of driving time in a day.

(2) A carrier must not request, require or allow a driver to drive and a driver must not drive after the driver has accumulated 14 hours of on-duty time in a day.

37.13.03 (1) A carrier must ensure that a driver takes and the driver must take at least 10 hours of off-duty time in a day.

(2) The total amount of off-duty time taken by a driver in a day must include at least 2 hours of off-duty time that does not form part of a period of 8 consecutive hours of off-duty time required by section 37.13.02.