

Health and Safety Policy

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1. Introduction

1.1 General Policies

It is the policy of ABC to prevent and minimize - to the fullest extent practical - all risks to the health, safety and well being of employees and the public while at work. Implementing and maintaining a comprehensive and effective safety and health program will safeguard ABC employees, property and the environment. ABC programs and activities will meet or exceed the requirements of health, safety, and environmental regulations. Therefore, all work performed at ABC will be conducted according to the instructions and procedures in this Health and Safety Manual. For purposes of this manual, the term ABC is defined as all areas under ABC control or direction (i.e. permanent site and leased facilities). This manual establishes policies for most operations; more involved or hazardous operations will have separate procedures written specifically for their potential hazards.

1.2 Contractor Compliance

Contracting firms performing work on ABC property shall comply with applicable occupational safety and health standards. The contractors shall provide fire extinguishers if they are required by their work. The Director HRD shall ensure this compliance by firms performing Construction, Maintenance ...etc.

1.3 Health and Safety Orientation of New Employees

All new employees will receive a health and safety orientation designed to enable their active participation in ABC health and safety programs. The information provided to new employees will promote their awareness and understanding of the possible hazards at work, as well as the methods to be used to control such hazards.

1.4 Availability of Training

1.4.1 Policy

General safety training will be made available to all employees and specific training plans will be developed to suit the needs of all individuals subject to special or unusual hazards.

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1.4.2 Responsibilities

1.4.2.1 Supervisor

Informs ABC personnel of safety training opportunities as they arise and make sure those personnel who require specific training courses attend them.

1.4.2.2 Employee

Participates in the safety training program(s) as required.

1.4.2.3 Human Resources Dept.

Supplies information regarding specific training courses, their availability and scheduling. Conducts specific training courses as required. Sends supervisors lists of their personnel who may need specific training.

1.4.3 General

- The HRD conducts and sponsors various health and safety training programs ranging from films and short seminars to longer courses. Announcements are widely distributed and posted on bulletin boards throughout ABC. Topics covered include first aid, defensive driving, general accident prevention, fire protection, etc.
- Specific training plans will be developed, when necessary, by the supervisor, employee and the HRD.
- Training provided by the HRD is not intended to replace the supervisors' responsibility for ensuring that employees are properly trained to perform assigned tasks.

1.5 Injury/Illness Reporting, Investigation and Compensation

All work-related injuries and illnesses, regardless of severity, will be reported and analyzed to identify possible trends and preventive actions employees will be provided proper guidance and assistance when seeking workers' compensation benefits. ABC will attempt to provide light duty or alternative work assignments to an employee who is temporarily or partially disabled. Prompt and accurate reporting of work-related injuries/illnesses is a necessary component of effective accident prevention programs. This information is used in evaluating and controlling hazards, fulfilling mandatory record keeping requirements, and providing workers'

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compensation benefits. Workers' compensation reporting forms will be used to collect information for these purposes.

2. Occupant Emergency Plans

2.1 Emergencies

2.1.1 Medical Emergency

The Health and Safety Bulletin Boards have a list of all personnel who have completed CPR and first aid training ABC also has a First Responder Team composed of ABC personnel who have received First Responder Training that includes advanced First Aid and CPR training. The person observing a medical emergency should:

Notify HRD give information as to the nature of the emergency and the exact location. HRD will then contact local Emergency Rescue Units and page the ABC First Responder Team PROMPT EMERGENCY MEDICAL RESPONSE IS DEPENDENT UPON HRD BEING NOTIFIED WHEN A MEDICAL EMERGENCY OCCURS. In addition to notifying the HRD First Responder Team and contacting local rescue units, HRD is also responsible for directing the rescue units to the scene of the emergency.

- If there is a person who has received first aid/CPR training nearby, he/she should be immediately contacted to give assistance.
- Stay with the injured person and do what you can until medical assistance arrives.

2.1.2 Natural Gas Leakage emergency

Immediately upon discovery of a gas leak:

- Do not use light switches or other apparatus likely to produce a spark.
- Search your immediate area for a source and shut off gas supply if possible.
- Open all doors and windows.
- Notify HRD and Security.

2.1.3 Fire Emergency

Every employee must know the location of the fire alarm system. The first person to observe a fire should:

- a. Immediately sound the fire alarm by activating nearest fire alarm pull station.

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- b. Report fire to Public Safety Dept/HRD
- c. Immediately evacuate area should initial fire fighting attempts fail, shut off gas supplies, etc. Close door to area to contain fire.
- d. Unauthorized re-entry into a building during a fire emergency is not permitted.
- e. Building occupants are not required to fight fires. Only individuals who have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire may use a portable fire extinguisher to fight small, incipient stage fires.
- f. Fire fighting efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat or flames.

2.2 Evacuation Procedures

1. If a building fire alarm is sounding or you receive notification of a fire emergency:
 - a. All occupants must immediately evacuate the building in accordance with the departmental emergency action plan.
 - b. Feel the door or doorknob to the hallway with the back of your hand.
 - c. If it feels hot, do not open it as the fire may be on the other side of the door.
 - d. If you are trapped, put a cloth or towel under the door to help prevent the entry of smoke.
 - e. Dial Public Safety dispatcher number and tell them your location and telephone extension and that you are trapped in the room and need rescue.
 - f. Stay on the phone until instructed otherwise.
 - g. If the door is not hot, open it slowly.
 - h. If the hallway is clear of smoke, walk to the nearest fire exit and evacuate via the nearest stairwell to the street/grade level exit.
 - i. Do not attempt to use elevators.
 - j. Assemble at the area designated in your departmental Emergency Action Plan and remain there until instructed by Public Safety or the fire department that it is safe to re-enter the building.
2. Each Dept. has an appointed emergency coordinator; he/she is:
 - a. The first point of contact for questions about the emergency procedures, responsible for developing and maintaining a departmental Emergency Action Plan (EAP) and training employees on all elements of the plan.
 - b. During a fire emergency, only individuals designated in the EAP

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- may remain in the building to fulfill their responsibilities.
- c. At the assembly point, supervisors will account for personnel and notify the Emergency Coordinator or Public Safety if any personnel are missing.
 - d. During an emergency, visitors who may not be familiar with this plan must be informed of the requirement to evacuate. Special attention should also be given to any persons with disabilities and those who are unfamiliar with the building.
3. Fire Extinguishers use must conform to the following guidelines
- a. Portable fire extinguishers suitable to the conditions and hazards involved shall be provided.
 - b. Portable fire extinguishers shall be conspicuously located and mounted where they will be readily accessible.
 - c. Portable fire extinguishers shall be given maintenance service at least once a year.
 - d. Employees designated to fight fires must receive training in the general principles of fire extinguisher use and the hazards involved with initial stage fire fighting.

2.3 Fire Prevention

1. Proper housekeeping including the prompt removal of wastes and keeping the workspace free of unnecessary combustible materials will help to prevent or reduce the severity of fires.
2. Storage of combustible materials and liquids should be kept to a minimum.
3. Electrical wiring should be maintained in good condition.
4. Extension cords should be used only for temporary use.
5. The emergency number for Public Safety should be posted on wary phone.

3. Personal Protection Policies

3.1 Visitors

3.1.1 Policy

All visitors entering ABC premises must comply with applicable health and safety policies and procedures.

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3.1.2 Procedures

- a. Visitors must sign in at the guard/receptionist desk upon entry to ABC. Visitors must prominently display their issued visitor pass at all times during the visit. Upon leaving ABC, the visitor must return the pass and sign out at the guard/receptionist desk.
- b. ABC host employee must provide visitors appropriate safety instruction and protective equipment.

3.2 Safety Wears/Equipments

3.2.1 Policy

Safety wears/equipments like: safety shoes, belts, hats ...etc. shall be worn in sites, warehouses and other areas as determined. Recommendations for safety wear shall be approved by the HRD. Permanent full time or other than permanent employees will be initially issued safety wears/equipments of approved type, and it will be replaced or repaired as necessary based on supervisory approval.

3.2.2 Procedures

- a. Supervisors must review employee's work situation in consultation with the HRD to decide the need for safety wears/equipments and appropriate types. The "Request for Safety wears/equipments" must be completed, reviewed and signed by the supervisor and approved by the HRD.
- b. Any employee desiring to replace his/her safety wears/equipments must complete the "request for safely wears/equipments" and have it signed by their supervisor.
- c. The employee, who wants to have their safety wears/equipments repaired, should be encouraged to do so.

3.3 Physical Handling

3.3.1 Policy

One third of work injuries are consequences of poor lifting and handling practices. That might lead to everlastingly disability; make sure you are trained on handling techniques before lifting/moving objects.

3.3.2 Procedures

- a. Ask for assistance if possible or use mechanical support.

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- b. Use the proper lifting techniques trying to avoid stressing the back muscles.
- c. Always test your ability of lifting the objects safely before lifting it.

3.4 Working Safety at Elevations

These procedures are designed to prevent the injury of personnel due to falls or slips any time personnel are working on portable stairs, ladders, or scaffolding, or at elevations or more than four (4) feet above grade.

3.4.1 Ladders

a. Hazards

Falls are the primary hazard associated with the use of ladders- Falls result from a number of unsafe acts and conditions such as:

1. Ladders being set on unstable surfaces.
2. Personnel reaching too far out to the sides.
3. Personnel standing too high to maintain balance.
4. Personnel using defective ladders (e.g., broken rails, rungs, missing hardware).

These hazards are minimized if workers adhere to proper ladder safety practices and if supervisors ensure equipment is used, inspected, and maintained in good condition.

b. Requirements

1. Procurement: Portable ladders procured shall meet the design and construction specification whether wood ladders, metal ladders or portable ladders constructed of reinforced plastic.
2. Allowable Lengths: The maximum allowable lengths of portable ladders are:
 - Stepladders: 8 feet
 - Platform stepladders: 12feet
 - Straight ladders: 20 feet
 - Extension ladders: 36 feet - with minimum overlap of 3 feet
3. Non-slip Bases: Portable ladders shall be equipped with non-slip bases such as safety feet or spikes, depending upon the type of usage
4. Electrical Personnel shall not use portable metal ladders when performing work on or near electrical equipment Wood or

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reinforced plastic ladders shall be used for work on or near electrical equipment they will be kept clean. Remove all surface build-up or dirt, grease, or oils to avoid creating a ready path for electrical current.

c. Proper Use of Ladders

1. Where possible, portable non self-supporting ladders will be used at such a pitch that the base of the ladder is placed a distance from the vertical wall that is one-fourth of the working length of the ladder. The ladder shall be placed to prevent slipping, or it will be lashed or manually held in position.
2. More than one person shall not use ladders at a time.
3. Ladders specially designed to support greater loads shall be used when an operation requires more than one person,
4. Ladders shall not be placed in front of doors opening toward the ladder unless the door is blocked open, locked, or guarded,
5. Do not place ladders on boxes, barrels, or other unstable bases to obtain additional height,
6. Do not splice short ladders together to provide long sections.
7. Do not use a ladder to aid access to a roof unless the top of the ladder extends at least 3 feet above the point of support, at eave, gutter, or roofline
8. Always raise extension ladders so that the upper section overlaps and rests on the bottom section. The upper section will always overlap on the climbing side of the extension ladder.
9. Workers shall not stand higher that the third rung/ step from the ladder top and shall not attempt to reach beyond a normal arm's length.

3.4.2 Rooftop work

If the rooftop to be worked on is not provided with an adequate guardrail, the following procedures shall apply:

- a. No employee shall come within 10 feet of the roofs edge without wearing a safety belt or harness securely attached to a securely anchored rope or line, with the entire system being capable of supporting a minimum dead weight of 5 400 pounds.
- b. No employee snail work on the rooftop if the wind speed exceeds 20 miles par hour, lightning storms, snowstorms, or other potentially hazardous weather conditions.

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3.4.3 Work site isolation

Prior to the start of roof construction, repair, or maintenance, the crew chief, foreman, or person in charge of the site shall insure that the area below the work site is isolated against entry by the use of barrier tape or other means.

3.5 Solitary Working

1. No employee shall operate machinery on site when working alone, or carry out procedures, which could contain a risk to their health and safety.
2. The company will take all reasonable steps to ensure that there are no less than two employees on site at any time
3. No employee will work alone or in isolation without the knowledge and permission of their supervisor.
4. When an employee is working alone or in isolation, arrangements will be made for contact to be made with him/her at regular intervals.
5. Where an employee is working alone or in isolation arrangements will be made for that employee to obtain assistance in case of emergency.

4. General Safety Policies

4.1 Feeders and antennas' Maintenance

- Antenna and feeder system installation and maintenance require special weight considering the possible hazards that might be encountered during work.
- Only trained and approved Personnel shall be authorized for antenna work, taking all necessary and specific safety precautions. Under no circumstance may unauthorized personnel climb radio structures, entering rooftop or enter any other hazardous area.

4.2 Compressed Gases in Cylinders

- Users of compressed gases should be familiar with the pertinent equipment and the characteristics of the gases.
- Acceptance of Cylinders from Vendors
- The contents of cylinders must be identified with decals, stencils, or other markings on the cylinders. Color codes alone or tags hung around the necks

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of the cylinders are not acceptable. Cylinders lacking proper identification must not be accepted from the vendors.

Handling and Storage of Cylinders

- Cylinders should never be dropped or permitted to strike each other violently.
- Cylinders must be transferred only in suitable carts or hand trucks. They must not be rolled or dragged. The valve safety covers must be in place and the cylinders secured to the carts during transport.
- Tags marked full, in use, and empty will be placed on cylinders of compressed gases. The user shall remove the portion of the tag to indicate the status of the tank in question. If the tags are absent. Cylinders must be marked empty or "MT".

Pressure Regulators and Needle Valves

- The valve fittings of cylinders used to store different families of gases are different and will allow regulators or needle valves to be attached that are safe for use with those gases. Only pressure regulators and needle valves approved for the gases may be used.
- Pressure in full cylinders should be indicated on the cylinders or labels. Lack of full pressure may indicate leaks at the connections between the cylinders and regulators, damaged regulators, or incompletely filled cylinders.
- If the gases are not to be used over a considerable length of time (i.e. 24 hours), the cylinder valves should be closed, the lines bled, and the pressure adjusting screws turned back until they turn freely. Damage to the gauges may result if pressure is left on the gauges during extended periods of non-use.

Cylinder Leaks

- Unless there are reasons to believe that cylinders are leaking, testing for leaks may be done after the pressure regulators are attached to the cylinder valves and the valves opened. Soapy water painted over the valves and connections will indicate most gas leaks.
- Compressed gas cylinders are tested for leaks when they are filled; however, if leaks have been detected when cylinders were connected. Personnel should not attempt to repair leaks caused by loose valve stem packing. Leaking cylinders of non-flammable gas shall be returned to the vendor. Leaks from cylinders of flammable gases require immediate

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attention. Decisions of how to handle the problem will depend on the kind of gas, the size of the leak, the area where the cylinder is located, and other factors.

4.3 Safe Work Practices

- Guard the sharp edges of furniture to prevent personal injury.
- Practice good housekeeping. Keep floors free of items that might cause tripping. Keep wastes out of the way.
- Prevent slipping accident by cleaning up spills immediately.
- Report all defects such as loose tiles, broken steps, railings and doors immediately to the HRD.
- Keep cutters, tacks, and other sharp objects in closed containers.
- Use the proper tool for the job at hand (e.g. a staple remover to remove staples).
- Do not overload electrical outlets. Do not plug a multiple outlet strip-an extension cord with multiple electrical receptacles-into a second multiple outlet strips.
- Report immediately, any damaged electrical cords, broken switches, loose connections, or bare wires to the HRD.
- Unplug any office machine that smokes, sparks, or delivers an electrical shock. Have it inspected by the appropriate repair personnel.
- ABC is a smoke free environment and smoking is prohibited inside all ABC building.
- Avoid overloading the top drawers of tiling cabinets to avoid the possible tipping of the cabinet when the drawers are opened. Open one drawer of the file cabinet at a time to prevent tipping. File cabinets should be placed where their use will not interfere with office traffic patterns.
- Keep file, "pull-out" and desk drawers closed when not in use to help prevent tripping accidents.
- Be sure to use proper lifting techniques. Make arrangements with personnel skilled in moving to shift furniture and other heavy objects.
- Do not lean too far back in chairs. This may result in over-balancing and a fall.
- Use only safety step stools or ladders for climbing. Don't stand on swivel chairs or use them as step stools.
- Be careful with flammable liquids only the quantity needed for use should be in the work place. They should be kept and used in a ventilated area, away from excessive heat or ignition sources.
- Power switches must be off or the cord unplugged, when electrical

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equipment, such as a typewriter, is being cleaned or serviced.

- Office doors shall be free of obstructions at all times to permit egress In case of an emergency.
- Jewellery, long hair, and clothing must be kept clear of the moving parts of all office machines.
- If it is necessary to run a cable or electrical cord across the floor, a cable cover must be used to protect the wiring and prevent tripping.
- Do not cover air vents or obstruct airflow from registers. Do not place furniture, equipment, or materials in locations that will interfere with air movement around thermostats.

4.4 Behaviours

- A health and safety Behaviours approach shall be developed and communicated to employees to clearly define H&S expectations, work rules and policies.
- This approach is to be integrated into the location's general discipline program and the site-wide recognition and reward system.
- HSER Behaviours are to be consistently enforced, clearly communicated, and addressed in a timely fashion.
- Cardinal HS&E rules shall be developed, communicated, consistently implemented, and enforced.
- Objective HS&E recognition and reward criteria, such as safety performance goals and HSE inspection results, are to be included in the facility HS&E recognition and reward process

4.5 Electrical Works

- Facilities Operations Personnel shall ensure that electrical installations meet this procedure and all applicable codes, regulations, standards and programs.

Employees shall

- Comply with this procedure and all other applicable codes, regulations, standards and programs.
- Use protective devices required / designed for operator / employee protection.
- Report all electrical deficiencies and violations to their supervisor immediately
- Not work on or near exposed energized electrical equipment unless they are trained and authorized by their supervisor.

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General Requirements for Live Electrical Work

- Live equipment shall be de-energized and placed in a zero energy state before personnel work on these systems Zero Energy

Under selected situations, authorized personnel may work on live electrical systems only after it has been determined that:

- De-energizing introduces additional or increased hazards, (Examples of increased or additional hazards include, deactivation of emergency alarm systems, shutdown of hazardous location ventilation equipment, or removal of illumination for an area); or,
- De-energizing is infeasible due to equipment design or operational limitations (Examples of unfeasibility due to equipment design or operational limitations include testing of electric circuits that can only be performed with the circuit energized and work on circuits that form an integral part of a continuous industrial process that would otherwise need to be completely shut down in order to permit work on one circuit or piece of equipment.).
- Locations shall develop written procedures, reviewed and approved by site management, describing site-specific safety procedures for live electrical work.
- Only authorized personnel shall be allowed to perform live electrical work.
- Conductive articles and clothing shall be prohibited in or near the vicinity of all electrical work.
- Live electrical work procedures shall include specific personal protective equipment requirements (e.g. use of insulated gloves, aprons, eye and face protection, etc) for representative tasks.
- Appropriate nonconductive, insulated tools and equipment shall be Used by authorized persons working on energized equipment

Permit Requirements for Live Electrical Work

- A live electrical work checklist and permit shall be completed prior to initiating a live electrical work task. Permits shall be signed by the authorized person.
- Completed live electrical work checklists and permits shall be posted at the corresponding job site.
- Provisions shall be made to ensure the continuity of electrical hazard protection during shift or personnel changes.

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4.6 Eye Face protection

- As a minimum, approved safety glasses shall be worn in production, maintenance, repair, overhaul, tool and die, construction, laboratory, field service and high pressure testing areas (including aisle ways within these areas unless protected with physical barriers such as a wall).
- Contact lenses may be worn, provided the minimum eye protection and special hazard requirements are followed. Medical and HSE personnel should determine on an individual basis whether the use of contact lenses should be restricted based on potential ocular hazards.
- Safety glasses are not required when using a microscope or some other eyepiece requiring viewing, provided a Personal Protective Equipment (PPE) Hazard Assessment has been completed and indicates the area is protected from eye and face hazards.
- The appropriate shaded (tinted) eye protection, and welding helmet, shall be worn when engaged in torch welding, brazing or burning.

Special Hazard Requirements

- Other eye and face protection devices, such as safety goggles and faceshields, shall be worn as identified by the PPE Hazard Assessment. See Section 6 Eye and Face Protective Device Selection Chart for guidance on proper PPE selection for special hazard conditions (warehouse, impact, chemical, heat, and optical radiation).
- Where a face shield is required it must be used, as a minimum, with safety glasses.

4.7 Hand and Portables tools

- Portable power tools shall be safety tested and certified by Underwriters Laboratories (UL) or equivalent authority.
- Electric power tools must be either double-insulated or equipped with a 3-wire grounded wiring and plug.
- Guards and safety devices provided by tool manufacturers shall not be removed or modified in any way which may interfere with their intended function.

Tool Use

- Eye protection shall be required while using hand / portable power tools.

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- Locations shall also determine and specify additional protective equipment requirements, including face shields, hearing protection, respiratory protection and protective gloves, as appropriate for work tasks.
- Hand and power tools shall be used exclusively for manufacturers' intended purposes.

Hand and Power Tool Inspection, Storage and Maintenance

- Hand and portable power tools and power supplies shall be periodically inspected.
- Defective equipment shall be immediately removed from service and repaired or replaced.
- All tools shall be properly stored when not in use to prevent possible injuries and tool damage

4.8 Safe Ladder Usage

- Ladders shall be used only for intended purposes in accordance with the manufacturer recommendations and safe work practice guidelines.
- Ladders shall be provided with slip resistant feet to prevent unintentional displacement or movement.
- Ladders shall be used only on stable and level surfaces.
- Ladders shall not be moved, shifted or extended while they are in use or occupied.
- Rungs shall be kept free of grease and oil.
- Ladders shall be installed or placed with a 4 to1 (rise to run) pitch from the supporting structure to provide stability.
- A program shall be established for frequent ladder inspections.

4.9 Scaffolding

- Scaffolds shall be maintained in safe condition and in accordance with the manufacturer's recommendations and safe work practice guidelines.
- Scaffolds shall not be loaded in excess of the working load for which they are intended.
- Scaffolding deck boards shall be cleated, wired or otherwise secured into place to prevent accidental movement.
- Footing or anchorage for scaffolding shall be sound, rigid and capable for carrying the maximum intended load without settling, displacement or movement. Unstable objects such as barrels, boxes, loose brick or concrete blocks shall not be used to support scaffolds or planks.

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- Scaffolds shall not be altered or moved horizontally while they are in use or occupied.
- Overhead protection shall be provided for personnel on a scaffold exposed to overhead hazards.
- The poles, legs or uprights of scaffolds shall be plumb and securely and rigidly braced to prevent swaying and displacement.
- Appropriate guardrails shall be installed on scaffolds to prevent falls

4.10 Walking, Working Surfaces and Fall Protection

Management shall:

- Ensure their personnel comply with this and other Walking Working Surfaces and Fall Protection related ABC and other regulatory procedures and standards.
- Ensure that documentation is available to verify that their personnel have received their required elevated work training.
- Ensure that documented periodic safety reviews / inspections are conducted in their area(s) of responsibility to ensure compliance with this program.
- Ensure the site's Fall Protection Training class is available to those requiring training.
- Ensuring that visitors and customers who need access to areas requiring fall protection/arrest have the appropriate training and fall protection/arrest equipment.

Employees shall:

- Complying with the requirements outlined in this procedure.
- Comply with all Walking Working Surfaces and Fall Protection related rules, regulations, standards and procedures and report all related deficiencies and violations to their manager / supervisor immediately.

4.11 Housekeeping

- All aisles, passageways and work surfaces shall be kept clear of obstructions and must be maintained in a clean and orderly condition.
- The floors of every work area shall be maintained in a clean and, so far as possible, a dry condition.
- Where wet processes are used, sufficient drainage shall be maintained to prevent hazardous conditions. Use of non-slip mats, platforms or false

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floors or other dry standing places shall be provided where practical.

4.12 Aisles and Passageways

- Aisles and passageways shall be appropriately marked and must provide sufficient safe clearance for personnel and equipment.
- Aisles and passageways shall be kept clear and in good repair with no obstructions across or in aisles that could create a hazard.
- Where mechanical handling equipment is used, sufficient safe clearances shall be maintained for aisles, through doorways and wherever turns must be made.

4.13 Covers and Guardrails

- Covers and/or guardrails shall be provided to protect personnel from fall hazards of open pits, vats, ditches or any similarly hazardous area.

4.14 Floor Loading Protection

- Overhead storage, elevated flooring, roofs, or other elevated structures that are used for storage shall have load limits calculated and posted in a conspicuous place on the structure.
- Load limits shall not be exceeded.

4.15 Guarding Floor and Wall Openings

- Floor openings shall be guarded. Openings for feed chutes, ladders, hatchways, sky lights, pits, trapdoors, manholes and temporary floor openings shall be guarded to prevent personnel from accidentally walking or falling through/into them.
- Openings in walking or working surfaces, platforms, runways or ramps shall be protected with adequate toe boards barriers or covers to prevent personnel, equipment, parts or materials from falling into or through the opening.

4.16 Elevated Work Platforms

- Elevated work platforms shall be provided with safe access to and from the work surface and protected in such a way as to prevent unintentional fall of personnel or materials from the elevated surface.
- Personnel working at elevated surfaces that cannot be protected by barrier

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railing shall be equipped with properly designed and fitted safety harness and lanyard which is securely attached to a fixed object which would limit the distance of fall and would support forces encountered by the falling weight.

4.17 Portable Working or Walking Surfaces

- Devices used as temporary or portables working or walking surfaces such as dock plates or ramps shall be designed for their intended purpose and of adequate construction to provide safe support for the loads applied.
- These devices shall be secured or otherwise fastened during use to prevent unplanned movement.

4.18 Stairs, Railings and Guards

- Standard railings shall be provided on the open sides of all exposed stairways and stair platforms.
- Stair treads and nosing shall be slip-resistant.
- Stair strength, width and rise shall be in accordance with applicable laws and codes.