



SAFETY PROGRAM & FORMS

Last Modified: September 26, 2022

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HEALTH AND SAFETY

MACANTA SAFETY PROGRAM

HEALTH AND SAFETY



COMPANY HEALTH & SAFETY POLICY

Macanta Design Build Management is committed to the implementation of a high standard of health & safety that protects our employees, our Trade Partners (sub-contractors & vendors), and the public.

Employees and Trade Partners, including both workers and management, are responsible for adhering to and, when required, updating this program.

We work continuously to foster an incident and injury free environment, and we recognize that this requires participation from everyone.

Everyone is expected to follow safe work practices/procedures, wear appropriate personal protective equipment (PPE) for the current task, and continually communicate hazards that are present. In addition to ensuring the safety of everyone, which is the primary goal, this participation will ensure compliance with all Provincial, Municipal, and Federal regulations.

Central to this program are the following four rights which each and every employee in Manitoba has:

1. **REFUSE:** Right to refuse dangerous work
2. **KNOW:** Right to know of all hazards associated with their tasks.
3. **PARTICIPATE:** Right to participate in the safety program
4. **NO HARASSMENT:** Right to work in an environment free from harassment.

<i>Management Signature</i>	<i>Date</i>
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MACANTA SAFETY PROGRAM

HEALTH AND SAFETY



EMPLOYER SAFETY RESPONSIBILITIES

Macanta Design Build is responsible for the safety, health and well-being of all employees, and applicable contracted tradespeople while they are at work.

Macanta Design Build site Management has the greatest degree of authority and control over the operations, and the greatest degree of responsibility for the safety and health within the workplace, and on the job site.

The basic responsibilities include but are not limited to:

1. Set up of an effective system to ensure that everyone involved in work at the project meets their legal safety and health obligations;
2. Coordinate, organize and monitor work on the project to ensure all reasonable and practicable precautions are in place to effectively control safety and health hazards;
3. Coordinate the safety and health programs of contracted employees, and/or ensure the Project Manager is fulfilling this responsibility.
4. Provide information, instruction and assistance to all staff, and contracted employees in order to protect the health and safety of all employees, and site tradespeople.
5. To understand and provide all staff with the knowledge to understand the incident prevention policy and program, as well as any relevant Workplace Safety & Health Regulations to maintain compliance.
6. To provide all staff with ongoing safety education and training.
7. To provide all staff with proper tools and equipment as well as personal protective equipment.
8. To monitor all operations and hold Project Managers accountable for their individual safety performances.
9. To review all incident reports, and ensure that problems are handled in a reasonable amount of time. Ensure that corrective actions and preventive measures are put in place, to reduce future incidents.
10. Review all safety talk reports and ensure that meaningful direction is provided to employees, and contracted tradespeople.
11. To review all safety inspection reports to ensure any deficiencies identified are dealt with to prevent incidents.
12. To review company monthly and annual safety performance reports in order to assess the effectiveness of the company's safety program.
13. Take necessary precautions to ensure the safety, health and welfare of workers, and those contracted to do work on Macanta sites;
14. Provide and maintain a safe workplace, equipment, tools and systems;
15. Ensure all contracted workers, and Project Managers are aware of hazards in the workplace and on the job site, and ensure that necessary precautions are taken for their protection; As well as ensure that other persons are not exposed to health and safety risks due to the activities on the job site;
16. Comply with the Workplace Safety and Health Act W210 and Workplace Safety and Health Regulation M.R. 214/2006;
17. To Lead by Example in all safety Matters.

MACANTA SAFETY PROGRAM

HEALTH AND SAFETY



PROJECT MANAGEMENT SAFETY RESPONSIBILITIES

Management is legally responsible for the safety, health and well-being of all applicable contracted tradespeople while they are working on Macanta Design Build sites. They must adhere to Macanta Design Build Health and Safety Policy and effectively apply sound safety procedures in the workplace and on the job site. Macanta Design Build site Project Managers are given great responsibility in making sure that a project is successful. One of the key components of this responsibility is to ensure the safety and health of everyone involved. Other basic responsibilities include but are not limited to:

1. Coordinating, organizing and overseeing the work on the project to ensure the safety and health of workers and others who may be affected by activities on the project, as well may include but not limited to co-ordinating the safety and health programs of employers working on the projects.
2. Effectively implementing Macanta Design Build safety management system, or developing extensions of the system to ensure everyone working on the project fulfills their legal health and safety responsibilities;
3. Cooperating with other people on workplace health and safety matters in a respectful manner;
4. Establishing a workplace safety and health committee at Macanta Design Build sites if 20 or more workers are involved, or are expected to be involved in work on a project, and the project is expected to last more than 90 days;
5. Take necessary precautions to protect the health and safety of workers under their direct supervision;
6. Ensure that workers comply with health and safety procedures and use personal protective equipment, and devices;
7. Advise workers of the health and safety hazards within the work area;
8. Cooperate with the workplace safety and health committee and/or safety representatives;
9. Cooperate with customers, companies, and others affected by the work on the site.

MACANTA SAFETY PROGRAM

HEALTH AND SAFETY



EMPLOYEE & SUBCONTRACTOR SAFETY RESPONSIBILITIES

Employees and subcontractors shall take care to protect their own safety and health, and the safety and health of others that may be affected by their own actions or omissions at work. An employee's / subcontractor's basic responsibilities include but are not limited to the following:

1. When the nature of the work requires, use all devices and wear all protective equipment and articles of clothing designated by the safe work procedure and/or is required by the safety and health act or legislation.
2. Comply with the safety and health act/legislation and know all safety rules and procedures.
3. Maintain good housekeeping within their work area.
4. Promptly report all incidents and injuries to supervisory staff, no matter how slight and get prompt medical attention.
5. Report any unsafe work conditions or unsafe work practices to supervisory staff.
6. Set a good example for co-workers.
7. Cooperate with the Worker Safety Representative.
8. To report any equipment or machinery malfunction to your supervisor and/or safety representative.
9. To participate in any safety training provided.
10. Understand your Right to Refuse Dangerous Work.
11. To use all equipment and tools in a safe manner and for the purpose for which they were designed.
12. Unauthorised use of machines and equipment is prohibited.
13. Do not operate any machine unless all guards are in place.
14. If operating a tractor, truck, or other piece of equipment you must follow all safety guidelines pertaining to the task you are completing – working with in all applicable legislation
15. Most importantly; report any dangerous procedure, hazard, or dangerous condition to management immediately. In the event there is no resolution to these concerns, report conditions or problems to a Health and Safety Representative or Committee member

MACANTA SAFETY PROGRAM HEALTH AND SAFETY



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HAZARD ASSESSMENT

MACANTA SAFETY PROGRAM

HAZARD ASSESSMENT



HAZARD IDENTIFICATION & ASSESSMENT POLICY

The identification of hazards is a very important component of incident prevention. As such, we will do all that is reasonably practicable to ensure hazards are identified, prioritized, communicated to appropriate people and controlled to reduce their risk. Prior to conducting work, a hazard assessment shall be conducted to determine the potential hazards in which employees may be exposed.

A hazard assessment will be conducted by the Site Supervisor, using the form provided in our Job Site Safety manual. Identified hazards shall be prioritized, communicated to others and an appropriate method of control will be implemented.

All corrective actions shall be written and kept on file.

For the purpose of identifying hazards, at minimum, *Macanta Design Build* will conduct:

- Hazard Assessments
- Inspections
- Incident Investigations

Upon identification of a hazard, the following hazard priority ranking shall be used to help determine the necessary control measures:

SEVERITY		PROBABILITY	
1.	Immediate Danger (death, disaster)	A.	Probable (immediately or soon)
2.	Serious (major injury or damage)	B.	Reasonable Probable (eventually)
3.	Minor (non-serious injury or damage)	C.	Remote (could at some point)
4.	Negligible (first aid or less)	D.	Extremely Remote (not likely)
5.	Not Applicable		

All on our Job sites will abide by this Health and Safety Manual, the Workplace Safety and Health Act and its Regulations.

<i>Management Signature</i>	<i>Date</i>
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COMPANY RULES & CORRECTIVE ACTIONS

MACANTA SAFETY PROGRAM

COMPANY RULES & CORRECTIVE ACTIONS



GENERAL SAFETY RULES

Macanta Design Build Management considers these rules as minimum safety standards for usual work conditions and shall be adhered to by all who enter this job location. The general safety rules will be reviewed as necessary.

All personnel shall adhere to the following:

- Participate in New Site Orientations
- Participate in Joint Health & Safety Committee
- Participate in Tool Box Talks.

Macanta Design Build Inc. workers will receive brief site-specific training in the following areas when required:

1. Safe Work Procedures
2. Ergonomic Hazards
3. Site specific Hazards
4. Before starting any task, ensure you know exactly what is to be done and how to do it safely. Be sure you work properly to protect yourself and others.
5. Know and follow all safety regulations pertaining to your job.
6. Wear your appropriate personal protective equipment in accordance with the job operation that you are performing.
7. Notify your supervisor if you feel you do not have adequate safety protection in any work activity.
8. Report all incidents, injuries, unsafe acts, and unsafe conditions in the workplace immediately to your supervisor.
9. Report faulty electrical equipment. Faulty electrical equipment will be removed from service until the equipment has been repaired or replaced.
10. Make sure all tools and equipment are in proper working order. Do not fix anything yourself unless you are authorized to do so. Report any unsafe equipment to your management immediately, don't take chances.
11. Follow proper lifting techniques and body mechanics. Never attempt to lift or push an object that is too heavy. Seek assistance and use mechanical aides when needed.
12. Refrain from horseplay or other acts that have an adverse bearing on the safety or well-being of an employee, coworker or resident. Such activity is prohibited.
13. Wear your safety belt when driving any company-owned vehicle.
14. Do not use your cell phone while driving any company-owned vehicle, unless it is hands-free.
15. Wear appropriate clothing on the job site – no shorts, or sleeveless shirts
16. Earbuds are not allowed while working

Any form of theft will result in immediate dismissal.

MACANTA SAFETY PROGRAM

COMPANY RULES & CORRECTIVE ACTIONS



Housekeeping

Practice general safe housekeeping in your individual work areas and maintain a neat and orderly work area and job site safe from incidents and injury, being in compliance with building and fire codes. Macanta Design Build Management expects all Subcontractors to ensure that:

1. Materials and supplies must be stored carefully, to eliminate the chance of falling on someone or resulting in a tripping hazard.
2. All chemicals and solvents must be properly stored and/or kept in safety containers with proper workplace labels.
3. Flammable and highly combustible materials must be in CSA safety containers stored separate from other chemicals and solvents.
4. All rags must be kept in containers with lids.
5. Trash receptacles will be emptied on a daily basis.
6. Excess water on the floor or other spills should be removed as soon as possible.

Clothing

1. You must wear appropriate clothing and shoes for your work activities. If special garments are assigned, they must be worn. No shorts or sleeveless shirts are permitted.
2. Safety shoes must be worn at all times when on a construction site. No Flip flops. Safety Vest & hardhat.
3. Do not wear loose or dangling jewelry, key chains, or other metals when working on or near operating machines/equipment

Smoking

Smoking is not permitted within Macanta Design Build Job Site, inside Macanta Design Build Job Site, or in/on any vehicle or equipment owned, rented or leased by Macanta. *See "No Smoking Policy"

Corrective Action

Anyone contracted by Macanta Design Build, found not complying with the general safety rules, will be subject to one or more of the following corrective actions:

1. A verbal warning
2. Written warning
3. Suspension without pay
4. Extended suspension / termination

The goal of a safety and health program is to prevent injury and illness. These general safety rules do not prevent an incident from happening. They only minimize the exposure or contact to injurious situations.

Please note that all violations are issued on a 6-month rolling period and management reserves the right to issue corrective action as it sees fit.

Make It a Habit to Work Safely!

MACANTA SAFETY PROGRAM COMPANY RULES & CORRECTIVE ACTIONS



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PERSONAL PROTECTIVE EQUIPMENT (PPE)

MACANTA SAFETY PROGRAM

PERSONAL PROTECTIVE EQUIPMENT (PPE)



PERSONAL PROTECTION EQUIPMENT (PPE) POLICY

Macanta Design Build Inc. is committed to providing a safe work environment for all site visitors. Hazards exist in every workplace and cannot be eliminated completely. The purpose of the Personal Protective Equipment policy is to protect employees from injury and illness. The scope of this policy includes all systems, procedures, clothing and safety material designed to ensure the safety and health of the Macanta Design Build Inc. job site.

Where an employment hazard cannot be eliminated or controlled within safe limits at the source or along the path of the employee, and the wearing or use of personal protective equipment may prevent an injury or reduce its severity. Macanta Design Build Inc. Management expects that each contractor who is exposed to an employment hazard wears or uses the equipment as prescribed by this policy. Macanta Design Build Inc. will ensure personal protective equipment is safely used, properly worn, reasonable for the activity. Macanta Design Build Inc. expects that if a safety officer is not onsite that the Supervisor on site for the employed Project Management Company will ensure personal protective equipment is safely used, properly worn, reasonable for the activity.

Basic Required PPE on required on Site:

- Hard Hat
- Safety Footwear
- *Specialized PPE may be required and is expected to be worn for specific job hazards; this may include:*
- Safety Eyewear and/or face shield
- Hearing Protection
- Respirators
- Fall Protection
- Gloves

Loose clothing

Macanta Design Build Inc. project manager shall ensure that where an employee is wearing loose clothing, long hair, dangling accessories, rings or other jewelry that might become entangled with a machine or any rotating or moving part of that machine, or the metallic part of which might come into contact with energized electrical equipment, the employee shall not enter or be permitted to enter a work area where any such machine or equipment is operating unless the clothing, hair, accessories, rings or other jewelry is so tied, fitted, covered or otherwise secured as to prevent such entanglement or contact.

Traffic hazards

Macanta Design Build Inc. project manager shall ensure that any contractor who is exposed to a possible hazard from vehicular traffic during work shall:

- wear a high visibility vest or other similar clothing; or
- be protected by a high visibility barricade.

Macanta Design Build Inc. project manager shall ensure that the high visibility vest and barricade shall be readily noticeable or distinguishable all of the time and under all of the conditions that the employee is exposed to vehicular traffic.

MACANTA SAFETY PROGRAM

PERSONAL PROTECTIVE EQUIPMENT (PPE)



INSPECTIONS

Random inspections may be performed by our contracted safety officer to ensure that PPE are defect free, undamaged, clean, and stored in a readily accessible location. When required.

Random inspections may be performed by our contracted safety officer to ensure contractors are using the proper PPE for the job they are performing.

CORRECTIVE ACTION FOR EMPLOYEES NOT USING PPE

Employees who are found not complying with this personal protective equipment policy in hazardous situations will be subject to one or more of the following corrective actions:

- A verbal warning
- Written warning
- Suspension without pay
- Extended suspension / termination

The use of PPE does not prevent an incident from happening. It only minimizes the exposure or contact to injurious physical, chemical or biological agents. Personal protection equipment should not replace safe work procedures but rather should coincide with safe work procedures.

<i>Management Signature</i>	<i>Date</i>
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MACANTA SAFETY PROGRAM

PERSONAL PROTECTIVE EQUIPMENT (PPE)

FALL PROTECTION:

HOW TO DON A HARNESS Our step-by-step guide to the correct procedure

A safety harness must be worn correctly to ensure that, in the event of a fall, it works to its design potential and does not cause additional injury. Follow these steps to don your harness correctly.



1
Hold harness up by rear attachment and ensure leg straps hang free



2
Pass arms through shoulder straps



3
Connect chest buckle



4
Adjust shoulder straps so rear D sits between shoulder blades



5
Pull harness down at the back so sub pelvic strap sits under the buttocks



6
Connect leg buckles and adjust to a snug fit, ensuring they are assembled correctly

HARNESS CHECKLIST

- A. Ensure that the right harness is used for the job.
- B. Check that the harness has been inspected.
- C. See that all clips and connectors are tightened, adjusted and attached.
- D. Make sure that the webbing is adjusted to suit your body size - leaving the harness loose around the legs and chest may feel more comfortable but, in the event of a fall, the sudden 'jerk' that occurs when the slack is taken up can cause serious damage to the body, especially in the groin area and internal organs.

MACANTA SAFETY PROGRAM

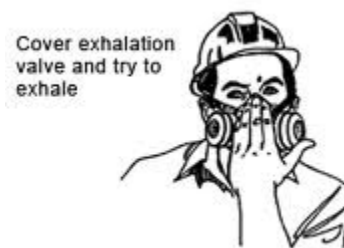
PERSONAL PROTECTIVE EQUIPMENT (PPE)



RESPIRATOR

The individual who uses a tight-fitting respirator is to perform a user seal check to ensure that an adequate seal is achieved each time the respirator is put on. Either the positive and negative pressure checks listed below or the respirator manufacturers recommended user seal check method shall be used. User seal checks are not substitutes for qualitative or quantitative fit tests. Before wearing any respiratory protection including the N-95 dust mask a respirator fit test must be completed.

Positive Seal Check



Do not exhale hard, just light breaths. If you do feel air escaping the mask try tightening the head straps.

Negative Seal Check



You should not receive any air when you inhale with your hands over the gaskets. The mask should collapse around your face.

If your mask does not collapse or you do receive air try to tighten the straps, or check to see if the valves are in good condition.

- Sitting flat to the opening
- Not rippled up, torn or dirty
- Are applied properly within the mask

Complete a respirator inspection checklist noting any deficiencies and contact site management for a fit test & tag out respirator.

MACANTA SAFETY PROGRAM

PERSONAL PROTECTIVE EQUIPMENT (PPE)



N-95 MASK

How to don an N-95 mask and check for seal. Remember you must have completed a respirator fit test prior to using this style of mask as well.

Step 1: cup the mask in your hand with the head bands loosely hanging around your hand. The metallic strip should be near your fingertips.

Step 2: Pull the mask up to your face and place the top head strap on the crown of your head, then pull the second strap down around the nape of your neck

Step 3: Press the metallic strip firmly around the bridge of your nose.

Step 4: complete your seal check – Positive & Negative pressure check; Begin with deliberate breaths inhale and exhale quickly and ensure that you feel the mask contracting with your breath. You should not feel any air escaping from any corner of the mask

*Remember there are many different N-95 particulate masks to choose from. Make sure you receive a fit test to ensure the proper respirator and complete your hazard assessment to be sure you are using the right type of mask.



MAINTENANCE

MACANTA SAFETY PROGRAM

MAINTENANCE



MAINTENANCE POLICY

All tools, equipment, machinery and vehicles owned by Macanta Design Build will be kept in a condition that will maximize the safety of all personnel.

All Macanta Design Build employees will use tools and equipment in the manner in which they are intended and will receive training and instruction in their safe operation. Employees will participate and apply the training received.

DO NOT attempt to use any tool or equipment that you are not competent with or cannot use safely

Employees must report all observed defects to Management and the defective item must be taken out of service immediately, attaching a “lock – out / tag – out” that identifies the defect. All necessary repairs are to be conducted by a qualified person.

To accomplish our maintenance program goals, an inventory of all major tools, equipment, machinery and vehicles will be kept and updated. The results of any repairs or pre-job inspections will be documented on the “Tool & Equipment Inventory & Maintenance” form.

Maintenance files on company vehicles and equipment are kept on file, and are periodically reviewed for safety purposes.

<i>Management Signature</i>	<i>Date</i>

ORIENTATION & ONGOING TRAINING

MACANTA SAFETY PROGRAM ORIENTATION & ONGOING TRAINING



SAFETY & HEALTH TRAINING POLICY

Training is one of the most important elements of any injury and illness prevention program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies and put the injury and illness prevention program into action. Training is required for both supervision and employees alike. The content of each training session will vary, but each session will attempt to teach the following:

- The success of our company's injury and illness prevention program depends on the actions of individual employees as well as a commitment by the Company.
- Each employee's immediate supervisor will review the safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger.
- Each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition; as covered in our personal protective equipment policy.
- Each employee will learn what to do in case of emergencies occurring in the workplace.
- Each employee required to operate equipment within the workplace ie: aerial work platform, skid steer, forklift etc. will be trained in the safe operation and use of the equipment

Supervisors are also vested with special duties concerning the safety of employees. The supervisors are key figures in the establishment and success of our injury and illness prevention program. They have primary responsibility for implementing the injury and illness prevention program, especially as it relates directly to the workplace. Supervisors are responsible for being familiar with safety and health hazards to which employees are exposed, how to recognize them, the potential effects of these hazards, and rules and procedures for maintaining a safe workplace. Supervisors shall convey this information to the employees at the workplace, and shall investigate accidents according to the accident investigation policies contained in this manual.

Occupational Health and Safety committee and Workplace Health and Safety representatives have a duty to identify aspects of the workplace that may be unhealthy or unsafe and promote health and safety educational programs which will be beneficial to the workplace.

Workers have a duty to participate in health and safety related training provided to them and apply this training to their work practices and procedures.

<i>Management Signature</i>	<i>Date</i>
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SAFETY INSPECTIONS

MACANTA SAFETY PROGRAM

SAFETY INSPECTIONS



SAFETY INSPECTION POLICY

It is the policy of Macanta Design Build Inc. Management to perform site safety inspections on a regular basis. The goal of safety inspections is to control hazards in the workplace, and help prevent incidents. Project managers will perform a safety inspection of the job site, and list on the hazard assessment form. Our Contracted Safety Officer will perform a site audit until completion to ensure the site is running in accordance with the Workplace Safety and Health Act and its Regulations. These audits will be posted on our health and safety board within our job trailer, and will be mediated by the contracted Project Management Company.

The identification of unsafe work conditions and unsafe work practices by way of safety inspections is a key measure of preventing incidents.

Macanta Design Build Inc. Safety Representative shall carry out the safety inspection once per month within the job site and site office. A record of safety inspections is to be completed, signed and dated including all taken corrective actions.

An inspection should include:

- Identify existing and potential hazard
- Determine corrective actions to eliminate or minimize the danger
- Determine underlying causes of hazards
- Identify any safety or environmental regulatory violations
- Monitor employee safe work practices and procedures
- Promote & reinforce safe work procedures & the protection of the environment
- Lead by example. Use personal protective equipment

Any issues that pose an immediate danger (use Severity and Probability Table) must be corrected immediately.

<i>Management Signature</i>	<i>Date</i>
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EMERGENCY PREPAREDNESS

MACANTA SAFETY PROGRAM

EMERGENCY PREPAREDNESS



EMERGENCY PREPAREDNESS POLICY

Our company will ensure that all job sites have plans in place to deal with emergency situations particular to the types of hazards identified. At minimum, each job site will be capable of providing:

- First aid to an injured worker
- Transportation to a medical facility
- Means of contacting outside agencies for assistance
- Means of conducting an initial attack on fire

The site supervisor is responsible for the development of emergency procedures for any unusual hazards or tasks that employees may encounter. At minimum, the site supervisor will ensure that all emergency preparedness information is readily available and that all workers are given a site orientation to ensure they are aware of:

- Location of emergency equipment:
 - First aid supplies
 - Fire extinguishers
 - Eyewash station
- Location of communication device and contact numbers for contacting outside assistance
- Location of MSDS sheets
- Muster point
- Emergency phone numbers

<i>Management Signature</i>	<i>Date</i>
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MACANTA SAFETY PROGRAM

EMERGENCY PREPAREDNESS



FIRE EXTINGUISHER GUIDELINES

All employees will aid in the prevention of fires by practicing good housekeeping and limiting the quantity of combustible materials.

At least one fire extinguisher will be assigned to each crew and will be stored in an easily accessible location (if not practicable, the fire extinguisher may be temporarily stored in the truck of the supervisor). Fire extinguishers will be serviced on an annual basis. On large job sites, fire extinguishers will be placed throughout the buildings and outlined during the orientation process, and/or during tool box talks.

During hot or high hazard work, the fire extinguisher will be immediately available.

All employees shall be instructed in the operation of fire extinguishers (P.A.S.S.) and shall ensure discharged fire extinguishers are tagged and given to their supervisor for replacement.

- **Pull** - Pull the pin from the handle of the fire extinguisher
- **Aim** - Aim the fire extinguisher at the base of the fire
- **Squeeze** - Squeeze the handle of the fire extinguisher
- **Sweep** - Sweep the extinguisher back and forth, covering the full base of the fire



MACANTA SAFETY PROGRAM

EMERGENCY PREPAREDNESS



EMERGENCY PHONE NUMBERS

Police	911
Winnipeg Police Non-Emergency line	204-986-6222
Ambulance	911
Fire Department	911 – as well outline location of hazardous substances and MSDS sheets (fire department should be aware of this)
Fire & Ambulance Non-Emergency	204-986-6336
Water Utility	311
Electrical & Gas Utility	204-480-5900 (Manitoba Hydro)

HOSPITALS

1. Concordia Hospital, Emergency Dept. - River East Area 204-661-7199 - 1095 Concordia Ave, Winnipeg, MB
2. Grace General Hospital, Emergency Dept. - St. James Assiniboia Area - 204-837-0157 - 300 Booth Dr. Winnipeg, MB
3. Health Sciences Centre, Emergency Dept. – Downtown area - 204-787-3167 - 700 William Ave Winnipeg, MB
4. Seven Oaks General Hospital, Emergency Dept. – Garden City area - 204-632-3232 - 2300 McPhillips St Winnipeg, MB
5. St. Boniface Hospital, Emergency Dept. - St. Boniface - 204-237-2260 - 409 Taché Ave Winnipeg, MB
6. Victoria General Hospital Emergency Dept. - Fort Garry area – 204-477-3147 - 2340 Pembina Hwy Winnipeg, MB
7. Misericordia Health Centre – Urgent Care Dept. – Downtown area - 204-788-8188 - 99 Cornish Avenue Winnipeg, MB
8. Pan Am Clinic – Minor injury – 204-927-2654 – Hours 8:00 am – 6:00 pm - 75 Poseidon Bay Winnipeg, MB
9. **For health questions & concerns Health Links – 204-788-8200**
10. **Mental Health Emergency - 817 Bannatyne Avenue (204) 788-8330 or 204-940-1781 for the mobile crisis unit**

If you are working outside Winnipeg – contact the Office for closest emergency facility or attend one of the above locations – call 911 for immediate assistance anywhere in Manitoba.

Workplace Safety and Health Division:

Serious Incident Report Line 204-945-3446 or after hours 204-945-0581

Report unsafe work or general questions: 204-957-7233;

Safe Work Manitoba to access immediate regulations or general information -

<http://safemanitoba.com/compliance>

Manitoba Conservation and Water Stewardship - Emergency Response - 1-204-944-4888 or 1-866-626-4862

MACANTA SAFETY PROGRAM

EMERGENCY PREPAREDNESS



FIRE RESPONSE PROCEDURE

The fire response plan is summarized by the acronym RACER. Ensure there is a designated Fire Warden.

Rescue

1. Rescue people from the immediate area of smoke and/or fire.
2. Make people aware that there is a fire alarm activation or actual fire within the building.

Alarm

1. Activate the nearest fire alarm.
2. Contact the fire department at 911 or the number provide in your emergency contact numbers sheet
3. Provide the police with your name, location of emergency, telephone number from which you are calling from and the type of emergency (e.g., fire, medical, hazardous chemical spill) you are reporting
4. Activate the nearest fire alarm.
5. Contact the fire department at 911 or the number provide in your emergency contact numbers sheet
6. Provide the police with your name, location of emergency, telephone number from which you are calling from and the type of emergency (e.g., fire, medical, hazardous chemical spill) you are reporting.

Contain

1. Turn off all sources of ignition (e.g., torches)
2. Close all doors to rooms and corridors that have been evacuated without jeopardizing your own safety.
3. Turn off all sources of ignition (e.g., torches)
4. Close all doors to rooms and corridors that have been evacuated without jeopardizing your own safety.
5. Turn off all sources of ignition (e.g., torches)
6. Close all doors to rooms and corridors that have been evacuated without jeopardizing your own safety.

Extinguish

Extinguish the fire using the appropriate fire extinguisher for the type of fire being fought. Check the label on the extinguisher for identification of the classification for which that extinguisher is approved.

Note: If you are not comfortable with the process of extinguishing a fire, leave the area immediately and close all doors if room has been evacuated.

When operating the fire extinguisher, follow the acronym **PASS**.

1. **P**ull the pin.
2. **A**im the extinguisher nozzle (horn or hose) at the base of the fire.
3. **S**queeze or press the handle to release the extinguishing agent.
4. **S**weep the extinguisher from side to side at the base of the fire.

Relocate

Relocate to a safe predetermined area outside and away from the building. Do **NOT** use elevators within the building as a means of egress during a fire alarm activation or actual fire.

Once outside, someone in a supervisory capacity needs to take roll call to ensure that all employees and/or visitors are out of the building. If employees and/or visitors are unaccounted for, immediately notify a representative from the fire department or police service that someone may still be in the building. **Do not re-enter the building until instructed to do so by a representative from one of the aforementioned agencies.**

MACANTA SAFETY PROGRAM

EMERGENCY PREPAREDNESS



SPECIFIC EMERGENCIES

Fire

Upon hearing the alarm, all workers shall evacuate the work area by the most direct route possible. The routes are outlined in the site orientation to aid in that decision.

Prior to evacuation, workers shall turn off any machines or tools that they were working with or close valves on gas equipment, do not try to retrieve personal items

After exiting the building all workers are to report to the Muster Point and stay there until directed otherwise by management.

Lightning

All personnel on the job site shall seek immediate shelter either vehicle, job trailer or a location indicated by management within the facility after shutting off power to machines.

*30-30 rule: The first 30 means if you count to 30 seconds or less (from lightning to thunder), the lightning is within 6 miles of your location and you are in potential danger and should seek shelter. The second 30 means you should wait 30 minutes from the last flash or thunder to establish an "all clear."

The job tasks affected on site by the lightning will be anyone in use of tall machinery or equipment on site, those working at heights, Within tanks, vessels and other places that may be considered a danger to the workers on site as per hazard assessment, there should be no lines or cables with continuity to the external environment, as this condition may lead to hazardous potential transference to workers inside. · Should the lightning storm continue all job site activities where lightning protection isn't feasible shall cease and reconvene once the storm has passed, Avoid high ground and keep clear of tall objects, towers, aerial lifts, camera booms, scaffolding, fences or other metal equipment. Avoid contact with any body of water. Avoid using a telephone or cellular phone.

Tornado

All personnel on the job site shall seek immediate shelter by either crawling under sturdy work benches, or a location indicated by management within a facility after shutting off power to machines.

Upon sounding the all clear signal which will be a voice signal and providing the tornado missed the job site entirely, all personnel shall resume normal production duties, once the weather is clear and it is safe to do so.

If the tornado strikes the job site and the all clear is sounded, it may be necessary to evacuate part of the work area. Personnel in each area will be advised by voice communication through management as to what action is necessary; if evacuation is deemed necessary those personnel to be evacuated will proceed directly to the Muster Point. Do not try to retrieve personal items or tools. Head counting procedures will be the same as for fires. At no time will you leave this area unless directed by management or supervisory personnel.

If the site is dismissed take caution to drive carefully and to the weather conditions present.

MACANTA SAFETY PROGRAM

EMERGENCY PREPAREDNESS



High Winds

High winds can be associated with extreme weather phenomenon including thunderstorms, tornados, and high and low pressure systems. During the summer month's thunderstorms often produce little rain but very strong wind gusts (some up to 100 mph) and dust storms. If you notice Flying debris, dust, persons being swept off their feet, equipment can be blown over and carried for a distance, set destruction

All trades crew will refrain from working in elevated areas, scaffolding and other high objects, lower all aerial work platforms, boom lifts etc., secure all loose equipment, when instructed, seek refuge from the winds at your pre-determined safe area. Be aware and protect your eyes from potential injury. Do not attempt to return to the area until an "all clear" signal has been given by site management.

Large Hail

Hail is usually associated with thunderstorms and is caused by freezing rain that can become very large. Potential Hazards: May cause injuries to trades on site and damage to equipment and site. If a watch or warning has been issued, Secure and protect all equipment, get down from elevated areas, aerial lifts, booms, scaffold and other high areas, when instructed, seek shelter at your pre-determined safe area, do not attempt to return to the area until an "all clear" signal has been given by site management.

If the site is dismissed take caution to drive carefully and to the weather conditions present.

Blizzard or Severe Snow Storms

A storm accompanied by strong winds creating blizzard conditions with blinding wind-driven snow, severe drifting and dangerous wind chill. Potential Hazards: Blinding conditions, Creation of snow drifts. Dangerous wind chill factor (refer to ACGIH guideline for working in thermal conditions), being caught and/or buried by snow, generally occur with clear skies, little or no snow fall and light or calm winds. The weak layer often consists of surface hoar, facets or depth hoar, on 30-40 degree slopes, often at a convex part of the slope. If a watch or warning has been issued, secure and protect all equipment, get down from elevated areas, aerial lifts, booms, scaffold and other high areas, stay clear from potential "avalanche" areas or areas where snow may fall from onto you, when instructed, seek shelter at your pre-determined safe area, do not attempt to return to the area until an "all clear" signal has been given by site management.

If the site is dismissed take caution to drive carefully and to the weather conditions present.

Hazardous Chemical Release

Macanta Design Build Inc. Site Management will ensure that an assessment is conducted of the risks posed by hazardous substances used on site from accidental release, fire or other such emergency. In the event of an accidental release of hazardous chemicals, an evacuation would be required if the release is in a significant amount to cause, or have potential to cause, harm to employees.

If workers are required to control a release of a hazardous substance, to perform cleanup of a spill, or to carry out testing before re-entry, Macanta Design Build Inc. site management will provide:

- adequate written safe work procedures,
- appropriate personal protective equipment which is readily available to workers and is adequately maintained, and
- material or equipment necessary for the control and disposal of the hazardous substance

Note: Other jurisdiction and agencies may require notification in the event of a spill.

MACANTA SAFETY PROGRAM

EMERGENCY PREPAREDNESS



After it is determined that there is a hazardous chemical emergency, management will be notified and make the decision whether to evacuate any areas. All unqualified Employees should remain clear of any spill or release of any hazardous material.

ALL EMPLOYEES AND SITE PERSONNEL MUST LEAVE THE BUILDING and proceed to the Muster Point.

NO ONE MAY ENTER THE RELEASE/SPILL/AFFECTED AREAS WITHOUT PROPER PERSONAL PROTECTIVE EQUIPMENT AND MANAGEMENT PERMISSION.

Medical

After a medical emergency has been identified, Management shall be notified immediately. Management has the responsibility to assure that the appropriate emergency services have been notified. The severity of the medical emergency and level of action required will be assessed by available first aid trained personnel.

- All first aiders will use the proper PPE and will follow the proper standards of care.
- All injured or ill Employees requiring emergency medical care for life/death medical emergencies will be transported by local Emergency Medical Services (EMS) to the nearest local Hospital.
- All non-life/death medical emergencies will be assessed by management; and handled appropriately, following proper standards of care.

Job Site - Employees & Sub-Contractors

- Follow the customer's/building's EAP and policies; and
- Report to Site Management by the fastest means possible in the event that an emergency arises at a job site. This communication shall be done at the earliest time that it is safe to do so.

Subcontractors

Macanta Design Build Inc. site Manager shall closely coordinate the emergency action plan with other contractors, sub-contractors, the owner and personnel on the project to assure all are aware of the provisions, notifications, evacuation routes, assembly points, etc.

Training

During the orientation process all workers will be trained in the emergency action plan.

<i>Management Signature</i>	<i>Date</i>
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INCIDENT INVESTIGATIONS & REPORTING

MACANTA SAFETY PROGRAM

INCIDENT INVESTIGATIONS & REPORTING



INCIDENT INVESTIGATION POLICY

Incident investigations are an integral component of Macanta Design Build Inc. health and safety program and shall be conducted to determine the cause of an incident in order to implement corrective action to prevent future occurrences.

At minimum, all incidents are to be reported immediately to the Project Management on site, with an initial investigation report completed within 24 hours. Depending on the severity of the incident, a detailed investigation by the Project Manager, Safety Officer and the worker safety representative will be completed within 3 working days. The completed investigation will be forwarded to Macanta senior management for review and recommendation, immediately upon completion.

Reported immediately to Project Managers or Safety Officer by ALL subcontractors, initial investigation report within 24 hours:

- Personal injury requiring first aid
- Incidents resulting in less than \$500.00 property damage
- Incidents that could have resulted in an accident (near miss)
- Incidents that have the potential for occupational illness or environmental damage

Reported immediately to *Project Managers or Safety Officer* by ALL subcontractors a detailed investigation within 3 days:

- Personal injury requiring medical aid from a healthcare professional
- Incidents resulting in more than \$500.00 property damage
- Incidents that result in a fire or explosion
- Any other serious incidents requiring notification to WSH Division

By regulation, all serious personal injuries; collapse of structure or explosion must be immediately reported to the WSH Division (see procedures for reporting, page ...)

All incidents and the corrective action shall be discussed with the workforce as soon as reasonably practicable, at minimum within one week of the incident.

Management, Safety and Health Representatives, Contracted Trades, and Employees will abide by our company safety manual, the Workplace Safety and Health Act and its Regulations

<i>Management Signature</i>	<i>Date</i>
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MACANTA SAFETY PROGRAM

INCIDENT INVESTIGATIONS & REPORTING



CONDUCTING INVESTIGATIONS

The person or team conducting an investigation into an accident should proceed as follows:

1. take control of the scene
2. ensure that any injured persons are cared for
3. ensure that no further injury or damage occurs
4. get the “big picture” of what happened
5. examine equipment/materials involved
6. collect and safeguard any physical evidence
7. take photographs of the scene
8. interview people involved and obtain written statements where appropriate
9. analyze all the available information to determine the causes
10. look for causes where the “system failed the worker” , not only for those where the “worker failed the system”
11. determine what corrective action will prevent recurrence;
12. complete the report

NOTE: Incident investigations are not conducted to fix blame. They are conducted to prevent recurrence.

<i>Management Signature</i>	<i>Date</i>
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MACANTA SAFETY PROGRAM INCIDENT INVESTIGATIONS & REPORTING



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STATS & RECORDS

MACANTA SAFETY PROGRAM STATS & RECORDS



SAFETY STATISTICS & RECORDS POLICY

Maintenance of accurate Safety Records is an essential component of *Macanta Design Build Inc.* safety program. Accurate documented records provide a resource to determine areas for further preventative action, and will assist our company in demonstrating Due Diligence, should the need arise.

Management will ensure all safety related information is documented and turned in at the conclusion of each project. A review of safety statistics will be conducted on a quarterly basis.

All forms or reports should be readily available, neat and readable, completely filled out and signed/dated by the appropriate worker, supervisor, safety rep or manager. At minimum, the reports that should be kept on file include:

- Safety orientation and training records
- Minutes of toolbox and safety committee meetings
- Incident investigation reports
- First aid treatment reports
- Inspection reports
- Annual and monthly statistical summaries
- Safety rule and PPE violation records
- Maintenance records
- Hazard assessments

<i>Management Signature</i>	<i>Date</i>
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LEGISLATION

MACANTA SAFETY PROGRAM LEGISLATION



In the province of Manitoba work must be conducted according to the Workplace Safety and Health Act (C.C.S.M. c. W210) and Manitoba Regulations (MR 217/2006). All personnel are required to take the necessary precautions to ensure that the health and safety of themselves and others is protected.

Macanta Design Build Inc. will inform all company personnel and parties of their legal duties and responsibilities and in turn, all personnel and parties are expected to fulfill their duties and responsibilities. Macanta Design Build Inc. will provide a copy of the Workplace Safety and Health Act and the Manitoba Regulations in the company's safety manual. A copy of the manual shall be readily accessible to all employees at head office, on the job site or in the company vehicle.

Macanta Design Build Inc. had developed the following guidelines and procedures in accordance with the legislation.

1. A Hearing Conservation Program shall be implemented in work areas where exposure to noise is in excess of 80db.
2. No employee shall work alone unless a Working Alone Procedure has been developed between the employee and supervisor. A system of contact is to be developed and followed when an employee works alone.
3. When work occurs where the release of energy could inadvertently cause injury to a worker, a Lock-Out/Tag-Out procedure must be developed and followed.
4. Where cranes, forklifts, critical or sensitive equipment is used, the applicable training/certification must be provided or verified prior to start up.
5. WHMIS training shall be provided prior to any person working with or in the proximity of a controlled product.
6. For all tasks, which pose a potential for musculoskeletal injury, a risk assessment shall be conducted and the appropriate control measures to eliminate, reduce or control injury to workers will be implemented.

<i>Management Signature</i>	<i>Date</i>
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MANITOBA SUPPLEMENTS

MACANTA SAFETY PROGRAM

MANITOBA SUPPLEMENTS



HEARING CONSERVATION POLICY

Exposure to high noise level is the cause of noise induced hearing loss. This exposure can be linked to illnesses such as headaches, stress and increased irritability. High noise levels can also affect a worker's ability to work safely.

Our company will follow three basic principles:

1. It is more effective to reduce noise levels in the workplace than to rely on hearing protection to protect workers. Sound level monitoring of all equipment that is within the scope of the company will be tested and documented.
2. Effective training and annual hearing tests will provide workers with appropriate knowledge about the effects of high noise exposure levels. All workers will be required to have annual hearing tests to assess the hearing levels and that we are not causing a decline in the individual's hearing. This will be arranged and paid for by the employer and all records will be kept in strict confidence.
3. When it is not possible to reduce noise levels above 80dBA, the use of personal hearing protection is mandatory. If the noise exposure assessment indicates that workers are exposed to levels above 85 dBA, the employer will use sound control measures to reduce or eliminate the noise exposures.

ASSIGNMENT OF RESPONSIBILITY

Management

- Use engineering and administrative controls to limit employee exposure.
- Provide adequate hearing protection for employees.
- Post signs and warnings in all high noise areas.
- Conduct noise surveys annually or when new equipment is needed.
- Conduct annual hearing test for all employees.
- Conduct hearing conservation training for all new employees.
- Conduct annual hearing conservation training for all employees.

Employees

- Use company-issue approved hearing protection in designated high noise areas.
- Request new hearing protection when needed
- Exercise proper care of issued hearing protection.

Everyone employed within our business functions is expected to uphold this policy, and the Manitoba Regulation Part 12 Hearing Conservation & Noise Control

All Employees & Trades on site must adhere to the following:

On job sites where there is a threat of the noise level over 85 dBA hearing protection must be correctly applied and worn.

<i>Management Signature</i>	<i>Date</i>
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MACANTA SAFETY PROGRAM

MANITOBA SUPPLEMENTS

Single-Use	Single-Use	Multiple-Use	Banded	
No-Roll foam  Matrix™	Roll-Down foam  Max®	 SmartFit®	 QB2HYG®	The Do's and Don'ts of Howard Leight® Earplugs
1  Reach over your head with a free hand, pull your ear up and back, and insert the earplug well inside your ear canal.	1  With clean hands, roll the entire earplug into narrowest possible crease-free cylinder.	1  While holding the stem, reach a hand over your head and gently pull top of your ear up and back.	1  Position band under your chin as shown above. Use your hands to press the ear pods well into the ear canal using an inward motion.	 Proper Fit If either or both earplugs do not seem to be fitted properly, remove the earplug and reinsert.
2  Earplugs should be inserted as shown in this drawing. Stop pushing earplug when your finger touches your ear.	2  Reach over your head with a free hand, pull your ear up and back, and insert the earplug well inside your ear canal.	2  Insert the earplug so all flanges are well inside your ear canal.	2  Protection levels are improved by pulling your ear up and back when fitting as shown.	 Removal Gently twist earplug while slowly pulling in an outward motion for removal.
3  If properly fitted, the end of the earplugs should not be visible to someone looking at you from the front.	3  Hold for 30 – 40 seconds, until the earplug fully expands in your ear canal. If properly fitted, the end of the earplugs should not be visible to someone looking at you from the front.	3  If properly fitted, the tip of the earplug stem may be visible to someone looking at you from the front.	3  In a noisy environment, lightly press the band inward with your fingertips as shown. You should not notice a significant difference in noise level.	 Acoustical Check In a noisy environment, with earplugs inserted, cup your hands over your ears and release. Earplugs should block enough noise so that covering your ears with your hands should not result in a significant noise difference.

MACANTA SAFETY PROGRAM

MANITOBA SUPPLEMENTS



WORKING ALONE PROGRAM

The company has developed the following guidelines for all employees who are required to work alone without direct supervision. As a company we will attempt by all possible means not to work alone while on site, however in the event we do work alone we will review this program prior to the work alone period and make our plan.

1. The employee will be informed as to how long he/she will be working alone for and be provided contact phone number, and be told the precautions necessary to carry out his/her duties competently, and be informed of any known or suspected work hazards.
2. An employee check will be conducted based on start time, during regular intervals throughout the work alone period. An attempt will be made to maintain either phone, text or email contact with the employee or by a personal visit to the job site at least every 4 hours. Unless a serious hazard exists on site then the time will be shortened as per discussion.
3. Employees working alone are reminded to take absolutely no risks. Example: If unfamiliar with the consequences of operating a machine in a certain manner do not experiment while working alone.
4. If unable to perform a certain duty because of the weather, site conditions, inexperience, nature of the work requested, inappropriate machinery or mechanical failure, an employee should inform his supervisor immediately and not attempt to reach a compromise on his own.
5. Employees are reminded that working safely is more important than working fast and carelessly.
6. In case of an emergency an employee is expected to ensure his own personal safety first, then to immediately request help. Describe the situation or hazard, your exact location and whether medical, police or fire response is required. In extreme emergencies simply call 911 and give the appropriate information.
7. Before leaving the job site, an employee who will be working alone should use a check off system to ensure he/she is properly prepared and equipped to work alone.
 - a. Knowledgeable of the work required
 - b. Familiarity with any equipment to be used
 - c. Ability to perform the required work
 - d. Sharing with the supervisor off site by text where you're going, what you will be doing and when you expect to return
 - e. Check that equipment to be used has been serviced and is operable
 - f. ALL PERSONAL PROTECTIVE EQUIPMENT required to perform the job safely is being worn or is readily accessible.
 - g. Be sure a charged fire extinguisher and first aid kit is available on site and be aware of its usage and how to activate it.
 - h. Always have a list of phone numbers to be used in case of an emergency. This is generally posted to our safety board on site.

<i>Management Signature</i>	<i>Date</i>
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MACANTA SAFETY PROGRAM

MANITOBA SUPPLEMENTS



LOCKOUT / TAGOUT PROCEDURE

The following are specific procedures to be followed for lockout/tagout for a general overview of the procedure should a Macanta Design Build Inc. employee witness it, anyone undertaking a lockout procedure must have the appropriate training.

All equipment not within compliance, or that has damaged components shall be tagged out on site with a Macanta Design Build Inc. tag, and removed from site immediately. Macanta Design Build Inc. employees are permitted to do this.

1. Notify all affected areas and employees of the impending lockout situation, the reason for it and estimated start and duration times.
2. Equipment shutdown and isolation. Place all switches in the "off" or "safe" position. Disconnect sources of power, making sure all sources of both primary and secondary power to the equipment are interrupted.
3. Dissipate residual energy. Shutting down equipment does not mean there is no energy left in it. Check for trapped pressure or residual electricity in the system.
4. Lockout or tagout all inline points of control. In most cases, this may be more than one place, or more than one lock, if several people are working on the equipment.
5. Lockout verification. Take nothing for granted. Verify that the locked out switch or control cannot be overridden. Test the equipment to be certain that the locked out switch is de-energized and not simply malfunctioning. Press all start buttons or valves to see if the equipment starts. Verify the system you will be working on is the same one that has been locked out.
6. Perform the work scheduled. Try to foresee all possible hazards. Verify the new/repair work does not bypass the lockout and reactivate the system.
7. Lock and/or tag removal. All locks and tags are to be left in place until work is completely finished. This is especially true when more than one employee is working on the equipment. A lock is never to be removed except by the person who placed it there.
Note: Only immediate supervisors are to authorize emergency removal of a lock or tag.
8. Equipment start up. Make a final safety check before restarting equipment, to be certain it is safe to operate. Make sure of the following:
 - a. All tools and other items have been removed.
 - b. All machine guards are returned to their proper position.
 - c. All electric, hydraulic, pneumatic or other systems are properly reconnected.
 - d. All employees are clear of equipment.

Tag-out Procedure:

Only qualified competently trained trades personnel will conduct lockout procedures. All employees have permission to tag out defective pieces of equipment and have them removed from site. Copies of these tags must be turned into the Safety Rep on site.

<i>Management Signature</i>	<i>Date</i>
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MACANTA SAFETY PROGRAM

MANITOBA SUPPLEMENTS



WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

WHMIS is a short form for the Workplace Hazardous Materials Information System. It is a comprehensive plan for providing information on the safe use and handling of hazardous materials in the workplace. Information is provided in the form of labeling, Material Safety Data Sheets (MSDS) and employee education programs.

WHMIS is broken down into components such as hazard identification, labelling, product identification, and material safety data sheets. This system was created in response to the Canadians right to know the safety and hazards associated with handling materials in the workplace.

Exposure to hazardous materials can cause or be contributed to many serious and life threatening health hazards. This could include damage to the nervous system, kidney or lung damage, sterility birth defects, burns and rashes. Some hazards can cause safety related hazards such as fire or explosion. WHMIS was created to help stop or very least decrease the number of injuries, illness, deaths and medical costs related to handling and storage of hazardous materials.

Macanta Design Build is responsible for the education and training of workers that may be exposed to hazardous materials in the workplace. Supervisors are responsible to make sure all materials are properly labeled and a MSDS is present for each product and they are readily available for workers.

Employees are required to participate in training programs and to use the information to help them maintain a safe and hazard free work environment. They must also inform supervisors when labels are accidently removed or are no longer legible.

<i>Management Signature</i>	<i>Date</i>
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MACANTA SAFETY PROGRAM

MANITOBA SUPPLEMENTS



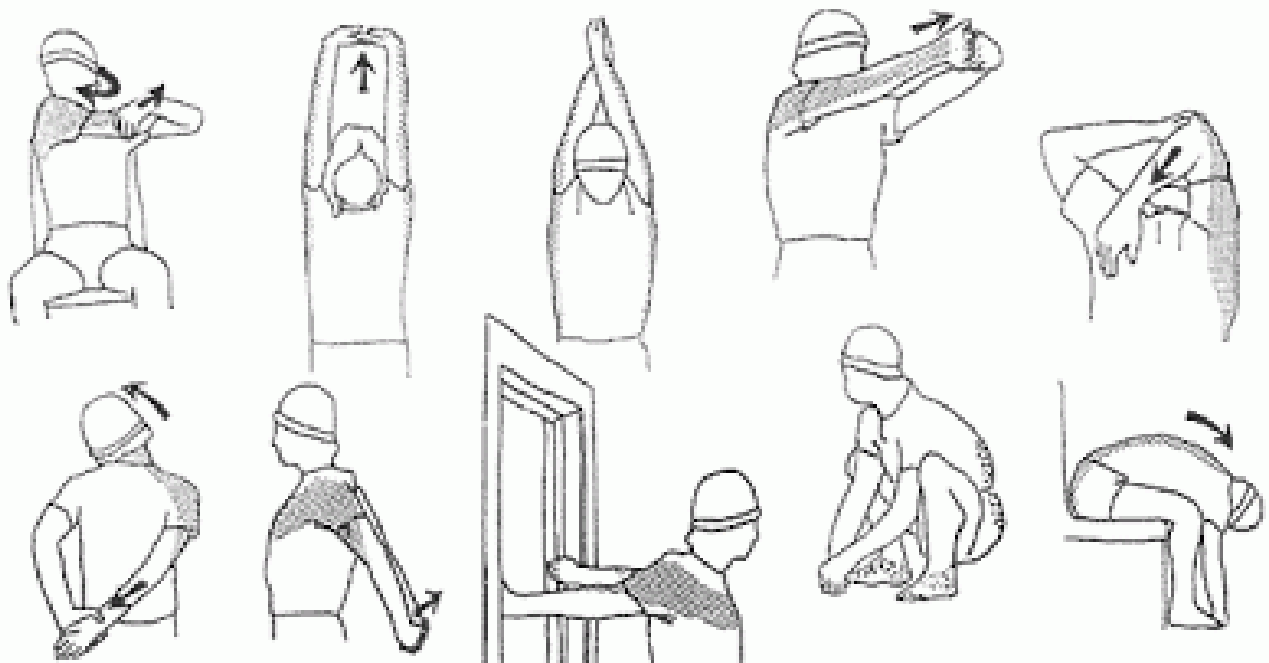
MUSCULOSKELETAL INJURY AWARENESS

Musculoskeletal Injuries are common in the trades as well as within the office space. You can improve your chances of preventing an MSI by doing four things.

- **Reduce the risk** – change your tasks throughout the day and alternate hands if possible (when necessary).
- **Improve your posture** – take time to adjust your body, or the equipment to support better posture. Change postures and activities often.
- **Reduce force** – use material handling devices, keep tools sharp and grip your equipment lightly.
- **Review activities** – look at which outside-work activities, hobbies or sports may aggravate any signs of an MSI.

Do not hold sustained postures for lengthy periods of time, complete stretches when necessary as listed below, take appropriate rest breaks to avoid the induction of an msi, use proper lifting techniques. If you are experiencing pain associated with repetitive strain please report this to Macanta Design Build Inc. Project Management for an appropriate risk assessment & ergonomic evaluation to be completed.

Stretch exercises



Management Signature

Date

MACANTA SAFETY PROGRAM

MANITOBA SUPPLEMENTS



COMPANY VEHICLE & EQUIPMENT OPERATION POLICY

This policy is in place to ensure that all vehicles and equipment owned or maintained by Macanta Design Build Inc. are operated safely and within the parameters of the law. Therefore, only those personnel who retain a valid driver's license and who have been given prior authorization may operate company vehicles and equipment.

Company vehicles shall be used for company purposes only. The use of company vehicles for non-work related purposes is prohibited except where prior authorization has been granted from management.

Company vehicles shall be visually inspected on a monthly basis by management or the operator. The monthly inspections must be documented and kept on record. Any repairs, maintenance or modifications done to company vehicles must be clearly defined and approved by management. Any concerns with the condition of company vehicles shall be discussed directly with management. Company vehicles and equipment shall be kept in a clean and respectable condition in order to positively reflect the company name.

All personnel of Macanta Design Build Inc. are to understand that any infractions or violations incurred while operating a company vehicle are the sole responsibility of the operator of the vehicle at the time the infraction or violation occurred. Macanta Design Build Inc. vehicle operators are responsible for ensuring that any material, debris or equipment loaded onto a company vehicle in a safe and secure manner. Operators will be accountable for any infractions or violations incurred while operating company vehicles.

Macanta Design Build Inc. reserves the right to determine or limit when company vehicles are operated and repaired. Any violations of this policy will be dealt with directly by management and/or law enforcement officials.

<i>Management Signature</i>	<i>Date</i>
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MACANTA SAFETY PROGRAM MANITOBA SUPPLEMENTS



HARASSMENT PREVENTION POLICY

All employees of MACANTA DESIGN BUILD INC are entitled to work in an environment free of harassment. MACANTA DESIGN BUILD INC will take all reasonable measures to ensure that no employee is exposed to harassment during their employment by enforcing a “**zero tolerance**” policy. Violators of the policy will be subject to disciplinary action in accordance with MACANTA DESIGN BUILD INC developed procedures, or at the discretion of Senior Management.

There are two main types of harassment covered by the Workplace Safety & Health Legislation.

1. The first type is defined as **any inappropriate conduct, comment, display, action or gesture** by a person that is directed at a worker in a workplace or is made on the basis of race, creed, religion, colour, sex, sexual orientation, gender determined characteristics, political belief, political association, political activity, marital status, family status, source of income, disability, physical size or weight, age, nationality, ancestry or place of origin and which creates a risk to the health of a worker.
2. The second type relates to what is sometimes referred to as “**bullying**” which may involve severe repeated conducts that adversely affect a workers psychological or physical well-being if it could reasonably cause a worker to be humiliated or intimidated. This could also include a single occurrence if it is shown to have a lasting, harmful effect on a worker.

Legislation states that reasonable, day-to-day actions by a manager or supervisor that help manage, guide or direct workers or the workplace is not harassment. Appropriate employee performance reviews, counselling or discipline by a supervisor or manager is not harassment.

All employees must report harassment complaints to their immediate supervisor upon occurrence without any fear of the employer taking discriminatory action against the worker for raising a complaint about harassment.

The employer’s harassment prevention policy is not intended to discourage or prevent the complainer from exercising any other legal rights pursuant to any other law.

The Supervisor in conjunction with Senior Management and the Safety Committee/Worker Representative will investigate each complaint while maintaining confidentiality. The details of the complaint investigation will be documented, interviews may be conducted and the complainer and the alleged harasser will be informed of the results of the investigation. Details of the investigation may only be disclosed if particulars are necessary to proceed with the investigation of the complaint, take corrective action, or are required by law. Employees have the right to file a complaint with the Manitoba Human Rights Commission.

MACANTA DESIGN BUILD INC will venture to work in a spirit of consultation and provide education to all employees to achieve a respectful work environment for all employees. A determination of what is or what is not considered harassment will depend on the facts of each and every case.

<i>Management Signature</i>	<i>Date</i>
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MACANTA SAFETY PROGRAM

MANITOBA SUPPLEMENTS



What is not harassment?

Reasonable, actions by managers to help manage, guide or direct workers or the workplace are not harassment. Appropriate employee performance reviews, counselling or discipline by a supervisor or manager is not harassment.

Employee Rights and Responsibilities

Employees are entitled to work free of harassment

Employees have the responsibility to treat each other with respect. We ask that any employee who experiences harassment or sees another person harassed reports it to the site supervisor.

Employees are responsible to co-operate in the investigation of a harassment complaint. Anyone who investigates or gives evidence in a complaint investigation is asked to keep details confidential until the investigation is complete. All employees have the right to file a complaint with the Manitoba Human Rights Commission.

Employer Responsibilities

Ensure, as much as possible, that no employee is harassed in the workplace. Management will take corrective action with anyone under their direction who harasses another person. Management will not disclose the name of a complainant or an alleged harasser or the circumstances of the complaint to anyone except where disclosure is:

- Necessary to investigate the complaint
- A part of taking corrective action
- required by law

The harassment prevention policy does not discourage or prevent anyone from exercising their legal rights. Supervisors are responsible for keeping a safe work environment, free of harassment. If you are the supervisor and you become aware of harassment you must do everything in your power to stop it, whether or not a complaint is made. Courts presume that employers and Supervisors are responsible for being aware of harassment in their organization and may penalize them accordingly. Supervisors who ignore harassment leave themselves and their employer open to legal consequences. Ignoring harassment by supervisors will result in disciplinary actions.

Procedures Applying to Complaints of Harassment

If you are harassed, the first thing to do is tell the person harassing you to stop, if you feel comfortable doing that. You can do this in person or in writing. If you feel unable to deal with him or her directly, you can speak to your supervisor. There may be informal ways to handle your complaint. Your supervisor may speak to the harasser. Your supervisor may also arrange for mediation, in which a neutral third party helps the people involved reach an acceptable solution. If the informal route does not succeed or is not appropriate, we support employees in filing a formal complaint. The complaint will be investigated thoroughly and promptly by an independent party (either within the organization or outside of it) trained to investigate such matters. When the investigation is complete, the investigator will provide a written report for management. Management will inform the person who filed the complaint and the harasser of any remedies or disciplinary action.

Corrective Action for Harassers

Employees who harass another person will be subject to corrective action by the employer. In most cases, the harasser will also be required to attend workplace behaviour training. If the investigation does not find evidence to support the complaint, no record will be kept in the file of the alleged harasser. When the investigation finds harassment occurred, the incident and the corrective action will be recorded in the harasser's personnel file.

MACANTA SAFETY PROGRAM MANITOBA SUPPLEMENTS



Confidentiality

Your organization and its managers will not identify a complainant, an alleged harasser or any circumstances about a complaint, to anyone, except:

- When it is necessary in investigating the complaint.
- If it is part of disciplinary action.
- Where required by law.

Retaliation

Anyone who retaliates in any way against a person who has complained of harassment, given evidence in a harassment investigation or been found guilty of harassment, will be considered to have committed harassment and will be subject to corrective actions described previously.

Education

We commit to making sure all of its employees and managers learn about harassment and the company's harassment policy.

Monitoring

We will monitor this policy and make adjustments whenever necessary. If you have any concerns with this policy, please bring them to the attention of your Supervisor.

Note: In keeping with the requirements of The Human Rights Code, it is practical for employers to include remedies for harassed workers in the workplace policy. The policy could include the following remedies:

Remedies for the Harassed Worker

Employees who have been harassed may be entitled to one or more of the following remedies, depending on the severity of the harassment and its effects:

- An oral or written apology from the harasser
- Compensation for any lost wages.
- A job or promotion that was denied because of the harassment.
- Compensation for any lost employment benefits, such as sick leave.
- Compensation for hurt feelings.
- A commitment they will not be transferred, or have a transfer reversed, unless they *choose to move*

No record of the complaint, investigation or decision will go in the employee's personnel file if the complaint was made in good faith. Any unfavourable work review or comments that were placed in the complainant's personnel file because of the harassment will be removed from the file.

<i>Management Signature</i>	<i>Date</i>
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MACANTA SAFETY PROGRAM

MANITOBA SUPPLEMENTS



VIOLENCE PREVENTION POLICY

Macanta Design Build Inc. Job Site believes that everyone is entitled to a work in an environment free of violence. Macanta Design Build Inc. Job Site will take all reasonable measures to ensure that no employee is exposed to the risk of violence during their employment by enforcing a “zero tolerance” policy. Violators of the policy will be subject to disciplinary action in accordance with Macanta Design Build Inc. Job Site developed procedures, or at the discretion of Management.

Workplace Safety & Health Legislation defines “Violence” as: the attempted or actual exercise of physical force against a person; and any threatening statement or behavior that gives a person reasonable cause to believe that physical force will be used against the person.

Macanta Design Build Inc. Job Site will: identify and assess the risk of violence in the workplace in consultation with our safety officers, project managers and ensure compliance with the Violence Prevention Policy. Workers will be made aware of the policy through their orientations and a copy will be posted prominently in the workplace.

When anyone observes an act or behavior that is perceived to be threatening in nature which poses a potential risk to their own or others safety and health, the following procedures must be followed:

Site Visitors:

- Move to a safe location and report the incident to Management immediately
- Provide complete details of the incident
- Do not try to resolve the incident yourself or interfere with violent individuals

Project Managers:

- Investigate all reported complaints of violence within 24 hours by completing a company investigation report form.
- Attempt to diffuse the situation by discussion with affected parties
- Interview, if necessary, alleged violators of the company policy
- If a safe resolution is not possible, contact outside assistance such as: Workplace Safety & Health or the local Police Department
- Inform the alleged violator and complainant of the results of the investigation

Senior Management:

- All investigations shall be reported to Senior Management for Review

<i>Management Signature</i>	<i>Date</i>
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MACANTA SAFETY PROGRAM MANITOBA SUPPLEMENTS



SUBCONTRACTOR POLICY

Sub-Contractors are an essential part of completing our projects and opening our new condominium on time, Macanta Design Build Inc. will employ multiple sub-contractors. This policy has been completed to ensure that the sub-contractor is made aware of Macanta Design Build Inc. job site health and safety program, and the system to deal with the safety and health risks associated with the work of contracted employers or self-employed people.

This system includes:

1. An established safety and health criteria for evaluating and selecting contracted employers or self-employed persons.
2. The criteria includes: evidence of good safety and health management (ex: written safety and health program, Workers Compensation Board injury statistics, procedures to address unusual risks associated with the job, etc.) requirements to follow relevant safety and health rules and procedures that you have put in place.
3. Like any other requirement of the contract, our safety and health expectations will be made clear to potential bidders in advance. Good safety and health performance is a requirement of the contract.
4. We have a system of information exchange in which *Macanta Design Build Contracted Safety Officer* will provide contracted employers and self-employed persons with information required to do the job safely, and they will provide similar information to us.
5. We will clarify who is responsible for what, to effectively control the safety and health hazards associated with the contracted job.
6. Ensure our organization's relevant safety and health requirements are applied to contracted employers or self-employed persons at the workplace.
7. We will take reasonable and practical steps to control safety and health hazards that could affect the contracted employer or self-employed person.
8. Our Contracted Safety Officer will monitor contractors or self-employed persons to ensure they meet the safety and health requirements of the contract and take appropriate action to correct the problem if the contractor does not. The extent of our monitoring activities will depend upon the nature of the contract and the extent to which we are engaged in directing the activities of contractors or self-employed persons, just as we would periodically check up on performance of employees.
9. Related to quality, cost control or other aspects of a contract, we will also periodically need to monitor compliance with the safety and health requirements of the contract.
10. *Macanta Design Build* expects that all subcontractors are also expected to adhere to the Safety Program of the project and respect our Supervisor on site

PRE-QUALIFICATION CHECKLIST FOR SUBCONTRACTORS

A "contractor" is understood to be:

"...a person who directs the activities of one or more employees of their company or business at the workplace. The purpose of a contractor Safety policy is to provide guidance regarding the health and Safety of the employer's workers, and that of the contractor's, when entering into an agreement.

Macanta Design Build Inc. Management

- Is responsible to ensure its subcontractor's work is in compliance with all applicable legislation.
- Recognizes additional risks are associated with any contract work.

MACANTA SAFETY PROGRAM

MANITOBA SUPPLEMENTS



- Is committed to the provision and maintenance of a healthy and safe workplace for our own workers as well as the sub-contractor(s) and their workers during the execution of all contracts.

Macanta Design Build management and the subcontractor will participate in a joint effort to identify, assess and control risks.

Prior to commencement of any work, all subcontractors will be required to sign and acknowledge that they understand and will adhere to the provisions of the contractor safety policy.

Statement of Responsibility:

Contractor:

- Ensure the safety, health and *welfare* of all employees, self-employed persons, sub-contractors and workers, insofar as is reasonably practicable, during the execution of the contract and during work processes or procedures under the contractor's control (and not in the direct and complete control of the employee or self-employed person) at every place of employment or work site.
- Comply with all applicable legislation and standards, and accepted best work practices and procedures, specific to the work performed during the execution of the contract.
- Provide competent and sufficient supervision for the work performed under the contractor's control.
- Cooperate with the employer to identify and control the hazards associated with the execution of the contract.
- Co-operate with the employer to develop and implement a safety orientation for workers of both parties, geared toward the hazards specific to the workplace and the work being undertaken.
- Provide the necessary training and resources to the contractor's workers to ensure a healthy and safe workplace during the execution of a contract.
- Ensure a health and safety orientation, appropriate to the hazards, is provided to its workers and to sub-contractors.
- Apply due diligence provisions to sub-contractors.
- Provide workers and subcontractors with general safety guidance on the employer's WSH program and accepted procedures, and work practices related to the work to be performed.
- Make readily available for reference by workers a copy of the Act, and its regulations *that* apply, as well as applicable standards that address work practices or procedures.
- Provide a suitable bulletin board to post WSH information and post any "prescribed" information.
- Give notices of intent to perform work where required by provincial law.
- At a place of employment where the work is carried out pursuant to contracts between a contractor and two or more employers, the prime contractor shall coordinate the WSH program(s).

Subcontractors

- Comply with all applicable legislation.
- Conduct their undertaking to ensure that other workers, who may be affected by their undertakings, are not thereby exposed to risks to their health and safety.
- Co-operate with any other person exercising a duty imposed by the Act or its regulations.
- Assume the duties of their designated title during the execution of each contract and the work they are responsible to perform. Circumstances will dictate whether there is "an employer; a self-employed person or a worker".
- Ensure all workers are appropriately supervised at all times

MACANTA SAFETY PROGRAM MANITOBA SUPPLEMENTS



Workers

- Report any concerns they may have, regarding workplace health and safety, to their supervisor; or the Job Site Project Manager Supervisor.
- Take care to protect their health and safety as not to harm themselves or those around them.

Safety and Health Representative

- Assist and cooperate with the employer to identify and control risks from conditions and circumstances associated with contracted work.
- Report any associated WSH concerns to management and participate in the control of these risks.
- Participate in JHSC meetings when required

Specific Considerations

- Tailoring of the contractor safety agreement specific to the contract and the hazards associated with the location, size and type of the contracted work to be performed.
- Determine if the job is to be executed through an employer/contractor, an employer/self-employed or an employer/worker relationship.
- Review contractor references, safety records, Workers' Compensation Board (WCB) standing and liability insurance.
- Request records of supervisor and worker training, including certifications, if appropriate.
- Evaluate each contractor using the same criteria.
- Be clear about "zero compromise" issues in your contract.
- Document for due diligence (i.e. pre-work contract agreement and ongoing evaluation records, orientation and training records, inspections/walkthroughs, safety talks and meetings).
- Establish a direct and effective communication process.
- Establish well-defined authority roles and accountabilities

<i>Management Signature</i>	<i>Date</i>
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MACANTA SAFETY PROGRAM

MANITOBA SUPPLEMENTS



SMOKING & VAPING POLICY

1. **Intent** - Smoking(which includes the carrying of a lighted cigar, cigarette, pipe or any other lighted smoking instrument) will not be permitted within *Macanta Design Build* job sites, job trailer, or in or on any vehicle or equipment owned, rented or leased by *Macanta Design Build Inc.*
2. **Responsibilities** – *Macanta Design Build* management and employees have equivalent responsibility to ensure that this policy is enforced at all times.
 - a. **Smoking** areas shall be clearly assigned upon orientation to the job site.
 - b. All ashtrays and other receptacles cannot be used for cigarette or cigar ashes and butts on job sites.
 - c. No person shall smoke in places, areas or vehicles outlined in the policy.
3. **Background** – Scientific studies have proven that second hand smoke is harmful to non-smokers and smokers alike, especially when they are exposed to high levels of smoke. Every employee has the right and the expectation that they should not be exposed to such a risk. *Macanta Design Build* Management understands that there are associated safety aspects to consider with smoking while operating vehicles and equipment, as well as a public image issue.
4. **Properties Included in this policy** – *Macanta Design Build* job trailer, job site area, and all *Macanta Design Build* vehicles and equipment on site.
5. **Corrective Action** - Employees who are found not complying with this policy will be subject to one or more of the following corrective action:
 - a. a written warning
 - b. a suspension without pay
 - c. dismissal

<i>Management Signature</i>	<i>Date</i>
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MACANTA SAFETY PROGRAM

MANITOBA SUPPLEMENTS



SUBSTANCE ABUSE POLICY

Macanta Design Build Inc. is committed to the highest standards of safety in the workplace. At no time shall a worker take or use any substances that may impede the worker's ability to perform his/her job. The worker shall not use any substances including, but not limited to, illegal drugs, alcohol, improper prescription use, or inhalation of any psychoactive substances while on breaks or during the work shift.

If prescription medication is required under the direction of a physician that has the potential for any level of impairment, drowsiness, or reduced consciousness, it must immediately be reported to the superintendent. The superintendent must ensure that the environment that the worker is working in is safe.

The use of illegal drugs, alcohol, medications and other substances can significantly impair a person's ability to work in a safe manner.

Possession of illegal drugs or drug paraphernalia is grounds for immediate dismissal.

DEFINITIONS

Drugs-Illegal, Prescription and Non-prescription

Illegal drugs are those, which, if you are found in the possession of, would violate the criminal code of Canada and/or any of the following categories: Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Methadone, Methaqualone, Opiates, Phencyclidine or Proxphenes. Possession and/or use of any of these substances are considered grounds for immediate dismissal. Prescription drugs are those prescribed by a doctor. The misuse of these drugs can involve:

- Taking amounts that exceed the prescribed amount,
- Taking the medication improperly (i.e. with alcohol),
- Taking other person(s) medication,
- Taking medication for the reasons other than for the intended purpose.

Any of the above situations will be grounds for immediate dismissal.

Non-prescription Drugs and Other Substances are items such as intentional inhalation of gasoline, solvents, paint thinners, adhesives, aerosols, etc. for the purpose of creating a psychoactive effect. (To get high).

Alcohol

This refers to beverages regulated and defined by the government and includes beer, wine and spirits. Other products such as mouthwash, cough syrups etc. may also contain an alcohol base so caution must be used when taking any medications in combination with these other products.

POLICY VIOLATIONS

The superintendents have been given the responsibility to enforce the substance abuse policy. If they feel there is a reason to believe that a worker is under the influence of drugs and/or alcohol, or that a worker is in an unfit state to perform the work assignments in a safe manner due to the use or after effects of drugs and/or alcohol use, the worker will be asked to stop working immediately and may be required to submit to a drug and alcohol test prior to their return to work. Any actions will be discussed with the person violating the policy, the superintendent and the member of senior management prior to deciding a course of action. Any test must be conducted as soon as possible after the alleged violation. If a drug and/or alcohol test confirms the presence of any illegal drugs, the worker's employment will be terminated immediately. If the blood level exceeds the legal limit the worker will be terminated immediately.

MACANTA SAFETY PROGRAM

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Any other substances uncovered by the test, which exceed accepted levels, will result in further medical inquiries. Re-employment with the company will depend on the worker's ability to demonstrate that they can comply with this policy.

Where a client has a policy that exceeds the Macanta Design Build Inc. policy the more stringent shall apply.

Macanta Design Build Inc. recognizes that alcoholism/substance abuse is a form of illness that is treatable in nature. Any person who requests professional assistance for a problem with drugs, alcohol, medications or substance abuse will be directed to a facility that specializes in the problem area.

REASON TO BELIEVE

Can include, but is not limited to:

Visual confirmation by one or more witnesses that drugs and/or alcohol are being used contrary to this policy.

The discovery of drugs, alcohol, drug paraphernalia or prescribed drugs in an area that can be associated with (an) individual(s).

Character or personality changes observed by one or more witnesses such as, slurred speech, balance problems, the smell of alcohol on a worker's breath, extreme drowsiness, incoherent responses to questions, the arrest and conviction for drug or alcohol related offenses while on company premises, disruptive behaviour or horseplay.

Failure to observe safe work practices on a repeated basis.

SPECIAL NOTE

Specific safety policies that apply to specific site/work operations can and will be developed as required.

<i>Management Signature</i>	<i>Date</i>
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FORMS

MACANTA SAFETY PROGRAM FORMS



FORM: CRITICAL JOB INVENTORY (TEAM HAZARD ASSESSMENT)

To be completed by internal employees, as a group, once per year. Not project-specific, but rather task specific.

TASKS	POTENTIAL LOSS	Severity	Probability	Frequency	Total*	Critical Rating*

Total of Severity, Frequency and Probability

Total	3 – 4	5 – 6	7 – 8	9 – 10	11 – 12
Critical Rating	1	2	3	4	5

Severity	Probability	Frequency
1 Fatality or permanent total disability	1 Likely to occur immediately	1 > 75 % of day
2 Lost time injury	2 Probable in time	2 50 % - 75% of day
3 Reportable injury, no lost time	3 Possible in time	3 25 % - 50% of day
4 Minor medical treatment	4 Remotely possible	4 < 25 % of day

MACANTA SAFETY PROGRAM FORMS



FORM: HAZARD ASSESSMENT & TOOLBOX TALK

See electronic form available to all subcontractors, employees, etc. on www.teammacanta.com

https://www.teammacanta.com/safety_hit_form.php

Macanta Trade Partner Safety Submission Form

Company Name:	Completed By:	Supervisor:	Project Name:	Date:
Macanta Design Build -	Desmond Sweeney	Desmond Sweeney	Select Project ▾	2019-08-14

Hazard Assessment & Toolbox Talk

Please categorize and rank the severity (1-5) and probability (A-D) of the hazard; then identify plans to eliminate or control the hazard.

Identified Hazard(s):

Description	Probability	Severity	Control(s)	Action By	Completed
Description	Probability ▾	Severity ▾	Control(s)	Action By	Completed
<button>Add another hazard</button>					

Toolbox Talk

Topics Discussed	Worker's Comments	Corrective Action Taken
Topics Discussed	Worker's Comments	Corrective Actions Taken

Person(s) In Attendance

Names of person(s) in attendance
<button>Submit</button>

MACANTA SAFETY PROGRAM FORMS



FORM: DISCIPLINARY ACTION NOTICE

Employee / Trade Partner Name: _____

Jobsite: _____

Date (m/d/y): _____

Disciplinary Action:

- ☐ Verbal Warning
- ☐ Written Warning
- ☐ Sent home for the day
- ☐ Sent home for the day plus next
- ☐ Indefinite suspension and / or termination

Infraction:

- ☐ Safety Rules
- ☐ PPE
- ☐ Unsafe use of tools or equipment
- ☐ Unsafe practice or procedure
- ☐ Insubordination
- ☐ Other

Comments:

Trade partner / employee signature: _____

Issuer Signature: _____

All infractions will be documented and a copy retained on file

MACANTA SAFETY PROGRAM FORMS



FORM: VEHICLE INSPECTION (TRAILER)

Place a check mark for all items that are acceptable and a “x” for any deficiencies found.

Trailer

- ☐ No loose/broken screw, bolts, rivets
- ☐ Latches work and are oiled
- ☐ Floor of trailer in good condition
- ☐ Pickup hitch solid and in good condition
- ☐ Receiver locking pin in good condition
- ☐ Hitch ball clean and tight
- ☐ Trailer nosepiece solid and bolted/welded
- ☐ Cable, plug & receptacle in good condition
- ☐ Safety chains in good condition
- ☐ Safety chains long enough to cross
- ☐ Trailer jack works properly
- ☐ Exposed wiring in good condition
- ☐ Springs in good condition
- ☐ Wheels and tires in good condition
- ☐ No loose or missing lugs
- ☐ Tires at proper pressure (55-65 p.s.i displayed on tire gauge)
- ☐ Tail lamps in good condition
- ☐ Turn signals working properly
- ☐ Brake lamps working properly
- ☐ License plate light working properly

Tow Vehicle

- ☐ Combination stand level
- ☐ Tire appear to handle weight
- ☐ Hitch free of obstructions for turns
- ☐ Proper mirrors for trailer
- ☐ Trailer brakes work properly
- ☐ Trailer registration paperwork

MACANTA SAFETY PROGRAM FORMS



FORM: SAFETY PROGRAM MEETING

To be conducted monthly with internal employees (subcontractors not required)

Note: This is a soft requirement; not required under our program until there are 5 or more employees (not counting subcontractors) at any given site; a committee is required when there are 10 or more employees (not counting subcontractors) at any given site.

Employer: Macanta Design Build Inc.		
Job Site:		Date of meeting:
Meeting Length:	<i>circle one</i>	15 minutes 30 minutes
Subject(s) to be discussed:		
Suggestions/Recommendations:		
Action Taken:		
Names of Employees Present at the Meeting:		

<u>Management Signature</u>	<u>Safety Representative Signature</u>

MACANTA SAFETY PROGRAM FORMS



FORM: SUBCONTRACTOR SITE ORIENTATION

Contractor Name: _____ Date: _____

Job Site Location: _____ YES NO N/A

Project – explanation of the construction project site ☐ YES ☐ NO ☐ N/A
(Forms to be submitted weekly, forms submitted immediately)

Emergency Procedures

- Emergency Exits ☐ YES ☐ NO ☐ N/A
- Muster Point ☐ YES ☐ NO ☐ N/A
- How to report ALL incidents ☐ YES ☐ NO ☐ N/A

Location Of:

- First Aid Kit (eye wash) ☐ YES ☐ NO ☐ N/A
- Fire Extinguishers ☐ YES ☐ NO ☐ N/A
- Emergency Phone Numbers ☐ YES ☐ NO ☐ N/A
- MSDS ☐ YES ☐ NO ☐ N/A
- Toilets ☐ YES ☐ NO ☐ N/A
- Lunchroom ☐ YES ☐ NO ☐ N/A

WHMIS Review ☐ YES ☐ NO ☐ N/A
(three main components of WHMIS – training, labeling, msds, - the need for msds on site and appropriate labeling)

Review of Hazards Specific to this job site ☐ YES ☐ NO ☐ N/A

Required Personal Protective Equipment ☐ YES ☐ NO ☐ N/A

Safety Rules – Company Safety Policy/Intoxication/Smoking ☐ YES ☐ NO ☐ N/A

Tool Handling/Storage/Tag-out System/Housekeeping ☐ YES ☐ NO ☐ N/A

Disciplinary Procedures ☐ YES ☐ NO ☐ N/A
(Site PPE, Proper Clothing, Etc. worker rights)

Training, Safe Work Practices & ☐ YES ☐ NO ☐ N/A
(must show proof of training, have swps available on site)

Contact Information:

Contractor Site Supervisor Name: _____ Contact # _____

Contractor Site Safety & Health Representative: _____

Contractors First Aid Personnel on site: _____

Name: _____ Signature: _____

Name Prime Contractor Rep: _____ Signature: _____

MACANTA SAFETY PROGRAM FORMS



FORM: EMPLOYEE ORIENTATION CHECKLIST

Employee Name: _____ Date: _____

Company: Macanta Design Build Inc.

Policies:	YES	NO	N/A
Company Safety & Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disciplinary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preventative Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Protection Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Response & Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazard Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incident Reporting & Investigations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle & Equipment Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned Program Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harassment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Violence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing Conservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Alone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lockout / Tag out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fall Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legislation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ergonomics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe Work Practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe Work Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I have been informed of all policies noted above and am aware that working safely is a condition of employment and will follow these policies to the best of my ability.

Employee Signature: _____

I have reviewed and explained all noted policies above.

Trainer Name: _____

Trainer Signature: _____

MACANTA SAFETY PROGRAM FORMS



FORM: WORKPLACE INSPECTION FORM

To be used by site supervisor (i.e. Rob) as part of his site inspections (policy is once-a-month, however goal is once per week)

Date: _____ Location (project address): _____

Completed By: _____

	(1) _____	(2) _____
General PPE		
▪ EYE PROTECTION	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> NOT REQ.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> NOT REQ.
▪ EAR PROTECTION	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> NOT REQ.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> NOT REQ.
▪ STEEL TOE BOOTS	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> NOT REQ.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> NOT REQ.
▪ HARDHAT	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> NOT REQ.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> NOT REQ.
Specific PPE		
▪ FALL PROTECTION	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> NOT REQ.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> NOT REQ.
▪ _____	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> NOT REQ.	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> NOT REQ.

JOB / ENVIRONMENT HAZARDS (CHECK OFF ANY THAT ARE PRESENTING A HAZARD AND REQUIRE CORRECTION)

<input type="checkbox"/> IS HAZARD HOUSEKEEPING	FIX REQUIRED: _____
<input type="checkbox"/> IS HAZARD STORAGE	FIX REQUIRED: _____
<input type="checkbox"/> IS HAZARD WEATHER	FIX REQUIRED: _____
<input type="checkbox"/> IS HAZARD LADDERS/SCAF.	FIX REQUIRED: _____
<input type="checkbox"/> IS HAZARD POWER EQUIP.	FIX REQUIRED: _____
<input type="checkbox"/> IS HAZARD HEIGHTS	FIX REQUIRED: _____
<input type="checkbox"/> IS HAZARD HOT WORK	FIX REQUIRED: _____
<input type="checkbox"/> IS HAZARD ENVIRONMENT	FIX REQUIRED: _____
<input type="checkbox"/> IS HAZARD EXCAVATION	FIX REQUIRED: _____
<input type="checkbox"/> IS HAZARD WHMIS	FIX REQUIRED: _____
<input type="checkbox"/> IS HAZARD ACCESS / EGRESS	FIX REQUIRED: _____
<input type="checkbox"/> IS HAZARD ROOF WORK	FIX REQUIRED: _____
<input type="checkbox"/> IS HAZARD MANUAL LIFTING	FIX REQUIRED: _____
<input type="checkbox"/> IS HAZARD TRAFFIC	FIX REQUIRED: _____
<input type="checkbox"/> IS HAZARD TOOLS	FIX REQUIRED: _____
<input type="checkbox"/> IS HAZARD HOISTING	FIX REQUIRED: _____
<input type="checkbox"/> IS HAZARD CONFINED SPACE	FIX REQUIRED: _____
<input type="checkbox"/> IS HAZARD PUBLIC	FIX REQUIRED: _____
<input type="checkbox"/> IS HAZARD UTILITIES	FIX REQUIRED: _____

MACANTA SAFETY PROGRAM FORMS



EMERGENCY PREPAREDNESS

(CHECK ALL ITEMS THAT ARE SATISFACTORY; NOTE ANY CORRECTIONS REQUIRED)

- | | |
|--|---------------------|
| <input type="checkbox"/> FIRST AID KIT | FIX REQUIRED: _____ |
| <input type="checkbox"/> FIRE EXTINGUISHER | FIX REQUIRED: _____ |
| <input type="checkbox"/> CELL PHONE | FIX REQUIRED: _____ |
| <input type="checkbox"/> ADDRESS | FIX REQUIRED: _____ |
| <input type="checkbox"/> FIRST AID TRAINED | FIX REQUIRED: _____ |

SAFETY DOCUMENTATION

(CHECK ALL THAT ARE SATISFACTORY; NOTE ANY CORRECTIONS REQUIRED)

- | | |
|---|---------------------|
| <input type="checkbox"/> PSI | FIX REQUIRED: _____ |
| <input type="checkbox"/> COMPANY MANUAL | FIX REQUIRED: _____ |
| <input type="checkbox"/> MSDS | FIX REQUIRED: _____ |
| <input type="checkbox"/> ACTS AND REGS | FIX REQUIRED: _____ |
| <input type="checkbox"/> TOOL & EQUIPMENT CHECK | FIX REQUIRED: _____ |
| <input type="checkbox"/> PERMITS | FIX REQUIRED: _____ |
| <input type="checkbox"/> INCIDENT AND INJURY | FIX REQUIRED: _____ |

RESPONSIBILITIES OF SUBCONTRACTORS

(CHECK ALL THAT ARE OCCURRING; NOTE ANY CORRECTIONS REQUIRED)

- | | |
|--|---------------------|
| <input type="checkbox"/> PSI | FIX REQUIRED: _____ |
| <input type="checkbox"/> MSDS/COMPANY MANUAL | FIX REQUIRED: _____ |
| <input type="checkbox"/> TAILGATE MEETINGS | FIX REQUIRED: _____ |
| <input type="checkbox"/> ATTENDANCE AT SCHEDULED
JOB SPECIFIC SAFETY MEETINGS | FIX REQUIRED: _____ |
| <input type="checkbox"/> HOUSEKEEPING OK | FIX REQUIRED: _____ |

PRIME CONTRACTORS RESPONSIBILITY

(CHECK ALL THAT ARE SATISFACTORY; NOTE ANY CORRECTIONS REQUIRED)

- | | |
|---|---------------------|
| <input type="checkbox"/> SUB ORIENTATIONS ARE BEING
CONDUCTED BEFORE WORK BEGINS | FIX REQUIRED: _____ |
| <input type="checkbox"/> SITE SIGN IN SHEET BEING USED | FIX REQUIRED: _____ |
| <input type="checkbox"/> PUBLIC SIGNAGE IS VISIBLE | FIX REQUIRED: _____ |
| <input type="checkbox"/> PPE REQUIREMENTS FOLLOWED | FIX REQUIRED: _____ |
| <input type="checkbox"/> TAILGATE MEETINGS ONCE/WEEK | FIX REQUIRED: _____ |
| <input type="checkbox"/> ADEQUATE FIRST AID SUPPLIES | FIX REQUIRED: _____ |
| <input type="checkbox"/> HOUSEKEEPING OK | FIX REQUIRED: _____ |
| <input type="checkbox"/> EMERGENCY PLANS AVAILABLE | FIX REQUIRED: _____ |

MACANTA SAFETY PROGRAM FORMS



INCIDENTS / INJURIES / NOTES / DROP-OFFS:

Relevant form / report has been completed & filed ☐ YES ☐ NO ☐ NOT REQ.

Signature of person inspecting: _____

Signature of management review: _____

Date of review: _____

MACANTA SAFETY PROGRAM FORMS



FORM: FIRE DRILL RECORD

Note: to be completed at Macanta HQ once per year

Date: _____

Fire Marshall: _____ Location : _____

Name of Drill Participants	Company of Drill Participants

Fire Alarm Sounded: Yes No (circle response)

Completed Evacuation: Yes No

If no please explain why:

Time to complete evacuation _____ minutes

Comments/Recommendations: _____

Management Review: _____

MACANTA SAFETY PROGRAM

FORMS



FORM: FIRST AID LOG

To be kept inside every first aid kit and filled out / updated any time supplies are removed from the kit and included in company safety documents each year. .

Date	Employee Name	Company	Nature of Injury	Treatment Provided

MACANTA SAFETY PROGRAM FORMS



FORM: NEAR MISS / MINOR INCIDENT / MINOR INJURY REPORT

Incident and/or injury occurred on (d/m/y):

Incident and/or injury reported on (d/m/y):

Location (full address, include postal code):

Nature of Incident and/or Injury:

- ☐ Personal Injury
- ☐ Occupational Illness
- ☐ Fire and/or explosion
- ☐ Property, Equipment or Material Damage or Loss
- ☐ Near Misses
- ☐ Assault or Criminal Activity
- ☐ Environmental Damage
- ☐ Right to Refuse
- ☐ Structural Failure

Description of Incident:

Name of affected equipment, employees, supervisors, safety reps:

On site first aid attendant (if required):

Date filled out:

Filled out by:

Signature:

FORM: MAJOR INCIDENT INVESTIGATION REPORT

SUMMARY

INJURY: ☐ YES ☐ NO

DATE and TIME of INCIDENT: _____

PERSON(s) INVESTIGATING:

PART I – PARTICULARS

Did the incident involve injury? Yes No

If yes: Name of injured (FIRST / MIDDLE / LAST): _____

Home Address: _____

Tel#: _____

Injured Worker's Occupation / Job Title: _____

Location of Incident: _____

Supervisor's Name (first / last): _____

Did the incident involve property damage? Yes No

If yes, describe: _____

Was first aid rendered? Yes No

If yes, by whom? (if outside emergency assistance was required, provide details) _____

PART II – DESCRIPTION OF INCIDENT

PART III – EVIDENCE: Sketch of incident scene:

Incident Investigation Continued

PART IV – INCIDENT CAUSATION

What was the DIRECT CAUSE of the incident? (What caused injury or damage?)

What were the INDIRECT CAUSES? (What caused the incident? Task, Workers, Material/Equipment, Management, Environment):

MACANTA SAFETY PROGRAM FORMS



PART V – CORRECTIVE ACTION

IMMEDIATE corrective Actions to prevent recurrence

Long-term solutions:

Target date for corrective action (d/m/y): _____

PART VI – REPORT REVIEW

Signature of Investigator(s): _____

Date report completed (d/m/y): _____

Distribute Report to:

Signatures of Co-Chairpersons – Safety and Health Committee:

MACANTA SAFETY PROGRAM FORMS



FORM: MONTHLY SAFETY SUMMARY

Date: _____ Site: _____

1. Number Employees & Subcontractors on site: _____
 Number Completed Orientations: _____
2. Number Tool Box Talks Conducted: _____
 Percentage Attendance: _____
3. Number Formal inspections Completed: _____
4. Number of Incidents _____
5. Number of Near Miss _____

MACANTA SAFETY PROGRAM

FORMS



FORM: QUARTERLY INJURY RECORD: NATURE OF INJURY

QUARTERLY INJURY RECORD: NATURE OF INJURY													
Year	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Nature of Injury													
Head Injuries													
Eye Injuries													
Neck Injuries													
Shoulder Injuries													
Back Injuries													
Rib Injuries													
Arm Injuries													
Elbow Injuries													
Wrist Injuries													
Hand Injuries													
Leg Injuries													
Knee Injuries													
Ankle Injuries													
Foot Punctures													
Foot Bruises & Crushes													
Hernia													
Other Sprains & Strains													
Fractures (Except hand/foot)													
Burns													
Infections, Chemical Exposure													
Misc. Cuts & Lacerations													
Fatalities													

MACANTA SAFETY PROGRAM FORMS



FORM: YEAR END INJURY SUMMARY

Year Dated:

	Personal Injury Cases				
	Lost Time Cases	Medical Referrals	Days Lost	Frequency	Severity
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total					
			Average		

Management: _____
Date: _____

MACANTA SAFETY PROGRAM FORMS



FORM: SUBCONTRACTOR COMPLIANCE DECLARATION FORM

This form, or a similar form, is included in the subcontractor's onboarding / standing agreement.

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of Macanta Design Build Inc. will be undertaken in a safe manner, the following declaration must be signed and returned before start-up.

COMPANY NAME: _____

ADDRESS: _____

If the following information is available, please complete the following:

COR or SECOR certification OR safety program registration # _____

***If a contractor does not have an active health & safety program Macanta Design Build Inc. program must be followed ***

DECLARATION

I have read and understand the information provided to me by Macanta Design Build Inc. respecting my company's safety & health requirements when working on their site(s). I will do everything reasonably and practicable to help ensure a safer job site.

I have reviewed the following items and acknowledge my responsibilities.

Items	Initial	Items	Initial
SECTION 1: HEALTH & SAFETY		SECTION 8: ORIENTATION & ONGOING TRAINING	
SECTION 2: HAZARD ASSESSMENT		SECTION 9: SAFETY INSPECTIONS	
SECTION 3: SAFE WORK PRACTICES		SECTION 10: EMERGENCY PREPAREDNESS	
SECTION 4: SAFE WORK PROCEDURES		SECTION 11: INCIDENT INVESTIGATIONS & REPORTING	
SECTION 5: COMPANY RULES & DISCIPLINE		SECTION 12: STATS & RECORDS	
SECTION 6: PPE		SECTION 13: LEGISLATION	
SECTION 7: MAINTENANCE		SECTION 14: MANITOBA SUPPLEMENTS	

- As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety & Health Legislation and the Trades Guidelines.
- As required by all employers in the province of Manitoba, I will ensure a competent supervisor, familiar with the Workplace Safety & Health ACT and Regulations, supervises workers.
- As required by all persons in the province of Manitoba, I will share required information with the prime contractor, and those affected, necessary to identify and control both the existing and potential hazards.
- Hazard assessments will be completed for every job and submitted weekly or with invoices.
- To the best of my knowledge, I and my company personnel meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety & Health Legislation and will provide proof of training.
- We will ensure all MSDS, personal protective equipment and safety documentation is available and used on site as required.

Print Name: _____ Signature: _____

Contact Information: _____ Date: _____

MACANTA SAFETY PROGRAM FORMS



FORM: MUSCULOSKELETAL SYMPTOMS SURVEY

To be completed annually by each employee.

Please answer all questions truthfully and to the best of your ability

Date: _____ Name: _____

Job Title: _____ Shift: _____

Describe the type of work you perform in this job and the amount of time each day spent on these activities:

Tasks: _____ Time: _____

Tasks: _____ Time: _____

Tasks: _____ Time: _____

Personal Information:

Height: _____ feet and inches, or _____ cm. Birth date: _____ (year) Gender: _____

1. Which hand is your dominant hand: *please circle one* left right either
2. How long have you worked in your current position?
 - Less than 3 months
 - 3 months to 1 year
 - 1 year to 5 years
 - 5 years to 10 years
 - Greater than 10 years
3. How often are you mentally exhausted after work?
 - Never
 - Occasionally
 - Often
 - Always
4. How often are you physically exhausted after work?
 - Never
 - Occasionally
 - Often
 - Always
5. Have you ever had any pain or discomfort during the last year that you believe is related to your work?
Yes No

Please Circle one if the answer is no stop here

6. If yes, for each body part described in the boxes please indicate; how often, the severity, if pain interferes with your job, on which side the discomfort is felt.

BODY PART	PREVIOUS INJURY	POSSIBLE CAUSE OF PROBLEM
	Yes or No	
	Yes or No	
	Yes or No	

MACANTA SAFETY PROGRAM FORMS



FORM: PHYSICAL DISCOMFORT SURVEY

Please note: "pain" may include aches, stiffness, numbness tingling, or burning sensations

NECK:
How often? How Much?
☐ Never ☐ No Discomfort
☐ Occasionally ☐ Discomfort
☐ Often ☐ Pain
☐ Always ☐ Severe Pain

SHOULDERS: LEFT OR RIGHT *please circle one*
How often? How Much?
☐ Never ☐ No Discomfort
☐ Occasionally ☐ Discomfort
☐ Often ☐ Pain
☐ Always ☐ Severe Pain

ELBOWS: LEFT OR RIGHT *please circle one*
How often? How Much?
☐ Never ☐ No Discomfort
☐ Occasionally ☐ Discomfort
☐ Often ☐ Pain
☐ Always ☐ Severe Pain

UPPER BACK
How often? How Much?
☐ Never ☐ No Discomfort
☐ Occasionally ☐ Discomfort
☐ Often ☐ Pain
☐ Always ☐ Severe Pain

FOREARMS: LEFT OR RIGHT *please circle one*
How often? How Much?
☐ Never ☐ No Discomfort
☐ Occasionally ☐ Discomfort
☐ Often ☐ Pain
☐ Always ☐ Severe Pain

LOWER BACK
How often? How Much?
☐ Never ☐ No Discomfort
☐ Occasionally ☐ Discomfort
☐ Often ☐ Pain
☐ Always ☐ Severe Pain

WRISTS/HANDS: LEFT OR RIGHT *please circle one*
How often? How Much?
☐ Never ☐ No Discomfort
☐ Occasionally ☐ Discomfort
☐ Often ☐ Pain
☐ Always ☐ Severe Pain

HIPS: LEFT OR RIGHT *please circle one*
How often? How Much?
☐ Never ☐ No Discomfort
☐ Occasionally ☐ Discomfort
☐ Often ☐ Pain
☐ Always ☐ Severe Pain

THIGHS: LEFT OR RIGHT *please circle one*
How often? How Much?
☐ Never ☐ No Discomfort
☐ Occasionally ☐ Discomfort
☐ Often ☐ Pain
☐ Always ☐ Severe Pain

KNEES: LEFT OR RIGHT *please circle one*
How often? How Much?
☐ Never ☐ No Discomfort
☐ Occasionally ☐ Discomfort
☐ Often ☐ Pain
☐ Always ☐ Severe Pain

LOWER LEGS: LEFT OR RIGHT *please circle one*
How often? How Much?
☐ Never ☐ No Discomfort
☐ Occasionally ☐ Discomfort
☐ Often ☐ Pain
☐ Always ☐ Severe Pain

ANKLES/FEET: LEFT OR RIGHT *please circle one*
How often? How Much?
☐ Never ☐ No Discomfort
☐ Occasionally ☐ Discomfort
☐ Often ☐ Pain
☐ Always ☐ Severe Pain