

Prevention Program

HEALTH, SAFETY AND QUALITY OF WORK

2026 - 2027



BustaMove Moving Inc.

Mutual insurance number
00826

Type:
Establishment



T 450 654-5584
F 418 627-1991

Lussier.co

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Occupational health and safety policy

Our organization considers the physical and psychological health and safety of its employees to be important. This is why it is committed to taking the necessary measures to protect the physical and psychological integrity of its workers, in particular by:

- Ensuring that the work environment and organization, as well as the methods and techniques used to accomplish it, are safe;
- Taking steps to identify, control and eliminate risks that may affect the health and safety of its workers;
- Informing workers about the risks associated with their work and training them so that they have the skills and knowledge required to perform their work safely;
- Providing all required individual or collective protective equipment free of charge and ensuring that it is properly used.

In order to ensure effective management of occupational health and safety, we count on the commitment of each worker to take the necessary measures to protect his or her health, safety and physical and psychological integrity, among other things:

- Ensuring that the health, safety or physical or psychological integrity of persons on or near the workplace are not endangered;
- Familiarizing yourself with the prevention program;
- Participating in the identification and elimination of risks of occupational accidents and diseases.

This policy refers primarily to the *Act respecting occupational health and safety*, as well as other associated laws, regulations and standards.

The management

Effective date of the policy

Policy on the declaration of occupational injuries

1. Objective

The objective of this policy is to establish a procedure that makes it possible to record all occupational injuries that occur in the business and that require the investigation and analysis of these injuries in order to take the corrective and preventive measures necessary to avoid the recurrence of similar events.

2. Legal framework

This policy is based on the following legislation:

- Act respecting industrial accidents and occupational diseases (R.S.Q., c. A-3 001).
- Act respecting occupational health and safety (R.S.Q., c. S-2.1).

3. Liability of the parties

The employer must:

- Comply with this policy and applicable laws and regulations;
- Designate a person(s) with the authority to act on its behalf within the framework of this policy;
- Provide first aid and transport the injured worker to a hospital at his or her own expense, if necessary;
- Contact Lussier as soon as possible;
- Notify the CNESST within 24 hours in the case of an event covered by section 62 of the AOHS and do not make any changes to the premises or facilities;
- Proceed as soon as possible to analyze the event, propose corrective measures and ensure that they are implemented in order to avoid the recurrence of similar events;
- Assist the worker in drafting his claim and provide him with the information required for this purpose;
- Provide a temporary assignment form to the worker who must leave the establishment to consult a doctor;
- Encourage and promote the maintenance of the employment relationship in the event of a temporary or permanent disability of the employee following a work-related accident;
- Follow the doctor's recommendations when setting up a temporary assignment or returning to work.

A worker who has suffered an employment injury must:

- Comply with this policy and applicable laws and regulations;
- Declare any event to your employer without delay, before leaving the establishment and/or consulting a doctor;
- Complete the accident register in accordance with the established procedure;
- Collaborate in accident investigation and analysis;
- Validate with the employer whether it is necessary to complete the CNESST form "Worker's Claim";
- Consult a doctor immediately if the event prevents the continuation of work and give him the temporary assignment form;
- Follow the doctor's recommendations;
- Give the completed temporary assignment form and medical certificate to the employer;
- Attend all medical examinations legally required by the employer.

4. Procedure to be followed by the worker

Step 1: Report the event without delay

- Notify the employer as soon as an event occurs, so that you can receive first aid if necessary (if the worker is unable to do so due to the severity of the injury, another person can do it);
- Record all events, in writing, in the accident register provided for this purpose in the presence of a witness and/or the employer and have the employer sign;
- Return to regular work if the condition permits. Otherwise, the worker must notify the employer before leaving and consult a doctor as soon as possible;
- Request a temporary assignment form before leaving the institution;
- Have the temporary assignment form completed by the physician at the first medical visit and submit it to the employer without delay;
- Fill out the CNESST forms necessary for a claim, if applicable;
- Collaborate in the investigation and analysis of accidents at the request of the employer;
- Remain available to answer any questions the employer may have about an event.

Step 2: Obtain appropriate medical care and follow-up

- Consult a doctor without delay when the event prevents the continuation of work;
- Ask the doctor to complete a medical certificate and give a copy to the employer;
- Send a medical report to the CNESST for each visit to the doctor and provide a copy to the employer in order to monitor the evolution of the injury;
- Inform the employer without delay of the consolidation date set by the attending physician;
- Remain available for medical follow-up of the file.

5. Disciplinary measures

The employer may impose such disciplinary or administrative measures as it deems appropriate, in accordance with legislation and regulations (and the collective agreement if applicable) when a worker contravenes this policy.

The management

Effective date of the policy

Temporary Assignment Policy

1. Objective

The purpose of this temporary assignment policy is to promote the maintenance of the employment relationship of workers who are victims of employment injuries.

Specific objectives:

- Preserve the knowledge and qualifications of workers who are victims of occupational injuries;
- Promote the rehabilitation of workers who have suffered occupational injuries;
- Promote the prompt recovery and retention at work of workers who have suffered occupational injuries;
- Preserve contact between workers who have suffered occupational injuries and their workplace;
- Supervise and ensure the fair and equitable application of the temporary assignment process within the company;
- Reduce the duration of absences and costs related to occupational injuries.

2. Legal framework

This policy is based on the following legislation:

- Acts respecting industrial accidents and occupational diseases (R.S.Q., chapter A-3.001)
- Act respecting occupational health and safety (R.S.Q., chapter S-2.1) Sections: 37 to 37.3

3. Workers covered

This policy includes:

- Workers whose injury has not yet been consolidated but who can perform other duties with their employer;
- A worker whose injury is consolidated but who is still unable to perform his or her job or suitable employment.

4. Conditions of application

- The employer may temporarily assign a worker who has suffered an employment injury until the worker is able to perform his or her job or becomes capable of performing a suitable job, despite the injury, provided that the physician in charge of the worker determines that:
 - The worker is reasonably able to perform the work to which the employer wants to assign him or her temporarily;
 - The work does not involve a danger to the health, safety or physical or psychological integrity of the worker in view of his injury;
 - The work is conducive to the rehabilitation of the worker.
- The employer may terminate the temporary assignment at any time.

5. *Salary and Benefits*

- The employer pays the worker on temporary assignment the wages and benefits related to the job that he or she held when the employment injury occurred, and that he or she would have received if he or she had continued to exercise it.
- If the worker's salary and benefits are changed while the worker is on temporary assignment, the worker must benefit from these changes, as if he or she were normally employed in his or her job.

6. *Responsibilities of the parties*

A worker who has suffered an employment injury must:

- Report the injury to the employer without delay;
- Give the temporary assignment form to the physician in charge of the file and ensure that he or she completes it;
- Give the temporary assignment form completed by the doctor in charge of the file to the employer;
- Perform the work that has been temporarily assigned to him or her and authorized by the physician in charge of the file, under penalty of being exposed to a suspension of his or her income replacement indemnity by the CNESST and/or disciplinary measures from the employer.

The employer must:

- Identify tasks that can be temporarily assigned;
- Give the temporary assignment form to the worker who has suffered an employment injury so that it can be completed by the doctor in charge of the file;
- Summon the worker to his temporary assignment as soon as he is authorized by the doctor in charge of the file;
- Send a copy of the temporary assignment form to the CNESST to follow up on the authorization or refusal of the physician in charge of the file;
- Notify the CNESST of the total or partial assumption of the salary of the temporarily assigned worker and of any change that could affect the payment of the income replacement indemnity;
- Support the temporarily assigned worker in his or her new duties.

7. *Disciplinary measures*

The employer may impose such disciplinary or administrative measures as it deems appropriate in accordance with legislation and regulations (and the collective agreement if applicable) when a worker contravenes this policy.

The management

Effective date of the policy

Workplace Violence, Incivility and Harassment Prevention Policy

1. Objective

- Create a work environment that is respectful, safe and free from violence and harassment.
- Effectively prevent and manage all types of violence and harassment.
- Affirm the company's commitment to ending all work-related harassment and violence, including harassment and violence from external sources.
- Please indicate the means in place to prevent harassment and violence.
- Establish the procedure for dealing with complaints and problematic situations.

2. Scope

The policy applies to all company personnel at all levels and in all employment-related locations and settings, including:

- Workplaces, including telework locations.
- Any other place where people are likely to be in the course of their employment (e.g., common areas, meetings, training, travel).
- During work-related social activities.
- Communications transmitted or received by any means, technological or otherwise (e.g., social media, emails, text messages, postings, letters).

3. Responsibilities of the parties

Employers:

- Providing a safe and respectful workplace.
- Raise awareness and train employees on the prevention of violence and harassment.
- Respond quickly and effectively to any complaint or report.
- Protect the confidentiality of complaints and those involved.
- Take appropriate disciplinary action in the event of a violation of the policy.

Employees

- Adhere to standards of professional behaviour.
- Report any incidents of violence or harassment they witness or experience.
- Cooperate with company investigations and external resources

4. Definitions

Harassment under the ALS (section 81.18):

"Vexatious conduct manifested by repeated behaviour, words, acts or gestures that are hostile or unwanted, that violates the dignity or psychological or physical integrity of the employee and that results in a harmful work environment for the employee. For greater clarity, psychological harassment includes such conduct when it manifests itself in such words, acts or

gestures of a sexual nature. A single serious conduct may also constitute harassment if it causes such an attack and produces a continuous harmful effect. »

Harassment in the workplace:

Any *unwanted and unsolicited behaviour (see Appendix II), comments, actions or gestures that create a hostile, intimidating or offensive work environment for an employee.*

- **Physical harassment:** Unwanted and repeated behaviours aimed at intimidating, dominating or controlling a person through non-consensual or threatening physical contact.
- **Psychological harassment:** Repeated behaviours aimed at destabilizing, humiliating, intimidating or psychologically controlling a person.
- **Spousal harassment:** Abusive or coercive behaviour by a spouse or intimate partner.
- **Family harassment:** Abusive or coercive behaviour by a family member.
- **Sexual harassment:** Inappropriate and unwanted sexualized behaviour, sexual assault, or harassment because of sex or gender.
- **Discriminatory harassment:** Unwanted behaviours based on race, ethnicity, social or political beliefs, marital status, pregnancy, age, disability, gender identity, language, sexual orientation, religion and sex.
- **Cyberbullying:** Unwanted behaviour through a technological means.

Violence in the workplace:

Any action, behaviour or threat that may cause physical injury, psychological harm or emotional trauma to an employee, including domestic or family violence.

- **Physical Abuse:** The use of physical force to inflict harm, injury, or control over another person.
- **Psychological (or psychological) violence:** Behaviours aimed at manipulating, controlling, humiliating, intimidating or mentally degrading a person.
- **Sexual abuse:** Any form of sexual behaviour imposed on a person without their consent. These actions are intended to humiliate, dominate or control the victim.
- **Intimate partner violence:** Physical, emotional, sexual or economic abuse perpetrated by an intimate partner.
- **Family violence:** Violence between members of the same family.

Civility and incivility:

All members of the organization, including management, managers, employees and union representatives, must:

- Adopt respectful language, free of insults, humiliating or discriminatory language;
- Demonstrate listening, tolerance and professionalism in their exchanges;
- Resolving disagreements in a calm and constructive manner;
- Refrain from any harassing, intimidating or denigrating behaviour;
- Respect the diversity of people, opinions and ways of working.

Consult Appendix II

Roles of management

The management, in the exercise of its management rights, is responsible for:

- Setting an example in terms of civility and respect;
- Intervene quickly in the event of incivility, tension or conflict;
- Provide employees with a healthy and safe environment, free from psychological and/or sexual harassment;
- Promote open and caring communication within teams.

Employee roles

Each employee must:

- Adopt professional and respectful behaviours towards all colleagues and superiors;
- Contribute to maintaining a harmonious work environment;
- To report, with good judgment, any situation of incivility or lack of respect to the manager or the human resources department as soon as possible when the employee witnesses or the complainant of the situation;
- Collaborate in conflict resolution efforts when they are undertaken.

During follow-up on the reporting of cases of incivility

Any repeated or serious incivility behaviour can lead to:

- A call to order or corrective support;
- Disciplinary measures, depending on the seriousness of the behaviour and the context (according to the principle of graduated sanctions);
- Mediation or conflict management intervention, when deemed appropriate.

5. Reporting procedure

Any employee who believes they are experiencing or witnessing harassment or violence in the workplace can file a complaint with the **designated persons** so that the employer can take the necessary actions to correct the situation.

A report or complaint can be made verbally or in writing.

Employees have the right to report confidentially and without fear of reprisal.

The law prohibits any form of prejudice or retaliation on the part of the employer in the context of the processing and settlement of a complaint or report.

Designated Persons

The persons designated by the employer to receive and deal with complaints and reports (*see Appendix I*) are as follows:

- [Name of Responsible Person No. 1], [Job Title], [Contact Information]
- [Name of Person in Charge No. 2], [Function], [Contact Information]

For greater certainty, if one of the named persons is the subject of a tip, he or she undertakes not to interfere with or obstruct the investigation process.

Responsibilities of Designated Persons

Each designated person must:

- Inform staff of the employer's harassment and violence policy;
- Receive complaints and reports;
- Evaluate each request and recommend appropriate actions or interventions;
- Determine who will be the appropriate person for the response;
- Carry out the necessary follow-ups to ensure that the people concerned are adequately supported and that the intervention has achieved the desired effects.

6. Response and Corrective Action

- Incidents of violence or harassment will be dealt with promptly and appropriately.
- Transitional measures will be put in place, if necessary, as soon as the complaint or report is made to stop all forms of alleged or submitted harassment situations (e.g., separating the victim and the person involved if they work in the same department, changing the work schedule, etc.).
- Disciplinary action will be taken in accordance with company policies, up to and including termination of employment. Violence and harassment are zero tolerance.
- Victims will receive appropriate support and accompaniment.
 - If necessary, the company will cooperate with the competent authorities, such as the police, social services, the CLSC, etc.

7. Communication and Outreach

This policy will be communicated to all employees and will be the subject of ongoing awareness through training, posters and other means of communication.

8. Assessment and review

This policy will be regularly evaluated and revised to ensure its effectiveness in preventing and managing violence and harassment in the workplace.

9. Education and skills

The employer will ensure that employees and persons designated to receive and handle complaints and reports are properly trained and have the necessary skills and tools to report, process and follow up on the complaint or report.

10. Engagement

The employer undertakes to respect the policy and take responsibility for dealing with harassment and violence. It ensures that its recommendations and interventions will be impartial, respectful and confidential.

11. Legal obligation

This policy meets the obligation of paragraph 16 of section 51 of the *Act respecting occupational health and safety*.

The management

Date

Designated Person 1

Date

Designated Person 2

Date

Appendix I: Workplace Investigation Process for Harassment Cases

1. Initiation of the investigation

- **Initial discussion:** When an employee believes they are being harassed, they are encouraged to speak directly with the person concerned to express their discomfort.
- **Reporting:** If the problem persists, the employee must report the situation to the employer through a written complaint.

2. Steps in the investigation

1. **Receipt of the complaint:** The employer receives and registers the complaint within a period not exceeding 15 days.
2. **Eligibility check:** An initial assessment to determine whether the alleged facts could constitute harassment.
3. **Interview Invitations:** Interview arrangements with all parties involved (complainant, accused, witnesses).
4. **Mediation and collection of testimonies:** Possibility of mediation and collection of testimonies, including experts if necessary.
5. **Analysis and conclusions:** The investigator analyzes the information gathered and writes a final report with conclusions and recommendations.

3. Investigation Management

- **Confidentiality:** Strict maintenance of confidentiality throughout the process.
- **Investigator selection:** Selection of an impartial investigator to avoid any conflict of interest.
- **Union Framework:** If applicable, management of complaints through a grievance process according to the terms of the collective agreement.
- **Right to manage:** The employer reserves the right to use any means it deems appropriate to preserve the safety and integrity of the persons concerned. It may, without limiting itself, suspend the actors during the investigation process, modify work schedules temporarily or make operational changes.

The choice of the investigator must also be made carefully, ensuring that there are no conflicts of interest.

4. Follow-up and corrective actions

- **Corrective Actions:** Implementation of the investigator's recommendations to correct the situation.
- **Victim Support:** Provides support and resources to victims of harassment.

It is essential to maintain confidentiality throughout the investigation and to avoid cross-roads.

For employees of a unionized organization, recourse is often made through a grievance, with a period of 2 years to file a complaint after the last manifestation of harassment, unless the collective agreement provides for a longer period.

This appendix is designed to ensure effective and respectful management of harassment complaints within the company, in accordance with the legislation in force.

Appendix II: Behaviours that may amount to harassment

<i>Preventing the person from expressing themselves</i>	<i>Devaluing the person</i>	<i>Discrediting the person</i>
- Interrupting it incessantly - Forbidding him to talk to others - Isolating the person - No longer speaking to him in public - Don't talk to him at all - Denying his presence - Keep him away - Depriving them of means of communication (telephone, computer, mail, etc.) - Preventing others from talking to them	- Spreading rumors about him - Ridiculing her - Humiliating him, insulting him - Questioning one's beliefs or one's private life	- No longer give him tasks to accomplish - Forcing them to perform tasks that are demeaning, absurd or inferior to their skills - Unfairly attributing professional misconduct to him - Denigrating her in front of others - Denigrating the person on social networks

<i>Threatening or assaulting the person</i>	<i>Humiliating the person</i>	<i>Behaving in an inappropriate manner</i>
- Shout - Pushing her around - Damaging your belongings	- Making fun of his convictions - Making fun of the fact that they have difficulty expressing themselves in a language other than French or that they claim the right to express themselves in French - Making fun of one's tastes, one's political choices, one's sexual orientation, one's weak points - Making derogatory allusions - Questioning your judgement or decision-making skills	- Engaging in unwanted or sexual behaviours - Soliciting or looking at the person insistently - Having non-consensual physical contact - Saying sexist insults or rude language - Disseminating images with sexual connotations by any means, technological or otherwise.

Obligations of the employer who is a member of a prevention mutual insurance company

- Have a prevention program that complies with the *Act respecting occupational health and safety*.
- This program must be updated annually in subsequent years.
- This free-form program must be adapted to the hazards present in the workplace.
- Display the prevention program and the notice of membership of the mutual insurance company in a place that is easily accessible to workers.
- Ensure that the prevention program is applied.
- Promote the maintenance of the employment relationship for workers who have suffered an employment injury.
- Remain in good standing with the CNESST throughout your participation in the mutual insurance program.

Employer's Duties (OHSA, s. 51)

- Ensure that facilities are equipped and set up in a safe manner.
- Designate staff members responsible for health and safety matters and post their names.
- Ensure that the organization of work and the methods and techniques used to perform tasks are safe.
- Control the maintenance of workplaces.
- Use methods and techniques to identify, control and eliminate risks.
- Take fire safety measures prescribed by regulation.
- Provide safe materials and equipment and ensure that they are always in good condition.
- Ensure that the emission of a contaminant or the use of a hazardous material does not harm the health or safety of the worker.
- Inform the worker about the hazards in the workplace and provide appropriate training, supervision and training.
- Display the information provided by the Commission, the regional board and the physician in charge.
- Provide workers with the required personal protective equipment and means.
- Allow workers to undergo health examinations.
- Communicate the list of hazardous materials used in the establishment and the contaminants that may be emitted there.
- Collaborate with the health and safety committee.

Worker's obligations (AOHS, s. 49)

- Read the prevention program.
- Apply the guidelines and safe work procedures contained in the prevention program.
- Take the necessary measures to protect their health, safety and physical integrity.
- Avoid endangering the health, safety or physical integrity of others.
- Submit to any health examinations required for the purposes of this Act and the regulations.
- Participate in the identification and elimination of risks of occupational accidents and diseases.

OHSA s. 49.1:

A worker must not perform his or her work when his or her condition represents a risk to his or her health, safety or physical or psychological integrity, or that of other persons in or near the workplace, in particular because of his or her impairment by alcohol, drugs, including cannabis, or a similar substance.

- On a construction site, the condition of a worker whose faculties are impaired by alcohol, drugs, including cannabis, or a similar substance represents a risk for the purposes of the first paragraph.

LATMP art. 265 :

Immediately report any accident or occupational disease to your superior, or failing that, to another representative of the employer, before leaving the establishment when able, or if not, as soon as possible.

Right to refuse (AOHS, ss. 12 to 31)

- Under the *Act respecting occupational health and safety*, a worker may refuse to perform work if he or she has reasonable grounds to believe that the work exposes him or her to a danger to his or her health, safety or physical or psychological well-being (s. 12, AOHS).
- The notion of danger in the workplace does not only concern physical health. Indeed, it is possible to exercise a right of refusal on the grounds that a worker's mental health is in danger.

Notice of Discipline

- Under the *Act respecting occupational health and safety*, employers are required to take the necessary measures to protect the health and safety of workers. One way to ensure that the rules are followed is to issue warnings and, if necessary, notices of disciplinary action in the event of non-compliance with the rules.
- Under the CNESST's zero-tolerance program, any deviation, in the following circumstances, will be sanctioned by a written notice, and an immediate correction must be made by the worker in default:
 - Falls from heights of more than three metres;
 - Falls from a ladder;
 - Contact with a moving part of a machine;
 - Electrification with a live power line;
 - Collapse of a scaffolding;
 - Collapse of the walls of an unsupported excavation;
 - Exposure to asbestos dust;
 - Exposure to silica dust;
 - Unstable rocks;
 - Exposure to carbon monoxide.
 - Obligation to report major events (s. 62 AOHS)

The employer must inform the WSIB by the fastest possible means of communication and, within 24 hours, report to the WSIB for any event resulting in:

- The death of a worker;
- For a worker, the total or partial loss of a limb or its use or significant physical trauma;
- Injuries that prevent several workers from performing their duties for a working day;
- Property damage of \$150,000 or more.

The employer must keep the premises unchanged to allow the CNESST to conduct an investigation.

A change of premises is permitted only to prevent a worsening of the situation or if a CNESST inspector authorizes it.

The employer must notify the health and safety committee and the health and safety representative of the occurrence of the event.

The employer must provide a written copy of the report to the health and safety committee, the health and safety representative and the certified association (if applicable).

Intellectual property

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Phone: 450 654-5584

Toll Free: 1 877 755-1509

Bibliographical references

This prevention program has been developed in accordance with the laws and regulations governing occupational health and safety, specifically:

8. The Act respecting occupational health and safety (R.S.Q., chapter S-2.1).
9. The Regulation respecting occupational health and safety (c. S-2.1, r.19.01).
10. The Act respecting industrial accidents and occupational diseases (R.S.Q., c. A-3,001)
11. An Act to modernize the occupational health and safety regime, SQ 2021, c 27
12. "L'assignation temporaire – Pour un prompt retour au travail", CNESST, 12 p.
13. "Compendium of Policies on Rehabilitation – Indemnification," Compensation and Rehabilitation Directorate, CNESST, January 2010.

Depending on the subject, the content was developed based on reference documents published by recognized organizations in the field of occupational health and safety, including:

14. The various joint health and safety sector associations (SPA)
<http://www.preventionenligne.com/>
15. The Canadian Centre for Occupational Health and Safety (CCOHS)
<http://www.cchst.ca/>
16. The Commission de la santé et de la sécurité du travail (CNESST)
<http://www.cnesst.qc.ca/portail/fr/>
17. The Institut de recherche Robert-Sauvé en santé et en sécurité du travail (IRSST)
<http://www.irsst.qc.ca/>

The masculine gender used in this document refers to both women and men.

USING A FORKLIFT BATTERY-POWERED WITH WORKER LIFT

RISKS



Being bumped



Reversal



Overwrite



Death

PREVENTIVE MEASURES

Obligations :

- All forklift operators must be at least 16 years of age;
- Only trained personnel are allowed to operate forklifts (Forklift driver card required);
- Train forklift operators on the inspection and safe operation of forklifts;
- Train operators when adding new equipment to trucks.

Environment and signage:

- Delineate pedestrian traffic areas, as well as forklift areas (lines painted on the ground);
- Use concave and convex mirrors at intersections where visibility is reduced;
- Install warning signs in places where there are specific risks (uneven ground, intersection, pedestrian zone, speed limit, etc.);
- No objects or goods should be lying around in traffic areas;
- Make sure that the choice of tires is made according to the type of soil;
- Take into account the ambient temperature (cold) which could cause either ice or frost on the ground.

PROCEDURE FOR USING A FORKLIFT

What to know before using a forklift:

- ✓ The cart must be easily accessible and safe;
- ✓ Never use a cart that requires repairs;
- ✓ Visually check the components of the cart before using it;
- ✓ Use forklifts only for the purposes for which they are equipped and designed;
- ✓ Handle only loads that are compatible with the equipment;
- ✓ Respect the load capacity by referring to the nameplate;
- ✓ Handle only stable loads;
- ✓ Avoid carrying bulky or overly bulky loads;
- ✓ Respect the signage;
- ✓ Never abandon controls when components are lifted;
- ✓ No worker shall stand under the load or in the work area of the equipment;
- ✓ It is forbidden to transport people.



Getting started:

- ✓ Never start the cart outside it (e.g., standing next to it);
- ✓ Always access the side provided (side opposite the controls);
- ✓ Respect the technique of the three support points (one hand on the frame, one hand on the back of the seat and one foot on the footboard);
- ✓ Check that all control levers and gear arm are in the neutral position;
- ✓ When starting in cold weather, idle the engine 1 to 2 minutes before departure.

Before leaving the truck, the operator must:

- ✓ Park in a safe place, provided for this purpose (never interfere with the accessibility of traffic lanes, emergency exits or emergency equipment);
- ✓ Completely stop all movement of the cart;
- ✓ Lower forks or other load-bearing equipment to ground level;
- ✓ To put the management and transmission bodies in a neutral position;
- ✓ Apply the parking brake;
- ✓ Stop the engine;
- ✓ The key must be removed from the ignition to prevent an untrained person from gaining access to it.

Movement with or without load:

- ✓ Fasten your seat belt;
- ✓ Avoid starting with the wheels fully steered;
- ✓ Avoid braking or accelerating sharply when cornering;
- ✓ Always look back before backing away;
- ✓ Have a clear view at all times;
- ✓ Ride on the side corresponding to the road traffic rules;
- ✓ Avoid leaning outside or leaving any part of the body out of the frame;
- ✓ Driving in reverse when the load obstructs visibility or requesting the assistance of a flagman;
- ✓ Ride with the forks as close as possible to the floor while holding the mast tilted backwards (about 15 cm or depending on the nature of the ground);
- ✓ Adapt your speed based on the presence of personnel, visibility, ground conditions and load;
- ✓ Emit audible signals at intersections and other places where visibility is obstructed;
- ✓ Avoid flying over objects that have fallen to the ground or walking on surfaces that may unbalance the cart;
- ✓ Maintain a safe distance from any vehicle in front;
- ✓ Check the position, attachment, capacity and condition of crossover bridges before crossing them;
- ✓ When operating near a vacuum (dock, ramp, pit, etc.), keep at least one wheel width away from the edge.

Driving on slopes:

- ✓ Ensure that the slopes are well maintained;
- ✓ Slowly ascending or descending;
- ✓ Always tilt the mast backwards;
- ✓ Raise or lower with the forks facing down when the cart is not loaded;

- ✓ Ascend or lower with the forks pointing upwards when the cart is loaded;
- ✓ Never take a turn on a slope or cross it at an angle.

STACKING AND UNSTACKING

Take the load from the ground to bring it to the storage location (stacking)

- ✓ Ensure that pallets are in good condition;
- ✓ Check the weight of the load;
- ✓ Adjust the fork spacing;
- ✓ Bring the cart in front of the load;
- ✓ Place the mast vertically before engaging the forks;
- ✓ Operate the controls delicately, without knocking;
- ✓ Insert the forks properly under the load, as far as possible, taking care not to hit objects behind them;
- ✓ Lift the load about 15 cm (never move with the high load);
- ✓ Tilt the mast aft, just enough to stabilize the load;
- ✓ Look back before backing away;
- ✓ Bring the cart to the location provided to place the load;
- ✓ Raise the load to the necessary height (this must be done when the truck is completely stopped);
- ✓ Move the trolley slowly forward until the load is above the intended location and brake gently;
- ✓ Bring the forks horizontal;
- ✓ Slowly deposit the load;
- ✓ Release the forks by lowering them slightly;
- ✓ Look back before backing off.

Take charge from the storage area and lower it to the ground (Destacking)

- ✓ Ensure that pallets are in good condition;
- ✓ Check the weight of the load;
- ✓ Adjust the fork spacing;
- ✓ Bring the cart in front of the load;
- ✓ Place the mast vertically before engaging the forks;
- ✓ Operate the controls delicately, without knocking;
- ✓ Insert the forks properly under the load, as far as possible, taking care not to hit objects behind them;
- ✓ Gently lift the load;
- ✓ Tilt the mast aft, just enough to stabilize the load;
- ✓ Look back before backing away;
- ✓ Lower the load as close as possible, about 15 cm from the ground (this must be done when the truck is completely stopped).
- ✓ Bring the trolley to the place provided to place the load.

LIFTING WORKERS WITH A FORKLIFT

Lifting platform:

- ✓ Ensure that the lifting platform meets the manufacturing specifications of ANSI/ITSDF B56.1.

Terms of use:

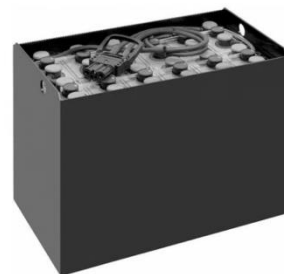
- ✓ Lifting devices must be equipped with a device that prevents accidental descent to more than 0.6 m/s in the event of a pipe break;
- ✓ Securely attach the platform to the carriage or fork (with a device that prevents the carriage or fork from swivelling upwards);
- ✓ Before elevating a worker, place cones or other signalling devices in the work area;
- ✓ Place the cart on a solid, level base with the mast in an upright position. Do not maneuver on a side slope;
- ✓ Carriage with rotator: ensure that the attachment device prevents the rotator from moving;
- ✓ The total load must never exceed 50% of the truck's rated load;
- ✓ Lowering the platform to the ground to raise or lower personnel;

- ✓ Each worker must wear a safety harness and the lanyard must be fastened in accordance with a component of the platform;
- ✓ Personnel and equipment on the platform must fit within the available space;
- ✓ Avoid obstructions at heights and electrical wires. Any work carried out near a power line must be carried out in accordance with Division V of the CSEC.
- ✓ Ensure smooth operation of the cart over the entire height and the maintenance of limiters and hooks;
- ✓ The operator must remain at the control station for the duration of the work, unless the platform is equipped with lift control;
- ✓ The operator must slowly ascend and descend and maneuver according to the request of the worker on the platform;
- ✓ The cart should never move when workers are on the platform;
- ✓ Put the cart in neutral and apply the parking brakes;
- ✓ Avoid tilting the mast forward or backward when it is raised;
- ✓ Keep hands and feet out of reach of unused controls;
- ✓ There must be communication without intermediaries between the worker on the platform and the driver;
- ✓ Never use ladders, stepladders, scaffolds or other similar accessories on the platform;
- ✓ Never transfer workers from the platform to another level;
- ✓ Do not use the lifting platform in conditions of high winds, thunderstorms or extreme temperatures that may make it unsafe to use.

BATTERY-POWERED FORKLIFT

Battery handling and recharging:

- ✓ Wearing jewelry is prohibited when handling batteries;
- ✓ Load in a well-ventilated room provided for this purpose;
- ✓ Never overcharge the batteries (this can damage them and lead to a high emission of hydrogen);
- ✓ Make sure the charger is free of defects (this can lead to hydrogen emissions and damage to the battery);
- ✓ Make sure the charger is off when connecting and disconnecting the battery;
- ✓ Keep the protectors surrounding the battery terminals intact;
- ✓ Never place metal objects on the battery to avoid short circuits;
- ✓ Use non-metallic tools that do not produce sparks or isolate them to avoid static charge build-up.



CONTROL METHODS

- ✓ **Training/information** for workers on the procedures to be followed and on the use of this type of equipment
 - Frequency: Before operating a forklift

PREVENTIVE MAINTENANCE

- ✓ Keep equipment in perfect working order and clean;
- ✓ The equipment must offer, after any repair or change of part, a safety equivalent to new condition;
- ✓ Obtain written authorization from the manufacturer before making modifications or adding equipment and follow-up on repairs must be carried out;
- ✓ Never increase the load capacity of the carts by adding counterweights;

- ✓ Operators are prohibited from making repairs or adjustments themselves. Instead, notify the person in charge;
- ✓ Maintenance must be carried out by competent persons, on a regular basis and taking into account the frequency of use;
- ✓ Ensure that all placards and markings are in place, legible and in good condition;
- ✓ Record repairs made and the cause of defects.

PPE (FOR HANDLING AND RECHARGING THE BATTERY)



Gloves of suitable material (butyl, rubber, PVC)



Visor and splash glasses



Apron made of the same material as the selected gloves



Boots or shoes security

FALLS OF THE SAME LEVEL

RISKS



*Sprain, strain,
laceration, and
contusion*



Commotion



Fracture

PREVENTIVE MEASURES

Education:

- Raise awareness among workers of the risks of falls of the same level, when circulating inside and outside the workplace;
- Train workers on the prevention measures to follow to avoid falls;
- Encourage workers to participate in the identification and control of risk areas.

Housekeeping:

- Inspect workplaces frequently to control key risk factors:
 - unsuitable footwear;
 - improper use of a chair, stepladder, stool, step, etc.;
 - insufficient lighting;
 - lack of handrail or guardrail;
 - congestion;
 - deficient signage (wet entrance or floor);
 - puddle on the ground;
 - carpet turned up, not fixed;
 - snowy or icy driveway and parking lot;
 - slippery floor (poor coating, ineffective cleaning method);
 - soiled floor (liquid, oil, grease, food);
 - damaged floor, steps or parking lot
 - cables, electrical or other wires that cross traffic routes;
 - Unmarked traffic corridors (e.g., in a warehouse).



GENERAL SAFE WORK PRACTICES

- ✓ Involve all workers in controlling the risk of falling;
- ✓ Check that the direct access routes to an exit are at least 110 cm wide;
- ✓ Ensure good drainage in work areas prone to wet and check the alignment of pipes versus screens regularly;

- ✓ Clearly identify wet or damp areas (workstations, building accesses, drop-off areas, etc.);
- ✓ Properly maintain the outdoor grounds throughout the year (repair cracks, fill potholes, pick up debris and rocks, etc.);
- ✓ Install non-slip strips or coatings in slippery areas and on stairs;
- ✓ Delineate and protect traffic lanes where pedestrians are exposed to a hazard (vehicle traffic, projections, falling objects, etc.);
- ✓ Clean floors at regular intervals, depending on activities;
- ✓ Have enough containers to pick up garbage, sweepings or other waste (do not wait for them to accumulate);
- ✓ Install visual cues on curbs, pedestrian crossings, speed bumps, etc.;
- ✓ Ensure that traffic routes and clearance space around stored equipment and objects are at least 60 cm wide;
- ✓ Clean up spills and slippery residue immediately;
- ✓ Use steps, stools or small stepladders properly to reach objects at height.

SAFE WINTER WORK PRACTICES

- ✓ Mandate one or more employees responsible for conducting spot checks according to weather conditions;
- ✓ Provide winter-appropriate footwear to employees exposed to their duties (e.g., removable cleats);
- ✓ Install carpets in the entrances in the winter;
- ✓ Ensure that access and parking are well maintained when one of your employees has to go to one or more customers' homes;
- ✓ Schedule employee awareness meetings before the winter period;
- ✓ Recommend the wearing of non-slip footwear adapted to winter conditions for regular employees;
- ✓ Install awnings at the main entrances to limit the accumulation of snow and ice;
- ✓ Rappel before snowstorms or ice storms and during freeze/thaw periods;
- ✓ Ensure the quality of snow removal in parking lots and access roads (display contact information for those in charge);
- ✓ Have sufficient abrasive containers, clearly marked, near each building entrance.

CONTROL METHODS

- ✓ **Training/information** of workers on the procedures to be followed
- ✓ **Verification** of compliance with established procedures
- ✓ **Inspection** of traffic areas, parking lots and entrances

PEDESTRIAN TRAFFIC NEAR TRUCKS

RISKS



Getting hit



Being crushed



Body Injury



Death

PREVENTIVE MEASURES

Access Control:

- Limit access to the people involved in the transactions.

SAFE WORK PRACTICES

Safe work procedures:

- ✓ Delineate separate traffic zones for pedestrians and vehicles;
- ✓ Use a separate entrance for pedestrians and vehicles (avoid walking through garage doors);
- ✓ Prohibit the wearing of headphones for music (you must be able to hear vehicle movements and horns at all times);
- ✓ Prioritize the wearing of high-visibility clothing (e.g., bibs, work clothes with reflective strips, etc.);
- ✓ Sufficiently illuminate the area during night activities.



Instructions to be followed by drivers:

- ✓ Travelling at low speeds (the maximum speed allowed may be displayed in the form of signs);
- ✓ Use the horn as soon as a pedestrian does not appear to have noticed the presence of the vehicle;
- ✓ Call a flagman when visibility is insufficient;
- ✓ Immobilize the vehicle in case of doubt.

Instructions to be followed by pedestrians:

- ✓ Do not stand in vehicle lanes for no reason;
- ✓ Position yourself so that you can see the driver's eyes in their mirrors (they are likely to see you if you see them).
- ✓ Communicate your intentions to the driver and ensure that you have been understood;
- ✓ Remain alert to vehicle movements and signals at all times;
- ✓ Maintain a safe distance from a moving vehicle;
- ✓ Avoid walking alongside a vehicle;
- ✓ Position yourself outside the vehicle's blind spots (see the examples of blind spots in the diagram on the next page).



CONTROL METHODS

- ✓ **Training/information** of workers on the procedures to be followed
 - Frequency: As soon as they are hired//Annual//When workers do not comply with the instructions
- ✓ **Verification** of compliance with procedures
 - Frequency: When operations are in progress

PPE



Bib

ELECTRICAL INSTALLATION

RISKS



Electrification



Electrocution



Fire



Explosion

PREVENTIVE MEASURES

Housekeeping:

- Ensure that panels and other electrical equipment are clearly identified;
- Maintain a 3-foot clearance in front of electrical panels at all times;
- Do not use electrical equipment chambers for storage;
- Regularly check the good condition of the electrical installations;
- Install protective structures where electrical installations could be damaged (vehicle traffic, load handling, etc.);
- Protect electrical installations at all times from sources of fire or explosion;
- Keep junction boxes, distribution boxes and electrical outlets always closed so that internal elements are not exposed;
- Never lock the switch on a service entrance, feeder or bypass circuit when the switch is energized;
- Limit access to electrical distribution rooms to qualified employees equipped with the required personal protective equipment;
- Have a certified electrician install the installation, maintenance, repair, repair or modification of an electrical system (an electrical installation is defined as the infrastructure used to deliver electrical current to an appliance).



CONTROL METHODS

- ✓ **Information** for workers on the preventive measures to be followed
 - *Frequency:* As soon as they are hired//Information by posting in areas where such equipment is located//When workers do not follow the instructions
- ✓ **Electrical Installation/Inspection**
 - *Frequency:* Daily (Audit)//Monthly (Inspection)

CARBON MONOXIDE (CO) GENERAL

RISKS



Intoxication



Anoxia

PREVENTIVE MEASURES

- Ensure that contractors, subcontractors and workers are informed of the risks of CO contamination;
- Identify areas at risk;
- Ensure the presence of CO detectors;
- Maintain the detectors operational throughout the duration of the work;
- Ensure effective ventilation;
- Evacuate the premises if the detector alarm goes off and wait for the concentration level to return to normal before returning;
- Ensure that all exposed workers are familiar with the symptoms of CO poisoning;
- Calibrate CO detectors annually.



Symptoms of CO poisoning:

- Mild poisoning can lead to symptoms that can resemble those of the flu or gastroenteritis, such as:
 - headache
 - nausea
 - fatigue.
- Moderate intoxication can manifest itself by:
 - persistent headache in the frontal area with a throbbing sensation;
 - nausea
 - dizziness or dizziness
 - drowsiness
 - vomiting
 - a rapid pulse;
 - decreased reflexes and impaired judgment.
- Severe poisoning can quickly lead to:
 - weakness;
 - loss of consciousness;
 - seizures
 - and eventually to coma and death, within minutes.

CONTROL METHODS

- ✓ **Training/information** of workers on the procedures to be followed
 - *Frequency:* Upon hiring//When safety instructions are not followed
- ✓ **Verification** of compliance with established procedures
 - *Frequency:* During work
- ✓ **Inspection** of the premises
 - *Frequency:* Daily

ORDER AND TIDY UP THE WORK ENVIRONMENT

ELECTRICAL INSTALLATIONS

RISKS



Footprint



Fall



Sliding



Fire



Electrocution

PREVENTIVE MEASURES

Order and storage:

- Ensure that workplaces, traffic routes, aisles, emergency exits and workstations are clear, unobstructed and well-lit at all times;
- Store equipment only in the areas provided for this purpose;
- Dispose of waste as it occurs to avoid accumulation (install a sufficient number of waste containers);
- Cover and protect wires that cross traffic lanes;
- Install mats or non-slip coverings in areas where there is a risk of slipping;
- Clean floors at regular intervals depending on the activities;
- Clearly identify wet or damp areas;
- Avoid standing water at ground level;
- Clean up any spills that could cause a fall immediately;
- Store harmful or hazardous products in the designated areas;
- Ensure that firefighting and first aid equipment is visible and accessible at all times.



Electrical installations:

- Clearly identify electrical panels;
- Keep junction boxes, distribution boxes, and electrical outlets always closed, so that internal elements are not exposed;
- Regularly check the good condition of electrical equipment and installations;
- Keep access to electrical panels clear at all times (a distance of 3 feet must be respected in front of all electrical panels);
- Protect electrical installations from factors contributing to fires and explosions (e.g., electrical outlets, lights, switches, etc.);
- Clearly identify electrical rooms and do not use them for storage;
- Entrust the installation, maintenance, repair, repair or modification of an electrical installation to a certified electrician.



CONTROL METHODS

- ✓ **Informing** workers of the prevention measures established
 - Frequency: Upon hiring//When workers do not follow instructions//Annual (recall)
- ✓ **Verification** of the premises

- *Frequency: Daily*
- ✓ **Full site inspection**
 - *Frequency: Monthly*

BED BUGS

RISKS



Skin reaction



Allergies



Sleep disorder



Stress

GENERAL INFORMATION

Characteristics of a bed bug:

- Insects visible to the naked eye (4 to 7 mm in adulthood)
- Active especially at night; hide in mattress seams, upholstered furniture, cracks, etc.
- Won't jump, fly or move slowly
- Do not transmit known diseases, but may cause allergic reactions and psychological impact

Risky environments:

- Infested private homes
- Shelters, hotels, shelters, apartment buildings
- Contaminated vehicles or equipment
- Used furniture or upholstered materials on display

PREVENTIVE MEASURES

Risky environment:

- Wear separate work clothes that can be washed at high temperatures;
- To provide the bare minimum to clients or in high-risk environments;
- Use airtight bags or bins to carry clothing and tools;
- Educate workers about bed bugs and signs of infestation.

During the activity:

- Ascend and descend by applying the rule of three points of support (never jump);
- Familiarize themselves with the location and function of controls;
- Keep a safe distance from any other vehicle.

After the activity:

- Thoroughly inspect clothing and equipment BEFORE entering a vehicle or returning to the office;
- Temporarily seal the garments in a bag until heat treated;
- Treat clothes in the dryer (60°C or more for at least 30 minutes, ideally in a specialized centre);

- Report any doubts or exposures to a supervisor.

EXPOSURE RESPONSE

- ✓ Isolate clothing and belongings in a sealed bag;
- ✓ Follow the instructions of the internal protocol (heat treatment or prolonged freezing);
- ✓ Assess contaminated sites and tools with a professional if necessary;
- ✓ Offer psychological support if significant stress is observed;
- ✓ Document the event in the OHS log.

CONTROL METHODS

- ✓ **Informing** workers about the risks associated with bed bugs;
 - *Frequency:* Annually or as soon as a change in risk task
- ✓ **Dissemination** of intervention and prevention procedures
- ✓ **Clarification** of the resources available in the event of exposure

PPE



Disposable gloves



Protective
Tracksuit



Rubber boots

USE OF AN UNLOADING/UNLOADING DOCK

RISKS



PREVENTIVE MEASURES

- Ensure that the dock configuration allows truckers to access it safely:
 - draw lines on the ground to guide the truck driver;
 - clearly identify signage;
 - Identify a separate traffic area for pedestrians and vehicles.
 - identify parking areas;
 - Install mirrors in strategic locations.
- Keep the wharf and its surroundings in good condition at all times:
 - always well cleared;
 - always well cleared;
 - sufficiently enlightened.
- Use restraint systems when loading/unloading the trailer:
 - use an anchorage or shim system;
 - use a light system;
 - use administrative measures, such as handing over the driver's key.



Safe loading/unloading:

- Ensure that the driver has properly secured the trailer or truck before entering it;
- Attach a non-slip connecting walkway between the dock and the truck;
- Carry out loading/unloading operations in a safe manner;
- Use effective means of communication between the driver and the loading/unloading manager to signal the end of operations.

CONTROL METHODS

- ✓ **Training/informing** workers of the preventive measures to be followed
 - *Frequency:* As soon as they are hired//Annual//When workers change jobs exposing them to this type of risk//Information through posting in strategic locations
- ✓ **Verification/inspection** of compliance with procedures
 - *Frequency:* Daily (Audit)//Monthly (Inspection)

PSYCHOSOCIAL RISKS

RISKS



*Troubles
d'adaptation*



Burnout



Anxiety disorders

THE MAIN PSYCHOSOCIAL FACTORS OF WORK

Workload:

Workload refers to the amount of work to be accomplished, the intellectual requirements required and the time constraints to be respected in carrying out the work. It has a subjective dimension: the workload felt is as important as the workload requested. It must be approached in a global manner by taking into account the complexity of the actual work, the formal and informal demands that are made of workers, the resources and tools available to each person to carry out the work, the time available and the unforeseen events that cannot always be foreseen and that have an impact on the workload.



Decision-making autonomy:

Decision-making autonomy refers to the ability to exercise some control over the work to be done and the ability to use or develop one's skills. A workplace with a high level of decision-making autonomy is reflected in:

- The opportunity and encouragement to use creativity, initiative and develop skills to complete new tasks;
- Flexibility to make decisions independently, to choose one's working methods and to control the pace of work;
- Employee participation in organizational decisions that affect them;
- Employee involvement before, during, and after organizational changes.

Decision-making autonomy therefore refers both to the notion of control, i.e. the freedom to be able to decide how to do one's work and to influence the way things happen in the environment, and to the notion of self-fulfillment, in reference to the possibility of using one's creativity and learning new things.

Recognition of work:

Recognition in the workplace refers to the different ways in which efforts and achievements are recognized, whether it is compensation, appreciation, respect, fairness, job security, or the prospect of promotion. Recognition must be about the work (doing) and not about the person (being). Recognition practices must be authentic so that the people for whom they are intended feel the positive effects.

Social support from the supervisor and colleagues:

The immediate supervisor's social support is reflected in management practices that promote listening, openness to opinions and the availability of the immediate supervisor to his or her employees. This indicator refers to the immediate supervisor's ability to support employees as well as the degree of dignity, politeness and respect with which employees are treated by their superior.

Social support from colleagues refers to team spirit, the degree of cohesion in the group, as well as the assistance and collaboration of colleagues in the accomplishment of tasks.

Psychological harassment:

In Quebec, rather than talking about workplace bullying, we generally refer to the concept of psychological harassment in the workplace, which is defined by law. According to the *Act respecting labour standards*, psychological harassment is "vexatious conduct manifested by repeated behaviour, words, acts or gestures that are hostile or unwanted, that undermines the dignity or psychological or physical integrity of the employee and that results in a harmful work environment for the employee."

Information and communication:

When too little information is transmitted to employees, a climate of uncertainty and mistrust sets in and rumours often circulate. Good dissemination of information, on a regular basis, allows people to have accurate information and to know in advance the evolution of changes likely to modify their work and to prepare for them, so as to minimize their impact. The dissemination of information therefore reduces uncertainty and anxiety.

PREVENTION OF PSYCHOLOGICAL HEALTH PROBLEMS IN THE WORKPLACE

Workplaces have a role to play in the prevention of psychological health problems. They must provide a healthy workplace and work to reduce these risks to workers' health at the source. To do this, it is essential to act in primary prevention.

The World Health Organization (WHO) distinguishes between three types of prevention actions, depending on when they are applied. Here are these types of prevention, their definition taken from the WHO and some examples of practices to be put in place.

TYPE OF PREVENTION	DEFINITION	EXAMPLES
1. Primary	2. Upstream of the risk of the disease, to avoid the appearance of the disease by acting on its causes	✓ Reduced workload ✓ Consultation in Decisions ✓ Valorization of efforts
3. Secondary	4. At an early stage of the disease where the management of individuals can intervene effectively	✓ Time Management Workshop ✓ Stress Management Training
5. Tertiary	6. To reduce recurrences, disabilities and limit the complications and sequelae of a disease	✓ Employee Assistance Program ✓ Return to Work Policy

Examples are provided for illustrative purposes only. Prevention practices should be adjusted according to the work context, the organization's concerns and the needs of employees.

To better understand psychosocial risks, the Institut national en santé publique du Québec offers free training capsules. To follow them, go to the following link: <https://www.inspq.qc.ca/covid-19/formations/risques-psychosociaux-travail-pandemie>

Source : INSPQ

OFFICE WORK

RISKS



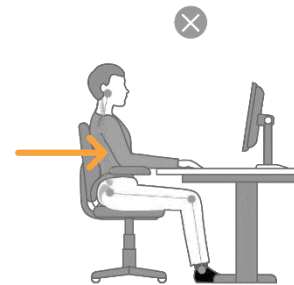
Musculoskeletal
Disorder



Ergonomic disorder

PREVENTIVE MEASURES

- Ensure that office equipment is ergonomic, adjustable and adapted to the work to be performed;
- Adopt a comfortable and safe working posture;
- Adjust your chair properly:
 - seat height and inclination;
 - height and spacing of armrests;
 - height and inclination of the backrest.
- Make sure to sit well with your back against the back of the chair;
- Make sure to keep your neck and head straight when answering the phone;
- Favor the headset during telephone conversations;
- Properly set up your workplace for the tasks to be performed:
 - job orientation;
 - keyboard and mouse layout;
 - distance and height of the computer screen;
 - disposal of the equipment used;
 - lighting (ensure adequate lighting at each workstation).
- Make sure you have regularly used documents on hand;
- Vary working postures regularly;
- Occasionally take your eyes off the screen and look into the distance;
- Regularly stretch your muscles or do relaxation exercises;
- Empty the bins and the recycling as often as possible to avoid heavy loads.



CONTROL METHODS

- ✓ **Training/information** for workers on safe work practices
 - **Frequency:** Upon hiring//Annual//When new positions are installed//Information through posters in office areas

ONBOARDING AND TRAINING OF NEW WORKERS

EMERGENCY MEASURES AND ELECTRICAL INSTALLATIONS

PREVENTIVE MEASURES

Reception and training:

- Inform each new worker about occupational health and safety issues:
 - company policies, regulations and procedures;
 - responsibilities and accountabilities;
 - risks related to the company's operations;
 - hazards specific to the worker's tasks;
 - personal protective equipment;
 - Accommodation and emergency procedures;
 - first aid equipment;
 - incident and accident reporting procedures;
 - reporting of abnormal or unsafe situations.
- Obtain the commitment of workers to comply with policies, regulations and procedures;
- Train each worker on safe work techniques related to the performance of his or her tasks and the use of equipment;
- Regularly assess compliance with work methods and retrain as needed.



EMERGENCY MEASURES

- ✓ Keep emergency exits clear and unlocked at all times;
- ✓ Train workers on the procedures to follow in the event of a major breakdown, fire or similar event;
- ✓ Know the location of the equipment needed to fight fires;
- ✓ Ensure that they are available at all times;
- ✓ Reach the assembly point during an emergency evacuation (define a safe assembly point in advance).



ELECTRICAL INSTALLATIONS

- ✓ Ensure that panels and all other electrical equipment are clearly identified;
- ✓ Maintain a 3-foot clearance in front of electrical panels at all times;
- ✓ Do not use electrical equipment chambers for storage;
- ✓ Protect electrical installations at all times from sources of fire or explosion;
- ✓ Keep junction boxes, distribution boxes, and electrical outlets closed so that internal elements are not exposed;
- ✓ Have the installation, maintenance, repair, repair or modification of an electrical installation carried out by a certified electrician.



HEALTH AND SAFETY COMMITTEE

PREVENTION MANAGEMENT

A health and safety committee ensures sound management of accident prevention and ensures an efficient, formal and structured mode of operation. The law provides for this process when twenty or more workers are employed by the company.

Committee Roles and Responsibilities:

- Ensure that an effective communication plan is maintained between the committee and the workers (e.g., PR, bulletin board, minutes);
- Participate in the identification, assessment and elimination of risks;
- Establish and monitor a prevention program;
- Approve the company's health program;
- Determine training/information needs;
- Determine health and safety priorities, establish timelines and monitor them;
- Determine and validate personal protective equipment needs;
- Plan and follow up on inspections;
- Analyze accidents/incidents, propose solutions and follow up on corrective actions;
- Study the accident register and statistics;
- Plan prevention activities;
- Receive complaints from workers.



CONTROL METHODS

- ✓ **Training/information** for participants
 - *Frequency:* When the committee is created and when new members are added.
- ✓ **Holding meetings**
 - *Frequency:* Depending on the needs of the company (e.g., 1x every 3 months).

ACCIDENT INVESTIGATION & ANALYSIS

PREVENTIVE MEASURES

What to bring:

- Establish clear policies and procedures;
- Determine who conducts investigations: on what types of events, how to proceed and where;
- Determine the form to be used;
- Train workers who are required to conduct accident investigations and analyses;
- Ensure that all workers are aware of the obligation to report any accident or incident as soon as possible (record all events in a log).



The investigation:

- Protect the accident site so that it remains unchanged (allows for the maximum amount of information to be gathered during the investigation);
- Investigate the circumstances of the accident as soon as possible using the form provided for this purpose (allows the causes to be quickly identified and thus implement the necessary corrective measures to avoid the recurrence of these events);
- Seek the facts, while remaining objective (who, what, when, where, how):
 - Observe the accident site;
 - Interview witnesses, one at a time;
 - Consult the accident register and the various reports (police, inspection record, preventive maintenance, etc.);
 - Perform a reconstruction of events when necessary (ensure that the accident does not recur).

The analysis:

- Analyze all the facts gathered during the investigation, with the aim of discovering the direct and indirect causes of the accident and the reasons for their existence;
- Make recommendations to eliminate the causes and prevent such an event from occurring again;
- Establish a timeline for completion and identify those responsible for implementing the corrective actions (immediate, temporary and permanent).

Corrective measures:

- Make the necessary corrections;
- Follow up on the maintenance of permanent measures (adapt the corrective measures adopted as necessary).

IMPORTANT: AVOID RECURRENCE OF ACCIDENTS

CONTROL METHODS

- ✓ **Training/information** for workers responsible for carrying out accident investigations and analyses
 - Frequency: At the time of appointment
- ✓ **Follow-up** with the Health and Safety Committee or Representative (HSR)
 - Frequency: During meetings

USE OF FIRE EXTINGUISHERS

PREVENTIVE MEASURES

■ Fire Extinguisher Categories:

- Ensure that fire extinguishers are Underwriters' Laboratories of Canada (ULC) certified;
- Select, install, use and maintain them in accordance with NFPA 10;
- Check whether they correspond to the type of fire to be extinguished: A - fires of solid materials forming embers, B - fires of flammable liquids and gases, C - fires of energized electrical equipment, D - fires of metals, K - fires of animal or vegetable oils or fats;
- Have the fire extinguisher refilled after each use;
- Have fire extinguishers inspected by a certified person at intervals of no more than 1 year.

■

■ Installation :

- Install fire extinguishers:
 - Near exit doors and within easy reach of areas where there is a risk of fire;
 - The lower portion at least 10 cm (4 inches) and the upper portion at most 1.60 m (5 feet) from the ground;
 - Away from heat-producing appliances;
 - Shock-protected;
 - Clearly visible and properly identified by signs provided for this purpose;
 - Easily accessible at all times (nothing should be stored in front of it);
- Make sure the instruction label remains visible (never paint a fire extinguisher).

■

■ Procedure for using a fire extinguisher:

- Read the instructions and become familiar with its use (when a fire starts, this is not the time to learn);
- Ensure that the extinguisher is suitable for the current fire (check the category on the label - A, B, C, D or K);
- Remove the pin blocking the start trigger;
- Approach about 1 to 3 metres from the fire;
- Point the nozzle at the base of the flames;
- Press the handle to release the contents of the fire extinguisher by sweeping from side to side;
- Avoid applying too much pressure to liquid (B) fires (this could disperse the fire and throw out flaming materials);
- Avoid trying to extinguish a burning gas leak (close the supply valve instead);
- Always attack the fire while keeping a possibility of escape.



SNOW REMOVAL USING A TRACTOR-MOUNTED SNOWBLOWER

RISKS



Collision



Reversal



Training



Debris Flying



Fall



Hypothermia

PREVENTIVE MEASURES

Equipment:

- Comply with the preventive maintenance program established by the manufacturer;
- Ensure that any part change offers a warranty equivalent to new condition;
- Install snow removal equipment according to the manufacturer's instructions;
- Ensure that there is an inverted U-shaped protective shield attached to the tractor's power take-off;
- Check for a tubular protector on the driveshaft;
- Obtain written authorization from the manufacturer before making modifications to the equipment;
- Ensure that the driver's position allows the driver to be protected against rollovers and projections.



Presence of a flagman:

- Ensure that the flagperson wears a bib with reflective stripes, protective footwear with non-slip soles and clothing appropriate for the weather;
- Allow time for the flagman to position himself properly before starting the snowblower;
- Never direct the jet of the snowblower in the direction of the flagman;
- Cease operations as soon as:
 - the flagman orders it;
 - visual contact is lost with the flagman;
 - the flagperson does not respect the safety distance;
 - The flagman's instructions are not included.

Intervention on the snowblower screw:

- Bring the controls to neutral and stop the motor if the screw comes into contact with an obstacle;
- Prohibit any person from approaching the screw until it has come to a complete stop;
- Put on the safety brake;
- Make sure that the snowblower cannot be restarted before checking or repairing the snowblower;
- Descend using three support points (do not jump from the cab);
- Do not wear floating clothing near the screw;

- Use a shovel to release the screw.

Parking:

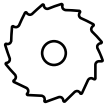
- Park the vehicle away from traffic lanes;
- Bringing the management and transmission bodies to the neutral position;
- Stop the engine (do not leave equipment running unattended);
- Apply brakes;
- Remove the key from the ignition to prevent untrained access to it.

SAFE WORK PRACTICES

- ✓ Perform a visual inspection of equipment before starting operations;
- ✓ Establish a route to follow;
- ✓ Be equipped with a communication system (use a hands-free device for telephone conversations);
- ✓ Have a response plan in place if contact with the operator is lost or if the operator does not return at the scheduled time;
- ✓ Ensure that the driveshaft is properly connected to the PTO end cap;
- ✓ Do not step over the driveshaft;
- ✓ Ascend and descend by applying the rule of three points of support (do not jump);
- ✓ Not carry passengers (unless the cabin is designed for this purpose);
- ✓ Prohibit any person from climbing on the equipment;
- ✓ Fasten your seat belt for the duration of the operations;
- ✓ Respect the operational limits of the equipment;
- ✓ Turn on the warning lights during operations;
- ✓ Adapt your speed to the work environment and the nature of the terrain;
- ✓ Avoid braking or accelerating sharply when cornering;
- ✓ Look back before backing away;
- ✓ Maintain a distance of 5 metres from vehicles and glass buildings and steer the snowblower properly (be extra careful if it is not possible to keep this distance);
- ✓ Immediately stop the snowblower if a person approaches within 5 metres;
- ✓ Audible signals where visibility is obstructed.

CONTROL METHODS

- ✓ **Training/information** of workers on the procedures to be followed
 - Frequency: As soon as they are hired//Before starting the season//When workers do not follow the instructions
- ✓ **Verification** of compliance with safety instructions
 - Frequency: During operations
- ✓ **Visual inspection** of equipment
 - Frequency: Before departure
- ✓ **Equipment Inspection**
 - Frequency: Weekly



USING A TABLE SAW

RISKS



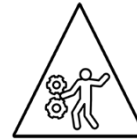
Flying shards



Cut-off



Amputation



Training

PREVENTIVE MEASURES

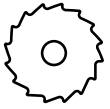
Equipment:

- Check for the presence of a clearly identified and easily accessible emergency stop system;
- Make sure that the visible part of the blade is covered by a protector that automatically adjusts according to the thickness of the workpiece to be cut;
- Check for the presence of a device that prevents the workpieces from recoiling;
- Make sure a riving knife is placed at the back of the blade to prevent the piece of wood from tightening on the teeth of the blade:
 - it must fit the shape of the blade and have a gap of less than 10 mm between the blade and the blade;
 - the height must be approximately equal to that of the blade when it is extended to the maximum;
 - It must be thinner than the kerf, but thicker than the blade and equipped with a device that prevents the workpieces from kicking back.



SAFE WORK PRACTICES

- ✓ Ensure that the work area is clean, clear, well-lit and out of a traffic area;
- ✓ Choose a blade that is appropriate for the job at hand and keep it clean and in good condition;
- ✓ Use a pusher to keep hands away from the blade (less than 450 mm [18 in.]);
- ✓ Provide additional support points on the back and sides of the table when the pieces of wood are long or wide;
- ✓ Protect workers in the projection area with screens or other devices;
- ✓ Asking for the assistance of a worker to restrain the piece of wood during edging operations;
- ✓ Lean on the table before cutting a piece of wood;
- ✓ Keep hands away from the cutting axis;
- ✓ Clean the floor regularly to avoid a build-up of waste.



CONTROL METHODS

- ✓ **Training/information** for workers on the procedures to be followed and on the use of this type of equipment
 - Frequency: Upon hiring//When jobs change//When workers do not follow instructions//Annual
- ✓ **Verification** of compliance with safety instructions and visual verification of equipment and work area
 - Frequency: When in use//When you start your shift
- ✓ **Device Inspection**
 - Frequency: Quarterly

PREVENTIVE MAINTENANCE

- ✓ Bring the machine to zero energy before any cleaning, maintenance, unblocking or repair operation;
- ✓ Never modify the machine without written permission from the manufacturer;
- ✓ Ensure that any repair or part change provides safety equivalent to that of new condition.

PPE



Bezel
Security



Protective
footwear



Protection
Auditory



Clothing
adjusted



No Jewelry



Hair
attached



USING A UTILITY KNIFE

RISKS



Laceration/cut

PREVENTIVE MEASURES

Adopt safe work techniques:

- Work standing at the right height;
- Lock the blade, using the catch switch, when in use;
- Use both hands (one hand holding the object to be cut, while the other handles the knife);
- Avoid placing your hand in front of the blade;
- Avoid pointing the knife at you;
- Dispose of used blades in a container designed for this purpose, and not directly in the garbage cans;
- Retract and lock the blade when the knife is not in use;
- Avoid leaving the knife unattended, store it in a sheath or in a place designed for this purpose (not in pockets);
- Use it according to the task to be performed and only within the scope of one's function.

CONTROL METHODS

- ✓ **Training/information** of workers on the procedures to be followed
 - Frequency: Upon hiring//When changing positions/Annual (reminder)//Information through posting in strategic locations
- ✓ **Verification** of compliance with established procedures
 - Frequency: During handling, cleaning, and storage (verification)
- ✓ **Inspection** to ensure that the knife is in good condition
 - Frequency: Before each use (inspection)

PREVENTIVE MAINTENANCE

- ✓ Change the blade as soon as it becomes less effective (don't wait until it stops cutting).



PPE



*Durable gloves
to cuts*



USE OF A LADDER OR STEPLADDER

RISKS



Fall



Sliding

PREVENTIVE MEASURES

General instructions:

- Ensure that any worker who uses a ladder or stepladder has received all the necessary information to use it safely;
- Use only ladders or stepladders that meet the Portable Ladders standard, CAN3-Z11-M81;
- Avoid climbing a ladder or stepladder if weather conditions make it unsafe to use;
- Respect the minimum approach distances of electrical wires (remember that metal is electrically conductive);
- Store ladders and stepladders away from the elements, in a dry place, and never store materials on them.

Choosing the right ladder or stepladder:

- Ensure that the class is chosen according to its use and load resistance:
- Resistance Level Ranking:
 - **Class 1:** Strong (building and industry);
 - **Class 2:** Medium (trade and agricultural use);
 - **Class 3:** Low (household use only). It should never be used in the workplace.
- Choose a ladder or stepladder of an appropriate height for the work to be performed;
- Ensure their condition before each use (make sure that the ladder or stepladder does not present structural defects or risk of accidents, such as sharp edges or burrs);
- Make sure that the ladder or stepladder is clean, free of fresh paint, mud, snow, grease, oil or any other slippery material;
- Avoid using a ladder or stepladder that is damaged, worn, or shows signs of corrosion (avoid making temporary repairs for damaged or missing parts).

GENERAL SAFE WORK PRACTICES

- ✓ Secure the base before deploying the ladder or stepladder (avoid installing it when it is already deployed);
- ✓ Install the ladder/stepladder as close to the workplace as possible, to avoid lateral movement;
- ✓ Ensure that the locking devices are properly engaged before mounting;
- ✓ Avoid placing the ladder or stepladder in front of a door (when it is impossible to do otherwise, identify the area at risk using danger signs);
- ✓ Keep the body in the centre of the posts and avoid extending your arms too much on either side of the stepladder or ladder (instead move the stepladder/ladder as needed);



- ✓ Make sure the ladder/stepladder rests on a solid, stable and level base (never use it on slippery surfaces, boxes, unstable bases or scaffolds);
- ✓ Avoid attempting to move the stepladder/ladder while standing on it;
- ✓ Avoid leaving a stepladder/ladder in place unattended;
- ✓ Ensure that the ladder or stepladder is used by only one person at a time;
- ✓ Always keep both feet on the steps, never put one foot on another surface or land at height;
- ✓ Ensure that all workers are protected from falls when work is being performed 3 metres or more from the ground;
- ✓ Face the stepladder/ladder and always use both hands to go up or down (always have three support points).

SAFE WORK PRACTICES – LADDER

- ✓ Ensure that it is erected to extend at least 1 m (3 ft) when used to climb on a roof or other level;
- ✓ Avoid lengthening it beyond the intended length and make sure that it rests on its two uprights at the top;
- ✓ Adjust the ladder to an angle of inclination of approximately 75° (the distance between the foot of the ladder and the vertical plane should be approximately one-quarter of its height);
- ✓ Have a second person hold the base of the ladder when possible;
- ✓ Avoid climbing on or above the top third rung.

SAFE WORK PRACTICES – STEPLADDER

- ✓ Avoid using a stepladder as a stand, platform or board;
- ✓ Avoid climbing on the last step and avoid climbing or sitting on top of the stepladder;
- ✓ Avoid mounting or sitting on the bucket shelf, tie rods, or rear section;
- ✓ Make sure the stepladder is fully open, the spreader bars are securely attached, and the bucket shelf is properly positioned.

CONTROL METHODS

- ✓ **Training/information** for workers on the procedures to be followed and on the use of this type of equipment
 - Frequency: Upon hiring//When changing positions//Information through posting in strategic locations
- ✓ **Verification** of compliance with established procedures
 - Frequency: During use
- ✓ **Inspection** of the condition and premises
 - Frequency: Before each use

SLINGS AND LIFTING ACCESSORIES

RISKS



Load drop



Blessure multiple

SAFE WORK PRACTICES

The employer must:

- ✓ Mandate a competent person to perform an inspection of the slings in accordance with the manufacturer's recommendations;
- ✓ Keep a record of sling information, including chain length and characteristics, maintenance schedule, etc.;
- ✓ Ensure that the slings are equipped with a metal label indicating the load limit and certain characteristics.

The user must:

- ✓ Perform a visual inspection of the shackling accessories and slings prior to use to ensure that it does not show:
 - Signs of wear and tear;
 - Crushed or broken wires;
 - Signs of heat damage.
- ✓ Remove damaged slings;
- ✓ Use a screwed pin or nut-and-pin shackle.

Recommended actions during use

- ✓ **The user must:**
- ✓ Follow the manufacturer's instructions;
- ✓ Use a screwed shackle with a pin or nut and pin;
- ✓ Assess the weight of the load before tying it up and ensure that it is slung correctly;
- ✓ Keep the slinging angle greater than 45°;
- ✓ Observe the maximum rated load;
- ✓ Center the slings to prevent the load from shifting suddenly;
- ✓ Avoid attaching a load to a frozen sling;
- ✓ Attach the slings to a device designed to lift the load;
- ✓ Protect slings by using wedge saddles, wedge pads, or wooden wedges.

✓ **The user must not:**

- ✓ Deposit loads directly on the slings;
- ✓ Replace a shackle with a bolt;
- ✓ Thread slings around sharp edges;
- ✓ Wrap a sling around the hook;

- ✓ Shake the load during lifting and lowering manoeuvres, as the jolts increase the effective stresses on the sling;
- ✓ Position yourself under load;
- ✓ Drag slings on the ground or other abrasive surfaces;
- ✓ Attempting to dislodge slings that are trapped under the load;
- ✓ Perform welding operations when a load is supported by a sling;
- ✓ Repair, lengthen or shorten a sling by tying a knot.

CONTROL METHODS

- ✓ **Knowledge** of the means of prevention applicable by users
 - *Frequency:* Upon hiring//When workers do not follow instructions//Annual (recall)
- ✓ Theoretical and practical training in safe load handling and slinging
 - *Frequency:* Upon hiring//When workers do not follow instructions//Annual (recall)

PPE



Safety Boots



Work Gloves



Safety helmet



Safety bib

SERVICE STAIRS

RISKS



Falling object



Fall



Blessure multiple

PREVENTIVE MAINTENANCE

A service staircase must have the following characteristics:

- Be at least 550 mm wide for stairs constructed or modified on or after August 2, 2001;
- Have an inclination of not less than 20° and not more than 50° from the horizontal, except for stairs installed before January 1, 1973, for which the inclination may be up to 60°;
- Be equipped with guardrails along the free sides;
- Be composed of steps with:
 - Uniform depth and height in the same flight;
 - A depth of at least 150 mm, not including the nose. The depth of the treads of a helical service staircase is measured at 230 mm from the post or supports of the handrail on the inside of the stairs;
 - A height of not more than 240 mm, except for stairs built before January 1, 1973, for which the height of the steps may be up to 280 mm;
 - A clear space of at least 2 m above each step, measured from the nose or the front part of the step, otherwise the danger must be announced by means of a visual signal.
- Never put objects on stair railings;
- Its maintenance must be in accordance with the maintenance of the premises.

The OHS representative or liaison officer must:

- Visually inspect the condition of the stairs, steps and railings;
- Make sure the stairs are clear;
- Notify your supervisor in the event of a breakage so that the staircase can be repaired before use, if it represents a danger, and promote alternative access.

CONTROL METHODS

- ✓ **Worker awareness** on the clearance of emergency exits and service stairs
- ✓ **Implementation** of site/building tours, including verification of service stairs.



USE OF HAND TOOLS

RISKS



Injury various



Electrification

PREVENTIVE MEASURES

Equipment:

- Regularly check the good condition of the tools (handles, handles, sharpening of sharp tools, power tool housings, etc.);
- Clean the air vents of power tools frequently;
- Ensure the presence of protective guards for tools equipped with them;
- Use power tools that have a grounding plug or double insulation;
- Do not modify a tool by yourself and leave repairs to a qualified person.

SAFE WORK PRACTICES

- ✓ Use the tools for the purposes for which they were designed;
- ✓ Keep work areas clear and well-lit;
- ✓ Move the switch to the off position before plugging in a power tool;
- ✓ Unplug any extension cords or unused power tools;
- ✓ Unplug power tools before installing or adjusting their accessories;
- ✓ Wear the required personal protective equipment;
- ✓ Make sure extension cords are:
 - a wire gauge equal to or greater than the wire of the tool;
 - Protected from damage or falling when they pass over the ground.
 - suspended at a height of at least 2.4 metres (or sufficient to allow free passage);
 - with a third conductor for grounding (except for extension cords reserved exclusively for lighting).

CONTROL METHODS

- ✓ **Training/information** for workers on the rules to be followed and on the use of this type of tool
 - Frequency: As soon as they are hired//When changing positions//When workers do not follow the instructions
- ✓ **Verification** of compliance with safety instructions
 - Frequency: During use
- ✓ **Visual inspection** of equipment and work area
 - Frequency: At the start of the position



PPE



Safety glasses



*Gloves
protection*



*Protection
Auditory*



*Respiratory
protection*

EXTENSION CORD

RISKS



Electrification



Fall of the same level



Fire



Death

PREVENTIVE MEASURES

Recommended actions before use:

- An extension cord should:
 - Have a conductor for the continuity of the masses;
 - Be designed for outdoor use (if applicable);
 - Be a heavy-duty type for a 300 V or less circuit or a heavy-duty type for a 600 V or less circuit;
 - Be of a capacity at least equal to the value of the overcurrent protection device of the circuit.
- An extension cord must be:
 - Used only for temporary power or in an area that does not have an electrical outlet;
 - Connected by means of receptacles and plugs with a third branch (grounding conductor), except those used exclusively for lighting;
 - Inspected visually and regularly to ensure its condition, the condition of the three connecting arms and the condition of the insulating sheath.
- If any of its components are broken or defective, it should not be used and should be removed from the workplace. This means that you cannot make or repair an extension cord yourself.

Recommended actions during use:

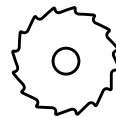
- When an extension is suspended, the suspension height must allow free passage (at least 2 m);
- Brackets for hanging the extension cord must not be conductive or sharp;
- When an extension cord passes over the floor, it must be protected to prevent damage or falls;
- An extension cord must be:
 - Installed away from a source of heat, water or oil, which can damage it and cause shocks;
 - Unplugged and stored when not in use;
 - Unplugged by pulling on the plug rather than the electrical wire.

IMPORTANT INFORMATION

- ✓ Users should be aware of the applicable means of prevention.

CONTROL METHODS

- ✓ **Training/information** for workers on the procedures to be followed and on the use
 - *Frequency:* Upon hiring//If workers are found not to follow procedures
- ✓ **Verifying/supervising** compliance with procedures
 - *Frequency:* During the various manipulations and to ensure that the equipment is in good condition.



USING A MITER SAW

RISKS



Cut-off



Amputation

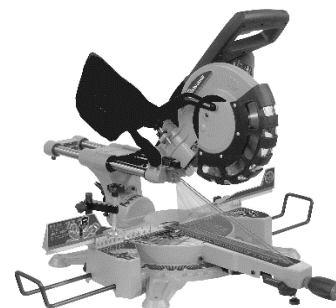


Particle Projection

PREVENTIVE MEASURES

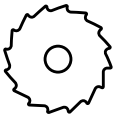
Equipment:

- Ensure the presence and proper functioning of a full protective guard preventing access to the blade;
- Firmly attach the saw to a workbench or other rigid support;
- Install the saw at waist height;
- Check that the blade is tight, clean and sharp;
- Select a blade appropriate to the job to be done;
- Provide additional support points for cutting long workpieces.



SAFE WORK PRACTICES

- ✓ Move the saw switch to the off position before plugging it in;
- ✓ Ensure that the work area is clean, clear and well lit;
- ✓ Wait until the engine has reached full throttle before cutting the part;
- ✓ Keep one hand on the handle and power switch and use the other to hold the piece of wood against the stop;
- ✓ Bring the saw to zero energy before performing cleaning, maintenance, blade change or repair tasks;
- ✓ Do not cut small parts that require the operator to bring the hand within 15 cm of the blade;
- ✓ Make sure that the hand handling the workpiece to be cut is never in the cutting axis;
- ✓ Do not approach the blade with gloves or a cloth;
- ✓ Return the motor-blade assembly to its original position after each cut.



CONTROL METHODS

- ✓ **Training/information** for workers on the procedures to be followed and on the use of this type of equipment
 - Frequency: As soon as they are hired//When jobs change//When workers do not follow instructions//Annual
- ✓ **Verification** of compliance with safety instructions
 - Frequency: During use
- ✓ **Visual verification** of equipment and work area
 - Frequency: At the start of the position
- ✓ **Device Inspection**
 - Frequency: Monthly

PPE



Safety glasses



Boots of Security



Protection Auditory



Clothing adjusted



Hair attached



None Jewel

SAFETY BREAK FORKLIFT

MEETING INFORMATION

■ **Date:**

■ **Time:**

■ **Presenter:**

■ **Signature :**

TOPICS COVERED

- ✓ Forklift operator training
- ✓ Daily inspection and preventive maintenance program
- ✓ Safety equipment (cab, seat belt, visual and light horns, etc.)
- ✓ Safe driving (speed, turns, slopes, slippery ground, etc.)
- ✓ Lifting and handling loads (weights, shapes, gripping, stacking, unstacking, etc.)
- ✓ Work environment (traffic lanes, pedestrians, visibility, other vehicles, noise, etc.)
- ✓ Power supply (depending on the type of trolley)
- ✓ Lifting of workers (when applicable)
- ✓ Other:
- ✓

COMMENTS AND OTHER TOPICS DISCUSSED

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ATTENDANCE LIST

7. **FIRST AND LAST NAME**

8. **SIGNATURE**

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SAFETY BREAK LADDERS AND STEPLADDERS

MEETING INFORMATION

■ **Date:**

■ **Time:**

■ **Presenter:**

■ **Signature :**

TOPICS COVERED

- ✓ Verification of the correct category (construction site = grade 1 mandatory)
- ✓ Choice of material for certain jobs (e.g., insulation for electricians)
- ✓ Inspection before use (deformations, visible damage, advanced corrosion, slippery material, etc.)
- ✓ Ground check before installation (stability, slope, mud, snow, ice, etc.)
- ✓ Storage (weathering, chemicals, deformation hazards, etc.)
- ✓ Choice of height according to the work to be carried out (prohibition to climb on the last step)
- ✓ Proximity to electrical wires (installation and movement)
- ✓ Installation at the right angle and height beyond the bracket (ladders)
- ✓ Delineation of a work area (falling objects, passing vehicles, doors, etc.)
- ✓ Other:
- ✓

COMMENTS AND OTHER TOPICS DISCUSSED

•

ATTENDANCE LIST

9. **FIRST AND LAST NAME**

10. **SIGNATURE**

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SAFETY BREAK PHYSICAL EFFORT

MEETING INFORMATION

■ **Date:**

■ **Time:**

■ **Presenter:**

■ **Signature :**

TOPICS COVERED

- ✓ Work postures (keep your back straight, use leg strength, avoid rotations, extensions or other exaggerated movements, avoid prolonged awkward or static postures)
- ✓ Work in pairs or in groups as needed
- ✓ Use of handling assistance equipment (choice of equipment, inspection, work technique)
- ✓ Risky situations (unstable ground, object with a bad grip, insufficient physical strength)
- ✓ Other:
- ✓

COMMENTS AND OTHER TOPICS DISCUSSED

•

ATTENDANCE LIST

11. FIRST AND LAST NAME

12. SIGNATURE

SAFETY BREAK STORAGE

MEETING INFORMATION

■ **Date:**

■ **Time:**

■ **Presenter:**

■ **Signature :**

TOPICS COVERED

- ✓ Respect for the load capacity of the storage structure (racks, shelves, etc.)
- ✓ Stability of the stacks (shape of objects, height, etc.)
- ✓ Goods arranged according to weight and frequency of use
- ✓ Good condition of the storage structure (deformations, corrosion, cracks, missing elements, etc.)
- ✓ Light sources and unimpeded sprinkler heads
- ✓ Other:
- ✓

COMMENTS AND OTHER TOPICS DISCUSSED

•

ATTENDANCE LIST

13. FIRST AND LAST NAME

14. SIGNATURE

SAFETY BREAK

EMERGENCY MEASURES AND FIRE PREVENTION

MEETING INFORMATION

■ **Date:**

■ **Time:**

■ **Presenter:**

■ **Signature :**

TOPICS COVERED

- ✓ Location of fire extinguishers and other emergency equipment
- ✓ Use of fire extinguishers
- ✓ Frequency of inspection of fire extinguishers and other equipment
- ✓ Reporting of hazardous occurrences and prohibited operations
- ✓ Requirement to keep firefighting equipment accessible at all times
- ✓ Evacuation procedure and assembly point
- ✓ Emergency exits (location, clearance)
- ✓ Other:
- ✓

COMMENTS AND OTHER TOPICS DISCUSSED

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ATTENDANCE LIST

15. FIRST AND LAST NAME

16. SIGNATURE

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SAFETY BREAK LOADING DOCK

MEETING INFORMATION

■ **Date:**

■ **Time:**

■ **Presenter:**

■ **Signature :**

TOPICS COVERED

- ✓ Condition of the platform edge (cracks, holes, etc.)
- ✓ Condition of vehicle parking space (holes, bumps, slippery, slope, etc.)
- ✓ Immobilization of the vehicle (chocks, hook, lights, handover of keys, procedure, etc.)
- ✓ Link Gateway (Strength, Condition, Installation, etc.)
- ✓ Lighting (night operations, vehicle interior)
- ✓ Loading and unloading equipment (pallet trucks, forklifts, etc.)
- ✓ Other:
- ✓

COMMENTS AND OTHER TOPICS DISCUSSED

•

ATTENDANCE LIST

17. FIRST AND LAST NAME

18. SIGNATURE

SAFETY BREAK FIRST AID

MEETING INFORMATION

■ **Date:**

■ **Time:**

■ **Presenter:**

■ **Signature :**

TOPICS COVERED

- ✓ Name of first aiders
- ✓ Location of first aid kits and other first aid equipment
- ✓ Reporting of unsafe situations
- ✓ Obligation to report accidents, incidents and "close by"
- ✓ Responsible for contact in the event of an accident
- ✓ Checking First Aid Kits (Cleanliness, Contents)
- ✓ Keeping the register of accidents, incidents and first aid
- ✓ Duty to cooperate in accident investigations and analyses
- ✓ Other:
- ✓

COMMENTS AND OTHER TOPICS DISCUSSED

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ATTENDANCE LIST

19. FIRST AND LAST NAME

20. SIGNATURE

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SAFETY BREAK ZERO TOLERANCE

MEETING INFORMATION

■ **Date:**

■ **Time:**

■ **Presenter:**

■ **Signature :**

TOPICS COVERED

- | | |
|---|------------------------------|
| ✓ Fall from a height (3 meters) | ✓ Fall from height (ladder) |
| ✓ Electrification (overhead power line) | ✓ Contact with a moving part |
| ✓ Collapse (scaffolding) | ✓ Collapse (walls, trench) |
| ✓ Exposure to asbestos | ✓ Silica Exposure |
| ✓ Unstable rocks (mine) | ✓ Other: |

COMMENTS AND OTHER TOPICS DISCUSSED

•

ATTENDANCE LIST

21. FIRST AND LAST NAME

22. SIGNATURE

VERBAL AND/OR PHYSICAL AGGRESSION

RISKS



Physical assault
and verbal

PREVENTIVE MEASURES

Education:

- Ensure that any worker who may be exposed to this type of situation has received the necessary training;
- Know the different levels of aggression of an individual:
 - **Incivility:** protests, accusations, disrespect, sarcastic tone;
 - **Verbal aggression:** raising the tone, insults, threats;
 - **Physical assault:** equipment breakage, shoving, beatings.

After an assault:

- Encourage workers to report any assault they have experienced (even minor ones);
- Conduct investigations and make the necessary corrections (the aggressor's motivations, means used, actions taken, workers' reactions, etc.);
- Offer workers psychological help as soon as necessary.

SAFE WORK PRACTICES

- ✓ Establish and post a zero-tolerance policy towards verbal or physical violence;
- ✓ Prioritize teamwork;
- ✓ Ensure that workers have quick access to a means of communication (telephone, panic button, radio, etc.);
- ✓ Arrange the premises to see and control access (glazing, cameras, intercom, etc.);
- ✓ Put away objects that can be used such as a projectile or a weapon (scissors, sharp objects, etc.);
- ✓ Ask for help before intervening when possible;
- ✓ Position yourself so that you are close to an exit;
- ✓ Remain calm, courteous and non-judgmental at all times;
- ✓ Do not respond to anger with anger (do not create an escalation);
- ✓ Listen to the person and try to make them understand that the goal is to solve their problem;
- ✓ Collaborate with the individual to avoid increasing anger;
- ✓ Move slowly and avoid standing too close;
- ✓ Avoid physical contact;
- ✓ Call the police as soon as the individual becomes too threatening.



CONTROL METHODS

- ✓ **Training/information** for workers
 - *Frequency:* Upon hiring//Annual (recall)//Posting in strategic locations
- ✓ **Analysis** of the situation
 - *Frequency:* After each event



EMERGENCY MEASURES GENERAL

PREVENTIVE MEASURES

Education:

- Train all workers on:
 - the procedure to be followed in the event of an emergency (major breakdown, fire, unforeseen and sudden event);
 - the location of emergency equipment;
 - the roles and responsibilities of each person (coordinator, researcher, etc.);
 - the planned assembly point during an evacuation.

To be maintained at all times:

- Check that the equipment needed for firefighting is still available and clearly identified (fire extinguisher, fire hoses, etc.);
- Keep traffic aisles, exits and emergency exits free of storage (painting lines on the ground ensures visibility of the area to be kept free);
- Check that the access routes to the exits are at least 110 cm (42 inches) wide and the doors are at least 81 cm (32 inches) wide;
- Ensure that emergency exits are clearly identified and never locked;
- Check that escape routes are adequately lit in the event of a power loss (emergency lights);
- Ensure the presence of a plan identifying the location of each emergency equipment and emergency exits;
- Maintain the staff list for attendance verification in the event of an evacuation.

Fire evacuation procedure:

- Try to extinguish the fire only if it does not pose a risk to your safety;
- Move calmly to the nearest exit;
- Not to retrieve personal belongings;
- Avoid going to areas where there is a lot of smoke or fire;
- Go to the assembly point and wait for instructions.

Fire Extinguisher Categories:

- Ensure that fire extinguishers are *Underwriters' Laboratories of Canada* (ULC) certified;
- Select, install, use and maintain them in accordance with NFPA 10;
- Check if they correspond to the type of fire to be extinguished:
 - **A** – fires of solid materials forming embers;
 - **B** – fires of flammable liquids and gases;
 - **C** – energized electrical equipment fires;
 - **D** – metal fires;
 - **K** – fires of animal or vegetable oils or fats.
- Have the fire extinguisher refilled after each use;
- Have fire extinguishers inspected by a certified person at least once a year.



Installation :

- Install fire extinguishers:
 - near exit doors and within easy reach of fire hazards;
 - with the lower portion, at least 10 cm (4 inches) from the ground and the upper portion, not more than 1.60 m (5 feet) from the ground;
 - away from heat-producing appliances;
 - Shock-protected
 - prominently visible and properly identified by signs provided for this purpose;
 - easily accessible at all times (nothing should be stored in front of it).
- Make sure the instruction label remains visible (never paint a fire extinguisher).

Procedure for using a fire extinguisher:

- Read the instructions and become familiar with its use (when a fire starts, this is not the time to learn);
- Ensure that the fire extinguisher is suitable for the current fire (check the category on the label – A, B, C, D or K);
- Remove the pin blocking the start trigger;
- Approach about 1 to 3 metres from the fire;
- Point the nozzle at the base of the flames;
- Press the handle to release the contents of the fire extinguisher by sweeping from side to side;
- Avoid applying too much pressure to liquid (Class B) fires, as this may disperse the fire and throw flaming materials;
- Avoid trying to extinguish a burning gas leak (close the supply valve instead);
- Always attack the fire with a possibility of escape.

CONTROL METHODS

- ✓ **Training/information** for workers
 - *Frequency:* Upon hiring//Annual (recall)//Information through signage in strategic locations//Conduct evacuation and fire extinguisher drills at least once a year
- ✓ **Verification/inspection** of emergency equipment and compliance with established procedures
 - *Frequency:* Daily (verification of compliance with procedures)//Monthly (site inspection)//Annual (full inspection of fire extinguishers)



INSECT STIVES

RISKS



Insect bites



Allergies

PREVENTIVE MEASURES

- Calling in specialists to destroy nests found in the workplace;
- Wear work gloves;
- Cover the skin as much as possible;
- Wear hair short or knotted;
- Refrain from using scented products;
- Do not approach a nest;
- Do not drink directly from a can, bottle or garden hose;
- Have effective means of communication.

The worker with an allergy to the venom must:

- Get a prescription from your doctor for the medication you need to take in case of an allergic reaction.
- Bring your prescribed medication with you at all times and show those around you what to do in case of an emergency.

CONTROL METHODS

- ✓ **Training/information** of workers on the procedures to be followed
 - *Frequency:* As soon as hired//Annual (training)//Information through signage in strategic locations//Reminder when risk situations arise and at the beginning of risk seasons



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FIRST AID AND FIRST AID

RISKS



*Aggravation of an injury
due to lack of care*



Death

PREVENTIVE MEASURES

First aiders (any establishment):

- Check that the necessary number of qualified first aiders are present during working hours:
 - 1 to 50 workers/shift: 1 first aider;
 - 51 to 150 workers/shift: 2 first aiders;
 - From 151 workers: add 1 first aid worker per 100 more workers.

First aiders (construction site):

- Check that the necessary number of qualified first aiders are present during working hours:
 - 10 to 50 workers/shift: 1 first aider;
 - 51 to 150 workers/shift: 2 first aiders;
 - From 151 workers: add 1 first aid worker per 100 more workers.

First Aiders (Forestry Establishment):

- Check that the necessary number of qualified first aiders are present during working hours:
 - 1 to 5 workers/shift: 1 first aider;
 - 6 to 10 workers/shift: 2 first aiders;
 - From 11 workers: add 1 first aid worker for every 5 additional workers.

First Aid Kits:

- Ensure that first aid kits are:
 - in sufficient numbers;
 - clearly identified or marked with a distinctive sign allowing their rapid identification;
 - accessible at all times;
 - complete;
 - clean;
 - in good condition.

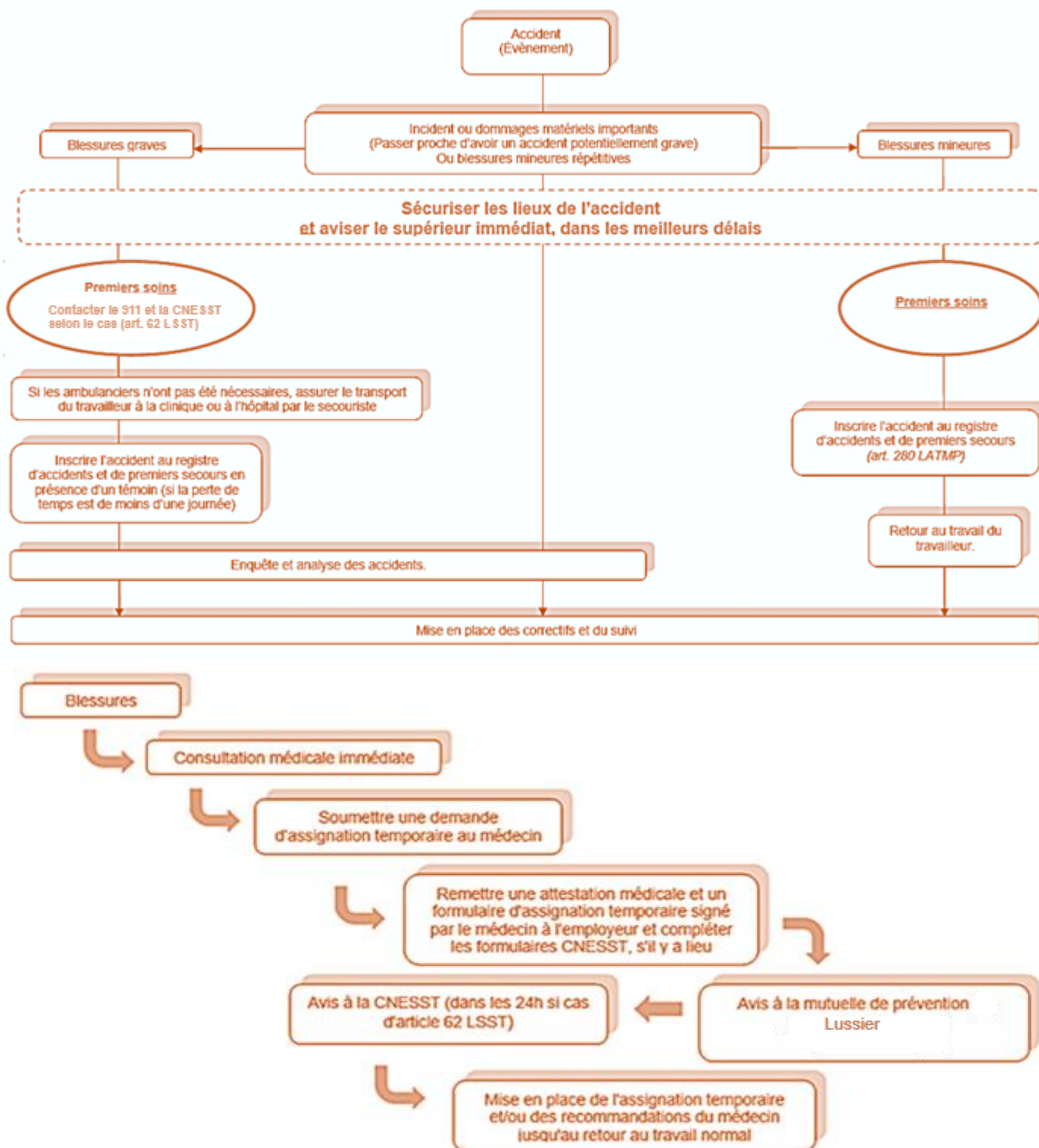
Accident, incident and first aid log:

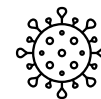
- Keeping a register available to workers;
- Complete the log for any accident or incident that occurs
 - AIAOD, s. 280: "An employer shall enter in a register any industrial accidents that occur in his establishment and that do not render the worker incapable of performing his or her employment beyond the day on which the employment injury occurred; the employer shall present the register to the worker so that the worker may sign it to confirm that he or she was the victim of the accident and the date of the accident."

CONTROL METHODS

- ✓ **Mandatory training** and **verification** that all first aiders in the workplace have valid training and that there are the right number of first aiders in the company
 - Frequency: Renewable every 3 years (training)//Annual and when a first aider leaves the company (verification)
- ✓ **Informing** all workers of the identity of the first aiders, the location of first aid kits, the procedure to be followed in the event of an incident or accident and the obligation to report any event.
 - Frequency: Annual
- ✓ **Compliance** of the kits through a check-list check/inspection and ensure the presence of the register
 - Frequency: Every 3 months (compliant kit)//Monthly (log)

PROCEDURE TO FOLLOW IN THE EVENT OF AN ACCIDENT





PREVENTION OF VIRAL INFECTIONS

RISKS



Contamination



Propagation of
the disease



Infection



Death

PREVENTIVE MEASURES

Be alert to the main symptoms of the virus, such as:

- Runny nose;
- Headaches;
- Cough;
- Sore throat;
- Fever;
- Difficulty breathing;
- etc.

Know the means of transmission of the virus, for example:

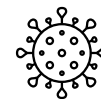
- From one person to another during direct (touch) or indirect (droplet) contact;
- From an infected surface to a person during contact.

Onset of symptoms:

- Isolate the worker at home or in a dedicated isolation room if symptoms occur;
- Contact 811 or the dedicated infection hotline.

Means of prevention:

- Wash your hands frequently;
- Coughing into your elbow;
- Disinfect surfaces and objects after use;
- Implement protective measures, such as a physical barrier (Plexiglas), hand sanitizer in strategic places, hand and surface washing posters, personal protective equipment (PPE), etc.;
- Maintain a certain physical distance between workers (2 metres between people);
- Avoid handshakes and hugs;
- Adapt work according to current recommendations, such as promoting teleworking, installing physical barriers (Plexiglas), reorganizing work schedules, providing workers with the necessary PPE, etc.;
- Complete a log of weekly workers and visitors.



Maintaining hygiene measures with frequently touched surfaces, tools and equipment:

- Ensure the proper operation and maintenance of ventilation systems, according to the regulatory requirements for the type of establishment;
- Clean sanitary facilities on each shift and disinfect them daily;
- Clean the dining areas after each meal and disinfect them daily;
- Clean frequently touched surfaces (tables, countertops, door handles, faucets, toilets) at each shift and when soiled;
- Clean used tools and equipment after each shift or when they need to be shared;
- Use appropriate cleaning or disinfecting products (consult the manufacturer's recommendations and do not mix cleaning products);
- Remove non-essential items (magazines, newspapers and knick-knacks) from common areas.

Daily checks:

- The employer must validate with the worker his or her state of health;
- Workers should be informed of the procedure for leaving work if they have symptoms;
- The employer must rearrange workstations and review work methods to respect, as far as possible, the physical distance of 2 metres;
- Washrooms must be cleaned at least every shift and disinfected daily;
- The dining room should be cleaned before and after each use and disinfected daily;
- Frequently touched surfaces should be cleaned every shift;
- Tools and devices used should be cleaned after each shift or as soon as they have been shared;
- Soap and water or a 60% alcohol-based hand sanitizer should be available for hand washing;
- Hygiene rules must be posted and respected;
- Suppliers, subcontractors, customers and partners must be informed of the measures put in place in the organization to control the risks of transmission.

HAND WASHING

Wash your hands often with warm water and soap or with a 60% hydroalcoholic solution for at least 20 seconds:

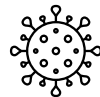
- ✓ Before touching your face (eyes, nose, mouth);
- ✓ Before and after eating;
- ✓ After handling something frequently touched.



Hand washing with water



Waterless handwashing



CONTROL METHODS

- ✓ **Training, information and awareness** of workers on the procedures to be followed and on this type of risk (virus)
 - *Frequency:* As soon as the virus is known//If workers do not comply with preventive measures//As soon as there is a case declared in the organization
- ✓ **Verification** of compliance with work procedures and inspection of the premises
 - *Frequency:* Daily

PPE



Suitable workwear



Protective Eyewear



Mask
Surgical



Gloves
protection

RISKS ASSOCIATED WITH YOUNG WORKERS

GENERAL RISKS

Lack of experience:

- Potential for misunderstanding potential hazards;
- Increased risk of accidents or risky behaviour.

Incomplete training:

- Insufficient training on safety procedures and equipment use;
- Risk of misuse of tools and equipment.

Hazard Awareness:

- Potential to underestimate the risks associated with certain tasks;
- Risk of not identifying dangerous situations.

Fatigue and physically demanding tasks:

- Lower physical capacity and endurance compared to experienced workers;
- Risk of increased fatigue and injury.

Pressure for compliance:

- Fear of disappointing or appearing incompetent;
- Risk of taking on unsafe tasks for fear of refusal.

PREVENTIVE MEASURES

In-depth training:

- Provide comprehensive training on specific tasks and associated safety measures.

Appropriate supervision:

- Assign an experienced mentor or supervisor to mentor young workers.

Open Communication:

- Encourage young workers to ask questions and report any issues or concerns.

Task Rotation:

- Avoid overloading young workers with physically demanding tasks.

Encourage communication:

- Create an environment where young workers feel comfortable reporting unsafe situations or safety issues.

Revision and Update:



- This sheet must be regularly reviewed to ensure that it is effective and adapted to current needs.

CONTROL METHODS

- ✓ **Training/information** of workers on the procedures to be followed
 - *Frequency:* Upon hiring//Annual (information)//When changing positions
- ✓ **Distribution** of work and communication plans
 - *Frequency:* Before each departure
- ✓ **Verification** of compliance with established procedures
 - *Frequency:* Before the work is carried out

WORKING ALONE OR IN A REMOTE SETTING

PREVENTIVE MEASURES

- Provide a communication system;
- Have a response plan in place if contact with a worker is lost or if the worker does not return at the agreed time;
- Know and share your work plan for the day (destination, expected time of return, etc.);
- Know the designated emergency contact(s).

CONTROL METHODS

- ✓ **Training/information** of workers on the procedures to be followed
 - *Frequency:* Upon hiring//Annual (information)//When changing positions//Before each departure, provide work and communication plans (information)
- ✓ **Verification** of compliance with established procedures
 - *Frequency:* Before performing work in remote areas

BATTERY

HANDLING, REFILLING AND RECHARGING

RISKS



Chemical Burn



Fire

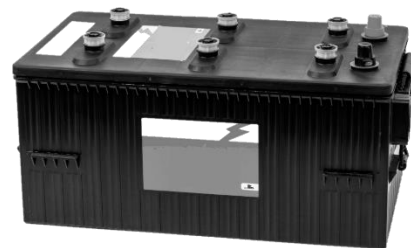


Explosion

PREVENTIVE MEASURES

General instructions:

- Charge, refill and maintain batteries only in a designated and well-ventilated area (ensure that the station is made of acid-resistant materials);
- Use handling equipment suitable for transporting batteries;
- Keep metal tools and other metal objects away from batteries;
- Avoid any source of ignition near batteries;
- Avoid leaning over a battery;
- Avoid disconnecting a terminal when the circuit is energized;
- Use and store chemicals safely (see Safety Data Sheets).



Battery charging:

- Avoid recharging a frozen or damaged battery;
- Perform operations under a ventilation system;
- Flush the battery and clean the terminals before recharging;
- Make sure that the charger is free of defects and that it is stationary when connecting and disconnecting the battery;
- Open the caps and carefully attach the clamps respecting the polarity;
- Avoid overcharging batteries (this can result in hydrogen emission);
- Use only distilled water if you need to add water.

Filling of batteries:

- Make sure you have an eyewash station, a fire extinguisher and neutralizing products in case of a spill (e.g., baking soda);
- Avoid filling a battery installed on a vehicle;
- Clean the battery to prevent infiltration;
- Inspect batteries for defects (replace worn or unserviceable parts);
- Use a self-closing spout, a filling bulb, or non-metallic containers and funnels;
- Avoid filling in items above the level indicator.

CONTROL METHODS

- ✓ **Informing** workers of the procedures to be followed
 - *Frequency:* Upon hiring//When changing positions//Information through posting in strategic locations
- ✓ **Verification** of compliance with the procedures to be followed
 - *Frequency:* When operations are in progress

PPE



Gloves
nitrile



Apron
PVC



Protective Eyewear



Protective visor



Boots of
Security



None
Jewel

SECURING CARGO

RISKS



Road accident



Being bumped



Overwrite

PREVENTIVE MEASURES

Equipment:

- Select a vehicle and a tie-down system adapted to the type of cargo being transported;
- Check whether the tie-downs used comply with the requirements of the Ministère des Transports du Québec (straps, chains, cables, winches, tensioners, etc.);
- Eliminate any defective tie-down equipment;
- Inspect the trailer for good condition before loading (floor, anchor points, end structure, beam, etc.).

Secure cargo securement:

- Determine the type and number of stowage devices to be used based on the characteristics of the cargo (comply with the requirements of Standard No. 10 of the National Safety Code on cargo securement);
- Use tie-down equipment that is of sufficient strength for the stresses to which it is subjected;
- Respect the nominal load of the tie-downs (*working load limit*);
- Use protective corners when there is a risk of cutting or abrasion of the stowage device in contact with the cargo;
- Secure, secure or contain cargo in such a way that items cannot fall in or out of the vehicle, sink, be blown away by the wind, or detach from the vehicle;
- Block items in a manner that does not compromise the stability or maneuverability of the vehicle;
- Arrange items in a manner that does not interfere with the operation of the vehicle and access to the cab;
- Avoid loading in the driver's cab;
- Turn on the tie-downs before the vehicle leaves;
- Check the tension of the tie-downs and the condition of the load at the following frequencies: before departure, after 80 kilometres, after 240 kilometres or 3 hours (whichever comes first);
- Immediately correct cargo stowage as soon as necessary;
- Provide spare tie-downs in case of a defect found en route;
- Store tie-downs so that they are not damaged.



CONTROL METHODS

- ✓ **Training/information** of workers on the procedures to be followed
 - *Frequency:* Upon hiring//When workers do not follow instructions//Annual (recall)
- ✓ **Verification** of stowage
 - *Frequency:* Before departure and en route
- ✓ **Visual inspection** of equipment
 - *Frequency:* When stowage
- ✓ **Equipment Inspection**
 - *Frequency:* Monthly

LOADING, UNLOADING AND CARGO STOWAGE

RISKS



Ergonomic



Electrocution/electrification



Fall

PREVENTIVE MEASURES

Workers must:

- Be aware of the applicable means of prevention and the regulations on stowage standards;
- Have received the required training for the tools and equipment used;
- Have received the required training for the machinery used for lifting loads.

SAFE WORK PRACTICES

Before use:

- ✓ Workers and the operator must assess the weight of the load before moving it and, if necessary, ask for the assistance of a co-worker or use appropriate handling equipment;
- ✓ Have the aircraft or truck's logbook on hand to keep it up to date;
- ✓ Before loading or unloading is carried out, it is necessary to:
 - Check if there are any power lines nearby, if so, program the range limiter;
 - Ensure that the locations provided for the placement and operation of loading/unloading have a firm, level surface that is free of hazards;
 - Install a safety perimeter for the entire lifting area;
 - Check tools, accessories and slings before use and destroy defective accessories;
 - Provide a separate traffic area for pedestrians and vehicles;
 - Enough lighting to perform the task;
 - A system of anchoring or chocks of vehicles.

During use:

- ✓ Workers must:
 - Store cargo (equipment and materials) in a manner that eliminates the risk of falling;
 - Use equipment to avoid lifting loads over the shoulders;
 - Respect the maximum load of handling or load-lifting equipment;
 - Never leave unattended overhead loads;
 - Ensure that any lifting of a load that exceeds 10,000 kg is carried out according to a pre-established lifting plan;
 - Ask for the help of a flagger, when required (lack of visibility, near a traffic lane, etc.);

- Keep the truck floor and the traffic and access routes free of objects;
- Secure cargo to prevent it from moving;

In general, the lashing system must hold the cargo firmly in place and no part of the lashing system must be subjected to excessive force;

The securement must comply with the provisions of the National Safety Code for Motor Carriers, Standard No. 10;

Use a guide cable to control the rotational movement of the load when it is windy;

Do not load and/or unload if atmospheric agents (high winds, thunderstorms, fog, etc.) may make the task dangerous;

The driver must periodically inspect the cargo, the stowage system used and make the appropriate adjustments.

- Avoid carrying loads that are too bulky and require the arms to be stretched to the maximum;
- When working with two or more people:

Work face to face;

Communicate with each other in order to synchronize their rhythm and movements;

To be of similar size.

- ✓ When a lifting device is used as a lifting device for lifting personnel, it must be equipped with a hook limit limiter or boom of sufficient length to maintain a distance of at least 3 metres (9 feet, 10 inches) between the pulley and the main hook at all times to prevent the hook from getting caught in the pulley, and the whole must be carried out using a cage designed for this purpose.

CONTROL METHODS

- ✓ **Training/information** for workers on the procedures to be followed and on the use of this type of equipment
 - Frequency: Upon hiring//When workers do not follow instructions//Annual (recall)
- ✓ **Verification** of compliance with safety instructions
 - Frequency: During use
- ✓ **Visual verification** of equipment and work area
 - Frequency: At the start of the work

PPE



Safety boots



Gants deprotection



Safety Helmet



Bib

HEAT-RELATED THERMAL STRESS

RISKS



Heat stroke



Dehydration



Hyperthermia



Syncope

PREVENTIVE MEASURES

Worker training:

- Train workers to recognize the symptoms of heat stroke:
 - muscle cramps;
 - chills;
 - Heartache;
 - stomach ache;
 - dizziness, vertigo;
 - unusual fatigue or generalized malaise;
 - headache.
- Raise awareness among workers to monitor changes in their colleagues' behaviour:
 - confusion;
 - incoherence of speech;
 - unusual behaviour;
 - aggressiveness;
 - loss of balance;
 - loss of consciousness;
 - vomiting.
- First aid in case of heat stroke:
 - Alert first responders immediately.
 - carry the person to the shade or cool place, remove their clothing;
 - sprinkling your body with water;
 - ventilate as much as possible;
 - Give a small amount of fresh water, only if the person is conscious and lucid.

Worker responsibilities:

- Drink enough fresh water, even if he is not thirsty. Drink also before and after work, on a regular basis. Avoid alcohol and coffee;
- Wear light, light-coloured clothing that allows sweat to evaporate;
- Cover your head for outdoor work;

- Monitor your reactions and those of your colleagues to detect symptoms and signs of discomfort early.
- Report any unusual behaviour by a worker immediately;
- Stop work at the first symptoms of discomfort and notify your supervisor or first aider;
- Be extra careful if you have a health problem or are taking medication;
- Adjust your work pace according to your own tolerance;
- Take breaks in the shade, in a cool or air-conditioned place.

Employer responsibilities (before hot days):

- Plan the measures to be followed taking into account the working conditions (task requirements, equipment, clothing worn, etc.);
- Provide effective first aid (communication system, first aiders, etc.);
- Inform workers and supervisors of hazards, conditions conducive to heat stroke, preventive measures, symptoms and signs to look out for, and care to provide in case of discomfort;
- Implement and apply a work/rest regime according to the conditions observed.

Régime d'alternance Travail / repos	Charge de travail		
	Travail léger	Travail moyen	Travail lourd
Travail continu	30,0	26,7	25,0
Travail 75%, repos 25% (toutes les heures)	30,6	28,0	25,9
Travail 55%, repos 50% (toutes les heures)	31,4	29,4	27,9
Travail 25%, repos 75% (toutes les heures)	32,2	31,1	30,0

Employer's responsibilities (on hot days) *see Tables 1 and 2:

■ **Level 1 (dark green):**

- assess the risk and working conditions several times a day and remind them of preventive measures;
- provide sufficient fresh water and ensure that workers drink it;
- Interrupt work if a worker is unwell, notify the first aid provider and review prevention measures.

■ **Level 2 (light green):**

- Tighten monitoring to quickly recognize symptoms and signs of discomfort.
- adjust the pace of work according to the conditions, the abilities of the workers and their adaptation to the heat;
- postpone strenuous non-essential tasks until later or a cooler time of the day.

■ **Level 3 (orange):**

- set up work and rest areas in the shade, in a cool or air-conditioned place;
- assign lighter work, rotate tasks and promote teamwork;
- provide mechanical handling aids;
- use a fan to create air movement towards workers, when possible;
- remove heat and moisture using a ventilation system;
- allow breaks every hour, depending on the temperature and the effort required to perform the work;
- prohibit working alone and encourage workers to pay attention to symptoms and signs of discomfort.

■ **Level 4 (red):**

- Make working conditions safe by applying appropriate measures. If work cannot be done safely, postpone activities to a later day.

Tableau 2				
T AIR CORRIGÉE °C	TRAVAIL LÉGER	TRAVAIL MOYEN	TRAVAIL LOURD	EAU
30,4 OU -				
31,0				
31,6				
32,2				
32,8				
33,3				1 verre
33,9				toutes
34,5				les
35,0				20 min.
35,6				
36,1				
36,7				
37,2				
37,8				
38,3				
38,9				
39,5				1 verre
40,0				toutes
40,6				les
41,1				15 min.
41,7				
42,2				1 verre
42,8				toutes
43,3				les
43,9 ou +				10 min.

Table 1 - Adjustment of Shade Temperature by Relative Humidity		
■ 30% - no adjustment	■ 55% - add 4.3°C	■ 80% - add 7.7°C
■ 35% - add 0.9°C	■ 60% - add 5°C	■ 85% - add 8.3°C
■ 40% - add 1.8°C	■ 65% - add 5.7°C	■ 90% - add 8.9°C
■ 45% - add 2.7°C	■ 70% - add 6.4°C	
■ 50% - add 3.5°C	■ 75% - add 7.1°C	
■ Exposure to direct sunlight: add 4.5°C ■ Working under cloudy skies or in the shade: add 2°C ■ Work indoors, without radiant heat source - no adjustment		

Examples for each category of work:

- **Light work:** operation of a machine in a sitting or standing position, light work involving the hand or arm, etc.



- **Medium work:** travel with moderate lifting or pushing efforts, etc.
- **Heavy work:** work with picks, shovels, etc.

Prevention of heat stroke:

- Identify the tasks at risk (nature of the work, intensity of effort, duration, direct exposure to the sun, etc.);
- Take into account the individual characteristics of the workers (health status, history, adaptation to heat, etc.);
- Favor light, light-coloured clothing that allows sweat to evaporate (preferably wear cotton clothing);
- Cover your head when working outdoors;
- Install an umbrella on the lifeguard chairs (make sure it is properly oriented);
- Consider relative humidity to estimate the level of risk (see Table 1);
- Promote teamwork or job rotation;
- Try to avoid areas exposed to the sun or without air circulation;
- Take breaks in the shade or in a cool or air-conditioned place;
- Do not wait until you are thirsty to drink (consume at least 1 glass of water every 20 minutes);
- Drink cool water (12°C to 15°C) before, during and after work;
- Drink small amounts frequently;
- Avoid soft or sugary drinks (prefer natural fruit and vegetable juices);
- Eat at regular times, favouring foods rich in water.

First aid in case of heat stroke:

- Call first aid immediately;
- Carry the victim to the shade or a cool place and remove clothing;
- Spray your body with water;
- Ventilate the atmosphere;
- Give a small amount of fresh water, only if the victim is lucid and conscious.

CONTROL METHODS

- ✓ **Educate** employees to help them recognize and prevent health problems related to heat exposure
 - *Frequency:* Upon hiring//If workers are found not to follow procedures//Before starting work
- ✓ **Verification** of compliance with the procedures to be followed
 - *Frequency:* When operations are performed in heat

THERMAL STRESS RELATED TO COLD

RISKS



Hypothermia



Frostbite

PREVENTIVE MEASURES

- Identify high-risk tasks;
- Wear appropriate clothing (e.g., toque, gloves, mittens, etc.) (50% of body heat is lost through the head):
 - Wear multiple layers of clothing (provides better protection than one thick piece of clothing)
 - Make sure the inner layer is insulating to keep moisture away from the skin (insulated underwear made of polyester and polypropylene is suitable for this purpose).
 - Wear socks that are suitable for work boots.
 - Avoid excessive sweating, keep clothes dry, and change them when they get soaked.
 - Keep clothes clean (dirt fills the air cells in the fibres and nullifies their insulating power).
- Eat balanced meals and get enough fluids to keep the body warm and prevent dehydration:
 - Eat properly and often (it takes more energy to work in the cold than in the heat);
 - Drink often, especially when you have to do physically demanding work (to warm up, it is recommended to drink hot beverages or eat soup);
 - Avoid taking alcoholic beverages.
- Control the duration of tasks and exposure;
- Take additional breaks depending on the duration of the exposure;
- Warm up in a shelter, if necessary.

CONTROL METHODS

- ✓ **Educating** employees to help them recognize and prevent health problems related to exposure to cold
 - Frequency: Upon hiring//If workers are found not to follow procedures//Before starting work
- ✓ **Verification** of compliance with the procedures to be followed
 - Frequency: When operations are performed in the cold



SNOW REMOVAL USING A MANUAL SNOWBLOWER AND SHOVEL

RISKS



Hypothermia



Fall



Amputation



Musculoskeletal
Disorder



Heart Condition

PREVENTIVE MEASURES

Preparation of operations:

- Ensure that workers are in sufficient physical condition (avoid shoveling tasks in case of heart or back problems);
- Choose a lightweight shovel with a blade that is not too wide;
- Avoid shoveling immediately after eating a large meal;
- Delineate a safe work area when snow removal using mechanized equipment is taking place nearby.

Equipment:

- Comply with the preventive maintenance program established by the manufacturer;
- Ensure that any part change offers a warranty equivalent to new condition;
- Obtain written permission from the manufacturer before making any modifications to the equipment.

Intervention on the snowblower screw:

- Stop the unit if the screw comes into contact with an obstacle;
- Prohibit any person from approaching the screw until it has come to a complete stop;
- Immobilize the device on a stable surface;
- Make sure that the restart is not possible before checking or unlocking the snowblower (remove the spark plug cable or take any other equivalent means).

SAFE WORK PRACTICES - EXCAVATOR

- ✓ Adapt break times to conditions (bad weather = more breaks/rest);
- ✓ Dose the intensity according to your muscular, joint and cardiac capacities;
- ✓ Drink and eat regularly (don't wait until you're thirsty and prioritize appropriate drinks, e.g., hot)
- ✓ Lift small shovelfuls for the first few minutes to warm up;
- ✓ Do not smoke when shoveling;
- ✓ Change clothes wet from sweat;
- ✓ Use a safe shoveling method:
 - keep feet apart with the front foot close to the shovel;



- bend your knees and transfer your body weight to your front foot to push the shovel into the snow;
- limit yourself to a quantity of snow that is easy to lift (take small shovelfuls in case of wet and sticky snow);
- place the front hand as close to the load as possible;
- transfer the weight of the body to the back foot and bend the knees (keep the arms close to the body and the back straight);
- Turn the feet in the direction of projection to avoid rotations of the trunk.

SAFE WORK PRACTICES – SNOWBLOWER

- ✓ Make sure you are visible with a bib with reflective stripes for operations near a traffic lane;
- ✓ Keep a good view of the snowblower's jet at all times (do not direct the jet to an area out of sight);
- ✓ Maintain a distance of 5 metres from vehicles and glass buildings and properly direct the snowblower's jet;
- ✓ Visually inspect the components of the aircraft before commencing operations;
- ✓ Immediately stop the snowblower if a person approaches within 5 metres;
- ✓ Never aim the jet in the direction of another person;
- ✓ Do not leave a snowblower unattended.

CONTROL METHODS

- ✓ **Training/information** of workers on the procedures to be followed and on the use of this type of equipment.
 - Frequency: As soon as they are hired//Before starting the season//When workers do not follow the instructions
- ✓ **Verification** of compliance with safety instructions
 - Frequency: During operations
- ✓ **Visual Inspection** of Equipment and Full Equipment Inspections
 - Frequency: Before use and Monthly

PPE



Safety Boots
non-slip soles



Weather-
appropriate
clothing

MOVING

RISKS



Fall



Getting stuck



Overwrite



Overexertion



Musculoskeletal Disorder



Heat stroke

PREVENTIVE MEASURES

Preparation of operations:

- Plan operations to avoid unnecessary effort and travel;
- Ensure that work areas are clear and lit;
- Check the route to be covered before transporting a load;
- Ensure the solidity of floors, stairs and access ramps;
- Check the load capacity of elevators and freight elevators and ensure that it is respected;
- Validate the width of the stairwells;
- Clean or cover materials on the ground that may cause a fall (liquid, snow, ice, dead leaves, etc.);
- Stall or remove doors that may impede traffic;
- Roll up and remove carpets;
- Remove frames or knick-knacks from the wall so as not to snag;
- Remove or block drawers and moving parts of furniture and appliances;
- Check for protruding nails or screws (remove or cover them before grasping the object);
- Allow enough water and rest time in case of high heat.



Box preparation and handling:

- Select boxes that are sufficiently resistant and allow a good grip;
- Do not overload the boxes;
- Ensure their stability (wedge objects that can move in the boxes with filler);
- Mark the heaviest boxes;
- Don't try to take too many boxes at once;
- Approach the boxes before lifting them;
- Do not bend your upper body forward (bend your legs and keep your back straight);
- Do not twist your back;
- Avoid asymmetry (do not pick up a box with one hand so that your body is leaning to one side);
- Limit the handling of objects above shoulder level;
- Hold the load close to the body when moving (do not hold the boxes at arm's length);
- Maintain good visibility when moving (do not carry a pile of boxes too high).



Transport of heavy loads using rolling stock:

- Select equipment adapted to the objects to be transported;
- Ensure that the weight of the load to be moved does not exceed the capacity of the equipment used;
- Check the good condition of equipment before use (identify and set aside equipment in need of repairs);
- Do not position yourself under a load carried on an inclined plane (stairs, ramps, slope, etc.);
- Prohibit the presence of other workers at the bottom of an inclined plane, when transporting heavy loads.



Use of a handling harness:

- Prefer harnesses with double straps that cross at the back;
- Adjust the belts according to the characteristics of the load and the path to be travelled;
- Coordinate efforts so that both workers lift and drop the load at the same time;
- Keep your back straight when lifting and lowering the load;
- Make sure you can move around without snagging when transporting bulky loads (door frames, stairwells, etc.).



Use of the moving truck:

- Determine the order of loading and unloading of goods to avoid unnecessary effort;
- Securely install ramps or other means of access to the vehicle;
- Stack objects to ensure the stability of the piles;
- Secure the load before moving the vehicle;
- Put away the equipment (blankets, straps, hand truck, etc.) as you go along.



CONTROL METHODS

- ✓ **Training/information** of workers on the methods to be used
 - Frequency: As soon as they are hired//Before the start of the peak season//When workers do not follow the instructions
- ✓ **Visual inspection** of equipment and work area
 - Frequency: Before starting operations
- ✓ **Verification** of compliance with safety instructions
 - Frequency: During operations

PPE



Clothing covering the shoulders and thighs



Gloves adjusted



Shoes security



None Jewel

STORAGE WITH PALLET MAKER

RISKS



Falling object



Obstruction of access to
first aid, firefighting and
emergency exit
equipment



Collapse

PREVENTIVE MEASURES

Storage:

- Identify permitted or prohibited storage areas (e.g., floor painting);
- Ensure that storage is carried out on a flat and stable surface;
- Eliminate the risk of falling objects stored at height (e.g., retaining barriers, wire mesh);
- Stack objects so as not to obstruct:
 - the spread of daylight or artificial light;
 - operation of machinery and other facilities;
 - Traffic routes, stairs, elevators, and access to doors and emergency exits
 - access to electrical panels;
 - access to first aid, emergency and firefighting equipment;
 - the operation of sprinkler systems.
- Leave a distance of at least 450 mm (18 in) between a battery and an SPR head;
- Ensure that the stability of the piers is not compromised by their height;
- Check the lateral pressure resistance of building walls or partitions before leaning objects against them;
- Secure vertical storage (e.g., standing pipes held in place with a chain);
- Arrange items according to their use:
 - the most often used and the heaviest at hip height;
 - the least often used or the lightest in height;
 - use a stepladder, or other appropriate equipment, to reach equipment stored above shoulder height.



Palettiers :

- Ensure that the materials used to manufacture racks can withstand ambient conditions (cold, etc.);
- Comply with the installation plan drawn up by the manufacturer or by an engineer (this obligation also applies to a used rack);
- Install racks on a stable floor that is level and resistant to the loads to be supported;
- Place chocks under ladder foot plates when the floor is not level;

- Regularly check the verticality of the studs (never have a vertical deviation greater than 1/2 inch over 10 feet of vertical ladder height [1/240]);
- Ensure the presence of safety pins to prevent the stringer fasteners from separating from the uprights (bolt with nut, key, etc.);
- Check for the presence of ladder crossbars and diagonals (diagonals must be installed in the direction specified by the manufacturer);
- Make sure that there are safety bars attached perpendicular to the beams (these help to support the load);
- Anchor ladder legs to the ground as soon as there is a risk of impact with a forklift;
- Know the load rating of the cells and spans (it is recommended to display it on the rack);
- Never exceed the rated load of the rack;
- Leave at least 75 mm (3 in) clear at all times:
 - between two loads or between a load and a ladder stud;
 - between a load and the beam above.
- Maintain an overlap between 50 and 100 mm (2 to 4 in) of the pallet on the front and rear rail (unless otherwise specified by the manufacturer);
- Maintain a space of at least 100 mm (4 in) between two loads placed on back-to-back cells;
- Install a screen or similar device in any place where objects could fall on a worker (driveway, workstation, pedestrian crossing, etc.);
- Install deflection angles at areas where there is a risk of collision between a forklift and the base of a ladder;
- Use guards to avoid collisions between a forklift truck and any other element of the rack (upright, end of row, etc.);
- Regularly check the good condition of the components (look for deformations, cracks, signs of significant corrosion, damaged welds, impact marks, etc.);
- Replace any damaged element with a new and compatible element (do not repair a pallet rack yourself);
- Ensure that pallets are in good condition and eliminate any damaged pallet (split, broken, with protruding nails, etc.);
- Attach support bars or equivalent to support pallets that may not be in sufficient strength;
- Use forklifts of a size that allows them to move without hitting the racks;
- Leave forklift and pedestrian aisles free of obstructions;
- Ensure that a crosswalk is at least 2 m (80 in) above the floor (install a safety mark if the height is lower);
- Obtain written permission from the manufacturer or engineer to increase the size or load capacity or make any other modifications to a rack.

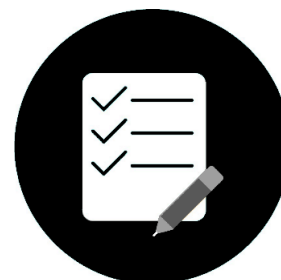
CONTROL METHODS

- ✓ **Training/information** of workers on the procedures to be followed
 - Frequency: Upon hiring//When workers do not follow instructions//Annual (recall)
- ✓ **Visual verification** of the premises and racks
 - Frequency: Daily
- ✓ **Inspection** of premises and racks
 - Frequency: Monthly

PREVENTIVE MAINTENANCE

PREVENTIVE MEASURES

- Maintain buildings and equipment in good working order and safe;
- Identify buildings and equipment subject to preventive maintenance in the maintenance program;
- The preventive maintenance program must take into account:
 - equipment and tools;
 - the frequency of maintenance;
 - periodic revisions;
 - corrective maintenance;
 - unplanned maintenance;
 - emergency repairs;
 - planned production shutdowns.
- A follow-up register must be completed during each interview (date, name of the worker, interventions, follow-up, etc.)
- Use the procedure sheets to define the safe and efficient way to perform maintenance;
- When servicing equipment, machinery or tools, lockout must be done correctly before starting the work.



CONTROL METHODS

- ✓ **Training/information** for workers responsible for preventive maintenance
 - *Frequency:* As soon as they are hired//When workers do not follow instructions//When new tasks related to maintenance are added//By posting in strategic places
- ✓ **Verification** of compliance with preventive maintenance procedures
 - *Frequency:* When maintenance is in progress

DELIVERY

RISKS



Road accident



Musculoskeletal Disorder



Fall

PREVENTIVE MEASURES

Vehicle:

- Comply with the preventive maintenance program established by the manufacturer;
- Do not modify a vehicle in such a way as to make it dangerous to drive or not to comply with the regulations;
- Use tires that comply with the *Highway Safety Code* (winter tires are mandatory from December 15 to March 15);
- Equip the vehicle with emergency equipment (e.g., first aid kit, bib, Bengal lights);
- Equip the vehicle with tie-down devices to hold the cargo in place;
- Have the periodic mechanical inspection carried out by an agent of the Société de l'Assurance Automobile du Québec when the class of vehicle requires it.



Seat belt:

- Ensure the presence and proper functioning of a seat belt for each occupant of the vehicle;
- Never remove, modify or disable a seat belt;
- Wear a seat belt at all times;
- Adjust the seat belt correctly:
 - shoulder belt resting on the collarbone (it should not rest on the neck);
 - lap belt resting on the pelvic bone (it should not rest on the abdomen);
 - belt well taut.

Driving the vehicle:

- Organize work so that there is sufficient time to travel as required;
- Never drive a vehicle under the influence of drugs or alcohol;
- Perform a visual inspection of the vehicle before leaving (windows, windshield wipers, windshield washer fluid, oil, tires, lights, horn, rearview mirror, bumper, etc.);
- Adjust the seat, steering wheel and mirrors when changing vehicles;
- Respect the speed limits, road signs and road traffic rules established by the *Highway Safety Code*;
- Adapt your driving to the ambient conditions (visibility, bad weather, road conditions, traffic density, etc.);
- Postpone your trip in the event of poor road conditions that may make driving too dangerous;
- Assess the situation in the event of a deterioration in road conditions during travel and stop or turn as necessary;

- Maintain a safe distance from any other vehicle;
- Avoid sudden acceleration and braking;
- Do not compose or read emails or text messages while driving (stop in a safe place) and use a hands-free device for telephone conversations while driving;
- Stop immediately if the vehicle exhibits abnormal reactions (e.g., abnormally long braking distance);
- Park so that you can get out of the vehicle without being exposed to other road users;
- Attempt to contact a worker who does not arrive at their destination at the scheduled time.

Load handling:

- Ensure loading and unloading areas are free of obstructions;
- Check the nature of the soil (look for holes, cracks, unevenness, the presence of slippery materials, etc.);
- Adequately illuminate the work area;
- Check the stability of the loads and the solidity of their containers;
- Use safe handling techniques:
 - position your feet stably;
 - Lift the load in a squatting position with your back straight.
 - do not strain with your back bent;
 - do not perform upper body flexion;
 - Grip the load firmly and hold it close to the body.
 - avoid having the field of vision obstructed.
- Work in pairs for bulky or bulky loads, making sure to coordinate efforts;
- Use handling assistance equipment when necessary (hand truck, cart, etc.).

CONTROL METHODS

- ✓ **Training/information** for workers on prevention measures and procedures to be followed
 - *Frequency:* As soon as they are hired//Annual (recall)//When workers do not comply with preventive measures
- ✓ **Visual inspection** of the vehicle
 - *Frequency:* At the beginning of the shift
- ✓ **Verification** of compliance with procedures
 - *Frequency:* During operations

BACK PAIN AND MUSCULOSKELETAL DISORDERS

RISKS



Musculoskeletal disorder



Overexertion



Chronic Disorder

PREVENTIVE MEASURES

Recognize the source of a potential injury:

- Injuries affecting back pain can occur in two ways. They can be:
- Related to the individual (physical characteristics, height, weight, age, psychology, training, experience, skills, etc.);
- Related to the environment and the task (work organization, physical layout, objects to be handled, nature of movements, handling equipment, etc.).

Reducing risk at the source:

- The most effective solution is to eliminate hazards at the source, i.e. to organize operations and workplaces in a way that reduces handling. Areas where changes can be made are:
- Objects;
- The work environment;
- Adaptation of workstations;
- Handling equipment;
- The organization of work;
- The workers.

Lifting – handling techniques:

- Generally speaking, there is no one right way to lift an object, because this movement can always be done in several ways. For this reason, customized training, specific to the task at hand, is essential.
- On the other hand, there are a few principles of load handling:
- Straining with the legs;
- Swivel with your feet;
- Maintain good postural stability (body balance);
- Move the load before lifting it;
- Approach the load as close as possible to you (except for high-temperature loads or loads involving chemical and biological hazards);
- Take charge with both hands;
- Lift the load without blows (avoid sudden movements);



- Avoid twisting and bending.

Office work:

- The main risk factor associated with office work is static posture. Static posture involves keeping the entire body or part of the body in a fixed position for a period of time.
- Being in the same working position for several minutes involves the contraction of the muscles, which impairs blood circulation inside the muscles involved and increases the risk of injury. The longer a posture is maintained, the more likely it is to develop a musculoskeletal disorder. This is why the human body needs to move regularly to function properly.



Here are some examples to reduce the risk of ergonomic injuries:

- Make sure to adjust your workstation based on existing guides;
- Make sure to change your position regularly:
 - taking frequent breaks to stretch their legs;
 - by getting up as often as possible, for example, by going to a colleague at his office to ask him a question rather than calling him;
 - by stretching to relax joints and muscles throughout the body.
- Keep frequently used tools close at hand;
- Clear the underside of the desk and the space behind the chair so that you can move around easily and without going around obstacles;
- Make sure to adjust your screen properly (height, angle, contrast, brightness) and look into the distance regularly for a few seconds.

■ Source: CNESST – Office Work and Ergonomics

CONTROL METHODS

- ✓ **Training/information** of workers on the procedures to be followed
 - Frequency: Upon hiring//When workers do not follow instructions//Annual (information)
- ✓ **Verification** of compliance with work procedures
 - Frequency: During activities (audit)
- ✓ **Job analysis** (physical organization and task-based working methods)
 - Frequency: Before each use (inspection)

GARBAGE COLLECTION

RISKS



Musculoskeletal disorder



Cut-off



Ergonomic

PREVENTIVE MEASURES

- Select garbage cans of an appropriate size (avoid large garbage cans if they are intended to hold heavy objects);
- Use garbage cans with vertical ventilation lines or drill holes on the sides and bottom (this reduces the suction effect);
- Use a cart to transport the bags to the garbage container;
- Equip containers with hinges that allow for easy opening;
- Make sure workers are not forced to hold the lid of the garbage container with one hand and throw the bag with the other (use containers with lids that can be locked in the open position);
- Install a platform to facilitate access to large containers;
- Use separate and clearly marked containers for broken glass or other sharp material;
- Use a dust pan or similar tool to pick up broken glass from the floor (do not handle it with your hands);
- Wear gloves and closed-toe shoes with non-slip soles.



SAFE WORK PRACTICES

- ✓ Do not wait until the bags are completely full to remove them;
- ✓ Check bags for sharps;
- ✓ Use a good work method to empty small garbage cans:
 - Tilt or push the garbage can to check its weight
 - bend your knees and keep your back straight to lift and rest it;
 - position the garbage can on the edge of the large container and tilt it to empty it;
 - Install the new bag before placing the bin back on the ground (helps prevent bending).
- ✓ Follow a safe work method when removing bags from large garbage cans:
 - Lift the bag slightly to check its weight and close it.
 - Hold the bag close to the body to take it out (ask for help if needed).
 - Place the trash can aside and pull the bag to avoid working over the shoulders.

✓ Avoid awkward postures and excessive effort to throw bags into containers:

- position your body and feet facing the container;
- approach the container before throwing the bag;
- do not twist the body or throw the bag aside;
- Prioritize working in pairs for the heaviest bags.

CONTROL METHODS

✓ **Training/information** of workers on the procedures to be followed

- *Frequency:* As soon as they are hired//When jobs change//When workers do not follow instructions//Annual

✓ **Verification** of compliance with work procedures

- *Frequency:* During the course of operations

PPE



Gloves
protection



Closed shoes with
non-slip soles

BIOLOGICAL HAZARDS GENERAL

RISKS



Contamination

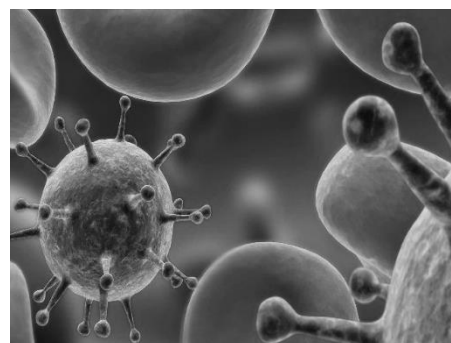


Infection

PREVENTIVE MEASURES

General instructions:

- Inform workers about preventive vaccination;
- Identify tasks for which workers are exposed to biological hazards;
- Identify infectious materials and fluids present (e.g., contaminated blood, body fluids, water and sludge);
- Assess possible modes of transmission (fluids, liquids, aerosols, cuts, stings, bites,
- Develop safe work methods for each type of intervention (adapt procedures in event of new risks);
- Be vigilant when handling soiled instruments and objects (pay particular attention sharp objects: needles, scalpels, etc.);
- Use safe containers for waste disposal;
- Do not mix infectious waste with other residual materials;
- Provide a procedure to follow in the event of exposure (first aid, emergency medical service, where to go, etc.).



etc.);
the
to

Protective gloves:

- Use disposable, non-sterile medical gloves when:
 - there may be contact with body fluids (blood, etc.), secretions or excretions;
 - The worker's skin is not intact (wound, cut, etc.).
- Place gloves in different places where they will be needed;
- Bring a sufficient quantity of gloves when travelling outdoors;
- Ensure that gloves are made of a material that is suitable for the worker;
- Use gloves made of synthetic rubber, vinyl, nitrile or any other suitable material in case of latex allergy;
- Wear gloves appropriate to the size of the hands;
- Dry hands before putting on gloves (gloves tend to trap moisture, which can damage the skin).
- Wear gloves with your bare hands (do not have a ring or other similar object);
- Do not use them as an alternative to hand washing;
- Change gloves as soon as they are punctured or torn;
- Avoid wearing latex gloves for more than 30 minutes;
- Remove gloves as soon as the procedure is complete and dispose of them in an airtight container;

- Do not touch any surface or handle objects with soiled gloves so as not to contaminate the work environment;
- Wash your hands immediately after removing gloves.

Contact with blood:

- Clean yourself taking into account the type of exposure:
 - On healthy skin:
 - clean with soap and water or a waterless cleaning agent,
 - Do not brush or use irritants.
 - In the event of a sting, cut, scratch, bite or skin lesion:
 - clean with soap and water;
 - rinse with water;
 - cover the wound with a bandage.
 - In case of contact with mucous membranes (lips, inside of the mouth and nose, eyes):
 - Rinse thoroughly with water as quickly as possible.



- Go to a medical emergency and indicate that there has been contact with blood;
- Investigate whether the individual from whom the blood comes is a carrier of a disease;
- Consider this individual as potentially contaminated when his serology is unknown or if he refuses to answer.

Cleaning blood-soiled surfaces or objects:

- Wear single-use gloves when responding to blood (the risk is higher for a worker with a cut or scrape on the skin);
- Remove gloves immediately after the procedure, dispose of them with soiled waste and seal everything tightly;
- Wash and disinfect non-disposable equipment;
- Clean and disinfect blood-stained surfaces and objects:
 - put on gloves;
 - blot the blood with a disposable absorbent material or cloth (e.g., paper towels);
 - dispose of the absorbent in a plastic garbage bag;
 - wash the surface with soap and water;
 - disinfect the surface with diluted bleach or equivalent (use 1 part bleach to 9 parts water);
 - let the solution sit on the contaminated surface for 20 minutes (or as directed by the manufacturer);
 - rinse thoroughly with water;
 - Throw the gloves in the garbage bag and seal it tightly (double it if necessary).
 - Wash your hands with soap and water.

Hand washing:

- Wash your hands regularly to prevent the transmission of infections (70% to 80% of infections are transmitted by hands);
- Prioritize the use of transparent soap dispensers with single-use cartridges (avoid using bar soaps);
- Follow a good hand washing method with water:
 - Wet your hands and apply soap.
 - Rub hands and wrists for at least 10 to 15 seconds, intertwine fingers and rub around nails.
 - rinse, making sure to remove all traces of soap;
 - dry hands completely with hand paper or a hot air dryer;

- Turn off the tap with hand paper.
- Make sure there is a garbage can containing a disposable plastic bag nearby (empty this garbage can regularly);
- Clean and disinfect sinks daily;
- Use waterless cleaning agents, quick-drying antiseptics, or waterless hand cleaners when workers do not have access to washroom facilities (e.g., foams, gels, liquids, wipes, etc.).

HAND WASHING



HAND SANITIZING



CONTROL METHODS

- ✓ **Training/information** of exposed workers on the procedures to be followed
 - Frequency: Upon hiring//When changing jobs exposing workers to new risks//If it is found that workers do not follow procedures//Annual (recall)
- ✓ **Verification** of compliance with work procedures
 - Frequency: Daily
- ✓ **Inspection** of the premises
 - Frequency: Monthly

PPE



RISKS ATTRIBUTABLE TO PHYSICAL EXERTION GENERAL

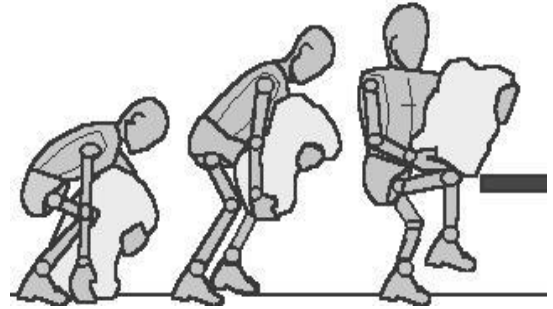
RISKS



Musculoskeletal
disorder

PREVENTIVE MEASURES

- Identify hazards related to tasks;
- Involve workers in the search for solutions to reduce or eliminate constraints;
- Adapt tasks to the physical characteristics of workers;
- Determine individual or team work methods for high-risk tasks;
- Use equipment for safe handling;
- Avoid awkward working postures (flexion, twisting, elongation, etc.);
- Diversify tasks or establish job rotations to avoid repetitive movements for long periods of time;
- Avoid prolonged static muscle work (holding a position);
- Avoid excessive effort by adopting good work methods and using the appropriate tools for the task:
 - use thigh strength to lift or slide objects
 - Lift objects with a strong grip and bring them as close to you as possible.
- Get help to lift objects that are too heavy, take your time and coordinate your efforts;
- Use appropriate handling equipment to reduce effort (e.g., hand truck, pallet truck, cart, etc.);
- Store the most frequently used and heaviest loads at hip height;
- Store less frequently used, or light, loads at height;
- Use a stepladder or other appropriate equipment to reach equipment that is stored above shoulder height.



CONTROL METHODS

- ✓ **Training/information** for workers on prevention measures
 - Frequency: Upon hiring//When changing positions//Information through posting in strategic locations
- ✓ **Verification** of compliance with safety instructions
 - Frequency: Daily
- ✓ **Job analysis** (physical organization and task-based working methods)
 - Frequency: When implementing new workstations or tasks//Whenever injuries occur at a workstation

USE OF A TRUCK (ROAD TRANSPORT)

RISKS



Accident of
The road



Reversal

PREVENTIVE MEASURES

Vehicle:

- Comply with the preventive maintenance program established by the manufacturer;
- Have the periodic mechanical inspection of the vehicle carried out by an agent of the *Société de l'Assurance Automobile du Québec*;
- Do not modify a vehicle in such a way as to make it dangerous to drive or not to comply with the regulations;
- Equip the vehicle with emergency equipment (e.g., first aid kit, bib, Bengal lights).



Seat belt:

- Ensure the presence and proper functioning of a seat belt for each occupant of the vehicle;
- Never remove, modify or disable a seat belt;
- Wear a seat belt at all times;
- Adjust the seat belt correctly:
 - shoulder belt resting on the collarbone (it should not rest on the neck);
 - lap belt resting on the pelvic bone (it should not rest on the abdomen);
 - belt well taut.

Safe Driving:

- Organize work so that there is sufficient time to travel as required;
- Communicate your itinerary and estimated time of arrival;
- Never drive a vehicle under the influence of drugs or alcohol;
- Do not smoke when loading or unloading flammable products;
- Avoid smoking in the cab of the vehicle (smoke reduces the amount of oxygen, increasing the risk of drowsiness while driving);
- Ascend and descend by applying the rule of three points of support (do not jump);
- Perform a visual inspection of the vehicle before leaving;
- Adjust the driver's seat when changing vehicles;
- Respect the speed limits, road signs and road traffic rules established by the Highway Safety Code;
- Do not ride on a road or infrastructure when heavy vehicle traffic is prohibited (in case of restricted traffic, follow the signs);
- Stop at roadside checkpoints when a mandatory stop is indicated;

- Respect the hours of work, conduct and rest in effect;
- Maintain a safe distance from any other vehicle;
- Avoid sudden acceleration and braking;
- Adapt your driving to the ambient conditions (visibility, bad weather, road conditions, traffic density, etc.);
- Postpone your trip in the event of poor road conditions that may make driving too dangerous;
- Assess the situation in the event of a deterioration in road conditions during travel and stop or turn as necessary;
- Use a hands-free device for telephone conversations while driving;
- Do not compose or read emails or text messages while driving (stop in a safe place);
- Stop immediately if the vehicle exhibits abnormal reactions (e.g., abnormally long braking distance);
- Lock the vehicle when stopping;
- Attempt to contact a worker who does not arrive at their destination at the scheduled time.

In the event of a traffic accident or roadside intervention:

- Stop the vehicle immediately (try, if possible, to park without obstructing traffic);
- Assess the situation without panicking;
- Delineate a safety zone and make the accident site visible (Bengal lights, vehicle hazard lights, etc.);
- Make yourself as visible as possible (wear a bib, stand under a light pole, etc.);
- Call a flagman if necessary (the flagperson must position himself so that he is visible to other road users);
- Contact the emergency services or a breakdown service and inform your employer of the accident;
- Wait calmly in a safe place (e.g., behind a guardrail).

CONTROL METHODS

- ✓ **Training/information** of workers on the procedures to be followed
 - *Frequency:* As soon as they are hired//When workers do not follow the instructions//Annual
- ✓ **Visual inspection** of the vehicle
 - *Frequency:* Before each departure
- ✓ **Verification** of compliance with safety instructions
 - *Frequency:* When using the vehicle

PREVENTION OF DROWSY DRIVING

RISKS



Accident of
The road

SAFE WORK PRACTICES

- ✓ Know the signs of excessive fatigue while driving:
 - difficulty concentrating on the road;
 - staring at him;
 - heavy eyelids;
 - itchy eyes;
 - blinking;
 - repeated yawning;
 - stiffness in the neck and shoulders;
 - back pain;
 - numb legs;
 - need to change position continuously.
- ✓ Adjust the driving position appropriately:
 - backrest almost vertical and straight back;
 - arms slightly bent;
 - legs almost stretched out.
- ✓ Make sure to always keep the same vision in the rearview mirror (when this is no longer the case, it is possible that the body has slouched due to fatigue);
- ✓ Get enough sleep outside of driving periods (adjust sleep hours before night shifts);
- ✓ Do not eat a heavy meal, do not consume alcohol or drugs;
- ✓ Make sure that a medication you are using is not a cause of drowsiness (do not drive if the drug manufacturer advises against it);
- ✓ Do not maintain excessive heat or cold in the vehicle's passenger compartment;
- ✓ Ban smoking in the passenger compartment (smoke reduces the amount of oxygen, which can promote fatigue – in addition to being incompatible with the transport of certain materials);
- ✓ Take regular breaks and get out of the vehicle to get some fresh air;
- ✓ Stop to sleep if you feel very tired (sleep is a physiological need that cannot be suppressed).



CONTROL METHODS

- ✓ **Informing** workers of the procedures to be followed
 - *Frequency:* Upon hiring//When changing positions//When non-compliance with instructions//Annual
- ✓ **Verification** of compliance with established procedures
 - *Frequency:* During the course of operations

JOB SAFETY ANALYSIS

ANALYSIS INFORMATION

■ POSITION:

■ Performed by: ■	■ Reviewed by: ■	■ Approved by: ■
■ Date:	■ Date:	■ Date:
SEQUENCE OF STEPS	POSSIBLE ACCIDENT RISKS OR HAZARDS	PREVENTIVE MEASURES

DETAILED NOTICE OF DISCIPLINARY ACTION

HOW IT WORKS

Under the Act respecting occupational health and safety, employers are required to take the necessary measures to protect the health and safety of workers. One way to ensure that the rules are followed is to issue a warning and, if necessary, notices of disciplinary action in the event of non-compliance with the rules.

The main purpose of this procedure is to eliminate the offending behaviour so that it does not recur, but also to encourage the employee to correct his or her own behaviour. The application of disciplinary measures must be carried out while taking care to respect a gradation in the level of sanctions imposed. Each case is unique and must be analyzed and treated separately. Disciplinary measures put in place by management to correct misconduct must be noted and recorded in the employee's file for all employees of the company.

In the context of high-risk situations identified by the CNESST, any deviation, in the following circumstances, must be sanctioned by a written notice and an immediate correction must be made by the worker in default:

- Working with equipment that has had the safety guard removed
- Work performed on unlocked equipment
- Working at heights without protective equipment
- Work in an environment containing asbestos or silica without adequate protection
- Any lack of respect towards a colleague, superior or any other person in the workplace, including unruly behaviour (inappropriate comments, disrespectful attitudes, inappropriate gestures, etc.)
- Any act of sabotage, deliberate damage to equipment or material
- Any deliberate slowdown in production or any action intended to interfere with the smooth running of operations

The employer must determine an appropriate gradation and explain it to all workers. Here is an example of steps to follow in the gradation of sanctions for the application of disciplinary measures:

- 23. First measure: Meeting with verbal notice;
- 24. Second measure: Meeting with written opinion;
- 25. Third measure: Meeting with written notice and suspension;
- 26. Fourth measure: Meeting with dismissal.

Depending on the seriousness of the misconduct, a step may be completed more than once before moving on to the next action. There is an appropriate sanction for each of the misconducts committed. The intensity of disciplinary sanctions can vary from a simple verbal warning to dismissal, including a written warning, loss of special benefits, disciplinary layoffs and demotion. It is therefore essential to distinguish between the importance of each of these offences and the seriousness of the sanction that may be applied.

EMPLOYEE ENGAGEMENT

ENGAGEMENT

I confirm that I have read and understood the health and safety policy, the occupational injury reporting policy, the temporary assignment policy and the prevention program.

I undertake to take the necessary measures to protect my health, safety and physical and psychological integrity, as well as that of the people around me

I am committed to respecting the policies and regulations in force in the company.

I undertake to report any dangerous situations or defective equipment to my immediate supervisor immediately.

I agree to report any injuries that occur in the workplace before leaving the premises.

I am committed to participating in the identification and elimination of the risks of occupational accidents and diseases in the workplace.

CERTIFICATE OF COMMITMENT

27. FIRST AND LAST NAME (in print letters)

28. SIGNATURE

29. Date

CERTIFICATE OF COMMITMENT

30. FIRST AND LAST NAME (in print
letters)

31. SIGNATURE

32. Date

COMMITMENT OF THE SUBCONTRACTOR

PROCESSOR INFORMATION

Name of the subcontractor:

Name of the subcontractor's representative:

ENGAGEMENT

I acknowledge that I have read the prevention program that applies to me and that I undertake to put in place the means of prevention for all the hazards that are checked below and to ensure that they are respected by my workers in order to eliminate the risk of accidents and occupational diseases.

Personal Protective Equipment

Check that you are wearing a hard hat, safety shoes and other protective equipment.

Check for safety glasses when exposed to moving particles.

Protection against falls from a height of more than 3 meters (10 feet)

Presence of a guardrail at the edge of the void, on the sides of a floor, roof, platform, scaffolding, or any place from which my workers are at risk of falling from a height of more than 3 metres.

Presence of safety harnesses including a lanyard with energy absorber and rope string, all connected to a vertical lifeline attached to a certified anchor for each worker.

Train and educate my workers on safe work practices when using a safety harness.

Ensure that my workers wear the safety harness.

Protect floor openings by guardrailing or closing them with a load-resistant cover.

Échelles

Use a ladder of suitable length, installed on a solid base and in a stable position.

Make sure my workers climb ladders hands-free.

Scaffolding

Ensure that the scaffold rests on load-resistant ground and that the scaffold legs are equipped with screw jacks.

Ensure that scaffolds are equipped with braces and vertical locks (bananas).

Stabilize the scaffold when the height exceeds three times the smallest dimension of its base, either by anchoring it to the building or by widening its base with stabilizers.

Digging, excavations and trenches

Shor the walls of a trench or excavation using quality materials in accordance with a professional engineer's plans and specifications. Otherwise, the walls of a trench or excavation must not present a landslide hazard and their slope must be less than 45 degrees from less than 1.2 metres from the bottom.

Store equipment 1.2 metres from the edge of the trench.

Circulate or park vehicles more than 3 metres from the edge of the trench or excavation.

Work near a power line

Ensure that any person, part, equipment or machinery is further than the minimum approach distance (e.g., 3 metres - 25,000 volts), otherwise agree with the electrical power company (e.g., Hydro-Québec) on the safety measures to be taken.

PLEASE NOTE:

If the CNESST issues a statement of offence to the project manager concerning one or more of the undertakings agreed to above, I acknowledge that I must pay him, as liquidated damages, an amount equal to the fine imposed on him, without, however, exceeding the value of my fine, provided that I have been found guilty of the same offence and that the project manager takes the steps reasonably required to contest his offence.

The project manager cannot claim a penalty from me for a repeat offence, unless the previous event is attributable to me.

If necessary, I authorize the project manager to withhold, until the judgment is rendered and subsequently to offset the sums owed to me, the amount of the aforementioned damages.

CERTIFICATE OF COMMITMENT

(Signature of the subcontractor's representative)

(Witness)

(Date)

HEALTH AND SAFETY COMMITMENT

ENGAGEMENT

I confirm that I have read and understood:

The health and safety policy;

The policy on the declaration of occupational injuries;

The Temporary Assignment Policy;

The policy for the prevention of violence and harassment;

The prevention program.

I will take the necessary measures to protect my health, safety and physical integrity as well as that of those around me;

I am committed to respecting the policies and regulations in force in the company.

I agree to report any dangerous situations or defective equipment to my immediate supervisor immediately;

I agree to report any injuries that occur at the workplace before leaving the premises;

I undertake to participate in the identification and elimination of the risks of occupational accidents and diseases in the workplace;

I am committed to participating in the identification and elimination of the risks of occupational accidents and diseases in the workplace.

CERTIFICATE OF COMMITMENT

33. FIRST AND LAST NAME (in print letters)

34. SIGNATURE

35. Date

36. Witness

Employee Information

37. First and last name

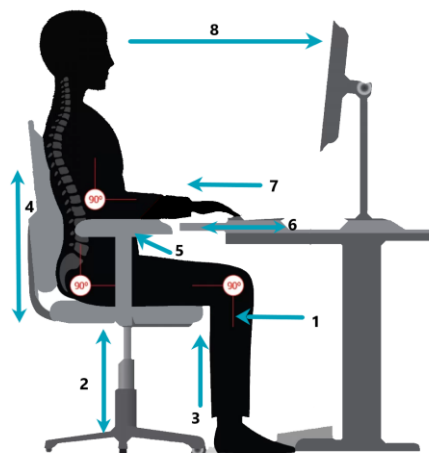
38. Position

39. Date of hire

40. Line Manager

CHECKLIST WORKSTATION ERGONOMICS

GOOD POSTURE



INFORMATION

Thighs parallel to the floor:

- Adjust the inclination of the seat of the chair or armchair.

Feet resting on the floor or on the footrest:

- Adjust the seat height.

Back of the knees clear:

- Adjust the depth of the seat so that the hand easily goes behind the knee or specify the appropriate depth for purchase.

Back, especially the lower back, straight and well supported:

- Adjust the height, tension, and inclination of the backrest.

Supported forearms and relaxed shoulders:

- Adjust the height and spacing between the armrests so that the forearms are supported.

Elbows at the same level as the keyboard:

- Adjust the height of the worktop so that the keyboard stand is at the appropriate height.

Wrists straight and hands in a straight line with the forearms:

- Adjust the tilt of the keyboard using its paws.

Monitor at a comfortable reading distance:

- Distance of about 70 centimetres, or the length of an arm.
- Position yourself so that the top of the screen is at eye level.

EQUIPMENT AT YOUR FINGERTIPS

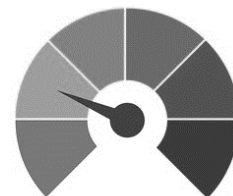
- ✓ Place the mouse next to the keyboard and at the same level.
- ✓ Place the document to be read on a copy holder near the monitor and at the same height.
- ✓ If the document is to be consulted often, place it between the keyboard and the screen.
- ✓ Provide an accent lamp to increase the illumination of the document.

RISK ASSESSMENT

WHY IS A RISK ASSESSMENT SO IMPORTANT?

Risk assessments are very important because they are an integral part of a good occupational health and safety management plan. They help to:

- ✓ Educate people about hazards and risks;
- ✓ Determine who is at risk (employees, maintenance personnel, visitors, contractors, members of the public, etc.);
- ✓ Determine if a management program is required for a particular hazard;
- ✓ Determine whether the risk control measures in place are appropriate or whether additional measures are required;
- ✓ Prevent injury or illness when assessments are conducted at the design or planning stage;
- ✓ Prioritize risks and control measures;
- ✓ Satisfy legal obligations, if applicable.



RISK CONTROL METHODS

To be sure to detect all the risks, you must:

- ✓ Considering unusual activities, such as maintenance, repair or cleaning;
- ✓ Review accident/incident/near-miss records;
- ✓ Integrate people who work "off-site", either at home, in another place, on the road, at the client's site, etc.;
- ✓ Examine how the work is organized or performed (consider the experience of the people doing the work, the systems used, etc.);
- ✓ Check for foreseeable unusual conditions (e.g., possible impact on the hazard control procedure that could render it ineffective during an emergency, power outage, etc.);
- ✓ Determine whether a product, machine or equipment can be modified, intentionally or unintentionally (e.g., a protective device that can be removed);
- ✓ Examine the risks to visitors or the public;
- ✓ Consider the type of person involved, recognizing that the level of risk may differ depending on whether they are young or inexperienced workers, people with disabilities, or new or expectant mothers.

✓ Example of risk assessments for working at heights

✓ Task	✓ Danger	✓ Risk	✓ Priority	✓ Measurement
✓ Working at height	✓ Working alone	✓ Inability to seek help when needed	✓ 3	✓ 1
	✓ Fall	✓ Fractures, internal injuries or death	✓ 1	✓ 2
	✓ Working for long periods of time	✓ Fatigue	✓ 4	✓ 1

✓ Falling object

✓ Bruise or bodily harm

✓ 2

✓ 3

Once priorities have been established, it is possible to determine control methods for each identified risk. These methods are often grouped into the following categories:

41. Elimination (including substitution);
42. Engineering controls;
43. Administrative measures;
44. Personal protective equipment.

CLASSIFY OR PRIORITIZE RISKS

Establishing risks

- ✓ Table 1 provides a simple illustration of the relationship between probability and severity.
- ✓ In this example, the severity categories correspond to the following:
- ✓ **High:** Severe fracture, poisoning, heavy bleeding, severe head injury, or life-threatening illness.
- ✓ **Medium:** Sprain, muscle strain, localized burning, dermatitis, asthma, injury resulting in several days of absence.
- ✓ **Low:** Injury requiring first aid only; short-term pain, irritation or dizziness.
 - ✓ In this example, the probability categories correspond to the following:

Tableau 1 : Grille des risques

Probabilité	Élevée			
	Moyenne			
	Faible			
		Faible	Moyenne	Élevée
		Gravité		

- ✓ **High:** High possibility of a person occurring once or twice a year.
- ✓ **Medium:** Potential for one person to occur once every five years.
- ✓ **Low:** Potential to occur only once in a person's career.
- ✓ The colours of the boxes in **Table 1** correspond to risk ratings, as shown in **Table 2**.

Establish the risk rating

- ✓ These risk ratings are accompanied by actions to be taken:
- ✓ **Immediate danger:** The process must be halted and risk control measures must be put in place.
- ✓ **High risk:** The process should be investigated and risk control measures should be put in place immediately.
- ✓ **Medium Risk:** There is no need to stop the process, but a risk control plan should be developed and implemented as soon as possible.
- ✓ **Low risk:** There is no need to stop the process, but regular monitoring is required. It is also advisable to consider implementing a risk control plan.
- ✓ **Very low risk:** The process should continue to be monitored.

Tableau 2 : Cote des risques

Description	Code de couleur
Danger immédiat	
Risque élevé	
Risque moyen	
Faible risque	
Très faible risque	

ACCIDENT/INCIDENT INVESTIGATION AND ANALYSIS FORM

Section 1a - Identification

Full Name:			Position held:		
Age:	Gender:	Employee Number:	Date of hire:		
Employee Processor Visitor Other: _____			Worker experience:		
Accident with injury Quasi-accident Hardware Incident Environmental incident					
Relapse					
On the face of it, is the incident/accident attributable to human error? Yes No					
Name and Address of Employer:			Employer/Branch Telephone Number:		
Supervisor Name:			Date of the event:		Time:
Declared to whom:			Date of Reporting:		Time:
Hours worked the day before:		Shift Start Time:		Shift End Time:	
Event location with risk details:					
Weather Conditions: Sunshine Clouds Rain Snow Ice Wind Other: _____					

Section 1b - First Aid

N/A

In-house first aid: Yes No

Name of the rescuer: _____

Nature of care provided: _____

Medical consultation: Yes No

Temporary Assignment Form: Yes No

Body part injured: _____

Left Central Right

Nature of injury: _____

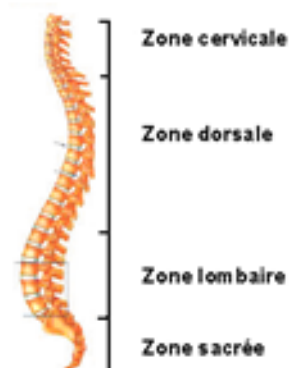
Type of contact: _____

Overexertion: Yes No

Information : _____

Description and direct cause of injury:

NATURE DE LA BLESSURE	GENRE DU CONTACT	EFFORT EXCESSIF
☐ CONTUSION ☐ COUPURE ☐ ÉCRASEMENT ☐ ENTORSE – FOULURE ☐ FRACTURE ☐ DOULEUR ☐ AUTRE : _____	☐ CHUTE AU MÊME NIVEAU ☐ COINCÉ ☐ EFFORT EXCESSIF ☐ FRAPPÉ PAR ☐ HEURTÉ CONTRE ☐ CHUTE À UN NIVEAU DIFFÉRENT ☐ AUTRE : _____	☐ LEVANT ☐ POUSSANT ☐ TIRANT ☐ TRANSFÉRANT ☐ AUTRE : _____ POIDS DE LA CHARGE : _____



Section 1c – Environmental Incident

N/A

Gasoline Diesel Oil Used oil	Intervention equipment used: Yes No If so, which _____
Chemicals: If so, which one: _____	Sensitive environment nearby: Yes No
Quantity: _____	If so, which _____

Section 1d – Property Damage

N/A

Material damage: Yes No	Estimated amount of damage: _____ **If more than \$150,000, contact the CNESST
Description of Damage: _____ _____	

Section 2 – Sequence of events – version of the person involved (Who, What, Where, When, How, With What, Why) If possible add photos and attach them to the report.

Version: _____

Section 3 – Signatures

Employee: _____	Date: _____
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Section 4 – Sequence of Events – Witness(es) Version

N/A If the same version, check here

Witness 1

Name: _____	Position: _____
Version: _____ _____ _____ _____	
Signature of the witness: _____	Date: _____

Witness 2

Name: _____	Position: _____
Version: _____ _____ _____ _____	
Signature of the witness: _____	Date: _____

Section 5 – Identifying Causes

For each component of the work, list the facts gathered during the investigation.

For each of these facts, indicate whether it is an anomaly (what is, but should not be; or what is not and should be).

For each of the anomalies identified, determine whether it contributed to the accident (if this anomaly had not been present, there would have been no accident or the course would have been different).

Components of Work (MÉLITO)	Facts	Anomalies		Contributing Anomalies	
		Yes	No	Yes	No
Timing (start/end of shift, urgent work, overtime, etc.)					
Equipment (vehicles/tools/PPE/products) (condition/absence of equipment, maintenance, etc.)					
Location (weather conditions, state of play, lighting, noise, etc.)					
Individual (experience on the job, training, compliance with safety rules, etc.)					
Task (new task, safe work method, change in workflow, etc.)					
Organization (training programs, onboarding of new employees, safety rules, availability of PPE, supervision, etc.)					

Section 6 – Corrective Action Identifications (Minimum 1 per cause)

<i>Direct causes</i> (Why did the accident occur?)	<i>Recommendation for corrective action</i> (Immediate, temporary or long-term)	<i>Follow-up manager</i>	<i>Timeline</i>	<i>Implementation date</i>

<i>Root causes</i> Why were these anomalies present at the time of the accident?	<i>Recommendation for corrective action</i> What should be put in place to prevent further accidents?	<i>Follow-up manager</i>	<i>Timeline</i>	<i>Implementation date</i>

Section 6 – Statistics (Completed by the OHS Manager)

Minor Injury	First Aid Temporary Assignment	Medical Treatment Temporary Assignment	Waste of time
Event No.:		Follow-up with the claims team:	Yes No

Section 7 – Communication with Organization (Completed by OHS Manager)

Yes No	Reason: _____
Organization contacted: _____	
Date: _____	Time: _____
Contact: _____	

Section 8 – Signatures

	Date
Employee:	
Supervisor:	
Branch Manager:	
OSH Manager :	

*Checklist for documenting the investigation (MÉLITO)

Timing: Start of the shift Overtime Pause End of shift Urgent work Upon returning from a meeting (disciplinary, training, committee, etc.)	Equipment: Improper tool or equipment Defective tool or equipment Hazardous product Product improperly stored Mislabelled product Product misused Hazardous materials Material too heavy weight: ____ kg Unsuitable equipment Missing PPE Ineffective PPE Lack of preventive maintenance Protective guard non-existent Other: _____	Locations: Hazardous installation Unprotected installation Improper installation No Installation Cluttered workplace Cramped workplace Poor condition of the traffic routes Poor ventilation Insufficient lighting Oiled surface Slippery surface Hazardous storage Fire risk External Atmospheric Condition
Intervention of a third party: Dangerous behaviour by another person Dangerous gesture by another party Other: _____		

Individual / Person: Inadequate physical condition Lack of experience Lack of training and information Lack of knowledge Lack of motivation Lack of skill Misunderstanding of the guidelines Failure to comply with work procedures Deliberate action by employee or others Specific instruction not followed Non-work-related cause Other: _____	Tasks: Dangerous Worker Gesture Working Procedures (Written) Work rate (speed-pace) Working time Wrong maneuver New task Interference between two actions Poor handling Poor working method Excessive speed Repetition of the gesture Other: _____	Organization: Inadequate supervision Poor risk assessment Design issues Lack of communication Incorrect storage method Wrong method of transportation Inadequate maintenance Inadequate mechanical maintenance Inadequate inspection Inadequate or absent rules and procedures Inadequate standards or work rules Lack of training Poor assignment (selection, hiring) Other: _____
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HEALTH AND SAFETY ORGANIZATION

AM I TAKING CHARGE OF MYSELF IN THE FIELD OF OCCUPATIONAL HEALTH AND SAFETY?

AS A BUSINESS LEADER...	YES	NO	IN PART	✓
I adopt a policy on prevention.				
I make my policy known to everyone and I encourage them to actively help me.				
I give myself the means to detect the dangers present in my company (inspections, accident investigations, etc.).				
I integrate prevention management into my day-to-day management.				
I make my managers responsible for the health and safety of their team and I evaluate them on this point.				
I delegate certain prevention tasks.				
I create a health and safety committee (HSC) or appoint a prevention representative.				
I provide concrete support for the work of the health and safety committee (attendance, budget, etc.).				
I am taking steps to ensure that what is safe will remain safe.				
I regularly check whether the means I have chosen are giving satisfactory results.				
I set myself specific goals to improve the situation.				
I give myself a dynamic action plan (with the collaboration of managers and workers).				
I adapt my action plan according to the evolution of the situation.				
I inform all my employees, at least once a year, of the results of our prevention efforts.				

✓ = To be included in the action plan

NOISE LEVELS AND TEMPERATURES (RSST)

NOISE LEVELS TO BE RESPECTED

Observe the following continuous noise exposure values:

82 dBA: 16 hours/day	97 dBA: 30 min/day	115 dBA : 28 sec/jour
83 dBA: 12 hours/day	100 dBA: 15 min/day	118 dBA : 14 sec/jour
85 dBA: 8 hrs/day	103 dBA: 7 min/day	121 dBA : 7 sec/jour
88 dBA: 4 hrs/day	106 dBA: 4 min/day	124 dBA : 3 sec/jour
91 dBA: 2 hrs/day	109 dBA: 2 min/day	127 dBA : 1 sec/jour
94 dBA: 1 h/day	112 dBA: 1 min/day	128 dBA : <1sec/jour

Observe the following impact noise exposure values (linear dB – peak value):

120 dB: 10,000 impacts/8-hour day	128 dB: 1,585 impacts/8-hour day	136 dB: 251 impacts/8-hour day
121 dB: 7,943 impacts/8-hour day	129 dB: 1,259 impacts/8-hour day	137 dB: 200 impacts/8-hour day
122 dB: 6,310 impacts/8-hour day	130 dB: 1,000 impacts/8-hour day	138 dB: 158 impacts/8-hour day
123 dB: 5,012 impacts/8-hour day	131 dB: 794 impacts/8-hour day	139 dB: 126 impacts/8-hour day
124 dB: 3,981 impacts/8-hour day	132 dB: 631 impacts/8-hour day	140 dB: 100 impacts/8-hour day
125 dB: 3,162 impacts/8-hour day	133 dB: 501 impacts/8-hour day	More than 140 dB: no exposure allowed
126 dB: 2,512 strikes/8-hour day	134 dB: 398 impacts/8-hour day	
127 dB: 1,995 impacts/8-hour day	135 dB: 316 impacts/8-hour day	

TEMPERATURES TO BE RESPECTED

- ✓ Guarantee a **minimum temperature** depending on the nature of the work:
 - 20 °C for light work in a seated position (e.g. office work, precision work);
 - 19 °C for light physical work in a seated position (e.g., sewing, small machine tools);
 - 17 °C for light work in a standing position (e.g., machine tool);
 - 16 °C for medium work in a standing position (e.g., assembly);
 - 12 °C for strenuous work in a standing position (e.g. manual work with heavy tools).
- ✓ Provide workers with a heated room when minimum temperatures cannot be maintained in a closed room;
- ✓ Maintain a **minimum temperature** of 20 °C in dining rooms;
- ✓ Guarantee a **maximum temperature** depending on the nature of the work and rest periods:
 - **Continuous work:** 30 °C for light work, 26.7 °C for medium work, 25 °C for heavy work;
 - **Work 75%, rest 25% (every hour):** 30.6 °C for light work, 28 °C for medium work, 25.9 °C for heavy work;
 - **50% work, 50% rest (every hour):** 31.4 °C for light work, 29.4 °C for medium work, 27.9 °C for heavy work;
 - **Work 25%, rest 75% (every hour):** 32.2 °C for light work, 31.1 °C for medium work, 30 °C for heavy work.

APPOINTMENT OF HEALTH AND SAFETY REPRESENTATIVE (HSR)

IDENTIFICATION OF THE REPRESENTATIVE

To facilitate worker participation in prevention efforts, I will be the health and safety representative for the current year.

First name:

Name:

Signature :

Date:

IMPORTANT

Each year, the appointment of your representative must be confirmed by sending this form to your prevention specialist, by email or fax:

Email:

Fax:	Quebec City Area	Montreal area	Toll-free line
	(418) 864-7954	(514) 223-2424	1 877 864-7954

Reference: An Act to modernize the occupational health and safety regime, Chapter V, Section 1, Paragraphs 8

GENERAL OBLIGATIONS

OBLIGATIONS OF EMPLOYERS WHO ARE MEMBERS OF A PREVENTION MUTUAL INSURANCE COMPANY

- ✓ Have a prevention program that complies with the OHSA;
- ✓ This program must be updated annually in subsequent years;
- ✓ This free-form program must be adapted to the hazards present in the workplace;
- ✓ Post the prevention program and the notice of membership of the mutual insurance company in a place that is easily accessible to workers;
- ✓ Ensure the application of the prevention program;
- ✓ Promote the maintenance of the employment relationship for workers who have suffered an employment injury;
- ✓ Remain in good standing with the CNESST throughout your participation in the mutual's program.

OBLIGATIONS OF THE EMPLOYER

- ✓ Ensure that establishments are equipped and set up in a safe manner;
- ✓ Designate and post health and safety staff members;
- ✓ Ensure that the organization of the work and the methods and techniques used to perform it are safe;
- ✓ Controlling the maintenance of the workplace;
- ✓ Use methods and techniques to identify, control and eliminate risks;
- ✓ Take fire safety measures prescribed by regulations;
- ✓ Provide safe equipment and ensure its maintenance in good condition;
- ✓ Ensure that the emission of a contaminant or the use of a hazardous material does not adversely affect health or safety;
- ✓ Inform the worker of the hazards and provide appropriate training, supervision and training;
- ✓ Post the information provided by the Commission, the regional board and the physician in charge;
- ✓ Provide personal protective equipment and equipment;
- ✓ Allowing workers to undergo health examinations;
- ✓ Communicate the list of hazardous materials used in the establishment and the contaminants that may be emitted there;
- ✓ Collaborate with the OHS Committee;
- ✓ To provide the OHS Committee with the necessary equipment, premises and personnel.

OBLIGATIONS OF THE WORKER

OHSA, s. 49:

- ✓ Learn about the prevention program;
- ✓ Apply the guidelines and safe work procedures contained in the prevention program;
- ✓ Take the necessary measures to protect their health, safety and physical or psychological integrity;
- ✓ Avoid endangering the health, safety or physical or psychological integrity of others;
- ✓ Undergo any health examinations required for the purposes of this Act and the regulations;

- ✓ Participate in the identification and elimination of risks of occupational accidents and diseases.

OHSA s. 49.1:

- ✓ A worker must not perform his or her work if his or her condition represents a risk to his or her health, safety or physical or psychological integrity, or that of other persons in or near the workplace, in particular because of his or her impairment by alcohol, drugs, including cannabis, or a similar substance. **On a construction site**, the condition of a worker whose faculties are impaired by alcohol, drugs, including cannabis, or a similar substance represents a risk for the purposes of the first paragraph.

LATMP art. 265 :

- ✓ Immediately report any accident or occupational disease to your superior, or failing that, to another representative of the employer, before leaving the establishment when they are able, or otherwise as soon as possible.

OBLIGATION TO REPORT MAJOR EVENTS (S. 62 AOHS)

- ✓ The employer must notify the WSIB by the fastest means of communication and, within 24 hours, report to the WSIB for any event resulting in:
 - the death of a worker;
 - for a worker, the total or partial loss of a limb or its use or significant physical trauma;
 - injuries that prevent multiple workers from performing their duties on a working day;
 - significant property damage.
- ✓ The employer must keep the premises unchanged to allow the CNESST to conduct an investigation;
- ✓ A change to the premises is permitted only to prevent a worsening of the situation or if authorized by a CNESST inspector;
- ✓ The employer must notify the health and safety committee and the prevention representative of the event;
- ✓ The employer must send a written copy of its report to the health and safety committee, the prevention representative and the certified association.

RIGHT TO REFUSE (SS. 12 TO 31 AOHS)

- ✓ A worker has the right to refuse to perform work that poses a danger to himself or another person;
- ✓ This right of refusal cannot be exercised if it endangers the life, health, safety or physical integrity of another person;
- ✓ Nor can it be exercised if it is a question of the normal conditions of performance of the work;
- ✓ The worker must immediately inform his or her immediate supervisor, employer or a representative of the employer;
- ✓ The worker who has exercised his or her right to refuse must remain present on the premises and available to perform other tasks, if necessary;
- ✓ In the event of a disagreement between the worker and the employer about the danger or the corrective measures to be taken, the intervention of a CNESST inspector must be requested, who will analyze the situation and render a decision in accordance with the legislation in force;
- ✓ If the worker's representative and the employer (or his representative) determine, after examining the situation, that there is no danger justifying the refusal or that the refusal is based on reasons that are acceptable in the particular case of the worker, the employer may ask another worker to perform the work provided that the employer is informed of the initial refusal and the reasons given. The other worker may then accept or refuse to perform the work in question.

NOTICE OF DISCIPLINARY ACTION

Under the *Act respecting occupational health and safety*, employers are required to take the necessary measures to protect the health and safety of workers. One way to ensure that the rules are followed is to issue a warning and, if necessary, notices of disciplinary action in the event of non-compliance with the rules.

Under the CNESST's **ZERO TOLERANCE** program, any deviation, in the following circumstances, **will be sanctioned by a written notice**, and an **immediate correction** must be made by the worker in default:

- Falls from heights of more than 3 meters;
- Falls from a ladder;
- Collapse of a scaffolding;
- Collapse of the walls of an unsupported excavation;
- Exposure to asbestos dust;
- Exposure to silica dust;
- Carbon monoxide exposure
- Exposure to hazardous areas of a machine when (parts are in motion and/or energies are not controlled);
- Electrification due to contact with a live overhead power line and/or exposure to uncontrolled electrical energy.

PRE-MUTUAL OBLIGATIONS

OBLIGATIONS OF THE EMPLOYER

- ✓ Ensure that establishments are equipped and set up in a safe manner;
- ✓ Designate and post health and safety staff members;
- ✓ Ensure that the organization of the work and the methods and techniques used to perform it are safe;
- ✓ Controlling the maintenance of the workplace;
- ✓ Use methods and techniques to identify, control and eliminate risks;
- ✓ Take fire safety measures prescribed by regulations;
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- ✓ Inform the worker of the hazards and provide appropriate training, supervision and training;
- ✓ Post the information provided by the Commission, the regional board and the physician in charge;
- ✓ Provide personal protective equipment and equipment;
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- ✓ Collaborate with the OHS Committee;
- ✓ To provide the OHS Committee with the necessary equipment, premises and personnel.

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- ✓ Learn about the prevention program;
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- ✓ Avoid endangering the health, safety or physical integrity of others;
- ✓ Undergo any health examinations required for the purposes of this Act and the regulations;
- ✓ Participate in the identification and elimination of risks of occupational accidents and diseases.

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- ✓ A worker must not perform his or her work when his or her condition represents a risk to his or her health, safety or physical well-being, or that of other persons in or near the workplace, in particular because of his or her impairment by alcohol, drugs, including cannabis, or a similar substance. **On a construction site**, the condition of a worker whose faculties are impaired by alcohol, drugs, including cannabis, or a similar substance represents a risk for the purposes of the first paragraph.

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- ✓ The worker who has exercised his or her right to refuse must remain present on the premises and available to perform other tasks, if necessary;
- ✓ In the event of a disagreement between the worker and the employer about the danger or the corrective measures to be taken, the intervention of a CNESST inspector must be requested, who will analyze the situation and render a decision in accordance with the legislation in force;
- ✓ If the worker's representative and the employer (or his representative) determine, after examining the situation, that there is no danger justifying the refusal or that the refusal is based on reasons that are acceptable in the particular case of the worker, the employer may ask another worker to perform the work provided that the employer is informed of the initial refusal and the reasons given. The other worker may then accept or refuse to perform the work in question.

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Under the CNESST's **ZERO TOLERANCE** program, any deviation, in the following circumstances, **will be sanctioned by a written notice**, and an **immediate correction** must be made by the worker in default:

- Working with equipment that has had the security guard removed;
- Work performed on unlocked equipment;
- Working near power lines without respecting minimum approach distances;
- Working at heights without protective equipment;
- Work in the presence of trenches and excavations without following safety rules;
- Work in an environment containing asbestos and silica without protection.

INSPECTION GRID BASIC FIRST AID KIT

IMPORTANT

According to the CSA Z1220 standard, the verification of first aid kits must be done as soon as they are used and must not exceed 90 days (3 months).

REQUIRED CONTENT

ARTICLE	QUANTITY (25 workers or less per shift)	QUANTITY (26 to 50 workers per shift)	QUANTITY (51 or more workers per shift)	COMPLIANT
 First Aid Manual	1	1	1	☐
 Stainless steel bandage scissors with rounded angle tip Minimum 14 cm (5.5 po)	1	1	1	☐
 Splinter tweezers or tweezers with fine tip made of stainless steel Minimum 11.4 cm (4.5 inches)	1	1	1	☐
 Sterile adhesive bandages , assorted sizes (standard, large, fingertip, knuckle, large plate)	25	50	100	☐
 Sterile gauze pad , individually wrapped 7.6 cm x 7.6 cm (3 x 3 po)	12	24	48	☐
 Compress or compression dressing with ties, sterile, individually wrapped 10.2 cm x 10.2 cm (4 pos x 4 po)	2	4	8	☐
 Sterile, individually wrapped abdominal compress 12.7 cm x 22.9 cm (5 x 9 po)	1	2	2	☐
 Elastic bandages , unstretched length, individually wrapped: 1. 5.1 cm x 1.8 m 2. 7.6 cm x 1.8 m	1 of each	2 of each	4 of each	☐
 Adhesive tape or bandage 2.5 cm (1 after)	2,3 m	4,6 m	9,1 m	☐

	Antiseptic Wound Cleaning Wipe , individually wrapped	25	50	100	☐
	Individually wrapped hand and skin cleansing wipe (or equivalent)	6	12	24	☐
	Disposable Examination Gloves , Medical Grade, One Size Fits All, Latex-Free, Powder-Free	4 pairs	8 pairs	16 pairs	☐
	Bag for collecting single-use biomedical waste	1	2	2	☐
	Cardiopulmonary Resuscitation (CPR) Barrier Device with One-Way Valve	1	1	1	☐
	Triangular scarf with 2 safety pins 101.6 cm x 101.6 cm x 142.2 cm (40 po x 40 po x 56 po)	2	4	8	☐
	Emergency cover made of aluminum or non-stretch polyester Minimum 132 cm x 213 cm (52 x 84 st)	1	1	1	☐
	Instant Cold Pack (suggested but not required)	1	2	2	☐
	List of contents	1	1	1	☐

INSPECTION GRIDVEHICLE FIRST AID KIT

IMPORTANT

According to the CSA Z1220 standard, the verification of first aid kits must be done as soon as they are used and must not exceed 90 days (3 months).

REQUIRED CONTENT

ARTICLE	QUANTITY	COMPLIANT
 First Aid Manual	1	☐
 Stainless steel bandage scissors with rounded angle tip Minimum 14 cm (5.5 po)	1	☐
 Splinter tweezers or tweezers with fine tip made of stainless steel Minimum 11.4 cm (4.5 inches)	1	☐
 Sterile adhesive bandages , assorted sizes (standard, large, fingertip, knuckle, large plate)	16	☐
 Sterile gauze pad , individually wrapped 7.6 cm x 7.6 cm (3 x 3 po)	6	☐
 Compress or compression dressing with ties, sterile, individually wrapped 10.2 cm x 10.2 cm (4 pos x 4 po)	2	☐
 Elastic bandage , unstretched length, individually wrapped 5.1 cm x 9 m	1	☐
 Adhesive tape or bandage 2.5 cm (1 after)	2,3 m	☐
 Antiseptic Wound Cleaning Wipe , individually wrapped	6	☐
 Individually wrapped hand and skin cleansing wipe (or equivalent)	4	☐



Disposable Examination Gloves, Medical Grade, One Size Fits All, Latex-Free, Powder-Free

2 pairs

☐

Bag for collecting single-use biomedical waste

1

☐

Triangular scarf with 2 safety pins
101.6 cm x 101.6 cm x 142.2 cm
(40 po x 40 po x 56 po)

1

☐

List of contents

1

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